

## ***2003 Annual Financial Report***

Guthrie Township, Hubbard County Minnesota

1/21/2004

**Clerk:** Dorothy Clairmont

**Treasurer:** Amanda Lofthus

**Supervisor:** Russ Nickerson

**Supervisor:** Roger Corson

**Supervisor:** Mike Schmidt

There are two separate accounts that the Township manages. They are the **Township** account and the **Cemetery** account.

The Township account is further broken down into four funds. The **General** Fund, The **Road and Bridge** fund, the **Fire** Fund and the **Building** fund.

# General Fund

01/22/04

<u>Item</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
<b>2003 General Fund Income</b>			
	Balance on hand January 1, 2003		<b>\$7,577.69</b>
1	Interest earned 2003	\$155.60	
2	Cemetery salary reimbursement (2002 + 2003)	\$3,286.65	
3	Filling fees	\$4.00	
4	State market values credit; Ag Credit & manufactured Homes	\$2,228.94	
5	Hubbard County settlements	\$8,606.90	
6	Hubbard County tax forfeit	\$370.95	
7	Hubbard County in lieu of taxes	\$492.12	
8	Hubbard County gopher rebate (this rebate ceases as of 12-31-03)	\$25.25	
9	Miscellaneous items sold (Old Town Hall items & country book)	\$84.00	
10	Donations from snowmobile club	\$250.00	
11	Refund from Beltrami Electric Coop.	\$58.04	
	<b>Total 2003 Income</b>	<b>\$15,562.45</b>	
<b>Total Gross Income</b>			
			<b>\$23,140.14</b>
<b>2003 General Fund Expenses</b>			
1	Truth and Taxation notice	\$64.18	
2	Withholdings paid for FICA, PERA & Medical Tax.	\$1,061.22	
3	Hubbard County due settlements due cemetery	\$1,867.24	
4	Mileage paid for township business trips	\$259.20	
5	Town board salaries	\$5,959.60	
6	Election Judge salaries	\$208.00	
7	Cemetery caretaker salary (reimbursed by Cemetery fund)	\$1,697.93	
8	Insurance premiums	\$2,141.00	
9	Postage & photocopy	\$126.93	
10	Electricity at old town hall	\$191.59	
11	Propane tank lease	\$40.00	
12	Newspaper election notices	\$116.15	
13	Ballots printing	\$24.76	
14	Deposit Box rental	\$30.00	
15	Short course training fees	\$175.00	
16	Township Assessor	\$2,765.00	
17	Hubbard County Township Association dues	\$477.90	
18	Outdoor sign light	\$63.07	
19	E911 sign	\$20.00	
20	Donations approved at annual meeting	\$700.00	
21	Utilities for town hall (Shared expenses at community center)	\$600.00	
22	Minnesota Township Association calendar	\$5.00	
	<b>Total 2003 Expenses</b>	<b>\$18,593.77</b>	
<b>End of Year balance</b>			
			<b>\$4,546.37</b>

## Road and Bridge Fund

01/22/04

<u>Item</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
<b>2003 Road and Bridge Fund Income</b>			
	Balance on hand January 1, 2003		<b>\$35,955.40</b>
1	State market value (Ag credit & Manufactured Homes)	\$6,281.55	
2	Gasoline Tax credit	\$6,852.44	
3	Hubbard County settlements	\$23,039.07	
	<b>Total 2003 Income</b>	<b>\$36,173.06</b>	
<b>Total Gross Income</b>			
			<b>\$72,128.46</b>
<b>2003 Road and Bridge Fund Expenses</b>			
1	Stop sign replacement	\$58.10	
2	Mileage on township road survey trips	\$108.00	
3	Snowplowing	\$427.00	
4	Blade roads	\$11,514.00	
5	Ingalls ditch brushing	\$7,630.00	
	<b>Total 2003 Expenses</b>	<b>\$19,737.10</b>	
<b>End of Year balance</b>			
			<b>\$52,391.36</b>

## **Fire Fund**

01/22/04

<u>Item</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
<b>2003 Fire Fund Income</b>			
	Balance on hand February 1, 2003		<b>-572.42</b>
1	State market value (Ag credit & Manufactured Homes)	\$303.95	
2	Hubbard County settlements	\$1,487.41	
	<b>Total 2003 Income</b>	<u>\$1,791.36</u>	
	<b>Total Gross Income</b>		<b>\$1,218.94</b>
<b>2003 Fire Fund Expenses</b>			
1	Fire call :Erroneous Fire Call	\$180.00	
2	Fire Call: Power Pole	\$180.00	
3	Fire Call: Roadside Fire	\$180.00	
4	Fire Call: Church Fire	\$1,085.40	
5	Fire Call: Auto Accident	\$180.00	
6	Fire Contract with Cass Lake	\$1,556.25	
	<b>Total 2003 Expenses</b>	<u>\$3,361.65</u>	
	<b>End of Year Credit Balance</b>		<u><b>-\$2,142.71</b></u>

## **Building Fund**

01/22/04

<u>Item</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
<b>2003 Building Fund Income</b>			
	Balance carried January 1, 2003		<b>\$4,813.09</b>
1	State market value (Ag credit & Manufactured Homes)	\$1,317.10	
2	Hubbard County settlements	\$3,801.62	
	<b>Total 2003 Income</b>	<b>\$5,118.72</b>	
<b>Total Gross Income</b>			
			<b>\$9,931.81</b>
<b>2003 Building Fund Expenses</b>			
1	Paid Ye Old School Grounds (leaves a balance of \$15,000.00)	\$5,000.00	
	<b>Total 2003 Expenses</b>	<b>\$5,000.00</b>	
<b>End of Year balance</b>			
			<b>\$4,931.81</b>

## *Petty Cash (Gopher)*

<u>Item</u>	<u>Description</u>	<u>Amount</u>
1	Balance carried January 1, 2003	\$76.60
2	Bounty Paid (26 @ 1.50)	\$39.00
	<b>Balance on hand</b>	<b>\$37.60</b>

## Cemetery Fund

01/22/04

<u>Item</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
<b>2003 Cemetery Fund Income</b>			
	Balance on hand January 1, 2003		<b>\$9,156.60</b>
1	County settlements	\$1,851.52	
2	Interest earned	\$226.70	
3	Sale of lots	\$500.00	
4	Memorial money	\$65.00	
5	Perpetual care	\$835.00	
	<b>Total 2003 Income</b>	<b>\$3,478.22</b>	
	<b>Total Gross Income</b>		<b>\$12,634.82</b>
<b>2003 Cemetery Fund Expenses</b>			
1	Gas, oil, mower blades	\$278.46	
2	Materials and Labor on new fence	\$965.41	
3	Salary & withholdings (this is for 2002 and 2003)	\$1,932.07	
4	Sexton fees	\$100.00	
	<b>Total 2003 Expenses</b>	<b>\$3,275.94</b>	
	<b>End of Year Balance</b>		<b>\$9,358.88</b>
<b>Cemetery Certificates of Deposit</b>			
1	Security State Bank / Perpetual Acct # 9470	\$5,000.00	
2	Security State Bank / Compound intrest Acct # 9536	\$358.35	
	<b>Total 2003 CD's</b>	<b>\$5,358.35</b>	

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### LABOR RATES

#### Township officials

Clerk	\$800.00 per year / \$50.00 per meeting
Treasurer	\$300.00 per year / \$40.00 per meeting
Supervisor	\$150.00 per year / \$40.00 per meeting

#### Miscellaneous

Election Judge	\$10.00 per hour
Gopher Bounty	\$1.50 per gopher
Mileage rates	\$.36 per mile
General Labor	\$10.00 per hour
Cemetery Labor	\$15.00 per hour