

# NOTICE TO COUNTY AUDITOR

## Names of Township Officers

STATE OF NORTH DAKOTA  
County of Walsh

TO: Kristi Quibell, Walsh County Auditor

At the regular meeting held in the Township of \_\_\_\_\_ on the \_\_\_\_\_  
day of March, 20\_\_\_\_ the following persons are member of the Board of Township Officers.

### **OFFICERS**

(please list all officers, otherwise we won't know who is no longer on the township board)

**CHAIRMAN** (name): \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SUPERVISOR** (name): \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SUPERVISOR** (name): \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**CLERK** (name): \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**TURN OVER**

**TREASURER** (name – if not combined): \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ASSESSOR** (name): \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Respectfully submitted,

Clerk/Treasurer

**Send this notice to the County Auditor after the Chairman of the Board of Supervisors has been elected. Office holders and voters in a township must meet residency requirements within said township and qualify as electors as set forth in NDCC 16.1-01.**

**WALSH COUNTY, NORTH DAKOTA**  
**ANNUAL STATEMENT OF TOWNSHIP TREASURER**  
**TREASURER'S ANNUAL STATEMENT OF THE**  
**TOWNSHIP OF**

\_\_\_\_\_

**FOR THE YEAR ENDING DECEMBER 31, 20\_\_**

**STATE OF NORTH DAKOTA**  
**County of Walsh**  
**Township of \_\_\_\_\_**

I hereby certify that the within statement is a true account of all moneys received by me into the Township Treasury of said Township from the County Treasurer, and from all other officers and persons; and also of all moneys paid out by me as Treasurer of said Township for the year ending December 31, 20\_\_, and that the sum of \$ \_\_\_\_\_ is remaining in my hands as Treasurer for the General Fund.

Given under my hand this \_\_\_\_\_ day of March 20\_\_

\_\_\_\_\_ Treasurer of said Township of \_\_\_\_\_

\_\_\_\_\_

The within account examined, audited, and approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_) **Board of Audit**  
\_\_\_\_\_) **(Township Officers)**  
\_\_\_\_\_)

\_\_\_\_\_

Filed \_\_\_\_\_ 20\_\_

\_\_\_\_\_

**ANNUAL TOWNSHIP BUDGET  
For the Year Ending December 31, 20\_\_**

\_\_\_\_\_ Township

**Walsh County, North Dakota**

**Schedule A**

**CERTIFICATE OF LEVY**

TO: Kristi Quibell, County Auditor of Walsh County

You are hereby notified that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, the governing body of \_\_\_\_\_ Township, levied a tax of \$ \_\_\_\_\_ upon all the taxable property in said township for township purposes for the calendar year, ending December 31, 20\_\_, which levy is itemized as follows:

<u>Fund</u>	<u>Amount Levied</u>	<u>Maximum Authorized</u>
General -----	_____	_____
_____	_____	_____
_____	_____	_____
Total Amount Levied	=====	=====

**NOTE THAT THERE IS NO LONGER A PERCENTAGE INCREASE ALLOWED IN LAW**

You will duly enter tax upon the County tax list for collection upon the taxable property of \_\_\_\_\_ Township, Walsh County, North Dakota, for the ensuing year.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Township Clerk

**Schedule B**

Annual Budget For The Year Ending December 31, 20\_\_

**APPROPRIATION AND CASH RESERVE**

- Final Appropriation, Sch. C - line 25
- Cash Reserve (Note 1)  
(Estimated balance on 12-31)
- Total Appropriation and Cash Reserve (line 1 plus line 2)

**RESOURCES AND AMOUNT LEVIED**

- Cash and Investments Available -(Est.)  
(Estimated balance on 12-31)
- Estimated Revenues, Sch. C - line 9
- Total Resources - line 4 plus line 5
- Levy Required - line 3 less line 6
- Allowance for Delinquent Taxes  
(not to exceed 5% of line 7)
- Total Amount Levied - line 7 plus 8  
Include this amount in Schedule A (above)

General Fund	Fund

NOTE 1 - Not to exceed 75% of appropriations other than for debt retirement and appropriations financed from bond sources.

Annual Budget For The Year Ending December 31, 20\_\_

**GENERAL FUND**

**Receipts**

Property Taxes  
 Township Road Mileage  
 State Aid Distribution  
 Telecommunications  
 Interest Earned  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Miscellaneous Receipts  
 Total Receipts

Actual Receipts 20__	Estimated Receipts 20__	
	XXXXXXXXXXXXXXXXXX	1
		2
		3
		4
		5
		6
		7
		8
		9

**Disbursements**

Board Salaries  
 Dues and Meals  
 Election Board  
 Legal Notices  
 Blading and Graveling  
 Road Repair and Culverts  
 Snow Removal  
 Weed Control  
 Fire Protection  
 Insurance  
 Road Construction  
 Road Equipment Purchased  
 Amounts Paid to County for Services Performed  
 All Other Disbursements  
 Total Disbursements  
 Receipts over (under) Disbursements  
 Balance January 1  
 Balance December 31

Actual Disbursements 20__	Final Appropriation 20__	
		10
		11
		12
		13
		14
		15
		16
		17
		18
		19
		20
		21
		23
		24
		25
		26
		27
		28











STATE OF NORTH DAKOTA

Mailing address

SUMMARY DOCUMENT

Chairman: \_\_\_\_\_

ANNUAL TOWNSHIP FINANCIAL REPORT

A. Name of Township \_\_\_\_\_

B: Date

From: \_\_\_\_\_ To: \_\_\_\_\_

January 1, 20\_\_\_\_ December 31, 20\_\_\_\_

**GENERAL FUND**

Section I	INCOME	AMOUNT	Section II	DISBURSEMENTS - Continued	AMOUNT
	Beginning balance - Checking and saving accounts page 3, column (c)		<b>Subtotal - enter from first column</b>		
	General property tax collections received from the county	T01		Snow removal page 5, column (i)	E44
	Township road mileage - Total payments received this year page 3, column (d)	C46		Weed control page 5, column (j)	E89
	State Aid Distribution page 3, column (e)	C30		Fire protection page 6, column (c)	E24
	Coal development impact fund page 3, column (f)	C89		Insurance page 6, column (d)	E89
	Telecommunications page 3, column (g)	C30		Road construction page 6, column (e)	F44
	Interest earned page 3, column (h)	U20		Road equipment purchased page 6, column (f)	G44
	Dividends page 3, column (i)	U20		Amounts paid to county for services performed, page 6, column (g)	M89
	Total other receipts page 3, column (j)	U99			
	<b>TOTAL INCOME</b>			All other expenditures, page 6, column (i)	E89
Section II	<b>DISBURSEMENTS</b>	E23	<b>TOTAL DISBURSEMENTS</b>		
	Board salaries, page 5, column (c)		<b>(Note 1)</b>		W61
	Township association - Dues and meals page 5, column (d)	E23	Total funds on hand (checking and savings) end of year		
	Election board page 5, column (e)	E89	Section III	<b>DEBT</b>	19U
	Legal notices page 5, column (f)	E29	Long-term debt outstanding at beginning of this fiscal year		
	Blading and graveling page 5, column (g)	E44	Long-term debt issued during this fiscal year		29U
	Road repair / culverts page 5, column (h)	E44	Long-term debt retired during this fiscal year		39U
	<b>Subtotal disbursements</b>		Long-term debt outstanding at the end of this fiscal year		41U
Please continue in next column ----->			Interest paid on long-term debt this fiscal year page 6, column (h)		189

REMARKS

Note 1 -- This should be the total of the funds held for the General Fund, both checking and investments. This must agree with the total certified on the front page of this report.

Section IV DATA SUPPLIED BY

Signature of official	Date	Title
Printed name of official	Telephone --->	(Area Code) Number   Extension (701) _____