

To whom it may concern,

The Town Board conducts an annual board of audit as a means to ensure accuracy in all of the transactions throughout the previous year. Each Board member selects 3 or 4 transactions from a complete list of all revenues, expenditures, receipts and deposits supplied by the clerk. The details of the findings are entered into the minutes of the meeting in which the audit was conducted. It is also presented to the residents at the annual meeting in March.

The 2023 audit consisted of 20 transactions and included a receipt for a deposit that included 28 checks totaling \$25, 959.47. Our software printed Wendy Van Bergen's name in the comment column of the report. This apparently prompted subsequent phone calls to Ms. Van Bergen demanding why the Town paid her \$25,959.47.

In an effort to clear up this misconception, Ms. Van Bergen's name was associated with this transaction because hers was one of twenty eight checks deposited by the town to Bremer bank at the same time. Her check was in fact a **payment** to the Town for a building permit and was not a reimbursement from the Town. Baldwin Township has not paid Ms. Van Bergen for anything.

The Town Board Members would like to extend our sincere apologies to her for any confusion that may have been caused or created by the printed report from our Board of Audit.

Sincerely,

The Baldwin Township Board