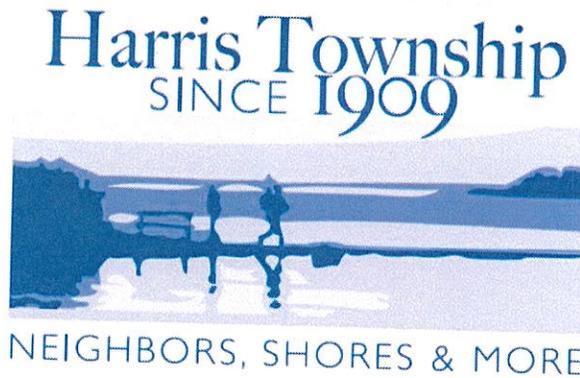


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Mission Statement:
The Harris Town Board strives to enhance the quality of life, protect the environment, and maintain economic stability for the residents of their community.

www.harristownshipmn.org

**CTAS Work Session
March 24, 2020
5:00 pm Harris Town Hall**

Present: Chair Ken Haubrich, Vice Chair Peggy Clayton, Supervisors Dennis Kortekaas, Jim Kelley, and Mike Schack, Treasurer Nancy Kopacek and Interim Treasurer Becky Adams

The purpose of the work session was for the treasurer to review with the board, and familiarize the board, with how CTAS has been transitioned from Excel, with regard to budget and reports.

Treasurer Kopacek handed out the chart of accounts showing account numbers, the chart of accounts showing object codes, along with the breakdown of the township funds (general, road and bridge, equipment, recreation, cemetery, building and grounds, fire, and capital improvement funds).

The treasurer reviewed the different funds with the board, and compared old account numbers to new account numbers, with added object, CTAS account description, and object descriptions.

Considerable time was spent reviewing each fund, in detail, to make sure account descriptions and object descriptions matched with accounts. Some changes were made with account numbers, while some accounts, and account descriptions were combined.

All in all, it was a very informative work session, as CTAS will now replace our Excel process.

CTAS reports will continue to be brought forward to the Regular Board Meeting (Financial, Disbursements, Receipts, and Payroll), and P and D Board Meetings (Budget to Actual).

ADJOURNMENT:

There being no further business to come before the Board, a motion was made by Supervisor Kelley and seconded by Supervisor Clayton to adjourn the meeting at 8:05 pm.

Submitted by: _____
Peggy Clayton, Supervisor

Signed by: _____
Ken Haubrich, Chair

