

OATH OF TOWNSHIP OFFICERS - SDCL 8-4-3

STATE OF SOUTH DAKOTA,))
County of PENNINGTON)

Township of _____

We, elected officers of _____ Township in _____ County, South Dakota, aforesaid, do solemnly swear that we will support the Constitution of the United States and the Constitution of the State of South Dakota, and that we will faithfully and impartially perform all the duties of our said office to the best of our ability.

TOWNSHIP CHAIRMAN:

NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

TOWNSHIP TREASURER:

NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

TOWNSHIP SUPERVISOR:

NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

TOWNSHIP CLERK:

NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

TOWNSHIP SUPERVISOR:

NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

Dated this _____ day of _____, _____

REPORT OF BONDED INDEBTEDNESS

SDCL 6-9-1

This report must be filed following the close of the fiscal year after your annual Township meeting. Office of the Township Clerk, Township of _____ County of _____, State of South Dakota.

To the County Auditor:--I herewith report the bonded, indebtedness of the above Township at the close of business for fiscal year ending _____ 20__.

Township	_____
Amount	_____
*Remaining Indebtedness	_____
Date Issued	_____
Year of Maturity	_____
Levy	_____

* Interest should not be included, give only face value of bonds.

I, _____ Township Clerk of the Township of _____ in the above named County and State of South Dakota, do hereby certify that the within statement is true and correct to the best of my knowledge and belief.

Dated this _____ day of _____ 20__.

Township Clerk

TOWNSHIP ANNUAL REPORT INSTRUCTIONS

MUST USE ENCLOSED FORM WHICH IS PROVIDED BY THE STATE

Line 1 – Prepare a separate statement for the financial transactions for each type of levy that your township may have. On each statement that may be prepared, circle the words **General Fund**, **Snow Fund**, **Fire Fund**, etc. to correspond with the data reported. Most townships will report just one statement having the General Fund Circled. (Make copies of the financial report if you have more than one **FUND** to account for.)

Line 2 – Add together the total cash of all types of accounts such as, checking, passbook, CD's and other investments as of the start of the fiscal year (March first). This cash balance should tie back to the ending cash balance of the previous year's annual report.

Line 3 – This represents the 14% motor vehicle license plate receipts collected by the county and remitted to townships.

Line 4 – This represents the remaining motor vehicle license plate receipts transmitted quarterly from the state's Local Government Highway and Bridge Fund to counties who further remit a portion of it to townships.

Line 5 – Receipts transmitted from the state to the county to townships on a quarterly basis representing motor vehicle fees paid by semi-trucks and similarly taxed vehicles.

Line 6 – Collected by certain counties, the wheel tax is shared with townships at the discretion of the county commission.

Line 7 – Include all current and delinquent property taxes and related interest and penalties.

Line 8 – The bank franchise tax is remitted from counties to townships annually around March of each year.

Line 13 – Report on this line the total of all receipts not separately reported on the previous receipts line.

Line 23 – Report on this line the total of all disbursements not separately reported on the previous disbursement lines.

Line 25 through 29 – List the end of year balance in each type of bank account of the township (last day of February).

Line 30 – This line will prove if your financial statement balances. The cash at the end of the year (total of all accounts) should equal the cash at the beginning of the year, plus total receipts, less total disbursements.

Line 31 – Report the total debt outstanding balance at the end of the year, if any, that may exist in the form of equipment lease purchases, loans at the bank or in other forms.

ANNUAL STATEMENT MUST BE SIGNED BY THE CHAIRMAN, TREASURER & CLERK.

ANNUAL STATEMENT OF _____ TOWNSHIP

County _____

For the Year _____

1. CIRCLE ONE: GENERAL FUND, SNOW FUND, FIRE FUND, _____ FUND

2. CASH BALANCE AT THE BEGINNING OF THE YEAR _____

RECEIPTS:

- 3. 14% Motor Vehicle Fees _____
- 4. Distributions from the Local Government Hwy and Bridge Fund _____
- 5. Proration License Fees _____
- 6. Wheel Tax _____
- 7. Property Taxes _____
- 8. Bank Franchise Tax _____
- 9. U.S. Fish and Wildlife Payments _____
- 10. State Highway Fund (Former 10% game) _____
- 11. FEMA Grants _____
- 12. Interest Earned from Bank Accounts and CD's _____
- 13. Other Receipts _____
- 14. Total Receipts (add lines 3 through 13) _____

DISBURSEMENTS:

- 15. Road Maintenance (graveling, grading, etc.) (_____)
- 16. Snow Removal (_____)
- 17. Weed mowing/spraying (_____)
- 18. Road Construction (culverts, bridges, regarding, reconstruction) (_____)
- 19. Equipment Purchase/Lease (_____)
- 20. Salaries/ Fees/ Mileage of Township Officials (_____)
- 21. Fire Protection (_____)
- 22. Ambulance Service (_____)
- 23. Other (Utilities, insurance, loan repayment, postage, supplies) (_____)
- 24. Total Disbursements (add lines 15 through 23) (_____)

- End of Year Balances -
- 25. Checking _____
- 26. Passbook _____
- 27. CD# _____
- 28. CD# _____
- 29. Other _____

30. Total Cash at the End of the Year (Add lines 25 through 29) =====
(Also, lines 2 + 14 -24 = line 30)

31. Loan Balance Outstanding =====

I hereby certify to the best of my knowledge that this statement is a true and correct account of all money received, paid out and on hand with the township treasury.

CHAIRMAN _____

PHONE _____

TREASURER _____

PHONE _____

CLERK _____

PHONE _____