

## Township Annual Financial Reports

Complete two copies of each report listed below. Submit one to the County Auditor and retain one for your Township files.

- [Annual Statement of Township Treasurer](#)
- [Summary Document – Annual Township Financial Report](#)

## Township Budget Form

Prepare the document ([Annual Township Budget \(includes Certificate of Levy\)](#)) in the following order:  
Schedule C – Schedule B – Certificate of Levy

File one copy of each of these documents with the County Auditor **by March 31, 2023.**

## Annual Meeting

The **Annual Township Meeting** is to be held on the third Tuesday in March (**March 21, 2023**). A meeting notice needs to be placed in the newspaper at least 10 days prior to the meeting. The newspaper notice/advertisement must include the following: date, time, location of the annual meeting and items to be voted on (i.e. township officers and/or excess levy) and the time at which polls will be open and closed.

Complete and publish [Notice of Annual Meeting and Election.](#)

## Election Information

### ELECTION FORMS:

- List of Township Officers
- Ballot
- Poll List
- Tally List
- Voter I.D. Requirements
- Certification of Officers
- Oath of Office(s)

### THINGS TO DO

- Advertise annual meeting in newspaper 10 days prior to meeting.  
*\*Be sure to include an opening and closing time for election polls.*
- At annual meeting, announce opening and closing times of polls.
- Complete Oath of Office(s) (*These will be filed with the Township Clerk*)
- Return Certification of Elected Officers to the County Auditor by **March 31, 2023.**
- DO NOT return Poll and Tally List or Voted Ballots to County Auditor.

## Excess Levy

Townships may levy 18 mills without a vote. A maximum of an additional 18 mills may be added if approved by the electorate. The maximum duration of an excess levy is five (5) years; however, excess levies can be imposed for less than five (5) years.

The decision to vote on an excess levy should be made by the township board at least twenty (20) days prior to the annual meeting. A notice of election must be published in the newspaper ten (10) days prior to the meeting and can be combined with the notice of annual meeting.

If sixty percent (60%) of all votes cast upon the question of authorizing an excess levy of taxes are in favor of such excess levy, it is approved.

### EXCESS LEVY FORMS:

- Excess Mill Levy Resolution
- Notice of Election with Excess Levy
- Ballot for Excess Levy
- Certificate of Election to Increase

### THINGS TO DO

- At least 20 days prior to the annual meeting, township supervisors need to pass a resolution regarding excess levy.
- Place notice of election in newspaper at least 10 days prior to the annual meeting.
- Prepare excess levy ballots.
- FILE THE CERTIFICATE OF ELECTION TO INCREASE** with the County Auditor.

## Miscellaneous Information

### WEED CUTTING NOTICE:

The County Road Department will publish a notice in the Jamestown Sun regarding weed cutting along all roads. The deadline for cutting is October 1 of each year. If a township incurred any expenses for weed cutting in a prior year and was unable to collect the fees from the landowner, the township may apply a "Special Assessment for Cutting Weeds." The fees must be one year old before they can be special assessed.

### THINGS TO DO

- Complete Certificate of Weed Cutting and submit to the County Auditor prior to October 2, 2023.

### MEDICARE AND SOCIAL SECURITY WITHHOLDING:

Townships are required to withhold Medicare and Social Security from payroll. Please note that the withholding percentages may change each year.

## RECORDS RETENTION:

The State does not provide specific retention recommendations for Township; however, they do have a general retention schedule which can be found at <https://www.nd.gov/itd/services/records-management-program>.

The State Historical Society handles inquiries about what can be archived. Please contact them at (701) 328-2666 if you have any questions or would like to have records archived.