

CHECK LIST OF ITEMS TO RETURN TO COUNTY AUDITOR/TREASURER

Please return the following items ***IMMEDIATELY*** following your township's annual meeting.

Financial Documents

- 1 - Financial Report - F-66 (ND-3A)
- 1 - Annual Statement F-66(ND-3)

Board Member Documents

- 1 - Poll & Tally
- 1 - List of Township Officers – This information is used to update the Township Directory. Please include full mailing address and telephone numbers for all Board Members.

Annual Budget/Meeting Documents

- 1 – Schedule B
- 1 – Schedule A
- 1 – Certificate of Tax Levy
- 1 – Minute Report

Note:

Please retain for your records

All the Oaths; Copies of the Minutes, Poll & Tally, Township Officers, & any financial or budget worksheets you may need.

ANNUAL TOWNSHIP MEETING
NDCC 58-04-01

The Citizens of the Township of _____ in the County of Burleigh & State of North Dakota, who are qualified to vote at General Elections, are hereby notified that the Annual Township Meeting for said Township will be held at _____ in said Township, on TUESDAY, the ____ day of March 20__ at the hour of one o'clock in the afternoon of the same day for the following purposes:

To elect such Township Officers as is required by law:

And to do any other business proper to be done at said meeting when convened.

Given under by hand this _____ day of _____, 20__,

Township Clerk

Township Burleigh County

OFFICIAL OATH

STATE OF NORTH DAKOTA }
County of Burleigh }
Township of _____ }

I, _____, solemnly swear that I will support the Constitution of the United States and the Constitution of the State of North Dakota, and that I will faithfully discharge the duties of the office of _____ of the Township of _____ in the County of Burleigh and State of North Dakota, according to the best of my ability, so help me God.

Signature

Subscribed and sworn to before me this ____ day of _____, 20__ A.D.

Clerk