

# 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, telephone numbers & emails 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.

CERTIFICATE OF SUMS VOTED AT ANNUAL TOWNSHIP MEETING  
& CERTIFICATE OF TAX LEVY OF  
\_\_\_\_\_ TOWNSHIP  
FOR THE YEAR 2025

To the County Auditor of Burleigh County, North Dakota

You are hereby notified that at the annual township meeting of above township held on the third Tuesday in March, 2024, the electors of said township duly voted to raise for the current year the amounts stated below for the purposes indicated:

General Fund \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Show sums voted in dollars, not mills)

You are further notified that the board of supervisors of said township, in regular session, did by resolution on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, duly levy for township purposes the following amounts as the tax levy for the current year:

General Fund \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Show sums voted in dollars, not mills)

You will therefore, extend such amounts upon the tax list for the current year against all taxable property in said township. You will also enter and extend taxes previously levied, if any, by resolution of the township board of this township to pay interest bonds outstanding and to pay the principal thereof at maturity.

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