

CHECK LIST OF ITEMS TO RETURN TO COUNTY 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 of 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 and 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 next, 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 my hand this _____ day of _____ A.D. _____ .

_____ Township Clerk

NDCC 58-04-08 "No person shall vote at any township meeting unless he is qualified to vote at general election therein."

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