



## Brookings County Finance Office

Lori Schultz, Finance Officer

520 3<sup>rd</sup> Street Suite 100 ♦ Brookings, SD 57006

Phone: (605) 696-8250

lschultz@brookingscountysd.gov

TO: Township Clerks  
FROM: Lori Schultz, Finance Officer  
RE: 2025 Annual Report

This packet of township forms is being provided to you for your use in filing your township's 2023 annual forms. Please review and complete all forms. The following completed forms need to be returned to the Brookings County Finance Office by:

### **Friday, March 24, 2026**

- 8-10-30 Treasurer's Annual Statement
- 8-10-2 Notice to the Brookings Co Auditor- Levy  
(SDCL 8-10-2: Notice to county auditor of township tax levy. Entry on tax list. It shall be the duty of the township clerk, within three days after the board of supervisors has made the levy of taxes, to notify the county auditor of the amount levied, who shall enter the same on the county tax list to be collected by the county treasurer as county taxes are collected.)
- Opt Out/Road&Bridge Levy documentation if applicable
- 8-7-1 Treasurer's Bond and Oath
- 8-6-1 Clerks Bond and Oath
- 8-4-3 Oath of Township Officers
- 8-4-3A Township Officer Information Form  
**List must include address, phone numbers, and email address of each officer**
- 31-13-1.3 Full Maintenance and Minimum Maintenance Map
- Voter Registration Packet  
(mark off voters who voted)
- Minutes

**State law requires these forms to be filed in the County Finance Office. Your cooperation is greatly appreciated. Thank you in advance for returning these forms and bonds in a timely fashion.**

We will be mailing voter registration lists on February 17, 2026.