

Village of Boaz
Board of Trustees
Special Audit Meeting
Friday, January 10, 2025
Boaz Community Building
4:30 p.m.

Present: President Jean Nicks, Trustee Kerry Gies, Trustee Judy Adrian

Absent: N/A

Others: Kathy Hansen (resident), Susie Hauri (Village Clerk/Treasurer)

President Nicks called the meeting to order at 4:25 p.m. The audit meeting had been posted at the Boaz Community Building and online at <https://boazwi.gov/meetings>. Proper notice to news media (*The Richland Observer*) had been given.

An audit of the 2024 financial records for the General Account and Sewer Utility Account was completed, and a copy of the checklist appears as the next two pages of these minutes.

Trustee Gies made a motion to adjourn the meeting at 5:31 p.m.; seconded by Trustee Adrian. Motion carried.

Submitted by Susan Hauri, Clerk/Treasurer

VILLAGE OF BOAZ Audit Checklist of Good Fiduciary Practices

Clerk/Treasurer: Susie Hauri Fiscal Year: 2024

INCOME

1. Was all the income properly allocated and categorized in accordance with the budget?

General Account: Yes No Initials: KG Comments:

Sewer Utility Account: Yes No Initials: KG

EXPENDITURES

1. Were all expenditures properly allocated and categorized in accordance with the budget?

General Account: Yes No Initials: KG Comments: #2147 check in wrong category

Sewer Utility Account: Yes No Initials: KG

*2. Is there a proper bill or invoice for each payment?

General Account: Yes No Initials: JLA KG Comments:

Sewer Utility Account: Yes No Initials: JLA KG

CHECKS/BANKING

1. Did 2 authorized unit officers properly sign all checks?

General Account: Yes No Initials: JLA Comments:

Sewer Utility Account: Yes No Initials: JLA

2. Are all checks accounted for?

General Account: Yes No Initials: OK Comments:

Sewer Utility Account: Yes No Initials: OK

(Continued on back)

3. Were all bank statements properly reconciled monthly by treasurer?

General Account: Yes No Initials: JLA Comments:

Sewer Utility Account: Yes No Initials: JLA

*4. Did the treasurer submit regular written financial reports?

General Account: Yes No Initials: JLA ^{KG} ^{AM} Comments:

Sewer Utility Account: Yes No Initials: JLA ^{KG} ^{AM}

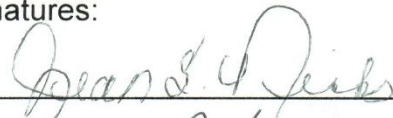

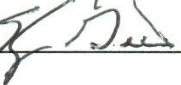
*5. Were the financial records maintained in an orderly fashion?

General Account: Yes No Initials: JLA ^{KG} ^{AM} Comments:

Sewer Utility Account: Yes No Initials: JLA ^{KG} ^{AM}

Date Audit Completed: January 10, 2025

Signatures:

1. 
2. 
3. 

*All Board members respond based on bills, reports, and other materials presented by the Clerk at meetings of the Boaz Village Board and other general observations.