

Village of Boaz  
Board of Trustees  
Special Audit Meeting  
Thursday, January 22, 2026  
Boaz Community Building  
1:00 p.m.

Present: President Jean Nicks, Trustee Kathy Hansen, Trustee Judy Adrian

Absent: N/A

Others: Kaela Townsend (Village Clerk/Treasurer), Susie Hauri (Deputy Village Clerk/Treasurer)

President Nicks called the meeting to order at 12:54 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* and *The Sunlight Report*) has been given.

An audit of the 2025 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 Adrian made a motion to adjourn the meeting at 2:16 p.m.; seconded by Trustee Hansen. Motion carried.

Submitted by Kaela Townsend, Clerk/Treasurer

VILLAGE OF BOAZ Audit Checklist of Good Fiduciary Practices

Clerk/Treasurer: Susie Hauri Fiscal Year: 2025

INCOME

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

General Account:  Yes \_\_\_ No Initials: SH Comments:

Sewer Utility Account:  Yes \_\_\_ No Initials: SH

EXPENDITURES

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

General Account:  Yes \_\_\_ No Initials: SH Comments:

Sewer Utility Account:  Yes \_\_\_ No Initials: SH

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

General Account:  Yes \_\_\_ No Initials: Kmti JTB Comments: SH

Sewer Utility Account:  Yes \_\_\_ No Initials: Kmti JTB SH

CHECKS/BANKING

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

General Account:  Yes \_\_\_ No Initials: JTB Comments:

Sewer Utility Account:  Yes \_\_\_ No Initials: JTB

2. Are all checks accounted for?

General Account:  Yes \_\_\_ No Initials: Kmti Comments:

Sewer Utility Account:  Yes \_\_\_ No Initials: Kmti

(Continued on back)

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

General Account:  Yes  No Initials: ST Comments: OK

Sewer Utility Account:  Yes  No Initials: ST OK

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

General Account:  Yes  No Initials: KMH ST Comments: OK

Sewer Utility Account:  Yes  No Initials: KMH ST OK

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

General Account:  Yes  No Initials: KMH ST Comments: OK

Sewer Utility Account:  Yes  No Initials: KMH ST OK

Date Audit Completed: January 22, 2026

Signatures:

1. Grant S. Dicks
2. Judy Adrison
3. Kathy M. Hanson

\*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.