

Village of Boaz
Board of Trustees
Tuesday, January 16, 2018
Special Meeting
Boaz Community Building Office
4:30 p.m.

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

Absent: N/A

Others: Susie Hauri (Village Clerk/Treasurer)

President Nicks called the meeting to order at 4:36 p.m. She noted that the meeting had been posted at the Boaz Community Building and online at www.villageofboaz.com/meetings. Proper notice to news media (*The Richland Observer*) had been given.

An audit of 2017 financial records was completed, and a copy of the completed checklist is attached to these minutes.

Trustee Collins made a motion to adjourn at 5:40 p.m.; Trustee Gies seconded. Motion carried.

Submitted by Susie Hauri, Clerk/Treasurer

VILLAGE OF BOAZ Audit Checklist of Good Fiduciary Practices

Clerk/Treasurer: Susie Hauri Fiscal Year: 2017

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:

Should w/SR Training be in street (maintenance) rather than w/SR?

Sewer Utility Account: Yes ___ No Initials: KG

Susie will check with the WI Department of Revenue; on form C 118-51500 Financial Administration (Accounting) 1/18/18 SHauri

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

General Account: Yes ___ No Initials: AM KG JC Comments:

Sewer Utility Account: Yes ___ No Initials: AM KG JC

CHECKS/BANKING

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

General Account: Yes ___ No Initials: AM Comments:

Sewer Utility Account: Yes ___ No Initials: AM

2. Are all checks accounted for?

General Account: Yes ___ No Initials: JC Comments:

Sewer Utility Account: Yes ___ No Initials: JC

(Continued on back)

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

General Account: Yes No Initials: AM Comments:

Sewer Utility Account: Yes No Initials: AM

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

General Account: Yes No Initials: AM ^{KB} _{gc} Comments:

Sewer Utility Account: Yes No Initials: AM ^{KB} _{gc}

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

General Account: Yes No Initials: AM ^{KB} _{gc} Comments:

Sewer Utility Account: Yes No Initials: AM ^{KB} _{gc}

Date Audit Completed: January 16, 2018

Signatures:

1. *Sean Ticks*

2. *Jerry Collier*

3. *[Signature]*