

Village of Boaz
Board of Trustees
Tuesday, January 15, 2019
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 4:30 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.

A motion was made by Trustee Collins to amend the 2019 Sewer Utility budget by moving \$2,000 from "Pumps, Parts, and Repairs" to "Permit (DNR)" to cover upcoming expenses for the Capacity Management, Operations, and Maintenance (CMOM) report and other application fees associated with renewing the five-year Wisconsin Pollutant Discharge Elimination System (WPDES) permit; seconded by Trustee Gies. Motion carried.

Trustee Gies made a motion to authorize Sewer Operator Dave Huth to hire Davy Engineering to complete the Capacity Management, Operations, and Maintenance (CMOM) report not to exceed \$1,750.00; seconded by Trustee Collins. Motion carried.

An audit was completed of 2018 financial records, and a copy of the completed checklist is attached to these minutes.

Trustee Collins made a motion to adjourn at 5:42 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: 2018

INCOME

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

General Account: Yes No Initials: XG Comments:

Sewer Utility Account: Yes No Initials: CH

EXPENDITURES

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

General Account: Yes No Initials: XG Comments:

Sewer Utility Account: Yes No Initials: CH

12011 \$77.66 Village Board to
Miss
12032 \$380.73 suspension to
maintenance STAFFS
12057 \$103.65 " "
12079 \$57.26 " "

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

General Account: Yes No Initials: CH XG Comments:

Sewer Utility Account: Yes No Initials: CH XG

CHECKS/BANKING

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

General Account: Yes No Initials: CH Comments:

Sewer Utility Account: Yes No Initials: CH

2. Are all checks accounted for?

General Account: Yes No Initials: CH Comments:

Sewer Utility Account: Yes No Initials: CH

(Continued on back)

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

General Account: Yes No Initials: ML Comments:

Sewer Utility Account: Yes No Initials: ML

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

General Account: Yes No Initials: ML ^{KG} Comments:

Sewer Utility Account: Yes No Initials: ML ^{KG}

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

General Account: Yes No Initials: ML ^{KG} Comments:

Sewer Utility Account: Yes No Initials: ML ^{KG}

Date Audit Completed: January 15, 2019

Signatures:

1. Jessie Collier
2. Dean B. Drake
3. F. D. D.