

Village of Boaz
Board of Trustees
Tuesday, January 21, 2020
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 4:10 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 was completed of 2019 financial records, and a copy of the completed checklist is attached to these minutes.

Trustee Collins made a motion to adjourn at 4:52 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: 2019

INCOME

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

General Account: Yes No Initials: KGEM Comments:

Sewer Utility Account: Yes No Initials: KGEM

EXPENDITURES

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

General Account: Yes No Initials: KGEM Comments:

Sewer Utility Account: Yes No Initials: KGEM

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

General Account: Yes No Initials: KGEM Comments:

Sewer Utility Account: Yes No Initials: KGEM

CHECKS/BANKING

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

General Account: Yes No Initials: KGEM Comments:

Sewer Utility Account: Yes No Initials: KGEM

2. Are all checks accounted for?

General Account: Yes No Initials: KGEM Comments:

Sewer Utility Account: Yes No Initials: KGEM

(Continued on back)

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

General Account: Yes No Initials: MM Comments:

Sewer Utility Account: Yes No Initials: MM

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

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

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

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

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

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

Date Audit Completed: January 21, 2020

Signatures:

1. Jean Neaks
2. Judy Collins
3. [Signature]