

Village of Boaz
Board of Trustees
Special Meeting
Tuesday, January 18, 2022
Boaz Community Building
4:30 p.m.

Present: Trustee Kerry Gies, Trustee Judy Adrian

Absent: President Jean Nicks

Others: Susie Hauri (Village Clerk/Treasurer)

Audit work began as each trustee arrived. The audit 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 the 2021 financial records for the General Account and Sewer Utility Account was conducted by Trustee Gies and Trustee Adrian, and a copy of the completed checklist appears as the next two pages of these minutes.

The audit ended at 6:06 p.m.

Submitted by Susan Hauri, Clerk/Treasurer

VILLAGE OF BOAZ Audit Checklist of Good Fiduciary Practices

Clerk/Treasurer: Susie Hauri Fiscal Year: 2021

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:

Sewer Utility Account: Yes No Initials: KG

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

General Account: Yes No Initials: KG JLA Comments:

Sewer Utility Account: Yes No Initials: KG JLA

CHECKS/BANKING

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

General Account: Yes No Initials: KG Comments:

Sewer Utility Account: Yes No Initials: KG

2. Are all checks accounted for?

General Account: Yes No Initials: JLA Comments:

Sewer Utility Account: Yes No Initials: JLA

(Continued on back)

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

General Account: Yes No Initials: KG Comments:

Sewer Utility Account: Yes No Initials: KG

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

General Account: Yes No Initials: KG JLA Comments:

Sewer Utility Account: Yes No Initials: KG JLA



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

General Account: Yes No Initials: KG JLA Comments:

Sewer Utility Account: Yes No Initials: KG JLA

Date Audit Completed: January 18, 2022

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.