

VILLAGE OF LEAWOOD
Review and Verification of Financial Transactions
By the Board of Trustees
For Calendar Year Ending December 31, 2014

Procedures for Review and Verification of Financials

The board of trustees met bi-monthly (January, March, May, July, September and November in 2014). The meeting agenda always included approval of bills for payment and review of financial transactions and statements.

1. The treasurer submitted a listing of the bills for payment with the necessary supporting documentation.
2. The treasurer submitted a bank registers of checks and deposits and ending balance along with original bank statements.
3. The trustees would then approve and sign the documents that were prepared by the treasurer.
4. The chairman would review the financial statements. Attached are the financial statements for December 31, 2014. These same types of statements were submitted and reviewed at each bi-monthly meeting. The trustees would sign these financial statements.

Statement by Board of Trustees

The Board of Trustees hereby verify that above procedures were followed at the 2014 meetings, as verification of financial transactions, which then are reflected in the financial statements for 12/31/2014. The trustees further verify that the cash balances per book of \$15,757.89 in checking a/c # 60798; \$50,713.00 in money market a/c# 1315226 and zero in sales tax revenue (new) a/c #1539302 were reconciled to original bank statements from Community Bank & Trust with no reconciling items. A \$50,000 loan with a five-year amortization from CB&T was executed on July 15, 2014 with proceeds used for major repairs of \$183,214.96. The loan balance at 12/31/2014 is \$46,186.40 and if paid off, cash available would be \$20,284.49.

Signature of Trustees

The trustees would were on the board for 2014 and are still on the board hereby sign this on January 26, 2015.

Denny Desmond, Chairman

Brad Long, Vice-Chairman

Caleb Head, Treasurer

Fran Owen, Secretary

Dale Owen, Clerk

