

VILLAGE OF LEAWOOD
Review and Verification of Financial Transactions
By the Board of Trustees
For Calendar Year Ending December 31, 2015

Procedures for Review and Verification of Financials

The board of trustees met bi-monthly (January, March, May, July, September and November in 2015. (Board also had a special meeting on August 18th to approve .02186 tax levy.) 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 register 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, 2015. 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 2015 meetings, as verification of financial transactions, which then are reflected in the financial statements for 12/31/2015. The trustees further verify that the cash balances per book of \$45,643.03 in checking a/c # 60798; \$25,730.19 in money market a/c# 1315226 and \$23,597.57 in sales tax revenue (new) a/c #1539302 were reconciled to original bank statements from Community Bank & Trust. Total cash available is \$94,970.79. The \$50,000 loan with a five-year amortization from CB&T, which was executed on July 15, 2014, was fully paid-off on January 29, 2015.

Signature of Trustees

Caleb Head resigned as trustee/ treasure on May 1st to relocate to Texas. Brad Long was approved as treasurer on May 19th and Beverly Kiehl was appointed as trustee/vice-chairman on July 21st. The other trustees were on the board for 2015 and are still on the board hereby sign this on January 26, 2016.

Denny Desmond, Chairman

Beverly Kiehl, Vice-Chairman (See above note)

Brad Long, Treasurer

Fran Owen, Secretary

Dale Owen, Clerk

