

**VILLAGE OF LEAWOOD**  
**Review and Verification of Financial Transactions**  
**By the Board of Trustees**  
**For Calendar Year Ending December 31, 2017**

**Procedures for Review and Verification of Financials**

The board of trustees met bi-monthly (January, March, May, July, September and November in 2017). Board also had a special meeting on August 15<sup>th</sup> to approve .02193 tax levies. The meeting agendas 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, 2017. These same types of statements were submitted and reviewed at each bi-monthly meeting. The trustees would sign and approve these financial statements.

**Statement by Board of Trustees**

The Board of Trustees hereby verify that above procedures were followed at the 2017 meetings, as verification of financial transactions, which then are reflected in the financial statements for 12/31/2017. The trustees further verify that the cash balances per book of \$152,841.28 in checking operating a/c # 60798; \$25,742.27 in money market a/c # 1315226; and \$63,411.09 in sales tax revenue a/c #1539302 were reconciled to original bank statements from Community Bank & Trust with a reconciling item for a deposit in transit of \$2,762.27 for a real estate tax revenue check that was lost and replaced and deposited on January 16, 2018.. Total cash available is \$241,994.64.

**Signature of Trustees**

All trustees, who were on the board during 2017, are still on the board and hereby sign this on January 16, 2018.

Denny Desmond, Chairman

Beverly Kiehl, Vice-Chairman

Brad Long, Treasurer

Fran Owen, Secretary

Dale Owen, Clerk