

VILLAGE OF LEAWOOD
Review and Verification of Financial Transactions
By the Board of Trustees
For Calendar Year Ending December 31, 2020

Procedures for Review and Verification of Financials

The board of trustees met bi-monthly (January, March (no meeting due to Covid), May, July, September and November in 2020). Board also had special meetings on April 23rd, August 17th and October 8th. The bi-monthly meeting agendas were included in the Leawood Ledger that was mailed to residents prior to the meeting and posted at meeting location. Special meeting agendas were posted at the meeting location. The bi-monthly agenda always included approval of bills for payment; review of financial transactions and statements; and other issues for discussion.

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, 2020. 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 2020 meetings as verification of financial transactions, which then are reflected in the financial statements for 12/31/2020. The trustees further verify that the cash balances per book of \$33,943.49 in checking operating a/c # 60798; \$97,720.33 in money market a/c # 1315226; and \$50,674.82 in sales tax revenue a/c #1539302 were reconciled to original bank statements from Community Bank & Trust with no reconciling items. Total cash available is \$182,338.64, which is a decrease of \$104,475.49 from last year.

Signature of Trustees

All trustees, who were on the board during 2020, are still on the board and hereby sign this on January 21, 2021.

Denny Desmond, Chairman

Beverly Kiehl, Vice-Chairman

Brad Long, Treasurer

Fran Owen, Secretary

Dale Owen, Clerk