

Windemere Township

Board of Audit

YEAR-END FINANCIAL INTERNAL AUDIT

JANUARY 1, 2019 THRU DECEMBER 31, 2019

Audit Procedures

1. Balance Treasurer's books to Clerk's books
2. Balance checking account to First National Bank 12/31/2019 statement
3. Balance savings account to First National Bank 12/31/2019 statement
4. Balance money center account to USBank 12/31/2019 statement
5. Balance commercial account to USBank 12/31/2019 statement
6. Balance bulk fuel on hand to usage logs and inventory, vehicle mileage
7. Review / balance Zoning Department cash handling to receipts / receipt book
8. Random claim audit review

Account Balance Totals as of December 31, 2019

Checking/Savings	Balance
First National Bank Checking	379,581.41
First National Bank EFT	50.00
U.S. Bank Commercial	552.92
U.S. Bank Money Center	<u>1,375,158.39</u>
Total Checking/Savings	1,755,342.72

Balance Sheet: Clerk and Treasurer

10:05 PM

01/07/20

Accrual Basis

Windemere Township Balance Sheet by Fund

As of December 31, 2019

	100 - Revenue	210 - Roads & Bridges	241 - Capital Improvement	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
First National Bank Checking	158,604.60	215,848.79	5,128.02	379,581.41
First National Bank EFT	50.00	0.00	0.00	50.00
U.S. Bank Commercial	535.25	0.00	17.67	552.92
U.S. Bank Money Center	1,272,859.26	0.00	102,299.13	1,375,158.39
Total Checking/Savings	1,432,049.11	215,848.79	107,444.82	1,755,342.72
Total Current Assets	1,432,049.11	215,848.79	107,444.82	1,755,342.72
TOTAL ASSETS	1,432,049.11	215,848.79	107,444.82	1,755,342.72

First National Bank Checking Account Reconciliation

Treasurer/Clerk Balance: \$379,581.41

First National Bank Statement Balance: \$400,584.34

Difference: \$21,002.93

Reconciliation – Checks outstanding:

1.	Check #12337	07/11/2019	Erickson Engineering	13,387.89
2.	Check #12382	08/22/2019	Erickson Engineering	6,936.08
3.	Check #12437	10/10/2019	IUOE Local 49	105.00
4.	Paycheck #12442	11/14/2019	Heidi A Kroening	324.61
5.	Paycheck #12470	12/12/2019	Heidi A Kroening	<u>249.35</u>
				21,002.93

QuickBooks Checking Reconciliation

Cleared Balance				95,693.22	400,584.34
Uncleared Transactions					
Checks and Payments - 5 items					
Check	07/11/2019	12337	Erickson Engineering	-13,387.89	-13,387.89
Check	08/22/2019	12382	Erickson Engineering	-6,936.08	-20,323.97
Liability Check	10/10/2019	12437	IUOE Local 49	-105.00	-20,428.97
Paycheck	11/14/2019	12442	Heidi A Kroening	-324.61	-20,753.58
Paycheck	12/12/2019	12470	Heidi A Kroening	-249.35	-21,002.93
Total Checks and Payments				<hr/>	<hr/>
				-21,002.93	-21,002.93
Total Uncleared Transactions				<hr/>	<hr/>
				-21,002.93	-21,002.93
Register Balance as of 12/31/2019				74,690.29	379,581.41

First National Bank EFT Account Reconciliation

Treasurer/Clerk Balance: \$50.00

First National Bank Statement Balance: \$50.00

Difference: \$0.00

PRIMARY ACCT: 88744301 STATEMENT PERIOD: 12/01/2019 - 12/31/2019

SUMMARY:

ACCOUNT NUMBER	PREVIOUS BALANCE	TOTAL DEBITS	TOTAL CREDITS	SERVICE CHARGES	ENDING BALANCE
00 887443 01	304,891.12	30 76,600.89	4 172,294.11	.00	400,584.34
00 887443 02	50.00	3 2,505.16	3 2,505.16	.00	50.00

Investment Portfolio as of December 31, 2019

Last Updated Tuesday, December 31, 2019

Custodian	Description	Identifier	Yield	Value Date	Maturity Date	Investment Amount	Estimated Interest	Estimated Maturity Value	Fund
USBank	Banker's Acceptance	9033A0A67	2.03%	9/3/2019	1/6/2020	206,346.55	1,428.45	207,775.00	Revenue
USBank	Banker's Acceptance	9033A0BA7	1.74%	11/6/2019	2/10/2020	102,299.13	465.87	102,765.00	Capital Improvement
USBank	Banker's Acceptance	9033A0BA7	1.72%	11/20/2019	2/10/2020	331,018.44	1,271.56	332,290.00	Revenue
USBank	Banker's Acceptance	9033A0BQ2	1.99%	9/12/2019	2/24/2020	206,968.20	1,856.80	208,825.00	Revenue
USBank	Banker's Acceptance	9033A0BS8	1.49%	12/10/2019	2/26/2020	155,621.16	493.84	156,115.00	Revenue
USBank	Banker's Acceptance	9033A0D64	1.76%	11/20/2019	4/6/2020	111,907.26	742.74	112,650.00	Revenue
USBank	Banker's Acceptance	9033A0EB2	1.78%	12/30/2019	5/11/2020	103,495.39	669.61	104,165.00	Revenue
USBank	Banker's Acceptance	9033A0EK2	1.78%	12/30/2019	5/19/2020	157,502.26	1,080.74	158,583.00	Revenue
Average Yield			1.79%	Totals:		1,375,158.39	8,009.61	1,383,168.00	

USBank Money Center Reconciliation

Treasurer/Clerk Balance: \$1,375,158.39

USBank Statement Balance: \$1,375,158.39

Difference: \$0.00

P		HOLDINGS AS OF 12/31/2019 - USD			Page	4
Rate Acq Date	Description	Par/Shares Original Face	Principal Cost	Market Value NAV		
DI 12/19	US BANK NA BANKERS ACCEPT 9033A0EK2 05/19/20	158,583.00 158,583.00	157,502.26	158,583.00		
	Bankers Acceptances Total	1,383,168.00000	1,375,158.39	1,380,194.04		
		1,383,168.00000				
	Total Custody Holdings	1,383,168.00000	1,375,158.39	1,380,194.04		
		1,383,168.00000				

USBank Commercial Account Reconciliation

Treasurer/Clerk Balance: \$552.92

USBank Statement Balance: \$552.92

Difference: \$0.00

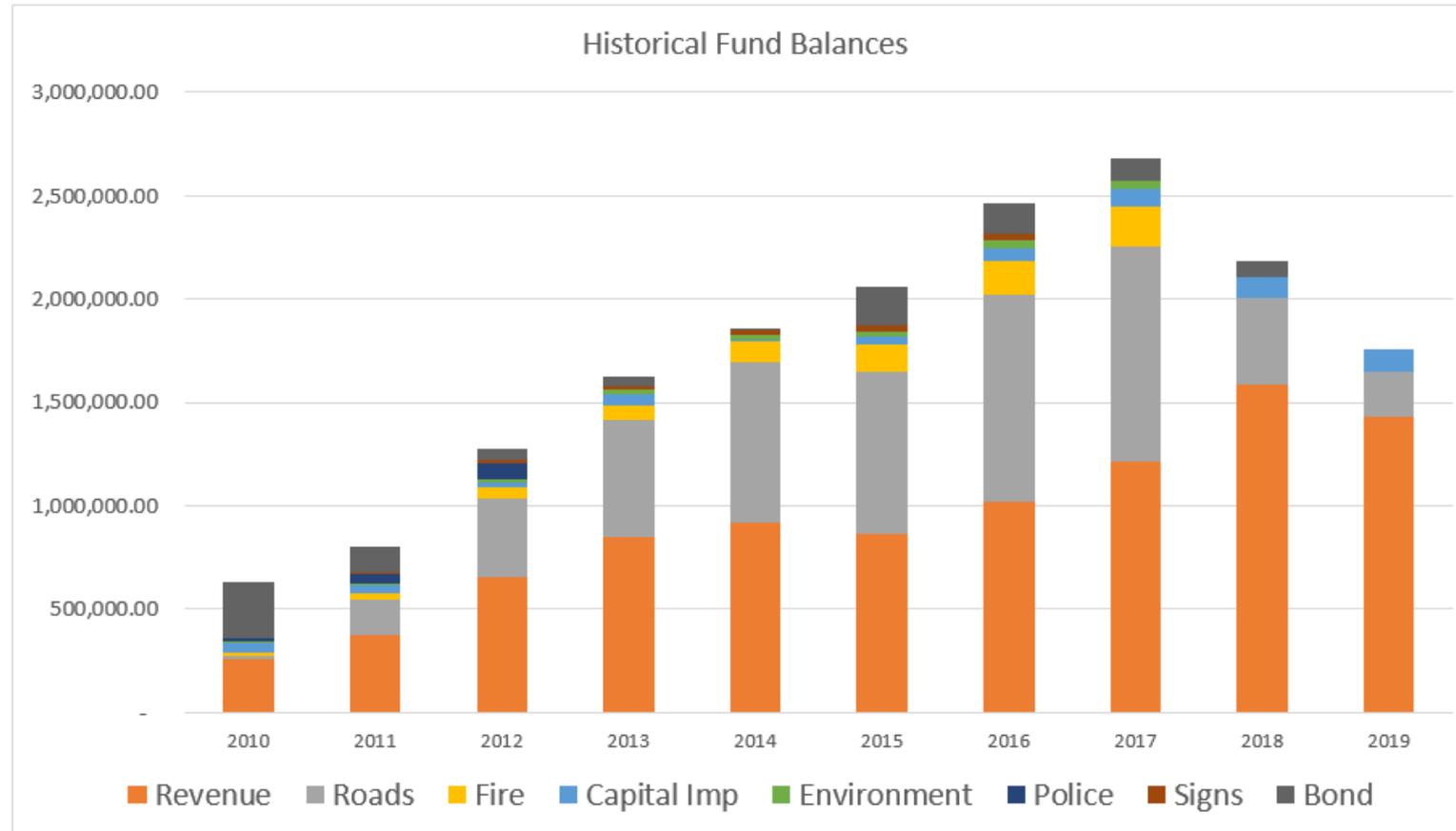
MUNICIPAL INVESTOR			
U.S. Bank National Association			
Account Summary			
	# Items		
Beginning Balance on Dec 2		\$	36.69
Other Deposits	3		417,135.04
Other Withdrawals	3		416,618.81-
Ending Balance on Dec 31, 2019		\$	552.92
Other Deposits			
<i>Date</i>	<i>Description of Transaction</i>		

Account Balances by Fund as of December 31, 2019

	Revenue	Roads & Bridges	Capital Improvement	Bond	TOTAL
Checking/Savings					
1 st Natl Bank Checking	158,604.60	215,848.79	5,128.02	0.00	379,581.41
1 st Natl Bank EFT	50.00				50.00
US Bank Commercial	535.25		17.67		552.92
US Bank Money Center	1,272,859.26		102,299.13		1,375,158.39
Totals	1,432,049.11	215,848.79	107,444.82	0.00	1,755,342.72

Windemere Township Historical Fund Balances

Year Ending	Revenue	Roads	Fire	Capital Imp	Environment	Police	Signs	Bond	Total
2010	261,087.17	11,564.37	13,577.14	49,656.12	7,466.60	13,074.06		275,908.88	632,334.34
2011	378,572.42	168,561.59	28,844.80	36,286.98	13,320.37	43,424.19	5,600.00	127,962.13	802,572.48
2012	658,775.03	378,244.97	50,316.48	24,893.31	19,317.16	75,702.22	11,557.25	60,451.69	1,279,258.11
2013	846,200.58	568,415.14	73,979.40	49,984.67	20,812.57		18,010.65	46,286.80	1,623,689.81
2014	917,402.77	779,405.16	102,111.71	6,916.54	22,517.93		21,609.30	11,321.66	1,861,285.07
2015	861,390.36	787,272.86	134,587.80	33,877.64	29,218.89		25,180.46	187,269.27	2,058,797.28
2016	1,018,338.76	1,004,034.75	163,249.83	60,106.62	35,925.39		31,052.98	151,915.21	2,464,623.54
2017	1,210,341.47	1,047,119.46	189,701.80	85,989.70	36,739.65			112,916.50	2,682,808.58
2018	1,586,951.48	416,933.21		104,638.06				74,540.79	2,183,063.54
2019	1,432,049.11	215,848.79		107,444.82					1,755,342.72



Bulk fuel Reconciliation

Vehicle odometers on 1/1/2019

Vehicle odometers on 12/31/2019

Bulk fuel on hand on 1/1/2019

Bulk fuel on hand on 12/31/2019

Fuel purchased in 2019

Zoning Department cash Handling

Receipts written: ZP19-01 thru ZP19-77 (Preprinted #s 9628xx thru 962883)

Receipt total amount: \$x,xxx

Cash received: \$x,xxx

Non-issued receipt verification

Random Claim Audit Review

Best Practices:

1. Claim signed by Clerk
2. Claim signed by Board Chair
3. Claim signed by attending Supervisors
4. Sufficient substantiation exists
5. Check written for claim amount
6. Payroll review

Action Items

Document action items

Assign action items