

# **INTERNAL CONTROL EVALUATION WORKSHEET 2023**

FOR FISCAL YEAR ENDED JUNE 30, 2023

City/Town: Rolling Hills

County: Converse

*Please submit a copy of this to the Dept. of Audit and retain the original in your entity's files.*

**Due Date for Filling: September 30, 2023**

- This form may be used in satisfaction of the Internal Control Evaluation requirement for all Cities and Towns, whose revenues or expenses exceed \$100,000 and who are not having a CPA audit or review for the fiscal year for which financial reporting is being completed.
- Officials of each City and Town must certify as to the preparation of the document.
- This procedure is in compliance with the Department of Audit, Public Funds Rules on file at the Secretary of State's Office.

	YES	NO
<b><u>EVALUATION OF CONTROLS OVER GENERAL OPERATIONS</u></b>		
1. Do you have a written schedule which details all of the property owned by your city/town, generally called a Fixed Asset Inventory?	✓	
2. Is all property marked so that it can be readily identified?	✓	
3. Did your entity provide: <ul style="list-style-type: none"> <li>a. Gifts or donations, (except for "necessary support of the poor")?</li> <li>b. Support for <u>any political activity</u> by use of public funds? (State Constitution, Article 16-Sec 6 and W.S. 22-25-102(a))</li> </ul>		✓
4. Does anyone <u>ever</u> sign blank checks?		✓
<b><u>EVALUATION OF CONTROLS OVER CASH AND INVESTMENTS</u></b>		
1. Has any member of the board or council reviewed an <u>unopened</u> bank statement (for each bank account) at least once this year? (Check for unauthorized vendors, unauthorized transfers and authorized payer signatures.)		✓
2. Does any official from your entity use a facsimile stamp when issuing checks? <ul style="list-style-type: none"> <li>a. If so, is the facsimile stamp registered with the Secretary of State's Office as required by W.S. 16-2-102?</li> <li>b. Do you have physical controls over the stamp?</li> </ul>		✓
3. Do you have an official investment policy as required by W.S. 9- 4-831(h)?	✓	
4. Have all council members signed a statement indicating that they have read the investment policy and agree to abide by applicable state law with respect to advice they give and the transactions they undertake on behalf of the political subdivision?		✓
5. Does anyone (other than the bookkeeper) review, authorize or approve the journal entries?	✓	

Mayor has access to accounts on-line.

We do not receive paper statements.

	YES	NO		
<b><u>EVALUATION OF CONTROLS OVER COMPLIANCE WITH LAWS &amp; REGULATIONS</u></b>				
(SEE COPY OF STATUTES ATTACHED)				
1. Does your city/town prohibit <u>any</u> travel loans for officials and employees per the Wyoming Constitution, Article 16 Section 6?	✓			
2. Are all investments for your entity in compliance with the types listed in W.S. 9-4-831?	✓			
3. Has your entity sent the Department of Audit a copy of the publication of hearing notice for your annual budget per W.S. 16-4-109(b)?	✓			
4. Is your entity paying claims only after "the claim is certified under penalty of perjury by the vendor or by an authorized person employed by the city/town receiving the items or for whom the services were rendered" per W.S. 15-1-125?	✓			
<b><u>EVALUATION OF INTERNAL CONTROLS OVER GRANTS AND LOANS</u></b>				
1. If your city/town has received \$750,000 or more annually from the Federal Government, have you arranged to have that funding audited by a CPA?		N/A		
2. If you have purchased equipment or other assets with federal money, is it separately identified in your accounting records and physically marked on the asset as to having been purchased with federal funds?		N/A		
3. Do you keep all accounting for the grants and loans in a separate fund so that matching money and other grant requirements can be easily met and identified?	✓			
<b>SIGNATURES OF ENTITY OFFICIALS</b>				
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <hr/> <b>Mayor</b>  Date: <u>9-19-23</u>  Email: <u>jmaines@rollinghillswy.org</u>  Telephone: <u>307-277-6660</u> </td> <td style="width: 50%; text-align: center;"> <hr/> <b>Treasurer</b>  Date: <u>9-15-23</u>  Email: <u>tmontgomery@rollinghillswy.org</u>  Telephone: <u>307-277-6660</u> </td> </tr> </table>			<hr/> <b>Mayor</b> Date: <u>9-19-23</u> Email: <u>jmaines@rollinghillswy.org</u> Telephone: <u>307-277-6660</u>	<hr/> <b>Treasurer</b> Date: <u>9-15-23</u> Email: <u>tmontgomery@rollinghillswy.org</u> Telephone: <u>307-277-6660</u>
<hr/> <b>Mayor</b> Date: <u>9-19-23</u> Email: <u>jmaines@rollinghillswy.org</u> Telephone: <u>307-277-6660</u>	<hr/> <b>Treasurer</b> Date: <u>9-15-23</u> Email: <u>tmontgomery@rollinghillswy.org</u> Telephone: <u>307-277-6660</u>			

**Self Audit 2023  
Town of Rolling Hills  
Grants**

Grant No MRG-21022

Antelope Ridge Road & Water Development

Construction = 49% or \$376,302.00

Engineering = 20% or max \$75,260.40

1. Payment request file was reviewed: dc
2. All requests for reimbursement had sufficient invoice documentation: dc
3. Amount of disbursement for this fiscal year were: \$480,478.98
4. Is an audit required for any or all of these amounts: No
5. Review grant agreement for any unique grant compliance requirement. Is there evidence that these requirements are being complied with? N/A

This page was completed by:

Lori Cielinski  
Lori Cielinski, Council Member

**Self Audit 2023**  
**Town of Rolling Hills**  
**Receipts & Expenditures**

Receipts			Receipts Journal				Bank Records		
Receipt Number	Date	Amount	Name	Acct Type	Journal Agrees	Column Total OK	Traced to Fin Stmt	Deposit Ticket	Bank Statement
11920-1	7-6-22	109.75	Halvorsen	Water	X	X	X	X	X
11923-5	7-18-22	216.75	Sheets	Water	X	X	X	X	X
11945-6	9-20-22	92.97	Kiger	Water	X	X	X	X	X
11950-3	9-30-22	554.00	Burns	Water	X	X	X	X	X
11955-9	10-11-22	87.75	Watson	Water	X	X	X	X	X
11960-1	11-7-22	2931.09	Converse County	Property Tax	X	X	X	X	X
11965-2	11-11-22	67.00	Dority	Water	X	X	X	X	X
12000-3	2-21-23	48.00	Smith	Water	X	X	X	X	X
12025-5	4-19-23	53.23	Short Supply	Water	X	X	X	X	X
12050-6	6-19-23	51.00	Klamborowski	Water	X	X	X	X	X

Expenditures			Disbursement Journal				Bank Records		
Check #	Date	Amount	Name	Acct Type Or Code	Agrees to Journal	Column Totals	Financial Statement	Canceled Check OK	Traced to Bank Stmt
5910	7-5-22	29,936.24	Town of Glenrock	contract	X	X	X	X	X
5914	7-19-22	616.38	Amundsen Assoc.	Mailbox Facility	X	X	X	X	X
5116	7-19-22	1,168.91	Card Services	General Fund-cc	X	X	X	X	X
5917	7-19-22	52.00	Energy Labs	Water Fund	X	X	X	X	X
5928	8-2-22	159.00	APT US&C	Annual membership	X	X	X	X	X
5950	9-6-22	3,091.55	Card Serices	General Fund	X	X	X	X	X
6035	12-20-22	635.00	WAM	General Fund	X	X	X	X	X
6065	2-7-23	45.72	Anthony Rivera	Mileage	X	X	X	X	X
6160	6-6-23	161.18	Centry Link	Phone internet	X	X	X	X	X
6179	6-20-23	101.63	Valli Information Systems	CC Processing	X	X	X	X	X

Explain any exceptions found:

This page was completed by:

Donna Weaver  
Donna Weaver, Council Member

**Self Audit 2023**  
**Town of Rolling Hills**  
**Payroll**

Month of Bank Statement Chosen: October 2022

Quarter Chosen: 4<sup>th</sup> Quarter 2022

Was bank statement documentation verified: ☒ All records were correct as shown: ☒

Record the number of Debits in statement: 36 Number of Credits: 34 Other: \_\_\_\_\_

Payroll Expenditures				Payroll or Disbursement Journal				Bank Records	
Check #	Date	Amount	Name	Acct Type Or code	Agrees to Journal	Column Totals	Financial Statement	Canceled Check OK	Traced to Bank Stmt
88401	10-14	2248.23	Teresa	Payroll	✓	✓	✓	✓	6424.62
88400	10-14	1684.88	Perry		✓	✓	✓	✓	
88399	10-14	399.74	Geoff		✓	✓	✓	✓	
88398	10-14	1577.49	Amber		✓	✓	✓	✓	
88397	10-14	514.28	Melissa		✓	✓	✓	✓	
88396	10-14	2052.10	US Treasury	Tx	✓	✓	✓	✓	2052.10
88395	10-31	461.75	Jon	Payroll	✓	✓	✓	✓	8443.01
88394	10-31	92.35	Ken		✓	✓	✓	✓	
88393	10-31	46.17	Chauna		✓	✓	✓	✓	
88392	10-31	92.35	Anthony		✓	✓	✓	✓	
88391	10-31	92.35	Donna		✓	✓	✓	✓	
88390	10-31	3047.50	Teresa		✓	✓	✓	✓	
88389	10-31	1881.38	Perry		✓	✓	✓	✓	
88388	10-31	525.74	Geoff		✓	✓	✓	✓	
88387	10-31	1698.50	Amber		✓	✓	✓	✓	
88386	10-31	504.92	Melissa		✓	✓	✓	✓	
88385	10-31	2621.90	US Treasury	Tx	✓	✓	✓		2621.90
88384	10-31	3042.03	WY Retirement		✓	✓	✓		3042.03
5999	10-31	280.00	GWT LLC		✓	✓	✓		280.00

- IRS form 941 reconciled for what quarter: 4<sup>th</sup> qrtr 2022
  - W-2 year-end reports agree with payroll records: Yes
- If no, Explain: \_\_\_\_\_

Exceptions? \_\_\_\_\_

This page was completed by:



Jon O. Maines, Mayor



## Proof of Cash Worksheet/Documentation

Hilltop Bank	Name of Entity: Town of Rolling Hills	Converse
Name of Bank	Fiscal year ended: June 30, 2023	County

5196

Bank Account Number

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1) \$ 194,842.67	(1) \$ 2,921,323.33	(1) \$ 2,802,731.17	(1) \$ 313,434.83
Deposits in transit:				
June beginning of year	(2a) \$ 31,451.96	(2a) \$ (31,451.96)		
June end of year		(2b) \$ 36,937.39		(2b) \$ 36,937.39
Outstanding Checks:				
per list 6-30-begin Year	(3a) \$ (6,029.55)		(3a) \$ (6,029.55)	
per list 6-30-end year			(3b) \$ 221,514.21	(3b) \$ (221,514.21)
<b>ADJUSTED BALANCE</b>	(4) \$ 220,265.08	(4) \$ 2,926,808.76	(4) \$ 3,018,215.83	(4) \$ 128,858.01
<b>Balance per Books:</b>	(5) \$ 220,265.08	(5) \$ 3,064,075.31	(5) \$ 3,155,482.38	(5) \$ 128,858.01
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b>ADJUSTED BALANCE</b> (same as line 4)	(10) \$ 220,265.08	(10) \$ 3,064,075.31	(10) \$ 3,155,482.38	(10) \$ 128,858.01

This form was completed by: Donna Weaver

(Independent third party printed name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone No: \_\_\_\_\_

## Proof of Cash Worksheet/Documentation

Peaks / LPL	Name of Entity: Town of Rolling Hills	Converse
Name of Bank	Fiscal year ended: June 30, 2023	County

7075-4902

Bank Account Number

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1) \$ 16,434.79	(1) \$ 292,938.50	(1) \$ 303,833.27	(1) \$ 5,540.02
Deposits in transit:				
June beginning of year (2a)	\$ -	(2a) \$ -		
June end of year		(2b) \$ -		(2b) \$ -
Outstanding Checks:				
per list 6-30-begin Year (3a)	\$ -		(3a) \$ -	
per list 6-30-end year			(3b) \$ -	(3b) \$ -
<b>ADJUSTED BALANCE</b>	(4) \$ 16,434.79	(4) \$ 292,938.50	(4) \$ 303,833.27	(4) \$ 5,540.02
<b>Balance per Books:</b>	(5) \$ 16,434.79	(5) \$ 292,938.50	(5) \$ 303,833.27	(5) \$ 5,540.02
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b>ADJUSTED BALANCE</b>	(10) \$ 16,434.79	(10) \$ 292,938.50	(10) \$ 303,833.27	(10) \$ 5,540.02
(same as line 4)				

This form was completed by: Donna Weaver  
(Independent third party printed name)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_

## Proof of Cash Worksheet/Documentation

WGIF	Name of Entity: Town of Rolling Hills	Converse
Name of Bank	Fiscal year ended: June 30, 2023	County
27097		
Bank Account Number		

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1) \$ 436,021.24	(1) \$ 16,432.75	(1) \$ -	(1) \$ 452,453.99
Deposits in transit:				
June beginning of year (2a)	\$ -	(2a) \$ -		
June end of year		(2b) \$ -		(2b) \$ -
Outstanding Checks:				\$ -
per list 6-30-begin Year (3a)	\$ -		(3a) \$ -	
per list 6-30-end year			(3b) \$ -	(3b) \$ -
<b>ADJUSTED BALANCE</b>	(4) \$ 436,021.24	(4) \$ 16,432.75	(4) \$ -	(4) \$ 452,453.99
<b>Balance per Books:</b>	(5) \$ 436,021.24	(5) \$ 16,432.75	(5) \$ -	(5) \$ 452,453.99
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b>ADJUSTED BALANCE</b> (same as line 4)	(10) \$ 436,021.24	(10) \$ 16,432.75	(10) \$ -	(10) \$ 452,453.99

This form was completed by: Donna Weaver  
(Independent third party printed name)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_



## Proof of Cash Worksheet/Documentation

WyoClass	Name of Entity: Town of Rolling Hills	Converse
Name of Bank	Fiscal year ended: June 30, 2023	County
ARPA WY-01-0016-0002		
Bank Account Number		

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1) \$ 36,861.20	(1) \$ 39,395.53	(1) \$ 76,256.73	(1) \$ -
Deposits in transit:				
June beginning of year (2a)	\$ -	(2a) \$ -		
June end of year		(2b) \$ -		(2b) \$ -
Outstanding Checks:				\$ -
per list 6-30-begin Year (3a)	\$ -		(3a) \$ -	
per list 6-30-end year			(3b) \$ -	(3b) \$ -
<b>ADJUSTED BALANCE</b>	(4) \$ 36,861.20	\$ 39,395.53	\$ 76,256.73	(4) \$ -
<b>Balance per Books:</b>	(5) \$ 36,861.20	\$ 39,395.53	(5) \$ 76,256.73	(5) \$ -
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b>ADJUSTED BALANCE</b> (same as line 4)	(10) \$ 36,861.20	\$ 39,395.53	(10) \$ 76,256.73	\$ -

This form was completed by: Donna Weaver  
(Independent third party printed name)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_

## Proof of Cash Worksheet/Documentation

WyoClass	Name of Entity: Town of Rolling Hills	Converse
Cap Water WY-01-0016-0005	Fiscal year ended: June 30, 2023	County
Bank Account Number		

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1) \$ 50,063.92	(1) \$ 22,240.94	(1) \$ -	(1) \$ 72,304.86
Deposits in transit:				
June beginning of year (2a)	\$ -	(2a) \$ -		
June end of year		(2b) \$ -		(2b) \$ -
Outstanding Checks:				\$ -
per list 6-30-begin Year (3a)	\$ -		(3a) \$ -	
per list 6-30-end year			(3b) \$ -	(3b) \$ -
<b>ADJUSTED BALANCE</b>	(4) \$ 50,063.92	\$ 22,240.94	\$ -	(4) \$ 72,304.86
<b>Balance per Books:</b>	(5) \$ 50,063.92	\$ 22,240.94	(5) \$ -	(5) \$ 72,304.86
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b>ADJUSTED BALANCE</b> (same as line 4)	(10) \$ 50,063.92	\$ 22,240.94	(10) \$ -	\$ 72,304.86

This form was completed by: Donna Weaver  
(Independent third party printed name)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_

## Proof of Cash Worksheet/Documentation

WyoClass	Name of Entity: Town of Rolling Hills	Converse
General WY-01-0016-0001	Fiscal year ended: June 30, 2023	County
Bank Account Number		

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1) \$ 1,851,443.12	(1) \$ 779,296.23	(1) \$ 1,088,978.00	(1) \$ 1,541,761.35
Deposits in transit:				
June beginning of year (2a)	\$ -	(2a) \$ -		
June end of year		(2b) \$ -		(2b) \$ -
Outstanding Checks:				\$ -
per list 6-30-begin Year (3a)	\$ -		(3a) \$ -	
per list 6-30-end year			(3b) \$ -	(3b) \$ -
<b>ADJUSTED BALANCE</b>	(4) \$ 1,851,443.12	\$ 779,296.23	\$ 1,088,978.00	(4) \$ 1,541,761.35
<b>Balance per Books:</b>	(5) \$ 1,851,443.12	\$ 779,296.23	(5) \$ 1,088,978.00	(5) \$ 1,541,761.35
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b>ADJUSTED BALANCE</b> (same as line 4)	(10) \$ 1,851,443.12	\$ 779,296.23	(10) \$ 1,088,978.00	\$ 1,541,761.35

This form was completed by: Donna Weaver  
(Independent third party printed name)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_

## Proof of Cash Worksheet/Documentation

WyoClass	Name of Entity: Town of Rolling Hills	Converse
Impact WY-01-0016-0003	Fiscal year ended: June 30, 2023	County
Bank Account Number		

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b><u>Balance per Bank:</u></b>	(1) \$ 453,020.25	(1) \$ 4,462.42	(1) \$ 457,482.67	(1) \$ -
Deposits in transit:				
June beginning of year (2a)	\$ -	(2a) \$ -		
June end of year		(2b) \$ -		(2b) \$ -
Outstanding Checks:				\$ -
per list 6-30-begin Year (3a)	\$ -		(3a) \$ -	
per list 6-30-end year			(3b) \$ -	(3b) \$ -
<b><u>ADJUSTED BALANCE</u></b>	(4) \$ 453,020.25	\$ 4,462.42	\$ 457,482.67	(4) \$ -
<b><u>Balance per Books:</u></b>	(5) \$ 453,020.25	\$ 4,462.42	(5) \$ 457,482.67	(5) \$ -
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b><u>ADJUSTED BALANCE</u></b> (same as line 4)	(10) \$ 453,020.25	\$ 4,462.42	(10) \$ 457,482.67	\$ -

This form was completed by: Donna Weaver  
(Independent third party printed name)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_

## Proof of Cash Worksheet/Documentation

WyoClass	Name of Entity: Town of Rolling Hills	Converse
Name of Bank	Fiscal year ended: June 30, 2023	County
Water WY-01-0016-0004		
Bank Account Number		

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1) \$ 303,247.39	(1) \$ 214,836.79	(1) \$ 243,000.00	(1) \$ 275,084.18
Deposits in transit:				
June beginning of year (2a)	\$ -	(2a) \$ -		
June end of year		(2b) \$ -		(2b) \$ -
Outstanding Checks:				\$ -
per list 6-30-begin Year (3a)	\$ -		(3a) \$ -	
per list 6-30-end year			(3b) \$ -	(3b) \$ -
<b>ADJUSTED BALANCE</b>	(4) \$ 303,247.39	\$ 214,836.79	\$ 243,000.00	(4) \$ 275,084.18
<b>Balance per Books:</b>	(5) \$ 303,247.39	\$ 214,836.79	(5) \$ 243,000.00	(5) \$ 275,084.18
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b>ADJUSTED BALANCE</b> (same as line 4)	(10) \$ 303,247.39	\$ 214,836.79	(10) \$ 243,000.00	\$ 275,084.18

This form was completed by: Donna Weaver  
(Independent third party printed name)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_

## Proof of Cash Worksheet/Documentation

WyoStar	Name of Entity: Town of Rolling Hills	Converse
All Roads 5647-2748	Fiscal year ended: June 30, 2023	County
Bank Account Number		

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1) \$ 21,456.03	(1) \$ 162,594.44	(1) _____	(1) \$ 184,050.47
Deposits in transit:				
June beginning of year (2a)	\$ -	(2a) \$ -		
June end of year		(2b) \$ -		(2b) \$ -
Outstanding Checks:				\$ -
per list 6-30-begin Year (3a)	\$ -		(3a) \$ -	
per list 6-30-end year			(3b) \$ -	(3b) \$ -
<b>ADJUSTED BALANCE</b>	(4) \$ 21,456.03	(4) \$ 162,594.44	(4) \$ -	(4) \$ 184,050.47
<b>Balance per Books:</b>	(5) \$ 21,456.03	(5) \$ 162,594.44	(5) \$ -	(5) \$ 184,050.47
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b>ADJUSTED BALANCE</b> (same as line 4)	(10) \$ 21,456.03	(10) \$ 162,594.44	(10) \$ -	(10) \$ 184,050.47

This form was completed by: Donna Weaver  
(Independent third party printed name)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_



## Proof of Cash Worksheet/Documentation

WyoStar	Name of Entity: Town of Rolling Hills	Converse
Asphalt Rd 5594-2347	Fiscal year ended: June 30, 2023	County
Bank Account Number		

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1) \$ 75,232.03	(1) \$ 52,877.23	(1) _____	(1) \$ 128,109.26
Deposits in transit:				
June beginning of year (2a)	\$ -	(2a) \$ -		
June end of year		(2b) \$ -		(2b) \$ -
Outstanding Checks:				\$ -
per list 6-30-begin Year (3a)	\$ -		(3a) \$ -	
per list 6-30-end year			(3b) \$ -	(3b) \$ -
<b>ADJUSTED BALANCE</b>	(4) \$ 75,232.03	(4) \$ 52,877.23	(4) \$ -	(4) \$ 128,109.26
<b>Balance per Books:</b>	(5) \$ 75,232.03	(5) \$ 52,877.23	(5) \$ -	(5) \$ 128,109.26
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b>ADJUSTED BALANCE</b> (same as line 4)	(10) \$ 75,232.03	(10) \$ 52,877.23	(10) \$ -	(10) \$ 128,109.26

This form was completed by: Donna Weaver  
(Independent third party printed name)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_

## Proof of Cash Worksheet/Documentation

WyoStar	Name of Entity: Town of Rolling Hills	Converse
General 5144-961	Fiscal year ended: June 30, 2023	County
Bank Account Number		

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1) \$ 1,620,359.57	(1) \$ 45,608.01	(1) \$ 267,400.00	(1) \$ 1,398,567.58
Deposits in transit:				
June beginning of year (2a)	\$ -	(2a) \$ -		
June end of year		(2b) \$ -		(2b) \$ -
Outstanding Checks:				\$ -
per list 6-30-begin Year (3a)	\$ -		(3a) \$ -	
per list 6-30-end year			(3b) \$ -	(3b) \$ -
<b>ADJUSTED BALANCE</b>	(4) \$ 1,620,359.57	\$ 45,608.01	\$ 267,400.00	(4) \$ 1,398,567.58
<b>Balance per Books:</b>	(5) \$ 1,620,359.57	\$ 45,608.01	(5) \$ 267,400.00	(5) \$ 1,398,567.58
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b>ADJUSTED BALANCE</b> (same as line 4)	(10) \$ 1,620,359.57	\$ 45,608.01	(10) \$ 267,400.00	(10) \$ 1,398,567.58

This form was completed by: Donna Weaver  
(Independent third party printed name)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_

## Proof of Cash Worksheet/Documentation

WyoStar	Name of Entity: Town of Rolling Hills	Converse
Pathway 5532-1899	Fiscal year ended: June 30, 2023	County
Bank Account Number		

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1) \$ 10,988.00	(1) \$ 5,392.20	(1) _____	(1) \$ 16,380.20
Deposits in transit:				
June beginning of year (2a)	\$ -	(2a) \$ -		
June end of year		(2b) \$ -		(2b) \$ -
Outstanding Checks:				\$ -
per list 6-30-begin Year (3a)	\$ -		(3a) \$ -	
per list 6-30-end year			(3b) \$ -	(3b) \$ -
<b>ADJUSTED BALANCE</b>	(4) \$ 10,988.00	\$ 5,392.20	(4) \$ -	(4) \$ 16,380.20
<b>Balance per Books:</b>	(5) \$ 10,988.00	(5) \$ 5,392.20	(5) \$ -	(5) \$ 16,380.20
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b>ADJUSTED BALANCE</b> (same as line 4)	(10) \$ 10,988.00	\$ 5,392.20	(10) \$ -	(10) \$ 16,380.20

This form was completed by: Donna Weaver  
(Independent third party printed name)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_

## Proof of Cash Worksheet/Documentation

WyoStar	Name of Entity: Town of Rolling Hills	Converse
Vehicle 5648-2749	Fiscal year ended: June 30, 2023	County
Bank Account Number		

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1) \$ 16,047.42	(1) \$ 53,521.72	(1) _____	(1) \$ 69,569.14
Deposits in transit:				
June beginning of year (2a)	\$ -	(2a) \$ -		
June end of year		(2b) \$ -		(2b) \$ -
Outstanding Checks:				\$ -
per list 6-30-begin Year (3a)	\$ -		(3a) \$ -	
per list 6-30-end year			(3b) \$ -	(3b) \$ -
<b>ADJUSTED BALANCE</b>	(4) \$ 16,047.42	(4) \$ 53,521.72	(4) \$ -	(4) \$ 69,569.14
<b>Balance per Books:</b>	(5) \$ 16,047.42	(5) \$ 53,521.72	(5) \$ -	(5) \$ 69,569.14
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b>ADJUSTED BALANCE</b> (same as line 4)	(10) \$ 16,047.42	(10) \$ 53,521.72	(10) \$ -	(10) \$ 69,569.14

This form was completed by: Donna Weaver  
(Independent third party printed name)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_

## Proof of Cash Worksheet/Documentation

WyoStar	Name of Entity: Town of Rolling Hills	Converse
Name of Bank	Fiscal year ended: June 30, 2023	County
Water 5618-2372		
Bank Account Number		

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal Year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1) \$ 234,498.66	(1) \$ 7,071.41	(1)	(1) \$ 241,570.07
Deposits in transit:				
June beginning of year (2a)	\$ -	(2a) \$ -		
June end of year		(2b) \$ -		(2b) \$ -
Outstanding Checks:				\$ -
per list 6-30-begin Year (3a)	\$ -		(3a) \$ -	
per list 6-30-end year			(3b) \$ -	(3b) \$ -
<b>ADJUSTED BALANCE</b>	(4) \$ 234,498.66	(4) \$ 7,071.41	(4) \$ -	(4) \$ 241,570.07
<b>Balance per Books:</b>	(5) \$ 234,498.66	(5) \$ 7,071.41	(5) \$ -	(5) \$ 241,570.07
June Service charge:			(6) \$ -	(6) \$ -
NSF Checks returned:			(7) \$ -	(7) \$ -
Bank transfers, errors in recording, other adjustments		(8) \$ -	(8) \$ -	(8) \$ -
Interest posted, by bank:		(9) \$ -		(9) \$ -
<b>ADJUSTED BALANCE</b> (same as line 4)	(10) \$ 234,498.66	(10) \$ 7,071.41	(10) \$ -	(10) \$ 241,570.07

This form was completed by: Donna Weaver  
(Independent third party printed name)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_

<b>BANK RECONCILIATION FOR:</b>					
Entity name			Account number		
Bank name			Reconciled by:		
Statement date			Title or position:		
<b>Balance per Bank</b>		<b>Balance per books</b>			
<i>add:</i>		<i>add:</i>			
Deposits in transit		Interest posted			
<i>less:</i>		<i>less:</i>			
Outstanding checks *		Bank charges or returned items			
<b>Ending Bank Balance</b>		<b>Ending Book Balance</b>			
	<i>same as book balance</i>			<i>same as bank balance</i>	
List of Checks Outstanding					
Check #	Date Issued	AMOUNT	Check #	Date Issued	AMOUNT
* TOTAL CHECKS OUTSTANDING (more space on reverse, if needed)					
<ul style="list-style-type: none"> <li><i>These procedures can be completed by a board system, a clerk or treasurer from another special district or town (<u>our recommendation is to exchange this service with another district or town</u>), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired. The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.</i></li> </ul>					



<b>BANK RECONCILIATION FOR:</b>					
Entity name			Account number		
Bank name			Reconciled by:		
Statement date			Title or position:		
<b>Balance per Bank</b>		<b>Balance per books</b>			
<i>add:</i>		<i>add:</i>			
Deposits in transit		Interest posted			
<i>less:</i>		<i>less:</i>			
Outstanding checks *		Bank charges or returned items			
<b>Ending Bank Balance</b>		<b>Ending Book Balance</b>			
	<i>same as book balance</i>			<i>same as bank balance</i>	
List of Checks Outstanding					
Check #	Date Issued	AMOUNT	Check #	Date Issued	AMOUNT
* TOTAL CHECKS OUTSTANDING (more space on reverse, if needed)					
<ul style="list-style-type: none"> <li><i>These procedures can be completed by a board system, a clerk or treasurer from another special district or town (<u>our recommendation is to exchange this service with another district or town</u>), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired. The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.</i></li> </ul>					

<b>BANK RECONCILIATION FOR:</b>					
Entity name			Account number		
Bank name			Reconciled by:		
Statement date			Title or position:		
<b>Balance per Bank</b>		<b>Balance per books</b>			
<i>add:</i>		<i>add:</i>			
Deposits in transit		Interest posted			
<i>less:</i>		<i>less:</i>			
Outstanding checks *		Bank charges or returned items			
<b>Ending Bank Balance</b>		<b>Ending Book Balance</b>			
	<i>same as book balance</i>			<i>same as bank balance</i>	
List of Checks Outstanding					
Check #	Date Issued	AMOUNT	Check #	Date Issued	AMOUNT
* TOTAL CHECKS OUTSTANDING (more space on reverse, if needed)					
<ul style="list-style-type: none"> <li>• <i>These procedures can be completed by a board system, a clerk or treasurer from another special district or town (<u>our recommendation is to exchange this service with another district or town</u>), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired. The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.</i></li> </ul>					

<b>BANK RECONCILIATION FOR:</b>					
Entity name			Account number		
Bank name			Reconciled by:		
Statement date			Title or position:		
<b>Balance per Bank</b>		<b>Balance per books</b>			
<i>add:</i>		<i>add:</i>			
Deposits in transit		Interest posted			
<i>less:</i>		<i>less:</i>			
Outstanding checks *		Bank charges or returned items			
<b>Ending Bank Balance</b>		<b>Ending Book Balance</b>			
		<i>same as book balance</i>		<i>same as bank balance</i>	
List of Checks Outstanding					
Check #	Date Issued	AMOUNT	Check #	Date Issued	AMOUNT
* TOTAL CHECKS OUTSTANDING (more space on reverse, if needed)					
<ul style="list-style-type: none"> <li><i>These procedures can be completed by a board system, a clerk or treasurer from another special district or town (<u>our recommendation is to exchange this service with another district or town</u>), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired. The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.</i></li> </ul>					

<b>BANK RECONCILIATION FOR:</b>					
Entity name			Account number		
Bank name			Reconciled by:		
Statement date			Title or position:		
<b>Balance per Bank</b>		<b>Balance per books</b>			
<i>add:</i>		<i>add:</i>			
Deposits in transit		Interest posted			
<i>less:</i>		<i>less:</i>			
Outstanding checks *		Bank charges or returned items			
<b>Ending Bank Balance</b>		<b>Ending Book Balance</b>			
	<i>same as book balance</i>			<i>same as bank balance</i>	
List of Checks Outstanding					
Check #	Date Issued	AMOUNT	Check #	Date Issued	AMOUNT
* TOTAL CHECKS OUTSTANDING (more space on reverse, if needed)					
<ul style="list-style-type: none"> <li><i>These procedures can be completed by a board system, a clerk or treasurer from another special district or town (<u>our recommendation is to exchange this service with another district or town</u>), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired. The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.</i></li> </ul>					

<b>BANK RECONCILIATION FOR:</b>					
Entity name			Account number		
Bank name			Reconciled by:		
Statement date			Title or position:		
<b>Balance per Bank</b>		<b>Balance per books</b>			
<i>add:</i>		<i>add:</i>			
Deposits in transit		Interest posted			
<i>less:</i>		<i>less:</i>			
Outstanding checks *		Bank charges or returned items			
<b>Ending Bank Balance</b>		<b>Ending Book Balance</b>			
	<i>same as book balance</i>			<i>same as bank balance</i>	
List of Checks Outstanding					
Check #	Date Issued	AMOUNT	Check #	Date Issued	AMOUNT
* TOTAL CHECKS OUTSTANDING (more space on reverse, if needed)					
<ul style="list-style-type: none"> <li><i>These procedures can be completed by a board system, a clerk or treasurer from another special district or town (<u>our recommendation is to exchange this service with another district or town</u>), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired. The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.</i></li> </ul>					

<b>BANK RECONCILIATION FOR:</b>					
Entity name			Account number		
Bank name			Reconciled by:		
Statement date			Title or position:		
<b>Balance per Bank</b>		<b>Balance per books</b>			
<i>add:</i>		<i>add:</i>			
Deposits in transit		Interest posted			
<i>less:</i>		<i>less:</i>			
Outstanding checks *		Bank charges or returned items			
<b>Ending Bank Balance</b>		<b>Ending Book Balance</b>			
	<i>same as book balance</i>			<i>same as bank balance</i>	
List of Checks Outstanding					
Check #	Date Issued	AMOUNT	Check #	Date Issued	AMOUNT
* TOTAL CHECKS OUTSTANDING (more space on reverse, if needed)					
<ul style="list-style-type: none"> <li><i>These procedures can be completed by a board system, a clerk or treasurer from another special district or town (<u>our recommendation is to exchange this service with another district or town</u>), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired. The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.</i></li> </ul>					



<b>BANK RECONCILIATION FOR:</b>					
Entity name			Account number		
Bank name			Reconciled by:		
Statement date			Title or position:		
<b>Balance per Bank</b>		<b>Balance per books</b>			
<i>add:</i>		<i>add:</i>			
Deposits in transit		Interest posted			
<i>less:</i>		<i>less:</i>			
Outstanding checks *		Bank charges or returned items			
<b>Ending Bank Balance</b>		<b>Ending Book Balance</b>			
	<i>same as book balance</i>			<i>same as bank balance</i>	
List of Checks Outstanding					
Check #	Date Issued	AMOUNT	Check #	Date Issued	AMOUNT
* TOTAL CHECKS OUTSTANDING (more space on reverse, if needed)					
<ul style="list-style-type: none"> <li><i>These procedures can be completed by a board system, a clerk or treasurer from another special district or town (<u>our recommendation is to exchange this service with another district or town</u>), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired. The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.</i></li> </ul>					

<b>BANK RECONCILIATION FOR:</b>					
Entity name			Account number		
Bank name			Reconciled by:		
Statement date			Title or position:		
<b>Balance per Bank</b>		<b>Balance per books</b>			
<i>add:</i>		<i>add:</i>			
Deposits in transit		Interest posted			
<i>less:</i>		<i>less:</i>			
Outstanding checks *		Bank charges or returned items			
<b>Ending Bank Balance</b>		<b>Ending Book Balance</b>			
	<i>same as book balance</i>			<i>same as bank balance</i>	
List of Checks Outstanding					
Check #	Date Issued	AMOUNT	Check #	Date Issued	AMOUNT
* TOTAL CHECKS OUTSTANDING (more space on reverse, if needed)					
<ul style="list-style-type: none"> <li><i>These procedures can be completed by a board system, a clerk or treasurer from another special district or town (<u>our recommendation is to exchange this service with another district or town</u>), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired. The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.</i></li> </ul>					

<b>BANK RECONCILIATION FOR:</b>					
Entity name			Account number		
Bank name			Reconciled by:		
Statement date			Title or position:		
<b>Balance per Bank</b>		<b>Balance per books</b>			
<i>add:</i>		<i>add:</i>			
Deposits in transit		Interest posted			
<i>less:</i>		<i>less:</i>			
Outstanding checks *		Bank charges or returned items			
<b>Ending Bank Balance</b>		<b>Ending Book Balance</b>			
		<i>same as book balance</i>		<i>same as bank balance</i>	
List of Checks Outstanding					
Check #	Date Issued	AMOUNT	Check #	Date Issued	AMOUNT
* TOTAL CHECKS OUTSTANDING (more space on reverse, if needed)					
<ul style="list-style-type: none"> <li>• <i>These procedures can be completed by a board system, a clerk or treasurer from another special district or town (<u>our recommendation is to exchange this service with another district or town</u>), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired. The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.</i></li> </ul>					

<b>BANK RECONCILIATION FOR:</b>					
Entity name			Account number		
Bank name			Reconciled by:		
Statement date			Title or position:		
<b>Balance per Bank</b>		<b>Balance per books</b>			
<i>add:</i>		<i>add:</i>			
Deposits in transit		Interest posted			
<i>less:</i>		<i>less:</i>			
Outstanding checks *		Bank charges or returned items			
<b>Ending Bank Balance</b>		<b>Ending Book Balance</b>			
		<i>same as book balance</i>		<i>same as bank balance</i>	
List of Checks Outstanding					
Check #	Date Issued	AMOUNT	Check #	Date Issued	AMOUNT
* TOTAL CHECKS OUTSTANDING (more space on reverse, if needed)					
<ul style="list-style-type: none"> <li>• <i>These procedures can be completed by a board system, a clerk or treasurer from another special district or town (<u>our recommendation is to exchange this service with another district or town</u>), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired. The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.</i></li> </ul>					

<b>BANK RECONCILIATION FOR:</b>					
Entity name			Account number		
Bank name			Reconciled by:		
Statement date			Title or position:		
<b>Balance per Bank</b>		<b>Balance per books</b>			
<i>add:</i>		<i>add:</i>			
Deposits in transit		Interest posted			
<i>less:</i>		<i>less:</i>			
Outstanding checks *		Bank charges or returned items			
<b>Ending Bank Balance</b>		<b>Ending Book Balance</b>			
	<i>same as book balance</i>			<i>same as bank balance</i>	
List of Checks Outstanding					
Check #	Date Issued	AMOUNT	Check #	Date Issued	AMOUNT
* TOTAL CHECKS OUTSTANDING (more space on reverse, if needed)					
<ul style="list-style-type: none"> <li><i>These procedures can be completed by a board system, a clerk or treasurer from another special district or town (<u>our recommendation is to exchange this service with another district or town</u>), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired. The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.</i></li> </ul>					

<b>BANK RECONCILIATION FOR:</b>					
Entity name			Account number		
Bank name			Reconciled by:		
Statement date			Title or position:		
<b>Balance per Bank</b>		<b>Balance per books</b>			
<i>add:</i>		<i>add:</i>			
Deposits in transit		Interest posted			
<i>less:</i>		<i>less:</i>			
Outstanding checks *		Bank charges or returned items			
<b>Ending Bank Balance</b>		<b>Ending Book Balance</b>			
	<i>same as book balance</i>			<i>same as bank balance</i>	
List of Checks Outstanding					
Check #	Date Issued	AMOUNT	Check #	Date Issued	AMOUNT
* TOTAL CHECKS OUTSTANDING (more space on reverse, if needed)					
<ul style="list-style-type: none"> <li><i>These procedures can be completed by a board system, a clerk or treasurer from another special district or town (<u>our recommendation is to exchange this service with another district or town</u>), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired. The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.</i></li> </ul>					