

South Boise Water Company Audit 2019

I did a review of the Financial records maintained by the Treasurer of the South Boise Water Company for 2019. Aaron Tolman assumed the treasurer duties in Feb 2019 from Emmett Brollier.

The records reviewed do appropriately represent the Financial position of the company and do mostly comply with established work practices, procedures and policy.

Shareholder Emmett Brollier conducted this review on November 10, 2020. [Inserts in brackets are by Barry Eschen.] The review included records of the Company's financial activities for January through December 2019. The documents reviewed included some records maintained by SBWC Secretary and Treasurer, deposit slips, the check register, bank reconciliations and supporting documentations maintained by SBWC treasurer.

Through this review I had the following Observations and Recommendations.

- Recommend noting on each invoice, check number and account this item is being charged.
- Web site reimbursed to Secretary charged to ditch maintenance in error.
- Secretary bill charged to Treasury account in April on 4-4-19 of \$1,025 in error.
- Dec of 2018 and Dec 2019 both charged in year 2019. [contractor payments only]
- Under water expense Lucky Peak contract of \$1,167 charged to Lucky Peak O & M, in error.

The only one which impacted 2019 Total figures was "where 13 payments were charged , rather than 12 when only 1 Dec payment is usually charged."

Recommend during the year to compare accounts to budget and finding why there is a difference and if wrong, correcting before year end. These errors could have been corrected if this had been done.

I noticed in the review that not all Reimbursement forms [for staff reimbursement] had been signed by applicant and approval signature. All forms should be signed by both [the requesting staff member and an officer other than the Treasurer] before a check issued, per policy.

I was not provided proof that the Secretary and Treasurer balanced assessments collected, and applied to shareholder accounts during 2019.

Secretary and Treasurer did not provide records to show Quarterly switching of thumb drives had been done, per policy.