

BANK RECONCILIATION REPORT				7/1/2023 (6/30/23)
BOOK BALANCES		CASH & INVESTMENTS		
FUND		Atkins Saving Bank Public Checking	\$	2,301,275.28
General	\$ 1,156,366.16	Atkins Saving Bank Public Savings-001	\$	(17,588.65)
Special Revenue	\$ 698,219.77	Atkins Saving Bank Public Savings-110	\$	130,043.24
Special Revenue - TIF	\$ 152,304.03	Atkins Saving Bank Public Savings-310	\$	270,094.34
Debt Service	\$ 117,801.69			
Capital Projects	\$ 270,232.83			
Water Enterprise	\$ (251,782.90)			
Wastewater Enterprise	\$ 419,521.85			
		Total Bank	\$	2,683,824.21
		Outstanding Deposits	\$	-
		Outstanding Checks:		
		Public Checking	\$	(121,160.78)
		Public Savings	\$	-
			\$	(121,160.78)
Total Books	\$ 2,562,663.43	Adjusted Bank	\$	2,562,663.43
			\$	-

ESG Professional Accountants Update

May 28, 2024

Financials – Transactional:

- Balance Sheet Reconciliation:
 - Reconciled through April 30, 2024
 - Fund Balances – Treasurer’s Report (Attached)
 - \$3,725,999.47
 - Open item review required for these:
 - 18 outstanding deposits on checking totaling \$27,758.12
 - 30 outstanding payments totaling \$60,831.44
 - 1 outstanding deposit on savings totaling \$1,461.25
 - Bank reconciliation module variance on both checking and savings due to posting of savings interest using savings account but posting offset to checking
- Policies of segregation of duties for processing of transactions to be drafted. Deposit draft, posting, reconciling, etc.
- Balance sheet reconciliations required – specifically around payroll-related accounts

Financials – Reporting:

- Need to work through posting of transactions to ensure each is in the proper fund and department.
- Need to setup reporting structures to support filing the Annual Financial Report
- Need to setup internal reporting structures for City Clerk and Council

Personnel and Payroll:

- Review of benefits, withholding and open items from special audit for accurate withholding.
- Evaluation of payroll process to ensure compliance with reporting – current understanding is the city is compliant aside from balance sheet reconciliations required for tax and benefits accounts.
- Payroll outsource quote for city to include:
 - Payroll processing
 - Comp time balance management
 - Time off management
 - Benefits enrollment management
 - HR training as required by policies
 - DOT monitoring and tracking

CITY OF ATKINS

BANK RECONCILIATION REPORTS

FOR THE MONTH ENDING APRIL 30, 2024

FUND BALANCES - TREASURER'S REPORT

001 GENERAL	1,477,793.06
110 ROAD USE TAX	135,391.66
112 EMPLOYEE BENEFITS	29,920.22
121 LOCAL OPTION SALES TAX	643,277.48
125 TAX INCREMENT FINANCING	535,542.83
200 DEBT SERVICE	347,455.20
310 FEMA	302,371.45
330 FED. AMERICAN RELIEF	492.19
340 CDBG - DR HOUSING GRANT	(30,293.00)
600 WATER	(378,995.39)
610 SEWER	663,043.77
TOTAL	<u>3,725,999.47</u>

CASH & INVESTMENTS

ATKINS SAVINGS BANK AND TRUST - CHECKING	3,421,746.44
ATKINS SAVINGS BANK AND TRUST - SAVINGS	384,150.26
VERIFIED OPEN ITEMS:	
OUSTANDING DEPOSITS - CHECKING	1,417.09
OUSTANDING PAYMENTS - CHECKING	(49,689.36)
RESEARCH ITEMS:	
OUSTANDING DEPOSITS - CHECKING	27,758.12
OUSTANDING PAYMENTS - CHECKING	(60,831.44)
OUSTANDING DEPOSITS - SAVINGS	1,461.25
CHECKING MODULE VARIANCE	951.96
SAVINGS MODULE VARIANCE	(964.85)
TOTAL	<u>3,725,999.47</u>

NOTES:

RESEARCH ITEMS:	Count	
OUSTANDING DEPOSITS - CHECKING	18.00	<i>Oldest 8/28/2020</i>
OUSTANDING PAYMENTS - CHECKING	30.00	<i>Oldest 6/30/2019</i>
OUSTANDING DEPOSITS - SAVINGS	1.00	<i>From 4/21/2021</i>

CHECKING/SAVINGS MODULE VARIANCE:

This is a result of entries selected to wrong offset bank account - bank recon module ok, ledger off.

VERIFIED OPEN ITEMS - CHECKING

OUTSTANDING PAYMENTS	Amount	Vendor	Check #
4/9/2024	16,804.26	WASTE MANAGEMENT	10692
4/23/2024	68.75	MENARDS	10712
4/23/2024	158.15	KRIVACHEK JANITORIAL	10710
4/23/2024	34.30	DUBALL, PAMELA	10706
4/23/2024	1,056.00	LYNCH DALLAS, P.C.	10711
4/23/2024	389.14	QUILL	10716
4/23/2024	789.89	STATE CHEMICAL SOLUTIONS	10718
4/23/2024	25,754.78	AE OUTDOOR POWER	10707
4/23/2024	780.00	EQUIPMENT MANAGEMENT CORP	ACH
4/26/2024	3,854.09	IPERS	ACH
TOTAL	49,689.36		

OUTSTANDING DEPOSITS

4/26/2024	572.20	Utility Billing- Payment
4/27/2024	145.85	Utility Billing- Payment
4/29/2024	167.02	Utility Billing- Payment
4/29/2024	189.08	Utility Billing- Payment
4/30/2024	342.94	Utility Billing- Payment
TOTAL	1,417.09	