

**SAMPLE CASH CITY**

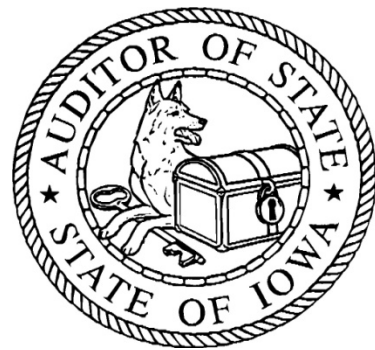
**INDEPENDENT AUDITOR'S REPORTS  
BASIC FINANCIAL STATEMENTS  
SUPPLEMENTARY AND OTHER INFORMATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**JUNE 30, 2019**

Office of

**AUDITOR  
OF STATE**

State Capitol Building • Des Moines, Iowa



**Rob Sand**  
**Auditor of State**





**OFFICE OF AUDITOR OF STATE**  
**STATE OF IOWA**

Rob Sand  
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Practitioners:

This sample report is presented by the Office of Auditor of State as required by Chapter 11 of the Code of Iowa. In developing this report, we have made every effort to ensure the highest professional standards have been followed while attempting to provide meaningful and useful information to the citizens, our ultimate client.

Audits of governmental subdivisions should be performed in accordance with U.S. generally accepted auditing standards, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and, if applicable, the audit requirements of Title 2, U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance).

This sample report has been prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

The format displays the basic financial statements, supplementary and other information (except for the Management's Discussion and Analysis, see Additional Notes 1) and the Schedule of Findings and Questioned Costs which are necessary to meet the requirements of this Office. The detail presented in the financial statements and supplementary information is the minimum breakdown that will be acceptable subject, of course, to materiality considerations. If the auditor and the local government feel more detail is necessary to provide a fair presentation, this of course will be welcome. A sample such as this cannot present all situations which you may encounter, so the auditor's professional judgment must be used in determining the additional information to be shown as well as the footnotes to be presented.

We have included as attachments to this letter some information related to municipal utility audits. We have also included illustrations of note disclosure for a city's participation in the Municipal Fire and Police Retirement System of Iowa (Note X) and the Iowa Communities Assurance Pool (ICAP), a local government risk pool (Note Y).

Cities with \$750,000 or more of federal expenditures are required to receive a Single Audit in accordance with the Uniform Guidance. Any questions concerning Single Audit requirements should be directed to the City's cognizant or oversight agency.

In accordance with the Uniform Guidance, the reporting package and Data Collection Form shall be submitted to the central clearinghouse the earlier of 30 days after issuance of the audit report or 9 months after the reporting period. The Office of Management and Budget has designated the United States Department of Commerce, Bureau of the Census as the Single Audit Clearinghouse. The Data Collection Form and reporting package must be submitted using the Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. The system requires the reporting package be uploaded in a single PDF file. Both the auditee and auditor contacts receive automated e-mails from the Federal Audit Clearinghouse as verification of the submission.

Under Rule 15c 2-12 of the Securities and Exchange Commission governing ongoing disclosure by municipalities to the bond markets, virtually any municipality which issues more than one million dollars of securities per issue is subject to an ongoing filing responsibility. All continuing disclosure submissions must be provided to the Municipal Securities Rulemaking Board (MSRB) through its Electronic Municipal Market Access (EMMA) system. In addition, submissions must be in an electronic format (text-searchable PDF), i.e. not scanned.

The findings on compliance, items IV-A-19 through IV-G-19, IV-H-19 (if applicable) and IV-L-19 (if applicable), detail those items which are to be included regardless of whether there are any instances of non-compliance or not. Any instances of non-compliance in other areas should also be reported.

We have also included a page for listing the staff performing the audit. Although we have found this page to be helpful, you are not required to use it.

As required by Chapter 11.14 of the Code of Iowa, the news media are to be notified of the issuance of the audit report by the CPA firm, unless the firm has made other arrangements with the City for the notification. We have developed a standard news release to be used for this purpose. The news release (paper copy or electronic format) should be completed by the CPA firm or the City and submitted to this Office with a **text-searchable** electronic copy of the audit report sent by the CPA firm. Report filing requirements are detailed on the attached listing. We will make the audit report and news release available to the news media in this Office.

In accordance with Chapter 11.6(7) of the Code of Iowa, this Office is to be notified immediately regarding any suspected embezzlement, theft or other significant financial irregularities.

Finally, I would like to express my appreciation to all CPA firms who are providing audit or other services to local governments. Together, we are able to provide a significant benefit to all taxpayers in the state.

A handwritten signature in black ink, appearing to read "Rob Sand". The signature is stylized and written in a cursive-like font.

Rob Sand  
Auditor of State

**Office of Auditor of State**

**Report Filing Requirements**

**Report** – The City or CPA firm is required to submit an electronic, **text-searchable**, PDF copy of the audit report, including the management letter(s) if issued separately, with this Office upon release to the City within nine months following the end of the fiscal year subject to audit. Text-searchable files are required for the following reasons:

- The files created are much smaller in size than scanned-image files. Accordingly, text-searchable files require less storage space.
- Text-searchable files are required by the Census bureau when submitting Data Collection Forms and Single Audit reporting packages (i.e. consistent with Federal requirements).
- Text-searchable files provide transparency to the public.

**Per Diem Audit Billing & News Release** – A copy of the CPA firm's per diem audit billing, including total cost and hours, and a copy of the news release or media notification should also be submitted. These items can be submitted as either paper copies or electronic copies.

**Filing Fee** – The filing fee should be submitted based on the following designated budget strata:

Budgeted Expenditures in Millions of Dollars	Filing Fee Amount
Under 1	\$ 100
At least 1 but less than 3	175
At least 3 but less than 5	250
At least 5 but less than 10	425
At least 10 but less than 25	625
25 and over	850

**Submission** – Electronic submission (text-searchable PDF) of the audit report, per diem audit billing and news release should be e-mailed to [SubmitReports@auditor.state.ia.us](mailto:SubmitReports@auditor.state.ia.us).

If you are unable to e-mail the PDF files, you may mail a CD containing the files to this Office. You may direct any questions about submitting electronic files to the above e-mail address.

Paper copies (if not submitted electronically) of the per diem audit billing and news release, as well as the filing fee, should be sent to the following address:

Office of Auditor of State  
State Capitol Building  
Room 111  
1007 East Grand Avenue  
Des Moines, IA 50319-0001

## Sample Cash City

### Outline of Major Changes

- A. Added Additional Note number 1 to address the Management's Discussion and Analysis (MD&A) for entities reporting on a cash basis. This illustrative sample report assumes management has voluntarily elected to include the MD&A.
- B. Revised the news release included in this Sample Cash City report to include information on the findings identified during the audit.

### Additional Notes

1. Management's Discussion and Analysis (MD&A), which is part of Other Information, is not a required part of the financial statements for entities reporting on a cash basis and it is, therefore, not required by this Office. If the City elects to include an MD&A with the financial statements, it should be based on the applicable standards that apply to GAAP reporting and be reported as Other Information.
2. If the City has deposits in credit unions at June 30, 2019, Note 2 should be modified to indicate whether the deposits were covered by federal depository insurance, collateralized with securities or letters of credit held by the City or the City's agent in the City's name or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa.
3. Also attached are a sample Corrective Action Plan for Audit Findings (See **Sample A**) and a sample Summary Schedule of Prior Audit Findings (See **Sample B**). These are provided for illustrative purposes only and are not intended to match the findings shown in the sample entity nor are they required to be filed with this Office.
4. Under Chapter 388.10 of the Code of Iowa, a City or Municipal Utility providing telecommunications services has the responsibility to comply with various financial and operating provisions, as well as the responsibility for annual certification of compliance with these provisions. Chapter 11.6(1) of the Code of Iowa requires the audit of a City which owns or operates a Municipal Utility providing telecommunications services to include an audit of the City's compliance with Chapter 388.10. In any year in which the City or Municipal Utility is not audited, the City or Municipal Utility must contract with the Auditor of State or a certified public accountant to "attest to the certification."

Based on an audit of the City or Municipal Utility, a statutory comment on compliance with Chapter 388.10 should be included in the audit report. If the Municipal Utility is audited as part of the City, the required comment would be included in the City's audit report. If the Municipal Utility is audited separately, the required comment would be included in the Municipal Utility's audit report. These audit reports must be filed with the Auditor of State and the appropriate filing fee paid as provided in Chapter 11 of the Code of Iowa.

In a year when the City or Municipal Utility is not audited, the attestation report should indicate compliance with the provisions of Chapter 388.10. These attestation reports are public records, by law, and are to be filed with this Office. These reports are not subject to the payment of a filing fee.

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## **Additional Notes (Continued)**

Following are sample audit report comments for reporting on telecommunication services.

**No non-compliance noted – for separate Municipal Utility audit or City audit which includes the Utility:**

Telecommunications Services – No instances of non-compliance with Chapter 388.10 of the Code of Iowa were noted.

**Non-compliance noted – for separate Municipal Utility audit or City audit which includes the Utility:**

Telecommunications Services – The City (or Utility) did not consistently allocate the cost of use of City (or Utility) employees, equipment and other services used by the telecommunications municipal utility as required by Chapter 388.10 of the Code of Iowa. The allocation of costs to the Utility was based on time studies of certain City (or Utility) employees, but the percentage allocations included mathematical errors. The errors resulted in an understatement of telecommunication services expenses of \$7,616 for the year ended June 30, 2019.

Recommendation – A corrective transfer of \$7,616 should be made from the Enterprise, Telecommunications Services Fund to the Enterprise, Gas Fund.

Response – A corrective transfer will be made.

Conclusion – Response accepted.

5. Following is an example footnote for an early retirement or other benefit plan or policy that meets the definition of a “termination benefit”, as defined by GASB Statement No. 47.

**Sample Note – Termination Benefits**

In September 2018, the City approved a voluntary early retirement plan for employees. The plan was only offered to employees for one year. Eligible employees must have completed at least fifteen years of full-time service to the City and must have reached the age of fifty-five on or before June 30, 2019. The application for early retirement was subject to approval by the City Council.

Early retirement benefits equal 60% of the employee’s salary in effect during the employee’s last year of employment, with a maximum retirement benefit of \$30,000.

The policy requires early retirement benefits be paid in three equal annual installments beginning July 1, 2019.

At June 30, 2019, the City has obligations to eleven participants with a total liability of \$171,285. Actual early retirement expenditures for the year ended June 30, 2019 totaled \$85,642.

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### **Additional Notes (Continued)**

6. Section 403.23 of the Code of Iowa requires cities with urban renewal areas to approve and file an Annual Urban Renewal Report on or before December 1.

This section also requires an audit of cities to include an examination of the City's compliance with the annual urban renewal reporting requirements. As such, the auditor is required to include a statutory comment on the Annual Urban Renewal Report, regardless of whether there are any instances of non-compliance or not. An example to report non-compliance is included as item IV-L-19 in the Schedule of Findings and Questioned Costs of the Sample Cash City report. The following is an example statutory comment if no instances of non-compliance are noted:

Annual Urban Renewal Report – The Annual Urban Renewal Report was properly approved and certified to the Iowa Department of Management on or before December 1 and no exceptions were noted.

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## **Additional Footnotes**

The Municipal Fire and Police Retirement System note and the Iowa Communities Assurance Pool information in the Risk Management note have been updated. The notes are as follows:

### **(X) Pension Plan**

#### **Municipal Fire and Police Retirement System of Iowa (MFPRSI)**

Plan Description – MFPRSI membership is mandatory for fire fighters and police officers covered by the provisions of Chapter 411 of the Code of Iowa. Employees of the City are provided with pensions through a cost-sharing multiple employer defined benefit pension plan administered by MFPRSI. MFPRSI issues a stand-alone financial report which is available to the public by mail at 7155 Lake Drive, Suite #201, West Des Moines, Iowa 50266 or at [www.mfprsi.org](http://www.mfprsi.org).

MFPRSI benefits are established under Chapter 411 of the Code of Iowa and the administrative rules thereunder. Chapter 411 of the Code of Iowa and the administrative rules are the official plan documents. The following brief description is provided for general informational purposes only. Refer to the plan documents for more information.

Pension Benefits – Members with 4 or more years of service are entitled to pension benefits beginning at age 55. Full service retirement benefits are granted to members with 22 years of service, while partial benefits are available to those members with 4 to 22 years of service based on the ratio of years completed to years required (i.e., 22 years). Members with less than 4 years of service are entitled to a refund of their contribution only, with interest, for the period of employment.

Benefits are calculated based upon the member's highest 3 years of compensation. The average of these 3 years becomes the member's average final compensation. The base benefit is 66% of the member's average final compensation. Members who perform more than 22 years of service receive an additional 2% of the member's average final compensation for each additional year of service, up to a maximum of 8 years. Survivor benefits are available to the beneficiary of a retired member according to the provisions of the benefit option chosen, plus an additional benefit for each child. Survivor benefits are subject to a minimum benefit for those members who chose the basic benefit with a 50% surviving spouse benefit.

Active members at least 55 years of age with 22 or more years of service have the option to participate in the Deferred Retirement Option Program (DROP). The DROP is an arrangement whereby a member who is otherwise eligible to retire and commence benefits opts to continue to work. A member can elect a 3, 4 or 5 year DROP period. When electing to participate in DROP, the member signs a contract stating the member will retire at the end of the selected DROP period. During the DROP period, the member's retirement benefit is frozen and a DROP benefit is credited to a DROP account established for the member. Assuming the member completes the DROP period, the DROP benefit is equal to 52% of the member's retirement benefit at the member's earliest date eligible and 100% if the member delays enrollment for 24 months. At the member's actual date of retirement, the member's DROP account will be distributed to the member in the form of a lump sum or rollover to an eligible plan.

Disability and Death Benefits – Disability benefits may be either accidental or ordinary. Accidental disability is defined as a permanent disability incurred in the line of duty, with benefits equivalent to the greater of 60% of the member's average final compensation or the member's service retirement benefit calculation amount. Ordinary disability occurs outside the call of duty and pays benefits equivalent to the greater of 50% of the member's average final compensation for those with 5 or more years of service or the member's

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### **Additional Footnotes (Continued)**

service retirement benefit calculation amount and 25% of average final compensation for those with less than 5 years of service.

Death benefits are similar to disability benefits. Benefits for accidental death are 50% of the average final compensation of the member plus an additional amount for each child, or the provisions for ordinary death. Ordinary death benefits consist of a pension equal to 40% of the average final compensation of the member plus an additional amount for each child, or a lump-sum distribution to the designated beneficiary equal to 50% of the previous year's earnable compensation of the member or equal to the amount of the member's total contributions plus interest.

Benefits are increased annually in accordance with Chapter 411.6 of the Code of Iowa, which provides a standard formula for the increases.

The surviving spouse or dependents of an active member who dies due to a traumatic personal injury incurred in the line of duty receives a \$100,000 lump-sum payment.

Contributions – Member contribution rates are set by state statute. In accordance with Chapter 411 of the Code of Iowa, the contribution rate was 9.40% of earnable compensation for the year ended June 30, 2019.

Employer contribution rates are based upon an actuarially determined normal contribution rate and set by state statute. The required actuarially determined contributions are calculated on the basis of the entry age normal method as adopted by the Board of Trustees as permitted under Chapter 411 of the Code of Iowa. The normal contribution rate is provided by state statute to be the actuarial liabilities of the plan less current plan assets, with such total divided by 1% of the actuarially determined present value of prospective future compensation of all members, further reduced by member contributions and state appropriations. Under the Code of Iowa, the City's contribution rate cannot be less than 17.00% of earnable compensation. The contribution rate was 26.02% for the year ended June 30, 2019.

The City's contributions to MFPRSI for the year ended June 30, 2019 totaled \$\_\_\_\_\_.

If approved by the State Legislature, state appropriations may further reduce the City's contribution rate, but not below the minimum statutory contribution rate of 17.00% of earnable compensation. The State of Iowa, therefore, is considered to be a non-employer contributing entity in accordance with the provisions of Governmental Accounting Standards Board Statement No. 67, Financial Reporting for Pension Plans.

There were no state appropriations to MFPRSI during the year ended June 30, 2019.

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## Additional Footnotes (Continued)

Net Pension Liability, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – At June 30, 2019, the City reported a liability of \$\_\_\_\_\_ for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's share of contributions to the MFPRSI relative to the contributions of all MFPRSI participating employers. At June 30, 2018, the City's proportion was \_\_\_\_\_%, which was an increase of \_\_\_\_\_% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the City's pension expense, deferred outflows of resources and deferred inflows of resources totaled \$\_\_\_\_\_, \$\_\_\_\_\_ and \$\_\_\_\_\_, respectively.

Actuarial Assumptions - The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Rate of inflation	3.00%.
Salary increases	4.50 to 15.00%, including inflation.
Investment rate of return	7.50%, net of investment expense, including inflation.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period July 1, 2007 through June 30, 2017.

Postretirement mortality rates were based on the RP-2014 Blue Collar Combined Healthy Annuitant Table with males set forward zero years, females set forward two years and disabled individuals set-forward three years (male only rates), with generational projection of future mortality improvement with 50% of Scale BB beginning in 2017.

The long-term expected rate of return on MFPRSI investments was determined using a building-block method in which best-estimate ranges of expected future real rates (i.e., expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return
Large cap	5.5%
Small cap	5.8
International large cap	7.3
Emerging markets	9.0
Emerging markets debt	6.3
Private non-core real estate	8.0
Master limited partnerships	9.0
Private equity	9.0
Core plus fixed income	3.3
Private core real estate	6.0
Tactical asset allocation	6.4

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**Additional Footnotes (Continued)**

Discount Rate – The discount rate used to measure the total pension liability was 7.50%. The projection of cash flows used to determine the discount rate assumed contributions will be made at 9.40% of covered payroll and the City’s contributions will be made at rates equal to the difference between actuarially determined rates and the member rate. Based on those assumptions, the MFPRSI’s fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on MFPRSI’s investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the City’s proportionate share of the net pension liability calculated using the discount rate of 7.50%, as well as what the City’s proportionate share of the net pension liability would be if it were calculated using a discount rate 1% lower (6.50%) or 1% higher (8.50%) than the current rate.

	1% Decrease (6.50%)	Discount Rate (7.50%)	1% Increase (8.50%)
City's proportionate share of the net pension liability	\$ -	-	\$ -

MFPRSI’s Fiduciary Net Position – Detailed information about MFPRSI’s fiduciary net position is available in the separately issued MFPRSI financial report which is available on MFPRSI’s website at [www.mfprsi.org](http://www.mfprsi.org).

**In addition, the Schedule of the City’s Proportionate Share of the Net Pension Liability, the Schedule of City Contributions and Notes to Other Information – Pension Liability should be reported as Other Information.**

**Notes to Other Information – Pension Liability**

Changes of benefit terms:

There were no significant changes of benefit terms.

Changes of assumptions:

The 2018 valuation changed postretirement mortality rates to the RP-2014 Blue Collar Healthy Annuity Table with males set-forward zero years, females set-forward two years and disabled individuals set-forward three years (male only rates), with generational projection of future mortality improvement with 50% of Scale BB beginning in 2017.

The 2017 valuation added five years projection of future mortality improvement with Scale BB.

The 2016 valuation changed postretirement mortality rates to the RP-2000 Blue Collar Combined Healthy Mortality Table with males set-back two years, females set-forward one year and disabled individuals set-forward one year (male only rates), with no projection of future mortality improvement.

The 2015 valuation phased in the 1994 Group Annuity Mortality Table for postretirement mortality. This resulted in a weighting of 1/12 of the 1971 Group Annuity Mortality Table and 11/12 of the 1994 Group Annuity Mortality Table.

## **Additional Footnotes (Continued)**

The 2014 valuation phased in the 1994 Group Annuity Mortality Table for post-retirement mortality. This resulted in a weighting of 2/12 of the 1971 Group Annuity Mortality Table and 10/12 of the 1994 Group Annuity Mortality Table.

### **(Y) Risk Management**

The City is a member of the Iowa Communities Assurance Pool, as allowed by Chapter 670.7 of the Code of Iowa. The Iowa Communities Assurance Pool (Pool) is a local government risk-sharing pool whose 778 members include various governmental entities throughout the State of Iowa. The Pool was formed in August 1986 for the purpose of managing and funding third-party liability claims against its members. The Pool provides coverage and protection in the following categories: general liability, automobile liability, automobile physical damage, public officials liability, police professional liability, property, inland marine and boiler/machinery. There have been no reductions in insurance coverage from prior years.

Each member's annual casualty contributions to the Pool fund current operations and provide capital. Annual casualty operating contributions are those amounts necessary to fund, on a cash basis, the Pool's general and administrative expenses, claims, claims expenses and reinsurance expenses estimated for the fiscal year, plus all or any portion of any deficiency in capital. Capital contributions are made during the first six years of membership and are maintained at a level determined by the Board not to exceed 300% of basis rate.

The Pool also provides property coverage. Members who elect such coverage make annual property operating contributions which are necessary to fund, on a cash basis, the Pool's general and administrative expenses, reinsurance premiums, losses and loss expenses for property risks estimated for the fiscal year, plus all or any portion of any deficiency in capital. Any year-end operating surplus is transferred to capital. Deficiencies in operations are offset by transfers from capital and, if insufficient, by the subsequent year's member contributions.

The City's property and casualty contributions to the Pool are recorded as disbursements from its operating funds at the time of payment to the Pool. The City's contributions to the Pool for the year ended June 30, 2019 were \$\_\_\_\_\_.

The Pool uses reinsurance and excess risk-sharing agreements to reduce its exposure to large losses. The Pool retains general, automobile, police professional, and public officials' liability risks up to \$500,000 per claim. Claims exceeding \$500,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate. Property and automobile physical damage risks are retained by the Pool up to \$250,000 each occurrence, each location. Property risks exceeding \$250,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate.

The Pool's intergovernmental contract with its members provides that in the event a casualty claim, property loss or series of claims or losses exceeds the amount of risk-sharing protection provided by the City's risk-sharing certificate, or in the event a casualty claim, property loss or series of claims or losses exhausts the Pool's funds and any excess risk-sharing recoveries, then payment of such claims or losses shall be the obligation of the respective individual member against whom the claim was made or the loss was incurred.

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### **Additional Footnotes (Continued)**

Members agree to continue membership in the Pool for a period of not less than one full year. After such period, a member who has given 60 days' prior written notice may withdraw from the Pool. Upon withdrawal, payments for all casualty claims and claims expenses become the sole responsibility of the withdrawing member, regardless of whether a claim was incurred or reported prior to the member's withdrawal. Upon withdrawal, a formula set forth in the Pool's intergovernmental contract with its members is applied to determine the amount (if any) to be refunded to the withdrawing member.

The City also carries commercial insurance purchased from other insurers for coverage associated with \_\_\_\_\_ in the amount of \$\_\_\_\_\_ and \$\_\_\_\_\_, respectively. The City assumes liability for any deductibles and claims in excess of coverage limitations. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

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**Additional Notes (Continued)**

**Sample A**

Sample Cash City

Corrective Action Plan

Year ended June 30, 2019

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Comment Number	Comment Title	Corrective Action Plan	Contact Person, Title, Phone Number	Anticipated Date of Completion
II-A-19	Segregation of Duties	We have reviewed procedures and plan to make the necessary changes to improve internal control.	Tom Claim, Administrator, (515) YYY-XXXX	November 2, 2019
II-B-19	Financial Reporting	We will revise our current procedures to ensure the proper amounts are recorded in the financial statements in the future.	Joe Smith, Program Director, (515) YYY-XXXX	November 2, 2019
2019-001	Unsupported Expenditures	We will revise our procedures so documentation (e.g. invoices and time cards) is maintained to support federal expenditures. We returned the \$25,589 of questioned costs to the Iowa Economic Development Authority on October 3, 2019.	Tom Claim, Administrator, (515) YYY-XXXX	Documentation to support expenditures will be maintained effective immediately. The questioned costs were returned to the Iowa Economic Development Authority on October 3, 2019.
2019-002	Segregation of Duties over Federal Revenues	We have reviewed procedures and plan to make the necessary changes to improve internal control. Specifically, the custody, record-keeping and reconciling functions currently performed by the Deputy Treasurer will be separated and spread among the Treasurer, Deputy Treasurer and Clerk.	Julie Ledger, Treasurer, (515) YYY-XXXX	November 2, 2019
2019-003	Financial Reporting	We have implemented an independent review process which requires review by the Program Director, effective immediately. In addition, beginning with the December 2019 quarterly report, we will submit federal financial reports within the required time frame.	Joe Smith, Program Director, (515) YYY-XXXX	Review procedures have been implemented. Timely report filing will begin with the quarter ending December 2019.

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**In accordance with Uniform Guidance Section 200.511(a), the Corrective Action Plan must include findings relating to the financial statements which are required to be reported in accordance with Government Auditing Standards.**

**Additional Notes (Continued)****Sample B**

Sample Cash City

Summary Schedule of Prior Audit Findings

Year ended June 30, 2019

Comment Reference	Comment Title	Status	If not corrected, provide reason for finding's recurrence and planned corrective action or other explanation
2016-001 2017-001 2018-001	Minority Business Enterprise/ Women Business Enterprise (MBE/WBE)	No longer valid. Does not warrant further action.	Over two years have passed since the reporting of this audit finding. The Grantor Agency has not followed up on this finding, nor has a management decision been issued on its part.
II-A-17 2017-002 II-A-18 2018-002	Segregation of Duties over Federal Receipts	Not corrected.	Limited staff resulting from staff turnover. Plan to segregate duties for custody, recordkeeping and reconciling among staff when positions are filled.
II-B-17 II-B-18	Capital Assets	Corrective action taken.	
2018-003	Financial Reporting	Partially corrected.	Time was necessary to develop and implement review procedures. Timely report filing will begin with the quarter ending December 2019.

**In accordance with Uniform Guidance Section 200.511(a), the Summary Schedule of Prior Audit Findings must also include findings relating to the financial statements which are required to be reported in accordance with Government Auditing Standards.**



**Information Related to  
Municipal Utility Audits**

Municipal Utility audit report format should include the following:

1. Officials
2. Independent Auditor's Report
3. Required Supplementary Information - Management's Discussion and Analysis (GAAP basis)

Other Information – Management's Discussion and Analysis (Cash basis) - only if management elects to include the MD&A.

4. Financial Statements
5. Required Supplementary Information - Comparison of Budget to Actual (GAAP basis)  
  
Other Information – Comparison of Budget to Actual (Cash basis)
6. Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.

7. Schedule of Findings:

Findings Related to the Financial Statements

Other Findings Related to Required Statutory Reporting:

- a. Certified Budget
- b. Questionable Disbursements
- c. Travel Expense
- d. Business Transactions
- e. Bond Coverage
- f. Board Minutes
- g. Deposits and Investments
- h. Revenue Bonds/Notes (if applicable)
- i. Telecommunications Services (if applicable)

If applicable, findings (a) through (i) are to be included regardless of whether there are any instances of non-compliance or not. Additional Notes number 4 on the Outline of Major Changes for Sample Cash City provides more information relating to finding (i) on telecommunications services.

Municipal Utilities may be component units of a City, which may affect the Independent Auditor's Report and the footnote disclosure of the reporting entity.

Municipal Utility audits must meet the reporting and filing requirements prescribed in Chapter 11 of the Code of Iowa and must be performed in accordance with the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

**Sample Cash City**



OFFICE OF AUDITOR OF STATE  
STATE OF IOWA

State Capitol Building  
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 242-6134

Rob Sand  
Auditor of State

NEWS RELEASE

Contact:

FOR RELEASE \_\_\_\_\_

Auditor of State Rob Sand today released an audit report on Sample Cash City, Iowa.

**FINANCIAL HIGHLIGHTS:**

The City's receipts totaled \$\_\_\_\_\_ for the year ended June 30, 2019, a(n) \_\_\_% increase (decrease) from the prior year. Disbursements for the year ended June 30, 2019 totaled \$\_\_\_\_\_, a(n) \_\_\_% increase (decrease) from the prior year. The significant increase (decrease) in receipts and disbursements is due primarily to\_\_\_\_\_.

**AUDIT FINDINGS:**

Sand reported fourteen findings related to the receipt and disbursement of taxpayer funds. They are found on pages 63 through 74 of this report. The findings address issues such as a lack of segregation of duties, misposting of material amounts of property tax receipts, the lack of reconciliations of utility billings, collections and delinquent accounts, the lack of adequate support for federal program costs, disbursements exceeding budgeted amounts and incorrect certifications of TIF debt. Sand provided the City with recommendations to address each of the findings.

The City Council has a fiduciary responsibility to provide oversight of the City's operations and financial transactions. Oversight is typically defined as the "watchful and responsible care" a governing body exercises in its fiduciary capacity.

**(NOTE to CPAs: Include significant findings, including material weaknesses, significant non-compliance and all Federal findings. Auditor judgement should be used to determine which significant deficiencies reported under Government Auditing Standards, if any, should be included.)**

A copy of the audit report is available for review on the Auditor of State's web site at <https://auditor.iowa.gov/audit-reports>.

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**SAMPLE CASH CITY**  
**INDEPENDENT AUDITOR'S REPORTS**  
**BASIC FINANCIAL STATEMENTS**  
**SUPPLEMENTARY AND OTHER INFORMATION**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**JUNE 30, 2019**



Table of Contents

		<u>Page</u>
Officials		3
Independent Auditor’s Report		5-7
Management’s Discussion and Analysis <b>(delete if management has not elected to include the MD&amp;A)</b>		8-14
Basic Financial Statements:	<u>Exhibit</u>	
Government-wide Financial Statement:		
Cash Basis Statement of Activities and Net Position	A	16-17
Governmental Fund Financial Statements:		
Statement of Cash Receipts, Disbursements and Changes in Cash Balances	B	18-19
Reconciliation of the Statement of Cash Receipts, Disbursements and Changes in Cash Balances to the Cash Basis Statement of Activities and Net Position	C	20
Proprietary Fund Financial Statements:		
Statement of Cash Receipts, Disbursements and Changes in Cash Balances	D	21
Reconciliation of the Statement of Cash Receipts, Disbursements and Changes in Cash Balances to the Cash Basis Statement of Activities and Net Position	E	23
Notes to Financial Statements		24-35
Other Information		
Budgetary Comparison Schedule of Receipts, Disbursements and Changes in Balances - Budget and Actual – All Governmental Funds and Proprietary Funds		38-39
Notes to Other Information – Budgetary Reporting		40
Schedule of the City’s Proportionate Share of the Net Pension Liability		41
Schedule of City Contributions		42-43
Notes to Other Information – Pension Liability		44
Supplementary Information:	<u>Schedule</u>	
Schedule of Cash Receipts, Disbursements and Changes in Cash Balances - Nonmajor Governmental Funds	1	46-47
Schedule of Indebtedness	2	48-49
Bond and Note Maturities	3	50-51
Schedule of Receipts by Source and Disbursements by Function – All Governmental Funds	4	52-53
Schedule of Expenditures of Federal Awards	5	55
Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <u>Government Auditing Standards</u>		56-57
Independent Auditor’s Report on Compliance for Each Major Federal Program and on Internal Control over Compliance Required by the Uniform Guidance		59-61
Schedule of Findings and Questioned Costs		62-73
Staff		74

**Sample Cash City**

**Officials**

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Rosemary Jones	Mayor	Jan 2020
Dan Parks	Mayor Pro tem	Jan 2022
Kevin Linden	Council Member	Jan 2020
Alan Notchwood	Council Member	Jan 2020
Rose Arnoldson	Council Member	Jan 2022
Betty Dager	Council Member	Jan 2022
Alan Mead	Finance Director	Indefinite
Marilyn Martin	City Clerk/Treasurer	Indefinite
Carl Pearce	Attorney	Indefinite



**Sample Cash City**



**OFFICE OF AUDITOR OF STATE**  
**STATE OF IOWA**

Rob Sand  
Auditor of State

State Capitol Building  
Des Moines, Iowa 50319-0006

Telephone (515) 281-5834 Facsimile (515) 281-6518

Independent Auditor's Report

To the Honorable Mayor and Members of the City Council:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of Sample Cash City, Iowa, as of and for the year ended June 30, 2019, and the related Notes to Financial Statements, which collectively comprise the City's basic financial statements listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1. This includes determining the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. This includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of Sample Cash City as of June 30, 2019, and the respective changes in its cash basis financial position for the year then ended in accordance with the basis of accounting described in Note 1.

## Basis of Accounting

As discussed in Note 1, these financial statements were prepared on the basis of cash receipts and disbursements, which is a basis of accounting other than U.S. generally accepted accounting principles. Our opinions are not modified with respect to this matter.

## Other Matters

### *Supplementary and Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Sample Cash City's basic financial statements. We previously audited, in accordance with the standards referred to in the third paragraph of this report, the financial statements for the nine years ended June 30, 2018 (which are not presented herein) and expressed unmodified opinions on those financial statements which were prepared on the basis of cash receipts and disbursements. The supplementary information included in Schedules 1 through 5, including the Schedule of Expenditures of Federal Awards required by Title 2, U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance), is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The Other Information, Management's Discussion and Analysis (**delete reference to the MD&A if excluded from reporting**), the Budgetary Comparison Information, the Schedule of the City's Proportionate Share of the Net Pension Liability and the Schedule of City Contributions on pages 9 through 15 and 39 through 45, has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated September 17, 2019 on our consideration of Sample Cash City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Sample Cash City's internal control over financial reporting and compliance.

Marlys K. Gaston, CPA  
Deputy Auditor of State

September 17, 2019

**(NOTE: Delete the MD&A if management has elected to exclude it from reporting)**

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## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

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Sample Cash City provides this Management's Discussion and Analysis of its financial statements. This narrative overview and analysis of the financial activities is for the fiscal year ended June 30, 2019. We encourage readers to consider this information in conjunction with the City's financial statements, which follow.

### **2019 FINANCIAL HIGHLIGHTS**

- Receipts of the City's governmental activities increased 34.4%, or approximately \$700,000, from fiscal year 2018 to fiscal year 2019. Property tax increased approximately \$33,000 and bond proceeds increased \$515,000.
- Disbursements of the City's governmental activities increased 5.2%, or approximately \$90,000, in fiscal year 2019 from fiscal year 2018. Public safety, debt service and capital projects disbursements increased approximately \$16,000, \$34,000 and \$63,000, respectively.
- The City's total cash basis net position increased 74.7%, or approximately \$1,712,000, from June 30, 2018 to June 30, 2019. Of this amount, the cash basis net position of the governmental activities increased approximately \$956,000 and the cash basis net position of the business type activities increased approximately \$756,000.

### **USING THIS ANNUAL REPORT**

The annual report consists of a series of financial statements and other information, as follows:

Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of the City's financial activities.

The Government-wide Financial Statement consists of a Cash Basis Statement of Activities and Net Position. This statement provides information about the activities of the City as a whole and presents an overall view of the City's finances.

The Fund Financial Statements tell how governmental services were financed as well as what remains for future spending. Fund financial statements report the City's operations in more detail than the government-wide financial statement by providing information about the most significant funds.

Notes to Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

Other Information further explains and supports the financial statements with a comparison of the City's budget for the year and the City's proportionate share of the net pension liability and related contributions.

Supplementary Information provides detailed information about the nonmajor governmental funds and the City's indebtedness. In addition, the Schedule of Expenditures of Federal Awards provides details of various federal programs benefiting the City.

## **BASIS OF ACCOUNTING**

The City maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with U.S. generally accepted accounting principles. Therefore, when reviewing the financial information and discussion within this annual report, readers should keep in mind the limitations resulting from the use of the cash basis of accounting.

## **REPORTING THE CITY'S FINANCIAL ACTIVITIES**

### *Government-wide Financial Statement*

One of the most important questions asked about the City's finances is, "Is the City as a whole better off or worse off as a result of the year's activities?" The Cash Basis Statement of Activities and Net Position reports information which helps answer this question.

The Cash Basis Statement of Activities and Net Position presents the City's net position. Over time, increases or decreases in the City's net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Cash Basis Statement of Activities and Net Position is divided into two kinds of activities:

- Governmental Activities include public safety, public works, health and social services, culture and recreation, community and economic development, general government, debt service and capital projects. Property tax and state and federal grants finance most of these activities.
- Business Type Activities include the waterworks and the sanitary sewer system. These activities are financed primarily by user charges.

### *Fund Financial Statements*

The City has two kinds of funds:

- 1) Governmental funds account for most of the City's basic services. These focus on how money flows into and out of those funds and the balances at year-end that are available for spending. The governmental funds include: 1) the General Fund, 2) the Special Revenue Funds, such as Road Use Tax and Urban Renewal Tax Increment, 3) the Debt Service Fund, 4) the Capital Projects Fund and 5) the Permanent Fund. The governmental fund financial statements provide a detailed view of the City's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.

The required financial statement for governmental funds is a Statement of Cash Receipts, Disbursements and Changes in Cash Balances.

- 2) Proprietary funds account for the City's Enterprise Funds and the Internal Service Fund. Enterprise Funds are used to report business type activities. The City maintains two Enterprise Funds to provide separate information for the Water and Sewer Funds, considered to be major funds of the City. Internal Service Funds are an accounting device used to accumulate and allocate costs internally among the City's various functions.

The required financial statement for proprietary funds is a Statement of Cash Receipts, Disbursements and Changes in Cash Balances.

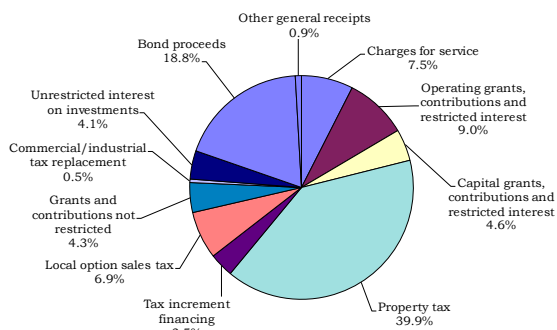
Reconciliations between the government-wide financial statement and the fund financial statements follow the fund financial statements.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS

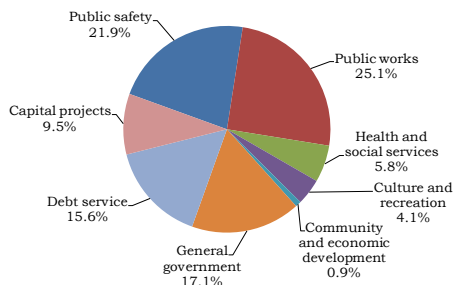
Net position may serve over time as a useful indicator of financial position. The City's cash balance for governmental activities increased from a year ago, increasing from approximately \$1.689 million to approximately \$2.645 million. The analysis that follows focuses on the changes in cash basis net position of governmental activities.

Changes in Cash Basis Net Position of Governmental Activities (Expressed in Thousands)		
	Year ended June 30,	
	2019	2018
<b>Receipts:</b>		
Program receipts:		
Charges for service	\$ 206	198
Operating grants, contributions and restricted interest	247	222
Capital grants, contributions and restricted interest	125	40
General receipts:		
Property tax	1,086	1,053
Tax increment financing	96	81
Local option sales tax	190	188
Grants and contributions not restricted to specific purposes	118	116
Commercial/industrial tax replacement	15	12
Unrestricted interest on investments	112	94
Bond proceeds	515	-
Other general receipts	25	31
<b>Total receipts</b>	<b>2,735</b>	<b>2,035</b>
<b>Disbursements:</b>		
Public safety	396	380
Public works	455	501
Health and social services	104	97
Culture and recreation	74	75
Community and economic development	16	12
General government	309	296
Debt service	281	247
Capital projects	171	108
<b>Total disbursements</b>	<b>1,806</b>	<b>1,716</b>
Change in cash basis net position before transfers	929	319
Transfers, net	27	22
<b>Change in cash basis net position</b>	<b>956</b>	<b>341</b>
Cash basis net position beginning of year	1,689	1,348
<b>Cash basis net position end of year</b>	<b>\$ 2,645</b>	<b>1,689</b>

**Receipts by Source**



**Disbursements by Function**



The City's total receipts for governmental activities increased 34.4%, or approximately \$700,000, over the prior year. The total cost of all programs and services increased approximately \$90,000, or 5.2%, with no new programs added this year. The significant increase in receipts was primarily the result of proceeds received from the issuance of urban renewal tax increment financing revenue bonds.

The City increased property tax rates for fiscal year 2019 an average of 4%. This increase, the first in three years, raised the City's property tax receipts approximately \$33,000 in fiscal year 2019. Based on increases in the total assessed valuation, property tax receipts are budgeted to increase an additional \$50,000 next year.

The cost of all governmental activities this year was approximately \$1.806 million compared to approximately \$1.716 million last year. However, as shown in the Statement of Activities and Net Position on pages 17-18, the amount taxpayers ultimately financed for these activities was approximately \$1.229 million because some of the cost was paid by those directly benefiting from the programs (approximately \$206,000) or by other governments and organizations which subsidized certain programs with grants, contributions and restricted interest (approximately \$372,000). The City paid for the remaining "public benefit" portion of governmental activities with property tax (some of which could only be used for certain programs) and with other receipts, such as interest, local option sales tax and miscellaneous receipts. Overall, the City's governmental activities program receipts, including intergovernmental aid and fees for service, increased in fiscal year 2019 from approximately \$460,000 to approximately \$578,000, principally due to receiving grant proceeds to complete the City Hall renovation project.

Changes in Cash Basis Net Position of Business Type Activities (Expressed in Thousands)		
	Year ended June 30,	
	2019	2018
Receipts:		
Program receipts:		
Charges for service:		
Water	\$ 656	640
Sewer	473	458
Capital grants, contributions and restricted interest	535	478
General receipts:		
Unrestricted interest on investments	8	7
Bond proceeds	750	-
Other general receipts	46	49
Total receipts	<u>2,468</u>	<u>1,632</u>
Disbursements:		
Water	591	588
Sewer	1,094	955
Total disbursements	<u>1,685</u>	<u>1,543</u>
Change in cash basis net position before transfers	783	89
Transfers, net	<u>(27)</u>	<u>(22)</u>
Change in cash basis net position	756	67
Cash basis net position beginning of year	603	536
Cash basis net position end of year	<u>\$ 1,359</u>	<u>603</u>

Total business type activities receipts for the fiscal year were approximately \$2.468 million compared to approximately \$1.632 million last year. This significant increase was due primarily to the receipt of \$750,000 of sewer construction general obligation bond proceeds. The cash balance increased approximately \$756,000 over the prior year because most of the bond proceeds received will not be spent for the approved sewer construction project until next fiscal year. Total disbursements for the fiscal year increased 9.2% to approximately \$1.685 million.



## **INDIVIDUAL MAJOR GOVERNMENTAL FUND ANALYSIS**

As Sample Cash City completed the year, its governmental funds reported a combined fund balance of \$2,634,039, an increase of more than \$950,000 above last year's total of \$1,679,848. The following are the major reasons for the changes in fund balances of the major funds from the prior year.

- The General Fund cash balance increased \$239,808 over the prior year to \$1,555,623. Approximately \$95,000 of this increase was due to local option sales tax (LOST) transferred to the General Fund this fiscal year. In accordance with the LOST ballot provisions, the City is required to use these receipts to help offset future property tax increases. Disbursements in the General Fund decreased approximately \$115,000 from the prior year due to reduced road repairs in fiscal year 2018.
- The Special Revenue, Road Use Tax (RUT) Fund cash balance increased \$122,922 to \$333,330. This increase was also attributable to approximately \$95,000 of local option sales tax transferred to the RUT Fund. In accordance with the LOST ballot provisions, the City is required to use this money to upgrade the condition of City roads. Disbursements decreased approximately \$100,000 due to fewer road repairs in the current fiscal year.
- The Special Revenue, Urban Renewal Tax Increment Fund was established in the previous fiscal year to account for an urban renewal project within the City's business district. At the end of the fiscal year, the cash balance was \$121,340, an increase of \$80,029 over the previous year.
- The Debt Service Fund cash balance increased \$45,093 to \$56,583. This increase was due to an increase in property tax. Bond principal and interest payments increased \$34,058 in fiscal year 2019. Required principal and interest payments are expected to increase in the future due to the issuance of \$750,000 of general obligation bonds in the current fiscal year.
- The Capital Projects Fund cash balance increased \$468,460 over the previous year. The increase was the result of proceeds of \$515,000 received from the issuance of urban renewal tax increment financing revenue bonds. These proceeds will be used for various construction and refurbishing projects within the urban renewal district, including a City Hall renovation project. The bonds and interest will be redeemed with incremental property tax generated from the increased taxable valuation in the district.

## **INDIVIDUAL MAJOR BUSINESS TYPE FUND ANALYSIS**

- The Enterprise, Water Fund cash balance increased \$64,050 to \$190,101, due primarily to an increase in the sale of water and a reduction in debt service payments from the prior year.
- The Enterprise, Sewer Fund cash balance increased \$690,535 to \$1,160,340, due primarily to the receipt of \$750,000 of general obligation bond proceeds and a \$535,000 community development block grant, both to help fund a sewer construction project. At June 30, 2019, \$715,000 of these resources had been spent on project costs.

## BUDGETARY HIGHLIGHTS

Over the course of the year, the City amended its budget two times. The first amendment was approved on March 11, 2019 and resulted in an increase in operating disbursements related to a cost overrun of approximately \$10,000 on various maintenance projects involving City Hall. The second amendment was approved on May 13, 2019 to provide for additional disbursements in certain City departments. The City had sufficient cash balances to absorb these additional costs.

The City's receipts were \$49,990 more than budgeted, a variance of 1.3%. This was primarily due to the City receiving more in sewer and water charges for service than anticipated.

Even with the budget amendments, total disbursements were \$8,765 more than the amended budget. Actual disbursements for the public safety, culture and recreation and community and economic development functions were \$78,830, \$44,081 and \$44,197, respectively, less than the amended budget. This was primarily due to the City delaying equipment purchases for the Police, Fire and Parks Departments. The City also provide fewer economic development grants to the Sample Cash City Economic Development Corporation in the current fiscal year.

The City exceeded the amounts budgeted in the general government and business type activities functions for the year ended June 30, 2019 due to higher costs for the City Hall maintenance projects and sewer construction engineering costs not budgeted.

## DEBT ADMINISTRATION

At June 30, 2019, the City had \$3,695,000 of bonds and other long-term debt outstanding, compared to \$2,815,000 last year, as shown below.

	Outstanding Debt at Year-End (Expressed in Thousands)	
	June 30,	
	2019	2018
General obligation bonds	\$ 1,535	885
Special assessment bonds and notes	-	60
Urban renewal tax increment financing revenue bonds	515	-
Revenue notes	1,490	1,680
Anticipatory warrants	155	190
Total	<u>\$ 3,695</u>	<u>2,815</u>

Debt increased as a result of issuing general obligation bonds for a sewer construction project. In addition, the City issued urban renewal tax increment financing revenue bonds for the purpose of defraying a portion of the costs of carrying out urban renewal projects in the City.

The Constitution of the State of Iowa limits the amount of general obligation debt cities can issue to 5% of the assessed value of all taxable property within the City's corporate limits. The City's outstanding general obligation and tax increment financing debt of \$2,205,000 is significantly below its constitutional debt limit of approximately \$12 million. Additional information about the City's long-term debt is presented in Note 3 to the financial statements.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

Sample Cash City's elected and appointed officials and citizens considered many factors when setting the fiscal year 2020 budget, tax rates and fees charged for various City activities. One of those factors is the economy. Unemployment in the City now stands at 4.0% versus 5.6% a year ago. This compares with the State's unemployment rate of 3.2% and the national rate of 4.2%.

These indicators were taken into account when adopting the budget for fiscal year 2020. Amounts available for appropriation in the operating budget are approximately \$3.6 million, an increase of 3% over the final fiscal year 2019 budget. Property tax (benefiting from the fiscal year 2019 rate increases and increases in assessed valuations) and proceeds from the urban renewal tax increment financing revenue bonds are expected to lead this increase. The City will use these increases in receipts to finance programs we currently offer and to defray a portion of the costs of carrying out urban renewal projects in the City. Budgeted disbursements increased approximately \$600,000. Increased health care costs, increases in street construction and maintenance and the urban renewal project represent the largest increases. The City has added no major new programs or initiatives to the fiscal year 2020 budget.

If these estimates are realized, the City's cash balance is expected to decrease approximately \$600,000 by the close of fiscal year 2020.

## **CONTACTING THE CITY'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Marilyn Martin, City Clerk, 101 Main Street, Sample Cash City, Iowa 50XXX-XXXX.

## **Basic Financial Statements**

Sample Cash City

Cash Basis Statement of Activities and Net Position

As of and for the year ended June 30, 2019

	Program Receipts			
	Disbursements	Charges for Service	Operating Grants, Contributions and Restricted Interest	Capital Grants, Contributions and Restricted Interest
<b>Functions/Programs:</b>				
Governmental activities:				
Public safety	\$ 396,016	19,246	13,679	-
Public works	455,040	60,576	222,634	-
Health and social services	103,739	100,511	-	-
Culture and recreation	73,797	5,684	10,670	-
Community and economic development	15,803	-	-	-
General government	309,591	19,470	-	-
Debt service	281,258	-	-	-
Capital projects	171,540	-	-	125,000
Total governmental activities	1,806,784	205,487	246,983	125,000
Business type activities:				
Water	591,235	655,995	-	-
Sewer	1,094,350	473,048	-	535,000
Total business type activities	1,685,585	1,129,043	-	535,000
Total	\$ 3,492,369	1,334,530	246,983	660,000
<b>General Receipts and Transfers:</b>				
Property and other city tax levied for:				
General purposes				
Debt service				
Tax increment financing				
Local option sales tax				
Grants and contributions not restricted to specific purposes				
Commercial/industrial tax replacement				
Unrestricted interest on investments				
Bond proceeds				
Miscellaneous				
Sale of capital assets				
Transfers				
Total general receipts and transfers				
Change in cash basis net position				
Cash basis net position beginning of year				
Cash basis net position end of year				
<b>Cash Basis Net Position</b>				
Restricted:				
Nonexpendable:				
Cemetery perpetual care				
Expendable:				
Streets				
Capital projects				
Debt service				
Capital projects				
Other purposes				
Unrestricted				
<b>Total cash basis net position</b>				

See notes to financial statements.

Net (Disbursements) Receipts and  
Changes in Cash Basis Net Position

Governmental Activities	Business Type Activities	Total
(363,091)	-	(363,091)
(171,830)	-	(171,830)
(3,228)	-	(3,228)
(57,443)	-	(57,443)
(15,803)	-	(15,803)
(290,121)	-	(290,121)
(281,258)	-	(281,258)
(46,540)	-	(46,540)
(1,229,314)	-	(1,229,314)
-	64,760	64,760
-	(86,302)	(86,302)
-	(21,542)	(21,542)
(1,229,314)	(21,542)	(1,250,856)

840,136	-	840,136
246,071	-	246,071
95,832	-	95,832
190,470	-	190,470
118,097	-	118,097
14,879	-	14,879
112,075	8,261	120,336
515,000	750,000	1,265,000
6,888	46,629	53,517
18,540	-	18,540
27,300	(27,300)	-
2,185,288	777,590	2,962,878
955,974	756,048	1,712,022
1,688,795	603,176	2,291,971
\$ 2,644,769	1,359,224	4,003,993

\$ 11,500	-	11,500
333,330	-	333,330
468,460	-	468,460
177,923	242,516	420,439
-	570,000	570,000
87,203	-	87,203
1,566,353	546,708	2,113,061
\$ 2,644,769	1,359,224	4,003,993

Sample Cash City

Statement of Cash Receipts, Disbursements  
and Changes in Cash Balances  
Governmental Funds

As of and for the year ended June 30, 2019

	Special Revenue		
	General	Road Use Tax	Urban Renewal Tax Increment
Receipts:			
Property tax	\$ 741,677	-	-
Tax increment financing	-	-	95,832
Other city tax	41,421	-	-
Licenses and permits	16,254	-	-
Use of money and property	109,642	-	-
Intergovernmental	147,941	222,634	-
Charges for service	110,417	-	-
Special assessments	3,216	-	-
Miscellaneous	29,096	1,000	-
Total receipts	<u>1,199,664</u>	<u>223,634</u>	<u>95,832</u>
Disbursements:			
Operating:			
Public safety	368,900	-	-
Public works	246,509	195,947	-
Health and social services	97,243	-	-
Culture and recreation	70,872	-	-
Community and economic development	-	-	15,803
General government	292,407	-	-
Debt service	-	-	-
Capital projects	25,000	-	-
Total disbursements	<u>1,100,931</u>	<u>195,947</u>	<u>15,803</u>
Excess of receipts over disbursements	<u>98,733</u>	<u>27,687</u>	<u>80,029</u>
Other financing sources (uses):			
Bond proceeds	-	-	-
Sale of capital assets	18,540	-	-
Transfers in	122,535	95,235	-
Transfers out	-	-	-
Total other financing sources (uses)	<u>141,075</u>	<u>95,235</u>	<u>-</u>
Change in cash balances	239,808	122,922	80,029
Cash balances beginning of year	1,315,815	210,408	41,311
Cash balances end of year	<u>\$ 1,555,623</u>	<u>333,330</u>	<u>121,340</u>
<b>Cash Basis Fund Balances</b>			
Nonspendable - Cemetery perpetual care	\$ -	-	-
Restricted for:			
Streets	-	333,330	-
Capital projects	-	-	-
Debt service	-	-	121,340
Other purposes	-	-	-
Assigned for fire station	50,000	-	-
Unassigned	1,505,623	-	-
Total cash basis fund balances	<u>\$ 1,555,623</u>	<u>333,330</u>	<u>121,340</u>

See notes to financial statements.

Debt Service	Capital Projects	Nonmajor	Total
237,754	-	55,048	1,034,479
-	-	-	95,832
8,317	-	192,460	242,198
-	-	-	16,254
-	-	2,433	112,075
-	-	125,000	495,575
-	-	-	110,417
-	-	59,576	62,792
-	-	2,200	32,296
246,071	-	436,717	2,201,918
-	-	27,820	396,720
-	-	12,991	455,447
-	-	6,496	103,739
-	-	3,047	73,919
-	-	-	15,803
-	-	17,734	310,141
200,978	-	80,280	281,258
-	46,540	100,000	171,540
200,978	46,540	248,368	1,808,567
45,093	(46,540)	188,349	393,351
-	515,000	-	515,000
-	-	-	18,540
-	-	-	217,770
-	-	(190,470)	(190,470)
-	515,000	(190,470)	560,840
45,093	468,460	(2,121)	954,191
11,490	-	100,824	1,679,848
56,583	468,460	98,703	2,634,039
-	-	11,500	11,500
-	-	-	333,330
-	468,460	-	468,460
56,583	-	-	177,923
-	-	87,203	87,203
-	-	-	50,000
-	-	-	1,505,623
56,583	468,460	98,703	2,634,039



## Sample Cash City

Reconciliation of the Statement of Cash  
Receipts, Disbursements and Changes in Cash Balances  
to the Cash Basis Statement of Activities and Net Position -  
Governmental Funds

As of and for the year ended June 30, 2019

**Total governmental funds cash balances (page 20)** \$ 2,634,039***Amounts reported for governmental activities in the Cash  
Basis Statement of Activities and Net Position are  
different because:***

The Internal Service Fund is used by management to change the costs of partial self-funding of the City's health insurance benefit plan to individual funds. A portion of the cash balance of the Internal Service Fund is included in governmental activities in the Cash Basis Statement of Activities and Net Position.

10,730**Cash basis net position of governmental activities (page 18)**\$ 2,644,769**Change in cash balances (page 20)**

\$ 954,191

***Amounts reported for governmental activities in the Cash  
Basis Statement of Activities and Net Position are  
different because:***

The Internal Service Fund is used by management to charge the costs of partial self-funding of the City's health insurance benefit plan to individual funds. A portion of the change in the cash balance of the Internal Service Fund is reported with governmental activities in the Cash Basis Statement of Activities and Net Position.

1,783**Change in cash basis net position of governmental  
activities (page 18)**\$ 955,974

See notes to financial statements.

## Sample Cash City

Statement of Cash Receipts, Disbursements  
and Changes in Cash Balances  
Proprietary Funds

As of and for the year ended June 30, 2019

	Enterprise			Internal Service
	Water	Sewer	Total	Employee Health
Operating receipts:				
Charges for service	\$ 655,995	473,048	1,129,043	78,015
Miscellaneous	-	-	-	3,321
Total operating receipts	<u>655,995</u>	<u>473,048</u>	<u>1,129,043</u>	<u>81,336</u>
Operating disbursements:				
Governmental activities:				
Public safety	-	-	-	16,932
Public works	-	-	-	9,792
Culture and recreation	-	-	-	2,932
General government	-	-	-	13,237
Business type activities	<u>347,133</u>	<u>293,423</u>	<u>640,556</u>	<u>35,197</u>
Total operating disbursements	<u>347,133</u>	<u>293,423</u>	<u>640,556</u>	<u>78,090</u>
Excess of operating receipts over operating disbursements	<u>308,862</u>	<u>179,625</u>	<u>488,487</u>	<u>3,246</u>
Non-operating receipts (disbursements):				
Intergovernmental	-	535,000	535,000	-
Interest on investments	1,660	6,601	8,261	-
Miscellaneous	25,653	20,976	46,629	-
General obligation bond proceeds	-	750,000	750,000	-
Debt service	(244,825)	(86,667)	(331,492)	-
Capital projects	-	(715,000)	(715,000)	-
Net non-operating receipts (disbursements)	<u>(217,512)</u>	<u>510,910</u>	<u>293,398</u>	<u>-</u>
Excess of receipts over disbursements	<u>91,350</u>	<u>690,535</u>	<u>781,885</u>	<u>3,246</u>
Transfers out	<u>(27,300)</u>	-	<u>(27,300)</u>	-
Change in cash balances	64,050	690,535	754,585	3,246
Cash balances beginning of year	<u>126,051</u>	<u>469,805</u>	<u>595,856</u>	<u>16,267</u>
Cash balances end of year	<u>\$ 190,101</u>	<u>1,160,340</u>	<u>1,350,441</u>	<u>19,513</u>
<b>Cash Basis Fund Balances</b>				
Restricted for debt service	\$ 45,873	196,643	242,516	-
Restricted for capital projects	-	570,000	570,000	-
Unrestricted	<u>144,228</u>	<u>393,697</u>	<u>537,925</u>	<u>19,513</u>
Total cash basis fund balances	<u>\$ 190,101</u>	<u>1,160,340</u>	<u>1,350,441</u>	<u>19,513</u>

See notes to financial statements.

**Sample Cash City**

Sample Cash City

Reconciliation of the Statement of Cash Receipts, Disbursements  
and Changes in Cash Balances  
to the Cash Basis Statement of Activities and Net Position –  
Proprietary Funds

As of and for the year ended June 30, 2019

**Total enterprise funds cash balances (page 22)** \$ 1,350,441

***Amounts reported for business type activities in the Cash Basis Statement of Activities and Net Position are different because:***

The Internal Service Fund is used by management to charge the costs of partial self-funding of the City's health insurance benefit plan to individual funds. A portion of the cash balance of the Internal Service Fund is included in business type activities in the Cash Basis Statement of Activities and Net Position.

8,783

**Cash basis net position of business type activities (page 18)**

\$ 1,359,224

**Change in cash balances (page 22)**

\$ 754,585

***Amounts reported for business type activities in the Cash Basis Statement of Activities and Net Position are different because:***

The Internal Service Fund is used by management to charge the costs of partial self-funding of the City's health insurance benefit plan to individual funds. A portion of the change in the cash balance of the Internal Service Fund is reported with business type activities in the Cash Basis Statement of Activities and Net Position.

1,463

**Change in cash basis net position of business type activities (page 18)**

\$ 756,048

See notes to financial statements.

Sample Cash City

Notes to Financial Statements

June 30, 2019

**(1) Summary of Significant Accounting Policies**

Sample Cash City is a political subdivision of the State of Iowa located in Sample County. It was first incorporated in 1902 and operates under the Home Rule provisions of the Constitution of Iowa. The City operates under the Mayor-Council form of government with the Mayor and Council Members elected on a non-partisan basis. The City provides numerous services to citizens, including public safety, public works, health and social services, culture and recreation, community and economic development and general government services. The City also provides water and sewer utilities for its citizens.

A. Reporting Entity

For financial reporting purposes, Sample Cash City has included all funds, organizations, agencies, boards, commissions and authorities. The City has also considered all potential component units for which it is financially accountable and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body and (1) the ability of the City to impose its will on that organization or (2) the potential for the organization to provide specific benefits to or impose specific financial burdens on the City. The City has no component units which meet the Governmental Accounting Standards Board criteria.

Jointly Governed Organizations

The City participates in several jointly governed organizations that provide goods or services to the citizenry of the City but do not meet the criteria of a joint venture since there is no ongoing financial interest or responsibility by the participating governments. City officials are members of the following boards and commissions: Sample County Assessor's Conference Board, City Assessor's Conference Board, Sample County Emergency Management Commission, Sample County Landfill Commission and Sample County Joint 911 Service Board.

B. Basis of Presentation

Government-wide Financial Statement – The Cash Basis Statement of Activities and Net Position reports information on all of the nonfiduciary activities of the City. For the most part, the effect of interfund activity has been removed from this statement. Governmental activities, which are supported by tax and intergovernmental receipts are reported separately from business type activities, which rely to a significant extent on fees and charges for service.

The Cash Basis Statement of Activities and Net Position presents the City's nonfiduciary net position. Net position is reported in the following categories/components:

Nonexpendable restricted net position is subject to externally imposed stipulations which require the cash balance to be maintained permanently by the City, including the City's Permanent Fund.

Expendable restricted net position results when constraints placed on the use of cash balances are either externally imposed or are imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position consists of cash balances not meeting the definition of the preceding categories. Unrestricted net position is often subject to constraints imposed by management which can be removed or modified.

The Cash Basis Statement of Activities and Net Position demonstrates the degree to which the direct disbursements of a given function are offset by program receipts. Direct disbursements are those clearly identifiable with a specific function. Program receipts include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and 2) grants, contributions and interest on investments restricted to meeting the operational or capital requirements of a particular function. Property tax and other items not properly included among program receipts are reported instead as general receipts.

Fund Financial Statements – Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. All remaining governmental funds are aggregated and reported as nonmajor governmental funds.

The City reports the following major governmental funds:

The General Fund is the general operating fund of the City. All general tax receipts from general and emergency levies and other receipts not allocated by law or contractual agreement to some other fund are accounted for in this fund. From the fund are paid the general operating disbursements, the fixed charges and the capital improvement costs not paid from other funds.

Special Revenue:

The Road Use Tax Fund is used to account for the road use tax allocation from the State of Iowa to be used for road construction and maintenance.

The Urban Renewal Tax Increment Fund is used to account for tax increment financing collections and the repayment of tax increment financing indebtedness.

The Debt Service Fund is utilized to account for property tax and other receipts to be used for the payment of interest and principal on the City's general long-term debt.

The Capital Projects Fund is used to account for all resources used in the acquisition and construction of capital facilities with the exception of those financed through Enterprise Funds.

The City reports the following major proprietary funds:

The Enterprise, Water Fund accounts for the operation and maintenance of the City's water system.

The Enterprise, Sewer Fund accounts for the operation and maintenance of the City's wastewater treatment and sanitary sewer system.

The City also reports the following proprietary fund:

An Internal Service Fund is utilized to account for the financing of goods or services purchased by one department of the City and provided to other departments or agencies on a cost-reimbursement basis.

#### C. Measurement Focus and Basis of Accounting

The City maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with U.S. generally accepted accounting principles.

Under the terms of grant agreements, the City funds certain programs by a combination of specific cost-reimbursement grants, categorical block grants and general receipts. Thus, when program disbursements are paid, there are both restricted and unrestricted cash basis net position available to finance the program. It is the City's policy to first apply cost-reimbursement grant resources to such programs, followed by categorical block grants and then by general receipts.

When a disbursement in governmental funds can be paid using either restricted or unrestricted resources, the City's policy is generally to first apply the disbursement toward restricted fund balance and then to less-restrictive classifications – committed, assigned and then unassigned fund balances.

Proprietary funds distinguish operating receipts and disbursements from non-operating items. Operating receipts and disbursements generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. All receipts and disbursements not meeting this definition are reported as non-operating receipts and disbursements.

#### D. Governmental Cash Basis Fund Balances

In the governmental fund financial statements, cash basis fund balances are classified as follows:

Nonspendable – Amounts which cannot be spent because they are legally or contractually required to be maintained intact.

Restricted – Amounts restricted to specific purposes when constraints placed on the use of the resources are either externally imposed by creditors, grantors or state or federal laws or are imposed by law through constitutional provisions or enabling legislation.

Assigned – Amounts the City Council intends to use for specific purposes.

Unassigned – All amounts not included in the preceding classifications.

E. Budgets and Budgetary Accounting

The budgetary comparison and related disclosures are reported as Other Information. During the year ended June 30, 2019, disbursements exceeded the amounts budgeted in the general government and business type activities functions.

**(2) Cash and Pooled Investments**

The City's deposits in banks at June 30, 2019 were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to ensure there will be no loss of public funds.

The City is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the City Council; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district.

At June 30, 2019, the City had the following investments:

<u>Investment</u>	<u>Carrying Amount</u>	<u>Fair Value</u>	<u>Maturity</u>
Governmental National Mortgage Association	<u>\$ 200,000</u>	<u>202,000</u>	October 2019

The City uses the fair value hierarchy established by generally accepted accounting principles based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, Level 3 inputs are significant unobservable inputs.

The recurring fair value of the Governmental National Mortgage Association securities was determined using quoted market prices. (Level 1 inputs)

In addition, the City had investments in the Iowa Public Agency Investment Trust which are valued at an amortized cost of \$150,000. There were no limitations or restrictions on withdrawals for the IPAIT investments. The City's investment in the Iowa Public Agency Investment Trust is unrated.

Interest rate risk – The City's investment policy limits the investment of operating funds (funds expected to be expended in the current budget year or within 15 months of receipt) to instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 397 days, but the maturities shall be consistent with the needs and use of the City.



**(3) Bonds and Notes Payable**

Annual debt service requirements to maturity for general obligation bonds, urban renewal tax increment financing revenue bonds and revenue notes are as follows:

Year Ending June 30,	General Obligation Bonds		Urban Renewal Tax Increment Financing Revenue Bonds		Revenue Notes		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
	2020	\$ 110,000	104,512	-	36,050	190,000	76,550	300,000
2021	100,000	97,573	-	36,060	200,000	67,075	300,000	200,708
2022	110,000	91,000	20,000	35,700	210,000	56,925	340,000	183,625
2023	110,000	83,712	30,000	34,125	220,000	46,270	360,000	164,107
2024	110,000	76,425	35,000	32,025	220,000	34,910	365,000	143,360
2025-2029	590,000	268,508	210,000	118,825	300,000	65,950	1,100,000	453,283
2030-2034	405,000	75,350	220,000	36,050	150,000	23,850	775,000	135,250
Total	\$ 1,535,000	797,080	515,000	328,835	1,490,000	371,530	3,540,000	1,497,445

Urban Renewal Tax Increment Financing Revenue Bonds

The City issued \$515,000 of urban renewal tax increment financing (TIF) revenue bonds in December 2018 for the purpose of defraying a portion of the costs of various construction and refurbishing projects within the urban renewal district. The bonds are payable solely from the TIF receipts generated by increased property values in the City’s urban renewal district and credited to the Special Revenue, Urban Renewal Tax Increment Fund in accordance with Chapter 403.19 of the Code of Iowa. TIF receipts are generally projected to produce 100% of the debt service requirements over the life of the bonds. The proceeds of the urban renewal tax increment financing revenue bonds shall be expended only for purposes which are consistent with the plans of the City’s urban renewal area. The bonds are not a general obligation of the City. However, the debt is subject to the constitutional debt limitation of the City. Total principal and interest remaining on the bonds is \$843,835, payable through June 2033. For the current year, interest paid and total TIF receipts were \$4,050 and \$95,832, respectively.

Revenue Notes

The City has pledged future water customer receipts, net of specified operating disbursements, to repay \$2,800,000 of water revenue notes issued in May 2009. Proceeds from the notes provided financing for the construction of water main extensions. The notes are payable solely from water customer net receipts and are payable through 2025. Annual principal and interest payments on the notes are expected to require less than 80% of net receipts. The total principal and interest remaining to be paid on the notes is \$1,355,550. For the current year, principal and interest paid and total customer net receipts were \$244,825 and \$308,862, respectively.

The City has pledged future sewer customer receipts, net of specified operating disbursements, to repay \$500,000 of sewer revenue notes issued in June 2013. Proceeds from the notes provided financing for the construction of improvements to the sewer treatment plant. The notes are payable solely from sewer customer net receipts and are payable through 2034. Annual principal and interest payments on the notes are expected to require less than 25% of net receipts. The total principal and interest remaining to be paid on the notes is \$505,980. For the current year, principal and interest paid and total customer net receipts were \$40,704 and \$179,625, respectively.

The resolutions providing for the issuance of the revenue notes include the following provisions:

- (a) The notes will only be redeemed from the future earnings of the enterprise activity and the note holders hold a lien on the future earnings of the funds.
- (b) Sufficient monthly transfers shall be made to separate water and sewer revenue note sinking accounts within the Enterprise Funds for the purpose of making the note principal and interest payments when due.
- (c) Additional monthly transfers of \$5,000 shall be made to a water reserve account and monthly transfers of \$1,000 shall be made to a sewer revenue reserve account within the Enterprise Funds until specific minimum balances have been accumulated in the accounts. These accounts are restricted for the purpose of paying for any additional improvements, extensions or repairs to the system.
- (d) All funds remaining in the sewer account after the payment of all maintenance and operating expenses and required transfers shall be placed in a sewer revenue surplus account within the Enterprise Funds until a minimum of \$100,000 is accumulated. This account is restricted for the purpose of paying for any improvement, extension or repair to the system or for note and interest payments which the other accounts might be unable to make.

**(4) Pension Plan**

Plan Description – IPERS membership is mandatory for employees of the City, except for those covered by another retirement system. Employees of the City are provided with pensions through a cost-sharing multiple employer defined benefit pension plan administered by the Iowa Public Employees’ Retirement System (IPERS). IPERS issues a stand-alone financial report which is available to the public by mail at PO Box 9117, Des Moines, Iowa 50306-9117 or at [www.ipers.org](http://www.ipers.org).

IPERS benefits are established under Iowa Code Chapter 97B and the administrative rules thereunder. Chapter 97B and the administrative rules are the official plan documents. The following brief description is provided for general informational purposes only. Refer to the plan documents for more information.

Pension Benefits – A Regular member may retire at normal retirement age and receive monthly benefits without an early-retirement reduction. Normal retirement age is age 65, any time after reaching age 62 with 20 or more years of covered employment or when the member’s years of service plus the member’s age at the last birthday equals or exceeds 88, whichever comes first. These qualifications must be met on the member’s first month of entitlement to benefits. Members cannot begin receiving retirement benefits before age 55. The formula used to calculate a Regular member’s monthly IPERS benefit includes:

- A multiplier based on years of service.
- The member’s highest five-year average salary, except members with service before June 30, 2012 will use the highest three-year average salary as of that date if it is greater than the highest five-year average salary.

Protection occupation members may retire at normal retirement age, which is generally age 55 and may retire any time after reaching age 50 with 22 or more years of covered employment.

The formula used to calculate a protection occupation member's monthly IPERS benefit includes:

- 60% of average salary after completion of 22 years of service, plus an additional 1.5% of average salary for more than 22 years of service but not more than 30 years of service.
- The member's highest three-year average salary.

If a member retires before normal retirement age, the member's monthly retirement benefit will be permanently reduced by an early-retirement reduction. The early-retirement reduction is calculated differently for service earned before and after July 1, 2012. For service earned before July 1, 2012, the reduction is 0.25% for each month the member receives benefits before the member's earliest normal retirement age. For service earned on or after July 1, 2012, the reduction is 0.50% for each month the member receives benefits before age 65.

Generally, once a member selects a benefit option, a monthly benefit is calculated and remains the same for the rest of the member's lifetime. However, to combat the effects of inflation, retirees who began receiving benefits prior to July 1990 receive a guaranteed dividend with their regular November benefit payments.

Disability and Death Benefits – A vested member who is awarded federal Social Security disability or Railroad Retirement disability benefits is eligible to claim IPERS benefits regardless of age. Disability benefits are not reduced for early retirement. If a member dies before retirement, the member's beneficiary will receive a lifetime annuity or a lump-sum payment equal to the present actuarial value of the member's accrued benefit or calculated with a set formula, whichever is greater. When a member dies after retirement, death benefits depend on the benefit option the member selected at retirement.

Contributions – Contribution rates are established by IPERS following the annual actuarial valuation which applies IPERS' Contribution Rate Funding Policy and Actuarial Amortization Method. State statute limits the amount rates can increase or decrease each year to 1 percentage point. IPERS Contribution Rate Funding Policy requires the actuarial contribution rate be determined using the "entry age normal" actuarial cost method and the actuarial assumptions and methods approved by the IPERS Investment Board. The actuarial contribution rate covers normal cost plus the unfunded actuarial liability payment based on a 30-year amortization period. The payment to amortize the unfunded actuarial liability is determined as a level percentage of payroll based on the Actuarial Amortization Method adopted by the Investment Board.

In fiscal year 2019, pursuant to the required rate, Regular members contributed 6.29% of covered payroll and the City contributed 9.44% of covered payroll, for a total rate of 15.73%. Protection occupation members contributed 6.81% of covered payroll and the City contributed 10.21% of covered payroll, for a total rate of 17.02%.

The City's contributions to IPERS for the year ended June 30, 2019 totaled \$275,130.

Net Pension Liability, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – At June 30, 2019, the City reported a liability of \$1,767,138 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City’s proportion of the net pension liability was based on the City’s share of contributions to IPERS relative to the contributions of all IPERS participating employers. At June 30, 2018, the City’s proportion was 0.035769%, which was a decrease of 0.003878% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the City’s pension expense, deferred outflows of resources and deferred inflows of resources totaled \$169,224, \$401,055 and \$512,074, respectively.

There were no non-employer contributing entities to IPERS.

Actuarial Assumptions – The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement.

Rate of inflation (effective June 30, 2017)	2.60% per annum.
Rates of salary increase (effective June 30, 2017)	3.25 to 16.25% average, including inflation. Rates vary by membership group.
Long-term investment rate of return (effective June 30, 2017)	7.00% compounded annually, net of investment expense, including inflation.
Wage growth (effective June 30, 2017)	3.25% per annum, based on 2.60% inflation and 0.65% real wage inflation.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an economic assumption study dated March 24, 2017 and a demographic assumption study dated June 28, 2018.

Mortality rates used in the 2018 valuation were based on the RP-2014 Employee and Healthy Annuitant Tables with MP-2017 generational adjustments.

The long-term expected rate of return on IPERS’ investments was determined using a building-block method in which best-estimate ranges of expected future real rates (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity	22.0%	6.01%
International equity	15.0	6.48
Global smart beta equity	3.0	6.23
Core plus fixed income	27.0	1.97
Public credit	3.5	3.93
Public real assets	7.0	2.91
Cash	1.0	(0.25)
Private equity	11.0	10.81
Private real assets	7.5	4.14
Private credit	3.0	3.11
Total	<u>100.0%</u>	

Discount Rate – The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed employee contributions will be made at the contractually required rate and contributions from the City will be made at contractually required rates, actuarially determined. Based on those assumptions, IPERS’ fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on IPERS’ investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of City’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the City’s proportionate share of the net pension liability calculated using the discount rate of 7.00%, as well as what the City’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1% lower (6.00%) or 1% higher (8.00%) than the current rate.

	1% Decrease (6.00%)	Discount Rate (7.00%)	1% Increase (8.00%)
City's proportionate share of the net pension liability	\$ 3,361,432	1,767,138	421,781

IPERS’ Fiduciary Net Position – Detailed information about IPERS’ fiduciary net position is available in the separately issued IPERS financial report which is available on IPERS’ website at [www.ipers.org](http://www.ipers.org).

**(5) Other Postemployment Benefits (OPEB)**

Plan Description – The City operates a single-employer health benefit plan which provides medical/prescription drug benefits for employees, retirees and their spouses. Group insurance benefits are established under Iowa Code Chapter 509A.13. The City currently finances the benefit plan on a pay-as-you-go basis. For the year ended June 30, 2019, the City contributed \$379,108 and plan members eligible for benefits contributed \$189,529 to the plan. At June 30, 2019, no assets have been accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

OPEB Benefits – Individuals who are employed by Sample Cash City and are eligible to participate in the group health plan are eligible to continue healthcare benefits upon retirement. Retirees under age 65 pay the same premium for the medical/prescription drug benefits as active employees, which results in an implicit rate subsidy.

Retired participants must be age 55 or older at retirement, with the exception of special service participants who must be age 50 with 22 years of services. At June 30, 2019, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	3
Active employees	58
Total	<u>61</u>

**(6) Compensated Absences**

City employees accumulate a limited amount of earned but unused vacation and sick leave hours for subsequent use or for payment upon termination, retirement or death. These accumulations are not recognized as disbursements by the City until used or paid. The City’s approximate liability for earned vacation and sick leave payable to employees at June 30, 2019, primarily relating to the General Fund, is as follows:

Type of Benefit	Amount
Vacation	\$ 8,000
Sick leave	14,000
Total	<u>\$ 22,000</u>

This liability has been computed based on rates of pay in effect at June 30, 2019.

**(7) Anticipatory Warrants**

Anticipatory warrants are warrants which are legally drawn on City funds but are not paid for lack of funds, in accordance with Chapter 74 of the Code of Iowa. The warrants bear interest at rates in effect at the time the warrants are first presented for redemption.

The City issued \$190,000 of anticipatory warrants at 6.25% interest per annum for sewer construction. As of June 30, 2019, \$35,000 of those anticipatory warrants had been redeemed, leaving an unpaid balance at June 30, 2019 of \$155,000.

**(8) Interfund Transfers**

The detail of interfund transfers for the year ended June 30, 2019 is as follows:

Transfer to	Transfer from	Amount
General	Special Revenue:	\$ 95,235
	Local Option Sales Tax	
	Enterprise:	
	Water	27,300
		<u>122,535</u>
Special Revenue:	Special Revenue:	
Road Use Tax	Local Option Sales Tax	95,235
Total		<u>\$ 217,770</u>

Transfers generally move resources from the fund statutorily required to collect the resources to the fund statutorily required to disburse the resources.

**(9) Related Party Transactions**

The City had business transactions between the City and City officials totaling \$106,783 during the year ended June 30, 2019.

**(10) Industrial Development Revenue Bonds**

The City has issued a total of \$13,500,000 of industrial development revenue bonds under the provisions of Chapter 419 of the Code of Iowa, of which \$12,800,000 is outstanding at June 30, 2019. The bonds and related interest are payable solely from the rents payable by tenants of the properties constructed and the bond principal and interest do not constitute liabilities of the City.

**(11) Risk Management**

The City is exposed to various risks of loss related to torts; theft, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks are covered by the purchase of commercial insurance. The City assumes liability for any deductibles and claims in excess of coverage limitations. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**(12) Development Agreement**

The City has entered into a development agreement with Entrepreneur Incorporated (developer) for the construction of a retail facility with a minimum assessed value of \$1,000,000. The City agreed to pay the developer an amount not to exceed \$100,000 subject to annual appropriation by the City Council. The agreement requires up to ten annual payments, provided the developer is in compliance with the terms of the agreement. During the year ended June 30, 2019, the City rebated \$15,803 of incremental property tax to the developer. At June 30, 2019, the remaining balance to be paid on the agreement was \$84,197.

**(13) Tax Abatements**

Governmental Accounting Standards Board Statement No. 77 defines tax abatements as a reduction in tax revenues that results from an agreement between one or more governments and an individual or entity in which (a) one or more governments promise to forgo tax receipts to which they are otherwise entitled and (b) the individual or entity promises to take a specific action after the agreement has been entered into that contributes to economic development or otherwise benefits the governments or the citizens of those governments.

City Tax Abatements

The City provides tax abatements for urban renewal and economic development projects with tax increment financing as provided for in Chapters 15A and 403 of the Code of Iowa. For these types of projects, the City enters into agreements with developers which require the City, after developers meet the terms of the agreements, to rebate a portion of the property tax paid by the developers, to pay the developers an economic development grant or pay the developers a predetermined dollar amount. No other commitments were made by the City as part of these agreements.

For the year ended June 30, 2019, \$4,014 of property tax was diverted from the City under the urban renewal and economic development agreements.

Tax Abatements of Other Entities

Property tax revenues of the City were reduced by the following amounts for the year ended June 30, 2019 under agreements entered into by the following entity:

Entity	Tax Abatement Program	Amount of Tax Abated
Other City	Urban renewal and economic development projects	\$ 5,000

**(14) Litigation**

The City is subject to pending litigation seeking compensatory damages of approximately \$50,000. The probability of loss, if any, is undeterminable.

**(15) Subsequent Events**

In August 2019, the City issued \$500,000 of general obligation bonds and entered into construction contracts totaling \$468,520 for a water project. The City also entered into a construction contract for \$186,500 for a street project to be financed from road use tax receipts.

**(16) Prospective Accounting Change**

Governmental Accounting Standards Board has issued Statement No. 84, Fiduciary Activities. This statement will be implemented for the fiscal year ending June 30, 2020. The revised requirements of this statement will enhance the consistency and comparability of fiduciary activity reporting by state and local governments by establishing specific criteria for identifying fiduciary activities and clarifying whether and how business-type activities should report their fiduciary activities.



**Sample Cash City**

## **Other Information**

Sample Cash City  
 Budgetary Comparison Schedule  
 of Receipts, Disbursements, and Changes in Balances –  
 Budget and Actual – All Governmental Funds and Proprietary Funds

Other Information

Year ended June 30, 2019

	Governmental Funds Actual	Proprietary Funds Actual	Total
Receipts:			
Property tax	\$ 1,034,479	-	1,034,479
Tax increment financing	95,832	-	95,832
Other city tax	242,198	-	242,198
Licenses and permits	16,254	-	16,254
Use of money and property	112,075	8,261	120,336
Intergovernmental	495,575	535,000	1,030,575
Charges for service	110,417	1,129,043	1,239,460
Special assessments	62,792	-	62,792
Miscellaneous	32,296	46,629	78,925
Total receipts	2,201,918	1,718,933	3,920,851
Disbursements:			
Public safety	396,720	-	396,720
Public works	455,447	-	455,447
Health and social services	103,739	-	103,739
Culture and recreation	73,919	-	73,919
Community and economic development	15,803	-	15,803
General government	310,141	-	310,141
Debt service	281,258	-	281,258
Capital projects	171,540	-	171,540
Business type activities	-	1,687,048	(1,687,048)
Total disbursements	1,808,567	1,687,048	121,519
Excess of receipts over disbursements	393,351	31,885	3,799,332
Other financing sources, net	560,840	722,700	(161,860)
Excess of receipts and other financing sources over disbursements and other financing uses	954,191	754,585	3,637,472
Balances beginning of year	1,679,848	595,856	1,083,992
Balances end of year	\$ 2,634,039	1,350,441	4,721,464

See accompanying independent auditor's report.

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Budgeted Amounts		Final to
Original	Final	Total
		Variance
1,072,000	1,072,000	(37,521)
90,000	90,000	5,832
211,000	211,000	31,198
15,000	15,000	1,254
115,000	115,000	5,336
700,000	1,040,000	(9,425)
1,200,000	1,182,861	56,599
62,000	62,000	792
83,000	83,000	(4,075)
<u>3,548,000</u>	<u>3,870,861</u>	<u>49,990</u>
390,550	475,550	78,830
475,100	475,100	19,653
125,000	110,000	6,261
177,500	118,000	44,081
60,000	60,000	44,197
210,000	233,200	(76,941)
285,000	285,000	3,742
180,000	180,000	8,460
1,430,000	1,550,000	3,237,048
<u>3,333,150</u>	<u>3,486,850</u>	<u>3,365,331</u>
214,850	384,011	3,415,321
515,000	515,000	(676,860)
729,850	899,011	2,738,461
<u>2,730,000</u>	<u>2,991,400</u>	<u>(1,907,408)</u>
<u>3,459,850</u>	<u>3,890,411</u>	<u>831,053</u>

Sample Cash City

Notes to Other Information – Budgetary Reporting

June 30, 2019

The budgetary comparison is presented in accordance with Governmental Accounting Standards Board Statement No. 41 for governments with significant budgetary perspective differences resulting from not being able to present budgetary comparisons for the General Fund and each major Special Revenue Fund.

In accordance with the Code of Iowa, the City Council annually adopts a budget on the cash basis following required public notice and hearing for all funds except the Internal Service Fund. The annual budget may be amended during the year utilizing similar statutorily prescribed procedures.

Formal and legal budgetary control is based upon nine major classes of disbursements known as functions, not by fund. These nine functions are: public safety, public works, health and social services, culture and recreation, community and economic development, general government, debt service, capital projects and business type activities. Function disbursements required to be budgeted include disbursements for the General Fund, the Special Revenue Funds, the Debt Service Fund, the Capital Projects Fund, the Permanent Fund and the Enterprise Funds. Although the budget document presents function disbursements by fund, the legal level of control is at the aggregated function level, not by fund. During the year, two budget amendments increased budgeted disbursements by \$153,700. The budget amendments are reflected in the final budgeted amounts.

During the year ended June 30, 2019, disbursements exceeded the amounts budgeted in the general government and business type activities functions.

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Sample Cash City

Schedule of the City's Proportionate Share of the Net Pension Liability

Iowa Public Employees' Retirement System  
For the Last Five Years\*  
(In Thousands)

Other Information

	2019	2018	2017	2016	2015
City's proportion of the net pension liability	0.035769%	0.039647%	0.036284%	0.035496%	0.035420%
City's proportionate share of the net pension liability	\$ 1,767	1,572	1,439	1,394	1,390
City's covered payroll	\$ 2,975	3,149	2,934	2,848	2,765
City's proportionate share of the net pension liability as a percentage of its covered payroll	59.39%	49.92%	49.05%	48.95%	50.27%
IPERS' net position as a percentage of the total pension liability	83.62%	82.21%	81.82%	85.19%	87.61%

\* In accordance with GASB Statement No. 68, the amounts presented for each fiscal year were determined as of June 30 of the preceding fiscal year.

See accompanying independent auditor's report.

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Sample Cash City

Schedule of City Contributions

Iowa Public Employees' Retirement System  
For the Last Ten Years  
(In Thousands)

Other Information

	2019	2018	2017	2016
Statutorily required contribution	\$ 275	270	286	266
Contributions in relation to the statutorily required contribution	(275)	(270)	(286)	(266)
Contribution deficiency (excess)	\$ -	-	-	-
City's covered payroll	\$ 2,792	2,975	3,149	2,934
Contributions as a percentage of covered payroll	9.85%	9.08%	9.08%	9.08%

See accompanying independent auditor's report.

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2015	2014	2013	2012	2011	2010
252	228	197	180	166	156
(252)	(228)	(197)	(180)	(166)	(156)
-	-	-	-	-	-
2,848	2,765	2,685	2,606	2,530	2,457
8.86%	8.25%	7.34%	6.89%	6.56%	6.36%



## Sample Cash City

### Notes to Other Information – Pension Liability

Year ended June 30, 2019

#### Changes of benefit terms:

Legislation enacted in 2010 modified benefit terms for Regular members. The definition of final average salary changed from the highest three to the highest five years of covered wages. The vesting requirement changed from four years of service to seven years. The early retirement reduction increased from 3% per year measured from the member's first unreduced retirement age to a 6% reduction for each year of retirement before age 65.

#### Changes of assumptions:

The 2018 valuation implemented the following refinements as a result of a demographic assumption study dated June 28, 2018:

- Changed mortality assumptions to the RP-2014 mortality tables with mortality improvements modeled using Scale MP-2017.
- Adjusted retirement rates.
- Lowered disability rates.
- Adjusted the probability of a vested Regular member electing to receive a deferred benefit.
- Adjusted the merit component of the salary increase assumption.

The 2017 valuation implemented the following refinements as a result of an experience study dated March 24, 2017:

- Decreased the inflation assumption from 3.00% to 2.60%.
- Decreased the assumed rate of interest on member accounts from 3.75% to 3.50% per year.
- Decreased the discount rate from 7.50% to 7.00%.
- Decreased the wage growth assumption from 4.00% to 3.25%.
- Decreased the payroll growth assumption from 4.00% to 3.25%.

The 2014 valuation implemented the following refinements as a result of a quadrennial experience study:

- Decreased the inflation assumption from 3.25% to 3.00%.
- Decreased the assumed rate of interest on member accounts from 4.00% to 3.75% per year.
- Adjusted male mortality rates for retirees in the Regular membership group.
- Reduced retirement rates for sheriffs and deputies between the ages of 55 and 64.
- Moved from an open 30-year amortization period to a closed 30-year amortization period for the UAL (unfunded actuarial liability) beginning June 30, 2016. Each year thereafter, changes in the UAL from plan experience will be amortized on a separate closed 20-year period.

The 2010 valuation implemented the following refinements as a result of a quadrennial experience study:

- Adjusted retiree mortality assumptions.
- Modified retirement rates to reflect fewer retirements.
- Lowered disability rates at most ages.
- Lowered employment termination rates.
- Generally increased the probability of terminating members receiving a deferred retirement benefit.
- Modified salary increase assumptions based on various service duration.

## **Supplementary Information**

Sample Cash City

Schedule of Cash Receipts, Disbursements  
and Changes in Cash Balances  
Nonmajor Governmental Funds

As of and for the year ended June 30, 2019

	CEBA Grant	Employee Benefits	Fire Donations	Special Local Option Sales Tax
<b>Receipts:</b>				
Property tax	\$ -	55,048	-	-
Other city tax	-	1,990	-	190,470
Use of money and property	-	-	-	-
Intergovernmental	125,000	-	-	-
Special assessments	-	-	-	-
Miscellaneous	-	-	-	-
Total receipts	<u>125,000</u>	<u>57,038</u>	<u>-</u>	<u>190,470</u>
<b>Disbursements:</b>				
<b>Operating:</b>				
Public safety	-	17,820	10,000	-
Public works	-	12,991	-	-
Health and social services	-	6,496	-	-
Cultures and recreation	-	1,069	-	-
General government	-	17,734	-	-
Debt service	-	-	-	-
Capital projects	100,000	-	-	-
Total disbursements	<u>100,000</u>	<u>56,110</u>	<u>10,000</u>	<u>-</u>
Excess (deficiency) of receipts over (under) disbursements	25,000	928	(10,000)	190,470
<b>Other financing uses:</b>				
Transfers out	-	-	-	(190,470)
Change in cash balances	25,000	928	(10,000)	-
Cash balances beginning of year	-	19,939	12,077	-
Cash balances end of year	<u>\$ 25,000</u>	<u>20,867</u>	<u>2,077</u>	<u>-</u>
<b>Cash Basis Fund Balances</b>				
Nonspendable - Cemetery perpetual care	\$ -	-	-	-
Restricted for other purposes	25,000	20,867	2,077	-
Total cash basis fund balances	<u>\$ 25,000</u>	<u>20,867</u>	<u>2,077</u>	<u>-</u>

See accompanying independent auditor's report.

Revenue		Permanent		
Special Assessment Bonds/Notes	Library Building Trust	Cemetery Perpetual Care		Total
-	-	-		55,048
-	-	-		192,460
-	2,433	-		2,433
-	-	-		125,000
59,576	-	-		59,576
-	-	2,200		2,200
59,576	2,433	2,200		436,717
-	-	-		27,820
-	-	-		12,991
-	-	-		6,496
-	1,978	-		3,047
-	-	-		17,734
80,280	-	-		80,280
-	-	-		100,000
80,280	1,978	-		248,368
(20,704)	455	2,200		188,349
-	-	-		(190,470)
(20,704)	455	2,200		(2,121)
27,208	29,800	11,800		100,824
6,504	30,255	14,000		98,703
-	-	11,500		11,500
6,504	30,255	2,500		87,203
6,504	30,255	14,000		98,703

Sample Cash City  
Schedule of Indebtedness  
Year ended June 30, 2019

Obligation	Date of Issue	Interest Rates	Amount Originally Issued
General obligation bonds:			
Fire station improvement	Jun 1, 2009	3.70%	\$ 150,000
Bridge	Jun 1, 2009	5.50-6.25	100,000
Street improvement	Aug 1, 2009	3.50-3.90	320,000
Sanitary sewer	Sep 1, 2013	4.70-5.50	850,000
Sewer construction	Jul 1, 2018	8.70-9.50	750,000
Total			
Special assessment bonds:			
Street improvement	Apr 1, 2013	9.50%	\$ 110,000
Special assessment notes:			
Street improvement	Nov 1, 2012	6.10-6.40%	\$ 60,000
Urban renewal tax increment financing revenue bonds			
	Dec 23, 2018	7.00%	\$ 515,000
Revenue notes:			
Water	May 1, 2009	4.95-5.15%	\$ 2,800,000
Sewer	Jun 1, 2013	5.30	500,000
Total			
Anticipatory warrants:			
Sewer construction	Various	6.25%	\$ 190,000

See accompanying independent auditor's report.

Balance Beginning of Year	Issued During Year	Redeemed During Year	Balance End of Year	Interest Paid	Interest Due and Unpaid
30,000	-	15,000	15,000	555	-
50,000	-	5,000	45,000	2,933	45
180,000	-	10,000	170,000	7,180	325
625,000	-	20,000	605,000	32,135	900
-	750,000	50,000	700,000	58,175	-
<b>\$ 885,000</b>	<b>750,000</b>	<b>100,000</b>	<b>1,535,000</b>	<b>100,978</b>	<b>1,270</b>
30,000	-	30,000	-	10,178	300
30,000	-	30,000	-	10,102	-
-	515,000	-	515,000	4,050	-
1,310,000	-	170,000	1,140,000	74,825	280
370,000	-	20,000	350,000	20,704	370
<b>\$ 1,680,000</b>	<b>-</b>	<b>190,000</b>	<b>1,490,000</b>	<b>95,529</b>	<b>650</b>
190,000	-	35,000	155,000	10,963	-

Sample Cash City  
Bond and Note Maturities  
June 30, 2019

Year Ending June 30,	General Obligation					
	Fire Station Improvement		Bridge		Street Improvement	
	Issued Jun 1, 2009		Issued Jun 1, 2009		Issued Aug 1, 2009	
	Interest		Interest		Interest	
	Rates	Amount	Rates	Amount	Rates	Amount
2020	3.70%	\$ 15,000	5.50%	\$ 5,000	3.50%	\$ 10,000
2021		-	5.75	5,000	3.50	15,000
2022		-	5.75	5,000	3.60	15,000
2023		-	5.75	5,000	3.60	15,000
2024		-	6.00	5,000	3.60	15,000
2025		-	6.00	5,000	3.70	20,000
2026		-	6.00	5,000	3.70	20,000
2027		-	6.25	5,000	3.80	20,000
2028		-	6.25	5,000	3.80	20,000
2029		-		-	3.90	20,000
2030		-		-		-
2031		-		-		-
2032		-		-		-
2033		-		-		-
Total		<u>\$ 15,000</u>		<u>\$ 45,000</u>		<u>\$ 170,000</u>

Year Ending June 30,	Urban Renewal Tax Increment Financing Revenue Bonds		Revenue Notes				Total
	Issued Dec 23, 2018		Water		Sewer		
	Issued Dec 23, 2018		Issued May 1, 2009		Issued Jun 1, 2013		
	Interest		Interest		Interest		
	Rates	Amount	Rates	Amount	Rates	Amount	
2020	7.00%	\$ -	4.95%	\$ 170,000	5.30%	\$ 20,000	190,000
2021	7.00	-	5.05	180,000	5.30	20,000	200,000
2022	7.00	20,000	5.05	190,000	5.30	20,000	210,000
2023	7.00	30,000	5.15	200,000	5.30	20,000	220,000
2024	7.00	35,000	5.15	200,000	5.30	20,000	220,000
2025	7.00	40,000	5.15	200,000	5.30	20,000	220,000
2026	7.00	40,000		-	5.30	20,000	20,000
2027	7.00	40,000		-	5.30	20,000	20,000
2028	7.00	40,000		-	5.30	20,000	20,000
2029	7.00	50,000		-	5.30	20,000	20,000
2030	7.00	50,000		-	5.30	30,000	30,000
2031	7.00	50,000		-	5.30	30,000	30,000
2032	7.00	60,000		-	5.30	30,000	30,000
2033	7.00	60,000		-	5.30	30,000	30,000
2034		-		-	5.30	30,000	30,000
Total		<u>\$ 515,000</u>		<u>\$1,140,000</u>		<u>\$ 350,000</u>	<u>1,490,000</u>

See accompanying independent auditor's report.

Bonds

<u>Sanitary Sewer</u>		<u>Sewer Construction</u>		
<u>Issued Sep 1, 2013</u>		<u>Issued Jul 1, 2018</u>		
Interest		Interest		
Rates	Amount	Rates	Amount	Total
4.70%	\$ 30,000	8.70%	\$ 50,000	110,000
4.70	30,000	8.70	50,000	100,000
4.90	40,000	9.00	50,000	110,000
4.90	40,000	9.00	50,000	110,000
4.90	40,000	9.00	50,000	110,000
5.15	40,000	9.00	50,000	115,000
5.15	40,000	9.00	50,000	115,000
5.25	40,000	9.25	50,000	115,000
5.25	50,000	9.25	50,000	125,000
5.25	50,000	9.25	50,000	120,000
5.25	50,000	9.25	50,000	100,000
5.25	50,000	9.25	50,000	100,000
5.50	50,000	9.50	50,000	100,000
5.50	55,000	9.50	50,000	105,000
	<u>\$ 605,000</u>		<u>\$ 700,000</u>	<u>1,535,000</u>



Sample Cash City

Schedule of Receipts By Source and Disbursements By Function -  
All Governmental Funds

For the Last Ten Years

	2019	2018	2017	2016
Receipts:				
Property tax	\$ 1,034,479	1,005,582	979,896	963,609
Tax increment financing	95,832	81,320	82,600	40,310
Other city tax	242,198	235,418	229,404	225,591
Licenses and permits	16,254	15,982	15,910	15,811
Use of money and property	112,075	94,280	100,101	98,212
Intergovernmental	495,575	412,310	469,812	448,100
Charges for service	110,417	97,300	107,300	106,819
Special assessments	62,792	63,411	64,250	61,310
Miscellaneous	32,296	20,517	38,595	15,911
Total	<u>\$ 2,201,918</u>	<u>2,026,120</u>	<u>2,087,868</u>	<u>1,975,673</u>
Disbursements:				
Operating:				
Public safety	\$ 396,720	380,300	372,444	372,444
Public works	455,447	500,616	502,640	502,640
Health and social services	103,739	97,311	98,128	98,128
Culture and recreation	73,919	75,244	71,311	71,311
Community and economic development	15,803	11,829	11,914	11,914
General government	310,141	298,411	292,498	292,498
Debt service	281,258	247,200	246,500	246,500
Capital projects	171,540	108,500	99,980	99,980
Total	<u>\$ 1,808,567</u>	<u>1,719,411</u>	<u>1,719,411</u>	<u>1,695,415</u>

See accompanying independent auditor's report.

2015	2014	2013	2012	2011	2010
958,791	949,203	930,219	920,917	911,708	911,708
40,108	39,707	38,913	38,524	38,139	38,139
224,463	222,218	217,774	215,596	213,440	213,440
15,732	15,575	15,263	15,111	14,959	14,959
97,721	96,744	94,809	93,861	92,922	92,922
445,860	441,401	432,573	428,247	423,965	423,965
106,285	105,222	103,118	102,086	101,066	101,066
61,003	60,393	59,186	58,594	58,008	58,008
15,831	15,673	15,360	15,206	15,054	15,054
<u>1,965,794</u>	<u>1,946,136</u>	<u>1,907,215</u>	<u>1,888,142</u>	<u>1,869,261</u>	<u>1,869,261</u>
370,582	366,876	359,538	355,943	352,384	352,384
500,127	495,126	485,223	480,371	475,567	475,567
97,637	96,661	94,728	93,780	92,843	92,843
70,954	70,245	68,840	68,152	67,470	67,470
11,854	11,736	11,501	11,386	11,272	11,272
291,036	288,125	282,363	279,539	276,744	276,744
245,268	242,815	237,959	235,579	233,223	233,223
99,480	98,485	96,516	95,550	94,595	94,595
<u>1,686,938</u>	<u>1,670,069</u>	<u>1,636,668</u>	<u>1,620,300</u>	<u>1,604,098</u>	<u>1,604,098</u>

**Sample Cash City**

Sample Cash City  
 Schedule of Expenditures of Federal Awards  
 Year ended June 30, 2019

Grantor/Program	CFDA Number	Pass-Through Entity Identifying Number	Program Expenditures
Indirect:			
U.S. Department of Housing and Urban Development:			
Iowa Economic Development Authority:			
Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii (\$165,000 provided to subrecipients)	14.228	19-CD-000	\$ 700,000
U.S. Department of Transportation:			
Iowa Department of Transportation:			
Highway Planning and Construction Cluster: Highway Planning and Construction	20.205	ESL-9999(999)--7S-82	24,000
Iowa Department of Public Safety:			
State and Community Highway Safety Cluster: State and Community Highway Safety	20.600	PAP 19-406, Task 81	15,000
U.S. Department of Homeland Security:			
Iowa Department of Homeland Security and Emergency Management:			
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	FEMA-4016-DRIA	115,000
Total			<u>\$ 854,000</u>

**Basis of Presentation** – The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal award activity of Sample Cash City under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2, U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Sample Cash City, it is not intended to and does not present the financial position, changes in financial position or cash flows of Sample Cash City.

**Summary of Significant Accounting Policies** – Expenditures reported in the Schedule are reported on the basis of cash receipts and disbursements, which is a basis of accounting other than U.S. generally accepted accounting principles. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments, or the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**Indirect Cost Rate** – Sample Cash City has elected to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.

See accompanying independent auditor's report.



**OFFICE OF AUDITOR OF STATE**  
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Independent Auditor's Report on Internal Control  
over Financial Reporting and on Compliance and Other Matters  
Based on an Audit of Financial Statements Performed in Accordance with  
Government Auditing Standards

To the Honorable Mayor and Members of the City Council:

We have audited in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of Sample Cash City, Iowa, as of and for the year ended June 30, 2019, and the related Notes to Financial Statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated September 17, 2019. Our report expressed unmodified opinions on the financial statements which were prepared on the basis of cash receipts and disbursements, a basis of accounting other than U.S. generally accepted accounting principles.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Sample Cash City's internal control over financial reporting to determine the audit procedures appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Sample Cash City's internal control. Accordingly, we do not express an opinion on the effectiveness of Sample Cash City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified deficiencies in internal control we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility a material misstatement of Sample Cash City's financial statements will not be prevented or detected and corrected on a timely basis. We consider the deficiencies in internal control described in Part II of the accompanying Schedule of Findings and Questioned Costs as items II-A-19 through II-C-19 to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control which is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in Part II of the accompanying Schedule of Findings and Questioned Costs as items II-D-19 and II-E-19 to be significant deficiencies.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Sample Cash City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters which are required to be reported under Government Auditing Standards. However, we noted certain immaterial instances of non-compliance or other matters which are described in Part IV of the accompanying Schedule of Findings and Questioned Costs.

Comments involving statutory and other legal matters about the City's operations for the year ended June 30, 2019 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the City. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

### Sample Cash City's Responses to the Findings

Sample Cash City's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. Sample Cash City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of Sample Cash City during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

Marlys K. Gaston, CPA  
Deputy Auditor of State

September 17, 2019

**Sample Cash City**



**OFFICE OF AUDITOR OF STATE  
STATE OF IOWA**

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Rob Sand  
Auditor of State

Independent Auditor's Report on Compliance  
for Each Major Federal Program and on Internal Control over Compliance  
Required by the Uniform Guidance

To the Honorable Mayor and Members of the City Council:

Report on Compliance for Each Major Federal Program

We have audited Sample Cash City, Iowa's compliance with the types of compliance requirements described in U.S. Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on Sample Cash City's major federal program for the year ended June 30, 2019. Sample Cash City's major federal program is identified in Part I of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for Sample Cash City's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the audit requirements of Title 2, U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Sample Cash City's compliance with those requirements and performing such other procedures we considered necessary in the circumstances.

We believe our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of Sample Cash City's compliance.

Opinion on the Major Federal Program

In our opinion, Sample Cash City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2019.



### Other Matters

The results of our auditing procedures disclosed an instance of non-compliance which is required to be reported in accordance with the Uniform Guidance and is described as item III-A-18 in the accompanying Schedule of Findings and Questioned Costs. Our opinion on the major federal program is not modified with respect to this matter.

Sample Cash City's response to the non-compliance finding identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. Sample Cash City's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### Report on Internal Control Over Compliance

The management of Sample Cash City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Sample Cash City's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Sample Cash City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected and corrected on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. We identified a deficiency in internal control over compliance, described in the accompanying Schedule of Findings and Questioned Costs as item III-B-19, we consider to be a material weakness.

Sample Cash City's response to the internal control over compliance finding identified in our audit is reported in the accompanying Schedule of Findings and Questioned Costs. Sample Cash City's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on it.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Marlys K. Gaston, CPA  
Deputy Auditor of State

September 17, 2019

Sample Cash City

Schedule of Findings and Questioned Costs

Year ended June 30, 2019

**Part I: Summary of the Independent Auditor's Results:**

- (a) Unmodified opinions were issued on the financial statements prepared on the basis of cash receipts and disbursements, which is a basis of accounting other than U.S. generally accepted accounting principles.
- (b) Significant deficiencies and material weaknesses in internal control over financial reporting were disclosed by the audit of the financial statements.
- (c) The audit did not disclose any non-compliance which is material to the financial statements.
- (d) A material weakness in internal control over the major program was disclosed by the audit of the financial statements.
- (e) An unmodified opinion was issued on compliance with requirements applicable to the major program.
- (f) The audit disclosed audit findings which are required to be reported in accordance with the Uniform Guidance, Section 200.516.
- (g) The major program was CFDA Number 14.228 – Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii.
- (h) The dollar threshold used to distinguish between Type A and Type B programs was \$750,000.
- (i) Sample Cash City did not qualify as a low-risk auditee.

Sample Cash City

Schedule of Findings and Questioned Costs

Year ended June 30, 2019

**Part II: Findings Related to the Financial Statements:**

**INTERNAL CONTROL DEFICIENCIES:**

II-A-19 Segregation of Duties

Criteria – Management is responsible for establishing and maintaining internal control. A good system of internal control provides for adequate segregation of duties so no one individual handles a transaction from its inception to completion. In order to maintain proper internal control, duties should be segregated so the authorization, custody and recording of transactions are not under the control of the same employee. This segregation of duties helps prevent losses from employee error or dishonesty and maximizes the accuracy of the City's financial statements.

Condition – One individual in the City has control over cash receipts, bank deposits, posting cash receipts to the cash receipts journal and reconciling the bank accounts.

Cause – The City has a limited number of employees and procedures have not been designed to adequately segregate duties or provide compensating controls through additional oversight of transactions and processes.

Effect – Inadequate segregation of duties could adversely affect the City's ability to prevent or detect and correct misstatements, errors or misappropriation on a timely basis by employees in the normal course of performing their assigned functions.

Recommendation – The City should review its control activities to obtain the maximum internal control possible under the circumstances utilizing currently available staff, including elected officials.

Response – We have reviewed procedures and plan to make the necessary changes to improve internal control. Specifically, handling of the cash receipts, depositing, posting and bank reconciling duties will be separated and spread among several employees and the City Council will also start reviewing and tracing all deposits to the cash receipts journal posting. We plan to implement these changes November 2, 2019.

Conclusion – Response accepted.

II-B-19 Financial Reporting

Criteria – A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements of the financial statements on a timely basis. Properly designed policies and procedures and implementation of the policies and procedures are in integral part of ensuring the reliability and accuracy of the City's financial statements.

Sample Cash City

Schedule of Findings and Questioned Costs

Year ended June 30, 2019

Condition – A material amount of property tax receipts were misposted to the General Fund rather than the Debt Service Fund. Adjustments were subsequently made by the City to properly report these amounts in the City’s financial statements.

Cause – City policies do not require and procedures have not been established to require property tax orders received from the County to be compared to the accounting records by an independent person.

Effect – Lack of policies and procedures resulted in City employees not detecting the errors in the normal course of performing their assigned functions and material adjustments to the City’s financial statements were necessary.

Recommendation – The City should implement procedures to ensure property tax receipts are properly recorded in the City’s financial statements. Property tax orders from the County should be compared to the accounting records by an independent person and the evidence of review should be documented.

Response – We will double check this in the future to avoid posting errors.

Conclusion – Response accepted.

II-C-19 Reconciliation of Utility Billings, Collections and Delinquent Accounts

Criteria – An effective internal control system provides for internal controls related to maintaining delinquent account listings, reconciling utility billings, collections and delinquent accounts and comparing utility collections to deposits to ensure proper recording of utility receipts, the propriety of adjustments and write-offs and the propriety of delinquent account balances.

Condition – Utility billings, collections and delinquent accounts were not reconciled throughout the year and a delinquent accounts listing was not prepared. Also, utility collections were not reconciled to deposits.

Cause – Policies have not been established and procedures have not been implemented to maintain delinquent account listings, reconcile utility billings, collections and delinquent account balances and to reconcile utility collections to deposits.

Effect – This condition could result in unrecorded or misstated utility receipts, improper or unauthorized adjustments and write-offs and/or misstated delinquent account balances.

Sample Cash City

Schedule of Findings and Questioned Costs

Year ended June 30, 2019

Recommendation – A listing of delinquent accounts should be prepared on a monthly basis. Procedures should be established to reconcile utility billings, collections and delinquent accounts for each billing period and to reconcile collections to deposits. The City Council or a Council-designated independent person should review the reconciliations and monitor delinquents. The review of the reconciliations should be documented by the signature or initials of the reviewer and the date of review.

Response – These procedures have been implemented as recommended.

Conclusion – Response accepted.

II-D-19 Credit Cards

Criteria – Internal controls over safeguarding assets constitute a process, effected by an entity's governing body, management and other personnel designed to provide reasonable assurance regarding prevention or timely detection of unauthorized transactions and safeguarding assets from error or misappropriation. Such processes included establishing policies addressing proper asset use and proper supporting documentation.

Condition – The City has credit cards for use by various employees while on City business. The City has not adopted a formal policy to regulate the use of credit cards and to establish procedures for the proper accounting of credit card charges. Additionally, supporting documentation was not always available to support credit card charges.

Cause – Adoption of a formal policy to regulate the use of credit cards has not been prioritized by the City Council. Lack of supporting documentation for credit card charges is the result of a lack of policies and procedures requiring proper support for these charges.

Effect – Lack of written policies and procedures to regulate the use of credit cards could result in unauthorized and unsupported transactions and the opportunity for misappropriation.

Recommendation – The City should adopt a formal written policy regulating the use of City credit cards. The policy, at a minimum, should address who controls the credit cards, who is authorized to use the credit cards and for what purposes, as well as the types of supporting documentation required to substantiate charges.

Response – Although we have not established a formal written policy detailing specifics on the use of City credit cards, we have unwritten guidelines. We will review procedures and guidelines and establish a written policy.

Conclusion – Response accepted.

Sample Cash City

Schedule of Findings and Questioned Costs

Year ended June 30, 2019

II-E-19 Police Department Collections

Criteria – An effective internal control system provides for internal controls related to ensuring proper accounting for all Police Department fines and fees and for periodic review of those records by someone independent of other duties related to the Police Department charges. Proper accounting includes records that include a description of the charges, the date the charge was filed, and the date it was subsequently collected. Independent review of these records should include comparing original ticket information to amounts deposited with the City Clerk.

Condition – The Police Department collects fines and fees and periodically remits collections to the City Clerk for deposit. Documentation supporting these collections was inadequate to determine the amounts which should have been collected and remitted to the City Clerk for deposit.

Cause – Procedures have not been designed and implemented to ensure sufficient records are maintained to properly account for Police Department fines and fees, and to require independent review of those records.

Effect – This condition could result in unrecorded or misstated fines and fees and the opportunity for misappropriation.

Recommendation – The City should require all collections be made at the City Clerk's Office, thereby segregating the collection procedures from the control over original source documents. A further measure of control may be implemented by requiring an authorized independent person to verify collections with the original source documents on a periodic, unscheduled basis.

Response – We have completed a study of procedures and have made changes in documents supporting charges and have required fees be collected at the City Clerk's Office.

Conclusion – Response accepted.

**INSTANCES OF NON-COMPLIANCE:**

No matters were noted.

Sample Cash City

Schedule of Findings and Questioned Costs

Year ended June 30, 2019

**Part III: Findings and Questioned Costs For Federal Awards:**

**INSTANCE OF NON-COMPLIANCE:**

**CFDA Number 97.036: Disaster Grants – Public Assistance (Presidentially Declared Disasters)**

**Pass-through Entity Identifying Number: FEMA-4016-DRIA**

**Federal Award Year: 2019**

**Prior Year Finding Number: N/A**

**U.S. Department of Homeland Security**

**Passed through Iowa Department of Homeland Security and Emergency Management**

III-A-19      Undocumented Costs  
(2019-001)

Criteria – Title 2, U.S. Code of Federal Regulations, Part 200.400, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) requires all federal costs be properly documented and supported.

Condition – Supporting documentation was not available to substantiate \$31,279 of labor and equipment costs.

Cause – Procedures have not been designed and implemented to ensure federal expenditures are properly supported.

Effect – The City is not in compliance with Federal regulations pertaining to proper documentation and support of federal costs. Unsupported costs cannot be paid with federal funds. Federal reimbursements of unsupported costs must be returned to the grantee, making these a local expense.

Recommendation – The City should implement procedures to ensure supporting documentation is retained. In addition, the City should review labor and equipment costs and reconcile to employee time records and invoices to ensure the accuracy of the final P.4 report.

Response and Corrective Action Planned – We will review and reconcile the daily activity summary reports and the employee time records for the completed work to date. We have also instituted additional employee time record keeping measures to facilitate this activity in the future.

Conclusion – Response accepted.



Sample Cash City

Schedule of Findings and Questioned Costs

Year ended June 30, 2019

**INTERNAL CONTROL DEFICIENCY:**

**CFDA Number 14.228: Community Development Block Grants/State's Program  
and Non-Entitlement Grants in Hawaii  
Pass-through Entity Identifying Number: 19-CD-000  
Federal Award Year: 2019  
Prior Year Finding Number: III-A-18  
U.S. Department of Housing and Urban Development  
Passed through the Iowa Economic Development Authority**

III-B-19 (2019-002)     Segregation of Duties – The City did not properly segregate collection, deposit and record-keeping for receipts, including those related to federal programs. See item II-A-19.

Sample Cash City

Schedule of Findings and Questioned Costs

Year ended June 30, 2019

**Part IV: Other Findings Related to Required Statutory Reporting:**

IV-A-19 Certified Budget – Disbursements during the year ended June 30, 2019 exceeded the amounts budgeted in the general government and business type activities functions. Chapter 384.20 of the Code of Iowa states, in part, “Public monies may not be expended or encumbered except under an annual or continuing appropriation.”

Recommendation – The budget should have been amended in accordance with Chapter 384.18 of the Code of Iowa before disbursements were allowed to exceed the budget.

Response – The budget will be amended in the future, if applicable.

Conclusion – Response accepted.

IV-B-19 Questionable Disbursements – In accordance with Article III, Section 31 of the Iowa Constitution and an Attorney General’s opinion dated April 25, 1979, public funds may only be spent for public benefit. Certain disbursements were noted which we believe may not meet the requirements of public purpose as defined in an Attorney General’s opinion dated April 25, 1979 since the public benefits to be derived have not been clearly documented. These disbursements are detailed as follows:

<u>Paid to</u>	<u>Purpose</u>	<u>Amount</u>
Anwhere Flower Shop	Flower arrangements for gifts	\$ 332
Anywhere Quick Shop	Pop and food for City employees	239

According to the opinion, it is possible for certain disbursements to meet the test of serving a public purpose under certain circumstances, although such items will certainly be subject to a deserved close scrutiny. The line to be drawn between a proper and an improper purpose is very thin.

Recommendation – The City Council should determine and document the public purpose served by these types of disbursements prior to authorizing any further payments. If this practice is continued, the City should establish written policies and procedures, including the requirement for proper public purpose documentation.

Response – We will comply with this recommendation.

Conclusion – Response accepted.

IV-C-19 Travel Expense – No disbursements of City money for travel expenses of spouses of City officials or employees were noted.

Sample Cash City

Schedule of Findings and Questioned Costs

Year ended June 30, 2019

IV-D-19 Business Transactions – Business transactions between the City and City officials or employees are detailed as follows:

Name, Title and Business Connection	Transaction Description	Amount
Rosemary Jones, Mayor, Owner Jones Construction	Construction, per bid	\$ 105,052
Kevin Linden, City Council Member, Owner of Linden Welding	Repair and welding	1,295
J.J. Silver, Public Works Director, Part-owner of J.J.'s Hardware	Parts and supplies	436

In accordance with Chapter 362.5(3)(j) of the Code of Iowa, the transactions with the City Council Member and the Public Works Director do not appear to represent conflicts of interest since total transactions with each individual were less than \$1,500 during the fiscal year. The transaction with the Mayor does not appear to represent a conflict of interest since it was entered into through competitive bidding in accordance with Chapter 362.5(3)(d) of the Code of Iowa.

IV-E-19 Bond Coverage – Surety bond coverage of City officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to ensure the coverage is adequate for current operations.

IV-F-19 City Council Minutes – No transactions were found that we believe should have been approved in the City Council minutes but were not.

The City Council went into closed session on May 17, 2019. However, the minutes record did not document the reason for holding the closed session by reference to a specific exemption under Chapter 21.5 of the Code of Iowa, as required by Chapter 21.5(2) of the Code of Iowa, commonly known as the open-meetings law.

Although minutes of City Council proceedings were published, they were not always published within fifteen days as required by Chapter 372.13(6) of the Code of Iowa. Also, the City did not publish annual gross salaries in accordance with an Attorney General's opinion dated April 12, 1978.

Recommendation – The City should comply with Chapter 21 of the Code of Iowa and document the required specific information for closed sessions. The City should also publish minutes and annual individual salaries, as required.

Response – We will comply with the Code requirements for closed sessions. We will publish minutes and salaries as required.

Conclusion – Response accepted.

Sample Cash City

Schedule of Findings and Questioned Costs

Year ended June 30, 2019

IV-G-19 Deposits and Investments – No instances of non-compliance with the deposit and investment provisions of Chapters 12B and 12C of the Code of Iowa and the City’s investment policy were noted.

IV-H-19 Revenue Notes – No instances of non-compliance with the revenue note resolutions were noted.

IV-I-19 Notice of Public Hearing for Public Improvements – The City did not publish a notice of the public hearing for the Main Street sewer project as required by Chapters 26.12 and 362.3 of the Code of Iowa.

Recommendation – Before entering into a contract for a public improvement with an estimated cost in excess of \$100,000, the City Council should hold a public hearing and publish notice of the hearing at least four but not more than twenty days prior to the hearing.

Response – We will publish the appropriate notice in the future, as required.

Conclusion – Response accepted.

IV-J-19 Separately Maintained Records – Chapter 384.20 of the Code of Iowa states, in part, “A city shall keep accounts which show an accurate and detailed statement of all public funds collected, received, or expended for any city purpose, by any city officer, employee, or other person, and which show the receipt, use, and disposition of all city property.”

The City Fire Department and the City Library maintain bank accounts for activity separate from the City Clerk’s accounting records. While these Departments are part of the City, the transactions and the resulting balances were not included in the City’s accounting records and were not included in the City’s annual budget, monthly financial reports or Annual Financial Reports.

In addition, the transactions and resulting balances of these accounts were not reported to the City Council and disbursements from the accounts were not reviewed and approved by the City Council. Also, a summary of each account’s receipts, total disbursements and the listings of claims allowed each month were not published in accordance with Chapter 372.13(6) of the Code of Iowa.

Recommendation – In accordance with Chapter 384.20 of the Code of Iowa, and to strengthen internal control and increase operating efficiencies, the financial transactions of the Fire and Library Department separate accounts should be integrated with the City’s accounting records in the City Clerk’s office. The financial activity should be included in the City Clerk’s accounting records, monthly financial reports and the Annual Financial Reports. The activity in these accounts should be subject to City Council review and approval and should be included in the City’s budget process. Also, a summary of each account’s receipts, total disbursements and listings of claims allowed each month should be published, as required.

Sample Cash City

Schedule of Findings and Questioned Costs

Year ended June 30, 2019

IV-K-19 Tax Increment Financing (TIF) – Chapter 403.19 of the Code of Iowa provides a municipality may certify loans, advances, indebtedness and bonds (indebtedness) to the County Auditor which qualify for reimbursement from incremental property tax. The County Auditor provides for the division of property tax to repay the certified indebtedness and provides available incremental property tax in subsequent fiscal years without further certification by the City until the amount of certified indebtedness is paid.

We noted the following regarding the City’s TIF debt certification dated November 26, 2018:

- The City included transfers made during the prior year, which represented loans from the General Fund, as TIF indebtedness. However, the loans were not formally approved by the City Council.
- The City certified \$300,000 of estimated costs for anticipated future projects.

Recommendation – All interfund loans intended to be repaid with TIF receipts should be approved as such by the City Council prior to certifying the loans as TIF obligation. Also, the City should decertify the \$300,000 estimated costs. Future certifications to the County Auditor should only include amounts representing TIF obligations, not anticipated costs, as required by Chapter 403.19 of the Code of Iowa.

Response – The City will decertify the \$300,000 of anticipated costs which were incorrectly certified and will ensure interfund transfers expected to repaid with TIF receipts are properly approved by the City Council.

Conclusion – Response accepted.

IV-L-19 Sales Tax – Sales tax on sewer service provided to non-residential commercial operations was not uniformly assessed.

Recommendation – The City should uniformly assess sales tax on sewer service provided to non-residential commercial operations in accordance with section 701-26.72 of the Iowa Department of Revenue Administrative Rules and Regulations.

Response – This will be corrected.

Conclusion – Response accepted.

Sample Cash City

Schedule of Findings and Questioned Costs

Year ended June 30, 2019

IV-M-19 Annual Urban Renewal Report – The Annual Urban Renewal Report was approved but was not certified to the Iowa Department of Management on or before December 1. The report was filed on January 31, 2019.

In addition, the following exceptions were noted:

The City's beginning and ending cash balances of the Special Revenue, Urban Renewal Tax Increment Fund reported on the Levy Authority Summary do not agree with the City's general ledger.

The amount reported by the City as TIF debt outstanding was overstated by \$22,330.

Recommendation – The City should file the Annual Urban Renewal Report timely and ensure the cash balances and debt amounts reported on the Levy Authority Summary agree with the City's records.

Response – These items will be corrected on next year's report.

Conclusion – Response accepted.

Sample Cash City

Staff

This audit was performed by:

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