



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

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NEWS RELEASE

FOR RELEASE February 28, 2003

Contact: Andy Nielsen
515/281-5515

The Office of Auditor of State today released an audit report on the Crawford County Area Solid Waste Agency Commission.

The Commission had total receipts of \$677,361 during the year ended June 30, 2002, which included county and city contributions of \$182,507 and tonnage fees of \$363,111. The Commission had total receipts of \$687,637 during the year ended June 30, 2001, which included county and city contributions of \$182,507 and tonnage fees of \$360,213.

Disbursements totaled \$559,286 for the year ended June 30, 2002, which included \$189,296 for employee salaries and benefits, \$119,503 for construction, \$92,550 for recycling and \$47,896 for equipment operations. Disbursements totaled \$487,014 for the year ended June 30, 2001, which included \$167,832 for employee salaries and benefits, \$89,414 for equipment, \$66,754 for recycling and \$42,660 for construction.

A copy of the audit report is available for review in the office of the Auditor of State and the Crawford County Area Solid Waste Agency Commission.

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**CRAWFORD COUNTY AREA SOLID
WASTE AGENCY COMMISSION**

**INDEPENDENT AUDITOR'S REPORTS
FINANCIAL STATEMENTS
SCHEDULE OF FINDINGS**

JUNE 30, 2002 AND 2001

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Crawford County Area Solid Waste Agency Commission

Officials

<u>Name</u>	<u>Title</u>	<u>Representing</u>
John P. Lawler Jerry Buller	Chairman Vice-Chairman	Crawford County Cities of Arion, Aspinwall, Buck Grove, Charter Oak, Deloit, Dow City, Kiron, Manilla, Ricketts, Schleswig, Vail and Westside
Jay Ford Bryan Dalton Garry Chapman	Member Member Member	City of Denison Crawford County City of Denison
Charles E. Ettleman	Recording Secretary	

Crawford County Area Solid Waste Agency Commission



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Independent Auditor's Report

To the Members of the Crawford County Area
Solid Waste Agency Commission:

We have audited the accompanying financial statements, listed as exhibits in the table of contents of this report, of the Crawford County Area Solid Waste Agency Commission as of and for the years ended June 30, 2002 and 2001. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with U.S. generally accepted auditing standards, Chapter 11 of the Code of Iowa and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards and provisions require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

As described in note 1, these financial statements were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the results of the cash transactions of the Crawford County Area Solid Waste Agency Commission as of and for the years ended June 30, 2002 and 2001 on the basis of accounting described in note 1.

In accordance with Government Auditing Standards, we have also issued our report dated November 21, 2002 on our consideration of the Crawford County Area Solid Waste Agency Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations and contracts. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

WARREN G. JENKINS, CPA
Chief Deputy Auditor of State

November 21, 2002

Crawford County Area Solid Waste Agency Commission

Financial Statements

Exhibit A

Crawford County Area Solid Waste Agency Commission

Statement of Cash Transactions

Sanitary Disposal Fund

Years ended June 30, 2002 and 2001

	<u>2002</u>	<u>2001</u>
Receipts:		
County contributions	\$ 57,114	57,114
City contributions	125,393	125,393
Tonnage fees	363,111	360,213
Gate charges	32,706	25,471
Interest on investments	51,647	43,840
Sales tax	3,435	3,266
Sale of materials	1,185	31,550
Miscellaneous	7,035	3,572
Total receipts	<u>641,626</u>	<u>650,419</u>
Disbursements:		
Salaries and benefits	189,296	167,832
Insurance	8,075	6,688
Utilities	4,646	5,602
Office supplies	3,096	2,614
Recycling	92,550	66,754
Leachate control structure	1,536	2,273
Construction, primarily west cell improvements	119,503	42,660
Engineering and testing	41,221	27,059
Equipment operations	47,896	25,524
Equipment	631	89,414
Building and grounds	11,370	12,660
Tonnage fees to Iowa Department of Natural Resources	29,206	27,883
Miscellaneous	7,714	8,304
Total disbursements	<u>556,740</u>	<u>485,267</u>
Excess of receipts over disbursements	84,886	165,152
Other financing uses:		
Operating transfers out:		
Closure/Post-Closure	<u>(50,000)</u>	<u>(30,000)</u>
Excess of receipts over disbursements and other financing uses	34,886	135,152
Balance beginning of year	<u>1,030,862</u>	<u>895,710</u>
Balance end of year	<u>\$ 1,065,748</u>	<u>1,030,862</u>

See notes to financial statements.

Crawford County Area Solid Waste Agency Commission

Statement of Cash Transactions

Groundwater Protection Fund

Years ended June 30, 2002 and 2001

	<u>2002</u>	<u>2001</u>
Receipts:		
Fee retention – planning	\$ 5,727	5,467
Fee retention – reduction/recycling	8,017	7,654
Total receipts	<u>13,744</u>	<u>13,121</u>
Disbursements:		
ACS County Regional Solid Waste Agency:		
Planning update	<u>2,546</u>	<u>1,747</u>
Excess of receipts over disbursements	11,198	11,374
Balance beginning of year	<u>83,527</u>	<u>72,153</u>
Balance end of year	<u>\$ 94,725</u>	<u>83,527</u>

See notes to financial statements.

Exhibit C

Crawford County Area Solid Waste Agency Commission

Statement of Cash Transactions

Closure/Post-Closure Fund

Years ended June 30, 2002 and 2001

	<u>2002</u>	<u>2001</u>
Receipts:		
Interest on investments	\$ 21,991	24,097
Disbursements:		
None	<u>-</u>	<u>-</u>
Excess of receipts over disbursements	21,991	24,097
Other financing sources:		
Operating transfers in:		
Sanitary Disposal	<u>50,000</u>	<u>30,000</u>
Excess of receipts and other financing sources over disbursements	71,991	54,097
Balance beginning of year	<u>444,811</u>	<u>390,714</u>
Balance end of year	<u>\$ 516,802</u>	<u>444,811</u>

See notes to financial statements.

Crawford County Area Solid Waste Agency Commission

Notes to Financial Statements

June 30, 2002 and 2001

(1) Summary of Significant Accounting Policies

The Crawford County Area Solid Waste Agency Commission was formed in 1989 pursuant to the provisions of Chapter 28E of the Code of Iowa. The purpose of the Commission is to develop, operate and maintain solid waste and recycling facilities in Crawford County on behalf of the units of government which are members of the Commission.

The governing body of the Commission is composed of five members. Each member of the Commission has one vote and is appointed as follows: three members shall be appointed by the Crawford County Board of Supervisors - consisting of one from the City of Denison, one a resident of Crawford County but not a resident of Denison and one a member of the Board of Supervisors; one member shall be appointed by the City of Denison and shall be an elected official; one member shall be appointed by the other cities in Crawford County and shall be an elected official. The member cities are: Arion, Aspinwall, Buck Grove, Charter Oak, Deloit, Denison, Dow City, Kiron, Manilla, Ricketts, Schleswig, Vail and Westside.

A. Reporting Entity

For financial reporting purposes, the Crawford County Area Solid Waste Agency Commission has included all funds, organizations, agencies, boards, commissions and authorities. The Commission 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 Commission are such that exclusion would cause the Commission'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 Commission 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 Commission. The Commission has no component units which meet the Governmental Accounting Standards Board criteria.

B. Fund Accounting

The accounts of the Commission are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise its receipts, disbursements and fund balances. The various funds and their designated purpose are as follows:

Sanitary Disposal Fund - This is the general operating fund of the Commission. All receipts that are not related to solid waste fees retained, or closure/post closure are accounted for in this fund. From the fund are paid the general operating disbursements, the fixed charges and the capital improvement costs that are not paid through other funds.

Groundwater Protection Fund - This fund is utilized to account for those portions of solid waste fees retained by the Commission in accordance with Chapter 455E.11 of the Code of Iowa.

Closure/Post Closure Fund - This fund is utilized to account for all moneys held by the Commission to meet the closure and post closure care requirements for municipal solid waste landfills established by the Environmental Protection Agency.

C. Basis of Accounting

The Crawford County Area Solid Waste Agency Commission maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the Commission are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items including the estimated payables for closure and post-closure care costs. Accordingly, the financial statements do not present the financial position and results of operations of the Commission in accordance with U.S. generally accepted accounting principles.

(2) Cash and Investments

The Commission's deposits in banks at June 30, 2002 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 insure there will be no loss of public funds.

The Commission 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 Commission; 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.

The Commission had no investments meeting the disclosure requirements of Governmental Accounting Standards Board Statement No. 3.

The Commission's deposits and cash on hand at June 30, 2002 and June 30, 2001 are as follows:

	2002	2001
Time deposits	\$ 1,427,793	1,208,023
Savings account	130,611	253,029
County Treasurer pooled investments	118,771	98,058
Cash on hand	100	100
Total	<u>\$ 1,677,275</u>	<u>1,559,200</u>

(3) Pension and Retirement Benefits

The Commission contributes to the Iowa Public Employees Retirement System (IPERS) which is a cost-sharing multiple-employer defined benefit pension plan administered by the State of Iowa. IPERS provides retirement and death benefits which are

established by state statute to plan members and beneficiaries. IPERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to IPERS, P.O. Box 9117, Des Moines, Iowa, 50306-9117.

Plan members are required to contribute 3.70% of their annual salary and the Commission is required to contribute 5.75% of annual covered payroll. Contribution requirements are established by state statute. The Commission's contributions to IPERS for the years ended June 30, 2002, 2001, and 2000 were \$7,926, \$7,228, and \$6,595 respectively, equal to the required contributions for each year.

(4) Compensated Absences

Commission employees accumulate a limited amount of earned but unused vacation leave hours for subsequent use or for payment upon termination, retirement or death. These accumulations are not recognized as disbursements by the Commission until used or paid. The Commission's approximate liability to employees for earned vacation leave at June 30, 2002 is as follows:

<u>Type of Benefit</u>	<u>Amount</u>
Vacation	<u>\$7,800</u>

This liability has been computed based on rates of pay in effect at June 30, 2002.

(5) Closure and Post-Closure Care Costs

To comply with federal and state regulations, the Commission is required to complete a monitoring system plan and a closure/post-closure plan to provide funding necessary to effect closure and post-closure, including the proper monitoring and care of the landfill after closure. Environmental Protection Agency (EPA) requirements have established closure and thirty year care requirements for all municipal solid waste landfills that receive waste after October 9, 1993. State governments are primarily responsible for implementation and enforcement of those requirements and have been given flexibility to tailor requirements to accommodate local conditions that exist. The effect of the EPA requirement is to commit landfill owners to perform certain closing functions and post-closure monitoring functions as a condition for the right to operate the landfill in the current period. The EPA requirements provide that when a landfill stops accepting waste, it must be covered with a minimum of twenty-four inches of earth to keep liquid away from the buried waste. Once the landfill is closed, the owner is responsible for maintaining the final cover, monitoring ground water and methane gas, and collecting and treating leachate (the liquid that drains out of waste) for thirty years.

Governmental Accounting Standards Board Statement No. 18 requires landfill owners to estimate total landfill closure and post-closure care costs and recognize a portion of these costs each year based on the percentage of estimated total landfill capacity used that period. Estimated total costs would consist of four components: (1) the cost of equipment and facilities used in post-closure monitoring care, (2) the cost of final cover (material and labor), (3) the cost of monitoring the landfill during the post-closure period and (4) the cost of any environmental cleanup required after closure. Estimated total cost would be based on the cost to purchase those services and equipment currently and is required to be updated annually for changes due to inflation or deflation, technology, or applicable laws or regulations.

The total estimated costs for closure and post closure care for the Crawford County Area Solid Waste Agency Commission total \$640,929, which consists of closure costs at \$212,509, post-closure costs at \$13,383 annually and post-closure site repairs at \$26,931 based on year 2000 dollars. The Commission has established the Closure/Post-Closure Fund to demonstrate financial assurance for closure and post-closure care costs as required by Chapter 111 of the Iowa Administrative Code. At June 30, 2002, the balance in this fund was \$516,802.

(6) Solid Waste Tonnage Fees Retained

Chapter 455B.310 of the Code of Iowa establishes a tonnage fee of four dollars and twenty-five cents per ton of solid waste. The Sanitary landfill operator shall retain ninety-five cents of the tonnage fee to be used as described in the following paragraph and can retain an additional thirty-five cents of the tonnage fee as described below if an updated comprehensive plan has been approved for the Commission. The remainder of the tonnage fee is remitted to the Iowa Department of Natural Resources on a quarterly basis.

The Commission has established an account for restricting and using solid waste tonnage fees retained by the Commission in accordance with Chapter 455B.310 of the Code of Iowa. As required by the Code of Iowa, fifty cents per ton of the solid waste tonnage fee must be used for the following: (1) development and implementation of an approved comprehensive plan, (2) development of a closure or postclosure care plan, (3) development of a plan for the control and treatment of leachate which may include a facility plan or detailed plans and specifications, and (4) preparation of a financial plan. Forty-five cents per ton of the tonnage fee shall be disbursed to a city, county, or public agency using the sanitary disposal project for the purpose of implementation of waste volume reduction and recycling required by the Commission's approved comprehensive plan. The fees retained may also be used for other environmental protection and environmental compliance activities.

An updated comprehensive plan was approved by the Iowa Department of Natural Resources allowing the Commission to retain an additional thirty-five cents per ton of the tonnage fee. The thirty-five cents per ton of the tonnage fee shall be used for waste reduction, recycling, or small business pollution prevention purposes.

(7) Risk Management

The Crawford County Area Solid Waste Agency Commission is a member in the Iowa Communities Assurance Pool, as allowed by Chapter 331.301 of the Code of Iowa. The Iowa Communities Assurance Pool (Pool) is a local government risk-sharing pool with over 400 members from 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 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 due and payable in the current 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 to equal 300 percent of the total current members' basis rates or to comply with the requirements of any applicable regulatory authority having jurisdiction over the Pool.

The Pool also provides property coverage. Members who elect such coverage make annual operating contributions which are necessary to fund, on a cash basis, the Pool's general and administrative expenses and reinsurance premiums, all of which are due and payable in the current 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 Commission's property and casualty contributions to the risk pool are recorded as expenditures from its operating funds at the time of payment to the risk pool. The Commission's annual contributions to the Pool for the years ended June 30, 2002 and 2001 were \$3,287 and \$2,240, respectively.

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 \$250,000 per claim. Claims exceeding \$250,000 are reinsured in an amount not to exceed \$1,750,000 per claim and \$5,000,000 in aggregate per year. For members requiring specific coverage from \$2,000,000 to \$15,000,000, such excess coverage is also reinsured. All property risks, including automobile physical damage, are also reinsured on an individual-member basis.

The Pool's intergovernmental contract with its members provides that in the event a casualty claim or series of claims exceeds the amount of risk-sharing protection provided by the member's risk-sharing certificate, or in the event that a series of casualty claims exhausts total members' equity plus any reinsurance and any excess risk-sharing recoveries, then payment of such claims shall be the obligation of the respective individual member. The Commission does not report a liability for losses in excess of reinsurance or excess risk-sharing recoveries unless it is deemed probable that such losses have occurred and the amount of such loss can be reasonably estimated. Accordingly, at June 30, 2002, no liability has been recorded in the Commission's financial statements. As of June 30, 2002, settled claims have not exceeded the risk pool or reinsurance company coverage in any of the past three fiscal years.

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 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. Members withdrawing within the first six years of membership may receive a partial refund of their capital contributions. If a member withdraws after the sixth year, the member is refunded 100 percent of its capital contributions, however, the refund is reduced by an amount equal to the annual operating contribution which the withdrawing member would have made for the one-year period following withdrawal and the member's proportionate share of any capital deficiency.

The Commission also carries commercial insurance purchased from other insurers for coverage associated with the employee blanket bond in the amount of \$60,000. The Commission 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.

(8) Lease Agreement

The land used by the Commission for its landfill site was leased from Crawford County, Iowa, for a one-time fee of \$1.00. The lease is self-renewing for twelve month periods unless written notice is given by either party within sixty days of the end of a fiscal year.

**Independent Auditor's Report on Compliance
and on Internal Control over Financial Reporting**



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**Independent Auditor's Report on Compliance
and on Internal Control over Financial Reporting**

To the Members of the Crawford County Area
Solid Waste Agency Commission:

We have audited the financial statements of the Crawford County Area Solid Waste Agency Commission as of and for the year ended June 30, 2002, and have issued our report thereon dated November 21, 2002. Our report expressed an unqualified opinion on the financial statements which were prepared in conformity with an other comprehensive basis of accounting. We conducted our audit in accordance with U.S. generally accepted auditing standards, Chapter 11 of the Code of Iowa, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Crawford County Area Solid Waste Agency Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, 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 that are required to be reported under Government Auditing Standards.

Comments involving statutory and other legal matters about the Commission's operations for the year ended June 30, 2002 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the Commission. 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.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Crawford County Area Solid Waste Agency Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report, a public record by law, is intended solely for the information and use of the members and customers of the Crawford County Area Solid Waste Agency Commission and other parties to whom the Commission may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the Crawford County Area Solid Waste Agency Commission 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.

WARREN JENKINS, CPA
Chief Deputy Auditor of State

November 21, 2002

Crawford County Area Solid Waste Agency Commission

Schedule of Findings

Year ended June 30, 2002

Findings Related to the Financial Statements:

INSTANCES OF NON-COMPLIANCE:

No matters were reported.

REPORTABLE CONDITIONS:

No material weaknesses in internal control over financial reporting were noted.

Other Findings Related to Required Statutory Reporting:

- (1) Official Depositories - A resolution naming official depositories has been approved by the Commission. The maximum deposit amounts stated in the resolution were not exceeded during the year ended June 30, 2002.
- (2) Questionable Disbursement - No disbursements that may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979 were noted.
- (3) Travel Expense - No disbursements of the Commission money for travel expenses of spouses of Commission officials or employees were noted.
- (4) Commission Minutes - No transactions were found that we believe should have been approved in the Commission minutes but were not.
- (5) Deposits and Investments - No instances of non-compliance with the deposit and investment provisions of Chapter 12B and Chapter 12C of the Code of Iowa and the Commission's investment policy were noted.
- (6) Solid Waste Fees Retainage - During the year ended June 30, 2002, the Commission used or retained the solid waste fees in accordance with Chapter 455B.310(4) of the Code of Iowa.

Crawford County Area Solid Waste Agency Commission

Schedule of Findings

Year ended June 30, 2002

- (7) Financial Assurance - The Commission has demonstrated financial assurance for closure and postclosure care costs by establishing a local government dedicated fund as provided in Chapter 111.6(8) of the Iowa Administrative Code. The calculation is made as follows:

Total estimated costs for closure and postclosure care	\$ 640,929
Less: Balance of funds held in the local dedicated fund at June 30, 2001	<u>(444,811)</u>
	196,118
Divided by the number of years remaining in the pay-in period	÷ <u>5</u>
Required payment into the local dedicated fund for the year ended June 30, 2002	39,224
Balance of funds held in the local dedicated fund at June 30, 2001	<u>444,811</u>
Required balance of funds held in the local dedicated fund at June 30, 2002	<u>\$ 484,035</u>
Amount Commission has restricted and reserved for closure and postclosure care at June 30, 2002	<u>\$ 516,802</u>

Crawford County Area Solid Waste Agency Commission
Staff

This audit was performed by:

Pamela J. Bormann, CPA, Manager
Nicholas A. Freymann, CGFM, Senior Auditor

Andrew E. Nielsen, CPA
Deputy Auditor of State