



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

State Capitol Building  
Des Moines, Iowa 50319-0004

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

Mary Mosiman, CPA  
Auditor of State

**NEWS RELEASE**

FOR RELEASE

March 28, 2017

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Contact: Marlys Gaston  
515/281-5834

Auditor of State Mary Mosiman today released an agreed-upon procedures report on the City of Breda, Iowa for the period July 1, 2015 through June 30, 2016. The agreed-upon procedures engagement was performed pursuant to Chapter 11.6 of the Code of Iowa.

Mosiman recommended the City review its control procedures to obtain the maximum internal control possible and establish procedures to reconcile utility billings, collections and delinquent accounts for each billing period. In addition, the City should comply with water and sewer revenue bond resolution requirements.

A copy of the agreed-upon procedures report is available for review in the City Clerk's Office, in the Office of Auditor of State and on the Auditor of State's web site at <https://auditor.iowa.gov/reports/1622-0115-BLOF>.

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**CITY OF BRED A**

**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

**FOR THE PERIOD  
JULY 1, 2015 THROUGH JUNE 30, 2016**

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**City of Breda**  
**Officials**  
**(Before January 2016)**

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Mike Schwabe	Mayor	Jan 2016
Dan Snyder	Council Member	Jan 2016
Brian Steinkamp	Council Member	Jan 2016
Bruce Boes	Council Member	Jan 2018
Chad McDermott	Council Member	Jan 2018
Martin Snyder	Council Member	Jan 2018
Nancy Janssen	City Clerk/Treasurer	Indefinite
Chris Polking	Attorney	Indefinite

**(After January 2016)**

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Mike Schwabe	Mayor	Jan 2018
Bruce Boes	Council Member	Jan 2018
Chad McDermott	Council Member	Jan 2018
Martin Snyder	Council Member	Jan 2018
Dan Snyder	Council Member	Jan 2020
Brian Steinkamp	Council Member	Jan 2020
Nancy Janssen	City Clerk/Treasurer	Indefinite
Chris Polking	Attorney	Indefinite

**City of Breda**



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Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Honorable Mayor and Members of the City Council:

We have performed the procedures enumerated below which were established pursuant to Chapter 11.6 of the Code of Iowa enacted by the Iowa Legislature to provide oversight of certain Iowa cities. Accordingly, we have applied certain tests and procedures to selected accounting records and related information of the City of Breda for the period July 1, 2015 through June 30, 2016. The City of Breda's management, which agreed to the performance of the procedures performed, is responsible for the City's records.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards for attestation engagements contained in Government Auditing Standards, issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed are summarized as follows:

1. We reviewed selected City Council meeting minutes for compliance with Chapters 21, 372.13(6) and 380 of the Code of Iowa.
2. We reviewed the City's internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same employee.
3. We reviewed surety bond coverage for compliance with Chapter 64 of the Code of Iowa.
4. We obtained and reviewed the City Clerk's financial reports and selected bank reconciliations to determine whether the bank balances properly reconciled to the general ledger account balances and monthly financial reports provided to the City Council.
5. We reviewed City funds for consistency with the City Finance Committee's recommended Uniform Chart of Accounts (COA) and to determine required funds and fund balances are properly maintained and accurately accounted for.
6. We reviewed the City's fiscal year 2016 Annual Financial Report to determine whether it was completed and accurately reflects the City's financial information.
7. We reviewed investments to determine compliance with Chapter 12B of the Code of Iowa.
8. We reviewed compliance with Chapters 12C.2, 12B.10B and 556.1(12) of the Code of Iowa pertaining to required depository resolutions, investment policy and reporting of unclaimed property to the State of Iowa.

9. We reviewed debt, including general obligation and revenue bonds/notes, and related transactions for proper authorization and compliance with Chapters 75, 384 and 403.9 of the Code of Iowa and to determine whether the debt and related proceeds and repayments were properly accounted for.
10. We reviewed and tested selected tax increment financing (TIF) transactions, including receipts, disbursements and transfers, for compliance and accurate accounting, including compliance with the TIF reporting requirements of Chapter 384.22 of the Code of Iowa.
11. We reviewed the City's TIF debt certification forms filed with the County Auditor, including requests for collection of reduced TIF amounts and to decertify certain TIF obligations, as applicable, for proper support and compliance with Chapter 403.19(6) of the Code of Iowa.
12. We reviewed and tested selected receipts for accurate accounting and consistency with the recommended COA.
13. We reviewed and tested selected disbursements for proper approval, adequate supporting documentation, accurate accounting and consistency with the recommended COA and compliance with the public purpose criteria established by Article III, Section 31 of the Constitution of the State of Iowa.
14. We reviewed transfers between funds for propriety, proper authorization and accurate accounting.
15. We reviewed and tested selected payroll and related transactions for propriety, proper authorization and accurate accounting.
16. We reviewed the annual certified budget for proper authorization, certification and timely amendment.

Based on the performance of the procedures described above, we identified various recommendations for the City. Our recommendations are described in the Detailed Recommendations section of this report. Unless reported in the Detailed Recommendations, items of non-compliance were not noted during the performance of the specific procedures listed above.

These agreed-upon procedures do not constitute an audit of financial statements or any part thereof, the objective of which is the expression of an opinion on the financial statements or a part thereof. Had we performed additional procedures, or had we performed an audit of the City of Breda, additional matters might have come to our attention that would have been reported to you.

This report, a public record by law, is intended solely for the information and use of the officials, employees and citizens of the City of Breda and other parties to whom the City of Breda 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 City of Breda during the course of our agreed-upon procedures engagement. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

  
MARY MOSIMAN, CPA  
Auditor of State

January 30, 2017

## **Detailed Recommendations**

City of Breda

Detailed Recommendations

For the period July 1, 2015 through June 30, 2016

- (A) Segregation of Duties – One important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. Generally, one individual has control over each of the following areas for the City:
- (1) Accounting system – performing all general accounting functions, including journal entries, and having custody of assets.
  - (2) Cash – handling, reconciling and recording.
  - (3) Investments – recordkeeping, investing, custody of investments and reconciling earnings.
  - (4) Receipts – opening mail, collecting, depositing, journalizing, reconciling and posting.
  - (5) Utilities – billing, collecting, depositing, posting, entering rates into the system and maintaining detailed accounts receivable and write-off records.
  - (6) Long-term debt – recordkeeping, compliance and debt payment processing.
  - (7) Journal entries – preparing and journalizing.
  - (8) Disbursements – purchasing, invoice processing, check writing, mailing, reconciling and recording.
  - (9) Payroll – entering rates into the system, recordkeeping, preparing, signing and distributing.
  - (10) Computer system – performing all general accounting functions and controlling all data input and output.
  - (11) Financial reporting – preparing and reconciling.

Recommendation – We realize segregation of duties is difficult with a limited number of employees. However, the City should review its control procedures to obtain the maximum internal control possible under the circumstances utilizing currently available staff, including elected officials. Independent reviews of reconciliations should be documented by the signature or initials of the reviewer and the date of the review.

- (B) Bank Reconciliations – The cash and investment balances in the City’s general ledger were reconciled to bank and investment account balances throughout the year. However, for one month reviewed, bank and book balances did not properly reconcile. A variance of \$462 was not resolved. In addition, bank reconciliations are not independently reviewed.

Recommendation – The City should establish procedures to ensure bank and investment account balances are reconciled to the general ledger monthly and variances, if any, are reviewed and resolved timely. An independent person should review the reconciliations and document the review by signing or initialing and dating the monthly reconciliations.

City of Breda

Detailed Recommendations

For the period July 1, 2015 through June 30, 2016

- (C) Reconciliation of Utility Billings, Collections and Delinquent Accounts – Utility billings, collections and delinquent accounts were not reconciled throughout the year.

Recommendation – Procedures should be established to reconcile utility billings, collections and delinquent accounts for each billing period. The City Council or other independent person designated by the City Council should review the reconciliations and monitor delinquent accounts. The review should be documented by the signature or initials of the reviewer and the date of the review.

- (D) City Council Meeting Minutes – Chapter 380.7 of the Code of Iowa requires minutes be signed by the City Clerk. Minutes for four meetings reviewed were not properly signed.

Recommendation – The City should comply with the Code of Iowa and ensure all minutes are signed, as required.

- (E) Financial Condition – At June 30, 2016, the City had deficit balances of \$30,047 and \$1,585 in the Enterprise, Water and Special Revenue, Tax Incremental Financing Funds, respectively.

Recommendation – The City should investigate alternatives to eliminate these deficits in order to return the funds to a sound financial position.

- (F) Financial Reporting – Special assessment receipts of \$3,745 were incorrectly coded as miscellaneous receipts of \$3,245 and sewer fees of \$500.

Recommendation – The City should implement procedures to ensure receipts are properly coded.

- (G) Monthly City Clerk's Report – The monthly City Clerk's report presented to the City Council for approval does not include transfers between funds.

Recommendation – The City Clerk should prepare a monthly City Clerk's report which includes transfers between funds.

- (H) Annual Financial Report – Although the ending fund balance on the City's Annual Financial Report (AFR) agreed with the City's records in total, the ending fund balance of individual funds did not agree.

Recommendation – The City should ensure future Annual Financial Report ending balances agree with the City's records.

- (I) Certified Budget – Disbursements during the year ended June 30, 2016 exceeded the amounts budgeted in the public safety, culture and recreation, community and economic development 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.

City of Breda

Detailed Recommendations

For the period July 1, 2015 through June 30, 2016

- (J) Bond Issuance Compliance – Prior to the issuance of revenue bonds, Chapter 384.83 of the Code of Iowa requires a public hearing be held and notice of the public hearing be published not more than 4 or less than 20 days before the hearing. We were unable to determine compliance since the proof of publication for the notice of public hearing could not be located.

Recommendation – Proofs of publication for notices of public hearings should be maintained to document compliance with Chapter 384.83 of the Code of Iowa.

- (K) Payment of General Obligation Notes – Principal and interest on certain general obligation notes were paid from the General and Special Revenue, Tax Increment Financing (TIF) Funds. Chapter 384.4 of the Code of Iowa states, in part, “Money’s pledged or available to service general obligation bonds, and received from sources other than property taxes, must be deposited in the debt service fund.”

Recommendation – The City should transfer from the General Fund and/or the TIF Fund to the Debt Service Fund for future funding contributions. Payments on the notes should be made from the Debt Service Fund as required.

- (L) Revenue Bonds – The City’s sewer and water revenue bond resolutions require the City to establish sewer and water sinking accounts and make sufficient monthly transfers to these accounts from the Enterprise, Sewer and Water Funds for the purpose of making the required principal and interest payments when due. While the City has established the water and sewer sinking accounts, the City has not made sufficient monthly transfers to the accounts. In addition, one interest payment for water revenue bonds was paid from the sewer sinking account rather than the water sinking account.

Recommendation – The City should make monthly transfers to the water and sewer sinking accounts as required, and record interest payments in the proper sinking account.

- (M) Annual Urban Renewal Report (AURR) – The City’s TIF debt outstanding and ending cash balance of the Special Revenue, Tax Increment Financing Fund reported on the Levy Authority Summary do not agree with City records.

Recommendation – The City should ensure the amounts reported on the Levy Authority Summary agree with the City’s records.

- (N) Journal Entries – Journal entries are not reviewed and approved by an independent person.

Recommendation – An independent person should review and approve journal entries. The approval should be documented by signing or initialing and dating the journal entries.

City of Breda

Detailed Recommendations

For the period July 1, 2015 through June 30, 2016

- (O) Tax Increment Financing (TIF) – Chapter 403.19 of the Code of Iowa provides a municipality shall certify indebtedness to the County Auditor. Such certification makes it a duty of the County Auditor to provide for the division of property tax to repay the certified indebtedness. Chapter 403.19 of the Code of Iowa does not allow a municipality to set aside property tax divided for tax increment purposes for current or future urban renewal projects. Indebtedness incurred is to be certified to the County Auditor and then the divided property tax is to be used to pay the principal of and interest on the certified indebtedness. In addition, Chapter 403.19(6)(b) of the Code of Iowa requires the City to certify the amount of reductions resulting from the reduction of debt or any other reason to the County Auditor.

During the current year, the City paid principal and interest on its 2013 general obligation bonds from the Special Revenue, Tax Increment Financing Fund. However, based on review of the County Auditor’s “Urban Renewal Area TIF Indebtedness/Increment Tax Revenue Reconciliation” prepared in November 2015, the 2013 general obligation bond principal of \$16,082 and interest of \$6,913 have not been certified to the County Auditor as a TIF obligation.

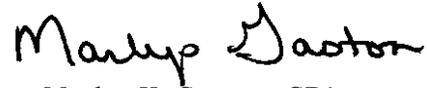
Recommendation – The City should certify the 2013 general obligation bond principal and interest expected to be repaid, including past principal and interest amounts paid, with TIF collections to the County Auditor as a TIF obligation.

City of Breda

Staff

This engagement was performed by:

Jennifer L. Wall, CPA, Manager  
Sarah J. Swisher, Staff Auditor  
Jason J. Miller, Assistant Auditor

A handwritten signature in black ink that reads "Marlys K. Gaston". The signature is written in a cursive, flowing style.

Marlys K. Gaston, CPA  
Director