



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

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**NEWS RELEASE**

FOR RELEASE

March 29, 2019

Contact: Marlys Gaston  
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Auditor of State Rob Sand today released an audit report on the City of Brooklyn, Iowa.

The City's receipts totaled \$6,502,581 for the year ended June 30, 2018, a 17% decrease from the prior year. The receipts included \$485,690 in property tax, \$431,740 from tax increment financing, \$3,331,234 from charges for service, \$493,779 from operating grants, contributions and restricted interest, \$94,884 from capital grants, contributions and restricted interest, \$149,851 from local option sales tax, \$21,192 from unrestricted interest on investments, \$1,491,371 from loan proceeds and \$2,840 from other general receipts.

Disbursements for the year ended June 30, 2018 totaled \$6,203,418, a 13% decrease from the prior year, and included \$583,406 for debt service, \$492,515 for public safety and \$244,415 for public works. Also, disbursements for business type activities totaled \$4,496,486.

The significant decrease in receipts and disbursements is due to the receipt of fewer loan proceeds in fiscal year 2018 and a decrease in capital project disbursements for business-type activities. In addition, the City paid off its sewer revenue bonds early.

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

###

**CITY OF BROOKLYN**

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

**JUNE 30, 2018**

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**City of Brooklyn**

**Officials**

**(Before January 2018)**

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Dennis Solem	Mayor	Jan 2018
Les Taylor	Council Member	Jan 2018
Nathan Taylor	Council Member	Jan 2018
Leah Keller	Council Member	Nov 2017
Stockton Harter	Council Member	Jan 2020
Carl Tubbs	Council Member	Jan 2020
Sheri Sharer	City Clerk	Indefinite
Tammy Kriegel	City Treasurer	Indefinite
Fred Stiefel	Attorney	Indefinite

**(After January 2018)**

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Dennis Solem	Mayor	Jan 2020
Stockton Harter	Council Member	Jan 2020
Leah Keller	Council Member	Jan 2020
Carl Tubbs	Council Member	Jan 2020
Rusty Clayton	Council Member	Jan 2022
Les Taylor	Council Member	Jan 2022
Sheri Sharer	City Clerk	Indefinite
Tammy Kriegel	City Treasurer	Indefinite
Fred Stiefel	Attorney	Indefinite

**City of Brooklyn**



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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 the City of Brooklyn, Iowa, as of and for the year ended June 30, 2018, 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 the City of Brooklyn as of June 30, 2018, 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 the City of Brooklyn'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 four years ended June 30, 2017 (which are not presented herein) and expressed unmodified opinions on those financial statements which were prepared on the basis of cash receipts and disbursements. We also previously audited, in accordance with the standards referred to in the third paragraph of this report, the financial statements for the year ended June 30, 2013 (which are not presented herein) and expressed a qualified opinion on those financial statements which were prepared on the basis of cash receipts and disbursements due to being unable to verify the distribution by fund of the total fund balance at July 1, 2012. The supplementary information included in Schedules 1 through 4 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, 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 7 through 12 and 32 through 38, 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 March 5, 2019 on our consideration of the City of Brooklyn'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 the City of Brooklyn's internal control over financial reporting and compliance.



ROB SAND  
Auditor of State

March 5, 2019

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

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The City of Brooklyn 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, 2018. We encourage readers to consider this information in conjunction with the City's financial statements, which follow.

### **2018 FINANCIAL HIGHLIGHTS**

- The cash basis net position of the City's governmental activities increased approximately \$118,000 during the fiscal year, primarily due to receipts exceeding disbursements in the governmental funds.
- The cash basis net position of the City's business type activities increased approximately \$181,000 during the fiscal year, primarily due to receipts exceeding disbursements in the Enterprise Funds.

### **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.

### **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, 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, the sanitary sewer system, the electric system, the gas system and the storm water 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 and 4) the Capital Projects 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. Enterprise Funds are used to report business type activities. The City maintains five Enterprise Funds to provide separate information for the Water, Sewer, Electric and Gas Funds, considered to be major funds of the City, and the Storm Water Fund.

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

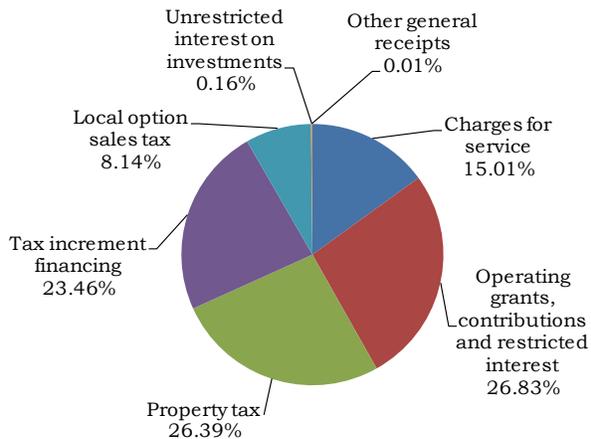
## **GOVERNMENT-WIDE FINANCIAL ANALYSIS**

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 \$1,713,407 to \$1,831,737. The analysis that follows focuses on the changes in cash basis net position of governmental activities.

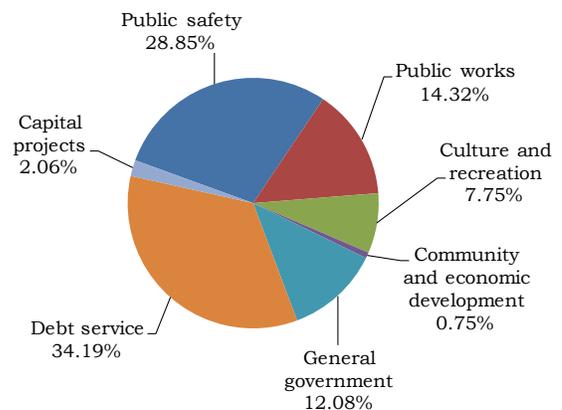
**Changes in Cash Basis Net Position of Governmental Activities**

	Year ended June 30,	
	2018	2017
<b>Receipts:</b>		
Program receipts:		
Charges for service	\$ 276,147	321,723
Operating grants, contributions and restricted interest	493,779	602,962
General receipts:		
Property tax	485,690	458,868
Tax increment financing	431,740	410,317
Local option sales tax	149,851	169,113
Unrestricted interest on investments	2,892	552
Other general receipts	95	6,404
<b>Total receipts</b>	<b>1,840,194</b>	<b>1,969,939</b>
<b>Disbursements:</b>		
Public safety	492,515	605,533
Public works	244,415	258,317
Culture and recreation	132,345	139,004
Community and economic development	12,778	19,117
General government	206,271	239,495
Debt service	583,406	409,883
Capital projects	35,202	37,531
<b>Total disbursements</b>	<b>1,706,932</b>	<b>1,708,880</b>
Change in cash basis net position before transfers	133,262	261,059
Transfers, net	(14,932)	187
Change in cash basis net position	118,330	261,246
Cash basis net position beginning of year	1,713,407	1,452,161
Cash basis net position end of year	<b>\$ 1,831,737</b>	<b>1,713,407</b>

**Receipts by Source**



**Disbursements by Function**



Total business type activities cash basis net position increased \$180,833 from a year ago, from \$2,534,568 to \$2,715,401.

Changes in Cash Basis Net Position of Business Type Activities		
	Year ended June 30,	
	2018	2017
Receipts:		
Program receipts:		
Charges for service:		
Water	\$ 444,180	425,860
Sewer	494,140	433,714
Electric	1,403,242	1,408,381
Gas	697,769	529,318
Storm water	15,756	15,596
Capital grants, contributions and restricted interest	94,884	405,116
General receipts:		
Unrestricted interest on investments	18,300	8,654
Bond proceeds	1,491,371	2,608,952
Miscellaneous	2,745	1,935
Total receipts	<u>4,662,387</u>	<u>5,837,526</u>
Disbursements:		
Water	345,911	338,474
Sewer	2,190,695	3,350,667
Electric	1,216,210	1,194,260
Gas	740,861	559,125
Storm water	2,809	322
Total disbursements	<u>4,496,486</u>	<u>5,442,848</u>
Change in cash basis net position before transfers	165,901	394,678
Transfers, net	14,932	(187)
Change in cash basis net position	180,833	394,491
Cash basis net position beginning of year	<u>2,534,568</u>	<u>2,140,077</u>
Cash basis net position end of year	<u>\$ 2,715,401</u>	<u>2,534,568</u>

### INDIVIDUAL MAJOR GOVERNMENTAL FUND ANALYSIS

As the City of Brooklyn completed the year, its governmental funds reported a combined fund balance of \$1,831,737, an increase of \$118,330 over last year's total of \$1,713,407. 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 by \$125,167 to a year-end balance of \$223,780. The increase was primarily the result of a decrease in City Hall building repair expenses and a decrease in salaries for the ambulance department.
- The Special Revenue, Local Option Sales Tax Fund cash balance was \$248,502 at the end of the fiscal year, an increase of \$7,560 over the previous year-end.
- The Special Revenue, Urban Renewal Tax Increment Fund cash balance was \$451,633 at the end of the fiscal year, a decrease of \$73,445 over the previous year. The decrease was due to an increase in transfers for debt payments.
- The Special Revenue, Brooklyn East Poweshiek County Volunteer Ambulance Service Fund cash balance decreased \$74,398 from the prior year-end to \$63,396. The decrease was due to a decrease in calls for ambulance service, which resulted in a decrease in charges for service.
- The Debt Service Fund cash balance increased \$7,366 from the prior year-end to \$58,038.
- The Capital Projects Fund cash balance increased from \$222,464 to \$264,931 by the end of the year.

**INDIVIDUAL MAJOR BUSINESS TYPE FUND ANALYSIS**

- The Enterprise, Water Fund cash balance increased \$94,898 to a year-end balance of \$500,792, primarily due to receipts exceeding disbursements for operating activities.
- The Enterprise, Sewer Fund cash balance decreased \$113,058 to a year-end balance of \$478,313, primarily due to an increase in disbursements related to debt service. The City paid off its sewer revenue bonds early.
- The Enterprise, Electric Fund cash balance increased \$197,218 to a year-end balance of \$1,072,473, primarily due to receipts exceeding disbursements for operating activities.
- The Enterprise, Gas Fund cash balance decreased \$37,104 to a year-end balance of \$599,304, primarily due to an increase in disbursements related to capital projects.

**BUDGETARY HIGHLIGHTS**

Over the course of the year, the City amended its budget once. The amendment was approved on May 21, 2018 and resulted in an increase in budgeted disbursements of the general government and business type activities functions for city hall repairs and sewer project costs, respectively.

The City’s receipts were \$94,805 more than budgeted. Total disbursements were \$526,538 less than budgeted. This was primarily due to the City budgeting for a sewer project which was not fully completed during fiscal year 2018.

The City exceeded the amounts budgeted in the general government and capital projects functions for the year ended June 30, 2018 due to costs which were not budgeted.

**DEBT ADMINISTRATION**

At June 30, 2018, the City had \$5,687,245 of notes and other long-term debt outstanding, compared to \$4,981,892 last year, as shown below.

	Outstanding Debt at Year-End	
	June 30,	
	2018	2017
General obligation capital loan notes	\$ 3,207,000	3,679,000
Revenue bonds/notes	2,005,108	776,737
Loan agreements	475,137	526,155
Total	\$ 5,687,245	4,981,892

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 debt is \$1,411,409, adjusted for the annually appropriated debt payments on the \$620,000 of notes issued in March 2011 and the \$2,125,000 of notes issued in August 2016, which is below its constitutional debt limit of approximately \$3,182,000.

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

The City of Brooklyn's elected and appointed officials and citizens considered many factors when setting the fiscal year 2019 budget, tax rates and fees charged for various City activities.

The fiscal year 2019 budget contains total receipts of \$4,627,602 and disbursements of \$4,590,250, which is a decrease in budgeted receipts and budgeted disbursements from the fiscal year 2018 budget which contained total amended budgeted receipts of \$4,755,590 and amended budgeted disbursements of \$6,499,711.

The fiscal year 2019 property tax levy is \$15.94220 per \$1,000 of taxable valuation, an increase from \$15.82530 per \$1,000 of taxable valuation for fiscal year 2018. The debt service levy increased from \$1.57023 per \$1,000 of taxable valuation for fiscal year 2018 to \$1.60323 per \$1,000 of taxable valuation for fiscal year 2019.

These parameters were taken into account when adopting the budget for fiscal year 2019.

## **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 Sheri Sharer, City Clerk, 138 Jackson, Brooklyn, Iowa 52211.

## **Basic Financial Statements**

City of Brooklyn

Cash Basis Statement of Activities and Net Position

As of and for the year ended June 30, 2018

	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	\$ 492,515	156,171	238,503	-
Public works	244,415	78,641	201,091	-
Culture and recreation	132,345	40,105	50,036	-
Community and economic development	12,778	-	4,149	-
General government	206,271	1,230	-	-
Debt service	583,406	-	-	-
Capital projects	35,202	-	-	-
Total governmental activities	1,706,932	276,147	493,779	-
Business type activities:				
Water	345,911	444,180	-	-
Sewer	2,190,695	494,140	-	94,884
Electric	1,216,210	1,403,242	-	-
Gas	740,861	697,769	-	-
Storm water	2,809	15,756	-	-
Total business type activities	4,496,486	3,055,087	-	94,884
Total	\$ 6,203,418	3,331,234	493,779	94,884
<b>General Receipts and Transfers:</b>				
Property and other city tax levied for:				
General purposes				
Debt service				
Tax increment financing				
Local option sales tax				
Unrestricted interest on investments				
Loan proceeds				
Miscellaneous				
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:				
Ambulance service				
Debt service				
Local option sales tax				
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
(97,841)	-	(97,841)
35,317	-	35,317
(42,204)	-	(42,204)
(8,629)	-	(8,629)
(205,041)	-	(205,041)
(583,406)	-	(583,406)
(35,202)	-	(35,202)
(937,006)	-	(937,006)
-	98,269	98,269
-	(1,601,671)	(1,601,671)
-	187,032	187,032
-	(43,092)	(43,092)
-	12,947	12,947
-	(1,346,515)	(1,346,515)
(937,006)	(1,346,515)	(2,283,521)
419,092	-	419,092
66,598	-	66,598
431,740	-	431,740
149,851	-	149,851
2,892	18,300	21,192
-	1,491,371	1,491,371
95	2,745	2,840
(14,932)	14,932	-
1,055,336	1,527,348	2,582,684
118,330	180,833	299,163
1,713,407	2,534,568	4,247,975
\$ 1,831,737	2,715,401	4,547,138
\$ 63,396	-	63,396
509,671	50,467	560,138
248,502	-	248,502
264,931	-	264,931
521,457	-	521,457
223,780	2,664,934	2,888,714
\$ 1,831,737	2,715,401	4,547,138

City of Brooklyn

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

As of and for the year ended June 30, 2018

	Special Revenue			
	General	Local Option Sales Tax	Urban Renewal Tax Increment	Brooklyn, East Poweshiek County Volunteer Ambulance Service
Receipts:				
Property tax	\$ 307,235	-	-	-
Tax increment financing	-	-	431,740	-
Other city tax	11,557	149,851	-	-
Licenses and permits	2,060	-	-	-
Use of money and property	26,047	1,265	2,884	278
Intergovernmental	61,575	-	-	-
Charges for service	118,746	-	-	155,029
Miscellaneous	160,308	-	-	-
Total receipts	687,528	151,116	434,624	155,307
Disbursements:				
Operating:				
Public safety	187,976	-	-	230,245
Public works	79,785	46	-	-
Culture and recreation	127,614	-	-	-
Community and economic development	2,778	-	-	-
General government	185,948	-	-	-
Debt service	-	-	-	-
Capital projects	-	-	-	-
Total disbursements	584,101	46	-	230,245
Excess (deficiency) of receipts over (under) disbursements	103,427	151,070	434,624	(74,938)
Other financing sources (uses):				
Transfers in	21,740	-	-	-
Transfers out	-	(143,510)	(508,069)	-
Total other financing sources (uses)	21,740	(143,510)	(508,069)	-
Change in cash balances	125,167	7,560	(73,445)	(74,938)
Cash balances beginning of year	98,613	240,942	525,078	138,334
Cash balances end of year	\$ 223,780	248,502	451,633	63,396
<b>Cash Basis Fund Balances</b>				
Restricted for:				
Ambulance service	\$ -	-	-	63,396
Debt service	-	-	451,633	-
Local option sales tax	-	248,502	-	-
Capital projects	-	-	-	-
Other purposes	-	-	-	-
Unassigned	223,780	-	-	-
Total cash basis fund balances	\$ 223,780	248,502	451,633	63,396

See notes to financial statements.

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Debt Service	Capital Projects	Nonmajor	Total
66,012	-	99,002	472,249
-	-	-	431,740
586	-	1,298	163,292
-	-	-	2,060
-	1,169	899	32,542
-	-	187,302	248,877
-	-	-	273,775
-	1,500	53,851	215,659
<u>66,598</u>	<u>2,669</u>	<u>342,352</u>	<u>1,840,194</u>
-	-	74,294	492,515
-	-	164,584	244,415
-	-	4,731	132,345
-	-	10,000	12,778
-	-	20,323	206,271
583,406	-	-	583,406
-	35,202	-	35,202
<u>583,406</u>	<u>35,202</u>	<u>273,932</u>	<u>1,706,932</u>
<u>(516,808)</u>	<u>(32,533)</u>	<u>68,420</u>	<u>133,262</u>
524,174	75,000	15,733	636,647
-	-	-	(651,579)
<u>524,174</u>	<u>75,000</u>	<u>15,733</u>	<u>(14,932)</u>
7,366	42,467	84,153	118,330
<u>50,672</u>	<u>222,464</u>	<u>437,304</u>	<u>1,713,407</u>
<u>58,038</u>	<u>264,931</u>	<u>521,457</u>	<u>1,831,737</u>
-	-	-	63,396
58,038	-	-	509,671
-	-	-	248,502
-	264,931	-	264,931
-	-	521,457	521,457
-	-	-	223,780
<u>58,038</u>	<u>264,931</u>	<u>521,457</u>	<u>1,831,737</u>

**Exhibit C**

## City of Brooklyn

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

As of and for the year ended June 30, 2018

	Enterprise					Total
	Water	Sewer	Electric	Gas	Nonmajor Storm Water	
Operating receipts:						
Charges for service	\$ 444,180	494,140	1,403,242	697,769	15,756	3,055,087
Operating disbursements:						
Business type activities	269,695	247,959	1,073,158	636,672	396	2,227,880
Excess of operating receipts over operating disbursements	174,485	246,181	330,084	61,097	15,360	827,207
Non-operating receipts (disbursements):						
Intergovernmental	-	94,884	-	-	-	94,884
Interest on investments	2,129	2,742	8,686	4,743	-	18,300
Miscellaneous	-	-	1,500	1,245	-	2,745
Loan proceeds	-	1,491,371	-	-	-	1,491,371
Debt service	(61,524)	(251,588)	-	-	-	(313,112)
Capital projects	(14,692)	(1,691,148)	(143,052)	(104,189)	(2,413)	(1,955,494)
Net non-operating receipts (disbursements)	(74,087)	(353,739)	(132,866)	(98,201)	(2,413)	(661,306)
Excess (deficiency) of receipts over (under) disbursements	100,398	(107,558)	197,218	(37,104)	12,947	165,901
Transfers in	-	-	-	-	25,932	25,932
Transfers out	(5,500)	(5,500)	-	-	-	(11,000)
Total other financing sources (uses)	(5,500)	(5,500)	-	-	25,932	14,932
Change in cash balances	94,898	(113,058)	197,218	(37,104)	38,879	180,833
Cash balances beginning of year	405,894	591,371	875,255	636,408	25,640	2,534,568
Cash balances end of year	\$ 500,792	478,313	1,072,473	599,304	64,519	2,715,401
<b>Cash Basis Fund Balances</b>						
Restricted for debt service	\$ 4,755	45,712	-	-	-	50,467
Unrestricted	496,037	432,601	1,072,473	599,304	64,519	2,664,934
Total cash basis fund balances	\$ 500,792	478,313	1,072,473	599,304	64,519	2,715,401

See notes to financial statements.

City of Brooklyn

Notes to Financial Statements

June 30, 2018

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

The City of Brooklyn is a political subdivision of the State of Iowa located in Poweshiek County. It was first incorporated in 1869 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, sewer, electric, gas and storm water utilities for its citizens.

A. Reporting Entity

For financial reporting purposes, the City of Brooklyn 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.

These financial statements present the City of Brooklyn (the primary government) and its component units. The component units discussed below are included in the City's reporting entity because of the significance of their operational or financial relationship with the City.

Blended Component Units

The Brooklyn Municipal Utilities (Utilities) is an entity which is legally separate from the City, but is so intertwined with the City it is, in substance, part of the City. The Utilities are reported as part of the City and blended as Enterprise Funds. Its mission is to provide electric and gas service to the citizens of the City. The Utilities are governed by a three-member board appointed by the City Council and the Utilities' operating budget is subject to approval of the City Council and is combined with the City's budget.

The Brooklyn, East Poweshiek County Volunteer Ambulance Service, Inc. was organized under Chapter 504A of the Code of Iowa as a non-profit corporation. The Brooklyn, East Poweshiek County Volunteer Ambulance Service, Inc. is legally separate from the City, but its relationship with the City is such that exclusion would cause the City's financial statements to be misleading or incomplete.

The Brooklyn Library Building Fund, Inc. was organized under Chapter 504A of the Code of Iowa as a non-profit corporation. The Brooklyn Library Building Fund, Inc. is legally separate from the City, but its relationship with the City is such that exclusion would cause the City's financial statements to be misleading or incomplete.

The financial transactions of the Brooklyn, East Poweshiek County Volunteer Ambulance Service, Inc. and the Brooklyn Library Building Fund, Inc. are reported as Special Revenue Funds.

#### 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: Poweshiek County Assessor's Conference Board, Poweshiek County Emergency Management Commission and Poweshiek 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:

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. Enabling legislation did not result in any restricted net position.

Unrestricted net position consists of cash balances not meeting the definition of the preceding category. 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 and proprietary funds are aggregated and reported as nonmajor 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 Local Option Sales Tax Fund is used to account for revenues from the tax authorized by referendum and used for capital improvements, equipment and infrastructure 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 Brooklyn, East Poweshiek County Volunteer Ambulance Service Fund is used to account for the charges for service and operation of the ambulance service.

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.

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 Enterprise, Electric Fund accounts for the operation and maintenance of the City's electric system.

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

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:

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.

Unassigned – All amounts not included in the preceding classification.

E. Budgets and Budgetary Accounting

The budgetary comparison and related disclosures are reported as Other Information. During the year ended June 30, 2018, disbursements exceeded the amounts budgeted in the general government and capital projects functions.

**(2) Cash and Pooled Investments**

The City's deposits in banks at June 30, 2018 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.

The City had no investments meeting the disclosure requirements of Governmental Accounting Standards Board Statement No. 72.

### (3) Bonds and Notes Payable

Annual debt service requirements to maturity for general obligation capital loan notes and revenue bonds/notes are as follows:

Year Ending June 30,	General Obligation Capital Loan Notes		Revenue Bonds		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2019	\$ 478,000	60,035	13,000	3,420	491,000	63,455
2020	352,000	50,775	13,000	3,030	365,000	53,805
2021	349,000	42,980	14,000	2,640	363,000	45,620
2022	352,000	37,038	14,000	2,220	366,000	39,258
2023	365,000	30,472	14,000	1,800	379,000	32,272
2024-2028	948,000	80,085	46,000	2,790	994,000	82,875
2029-2030	363,000	9,555	-	-	363,000	9,555
Total	\$ 3,207,000	310,940	114,000	15,900	3,321,000	326,840

#### General Obligation Capital Loan Notes

The City issued \$2,125,000 of general obligation capital loan notes in August 2016 for the purpose of financing costs of the construction of the wastewater treatment system. The bonds bear interest at 1.75% and mature June 2030. An initiation fee of \$10,625 (0.5% of the authorized borrowing for the general obligation capital loan notes) was charged by the IFA. The initiation fee was withheld from the first proceeds of the general obligation capital loan notes drawn by the City.

#### Revenue Bonds

On October 14, 2016, the City entered into a loan agreement with the Iowa Finance Authority (IFA) and the Iowa Department of Natural Resources for the issuance of sewer revenue bonds up to \$2,632,000 with interest at 1.75% annum. The agreement also requires the City to annually pay a .25% servicing fee on the outstanding principal balance. The bonds were issued pursuant to the provisions of Chapters 384.24A and 384.83 of the Code of Iowa to provide financing for the construction of sewer main extensions. The City will draw down funds from the IFA upon request to reimburse the City for costs as they are incurred. At June 30, 2018, the City had drawn down \$1,999,108 of the authorized amount. An initiation fee of \$13,160 (0.5% of the authorized borrowing for the sewer revenue bonds) was charged by the IFA. The initiation fee was withheld from the first proceeds of the sewer revenue bonds drawn by the City. A final repayment schedule has not yet been adopted. During the year ended June 30, 2018, the City paid principal and interest of \$136,554 on the bonds under a preliminary repayment schedule.

The City has pledged future water customer receipts, net of specified operating disbursements, to repay \$245,000 of water revenue bonds issued in April 2006 with interest at 3% per annum. The agreement also requires the City to annually pay a .25% servicing fee on the outstanding principal balance. Proceeds from the bonds provided financing for the construction of water main extensions. The bonds are payable solely from water customer net receipts and are payable through 2026. Annual principal and interest payments on the bonds are expected to require 8% of net receipts. The total principal and interest remaining to be paid on the bonds is \$129,900. For the current year, principal and interest paid and total customer net receipts were \$14,205 and \$174,485, respectively.

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

- (a) The bonds will only be redeemed from the future earnings of the enterprise activity and the bond holders hold a lien on the future earnings of the fund.
- (b) Water and sewer user rates shall be established at a level which produces and maintains net receipts at a level not less than 110% of the annual installments of principal and interest on the bonds falling due in the same year.

Poweshiek Water Association Agreement

On October 5, 1998, the City entered into a water purchase contract with the Poweshiek Water Association for \$617,992, with interest at 5.50% per annum, to purchase and provide water for the City. The agreement is payable through 2035 and requires monthly payments of \$3,917, which includes \$652 for reserve and replacement, to the Poweshiek Water Association.

During the year ended June 30, 2018, the City paid \$47,004 of principal and interest under the agreement.

Poweshiek County Loan Agreement

On July 1, 2014, the City entered into a loan agreement with Poweshiek County for \$182,045, with interest at 1.60% per annum, for work performed on Highway F29/Old Road 6. The agreement is payable through 2019 and requires annual payments of \$38,175, including interest.

During the year ended June 30, 2018, the City paid \$38,175 of principal and interest under the agreement.

**(4) Interfund Loans**

On June 19, 2017, the City agreed to advance \$10,000 from the Special Revenue, Redevelopment Incentive Fund to the Special Revenue, Urban Renewal Tax Increment Fund for the purpose of paying for redevelopment projects located in the downtown commercial area. This loan will be repaid through transfers from the Special Revenue, Urban Renewal Tax Increment Fund to the Special Revenue, Redevelopment Incentive Fund, as funds become available in the Special Revenue, Urban Renewal Tax Increment Fund. During the year ended June 30, 2018, no transfers were made to repay this loan. The amount due to the Special Revenue, Redevelopment Incentive Fund at June 30, 2018 is \$10,000.

On April 2, 2018, the City agreed to advance \$1,002 from the General Fund to the Special Revenue, Urban Renewal Tax Increment Fund for the purpose of paying for legal fees related to an urban renewal plan amendment. This loan will be repaid through transfers from the Special Revenue, Urban Renewal Tax Increment Fund to the General Fund, as funds become available in the Special Revenue, Urban Renewal Tax Increment Fund. During the year ended June 30, 2018, no transfers were made to repay this loan. The amount due to the General Fund at June 30, 2018 is \$1,002.

On April 16, 2018, the City agreed to advance \$1,200 from the General Fund to the Special Revenue, Urban Renewal Tax Increment Fund for the purpose of paying for legal fees related to an urban renewal plan amendment. This loan will be repaid through transfers from the Special Revenue, Urban Renewal Tax Increment Fund to the General Fund, as funds become available in the Special Revenue, Urban Renewal Tax Increment Fund. During the year ended June 30, 2018, no transfers were made to repay this loan. The amount due to the General Fund at June 30, 2018 is \$1,200.

On May 7, 2018, the City agreed to advance \$461 from the General Fund to the Special Revenue, Urban Renewal Tax Increment Fund for the purpose of paying for legal fees related to an urban renewal plan amendment. This loan will be repaid through transfers from the Special Revenue, Urban Renewal Tax Increment Fund to the General Fund, as funds become available in the Special Revenue, Urban Renewal Tax Increment Fund. During the year ended June 30, 2018, no transfers were made to repay this loan. The amount due to the General Fund at June 30, 2018 is \$461.

On June 4, 2018, the City agreed to advance \$133 from the General Fund to the Special Revenue, Urban Renewal Tax Increment Fund for the purpose of paying for legal fees related to an urban renewal plan amendment. This loan will be repaid through transfers from the Special Revenue, Urban Renewal Tax Increment Fund to the General Fund, as funds become available in the Special Revenue, Urban Renewal Tax Increment Fund. During the year ended June 30, 2018, no transfers were made to repay this loan. The amount due to the General Fund at June 30, 2018 is \$133.

#### **(5) 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.

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 2018, pursuant to the required rate, Regular members contributed 5.95% of covered payroll and the City contributed 8.93% of covered payroll, for a total rate of 14.88%.

The City's contributions to IPERS for the year ended June 30, 2018 totaled \$24,506.

Net Pension Liability, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – At June 30, 2018, the City reported a liability of \$242,694 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, 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, 2017, the City's proportion was 0.003643%, which was a decrease of 0.000145% from its proportion measured as of June 30, 2016.

For the year ended June 30, 2018, the City's pension expense, deferred outflows of resources and deferred inflows of resources totaled \$33,383, \$88,462 and \$48,703, respectively.

There were no non-employer contributing entities to IPERS.

Actuarial Assumptions – The total pension liability in the June 30, 2017 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, 2017 valuation were based on the results of actuarial experience study dated March 24, 2017.

Mortality rates were based on the RP-2000 Mortality Table for Males or Females, as appropriate, with adjustments for mortality improvements based on Scale AA.

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:

<u>Asset Class</u>	<u>Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic equity	24.0%	6.25%
International equity	16.0	6.71
Core plus fixed income	27.0	2.25
Public credit	3.5	3.46
Public real assets	7.0	3.27
Cash	1.0	(0.31)
Private equity	11.0	11.15
Private real assets	7.5	4.18
Private credit	3.0	4.25
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 to 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 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 7.00%, 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	\$ 399,863	242,694	110,643

IPERS' Fiduciary Net Position – Detailed information about the 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).

**(6) Compensated Absences**

City employees accumulate a limited amount of earned but unused vacation, sick leave and compensatory 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, sick leave and compensatory time payable to employees at June 30, 2018, primarily relating to the General Fund, is as follows:

Type of Benefit	Amount
Vacation	\$ 8,000
Sick leave	21,000
Compensatory time	3,000
Total	<u>\$ 32,000</u>

These liabilities have been computed based on rates of pay in effect at June 30, 2018.

**(7) Interfund Transfers**

The detail of interfund transfers for the year ended June 30, 2018 is as follows:

<u>Transfer to</u>	<u>Transfer from</u>	<u>Amount</u>
General	Special Revenue:	
	Local Option Sales Tax	\$ 10,000
	Urban Renewal Tax Increment	740
	Enterprise:	
	Water	5,500
	Sewer	5,500
		<u>21,740</u>
Special Revenue:	Special Revenue:	
Road Use Tax	Local Option Sales Tax	<u>6,375</u>
Redevelopment Incentive	Urban Renewal Tax Increment	<u>9,358</u>
Debt Service	Special Revenue:	
	Urban Renewal Tax Increment	472,039
	Local Option Sales Tax	<u>52,135</u>
		<u>524,174</u>
Capital Projects	Special Revenue:	
	Local Option Sales Tax	<u>75,000</u>
Enterprise	Special Revenue:	
Storm Water	Urban Renewal Tax Increment	<u>25,932</u>
Total		<u>\$ 662,579</u>

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

**(8) 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.

**(9) 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, 2018, the City abated \$4,487 of property tax under the urban renewal and economic development agreements.

## **Other Information**

City of Brooklyn

Budgetary Comparison Schedule  
of Receipts, Disbursements, and Changes in Balances –  
Budget and Actual (Cash Basis) – All Governmental Funds and Proprietary Funds

Other Information

Year ended June 30, 2018

	Governmental Funds Actual	Proprietary Funds Actual	Less Funds not Required to be Budgeted
Receipts:			
Property tax	\$ 472,249	-	-
Tax increment financing	431,740	-	-
Other city tax	163,292	-	-
Licenses and permits	2,060	-	-
Use of money and property	32,542	18,300	786
Intergovernmental	248,877	94,884	-
Charges for service	273,775	3,055,087	155,029
Special assessments	-	-	-
Miscellaneous	215,659	2,745	5,000
Total receipts	<u>1,840,194</u>	<u>3,171,016</u>	<u>160,815</u>
Disbursements:			
Public safety	492,515	-	230,245
Public works	244,415	-	-
Culture and recreation	132,345	-	-
Community and economic development	12,778	-	-
General government	206,271	-	-
Debt service	583,406	-	-
Capital projects	35,202	-	-
Business type activities	-	4,496,486	-
Total disbursements	<u>1,706,932</u>	<u>4,496,486</u>	<u>230,245</u>
Excess (deficiency) of receipts over (under) disbursements	133,262	(1,325,470)	(69,430)
Other financing sources (uses), net	(14,932)	1,506,303	-
Excess (deficiency) of receipts and other financing sources over (under) disbursements and other financing uses	118,330	180,833	(69,430)
Balances beginning of year	<u>1,713,407</u>	<u>2,534,568</u>	<u>195,904</u>
Balances end of year	<u>\$ 1,831,737</u>	<u>2,715,401</u>	<u>126,474</u>

See accompanying independent auditor's report.

Total	Budgeted Amounts		Final to Total Variance
	Original	Final	
472,249	458,153	458,153	14,096
431,740	407,930	407,930	23,810
163,292	150,646	150,646	12,646
2,060	1,435	1,435	625
50,056	2,600	2,600	47,456
343,761	673,682	673,682	(329,921)
3,173,833	3,053,844	3,053,844	119,989
-	4,000	4,000	(4,000)
213,404	3,300	3,300	210,104
4,850,395	4,755,590	4,755,590	94,805
262,270	281,652	281,652	19,382
244,415	341,870	341,870	97,455
132,345	158,321	137,071	4,726
12,778	13,000	13,000	222
206,271	143,000	183,000	(23,271)
583,406	747,028	747,028	163,622
35,202	-	-	(35,202)
4,496,486	4,781,090	4,796,090	299,604
5,973,173	6,465,961	6,499,711	526,538
(1,122,778)	(1,710,371)	(1,744,121)	621,343
1,491,371	2,000,000	2,000,000	(508,629)
368,593	289,629	255,879	112,714
4,052,071	(275,804)	(275,804)	4,327,875
4,420,664	13,825	(19,925)	4,440,589

City of Brooklyn

Notes to Other Information – Budgetary Reporting

June 30, 2018

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 certain blended component units. 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 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, one budget amendment increased budgeted disbursements by \$33,750. The budget amendment is reflected in the final budgeted amounts.

During the year ended June 30, 2018, disbursements exceeded the amounts budgeted in the general government and capital projects functions.

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

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

Other Information

	2018	2017	2016	2015
City's proportion of the net pension liability	0.003643%	0.003788%	0.003722%	0.003859%
City's proportionate share of the net pension liability	\$ 243	238	184	156
City's covered payroll	\$ 272	272	255	258
City's proportionate share of the net pension liability as a percentage of its covered payroll	89.34%	87.50%	72.16%	60.47%
IPERS' net position as a percentage of the total pension liability	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.

City of Brooklyn  
Schedule of City Contributions

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

Other Information

	2018	2017	2016	2015
Statutorily required contribution	\$ 25	24	24	23
Contributions in relation to the statutorily required contribution	(25)	(24)	(24)	(23)
Contribution deficiency (excess)	\$ -	-	-	-
City's covered payroll	\$ 274	272	272	255
Contributions as a percentage of covered payroll *	8.93%	8.93%	8.93%	8.93%

\* Amounts reported do not agree with calculated amounts due to rounding required contributions and covered payroll to nearest thousandth.

**Note:** GASB Statement No. 68 requires ten years of information be presented in this table. However, until a full 10-year trend is compiled, the City will present information for those years for which information is available.

See accompanying independent auditor's report.

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2014	2013	2012	2011
23	22	26	25
(23)	(22)	(26)	(25)
-	-	-	-
258	256	304	359
8.93%	8.67%	8.07%	6.95%

City of Brooklyn

Notes to Other Information – Pension Liability

Year ended June 30, 2018

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 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, 2015. 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**

City of Brooklyn

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

As of and for the year ended June 30, 2018

	Special			
	Road	Employee	Redevel-	Brooklyn
	Use	Benefits	opment	Volunteer
	Tax		Incentive	Fire
				Department
Receipts:				
Property tax	\$ -	99,002	-	-
Other city tax	-	1,298	-	-
Use of money and property	-	-	-	389
Intergovernmental	187,302	-	-	-
Miscellaneous	-	-	-	46,866
Total receipts	187,302	100,300	-	47,255
Disbursements:				
Public safety	-	40,595	-	33,699
Public works	147,544	17,040	-	-
Culture and recreation	-	4,063	-	-
Community and economic development	-	-	10,000	-
General government	-	20,323	-	-
Total disbursements	147,544	82,021	10,000	33,699
Excess (deficiency) of receipts over (under) disbursements	39,758	18,279	(10,000)	13,556
Other financing sources:				
Transfers in	6,375	-	9,358	-
Change in cash balances	46,133	18,279	(642)	13,556
Cash balances beginning of year	179,859	64,388	642	132,392
Cash balances end of year	\$ 225,992	82,667	-	145,948
<b>Cash Basis Fund Balances</b>				
Restricted for other purposes	\$ 225,992	82,667	-	145,948

See accompanying independent auditor's report.

Revenue		
Brooklyn Library Building Fund, Inc.	Friends of the Brooklyn Library	Total
-	-	99,002
-	-	1,298
508	2	899
-	-	187,302
5,000	1,985	53,851
5,508	1,987	342,352
-	-	74,294
-	-	164,584
-	668	4,731
-	-	10,000
-	-	20,323
-	668	273,932
5,508	1,319	68,420
-	-	15,733
5,508	1,319	84,153
57,570	2,453	437,304
63,078	3,772	521,457
63,078	3,772	521,457

City of Brooklyn  
Schedule of Indebtedness  
Year ended June 30, 2018

Obligation	Date of Issue	Interest Rates	Amount Originally Issued
General obligation capital loan notes:			
Capital loan notes, Series 2001	May 16, 2001	1.75%	\$ 900,000
Capital loan notes, Series 2011A	Mar 15, 2011	1.25-3.75	620,000
Refunding capital loan notes, Series 2013A	Apr 1, 2013	0.45-2.15	585,000
Refunding capital loan notes, Series 2015	Apr 1, 2015	0.50-2.10	1,175,000
Urban renewal capital loan notes, Series 2016	Aug 26, 2016	1.75 *	2,125,000
Total			
Revenue bonds:			
Sewer	May 16, 2001	1.75% ^	\$ 425,000
Sewer	Oct 14, 2016	1.75 *	1,999,108
Water	Apr 28, 2006	3.00 *	245,000
Total			
Loan agreement:			
Road	Jul 1, 2014	1.60%	\$ 182,045
Purchase contract:			
Water purchase contract	Oct 5, 1998	5.50%	\$ 617,992

^ - The City is required to annually pay a .05% service fee on the outstanding principal balance.

\* - The City is required to annually pay a .25% service fee on the outstanding principal balance.

See accompanying independent auditor's report.

Balance Beginning of Year	Issued During Year	Redeemed During Year	Balance End of Year	Interest Paid
124,000	-	57,000	67,000	2,170
165,000	-	80,000	85,000	5,987
370,000	-	45,000	325,000	6,635
895,000	-	145,000	750,000	14,168
2,125,000	-	145,000	1,980,000	42,709
<b>\$ 3,679,000</b>	<b>-</b>	<b>472,000</b>	<b>3,207,000</b>	<b>71,669</b>
113,000	-	113,000	-	1,977
507,737	1,491,371	108,000	1,891,108	28,554
126,000	-	12,000	114,000	2,205
<b>\$ 746,737</b>	<b>1,491,371</b>	<b>233,000</b>	<b>2,005,108</b>	<b>32,736</b>
<b>\$ 72,818</b>	<b>-</b>	<b>36,409</b>	<b>36,409</b>	<b>1,766</b>
<b>\$ 453,337</b>	<b>-</b>	<b>14,609</b>	<b>438,728</b>	<b>32,395</b>

City of Brooklyn  
 Bond and Note Maturities  
 June 30, 2018

Year Ending June 30,	General Obligation Capital							
	Capital Loan Notes Issued May 16, 2001		Capital Loan Notes Issued Mar 15, 2011		Refunding Capital Loan Notes Issued Apr 1, 2013		Refunding Capital Loan Notes Issued Apr 1, 2015	
	Interest Rates	Amount	Interest Rates	Amount	Interest Rates	Amount	Interest Rates	Amount
2019	1.75%	\$ 60,000	3.75%	\$ 85,000	1.55%	\$ 40,000	1.25%	\$ 145,000
2020	1.75	7,000	-	-	1.55	45,000	1.50	150,000
2021	-	-	-	-	1.55	45,000	1.70	150,000
2022	-	-	-	-	2.15	45,000	1.90	150,000
2023	-	-	-	-	2.15	50,000	2.10	155,000
2024	-	-	-	-	2.15	50,000	-	-
2025	-	-	-	-	2.15	50,000	-	-
2026	-	-	-	-	-	-	-	-
2027	-	-	-	-	-	-	-	-
2028	-	-	-	-	-	-	-	-
2029	-	-	-	-	-	-	-	-
2030	-	-	-	-	-	-	-	-
Total		<u>\$ 67,000</u>		<u>\$ 85,000</u>		<u>\$ 325,000</u>		<u>\$ 750,000</u>

See accompanying independent auditor's report.

<u>Loan Notes</u>			<u>Revenue Bonds/Notes</u>	
Urban Renewal Capital Loan Notes			Water Series 2006	
<u>Issued Aug 26, 2016</u>			<u>Issued April 28, 2006</u>	
Interest			Interest	
Rates	Amount	Total	Rates	Amount
1.75%	\$ 148,000	478,000	3.00%	\$ 13,000
1.75	150,000	352,000	3.00	13,000
1.75	154,000	349,000	3.00	14,000
1.75	157,000	352,000	3.00	14,000
1.75	160,000	365,000	3.00	14,000
1.75	163,000	213,000	3.00	15,000
1.75	166,000	216,000	3.00	15,000
1.75	170,000	170,000	3.00	16,000
1.75	173,000	173,000		-
1.75	176,000	176,000		-
1.75	180,000	180,000		-
1.75	183,000	183,000		-
	<u>\$ 1,980,000</u>	<u>3,207,000</u>		<u>\$ 114,000</u>

City of Brooklyn

Schedule of Receipts by Source and Disbursements by Function –  
All Governmental Funds

For the Last Six Years

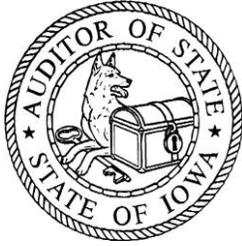
	2018	2017	2016	2015
<b>Receipts:</b>				
Property tax	\$ 472,249	446,552	431,743	411,851
Tax increment financing	431,740	410,317	412,046	396,047
Other city tax	163,292	181,430	150,462	174,457
Licenses and permits	2,060	2,204	1,599	1,214
Use of money and property	32,542	29,438	26,939	21,919
Intergovernmental	248,877	252,723	244,847	218,712
Charges for service	273,775	318,984	236,420	220,444
Miscellaneous	215,659	328,291	213,344	221,335
<b>Total</b>	<b>\$ 1,840,194</b>	<b>1,969,939</b>	<b>1,717,400</b>	<b>1,665,979</b>
<b>Disbursements:</b>				
<b>Operating:</b>				
Public safety	\$ 492,515	605,533	488,731	497,098
Public works	244,415	258,317	299,520	233,866
Culture and recreation	132,345	139,004	125,241	108,740
Community and economic development	12,778	19,117	18,267	95,000
General government	206,271	239,495	209,222	223,496
Debt service	583,406	409,883	422,156	1,673,677
Capital projects	35,202	37,531	28,000	122,162
<b>Total</b>	<b>\$ 1,706,932</b>	<b>1,708,880</b>	<b>1,591,137</b>	<b>2,954,039</b>

See accompanying independent auditor's report.

<u>2014</u>	<u>2013</u>
475,619	430,147
388,700	424,115
148,400	140,311
1,489	1,414
24,330	41,165
208,505	226,112
232,421	278,965
176,558	199,499
<u>1,656,022</u>	<u>1,741,728</u>

485,898	426,902
228,020	196,737
120,121	125,193
17,119	2,713
199,230	182,646
365,961	379,965
16,326	2,027
<u>1,432,675</u>	<u>1,316,183</u>

**City of Brooklyn**



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Rob Sand  
Auditor of State

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 the City of Brooklyn, Iowa, as of and for the year ended June 30, 2018, and the related Notes to Financial Statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 5, 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 the City of Brooklyn'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 the City of Brooklyn's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Brooklyn's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph of this section 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, we identified certain 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 the City of Brooklyn's financial statements will not be prevented or detected and corrected on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings as item (A) to be a material weakness.

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 deficiency described in the accompanying Schedule of Findings as item (B) to be a significant deficiency.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Brooklyn'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 that 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 the accompanying Schedule of Findings.

Comments involving statutory and other legal matters about the City's operations for the year ended June 30, 2018 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.

### The City of Brooklyn's Responses to the Findings

The City of Brooklyn's responses to the findings identified in our audit are described in the accompanying Schedule of Findings. The City of Brooklyn'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 the City of Brooklyn 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.



ROB SAND  
Auditor of State

March 5, 2019

City of Brooklyn

Schedule of Findings

Year ended June 30, 2018

**Finding Related to the Financial Statements:**

**INTERNAL CONTROL DEFICIENCY:**

(A) 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 – Generally, one or two individuals may have control over the following areas for which no compensating controls exist:

For the City:

- (1) Petty cash – custody of the change funds, depositing, reconciling and recording.
- (2) Investments – recordkeeping, custody of investments, reconciling and recording.
- (3) Receipts – opening mail, collecting, recording, depositing, reconciling and posting.
- (4) Journal entries – preparing and journalizing with no independent review.
- (5) Long-term debt – recordkeeping and debt payment processing.
- (6) Payroll – recordkeeping, preparing and distributing.

In addition, an initial listing of mail receipts is not prepared and bank reconciliations are not reviewed by an independent person.

For the Brooklyn Municipal Utilities:

- (1) Receipts – opening mail, collecting, depositing, posting, reconciling and maintaining accounts receivable.

In addition, the initial listing of mail receipts is not compared to receipt records by an independent person.

For the Brooklyn Volunteer Fire Department, the Brooklyn, East Poweshiek County Volunteer Ambulance Service, the Brooklyn Library Building Fund, Inc. and the Friends of the Brooklyn Library:

- (1) Receipts – collecting, depositing, posting and reconciling.
- (2) Disbursements – preparing, recording and reconciling.

City of Brooklyn

Schedule of Findings

Year ended June 30, 2018

In addition, bank reconciliations are not reviewed by an independent person for the Brooklyn Volunteer Fire Department, the Brooklyn Library Building Fund, Inc. and the Friends of the Brooklyn Library:

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, the Brooklyn Municipal Utilities', the Brooklyn Volunteer Fire Department's, the Brooklyn, East Poweshiek County Volunteer Ambulance Service's, the Brooklyn Library Building Fund, Inc.'s and the Friends of the Brooklyn Library'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, the Brooklyn Municipal Utilities, the Brooklyn Volunteer Fire Department, the Brooklyn, East Poweshiek County Volunteer Ambulance Service, the Brooklyn Library Building Fund, Inc. and the Friends of the Brooklyn Library should review their control activities to obtain the maximum internal control possible under the circumstances utilizing currently available staff, including elected officials and Board members, to provide additional control through review of financial transactions, reconciliations and reports.

Responses –

City – The City will review their internal controls to obtain the maximum internal control possible under the circumstances.

Brooklyn Municipal Utilities – Brooklyn Municipal Utilities will review internal controls to obtain the maximum internal control possible under the circumstances.

Brooklyn Volunteer Fire Department – The Fire Department will review their internal controls to obtain the maximum internal control possible.

Brooklyn, East Poweshiek County Volunteer Ambulance Service – The East Poweshiek County Volunteer Ambulance Service will review their internal controls to try and obtain the maximum internal control as possible.

Brooklyn Library Building Fund, Inc. and the Friends of the Brooklyn Library – The Brooklyn Library Building Fund and the Friends of the Brooklyn Library will review their internal controls to obtain the maximum control as possible.

Conclusion – Responses accepted.

(B) Debit Cards

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

City of Brooklyn

Schedule of Findings

Year ended June 30, 2018

Condition – The East Poweshiek County Volunteer Ambulance Service (EPAS) has a debit card available for use. Unlike credit cards, debit cards offer limited ability to set guidelines for access and limited, if any, repercussions for fraudulent transactions. In addition, there is no process for prior approval of purchases made with a debit card.

Cause – Officials have been unaware of the repercussions of allowing the use of debit cards.

Effect – Allowing the use of debit cards could result in unauthorized transactions and the opportunity for misappropriations.

Recommendation – The City should prohibit the use of debit cards.

Response – EPAS will apply for a credit card and do away with the other card.

Conclusion – Response accepted.

**INSTANCES OF NON-COMPLIANCE:**

No matters were noted.

City of Brooklyn

Schedule of Findings

Year ended June 30, 2018

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

- (1) Certified Budget – Disbursements during the year ended June 30, 2018 exceeded the amounts budgeted in the general government and capital projects 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 City will closely monitor monthly disbursements and percentage of budget balances better in order to not exceed the budgeted amounts.

Conclusion – Response accepted.

- (2) Questionable Disbursements – No disbursements we believe 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 City money for travel expenses of spouses of City officials or employees were noted.
- (4) Business Transactions – No business transactions between the City and City officials or employees were noted.
- (5) 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.
- (6) City Council Minutes – No transactions were found that we believe should have been approved in the City Council minutes but were not.
- (7) 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.
- (8) Revenue Bonds – No instances of non-compliance with the revenue bond resolutions were noted.
- (9) 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.

City of Brooklyn

Schedule of Findings

Year ended June 30, 2018

- (10) Employee Benefits – The employee benefits levy funds benefits for City employees. The Special Revenue, Employee Benefits Fund had a balance of \$82,667 at June 30, 2018, 100.7% of current year disbursements.

Recommendation – The City should reevaluate future employee benefit levies to ensure only the amount necessary to pay allowable employee benefits is levied.

Response – The City did levy less employee benefits but will levy even less for the budget of fiscal year 2019-2020.

Conclusion – Response accepted.

- (11) 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 Brooklyn Volunteer Fire Department, the Brooklyn Library Fund, Inc. and the Friends of the Brooklyn Library maintain bank and investment 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 Brooklyn Volunteer Fire Department, the Brooklyn Library Fund, Inc. and the Friends of the Brooklyn Library 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.

Response – The City will make sure all entities of the City submit reports monthly to the City Council.

Conclusion – Response accepted.

City of Brooklyn

Schedule of Findings

Year ended June 30, 2018

- (12) Electronic Check Retention – Chapter 554D.114 of the Code of Iowa allows the City to retain cancelled checks in an electronic format and requires retention in this manner to include an image of both the front and the back of each cancelled check. The City does not obtain an image of the front and back of each cancelled check as required for the Friends of the Brooklyn Library separately maintained account.

Recommendation – The City should obtain and retain an image of both the front and back of each cancelled check for all accounts, including the Friends of the Brooklyn Library separately maintained account, as required.

Response – The Friends of the Brooklyn Library will be informed that they need to inform the bank that the Friends of the Library will need an image of both front and back of each cancelled check as required by Chapter 554D.114 of the Code of Iowa.

Conclusion – Response accepted.

City of Brooklyn

Staff

This audit was performed by:

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