



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

Rob Sand  
Auditor of State

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**NEWS RELEASE**

FOR RELEASE

January 28, 2021

Contact: Ernest Ruben  
515/281-5834

Auditor of State Rob Sand today released an agreed-upon procedures report on the City of Monroe, Iowa, for the period July 1, 2019 through June 30, 2020. The agreed-upon procedures engagement was performed pursuant to Chapter 11.6 of the Code of Iowa.

Sand reported six findings related to the receipt and disbursement of taxpayer funds. They are found on pages 9 and 10 of this report. The findings address issues such as a lack of segregation of duties, disbursements exceeding budgeted amounts, payment of long-term debt from an incorrect fund and an error in recording local option sales tax (LOST) receipts. Sand provided the City with recommendations to address each of the findings.

Three of the six findings discussed above are repeated from the prior year. The City Council has a fiduciary responsibility to provide oversight of the City's operations and financial transactions. Oversight is typically defined as the "watchful and responsible care" a governing body exercises in its fiduciary capacity.

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

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**CITY OF MONROE**  
**AUDITOR OF STATE'S INDEPENDENT REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**  
**FOR THE PERIOD**  
**JULY 1, 2019 THROUGH JUNE 30, 2020**

**City of Monroe**



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January 11, 2021

Officials of the City of Monroe  
Monroe, Iowa

Dear Honorable Mayor and Members of the City Council:

I am pleased to submit to you the agreed-upon procedures report for the City of Monroe, Iowa, for the period July 1, 2019 through June 30, 2020. The agreed-upon procedures engagement was performed pursuant to Chapter 11.6 of the Code of Iowa and in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards for attestation engagements contained in Government Auditing Standards.

I appreciate the cooperation and courtesy extended by the officials and employees of the City of Monroe throughout the agreed-upon procedures engagement. If I or this office can be of any further assistance, please contact me or my staff at 515-281-5834.

Sincerely,

A handwritten signature in black ink that reads "Rob Sand". The signature is stylized and cursive.

Rob Sand  
Auditor of State

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## City of Monroe

### Officials

#### (Before January 2020)

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Douglas Duinink	Mayor	Jan 2020
Nate Bradbury	Council Member	Jan 2020
Jeff Hegwood	Council Member	Jan 2020
Jean Goemaat	Council Member	Jan 2022
Jen St. Peter	Council Member	Jan 2022
Andrea Steenhoek	Council Member	Jan 2022
Kim Thomas	City Clerk/Treasurer	Indefinite
Gil Caldwell, Caldwell & Brierly	Attorney	Indefinite

#### (After January 2020)

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Douglas Duinink	Mayor	Jan 2022
Jean Goemaat	Council Member	Jan 2022
Jen St. Peter	Council Member	Jan 2022
Andrea Steenhoek	Council Member	Jan 2022
Sean Wilson	Council Member	Jan 2024
Stacy McCoy	Council Member	Jan 2024
Kim Thomas	City Clerk/Treasurer	Indefinite
Gil Caldwell, Caldwell & Brierly	Attorney	Indefinite

**City of Monroe**



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Auditor of State's Independent Report on Applying Agreed-Upon Procedures

To the Honorable Mayor and Members of the City Council:

We performed the procedures below, which were established at Iowa Code Chapter 11.6, to provide oversight of Iowa cities. Accordingly, we have applied certain procedures to selected accounting records and related information of the City of Monroe for the period July 1, 2019 through June 30, 2020 including procedures related to the City's compliance with certain Code of Iowa requirements identified below. The City of Monroe's management, which agreed to the performance of the procedures performed, is responsible for compliance with these requirements and for the City's records.

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

The procedures we performed are summarized as follows:

1. We observed selected City Council meeting minutes for compliance with Chapters 21, 372.13(6) and 380 of the Code of Iowa.
2. We obtained an understanding of the City's internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same employee.
3. We observed surety bond coverage for compliance with Chapter 64 of the Code of Iowa.
4. We obtained and observed the City Clerk's financial reports and selected bank reconciliations to determine whether the bank balances properly reconciled to the general ledger account balances and monthly financial reports provided to the City Council.
5. We scanned City funds for consistency with the City Finance Committee's recommended Uniform Chart of Accounts (COA) and to determine required funds and fund balances are properly maintained and accurately accounted for.
6. We observed the City's fiscal year 2019 Annual Financial Report to determine whether it was completed and accurately reflects the City's financial information.
7. We scanned investments to determine compliance with Chapter 12B of the Code of Iowa.
8. We scanned depository resolutions, the City's investment policy and reporting of unclaimed property to the State of Iowa to determine compliance with Chapters 12C.2, 12B.10B and 556.1(12) of the Code of Iowa.



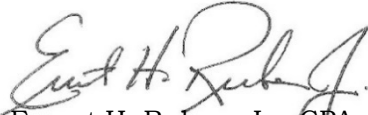
9. We scanned debt, including general obligation and revenue bonds/notes, and related transactions for proper authorization and compliance with Chapters 75, 384 and 403.9 of the Code of Iowa and to determine whether the debt and related proceeds and repayments were properly accounted for.
10. We scanned selected tax increment financing (TIF) transactions, including receipts, disbursements and transfers, for compliance and accurate accounting, including compliance with the TIF reporting requirements of Chapter 384.22 of the Code of Iowa.
11. We observed the City's TIF debt certification forms filed with the County Auditor, including requests for collection of reduced TIF amounts and to decertify certain TIF obligations, as applicable, for proper support and compliance with Chapter 403.19(6) of the Code of Iowa.
12. We traced selected receipts for accurate accounting and consistency with the recommended COA.
13. The City had no voter approved levies.
14. We traced selected disbursements to proper approval, adequate supporting documentation, accurate accounting and consistency with the recommended COA and compliance with the public purpose criteria established by Article III, Section 31 of the Constitution of the State of Iowa.
15. We traced transfers between funds to proper authorization and accurate accounting and to determine whether transfers were proper.
16. We traced selected payroll and related transactions to proper authorization and accurate accounting and determined whether payroll was proper.
17. We observed the annual certified budget for proper authorization, certification and timely amendment.

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

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on specific accounting records and related information of the City, including compliance with specific Code of Iowa requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is to report, in accordance with Chapter 11.6 of the Code of Iowa, certain agreed-upon procedures and the resulting recommendations pertaining to selected accounting records and related information of the City, including the City's compliance with certain Code of Iowa requirements. This report 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 Monroe during the course of our agreed-upon procedures engagement. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.



Ernest H. Ruben, Jr., CPA  
Director

January 11, 2021

## **Detailed Findings and Recommendations**

City of Monroe

Detailed Findings and Recommendations

For the period July 1, 2019 through June 30, 2020

(A) Segregation of Duties – 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. Generally, one individual has control over each of the following areas for the City:

- (1) Cash – handling, reconciling and recording.
- (2) Investments – recordkeeping, investing, custody of investments and reconciling earnings.
- (3) Receipts – mail opening, collecting, recording, depositing, reconciling and maintaining accounts receivable records.
- (4) Debt – recordkeeping, compliance and payment processing.
- (5) Disbursements – purchasing, invoice processing, check writing, mailing, reconciling and recording.
- (6) Payroll – recordkeeping, preparing and distributing.

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

(B) Monthly City Clerk’s Report – A monthly City Clerk’s report, including a summary of beginning balances, receipts, disbursements and ending balances is not prepared. In addition, the disbursement reports do not include a comparison of actual disbursements for all funds to the certified budget by function.

Recommendation – The City Clerk should prepare a monthly City Clerk’s report which includes a summary of receipts, disbursements, transfers and ending balances by fund. In addition, to provide better control over budgeted disbursements and the opportunity for timely amendments to the certified budget, the monthly City Clerk’s reports should include a comparison of total disbursements for all funds by function to the certified budget. The City Council should review and approve the City Clerk’s report monthly.

(C) Certified Budget – Disbursements during the year ended June 30, 2020 exceeded the amounts budgeted in the public works and community and economic development functions before the budget was amended on May 11, 2020. Chapter 384.20 of the Code of Iowa states, in part, “public monies may not be expended or encumbered except under an annual or continuing appropriation.”

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

City of Monroe

Detailed Findings and Recommendations

For the period July 1, 2019 through June 30, 2020

- (D) Journal Entries – Journal entries were not properly supported and were not reviewed and approved by an independent person.

Recommendation – Supporting documentation should be maintained which substantiates all journal entries. In addition, an independent person should review and approve journal entries and the approval should be documented by the signature or initials of the approver and the date of approval.

- (E) Payment of General Obligation Bonds – Chapter 384.4 of the Code of Iowa states, in part, “moneys pledged or available to service general obligation bonds and received from sources other than property tax must be deposited in the Debt Service Fund.” During the year ended June 30, 2020, one interest payment totaling \$4,525 on the City’s general obligation sewer bonds was paid from the Enterprise, Sewer Fund.

Recommendation – If the City intends to fund future general obligation sewer bond payments from the Enterprise, Sewer Fund, the City should first transfer from the Enterprise, Sewer Fund to the Debt Service Fund and then pay principal and interest on the general obligation bonds from the Debt Service Fund, as required.

- (F) Financial Reporting – Local option sales tax (LOST) receipts totaling \$13,452 were incorrectly recorded to the General Fund as ambulance receipts.

Recommendation – The City should implement procedures to ensure all LOST receipts are properly recorded in the Special Revenue, LOST Fund. In addition, the City should transfer the LOST funds totaling \$13,452 from the General Fund to the Special Revenue, LOST Fund.

City of Monroe

Staff

This engagement was performed by:

Ernest H. Ruben, Jr., CPA, Director  
Suzanne R. Dahlstrom, CPA, Manager  
Alyson J. Logel, Staff Auditor  
Brandon G. Sommers, Staff Auditor