



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

Rob Sand  
Auditor of State

State Capitol Building  
Des Moines, Iowa 50319-0006

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

NEWS RELEASE

FOR RELEASE

March 31, 2021

Contact: Marlys Gaston  
515/281-5834

Auditor of State Rob Sand today released an audit report on the City of Colo, Iowa.

**FINANCIAL HIGHLIGHTS:**

The City's receipts totaled \$1,090,520 for the year ended June 30, 2020, a less than one percent decrease from the prior year. Disbursements for the year ended June 30, 2020 totaled \$1,116,428, a decrease of 11.7% from the prior year. The decrease in disbursements is due primarily to the purchase of a utility vehicle, snowplow, a new sewer lift station in fiscal year 2019.

**AUDIT FINDINGS:**

Sand reported twenty-one findings related to the receipt and disbursement of taxpayer funds. They are found on pages 48 through 62 of this report. The findings address issues such as a lack of segregation of duties, misposting of material amounts of receipts and transfers, disbursements exceeding budgeted amounts and incorrect certifications of TIF debt. Sand provided the City with recommendations to address each of the findings.

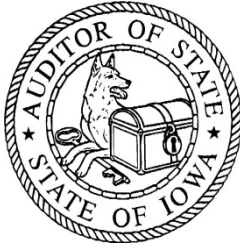
Fifteen of the findings discussed are repeated from the prior year. The City Council has a fiduciary responsibility to provide oversight of the City's operations and financial transactions. Oversight is typically defined as the "watchful and responsible care" a governing body exercises in its fiduciary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

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

###

**CITY OF COLO**  
**INDEPENDENT AUDITOR'S REPORTS**  
**BASIC FINANCIAL STATEMENTS**  
**SUPPLEMENTARY AND OTHER INFORMATION**  
**SCHEDULE OF FINDINGS**  
**JUNE 30, 2020**

**City of Colo**



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Rob Sand  
Auditor of State

March 26, 2021

Officials of the City of Colo  
Colo, Iowa

Dear Honorable Mayor and Members of the City Council:

I am pleased to submit to you the financial and compliance audit report for the City of Colo for the year ended June 30, 2020. The audit was performed pursuant to Chapter 11.6 of the Code of Iowa and in accordance with U.S. auditing standards and the standards applicable to financial audits contained in Government Auditing Standards.

I appreciate the cooperation and courtesy extended by the officials and employees of the City of Colo throughout the audit. 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 Colo**

**Officials**

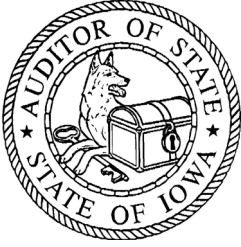
**(Before January 2020)**

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
John Wilson	Mayor	Jan 2020
Earl Otto	Council Member	Jan 2020
Rod Geisinger	Council Member	Jan 2020
Brandon Handsaker	Council Member	Jan 2022
Ben Spalding	Council Member	Jan 2022
Randy Stoeffler	Council Member	Jan 2022
Amy Kohlwes	City Clerk/Treasurer	Indefinite
Dario Zaffrano	Attorney	Indefinite

**(After January 2020)**

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Arlo Starbuck	Mayor	Jan 2024
Brandon Handsaker	Council Member	Jan 2022
Ben Spalding	Council Member	Jan 2022
Randy Stoeffler	Council Member	Jan 2022
Coltin Adams	Council Member	Jan 2024
Rod Geisinger	Council Member	Jan 2024
Amy Kohlwes	City Clerk/Treasurer	Indefinite
Dario Zaffrano	Attorney	Indefinite

**City of Colo**



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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, the discretely presented component units, each major fund and the aggregate remaining fund information of the City of Colo, Iowa, as of and for the year ended June 30, 2020, 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, the discretely presented component units, each major fund and the aggregate remaining fund information of the City of Colo as of June 30, 2020, 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*

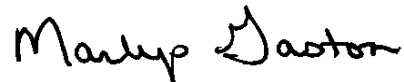
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Colo's basic financial statements. We previously audited, in accordance with the standards referred to in the third paragraph of this report, the financial statements for the five years ended June 30, 2019 (which are not presented herein) and expressed unmodified opinions on those financial statements which were prepared on the basis of cash receipts and disbursements. The supplementary information included in Schedules 1 through 3 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, 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 30 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 26, 2021 on our consideration of the City of Colo'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 of Colo'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 Colo's internal control over financial reporting and compliance.



Marlys K. Gaston, CPA  
Deputy Auditor of State

March 26, 2021

**City of Colo**

## **Basic Financial Statements**

City of Colo

Cash Basis Statement of Activities and Net Position

As of and for the year ended June 30, 2020

	Disbursements	Program Receipts	
		Charges for Service	Operating Grants, Contributions and Restricted Interest
<b>Functions/Programs:</b>			
Primary Government:			
Governmental activities:			
Public safety	\$ 191,618	-	66,910
Public works	120,215	-	107,113
Health and social services	750	-	-
Culture and recreation	150,993	1,126	24,102
Community and economic development	100	-	-
General government	169,099	15,202	-
Debt service	145,220	-	-
Total governmental activities	777,995	16,328	198,125
Business type activities:			
Water	156,826	143,884	-
Sewer	97,660	94,511	-
Solid waste	83,947	75,391	-
Total business type activities	338,433	313,786	-
<b>Total Primary Government</b>	<b>\$ 1,116,428</b>	<b>330,114</b>	<b>198,125</b>
<b>Component Units:</b>			
Colo Volunteer Firefighters Association	25,861	-	28,407
Colo Development Group	37,587	90,043	-
<b>Total Component Units</b>	<b>\$ 63,448</b>	<b>90,043</b>	<b>28,407</b>
<b>General Receipts and Transfers:</b>			
Property and other city tax levied for general purposes			
Tax increment financing			
Local option sales tax			
Cable Franchise Fees			
Unrestricted interest on investments			
Miscellaneous			
Sale of capital assets			
Transfers			
Total general receipts and transfers			
Change in cash basis net position			
Cash basis net position beginning of year			
Cash basis net position end of year			
<b>Cash Basis Net Position</b>			
Restricted:			
Streets			
Debt service			
Cemetery			
Library			
Recreation			
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			Component Unit	Component Unit
Primary Government			Colo Volunteer Firefighters Association	Colo Development Group
Governmental Activities	Business Type Activities	Total		
(124,708)	-	(124,708)		
(13,102)	-	(13,102)		
(750)	-	(750)		
(125,765)	-	(125,765)		
(100)	-	(100)		
(153,897)	-	(153,897)		
(145,220)	-	(145,220)		
(563,542)	-	(563,542)		
-	(12,942)	(12,942)		
-	(3,149)	(3,149)		
-	(8,556)	(8,556)		
-	(24,647)	(24,647)		
(563,542)	(24,647)	(588,189)		
			2,546	52,456
257,984	-	257,984	-	-
141,707	-	141,707	-	-
126,996	-	126,996	-	-
3,791	-	3,791	-	-
6,632	7,276	13,908	-	-
17,555	140	17,695	-	-
200	-	200	-	-
(2,031)	2,031	-	-	-
552,834	9,447	562,281	-	-
(10,708)	(15,200)	(25,908)	2,546	52,456
1,105,315	384,480	1,489,795	17,841	-
\$ 1,094,607	369,280	1,463,887	20,387	52,456
\$ 95,023	-	95,023	-	-
93,743	29,123	122,866	-	-
310,895	-	310,895	-	-
124,900	-	124,900	-	-
13,067	-	13,067	-	-
16,419	-	16,419	20,387	52,456
440,560	340,157	780,717	-	-
\$ 1,094,607	369,280	1,463,887	20,387	52,456

City of Colo

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

As of and for the year ended June 30, 2020

	Special Revenue		
	General	Road Use Tax	Urban Renewal Tax Increment
Receipts:			
Property tax	\$ 222,711	-	-
Tax increment financing	-	-	141,707
Local option sales tax	-	-	-
Licenses and permits	5,323	-	-
Use of money and property	14,292	-	-
Intergovernmental	91,012	107,113	-
Charges for service	1,126	-	-
Miscellaneous	23,565	-	-
Total receipts	358,029	107,113	141,707
Disbursements:			
Operating:			
Public safety	190,509	-	-
Public works	21,367	90,292	-
Health and social services	750	-	-
Culture and recreation	148,289	-	-
Community and economic development	100	-	-
General government	147,941	-	-
Debt service	-	-	-
Total disbursements	508,956	90,292	-
Excess (deficiency) of receipts over (under) disbursements	(150,927)	16,821	141,707
Other financing sources (uses):			
Sale of capital assets	200	-	-
Transfers in	178,395	-	-
Transfers out	(14,833)	-	(145,220)
Total other financing sources (uses)	163,762	-	(145,220)
Change in cash balances	12,835	16,821	(3,513)
Cash balances beginning of year	876,587	78,202	94,978
Cash balances end of year	\$ 889,422	95,023	91,465
<b>Cash Basis Fund Balances</b>			
Restricted for:			
Streets	\$ -	95,023	-
Debt service	-	-	91,465
Cemetery	310,895	-	-
Library	124,900	-	-
Recreation	13,067	-	-
Other purposes	-	-	-
Unassigned	440,560	-	-
Total cash basis fund balances	\$ 889,422	95,023	91,465

See notes to financial statements.

Local Option Sales Tax	Debt Service	Nonmajor - Employee Benefits	Total
-	-	35,273	257,984
-	-	-	141,707
126,996	-	-	126,996
-	-	-	5,323
-	-	-	14,292
-	-	-	198,125
-	-	-	1,126
-	-	-	23,565
126,996	-	35,273	769,118
-	-	1,109	191,618
-	-	8,556	120,215
-	-	-	750
-	-	2,704	150,993
-	-	-	100
-	-	21,158	169,099
-	145,220	-	145,220
-	145,220	33,527	777,995
126,996	(145,220)	1,746	(8,877)
-	-	-	200
802	145,220	-	324,417
(135,190)	-	(31,205)	(326,448)
(134,388)	145,220	(31,205)	(1,831)
(7,392)	-	(29,459)	(10,708)
23,610	2,278	29,660	1,105,315
16,218	2,278	201	1,094,607
-	-	-	95,023
-	2,278	-	93,743
-	-	-	310,895
-	-	-	124,900
-	-	-	13,067
16,218	-	201	16,419
-	-	-	440,560
16,218	2,278	201	1,094,607



**City of Colo**

City of Colo

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

As of and for the year ended June 30, 2020

	Enterprise			
	Water	Sewer	Solid Waste	Total
Operating receipts:				
Charges for service	\$ 143,884	94,511	75,391	313,786
Operating disbursements:				
Business type activities	127,703	73,063	31	200,797
Excess (deficiency) of operating receipts over (under) operating disbursements	16,181	21,448	75,360	112,989
Non-operating receipts (disbursements):				
Interest on investments	4,096	3,180	-	7,276
Miscellaneous	140	-	-	140
Debt service	(29,123)	-	-	(29,123)
Capital outlay	-	(24,597)	-	(24,597)
Net nonoperating receipts (disbursements)	(24,887)	(21,417)	-	(46,304)
Excess of disbursements (deficiency) of receipts over (under)	(8,706)	31	75,360	66,685
Transfers In	-	-	14,031	14,031
Transfers out	(6,000)	(6,000)	-	(12,000)
Total Transfers	(6,000)	(6,000)	14,031	2,031
Change in cash balances	(14,706)	(5,969)	89,391	68,716
Cash balances (deficits) beginning of year	209,111	175,924	(555)	384,480
Cash balances end of year	\$ 194,405	169,955	88,836	453,196
<b>Cash Basis Fund Balances</b>				
Restricted for debt service	\$ 29,123	-	-	29,123
Unrestricted	165,282	169,955	4,920	340,157
Total cash basis fund balances	\$ 194,405	169,955	4,920	369,280

See notes to financial statements.

City of Colo

Notes to Financial Statements

June 30, 2020

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

The City of Colo is a political subdivision of the State of Iowa located in Story County. It was first incorporated in 1876 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 and solid waste utilities for its citizens.

A. Reporting Entity

For financial reporting purposes, City of Colo 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.

Discretely Presented Component Units

The Colo Volunteer Firefighters Association, Inc. (Association) has been incorporated under the Iowa Nonprofit Corporation Act to protect human life and property through fighting fires and providing community education in fire prevention and first aid/safety practices. In accordance with criteria set forth by the Governmental Accounting Standards Board, the Association meets the definition of a component unit which should be discretely presented. Based on these criteria, the economic resources received or held by the Association are substantially for the direct benefit of the City of Colo Fire Department.

The Colo Development Group, Inc. (Group) has been incorporated under the Iowa Nonprofit Corporation Act for the transaction of any and all lawful business for which nonprofit corporations may be incorporated under the laws of the state of Iowa, including for charitable purposes, for literary purposes, and for educational purposes. In accordance with criteria set forth by the Governmental Accounting Standards Board, the Group meets the definition of a component unit which should be discretely presented. Based on these criteria, it would be misleading to exclude the potential component unit because of its relationship with the PG.

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

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

Unrestricted net position consists of cash balances not meeting the definition of the preceding 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 funds are aggregated and reported as nonmajor governmental funds.

The City reports the following major governmental funds:

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

Special Revenue:

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

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

The Local Option Sales Tax is utilized to account for the collection and use of the local option sales tax.

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 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, Solid Waste Fund accounts for the operation and maintenance of the City's solid waste collection program.

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 positions 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. Property Taxes and Governmental Cash Basis Fund Balances

The following accounting policies are followed in preparing the financial statements:

Property tax revenues recognized in these funds become due and collectible in September and March of the current fiscal year with a 1½% per month penalty for delinquent payments; is based on January 1, 2018 assessed property valuations; is for the tax accrual period July 1, 2019 through June 30, 2020 and reflects tax asking contained in the budget certified to the City Council in March 2019.

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, 2020, disbursements exceeded the amount budgeted in the public safety and health and social services functions. Also, disbursements in the health and social services function exceeded the budget before the first budget amendment.

**(2) Cash and Pooled Investments**

The City’s deposits in banks at June 30, 2020 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) Notes Payable**

A summary of changes in notes payable and installment purchase for the year ended June 30, 2020 is as follows:

	Beginning Balances	Increases	Decreases	Ending Balances	Due Within One Year
Governmental activities:					
General obligation note	\$ 920,000	-	120,000	800,000	125,000
Installment purchase	-	72,460	24,914	47,546	23,773
Governmental activities total	<u>\$ 920,000</u>	<u>72,460</u>	<u>144,914</u>	<u>847,546</u>	<u>148,773</u>
Business type activities:					
Water revenue note	\$ 440,868	-	10,489	430,379	10,731

### General Obligation Note

A summary of the City's June 30, 2020 general obligation note payable is as follows:

Year Ending June 30,	2014 GO Notes			
	July 15, 2014			
	Interest Rates	Principal	Interest	Total
2021	2.50%	\$ 125,000	22,750	147,750
2022	2.50	125,000	19,625	144,625
2023	3.00	130,000	16,500	146,500
2024	3.00	135,000	12,600	147,600
2025	3.00	140,000	8,550	148,550
2026-2030	3.00	145,000	4,350	149,350
2031-2035		-	-	-
2036-2040		-	-	-
2041-2045		-	-	-
Total		<u>\$ 800,000</u>	<u>84,375</u>	<u>884,375</u>

In July 2014, the City issued a \$1,250,000 general obligation capital loan note with interest rates ranging from 1.25% to 3.00% per annum. The note was issued for a street improvement project. During the year ended June 30, 2020, the City paid \$120,000 of principal and \$24,970 of interest on the note.

### Revenue Note

A summary of the City's June 30, 2020 revenue notes payable is as follows:

Year Ending June 30,	Water Revenue Note			
	Sep 28, 2004			
	Interest Rates	Principal	Interest	Total
2021	4.25%	\$ 10,731	18,392	29,123
2022	4.25	11,188	17,935	29,123
2023	4.25	11,663	17,460	29,123
2024	4.25	12,159	16,964	29,123
2025	4.25	12,675	16,448	29,123
2026-2030	4.25	71,930	73,685	145,615
2031-2035	4.25	88,571	57,044	145,615
2036-2040	4.25	109,062	36,553	145,615
2041-2045	4.25	102,400	11,339	113,739
Total		<u>\$ 430,379</u>	<u>265,820</u>	<u>696,199</u>

The City has pledged future water customer receipts, net of specified operating disbursements, to repay a \$550,000 water revenue note issued in September 2004. Proceeds from the note provided financing for the improvement and extensions to the water distribution system and refunding the City's outstanding \$750,000 water loan note. The note is payable solely from water customer net receipts and is payable through 2044. Annual principal and interest payments on the note are expected to require more than 100% of net receipts. The total principal and interest remaining to be paid on the note is \$696,199. During the year ended June 30, 2020, the City paid principal of \$10,489 and interest of \$18,634 on the note. For the current year, principal and interest paid and total customer net receipts were \$29,123 and \$16,182, respectively.

The resolution providing for the issuance of the revenue note includes the following provisions:

- The note will only be redeemed from the future earnings of the enterprise activity and the note holder holds a lien on the future earnings of the fund.
- Sufficient monthly transfers shall be made to a water revenue note sinking account for the purpose of making principal and interest payments when due.
- Additional monthly transfers shall be made to a water reserve account until a maximum balance of \$29,123 has been accumulated.
- An improvement account shall be established and maintained with a minimum amount to be determined between the City and the Lender.
- User rates shall be established and charged to customers of the Utility, including the City, at a level sufficient to pay the expenses and operation and maintenance of the utility and to leave a balance of net receipts at a level not less than 120% of the amount of principal and interest on all notes falling due in the next succeeding fiscal year.

At June 30, 2020, the City had not established the required sinking and improvement accounts, the City does not pay for water usage, and net receipts are not at least 120% of the amount of principal and interest due in the next succeeding fiscal year, as required.

Installment Purchase

A summary of the City's June 30, 2020 installment purchase payable is as follows:

Year	Radios Installment Purchase	
Ending June 30,	Oct 31, 2019	
	Principal	
2021	\$	23,773
2022		23,773
Total	\$	47,546

On October 31, 2019, the City entered into an agreement to purchase radios at zero percent interest for the fire department. The agreement totaled \$72,460 and is payable over three years, with the first payment made at the time of purchase. During the year ended June 30, 2020, the City paid \$24,914 on the agreement.



#### **(4) Pension Plan**

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

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

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

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

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 2020, pursuant to the required rate, Regular members contributed 6.29% of covered payroll and the City contributed 9.44% of covered payroll, for a total rate of 15.73%. Protection occupation members contributed 6.41% of covered payroll and the City contributed 9.61% of covered payroll, for a total rate of 16.52%.

The City’s contributions to IPERS for the year ended June 30, 2020 totaled \$15,744.

Net Pension Liability, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – At June 30, 2020, the City reported a liability of \$124,754 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019 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, 2019, the City’s proportion was 0.002154%, which was a decrease of 0.000056% from its proportion measured as of June 30, 2018.

For the year ended June 30, 2020 the City’s pension expense, deferred outflows of resources and deferred inflows of resources totaled \$22,949, \$19,606 and \$24,441, respectively.

There were no non-employee contributing entities to IPERS.

Actuarial Assumptions – The total pension liability in the June 30, 2019 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, 2019 valuation were based on the results of an economic assumption study dated March 24, 2017 and a demographic assumption study dated June 28, 2018.

Mortality rates used in the 2019 valuation were based on the RP-2014 Employee and Healthy Annuitant Tables with MP-2017 generational adjustments.

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

Asset Class	Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity	22.0%	5.60%
International equity	15.0	6.08
Global smart beta equity	3.0	5.82
Core plus fixed income	27.0	1.71
Public credit	3.5	3.32
Public real assets	7.0	2.81
Cash	1.0	(0.21)
Private equity	11.0	10.13
Private real assets	7.5	4.76
Private credit	3.0	3.01
Total	<u>100.0%</u>	

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

Sensitivity of 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 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	\$ 221,522	124,754	43,585

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

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

Plan Description – The City operates a single-employer health benefit plan which provides medical/prescription drug benefits for employees, retirees and their spouses. Group insurance benefits are established under Iowa Code Chapter 509A.13. The City currently finances the benefit plan on a pay-as-you-go basis. For the year ended June 30, 2020, the City contributed \$8,250 and plan members eligible for benefits contributed \$4,005 to the plan. At June 30, 2020, no assets have been accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

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

Retired participants must be age 55 or older at retirement, with the exception of special service participants who must be age 50 with 22 years of services. At June 30, 2020, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	-
Active employees	<u>1</u>
Total	<u><u>1</u></u>

**(6) Compensated Absences**

City employees accumulate a limited amount of earned but unused vacation and sick leave hours for subsequent use or for payment upon termination, retirement or death. These accumulations are not recognized as disbursements by the City until used or paid. The City’s approximate liability for earned vacation and sick leave payable to employees at June 30, 2020, primarily relating to the General Fund, is as follows:

<u>Type of Benefit</u>	<u>Amount</u>
Vacation	\$ 9,000
Sick leave	<u>4,000</u>
Total	<u><u>\$ 13,000</u></u>

This liability has been computed based on rates of pay in effect at June 30, 2020.

**(7) Interfund Transfers**

The detail of interfund transfers for the year ended June 30, 2020 is as follows:

<u>Transfer to</u>	<u>Transfer from</u>	<u>Amount</u>
General	Special Revenue:	
	Local Option Sales Tax	\$ 135,190
	Employee Benefits	31,205
	Enterprise:	
	Water	6,000
	Sewer	6,000
		<u>178,395</u>
Local Option Sales Tax	General Fund	802
Solid Waste		<u>14,031</u>
Debt Service	Special Revenue:	
	Tax Increment Financing	145,220
Total		<u>\$ 338,448</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 a member of the Iowa Communities Assurance Pool, as allowed by Chapter 670.7 of the Code of Iowa. The Iowa Communities Assurance Pool (Pool) is a local government risk-sharing pool whose 779 members include various governmental entities throughout the State of Iowa. The Pool was formed in August 1986 for the purpose of managing and funding third-party liability claims against its members. The Pool provides coverage and protection in the following categories: general liability, automobile liability, automobile physical damage, public officials liability, police professional liability, property, inland marine and boiler/machinery. There have been no reductions in insurance coverage from prior years.

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

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

The City's property and casualty contributions to the Pool are recorded as disbursements from its operating funds at the time of payment to the Pool. The City's contributions to the Pool for the year ended June 30, 2020 were \$16,341.

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

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

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

The City also carries commercial insurance purchased from other insurers for coverage associated with workmen's compensation. The City assumes liability for any deductibles and claims in excess of coverage limitations. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**(9) Development Agreements**

The City entered into a development agreement with McKinney Seed in May 2013. Under the terms of the agreement, McKinney Seed agreed to purchase and develop two lots in the business park, constructing warehouse and adjoining office space. In addition, the developer is to employ no less than two full-time equivalent employees at the project. In return, and upon proof that the developer has paid all ad valorem taxes owed with respect to the project, the City will make semi-annual grants to the developer, payable from Tax Increment Project revenues. The amount of the grant is limited to \$3,000 annually and \$15,000 over the life of the agreement. During the year ended June 30, 2020, the City did not make any payments to the developer. Effective May 1, 2017, the City terminated the agreement with McKinney Seed due to lack of compliance with developer provisions of the agreement.

**(10) Prospective Accounting Changes**

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

**(11) Construction Commitments**

The City has entered into a contract for a Community Center renovation project totaling \$277,600. Construction had not begun as of June 30, 2020 and the balance will be paid as work on the project progresses.

**(12) Subsequent Event**

In March 2020, the COVID-19 outbreak was declared a global pandemic. The disruption to businesses across a range of industries in the United States continues to evolve. The full impact to local, regional and national economies, including the City of Colo, remains uncertain.

To date, the outbreak has not created a material disruption to the operations of the City. However, the extent of the financial impact of COVID-19 will depend on future developments, including the spread of the virus, duration and timing of the economic recovery. Due to these uncertainties, management cannot reasonably estimate the potential impact to the City of Colo's operations and finances.

## **Other Information**



City of Colo

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

Other Information

Year ended June 30, 2020

	Governmental Funds Actual	Proprietary Funds Actual	Total
Receipts:			
Property tax	\$ 257,984		257,984
Tax increment financing	141,707	-	141,707
Other city tax	126,996	-	126,996
Licenses and permits	5,323	-	5,323
Use of money and property	14,292	7,276	21,568
Intergovernmental	198,125	-	198,125
Charges for service	1,126	313,786	314,912
Miscellaneous	23,565	140	23,705
Total receipts	<u>769,118</u>	<u>321,202</u>	<u>1,090,320</u>
Disbursements:			
Public safety	191,618	-	191,618
Public works	120,215	-	120,215
Health and social services	750	-	750
Culture and recreation	150,993	-	150,993
Community and economic development	100	-	100
General government	169,099	-	169,099
Debt service	145,220	-	145,220
Business type activities	-	229,920	229,920
Total disbursements	<u>777,995</u>	<u>229,920</u>	<u>1,007,915</u>
Excess (deficiency) of receipts over (under) disbursements	(8,877)	91,282	82,405
Other financing sources (uses), net	<u>(1,831)</u>	<u>2,031</u>	<u>200</u>
Excess (deficiency) of receipts and other financing sources over (under) disbursements and other financing uses	(10,708)	93,313	82,605
Balances beginning of year	<u>1,105,315</u>	<u>384,480</u>	<u>1,489,795</u>
Balances end of year	<u>\$ 1,094,607</u>	<u>477,793</u>	<u>1,572,400</u>

See accompanying independent auditor's report.

Budgeted Amounts		Final to
Original	Final	Total Variance
252,080	252,080	5,904
148,220	148,220	(6,513)
152,560	152,560	(25,564)
6,600	6,600	(1,277)
21,000	21,000	568
198,700	198,700	(575)
358,530	358,530	(43,618)
22,926	22,926	779
1,160,616	1,160,616	(70,296)
191,023	191,023	(595)
148,750	150,670	30,455
289	289	(461)
152,423	165,801	14,808
4,600	4,600	4,500
198,670	223,762	54,663
145,220	145,220	-
327,758	370,838	140,918
1,168,733	1,252,203	244,288
(8,117)	(91,587)	173,992
-	-	200
(8,117)	(91,587)	174,192
1,706,901	1,706,901	(217,106)
1,698,784	1,615,314	(42,914)

**City of Colo**

City of Colo

Notes to Other Information – Budgetary Reporting

June 30, 2020

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 discretely presented 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 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 \$83,470.

During the year ended June 30, 2020, disbursements exceeded the amount budgeted in the public safety and health and social services functions. Also, disbursements exceeded the health and social services function before the budget amendment.

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City of Colo

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

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

Other Information

	2020	2019	2018	2017
City's proportion of the net pension liability	0.002154%	0.002210%	0.002185%	0.002164%
City's proportionate share of the net pension liability	\$ 125	140	146	136
City's covered payroll	\$ 164	159	168	160
City's proportionate share of the net pension liability as a percentage of its covered payroll	76.22%	88.05%	86.90%	85.00%
IPERS' net position as a percentage of the total pension liability	85.45%	83.62%	82.21%	81.82%

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

See accompanying independent auditor's report.

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2016	2015
0.002509%	0.002719%
124	108
168	179
73.81%	60.34%
85.19%	87.61%

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City of Colo

Schedule of City Contributions

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

Other Information

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Statutorily required contribution	\$ 16	15	15	15
Contributions in relation to the statutorily required contribution	<u>(16)</u>	<u>(15)</u>	<u>(15)</u>	<u>(15)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>
City's covered payroll	\$ 167	164	159	168
Contributions as a percentage of covered payroll	9.44%	9.44%	8.93%	8.93%

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

See accompanying independent auditor's report.

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2016	2015	2014	2013	2012	2011
14	15	16	15	13	11
(14)	(15)	(16)	(15)	(13)	(11)
-	-	-	-	-	-
160	168	179	173	161	158
8.93%	8.93%	8.93%	8.67%	8.07%	6.96%



City of Colo

Notes to Other Information – Pension Liability

Year ended June 30, 2020

Changes of benefit terms:

There are no significant changes in benefit terms.

Changes of assumptions:

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

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

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

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

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

- Decreased the inflation assumption from 3.25% to 3.00%.
- Decreased the assumed rate of interest on member accounts from 4.00% to 3.75% per year.
- Adjusted male mortality rates for retirees in the Regular membership group.
- Moved from an open 30-year amortization period to a closed 30-year amortization period for the UAL (unfunded actuarial liability) beginning June 30, 2014. Each year thereafter, changes in the UAL from plan experience will be amortized on a separate closed 20-year period.

## **Supplementary Information**

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City of Colo  
Schedule of Indebtedness  
Year ended June 30, 2020

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Obligation	Date of Issue	Interest Rates	Amount Originally Issued
General obligation notes:			
Capital loan note series 2014	Jul 15, 2014	1.25-3.00%	\$ 1,250,000
Revenue note:			
Water revenue note	Sep 28, 2004	4.25%	\$ 550,000
Installment purchase agreement			
Radio contract	Oct 31, 2019	0.00%	\$ 72,460

See accompanying independent auditor's report.

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Balance Beginning of Year	Issued During Year	Redeemed During Year	Balance End of Year	Interest Paid
920,000	-	120,000	800,000	24,970
440,868	-	10,489	430,379	18,634
-	72,460	24,914	47,546	-

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**City of Colo**

## City of Colo

## Note and Installment Purchase Maturities

June 30, 2020

Year Ending June 30,	General Obligation Note		Revenue Note		Installment Purchase	
	Capital Loan Note		Water		Fire Department	
	Series 2014		Sep 28, 2004		Communication Equipment	
	Interest Rates	Amount	Interest Rates	Amount	Oct 31, 2019 Amount	
2021	2.50%	\$ 125,000	4.25%	\$ 10,731	\$	23,773
2022	2.50	125,000	4.25	11,188		23,773
2023	3.00	130,000	4.25	11,663		-
2024	3.00	135,000	4.25	12,159		-
2025	3.00	140,000	4.25	12,675		-
2026	3.00	145,000	4.25	13,214		-
2027		-	4.25	13,776		-
2028		-	4.25	14,361		-
2029		-	4.25	14,972		-
2030		-	4.25	15,607		-
2031		-	4.25	16,271		-
2032		-	4.25	16,963		-
2033		-	4.25	17,684		-
2034		-	4.25	18,435		-
2035		-	4.25	19,218		-
2036		-	4.25	20,035		-
2037		-	4.25	20,887		-
2038		-	4.25	21,775		-
2039		-	4.25	22,700		-
2040		-	4.25	23,665		-
2041		-	4.25	24,671		-
2042		-	4.25	25,719		-
2043		-	4.25	26,812		-
2044		-	4.25	25,198		-
Total		<u>\$ 800,000</u>		<u>\$ 430,379</u>	<u>\$</u>	<u>47,546</u>

See accompanying independent auditor's report.

City of Colo

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

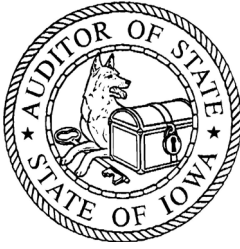
For the Last Six Years

	2020	2019	2018	2017
<b>Receipts:</b>				
Property tax	\$ 257,984	270,906	251,473	207,688
Tax increment financing	141,707	142,924	160,803	270,201
Local option sales tax	126,996	115,588	110,885	120,503
Licenses and permits	5,323	4,983	5,584	7,557
Use of money and property	14,292	14,593	8,288	8,951
Intergovernmental	198,125	177,242	184,634	187,808
Charges for service	1,126	1,935	1,949	2,009
Miscellaneous	23,565	22,830	15,756	27,277
<b>Total</b>	<b>\$ 769,118</b>	<b>751,001</b>	<b>739,372</b>	<b>831,994</b>
<b>Disbursements:</b>				
<b>Operating:</b>				
Public safety	\$ 191,618	204,090	140,261	108,014
Public works	120,215	157,936	99,777	120,711
Health and social services	750	1,039	1,039	750
Culture and recreation	150,993	193,962	154,625	152,020
Community and economic development	100	1,500	1,600	22,957
General government	169,099	220,429	191,456	191,203
Debt service	145,220	147,790	149,190	147,105
<b>Total</b>	<b>\$ 777,995</b>	<b>926,746</b>	<b>737,948</b>	<b>742,760</b>

See accompanying independent auditor's report.

<u>2016</u>	<u>2015</u>
237,444	211,191
79,905	150,334
116,983	117,832
1,490	995
11,096	12,140
221,946	149,915
2,719	3,089
<u>42,255</u>	<u>60,910</u>
<u>713,838</u>	<u>706,406</u>
171,293	153,746
210,277	1,236,617
8,133	8,133
131,262	115,713
1,500	1,600
136,145	142,428
<u>172,203</u>	<u>150,361</u>
<u>830,813</u>	<u>1,808,598</u>





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

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

To the Honorable Mayor and Members of the City Council:

We have audited in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business type activities, the discretely presented component units, each major fund and the aggregate remaining fund information of the City of Colo, Iowa, as of and for the year ended June 30, 2020, and the related Notes to Financial Statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 26, 2021. 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 Colo'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 Colo's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Colo's internal control.

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

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

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control which is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying Schedule of Findings as items (E) through (L) to be significant deficiencies.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Colo'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, 2020 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.

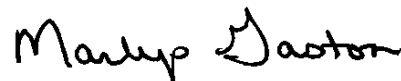
### The City of Colo's Responses to the Findings

The City of Colo's responses to the findings identified in our audit are described in the accompanying Schedule of Findings. The City of Colo'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 Colo during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.



Marlys K. Gaston, CPA  
Deputy Auditor of State

March 26, 2021

City of Colo

Schedule of Findings

Year ended June 30, 2020

**Findings Related to the Financial Statements:**

**INTERNAL CONTROL DEFICIENCIES:**

(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 – One person has control over each of the following areas of the City:

- (1) Accounting system – performing all general accounting functions, including journal entries and having custody of City assets.
- (2) Cash and petty cash – reconciling bank accounts and initiating and recording cash receipt and disbursement transactions.
- (3) Investments – investing and recording.
- (4) Long-term debt – recording and reconciling.
- (5) Receipts – collecting, depositing, journalizing and posting.
- (6) Utility receipts – billing, collecting, depositing, posting and reconciling.
- (7) Disbursements – purchasing, check signing, recording and reconciling.
- (8) Payroll – recordkeeping, preparing and distributing.
- (9) Computer system – performing all general accounting functions and controlling all data input and output.
- (10) Financial reporting – preparing, reconciling and distributing.
- (11) Journal entries – preparing and journalizing.

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

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

City of Colo

Schedule of Findings

Year ended June 30, 2020

Recommendation – We realize segregation of duties is difficult with a limited number of office employees. However, operating procedures should be reviewed to obtain the maximum internal control possible under the circumstances. Officials and other current personnel should be utilized to provide additional control through review of financial transactions and reconciliations. The review of bank and utility reconciliations should include independent verification of bank and accounts receivable balances and all reconciling items. Such reviews should be performed by independent persons and should be documented by the signature or initials of the reviewer and the date of the review.

Response – The City will review its control procedures to obtain the maximum internal control possible. An individual will be appointed to review documents for added controls. Reviews will be documented by the signature or initials of the reviewer and the date of the review.

Conclusion – Response accepted.

(B) Financial Reporting

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

Condition – During the audit, we identified material amounts of receipts and transfers which were not posted correctly. Adjustments were subsequently made by the City to properly report the amounts in the City’s financial statements.

Cause – City policies do not require review and procedures have not been established to ensure independent review of receipts, transfers and journal entries to ensure the City’s financial statements are accurate and reliable.

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

Recommendation – The City should implement procedures to ensure receipts and transfers are properly recorded in the City’s accounting records and financial statements.

Response – The City will implement procedures to ensure receipts and transfers are properly recorded in the City’s accounting records and financial statements.

Conclusion – Response accepted.

City of Colo

Schedule of Findings

Year ended June 30, 2020

(C) Colo Volunteer Firefighters Association, Inc.

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 Association's financial statements.

Condition – Generally, one individual has control over collecting, depositing, posting, disbursing and reconciling for the Association for which no compensating controls exist. In addition, the Association does prepare monthly bank reconciliations, however, there is no independent review of the bank reconciliation.

Cause – The Association 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. In addition, procedures have not been developed for the independent review of the monthly bank reconciliation.

Effect – Inadequate segregation of duties could adversely affect the Association'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. The lack of an independent review of the bank reconciliation could cause an opportunity for an undetected misappropriation.

Recommendation – We realize segregation of duties is difficult with a limited number of individuals. However, the operating procedures should be reviewed to obtain the maximum internal control possible under the circumstances. Officials and other current personnel should be utilized to provide additional control through review of financial transactions and reconciliations. Such reviews should be performed by independent persons to the extent possible and should be documented by the signature or initials of the reviewer and the date of the review.

Response – Operating procedures will be reviewed to obtain the maximum internal control possible. An independent person will provide additional control through reviewing all transactions and will sign and date. Monthly bank reconciliations will be performed, and an independent person will review the reconciliations. The City Clerk will receive copies of monthly bank reconciliations.

Conclusion – Response accepted.

City of Colo

Schedule of Findings

Year ended June 30, 2020

(D) Colo Development Group

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 Group's financial statements.

Condition – Generally, one individual has control over collecting, depositing, posting, disbursing and reconciling for the Group for which no compensating controls exist.

Cause – The Group has a limited number of individuals 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 Group'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 – We realize segregation of duties is difficult with a limited number of individuals. However, the operating procedures should be reviewed to obtain the maximum internal control possible under the circumstances. Officials and other current personnel should be utilized to provide additional control through review of financial transactions. Such reviews should be performed by independent persons to the extent possible and should be documented by the signature or initials of the reviewer and the date of the review.

Response – Operating procedures will be reviewed to obtain the maximum internal control possible. An independent person will provide additional control through reviewing all transactions and will sign and date.

Conclusion – Response accepted.

(E) Colo Development Group Bank Reconciliation

Criteria – An effective internal control system provides for internal controls related reconciling monthly bank statements to the book balance to ensure the accuracy of the book balance.

Condition – The Colo Development Group has not been preparing a monthly bank to book reconciliation.

Cause – Policies have not been established and procedures have not been implemented to reconcile monthly bank statements to ensure the accuracy of the book balance.

Effect – Since monthly bank statement reconciliations were not prepared, misstatements of the book balance could occur and not be detected.

City of Colo

Schedule of Findings

Year ended June 30, 2020

Recommendation – To improve financial accountability and control, the reconciliation of the book and bank balances should be prepared and reviewed by an independent person. The review should be documented by the signature or initials of the reviewer and the date of the review.

Response - Monthly bank reconciliations will be performed, and an independent person will review the reconciliations. The City Clerk will receive copies of monthly bank reconciliations.

Conclusion – Response accepted.

(F) Disbursements

Criteria – Disbursements should be properly supported by invoice or other supporting documentation. Supporting documentation should be canceled to prevent reuse. All disbursements of City funds, including all City departments, should be approved by the City Council prior to payment being made.

Condition – We noted the following:

- One disbursement was not properly supported by invoice or other documentation.
- Supporting documentation for eight disbursements was not canceled to prevent reuse.
- One of thirty disbursement transactions tested were not approved by the City Council.
- Three of ten credit card transactions tested were not approved by the City Council.

Cause – The City’s policies and procedures do not require proper documentation be maintained for disbursements or invoices to be cancelled upon payment. Policies are not in place to ensure that all library disbursements are being approved by a majority vote of the City Council. All disbursements that are approved by the city council should be included in a list of disbursements that are published with the city council meeting minutes.

Effect – Lack of supporting documentation for all disbursements could result in unauthorized and unsupported transactions and the opportunity for misappropriation. Lack of cancellation could lead to invoices being paid more than once. Lack of approval of disbursements could result in payments that would not normally be approved by the city council.

Recommendation – The City should maintain support for all disbursements in the future. Supporting documentation should be canceled to prevent reuse and the disbursements are approved by the City Council.

City of Colo

Schedule of Findings

Year ended June 30, 2020

Response – The City will maintain documentation for all disbursements. Supporting documentation will be canceled to prevent reuse. The City will ensure all disbursements are approved by the City Council.

Conclusion – Response accepted.

(G) Computer Systems

Criteria – A disaster recovery plan for financial continuity should include the following elements:

- Identification of critical applications.
- Identification of staff responsibilities.
- Identification of steps for recovery of systems critical to City operations.
- Identification of computer equipment needed for temporary processing.
- Identification of business location(s) which could be used to process critical applications in the event of an emergency, including any applicable written agreements for the use of the location(s).
- Requirement to keep a copy of the disaster recovery plan off site.
- Requirement to keep system backups current and off site.
- An inventory of all hardware and components.
- An inventory of all software applications.
- A requirement that copies of all user documentation and policy and procedures manuals be located off site.
- A requirement for an extra stock of paper supplies, such as checks, warrants, purchase orders, etc., to be located off site.
- A requirement outlining the frequency of testing or review of the disaster recovery plan.

Condition – The City does not have a written disaster recovery plan for its computer system.

Cause – Management has not required a written disaster recovery plan for its computer.

Effect – The failure to have a formal disaster recovery plan could result in the City's inability to function in the event of a disaster or continue City business without interruption.

Recommendation – The City should develop a written disaster recovery plan.

Response – The City is working on a disaster recovery plan.

Conclusion – Response accepted.



City of Colo

Schedule of Findings

Year ended June 30, 2020

(H) Credit Cards

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

Condition – The City has a credit card for use by employees while on City business. The City has not adopted a formal policy to regulate the use of credit cards and to establish procedures for the proper accounting of credit card charges.

Cause – Adoption of a formal policy to regulate the use of credit cards has not been prioritized by the City Council.

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

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

Response – The City will adopt a formal written policy regulating the use of credit cards.

Conclusion – Response accepted.

(I) Receipts

Criteria – An effective internal control system provides for internal controls related to and independent mail opener reconciling an initial listing of receipts to the general ledger and to deposits to ensure the accuracy of recorded collections. Pre-numbered receipts should be issued for collections. Undeposited receipts should be secured until time of deposit to eliminate risk of misappropriation.

Condition – The City did not have procedures in place requiring mail to be opened and tested by an independent person. Pre-numbered receipts were not issued for collections. Undeposited receipts are not properly secured until they are deposited.

Cause – Policies have not been established and procedures have not been implemented to require the use of pre-numbered receipts, require someone independent of recording receipts to open the mail and to reconcile an initial listing of receipts to the general ledger posting and to deposit. Policies and procedures to properly safeguard undeposited receipts have not been implemented.

City of Colo

Schedule of Findings

Year ended June 30, 2020

Effect – Since mail is not opened by an independent person and a reconciliation of an initial listing of receipts to general ledger posting and to deposits was not performed by the independent mail opener, misstatements of collections may not be prevented or detected and corrected on a timely basis in the normal course of operations. Undeposited receipts could be misappropriated if not properly secured. Lack of prenumbered receipts and accounting for the numerical sequence of the receipts could result in misappropriation of receipts.

Recommendation – The City should require someone independent of recording receipts to open the mail and prepare a listing of receipts collected in the mail. Later, that independent mail opener should trace receipts on the listing to proper posting in the general ledger and to proper deposit. The independent review should be evidenced by initials or signature of the reviewer and date of review. Pre-numbered receipts should be issued for collections. Undeposited receipts should be properly secured until the time of deposit.

Response – The City issues prenumbered receipts for all payments made by customers for utility bills, garbage bags, permits, etc. which are paid in cash. We will review our procedures for checks and money orders and establish procedures for an independent receipt to deposit reconciliation. We will keep undeposited receipts in a secure location to eliminate the risk of misappropriation. We will establish procedures to have an individual independent of accounting duties open the mail.

Conclusion – Response accepted.

(J) Payroll

Criteria – An effective internal control system provides for internal controls related to the processing and approval of payroll for employees of the City.

Condition – There is no evidence of approval of vacation or sick leave usage by a supervisor prior to the usage of the vacation or sick leave time.

Cause – Supervisors have not prioritized approval of sick leave or vacation usage prior to the use of the vacation or sick leave time.

Effect – Lack of approval of usage of sick leave and vacation could lead to improper accrual or usage of leave balances and errors in payroll hours recorded and paid.

Recommendation – Leave time should be approved by a supervisor in advance of use.

Response – The City will ensure all leave requests are properly reviewed and approved, with approval being documented, before leave is taken.

Conclusion – Response accepted.

City of Colo

Schedule of Findings

Year ended June 30, 2020

(K) Utility Reconciliation and Policies

Criteria – An effective internal control system provides for internal controls related to maintaining delinquent account listings, and reconciling billings, collections and delinquent accounts and comparing utility collections to deposits to ensure proper recording of utility receipts, the propriety of adjustments and write-offs and the propriety of delinquent account balances. These reconciliations should be reviewed by an individual independent of the reconciliation process, and that review should be documented. Also, written policies and procedures for assessment of penalties, shut-off procedures for delinquent accounts and for the write-off of uncollectible accounts should be approved by the City Council.

Condition – Utility reconciliations are being prepared monthly, however, there is no independent review of those reconciliations. The City does not have written policies and procedures for the assessment of penalties, shut-off procedures for delinquent accounts or for the write-off of uncollectible accounts.

Cause – Policies have not been established and procedures have not been implemented to require utility reconciliations to be independently reviewed.

In addition, the City has not established written policies for the assessment of late payment penalties, shut-off procedures for delinquent accounts or the write-off of uncollectible accounts.

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

Recommendation – Procedures should be established to ensure monthly reconciliations are reviewed by an independent person. The independent review should be documented by signing or initials and date of review. Also, the City should establish policies for the assessment of late payment penalties, shut-off procedures for delinquent accounts and the write-off of uncollectible accounts.

Response – The City will establish procedures for penalty, shut off and write-off of uncollectible accounts. The City will also set up reviews of utility reconciliations.

Conclusion – Response accepted.

(L) Bank Reconciliation

Criteria – An effective internal control system provides for internal controls related to ensuring proper accounting for all funds by maintaining appropriate accounting records and reconciling bank and book balances. Supervisory review of bank reconciliations can help ensure the accuracy of recorded amounts.

Condition – Monthly bank statements are reconciled to the City's monthly financial report. However, no evidence of an independent review of the June 2020 bank reconciliation was available.

City of Colo

Schedule of Findings

Year ended June 30, 2020

Cause – Procedures have not been designed and implemented to ensure bank reconciliations are independently reviewed for completeness and accuracy.

Effect – The lack of independent review of bank reconciliations can result in unrecorded transactions, undetected errors and opportunity for misappropriation.

Recommendation – Procedures should be established and implemented to ensure an independent person reviews the reconciliations and documents their review by signing or initialing and dating the monthly reconciliations.

Response – The Mayor signs off on bank reconciliations every month.

Conclusion – Response acknowledged. The bank reconciliation in question did not have evidence of review, so the City should ensure that evidence of review is documented.

**INSTANCES OF NON-COMPLIANCE:**

No matters were noted.

City of Colo

Schedule of Findings

Year ended June 30, 2020

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

- (1) Certified Budget – 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.” Disbursements during the year ended June 30, 2020 exceeded the amounts budgeted in the public safety and health and social services functions. Also, disbursements in the health and social services function exceeded the budget before the first budget amendment.

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

Response – The budget will be amended as needed in the future.

Conclusion – Response accepted.

- (2) Questionable Disbursements – In accordance with Article III, Section 31 of the Iowa Constitution and an Attorney General’s opinion date April 25, 1979, public funds may only be spent for public benefit. Certain disbursements were noted which we believe may not meet the requirements of public purpose as defined by the Attorney General’s opinion since the public benefits to be derived have not been clearly documented. This disbursement is detailed as follows:

<u>Paid to</u>	<u>Purpose</u>	<u>Amount</u>
Colo-Nesco School District	Donation for After-Prom Party	\$ 100

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

In addition, during the year ended June 30, 2020, the City donated \$750 to the Colo Food Bank. The Constitution of the State of Iowa prohibits governmental bodies from making a gift to private non-profit corporations. Article III, Section 31 of the Constitution of the State of Iowa states “... no public money or property shall be appropriated for local or private purposes, unless such appropriation, compensation or claim be allowed by two-thirds of the members elected to each branch of the General Assembly.”

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

We are not aware of any statutory authority for the City to provide public funds to the Colo Food Bank, a private non-profit corporation. The City should seek reimbursement of the unspent portion, if any, of the \$750 donation and should cease providing future donations.

City of Colo

Schedule of Findings

Year ended June 30, 2020

Response – The City will document the public purpose of any questionable disbursements and will adopt a policy approved by the City Council that these disbursements will be allowable in the future. The City will also cease providing any donations in the future to private non-profit corporations.

Conclusion – Response accepted.

- (3) Travel Expense – No disbursements of City money for travel expenses of spouses of City officials or employees were noted.
- (4) Business Transactions – There were no business transactions between the City and City officials, or employees were noted.
- (5) Restricted Donor Activity – No transactions were noted between the City, City officials, city employees and restricted donors in compliance with Chapter 68B of the Code of Iowa.
- (6) 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.
- (7) City Council Minutes – Except as noted below, no transactions were found that we believe should have been approved in the City Council minutes but were not.
  - Effective April 17, 2019, Rule 545-2.2 of the Iowa Administrative Code requires transfers between funds be passed by resolution and include a clear statement of the reason or purpose for the transfer, the name of the affected funds and the dollar amount to be transferred. Fourteen transfers between funds were not approved by resolution. One transfer was approved by the City Council by a resolution but was not made.
  - For the month of August 2019, the City did not publish total disbursements from each fund as required by Ch. 372.13(6) of the Code of Iowa.
  - The City Council meeting minutes for the August 2019 meeting were not published in accordance with Chapter 372.13(6) of the code of Iowa.
  - One City Ordinance was passed but was not published in accordance with Chapter 380.7(3) of the Code of Iowa.

Recommendation – The City should publish total disbursements from each fund. All transfers between funds should be approved by resolution of the City Council and include a clear statement of the reason or purpose of the transfer, the name of the affected funds and the dollar amount of the transfer, as required. All transfers approved by the City Council should be made, as approved. All City Council meeting minutes should be published. All City ordinances or a summary of the ordinance passed should be published.

Response – The City will ensure all transfers are approved by the City Council by a resolution and total disbursements from each fund are published as required by Chapter 372.13(6) of the Code of Iowa. The City will also ensure all ordinances are published as required.

Conclusion – Response accepted.

City of Colo

Schedule of Findings

Year ended June 30, 2020

- (8) 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.
- (9) Revenue Note – The following instances of non-compliance with the water revenue note were noted:
- The City has not established a water revenue note sinking or water improvement account.
  - The City is not paying for water usage as required by the note resolution.
  - The water revenue note resolution states the City will set utility rates “determined to be sufficient to produce net revenues for the next succeeding fiscal year adequate to pay principal and interest requirements and create reserves as provided in this resolution but not less than 120 percent of the principal and interest requirements of the fiscal year.” The City has not complied with this provision.

Recommendation – The City should establish the required accounts and make the necessary transfers required by the note resolution. In addition, the City should pay for water usage, as required, and ensure an annual audit is performed within 90 days after the end of the fiscal year, as required. Also, the City should review the utility rates and make appropriate adjustments to ensure sufficient net revenues are produced to pay principal and interest requirements and create reserves as provided in the resolution.

Response – The City will discuss and act on the Auditor’s recommendations.

Conclusion – Response accepted.

- (10) Tax Increment Financing (TIF) – Chapter 403.19 of the Code of Iowa provides a municipality may certify loans, advances, indebtedness and bonds (indebtedness) to the County Auditor which qualify for reimbursement as provided in the Code section. Such certification makes it a duty of the County Auditor to provide for the division of property tax to repay the certified indebtedness and, as such, the County Auditor shall provide available TIF incremental property tax in subsequent fiscal years without further certification until the amount of certified indebtedness is paid to the City. Indebtedness incurred is to be certified to the County Auditor and then the divided property tax is to be used to pay the principal of and interest on the certified indebtedness.

We noted the following regarding the City’s TIF debt certification:

- Based on review of the County Auditor TIF Reconciliation dated November 2019, the City has under-certified the debt for the 2014 Street Improvements Project by \$23,421.

Recommendation – The City should use Form 1 to certify portions of TIF obligations which have not been certified and use Form 3 to decertify amounts which have been over certified.

City of Colo

Schedule of Findings

Year ended June 30, 2020

Response – The City will consult with the proper individuals and use the necessary forms to ensure TIF obligations are certified in the correct amounts.

Conclusion – Response accepted.

- (11) Annual Urban Renewal Report – The amounts reported on the Levy Authority Summary for fund balances, receipts and disbursements did not reconcile to the City’s Special Revenue, Tax Increment Financing Fund. Also, the City Council did not approve the Annual Urban Renewal Report, as required by Chapter 384.22 of the Code of Iowa.

Recommendation – The City should ensure the amounts reported on the Levy Authority Summary agree with the City’s records. Also, the City Council should approve the Annual Urban Renewal Report.

Response – The City will ensure amounts reported in the City’s Annual Urban Renewal Report materially agree with the City’s records. The City council will approve the Annual Urban Renewal Report.

Conclusion – Response accepted.

- (12) Annual financial Report – Chapter 384.22 of the Code of Iowa requires the City’s Annual Financial Report (AFR) contain a “summary for the preceding fiscal year of all collections and receipts, all accounts due the City and all expenditures...” We noted certain disbursements did not agree with the City’s records. Total disbursements were \$255,255 overstated and transfer in and transfers out did not agree with City records.

Recommendation – The City should establish procedures to ensure the receipts reported on the AFR and transfers in and transfers out are properly supported and reported.

Response – The City will establish procedures to ensure the AFR and transfers in and transfers out are properly supported and reported the same.

Conclusion – Response accepted.

- (13) Public Notice of Hearing for Project Bids – The City did not publish notice of a public hearing for the selection of bids for the Community Center Remodeling project as required by Chapters 26.12 and 362.3 of the Code of Iowa.

Recommendation – Procedures should be established and implemented to ensure the City publishes proper notice of public hearings for the selection of bids for a capital project in excess of the bid threshold established by Chapter 26.3 and 26.12 of the Code of Iowa. Published notice of the hearing should be at least four but not more than twenty days prior to the hearing.

Response – The City will establish procedures to ensure that proper notice of hearings for selection of bids will be published.

Conclusion – Response accepted.



City of Colo

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Year ended June 30, 2020

- (14) Utility Rates – One utility billing tested applied a rate for a second water meter that was less than the rate approved by the City Council.

Recommendation – The City should establish and implement procedures to ensure the proper utility rates are being used when preparing utility billings.

Response – The City will establish procedures that ensure that the approved utility rates are being used when calculating utility billings.

Conclusion – Response accepted.

- (15) City Equipment Usage

Criteria – As a result of concerns brought to the attention of the Office of Auditor of State pertaining to City owned equipment being used by City officials and employees for personal purposes, we made inquiries regarding written policies pertaining to City equipment usage. Article III, Section 31 of the Iowa Constitution in part says “...no public money or property shall be appropriated for local, or private purposes, unless such appropriation, compensation or claim be allowed by two-thirds of the members elected to each branch of the General Assembly.” The City does not have written policies and procedures in place to ensure that City owned equipment is only used for City purposes

Recommendation – The City should establish policies and implement procedures to ensure the City owned equipment is only used for City purposes.

Response – City owned equipment is only used for City purposes. The instance of a City official or employee using City owned equipment for personal reasons was by an individual that is no longer associated with the City.

Conclusion – Response acknowledged. The City should establish policies and implement procedures to ensure the City owned equipment is only used for City purposes.

City of Colo

Staff

This audit was performed by:

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