



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

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Auditor of State

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**NEWS RELEASE**

FOR RELEASE

December 15, 2010

Contact: Andy Nielsen  
515/281-5834

Auditor of State David A. Vaudt today released an audit report on the Rathbun Area Solid Waste Commission.

The Commission had total receipts of \$1,194,722 during the year ended June 30, 2010, an 8 percent increase over the prior year. The receipts included transfer station gate receipts of \$805,218, recycling receipts of \$119,846 and grant receipts of \$190,345.

Disbursements for the year totaled \$1,027,826, a 41 percent decrease from the prior year, and included \$258,270 for salaries and benefits, \$241,946 for solid waste disposal fees and \$154,795 for debt service.

A copy of the audit report is available for review at the Rathbun Area Solid Waste Commission's office, in the Office of Auditor of State and on the Auditor of State's web site at <http://auditor.iowa.gov/reports/1014-0008-B00F.pdf>.

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**RATHBUN AREA SOLID WASTE COMMISSION**

**INDEPENDENT AUDITOR'S REPORTS  
FINANCIAL STATEMENT AND  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF FINDINGS**

**JUNE 30, 2010**

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## **Rathbun Area Solid Waste Commission**

### **Officials**

<u>Name</u>	<u>Title</u>	<u>Representing</u>
Ralph Alshouse	Chair	City of Seymour
Marsha Mitchell	Member	City of Centerville
Glen Moritz	Member	City of Centerville
Jody McDanel	Member	Appanoose County
Jean Morrison	Member	City of Cincinnati
Jim Casteel	Member	City of Exline
Gary Harris	Member	City of Moulton
Pearl Seals	Member	City of Mystic
Wendell DeVore	Member	City of Plano
Eric Pace	Member	City of Udell
Pat Nicoletto	Member	City of Unionville
Leonard Jondle	Member	City of Promise City
Charles Turner (Resigned June 2010)	Member	City of Moravia
Irene Brook (Appointed)	Member	City of Moravia
Richard Brook	Member	City of Numa
David Coffin	Member	City of Rathbun
Rodger Kaster	Director	
Jennifer Frampton	Treasurer	

**Rathbun Area Solid Waste Commission**



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Independent Auditor's Report

To the Members of the Rathbun Area  
Solid Waste Commission:

We have audited the accompanying financial statement of the Rathbun Area Solid Waste Commission as of and for the year ended June 30, 2010. This financial statement is the responsibility of the Commission's management. Our responsibility is to express an opinion on this financial statement 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 statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

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

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash basis financial position of the Rathbun Area Solid Waste Commission as of June 30, 2010, and the changes in its cash basis financial position for the year then ended in conformity with the basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued our report dated November 12, 2010 on our consideration of the Rathbun Area Solid Waste Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

Management's Discussion and Analysis on pages 6 through 8 is not a required part of the financial statement, but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. We did not audit the information and express no opinion on it.

DAVID A. VAUDT, CPA  
Auditor of State

WARREN G. JENKINS, CPA  
Chief Deputy Auditor of State

November 12, 2010

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

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The Rathbun Area Solid Waste Commission (RASWC) provides this Management's Discussion and Analysis of its financial statement. This narrative overview and analysis of the financial activities of the RASWC is for the fiscal year ended June 30, 2010. We encourage readers to consider this information in conjunction with the Commission's financial statement, which follows.

### **2010 FINANCIAL HIGHLIGHTS**

- ◆ Operating receipts decreased 2%, or approximately \$20,000, from fiscal year 2009 to fiscal year 2010.
- ◆ Operating disbursements decreased 38%, or approximately \$458,000, from fiscal year 2009 to fiscal year 2010.
- ◆ Cash basis net assets increased 15%, or approximately \$167,000, from June 30, 2009 to June 30, 2010.

### **USING THIS ANNUAL REPORT**

The RASWC has elected to present its financial statement on the cash basis of accounting. The cash basis of accounting is a basis of accounting other than U.S. generally accepted accounting principles. Basis of accounting refers to when financial events are recorded, such as the timing for recognizing revenues, expenses and the related assets and liabilities. Under the cash basis of accounting, revenues and expenses and the related assets and liabilities are recorded when they result from cash transactions.

As a result of the use of the cash basis of accounting, certain assets and their related revenues and liabilities and their related expenses are not recorded in this financial statement. Therefore, when reviewing the financial information and discussion within this annual report, readers should keep in mind the limitations resulting from the use of the cash basis of accounting.

The annual report is presented in a format consistent with the presentation of Governmental Accounting Standards Board (GASB) Statement No. 34, as applicable to the cash basis of accounting.

This discussion and analysis are intended to serve as an introduction to the financial statement. The annual report consists of the financial statement and other information, as follows:

- Management's Discussion and Analysis introduces the financial statement and provides an analytical overview of the RASWC's financial activities.
- The Statement of Cash Receipts, Disbursements and Changes in Cash Basis Net Assets presents information on the RASWC's operating receipts and disbursements, non-operating receipts and disbursements and whether the RASWC's cash basis financial position has improved or deteriorated as a result of the year's activities.
- The Notes to Financial Statement provide additional information essential to a full understanding of the data provided in the financial statement.

## **FINANCIAL ANALYSIS OF THE COMMISSION**

### *Statement of Cash Receipts, Disbursements and Changes in Cash Basis Net Assets*

The purpose of the statement is to present the receipts received by the RASWC and the disbursements paid by the RASWC, both operating and non-operating. The statement also presents a fiscal snapshot of the Commission's cash balance at year end. Over time, readers of the financial statement are able to determine the RASWC's cash basis financial position by analyzing the increase and decrease in cash basis net assets.

Operating receipts are received for gate fees from accepting solid waste and recycling. Operating disbursements are disbursements paid to operate the transfer station. Non-operating receipts and disbursements are for interest on investments, debt service and equipment purchases. A summary of cash receipts, disbursements and changes in cash basis net assets for the years ended June 30, 2010 and June 30, 2009 is presented below:

<b>Changes in Cash Basis Net Assets</b>		
	<b>Year ended June 30,</b>	
	<b>2010</b>	<b>2009</b>
<b>Operating receipts:</b>		
Gate fees	\$ 805,218	858,848
Recycling fees	119,846	86,580
Total operating receipts	<u>925,064</u>	<u>945,428</u>
<b>Operating disbursements:</b>		
Salaries and benefits	258,270	256,911
Solid waste contract	241,946	247,503
Closure and postclosure care	41,912	523,042
Other	201,689	174,255
Total operating disbursements	<u>743,817</u>	<u>1,201,711</u>
Excess (deficiency) of operating receipts over (under) operating disbursements	<u>181,247</u>	<u>(256,283)</u>
<b>Non-operating receipts (disbursements):</b>		
Grants	190,345	37,770
Interest on investments	27,585	29,320
Sale of land	51,728	-
Insurance proceeds	-	92,048
Debt service	(154,795)	(142,158)
Buildings and grounds	(80,470)	(414,191)
Environmental management system	(21,046)	-
Equipment	(27,698)	-
Net non-operating receipts (disbursements)	<u>(14,351)</u>	<u>(397,211)</u>
Net change in cash basis net assets	<u>166,896</u>	<u>(653,494)</u>
Cash basis net assets beginning of year	<u>1,095,892</u>	<u>1,749,386</u>
Cash basis net assets end of year	<u>\$1,262,788</u>	<u>1,095,892</u>
<b>Cash Basis Net Assets</b>		
Restricted for:		
Closure and postclosure care	\$ 807,853	695,860
Debt service	97,132	41,808
Tonnage fees retained	<u>31,549</u>	<u>28,136</u>
Total restricted net assets	<u>936,534</u>	<u>765,804</u>
Unrestricted		
Total cash basis net assets	<u>\$1,262,788</u>	<u>1,095,892</u>

In fiscal year 2010, operating receipts decreased \$20,364, or 2 %, from fiscal year 2009. In fiscal year 2010, operating disbursements decreased \$457,894, or 38%, from fiscal year 2009. The decrease in operating disbursements was primarily due to RASWC completing the final closure phase of the Appanoose County Sanitary Landfill and postclosure in fiscal year 2009.

The largest portion of the RASWC's cash basis net assets (64%) is restricted for closure and postclosure care. State and federal laws and regulations require the Commission to perform certain maintenance and monitoring functions at the landfill site for a minimum of thirty years after closure. Other restricted net assets (10%) are restricted for debt service and tonnage fees retained. Restricted net assets have increased approximately \$171,000, or 22%, during the year. The increase was due to additional funds set aside for closure and postclosure care. The remaining portion (26%) is the unrestricted cash basis net assets which are available to meet the RASWC's obligations as they become due. Unrestricted net assets decreased approximately \$3,800, or 1%, during the year.

#### **LONG-TERM DEBT**

At June 30, 2010, the RASWC had approximately \$1,524,000 in bonds and other long-term debt outstanding, compared to approximately \$1,465,000 last year, as shown below.

Outstanding Debt at Year-End (Expressed in Thousands)		
	June 30,	
	2010	2009
Revenue bonds	\$ 1,385	1,465
Solid Waste Alternative Program loan	139	-
Total	\$ 1,524	1,465

Debt increased slightly during fiscal year 2010. The Commission received a Solid Waste Alternative Program loan to assist with the recycling center. Additional information about the Commission's long-term debt is presented in Note 3 to the financial statements.

#### **ECONOMIC FACTORS**

RASWC's cash basis financial position increased during the current fiscal year. Despite the increase in financial position, the current condition of the economy in the state continues to be a concern for RASWC officials. Some of the realities which may potentially become challenges for the RASWC to meet are:

- ◆ Facilities require constant maintenance and upkeep.
- ◆ Technology continues to expand and current technology becomes outdated, presenting an on going challenge to maintain up to date technology at a reasonable cost.

Financial receipts and disbursements of the Commission have stabilized in the current fiscal year due to completion of major construction projects at the facility. The Education Center and the RCC storage area were completed in May 2010. Market rates for recycled goods improved in the current year. However, declining tonnage of solid waste received is a trend of continued concern. With respect to the next fiscal year, the Commission expects to maintain similar receipts and disbursements but is prepared to adjust accordingly.

#### **CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, customers and creditors with a general overview of the Commission's finances and to show the Commission's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Rathbun Area Solid Waste Commission at 3020 McCarty Street, Rathbun, Iowa 52544.

## Rathbun Area Solid Waste Commission

Statement of Cash Receipts, Disbursements and  
Changes in Cash Basis Net Assets

As of and for the year ended June 30, 2010

Operating receipts:	
Gate fees	\$ 805,218
Recycling fees	119,846
Total operating receipts	<u>925,064</u>
Operating disbursements:	
Salaries and benefits	258,270
Solid waste contract	241,946
Engineering	6,207
Recycling	20,736
Professional services	8,253
Legal, accounting and auditing	18,659
Insurance	27,940
Fuel	31,988
Equipment maintenance	40,312
Office equipment and supplies	14,582
Utilities	10,520
Education and promotion	11,260
Travel	1,700
Postclosure care	41,912
Miscellaneous	9,532
Total operating disbursements	<u>743,817</u>
Excess of operating receipts over operating disbursements	<u>181,247</u>
Non-operating receipts (disbursements):	
Grants	190,345
Interest on investments	27,585
Sale of land	51,728
Debt service:	
Principal	(90,750)
Interest and fees	(64,045)
Buildings and grounds	(80,470)
Environmental management system	(21,046)
Equipment	(27,698)
Net non-operating receipts (disbursements)	<u>(14,351)</u>
Change in cash basis net assets	166,896
Cash basis net assets beginning of year	<u>1,095,892</u>
Cash basis net assets end of year	<u>\$ 1,262,788</u>
<b>Cash Basis Net Assets</b>	
Restricted for:	
Closure and postclosure care	\$ 807,853
Debt service	97,132
Tonnage fees retained	31,549
Unrestricted	326,254
Total cash basis net assets	<u>\$ 1,262,788</u>

See notes to financial statement.

Rathbun Area Solid Waste Commission

Notes to Financial Statement

June 30, 2010

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

The Rathbun Area Solid Waste Commission was formed in 1983 pursuant to the provisions of Chapter 28E of the Code of Iowa. The purpose of the Commission is to develop, operate and maintain solid waste facilities on behalf of the units of government which are members of the Commission.

The governing body of the Commission is composed of representatives from each member. The members of the Commission include the cities of Centerville, Cincinnati, Exline, Moravia, Moulton, Mystic, Numa, Plano, Promise City, Rathbun, Seymour, Udell and Unionville and Appanoose County. The commissioners are appointed by the participating political subdivisions and have one vote for each one thousand population, or fraction thereof, which the member represents.

The Commission ceased landfill operation on December 3, 2007 and has operated as a transfer station since that time.

**A. Reporting Entity**

For financial reporting purposes, the Rathbun Area Solid Waste Commission has included all funds, organizations, agencies, boards, commissions and authorities. The Commission has also considered all potential component units for which it is financially accountable and other organizations for which the nature and significance of their relationship with the Commission are such that exclusion would cause the Commission's financial statement to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body and (1) the ability of the Commission to impose its will on that organization or (2) the potential for the organization to provide specific benefits to or impose specific financial burdens on the Commission. The Commission has no component units which meet the Governmental Accounting Standards Board criteria.

**B. Basis of Presentation**

The accounts of the Commission are organized as an Enterprise Fund. Enterprise Funds are utilized to finance and account for the acquisition, operation and maintenance of governmental facilities and services supported by user charges.

Enterprise 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 an Enterprise Fund's principal ongoing operations. All receipts and disbursements not meeting this definition are reported as non-operating receipts and disbursements.

C. Basis of Accounting

The Commission maintains its financial records on the basis of cash receipts and disbursements and the financial statement of the Commission is prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items, including the estimated payables for closure and postclosure care. Accordingly, the financial statement does not present the financial position and results of operations of the Commission in accordance with U.S. generally accepted accounting principles.

D. Restricted Cash Basis Net Assets

Funds set aside for payment of closure, postclosure care, debt service and tonnage fees retained are classified as restricted.

**(2) Cash and Investments**

The Commission's deposits in banks at June 30, 2010 were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to insure there will be no loss of public funds.

The Commission is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the Commission; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district.

Investments are stated at fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates.

At June 30, 2010, the Commission had the following investments:

Investment	Carrying Amount	Fair Value	Maturity (in years)				
			1-5	6-10	11-15	16-20	over 20
FHLMC	\$ 42,539	43,803	185	1,710	-	12,411	29,497
FHR (REMIC)	70,460	70,685	3,656	31,701	1,096	-	34,232
FNMA	51,140	51,886	3,695	37,764	393	1,414	8,620
FNR (REMIC)	27,617	27,132	-	-	-	-	27,132
GNMA	182,896	191,319	-	13,660	25,722	67,254	84,683
Government securities	24,892	24,894	24,894	-	-	-	-
	\$ 399,544	409,719	32,430	84,835	27,211	81,079	184,164

Interest rate risk. The Commission's investment policy limits the investment of operating funds (funds expected to be expended in the current budget year or within 15 months of receipt) to instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 397 days, but the maturities shall be consistent with the needs and use of the Commission.

Credit risk. The FNMA, FHR, FHLMC and FNR investments at June 30, 2010 are rated AAA by Moody's Investors Service.

Concentration of credit risk. The Commission places no limit on the amount that may be invested in any one issuer. More than 5% of the Commission's investments are in Federal Home Loan Mortgage Corporation (FHLMC), Federal Home REMIC, Federal National Mortgage Association (FNMA) and Federal National REMIC. The Commission's investment in the FHLMC is 10.7%, the FHR is 17.3%, the FNMA is 12.7% and the FNR is 6.6%.

### **(3) Bonds and Loan Payable**

Annual debt service requirements to maturity for solid waste revenue bonds are as follows:

Year Ending June 30,	Series 2007				Total	
	Issued Sept 18, 2007					
	Interest Rates	Principal	Interest			
2011	4.15%	\$ 80,000	60,325	140,325		
2012	4.15	85,000	57,005	142,005		
2013	4.15	90,000	53,478	143,478		
2014	4.15	90,000	49,742	139,742		
2015	4.15	95,000	46,008	141,008		
2016-2020	4.15 - 4.35	335,000	183,640	518,640		
2021-2025	4.40 - 4.60	415,000	103,652	518,652		
2026-2027	4.65 - 4.70	195,000	13,818	208,818		
Total		\$ 1,385,000	567,668	1,952,668		

On September 18, 2007, Appanoose County issued solid waste revenue bonds of \$1,540,000 for the Rathbun Area Solid Waste Commission. Proceeds from the bonds provided financing for construction of the transfer station. The Commission has pledged future solid waste customer receipts, net of specified operating disbursements, to repay the solid waste revenue bonds of \$1,540,000. The bonds are payable solely from solid waste customer net receipts and are payable through 2027. Annual principal and interest payments on the bonds are expected to require less than 79% of net receipts. The total principal and interest remaining to be paid on the bonds is \$1,952,668. For the current year, principal and interest paid and total customer net receipts were \$143,645 and \$181,247, respectively.

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

- (a) The bonds will only be redeemed from the future earnings of the enterprise activity and the bond holders hold a lien on the future earnings of the funds.
- (b) Sufficient monthly transfers shall be made to a revenue bond sinking account within the Enterprise Fund for the purpose of making the bond principal and interest payments when due.

### Solid Waste Alternative Program (SWAP) Loan

In September 2009, the Commission entered into a loan agreement with the Iowa Department of Natural Resources to provide funds to assist with the cost of the Commission's recycling center. The agreement awarded up to \$170,000 in the form of a forgivable loan of \$20,000 and a zero interest loan of \$150,000. The term of the loan is seven years and requires quarterly payments of \$5,357 beginning January 15, 2010. At June 30, 2010, there are no unmet conditions to be achieved for loan forgiveness.

The Commission paid \$10,750 in principal under the agreement during the year ended June 30, 2010. The balance of the loan outstanding as of June 30, 2010 is \$139,250.

**(4) Pension and Retirement Benefits**

The Commission contributes to the Iowa Public Employees Retirement System (IPERS), which is a cost-sharing multiple-employer defined benefit pension plan administered by the State of Iowa. IPERS provides retirement and death benefits which are established by state statute to plan members and beneficiaries. IPERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to IPERS, P.O. Box 9117, Des Moines, Iowa, 50306-9117.

Plan members are required to contribute 4.30 % of their annual salary and the Commission is required to contribute 6.65 % of annual covered salary. Contribution requirements are established by state statute. The Commission's contributions to IPERS for the years ended June 30, 2010, 2009 and 2008 were \$12,301, \$11,259 and \$8,980, respectively, equal to the required contribution for each year.

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

Plan Description - The Commission operates a single-employer health benefit plan which provides medical/prescription drug benefits for employees and retirees and their spouses. There are 5 active and no retired members in the plan. Participants must be age 55 or older at retirement.

The medical/prescription drug benefits are provided through a fully-insured plan with Auxiant.

Funding Policy - The contribution requirements of plan members are established and may be amended by the Commission. The Commission currently finances the benefit plan on a pay-as-you-go basis. The most recent active member monthly premiums for the Commission and plan members are \$624 for single coverage and \$1,230 for family coverage. For the year ended June 30, 2010, the Commission contributed the entire cost of \$44,700 to the plan.

**(6) Compensated Absences**

Commission 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 Commission until used or paid. The Commission's liability for earned vacation and sick leave payable to employees at June 30, 2010 is as follows:

Type of Benefit	Amount
Vacation	\$ 5,000
Sick leave	<u>1,000</u>
Total	\$ 6,000

This liability has been computed based on rates of pay in effect at June 30, 2010.

## **(7) Closure and Postclosure Care**

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

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

These costs for the Commission have been estimated to be \$450,480 for postclosure care as of June 30, 2010.

Chapter 455B.306(9)(b) of the Code of Iowa requires permit holders of municipal solid waste landfills to maintain separate closure and postclosure care accounts to accumulate resources for the payment of closure and postclosure care costs. The Commission has accumulated resources to fund these costs and, at June 30, 2010, assets of \$776,180 are restricted for these purposes for postclosure care. They are reported as restricted cash basis net assets in the Statement of Cash Receipts, Disbursements and Changes in Cash Basis Net Assets.

## **(8) Transfer Station Closure Care**

To comply with state regulations, the Commission is required to complete a closure plan detailing how the transfer station will comply with proper disposal of all solid waste and litter at the site, cleaning the transfer station building, including the rinsing of all surfaces that have come in contact with solid waste or washwater, cleaning of all solid waste transport vehicles that will remain on site, including the rinsing of all surfaces that have come in contact with solid waste, and the removal and proper management of all washwater in the washwater management system.

To comply with state regulations, the Commission is required to maintain a closure account as financial assurance for the closure care costs. The effect of the state requirement is to commit landfill owners to perform certain closing functions as a condition for the right to operate the transfer station in the current period.

The total closure care costs for the Commission as of June 30, 2010 have been estimated at \$31,596. Assets of \$31,673 are restricted for these purposes and are reported as restricted cash basis net assets in the Statement of Cash Receipts, Disbursements and Changes in Cash Basis Net Assets.

**(9) Solid Waste Tonnage Fees Retained**

The Commission has established an account for restricting and using solid waste tonnage fees retained by the Commission in accordance with Chapter 455B.310 of the Code of Iowa. At June 30, 2010, the Commission had unspent tonnage fees of \$31,549.

**(10) Risk Management**

The Commission is a member in 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 634 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 operating contributions are those amounts necessary to fund, on a cash basis, the Pool's general and administrative expenses, claims, claims expenses and reinsurance expenses due and payable in the current year, plus all or any portion of any deficiency in capital. Capital contributions are made during the first six years of membership and are maintained to equal 200 percent of the total current members' basis rates or to comply with the requirements of any applicable regulatory authority having jurisdiction over the Pool.

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

The Commission's property and casualty contributions to the risk pool are recorded as disbursements from its operating funds at the time of payment to the risk pool. The Commission's contributions to the Pool for the year ended June 30, 2010 were \$14,068.

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 \$350,000 per claim. Claims exceeding \$350,000 are reinsured in an amount not to exceed \$2,650,000 per claim and \$10,000,000 in aggregate per year. For members requiring specific coverage from \$3,000,000 to \$10,000,000, such excess coverage is also reinsured. Property and automobile physical damage risks are retained by the Pool up to \$150,000 each occurrence, each location, with excess coverage reinsured by the Travelers Insurance Company.

The Pool's intergovernmental contract with its members provides that in the event a casualty claim or series of claims exceeds the amount of risk-sharing protection provided by the member's risk-sharing certificate, or in the event a series of casualty claims exhausts total members' equity plus any reinsurance and any excess risk-sharing recoveries, then payment of such claims shall be the obligation of the respective

individual member. As of June 30, 2010, settled claims have not exceeded the risk pool or reinsurance coverage since the Pool's inception.

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

The Commission also carries commercial insurance purchased from other insurers for coverage associated with workers compensation in the amount of \$1,000,000. The Commission assumes liability for any deductibles, and claims in excess of coverage limitations. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

#### **(11) Solid Waste Disposal Agreement**

The Commission entered into an agreement with the South Central Iowa Solid Waste Agency for acceptance of solid waste from the Commission for \$20.44 per ton plus the DNR tonnage fees, collected as a surcharge. The agreement is in effect from July 1, 2005 through June 30, 2016. The agreement was amended in December 2009 and increased the fee to \$22.80 per ton plus the DNR tonnage fees for the period July 1, 2010 through June 30, 2013. During the year ended June 30, 2010, the Commission paid \$229,864 under the contract.



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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 a Financial Statement Performed in Accordance with  
Government Auditing Standards

To the Members of the Rathbun Area  
Solid Waste Commission:

We have audited the accompanying financial statement of the Rathbun Area Solid Waste Commission as of and for the year ended June 30, 2010, and have issued our report thereon dated November 12, 2010. Our report expressed an unqualified opinion on the financial statement which was prepared in conformity with an other comprehensive basis of accounting. 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.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Rathbun Area Solid Waste Commission's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing our opinion on the effectiveness of the Rathbun Area Solid Waste Commission's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Rathbun Area Solid Waste Commission's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance all deficiencies, significant deficiencies or material weaknesses have been identified. However, as described in the accompanying Schedule of Findings, we identified certain deficiencies in internal control over financial reporting we consider to be material weaknesses and other deficiencies we consider to be 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 Rathbun Area Solid Waste Commission's financial statement will not be prevented or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings as items (A) and (B) 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 (C) and (D) to be significant deficiencies.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Rathbun Area Solid Waste Commission's financial statement is 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 Commission's operations for the year ended June 30, 2010 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statement of the Commission. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

The Rathbun Area Solid Waste Commission's written responses to findings identified in our audit are described in the accompanying Schedule of Findings. While we have expressed our conclusions on the Commission's responses, we did not audit the Rathbun Area Solid Waste Commission's responses and, accordingly, we express no opinion on them.

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

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the Rathbun Area Solid Waste Commission during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.



DAVID A. VAUDT, CPA  
Auditor of State



WARREN G. JENKINS, CPA  
Chief Deputy Auditor of State

November 12, 2010

Rathbun Area Solid Waste Commission

Schedule of Findings

Year ended June 30, 2010

**Findings Related to the Financial Statement:**

**INTERNAL CONTROL DEFICIENCIES:**

(A) Segregation of Duties – One important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. When duties are properly segregated, the activities of one employee act as a check of those of another. One person has control over each of the following areas:

- (1) Bank reconciliations prepared by the Commission's accounting firm were not provided to the Commission for review. Therefore, bank reconciliations were not reviewed by an independent person for propriety.
- (2) Investments held by outsiders are not confirmed or verified by an independent person. Investments are not reconciled to investment records by an independent person and an independent verification of interest earnings is not performed.
- (3) All incoming mail is not opened by an employee who is not authorized to make entries to the accounting records and a listing of receipts is not prepared.
- (4) Generally, one individual may have control over collecting, depositing, posting, maintaining receivable records and daily reconciling of receipts for which no compensating controls exist.
- (5) Payroll records are not reviewed and approved. Payroll rates entered into the computer system are not reviewed and approved. An independent person does not approve wire transfers made for payment of payroll taxes, FICA and IPERS.

Recommendation – We realize segregation of duties is difficult with a limited number of office employees. However, the Commission should review its control procedures to obtain the maximum internal control possible under the circumstances.

Response – Segregation of duties is difficult due to the limited number of office employees. However, we will review current procedures.

Conclusion – Response accepted.

(B) Reconciliation of Billings, Collections and Delinquencies – Commission billings, collections and delinquent accounts were not reconciled throughout the year.

Recommendation – Procedures should be established to reconcile billings, collections and delinquencies for each billing period. The Commission or a

Rathbun Area Solid Waste Commission

Schedule of Findings

Year ended June 30, 2010

Commission-designated independent person should review the reconciliations and monitor delinquencies.

Response – The Commission will work to prepare the reconciliation of utility billings, collections and delinquencies.

Conclusion – Response accepted.

- (C) Information Systems – The following weaknesses in the Commission's computer based systems were noted:

The Commission does not have written policies for:

- Password privacy and confidentiality.
- Requiring password changes every 60 to 90 days.
- Usage of the internet.
- Ensuring only software licensed to the Commission is installed on computers.

Also, the Commission does not have a written disaster recovery plan.

Recommendation – The Commission should develop written policies and procedures addressing the above items in order to improve the Commission's internal control over computer based systems. A written disaster recovery plan should be developed and weekly backup tapes should be stored offsite.

Response – We will approve written policies and procedures addressing control of the Commission's computer based systems. We will investigate backup services/options as well as develop a written disaster recovery plan.

Conclusion – Response accepted.

- (D) Numerical sequence of Checks – Disbursements by check were not made in sequential order. Duplicate check numbers existed in the check register.

Recommendation – The sequential order of checks should be monitored.

Response – Checks will be issued in sequential order. Checks written outside of sequential order will be recorded in a written log monthly.

Conclusion – Response accepted.

**INSTANCES OF NON-COMPLIANCE:**

No matters were noted.

Rathbun Area Solid Waste Commission

Schedule of Findings

Year ended June 30, 2010

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

- (1) Questionable Disbursements – No disbursements we believe may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979 were noted.
- (2) Travel Disbursements – No disbursements of Commission money for travel disbursements of spouses of Commission officials or employees were noted.
- (3) Commission Minutes – No transactions were found that we believe should have been approved in the Commission minutes but were not.
- (4) Deposits and Investments – No instances of non-compliance with the deposit and investment provisions of Chapter 12B and Chapter 12C of the Code of Iowa and the Commission's investment policy were noted, except as follows:

A resolution naming official depositories has not been adopted by the Commission.

Recommendation – A resolution in amounts sufficient to cover anticipated balances at all approved depositories should be adopted in accordance with Chapter 12C of the Code of Iowa.

Response – A resolution in amounts sufficient to cover anticipated balances at all approved depositories will be adopted in accordance with Chapter 12C of the Code of Iowa.

Conclusion – Response accepted.

- (5) Solid Waste Fees Retainage – No instances of non-compliance with the solid waste fees used or retained in accordance with provisions of Chapter 455B.310 of the Code of Iowa were noted.
- (6) Revenue Bonds – No instances of non-compliance with the revenue bond resolution were noted.
- (7) Financial Assurance – The Commission has elected to demonstrate financial assurance for closure and postclosure care by establishing a local government dedicated fund as provided in Chapter 567-113.14(6) of the Iowa Administrative Code (IAC). Financial assurance is demonstrated as follows:

	Closure (Transfer (Station)	Postclosure Care (Landfill)
Total estimated costs for closure and postclosure care	\$ 31,596	450,480
Amount Commission has restricted and reserved for closure and postclosure care at June 30, 2010	\$ 31,673	776,180

Rathbun Area Solid Waste Commission

Schedule of Findings

Year ended June 30, 2010

Iowa Department of Natural Resources rules and regulations require deposits into the closure and postclosure care accounts be made at least yearly, and the deposits shall be made within 30 days of the close of each fiscal year. No deposit was required during the year ended June 30, 2010 since total costs for closure and postclosure care are fully assured.

- (8) Electronic Check Retention – Chapter 554D.114(5) of the Code of Iowa allows the Commission to retain cancelled checks in an electronic format and requires retention in this manner to include an image of both the front and back of each cancelled check. The Commission retains cancelled checks through electronic image, but does not obtain an image of the back of each cancelled check for all checking accounts as required.

Recommendation – The Commission should obtain and retain an image of both the front and back of each cancelled check as required for all checking accounts.

Response – All financial institutions have been notified and will provide images of both the front and back of each cancelled check as required.

Conclusion – Response accepted.

Rathbun Area Solid Waste Commission

Staff

This audit was performed by:

Pamela J. Bormann, CPA, Manager  
Selina V. Johnson, CPA, Senior Auditor



Andrew E. Nielsen

Andrew E. Nielsen, CPA  
Deputy Auditor of State