

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

Rob Sand  
Auditor of State

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**NEWS RELEASE**

FOR RELEASE

February 7, 2019

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Contact: Marlys Gaston  
515/281-5834

Auditor of State Rob Sand today released an agreed-upon procedures report on the City of Brighton, Iowa for the period July 1, 2017 through June 30, 2018. The agreed-upon procedures engagement was performed pursuant to Chapter 11.6 of the Code of Iowa.

Sand recommended the City review its control procedures to obtain the maximum internal control possible, including independent reviews of reconciliations. In addition, the City should maintain documentation for the calculation of utility rate increases.

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

# # #

**CITY OF BRIGHTON**  
**AUDITOR OF STATE'S INDEPENDENT REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**  
**FOR THE PERIOD**  
**JULY 1, 2017 THROUGH JUNE 30, 2018**

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**City of Brighton**

**Officials**

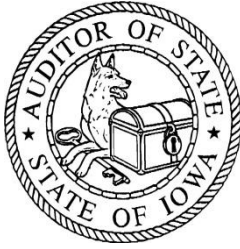
**(Before January 2018)**

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Robert B. Farley	Mayor	Jan 2018
Charles Emry	Council Member	Jan 2018
David Hagans	Council Member	Jan 2018
Bill Farmer	Council Member	Jan 2020
Scott Hughes	Council Member	Jan 2020
Tonia Rebling	Council Member	Resigned Sept 2017
Keith Lyon (Appointed Oct 2017)	Council Member	Nov 2019
Chris Davies	City Clerk	Indefinite
Katie Mitchell	Attorney	Indefinite

**(After January 2018)**

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
David Hagans	Mayor	Jan 2022
Keith Lyon	Council Member	Nov 2019
Bill Farmer	Council Member	Jan 2020
Scott Hughes	Council Member	Jan 2020
Charles Emry	Council Member	Jan 2022
Rose Jaynes	Council Member	Jan 2022
Chris Davies	City Clerk	Indefinite
Amy Dailey	Deputy Clerk	Indefinite
Katie Mitchell	Attorney	Indefinite

**City of Brighton**



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

To the Honorable Mayor and Members of the City Council:

We performed the procedures below, which were established at Iowa Code Chapter 11.6 to provide oversight of Iowa cities. Accordingly, we have applied certain tests and procedures to selected accounting records and related information of the City of Brighton for the period July 1, 2017 through June 30, 2018, including procedures related to the City's compliance with certain Code of Iowa requirements identified below. The City of Brighton's management, which agreed to the performance of the procedures performed, is responsible for compliance with these requirements and for the City's records.

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

The procedures we performed are summarized as follows:

1. We reviewed selected City Council meeting minutes for compliance with Chapters 21, 372.13(6) and 380 of the Code of Iowa.
2. We reviewed the City's internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same employee.
3. We reviewed surety bond coverage for compliance with Chapter 64 of the Code of Iowa.
4. We obtained and reviewed the City Clerk's financial reports and selected bank reconciliations to determine whether the bank balances properly reconciled to the general ledger account balances and monthly financial reports provided to the City Council.
5. We reviewed City funds for consistency with the City Finance Committee's recommended Uniform Chart of Accounts (COA) and to determine required funds and fund balances are properly maintained and accurately accounted for.
6. We reviewed the City's fiscal year 2017 Annual Financial Report to determine whether it was completed and accurately reflects the City's financial information.
7. We reviewed investments to determine compliance with Chapter 12B of the Code of Iowa.
8. We reviewed compliance with Chapters 12C.2, 12B.10B and 556.1(12) of the Code of Iowa pertaining to required depository resolutions, investment policy and reporting of unclaimed property to the State of Iowa.

9. We reviewed debt, including general obligation and revenue bonds/notes, and related transactions for proper authorization and compliance with Chapters 75, 384 and 403.9 of the Code of Iowa and to determine whether the debt and related proceeds and repayments were properly accounted for.
10. We reviewed and tested selected receipts for accurate accounting and consistency with the recommended COA.
11. We reviewed and tested selected disbursements for proper approval, adequate supporting documentation, accurate accounting and consistency with the recommended COA and compliance with the public purpose criteria established by Article III, Section 31 of the Constitution of the State of Iowa.
12. We reviewed transfers between funds for propriety, proper authorization and accurate accounting.
13. We reviewed and tested selected payroll and related transactions for propriety, proper authorization and accurate accounting.
14. We reviewed the annual certified budget for proper authorization, certification and timely amendment.

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

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

The purpose of this report is to report, in accordance with Chapter 11.6 of the Code of Iowa, certain agreed-upon procedures and the resulting recommendations pertaining to selected accounting records and related information of the City, including the City's compliance with certain Code of Iowa requirements. This report is not suitable for any other purpose.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the City of Brighton during the course of our agreed-upon procedures engagement. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

  
ROB SAND  
Auditor of State

January 2, 2019

## **Detailed Recommendations**



City of Brighton

Detailed Recommendations

For the period July 1, 2017 through June 30, 2018

- (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. This segregation of duties helps prevent losses from employee error or dishonesty and maximizes the accuracy of the City’s financial statements. Generally, one individual has control over each of the following areas for the City:
- (1) Cash – handling, reconciling and recording.
  - (2) Investments – record keeping, investing, custody of investments and reconciling earnings.
  - (3) Receipts – opening mail, collecting, depositing, recording, reconciling and posting.
  - (4) Utilities – entering rates into the system, billing, collecting, depositing, posting, reconciling and maintaining accounts receivable records.
  - (5) Disbursements – purchasing, invoice processing, check writing and signing, mailing, reconciling and recording.
  - (6) Payroll – entering rates into the system, recordkeeping, preparing and distributing.
  - (7) Transfers – recording and reconciling.
  - (8) Accounting system – performing all general accounting functions and having custody of City assets.

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

- (B) Bank Reconciliations – The cash and investment balances in the City’s general ledger were reconciled to bank and investment account balances throughout the year. However, an independent review of the bank reconciliations was not performed.

Recommendation – The City should establish procedures to ensure an independent person reviews the bank reconciliations and the review is documented by the signature or initials of the reviewer and the date of the review.

- (C) Utility Rates – In accordance with the City’s utility rate ordinances, sewer and water rates are to increase a certain percentage each year. We performed a calculation and determined the City is charging the proper water rates and minimum sewer rate. However, the ‘per gallon’ sewer rate did not recalculate properly and was increased 1% during the fiscal year instead of the 20% annual increase required by the City’s sewer rate ordinance. In addition, the City did not maintain documentation of their calculations of the current sewer and water rates charged.

Recommendation – The City should review the sewer and water ordinances and revise the ordinances to more clearly document utility rates. The rates should be approved as a specific dollar amount rather than a percentage increase. Supporting documentation of the calculation of utility rate increases should be maintained.

City of Brighton

Detailed Recommendations

For the period July 1, 2017 through June 30, 2018

- (D) Reconciliation of Utility Billings, Collections and Delinquent Accounts – Although utility billings, collections and delinquent accounts are reconciled on a monthly basis, there is no independent review of the reconciliations.

Recommendation – The City Council or other independent person designated by the City Council should review the utility reconciliations and monitor delinquent accounts. The review should be documented by the signature or initials of the reviewer and the date of the review.

- (E) Written Policies – The City does not have written policies for:

- Requiring a time out/log off function or screen saver passwords to protect computer terminals when not in use.
- Requiring passwords be changed every 60 to 90 days.
- Usage of the internet.
- A disaster recovery plan for the computer system.
- The use of budget billing for utilities.

Recommendation – The City should develop written policies and procedures addressing the above items to improve the City’s internal control over its computer system.

- (F) Payroll – The approved wage rate for the Deputy City Clerk was not included in the City Council meeting minutes.

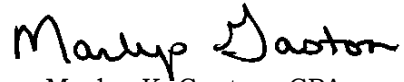
Recommendation – Approved wage rates for all City employees should be documented in the City Council meeting minutes.

City of Brighton

Staff

This engagement was performed by:

Jennifer L. Wall, CPA, Manager  
Sarah K. Nissen, Staff Auditor  
Rachel E. Sigmon, CPA, Staff Auditor

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

Marlys K. Gaston, CPA  
Deputy Auditor of State