

OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Rob Sand
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0006

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NEWS RELEASE

Contact: Brian Brustkern
515/281-5834

FOR RELEASE

March 17, 2023

Auditor of State Rob Sand today released an agreed-upon procedures report on the City of Mount Ayr, Iowa, for the period July 1, 2021 through June 30, 2022. The agreed-upon procedures engagement was performed pursuant to Chapter 11.6 of the Code of Iowa.

Sand reported eight findings related to the receipt and disbursement of taxpayer funds. They are found on pages 9 and 10 of this report. The findings address issues such as a lack of segregation of duties, the lack of bank and utility reconciliations, lack of supporting documentation for library disbursements and credit card policy, disbursements exceeding budgeted amounts and deficit balances. Sand provided the City with recommendations to address each of the findings.

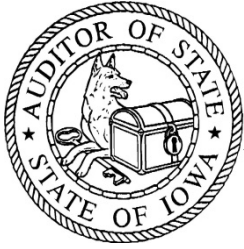
Six of the eight findings discussed above are repeated from the prior year. The City Council has a fiduciary responsibility to provide oversight of the City's operations and financial transactions. Oversight is typically defined as the "watchful and responsible care" a governing body exercises in its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

A copy of the agreed-upon procedures report is available for review on the Auditor of State's web site at [Audit Reports – Auditor of State](#).

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CITY OF MOUNT AYR
AUDITOR OF STATE'S INDEPENDENT REPORT
ON APPLYING AGREED-UPON PROCEDURES
FOR THE PERIOD
JULY 1, 2021 THROUGH JUNE 30, 2022

City of Mount Ayr



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February 16, 2023

Officials of the City of Mount Ayr
Mount Ayr, Iowa

Dear Honorable Mayor and Members of the City Council:

I am pleased to submit to you the agreed-upon procedures report for the City of Mount Ayr, Iowa, for the period July 1, 2021 through June 30, 2022. The agreed-upon procedures engagement was performed pursuant to Chapter 11.6 of the Code of Iowa and in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards for attestation engagements contained in Government Auditing Standards.

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

Sincerely,

A handwritten signature in black ink that reads "Rob Sand".

Rob Sand
Auditor of State

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City of Mount Ayr

Officials

(Before January 2022)

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Steven Fetty	Mayor	Jan 2022
Mack Greene	Council Member	Jan 2022
Brent Ricker	Council Member	Jan 2022
Brad Elliott	Council Member	Jan 2024
Ken Robertson	Council Member	Jan 2024
Jordan Stewart	Council Member	Jan 2024
Amanda Cannon (Appointed Jan 2021)	City Clerk	Jan 2022
Jason Palmer	Attorney	Indefinite

(After January 2022)

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Steven Fetty	Mayor	Jan 2024
Brad Elliott	Council Member	Jan 2024
Ken Robertson	Council Member	Jan 2024
Jordan Stewart	Council Member	Jan 2024
Mack Greene	Council Member	Jan 2026
Jessica Bishop	Council Member	Jan 2026
Amanda Cannon	City Clerk	Jan 2024
Jason Palmer	Attorney	Indefinite

City of Mount Ayr



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Rob Sand
Auditor of State

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

To the Honorable Mayor and Members of the City Council:

We performed the procedures below, which were established at Iowa Code Chapter 11.6, to provide oversight of Iowa cities. Accordingly, we have applied certain procedures to selected accounting records and related information of the City of Mount Ayr for the period July 1, 2021 through June 30, 2022, including procedures related to the City's compliance with certain Code of Iowa requirements identified below. The City of Mount Ayr'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 City of Mount Ayr's management has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose to report, in accordance with Chapter 11.6 of the Code of Iowa, 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 may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures we performed are summarized as follows:

1. We observed selected City Council meeting minutes for compliance with Chapters 21, 372.13(6) and 380 of the Code of Iowa.
2. We obtained an understanding of the City's internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same employee.
3. We observed surety bond coverage for compliance with Chapter 64 of the Code of Iowa.
4. We obtained and observed the City Clerk's financial reports and selected bank reconciliations to determine whether the bank balances properly reconciled to the general ledger account balances and monthly financial reports provided to the City Council.
5. We scanned City funds for consistency with the City Finance Committee's recommended Uniform Chart of Accounts (COA) and to determine required funds and fund balances are properly maintained and accurately accounted for.
6. We observed the City's fiscal year 2021 Annual Financial Report to determine whether it was completed and accurately reflects the City's financial information.
7. The City had no investments.
8. We scanned depository resolutions, the City's investment policy and reporting of unclaimed property to the State of Iowa to determine compliance with Chapters 12C.2, 12B.10B and 556.1(12) of the Code of Iowa.

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

Based on the performance of the procedures described above, we identified various findings and recommendations for the City. Our findings and recommendations are described in the Detailed Findings and Recommendations section of this report. Unless reported in the Detailed Findings and Recommendations, no exceptions were noted during the performance of the specific procedures listed above.

We were engaged by the City of Mount Ayr's management to perform this agreed-upon procedures engagement and conducted our engagement 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. We were not engaged to and did not conduct an examination or review engagement, 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.

We are required to be independent of the City of Mount Ayr and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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 findings and 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 Mount Ayr 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.



Brian R. Brustkern, CPA
Director

February 16, 2023

Detailed Findings and Recommendations

City of Mount Ayr

Detailed Findings and Recommendations

For the period July 1, 2021 through June 30, 2022

(A) Segregation of Duties – Management is responsible for establishing and maintaining internal control. A good system of internal control provides for adequate segregation of duties so no one individual handles a transaction from its inception to completion. In order to maintain proper internal control, duties should be segregated so the authorization, custody and recording of transactions are not under the control of the same employee. This segregation of duties helps prevent losses from employee error or dishonesty and maximizes the accuracy of the City's financial statements. Generally, one individual has control over each of the following areas for the City:

- (1) Cash- handing, reconciling, and recording.
- (2) Receipts – opening mail, collecting, depositing, recording, reconciling, and posting.
- (3) Long-term debt – recordkeeping, compliance and debt payment processing.
- (4) Disbursements – purchasing, invoice processing, check writing, mailing, reconciling, and recording.
- (5) Payroll – recordkeeping, preparing, and distributing.
- (6) Utilities – billing, collecting, depositing, and posting and maintaining accounts receivable and write-off records.

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 – Although monthly bank reconciliations are prepared by the City, there is not an independent review.

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

(C) Reconciliation of Utility Billings, Collections and Delinquent Accounts – Utility billings collections and delinquents accounts were not properly reconciled throughout the year. Although the software generates a reconciliation report, the City does not verify the billings, collections, delinquent accounts and other reconciling items and the reconciliation are not independently reviewed.

Recommendation – Procedures should be established to verify amounts on the software generated reconciliation report to billings, collections, delinquent accounts and other reconciling items. An independent person should review the reconciliations and adjustments and monitor delinquent accounts. The independent review should be documented by the signature or initials of the reviewer and the date of the review.

City of Mount Ayr

Detailed Findings and Recommendations

For the period July 1, 2021 through June 30, 2022

- (D) Disbursements – Disbursements should be properly supported by an invoice or other supporting documentation. We noted two of five Library disbursements traced were not adequately supported.

Recommendation – The City should maintain an invoice or other appropriate supporting documentation for all disbursements.

- (E) Credit Card – The City Library has a credit card for use by various employees while on City business. The City Library has not adopted a formal policy to regulate the use of the credit card and to establish procedures for the proper accounting of the credit card charges.

Recommendation – The Library Board should adopt a formal written policy regulating the use of the Library’s credit card. The policy, at a minimum should address who controls the credit card, who is authorized to use the credit card and for what purposes, as well as the types of supporting documentation required to substantiate the charges.

- (F) Void Receipts – Void receipts are not reviewed by an independent person.

Recommendation – To improve financial accountability and control, void receipts should be reviewed by an independent person and the review should be documented by the initial or signature of the reviewer and the date of the review.

- (G) Certified Budget – Disbursements during the year ended June 30, 2022 exceeded the amounts budgeted in the general government and debt service functions. Chapter 384.20 of the Code of Iowa states, in part, “public monies may not be expended or encumbered except under an annual or continuing appropriation.

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

- (H) Financial Condition – At June 30, 2022, the city had a deficit balances in the Special Revenue, Employee Benefits and CDBG Hosing Grant Funds of \$795 and \$4,000, respectively.

Recommendation – The City should investigate alternatives to eliminate the deficit in order to return the funds to a sound financial position.

City of Mount Ayr

Staff

This engagement was performed by:

Brian R. Brustkern, CPA, Director
Deborah J. Moser, CPA, Manager
Maria R. Collins, Staff Auditor
Nahom Hirigo, Intern