



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

Contact: Michelle Meyer
515/281-5834

FOR RELEASE

August 18, 2023

Auditor of State Rob Sand today released an agreed-upon procedures report on the City of Mechanicsville, 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 through 11 of this report. The findings address issues such as a lack of segregation of duties, lack of complete bank and investments reconciliations, business transactions that may represent conflicts of interest and independent review of journal entries. Sand provided the City with recommendations to address each of the findings.

Three 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 website at [Audit Reports – Auditor of State](#).

###

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

City of Mechanicsville



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

State Capitol Building
Des Moines, Iowa 50319-0006
Telephone (515) 281-5834 Facsimile (515) 281-6518

Rob Sand
Auditor of State

July 31, 2023

Officials of the City of Mechanicsville
Mechanicsville, 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 Mechanicsville, 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 Mechanicsville 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, appearing to read "Rob Sand".

Rob Sand
Auditor of State

Table of Contents

	<u>Page</u>
Officials	3
Auditor of State's Independent Report on Applying Agreed-Upon Procedures	5-7
Detailed Findings and Recommendations:	<u>Finding</u>
Segregation of Duties	A 9
Journal Entries	B 9
Bank Reconciliations	C 9
Delinquent Utility Billing	D 10
Credit Card Policy	E 10
Business Transactions	F 10
Compensation for Volunteer First Responders	G 10
Monthly City Clerk's Report	H 11
Staff	12

City of Mechanicsville

Officials

(Before January 2022)

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Andrew Oberbreckling	Mayor	Nov 2021
Denice Dochterman	Council Member	Nov 2021
Laura Yost	Council Member	Nov 2021
Amy Bishop	Council Member	Jan 2022
Jennifer Lester	Council Member	Jan 2024
Adam Paidar	Council Member	Jan 2024
Linda Coppess	City Clerk	Indefinite
Jeff Clark	Attorney	Indefinite

(After January 2022)

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Andrew Oberbreckling	Mayor	Jan 2026
Denice Dochterman	Council Member	Jan 2024
Jennifer Lester	Council Member	Jan 2024
Adam Paidar	Council Member	Jan 2024
Amy Bishop	Council Member	Jan 2026
Doug Weber	Council Member	Jan 2026
Linda Coppess	City Clerk	Indefinite
Jeff Clark	Attorney	Indefinite

City of Mechanicsville



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

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 Mechanicsville 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 Mechanicsville'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 Mechanicsville'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 2022 Annual Financial Report to determine whether it was completed and accurately reflects the City's financial information.
7. We scanned investments to determine compliance with Chapter 12B of the Code of Iowa.
8. We scanned depository resolutions, the City's investment policy and reporting of unclaimed property to the State of Iowa to determine compliance with Chapters 12C.2, 12B.10B and 556.1(12) of the Code of Iowa.

9. We scanned debt, including general obligation and revenue bonds/notes, and related transactions for proper authorization and compliance with Chapters 75, 384 and 403.9 of the Code of Iowa and to determine whether the debt and related proceeds and repayments were properly accounted for.
10. The City had no TIF.
11. We traced selected receipts to accurate accounting and consistency with the recommended COA.
12. The City had no voter approved levies.
13. 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.
14. We traced transfers between funds to proper authorization and accurate accounting and to determine whether transfers were proper.
15. We traced selected payroll and related transactions to proper authorization and accurate accounting and determined whether payroll was proper.
16. 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 Mechanicsville'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 Mechanicsville 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 Mechanicsville 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.

A handwritten signature in black ink that reads "Michelle Meyer". The signature is written in a cursive, flowing style.

Michelle B. Meyer, CPA
Director

July 31, 2023

Detailed Findings and Recommendations

City of Mechanicsville

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 – handling, reconciling and recording.
- (2) Investments – recordkeeping, investing, custody of investments and reconciling earnings.
- (3) Receipts – opening mail, collecting, depositing, recording, reconciling and posting.
- (4) Utilities – billing, collecting, preparing, and posting.
- (5) Debt – recordkeeping, compliance and payment processing.
- (6) Journal entries – preparing and recording.
- (7) Disbursements – purchasing, invoice processing, check writing, mailing, reconciling and recording.
- (8) Payroll – recordkeeping, preparing and distributing.

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

(B) Journal Entries – Three of three journal entries observed were not reviewed and approved by an independent person.

Recommendation – An independent person should review and approve journal entries and the approval should be documented by the signature or initials of the approver and the date of approval.

(C) Bank Reconciliations – Although monthly bank reconciliations were prepared for individual bank accounts, a complete reconciliation, including cash on hand and investments, was not prepared and the reconciled balances were not compared to the City’s general ledger. In addition, a listing of outstanding checks was maintained; however, it does not include the payee, check number and check date for all outstanding checks.

Recommendation – To improve financial accountability and control, comprehensive monthly bank reconciliations, including cash on hand and investments, should be performed and variances between book and bank balances should be investigated and resolved timely. A detailed listing of outstanding checks should be maintained which includes the payee, check number and check date.

City of Mechanicsville

Detailed Findings and Recommendations

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

- (D) Delinquent Utility Billing – Two of five delinquent utility accounts observed were not assessed a late payment penalty of ten percent of the amount due as required by City ordinance due to a verbal agreement with the City Clerk. City ordinance does not include policies and procedures for waiving penalties.

Recommendation – Late payment penalties should be assessed according to City ordinance. City ordinance should address policies and procedures for waiving payment penalties.

- (E) Credit Card Policy – The City had adopted a credit card policy; however, the policy does not address the use of a fuel charge account maintained at Casey’s to be used to purchase fuel for City vehicles.

Recommendation – The City should adopt a formal written policy regulating the use of the fuel charge account. The policy, at a minimum, should address who is authorized to use the charge account and for what purpose, as well as requiring original receipts to be given to the City Clerk after each purchase. The receipts should include documentation to indicate which vehicle is fueled and should be signed by the party fueling the vehicle. The City Clerk should reconcile the receipts to the fuel card statements. In addition, the City Clerk should review vehicle mileage logs for the City vehicles and compare them to the fuel receipts for reasonableness.

- (F) Business Transactions – Business transactions between the City and City officials or employees which may represent conflicts of interest are detailed as follows:

Name, Title and Business Connection	Transaction Description	Amount
Yolunda Koch, ambulance coordinator, Husband owns Koch’s Service & Supply	Supply purchases	\$ 20,242
Andrew Oberbreckling, Mayor Father owns Luke Oberbreckling & Sons	Construction services	59,352

One transaction with Luke Oberbreckling & Sons for \$45,789 does not appear to represent a conflict of interest since it was entered into through competitive bidding in accordance with Chapter 362.5(3)(d) of the Code of Iowa.

In accordance with Chapter 362.5(3)(j) of the Code of Iowa, the transactions with Koch’s Service & Supply and the remaining transactions with Luke Oberbreckling & Sons may represent a conflict of interest since total transactions were more than \$6,000 during the fiscal year and the transactions were not competitively bid.

Recommendation – The City should consult legal counsel to determine the disposition of this matter.

- (G) Compensation for Volunteer First Responders – The City passed resolution 2021-24 which allows full-time City employees who serve on the volunteer fire and ambulance departments to leave work to respond to emergency calls and permits those employees to remain on the clock and be paid in their full-time City employee capacity while responding to emergency calls.

Recommendation – The City should contact legal counsel regarding resolution 2021-24 which allows employees to be paid for two different jobs at the same time.

City of Mechanicsville

Detailed Findings and Recommendations

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

- (H) Monthly City Clerk's Report – The monthly City Clerk's report includes bank balances but does not include beginning and ending fund balances and does not show a comparison of actual disbursements to budget by function.

Recommendation – The City Clerk should prepare a monthly City Clerk's report which includes a summary of receipts, disbursements, transfers, and beginning and ending balances by fund as well as a comparison of actual disbursements to budget by function.

City of Mechanicsville

Staff

This engagement was performed by:

Michelle B. Meyer, CPA, Director
Gwen D. Fangman, CPA, Manager
William R. Bamber, CPA, Staff Auditor
Jared M. Ernst, CPA, Staff Auditor