



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

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

Rob Sand
Auditor of State

NEWS RELEASE

Contact: Pam Bormann
515/281-5834

FOR RELEASE

April 15, 2025

Auditor of State Rob Sand today released an agreed-upon procedures report on the City of Raymond, Iowa, for the period July 1, 2022 through June 30, 2023. The agreed-upon procedures engagement was performed pursuant to Chapter 11.6 of the Code of Iowa.

Sand reported ten 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, lack of independent review of the bank reconciliation, the lack of utility reconciliations and disbursements exceeding budgeted amounts. Sand provided the City with recommendations to address each of the findings.

Three of the 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](#).

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CITY OF RAYMOND
AUDITOR OF STATE'S INDEPENDENT REPORT
ON APPLYING AGREED-UPON PROCEDURES
FOR THE PERIOD
JULY 1, 2022 THROUGH JUNE 30, 2023

City of Raymond



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Rob Sand
Auditor of State

April 4, 2025

Officials of the City of Raymond
Raymond, 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 Raymond, Iowa, for the period July 1, 2022 through June 30, 2023. 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 Raymond 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", written in a cursive style.

Rob Sand
Auditor of State

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City of Raymond

Officials

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Gary Vick	Mayor	Jan 2026
Tom McGowan	Council Member	(Deceased Oct 2022)
Scott Cronbaugh (Appointed Oct 2022)	Council Member	Nov 2023
Becky Pint	Council Member	Jan 2024
Larry Thies	Council Member	Jan 2024
Becky Smith	Council Member	Jan 2026
Shari Sorensen	Council Member	Jan 2026
Karen Paulsen	Treasurer	Indefinite
Nancy Miebach	City Clerk	Indefinite
Heather Prendergast	Attorney	Indefinite

City of Raymond



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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 Raymond for the period July 1, 2022 through June 30, 2023, including procedures related to the City's compliance with certain Code of Iowa requirements identified below. The City of Raymond'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 Raymond'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 were in place and incompatible duties, from a control standpoint, were 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, journal entries 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 were properly maintained and accurately accounted for.
6. We observed the City's fiscal year 2023 Annual Financial Report to determine whether it was completed timely and accurately reflected the City's financial information.
7. The City had no investments.
8. We observed 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 traced selected receipts for 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 Raymond'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 Raymond 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 Raymond 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 "Pam Bormann". The signature is fluid and cursive, with the first name "Pam" and last name "Bormann" clearly distinguishable.

Pam Bormann, CPA
Deputy Auditor of State

April 4, 2025

Detailed Findings and Recommendations

City of Raymond

Detailed Findings and Recommendations

For the period July 1, 2022 through June 30, 2023

- (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 or two individuals have control over each of the following areas for the City:

- (1) Cash – handling, reconciling, recording and depositing.
- (2) Receipts – opening mail, collecting, depositing, recording, reconciling and posting.
- (3) Utilities – entering rates into the system, billing, collecting, depositing, recording, reconciling and posting.
- (4) Long-term debt – recordkeeping, compliance and debt payment processing.
- (5) Disbursements – purchasing, invoice processing, check writing, mailing, reconciling and recording.
- (6) Payroll – recordkeeping, preparing, distributing and entering pay rates into the system.

Recommendation – We realize segregation of duties is difficult with a limited number of office 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 were prepared, the reconciliations did not include evidence of an independent review.

Recommendation – The City should establish procedures to ensure an independent person reviews the City's bank reconciliations and documents the review 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 delinquent accounts were not reconciled throughout the year.

Recommendations – Procedures should be established to reconcile utility billings, collections and delinquent accounts for each billing period. The City Council or other independent person designated by the City Council should review the reconciliations. The review should be documented by the signature or initials of the reviewer and the date of the review.

- (D) Disbursements – For three of the thirty disbursements traced, the City paid sales tax totaling \$116. As a government entity, the City maintains a tax-exempt status. As a result, the City should not incur sales tax. In addition, one transaction for internet service was not approved for payment by City Council.

Recommendation – The City should establish procedures to ensure all payments are reviewed to prevent the payment of sales tax. In addition, all disbursements should be approved by the City Council prior to payment.

City of Raymond

Detailed Findings and Recommendations

For the period July 1, 2022 through June 30, 2023

- (E) Payroll – The two timesheets observed did not have evidence of supervisory review. In addition, the \$25 monthly vehicle allowance paid to the City Clerk for use of a personal vehicle for City business was not approved by City Council. The City has not established a policy documenting the public purpose of the allowance and how the allowance amount was determined. Also, wage increases were included in the minutes as percentage increases rather than as an hourly rate.

Recommendation – Timesheets should be reviewed by supervisory personnel as approval of hours worked. The review should be documented by the supervisor's signature or initials and the date of the review. The City should adopt a written policy establishing the public purpose of the vehicle allowance and how the allowance amount was determined. In addition, approved wage rates increases should be adequately documented in the minutes as an approved hourly rate and not just a percentage increase, to ensure the actual pay rate is adequately documented.

- (F) Disaster Recovery Plan – The City did not have a written disaster recovery plan.

Recommendation – A written disaster recovery plan should be developed and tested periodically.

- (G) Unclaimed Property – Chapter 556.11 of the Code of Iowa requires each City to report and remit outstanding obligations, including checks, trusts and bonds held for more than two years, to the Office of Treasurer of State annually. The City did not remit these obligations, as required.

Recommendation – Outstanding obligations should be reviewed annually and items over two years old should be remitted to the Office of Treasurer of State, as required.

- (H) Deposits and Investments – A written investment policy has been adopted by the City; however, the policy refers to an outdated Chapter of the Code of Iowa.

Recommendation – The City should modify the written investment policy to reference Chapter 12B.10B of the Code of Iowa.

- (I) Certified Budget – Disbursements during the year ended June 30, 2023 exceeded the amounts budgeted in the capital projects function. In addition, disbursements exceeded the amounts budgeted prior to the May 2023 budget amendment in the public works and capital projects 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.

- (J) Revenue Notes – The water and sewer revenue note resolutions require the City to make monthly transfers to water and sewer revenue note sinking accounts for the purpose of making principal and interest payments. The City does not make monthly transfers, as required.

Recommendation – The City should establish procedures to ensure monthly transfers are made to the sinking accounts, as required.

City of Raymond

Staff

This engagement was performed by:

Pamela J. Bormann, CPA, Deputy
Gwen D. Fangman, CPA, Manager
David A. Slocum, CPA, Senior Auditor II
Christopher M. Krajicek, Assistant Auditor