

ALBIA MUNICIPAL WATERWORKS  
ALBIA, IOWA

INDEPENDENT AUDITOR'S REPORTS  
BASIC FINANCIAL STATEMENT  
SUPPLEMENTARY AND OTHER INFORMATION  
SCHEDULE OF FINDINGS

June 30, 2013

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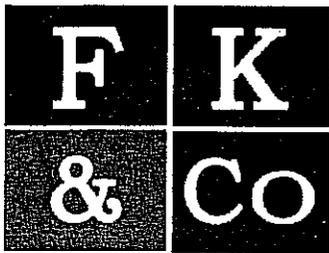
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ALBIA MUNICIPAL WATERWORKS

OFFICIALS

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
(Before April, 2013)		
John Scieszinski	Chairman	April 2, 2013
Jack Scieszinski	Secretary	April 2, 2017
Charlie Sinnott	Trustee	April 2, 2015
Patty Stuchel	Office Manager	Indefinite
Amy Robinson	Clerk	Indefinite
(After April, 2013)		
Jack Scieszinski	Chairman	April 2, 2017
Charlie Sinnott	Secretary	April 2, 2015
Helen Foster	Trustee	April 2, 2019
Patty Stuchel	Office Manager	Indefinite
Amy Robinson	Clerk	Indefinite

**Albia Municipal Waterworks**



FALLER, KINCHELOE & Co, PLC

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of the  
Albia Municipal Waterworks:

Report on the Financial Statement

We have audited the accompanying financial statement of the Albia Municipal Waterworks, Albia, Iowa, (Waterworks) as of and for the year ended June 30, 2013, and the related notes to the financial statement, which collectively comprise the Waterworks basic financial statement listed in the table of contents.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the cash basis of accounting described in Note 1. This includes determining the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. This includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Waterworks preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Waterworks internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statement referred to above presents fairly, in all material respects, the respective cash basis financial position of the Waterworks as of June 30, 2013, and the respective changes in cash basis financial position for the year then ended in accordance with the basis of accounting described in Note 1.

### Basis of Accounting

As described in Note 1, this financial statement was prepared on the basis of cash receipts and disbursements, which is a basis of accounting other than U.S. generally accepted accounting principles. Also, as discussed in Note 1, the financial statement of the Waterworks is intended to present only the results of the transactions of that portion of the financial reporting entity of the City of Albia that is attributable to the transactions of the Waterworks. Our opinion is not modified with respect to this matter.

### Other Matters

#### *Supplementary and Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statement that collectively comprises the Waterworks basic financial statement. The supplementary information included in Schedules 1 through 3, is presented for purposes of additional analysis and is not a required part of the basic financial statement.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statement taken as a whole.

The other information, Management's Discussion and Analysis and the budgetary comparison information on pages 7 through 9 and 19 through 20 has not been subjected to the auditing procedures applied in the audit of the basic financial statement and, accordingly, we do not express an opinion or provide any assurance on it.

### Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated November 11, 2013 on our consideration of Waterworks internal control over financial reporting and on 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 in considering Waterworks internal control over financial reporting and compliance.



Faller, Kincheloe & Co., PLC  
Certified Public Accountants

November 11, 2013

## MANAGEMENT'S DISCUSSION AND ANALYSIS

Albia Municipal Waterworks (Waterworks) provides this Management's Discussion and Analysis of its financial statement. This narrative overview and analysis of the financial activities is for the fiscal year ended June 30, 2013. We encourage readers to consider this information in conjunction with the Waterworks financial statement, which follows.

### 2013 FINANCIAL HIGHLIGHTS

Receipts of the Waterworks increased 9%, or approximately \$115,000, from fiscal year 2012 to fiscal year 2013. The Waterworks received a \$25,000 loan in fiscal year 2013.

Disbursements increased 12%, or approximately \$144,000, from fiscal year 2012 to fiscal year 2013.

The Waterworks total cash basis fund balances decreased 17%, or approximately \$38,000, from June 30, 2012 to June 30, 2013.

### USING THIS ANNUAL REPORT

The Waterworks 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 timing for recognizing revenues, expenses and the related assets and liabilities. Under the Waterworks' 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 this 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, the reader 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 Waterworks' cash basis of accounting.

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

Management's Discussion and Analysis introduces the basic financial statement and provides an analytical overview of the Waterworks' financial activities.

The Statement of Cash Receipts, Disbursements and Changes in Cash Balances presents information on the Waterworks' receipts and disbursements and whether the Waterworks' 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.

Other Information further explains and supports the financial statement with a comparison of the Waterworks' budget for the year.

Supplementary Information provides detailed information about the individual Enterprise Fund Accounts. In addition, the Schedule of Indebtedness provides details of the Waterworks' debt at June 30, 2013.

## FINANCIAL ANALYSIS OF THE WATERWORKS

### *Statement of Cash Receipts, Disbursements and Changes in Cash Balances*

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

Receipts include metered and bulk water sales, fees for upkeep and/or upgrade of individual service lines, water turn on/off fees, rent for space on the water tower, taps and miscellaneous fees. Receipts also include loan proceeds and sale of equipment. The City of Albia pays the Waterworks contract fees to include sewer and landfill charges on the water bill and costs involved in preparing the billing, i.e. meter reading for sewer rates, data entry of meter reads, sales tax return preparation and payment. A summary of cash receipts, disbursements and changes in cash basis net position for the years ended June 30, 2013 and June 30, 2012 are presented below:

	Changes in Cash Basis Net Position	
	Year ended June 30,	
	2013	2012
<b>Receipts:</b>		
Use of money and property	\$ 13,385	11,866
Charges for service	810,387	795,457
Sewer and landfill fees collected for City	416,247	338,650
Loan proceeds	25,000	-
Miscellaneous	74,775	74,520
Sale of equipment	-	4,202
<b>Total receipts</b>	<b>1,339,794</b>	<b>1,224,695</b>
<b>Disbursements:</b>		
Distribution expenses	109,231	106,574
Distribution outlay	22,694	34,165
Administration and other expenses	647,585	615,003
Sewer and landfill fees remitted to City	407,579	335,649
<b>Debt service:</b>		
Principal paid	92,000	65,000
Interest and trustee fees paid	34,154	35,945
Capital projects	64,601	41,671
<b>Total disbursements</b>	<b>1,377,844</b>	<b>1,234,007</b>
<b>Change in cash basis net position</b>	<b>(38,050)</b>	<b>(9,312)</b>
<b>Cash basis net position beginning of year</b>	<b>227,401</b>	<b>236,713</b>
<b>Cash basis net position end of year</b>	<b>\$ 189,351</b>	<b>227,401</b>

In fiscal year 2013, receipts increased \$115,099, or 9%, from 2012. In fiscal year 2013, disbursements increased \$143,837, or 12%.

The Waterworks' unrestricted net assets are available for use in the routine operation of the distribution and administrative areas of the Waterworks and for capital improvements in the distribution area. The Waterworks' restricted net assets are restricted funds for the repayment of the bond principal and interest payments, customer water deposits, and sewer and landfill charges due to the City.

## **BUDGETARY HIGHLIGHTS**

The Waterworks prepares a budget on the cash basis of accounting and submits it to the City of Albia. During the year, one budget amendment increased budgeted disbursements by \$157,100 and budgeted receipts by \$143,600.

## **DEBT ADMINISTRATION**

At June 30, 2013, the Waterworks had \$974,000 in revenue bonds outstanding, compared to \$1,041,000 last year.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

The Waterworks appointed officials considered many factors when setting the fiscal year 2014 budget, including water main replacements, upkeep of current mains and fees that will be charged.

Current economic conditions beyond the Waterworks Trustees control play a significant role in the daily operations of the distribution services. These conditions include, but are not limited to:

- The need to constantly maintain facilities, vehicles and machinery.
- The need to comply with federal and state regulations for the distribution of water.
- The need to maintain up-to-date technology at a reasonable cost.

## **CONTACTING THE WATERWORKS FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the Waterworks finances and to show the Waterworks accountability for the money it receives. If you have questions about this report or need additional information, contact Jack Scieszinski, Albia Municipal Waterworks Chairman, 120 South A Street, Albia, IA 52531.

Financial Statement

## ALBIA MUNICIPAL WATERWORKS

Exhibit A

STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES  
IN CASH BALANCES

As of and for the year ended June 30, 2013

	<u>Enterprise Fund Water</u>
Operating receipts:	
Charges for service	\$ 810,387
Miscellaneous	74,775
Total operating receipts	<u>885,162</u>
Operating disbursements:	
Business type activities	779,510
Total operating disbursements	<u>779,510</u>
Excess of operating receipts over operating disbursements	<u>105,652</u>
Non-operating receipts (disbursements):	
Interest on investments	1,385
Tower and ground space lease	12,000
Sewer and landfill fees collected for City	416,247
Sewer and landfill fees remitted to City	(407,579)
Loan proceeds	25,000
Debt service	(126,154)
Capital projects	(64,601)
Net non-operating receipts (disbursements)	<u>(143,702)</u>
Change in cash balances	(38,050)
Cash balances beginning of year	<u>227,401</u>
Cash balances end of year	<u>\$ 189,351</u>
<b>Cash Basis Fund Balances</b>	
Restricted for:	
Bond principal and interest payments	\$ 9,455
Customer water deposits	90,462
Sewer and landfill charges	37,713
Total restricted fund balances	<u>137,630</u>
Unrestricted	<u>51,721</u>
Total cash basis fund balances	<u>\$ 189,351</u>

See notes to financial statement.

ALBIA MUNICIPAL WATERWORKS

NOTES TO FINANCIAL STATEMENT

June 30, 2013

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The Albia Municipal Waterworks (Waterworks) is a component unit of the City of Albia, Iowa, as determined by criteria specified by the Governmental Accounting Standards Board. The Waterworks is governed by a three-member board of trustees appointed by the Mayor, subject to the approval of the City Council, which exercises oversight responsibility under this criteria.

B. Basis of Presentation

The accounts of the Waterworks are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise its receipts, disbursements and balances. The various funds are classified as Enterprise Funds in the financial statement. Enterprise funds are utilized to finance and account for the acquisition, operation and maintenance of governmental facilities and services supported by user charges.

C. Basis of Accounting

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

D. Restricted Assets and Net Assets

Funds set aside for bond principal and interest payments, customer water deposits and sewer and landfill charges due to the City are classified as restricted.

E. Budgets and Budgetary Accounting

The budgetary comparison and related disclosures are reported as Other Information.

Note 2. Cash and Pooled Investments

The Waterworks deposits at June 30, 2013 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 Waterworks 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 Water Board of Trustees; 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.

The Waterworks had no investments meeting the disclosure requirements of Governmental Accounting Standards Board Statement No. 3, as amended by Statement No. 40.

Note 2. Cash and Pooled Investments (continued)

Interest rate risk – The Waterworks 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 Waterworks.

Note 3. Bank Loan and Revenue Bonds Payable

Annual debt service requirements to maturity for the water revenue bonds payable are as follows:

Year Ending June 30,	Water Revenue Bonds		Total
	Principal	Interest	
2014	\$ 69,000	29,220	98,220
2015	71,000	27,150	98,150
2016	73,000	25,020	98,020
2017	75,000	22,830	97,830
2018	77,000	20,580	97,580
2019	80,000	18,270	98,270
2020	82,000	15,870	97,870
2021	84,000	13,410	97,410
2022	87,000	10,890	97,890
2023	89,000	8,280	97,280
2024	92,000	5,610	97,610
2025	95,000	2,850	97,850
	<u>\$ 974,000</u>	<u>199,980</u>	<u>1,173,980</u>

Bank Loan

The Waterworks obtained a bank loan of \$25,000 in October, 2012, to finance construction related projects. This loan is considered a parity obligation to the \$1,250,000 revenue bonds as explained below. For the current year, principal and interest paid on this bank loan was \$25,321. The balance on this bank loan at June 30, 2013 is \$0.

Revenue Bonds

On November 23, 2005, the Waterworks entered into a State Revolving Fund loan and disbursement agreement with the Iowa Finance Authority, the Iowa Department of Natural Resources and the Wells Fargo Bank Iowa, N.A. (Trustee) for the issuance of \$1,250,000 of water revenue bonds with interest at 3.00% per annum. The agreement also requires the Waterworks to annually pay .25% servicing fee on the outstanding principal balance. The bonds were issued pursuant to the provisions of Chapter 384.24A and 384.83 of the Code of Iowa for the purpose of paying the costs of construction, improvement and extensions to the municipal waterworks system. The \$1,250,000 in funds were drawn down by the Waterworks from the Trustee upon request to reimburse the Waterworks for costs as they were incurred. An initiation fee of 1% of the authorized borrowing for the water revenue bonds was charged by Wells Fargo Bank Iowa, N.A. The total initiation fee was withheld in fiscal year 2006 by the bank from the first proceeds of the water revenue bonds drawn by the Waterworks.

The Waterworks has pledged future water customer receipts, net of specified operating disbursements, to repay \$1,250,000 in water revenue bonds issued in November 2005, and to repay any additional parity obligations which come due during the term of the revenue bonds. The bonds are payable solely from water customer net receipts and are payable through 2025. During the current year, annual principal and interest payments on the revenue bonds and the parity obligations required 117% of net receipts. The total principal and interest remaining to be paid on the revenue bonds is \$1,173,980. For the current year, principal and interest paid on the revenue bonds and parity obligations, and total customer net receipts were \$123,551 and \$105,652 respectively.

Note 3. Bank Loan and Revenue Bonds Payable (continued)

The resolutions providing for the issuance of the revenue bonds include the following provisions:

- (a) The revenue bonds will only be redeemed from the future earnings of the Waterworks and the bond holders hold a lien on the future earnings of the funds.
- (b) The Board shall establish a rate to be charged to customers in order to produce gross revenues at least sufficient to pay expenses of the operation and maintenance of the Utility, and to leave a balance of net revenues equal to at least 110% of the principal and interest of all outstanding bonds and notes due in the fiscal year.
- (c) Monthly transfers of 1/6 of the installment of interest next due and 1/12 of installment principal due shall be made to a water revenue bond and interest sinking account. Monies in this fund are to be used solely for the purpose of paying principal and interest on the bonds.
- (d) All funds remaining after payment of all maintenance and operating expenses and the transfers to the restricted accounts noted above can be used to pay for extraordinary repairs or replacements to the water system, may be used to pay or redeem any bonds, and then can be used for any lawful purpose.
- (e) All users of the System, including the City, shall pay for usage.

During fiscal year 2013, sufficient user rates were not established at a level to produce net revenues equal to at least 110% of the principal and interest on the revenue bonds as they become due. Also, the City is not being charged for service as required.

Note 4. Pension and Retirement Benefits

The Waterworks 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 5.78% of their annual covered salary and the Waterworks is required to contribute 8.67% of covered salary. Contribution requirements are established by State statute. The Waterworks' contributions to IPERS for the years ended June 30, 2013, 2012 and 2011 were \$15,671, \$13,956 and \$11,792, respectively, equal to the required contributions for each year.

Note 5. Other Postemployment Benefits (OPEB)

Plan Description – The Waterworks operates a single-employer health benefit plan which provides medical/prescription drug benefits for employees, retirees and their spouses. There are 7 active and no retired members in the plan. Retired participants must be age 55 or older at retirement.

The medical/prescription drug benefits are provided through a fully-insured plan with Wellmark. Retirees under age 65 pay the same premium for the medical/prescription drug benefits as active employees.

Funding Policy – The contribution requirements of plan members are established and may be amended by the Waterworks. The Waterworks finances the benefit plan on a pay-as-you go basis. The most recent active member monthly premiums for the Waterworks and plan members are \$579.96 for single coverage and \$1,449.86 for family coverage. The same monthly premiums apply to retirees. For the year ended June 30, 2013, the Waterworks contributed \$87,429, and plan members eligible for benefits contributed \$0 to the plan.

Note 6. Compensated Absences

Waterworks' employees accumulate a limited amount of earned but unused vacation, compensatory and personal leave hours for subsequent use of or for payment upon termination, retirement or death. These accumulations are not recognized as disbursements by the Waterworks until used or paid. The Waterworks' approximate liability for earned vacation, compensatory and personal leave payable to employees at June 30, 2013 is \$11,012. The liability has been computed based on rates of pay in effect at June 30, 2013.

Note 7. Lease Agreements

The Waterworks is leasing antenna space on the water tower to Farmers Cellular Telephone Company, Inc. (tenant). The initial term of the lease began in April, 2010. The Waterworks received \$12,000 from this lease in fiscal year 2013, and is scheduled to receive \$1,000 per month from this lease until April, 2015, with five additional (5) year renewal options. As long as this lease is in effect, after every five years, the base rent for this lease will be increased by 10% over the previous year's base rent. Unless the tenant decides to terminate the lease, the Waterworks has to continue to lease the antenna space to the tenant until fiscal year 2040.

Note 8. Related Party Transactions

The Waterworks had business transactions between the Waterworks and Waterworks officials totaling \$484 during the year ended June 30, 2013.

Note 9. Risk Management

The Waterworks 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 679 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 at a level determined by the Board not to exceed 300% of 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 Waterworks' 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 Waterworks' contributions to the Pool for the year ended June 30, 2013 were \$8,822.

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. For members requiring specific coverage from \$3,000,000 to \$15,000,000, such excess coverage is also reinsured. Property and automobile physical damage risks are retained by the Pool up to \$250,000 each occurrence, each location, with excess coverage reinsured by Lexington Insurance Company.

Note 9. Risk Management (continued)

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 that 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, 2013, 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 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 capital contributions. If a member withdraws after the sixth year, the member is refunded 100% 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 Waterworks also carries commercial insurance purchased from other insurers for coverage associated with workers compensation in the amount of \$1,000,000 each accident, \$1,000,000 memo limit and \$1,000,000 each employee limit. The Waterworks 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.

The Waterworks has a partially self-funded health insurance program. The Waterworks funds the deductible amounts, and funds up to \$500 per year per employee for medical related costs not covered by insurance. During the year, the Waterworks reimbursed its employees \$3,213 in relation to the partially self-funded health insurance program.

Note 10. Water Purchase Contract

The Waterworks agreed to a forty year water purchase agreement with Rathbun Regional Water Association in 1999. As part of this forty year agreement, the Waterworks agreed to purchase a minimum of three million gallons of water per month from Rathbun Regional Water Association. The Waterworks currently pays Rathbun Regional Water Association \$2.80 per thousand gallons for the first five million gallons of water purchased per month, and \$1.60 per thousand gallons in excess of five million gallons of water purchased per month. Based on the minimum water purchase requirements of three million gallons of water per month and based on current water rates, the Waterworks will be obligated to pay Rathbun Regional Water Association a minimum of \$100,800 per year for purchased water through the 2039 year.

Currently, the Waterworks buys all of its water for resale from the Rathbun Regional Water Association, and in fiscal year 2013, approximately 129,673,000 gallons of water were purchased by the Waterworks. The total cost of water purchased was \$284,565 during the year ended June 30, 2013. The Waterworks does not have the capability to produce its own water for resale. It appears the only source of water available to the Waterworks is from Rathbun Regional Water Association.

Note 11. Contingency

The Waterworks participates in Federal and State grant/loan programs. These programs are subject to program compliance audits by the grantors or their representatives. Entitlement to these resources are generally conditional upon compliance with the terms and conditions of grant and loan agreements and applicable federal and state regulations, including the expenditure of resources for allowable purposes. Any disallowance resulting from a federal or state audit may become a liability of the Waterworks. The Waterworks management believes such revisions or disallowances, if any, will not be material to the Waterworks.

**Note 12. Subsequent Events**

The Waterworks has evaluated subsequent events through November 11, 2013, which is the date that the financial statement was available to be issued.

**Other Information**

ALBIA MUNICIPAL WATERWORKS

BUDGETARY COMPARISON SCHEDULE  
OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN BALANCES -  
BUDGET AND ACTUAL (CASH BASIS)

OTHER INFORMATION

Year ended June 30, 2013

	Actual	Budgeted Amounts		Final to Actual Variance
		Original	Final	
Receipts:				
Use of money and property	\$ 13,385	14,100	14,100	(715)
Charges for service	1,226,634	1,180,600	1,299,200	(72,566)
Miscellaneous	74,775	77,338	77,338	(2,563)
Total receipts	1,314,794	1,272,038	1,390,638	(75,844)
Disbursements:				
Business type activities	1,377,844	1,258,033	1,415,133	37,289
Excess (deficiency) of receipts over (under) disbursements	(63,050)	14,005	(24,495)	(113,133)
Other financing sources	25,000	-	25,000	-
Change in cash balances	(38,050)	14,005	505	(38,555)
Cash balances beginning of year	227,401			
Cash balances end of year	\$ 189,351			

See accompanying independent auditor's report.

ALBIA MUNICIPAL WATERWORKS

NOTES TO OTHER INFORMATION – BUDGETARY REPORTING

June 30, 2013

The Albia Municipal Waterworks (Waterworks) prepares a budget on the cash basis of accounting and submits it to the City Council. In accordance with the Code of Iowa, the City Council annually adopts a budget on the cash basis following required public notice and hearing for all funds. The annual budget may be amended during the year utilizing similar statutorily prescribed procedures.

Formal and legal budgetary control is based upon classes of disbursements, known as functions, not by fund. The Waterworks' disbursements are budgeted in the business type activities function. During the year, one budget amendment increased budgeted receipts by \$143,600 and budgeted disbursements by \$157,100. The budget amendment is reflected in the final budgeted amounts.

During the year ended June 30, 2013, disbursements did not exceed the amount budgeted.

Supplementary Information

ALBIA MUNICIPAL WATERWORKS

Schedule 1

COMBINING SCHEDULE OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCES  
ENTERPRISE FUND ACCOUNTS

As of and for the year ended June 30, 2013

	General	Customer Deposit	Debt Service	Improve- ment	Total
<b>Operating receipts:</b>					
Charge for service:					
Sale of water to meter customers	\$ 746,618	-	-	-	746,618
Sales of water - tank service	1,489	-	-	-	1,489
Collection fee from City	42,963	-	-	-	42,963
Other charges for service	14,595	-	-	-	14,595
Sale of supplies	4,722	-	-	-	4,722
	<u>810,387</u>	-	-	-	<u>810,387</u>
<b>Miscellaneous:</b>					
Sales tax collected	55,593	-	-	-	55,593
Refunds and reimbursements	2,432	-	-	-	2,432
Customer deposits	-	16,750	-	-	16,750
	<u>58,025</u>	<u>16,750</u>	-	-	<u>74,775</u>
Total operating receipts	<u>868,412</u>	<u>16,750</u>	-	-	<u>885,162</u>
<b>Operating disbursements:</b>					
Business type activities:					
Distribution expenses:					
Labor	88,321	-	-	-	88,321
Truck expense	1,692	-	-	-	1,692
Repairs tools and equipment	731	-	-	-	731
Gasoline and oil	4,609	-	-	-	4,609
Supplies	3,053	-	-	-	3,053
Water tests	1,127	-	-	-	1,127
Electric	1,631	-	-	-	1,631
Shop fuel	1,021	-	-	-	1,021
Shop telephone	380	-	-	-	380
Shop repair	-	-	-	980	980
Part-time labor	4,139	-	-	-	4,139
Clothes	1,547	-	-	-	1,547
	<u>108,251</u>	-	-	<u>980</u>	<u>109,231</u>
<b>Distribution outlay:</b>					
Supplies	7,897	-	-	11,112	19,009
Equipment	1,654	-	-	-	1,654
Part-time labor	431	-	-	-	431
Leak detection	-	-	-	1,600	1,600
	<u>9,982</u>	-	-	<u>12,712</u>	<u>22,694</u>

## ALBIA MUNICIPAL WATERWORKS

Schedule 1 (continued)

COMBINING SCHEDULE OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCES  
ENTERPRISE FUND ACCOUNTS

As of and for the year ended June 30, 2013

	General	Customer Deposit	Debt Service	Improve- ment	Total
Operating disbursements (continued):					
Business type activities (continued):					
Administration and other expenses:					
Salaries	81,118	-	-	-	81,118
Customer service wage	31,601	-	-	-	31,601
Postage	7,358	-	-	-	7,358
Supplies	5,954	-	-	-	5,954
Office rent	1,800	-	-	-	1,800
Telephone	4,337	-	-	-	4,337
Publishing	1,115	-	-	-	1,115
Audit and filing fee	4,855	-	-	-	4,855
Customer deposits	-	17,080	-	-	17,080
School	243	-	-	-	243
Dues	1,534	-	-	-	1,534
Insurance	13,805	-	-	-	13,805
Legal	330	-	-	-	330
Maintenance contracts	6,154	-	-	-	6,154
Grant writing	-	-	-	7,500	7,500
Equipment	162	-	-	-	162
Employee insurance	88,027	-	-	-	88,027
Sales tax	55,393	-	-	-	55,393
Payroll taxes	31,341	-	-	-	31,341
Employee medical reimbursements	3,213	-	-	-	3,213
Purchased services	100	-	-	-	100
Purchased water	284,565	-	-	-	284,565
	<u>623,005</u>	<u>17,080</u>	<u>-</u>	<u>7,500</u>	<u>647,585</u>
Total operating disbursements	<u>741,238</u>	<u>17,080</u>	<u>-</u>	<u>21,192</u>	<u>779,510</u>
Excess (deficiency) of operating receipts over (under) operating disbursements	<u>127,174</u>	<u>(330)</u>	<u>-</u>	<u>(21,192)</u>	<u>105,652</u>

## ALBIA MUNICIPAL WATERWORKS

Schedule 1 (continued)

COMBINING SCHEDULE OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCES  
ENTERPRISE FUND ACCOUNTS

As of and for the year ended June 30, 2013

	General	Customer Deposit	Debt Service	Improve- ment	Total
Non-operating receipts (disbursements):					
Interest on investments	1,385	-	-	-	1,385
Tower and ground space lease	-	-	-	12,000	12,000
Sewer and landfill fees collected for City	416,247	-	-	-	416,247
Sewer and landfill fees remitted to City	(407,579)	-	-	-	(407,579)
Loan proceeds	25,000	-	-	-	25,000
Debt service:					
Principal redemption	-	-	(67,000)	(25,000)	(92,000)
Interest paid	-	-	(31,230)	(321)	(31,551)
Service fees	-	-	(2,603)	-	(2,603)
Capital projects	-	-	-	(64,601)	(64,601)
Net non-operating receipts (disbursements)	35,053	-	(100,833)	(77,922)	(143,702)
Excess (deficiency) of receipts over (under) disbursements	162,227	(330)	(100,833)	(99,114)	(38,050)
Operating transfers in (out)	(194,200)	-	100,800	93,400	-
Change in cash balances	(31,973)	(330)	(33)	(5,714)	(38,050)
Cash balances beginning of year	108,309	90,792	9,488	18,812	227,401
Cash balances end of year	\$ 76,336	90,462	9,455	13,098	189,351

See accompanying independent auditor's report.

ALBIA MUNICIPAL WATERWORKS

Schedule 2

SCHEDULE OF INDEBTEDNESS

Year ended June 30, 2013

Obligation	Date of Issue	Interest Rate	Amount Originally Issued
Water Revenue Bonds	11-23-05	3.00%	\$ 1,250,000
Bank Loan	10-15-12	2.85%	25,000

Date of Issue	Balance Beginning of Year	Issued During Year	Redeemed During Year	Balance End of Year	Interest Paid	Interest Due and Unpaid
11-23-05	\$1,041,000	-	67,000	974,000	31,230	-
10-15-12	\$ -	25,000	25,000	-	321	-

See accompanying independent auditor's report.

## ALBIA MUNICIPAL WATERWORKS

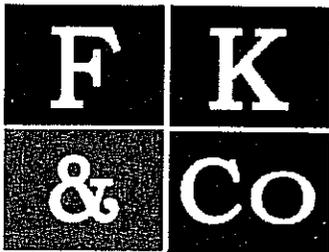
Schedule 3

## BOND MATURITIES

June 30, 2013

Year ending June 30,	Water Revenue Bonds		Total
	Issued November 23, 2005		
	Interest Rates	Amount	
2014	3.00%	\$ 69,000	69,000
2015	3.00%	71,000	71,000
2016	3.00%	73,000	73,000
2017	3.00%	75,000	75,000
2018	3.00%	77,000	77,000
2019	3.00%	80,000	80,000
2020	3.00%	82,000	82,000
2021	3.00%	84,000	84,000
2022	3.00%	87,000	87,000
2023	3.00%	89,000	89,000
2024	3.00%	92,000	92,000
2025	3.00%	95,000	95,000
		<u>\$ 974,000</u>	<u>974,000</u>

See accompanying independent auditor's report.



FALLER, KINCHELOE & CO, PLC

Certified Public Accountants

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 Board of Trustees of the  
Albia Municipal Waterworks:

We have audited 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, the financial statement of the Albia Municipal Waterworks, Albia, Iowa, (Waterworks) as of and for the year ended June 30, 2013, and the related notes to the financial statement which collectively comprise the Waterworks basic financial statement, and have issued our report thereon dated November 11, 2013. Our report expressed an unmodified opinion on the financial statement which was prepared on the basis of cash receipts and disbursements, a basis of accounting other than U.S. generally accepted accounting principles.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statement, we considered the Waterworks internal control over financial reporting to determine the audit procedures appropriate in the circumstances 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 Waterworks internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Waterworks internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings, we identified deficiencies in internal control we consider to be material weaknesses and a significant deficiency.

A deficiency in internal control exists when the design or operation of the 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 combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statement will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies in internal control 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 deficiency described in the accompanying Schedule of Findings as item (C) to be a significant deficiency.

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### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Waterworks 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 Waterworks operations for the year ended June 30, 2013 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statement of the Waterworks. 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.

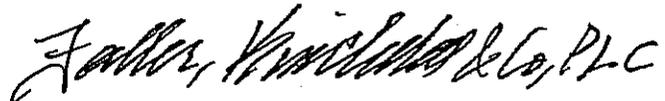
### The Waterworks Responses to Findings

The Waterworks responses to the findings identified in our audit are described in the accompanying Schedule of Findings. The Waterworks responses were not subjected to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on them.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing and not to provide an opinion on the effectiveness of the Waterworks internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Waterworks internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We would like to acknowledge the many courtesies and assistance extended to us by personnel the Waterworks 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.



Faller, Kincheloe & Co., PLC  
Certified Public Accountants

November 11, 2013

ALBIA MUNICIPAL WATERWORKS

SCHEDULE OF FINDINGS

Year ended June 30, 2013

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. Water utility billings, collections, deposits, posting to customer accounts and the cash receipts journal and reconciliation of billings to collections and delinquent accounts are all sometimes done by the same person. Also, bank accounts are not reconciled by an individual who does not sign checks, handle or record cash.

Recommendation – We realize segregation of duties is difficult with a limited number of office employees. However, the Albia Municipal Waterworks (Waterworks) should review its operating procedures to obtain the maximum internal control possible under the circumstances utilizing currently available staff, including Waterworks officials.

Response – The Waterworks will, to the best of our abilities, continue to review this and attempt to segregate duties as much as possible.

Conclusion – Response accepted.

- (B) Financial Reporting – Internal controls over financial reporting include actual preparation and review of financial statements, including footnote disclosure, for external reporting, as required by an other comprehensive basis of accounting. The Waterworks does not have the internal resources to prepare the full-disclosure financial statements required by an other comprehensive basis of accounting for external reporting purposes. While this circumstance is not uncommon for most small governmental entities, it is the responsibility of management and those charged with governance, to prepare reliable financial data, or accept the risk associated with this condition because of cost or other considerations.

Recommendation – With a limited number of office employees, gaining sufficient knowledge and expertise to properly select and apply accounting principles and prepare full disclosure financial statements for external reporting purposes is difficult. However, we recommend the Waterworks continue to review operating procedures and obtain the internal expertise needed to handle all the aspects of external financial reporting, rather than rely on external assistance.

Response – The management officials will attempt to read relevant accounting literature and attend professional education courses to improve in the ability to apply accounting principles. However, it is not fiscally responsible to add additional staff at this time.

Conclusion – Response accepted.

- (C) Water Purchases – The Waterworks purchases all of its water from Rathbun Regional Water Association to provide water to residents. The Waterworks is responsible for reading residents meters, monthly billings and collections. During our review, we found the Waterworks was billed for approximately 30% more water than Waterworks residences, businesses or Waterworks facilities showed using during fiscal year 2013. While some water loss can be expected due to water leaks and defective meters, the size of the variance seems unreasonable.

ALBIA MUNICIPAL WATERWORKS

SCHEDULE OF FINDINGS

Year ended June 30, 2013

Recommendation – The Waterworks should investigate why the water purchased is so much greater than the water used.

Response – We will attempt to implement this recommendation.

Conclusion – Response accepted.

**INSTANCES OF NON-COMPLIANCE:**

No matters were noted.

ALBIA MUNICIPAL WATERWORKS

SCHEDULE OF FINDINGS

Year ended June 30, 2013

Other Findings Related to Required Statutory Reporting:

- (1) Certified Budget - Disbursements during the year ended June 30, 2013 did not exceed the amounts budgeted.
- (2) Questionable Disbursements - We noted no disbursements that may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979.
- (3) Travel Expense - No disbursements of Albia Municipal Waterworks (Waterworks) money for travel expenses of spouses of Waterworks officials or employees were noted.
- (4) Business Transactions - Business transactions between the Waterworks and Waterworks officials or employees are detailed as follows:

Name, Title, and Business Connection	Transaction Description	Amount
Jack Scieszinski, Board Member Part-owner of Albia Motor Co.	Maintenance	\$484

In accordance with Chapter 362.5 of the Code of Iowa, the above transactions do not appear to represent a conflict of interest as defined in Chapter 362.5 of the Code of Iowa since the total transactions were less than \$1,500 during the fiscal year.

- (5) Bond Coverage - Surety bond coverage of Waterworks officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to ensure that the coverage is adequate for current operations.
- (6) Board of Trustee Minutes - No transactions were found that we believe should have been approved in the trustee minutes but were not.
- (7) Deposits and Investments - No instances of noncompliance with the deposit and investment provisions of Chapter 12B and 12C of the Code of Iowa and the Waterworks investment policy were noted.
- (8) Revenue Bonds and Bank Loans - The following instances of non-compliance with the revenue bond requirements were noted.
  - The provisions of the revenue bond resolutions require the Waterworks to produce net operating revenues equal to at least 110% of the principal and interest on the bonds as they become due. The Waterworks fiscal year 2013 net operating receipts of \$105,652 were less than 110% of the \$123,551 of the bank loan and revenue bond principal and interest due during fiscal year 2013.
  - The Waterworks bond resolutions require all users of the system, including the City, be charged for usage. The City is not currently charged for water usage.

ALBIA MUNICIPAL WATERWORKS

SCHEDULE OF FINDINGS

Year ended June 30, 2013

- In October, 2012, the Waterworks obtained a \$25,000 loan from a local bank, with the proceeds used to fund a construction project. Chapter 384.83 of the Code of Iowa requires that the political subdivision hold a public hearing prior to entering into a loan agreement. However, the actual loan monies were received and the loan agreement was signed prior to the public hearing. As a result, it would not appear that the Waterworks was in compliance with Chapter 384.83 of the Code of Iowa.

Recommendation – The Waterworks should establish utility rates at a sufficient level to allow net receipts to comply with the bond provisions. In addition, the Waterworks should ensure City water usage is billed and paid by the City as required by the bond provisions. Also, Chapter 384.83 of the Code of Iowa should be followed when loan monies are received in the future.

Response – The Waterworks is reviewing this and will make changes to ensure compliance with the above requirements.

Conclusion – Response accepted.

- (9) Utility Rates - Chapter 384.84 of the Code of Iowa requires that water rates be established by resolution of the trustees, published in the same manner as an ordinance. However, some of the miscellaneous water fees charged by the Waterworks were established by a motion of the trustees and not by resolution, even though a resolution is required.

Recommendation – The Waterworks should establish all water rates by resolution, and publish them in the same manner as an ordinance, as required by the Code of Iowa.

Response – We will establish all of the water utility rates by resolution of the trustees, and publish them accordingly.

Conclusion – Response accepted.

- (10) Taxable Fringe Benefits – Personal use of a Waterworks vehicle is not taxed to a Waterworks employee as a taxable fringe benefit, as required by the Internal Revenue Service (IRS) regulations.

Recommendation – Personal use of a Waterworks vehicle should be taxed as a taxable fringe benefit in accordance with IRS regulations.

Response – We will review this.

Conclusion – Response accepted.