

CITY OF JANESVILLE

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

For the Period
July 1, 2013 through June 30, 2014

TABLE OF CONTENTS

		<u>Page</u>
Officials		1
Independent Accountant's Report		2-3
Detailed Recommendations:	<u>Finding</u>	
Segregation of Duties	A	4
Bank Reconciliations	B	4
City Council Minutes	C	4
Reconciliation of Utility Bills, Collections and Delinquent Accounts	D	4
Electronic Check Retention	E	4
Receipts	F	5
Annual Financial Report	G	5
Deposits Slips	H	5
Accounting Policies and Procedures Manual	I	5
1099s	J	5
Payroll	K	5
Disbursements	L	5
Deficit Balance	M	5

City of Janesville

Officials

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
<u>(Before January 2014)</u>		
James Mackay	Mayor	January 2014
Doug Bettis	Mayor Pro-Tem	January 2014
Susan Stapleton	Council Member	January 2014
Shane Hoff	Council Member	January 2014
Ben McAllister	Council Member	January 2016
Angela Watson	Council Member	January 2016
Christine Murley	City Clerk/ Treasurer	Indefinite
Carole Tomkins	Deputy Clerk	Indefinite
Gary Boveia	Attorney	Indefinite
<u>(After January 2014)</u>		
Sandi Carroll	Mayor	January 2018
Doug Bettis	Mayor Pro-Tem	January 2018
Susan Stapleton	Council Member	January 2018
Tom Cozart	Council Member	January 2018
Ben McAllister	Council Member	January 2016
Angela Watson	Council Member	January 2016
Christine Murley	City Clerk/ Treasurer	Indefinite
Carole Tomkins	Deputy Clerk	Indefinite
Gary Boveia	Attorney	Indefinite

Independent Accountant's Examination Report

To the Honorable Mayor and
Members of the City Council:

I have performed the procedures enumerated below which were established pursuant to Chapter 11.6 of the Code of Iowa enacted by the Iowa Legislature to provide oversight of certain Iowa cities. Accordingly, I have applied certain tests and procedures to selected accounting records and related information of the City of Janesville for the period July 1, 2013 through June 30, 2014. The City of Janesville's management, which agreed to the performance of the procedures performed, is responsible for the City's records.

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

The procedures I performed are summarized as follows:

1. I reviewed selected City Council meeting minutes for compliance with Chapters 21, 372.13(6) and 380 of the Code of Iowa.
2. I reviewed the City's internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same employee.
3. I reviewed surety bond coverage for compliance with Chapter 64 of the Code of Iowa.
4. I obtained and reviewed the City Clerk's financial reports and selected bank reconciliations to determine whether the bank balances properly reconciled to the general ledger account balances and monthly financial reports provided to the City Council.
5. I reviewed City funds for consistency with the City Finance Committee's recommended Uniform Chart of Accounts (COA) and to determine required funds and fund balances are properly maintained and accurately accounted for.
6. I reviewed the City's fiscal year 2014 Annual Financial Report (AFR) to determine whether it was completed timely and if it accurately reflect the City's financial information.
7. I reviewed investments to determine compliance with Chapter 12B of the Code of Iowa.
8. I reviewed compliance with Chapters 12C.2, 12B.10B and 556.1(12) of the Code of Iowa pertaining to required depository resolutions, investment policy and reporting of unclaimed property of the State of Iowa.
9. I reviewed debt, including general obligation and revenue bonds/notes, and related transactions for proper authorization and compliance with Chapters 75, 384 and 403.9 of the Code of Iowa and to determine whether the debt and related proceeds and repayments were properly accounted for.

10. I reviewed and tested 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. I reviewed 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. I reviewed and tested selected receipts for accurate accounting and consistency with the recommended COA.
13. I reviewed and tested selected disbursements for proper approval, adequate supporting documentation, accurate accounting and consistency with the recommended COA and compliance with the public purpose criteria established by Article III, Section 31 of the Constitution of the State of Iowa.
14. I reviewed transfers between funds for propriety, proper authorization and accurate accounting.
15. I reviewed and tested selected payroll and related transactions for propriety, proper authorization and accurate accounting.
16. I reviewed the annual certified budget for proper authorization, certification and timely amendment.

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

I was not engaged to and did not conduct an audit of the operations of the City of Janesville, the objective of which is the expression of opinions on financial statements. Accordingly, I do not express opinions on the City's financial statements. Had I performed additional procedures, or had I performed an audit of the City of Janesville, additional matters might have come to my attention that would have been reported to you.

This report, a public record by law, is intended solely for the information and use of the officials, employees and citizens of the City of Janesville and other parties to whom the City of Janesville may report. This report is not intended to be and should not be used by anyone other than these specified parties.

I would like to acknowledge the many courtesies and assistance extended to me by personnel of the City of Janesville during the course of my examination. Should you have any questions concerning any of the above matters, I shall be pleased to discuss them with you at your convenience.


Keith Oltrogge
Certified Public Accountant

March 23, 2015

Detailed Recommendations

City of Janesville

Detailed Recommendations

For the period July 1, 2013 through June 30, 2014

(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. Generally, one individual has control over each of the following areas for the City:

- 1) Cash – handling, reconciling and recording.
- 2) Receipts – opening mail, collecting, depositing, journalizing, reconciling and posting.
- 3) Disbursements – purchasing, invoice processing, check writing, mailing, reconciling and recording.
- 4) Payroll – recordkeeping, preparation and distribution.
- 5) Utilities – billing, collecting, depositing and posting.
- 6) Financial reporting – preparing and reconciling.
- 7) Journal entries – preparing and journalizing.

Recommendation – I 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 evidenced by the signature or initials of the reviewer and the date of the review.

(B) Bank Reconciliations – The cash and investment balances in the City’s general ledger and Clerk’s reports were reconciled to bank and investment account balances throughout the year. However, for one of the two months reviewed, bank and book balances did not properly reconcile.

Recommendation – The City should establish procedures to ensure bank and investment account balances are reconciled to the general ledger and Clerk’s reports monthly. Variances, if any, should be reviewed and resolved timely.

(C) City Council Minutes – Chapter 372.13(6) of the Code of Iowa requires minutes of all City Council proceedings be published within fifteen days of the meeting and include a summary of all receipts. Also required is a listing of the bills paid and the reason for the purchase.

Recommendation – The City should comply with the Code of Iowa and publish minutes, bills and receipts as required.

(D) Reconciliation of Utility Billings, Collections and Delinquent Accounts – Utility Billings, collections and delinquent accounts were not reconciled throughout the year and a delinquent account listing was not prepared monthly.

Recommendation – A listing of delinquent accounts should be prepared monthly. 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 and monitor delinquent accounts.

(E) Electronic Check Retention – Chapter 554D.114 of the Code of Iowa allows the City to retain cancelled checks in an electronic format and requires retention in this manner to include an image of both the front and back of each cancelled check. The City does not receive an image of the back of each cancelled check for several bank accounts.

Recommendation – The City should obtain and retain images of both the front and back of cancelled checks as required by Chapter 554D.114 of the Code of Iowa. I noted the City began receiving both images during the year.

City of Janesville

Detailed Recommendations

For the period July 1, 2013 through June 30, 2014

- (F) Receipts – Property tax electronic deposits for the twelve months did not agree with the general ledger, there was a \$12.00 difference in the Debt Service Fund.

Recommendation – The City should implement procedures to ensure all receipts are properly recorded in the accounting records.

- (G) Annual Financial Reporting – The beginning balances on the Annual Financial Report (AFR) for the fiscal year ended June 30, 2014, differed from the ending balances on the Annual Financial Report for June 30, 2013.

Recommendation – The City should ensure future AFR's are reported correctly.

- (H) Deposit Slips – The City does not receive images of the deposit slips for the money market account.

Recommendation – The City should contact the bank and have images of all deposit slips available with all statements in order to perform proper accounting and reconciliations in the future.

- (I) Accounting Policies and Procedures Manual – The City does not have an accounting policies and procedures manual.

Recommendation – An accounting policies and procedures manual should be developed to provide the following benefits:

- 1) Aid in training additional or replacement staff.
- 2) Help achieve uniformity in accounting and in application of policies and procedures.
- 3) Save supervisory time by recording decisions so that they will not have to be made each time the same, or a similar, situation arises.

- (J) 1099 Forms – No 1099 forms were prepared by the City.

Recommendation – The City should review the calendar year vendor history report for possible 1099s for independent contractor payments over \$600 to comply with federal regulations.

- (K) Payroll – I noted one of five employees tested was not paid correctly. The employee was overpaid for ½ hour.

Recommendation – All pay checks should be reviewed by supervisory personnel prior to being distributed.

- (L) Disbursements – Approval of payments is not documented by the signature or initials of the reviewer and the date of review on the supporting documentation.

Recommendation – Payment approval should be documented by the signature or initials of the reviewer and the date of review on the supporting documentation.

- (M) Deficit Balance – At June 30, 2013, the City had a deficit balance of \$251,830 in the Capital Projects Fund.

Recommendation – The City should investigate alternatives to eliminate this deficit to return the fund to a sound financial position.