



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Mary Mosiman, CPA
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0004

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NEWS RELEASE

FOR RELEASE _____ January 20, 2015 _____

Contact: Andy Nielsen
515/281-5834

Auditor of State Mary Mosiman today released an agreed-upon procedures report on the City of Granger, Iowa for the period July 1, 2013 through June 30, 2014. The agreed-upon procedures engagement was performed pursuant to Chapter 11.6 of the Code of Iowa.

Mosiman recommended the City review its control procedures to obtain the maximum internal control possible. The City should also comply with the budget amendment requirements of Chapter 384.18 of the Code of Iowa before disbursements are allowed to exceed the budget and the City Council meeting minutes publication requirements of Chapter 372.13(6) of the Code of Iowa.

A copy of the agreed-upon procedures report is available for review in the City Clerk's Office, in the Office of Auditor of State and on the Auditor of State's web site at <http://auditor.iowa.gov/reports/1421-0234-BLOF.pdf>.

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CITY OF GRANGER
INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES
FOR THE PERIOD
JULY 1, 2013 THROUGH JUNE 30, 2014

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City of Granger

Officials

(Before January 2014)

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Thomas Schenk	Mayor	Jan 2014
Bob Herrold	Council Member	Jan 2014
Scott Smyth	Council Member	Jan 2014
Wayne Bice	Council Member	Jan 2016
Cathy Fuson	Council Member	(Resigned Jan 2014)
Richard Groth	Council Member	(Resigned Sept 2013)
Kristy Trzeciak	City Clerk	Indefinite
Ralph Brown	Attorney	Indefinite

(After January 2014)

Cathy Fuson	Mayor	Jan 2016
Mike Backous (Appointed)	Council Member	Jan 2016
Jodi Bermel (Appointed)	Council Member	Jan 2016
Wayne Bice	Council Member	Jan 2016
Bob Herrold	Council Member	Jan 2018
Scott Smyth	Council Member	Jan 2018
Kristy Trzeciak	City Clerk	Indefinite
Ralph Brown	Attorney	Indefinite

City of Granger



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Mary Mosiman, CPA
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Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Honorable Mayor
and Members of the City Council:

We 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, we have applied certain tests and procedures to selected accounting records and related information of the City of Granger for the period July 1, 2013 through June 30, 2014. The City of Granger'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, we 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 we performed are summarized as follows:

1. We reviewed selected City Council meeting minutes for compliance with Chapters 21, 372.13(6) and 380 of the Code of Iowa.
2. We 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. We reviewed surety bond coverage for compliance with Chapter 64 of the Code of Iowa.
4. We 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. We 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. We reviewed the City's fiscal year 2013 Annual Financial Report to determine whether it was completed and accurately reflects the City's financial information.
7. We reviewed investments to determine compliance with Chapter 12B of the Code of Iowa.
8. We 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 to the State of Iowa.
9. We 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. We 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. We 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. We reviewed and tested selected receipts for accurate accounting and consistency with the recommended COA.
13. We 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. We reviewed transfers between funds for propriety, proper authorization and accurate accounting.
15. We reviewed and tested selected payroll and related transactions for propriety, proper authorization and accurate accounting.
16. We reviewed the annual certified budget for proper authorization, certification and timely amendment.

Based on the performance of the procedures described above, we identified various recommendations for the City. Our 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.

We were not engaged to and did not conduct an audit of the City of Granger, the objective of which is the expression of opinions on the City's financial statements. Accordingly, we do not express opinions on the City's financial statements. Had we performed additional procedures, or had we performed an audit of the City of Granger, additional matters might have come to our 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 Granger and other parties to whom the City of Granger may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the City of Granger 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.


MARY MOSIMAN, CPA
Auditor of State


WARREN G. JENKINS, CPA
Chief Deputy Auditor of State

December 4, 2014

Detailed Recommendations

City of Granger

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 or two individuals have 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 and signing, mailing, reconciling and recording.
- (4) Payroll – entering rates into the system, recordkeeping, preparing, and check writing and signing.
- (5) Utilities – billing, collecting, depositing and posting, entering rates into the system and maintaining detailed accounts receivable records.
- (6) Journal entries – preparing, authorizing and journalizing.
- (7) Computer system – performing all general accounting functions, controlling all data input and output and having custody of assets.
- (8) Financial reporting – preparing and reconciling.

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.

(B) Bank Reconciliations and Monthly Reports – The health savings account balance listed on the City's fund balance sheet does not reconcile to the bank balance at June 30, 2014 by \$1,500. In addition, the bank cash report provided to City Council members excludes activity for the savings and investment accounts.

Recommendation – To provide better control over financial transactions and overall accountability, monthly bank reconciliations and reports provided to the City Council should include all checking accounts, investments, petty cash and reconciling items. Variances should be reviewed and resolved timely.

(C) Deposits and Investments – The resolution naming official depositories does not include all current depositories, as required by Chapter 12C of the Code of Iowa.

Recommendation – The City's depository resolution should be amended to include all current depositories as required by Chapter 12C of the Code of Iowa.

City of Granger

Detailed Recommendations

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

- (D) City Council Meeting 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. Minutes for three meetings tested were not published within fifteen days. In addition, minutes for the June 2014 meeting were not signed in accordance with Chapter 380.7 of the Code of Iowa.

Recommendation – The City should comply with the Code of Iowa and publish City Council meeting minutes within fifteen days, as required. The minutes record should be signed to authenticate the record in accordance with Chapter 380.7 of the Code of Iowa

- (E) Certified Budget – Disbursements during the year ended June 30, 2014 exceeded the amounts budgeted in the capital projects, debt service and business type activities functions before the budget was amended. 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.

- (F) Financial Condition – At June 30, 2014, the City had deficit balances of \$463,282 and \$13,548 in the Capital Projects Fund and the Special Revenue, Employee Benefits Fund, respectively.

Recommendation – The City should investigate alternatives to eliminate these deficits to return these funds to a sound financial condition.

City of Granger

Detailed Recommendations

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

City of Granger

Staff

This agreed-upon procedures engagement was performed by:

Timothy D. Houlette, CPA, Manager
Lesley R. Geary, Senior Auditor II
Chad C. Lynch, Assistant Auditor

A handwritten signature in black ink that reads "Andrew E. Nielsen". The signature is written in a cursive style with a large, stylized initial "A".

Andrew E. Nielsen, CPA
Deputy Auditor of State