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**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

To the Board of the Cottonwood Extension District:

We have performed the procedures enumerated in the attached schedule, which were agreed to by the Board of the Cottonwood Extension District (the specified party), solely to assist Cottonwood Extension District meet the reporting requirements as specified in K.S.A. 75-1122 (b) on the Summary Statement of Receipts, Expenditures and Unencumbered Cash – Regulatory Basis of the Cottonwood Extension District as of December 31, 2017 and for the period July 1, 2017 to December 31, 2017. Cottonwood Extension District's management is responsible for the District's Summary Statement of Receipts, Expenditures and Unencumbered Cash – Regulatory Basis. The sufficiency of these procedures is solely the responsibility of the Board of the Cottonwood Extension District. 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.

Our procedures and findings are listed in the attached schedule.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not, conduct an audit or review, the objective of which would be the expression of an opinion on the Summary Statement of Receipts, Expenditures and Unencumbered Cash – Regulatory Basis. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of the Cottonwood Extension District and regulatory authorities and is not intended to be and should not be used by anyone other than those specified parties.

Sincerely,

*VonFeldt, Bauer & VonFeldt, Chtd.*

VonFeldt, Bauer & VonFeldt, Chtd.  
Manhattan, Kansas  
September 18, 2018

**Cottonwood Extension District  
Schedule of Findings and Recommendations  
July 1, 2017 to December 31, 2017**

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**Procedure #1: For a minimum of two separate months (to be selected by the certified public accountant), trace non-mail cash receipts from the receipt book to the bookkeeping records to determine if the receipts were properly recorded. Also, for the same two months, trace bookkeeping entries for cash receipts to the bank statement to determine if receipts are deposited intact and on a timely basis.**

No exceptions were found as a result of applying this procedure except for the following:

- 1- Finding - In the two months selected for testing, July and November, two deposits in both months were noted to have not been made timely (within five days of when the cash was received).
  - a. Recommendation – All deposits should be made within five days of receiving the cash.

**Procedure #2: For approximately ten percent of the non-payroll cash disbursements (to be selected by the certified public accountant), trace disbursements from the bookkeeping records to the: related invoice, bank statement and canceled check.**

No exceptions were found as a result of applying this procedure.

**Procedure #3: Examine evidence of encumbrances and accounts payable and determine if they have been properly stated in the financial statement as of the end of the year. Evidence of encumbrances would include unpaid invoices and receiving reports.**

No exceptions were found as a result of applying this procedure except for the following:

- 1- Finding – Encumbrances of \$529.86 were noted at December 31, 2017 but were not properly recorded in the financial statement.
  - a. Recommendation – All encumbrances should be monitored and recorded in the financial statement at the end of the year.

**Procedure #4: Tie the municipality's total cash per books at year end source documents. This should include a review of the bank reconciliation for the last month of the year.**

No exceptions were found as a result of applying this procedure.

**Procedure #5: Review payroll for a minimum of one month (to be selected by the certified public accountant) to determine that proper deductions and employer contributions are being remitted.**

No exceptions were found as a result of applying this procedure.

**Procedure #6: Compare the following items in the current year financial statement to the same items in the prior year financial statement to determine if there is a variance of more than 25 percent per fund: 1) total cash receipts, 2) total cash disbursements, 3) encumbrances and accounts payable, and 4) ending unencumbered cash balance.**

As July 1, 2017 to December 31, 2017 was the District's first operating year, this step was not performed as no prior year information was available.

**Cottonwood Extension District**  
**Schedule of Findings and Recommendations**  
**July 1, 2017 to December 31, 2017**

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**Procedure #7: Other Procedures.**

- a) For a minimum of two months (to be selected by the certified public accountant) trace any interest income from the bank statement to the municipality's cash receipts records.

For the two months selected for testing (July and November), the District was noted to not receive interest income as an interest bearing account was not held by the District.

- b) For the last bank statement of the year compare the name of the depository institution to an entry in the official minutes that designates the institution as the municipality's official depository.

No exceptions were found as a result of applying this procedure.

- c) Reconcile the year-end cash balances as shown on the Summary Statement of Receipts, Expenditures and Unencumbered Cash – Regulatory Basis to: 1) demand deposits at the municipality's official depository, 2) time deposits at the municipality's official depository, 3) investments in U.S. Treasury bills; and other cash/investment accounts.

No exceptions were found as a result of applying this procedure.

- d) Using the last bank statement of the year compare total deposits in excess of FDIC insurance to securities pledged to secure the excess deposits, as evidenced by joint custody receipts.

No exceptions were found as a result of applying this procedure.

- e) For a minimum of one month (to be selected by the certified public accountant) compare the disbursements as recorded in the check register to an entry in the official minutes that approve the disbursement.

No exceptions were found as a result of applying this procedure.

- f) For a minimum of two months (to be selected by the certified public accountant) review the municipality's month-end Statement of Receipts, Expenditures and Unencumbered Cash – Regulatory Basis to determine that the ending unencumbered cash balance is greater than or equal to zero.

No exceptions were found as a result of applying this procedure.

- g) For a minimum of two months (to be selected by the certified public accountant) review the official minutes to determine that the minutes have been signed by the president of the council and/or the clerk.

No exceptions were found as a result of applying this procedure.

- h) Review the municipality's surety (fidelity) bonds to determine that all employees and officers entrusted with funds or property are covered by such bond.

No exceptions were found as a result of applying this procedure.

**Cottonwood Extension District  
Schedule of Findings and Recommendations  
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- i) For the last month of the year review the payroll records for each employee to determine if a deduction for KPERS (Kansas Public Employees Retirement System) was made.

No exceptions were found as a result of applying this procedure.

- j) Review the credit card policy and internal controls of the municipality. For a minimum of two months (to be selected by the certified public accountant) review the municipality's credit card transactions to determine if approvals, expenditure procedures, and proper classification of expenditures were followed.

No exceptions were found as a result of applying this procedure, except for the following related to the credit card policy:

*Credit Card Policy.* All agents are issued credit cards with a limit of \$1,000 and the District Director is issued a credit card with a limit of \$3,000.

The District's credit card policy is not written and does not include details such as a signed agreement with the employees using the card, restrictions on use of the cards and stipulations on personal responsibility on payment for missing receipts. As of the date of the report, a policy is currently in process.

*Internal Controls:* All agents and the District Director are issued a credit card in the name of the District. All purchases require approval by the District Director. All purchases must be supported by a receipt and/or other supporting documentation and given to the bookkeeper which is reconciled to the monthly credit card statement. All agents and Director note on the receipt and/or other supporting documentation what the purchase is for so it can be recorded to the proper fund and account. After all charges have been accounted for, the bookkeeper prepares an Electronic Funds Transfer Authorization form that lists the total payment due and is signed by the Director, Board Treasurer, Board Secretary and Board Chairman.

**Procedure #8: Compliance Checklist – General and Entity Specific Checklist.**

No exceptions were found as a result of applying this procedure.