



**WEST PLAINS EXTENSION DISTRICT NO. 19**

AGREED-UPON PROCEDURES  
WITH INDEPENDENT ACCOUNTANT'S REPORT

**DECEMBER 31, 2020**



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

To the Board of Directors  
West Plains Extension District No. 19

We have performed the procedures enumerated below on the financial records of West Plains Extension District No. 19, Kansas (the District) as of and for the year ended December 31, 2020. The District's management is responsible for the financial records of the District.

The District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of compliance with the requirements of the *Kansas Municipal Audit and Accounting Guide*, as specified in K.S.A 75-1122, on the financial records of the District as of and for the year ended December 31, 2020. 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 and associated findings are as follows:

1. Tie the District's total cash per books at year end to source documents. This should include a review of the bank reconciliation for the last month of the year.

**Finding:** It was noted that four checks totaling \$33,429.47 were excluded from the outstanding check list at year end. The reconciliation did not tie to the books at year end.

2. Tie the year-end cash balance as shown on the Statement of Cash Receipts and Cash Disbursements to: 1) demand deposits at the District's official depository, 2) time deposits at the District's official depository, 3) investments in U.S. Treasury bills; and other cash/investment accounts

**Finding:** No exceptions were found as a result of applying the procedure.

3. 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.

**Finding:** As of December 31, 2020, total deposits in excess of FDIC insurance were pledged with securities at Western State Bank.

4. 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 District's official depository.

**Finding:** As noted in the July 1, 2020 minutes of the Board of Directors the District, Western State Bank was approved as authorized depository for the District's funds.

5. For a minimum of two months (to be selected by SSC CPAs, P.A., not a District employee), trace any interest income from the bank statement to the District's cash receipts records.

**Finding:** No exceptions were found as a result of applying the procedure for the months of August and December 2020.

6. For a minimum of two separate months (to be selected by SSC CPAs, P.A., not a District employee), 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.

**Finding:** The following exceptions were noted as a result of applying the procedure for the months of September and November 2020. A receipt for interest was not made for either month tested. In the month of September 2020, \$129.50 of receipts written during the month were not deposited until October 2020. Excluding interest, there was also an additional \$6.01 deposited in the bank statement than recorded in cash receipts. In the month of November 2020, there was an additional \$0.88 recorded in cash receipts that was not deposited in the bank statements (excluding interest).

7. For approximately ten percent of the non-payroll cash disbursements (to be selected SSC CPAs, P.A., not a District employee), trace disbursements from the bookkeeping records to the: related invoice, bank statement, and canceled check.

**Finding:** No exceptions were found as a result of applying the procedure.

8. For a minimum of one month (to be selected by SSC CPAs, P.A., not a District employee), compare the disbursements as recorded in the check register to an entry in the official minutes that approve the disbursements.

**Finding:** It was noted as a result of applying the procedure on the December 14, 2020 minutes that the disbursements were not approved in the board minutes. It was noted in the July 1, 2020 minutes that the Extension District Director is able to complete/authorize the payment of checks/vouchers. The Board of Directors of the District does approve monthly financial statements.

9. Examine evidence of encumbrances and accounts payable and determine if they have been properly stated in the financial statements as of the end of the year. Evidence of encumbrances would include unpaid purchase orders and contracts. Evidence of accounts payable would include unpaid invoices and receiving reports.

**Finding:** It was noted that eight invoices totaling \$1,647.86 were excluded from accounts payable at year end.

10. Review the credit card policy and internal controls of the District. For a minimum of two months (to be selected by SSC CPAs, P.A., not a District employee), review the District's credit card transactions to determine if approvals, expenditure procedures, and proper classification of expenditures were followed. In the agreed upon procedure report, describe the credit card procedure, if the credit card procedures and internal controls are being followed, and if the District's credit cards are only in the name of the District.

**Finding:** Noted that the District has five VISA credit cards held in the District's name. We noted that the board elected to follow the Local Extension Unit Credit Card policy as mandated by Kansas State University. Cards are in the possession of the assigned individuals to use as needed for District items. Receipts for purchases are submitted to the office and reconciled to the monthly statements when received. Payments are initiated by the credit card vendor each month through the disbursement process. The credit card statements and supporting documentation are submitted for review by the board at each monthly meeting. While signing checks, board members initial the credit card statement, indicating their review.

No exceptions were noted as a result of applying the procedures for the months of November and December 2020.

11. Review payroll for a minimum of one month (to be selected by SSC CPAs, P.A. , not a District employee) to determine that proper deductions and employer contributions are being made.

**Finding:** August 2020 was selected for testing and no exceptions were found as a result of applying the procedure.

12. 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.

**Finding:** No exceptions were noted as a result of applying the procedure.

13. 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% per fund: 1) total cash receipts, 2) total cash disbursements, 3) encumbrances and accounts payable, and 4) ending unencumbered cash balance. For variances larger than 25%, examine the variance, then document and report on the reason.

**Finding:** Due to the District being formed in July 2020, there are no amounts in the prior year for comparison. Therefore, all categories had variances larger than 25%

14. For a minimum of two months (to be selected by SSC CPAs, P.A., not a District employee), review the District's month-end statement of cash receipts and cash disbursements to determine that the ending unencumbered cash balance is greater than or equal to zero.

**Finding:** The months of July and November 2020 were selected for testing. No negative unencumbered cash balances were noted as a result of applying the procedure.

15. For a minimum of two months (to be selected by SSC CPAs, P.A., not a District employee), review the official minutes to determine that the minutes have been signed by the chairperson of the board of directors.

**Finding:** Reviewed the September 8, 2020 and the December 14, 2020 minutes and noted signature of the Secretary of the Board of Directors.

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

**Finding:** No exceptions were found as a result of applying the procedure.

17. Review the general and entity specific compliance checklists.

**Finding:** No exceptions were found as a result of applying the procedure.

We were engaged by the District 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. We are 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 the financial records of the District as of and for the year December 31, 2020. 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 District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the management and board of directors of West Plains Extension District No. 19, Kansas and regulatory authorities, and is not intended to be and should not be used by anyone other than the specified parties.

SSC CPAs, P.A.

SSC CPAs, P.A.  
Salina, Kansas

November 23, 2021