

**CITY OF LAHARPE, KANSAS**

Independent Auditors' Report and  
Financial Statement with  
Supplementary Information

For the Year Ended December 31, 2019

# CITY OF LAHARPE, KANSAS

December 31, 2019

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**JARRED, GILMORE & PHILLIPS, PA**  
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITORS' REPORT**

Honorable Mayor and City Council  
City of LaHarpe, Kansas

We have audited the accompanying fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances of City of LaHarpe, Kansas, a municipality, as of and for the year ended December 31, 2019, and the related notes to the financial statement.

***Management's Responsibility for the Financial Statement***

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the Kansas Municipal Audit and Accounting Guide as described in Note 1; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for 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.

***Auditors' Responsibility***

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the Kansas Municipal Audit and Accounting Guide. Those standards require we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of 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 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 City's 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 entity's 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 that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles***

As described in Note 1 of the financial statement, the financial statement is prepared by the City of LaHarpe on the basis of the financial reporting provisions of the Kansas Municipal Audit and Accounting Guide, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

***Adverse Opinion on U.S. Generally Accepted Accounting Principles***

In our opinion, because of the significance of the matter discussed in the “Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles” paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the City of LaHarpe as of December 31, 2019, or changes in financial position and cash flows thereof for the year then ended.

***Unmodified Opinion on Regulatory Basis of Accounting***

In our opinion, the financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of the City of LaHarpe as of December 31, 2019, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the Kansas Municipal Audit and Accounting Guide described in Note 1.

***Other Matters***

***Supplemental Information***

Our audit was conducted for the purpose of forming an opinion on the fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances (basic financial statement) as a whole. The summary of regulatory basis expenditures-actual and budget, individual fund schedules of regulatory basis receipts and expenditures-actual and budget, schedule of regulatory basis receipts and disbursements-agency funds (Schedules 1, 2 and 3 as listed in the table of contents) are presented for analysis and are not a required part of the basic financial statement, however are required to be presented under the provisions of the Kansas Municipal Audit and Accounting Guide. Such 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. The 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 auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statement as a whole, on the basis of accounting described in Note 1.

We also previously audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statement of the City of LaHarpe as of and for the year ended December 31, 2018 (not presented herein), and have issued our report thereon dated March 2, 2019, which contained an unmodified opinion on the basic financial statement. The 2018 basic financial statement and our accompanying report are not presented herein, but are available in electronic form from the web site of the Kansas Department of Administration at the following link <http://admin.ks.gov/offices/chief-financial-officer/municipal-services>. The 2018 actual column (2018 comparative information) presented in the individual fund schedules of regulatory basis receipts and expenditures-actual and budget for the year ended December 31, 2019 (Schedule 2 as listed in the table of contents) is presented for purposes of additional analysis and is not a required part of the basic financial statement. Such 2018 comparative information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2018 basic financial statement. The 2018 comparative information was subjected to the auditing procedures applied in the audit of the 2018 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 2018 basic financial statement or to the 2018 basic financial statement itself, and other additional procedures in accordance with auditing standards

generally accepted in the United States of America. In our opinion, the 2018 comparative information is fairly stated in all material respects in relation to the basic financial statement as a whole for the year ended December 31, 2018, on the basis of accounting described in Note 1.

A handwritten signature in cursive script that reads "Jarred, Gilmore & Phillips, PA".

JARRED, GILMORE & PHILLIPS, PA  
Certified Public Accountants

March 27, 2020  
Chanute, Kansas

## CITY OF LAHARPE, KANSAS

Summary Statement of Receipts, Expenditures, and Unencumbered Cash  
Regulatory Basis  
For the Year Ended December 31, 2019

Funds	Beginning Unencumbered Cash Balances	Receipts	Expenditures	Ending Unencumbered Cash Balances	Add Encumbrances and Accounts Payable	Cash Balance December 31 2019
General Fund	\$ 19,080.79	\$ 196,524.23	\$ 192,354.95	\$ 23,250.07	\$ 9,112.89	\$ 32,362.96
Special Purpose Funds:						
Special Highway	123,120.16	39,818.38	64,603.65	98,334.89	94.43	98,429.32
Equipment Reserve	-	14,843.49	14,843.49	-	804.12	804.12
Fitness Center	-	6,804.00	4,893.52	1,910.48	-	1,910.48
Capital Project Funds:						
Capital Improvement	6,832.65	218,000.00	165,307.13	59,525.52	-	59,525.52
Bond and Interest Funds:						
Bond and Interest	0.34	51,186.00	51,186.34	-	-	-
Business Funds:						
Water Utility	41,500.51	116,927.85	151,419.87	7,008.49	7,017.10	14,025.59
Electric Utility	26,642.17	491,200.98	420,131.37	97,711.78	26,067.38	123,779.16
Electric Reserve	-	29,162.50	29,162.50	-	-	-
Sewer Utility	-	105,822.91	105,822.91	-	1,783.87	1,783.87
Sewer Reserve	16,859.00	-	12,233.89	4,625.11	-	4,625.11
Trash Utility	5,503.40	20,748.58	21,029.64	5,222.34	1,732.00	6,954.34
Total Reporting Entity (Excluding Agency Funds)	\$ 239,539.02	\$ 1,291,038.92	\$ 1,232,989.26	\$ 297,588.68	\$ 46,611.79	\$ 344,200.47
Composition of Cash:						
Cash on Hand .....						\$ 300.00
Checking Accounts .....						297,238.16
Certificates of Deposit .....						49,564.49
Total Cash .....						347,102.65
Agency Funds Per Schedule 3 .....						(2,902.18)
Total Reporting Entity .....						\$ 344,200.47

The notes to the financial statement are  
an integral part of this statement.

## **CITY OF LAHARPE, KANSAS**

Notes to Financial Statement  
December 31, 2019

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES**

The financial statement and schedules of the City of LaHarpe, Kansas, have been prepared in order to show compliance with the cash basis and budget laws of the State of Kansas. The Governmental Accounting Standards Board is the principal standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies follow. Note 1 describes how the City's accounting policies differ from accounting policies generally accepted in the United States of America.

#### Financial Reporting Entity

The City of LaHarpe, Kansas, is a municipal corporation governed by an elected five-member council.

*Related Municipal Entities:* A related municipal entity is determined by the following criteria. Whether the City exercises oversight responsibility on financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations and accountability for fiscal matters, scope of the public service, and significant operational or financial relationships with the City. Related municipal entities are not required to be included in the City's audit by the Kansas Municipal Audit and Accounting Guide (KMAAG).

The City has determined that no outside agency meets the above criteria and, therefore, no outside agency has been included as a related municipal entity in this financial statement.

#### Regulatory Basis Fund Types

A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The following types of funds comprise the financial activities of the City of LaHarpe, Kansas, for the year of 2019:

General fund – the chief operating fund. Used to account for all resources except those required to be accounted for in another fund.

Special Purpose funds – used to account for the proceeds of specific tax levies and other specific revenue sources (other than Capital Project and tax levies for long-term debt) that are intended for specified purposes.

Capital Project fund – used to account for the debt proceeds and other financial resources to be used for acquisition or construction of major capital facilities or equipment.

Bond and Interest funds - used to account for the accumulation of resources, including tax levies, transfers from other funds and payment of general long-term debt.

Business funds – funds financed in whole or in part by fees charged to users of the goods or services (i.e. enterprise and internal service fund etc.).

## **1. SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES** (Continued)

Agency fund – funds used to report assets held by the municipal reporting entity in a purely custodial capacity (payroll clearing fund, county treasurer tax collection accounts, etc.).

### Basis of Accounting

*Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America.* The Kansas Municipal Audit and Accounting Guide (KMAAG) regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis receipts and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities or deferred inflows or outflows, other than those mentioned above.

The municipality has approved a resolution that is in compliance with K.S.A. 75-1120a(c), waiving the requirement for application of generally accepted accounting principles and allowing the municipality to use the regulatory basis of accounting.

### Property Taxes

In accordance with governing state statutes, property taxes levied during the current year are a revenue source to be used to finance the budget of the ensuing year. Taxes are assessed on a calendar year basis and become a lien on the property on November 1 of each year. The County Treasurer is the tax collection agent for all taxing entities within the County. Property owners have the option of paying one-half or the full amount of the taxes levied on or before December 20 during the year levied with the balance to be paid on or before May 10 of the ensuing year. State statutes prohibit the County Treasurer from distributing taxes collected in the year levied prior to January 1 of the ensuing year. Consequently, for the revenue recognition purposes, taxes levied during the current year are not due and receivable until the ensuing year. At December 31 such taxes are a lien on the property.

### Reimbursed Expenses

K.S.A. 79-2934 provides that reimbursed expenditures, in excess of those budgeted, should be recorded as reductions in expenditures rather than as receipts. In the financial statements and budget schedules comparisons presented in this report, reimbursements and refunds are recorded as receipts. The reimbursements are recorded as cash receipts when received by the City Treasurer and are often difficult to identify the exact expenditure which they are reimbursing. In funds showing expenditures in excess of the original adopted budget, reimbursements are added to the adopted budget as budget credits for comparison with the actual expenditures.

### Comparative Data

Comparative data for the prior year have been presented in the accompanying financial statement in order to provide an understanding of changes in the City's financial position and operations. However, complete comparative data, i.e., presentation of prior year totals by fund type in the statement have not been presented since their inclusion would make the statement unduly complex and difficult to read.

### Pension Plan

Substantially all full-time City employees are members of the State of Kansas Public Employees Retirement System, which is a multi-employer state-wide pension plan. The City's policy is to fund all pension costs accrued. Such costs to be funded are actuarially determined annually by the State of Kansas.

## **1. SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES** (Continued)

### Budgetary Information

Kansas statutes require that an annual operating budget be legally adopted for the general fund, special purpose funds (unless specifically exempted by statute), bond and interest funds, and business funds. Although directory rather than mandatory, the statutes provide for the following timetable in the adoption of the legal operating budget:

1. Preparation of the budget for the succeeding calendar year on or before August 1;
2. Publication in local newspaper, on or before August 5, of the proposed budget and notice of public hearing on the budget;
3. Public hearing on or before August 15, but at least ten days after publication of notice of hearing; then
4. Adoption of the final budget on or before August 25.

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in receipts other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication the hearing may be held and the governing body may amend the budget at that time. There were no such budget amendments for this year.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison schedules are presented for each fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

All legal annual operating budgets are prepared using the regulatory basis of accounting, in which, receipts are recognized when cash is received and expenditures include disbursements, accounts payable, and encumbrances, with disbursements being adjusted for prior year's accounts payable and encumbrances. Encumbrances are commitments by the municipality for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year-end.

A legal operating budget is not required for capital projects funds, trust funds, and the following special purpose fund:

- Equipment Reserve Fund.

Spending in funds which are not subject to the legal annual operating budget requirement is controlled by federal regulations, other statutes, or by the use of internal spending limits established by the governing body.

## **2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

### Compliance with Kansas Statutes

Statement 1 and Schedule 1 have been prepared in order to show compliance with the cash basis and budget laws of Kansas. As shown in Statement 1 and Schedule 1, the City was in apparent compliance with the Kansas cash basis and budget laws.

### **3. DEPOSITS AND INVESTMENTS**

K.S.A 9-1401 establishes the depositories which may be used by the City. The statute requires banks eligible to hold the City's funds have a main branch or branch bank in the county in which the City is located, or in an adjoining county if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage. The City has no other policies that would further limit interest rate risk.

K.S.A 12-1675 limits the City's investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institutions; U.S. Government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The City has no investment policy that would further limit its investment choices.

*Concentration of credit risk.* State statutes place no limit on the amount the City may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405.

*Custodial credit risk – deposits.* Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned to it. State statutes require the City's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka. All deposits were legally secured at December 31, 2019.

At year-end, the City's carrying amount of deposits was \$346,802.65 and the bank balance was \$352,332.88. The bank balance was held by four banks resulting in a concentration of credit risk. Of the bank balance, \$352,332.88 was covered by FDIC insurance.

### **4. DEFINED BENEFIT PENSION PLAN**

#### *General Information about the Pension Plan*

*Plan description.* The City participates in the Kansas Public Employees Retirement System (KPERS), a cost-sharing multiple-employer defined benefit pension plan as provided by K.S.A. 74-4901, et. seq. Kansas law establishes and amends benefit provisions. KPERS issues a publically available financial report that includes financial statements and required supplementary information. KPERS' financial statements are included in its Comprehensive Annual Financial Report which can be found on the KPERS website at [www.kpers.org](http://www.kpers.org) or by writing to KPERS (611 South Kansas, Suite 100, Topeka, KS 66603) or by calling 1-888-275-5737.

*Contributions.* K.S.A. 74-4919 and K.S.A. 74-49,210 establish the KPERS member-employee contribution rates. KPERS has multiple benefit structures and contribution rates depending on whether the employee is a KPERS 1, KPERS 2 or KPERS 3 member. KPERS 1 members are active and contributing members hired before July 1, 2009. KPERS 2 members were first employed in a covered position on or after July 1, 2009, and KPERS 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015, Kansas law established the KPERS member-employee contribution rate at 6% of covered salary for KPERS 1, KPERS 2 and KPERS 3 members. Member contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.

#### **4. DEFINED BENEFIT PENSION PLAN** (Continued)

State law provides that the employer contribution rates for KPERS 1 and KPERS 2 and KPERS 3 be determined based on the results of each annual actuarial valuation. Kansas law sets a limitation on annual increases in the employer contribution rates. The actuarially determined employer contribution rate (not including the 1% contribution rate (for the Death and Disability Program) and the statutory contribution rate was 8.89% for the fiscal year ended December 31, 2019. Contributions to the pension plan from City of LaHarpe were \$12,090.01 for the year ended December 31, 2019.

##### **Net Pension Liability**

At December 31, 2019, the City of LaHarpe's proportionate share of the collective net pension liability reported by KPERS was \$76,648.00. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2017, which was rolled forward to June 30, 2019. The City of LaHarpe's proportion of the net pension liability was based on the ratio of the City of LaHarpe's contributions to KPERS, relative to the total employer and non-employer contributions of the Local subgroup within KPERS. Since the KMAAG regulatory basis of accounting does not recognize long-term debt, this liability is not reported in these financial statements.

The complete actuarial valuation report including all actuarial assumptions and methods, and the report on the allocation of the KPERS collective net pension liability to all participating employers are publicly available on the website at [www.kpers.org](http://www.kpers.org) or can be obtained as described above.

## 5. LONG-TERM DEBT

Changes in long-term debt for the City of LaHarpe for the year ended December 31, 2019, were as follows:

Issue	Interest Rates	Date of Issue	Original Amount of Issue	Date of Final Maturity	Balance Beginning of Year	Additions	Reductions/ Payments	Balance End of Year	Interest Paid
Sewer System Revolving Loan Paid by Utility Revenues: Series 1998	2.86%	June 26, 1999	\$ 760,000.00	September 1, 2019	\$ 50,016.70	\$ -	\$ 50,016.70	\$ -	\$ 1,169.64
General Obligation Bond Paid by Utility Revenues Electrical Distribution System Series 2018	3.475%	March 1, 2018	\$ 430,000.00	September 1, 2037	410,000.00	-	15,000.00	395,000.00	14,162.50
Total Contractual Indebtedness					<u>\$ 460,016.70</u>	<u>\$ -</u>	<u>\$ 65,016.70</u>	<u>\$ 395,000.00</u>	<u>\$ 15,332.14</u>

Current maturities of long-term debt and interest for the next five years and in five year increments through maturity is as follows:

Issue	2020	2021	2022	2023	2024	2025-2029	2030-2034	2035-2037	Total
Principal									
General Obligation Bonds Electrical Distribution System Series 2018	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 100,000.00	\$ 120,000.00	\$ 85,000.00	\$ 395,000.00
Total Principal	15,000.00	15,000.00	20,000.00	20,000.00	20,000.00	100,000.00	120,000.00	85,000.00	395,000.00
Interest									
General Obligation Bonds Electrical Distribution System Series 2018	13,577.50	12,992.50	12,407.50	11,627.50	11,027.50	46,617.50	29,117.50	6,562.50	143,930.00
Total Interest	13,577.50	12,992.50	12,407.50	11,627.50	11,027.50	46,617.50	29,117.50	6,562.50	143,930.00
Total Principal and Interest	<u>\$ 28,577.50</u>	<u>\$ 27,992.50</u>	<u>\$ 32,407.50</u>	<u>\$ 31,627.50</u>	<u>\$ 31,027.50</u>	<u>\$ 146,617.50</u>	<u>\$ 149,117.50</u>	<u>\$ 91,562.50</u>	<u>\$ 538,930.00</u>

## **6. OTHER LONG-TERM OBLIGATIONS FROM OPERATIONS**

### *Death and Disability Other Post-Employment Benefits*

As provided by K.S.A. 74-4927, disabled members in the Kansas Public Employees Retirement System (KPERs) receive long-term disability benefits and life insurance benefits. The plan is administered through a trust held by KPERs that is funded to pay annual benefit payments. The employer contribution rate is set at 1% for the year ended December 31, 2019.

### *Compensated Absences:*

Regular employees earn and accumulate vacation leave after one year of employment. The maximum number of vacation days which can be accumulated by employees is based upon number of years of full-time service and varies from 5-15 days. If an employee wished to cash out vacation time, they may do so but no more than five days may be cashed out in any calendar year. If an employee has unused vacation time on their anniversary date, said unused time will not accumulate nor will it roll over.

Regular employees earn and accumulate sick leave from the beginning of employment at the rate of 40 hours per year. Sick leave may be accumulated to a maximum of 320 hours. Any unused sick leave above 320 hours is lost. Sick leave is not paid to terminated employees.

The City accrues a liability for compensated absences which meet the following criteria:

- (1) The City's obligation relating to employees' rights to receive compensation for future absences is attributable to employees' services already rendered.
- (2) The obligation relates to rights that vest or accumulate.
- (3) Payment of the compensation is probable.
- (4) The amount can be reasonably estimated and is material to the financial statement.

In accordance with the above criteria, the City has estimated a liability for vacation pay of \$1,239.04, and not accrued a liability for sick pay which has been earned, but not taken by City employees, inasmuch as the amount cannot be reasonably estimated.

### *Other Post-Employment Benefits:*

As provided by K.S.A. 12-5040, the local government allows retirees to participate in the group health insurance plan. While each retiree pays the full amount of the applicable premium, conceptually, the city is subsidizing the retirees because each participant is charged a level premium regardless of age. However, the cost of this subsidy has not been quantified in this financial statement.

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), the City makes health care benefits available to eligible former employees and eligible dependents. Certain requirements are outlined by the Federal government for this coverage. The premium is paid in full by the insured. There is no cost to the City under this program.

## **7. RELATED PARTY TRANSACTIONS**

During the year ended December 31, 2019, the City received \$1,500.00 for rent of a City building from the City Treasurer.

## **8. SEWER TREATMENT SYSTEM AGREEMENT**

On September 1, 2018 the City of LaHarpe, the City of Gas, and the Allen County Commissioners entered into a sewer treatment system agreement. The following items were agreed upon:

- a) The City of LaHarpe owns and operates a sewer treatment system and provides service to the City of Gas. They will split the cost 50/50 of all maintenance and testing throughout the life of the sewer lagoons located in La Harpe, Kansas. The costs will include; the required testing performed by KDHE, KRWA and PACE Analytical, the upkeep and maintenance of the grounds inside the fenced area of the lagoons and the cost of dredging when that time comes.
- b) It is agreed by both parties no one will seek grants or loans, for improvements to the sewer lagoons, without written permission from both parties and both cities will be required to sign the needed documents.
- c) The agreement shall be effective from September 1, 2018 through the life of the sewer lagoons or such time both parties mutually terminate this contract for cause in writing, given a 30 day notice.

## **9. ECONOMIC DEPENDENCY**

During 2019, the City collected 17.25% of its sewer utility receipts from the City of Gas, Kansas. During 2019, the City purchased 100% of its water sold from Public Wholesale Water Supply District #5.

## **10. RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employees' health and life; and natural disasters. The City manages these risks of loss through the purchase of various insurance policies.

## **11. INTERFUND TRANSFERS**

Operating and residual transfers were as follows:

<u>From Fund:</u>	<u>To Fund:</u>	<u>Statutory Authority</u>	<u>Amount</u>
Water Utility	Equipment Reserve	K.S.A. 12-1,117	\$ 14,643.49
Water Utility	General	K.S.A. 12-825d	7,500.00
Electric Utility	General	K.S.A. 12-825d	7,500.00
Electric Utility	Electric Reserve	K.S.A. 12-825d	10,500.00
Sewer Utility	Bond and Interest	K.S.A. 12-825d	32,682.14
Sewer Reserve	Sewer Utility	K.S.A. 12-631p	633.89
Capital Improvement	Electric Reserve	K.S.A. 12-1,118	18,662.50

## **12. SUBSEQUENT EVENTS**

The City evaluated events and transactions occurring subsequent year end, and there were no subsequent events requiring recognition in the financial statement.

## **SUPPLEMENTARY INFORMATION**

**CITY OF LAHARPE, KANSAS**  
 Summary of Expenditures - Actual and Budget  
 Regulatory Basis  
 (Budgeted Funds Only)  
 For the Year Ended December 31, 2019

Funds	Total Certified Budget	Adjustments for Qualifying Budget Credits	Expenditures Chargeable to Current Year	Variance - Over (Under)
General Fund	\$ 192,109.00	\$ 5,368.06	\$ 192,354.95	\$ (5,122.11)
Special Purpose Funds:				
Special Highway	161,688.00	-	64,603.65	(97,084.35)
Bond and Interest Funds:				
Bond and Interest	51,186.00	-	51,186.34	0.34
Business Funds:				
Water Utility	154,817.00	-	151,419.87	(3,397.13)
Electric Utility	420,233.00	-	420,131.37	(101.63)
Sewer Utility	108,717.00	-	105,822.91	(2,894.09)
Trash Utility	24,748.00	-	21,029.64	(3,718.36)

**CITY OF LAHARPE, KANSAS**  
**GENERAL FUND**

Schedule of Receipts and Expenditures - Actual and Budget  
Regulatory Basis

For the Year Ended December 31, 2019

(With Comparative Actual Amounts for the Prior Year Ended December 31, 2018)

	Prior Year Actual	Current Year		Variance - Over (Under)
		Actual	Budget	
Receipts				
Taxes and Shared Receipts				
Ad Valorem Property Tax	\$ 78,502.83	\$ 78,925.71	\$ 87,095.00	\$ (8,169.29)
Delinquent Tax	7,592.35	4,916.50	4,148.00	768.50
Motor Vehicle Tax	16,455.24	20,645.98	18,425.00	2,220.98
Commercial Vehicle Tax	856.47	1,071.40	956.00	115.40
Recreational Vehicle Tax	153.40	312.86	211.00	101.86
16/20 Vehicle Tax	195.30	509.72	24.00	485.72
Watercraft Tax	-	-	39.00	(39.00)
Special Assessment	-	973.80	-	973.80
Neighborhood Revitalization Rebate	(6,125.12)	(5,396.13)	(5,900.00)	503.87
Intergovernmental				
Franchise Tax	7,965.83	7,431.53	8,644.00	(1,212.47)
Sales Tax	24,777.21	30,041.08	25,030.00	5,011.08
Health Grant	-	18,901.00	-	18,901.00
Licenses and Permits	420.00	240.00	684.00	(444.00)
Animal Control	994.00	550.00	1,513.00	(963.00)
Fines, Forfeitures and Penalties	3,453.80	5,696.52	5,430.00	266.52
Use of Money and Property				
Interest Income	476.03	650.47	497.00	153.47
Rental Income	3,275.00	2,575.00	2,580.00	(5.00)
Park Income	-	225.00	1,000.00	(775.00)
Other Receipts				
Miscellaneous	18,809.51	7,885.73	-	7,885.73
Reimbursed Expense	4,807.65	5,368.06	4,096.00	1,272.06
Operating Transfer From:				
Electric Utility Fund	-	7,500.00	-	7,500.00
Water Utility Fund	-	7,500.00	-	7,500.00
Total Receipts	162,609.50	196,524.23	\$ 154,472.00	\$ 42,052.23
Expenditures				
General and Administrative				
Personal Services	13,854.83	17,700.63	\$ 12,312.00	\$ 5,388.63
Contractual Services	65,253.28	47,290.33	37,400.00	9,890.33
Commodities	12,266.91	11,478.49	20,700.00	(9,221.51)
Capital Outlay	5,612.00	-	-	-

**CITY OF LAHARPE, KANSAS**  
**GENERAL FUND**

Schedule of Receipts and Expenditures - Actual and Budget  
Regulatory Basis

For the Year Ended December 31, 2019

(With Comparative Actual Amounts for the Prior Year Ended December 31, 2018)

	Prior Year Actual	Current Year		Variance - Over (Under)
		Actual	Budget	
Expenditures				
Parks and Recreation				
Commodities	\$ 745.52	\$ 14,456.12	\$ 5,000.00	\$ 9,456.12
Contractual Services	1,238.57	11,990.00	-	11,990.00
Capital Outlay	777.50	-	5,000.00	(5,000.00)
Streets				
Personal Services	50.00	-	-	-
Contractual Services	208.50	-	-	-
Commodities	2,025.37	60.43	1,184.00	(1,123.57)
Law Enforcement				
Personal Services	5,055.00	19,299.17	12,500.00	6,799.17
Contractual Services	16,071.18	10,266.32	20,000.00	(9,733.68)
Commodities	573.39	3,258.95	4,000.00	(741.05)
Capital Outlay	-	-	-	-
Animal Control and Code Enforcement				
Personal Services	10,902.51	21,011.54	16,701.00	4,310.54
Contractual Services	15,970.34	311.11	4,000.00	(3,688.89)
Commodities	2,630.22	-	2,000.00	(2,000.00)
Fire Department				
Personal Services	2,850.00	6,097.50	3,827.00	2,270.50
Contractual Services	8,569.28	7,770.59	8,000.00	(229.41)
Commodities	8,128.97	5,124.68	4,000.00	1,124.68
Incentive Program Houses				
Contractual Services	-	-	2,000.00	(2,000.00)
Employee Benefits	23,314.95	16,239.09	23,485.00	(7,245.91)
Operating Transfers to:				
Equipment Reserve Fund	-	-	10,000.00	(10,000.00)
Total Certified Budget			192,109.00	245.95
Adjustments for Qualifying				
Budget Credits			5,368.06	(5,368.06)
Total Expenditures	196,098.32	192,354.95	\$ 197,477.06	\$ (5,122.11)
Receipts Over (Under) Expenditures	(33,488.82)	4,169.28		
Unencumbered Cash, Beginning	52,569.61	19,080.79		
Unencumbered Cash, Ending	\$ 19,080.79	\$ 23,250.07		

**CITY OF LAHARPE, KANSAS**  
**SPECIAL HIGHWAY FUND**

Schedule of Receipts and Expenditures - Actual and Budget  
Regulatory Basis

For the Year Ended December 31, 2019

(With Comparative Actual Amounts for the Prior Year Ended December 31, 2018)

	Prior Year Actual	Current Year		Variance - Over (Under)
		Actual	Budget	
Receipts				
Taxes and Shared Receipts				
State Payments	\$ 14,729.53	\$ 14,582.22	\$ 14,800.00	\$ (217.78)
Intergovernmental				
Sales Tax	23,631.85	24,291.78	23,515.00	776.78
Other Receipts				
Miscellaneous	-	944.38	-	-
Total Receipts	38,361.38	39,818.38	\$ 38,315.00	\$ 559.00
Expenditures				
Highways and Streets				
Personal Services	600.00	-	\$ -	\$ -
Contractual Services	557.70	3,493.07	15,000.00	(11,506.93)
Commodities	-	61,110.58	146,688.00	(85,577.42)
Total Expenditures	1,157.70	64,603.65	\$ 161,688.00	\$ (97,084.35)
Receipts Over (Under) Expenditures	37,203.68	(24,785.27)		
Unencumbered Cash, Beginning	85,916.48	123,120.16		
Unencumbered Cash, Ending	\$ 123,120.16	\$ 98,334.89		

**CITY OF LAHARPE, KANSAS**  
**EQUIPMENT RESERVE FUND**

Schedule of Receipts and Expenditures - Actual  
Regulatory Basis

For the Year Ended December 31, 2019

(With Comparative Actual Amounts for the Prior Year Ended December 31, 2018)

	Prior Year Actual	Current Year Actual
Receipts		
Use of Money and Property		
Sale of Equipment	\$ -	\$ 200.00
Operating Transfers from:		
Electric Utility Fund	14,945.07	-
Water Utility Fund	-	14,643.49
Total Receipts	14,945.07	14,843.49
Expenditures		
Capital Outlay	16,450.07	14,843.49
Total Expenditures	16,450.07	14,843.49
Receipts Over (Under) Expenditures	(1,505.00)	-
Unencumbered Cash, Beginning	1,505.00	-
Unencumbered Cash, Ending	\$ -	\$ -

**CITY OF LAHARPE, KANSAS**  
**FITNESS CENTER FUND**

Schedule of Receipts and Expenditures - Actual  
Regulatory Basis

For the Year Ended December 31, 2019

(With Comparative Actual Amounts for the Prior Year Ended December 31, 2018)

	Prior Year Actual	Current Year Actual
Receipts		
Charges for Services		
Center Fees	\$ -	\$ 6,804.00
Total Receipts	-	6,804.00
Expenditures		
Highways and Streets		
Personal Services	-	-
Contractual Services	-	4,773.52
Commodities	-	120.00
Total Expenditures	-	4,893.52
Receipts Over (Under) Expenditures	-	1,910.48
Unencumbered Cash, Beginning	-	-
Unencumbered Cash, Ending	\$ -	\$ 1,910.48

**CITY OF LAHARPE, KANSAS**  
**CAPITAL IMPROVEMENT FUND**

Schedule of Receipts and Expenditures - Actual  
Regulatory Basis

For the Year Ended December 31, 2019

(With Comparative Actual Amounts for the Prior Year Ended December 31, 2018)

	Prior Year Actual	Current Year Actual
Receipts		
Intergovernmental		
Federal Grants - CDBG	\$ 182,000.00	\$ 218,000.00
Use of Money and Property		
Bond Proceeds	402,528.41	-
Operating Transfer from		
Electric Utility Fund	55,354.86	-
Total Receipts	639,883.27	218,000.00
Expenditures		
Electric Upgrading		
Contractual Services	17,131.00	7,093.00
Capital Outlay	630,373.83	139,551.63
Other Bond Issuance Fees	4,333.70	-
Operating Transfer to:		
Electric Reserve Fund	-	18,662.50
Total Expenditures	651,838.53	165,307.13
Receipts Over (Under) Expenditures	(11,955.26)	52,692.87
Unencumbered Cash, Beginning	18,787.91	6,832.65
Unencumbered Cash, Ending	\$ 6,832.65	\$ 59,525.52

**CITY OF LAHARPE, KANSAS**  
**BOND AND INTEREST FUND**

Schedule of Receipts and Expenditures - Actual and Budget  
Regulatory Basis

For the Year Ended December 31, 2019

(With Comparative Actual Amounts for the Prior Year Ended December 31, 2018)

	Prior Year Actual	Current Year		Variance - Over (Under)
		Actual	Budget	
Receipts				
Other Receipts				
Gas City Reimbursement	\$ 18,503.86	\$ 18,503.86	\$ 18,504.00	\$ (0.14)
Use of Money and Property				
Bond Proceeds	27,471.59	-	-	-
Operating Transfer from				
Sewer Utility Fund	32,682.48	32,682.14	32,682.00	0.14
Total Receipts	78,657.93	51,186.00	\$ 51,186.00	\$ -
Expenditures				
Debt Service				
Principal	68,496.73	50,016.70	\$ 50,016.00	\$ 0.70
Interest	9,944.67	1,075.62	1,170.00	(94.38)
Commissions and Postage	216.19	94.02	-	94.02
Total Certified Budget			51,186.00	0.34
Adjustments for Qualifying				
Budget Credits			-	-
Total Expenditures	78,657.59	51,186.34	\$ 51,186.00	\$ 0.34
Receipts Over (Under) Expenditures	0.34	(0.34)		
Unencumbered Cash, Beginning	-	0.34		
Unencumbered Cash, Ending	\$ 0.34	\$ -		

**CITY OF LAHARPE, KANSAS**  
**WATER UTILITY FUND**

Schedule of Receipts and Expenditures - Actual and Budget  
Regulatory Basis

For the Year Ended December 31, 2019

(With Comparative Actual Amounts for the Prior Year Ended December 31, 2018)

	Prior Year Actual	Current Year		Variance - Over (Under)
		Actual	Budget	
Receipts				
Operating Receipts				
Water Sales	\$ 115,663.50	\$ 113,280.25	\$ 117,583.00	\$ (4,302.75)
Water Penalties and Reconnect Fees	1,437.50	1,337.50	1,530.00	(192.50)
Bulk Water Sales	1,194.56	844.00	1,630.00	(786.00)
Other Receipts				
Reimbursed Expenses	3,155.81	1,347.65	-	1,347.65
Miscellaneous	-	118.45	-	118.45
Total Receipts	121,451.37	116,927.85	\$ 120,743.00	\$ (3,815.15)
Expenditures				
Transmission and Distribution				
Contractual Services	830.00	633.28	\$ -	\$ 633.28
Commodities	58,110.89	53,126.23	51,534.00	1,592.23
General Operations				
Personal Services	41,579.05	38,543.75	53,256.00	(14,712.25)
Contractual Services	10,336.87	15,257.08	14,100.00	1,157.08
Commodities	7,665.77	21,716.04	11,025.00	10,691.04
Capital Outlay	-	-	24,902.00	(24,902.00)
Operating Transfer To:				
Equipment Reserve Fund	-	14,643.49	-	14,643.49
General Fund	-	7,500.00	-	7,500.00
Total Expenditures	118,522.58	151,419.87	\$ 154,817.00	\$ (3,397.13)
Receipts Over (Under) Expenditures	2,928.79	(34,492.02)		
Unencumbered Cash, Beginning	38,571.72	41,500.51		
Unencumbered Cash, Ending	\$ 41,500.51	\$ 7,008.49		

**CITY OF LAHARPE, KANSAS**  
**ELECTRIC UTILITY FUND**

Schedule of Receipts and Expenditures - Actual and Budget  
Regulatory Basis

For the Year Ended December 31, 2019

(With Comparative Actual Amounts for the Prior Year Ended December 31, 2018)

	Prior Year Actual	Current Year		Variance - Over (Under)
		Actual	Budget	
Receipts				
Operating Receipts				
Residential Sales	\$ 373,836.03	\$ 425,117.04	\$ 331,012.00	\$ 94,105.04
Electric Upgrade	67,136.85	63,298.79	67,570.00	(4,271.21)
Connect Fee	1,212.50	1,462.50	1,636.00	(173.50)
Other Receipts				
Reimbursed Expenses	3,155.81	1,322.65	-	1,322.65
Total Receipts	445,341.19	491,200.98	\$ 400,218.00	\$ 90,982.98
Expenditures				
Operating Expenditures				
Transmission and Distribution				
Contractual Services	301,716.37	323,672.57	\$ 290,000.00	\$ 33,672.57
General Operations				
Personal Services	44,497.93	41,382.93	55,045.00	(13,662.07)
Contractual Services	15,822.66	22,864.88	18,608.00	4,256.88
Commodities	11,413.95	14,210.99	6,000.00	8,210.99
Capital Outlay	-	-	-	-
Operating Transfers to				
Equipment Reserve Fund	14,945.07	-	-	-
Capital Improvement Fund	55,354.86	-	-	-
General Fund	-	7,500.00	-	7,500.00
Electric Reserve Fund	-	10,500.00	50,580.00	(40,080.00)
Total Expenditures	443,750.84	420,131.37	\$ 420,233.00	\$ (101.63)
Receipts Over (Under) Expenditures	1,590.35	71,069.61		
Unencumbered Cash, Beginning	25,051.82	26,642.17		
Unencumbered Cash, Ending	\$ 26,642.17	\$ 97,711.78		

**CITY OF LAHARPE, KANSAS**  
**ELECTRIC RESERVE FUND**

Schedule of Receipts and Expenditures - Actual and Budget  
Regulatory Basis

For the Year Ended December 31, 2019

(With Comparative Actual Amounts for the Prior Year Ended December 31, 2018)

	Prior Year Actual	Current Year		Variance - Over (Under)
		Actual	Budget	
Receipts				
Operating Transfer from				
Capital Improvement Fund	\$ -	\$ 18,662.50	\$ 50,580.00	\$ (31,917.50)
Electric Utility Fund	-	10,500.00	50,580.00	(40,080.00)
Total Receipts	-	29,162.50	\$ 101,160.00	\$ (71,997.50)
Expenditures				
Debt Service				
Principal	-	15,000.00	\$ 15,000.00	\$ -
Interest	-	14,162.50	14,163.00	(0.50)
Cash Basis Reserve	-	-	44,526.00	(44,526.00)
Total Expenditures	-	29,162.50	\$ 73,689.00	\$ (44,526.50)
Receipts Over (Under) Expenditures	-	-		
Unencumbered Cash, Beginning	-	-		
Unencumbered Cash, Ending	\$ -	\$ -		

**CITY OF LAHARPE, KANSAS**  
**SEWER UTILITY FUND**

Schedule of Receipts and Expenditures - Actual and Budget  
Regulatory Basis

For the Year Ended December 31, 2019

(With Comparative Actual Amounts for the Prior Year Ended December 31, 2018)

	Prior Year Actual	Current Year		Variance - Over (Under)
		Actual	Budget	
Receipts				
Operating Receipts				
Residential Sales	\$ 86,953.78	\$ 88,804.37	\$ 90,825.00	\$ (2,020.63)
Penalties	14,994.70	13,784.93	14,500.00	(715.07)
Other Receipts				
Reimbursed Expenses	6,247.80	2,599.72	-	2,599.72
Operating Transfers from Sewer Utility Reserve Fund	14,085.91	633.89	-	633.89
Total Receipts	122,282.19	105,822.91	\$ 105,325.00	\$ (135.98)
Expenditures				
Operating Expenditures				
Operations and Maintenance				
Personal Services	44,496.75	39,166.29	\$ 52,798.00	\$ (13,631.71)
Contractual Services	20,669.69	25,002.90	12,050.00	12,952.90
Commodities	5,344.71	8,971.58	11,187.00	(2,215.42)
Capital Outlay	19,325.00	-	-	-
Operating Transfer to: Bond and Interest Fund	32,682.48	32,682.14	32,682.00	0.14
Total Expenditures	122,518.63	105,822.91	\$ 108,717.00	\$ (2,894.09)
Receipts Over (Under) Expenditures	(236.44)	-		
Unencumbered Cash, Beginning	236.44	-		
Unencumbered Cash, Ending	\$ -	\$ -		

**CITY OF LAHARPE, KANSAS**  
**SEWER RESERVE FUND**

Schedule of Receipts and Expenditures - Actual  
Regulatory Basis

For the Year Ended December 31, 2019

(With Comparative Actual Amounts for the Prior Year Ended December 31, 2018)

	Prior Year Actual	Current Year Actual
Receipts		
Operating Transfer from Sewer Utility Fund	\$ -	\$ -
Total Receipts	-	-
Expenditures		
Improvements		
Capital Outlay	-	11,600.00
Operating Transfer to: Sewer Utility Fund	14,085.91	633.89
Total Expenditures	14,085.91	12,233.89
Receipts Over (Under) Expenditures	(14,085.91)	(12,233.89)
Unencumbered Cash, Beginning	30,944.91	16,859.00
Unencumbered Cash, Ending	\$ 16,859.00	\$ 4,625.11

**CITY OF LAHARPE, KANSAS**  
**TRASH UTILITY FUND**

Schedule of Receipts and Expenditures - Actual and Budget  
Regulatory Basis

For the Year Ended December 31, 2019

(With Comparative Actual Amounts for the Prior Year Ended December 31, 2018)

	Prior Year Actual	Current Year		Variance - Over (Under)
		Actual	Budget	
Receipts				
Operating Receipts				
Residential Sales	\$ 19,646.42	\$ 20,748.58	\$ 19,251.00	\$ 1,497.58
Total Receipts	19,646.42	20,748.58	\$ 19,251.00	\$ 1,497.58
Expenditures				
Operating Expenditures				
Commodities	2,162.00	238.82	\$ 1,000.00	\$ (761.18)
Contractual Services	17,547.41	20,790.82	19,320.00	1,470.82
Capital Outlay	-	-	4,428.00	(4,428.00)
Total Expenditures	19,709.41	21,029.64	\$ 24,748.00	\$ (3,718.36)
Receipts Over (Under) Expenditures	(62.99)	(281.06)		
Unencumbered Cash, Beginning	5,566.39	5,503.40		
Unencumbered Cash, Ending	\$ 5,503.40	\$ 5,222.34		

**CITY OF LAHARPE, KANSAS**  
**Agency Funds**  
Schedule of Receipts and Disbursements  
Regulatory Basis  
For the Year Ended December 31, 2019

Agency Funds	Beginning Cash Balance	Receipts	Disbursements	Ending Cash Balance
Sales Tax	\$ 305.04	\$ 13,358.78	\$ 13,398.27	\$ 265.55
Security Deposits	1,850.81	2,400.00	1,614.18	2,636.63
Total Agency Funds	<u>\$ 2,155.85</u>	<u>\$ 15,758.78</u>	<u>\$ 15,012.45</u>	<u>\$ 2,902.18</u>



The Honorable Mayor and City Council  
City of LaHarpe, Kansas

In planning and performing our audit of the financial statements of City of LaHarpe, Kansas as of and for the year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered City of LaHarpe, Kansas' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of LaHarpe, Kansas' internal control. Accordingly, we do not express an opinion on the effectiveness of City of LaHarpe, Kansas' 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 discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a 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 a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in internal control to be material weaknesses:

#### Preparation of Financial Statement

Accounting standards states the client must be able to accept responsibility and be able to identify a material misstatement when reviewing the financial statement, including footnotes and supplemental information. This would also include knowing if a required footnote disclosure was missing or not correctly stated. Presently, the City staff does not have the ability to process and prepare the required financial statement, including footnotes. The potential effects of this material weakness could be unrecognized errors on the financial statement. While we recognize that this condition is not unusual for a City your size, it is important that you be aware of this condition for financial reporting purposes. Management and the City Council should continually be aware of the financial reporting of the City and changes in reporting requirements.

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**Jarred, Gilmore & Phillips, PA**  
CERTIFIED PUBLIC ACCOUNTANTS

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### Segregation of Duties

An internal control structure is, quite simply, the procedures and policies in effect which ensure that the City's financial activity is properly recorded, processed, summarized, and reported in the financial statements. A weakness in the control structure occurs when one person is responsible for all of the accounting activities such as performing billings, receipting cash, making deposits, reconciling the bank accounts, and having access to all books and records of the City. Due to small staff size, it is not possible for reviews of daily work to take place, potentially resulting in errors in financial records and reports.

### Contract Labor

During our testing of cash disbursements, it was noted that is an independent contractor relationship that exist that could be deemed by the IRS to be an employer-employee relationship. If a contractor is deemed by the IRS to be a City employee, then additional payroll taxes and possibly retirement plan benefits could be due from the City, as well as penalties and interest for past amounts due. We suggest that all independent contractors be reviewed in light of IRS rules and regulations for employees.

This communication is intended solely for the information and use of management City Council, and others within City, and is not intended to be, and should not be, used by anyone other than these specified parties.



JARRED, GILMORE & PHILLIPS, PA  
Certified Public Accountants

Chanute, Kansas  
March 27, 2020