CITY OF ST. PAUL, KANSAS

Independent Auditor's Report and
Financial Statement with
Supplementary Information

For the Year Ended December 31, 2024

CITY OF ST. PAUL, KANSAS
December 31, 2024

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JARRED, GILMORE & PHILLIPS, PA
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Council
City of St. Paul, Kansas

Adverse and Unmodified Opinions
We have audited the accompanying fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances of the City of St. Paul, Kansas, as of and for the year ended December 31, 2024 and the related notes to the financial statement.

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 and Unmodified Opinions section of our report, the accompanying 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 St. Paul, Kansas as of December 31, 2024, 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 accompanying financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of the City of St. Paul, Kansas as of December 31, 2024, 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.

Basis for Adverse and Unmodified Opinions
We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the *Kansas Municipal Audit and Accounting Guide*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statement section of our report. We are required to be independent of the City, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and unmodified audit opinions.

Matter Giving Rise to Adverse Opinion on U.S. Generally Accepted Accounting Principles
As discussed in Note 1 of the financial statement, the financial statement is prepared by the City of St. Paul, Kansas 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.

Responsibilities of Management 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.

In preparing the financial statement, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statement

Our objectives are to obtain reasonable assurance about whether the financial statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statement.

In performing an audit in accordance with GAAS, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statement, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statement.
- obtain an understanding of internal control relevant to the audit 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 City's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statement.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary 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, the schedule of receipts and expenditures – actual and budget regulatory basis, for each individual fund, and the summary of receipts and disbursements – agency funds – regulatory basis (Schedules 1, 2, and 3 as listed in the table of contents) are presented for purposes of additional 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 hasbeen 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.

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 St. Paul, Kansas as of and for the year ended December 31, 2023 (not presented herein), and have issued our report thereon dated February 21, 2024, which contained an unmodified opinion on the basic financial statement. The 2023 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 https://admin.ks.gov/offices/accounts-reports/local-government/municipal-services. The 2023 actual column (2023 comparative information) presented in the individual fund schedules of regulatory basis receipts and expenditures—actual and budget for the year ended December 31, 2024 (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 2023 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 2023 basic financial statement. The 2023 comparative information was subjected to the auditing procedures applied in the audit of the 2023 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 2023 basic financial statement or to the 2023 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 2023 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, 2023, on the basis of accounting described in Note 1.

Jarred, Gilmore & Phillips, PA

JARRED, GILMORE & PHILLIPS, PA
Certified Public Accountants

July 7, 2025
Chanute, Kansas

CITY OF ST. PAUL, KANSAS

Summary Statement of Receipts, Expenditures, and Unencumbered Cash
Regulatory Basis
For the Year Ended December 31, 2024

Funds	Beginning Unencumbered Cash Balances	Receipts	Expenditures	Ending Unencumbered Cash Balances	Add Encumbrances and Accounts Payable	Ending Cash Balance December 31, 2024
General	$ 243,945.37	$ 341,438.95	$ 305,655.28	$ 279,729.04	$ 904.46	$ 280,633.50
Special Purpose Funds:						
Special Highway	61,191.70	16,403.44	22,556.18	55,038.96	-	55,038.96
Parks and Recreation	36,185.69	240.09	155.63	36,270.15	-	36,270.15
Local Sales Tax	248,896.44	115,158.31	95,046.52	269,008.23	-	269,008.23
Capital Improvement Reserve	183,920.12	76,360.00	128,431.29	131,848.83	-	131,848.83
Capital Equipment Reserve	10,226.28	-	8,919.50	1,306.78	-	1,306.78
Waterline Repair	73,079.95	26,144.00	30,614.56	68,609.39	-	68,609.39
American Rescue Plan Act	59,407.45	-	33,639.62	25,767.83	1,811.20	27,579.03
Business Funds:						
Grocery Store	96,378.88	1,079,199.37	1,064,958.49	110,619.76	3,052.14	113,671.90
Water	108,598.54	216,193.51	215,959.05	108,833.00	757.48	109,590.48
Water Bond Reserve	31,845.80	-	-	31,845.80	-	31,845.80
Sewer	47,927.99	64,376.31	58,950.26	53,354.04	-	53,354.04
Sewer Reserve	33,200.87	-	-	33,200.87	-	33,200.87
Sanitation	7,858.14	47,962.22	53,048.00	2,772.36	-	2,772.36
Total Reporting Entity (Excluding Agency Funds)	$ 1,242,663.22	$ 1,983,476.20	$ 2,017,934.38	$ 1,208,205.04	$ 6,525.28	$ 1,214,730.32

Composition of Cash:	
Cash on Hand	$ 834.00
Checking Accounts	1,007,791.43
Investments	232,860.72
Total Cash	1,241,486.15
Agency Funds Per Schedule 3	(26,755.83)
Total Reporting Entity (Excluding Agency Funds)	$ 1,214,730.32

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statement and schedules of the City of St. Paul, 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 principles generally accepted in the United States of America.

Financial Reporting Entity

The City of St. Paul, Kansas (the City) is a municipal corporation governed by a Mayor and elected five member council. This financial statement presents the City of St. Paul, Kansas.

Related Municipal Entity. 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). Based upon the application of this criterion, the City has no such potential related municipal entities.

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 St. Paul, Kansas, for the year of 2024:

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

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

Business fund – 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.)

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.).

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

Basis of Presentation – Regulatory Basis of Accounting

Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America. The (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.

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.

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 cash receipts. In the financial statement and budget schedule comparisons presented in this report, reimbursements and refunds are recorded as cash 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.

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 1st 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 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 1st of the ensuing year. Consequently, for receipt 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.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Special Assessments
Kansas statutes require projects financed in part by special assessments to be financed through the issuance of general obligation bonds which are secured by the full faith and credit of the City. Special assessments paid prior to the issuance of general obligation bonds are recorded as cash receipts in the appropriate project. Special assessments received after the issuance of general obligation bonds are recorded as cash receipts in the bond and interest fund. Further, state statutes require levying additional general ad valorem property taxes in the City bond and interest fund to finance delinquent special assessments receivable.

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 sequence and timetable in the adoption of the legal annual operating budget:

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

If the City is holding a revenue neutral rate hearing, the budget timeline for the public hearing is adjusted to no sooner than August 20th and no later than September 20th, but at least ten days after all statutory notification and publication requirements have been met. Municipal budgets requiring a hearing to exceed the revenue neutral rate should be adopted on or before October 1st but may not be adopted prior to the revenue neutral rate hearing. The City did hold a revenue neutral rate hearing for this year.

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in regulatory 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. During the year ended December 31, 2024 the City did not amend the published budget.

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, regulatory 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.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budgetary Information (Continued)
A legal operating budget is not required for capital projects funds, trust funds, and the following special purpose funds:

- Capital Improvement Reserve Fund
- Capital Equipment Reserve Fund
- Waterline Repair Fund
- American Rescue Plan Act Fund

Spending in funds which are not subject to the legal annual operating budget requirement are 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 Kansas cash basis and budget laws.

Management is not aware of any other material statutory violations.

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 bank 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 Government 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, 2024.

Deposits: At year-end, the City's carrying amount of deposits was $1,240,652.15 and the bank balance was $1,285,093.30. The bank balance was held by one bank resulting in a concentration of credit risk. Of the bank balance, $250,000.00 was covered by FDIC insurance and $1,035,093.30 was collateralized with securities held by the pledging financial institutions' agents in the City's name.

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 publicly 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 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, 2018. Effective January 1, 2018, 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.

State law provides that the employer contribution rates for KPERS 1, KPERS 2, 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 9.26% for the fiscal year ended December 31, 2024. Contributions to the pension plan from the City were $23,779.45 for KPERS for the year ended December 31, 2024.

Net Pension Liability

At December 31, 2024, the City's proportionate share of the collective net pension liability reported by KPERS was $193,305.00. The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2023, which was rolled forward to June 30, 2024. The City's proportion of the net pension liability was based on the ratio of the City's contributions to KPERS, relative to the total employer and nonemployer 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 this financial statement.

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 or can be obtained as described above.

5. LONG-TERM DEBT

Changes in long-term debt for the City for the year ended December 31, 2024, 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
General Obligation Bonds:									
Paid with Tax Levies									
Series 2003	1.50-5.00%	January 1, 2003	$ 645,000.00	September 1, 2024	$ 35,000.00	$ -	$ 35,000.00	$ -	$ 1,750.00
Series 2008-A	4.375%	September 18, 2008	285,500.00	September 18, 2048	229,034.00	-	5,191.00	223,843.00	10,020.24
Series 2008-B	3.625%	September 18, 2008	264,500.00	September 18, 2048	205,410.00	-	5,161.00	200,249.00	7,446.11
Total Contractual Indebtedness					$ 469,444.00	$ -	$ 45,352.00	$ 424,092.00	$ 19,216.35

5. LONG-TERM DEBT (Continued)

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

Issue	2025	2026	2027	2028	2029	2030-2034
Principal						
General Obligation Bonds:						
Series 2008-A	$ 5,446.00	$ 5,684.00	$ 5,933.00	$ 6,168.00	$ 6,462.00	$ 36,785.00
Series 2008-B	5,368.00	5,563.00	5,764.00	5,955.00	6,189.00	34,461.00
Total Principal Payments	10,814.00	11,247.00	11,697.00	12,123.00	12,651.00	71,246.00
Interest						
General Obligation Bonds:						
Series 2008-A	9,793.13	9,554.87	9,306.19	9,046.63	8,776.78	39,389.30
Series 2008-B	7,259.03	7,064.44	6,862.78	6,653.83	6,437.96	28,658.59
Total Interest Payments	17,052.16	16,619.31	16,168.97	15,700.46	15,214.74	68,047.89
Total Principal and Interest	$ 27,866.16	$ 27,866.31	$ 27,865.97	$ 27,823.46	$ 27,865.74	$ 139,293.89

	2035-2039	2040-2044	2045-2048	Total
Principal				
General Obligation Bonds:				
Series 2008-A	$ 45,570.00	$ 56,447.00	$ 55,348.00	$ 223,843.00
Series 2008-B	41,180.00	49,202.00	46,567.00	200,249.00
Total Principal Payments	86,750.00	105,649.00	101,915.00	424,092.00
Interest				
General Obligation Bonds:				
Series 2008-A	30,607.59	19,727.89	6,222.05	142,424.43
Series 2008-B	21,943.11	13,918.23	4,769.74	103,567.71
Total Interest Payments	52,550.70	33,646.12	10,991.79	245,992.14
Total Principal and Interest	$ 139,300.70	$ 139,295.12	$ 112,906.79	$ 670,084.14

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, 2024.

Compensated Absences:
All full-time officers and employees of the City are eligible for vacation benefits in varying annual amounts. Full time employees will be granted paid vacation time as follows:

- From date of employment to December 31 of that year, considered first calendar year, one week (5 working days) will be earned for vacation.
- After second calendar year of employment, two weeks (10 working days) will be earned for vacation.
- After ten calendar years of employment, three weeks (15 working days) will be earned for vacation.

Annual leave shall be paid at the employee's regular salary rate during each annual leave period. All requests for annual leave shall be submitted to the Supervisor.

Sick leave accrues to all employees that are scheduled to work 20 hours or more per pay period for each quarter of service and shall be paid at the employee's regular rate during any such leave period, except that the term 'sick leave' as herein used may include necessary absence from duty caused by injury sustained on the job, but does not include absence from work after the employee becomes eligible for worker's compensation disability benefits. Employees scheduled to work 25 hours per pay period shall earn one (1) day (8) hours of sick leave for each quarter of service worked. Employees scheduled to work 20 hours or more per pay period shall earn ½ day (4 hours) of sick leave for each quarter of service worked. The sick leave provisions herein granted shall be accumulated from year to year, but no officer or employee shall be credited with more than two hundred (200) hours of accumulated sick leave. The council may require satisfactory evidence of any illness or absence from duty at the time any payroll is approved.

The City has no policy regarding compensatory time, however it is accumulated.

The City determines a liability for compensated absences when the following conditions are met:

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.

In accordance with the above criteria, the City has accrued a liability for annual leave and compensatory time, which has been earned, but not taken, by City employees. The estimated liability at December 31, 2024, was $19,185.99 for all annual leave.

6. OTHER LONG-TERM OBLIGATIONS FROM OPERATIONS (Continued)

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 of premium regardless of age. However, the cost of this subsidy has not been quantified in these financial statements.

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. 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.

8. SUBSEQUENT EVENTS

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

SUPPLEMENTARY INFORMATION

Schedule 1

CITY OF ST. PAUL, KANSAS

Summary of Expenditures - Actual and Budget
(Budgeted Funds Only)
Regulatory Basis
For the Year Ended December 31, 2024

Funds	Certified Budget	Expenditures Charged to Current Year Budget	Variance - Over (Under)
General Fund	$ 544,367.00	$ 305,655.28	$ (238,711.72)
Special Purpose Funds:			
Special Highway	78,409.00	22,556.18	(55,852.82)
Parks and Recreation	36,564.00	155.63	(36,408.37)
Local Sales Tax	299,210.00	95,046.52	(204,163.48)
Business Funds:			
Grocery Store	1,095,279.00	1,064,958.49	(30,320.51)
Water	314,796.00	215,959.05	(98,836.95)
Sewer	110,059.00	58,950.26	(51,108.74)
Sanitation	55,421.00	53,048.00	(2,373.00)

CITY OF ST. PAUL, KANSAS
GENERAL FUND
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual	Current Year Budget	Current Year Variance - Over (Under)
Receipts				
Taxes and Shared Receipts				
Ad Valorem Property Tax	$ 136,815.20	$ 143,504.25	$ 154,405.00	$ (10,900.75)
Delinquent Tax	9,688.62	5,169.18	6,500.00	(1,330.82)
Motor Vehicle Tax	32,690.88	33,855.45	35,603.00	(1,747.55)
Recreational Vehicle Tax	284.70	257.45	344.00	(86.55)
16 & 20M Truck Tax	347.23	358.08	362.00	(3.92)
Commercial Vehicle Tax	7,626.45	7,516.61	8,312.00	(795.39)
Watercraft Tax	-	-	238.00	(238.00)
General Sales Tax	44,356.78	49,477.17	42,000.00	7,477.17
Local Alcoholic Liquor Tax	30.94	80.09	259.00	(178.91)
Franchise Tax	43,414.65	39,938.38	43,200.00	(3,261.62)
Intergovernmental				
State Grants	-	10,851.76	-	10,851.76
Licenses and Permits				
Fees, Licenses & Permits	622.90	470.00	800.00	(330.00)
Reinstate Fees	579.00	813.00	800.00	13.00
Fines, Forfeitures and Penalties				
Diversions	3,042.00	1,650.00	5,000.00	(3,350.00)
Fines and Forfeitures	23,502.30	22,017.95	33,000.00	(10,982.05)
Charges for Services				
Service Fees	80.00	-	200.00	(200.00)
Fire Protection Services	6,000.00	6,000.00	7,500.00	(1,500.00)
Use of Money and Property				
Interest Income	5,195.94	10,182.39	3,000.00	7,182.39
Other Receipts				
Reimbursed Expenses	891.49	6,222.26	5,000.00	1,222.26
Insurance Rebate	4,748.36	2,766.29	-	2,766.29
Grants and Donations	15,000.00	308.64	-	308.64
Total Receipts	334,917.44	341,438.95	$ 346,523.00	$ (5,084.05)
Expenditures				
General Government				
Personal Services	94,671.41	121,569.44	$ 138,398.00	$ (16,828.56)
Contractual Services	133,511.27	62,214.67	150,000.00	(87,785.33)
Commodities	17,986.91	6,726.19	25,000.00	(18,273.81)
Capital Outlay	-	-	55,069.00	(55,069.00)
Fire				
Personal Services	5,434.94	4,725.82	5,000.00	(274.18)
Contractual Services	24,978.59	34,024.81	15,000.00	19,024.81
Commodities	595.88	685.00	5,000.00	(4,315.00)

CITY OF ST. PAUL, KANSAS
GENERAL FUND
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

		Current Year		
	Prior Year Actual	Actual	Budget	Variance - Over (Under)
Expenditures (Continued)				
Municipal Court				
Personal Services	$ 702.27	$ 648.46	$ 1,000.00	$ (351.54)
Contractual Services	20,330.00	19,062.00	28,100.00	(9,038.00)
Streets				
Personal Services	23,460.69	53,982.39	45,000.00	8,982.39
Contractual Services	-	940.00	24,200.00	(23,260.00)
Commodities	-	-	15,000.00	(15,000.00)
Parks and Recreation				
Personal Services	807.38	1,076.50	2,000.00	(923.50)
Contractual Services	-	-	2,000.00	(2,000.00)
Commodities	-	-	13,600.00	(13,600.00)
Operating Transfers to:				
Capital Improvement Reserve Fund	15,000.00	-	15,000.00	(15,000.00)
Capital Equipment Reserve Fund	5,000.00	-	5,000.00	(5,000.00)
Total Expenditures	342,479.34	305,655.28	$ 544,367.00	$ (238,711.72)
Receipts Over(Under) Expenditures	(7,561.90)	35,783.67		
Unencumbered Cash, Beginning	251,507.27	243,945.37		
Unencumbered Cash, Ending	$ 243,945.37	$ 279,729.04		

CITY OF ST. PAUL, KANSAS
SPECIAL HIGHWAY FUND
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

		Current Year		
	Prior Year Actual	Actual	Budget	Variance - Over (Under)
Receipts				
Taxes and Shared Receipts				
Motor Fuel Tax	$ 16,413.79	$ 16,403.44	$ 16,150.00	$ 253.44
Total Receipts	16,413.79	16,403.44	$ 16,150.00	$ 253.44
Expenditures				
General Government				
Contractual Services	-	-	$ 39,204.00	$ (39,204.00)
Commodities	19,811.43	22,556.18	39,205.00	(16,648.82)
Total Expenditures	19,811.43	22,556.18	$ 78,409.00	$ (55,852.82)
Receipts Over(Under) Expenditures	(3,397.64)	(6,152.74)		
Unencumbered Cash, Beginning	64,589.34	61,191.70		
Unencumbered Cash, Ending	$ 61,191.70	$ 55,038.96		

CITY OF ST. PAUL, KANSAS
PARKS AND RECREATION FUND
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

		Current Year		
	Prior Year Actual	Actual	Budget	Variance - Over (Under)
Receipts				
Taxes and Shared Receipts				
Local Alcoholic Liquor Tax	$ 30.93	$ 80.09	$ 259.00	$ (178.91)
Licenses and Permits				
Fees, Licenses & Permits	100.00	160.00	200.00	(40.00)
Parks and Recreation Fees	500.00	-	500.00	(500.00)
Total Receipts	630.93	240.09	$ 959.00	$ (718.91)
Expenditures				
Culture and Recreation				
Contractual Services	-	-	$ 10,000.00	$ (10,000.00)
Commodities	-	155.63	10,000.00	(9,844.37)
Capital Outlay	-	-	16,564.00	(16,564.00)
Total Expenditures	-	155.63	$ 36,564.00	$ (36,408.37)
Receipts Over(Under) Expenditures	630.93	84.46		
Unencumbered Cash, Beginning	35,554.76	36,185.69		
Unencumbered Cash, Ending	$ 36,185.69	$ 36,270.15		

CITY OF ST. PAUL, KANSAS
LOCAL SALES TAX FUND
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

		Current Year		
	Prior Year Actual	Actual	Budget	Variance - Over (Under)
Receipts				
Taxes and Shared Receipts				
General Sales Tax	$ 101,481.32	$ 113,361.51	$ 92,500.00	$ 20,861.51
Other Receipts				
Reimbursed Expenses	-	1,796.80	-	1,796.80
Total Receipts	101,481.32	115,158.31	$ 92,500.00	$ 22,658.31
Expenditures				
Economic Development				
Contractual Services	7,038.20	54,836.99	$ 30,000.00	$ 24,836.99
Commodities	10,780.79	-	-	-
Capital Outlay	-	-	239,210.00	(239,210.00)
Grocery Store				
Contractual Services	9,213.53	28,500.31	25,000.00	3,500.31
Water Utility				
Contractual Services	-	11,709.22	5,000.00	6,709.22
Total Expenditures	27,032.52	95,046.52	$ 299,210.00	$ (204,163.48)
Receipts Over(Under) Expenditures	74,448.80	20,111.79		
Unencumbered Cash, Beginning	174,447.64	248,896.44		
Unencumbered Cash, Ending	$ 248,896.44	$ 269,008.23		

CITY OF ST. PAUL, KANSAS
CAPITAL IMPROVEMENT RESERVE FUND
Schedule of Receipts and Expenditures - Actual
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual
Receipts		
Intergovernmental		
State Grants	$ -	$ 76,360.00
Operating Transfer from		
General Fund	15,000.00	-
Total Receipts	15,000.00	76,360.00
Expenditures		
Capital Outlay	6,250.00	128,431.29
Total Expenditures	6,250.00	128,431.29
Receipts Over(Under) Expenditures	8,750.00	(52,071.29)
Unencumbered Cash, Beginning	175,170.12	183,920.12
Unencumbered Cash, Ending	$ 183,920.12	$ 131,848.83

CITY OF ST. PAUL, KANSAS
CAPITAL EQUIPMENT RESERVE FUND
Schedule of Receipts and Expenditures - Actual
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual
Receipts		
Operating Transfer from General Fund	$ 5,000.00	$ -
Total Receipts	5,000.00	-
Expenditures		
Capital Outlay	6,329.00	8,919.50
Total Expenditures	6,329.00	8,919.50
Receipts Over(Under) Expenditures	(1,329.00)	(8,919.50)
Unencumbered Cash, Beginning	11,555.28	10,226.28
Unencumbered Cash, Ending	$ 10,226.28	$ 1,306.78

CITY OF ST. PAUL, KANSAS
WATERLINE REPAIR FUND
Schedule of Receipts and Expenditures - Actual
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual
Receipts		
Charges for Services		
Waterline Repair Charge	$ 26,048.00	$ 26,144.00
Total Receipts	26,048.00	26,144.00
Expenditures		
Waterline Repair		
Capital Outlay	24,740.56	30,614.56
Total Expenditures	24,740.56	30,614.56
Receipts Over(Under) Expenditures	1,307.44	(4,470.56)
Unencumbered Cash, Beginning	71,772.51	73,079.95
Unencumbered Cash, Ending	$ 73,079.95	$ 68,609.39

CITY OF ST. PAUL, KANSAS
AMERICAN RESCUE PLAN ACT FUND
Schedule of Receipts and Expenditures - Actual
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual
Receipts		
Intergovernmental		
Federal Grants	$ -	$ -
Total Receipts	-	-
Expenditures		
Contractual Services	16,639.15	33,639.62
Total Expenditures	16,639.15	33,639.62
Receipts Over(Under) Expenditures	(16,639.15)	(33,639.62)
Unencumbered Cash, Beginning	76,046.60	59,407.45
Unencumbered Cash, Ending	$ 59,407.45	$ 25,767.83

CITY OF ST. PAUL, KANSAS
GROCERY STORE FUND
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

		Current Year		
	Prior Year Actual	Actual	Budget	Variance - Over (Under)
Receipts				
Charges for Services				
Grocery Store Receipts	$ 1,025,382.98	$ 1,079,153.27	$ 993,000.00	$ 86,153.27
Use of Money and Property				
Interest Income	-	46.10	-	46.10
Other Receipts				
Reimbursed Expense	7,010.25	-	6,000.00	(6,000.00)
Total Receipts	1,032,393.23	1,079,199.37	$ 999,000.00	$ 80,199.37
Expenditures				
Grocery Store				
Personal Services	179,570.20	153,085.96	$ 187,182.00	$ (34,096.04)
Contractual Services	79,319.05	99,408.23	87,500.00	11,908.23
Commodities	781,310.40	812,464.30	743,000.00	69,464.30
Capital Outlay	-	-	77,597.00	(77,597.00)
Total Expenditures	1,040,199.65	1,064,958.49	$ 1,095,279.00	$ (30,320.51)
Receipts Over(Under) Expenditures	(7,806.42)	14,240.88		
Unencumbered Cash, Beginning	104,185.30	96,378.88		
Unencumbered Cash, Ending	$ 96,378.88	$ 110,619.76		

CITY OF ST. PAUL, KANSAS
WATER FUND
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

		Current Year		
	Prior Year Actual	Actual	Budget	Variance - Over (Under)
Receipts				
Charges for Services				
Water Sales	$ 212,440.04	$ 215,743.51	$ 210,000.00	$ 5,743.51
Utility Meter Connection	80.00	-	500.00	(500.00)
Utility Service Charges	631.25	450.00	250.00	200.00
Total Receipts	213,151.29	216,193.51	$ 210,750.00	$ 5,443.51
Expenditures				
Water				
Personal Services	33,166.87	36,523.28	$ 63,174.00	$ (26,650.72)
Contractual Services	69,998.32	64,379.46	66,981.00	(2,601.54)
Commodities	49,924.65	50,487.96	65,000.00	(14,512.04)
Capital Outlay	-	-	48,273.00	(48,273.00)
Debt Service				
Series 2008B Principal	5,000.00	5,161.00	5,161.00	-
Series 2008A Principal	5,000.00	5,191.00	5,191.00	-
Series 2003 Principal	30,000.00	35,000.00	35,000.00	-
Series 2008B Interest	7,627.36	7,446.11	7,446.00	0.11
Series 2008A Interest	10,238.99	10,020.24	10,020.00	0.24
Series 2003 Interest	3,250.00	1,750.00	1,750.00	-
Operating Transfer to				
Water Reserve Fund	6,800.00	-	6,800.00	(6,800.00)
Total Expenditures	221,006.19	215,959.05	$ 314,796.00	$ (98,836.95)
Receipts Over(Under) Expenditures	(7,854.90)	234.46		
Unencumbered Cash, Beginning	116,453.44	108,598.54		
Unencumbered Cash, Ending	$ 108,598.54	$ 108,833.00		

CITY OF ST. PAUL, KANSAS
WATER BOND RESERVE FUND
Schedule of Receipts and Expenditures - Actual
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual
Receipts		
Operating Transfer from Water Fund	$ 6,800.00	$ -
Total Receipts	6,800.00	-
Expenditures		
Capital Outlay	-	-
Total Expenditures	-	-
Receipts Over(Under) Expenditures	6,800.00	-
Unencumbered Cash, Beginning	25,045.80	31,845.80
Unencumbered Cash, Ending	$ 31,845.80	$ 31,845.80

CITY OF ST. PAUL, KANSAS
SEWER FUND
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

		Current Year		
	Prior Year Actual	Actual	Budget	Variance - Over (Under)
Receipts				
Charges for Services				
Sewer Sales	$ 63,939.16	$ 64,376.31	$ 65,000.00	$ (623.69)
Total Receipts	63,939.16	64,376.31	$ 65,000.00	$ (623.69)
Expenditures				
Sewer				
Personal Services	77,677.90	50,943.64	$ 75,000.00	$ (24,056.36)
Contractual Services	4,569.79	5,170.96	15,000.00	(9,829.04)
Commodities	1,308.80	2,835.66	2,000.00	835.66
Capital Outlay	-	-	8,059.00	(8,059.00)
Operating Transfer to				
Sewer Reserve Fund	10,000.00	-	10,000.00	(10,000.00)
Total Expenditures	93,556.49	58,950.26	$ 110,059.00	$ (51,108.74)
Receipts Over(Under) Expenditures	(29,617.33)	5,426.05		
Unencumbered Cash, Beginning	77,545.32	47,927.99		
Unencumbered Cash, Ending	$ 47,927.99	$ 53,354.04		

CITY OF ST. PAUL, KANSAS
SEWER RESERVE FUND
Schedule of Receipts and Expenditures - Actual
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual
Receipts		
Operating Transfer from Sewer Fund	$ 10,000.00	$ -
Total Receipts	10,000.00	-
Expenditures		
Capital Outlay	-	-
Total Expenditures	-	-
Receipts Over(Under) Expenditures	10,000.00	-
Unencumbered Cash, Beginning	23,200.87	33,200.87
Unencumbered Cash, Ending	$ 33,200.87	$ 33,200.87

CITY OF ST. PAUL, KANSAS
SANITATION FUND
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Amounts for the Prior Year Ended December 31, 2023)

		Current Year		
	Prior Year Actual	Actual	Budget	Variance - Over (Under)
Receipts				
Charges for Services				
Sanitation Sales	$ 47,431.78	$ 47,962.22	$ 48,000.00	$ (37.78)
Total Receipts	47,431.78	47,962.22	$ 48,000.00	$ (37.78)
Expenditures				
Trash				
Contractual Services	46,479.00	53,048.00	$ 55,421.00	$ (2,373.00)
Total Expenditures	46,479.00	53,048.00	$ 55,421.00	$ (2,373.00)
Receipts Over(Under) Expenditures	952.78	(5,085.78)		
Unencumbered Cash, Beginning	6,905.36	7,858.14		
Unencumbered Cash, Ending	$ 7,858.14	$ 2,772.36		

CITY OF ST. PAUL, KANSAS
Agency Funds
Summary of Receipts and Disbursements
Regulatory Basis
For the Year Ended December 31, 2024

Fund	Beginning Cash Balance	Receipts	Disbursements	Ending Cash Balance
Payroll Clearing	$ 128.21	$ 384,684.87	$ 377,244.81	$ 7,568.27
Sales Tax Clearing	7,428.37	54,442.10	55,132.59	6,737.88
Deposit Clearing	2,854.45	10,057.05	11,002.97	1,908.53
Penalty Clearing	370.15	3,753.12	3,753.12	370.15
Mission Township	12,195.98	10,411.00	12,435.98	10,171.00
	$ 22,977.16	$ 463,348.14	$ 459,569.47	$ 26,755.83

Jarred Gilmore Phillips

The Honorable Mayor and City Council
City of St. Paul, Kansas

In planning and performing our audit of the financial statement of the City of St. Paul, Kansas, as of and for the year ended December 31, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered the City of St. Paul, Kansas' system of 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 opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the City of St. Paul, Kansas' internal control. Accordingly, we do not express an opinion on the effectiveness of the City of St. Paul, 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.

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 City's financial statement 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

In prior years, the auditor was considered the compensating control for preparation of the City's financial statement, including footnotes. However, professional standards do not allow the auditor to be a compensating internal control for the City. The new standard states the client must be able to accept responsibility and be able to identify a material misstatement when handed the financial statement, including footnotes. 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. 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.

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 statement. 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.

Inventory Controls

The City stopped maintaining an inventory system at the City grocery store during 2024. An inventory system is an integral part of the internal control structure in the retail industry, therefore, we recommend the City count inventory on a continuous basis, including a more indepth detailed annual inventory, to allow management to monitor inventory movement and financial stability. Gross profit is the price markup of inventory before overhead and fixed costs are taken into account. Gross profit is calculated using the purchases, taking into account inventory changes and is a simple tool to monitor fiscal stability. An inventory system should improve accountability needed to safeguard the City's assets from theft.

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

Jarred, Gilmore & Phillips, PA

JARRED, GILMORE & PHILLIPS, PA
Certified Public Accountants

July 7, 2025
Chanute, Kansas