

**CITY OF ROZEL, KANSAS**

**AGREED-UPON PROCEDURES**

**For the Year Ended December 31, 2020**

**VONFELDT, BAUER & VONFELDT, CHTD.**

**Certified Public Accountants**

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INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

City of Rozel, Kansas and Council

We have performed the procedures enumerated below on the Summary Statement of Receipts, Expenditures and Unencumbered Cash – Regulatory Basis of City of Rozel, Kansas for the year ended December 31, 2020. City of Rozel, Kansas's management is responsible for the Summary Statement of Receipts, Expenditures and Unencumbered Cash – Regulatory Basis.

City of Rozel, Kansas has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose solely to assist the City of Rozel, Kansas meet the reporting requirements as specified in K.S.A. 75-1122(b). Additionally, Council have agreed to and acknowledged that the procedures performed are appropriate for their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The following encumbrances and accounts payable were not properly stated in the financial statement.

<u>Check #</u>	<u>Payee</u>	<u>Amount</u>	<u>Description</u>
9109	City of Rozel	\$741.29	Utilities
9110	Black Hills Energy	\$408.04	Inspection
9114	USA Blue Book	\$173.54	Supplies
9115	Golden Valley, Inc.	\$43.26	Supplies
9116	Golden Valley, Inc.	\$159.29	Fuel
9117	KDHE	\$422.00	Water Analysis
9118	Office Products, Inc.	\$48.33	Supplies
9121	No Pest	\$65.00	Pest Control
9122	Kansas One-Call	\$9.60	Locate Fee
9123	VonFeldt, Bauer & VonFeldt	\$364.26	Professional Services
9124	Doerr's	\$119.85	Supplies
9133	Water Wise Enterprises	\$390.00	Supplies

- 10) Review the credit card policy and internal controls of the municipality. For a minimum of two months (to be selected by the certified public accountant) review the municipality's credit card transactions to determine if approvals, expenditure procedures, and proper classification of expenditures were followed. In the agreed upon procedures report, describe the credit card procedures, if the credit card procedures and internal controls are being followed, and if the municipality's credit cards are only in the name of the municipality.

Credit Card Policy: Mayor is issued a credit card in the name of the City of Rozel. All purchases require approval by the Mayor and/or Council. All purchases must be supported by a receipt and/or other supporting documentation and given to the Clerk which is reconciled to the monthly credit card statement. Employee notes on the receipt and/or other supporting documentation, or communicates to the Clerk, what the purchase is for so it can be recorded to the proper fund and account. After all charges have been accounted for the Clerk prepares a check, made payable to the credit card company, which is reviewed and approved by the Council at their monthly meeting prior to being sent by mail unless payment needs to be remitted earlier to avoid late fees.

No exceptions were found as a result of applying this procedure. Credit card procedures and internal controls are being followed and credit card is in the name of the municipality.

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

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

- 12) For the last month of the year review the payroll records for each employee to determine if a deduction for KPERS (Kansas Public Employees Retirement System) was made.

It was determined City of Rozel did not participate in KPERS as of and for the year ended December 31, 2020.

- 13) Compare the following items in the current year financial statement to the same items in the prior year financial statement to determine if there is a variance of more than 25% per fund; 1) total cash receipts, 2) total cash disbursements, 3) encumbrances and accounts payable, and 4) ending unencumbered cash balance. For variances larger than 25% examine the variance, then document and report on the reason.

Variances larger than 25% were examined and the reasons provided appear reasonable.

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

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

- 15) For a minimum of two months (to be selected by the certified public accountant), review the official minutes to determine that the minutes have been signed by the chairperson of the council.

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

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

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

- 17) Review the general and entity specific compliance checklists.

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

- 18) Review the debt issued in the municipality's name to determine if required payments were made in accordance with the debt agreement. This would include a review of the municipality's water fund to determine current rates being charged for water service are generating the revenue necessary to meet the water fund's operating cost and debt requirements.

No exceptions were found as a result of applying this procedure except the following. Current year operating expenditures (including the transfer to the water debt service fund) exceeded receipts by \$1,776.04 for the year ended December 31, 2020. Ending unencumbered cash balance as of December 31, 2020 was \$37,606.89 which is almost a one year cash reserve based off expenditures charged (including transfer to the water debt service fund) to the water fund during the year ended December 31, 2020.

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

We are required to be independent of City of Rozel, Kansas and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedure engagement.

This report is intended solely for the information and use of the City of Rozel, Kansas, Council and regulatory authorities and is not intended to be and should not be used by anyone other than those specified parties.

*VonFeldt, Bauer & VonFeldt, Chtd.*

VONFELDT, BAUER & VONFELDT, CHTD.

Certified Public Accountants

Larned, Kansas

March 26, 2021