

**THE CITY OF
MINCO,
OKLAHOMA**



**ANNUAL FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORTS**

**AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2022**

**THE CITY OF MINCO,
OKLAHOMA
ANNUAL FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORTS**

AS OF AND FOR THE FISCAL YEAR ENDED JUNE 30, 2022

**CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022**

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INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council
City of Minco, Oklahoma

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying modified cash basis financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Minco, Oklahoma (the "City"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of June 30, 2022, and the respective changes in the modified cash basis financial position and, where applicable, cash flows thereof for the year then ended in accordance with the basis of accounting described in Note 1.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements 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 audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The basic financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are 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 generally accepted auditing standards 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 statements.

In performing an audit in accordance with generally accepted auditing standards and government auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, 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 statements.
- 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 statements.
- 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.

Other Matters

Supplemental Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying supplemental combining schedules – modified cash basis, federal and state awards information – modified cash basis, and schedule of debt service coverage, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. 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 statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion,

the combining schedules, federal and state awards information, and schedule of debt service coverage are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other information

Management is responsible for the other information included in the annual report. The other information comprises the management's discussion and analysis and budgetary comparison information but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated January 4, 2023, on our consideration of the City's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control over financial reporting and compliance.

HSPG & Associates, P.C.

January 4, 2023

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CITY OF MINCO, OKLAHOMA
Other Information - Management's Discussion and Analysis
As of and for the Year Ended June 30, 2022

The management of the City of Minco is pleased to provide this annual financial report to its citizens, taxpayers and other report users to demonstrate its accountability and communicate the City's financial condition and activities as of and for the year ended June 30, 2022. Management of the City is responsible for the fair presentation of this annual report, for maintaining appropriate internal controls over financial reporting, and for complying with applicable laws, regulations, and provisions of grants and contracts. The City reports its financial statements and schedules on a modified cash basis which is a comprehensive basis of accounting other than generally accepted accounting principles. All of the financial analyses in this report must be considered within the context of the limitations of the modified cash basis of accounting.

FINANCIAL HIGHLIGHTS

- As reported on a modified cash basis, the City's total net position increased by \$321,237. The assets of the City exceed its liabilities at June 30, 2022, by \$3,407,078 (net position). Of this amount, \$2,983,429 (unrestricted net position) is available to meet the government's ongoing needs.
- At June 30, 2022, the City's governmental funds reported combined ending fund balances on a modified cash basis of \$2,197,638.
- At the end of fiscal year 2022, unassigned fund balance on a modified cash basis for the General Fund was \$1,551,876 or 140.1% of annual General Fund revenues.

ABOUT THE CITY

The City of Minco is an incorporated municipality with a population of approximately 1,500 located in Grady County in central Oklahoma. The City is an aldermanic form of government that provides for three branches of government:

- Legislative – the City Council is a four-member governing body elected by the citizens at large
- Executive – the Mayor is the Chief Executive Officer and is elected by the citizens
- Judicial – the Municipal Judge is a practicing attorney appointed by the City Council

The City provides typical municipal services such as public safety, cemetery, street and alley maintenance, parks and recreation, and utility services including water, wastewater, and sanitation.

The City's Financial Reporting Entity

This annual report includes all activities for which the City of Minco City Council is financially accountable. These activities, defined as the City's financial reporting entity, are operated within two separate legal entities that make up the primary government.

The City's financial reporting entity includes the following separate legal entities.

- **The City of Minco** – an incorporated City that operates the public safety, streets, cemetery, culture and recreation, and administrative activities of the City – *reported as the primary government*
- **The Minco Municipal Authority** – public trust created pursuant to 60 O.S. § 176 to operate the water, wastewater, and sanitation services of the City, with the City Council members serving as the trustees – *considered part of the primary government for reporting purposes*

In addition, as required by state law, all debt obligations incurred by the trust must be approved by two-thirds vote of the City Council. This is considered sufficient imposition of will to demonstrate financial accountability and to include the trust within the City's financial reporting entity. The public trust does not issue separate annual financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial statements presented herein include all of the activities of the City of Minco (the "City") and the Minco Municipal Authority (the "Authority"). Included in this report are government-wide statements for each of the two categories of activities - governmental and business-type.

The government-wide financial statements present the financial picture of the City using the modified cash basis of accounting. They present governmental and business-type activities separately and combined. Statements for governmental activities describe how services were financed in the short term, as well as what remains for future spending. Fund financial statements report the City's operations in more detail than the government-wide statements by providing information about the City's most significant funds.

Reporting the City as a Whole

The Statement of Net Position and Statement of Activities

One of the most important questions to ask about the City's finances is, "Has the City's overall financial condition improved, declined or remained steady as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the City as a whole and about its activities in a way that helps answer this question. However, one will need to consider other non-financial factors, including but not limited to changes in the City's sales tax base, the condition of the City's roads, and the quality of service to assess the overall health of the City. One will also need to keep in mind that these government-wide statements are prepared in accordance with the modified cash basis of accounting and include only those City assets and liabilities resulting from cash transactions.

CITY OF MINCO, OKLAHOMA
Other Information - Management's Discussion and Analysis
As of and for the Year Ended June 30, 2022

The Statement of Net Position and the Statement of Activities divide the City into two kinds of activities: *Governmental activities* - Most of the City's basic services are reported here, including the police, fire, administration, and streets. Sales taxes, franchise fees, fines, and state and federal grants finance most of these activities; and *Business-type activities* - Activities where the City charges a fee to customers that covers all or most of the cost the service it provides are reported here. The City's water, sewer, and sanitation utilities are reported as business-type activities.

Reporting the City's Most Significant Funds - Fund Financial Statements

Fund Financial Statements

The fund financial statements provide detailed information about the City's most significant (major) funds -- not the City as a whole. Some funds are required to be established by State law and by debt covenants. However, the City Council may also establish certain other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money. The City uses two kinds of funds -- *governmental and proprietary*.

Governmental funds - All of the City's basic services are reported in governmental funds, which focus on the flows of money into and out of those funds and the balances left at year-end that are available for spending. Governmental funds report their activities on a modified cash basis of accounting. For example, these funds report the acquisition of capital assets and payments for debt principal as expenditures and not as changes to asset and debt balances. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps one determine (through a review of changes to fund balance) the amount of financial resources that can be spent in the near future to finance the City's programs. The difference of results between the governmental fund financial statements and the government-wide financial statements are explained in a reconciliation following each governmental fund financial statement.

Proprietary funds - Services provided to customers for a charge, through the Minco Municipal Authority, are generally reported in proprietary funds. Proprietary funds are also reported on the modified cash basis of accounting.

Notes to the Financial Statements

The notes provide additional information that is essential to gain an understanding of the data provided in the government-wide and fund financial statements. The Notes to the Financial Statements can be found on pages 24-36 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents Budgetary Comparison Schedules for the General Fund, combining and individual fund financial statements and schedules, a federal and state grant awards schedule, and a debt service coverage schedule.

CITY OF MINCO, OKLAHOMA
Other Information - Management's Discussion and Analysis
As of and for the Year Ended June 30, 2022

THE CITY AS A WHOLE

Following is a summary of Net Position reported on a modified cash basis for the City of Minco for the past two fiscal years.

TABLE 1
NET POSITION (In Thousands)

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	<u>2022</u>	<u>2021</u>		<u>2022</u>	<u>2021</u>		<u>2022</u>	<u>2021</u>	
Current assets	\$ 2,201	\$ 1,909	15%	\$ 1,264	\$ 1,239	2%	\$ 3,465	\$ 3,148	10%
Total assets	<u>2,201</u>	<u>1,909</u>	15%	<u>1,264</u>	<u>1,239</u>	2%	<u>3,465</u>	<u>3,148</u>	10%
Current liabilities	3	9	-67%	55	53	4%	58	62	-6%
Total liabilities	<u>3</u>	<u>9</u>	-67%	<u>55</u>	<u>53</u>	4%	<u>58</u>	<u>62</u>	-6%
Net position									
Restricted	229	249	-8%	195	51	282%	424	300	41%
Unrestricted	1,969	1,651	19%	1,014	1,135	-11%	2,983	2,786	7%
Total net position	<u>\$ 2,198</u>	<u>\$ 1,900</u>	16%	<u>\$ 1,209</u>	<u>\$ 1,186</u>	2%	<u>\$ 3,407</u>	<u>\$ 3,086</u>	10%

Explanations for significant changes listed below:

Governmental Activities:

Governmental activities total assets increased approximately \$298,000 or 15% due primarily to an increase in sales and use tax.

Business-type Activities:

Business-type activities restricted net position increased approximately \$144,000 or 282% due to unspent American Rescue Plan Act grant monies.

CITY OF MINCO, OKLAHOMA
Other Information - Management's Discussion and Analysis
As of and for the Year Ended June 30, 2022

TABLE 2
CHANGES IN NET POSITION (In Thousands)

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	2022	2021		2022	2021		2022	2021	
Revenues									
Charges for services	\$ 127	\$ 156	-19%	\$ 693	\$ 698	-1%	\$ 820	\$ 854	-4%
Operating grants and contributions	71	159	-55%	-	22	-100%	71	181	-61%
Taxes	836	657	27%	-	-	-	836	657	27%
Intergovernmental revenue	24	25	-4%	144	-	100%	168	25	572%
Investment income	3	3	-	1	2	-50%	4	5	-20%
Miscellaneous	69	42	64%	12	2	500%	81	44	84%
Total revenues	1,130	1,042	8%	850	724	17%	1,980	1,766	12%
Expenses									
General government	246	259	-5%	-	-	-	246	259	-5%
Public safety	343	311	10%	-	-	-	343	311	10%
Highways and streets	35	40	-13%	-	-	-	35	40	-13%
Culture and recreation	1	2	-50%	-	-	-	1	2	-50%
Cemetery	5	5	-	-	-	-	5	5	-
Water	-	-	-	655	648	1%	655	648	1%
Sewer	-	-	-	190	62	206%	190	62	206%
Sanitation	-	-	-	184	176	5%	184	176	5%
Total expenses	630	617	2%	1,029	886	16%	1,659	1,503	10%
Excess (deficiency) before transfers	500	425	18%	(179)	(162)	10%	321	263	22%
Transfers	(202)	(202)	-	202	202	-	-	-	-
Change in net position	298	223	34%	23	40	-43%	321	263	22%
Beginning net position	1,900	1,677	13%	1,186	1,146	3%	3,086	2,823	9%
Ending net position	\$ 2,198	\$ 1,900	16%	\$ 1,209	\$ 1,186	2%	\$ 3,407	\$ 3,086	10%

Governmental Activities:

Charges for services decreased approximately \$29,000 or 19% in FY22 due primarily to a decrease in police fine revenue.

Operating grants and contributions decreased approximately \$88,000 or 55% in FY22 due primarily to receiving \$127,028 of CARES Act grant revenue during FY 2021.

Taxes increased approximately \$179,000 or 27% in FY22 due primarily to an increase in sales tax.

Business-type Activities:

Intergovernmental revenue increased approximately \$144,000 or 100% due to receipt of the American Rescue Plan Act grant. The City plans to use the grant for the Sewer Lagoon Project.

Sewer expenses increased approximately \$128,000 or 206% in FY22 due to the Sewer Lagoon Project. This project is expected to continue for several years with the City intending to use the ARPA grant monies, which is included in intergovernmental revenues of approximately \$144,000 above, along with pursuing other grants to partially fund this project. The total cost of the project will exceed \$3 million and is currently under a DEQ consent order.

CITY OF MINCO, OKLAHOMA
Other Information - Management's Discussion and Analysis
As of and for the Year Ended June 30, 2022

Governmental Activities

TABLE 3
Net Revenue (Expense) of Governmental Activities
(In Thousands)

	Total Expense of Services		% Inc. (Dec.)	Net Revenue (Expense) of Services	
	<u>2022</u>	<u>2021</u>		<u>2022</u>	<u>2021</u>
	General government	\$ 246		\$ 259	-5%
Public safety	343	311	10%	(177)	(49)
Highways and streets	35	40	-13%	(20)	(16)
Culture and recreation	1	2	-50%	(1)	(2)
Cemetery	5	5	-	11	11
Total	<u>\$ 630</u>	<u>\$ 617</u>	2%	<u>\$ (432)</u>	<u>\$ (302)</u>

See explanations on previous page.

Business-type Activities

TABLE 4
Net Revenue (Expense) of Business-Type Activities
(In Thousands)

	Total Expense of Services		% Inc. Dec.	Net Revenue (Expense) of Services	
	<u>2022</u>	<u>2021</u>		<u>2022</u>	<u>2021</u>
	Water	\$ 655		\$ 648	1%
Sewer	190	62	206%	(108)	46
Sanitation	<u>184</u>	<u>176</u>	5%	<u>51</u>	<u>39</u>
Total	<u>\$ 1,029</u>	<u>\$ 886</u>	16%	<u>\$ (336)</u>	<u>\$ (165)</u>

See explanations on previous page.

A FINANCIAL ANALYSIS OF THE CITY'S FUNDS

As the City completed its 2022 fiscal year, the governmental funds reported a combined total fund balance of \$2,197,638. For the year ended June 30, 2022, the governmental fund's total fund balance increased by \$297,614.

For proprietary funds, the City reported an increase in net position for the Minco Municipal Authority of \$23,623.

Budgetary Highlights

For the year ended June 30, 2022, the General Fund reported actual budgetary basis revenues over final estimates by \$57,255 or a 4.4% positive variance. General Fund actual expenditures were under final appropriations by \$127,369 or a 10.5% positive variance.

ECONOMIC FACTORS AND NEXT YEAR'S ESTIMATES

The following information outlines significant known factors that will affect subsequent year finances:

- The FY 2023 budget is relatively consistent with prior year's operational expenses.
- The City is currently under a DEQ Consent Order with regard to the sewer lagoons. The project is expected to cost more than \$3 million and the City plans to use the ARPA grant money and pursue other grants to help mitigate the cost of this project.

Contacting the City's Financial Management

This report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the City Clerk's office at 202 Main, Minco, Oklahoma 73059 or telephone at 405-352-4274.

**CITY OF MINCO, OKLAHOMA
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BASIC FINANCIAL STATEMENTS – STATEMENTS OF NET POSITION AND ACTIVITIES

CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
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Statement of Net Position (Modified Cash Basis) – June 30, 2022

	<u>Governmental</u> <u>Activities</u>	<u>Business-type</u> <u>Activities</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents	\$ 2,025,298	\$ 929,945	\$ 2,955,243
Restricted cash and cash equivalents	-	249,863	249,863
Investments	175,512	84,705	260,217
Internal Balances	448	(448)	-
Total Assets	<u>\$ 2,201,258</u>	<u>\$ 1,264,065</u>	<u>\$ 3,465,323</u>
LIABILITIES			
Deposits subject to refund	\$ 2,000	\$ 54,625	\$ 56,625
Payable to other governments	1,620	-	1,620
Total liabilities	<u>3,620</u>	<u>54,625</u>	<u>58,245</u>
NET POSITION			
Restricted for:			
Public safety	38,780	-	38,780
Street & alley	24,582	-	24,582
Cemetery	165,496	-	165,496
Debt service	-	50,875	50,875
Specific government services	-	143,916	143,916
Unrestricted	1,968,780	1,014,649	2,983,429
Total net position	<u>\$ 2,197,638</u>	<u>\$ 1,209,440</u>	<u>\$ 3,407,078</u>

See accompanying notes to the basic financial statements.

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ANNUAL FINANCIAL REPORT
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Statement of Activities (Modified Cash Basis) – Year Ended June 30, 2022

Functions/Programs	Expenses	Program Revenue			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Primary government							
Governmental Activities							
General Government	\$ 246,012	\$ 1,421	\$ -	\$ -	\$ (244,591)		\$ (244,591)
Public Safety	343,244	109,539	56,181	-	(177,524)		(177,524)
Highways and streets	34,445	-	14,911	-	(19,534)		(19,534)
Culture and Recreation	1,192	-	-	-	(1,192)		(1,192)
Cemetery	5,240	16,490	-	-	11,250		11,250
Total governmental activities	<u>630,133</u>	<u>127,450</u>	<u>71,092</u>	<u>-</u>	<u>(431,591)</u>		<u>(431,591)</u>
Business-type activities:							
Water	654,619	375,396	-	-	-	\$ (279,223)	(279,223)
Sewer	190,421	82,343	-	-	-	(108,078)	(108,078)
Sanitation	184,248	235,320	-	-	-	51,072	51,072
Total business-type activities	<u>1,029,288</u>	<u>693,059</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(336,229)</u>	<u>(336,229)</u>
Total primary government	<u>\$ 1,659,421</u>	<u>\$ 820,509</u>	<u>\$ 71,092</u>	<u>\$ -</u>	<u>(431,591)</u>	<u>(336,229)</u>	<u>(767,820)</u>
General revenues:							
Taxes:							
Sales and use taxes					806,933	-	806,933
Franchise taxes and public service taxes					28,557	-	28,557
Intergovernmental revenue not restricted to specific programs					24,096	143,916	168,012
Unrestricted investment earnings					2,656	1,384	4,040
Miscellaneous revenue					69,001	12,514	81,515
Transfers					(202,038)	202,038	-
Total general revenues and transfers					<u>729,205</u>	<u>359,852</u>	<u>1,089,057</u>
Change in net position					<u>297,614</u>	<u>23,623</u>	<u>321,237</u>
Net position - beginning					<u>1,900,024</u>	<u>1,185,817</u>	<u>3,085,841</u>
Net position - ending					<u>\$ 2,197,638</u>	<u>\$ 1,209,440</u>	<u>\$ 3,407,078</u>

See accompanying notes to the basic financial statements.

**CITY OF MINCO, OKLAHOMA
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BASIC FINANCIAL STATEMENTS – GOVERNMENTAL FUNDS

CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Governmental Funds Balance Sheet (Modified Cash Basis) – June 30, 2022

	<u>General Fund</u>	<u>Street & Alley Fund</u>	<u>Cemetery Perpetual Care Fund</u>	<u>Other Governmental Fund</u>	<u>Total Governmental Funds</u>
ASSETS					
Cash and cash equivalents	\$ 1,917,245	\$ 67,249	\$ 28,041	\$ 12,763	\$ 2,025,298
Investments	50,000	-	125,512	-	175,512
Due from other funds	448	-	-	-	448
Total assets	<u>\$ 1,967,693</u>	<u>\$ 67,249</u>	<u>\$ 153,553</u>	<u>\$ 12,763</u>	<u>\$ 2,201,258</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Deposits subject to refund	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
Payable to other governments	1,620	-	-	-	1,620
Total liabilities	<u>3,620</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,620</u>
FUND BALANCES					
Fund balances:					
Restricted for:					
Public safety	38,780	-	-	-	38,780
Street & alley	-	24,582	-	-	24,582
Cemetery	-	-	152,763	12,733	165,496
Assigned for:					
Capital projects	177,579	-	-	-	177,579
Public safety	51,768	-	-	-	51,768
Cemetery	144,070	-	790	30	144,890
Street & alley	-	42,667	-	-	42,667
Unassigned	1,551,876	-	-	-	1,551,876
Total fund balances	<u>1,964,073</u>	<u>67,249</u>	<u>153,553</u>	<u>12,763</u>	<u>2,197,638</u>
Total liabilities and fund balances	<u>\$ 1,967,693</u>	<u>\$ 67,249</u>	<u>\$ 153,553</u>	<u>\$ 12,763</u>	<u>\$ 2,201,258</u>

See accompanying notes to the basic financial statements.

CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances
(Modified Cash Basis) – Year Ended June 30, 2022

	<u>General Fund</u>	<u>Street & Alley Fund</u>	<u>Cemetery Perpetual Care Fund</u>	<u>Other Governmental Fund</u>	<u>Total Governmental Funds</u>
REVENUES					
Taxes	\$ 835,490	\$ -	\$ -	\$ -	\$ 835,490
Intergovernmental	80,277	14,911	-	-	95,188
Charges for services	13,253	-	-	1,212	14,465
Fines and forfeitures	108,217	-	-	-	108,217
Licenses and permits	1,421	-	-	-	1,421
Investment income	2,578	78	-	-	2,656
Miscellaneous	66,348	6,000	-	-	72,348
Total revenues	<u>1,107,584</u>	<u>20,989</u>	<u>-</u>	<u>1,212</u>	<u>1,129,785</u>
EXPENDITURES					
Current:					
General government	226,049	-	-	-	226,049
Public safety	329,448	-	-	-	329,448
Highway and streets	-	14,805	-	-	14,805
Culture and recreation	1,192	-	-	-	1,192
Cemetery	5,240	-	-	-	5,240
Capital Outlay	33,759	19,640	-	-	53,399
Total Expenditures	<u>595,688</u>	<u>34,445</u>	<u>-</u>	<u>-</u>	<u>630,133</u>
Revenues over (under) expenditures	<u>511,896</u>	<u>(13,456)</u>	<u>-</u>	<u>1,212</u>	<u>499,652</u>
OTHER FINANCING SOURCES (USES)					
Transfers in	287,997	-	-	-	287,997
Transfers out	(490,035)	-	-	-	(490,035)
Total other financing sources and uses	<u>(202,038)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(202,038)</u>
Net change in fund balances	309,858	(13,456)	-	1,212	297,614
Fund balances - beginning	1,654,215	80,705	153,553	11,551	1,900,024
Fund balances - ending	<u>\$ 1,964,073</u>	<u>\$ 67,249</u>	<u>\$ 153,553</u>	<u>\$ 12,763</u>	<u>\$ 2,197,638</u>

See accompanying notes to the basic financial statements.

CITY OF MINCO, OKLAHOMA
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As of and for the Year Ended June 30, 2022

BASIC FINANCIAL STATEMENTS – PROPRIETARY FUND

CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Proprietary Fund Statement of Net Position (Modified Cash Basis) – June 30, 2022

	<u>Minco Municipal Authority Enterprise Fund</u>
ASSETS	
Cash and cash equivalents	\$ 929,945
Investments	84,705
Restricted:	
Cash and cash equivalents	234,363
Investments	15,500
Total assets	<u>\$ 1,264,513</u>
 LIABILITIES	
Due to other funds	\$ 448
Meter deposit liability	54,625
Total liabilities	<u>55,073</u>
 NET POSITION	
Restricted for debt service	50,875
Restricted for specific government services	143,916
Unrestricted	1,014,649
Total net position	<u>\$ 1,209,440</u>

See accompanying notes to the basic financial statements.

CITY OF MINCO, OKLAHOMA
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Proprietary Fund Statement of Revenues, Expenses and Changes in Net Position (Modified Cash Basis) – Year Ended June 30, 2022

	Minco Municipal Authority Enterprise Fund
OPERATING REVENUES	
Charges for services:	
Water	\$ 375,396
Sewer	82,343
Sanitation	235,320
Miscellaneous income	12,514
Total operating revenues	705,573
OPERATING EXPENSES	
Administration	70,302
Water	375,661
Sewer	181,092
Sanitation	157,586
Total operating expenses	784,641
Operating income (loss)	(79,068)
NON-OPERATING REVENUES (EXPENSES)	
Investment income	1,384
Grant revenue	143,916
Capital outlay	(43,204)
Debt Service:	
Principal retirement	(191,000)
Interest expense and fees	(10,443)
Total non-operating revenues (expenses)	(99,347)
Income (loss) before transfers	(178,415)
Transfers in	490,035
Transfers out	(287,997)
Change in net position	23,623
Total net position - beginning	1,185,817
Total net position - ending	\$ 1,209,440

See accompanying notes to the basic financial statements.

CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Proprietary Fund Statement of Cash Flows (Modified Cash Basis) – Year Ended June 30, 2022

	Minco Municipal Authority Enterprise Fund
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers	\$ 705,573
Payments to suppliers	(574,788)
Payments to employees	(209,853)
Receipts of customer utility deposits	10,093
Refunds of customer utility deposits	(8,910)
Interfund receipts/payments	448
Net cash provided by (used in) operating activities	<u>(77,437)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Transfers from other funds	490,035
Transfers to other funds	(287,997)
Net cash provided by noncapital financing activities	<u>202,038</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Purchases of capital assets	(43,204)
Grant revenue	143,916
Principal paid on debt	(191,000)
Interest and fiscal agent fees paid on debt	(10,443)
Net cash provided by (used in) capital and related financing activities	<u>(100,731)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest and dividends	1,384
Sale (purchase) of investments	(464)
Net cash provided by investing activities	<u>920</u>
Net increase in cash and cash equivalents	24,790
Balances - beginning of year	<u>1,139,518</u>
Balances - end of year	<u>\$ 1,164,308</u>
Reconciliation to Statement of Net Position:	
Cash and cash equivalents	\$ 929,945
Restricted cash and cash equivalents	234,363
Total cash and cash equivalents	<u>\$ 1,164,308</u>
Reconciliation of operating income to net cash provided by operating activities:	
Operating income (loss)	\$ (79,068)
Change in assets and liabilities:	
Interfund receipts/payments	448
Meter deposit liability	1,183
Net cash provided by (used in) operating activities	<u>\$ (77,437)</u>

See accompanying notes to the basic financial statements.

**CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022**

FOOTNOTES TO THE BASIC FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

A. Financial Reporting Entity

The City's financial reporting entity includes two separate legal entities reported as the primary government as follows:

- **The City of Minco** – operates the public safety, streets and public works, cemetery, culture and recreation, and administrative activities of the City.
- **The Minco Municipal Authority (the Authority)** – that operates the water, wastewater, and sanitation services of the City. The City of Minco is the beneficiary of the Authority and the City Council serves as the governing body of the Authority.

The Minco Gas Authority – a related organization that operates the gas service operation of the City. The City of Minco is the beneficiary of the Gas Authority and must approve any indebtedness or obligations of the Gas Authority by a two-thirds (2/3) vote. The Gas Authority governing body consists of five (5) trustees, one (1) of the trustees is also a member of the City Council and four (4) are appointed by current or former trustees of the Gas Authority. The Gas Authority is not fiscally dependent on the City and the daily operations are performed by personnel separate from the City. The Gas Authority is not considered a component unit of the City.

In determining the financial reporting entity, the City complies with the provisions of Governmental Accounting Standards Board Statement No. 14, "*The Financial Reporting Entity*", as amended by Statement 61, and includes all component units for which the City is financially accountable.

The component unit is a Public Trust established pursuant to Title 60 of Oklahoma State law. A Public Trust (Trust) has no taxing power. A Trust is generally created to finance City services through issuance of revenue bonds or other non-general obligation debt and to enable the City Council to delegate certain functions to the governing body (Trustees) of the Trust. The Trust generally retains title to assets which are acquired or constructed with the Trusts debt or other Trust generated resources. In addition, the City has leased certain existing assets at the creation for the Trust to the Trustees on a long-term basis. The City, as beneficiary of the Public Trust, receives title to any residual assets when a Public Trust is dissolved.

The component unit has the City Council as their governing body (trustees) and the City is able to impose its will on the Trust through required approval of all debt obligations issued by these entities.

As required by state law, all debt obligations incurred by the above trust must be approved by two-thirds vote of the City Council. This is considered sufficient imposition of will to demonstrate financial accountability and to include the trust within the City's financial reporting entity. The public trust does not issue separate annual financial statements.

B. Basis of Presentation and Accounting

Government-Wide Financial Statements:

The statement of net position and activities are reported on a modified cash basis of accounting. The modified cash basis of accounting is based on the recording of cash and cash equivalents and changes therein, and only recognizes revenues, expenses, assets and liabilities resulting from cash transactions adjusted for modifications that have substantial support in generally accepted accounting principles. These modifications include adjustments for the following balances arising from cash transactions:

- cash-based interfund receivables and payables
- other cash-based receivables/payables
- investments
- utility deposit liabilities

As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected, and accrued revenue and receivables) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

Program revenues within the statement of activities are derived directly from each activity or from parties outside the City's taxpayers. The City has the following program revenues in each activity:

- General government: License, permits and penalties
- Public safety: Fine revenue, fire runs and operating and operating grants
- Streets and highways: Gas excise and commercial vehicle taxes
- Culture and recreation:
- Cemetery: Lot sales and interments

Governmental Funds:

General Fund – The General Fund is the primary operating fund of the City and is always classified as a major fund. It is used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Funds – used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Capital Project Funds – used to account for and report financial resources that are restricted, committed, or assigned to expend for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Proprietary Funds:

Enterprise Funds – used to account for business-like activities provided to the general public. These activities are financed primarily by user charges and the measurement of financial activity focuses on net income measurement similar to the private sector.

The City’s funds are comprised of the following:

Major Funds:

- General Fund – accounts for all activities not accounted for in other special-purpose funds

The following internal accounts have been combined into the General Fund for the purposes of this report.

- *Cemetery Operating Account – accounts for the maintenance and operations of the cemetery*
 - *Surplus Auction Account – accounts for the proceeds of sales of surplus assets*
 - *Civil Defense Account – accounts for civil defense operations*
 - *City Hall Renovations Account – accounts for renovations to city hall*
 - *Armory Account – accounts for rental income received for the armory.*
- Cemetery Perpetual Care Fund –accounts for donations made for special care to specific lots, monuments or mausoleums. Only the interest from the investment of principal may be used, unless otherwise specified by the donor.
 - Street and Alley Fund – accounts for state shared gasoline excise and commercial vehicle taxes legally restricted for street and alley purposes

Non-Major Fund (Reported as Other Governmental Funds):

Capital Project Fund:

- Cemetery Care Fund – accounts for 12 ½ percent of cemetery revenues from lot sales and interments where the principal is restricted to purchasing cemetery land or making cemetery capital improvements.

The governmental funds are reported on a modified cash basis of accounting. Only current financial assets and liabilities resulting from cash transactions are included on the fund balance sheets. The operating statements present sources and uses of available spendable financial resources during a given period. These fund financial statements use fund balance as their measure of available spendable financial resources at the end of the period. A reconciliation of the governmental funds financial statements to the governmental activities presentation in the government-wide financial statements is not provided.

Proprietary Fund:

The City's proprietary fund is comprised of the following:

- Minco Municipal Authority Fund – accounts for the operation of the water, wastewater and sanitation activities

For purposes of the statement of revenues, expenses and changes in fund net position, operating revenues and expenses are considered those whose cash flows are related to operating activities, while revenues and expenses related to financing, capital and investing activities are reported as non-operating or transfers and contributions.

All of the above noted funds are legally required to adopt annual budgets or appropriations. The public trust (or Trust) is not required to adopt legal annual appropriations. While the trust develops an annual budget, it is for financial management purposes and does not constitute legal appropriations.

C. Cash, Cash Equivalents, and Investments

Cash and cash equivalents includes all demand and savings accounts, certificates of deposit, and any short-term investments with an original maturity of three months or less, and open-end government mutual funds. Investments consist of long-term certificates of deposits and are reported at cost.

D. Compensated Absences

As a result of the use of the modified cash basis of accounting, liabilities related to accrued compensated absences are not recorded in the financial statements. Expenditures/expenses related to compensated absences are recorded when paid. The amount of accrued compensated absences for accumulated, unpaid compensatory time that would be due employees upon termination is reported as a commitment in Note 8.

E. Fund Balances and Net Position

Fund Statements:

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned, and unassigned. These classifications are defined as:

- a. Nonspendable – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
- b. Restricted – consists of fund balance with constraints placed on the use of resources either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) laws through constitutional provisions or enabling legislation.

- c. Committed – includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the city’s highest level of decision-making authority. The City’s highest level of decision-making authority is made by ordinance. The City currently reports no committed fund balance.
- d. Assigned – includes amounts that are constrained by the city’s intent to be used for specific purposes but are neither restricted nor committed. Assignments of fund balance may be made by city council action or management decision when the city council has delegated that authority. Assignments for transfers and interest income for governmental funds are made through the budgetary process.
- e. Unassigned – represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes within the General Fund.

It is the City’s policy to first use restricted fund balance prior to the use of the unrestricted fund balance when an expense is incurred for purposes for which both restricted and unrestricted fund balance is available. The City’s policy for the use of the unrestricted fund balance amounts require that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Net Position:

Net Position is displayed in two components:

- a. *Restricted Net Position* - Consists of net position with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments, 2) law through constitutional provisions or enabling legislation, or 3) City Council motion.
- b. *Unrestricted Net Position* - All remaining net position that does not meet the definition of “restricted”.

It is the City’s policy to first use restricted net position prior to the use of unrestricted net position when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

F. Internal and Interfund Balances and Transfers

The City’s policy is to eliminate interfund transfers and balances in the statement of activities and net position to avoid the grossing up of balances. Only the residual balances transferred between governmental and business-type activities are reported as internal transfers and internal balances then offset in the total column in the government-wide statements. Internal transfers and balances between funds are not eliminated in the fund financial statements.

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2. Deposits and Investments

For the year ended June 30, 2022, the City recognized \$4,040 of investment income. Due to the minimal rates of return on allowable investments in the current environment, most of the City's deposits are on demand and short-term time deposits with maturity dates of a year or less.

At June 30, 2022, the primary government held the following deposits and investments:

Type	Credit Rating	Carrying Value
Deposits:		
Demand deposits		\$ 1,326
Time deposits		3,413,207
		3,414,533
Investments:		
Cavalan Hill U.S. Treasury - Admin #0002	AAAm	50,790
		50,790
Total deposits and investments		\$ 3,465,323
Reconciliation to Statement of Net Position:		
Cash and cash equivalents		\$ 3,205,106
Investments		260,217
		\$ 3,465,323

Custody Credit Risk - Custodial credit risk is the risk that in the event of a bank failure, the government deposits may not be returned to it. The City is governed by the State Public Deposit Act which requires that the City obtain and hold collateral whose fair value exceeds the amount of uninsured deposits. Investment securities are exposed to custody credit risk if the securities are uninsured, are not registered in the name of the government, and if held by a counterparty or a counterparty's trust, department or agent, but not in the government's name.

As of June 30, 2022, the City was not exposed to custodial credit risk as defined above.

Investment Interest Rate Risk - the City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Investment Credit Risk - The City has no investment policy that limits its investment choices other than the limitations of state law that generally authorize investments in: (1) full faith and credit, direct obligations of the U. S. Government, its agencies and instrumentalities, and the State of Oklahoma and certain mortgage insured federal debt; (2) certificates of deposit or savings accounts that are either insured or secured with acceptable collateral; (3) negotiable certificates of deposit, prime bankers acceptances, prime commercial paper and repurchase agreements with certain limitations; (4) county, municipal or school district tax supported debt obligations, bond or revenue anticipation notes, money judgments, or bond or revenue anticipation notes of public trusts whose beneficiary is a county, municipality or school district; and government money market funds regulated by the SEC. These investment limitations do not apply to the City's public trusts.

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Concentration of Investment Credit Risk - the City places no limit on the amount it may invest in any one issuer.

Restricted Cash and Investments – The amounts reported as restricted assets on the Proprietary Fund Statement of Net Position are comprised of amounts restricted for debt service, debt reserve, utility deposits, and unspent ASCOG monies. The restricted assets as of June 30, 2022 are as follows:

<u>Type of Restricted Assets</u>	<u>Cash and cash equivalents</u>	<u>Investments</u>	<u>Total</u>
Utility Deposits	\$ 39,572	\$ 15,500	\$ 55,072
Trustee accounts	50,790	-	50,790
ARPA grant	143,916		143,916
ASCOG account	85	-	85
Total	<u>\$ 234,363</u>	<u>\$ 15,500</u>	<u>\$ 249,863</u>

3. Sales Tax Revenue

Sales tax revenue represents a four cent tax on each dollar of taxable sales. The four cents are recorded in the General Fund and then three cents are transferred to the Authority for debt service and the unused sales tax is transferred back to the General Fund.

4. Property Tax Levy

The City presently levies no property tax. In accordance with state law, a municipality may only levy a property tax to retire general obligation debt approved by the voters and to pay judgments rendered against the City.

5. Internal and Interfund Balances and Transfers

The City’s policy is to eliminate interfund receivables and payables between funds in the Statement of Net Position to avoid the grossing up of balances. Only the residual balances due between governmental and business-type activities are reported as internal balances and then offset in the total column.

<u>Due From</u>	<u>Due To</u>	<u>Amount</u>	<u>Nature of Balance</u>
Meter Fund	General Fund	\$ 448	Deposit correction
Total		<u>\$ 448</u>	

Reconciliation to Fund Financial Statements:

	<u>Due From</u>	<u>Due To</u>	<u>Net Internal Balances</u>
Governmental Funds	\$ 448	\$ -	\$ 448
Proprietary Funds	-	(448)	(448)
Total	<u>\$ 448</u>	<u>\$ (448)</u>	<u>\$ -</u>

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Transfers between funds and legal entities are comprised of the following:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Purpose of Transfer</u>
General Fund	Minco Municipal Authority	\$ 490,035	Sales tax transfer
Minco Municipal Authority	General Fund	287,997	Partial return of sales tax transfer
Total		<u>\$ 778,032</u>	

Reconciliation to Fund Financial Statements:

	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Net Transfers</u>
Governmental Funds	\$ 287,997	\$ (490,035)	\$ (202,038)
Proprietary Funds	490,035	(287,997)	202,038
	<u>\$ 778,032</u>	<u>\$ (778,032)</u>	<u>\$ -</u>

6. Risk Management

The City and its public trusts are exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employee health and life; and natural disasters. The City purchases commercial insurance for protection against loss other than health, life, and workers compensation. Deductibles on property, vehicle, and general liability policies range from \$0 - \$5,000. Settled claims have not exceeded the commercial coverage during the past three years.

The City is a member of the Oklahoma Municipal Assurance Group Workers' Compensation Plan (the Plan), an organization formed for the purpose of providing workers' compensation coverage through the State Insurance Fund to participating municipalities in the State of Oklahoma. In that capacity, the Plan is responsible for providing loss control services and certain fiscal activities, including obtaining contract arrangements for the underwriting, excess insurance agreements, claims processing, and legal defense for any and all claims submitted to it during the Plan year.

As a member of the Plan, the City is required to pay fees set by the Plan according to an established payment schedule. The City is responsible for complying with all requirements of the Oklahoma Workers' Compensation Act. A Loss Fund has been established from the proceeds of fees paid by the City. The City's Loss Fund balance at June 30, 2022 was \$3,511. The State Insurance Fund provides coverage in excess of the Loss Fund so the City's liability for claim loss is limited to the balance of that fund. However, failure of the State Insurance to honor its obligations could result in losses to the Plan.

7. Employee Retirement Plan Participation

The City of Minco participates in two pension or retirement plans:

- Oklahoma Firefighter's Pension and Retirement System (OFPRS) – a statewide cost-sharing plan
- Simple IRA – a defined contribution plan

OFPRS

The City of Minco, as the employer, participates in a statewide cost-sharing multiple employer defined benefit pension plan through the Oklahoma Firefighter's Pension and Retirement System (OFPRS) as a result of the employment of volunteer firefighters. The OFPRS defined benefit pension plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Pursuant to the requirements of Title 11, section 22-102, the City must participate in the plan if they employ fulltime or volunteer firefighters. For 2022, 2021, and 2020, the City's annual required contribution was \$1,260, \$1,020, and \$1,320, respectively, for the OFPRS plan and was equal to the City's actual contribution for each year.

The OFPRS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to:

OFPRS
4545 N. Lincoln Blvd., Suite 265
Oklahoma City, OK 73105-3414

Simple IRA Defined Contribution Plan

The City enacted a Simple IRA Plan utilizing the IRS Form 5304-SIMPLE for its employees. A Simple IRA is an individual retirement account described in section 408(a) to which the only contributions that can be made are contributions under a Simple Plan and rollovers or transfers from another Simple IRA. The Simple Plan is a defined contribution plan. The City also administers the Simple Plan.

Employee Eligibility Requirements – All employees are eligible.

Salary Reduction Agreement – For a calendar year, an eligible employee may make or modify a salary reduction election during the 60-day period immediately preceding January 1 of that year. However, for the year in which the employee becomes eligible to make salary reduction contributions, the period during which the employee may make or modify the election is a 60-day period that includes either the date the employee becomes eligible or the day before. In addition to the election periods described above, eligible employees may make salary reduction elections or modify prior elections monthly.

Contributions – For each calendar year, the City will contribute a matching contribution to each eligible employee's SIMPLE IRA equal to the employee's salary reduction contributions up to a limit of 5% of the employee's compensation for the calendar year. Contributions are made on a monthly basis. Contributions made during the fiscal year are as follows: City - \$8,203; Employees - \$10,043.

Vesting Requirements – All contributions made under this Simple Plan are fully vested and non-forfeitable.

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No Withdrawal Restrictions – The City may not require the employee to retain any portion of the contribution in his or her Simple IRA or otherwise impose any withdrawal restrictions.

Selection of IRA Trustee – The City must permit each eligible employee to select the financial institution that will serve as the trustee, custodian, or issuer of the Simple IRA to which the City will make all contributions on behalf of the employee. The custodian of the Simple Plan is Metropolitan Life Insurance.

Amendments – The Simple Plan may not be amended except to modify the entries inserted in the blanks or boxes provided in Articles I, II, III, VI, and VIII.

8. Commitments and Contingencies

Compensated Absences:

As a result of the City’s use of the modified cash basis of accounting, accrued liabilities related to compensated absences (vacation and comp leave) earned but unpaid at year-end are not reflected in the basic financial statements. The compensated absence commitment at June 30, 2022 for the City and Municipal Authority is \$4,926 and \$1,946, respectively.

Long-Term Debt:

For the year ended June 30, 2022, the reporting entity’s long-term debt changed as follows:

Type of Debt	Balance July 01, 2021	Additions	Deductions	Balance June 30, 2022	Due Within One Year
Business-Type Activities:					
Notes payable-direct borrowings/placements	\$ 505,000	\$ -	\$ 191,000	\$ 314,000	\$ 196,000
Total Business-Type Activities	<u>\$ 505,000</u>	<u>\$ -</u>	<u>\$ 191,000</u>	<u>\$ 314,000</u>	<u>\$ 196,000</u>
Total Long-Term Debt	<u>\$ 505,000</u>	<u>\$ -</u>	<u>\$ 191,000</u>	<u>\$ 314,000</u>	<u>\$ 196,000</u>

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As of and for the Year Ended June 30, 2022**

Business-Type Activities:

Long-term commitments payable from net revenues generated by the utility resources or other resources pledged to the City’s business-type activities at June 30, 2022, includes the following:

Notes Payable-direct borrowings/placements:

Utility System and Sales Tax Revenue Note, Series 2014, original issue amount of \$1,680,000 secured by sales tax and utilities revenues, payable in semi-annual installments, interest rate of 2.28%, final maturity April 1, 2024. The collateral for this note is a pledge of certain water and sanitary sewer system revenues and certain sales tax. In the event of default, the lender has all rights and remedies as allowed by law including: 1) suit for specific performance of any or all of the covenants of the borrower contained in the note indenture or in the bonds; 2) appointment of temporary trustees to take over, operate and maintain the System on a profitable basis; 3) acceleration of the payment of principal and of interest accrued on all bonds and any additional parity bonds; 4) suit at law or equity to enforce or enjoin the action or inaction of parties under the provisions of the note indenture or the Sales Tax Agreement.

	\$ 314,000
Total Notes Payable	\$ 314,000
Current portion	\$ 196,000
Non-current portion	118,000
Total Notes Payable	\$ 314,000

Payment Requirements to Maturity:

<u>Year Ending June 30,</u>	Business Type Activities	
	Notes Payable-direct borrowings/placements	
	<u>Principal</u>	<u>Interest</u>
2023	\$ 196,000	\$ 6,042
2024	118,000	1,573
Totals	\$ 314,000	\$ 7,615

CITY OF MINCO, OKLAHOMA
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Sales Tax and Utility Net Revenues Pledge – The City has three cents (or 75%) of pledged sales tax revenues for debt service coverage purposes (if needed) and net utility revenues to repay the \$1,680,000 Series 2014 Utility System and Sales Tax Revenue Note. Proceeds from the bonds provided financing for capital assets. The bonds are payable from pledged sales tax revenues and net utility revenues and are payable through 2024. The total principal and interest for the remainder of the life of the bond is \$321,615. Pledged sales taxes received in the current year were \$490,035 and net utility revenues were negative \$169,316. Debt service payments of \$201,443 for the current fiscal year were 62.8% of pledged sales taxes and net utility revenues.

Litigation:

The City and its public trusts are parties to various legal proceedings or have threatened litigation which normally occurs in the course of municipal governmental operations. The financial statements do not include accruals or provisions for loss contingencies that may result from these proceedings. State Constitution and statutes provide for the levy of an ad valorem tax over a three-year period by a Sinking Fund for the payment of any court assessed judgment rendered against the City. (This provision is not available to public trusts.) While the outcome of the above noted proceedings or threatened litigation cannot be predicted, due to the insurance coverage maintained by the City and the State statute relating to judgments, the City feels that any settlement or judgment not covered by insurance would not have a material adverse effect on the financial condition of the City.

Federal and State Award Programs:

The City of Minco participates in various federal or state grant/loan programs from year to year. In 2022, the City's involvement in federal and state award programs was not significant. The grant/loan programs are often subject to additional audits by agents of the granting or loaning agency, the purpose of which is to ensure compliance with the specific conditions of the grant or loan. The City has not been notified of any noncompliance with federal or state award requirements.

SUPPLEMENTAL AND OTHER INFORMATION

CITY OF MINCO, OKLAHOMA
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As of and for the Year Ended June 30, 2022

Budgetary Comparison Schedule (Modified Cash Basis) – General Fund – Year Ended June 30, 2022 (Unaudited)

	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Final Budget -</u> <u>Positive (Negative)</u>
Beginning Budgetary Fund Balance	\$ 1,471,666	\$ 1,471,666	\$ 1,471,666	\$ -
Resources (Inflows)				
Taxes	590,000	800,000	835,490	35,490
Intergovernmental	33,500	33,500	80,277	46,777
Fines and forfeitures	180,700	180,700	108,217	(72,483)
Licenses and permits	1,200	1,200	1,421	221
Investment income	2,000	2,000	1,865	(135)
Miscellaneous	22,000	22,000	48,638	26,638
Transfers in	107,250	267,250	287,997	20,747
Total Resources	<u>936,650</u>	<u>1,306,650</u>	<u>1,363,905</u>	<u>57,255</u>
Amounts Available for Appropriation	<u>2,408,316</u>	<u>2,778,316</u>	<u>2,835,571</u>	<u>57,255</u>
Charges to Appropriations (Outflows)				
General government	197,781	221,481	190,584	30,897
Police	336,085	369,485	319,455	50,030
Fire	40,800	40,800	22,589	18,211
Municipal court	15,210	15,060	12,430	2,630
Parks	22,000	22,000	1,192	20,808
Code enforcement	45,527	45,527	42,949	2,578
First responders	1,200	1,200	1,200	-
Planning commission	2,000	2,000	-	2,000
Transfers out	311,250	490,250	490,035	215
Total Charges to Appropriations	<u>971,853</u>	<u>1,207,803</u>	<u>1,080,434</u>	<u>127,369</u>
Fund balances - ending	<u>\$ 1,436,463</u>	<u>\$ 1,570,513</u>	<u>\$ 1,755,137</u>	<u>\$ 184,624</u>

Reconciliation to General Fund Revenues, Expenditures and Changes in Fund Balance:

Cemetery Operating Account	144,070
Civil Defense Account	689
OWRB Emergency Grant Account	52
Surplus Auction Account	300
Armory Account	63,825
Fund Balance per Statement of Revenues, Expenditures and Changes in Fund Balance	<u>\$ 1,964,073</u>

Footnotes to Budgetary Comparison Schedules:

1. The budgetary comparison schedule is reported on the same modified cash basis as governmental funds within the basic financial statement.

2. The legal level of appropriation control is the department level within a fund. Transfer appropriations and supplemental appropriations require City Council's approval.

**CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022**

Combining Balance Sheet – General Fund Accounts (Modified Cash Basis) – June 30, 2022

	General Account	Cemetery Operating Account	Civil Defense Account	City Hall Renovations Account	Surplus Auction Account	Armory Account	Totals
ASSETS							
Cash and cash equivalents	\$ 1,708,309	\$ 144,070	\$ 689	\$ 52	\$ 300	\$ 63,825	\$ 1,917,245
Investments	50,000	-	-	-	-	-	50,000
Due from other funds	448	-	-	-	-	-	448
Total assets	<u>\$ 1,758,757</u>	<u>\$ 144,070</u>	<u>\$ 689</u>	<u>\$ 52</u>	<u>\$ 300</u>	<u>\$ 63,825</u>	<u>\$ 1,967,693</u>
LIABILITIES AND FUND BALANCES							
Liabilities:							
Deposits subject to refund	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Payable to other governments	1,620	-	-	-	-	-	1,620
Total liabilities	<u>3,620</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,620</u>
FUND BALANCES							
Fund balances:							
Restricted for:							
Public safety	38,780	-	-	-	-	-	38,780
Assigned for:							
Capital projects	113,702	-	-	52	-	63,825	177,579
Public safety	51,079	-	689	-	-	-	51,768
Cemetery	-	144,070	-	-	-	-	144,070
Unassigned	1,551,576	-	-	-	300	-	1,551,876
Total fund balances	<u>1,755,137</u>	<u>144,070</u>	<u>689</u>	<u>52</u>	<u>300</u>	<u>63,825</u>	<u>1,964,073</u>
Total liabilities and fund balances	<u>\$ 1,758,757</u>	<u>\$ 144,070</u>	<u>\$ 689</u>	<u>\$ 52</u>	<u>\$ 300</u>	<u>\$ 63,825</u>	<u>\$ 1,967,693</u>

CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Combining Schedule of Revenues, Expenditures and Changes in Fund Balance – General Fund Accounts (Modified Cash Basis) – Year Ended June 30, 2022

	General Account	Cemetery Operating Account	Civil Defense Account	OWRB Emergency Grant Account	Surplus Auction Account	Armory Account	Total
REVENUES							
Taxes	\$ 835,490	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 835,490
Intergovernmental	80,277	-	-	-	-	-	80,277
Charges for services	-	13,253	-	-	-	-	13,253
Fines and forfeitures	108,217	-	-	-	-	-	108,217
Licenses and permits	1,421	-	-	-	-	-	1,421
Investment income	1,865	651	-	-	-	62	2,578
Miscellaneous	48,638	6,710	-	-	-	11,000	66,348
Total revenues	<u>1,075,908</u>	<u>20,614</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,062</u>	<u>1,107,584</u>
EXPENDITURES							
Current:							
General government	226,000	-	-	-	-	49	226,049
Public Safety	329,448	-	-	-	-	-	329,448
Culture and recreation	1,192	-	-	-	-	-	1,192
Cemetery	-	5,240	-	-	-	-	5,240
Capital outlay	33,759	-	-	-	-	-	33,759
Total expenditures	<u>590,399</u>	<u>5,240</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>49</u>	<u>595,688</u>
Revenues over (under) expenditures	<u>485,509</u>	<u>15,374</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,013</u>	<u>511,896</u>
OTHER FINANCING SOURCES (USES)							
Transfers in	287,997	-	-	-	-	-	287,997
Transfers out	(490,035)	-	-	-	-	-	(490,035)
Total other financing sources (uses)	<u>(202,038)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(202,038)</u>
Net change in fund balances	283,471	15,374	-	-	-	11,013	309,858
Fund balances - beginning	1,471,666	128,696	689	52	300	52,812	1,654,215
Fund balances - ending	<u>\$ 1,755,137</u>	<u>\$ 144,070</u>	<u>\$ 689</u>	<u>\$ 52</u>	<u>\$ 300</u>	<u>\$ 63,825</u>	<u>\$ 1,964,073</u>

**CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022**

Combining Balance Sheet – Nonmajor Governmental Fund (Modified Cash Basis) – June 30, 2022

	Capital Project Fund
	Cemetery Care Fund
ASSETS	
Cash and cash equivalents	\$ 12,763
Total assets	\$ 12,763
 Fund balances:	
Restricted for:	
Cemetery	\$ 12,733
Assigned for:	
Cemetery	30
Total fund balances	12,763
Total liabilities and fund balances	\$ 12,763

**CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022**

Combining Statement of Revenues, Expenditures and Changes in Fund Balance – Nonmajor Governmental Fund (Modified Cash Basis) – Year Ended June 30, 2022

	Capital Project Fund
	Cemetery Care Fund
REVENUES	
Miscellaneous	\$ 1,212
Total revenues	1,212
EXPENDITURES	
Cemetery	-
Total expenditures	-
Revenues over expenditures	1,212
Net change in fund balances	1,212
Fund balances - beginning	11,551
Fund balances - ending	\$ 12,763

**CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022**

Schedule of Expenditures of Federal and State Awards – For year ended June 30, 2022

Federal/State Grantor/Pass Thru Agency Grantor/Program Title	Federal AL Number	Pass Thru Grant #	Award Amount	Contract Expenditures
FEDERAL AWARDS:				
<u>U.S. DEPARTMENT OF TREASURY:</u>				
Coronavirus State and Local Fiscal Recovery	21.027	ARPA	\$ 289,205	\$ -
<u>FEDERAL EMERGENCY MANAGEMENT AGENCY:</u>				
FEMA-Severe Winter Storms	97.036	FEMA-4575-DR	<u>49,094</u>	<u>12,734</u>
Total Federal Awards			<u>\$ 338,299</u>	<u>\$ 12,734</u>
STATE AWARDS:				
<u>OKLAHOMA DEPARTMENT OF AGRICULTURE:</u>				
Forestry Services - Rural Fire Grant	N/A	Rural Fire Grant	\$ 4,763	\$ 4,763
<u>FEDERAL EMERGENCY MANAGEMENT AGENCY:</u>				
FEMA-Severe Winter Storms	N/A	FEMA-4247-DR	<u>4,067</u>	<u>4,067</u>
Total State Awards			<u>\$ 8,830</u>	<u>\$ 8,830</u>

Notes to Schedule of Expenditures of Federal Awards for the Year Ended June 30, 2022

Note A. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the “Schedule”) includes the federal award activity of the City of Minco under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of the *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the City of Minco, it is not intended to and does not present the financial position, changes in net position, or cash flows of the City of Minco.

Note B. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the modified cash basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

Note C. Indirect Cost Rate

The City of Minco has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Schedule of Debt Service Coverage Compliance

	Series 2014
	<u>Promissory Note</u>
GROSS REVENUE AVAILABLE:	
Operating revenues	\$ 457,739
Sales tax appropriated and transferred from the City General Fund	<u>490,035</u>
Total Gross Revenue Available	<u>947,774</u>
OPERATING EXPENSES:	
Total Operating Expenses	<u>627,055</u>
Net Revenue Available for Debt Service	<u>\$ 320,719</u>
Annual Debt Service on all Obligations Payable From Revenues of the System	<u>\$ 201,443</u>
Computed Coverage	<u>159%</u>
Coverage Requirement	<u>125%</u>

**CITY OF MINCO, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022**

INTERNAL CONTROL AND COMPLIANCE



INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and Members of the City Council
City of Minco, Oklahoma

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Minco, Oklahoma (the “City”), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City’s basic financial statements and have issued our report thereon dated January 4, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City’s 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 the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section 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. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2022-001 through 2022-003 that we consider to be material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

HSPG & ASSOCIATES, PC

City's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

HSPG & Associates, P.C.

January 4, 2023

**CITY OF MINCO, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
Year Ended June 30, 2022**

Finding 2022-001 Utility Billings

Criteria: Controls should be sufficient to ensure the protection and safeguarding of City assets.

Condition: Controls were not sufficient to ensure utility billing collections were adequately monitored, recorded, and deposited.

Cause: Controls were not properly designed or adequately monitored to prevent or detect in a timely manner payments from customers to the City for utility services provided that were not properly accounted for or deposited.

Effect: Based on an analysis performed at the request of the City, the City has estimated that beginning in June 2020 through January 2022, approximately \$20,000 in utility payments were missing due to misappropriation by a former employee. Subsequent to January 2022, the City was able to collect \$10,000 in restitution.

Recommendation: Management should remain aware of the risk of any incompatible duties and attempt to mitigate that risk with increased oversight to the extent feasible. Management should review its utility billing and related collection procedures to ensure all utility billings and collections are adequately safeguarded.

Views of Responsive Officials of Auditee: Additional protocols have been adopted as follows:

- **Voided receipts** are now kept with the nightly closeouts. They are verified with explanation of the void and two signatures are required.
- **Meter deposit payments** are receipted in a three-part invoice book which allows a copy to be applied with the water application including an additional receipt to verify the payment is being entered into the register.
- **Adjustments** are signed by the mayor with an explanation of adjustment. At the end of the month these adjustments are verified with the billing adjustment report.

**CITY OF MINCO, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
Year Ended June 30, 2022**

Finding 2022-002 Segregation of Duties

Criteria: Controls should properly segregate duties so that a single employee does not have access to both the physical asset and the related accounting records or to all phases of a transaction.

Condition: Controls were not always adequately segregated to prevent employees from having incompatible duties.

Cause: Due to the City's small staff size, certain duties are performed by personnel that would often be segregated in larger organizations.

Effect: Unauthorized transactions may occur and not be detected due to employees performing incompatible duties.

Recommendation: Management should remain aware of the risk of any incompatible duties and attempt to mitigate that risk with increased oversight to the extent feasible.

Views of Responsive Officials of Auditee: With the additional protocols listed in finding 2022-001, the City will also have two employees verify the nightly deposit.

**CITY OF MINCO, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
Year Ended June 30, 2022**

Finding 2022-003 Staffing

Criteria: Controls should be in place to ensure all employees, both paid and volunteer, are properly trained and supervised. Further, all employees handling cash should be bonded consistent with the City's guidelines.

Condition: From time to time, certain administrative functions may be performed by volunteers. These volunteers should be appropriately trained, supervised, and bonded.

Cause: Due to the ad-hoc nature of the volunteers, the City has not established formal training or bonding requirements.

Effect: Persons serving as volunteers may not be subjected to the same requirements as the City's paid staff.

Recommendation: Volunteers can help alleviate paid staff having to perform incompatible duties or to provide assistance during needed times. However, we recommend that all volunteers be subjected to the same requirements as paid staff, including the necessary training, supervision, and bonding.

Views of Responsive Officials of Auditee: All volunteers should be trained in functions they are performing and going forward there must be an hourly staff member supervising volunteers helping with all functions within City Hall. The City will include a bond for volunteers to ensure the City is protected.