

CITY OF LANCASTER, MISSOURI

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2012

## TABLE OF CONTENTS

Independent Auditor's Report	1-2
<u>BASIC FINANCIAL STATEMENTS</u>	
Statement of Net Position—Cash Basis	3
Statement of Activities—Cash Basis	4
Balance Sheet—Cash Basis—Governmental Funds	5
Statement of Revenues, Expenditures, and Changes in Fund Balances—Cash Basis—Governmental Funds	6
Statement of Net Position—Cash Basis—Proprietary Funds	7
Statement of Revenues, Expenditures, and Changes in Fund Net Position—Cash Basis—Proprietary Funds	8
Notes to Basic Financial Statements	9-17
<u>OTHER SUPPLEMENTAL INFORMATION</u>	
Budgetary Comparison Schedule—Cash Basis—General Fund	18
Notes to Budgetary Comparison Schedule	19
Combining Balance Sheet—Cash Basis—Non-Major Governmental Funds	20
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances—Cash Basis—Non-Major Governmental Funds	21
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 <i>Government Auditing Standards</i>	22-23

# *JOHN W. GILLUM, CPA, LLC*

CERTIFIED PUBLIC ACCOUNTANT

Member:  
Missouri Society of  
Certified Public Accountants  
American Institute of  
Certified Public Accountants  
AICPA Private Companies Practice  
Section (PCPS)

310 S. Elson Street  
P.O. Box 1068  
Kirksville, Missouri 63501  
Telephone (660) 627-1259  
Toll Free 800-397-3630  
Fax (660) 627-1250  
email johngillumcpa@yahoo.com

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Aldermen  
City of Lancaster, Missouri  
Lancaster, Missouri

We have audited the accompanying financial statements of City of Lancaster, Missouri, as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1; this includes determining that the 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 error or fraud.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position—cash basis of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Lancaster, Missouri, as of December 31, 2012, and the respective changes in financial position—cash basis, thereof for the year then ended in accordance with the basis of accounting as described in Note 1.

**Basis of Accounting**

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

**Change in Accounting Principle**

As discussed in Note 7 to the financial statements, the City converted its financial statements from the modified cash basis of accounting to the cash basis of accounting. Our opinion is not modified with respect to this matter.

**Other Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Lancaster, Missouri's basic financial statements. The combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such 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 and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Disclaimer of Opinion on Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Lancaster, Missouri's basic financial statements. The budgetary comparison information on pages 18–19, which is the responsibility of management, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

John W. Gillum, CPA, LLC  
Certified Public Accountant  
Kirksville, Missouri  
June 9, 2014

BASIC FINANCIAL STATEMENTS

City of Lancaster, Missouri  
Statement of Net Position—Cash Basis  
December 31, 2012

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 151,054	\$ 366,992	\$ 518,046
Investments	5,700	24,300	30,000
Restricted cash & cash equivalents	<u>1,464</u>	<u>56,108</u>	<u>57,572</u>
Total Assets	<u>\$ 158,218</u>	<u>\$ 447,400</u>	<u>\$ 605,618</u>
 <b>NET POSITION</b>			
Restricted	\$ 1,464	\$ 56,108	\$ 57,572
Unrestricted	<u>156,754</u>	<u>391,292</u>	<u>548,046</u>
Total Net Position	<u>\$ 158,218</u>	<u>\$ 447,400</u>	<u>\$ 605,618</u>

See Accompanying Notes to Financial Statements

City of Lancaster, Missouri  
Statement of Activities—Cash Basis  
For the Year Ended December 31, 2012

FUNCTIONS/PROGRAMS	Program Revenues			Net (Expenses) Revenue & Changes in Net Assets		
	Expenses	Charges for Services	Op Grants/ Contrib.	Capital Grants/ Contrib.	Business Type Activities	Total
Governmental activities						
General government	\$ 51,565	\$ 3,238	\$ 130,533	\$ -	\$ 82,206	\$ 82,206
Public safety	39,740	2,242	-	-	(37,498)	(37,498)
Streets	89,215	-	87,891	-	(1,324)	(1,324)
Parks and recreation	6,561	3,894	832	-	(1,835)	(1,835)
Cemetery	701	-	-	-	(701)	(701)
Capital outlay	148,327	-	-	-	(148,327)	(148,327)
Total governmental activities	<u>336,109</u>	<u>9,374</u>	<u>219,256</u>	<u>-</u>	<u>(107,479)</u>	<u>(107,479)</u>
Business-type activities						
Water	163,452	243,297	-	-	79,845	79,845
Sewer	74,530	101,781	-	-	27,251	27,251
Trash	31,741	32,824	-	-	1,083	1,083
Capital outlay	64,826	-	-	-	(64,826)	(64,826)
Payments on long-term debt	29,700	-	-	-	(29,700)	(29,700)
Total business-type activities	<u>364,249</u>	<u>377,902</u>	<u>-</u>	<u>-</u>	<u>13,653</u>	<u>13,653</u>
Total primary government	<u>\$ 700,358</u>	<u>\$ 387,276</u>	<u>\$ 219,256</u>	<u>\$ -</u>	<u>(107,479)</u>	<u>(93,826)</u>
<b>GENERAL REVENUES</b>						
Taxes						
Property		54,032			-	54,032
Franchise		12,738			-	12,738
Surtax		1,693			-	1,693
Sales tax		17,231			-	17,231
Investment income		2,860		3,608	-	6,468
Payment in lieu of taxes		3,296		-	-	3,296
Other		7,396		-	-	7,396
Total general revenues		<u>99,246</u>		<u>3,608</u>	<u>-</u>	<u>102,854</u>
Change in net position before transfers		<u>(8,233)</u>		<u>17,261</u>	<u>-</u>	<u>9,028</u>
Transfer in (out)		<u>(412)</u>		<u>412</u>	<u>-</u>	<u>-</u>
Change in net position		<u>(8,645)</u>		<u>17,673</u>	<u>-</u>	<u>9,028</u>
Change in accounting principle		-		(1,061,057)	-	(1,061,057)
Prior period adjustment		42,848		(24,268)	-	18,580
Net position—Beginning		<u>124,015</u>		<u>1,515,052</u>	<u>-</u>	<u>1,639,067</u>
Net position—Ending		<u>\$ 158,218</u>		<u>\$ 447,400</u>	<u>\$ -</u>	<u>\$ 605,618</u>

See Accompanying Notes to Financial Statements

City of Lancaster, Missouri  
 Balance Sheet—Cash Basis  
 Governmental Funds  
 December 31, 2012

	<u>General</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
 <u>ASSETS</u>			
Cash and cash equivalents	\$ 131,647	\$ 19,407	\$ 151,054
Investments	5,700	-	5,700
Restricted cash and cash equivalents	<u>-</u>	<u>1,464</u>	<u>1,464</u>
 TOTAL ASSETS	 <u>\$ 137,347</u>	 <u>\$ 20,871</u>	 <u>\$ 158,218</u>
 <u>FUND BALANCES</u>			
Restricted	\$ -	\$ 1,464	\$ 1,464
Committed	65,789	-	65,789
Unassigned	<u>71,558</u>	<u>19,407</u>	<u>90,965</u>
 TOTAL FUND BALANCES	 <u>\$ 137,347</u>	 <u>\$ 20,871</u>	 <u>\$ 158,218</u>

See Accompanying Notes to Financial Statements



City of Lancaster, Missouri  
Statement of Revenues, Expenditures, And  
Changes in Fund Balances—Cash Basis  
Governmental Funds  
For The Year Ended December 31, 2012

	<u>General</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>REVENUES:</b>			
Taxes			
Property taxes	\$ 43,463	\$ 10,569	\$ 54,032
Sales tax	17,231	-	17,231
Franchise tax	12,738	-	12,738
Surtax	1,693	-	1,693
Road and bridge tax	10,637	-	10,637
Motor vehicle—fees	2,846	-	2,846
User fees—gas tax	18,536	-	18,536
Motor vehicle—sales tax	55,872	-	55,872
Licenses & permits	3,238	-	3,238
Investment earnings	2,713	147	2,860
Grants	130,533	832	131,365
User fees—rent	-	3,894	3,894
Fines	2,242	-	2,242
Payment in lieu of taxes	3,296	-	3,296
Other	<u>6,860</u>	<u>536</u>	<u>7,396</u>
Total Revenues	311,898	15,978	327,876
<b>EXPENDITURES</b>			
General government	51,565	-	51,565
Streets	89,215	-	89,215
Public safety	39,740	-	39,740
Cemetery	701	-	701
Parks and recreation	-	6,561	6,561
Capital outlay	<u>147,144</u>	<u>1,183</u>	<u>148,327</u>
Total Expenditures	<u>328,365</u>	<u>7,744</u>	<u>336,109</u>
Excess (deficiency) of revenues over (under) expenditures	(16,467)	8,234	(8,233)
Transfers in (out)	<u>(554)</u>	<u>142</u>	<u>(412)</u>
Change in fund balance	(17,021)	8,376	(8,645)
Prior period adjustment	42,514	334	42,848
Fund balances—beginning	<u>111,854</u>	<u>12,161</u>	<u>124,015</u>
Fund balances—ending	\$ <u>137,347</u>	\$ <u>20,871</u>	\$ <u>158,218</u>

See Accompanying Notes to Financial Statements

City of Lancaster, Missouri  
Statement of Net Position—Cash Basis  
Proprietary Funds  
December 31, 2012

	<u>Water</u>	<u>Sewer</u>	<u>Total Proprietary Funds</u>
<u>ASSETS</u>			
Current Assets:			
Cash and cash equivalents	\$ 323,534	\$ 43,458	\$ 366,992
Investments	<u>24,300</u>	<u>-</u>	<u>24,300</u>
Total Current Assets	347,834	43,458	391,292
Non-Current Assets:			
Restricted cash and cash equivalents	<u>56,108</u>	<u>-</u>	<u>56,108</u>
TOTAL ASSETS	<u>\$ 403,942</u>	<u>\$ 43,458</u>	<u>\$ 447,400</u>
 <u>NET POSITION</u>			
Restricted	\$ 56,108	\$ -	\$ 56,108
Unrestricted	<u>347,834</u>	<u>43,458</u>	<u>391,292</u>
TOTAL FUND BALANCES	<u>\$ 403,942</u>	<u>\$ 43,458</u>	<u>\$ 447,400</u>

See Accompanying Notes to Financial Statements

City of Lancaster, Missouri  
Statement of Revenues, Expenditures,  
And Changes in Fund Net Position—Cash Basis  
Proprietary Funds  
For The Year Ended December 31, 2012

	<u>Water</u>	<u>Sewer</u>	<u>Total Proprietary Funds</u>
<b>OPERATING REVENUES:</b>			
Water sales	\$ 227,695	\$ -	\$ 227,695
Sewer sales	-	101,181	101,181
Trash collections	32,824	-	32,824
Other	<u>15,602</u>	<u>600</u>	<u>16,202</u>
Total Operating Revenues	276,121	101,781	377,902
<b>OPERATING EXPENDITURES</b>			
Cost of sales and services	137,147	61,396	198,543
Administration	26,305	13,134	39,439
Trash collections	31,741	-	31,741
Capital outlay	<u>20,607</u>	<u>44,219</u>	<u>64,826</u>
Total Expenditures	<u>215,800</u>	<u>118,749</u>	<u>334,549</u>
Operating income (loss)	60,321	(16,968)	43,353
<b>Non-operating revenue (expense)</b>			
Investment earnings	3,130	478	3,608
Payments on long-term debt	<u>(29,700)</u>	<u>-</u>	<u>(29,700)</u>
Total non-operating revenue (expense)	<u>(26,570)</u>	<u>478</u>	<u>(26,092)</u>
Income (loss) before transfers	33,751	(16,490)	17,261
Transfers in (out)	<u>(2,604)</u>	<u>3,016</u>	<u>412</u>
Change in net position	31,147	(13,474)	17,673
Change in accounting principle	(632,635)	(428,422)	(1,061,057)
Prior period adjustment	(28,400)	4,132	(24,268)
Net position—beginning	<u>1,033,830</u>	<u>481,222</u>	<u>1,515,052</u>
Net position—ending	<u>\$ 403,942</u>	<u>\$ 43,458</u>	<u>\$ 447,400</u>

See Accompanying Notes to Financial Statements

City of Lancaster, Missouri  
Notes to Financial Statements  
For the Year Ended December 31, 2012

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The City of Lancaster, Missouri operates under a Council-Manager form of government. The City's major operations include public safety (police and fire), streets, sanitation, culture and recreation, public improvements, and general administrative services. In addition, the City owns and operates water and sewer systems.

The City's financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than generally accepted accounting principles (GAAP). The more significant accounting policies used by the City are discussed below.

**A. REPORTING ENTITY**

These financial statements present the City (the primary government). The City does not have component units required to be included in the City's reporting entity.

**B. BASIC FINANCIAL STATEMENTS—GOVERNMENT-WIDE STATEMENTS**

The City's basic financial statements include both government-wide (reporting the City as a whole) and fund financial statements (reporting the City's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. The City's police and fire protection, park, cemetery, streets, CDBG grant, economic development and general administrative services are classified as governmental activities. The City's water and sewer services are classified as business-type activities.

In the government-wide Statement of Net Position, both the governmental and business-type activities columns (a) are presented on a consolidated basis by column, (b) and are reported on the cash basis of accounting.

The government-wide Statement of Activities reports both the gross and net cost of each of the City's functions and business-type activities (general government, public safety, streets, etc.). The functions are also supported by general government revenues (property, sales and use taxes, certain intergovernmental revenues, etc.). The Statement of Activities reduces gross expenses by related program revenues, operating and capital grants. Program revenues must be directly associated with the function (general government, public safety, streets, etc.) or a business-type activity. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reports capital-specific grants.

The net cost (by function or business-type activity) is normally covered by general revenue (property, sales or gas taxes, intergovernmental revenues, interest income, etc).

The government-wide focus is more on the sustainability of the City as an entity and the change in the City's net position resulting from the current year's activities.

City of Lancaster, Missouri  
Notes to Financial Statements  
For the Year Ended December 31, 2012

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**C. BASIC FINANCIAL STATEMENTS—FUND FINANCIAL STATEMENTS**

The financial transactions of the City are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, fund equity, revenues and expenditures/expenses.

The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. Nonmajor funds by category are summarized into a single column. The City electively added funds, as major funds, which either had debt outstanding or specific community focus. The nonmajor funds are combined in a column in the fund financial statements.

**1. Governmental Funds:**

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The City reports these major governmental funds and fund types:

- a. The general fund is the City's primary operating fund. It is used to account for and report all financial resources except those required to be accounted for in another fund.

**2. Proprietary Funds:**

The focus of proprietary fund measurement is upon determination of operating income, changes in net position, financial position and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. The City reports the following proprietary fund types:

- a. Enterprise funds are required to be used to account for operations for which a fee is charged to external users for goods or services and the activity is financed with debt that is solely secured by a pledge of the net revenues. The activities reported in these funds are reported as business-type activities in the government-wide financial statements. The Water and Sewer funds operate the City's water and sewer system, which primarily serves City residents.

City of Lancaster, Missouri  
Notes to Financial Statements  
For the Year Ended December 31, 2012

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**D. BASIS OF ACCOUNTING**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

**1. Cash Basis:**

Both governmental and business-type activities in the government-wide and governmental fund financial statements and the proprietary fund financial statements are presented on the cash basis of accounting. Under the cash basis of accounting, revenues are recorded when received and expenditures are recognized when paid. Acquisitions for capital assets and payments on long-term debt are recorded as expenditures, with no presentation of fixed assets or liabilities on the statement on net position.

**E. FINANCIAL STATEMENT AMOUNTS**

**1. Cash and Cash Equivalents:**

The City has defined cash and cash equivalents to include cash on hand and demand deposits.

**2. Investments**

The City's investments include certificates of deposit with original maturities of greater than three months.

**3. Property Tax Calendar and Revenues:**

Property taxes are levied by October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located in the City. Property taxes attach as an enforceable lien on property as of January 1 of the year of the levy. Taxes are levied on October 1, and payable by December 31. All unpaid taxes become delinquent January 1, of the following year. The county collects the property tax and remits it to the City on a monthly basis.

The assessed valuation of the tangible taxable property (excluding state assessed railroad and utilities) for the calendar year 2011 for purposes of local taxation was \$4,576,178.

The tax levy per \$100 of assessed valuation of tangible taxable property for the calendar year 2011 for purposes of local taxation was:

	<u>2012</u>
General Fund	.9512
Park Fund	<u>.2000</u>
	<u>1.1512</u>

City of Lancaster, Missouri  
Notes to Financial Statements  
For the Year Ended December 31, 2012

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**E. FINANCIAL STATEMENT AMOUNTS (CONTINUED)**

**4. Compensated Absences:**

City employees are entitled to certain compensated absences based on the length of employment. Compensated absences are recorded as expenditures when paid.

**5. Defining Operating Revenues and Expenses:**

The City's proprietary funds distinguish between operating and nonoperating revenues and expenses. Operating revenues and expenses of the City's water and sewer funds consist of charges for services and the costs of providing those services, including capital outlay and excluding payments on long-term debt. All other revenues and expenses are reported as nonoperating.

**6. Government-wide and Proprietary Fund Net Position:**

Government-wide and proprietary fund net position are divided into two components:

- a. **Restricted net position**—consists of net position that is restricted by the City's creditors (for example, through debt covenants), by grantors (both federal and state) or by other enabling legislation.
- b. **Unrestricted**—all other net position is reported in this category.

**7. Governmental Fund Balances:**

In the governmental fund financial statements, fund balances are classified as follows:

- a. **Nonspendable**—Amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.
- b. **Restricted**—Externally enforceable limitations on use; amounts that can be spent only for specific purposes; limitations are imposed by creditors, grantors, or laws and regulations of other governments.
- c. **Committed**—Self-imposed limitations that must be set in place prior to the end of the period; amounts that can be used only for specific purposes determined by a formal action of the City Council; removal of the commitment must also be approved by a formal action of the City Council.
- d. **Assigned**—Limitation resulting from intended use; amounts that are designated by the City Council for a particular purpose but are not spendable until there is a majority vote approval by the City Council.
- e. **Unassigned**—All amounts not included in other spendable classifications.

The City does not have nonspendable or assigned governmental fund balances to report. In addition, the City has not formally adopted a stabilization policy.

City of Lancaster, Missouri  
Notes to Financial Statements  
For the Year Ended December 31, 2012

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**E. FINANCIAL STATEMENT AMOUNTS (CONTINUED)**

**8. Use of Restricted Resources:**

When an expense is incurred that can be paid using either restricted or unrestricted resources (net position), the City's policy is to first apply the expense toward restricted resources and then toward unrestricted resources. In governmental funds, the City's policy is to first apply the expenditure toward restricted fund balance and then to other, less-restrictive classifications—committed and then assigned fund balances before using unassigned fund balances.

**NOTE 2. BUDGETARY INFORMATION**

Formal budgetary accounting is employed as a management control for all funds of the City. Annual operating budgets are adopted each fiscal year through passage of an annual budget ordinance and amended as required for the General Fund, Special Revenues Funds, and Proprietary Funds, and the same basis of accounting is used to reflect actual revenues and expenditures/expenses recognized on the cash basis of accounting.

The Board of Aldermen follows these procedures in establishing the budgetary data reflected in the financial statements:

1. In accordance with State Statutes, prior to December 31, the City Clerk submits to the Board of Aldermen a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them for the upcoming year. In addition, more detailed line item budgets are included for administrative control. The level of control for the detailed budgets is at the legislative (council) level.
2. Public hearings are conducted to obtain taxpayer comment.
3. Prior to January 1, the budget is legally enacted through passage of an ordinance.
4. All unencumbered budget appropriations, except project budgets, lapse at the end of each fiscal year.
5. The Board of Aldermen may authorize supplemental appropriations during the year.
6. The City does not utilize encumbrance accounting with regard to budget or accounting functions.
7. Appropriations and the authority to expend funds lapse on December 31.



City of Lancaster, Missouri  
Notes to Financial Statements  
For the Year Ended December 31, 2012

**NOTE 3. DETAILED NOTES ON ALL FUNDS**

**A. CASH**

State statutes require that the City's deposits be collateralized in the name of the City by the trust department of a bank that does not hold the collateralized deposits. As of December 31, 2012, all bank balances on deposit are entirely insured or collateralized with securities.

**B. INVESTMENTS**

The City's investments at December 31, 2012, consist of:

<u>Investment Type</u>	<u>Maturity</u>	<u>Amount</u>
Certificate of Deposit	02/17/2013	\$ 24,300
Certificate of Deposit	12/16/2014	<u>5,700</u>
		<u>\$ 30,000</u>

**C. RESTRICTED ASSETS**

The amounts reported as restricted assets consist of the following:

<u>CDBG Fund</u>		
Unexpended grant proceeds		\$ 1,464
<u>Water Fund</u>		
<u>2003 Bond issue</u>		
Debt service		13,601
Bond reserve		42,502
Construction fund		<u>5</u>
		<u>56,108</u>
Total Restricted Assets		<u>\$ 57,572</u>

City of Lancaster, Missouri  
Notes to Financial Statements  
For the Year Ended December 31, 2012

**NOTE 3. DETAILED NOTES ON ALL FUNDS**

**D. LONG-TERM DEBT**

The following is a summary of long-term debt transactions for the year:

Bonds payable at January 1, 2012	\$ 300,000
Bonds retired	<u>(20,000)</u>
Bonds payable December 31, 2012	<u>\$ 280,000</u>

Bonds payable at December 31, 2012, consist of the following issues:

\$425,000 Water Works System Revenue Bonds Series 2003; interest at 2.40%; due in annual installments varying from year to year until maturity on July 1, 2024	<u>\$ 280,000</u>
--	-------------------

Long-term debt maturities for the succeeding five years and beyond are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013	\$ 20,000	\$ 6,720	\$ 26,720
2014	21,000	6,240	27,240
2015	21,000	5,736	26,736
2016	22,000	5,232	27,232
2017	22,000	4,704	26,704
2018-22	120,000	15,264	135,264
2023-24	<u>54,000</u>	<u>1,968</u>	<u>55,968</u>
Total	<u>\$ 280,000</u>	<u>\$ 45,864</u>	<u>\$ 325,864</u>

Payments on long-term debt are reflected in the cash basis statement of activities, as follows:

Principal	\$ 20,000
Interest	7,200
Bond Fees	<u>2,500</u>
Payments on long-term debt	<u>\$ 29,700</u>

Waterworks Revenue Bonds constitute special obligations of the City of Lancaster, Missouri solely secured by a lien on and pledge of the net revenues of the water system.

The revenue bonds are collateralized by the revenue of the water system. The resolutions provide that the revenue of the system is to be used first to pay operating and maintenance expenses of the system and second to establish and maintain the revenue bond funds. Any remaining revenues may then be used for any lawful purpose. The City of Lancaster, Missouri is in compliance with all significant resolutions.

City of Lancaster, Missouri  
Notes to Financial Statements  
For the Year Ended December 31, 2012

**NOTE 3. DETAILED NOTES ON ALL FUNDS**

**G. TRANSFERS**

Interfund transfers were:

	<u>In</u>	<u>(Out)</u>
General Fund	\$ -	\$ (554)
Cemetery Fund	142	-
Water Fund	-	(2,604)
Sewer Fund	<u>3,016</u>	<u>-</u>
	<u>\$ 3,158</u>	<u>\$ (3,158)</u>

Transfers were made for purposes of maintaining operations. All transfers are approved and are part of the budget process.

**NOTE 4. RISK MANAGEMENT**

Significant risk of loss is covered by commercial insurance for the City. Management believes such coverage is sufficient to preclude any significant uninsured losses to the City. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

**NOTE 5. ADVERTISING**

Advertising costs are expensed as incurred. During the year, the City expended \$308 for advertising.

**NOTE 6. PRIOR PERIOD ADJUSTMENT**

Prior period adjustments were made to account for variances in December 31, 2011 audited ending cash balances and January 1, 2012 beginning cash balances as follows:

	<u>General</u>	<u>Park</u>	<u>CDBG</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
Cash Balance—						
December 31, 2011	\$ 111,854	\$ 12,161	\$ -	\$ 401,195	\$ 52,800	\$ 578,010
Cash Balance—						
January 1, 2012	<u>154,368</u>	<u>11,031</u>	<u>1,464</u>	<u>372,795</u>	<u>56,932</u>	<u>596,590</u>
Variance (Prior Period Adjustment)	<u>\$ 42,514</u>	<u>\$ (1,130)</u>	<u>\$ 1,464</u>	<u>\$ (28,400)</u>	<u>\$ 4,132</u>	<u>\$ 18,580</u>

Despite extensive efforts to locate the source of the variance, the same remains undeterminable as related to the prior year audit.

City of Lancaster, Missouri  
Notes to Financial Statements  
For the Year Ended December 31, 2012

**NOTE 7. CHANGE IN ACCOUNTING PRINCIPLE**

For the year ended December 31, 2012, the City converted its financial statements from the modified cash basis of accounting to the cash basis of accounting. The City had previously recorded fixed assets for its' proprietary funds but had not established fixed asset records for its' governmental funds. The conversion was made to assist the city in presenting comparable financial statements for both the governmental and proprietary funds. The effect of this conversion was to remove fixed assets, long-term liabilities used to acquire fixed assets and other liabilities (i.e., customer deposits), as follows:

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
Fixed Assets, Net of Accumulated Depreciation	\$ (940,135)	\$ (428,422)	\$ (1,368,557)
Revenue Bonds Payable	300,000	-	300,000
Customer Deposits Payable	<u>7,500</u>	<u>-</u>	<u>7,500</u>
Change in Accounting Principle	<u>\$ (632,635)</u>	<u>\$ (428,422)</u>	<u>\$ (1,061,057)</u>

City of Lancaster, Missouri  
 Budgetary Comparison Schedule—  
 Cash Basis—General Fund  
 December 31, 2012

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	Variance with final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Taxes				
Property taxes	\$ 39,000	\$ 39,000	\$ 43,463	\$ 4,463
Sales tax	20,000	20,000	17,231	(2,769)
Franchise tax	17,000	17,000	12,738	(4,262)
Surtax	900	900	1,693	793
Road and bridge tax	10,500	10,500	10,637	137
Motor vehicle—fees	2,500	2,500	2,846	346
User fees—gas tax	10,500	10,500	18,536	8,036
Motor vehicle—sales tax	55,000	55,000	55,872	872
Licenses and permits	2,000	2,000	3,238	1,238
Investment earnings	500	500	2,713	2,213
Grants	-	-	130,533	130,533
Fines	3,000	3,000	2,242	(758)
Payment in lieu of tax	3,000	3,000	3,296	296
Other	4,650	4,650	6,860	2,210
Total revenues	<u>168,550</u>	<u>168,550</u>	<u>311,898</u>	<u>143,348</u>
<b>EXPENDITURES</b>				
General government	39,800	39,800	51,565	(11,765)
Streets	71,600	71,600	89,215	(17,615)
Public safety	48,500	48,500	39,740	8,760
Cemetery	1,000	1,000	701	299
Capital outlay	3,000	3,000	147,144	(144,144)
Total expenditures	<u>163,900</u>	<u>163,900</u>	<u>328,365</u>	<u>(164,465)</u>
Excess (deficiency) of revenues over (under) expenditures	4,650	4,650	(16,467)	(21,117)
Transfers in (out)	-	-	(554)	(554)
Net change in fund balance	4,650	4,650	(17,021)	(21,671)
Prior period adjustment	-	-	42,514	42,514
Fund balance—Beginning	<u>111,854</u>	<u>111,854</u>	<u>111,854</u>	-
Fund balance—Ending	<u>\$ 116,504</u>	<u>\$ 116,504</u>	<u>\$ 137,347</u>	<u>\$ 20,843</u>

See Accompanying Notes To Budgetary Comparison Schedule

City of Lancaster, Missouri  
Notes to Budgetary Comparison Schedule  
December 31, 2012

Budget Law

The City prepares its annual operating budget under the provisions of RSMO Chapter 67. In accordance with those provisions, the following process is used to adopt the annual budget:

- a. Prior to January 1, the Mayor submits to the Board of Aldermen a proposed operating budget for the fiscal year commencing the following December 31.
- a. Public hearings are conducted to obtain citizen comments. At least one public hearing must be held no later than 15 days prior to January 1.
- b. Subsequent to the public hearings but no later than seven days prior to January 1, the budget is adopted by resolution of the Board of Aldermen.

The legal level of control at which expenditures may not legally exceed appropriations is the object category level by department within a fund.

All transfers of appropriations between departments and supplemental appropriations require Board of Aldermen approval.

Basis of Accounting

The budget is prepared on the modified cash basis of accounting, the conversion to the cash basis, is not considered material to the overall budget to actual presentation.

For the year ended December 31, 2012, the General Fund presented expenditures in excess of appropriations. The City will attempt to more closely monitor compliance with budgeted expenditures and amend future budgets if necessary.

City of Lancaster, Missouri  
Combining Balance Sheet—Cash Basis  
Non-Major Governmental Funds  
December 31, 2012

	<u>Park Fund</u>	<u>CDBG Fund</u>	<u>Total Non-Major Funds</u>
 <u>ASSETS</u>			
Cash and cash equivalents	\$ <u>19,407</u>	\$ <u>1,464</u>	\$ <u>20,871</u>
<b>TOTAL ASSETS</b>	<b>\$ <u>19,407</u></b>	<b>\$ <u>1,464</u></b>	<b>\$ <u>20,871</u></b>
 <u>FUND BALANCES</u>			
Restricted	\$ -	\$ 1,464	\$ 1,464
Unassigned	<u>19,407</u>	<u>-</u>	<u>19,407</u>
<b>TOTAL FUND BALANCES</b>	<b>\$ <u>19,407</u></b>	<b>\$ <u>1,464</u></b>	<b>\$ <u>20,871</u></b>

See Accompanying Notes to Financial Statements

City of Lancaster, Missouri  
Combining Statement of Revenues, Expenditures,  
And Changes in Fund Balances—Cash Basis  
Non-Major Governmental Funds  
For The Year Ended December 31, 2012

	<u>Park Fund</u>	<u>CDBG Fund</u>	<u>Total Non-Major Funds</u>
<b>REVENUES:</b>			
Taxes			
Property taxes	\$ 10,569	\$ -	\$ 10,569
User fees—rent	3,894	-	3,894
Grants	832	-	832
Investment earnings	147	-	147
Other	<u>536</u>	<u>-</u>	<u>536</u>
Total Revenues	15,978	-	15,978
<b>EXPENDITURES</b>			
Parks and recreation	6,561	-	6,561
Capital outlay	<u>1,183</u>	<u>-</u>	<u>1,183</u>
Total Expenditures	<u>7,744</u>	<u>-</u>	<u>7,744</u>
Excess (deficiency) of revenues over (under) expenditures	8,234	-	8,234
Transfers in (out)	<u>142</u>	<u>-</u>	<u>142</u>
Change in fund balance	8,376	-	8,376
Prior period adjustment	(1,130)	1,464	334
Fund balances—beginning	<u>12,161</u>	<u>-</u>	<u>12,161</u>
Fund balances—ending	\$ <u>19,407</u>	\$ <u>1,464</u>	\$ <u>20,871</u>

See Accompanying Notes to Financial Statements



OTHER SUPPLEMENTAL INFORMATION

# JOHN W. GILLUM, CPA, LLC

## CERTIFIED PUBLIC ACCOUNTANT

Member:  
Missouri Society of  
Certified Public Accountants  
American Institute of  
Certified Public Accountants  
AICPA Private Companies Practice  
Section (PCPS)

310 S. Elson Street  
P.O. Box 1068  
Kirksville, Missouri 63501  
Telephone (660) 627-1259  
Toll Free 800-397-3630  
Fax (660) 627-1250  
email johngillumcpa@yahoo.com

### 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 Board of Aldermen  
City of Lancaster, Missouri  
Lancaster, Missouri

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 cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Lancaster, Missouri, as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise City of Lancaster, Missouri's basic financial statements, and have issued our report thereon dated June 9, 2014.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered City of Lancaster, Missouri's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Lancaster, Missouri's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Lancaster, Missouri'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether City of Lancaster, Missouri'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 determination of financial statement amounts. 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*.

**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.

John W. Gillum, CPA, LLC  
Certified Public Accountant  
Kirksville, Missouri  
June 9, 2014