

CITY OF LANCASTER, MISSOURI

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2020

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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, 2020, 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 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 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—modified 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, 2020, and the respective changes in financial position—modified cash basis, thereof for the year then ended in accordance with the basis of accounting as described in Note 1.

Basis of Accounting

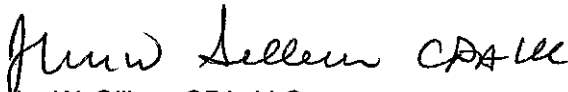
We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion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

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 17–18, 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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 13, 2021, on our consideration of the City of Lancaster, Missouri's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 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 City of Lancaster, Missouri's internal control over financial reporting and compliance.



John W. Gillum, CPA, LLC
Certified Public Accountant
Kirksville, Missouri
September 13, 2021

BASIC FINANCIAL STATEMENTS

City of Lancaster, Missouri
Statement of Net Position—Modified Cash Basis
December 31, 2020

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 393,633	\$ 464,117	\$ 857,750
Investments	5,702	25,124	30,826
Restricted cash & cash equivalents	<u> -</u>	<u> 57,521</u>	<u> 57,521</u>
Total Assets	<u>\$ 399,335</u>	<u>\$ 546,762</u>	<u>\$ 946,097</u>
 NET POSITION			
Restricted	\$ -	\$ 57,521	\$ 57,521
Unrestricted	<u> 399,335</u>	<u> 489,241</u>	<u> 888,576</u>
Total Net Position	<u>\$ 399,335</u>	<u>\$ 546,762</u>	<u>\$ 946,097</u>

See Accompanying Notes to Financial Statements

City of Lancaster, Missouri
Statement of Activities—Modified Cash Basis
For the Year Ended December 31, 2020

FUNCTIONS/PROGRAMS	Program Revenues			Net (Expenses) Revenue & Changes in Net Assets			
	Expenses	Charges for Services	Op Grants/ Contrib.	Capital Grants/ Contrib.	Governmental Activities	Business Type Activities	Total
Governmental activities							
General government	\$ 41,893	\$ 4,130	-	\$ 1,144	\$ (36,619)	-	\$ (36,619)
Public safety	32,518	-	-	23,579	(8,939)	-	(8,939)
Streets	55,610	-	98,921	1,099	44,410	-	44,410
Parks and recreation	9,696	14,604	425	13,046	18,379	-	18,379
Cemetery	911	-	-	-	(911)	-	(911)
Capital outlay	123,382	-	-	-	(123,382)	-	(123,382)
Total governmental activities	264,010	18,734	99,346	38,868	(107,062)	-	(107,062)
Business-type activities							
Water	309,234	297,266	-	-	-	(11,968)	(11,968)
Sewer	102,431	149,358	-	-	-	46,927	46,927
Trash	34,240	41,290	-	-	-	7,050	7,050
Payments on long-term debt	28,696	-	-	-	-	(28,696)	(28,696)
Total business-type activities	474,601	487,914	-	-	13,313	13,313	13,313
Total primary government	\$ 738,611	\$ 506,648	\$ 99,346	\$ 38,868	(107,062)	13,313	(93,749)
<u>GENERAL REVENUES</u>							
Taxes							
Property					60,773	-	60,773
Franchise					12,231	-	12,231
Surtax					1,738	-	1,738
Sales tax					19,665	-	19,665
Payment in lieu of tax					4,426	-	4,426
Investment income					4,898	6,644	11,542
Lease proceeds					75,000	-	75,000
Other					1,249	-	1,249
Total general revenues					179,980	6,644	186,624
Change in net position					72,918	19,957	92,875
Net position—Beginning					326,417	526,805	853,222
Net position—Ending					\$ 399,335	\$ 546,762	\$ 946,097

See Accompanying Notes to Financial Statements

City of Lancaster, Missouri
 Balance Sheet—Modified Cash Basis
 Governmental Funds
 December 31, 2020

	<u>General</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
 <u>ASSETS</u>			
Cash and cash equivalents	\$ 327,345	\$ 66,288	\$ 393,633
Investments	<u>5,702</u>	<u>-</u>	<u>5,702</u>
TOTAL ASSETS	\$ <u>333,047</u>	\$ <u>66,288</u>	\$ <u>399,335</u>
 <u>FUND BALANCES</u>			
Unassigned	\$ <u>333,047</u>	\$ <u>66,288</u>	\$ <u>399,335</u>
TOTAL FUND BALANCES	\$ <u>333,047</u>	\$ <u>66,288</u>	\$ <u>399,335</u>

See Accompanying Notes to Financial Statements

City of Lancaster, Missouri
Statement of Revenues, Expenditures, And
Changes in Fund Balances—Modified Cash Basis
Governmental Funds
For The Year Ended December 31, 2020

	<u>General</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
REVENUES:			
Taxes			
Property taxes	\$ 48,679	\$ 12,094	\$ 60,773
Sales tax	19,665	-	19,665
Franchise tax	7,520	4,711	12,231
Surtax	1,738	-	1,738
Road and bridge tax	11,351	-	11,351
Motor vehicle—fees	3,250	-	3,250
User fees—gas tax	18,477	-	18,477
Motor vehicle—sales tax	65,843	-	65,843
Licenses & permits	4,130	-	4,130
Investment earnings	4,213	685	4,898
User fees—rent	6,900	7,704	14,604
Payment in lieu of taxes	4,426	-	4,426
Donations	350	75	425
Grants	25,822	13,046	38,868
Lease proceeds	75,000	-	75,000
Other	<u>1,249</u>	<u>-</u>	<u>1,249</u>
Total Revenues	298,613	38,315	336,928
EXPENDITURES			
General government	41,893	-	41,893
Streets	55,610	-	55,610
Public safety	32,518	-	32,518
Cemetery	911	-	911
Parks and recreation	-	9,696	9,696
Capital outlay	<u>110,524</u>	<u>12,858</u>	<u>123,382</u>
Total Expenditures	<u>241,456</u>	<u>22,554</u>	<u>264,010</u>
Excess of revenues over expenditures	57,157	15,761	72,918
Transfers in (out)	<u>(5,000)</u>	<u>5,000</u>	<u>-</u>
Net change in fund balances	52,157	20,761	72,918
Fund balances—beginning	<u>280,890</u>	<u>45,527</u>	<u>326,417</u>
Fund balances—ending	<u>\$ 333,047</u>	<u>\$ 66,288</u>	<u>\$ 399,335</u>

See Accompanying Notes to Financial Statements

City of Lancaster, Missouri
Statement of Net Position—Modified Cash Basis
Proprietary Funds
December 31, 2020

	<u>Water</u>	<u>Sewer</u>	<u>Total Proprietary Funds</u>
<u>ASSETS</u>			
Current Assets:			
Cash and cash equivalents	\$ 347,156	\$ 116,961	\$ 464,117
Investments	<u>25,124</u>	<u>-</u>	<u>25,124</u>
Total Current Assets	372,280	116,961	489,241
Non-Current Assets:			
Restricted cash and cash equivalents	<u>57,521</u>	<u>-</u>	<u>57,521</u>
TOTAL ASSETS	<u>\$ 429,801</u>	<u>\$ 116,961</u>	<u>\$ 546,762</u>
 <u>NET POSITION</u>			
Restricted	\$ 57,521	\$ -	\$ 57,521
Unrestricted	<u>372,280</u>	<u>116,961</u>	<u>489,241</u>
TOTAL FUND BALANCES	<u>\$ 429,801</u>	<u>\$ 116,961</u>	<u>\$ 546,762</u>

See Accompanying Notes to Financial Statements

City of Lancaster, Missouri
Statement of Revenues, Expenditures,
And Changes in Fund Net Position—Modified Cash Basis
Proprietary Funds
For The Year Ended December 31, 2020

	<u>Water</u>	<u>Sewer</u>	<u>Total Proprietary Funds</u>
OPERATING REVENUES:			
Water sales	\$ 278,983	\$ -	\$ 278,983
Sewer sales	-	149,358	149,358
Trash collections	41,290	-	41,290
Other	<u>18,283</u>	<u>-</u>	<u>18,283</u>
Total Operating Revenues	338,556	149,358	487,914
OPERATING EXPENDITURES:			
Cost of sales and services	284,617	82,974	367,591
Administration	24,617	19,457	44,074
Trash collections	<u>34,240</u>	<u>-</u>	<u>34,240</u>
Total Expenditures	<u>343,474</u>	<u>102,431</u>	<u>445,905</u>
Operating income (loss)	(4,918)	46,927	42,009
Non-operating revenue (expense)			
Investment earnings	5,302	1,342	6,644
Payments on long-term debt	<u>(28,696)</u>	<u>-</u>	<u>(28,696)</u>
Total non-operating revenue (expense)	<u>(23,394)</u>	<u>1,342</u>	<u>(22,052)</u>
Income (loss) before transfers	(28,312)	48,269	19,957
Transfers in (out)	<u>18,750</u>	<u>(18,750)</u>	<u>-</u>
Change in net position	(9,562)	29,519	19,957
Net position—beginning	<u>439,363</u>	<u>87,442</u>	<u>526,805</u>
Net position—ending	\$ <u>429,801</u>	\$ <u>116,961</u>	\$ <u>546,762</u>

See Accompanying Notes to Financial Statements

City of Lancaster, Missouri
Notes to Financial Statements
For the Year Ended December 31, 2020

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 modified 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, 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 modified 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, 2020

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.

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.

City of Lancaster, Missouri
Notes to Financial Statements
For the Year Ended December 31, 2020

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. BASIS OF ACCOUNTING (CONTINUED)

1. Modified 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 modified cash basis of accounting. Under the modified 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 2019 for purposes of local taxation was \$5,405,807.

The tax levy per \$100 of assessed valuation of tangible taxable property for the calendar year 2019 for purposes of local taxation was:

	<u>2019</u>
General Fund	.9902
Park Fund	<u>.2000</u>
	<u>1.1902</u>

City of Lancaster, Missouri
Notes to Financial Statements
For the Year Ended December 31, 2020

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 Board of Aldermen; removal of the commitment must also be approved by a formal action of the Board of Aldermen.
- d. **Assigned**—Limitation resulting from intended use; amounts that are designated by the Board of Aldermen for a particular purpose but are not spendable until there is a majority vote approval by the Board of Aldermen.
- 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, 2020

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 modified 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, 2020

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, 2020, all bank balances on deposit are entirely insured or collateralized with securities.

B. INVESTMENTS

The City's investments at December 31, 2020, consist of:

<u>Investment Type</u>	<u>Maturity</u>	<u>Amount</u>
Certificate of Deposit	02/17/2021	\$ 25,124
Certificate of Deposit	12/16/2021	<u>5,702</u>
		<u>\$ 30,826</u>

C. RESTRICTED ASSETS

The amounts reported as restricted assets consist of the following:

<u>Water Fund</u>		
<u>2003 Bond issue</u>		
Debt service		\$ 15,021
Bond reserve		<u>42,500</u>
Total Restricted Assets		<u>\$ 57,521</u>

D. LONG-TERM DEBT

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

Bonds payable at January 1, 2020	\$ 128,000
Bonds retired	<u>(24,000)</u>
Bonds payable December 31, 2020	<u>\$ 104,000</u>

Bonds payable at December 31, 2020, 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>\$ 104,000</u>
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City of Lancaster, Missouri
Notes to Financial Statements
For the Year Ended December 31, 2020

NOTE 3. DETAILED NOTES ON ALL FUNDS

D. LONG-TERM DEBT (CONTINUED)

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>
2021	\$ 25,000	\$ 2,496	\$ 27,496
2022	25,000	1,896	26,896
2023	26,000	1,296	27,296
2024	<u>28,000</u>	<u>672</u>	<u>28,672</u>
Total	<u>\$ 104,000</u>	<u>\$ 6,360</u>	<u>\$ 110,360</u>

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

Principal	\$ 24,000
Interest	3,072
Bond Fees	<u>1,624</u>
Payments on long-term debt	<u>\$ 28,696</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, 2020

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 \$198 for advertising.

NOTE 6. COMMITMENTS AND CONTINGENCIES

COMMITMENTS--NONE

CONTINGENCIES

The City has received notification of potential noncompliance with certain environmental laws and regulations. The City Administration and those charged with governance, along with legal counsel, are addressing the matter. The effect to the City due to the potential noncompliance has not been determined.

OTHER SUPPLEMENTAL INFORMATION

City of Lancaster, Missouri
 Budgetary Comparison Schedule—
 Modified Cash Basis—General Fund
 December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	Variance with final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
REVENUES				
Taxes				
Property taxes	\$ 45,000	\$ 45,000	\$ 48,679	\$ 3,679
Sales tax	18,500	18,500	19,665	1,165
Franchise tax	9,000	9,000	7,520	(1,480)
Surtax	1,500	1,500	1,738	238
Road and bridge tax	10,500	10,500	11,351	851
Payment in lieu of taxes	4,000	4,000	4,426	426
Motor vehicle—fees	3,200	3,200	3,250	50
User fees—gas tax	20,000	20,000	18,477	(1,523)
Motor vehicle—sales tax	65,000	65,000	65,843	843
Licenses and permits	4,000	4,000	4,130	130
Investment earnings	2,625	2,625	4,213	1,588
User fees—rent	6,900	6,900	6,900	-
Donations	-	-	350	350
Grants	-	-	25,822	25,822
Lease proceeds	-	-	75,000	75,000
Other	<u>3,600</u>	<u>3,600</u>	<u>1,249</u>	<u>(2,351)</u>
Total revenues	193,825	193,825	298,613	104,788
EXPENDITURES				
General government	44,200	44,200	41,893	2,307
Streets	67,200	67,200	55,610	11,590
Public safety	38,050	38,050	32,518	5,532
Cemetery	646	646	911	(265)
Capital outlay	<u>33,000</u>	<u>33,000</u>	<u>110,524</u>	<u>(77,524)</u>
Total expenditures	<u>183,096</u>	<u>183,096</u>	<u>241,456</u>	<u>(58,360)</u>
Excess (deficiency) of revenues over (under) expenditures	10,729	10,729	57,157	46,428
Transfers in (out)	<u>-</u>	<u>-</u>	<u>(5,000)</u>	<u>(5,000)</u>
Net change in fund balance	10,729	10,729	52,157	41,428
Fund balance—Beginning	<u>280,890</u>	<u>280,890</u>	<u>280,890</u>	<u>-</u>
Fund balance—Ending	<u>\$ 291,619</u>	<u>\$ 291,619</u>	<u>\$ 333,047</u>	<u>\$ 41,428</u>

See Accompanying Notes To Budgetary Comparison Schedule

City of Lancaster, Missouri
Notes to Budgetary Comparison Schedule
December 31, 2020

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.

FEDERAL COMPLIANCE SECTION

JOHN W. GILLUM, CPA, LLC

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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 modified 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, 2020, 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 September 13, 2021.

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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as finding 2020-001, that we consider to be a material weakness.

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*.

City of Lancaster, Missouri's Response to Finding

The City's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. We did not audit the City's response and, accordingly, express no opinion on it.

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
September 13, 2021

City of Lancaster, Missouri
Summary Schedule of Findings and Responses
For the Year Ended December 31, 2020

Financial Statement Findings

MATERIAL WEAKNESS

2020-001 Segregation of Duties

Condition: Because of a limited number of available personnel, it is not always possible to adequately segregate certain incompatible duties so that no one employee has access to both physical assets and the related accounting records, or to all phases of a transaction. There are some mitigating controls in place but it is not possible to have segregation in all areas.

Criteria: Duties should be segregated so that no one employee has access to both physical assets and the related accounting records, or to all phases of a transaction.

Effect: Risk is present that errors or irregularities in amounts that would be material to the basic financial statements may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Recommendation: We realize because of limited resources and personnel, management may not be able to achieve a proper segregation of duties; however, our professional standards require that we bring this lack of segregation of duties to your attention in this report.

Response: The limited number of available personnel prohibits segregation of incompatible duties and the City does not have the resources to hire additional accounting personnel.

Repeat finding of 2019-001

City of Lancaster, Missouri
Schedule of Prior Audit Findings
For the Year Ended December 31, 2020

Financial Statement Finding

2019-001 Segregation of Duties

Auditor's Recommendation: We realize because of limited resources and personnel, management may not be able to achieve a proper segregation of duties; however, our professional standards require that we bring this lack of segregation of duties to your attention in this report.

Status: Uncorrected. The limited number of available personnel prohibits segregation of incompatible duties and the City does not have the resources to hire additional accounting personnel.