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**Town of Bassfield, Mississippi  
Mayor and Board of Aldermen  
Bassfield, Mississippi**

May 3, 2016

Office of the State Auditor  
Post Office Box 956  
Jackson, Mississippi 39205

Re: Annual Compilation Report and Special Report on Applying Agreed-Upon  
Procedures for the year 2015.

Department of Technical Assistance:

Accompanying this letter are two copies of the annual Compilation Report and Special Report on Applying Agreed-Upon Procedures of the Town of Bassfield, Mississippi, for the fiscal year ended September 30, 2015. A separate management letter was not written to the town in connection with these reports.

Sincerely,

A handwritten signature in black ink that reads "Pat Courtney". The signature is written in a cursive, flowing style.

Mayor

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**Town of Bassfield, Mississippi**  
**Compiled Financial Statements**  
**Year Ended September 30, 2015**

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**Charles Robert Prince**  
**Certified Public Accountant**

**Town of Bassfield, Mississippi  
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**MAY 06 2016**

## **FINANCIAL STATEMENTS**

## **INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

Honorable Mayor and Board of Alderpersons  
Town of Bassfield  
Bassfield, Mississippi

I have compiled the accompanying statement of cash receipts and disbursements-governmental and business-type activities of the Town of Bassfield, Mississippi for the year ended September 30, 2015. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the cash basis of accounting.

The management of the Town of Bassfield, Mississippi, is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has not presented government-wide financial statements to display the cash basis financial position and changes in cash basis financial position of its governmental activities and business-type activities. Accounting principles generally accepted in the United States of America, as applied to the Town's cash basis of accounting, require the presentation of government-wide financial statements. The amounts that would be reported in government-wide financial statements resulting from the cash basis transactions for the Town's governmental activities and business-type activities are not reasonably determinable.

**Honorable Mayor and Board of Alderpersons  
Town of Bassfield**

The Mayor and Alderpersons have elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the town's cash receipts and disbursements. Accordingly, this financial statement is not designed for those who are not informed about such matters.

Management has omitted the management's discussion and analysis information that is required to be presented for purposes of additional analysis. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The supplementary information contained in Schedules 1 through 4 has been compiled from information that is the representation of management. I have not audited or reviewed the supplementary information and accordingly, I do not express an opinion or provide any assurance on such supplementary information.

In accordance with the provisions of §21-35-31, Miss. Code Ann. (1972), I have issued a report dated April 20, 2016, on the results of my agreed-upon procedures.



April 20, 2016

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**Town of Bassfield, Mississippi**  
**Statement of Cash Receipts and Disbursements—**  
**Governmental and Business-type Activities**  
**For the Year Ended September 30, 2015**

	<u>Governmental Activities</u>			<u>Business-type Activities</u>	
	<u>Major Funds</u>			<u>Major Fund</u>	
	General Fund	CDBG Fund	TOTAL	Water Fund	TOTAL
<b>RECEIPTS:</b>					
Taxes					
General Property Taxes	\$ 21,521	\$	\$ 21,521	\$	\$
Road and Bridge Privilege	26,102		26,102		
License and Permits					
Utility Franchise Charges	25,591		25,591		
Other	896		896		
Intergovernmental Receipts					
Federal Receipts					
CDBG		395,232	395,232		
State Grants					
General Municipal Aid	127		127		
Homestead Exemption	1,574		1,574		
State Shared Receipts					
Sales Taxes	142,407		142,407		
Fire Insurance Premium	1,382		1,382		
Gasoline Taxes	778		778		
ABC	1,800		1,800		
County Grants					
Fire Allocation	26,992		26,992		

SEE ACCOUNTANT'S COMPILATION REPORT



**Town of Bassfield, Mississippi**  
**Statement of Cash Receipts and Disbursements--**  
**Governmental and Business-type Activities**  
**For the Year Ended September 30, 2015**

	<u>Governmental Activities</u>			<u>Business-type Activities</u>	
	<u>Major Funds</u>			<u>Major Fund</u>	
	General Fund	CDBG Fund	TOTAL	Water Fund	TOTAL
<b>RECEIPTS: Continued</b>					
Charges for Services					
Water Utility					
Garbage Fees					
Other Receipts					
Fines and Forfeits	8,353		8,353		
Rent	22,420		22,420		
Insurance Reimbursements	345		345		
Dues	3,183		3,183		
Interest	1,152		1,152		
Donations	2,481		2,481		
Refunds	495		495		
		\$	\$	\$	\$
				202,960	202,960
				25,218	25,218
<b>TOTAL RECEIPTS</b>	<b>\$ 287,599</b>	<b>\$ 395,232</b>	<b>\$ 682,831</b>	<b>\$ 228,178</b>	<b>\$ 228,178</b>

SEE ACCOUNTANT'S COMPILATION REPORT

**Town of Bassfield, Mississippi**  
**Statement of Cash Receipts and Disbursements--**  
**Governmental and Business-type Activities**  
**For the Year Ended September 30, 2015**

	Governmental Activities			Business-type Activities		
	<u>Major Funds</u>			<u>Major Fund</u>		
	General Fund	CDBG Fund	TOTAL	Water Fund		TOTAL
<b>DISBURSEMENTS:</b>	\$ 224,005	\$	\$ 224,005		\$	\$
General Government						
Public Safety						
Police	2,785		2,785			
Fire	24,570		24,570			
Fire- Capital Outlay	26,420		26,420			
Public Works				1,548		1,548
Culture and Recreation	5,711		5,711			
Enterprises						
Water and Sewer	769		769			
Water and Sewer- Capital Outlay				143,190		143,190
Garbage				10,435		10,435
Grants				5,377		5,377
Capital Outlay- CDBG		395,232	395,232			
Interest on Loans						
Other Disbursements				17,546		17,546
Payment of Loan- Rural Development				8,818		8,818

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SEE ACCOUNTANT'S COMPILATION REPORT

**Town of Bassfield, Mississippi**  
**Statement of Cash Receipts and Disbursements--**  
**Governmental and Business-type Activities**  
**For the Year Ended September 30, 2015**

	Governmental Activities			Business-type Activities	
	<u>Major Funds</u>			<u>Major Fund</u>	
	General Fund	CDBG Fund	TOTAL	Water Fund	TOTAL
<b>DISBURSEMENTS: Continued</b>					
Other Disbursements					
Payment of Loan- GMAC	\$	\$	\$	\$	7,887
<b>TOTAL DISBURSEMENTS</b>	\$ 284,260	\$ 395,232	\$ 679,492	\$ 194,801	\$ 194,801
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER DISBURSEMENTS</b>	\$ 3,339	\$ -	\$ 3,339	\$ 33,377	\$ 33,377
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers	\$ 1,392		1,392	\$ (1,392)	(1,392)
Total other financing sources (Uses)	\$ 1,392	\$ -	\$ 1,392	\$ (1,392)	\$ (1,392)
Excess (Deficiency) of receipts and other financing sources over disbursements and other financing uses	\$ 4,731	\$ -	\$ 4,731	\$ 31,985	\$ 31,985
<b>CASH BASIS FUND BALANCE- BEGINNING</b>	\$ 262,169	\$	\$ 262,169	\$ 168,420	\$ 168,420
<b>CASH BASIS FUND BALANCE- ENDING</b>	<u>\$ 266,900</u>	<u>\$ -</u>	<u>\$ 266,900</u>	<u>\$ 200,405</u>	<u>\$ 200,405</u>

SEE ACCOUNTANT'S COMPILATION REPORT

**SUPPLEMENTAL INFORMATION**

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**Town of Bassfield, Mississippi  
Schedule of Investments  
September 30, 2015  
Schedule 1**

**General Fund:**

General Fund - 1.00% Certificate of Deposit Due December 2018	\$ 110,571
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<b>Total Investments</b>	<b><u>\$ 110,571</u></b>
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**SEE ACCOUNTANT'S COMPILATION REPORT**

**Town of Bassfield, Mississippi**  
**Schedule of Long-Term Debt**  
**September 30, 2015**  
**Schedule 2**

Date of Issue	Definition & Purpose	Balance Outstanding 10/1/2014	Transactions During Fiscal Year		Balance Outstanding 9/30/2015
			Issued	Redeemed	
03/84	Water Improvements	\$ 7,887	\$	7,887	\$ -
02/05	Water Improvements	382,954		8,818	374,136
		<b>\$ 390,841</b>	<b>\$ -</b>	<b>\$ 16,705</b>	<b>\$ 374,136</b>

SEE ACCOUNTANT'S COMPILATION REPORT

**Town of Bassfield, Mississippi  
Schedule of Surety Bonds for Town Officials  
September 30, 2015  
Schedule 3**

<u>Name</u>	<u>Position</u>	<u>Company</u>	<u>Bond</u>
Patricia Courtney	Mayor	MS Municipal	25,000
Lance Garner	Aldersperson	MS Municipal	15,000
Hester Easterling	Aldersperson	MS Municipal	15,000
Amber Harvey	Aldersperson	MS Municipal	15,000
William Hendry	Aldersperson	MS Municipal	15,000
Jimmy Kerley	Aldersperson	MS Municipal	15,000
Barbara Slater	City Clerk	Travelers	50,000
Shanicka Geeston	Deputy City Clerk	Travelers	50,000

SEE ACCOUNTANT'S COMPILATION REPORT

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**Town of Bassfield, Mississippi  
Solid Waste Management Services Schedule  
Full Cost Accounting  
Summary of Costs Report  
Fiscal Year Ending September 30, 2015  
Schedule 4**

**Operating Costs (Direct Costs):**

Contractual Services	5,377
<b>Total Of All Costs</b>	<b>\$ 5,377</b>

**Supplemental Information:**

Cost of Disposal	5,377
<b>Total Cost</b>	<b>\$ 5,377</b>
<b>Total Cost Per User</b>	<b>\$ 38</b>

**SEE ACCOUNTANT'S COMPILATION REPORT**



## **STATE COMPLIANCE**



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## CHARLES ROBERT PRINCE

CERTIFIED PUBLIC ACCOUNTANTS  
CONSULTANTS AND ADVISORS

1109 Laurel Drive SE  
Post Office Box 353  
Magee, Mississippi 39111

### REPORT ON COMPLIANCE WITH STATE LAWS AND REGULATIONS

To the Mayor and the Board of Alderpersons  
Town of Bassfield, Mississippi

I have compiled the accompanying Statement of Cash Receipts and Disbursements - Governmental and Business-type Activities, Schedule of Investments, Schedule of Long-term Debt, Schedule of Surety Bonds for Town Officials, and Solid Waste Management Services of the Town of Bassfield, Mississippi, for the year ended September 30, 2015, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statement has been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

I have performed procedures to test compliance with certain state laws and regulations as described in the Municipal Compliance Questionnaire that is prescribed by the office of the State Auditor. My procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the town's compliance with these requirements. Accordingly, I do not express such an opinion.

With respect to the items tested, the results of those procedures and my compilation of the accompanying Statement of Cash Receipts and Disbursements -Governmental and Business-type Activities, Schedule of Investments, Schedule of Long-term Debt, Schedule of Surety Bonds, and Solid Waste Management Services for Town Officials of the Town Bassfield, Mississippi, for the year ended September 30, 2015 disclosed instance of noncompliance with state laws and regulations which is noted in Item 7 in the Independent Accountant's Report on Applying Agreed Upon Procedures.

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

April 20, 2016

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**Town of Bassfield, Mississippi**  
**Independent Accountant's Report on Applying**  
**Agreed-Upon Procedures**  
**Year Ended September 30, 2015**

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**Charles Robert Prince**  
**Certified Public Accountant**



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### INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

The Mayor and Board of Alderpersons  
Town of Bassfield  
Bassfield, Mississippi

I have performed the procedures enumerated below, which were agreed to by the Office of the State Auditor, to the accounting records of Town of Bassfield, Mississippi, solely to assist the Office of the State Auditor to evaluate the Town of Bassfield, Mississippi's compliance with certain laws and regulations as of September 30, 2015, and for the year then ended. This agreed-upon-procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the Office of the State Auditor, State of Mississippi. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

My procedures and findings are as follows:

1. I reconciled cash on deposit with the following bank to balances in the respective general ledger accounts and obtained confirmation of the related balances from the bank:

<u>Bank</u>	<u>Fund</u>	<u>Balance Per General Ledger</u>
Regions	General Fund	\$ 50,329
Regions	General Fund	25,732
Regions	General Fund	16,005
Regions	General Fund	8,785
Regions	General Fund	55,478
Regions	General Fund	110,571
Total General Fund		<u>\$ 266,900</u>

<u>Bank</u>	<u>Fund</u>	<u>Balance Per General Ledger</u>
Regions	Special Revenue Fund	\$ -

  

<u>Bank</u>	<u>Fund</u>	<u>Balance Per General Ledger</u>
Regions	Water Fund	\$ 200,405
	Total Water Fund	<u>\$ 200,405</u>

2. I physically examined securities held for investment. Securities held in trust were confirmed directly with respective trustees. All investment transactions during the year were examined for compliance with investments authorized by Section 21-33-323, Miss. Code Ann. (1972).
3. I performed the following procedures with respect to taxes on real and personal property (including motor vehicles) levied during the fiscal year:
  - a. Examined uncollected taxes for proper handling, including tax sales;
  - b. Traced distribution of taxes collected to proper funds; and
  - c. Analyzed increase in taxes for most recent period for compliance with increase limitations of Sections 27-39-320 to 27-39-323, Miss. Code Ann. (1972).

The distribution of taxes to funds was found to be in accordance with prescribed tax levies, and uncollected taxes were determined to be properly handled.

Ad valorem tax collections were found to be within the limitations of Sections 27-39-320 to 27-39-323, Miss. Code Ann. (1972).

There were no ad valorem tax collections for the retirement of General Obligation Debt.

4. I obtained a statement of payments made by the Department of Finance and Administration to the municipality. Payments indicated were traced to deposits in the respective bank accounts and recorded in the general ledger without exception. Payments traced were as follows:

Payment Purpose	Receiving Fund	Amount
General Municipal Aid	General Fund	\$ 127
Sales Tax Allocation	General Fund	142,407
Homestead Exemption Reimb.	General Fund	1,574
Liquor Privilege Tax	General Fund	1,800
Gasoline Tax	General Fund	778
Other Aid to Municipalities	CDBG Fund	395,232
Fire Protection Allocation	General Fund	1,382

5. I selected a sample of purchases made by the municipality during the fiscal year. Each sample item was evaluated for compliance with purchasing requirements set forth in Title 31, Chapter 7, Miss. Code Ann. (1972), as applicable.

The sample consisted of the following:

Number of Sample Items	25
Dollar Value of Sample	\$ 30,801

I found the municipality's purchasing procedures to be in agreement with the requirements of the above mentioned sections.

6. I selected a sample of collections of fines and forfeitures to verify that the municipal court clerk had settled daily with the municipal clerk. I also selected a sample of state-imposed court assessments collected to determine that the municipal clerk had settled monthly with the Department of Finance and Administration.

I found the municipality to not be in agreement with the requirements of the above mentioned sections. The town has not settled the state-imposed court assessments in a timely manner.

7. I have read the Municipal Compliance Questionnaire completed by the Municipality. The completed survey indicated one instance of noncompliance with state requirements, which is noted in item 6.

I was not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on management's compliance with laws and regulations. Accordingly, I do not express such an opinion. Had I preformed additional procedures, other matters might have come to my attention that would have been reported to you.

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This report is intended solely for the use of Town of Bassfield and the Office of the State Auditor, State of Mississippi and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is not intended to be and should not be used by anyone other than those specified parties.

*Charles Robert Davis*

April 20, 2016

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