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Office of the State Auditor  
P.O. Box 956  
Jackson, Mississippi 39205

Re: Annual Municipal Audit

Accompanying this letter is a copy of the annual compilation of the town of Scooba, Mississippi, for the fiscal year ended September 30, 2015. A separate management letter was not written to the town in connection with this compilation.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mayor C. Smith", written in dark ink.

Mayor

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**TOWN OF SCOوبا, MISSISSIPPI  
COMPILATION REPORT  
AND REPORT ON AGREED-UPON PROCEDURES  
SEPTEMBER 30, 2015**

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**TOWN OF SCOوبا, MISSISSIPPI  
COMPILATION REPORT AND REPORT ON AGREED-UPON PROCEDURES  
SEPTEMBER 30, 2015**

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## **INDEPENDENT ACCOUNTANTS' COMPILATION REPORT**

To the Honorable Mayor and Board of Aldermen  
Town of Scooba, Mississippi

Management is responsible for the accompanying Statement of Cash Receipts and Disbursements—Governmental and Business-type Activities of the Town of Scooba, Mississippi for the year ended September 30, 2015, and the related notes to financial statement, which collectively comprise the Town's basic financial statements as listed in the contents, in accordance with the cash basis of accounting, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the Statement of Cash Receipts and Disbursements—Governmental and Business-type Activities nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the Statement of Cash Receipts and Disbursements—Governmental and Business-type Activities.

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. The Statement of Cash Receipts and Disbursements—Governmental and Business-type Activities is prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

### **Other Matters**

#### *Required Supplementary Information*

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. 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 3 is presented in compliance with the requirements of the Mississippi Office of the State Auditor and has been compiled from information that is the representation of management. This information was subject to our compilation engagement; however, we have not audited or reviewed the required supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any form of assurance on such information.

*Other Information*

The Statement of Cash Receipts and Disbursements—Governmental and Business-type Activities and related notes to financial statement are intended to comply with the requirements of the Mississippi Office of the State Auditor and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

In accordance with the provisions of §21-35-31, Miss Code Ann. (1972), we have issued a report dated May 30, 2018 on the results of our agreed-upon procedures.

*JD CPA, PLLC*

Jackson, Mississippi  
May 30, 2018

**TOWN OF SCOOBA, MISSISSIPPI  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS-  
GOVERNMENTAL AND BUSINESS-TYPE ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2015**

	<u>General Fund</u>	<u>Total</u>	<u>Water &amp; Sewer Fund</u>	<u>Total</u>
<b>Cash Receipts:</b>				
Taxes				
General property tax	\$ 34,799	\$ 34,799	\$ -	\$ -
Auto advalorem	4,188	4,188	-	-
Franchise taxes	17,800	17,800	-	-
Intergovernmental revenue				
State shared revenue				
General municipal aid	12,640	12,640	-	-
Sales tax	75,036	75,036	-	-
Railcar tax	2,323	2,323	-	-
State fire rebate & fire prot	7,966	7,966	-	-
Charges for services				
Water Utility	-	-	181,490	181,490
Other receipts				
Fines and forfeitures	24,625	24,625	-	-
Interest earned	408	408	9	9
Miscellaneous	35,886	35,886	-	-
<b>Total Cash Receipts</b>	<u>\$ 215,671</u>	<u>\$ 215,671</u>	<u>\$ 181,499</u>	<u>\$ 181,499</u>

REPORT PREPARED BY  
TOWN OF SCOOBA  
AUGUST 2015

See accompanying notes and independent accountants' compilation report.

**TOWN OF SCOOPA, MISSISSIPPI**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS-**  
**GOVERNMENTAL AND BUSINESS-TYPE ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2015**

	<u>General Fund</u>	<u>Total</u>	<u>Water &amp; Sewer Fund</u>	<u>Total</u>
<b>Cash Disbursements:</b>				
General Government	\$ 185,659	\$ 185,659	\$ -	\$ -
Public Safety				
Police	40,314	40,314	-	-
Enterprises				
Water utility	-	-	174,436	174,436
<b>Total Cash Disbursements</b>	<u>\$ 225,973</u>	<u>\$ 225,973</u>	<u>\$ 174,436</u>	<u>\$ 174,436</u>

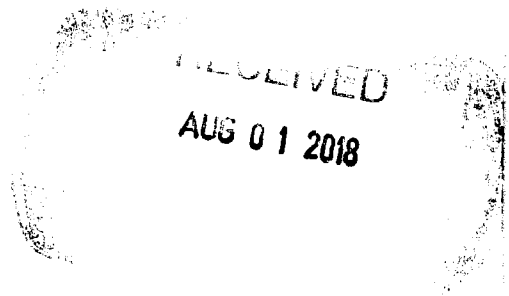
See accompanying notes and independent accountants' compilation report.



**TOWN OF SCOOPA, MISSISSIPPI  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS-  
GOVERNMENTAL AND BUSINESS-TYPE ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2015**

	<u>General Fund</u>	<u>Total</u>	<u>Water &amp; Sewer Fund</u>	<u>Total</u>
<b>Excess (Deficiency) of Cash Receipts over Disbursements</b>	<u>\$ (10,302)</u>	<u>\$ (10,302)</u>	<u>\$ 7,063</u>	<u>\$ 7,063</u>
<b>Other Financing Sources (Uses)</b>				
Transfers	15,690	15,690	(15,690)	(15,690)
Loans Repaid	-	-	(9,440)	(9,440)
<b>Total Other Financing Sources (Uses)</b>	<u>15,690</u>	<u>15,690</u>	<u>(25,130)</u>	<u>(25,130)</u>
<b>Excess (Deficiency) of cash receipts and other financing sources over disbursements and other financing uses</b>	<u>5,388</u>	<u>5,388</u>	<u>(18,067)</u>	<u>(18,067)</u>
<b>Cash balance, beginning of year</b>	<u>14,162</u>	<u>14,162</u>	<u>66,930</u>	<u>66,930</u>
<b>Cash balance, end of year</b>	<u>\$ 19,550</u>	<u>\$ 19,550</u>	<u>\$ 48,863</u>	<u>\$ 48,863</u>

See accompanying notes and independent accountants' compilation report.



## **TOWN OF SCOوبا, MISSISSIPPI NOTES TO FINANCIAL STATEMENT**

### **Note 1: Summary of Significant Accounting Policies**

#### **Reporting Entity**

The financial statement of the Town consists of all the funds of the Town.

The Citizens of Scoوبا have elected to operate under a Code Charter as permitted by Mississippi Statute 21-3-3, which prescribes a Mayor and Board of Aldermen form of government.

In evaluating how to define the government, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in accounting principles generally accepted in the United States of America. The basic - but not only - criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financial relationships, regardless of whether the government is able to exercise oversight responsibilities. Based upon the application of these criteria, there are no includable or excludable potential component units.

#### **Fund Accounting**

The accounts of the Town are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statement in this report, into three generic fund types and two broad fund categories as follows:

#### **Governmental Funds:**

**General Fund** - The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

**TOWN OF SCOوبا, MISSISSIPPI  
NOTES TO FINANCIAL STATEMENT**

**Note 1: Summary of Significant Accounting Policies (Continued):**

**Proprietary Funds:**

**Enterprise Funds** - Enterprise Funds consist of the business-type activities and are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through use charges; or (b) where the governing body had decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The Enterprise Funds are the Water and Sewer Fund.

**Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The Town uses the cash basis of accounting as prescribed by the Mississippi Office of the State Auditor.

In the fund financial statements, governmental and business-like activities are presented using a cash basis of accounting. This basis recognizes assets, liabilities, net-assets/fund equity, revenues and expenditures/expenses when they result from cash transactions with a provision for depreciation in the proprietary fund statements. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

If the town utilized accounting principles generally accepted in the United States of America, the fund financial statements for governmental funds would use the modified accrual basis of accounting, while the fund financial statements for proprietary fund types would use the accrual basis of accounting. All government-wide financial statements would be presented on the accrual basis of accounting.

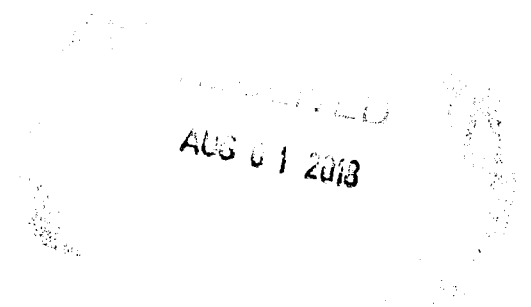
Under the modified accrual basis revenues are recognized when measurable and available. Measurable means, being able to reasonably estimate the amount. Available means collectible within the current period or soon enough thereafter to pay current liabilities. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are reported when due.

Under the accrual basis revenues are recognized when earned. Expenses (including depreciation and amortization) are recorded when the liability is incurred or the economic asset is used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

**TOWN OF SCOوبا, MISSISSIPPI  
NOTES TO FINANCIAL STATEMENT**

**Note 2: Report Classifications**

Receipts and disbursements were classified according to requirements for small towns in the State of Mississippi as prescribed by the Office of the State Auditor.



## **SUPPLEMENTAL INFORMATION**

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**TOWN OF SCOوبا, MISSISSIPPI  
SCHEDULE OF INVESTMENTS  
SEPTEMBER 30, 2015**

Ownership	Type of Investment	Interest Rate	Acquisition Date	Maturity	Bank	Amount
General Fund	Certificate of Deposit	0.55%	2/26/2015	2/25/2016	Citizens Bank	\$ 6,978
General Fund	Certificate of Deposit	0.35%	2/10/2015	2/9/2016	Citizens Bank	\$ 4,146
Water Fund	Certificate of Deposit	0.45%	7/23/2015	7/22/2016	Citizens Bank	\$ 8,785

See accompanying notes and independent accountants' compilation report.

**TOWN OF SCOوبا, MISSISSIPPI  
SCHEDULE OF LONG-TERM DEBT  
SEPTEMBER 30, 2015**

Payee	Balance Outstanding 10/01/2014	Issued	Redeemed	Balance Outstanding 09/30/2015
CAP Loan – Mississippi Development Authority, 2.0% interest, construction of Water System Improvement	<u>\$ 102,824</u>	<u>\$ -0-</u>	<u>\$ 9,440</u>	<u>\$ 93,384</u>

See accompanying notes and independent accountants' compilation report.

**TOWN OF SCOوبا, MISSISSIPPI  
SCHEDULE OF SURETY BONDS FOR MUNICIPAL OFFICERS  
SEPTEMBER 30, 2015**

POSITION	INSURANCE COMPANY	COVERAGE
Mayor	MS Municipal Bond Program	\$ 25,000
Alderspersons (5 at \$10,000 each)	MS Municipal Bond Program	\$ 50,000
Police Chief	Traveler's Casualty & Surety	\$ 50,000
Police Officers (6 at \$25,000 each)	Traveler's Casualty & Surety	\$ 150,000
Town Clerk	Traveler's Casualty & Surety	\$ 50,000
Deputy Town Clerk	Traveler's Casualty & Surety	\$ 50,000
Court Clerk	Traveler's Casualty & Surety	\$ 50,000
Office Clerk	Traveler's Casualty & Surety	\$ 50,000

See accompanying notes and independent accountants' compilation report.





## **REPORT ON COMPLIANCE WITH STATE LAWS AND REGULATIONS**

The Honorable Mayor and Board of Alderman  
Town of Scooba, Mississippi

We have compiled the accompanying Statement of Cash Receipts and Disbursements – Governmental and Business-type Activities, Schedule of Investments, Schedule of Long-Term Debt and Schedule of Surety Bonds for Municipal Officers of the Town of Scooba, Mississippi, for the year ended September 30, 2015, in accordance with Statements of 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 in the United States of America.

We 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. Our 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, we do not express such an opinion.

With respect to the items tested, the results of those procedures and our compilation of the accompanying Statement of Cash Receipts and Disbursements–Governmental and Business-type Activities, Schedule of Investments, Schedule of Long-Term Debt and Schedule of Surety Bonds for Municipal Officers of the Town of Scooba, Mississippi, for the year ended September 30, 2015, disclosed no instances of noncompliance with state laws and regulations.

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.

*JD CPA, PLLC*

Jackson, Mississippi  
May 30, 2018

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

The Honorable Mayor and Board of Alderman  
Town of Scooba, Mississippi

We have performed the procedures enumerated below, which were agreed to by the Office of the State Auditor, to the accounting records of the Town of Scooba, Mississippi, solely to assist the Office of the State Auditor in evaluating the Town of Scooba, 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 performed 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, we 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.

Our procedures and findings are as follows:

- 1) We reconciled cash on deposit with the following banks to balances in the respective general ledger accounts and obtained confirmation of the related balances from the banks:

Bank	Fund	Balance per General Ledger
Citizens Bank	General Fund	\$ 19,550
Citizens Bank	Water Fund	\$ 48,863

- 2) All investments were confirmed directly with respective trustees. All investment transactions during the year were examined for compliance with investments authorized by §21-33-323, Miss. Code Ann. (1972). This total is included in the ending cash balance in the statement of cash receipts and disbursements.

Type	Fund	Value
Certificate of Deposit	General Fund	\$ 11,124
Certificate of Deposit	Water Fund	\$ 8,785

- 3) We performed the following procedures with respect to taxes on real and personal property (including motor vehicles) levied during the fiscal year:
  - a. Trace levies to governing body minutes;
  - b. Traced distribution of taxes collected to proper funds; and
  - c. Analyzed increase in taxes for most recent period for completion 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 not be in accordance with prescribed tax levies.

Ad valorem tax collections were found to be within the limitations of §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) We obtained a statement of payments made by the Department of Finance and Administration to the municipality. These payments did not agree with the amounts recorded below by Town. These payments below were from general ledger:

Payment Purpose	Receiving Fund	Ledger Amount
General municipal aid	General	\$ 12,640
Sales tax	General	75,036
Railcar tax	General	2,323
Fire protection allocation	General	7,966
		<u>\$ 97,965</u>

- 5) We 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:

- a. Number of Sample Items 15
- b. Total Dollar Value of Sample \$18,362

We found the municipality's purchasing procedures for ten (10) of our samples are not in agreement with the requirements of the above-mentioned sections.

- 6) We selected a sample of collection of fines and forfeitures and verified that the municipal court clerk had not been settled daily with the municipal clerk. We also selected a sample of state-imposed court assessments collected and determined that the municipal clerk had not settled monthly with the Department of Finance and Administration.

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We found the municipality's to not be in agreement with the requirements of the above-mentioned sections except as follows:

The Court Clerk did not settle daily with the municipal clerk.

The Court Clerk did not settle monthly with the Department of Finance and Administration.

- 7) We have read the Municipal Compliance Questionnaire completed by the municipality. The following responses to the questionnaire indicate noncompliance with the state requirements.

The questionnaire indicates on Part 5, question 10, that court assessments be settled monthly with the Department of Finance and Administration. Our testing indicated that the court assessments are not being settled monthly with the Department.

The questionnaire indicates on Part 5, question 11, that fines and forfeitures are collected when due and settled immediately to the municipal treasurer. Our testing indicated that the court clerk does not settle daily with the municipal clerk.

We were not engaged to, and did not perform, an examination, the objective of which would be the expression of an opinion on management's compliance with laws and regulations. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of 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 a matter of public record and its distribution is not limited.

*JD CPA, PLLC*

Jackson, Mississippi

May 30, 2018

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## REPORT ON COMPLIANCE WITH STATE LAWS AND REGULATIONS

Honorable Mayor & Board of Aldermen  
Town of Scooba, Mississippi

We have compiled the statement of cash receipts and disbursements - all funds for the Town of Scooba, Mississippi (the "Town") as of and for the year ended September 30, 2015, and have issued our report dated May 30, 2018, 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 accounting principles generally accepted in the United States of America.

As required by the state legal compliance audit program prescribed by the Office of the State Auditor, we have also performed procedures to test compliance with certain state laws and regulations. Our 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, we do not express such an opinion.

The results of those procedures and our compilation of the statement of cash receipts and disbursements - all funds disclosed the following instances of noncompliance with state laws and regulations:

### **2015-001 - Finding**

The court clerk did not settle collections daily with the municipal clerk.

**Recommendation:** The court clerk should settle collections daily with the municipal clerk as required by state laws and regulations.

**Management Response:** The Town will implement the necessary policies and procedures to ensure court clerk should settle collections daily with the municipal clerk as required by state laws and regulations.

### **2015-02 - Finding**

The court clerk did not settle monthly with the Department of Finance and Administration.

**Recommendation:** The court clerk should settle monthly with the Department of Finance and Administration as required by state laws and regulations.

**Management's Response:** The court clerk will make an effort to settle monthly with the Department of Finance and Administration.

**2015-03 - Finding**

The signature of the mayor and municipal seal were not applied to all warrants.

**Recommendation:** The Mayor and Board should take efforts to ensure that all warrants are properly signed and stamped as required by the state laws and regulations.

**Management's Response:** The Mayor and Board will make an effort to ensure that all warrants are signed and sealed as required by state laws and regulations.

This report is intended for the information of the Town's management and the Office of the State Auditor 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.

*JD CPA, PLLC*

Jackson, Mississippi  
May 30, 2018

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