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TOWN OF SHUBUTA, MISSISSIPPI
COMPILATION REPORT
AND
REPORT ON AGREED-UPON PROCEDURES
September 30, 2015

BARLOW, WALKER & COMPANY, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
BRANDON, MISSISSIPPI

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TOWN OF SHUBUTA, MISSISSIPPI

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2017



Barlow, Walker & Company, P.A.

Certified Public Accountants

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Honorable Mayor and Board of Aldermen
Town of Shubuta
Shubuta, Mississippi

Management is responsible for the accompanying combined statement of cash receipts and disbursements (all funds) of the Town of Shubuta, Mississippi, as of and for the year ended September 30, 2015, 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 accompanying financial statement and we were not 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, and do not provide any form of assurance on the accompanying financial statement.

The accompanying financial statement 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.

The supplementary information contained in the Schedule of Investments, Schedule of Long-term Debt and the Schedule of Surety Bonds for Town Officials is presented for purposes of additional analysis and is not a required part of the financial statement. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

Management has elected to omit substantially all the disclosures ordinarily included in a financial statement prepared in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statement, they might influence the user's conclusions about the Town's cash receipts and disbursements. Accordingly, the financial statement is not designed for those who are not informed about such matters.

Management has omitted the management's discussion and analysis, budgetary comparison information, and the schedules related to net pension liability that are required to be presented for purposes of additional analysis. Such missing information, although not a part of the basic financial statement, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statement in an appropriate operational, economic, or historical context.

In accordance with the provisions of Section 21-35-31, Miss. Code Ann. (1972), we have issued a report dated September 27, 2017, on the results of our agreed-upon procedures.

Barlow, Walker & Company, P.A.
Brandon, Mississippi
September 27, 2017



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TOWN OF SHUBUTA, MISSISSIPPI
Combined Statement of Receipts and Disbursements (All Funds)
For the Year Ended September 30, 2015

	General Fund	Proprietary Funds		Totals (Memo Only)	
		Water Fund	Sanitation Fund	Sept. 30, 2015	Sept. 30, 2014
Revenue Receipts:					
General property taxes	\$ 80,306	\$ -	\$ -	\$ 80,306	83,131
Licenses and permits	287	-	-	287	300
Franchise taxes on utilities	17,701	-	-	17,701	17,752
Intergovernmental Revenues:					
Sales tax	48,271	-	-	48,271	45,895
Gasoline tax	1,351	-	-	1,351	1,233
Motor vehicle tax	17,682	-	-	17,682	24,704
Fire insurance premium tax distribution	2,400	-	-	2,400	2,404
County shared taxes	6,930	-	-	6,930	955
Municipal aid	220	-	-	220	220
Homestead reimbursement	7,075	-	-	7,075	6,426
Rail car taxes	1,419	-	-	1,419	4,589
Charges for Services:					
Garbage collection fees (transferred from water fund)	-	-	32,561	32,561	32,944
Water and sewer	-	97,988	-	97,988	93,739
Interest income	234	10	-	244	160
Police fines	8,165	-	-	8,165	19,907
Miscellaneous	3,830	4,546	-	8,376	12,614
Total Revenue Receipts	195,871	102,544	32,561	330,976	346,973
Other Receipts:					
Board of Supervisors	50,000	-	-	50,000	403
Transfers in from other funds	17,095	8,376	-	25,471	16,086
CDBG revenue	10,349	-	-	10,349	-
Multi-purpose building	985	-	-	985	4,145
Ball park	1,162	-	-	1,162	1
Total Other Receipts	79,591	8,376	-	87,967	20,635
Total Receipts	275,462	110,920	32,561	418,943	367,608
Cash Balance - Beginning of Year (Includes CD's and petty cash)	95,112	18,001	440	113,553	115,041
Total Amount to Account For	\$ 370,574	\$ 128,921	\$ 33,001	\$ 532,496	\$ 482,649
Operating Disbursements:					
General Government:					
Salaries - general and administrative	\$ 74,495	\$ -	\$ -	\$ 74,495	92,292
Payroll taxes and retirement	25,539	-	-	25,539	27,197
Administrative	8,928	-	-	8,928	8,888
Utilities	22,870	-	-	22,870	19,725
Tax collector commission	950	-	-	950	2,457
Telephone	5,756	-	-	5,756	6,793
Office supplies and postage	3,648	-	-	3,648	2,725
Repairs and parts	8,231	-	-	8,231	7,259
Legal, accounting and engineering	7,415	-	-	7,415	36
Insurance	17,789	-	-	17,789	22,208
Miscellaneous	10,412	-	-	10,412	1,096
Street	1,690	-	-	1,690	2,501
Ball park	7,431	-	-	7,431	351
Multi-purpose building	1,043	-	-	1,043	1,548

See accountant's compilation report.



TOWN OF SHUBUTA, MISSISSIPPI
Combined Statement of Receipts and Disbursements (All Funds)
For the Year Ended September 30, 2015

	General Fund	Proprietary Funds		Totals (Memo Only)	
		Water Fund	Sanitation Fund	Sept. 30, 2015	Sept. 30, 2014
Operating Disbursements - continued:					
Public Safety:					
Police:					
Supplies	5,288	-	-	5,288	3,073
Automobile	4,581	-	-	4,581	6,231
Court	3,220	-	-	3,220	3,506
Fire:					
Operating	48,831	-	-	48,831	3,244
Water and Sewer:					
Salaries and payroll taxes	-	29,006	-	29,006	34,805
Administrative	-	22,825	-	22,825	18,125
Supplies	-	10,337	-	10,337	12,795
Repair and maintenance	-	7,522	-	7,522	6,378
Accounting	-	-	-	-	125
Gas and oil	-	5,005	-	5,005	5,525
Insurance	-	4,881	-	4,881	3,400
Utilities	-	13,929	-	13,929	12,919
Sales tax	-	252	-	252	189
State retirement	-	9,632	-	9,632	8,037
Miscellaneous	-	3,863	-	3,863	2,553
Sanitation:					
Clarke County landfill fees	-	-	5,697	5,697	4,028
Salaries and payroll taxes	-	-	10,183	10,183	11,741
Retirement	-	-	472	472	1,785
Gasoline and repairs - truck	-	-	3,142	3,142	4,644
Supplies	-	-	569	569	1,577
Miscellaneous	-	-	3,564	3,564	5,605
Total Operating Disbursements	<u>258,117</u>	<u>107,252</u>	<u>23,627</u>	<u>388,996</u>	<u>345,361</u>
Other Disbursements and Transfers:					
Loans repaid with interest	10,344	-	-	10,344	7,649
Transfers to other funds	300	17,065	8,106	25,471	16,086
Total Other Disbursements and Transfers	<u>10,644</u>	<u>17,065</u>	<u>8,106</u>	<u>35,815</u>	<u>23,735</u>
Total Disbursements and Transfers	<u>268,761</u>	<u>124,317</u>	<u>31,733</u>	<u>424,811</u>	<u>369,096</u>
Cash Balance including CD's and petty cash at end of year	<u>101,813</u>	<u>4,604</u>	<u>1,268</u>	<u>107,685</u>	<u>113,553</u>
Total Amount Accounted For	<u>\$ 370,574</u>	<u>\$ 128,921</u>	<u>\$ 33,001</u>	<u>\$ 532,496</u>	<u>\$ 482,649</u>



TOWN OF SHUBUTA, MISSISSIPPI
Schedule of Investments (All Funds)
For the Year Ended September 30, 2015

<u>Ownership</u>	<u>Type of Investment</u>	<u>Interest Rate</u>	<u>Acquisition Date</u>	<u>Maturity Date</u>	<u>Other Information</u>	<u>Investment Cost/Value</u>
General Fund	Certificate of Deposit	0.10%	7/15/2015	7/15/2016	Bank Plus	\$ 38,960
General Fund	Certificate of Deposit	0.10%	4/25/2015	4/25/2016	Bank Plus	\$ 13,503
General Fund	Certificate of Deposit	0.10%	4/9/2015	4/9/2016	Bank Plus	\$ 13,003
General Fund	Certificate of Deposit	0.15%	11/1/2014	11/1/2015	First State Bank	\$ 16,532

See accountant's compilation report.



TOWN OF SHUBUTA, MISSISSIPPI
Schedule of Changes in Long-term Debt
For the Year Ended September 30, 2015

	Balance Outstanding 10/1/2014	Issued in Fiscal Year 2015	Redeemed in Fiscal Year 2015	Balance Outstanding 9/30/2015
Revenue Bonds & Debt				
State of MS Capital Improvement Revolving Loan Program (multi- purpose building)	\$ 5,716	\$ -	\$ 5,716	\$ -
Bush Hog note	7,192	-	4,469	2,723
Total	<u>\$ 12,908</u>	<u>\$ -</u>	<u>\$ 10,185</u>	<u>\$ 2,723</u>

Assessed valuation	2,137,459
Population per latest census	675

10/26/2017

See accountant's compilation report.



TOWN OF SHUBUTA, MISSISSIPPI
Schedule of Surety Bonds for Town Officials
For the Year Ended September 30, 2015

Name	Position	Company	Bond
Richard Carter	Mayor	Zurich North American Surety	\$ 50,000
Charles McFarland	Alderman	MS Municipal Bond Program	\$ 50,000
Toria H. Miles	Alderman	MS Municipal Bond Program	\$ 50,000
Jeanie S. McDonald	Alderman	MS Municipal Bond Program	\$ 50,000
Mary McFarland	Alderman	MS Municipal Bond Program	\$ 50,000
Robin Jones	Alderman	MS Municipal Bond Program	\$ 50,000
Diane Brown	Town Clerk	Zurich North American Surety	\$ 50,000
Phyllis A. McFarland	Deputy Clerk	Travelers	\$ 10,000
Police Officers (2 @ \$25,000 each)		Travelers	\$ 50,000

See accountant's compilation report.



TOWN OF SHUBUTA, MISSISSIPPI
Solid Waste Management Services
Full Cost Accounting Summary of Costs Report
For the Fiscal Year Ended September 30, 2015

Revenue:		
Garbage revenue	\$	32,561
Expenses:		
Clarke County landfill fees	5,697	
Wages & payroll taxes	10,655	
Supplies	569	
Gasoline & truck	3,142	
Miscellaneous	3,564	
Total expense		<u>23,627</u>
Excess of revenue over expenses	\$	<u>8,934</u>
Number of users		220
Average annual cost per user	\$	107.40

See accountant's compilation report.



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Accountant's Report on Applying Agreed-Upon Procedures

Honorable Mayor and Board of Aldermen
Town of Shubuta, Mississippi

We have performed the procedures enumerated below, which were agreed to by the Town of Shubuta, Mississippi, on management's compliance with laws and regulations as of September 30, 2015, as required by the Office of the State Auditor, under the provisions of Section 21-35-31, Miss. Code Ann. (1972). The sufficiency of these procedures is solely the responsibility of the Town of Shubuta, 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.

The procedures and associated findings are as follows:

- A. We 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:

Bank	Fund	Balance per General Ledger
Bank Plus	General Fund	\$ 3,463
Bank Plus	General Fund	\$ 709
Bank Plus	General Fund	\$ 8,802
Bank Plus	General Fund	\$ 3,051
Bank Plus	General Fund	\$ 576
Bank Plus	General Fund	\$ 137
Bank Plus	General Fund	\$ 11
Bank Plus	General Fund	\$ 3,066
Bank Plus	Water Fund	\$ 332
Bank Plus	Water Fund	\$ 1,529
Bank Plus	Water Fund	\$ 102
Bank Plus	Water Fund	\$ 2,441
Bank Plus	Water Fund	\$ 100
Bank Plus	Water Fund	\$ 100
Bank Plus	Sanitation Fund	\$ 1,268



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- B. We 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 of the Miss. Code Ann. (1972).

<u>Security</u>	<u>Fund</u>	<u>Balance per General Ledger</u>
Bank Plus CD	General Fund	\$ 38,960
Bank Plus CD	General Fund	\$ 13,503
Bank Plus CD	General Fund	\$ 13,003
First State Bank CD	General Fund	\$ 16,532

- C. We 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:

<u>Purpose for Payment</u>	<u>Receiving Fund</u>	<u>Amount per General Ledger</u>
Sales tax allocation	General Fund	\$ 48,271
Gasoline refund allocation	General Fund	\$ 1,351
Homestead reimbursement	General Fund	\$ 7,075
Fire protection allocation	General Fund	\$ 2,400
Municipal aid	General Fund	\$ 220

- D. We selected a sample of purchases made by the municipality during the fiscal year. Each sample item was evaluated for compliance with the 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	16
Dollar Value of Sample	\$ 69,232

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

- E. We performed the following procedures with respect to taxes on real and personal property levied during the fiscal year:
- Traced levies to governing body minutes;
 - Traced distribution of taxes collected to proper funds; and
 - Analyzed increase in taxes for most recent period for completion and increase limitations of Sections 27-39-320 to 27-39-233, Miss. Code Ann. (1972).

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

- F. We selected a sample of collection of fines and forfeitures and verified that the municipal court clerk had settled daily with the municipal clerk. We 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.

We found the municipality's settlement procedures to be in agreement with requirements.

[illegible]

G. We have read the Municipal Compliance Questionnaire completed by the municipality. The completed survey indicated no instances of noncompliance with state requirements.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on management's compliance with laws and regulations. Accordingly, we do not express such an opinion or conclusion. 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 and information of the Town of Shubuta, Mississippi and the Office of the State Auditor, State of Mississippi and is not intended to be, and should not be, used by anyone other than those specified parties.

This report should not be associated with the financial statement of the Town of Shubuta, Mississippi, for the year ended September 30, 2015.

Baulow, Walker & Company, P.A.

Brandon, Mississippi
September 27, 2017



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Report on Compliance with State Laws and Regulations

Honorable Mayor and Board of Aldermen
Town of Shubuta
Shubuta, Mississippi

We have compiled the accompanying statement of cash receipts and disbursements – governmental and business-type activities, schedule of investments (all funds), schedule of changes in long-term debt, and schedule of surety bonds for town officials for the Town of Shubuta, 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 accounting principles generally accepted in the United States of America.

We have performed procedures to test compliance with certain state laws and regulations as described by 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 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 (all funds), schedule of long-term debt and schedule of surety bonds for town officials for the Town of Shubuta, Mississippi, for the year ended September 30, 2015 disclosed no material instances of noncompliance with state laws and regulations.

This report is intended solely for the information and use of management and the Office of the State Auditor and is no 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.

Barlow, Walker & Company, P.A.

Brandon, Mississippi

September 27, 2017

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