

**Town of Bassfield, Mississippi**  
**Independent Accountant's Report on Applying**  
**Agreed-Upon Procedures**  
**Year Ended September 30, 2018**

**Prince CPA Firm, PLLC**  
**Certified Public Accountants**



# PRINCE CPA FIRM, PLLC

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

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

We have performed the procedures enumerated below, which were agreed to by the Office of the State Auditor and the Town of Bassfield, Mississippi, 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, 2018, 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, and Town of Bassfield, 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 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	\$ 75,789
Regions	General Fund	30,537
Regions	General Fund	1,095
Regions	General Fund	7,921
Regions	General Fund	55,461
Regions	General Fund	13,094
Regions	General Fund	6,217
Total General Fund		<u>\$ 190,114</u>

Bank	Fund	Balance Per General Ledger
Regions	Water Fund	\$ 238,004
	Total Water Fund	<u>\$ 238,004</u>

We found no exceptions as a result of the procedure.

2. 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, Miss. Code Ann. (1972). We found no exceptions as a result of the procedure.
3. We 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 uncollected taxes were properly handled which included the tax sale.

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).

4. 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:

Payment Purpose	Receiving Fund	Amount
General Municipal Aid	General Fund	\$ 127
Sales Tax Allocation	General Fund	160,789
Homestead Exemption Reimb.	General Fund	1,217
Liquor Privilege Tax	General Fund	1,800
Gasoline Tax	General Fund	778
Fire Protection Allocation	General Fund	1,450
CDBG Grant	CDBG Fund	283,090

We found no exceptions as a result of the procedure.

- 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:

Number of Sample Items	25
Dollar Value of Sample	\$ 37,546

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

- We selected a sample of collections of fines and forfeitures to verify 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 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.

- We 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.

We were 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, we do not express such an opinion. Had we performed additional procedures, other matters might have come to my attention that would have been reported to you.

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.

*Prize CPA Firm, PLLC*

June 4, 2019

Magee, Mississippi

**Town of Bassfield, Mississippi**  
**Compiled Financial Statements**  
**Year Ended September 30, 2018**

**Prince CPA Firm, PLLC**  
**Certified Public Accountants**

**Town of Bassfield, Mississippi  
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## **FINANCIAL STATEMENTS**



## PRINCE CPA FIRM, PLLC

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### INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for 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, 2018 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 financial statements 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 these financial statements.

The financial statements are 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.

Management has elected to omit substantially all of the disclosures ordinarily included in the financial statements prepared in accordance with 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, the financial statements are not designed for those who are not informed about such matters.

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. 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, Mississippi**

The supplementary information contained in Schedules 1 through 4 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplemental information was not subject to our compilation engagement. We do not express an opinion, a conclusion, nor provide any assurance on such information.

In accordance with the provisions of §21-35-31, Miss. Code Ann. (1972), we have issued a report dated June 4, 2019, on the results of our agreed-upon procedures.

*Pined CPA Firm, PLLC*

June 4, 2019

Magee, Mississippi

**Town of Bassfield, Mississippi**  
**Statement of Cash Receipts and Disbursements—**  
**Governmental and Business-type Activities**  
**For the Year Ended September 30, 2018**

	Governmental Activities			Business-type Activities		
	<u>Major Funds</u>	CDBG Fund	TOTAL	<u>Major Fund</u>	Water Fund	TOTAL
<b>RECEIPTS:</b>						
Taxes						
General Property Taxes	\$ 39,468		\$ 39,468	\$		\$
Road and Bridge Privilege License and Permits	12,206		12,206			
Utility Franchise Charges	22,169		22,169			
Other	777		777			
Intergovernmental Receipts						
State Grants						
General Municipal Aid	127		127			
Homestead Exemption	1,216		1,216			
State Shared Receipts						
Sales Taxes	160,789		160,789			
Fire Insurance Premium	1,450		1,450			
Gasoline Taxes	778		778			
ABC	1,800		1,800			
Federal Grants						
CDBG		283,090	283,090			

**SEE INDEPENDENT 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, 2018**

	Governmental Activities			Business-type Activities	
	Major Funds	CDBG Fund	TOTAL	Major Fund	TOTAL
	General Fund			Water Fund	
<b>RECEIPTS: Continued</b>					
Charges for Services					
Water Utility					
Garbage Fees					
Other Receipts					
Fines and Forfeits	4,304		4,304		
Rent	21,292		21,292		
Insurance Reimbursements				19,959	19,959
Dues	2,870		2,870		
Interest	601		601		
Refunds	80		80	20	20
Other Income	15,555		15,555		
<b>TOTAL RECEIPTS</b>	<b>\$ 285,482</b>	<b>\$ 283,090</b>	<b>\$ 568,572</b>	<b>\$ 289,888</b>	<b>\$ 289,888</b>

SEE INDEPENDENT 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, 2018**

	<u>Governmental Activities</u>			<u>Business-type Activities</u>		
	<u>Major Funds</u>	<u>CDBG Fund</u>	<u>TOTAL</u>	<u>Major Fund</u>	<u>Water Fund</u>	<u>TOTAL</u>
<b>DISBURSEMENTS:</b>						
General Government	\$ 367,334		\$ 367,334			\$
Public Safety						
Police	1,721		1,721			
Fire	15,347		15,347			
Public Works						
Enterprises						
Water and Sewer					182,402	182,402
Water and Sewer- Capital Outlay					56,656	56,656
Garbage					4,817	4,817
Grants-CDBG		283,090	283,090			
Grants-Façade	977		977			
Interest on Loans					16,823	16,823

**SEE INDEPENDENT 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, 2018**

	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- Rural Development	\$	\$	\$	\$	\$	\$
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 385,378</b>	<b>\$ 283,090</b>	<b>\$ 668,468</b>	<b>\$ 269,796</b>	<b>\$ 269,796</b>	<b>\$ 269,796</b>
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER DISBURSEMENTS</b>	<b>\$ (99,896)</b>	<b>\$ -</b>	<b>\$ (99,896)</b>	<b>\$ 20,092</b>	<b>\$ 20,092</b>	<b>\$ 20,092</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers	\$	\$	\$	\$	\$	\$
Total other financing sources (Uses)	-	-	-	-	-	-
<b>Excess (Deficiency) of receipts and other financing sources over disbursements and other financing uses</b>	<b>\$ (99,896)</b>	<b>\$ -</b>	<b>\$ (99,896)</b>	<b>\$ 20,092</b>	<b>\$ 20,092</b>	<b>\$ 20,092</b>
<b>CASH BASIS FUND BALANCE- BEGINNING</b>	<b>\$ 290,010</b>	<b>\$ -</b>	<b>\$ 290,010</b>	<b>\$ 217,912</b>	<b>\$ 217,912</b>	<b>\$ 217,912</b>
<b>CASH BASIS FUND BALANCE- ENDING</b>	<b>\$ 190,114</b>	<b>\$ -</b>	<b>\$ 190,114</b>	<b>\$ 238,004</b>	<b>\$ 238,004</b>	<b>\$ 238,004</b>

SEE INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

## **SUPPLEMENTAL INFORMATION**

**Town of Bassfield, Mississippi**  
**Schedule of Investments**  
**September 30, 2018**  
**Schedule 1**

**General Fund:**

General Fund - 1.00% Certificate of Deposit Due December 2018	\$ 13,094
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<b>Total Investments</b>	<b><u>\$ 13,094</u></b>
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**SEE INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

Town of Bassfield, Mississippi  
 Schedule of Long-Term Debt  
 September 30, 2018  
 Schedule 2

Date of Issue	Definition & Purpose	Balance	Transactions During Fiscal Year		Balance
		Outstanding 10/1/2017	Issued	Redeemed	Outstanding 9/30/2018
02/05	Water Improvements	\$ 355,432	\$ -	\$ 9,098	\$ 346,334
		<b>\$ 355,432</b>	<b>\$ -</b>	<b>\$ 9,098</b>	<b>\$ 346,334</b>

SEE INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

**Town of Bassfield, Mississippi**  
**Schedule of Surety Bonds for Town Officials**  
**September 30, 2018**  
**Schedule 3**

Name	Position	Company	Bond
Patricia Courtney	Mayor	MS Municipal	25,000
Johnny K. Roberts	Aldersperson	MS Municipal	25,000
Hester Easterling	Aldersperson	MS Municipal	25,000
Angela Cone	Aldersperson	MS Municipal	25,000
William Hendry	Aldersperson	MS Municipal	25,000
Jimmy Kerley	Aldersperson	MS Municipal	25,000
Kimberly Mason	City Clerk	Travelers	50,000
Shanicka Geeston	Deputy City Clerk	Travelers	50,000

**SEE INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

**Town of Bassfield, Mississippi**  
**Solid Waste Management Services Schedule**  
**Full Cost Accounting**  
**Summary of Costs Report**  
**Fiscal Year Ending September 30, 2018**  
**Schedule 4**

**Operating Costs (Direct Costs):**

Contractual Services	\$ 4,817
<b>Total Of All Costs</b>	<b><u>\$ 4,817</u></b>

**Supplemental Information:**

Cost of Disposal	<u>4,817</u>
<b>Total Cost</b>	<b><u>\$ 4,817</u></b>
<b>Total Cost Per User</b>	<b><u>\$ 34</u></b>

**SEE INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

## STATE COMPLIANCE



## PRINCE CPA FIRM, PLLC

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### REPORT ON COMPLIANCE WITH STATE LAWS AND REGULATIONS

To the Mayor and the Board of Alderpersons  
Town of Bassfield, 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, Schedule of Surety Bonds for Town Officials, and Solid Waste Management Services of the Town of Bassfield, Mississippi, for the year ended September 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 generally accepted accounting principles.

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 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, 2018 disclosed one 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.

*Prince CPA Firm, PLLC*

June 4, 2019  
Magee, Mississippi