

OFFICE OF THE STATE AUDITOR REPORT NOTE:

Section 7-7-211, Mississippi Code Annotated (1972) gives the Office of the State Auditor the authority to audit, with the exception of municipalities, any governmental entity in the state. In the case of municipalities, *Section 21-35-31, Mississippi Code Annotated (1972)* requires municipalities to obtain an annual audit performed by a private CPA firm and submit that audit report to the Office of the State Auditor. The Office of the State Auditor files these audit reports for review in case questions arise related to the municipality.

As a result, the following document was not prepared by the Office of the State Auditor. Instead, it was prepared by a private CPA firm and submitted to the Office of the State Auditor. The document was placed on this web page as it was submitted and no review of the report was performed by the Office of the State Auditor prior to finalization of the report. The Office of the State Auditor assumes no responsibility for its content or for any errors located in the document. Any questions of accuracy or authenticity concerning this document should be submitted to the CPA firm that prepared the document. The name and address of the CPA firm appears in the document.

TOWN OF MAYERSVILLE, MISSISSIPPI

**SPECIAL REPORT ON AGREED-UPON PROCEDURES
FOR SMALL MUNICIPALITIES (TOWNS)**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
GOVERNMENTAL AND BUSINESS-TYPE ACTIVITIES**

COMPLIANCE WITH STATE LAWS AND REGULATIONS

FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2022

Ella B. Johnson

Public Accountant

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**TOWN OF MAYERSVILLE, MISSISSIPPI
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2022**

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SPECIAL REPORT ON AGREED UPON PROCEDURES FOR SMALL MUNICIPALITIES

(Compliance Letter)

February 1, 2024

Governing Body
Town of Mayersville, Mississippi 38722

We have applied certain agreed-upon procedures, as discussed below, to the accounting records of the Town of Mayersville, Mississippi as of September 30, 2022 and for the year then ended. Town of Mayersville, Mississippi's management is responsible for the accounting records. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The Town of Mayersville, Mississippi has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of complying with the requirements of the Office of the State Auditor of Mississippi, under the provisions of Section 21-35-31, Mississippi Code Ann. (1972). This report may not be suitable for any other purpose. The procedures performed may not address all the terms of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated 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 bank:

<u>Financial Institution</u>	<u>Fund</u>	<u>Balance Per General Ledger</u>
Bank of Anguilla	General Fund	\$ 169,505.32
Bank of Anguilla	Water & Sewer	<u>70,387.60</u>
	Total	\$ 239,892.92

2. There were no investments owned as of September 30, 2022.
3. We performed the following procedures with respect to taxes on real and personal property (including motor vehicles and mobile homes) levied during the fiscal year:
 - A. Proved the mathematical accuracy of the county assessment tax rolls;
 - B. Traced levies to governing body minutes;
 - C. Determined the reasonableness of taxes levied per the tax rolls to amounts actually collected;
 - D. Examined uncollected taxes for proper handling, including tax sales;
 - E. Traced distribution of taxes collected to proper funds; and
 - F. Analyzed increase in taxes for most recent period for comparison with increase limitations of Sections 27-39-320 to 27-39-323, Miss. Code Ann. (1972)

Town of Mayersville , Mississippi
Special Report on Agreed-Upon Procedures for Small Municipalities (Continued)
September 30, 2022

The distribution of taxes was not found to be in accordance with prescribed tax levies, and uncollected taxes were not properly handled. Check date February 15, 2022 for \$23,453.72 was not deposited during Fiscal Year 2021-2022. The check was re-deposited January 9, 2024, after request for re-issue to Issaquena County Auditor from Johnson Accounting Services.

Ad valorem tax collections, including the re-issued check were found to be within the limitations of Sections 27-39-320 through 27-39-323, Mississippi Code, (1972), Annotated.

Actual Collections (Excluding debt service)		Actual Collections (Excluding debt service)	
Tax Collected 2020-2021	\$54,764	Tax Collected 2020-2021	\$55,448
Homestead Exemption	<u>2,720</u>	Homestead Exemption	<u>2,875</u>
10% Increase	<u>\$ 6,995</u>	10% Increase	<u>6,156</u>
Total	\$ 64,479	Under (Over) Limitation	\$64,479

4. The Town did not issue general obligation debt as of September 30, 2022.
5. We obtained a statement of payments made by the Department of Finance and Administration to the municipality. Payments indicated were traced to deposit in the respective bank accounts and recorded in the general ledger. Utilities payments were deposited to Issaquena County.

Payments traced were as follows:

<u>Payment Purpose</u>	<u>Receiving Fund</u>	<u>Ledger Amount</u>
Sales Tax Allocation	General Fund	\$ 7,304.03
Homestead Exemption Reimburse.	General Fund	2,874.69
Gasoline Taxes	General Fund	1,361.69
Utilities	Issaquena County	726.14
General Municipal Aid	General Fund	272.33
Dept. of Health	General Fund	5,900.00
Other Aid - ARPA	General Fund	<u>60,213.37</u>
-	Total	<u>\$78,652.25</u>

6. We selected a sample of purchases made by the town during the fiscal year. Each sample item was evaluated for proper approval and compliance with purchasing requirements set forth in Sections 31-7-1, 31-7-49 and 31-7-57, Mississippi Code 1972, Annotated, as applicable.

The sample consisted of the following:

Number of Sample items	10
Total Dollar Value of Sample	\$17,245.14

With regard to the items selected for testing, one invoice could not be located.

Town of Mayersville , Mississippi
Special Report on Agreed-Upon Procedures for Small Municipalities (Continued)
September 30, 2022

7. There was no evidence of the Municipal Compliance Questionnaire being completed and recorded by the Municipality for Fiscal Year ending September 30, 2022.

Because the above procedures do not constitute an audit in accordance with generally accepted auditing standards, we do not express an opinion on any of the specific accounts or classes of transactions referred to above. In connection with the procedures referred to above, matters came to our attention that caused us to believe the items specified in Paragraphs 1, 2 and 3 should be adjusted. Had we performed additional procedures or had we conducted an audit of the financial statements in accordance with generally accepted auditing standards, matters might have come to our attention that would have been reported to you. This report should not be associated with the financial statements of the Town of Mayersville, Mississippi, for the fiscal year ended September 30, 2022.



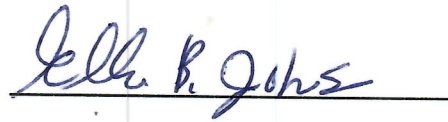
Ella B. Johnson, Public Accountant
Madison, MS 39110
February 1, 2024

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Honorable Mayor and Alderpersons
Town of Mayersville, Mississippi

We have compiled the Statement of Cash Receipts and Disbursements (Governmental & Business-type Activities) for the Fiscal Year Ended September 30, 2022.

February 1, 2024

A handwritten signature in blue ink, appearing to read "E. B. Johns", is written over a horizontal line.

Town of Mayersville, Mississippi
Statement of Cash Receipts and Disbursements
Governmental and Business-type Activities
For Fiscal Year Ended September 30, 2022

	Governmental Activities				Business Type		Total	
	Other		Governmental		Activities		All Activities	
	Major Fund	Funds	Funds	Total	Proprietary Fund	2022	2021	All Activities
Receipts:	General Fund							
General Property Taxes - County	\$ 55,448			55,448		55,448	51,352	
General Property Taxes - Other	627			627		627	3,412	
Licenses & Permits	345			345		345	811	
Franchise & Utility	6,270			6,270		6,270	6,063	
Rents & Royalties	10,400			10,400		10,400	4,230	
State Shared Revenues:								
Sales Tax	7,304			7,304		7,304	6,839	
Homestead Reimbursement	2,875			2,875		2,875	2,720	
Gasoline Tax	1,362			1,362		1,362	1,675	
Other Aid - ARPA	60,213			60,213		60,213	60,213	
Department of Health	5,900			5,900		5,900	3,325	
Ms Development Authority				-		-	217,705	
General Municipal Aid	272			272		272	273	
Modernization Use	-			-		-	27,215	
Other Receipts:								
Other Revenue	5,997			5,997		5,997	8,999	
Charges for Services:								
Water & Sewer Fees								
Total Receipts	\$ 157,013	-	\$	157,013	\$	84,628	77,158	
						\$ 241,641	471,990	

The notes to the financial statements are an integral part of this statement.

TOWN OF MAYERSVILLE, MISSISSIPPI
Notes to the Financial Statements
September 30, 2022

NOTE 1: Summary of Significant Accounting Policies

Basis of Accounting:

The Financial Statements of the Town of Mayersville, Mississippi (the Municipality), have been prepared using the cash receipts and disbursements basis of accounting, as prescribed by the Office of the State Auditor. Consequently, revenues are recognized when received rather than when measurable and available, and expenditures are recognized when paid rather than when the obligations are incurred. Accordingly, the Statement of Cash Receipts and Disbursements (All Funds), is not intended to present results of operations in conformity with generally accepted accounting principles.

General Information:

The Municipality operates under the Mayor and Board of Alderpersons form of government and provides services as required by law.

Reporting Entity:

The Municipality utilizes fund accounting, with each fund being 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.

The Municipality reports the following major Governmental funds:

Governmental Fund Types:

General Fund – The General Fund is used to account for and report all financial resources not accounted for and reported in another fund.

Special Revenue Funds – These funds are used to account for and report financial resources that are restricted, committed, or assigned to certain expenditures.

Capital Projects Funds – These funds are used to account for and report financial resources to be used for the acquisition and construction of major capital facilities.

Proprietary Fund types:

Enterprise funds – These funds are used to account for those operations that are financed and operated in a manner similar to private business enterprises or where the municipality has decided that periodic determination of revenues earned, expenses incurred and/or net income is necessary for management accountability.

TOWN OF MAYERSVILLE, MISSISSIPPI
Notes to the Financial Statements- (Continued)
September 30, 2022

NOTE 2: Report Classifications

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

NOTE 3: Budget

Budgets are adopted as prescribed by the State of Mississippi. Annual appropriated budgets are adopted for all funds. The Mississippi Code Ann. (1972) prescribes cash basis reporting of revenues for budgeting of expenditures to be disbursed within thirty days after year end (with exception for construction in progress).

NOTE 4: Cash and Cash Equivalents

The carrying amount of the Municipality's deposits with financial institutions reported in all funds was \$239,892.92.

Custodial Credit Risk – Deposits. Custodial credit risk is defined as the risk that, in the event of the failure of a financial institution, the Municipality will not be able to recover deposits or collateral securities that are in the possession of an outside party. The Municipality does not have a formal deposit policy for custodial credit risk. In the event of failure of a financial institution, securities pledged by that institution would be liquidated by the State Treasurer to replace the public deposits not covered by the Federal Deposit Insurance Corporation (FDIC). Deposits above FDIC coverage are collateralized by the pledging financial institution's trust department or agent in the name of the Mississippi State Treasurer on behalf of the municipality.

NOTE 5: Property Tax

The Board of Alderpersons, each year at a meeting in September, levies property taxes for the ensuing fiscal year which begins on October 1. Real property taxes become a lien on January 1 of the current year, and personal property taxes become a lien on March 1 of the current year. Taxes on both real and personal property, however, are due on or before February 1 of the next succeeding year. Taxes on motor vehicle and mobile homes become a lien and are due in the month that coincides with the month of original purchase. All unpaid taxes levied October 1 become delinquent February 1 of the following year. The Municipality entered an inter-local agreement with Issaquena County Tax Collector for the billing and collection of its real and personal property taxes, motor vehicle, and mobile home. Taxes are billed, collected and remitted to the Town by the Issaquena County Tax Collector each month. The total millage rate for the Town of Mayersville was 64 mills. The distribution of taxes to funds was not in accordance with prescribed tax levies and uncollected taxes were not properly handled.

TOWN OF MAYERSVILLE
SCHEDULE OF SURETY BONDS FOR MUNICIPAL OFFICIALS
September 30, 2022

<u>Name of Company</u>	<u>Policy Period Ending</u>	Person Covered	<u>Bond Amount</u>
Travelers Casualty & Surety Co.	7/1/2025	Mayor	\$ 50,000
Travelers Casualty & Surety Co.	9/9/2023	Town Clerk	50,000
Travelers Casualty & Surety Co.	7/1/2025	Alderspersons (each)	10,000

JOHNSON ACCOUNTING SERVICE

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

To the Mayor and the Board of Aldermen
Town of Mayersville, Mississippi

We have compiled the accompanying Statement of Cash Receipts and Disbursements, Governmental and Business-Type Activities, and Schedule of Surety Bonds for Municipal Officials of the Town of Mayersville, Mississippi, for the year ended September 30, 2022, 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 of Mississippi. 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. According, 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, and Schedule of Surety Bonds for Municipal Officials, of the Town of Mayersville, Mississippi, for the year ended September 30, 2022, disclosed material instances of non-compliance with state laws and regulations. (Management Letter Attached.)

This report is intended solely for the information and use of management, Town of Alderpersons 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.



Ella B. Johnson, Public Accountant
Madison, Mississippi
February 1, 2024

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Management Letter

To the Mayor and the Board of Aldermen
Town of Mayersville, Mississippi

In planning and performing certain agreed-upon procedures as of and for the fiscal year ended September 30, 2022 respectively, we considered the Town of Mayersville's internal controls in order to determine our procedures and not to provide assurance on the internal controls. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal controls that, in our judgment, could adversely affect the Town's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material to the financial statements may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal controls would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above.

REPORTABLE CONDITIONS

Observation: We noted that the distribution of taxes was not found to be in accordance with prescribed tax levies, and uncollected taxes were not properly handled. Check date February 15, 2022 for \$23,453.72 was not deposited during Fiscal Year 2021- 2022. The check was re-deposited January 9, 2024, after a request for re-issue to Issaquena County Auditor from Johnson Accounting Services.

Criteria: Taxes are billed, collected and remitted to the Town by Issaquena's County Tax Collector each month. It is the duty of the Town Clerk to properly receive and deposit taxes monthly for annual reconciliation. It is also the duty of the Town Clerk to respond to the County request regarding an outstanding check.

Effect: The County Auditor advised that the Town Clerk was contacted to research the check with no response.

Recommendation: We recommend that all taxes collected be deposited in the bank in the same month they are received by the Town Clerk on a separate deposit slip.

Response: The mayor responded that extra care will be implemented regarding receiving tax checks that will be deposited within the month received.

Observation: We noted that Modernization Expenditure Reports were not submitted to receive funds for two Fiscal Years ending September 30, 2022 and September 30, 2023.

Criteria: The Town of Mayersville is required to file the Annual Use Tax Modernization Expenditure Reports by November 15th yearly to calculate the Town's January and July payments.

Effect: The Town did not receive Modernization Grant Funds for two (2) Fiscal Years.

Recommendation: Johnson Accounting Services filed these reports timely to start back to receiving grant funds.

Response: The Mayor has provided proof that January Modernization Funds were received January 25, 2024. The Town will file the required forms before November 15th.

Observation: We noted bank statements for the following accounts were not reconciled monthly to the general ledger.

**General Fund
Water & Sewer**

Criteria: Bank reconciliations are an essential element in determining if transactions are properly recorded and discovering errors or omissions in a timely manner. Generally accepted accounting principles require, and effective internal controls demand accurate, complete and timely prepared bank statement reconciliations to ensure that all items of income and expense are reported and that the financial statements are complete.

Effect: The Town did not its own accounting system. If they did, their financial statements would have been misstated, inaccurate and misleading. A third-party accountant posted accounting statements in order to compile the Special Report on Agreed-Upon Procedures for Fiscal Year Ended September 30, 2022.

Recommendation: We recommend that the Town of Mayersville obtain financial expertise in this area and start its own accounting system to include bank reconciliations. Even if a third-party accountant posted accounting statements in the future, bank reconciliation should be the function of the Town Clerk. To further strengthen controls, the Mayor, or her designee, should receive all unopened bank statements, review all or a sample of checks written for signatures, familiarity with vendors names, and initial and date the bank statement to indicate her review prior to giving them to the Clerk for reconciliation. These measures are highly effective when a town does not have adequate staffing to help segregate duties.

Response: There will be an ongoing line of communication with the Mayor and Town Clerk to make sure that bank reconciliations are done monthly, effective October, 2023.

Observation: The Town of Mayersville did not commission municipal depositories.

Criteria: Sections 27-105-353 and 27-105-363, Mississippi Code Ann. (1972) requires municipalities to advertise and select depositories for no more than a two-year term.

Effect: By not advertising for proposals from depositories, the Town did not engage in fair and competitive practices.

Recommendation: We recommend the Town of Mayersville advertise a bid in a newspaper of general circulation of the bank(s) and also request (banks) to submit a bid.

Response: The Town of Mayersville will publish and post an ad to request proposals for the selection of a depository to be done every two years, as required by state regulations.

This Report is intended for the information of the Town of Mayersville'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.



Ella B. Johnson, Public Accountant
Madison, Mississippi
February 1, 2024

