

CITY OF LEEDS
LEEDS, NORTH DAKOTA

FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

City of Leeds
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CITY OF LEEDS
LIST OF OFFICIALS
DECEMBER 31, 2018

CITY COUNCIL

Office

Nick Parslow
Kyle Nelsen
Rob Nelsen
Patrick Streyle
Kris Larson

Mayor

EMPLOYEES:

Kari Follman

City Auditor

Harold J. Rotunda
Certified Public Accountant
INDEPENDENT AUDITOR'S REPORT

Governing Board
City of Leeds
Leeds, North Dakota

I have audited the accompanying modified cash basis financial statements of the governmental activities, the business-type activities, each major fund and aggregate remaining fund information of City of Leeds as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement in the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Leeds as of December 31, 2018, and the changes in the modified cash basis financial position and cash flows, where applicable, thereof for the year then ended, in conformance with the modified cash basis of accounting.

Basis of Accounting

I draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. My opinion is not modified with respect to that matter.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, I have also issued reports dated December 30, 2022, on my considerations of the City's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control over financial reporting and compliance.

Fargo, North Dakota
December 30, 2022

CITY OF LEEDS
STATEMENT OF NET POSITION- MODIFIED CASH BASIS
DECEMBER 31, 2018

	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and investments	395,734.52	507,612.11	903,346.63
Total Assets	395,734.52	507,612.11	903,346.63
LIABILITIES			
Total liabilities	-	-	-
NET POSITION			
Restricted for Debt Service	131,248.54	77,232.65	208,481.19
Unrestricted	264,485.98	430,379.46	694,865.44
Total net position	395,734.52	507,612.11	903,346.63

The accompanying notes are an integral part of these financial statements.

CITY OF LEEDS

STATEMENT OF ACTIVITIES- MODIFIED CASH BASIS

YEAR ENDED DECEMBER 31, 2018

		Program Revenues		Revenue & Changes in Net Position
	Expenses	Charges for Services	Operating grants and Contributions	Governmental Activities
Governmental activities:				
General government	142,697.42	3,915.00		(138,782.42)
Public safety	25,565.09			(25,565.09)
Highways and streets	80,145.55		57,198.19	(22,947.36)
Economic development	-			-
Capital outlays	-			-
Interest expense	66,065.85		51,143.71	(14,922.14)
 Total Governmental Activities	 314,473.91	 3,915.00	 108,341.90	 (202,217.01)
Business-type activities				
Water	83,042.51	130,241.82		47,199.31
Sewer	18,826.22	39,120.40		20,294.18
Garbage	76,458.41	83,481.61		7,023.20
FIF	-	15,205.01		15,205.01
Water Tower	-	36,140.26		36,140.26
Sewer improvement	3,747.58	5,538.15		1,790.57
Debt expense	51,910.05			(51,910.05)
				-
 Total Business-type activities	 233,984.77	 309,727.25	 -	 75,742.48
 Total	 548,458.68	 313,642.25	 108,341.90	 (126,474.53)
 Net expense		Governmental (202,217.01)	Business-type 75,742.48	Total (126,474.53)
General Revenues				
Property taxes		127,729.75		127,729.75
Sales taxes		81,540.20		81,540.20
 Intergovernmental		35,032.61	2,784.37	37,816.98
Interest income		2,091.97	-	2,091.97
 Other revenue		19,734.30	12,781.72	32,516.02
 Total general revenues		266,128.83	15,566.09	281,694.92
 Transfers in (out)		-	-	-
 Change in Net Position		63,911.82	91,308.57	155,220.39
 Net Position- January 1		331,822.70	416,303.54	748,126.24
 Net Position- December 31		395,734.52	507,612.11	903,346.63

The accompanying notes are an integral part of these financial statements.

CITY OF LEEDS
BALANCE SHEET- GOVERNMENTAL FUNDS-MODIFIED CASH BASIS
DECEMBER 31, 2018

	GENERAL	HIGHWAY	SALES TAX	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
ASSETS					
Cash and investments	83,234.03	0.69	158,754.87	153,744.93	395,734.52
Total Assets	83,234.03	0.69	158,754.87	153,744.93	395,734.52
LIABILITIES					
Total liabilities	-	-	-	-	-
FUND BALANCE					
Restricted for Debt Service			-	131,248.54	131,248.54
Assigned for General Government		0.69	158,754.87	22,496.39	181,251.95
Unassigned	83,234.03	-		-	83,234.03
Total fund balance	83,234.03	0.69	158,754.87	153,744.93	395,734.52
Total liabilities and fund balance	83,234.03	0.69	158,754.87	153,744.93	395,734.52

The accompanying notes are an integral part of these financial statements.

CITY OF LEEDS
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES- GOVERNMENTAL FUNDS- MODIFIED CASH BASIS
YEAR ENDED DECEMBER 31, 2018

	GENERAL	HIGHWAY	SALES TAX	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
Property taxes	98,699.23			29,030.52	127,729.75
Sales taxes	-		81,540.20		81,540.20
Special Assessments	-	-	-	51,143.71	51,143.71
Intergovernmental	34,735.64	57,198.19	-	296.97	92,230.80
Interest	2,091.97		-		2,091.97
Charges for services	1,850.00	-		12,623.12	14,473.12
Other	8,942.93	80.25		153.00	9,176.18
Total Revenues	146,319.77	57,278.44	81,540.20	93,247.32	378,385.73
Current:					
General government	130,137.04		-	12,560.38	142,697.42
Public safety	7,200.00			18,365.09	25,565.09
Highways and streets		77,770.55		2,375.00	80,145.55
Economic development				-	-
Capital outlays		-		-	-
Debt Service					
Principal	18,587.09			27,661.00	46,248.09
Interest expense	76.76			19,741.00	19,817.76
Total Expenditures	156,000.89	77,770.55	-	80,702.47	314,473.91
Excess revenues (expenditures)	(9,681.12)	(20,492.11)	81,540.20	12,544.85	63,911.82
Other Financing Sources (Uses):					
Transfers in	67,870.00	18,771.00	-		86,641.00
Transfers out	(3,771.00)	-	(82,870.00)		(86,641.00)
Bond proceeds		-		-	-
Total other financing sources and uses	64,099.00	18,771.00	(82,870.00)	-	-
Net change in fund balances	54,417.88	(1,721.11)	(1,329.80)	12,544.85	63,911.82
Fund balance- beginning	28,816.15	1,721.80	160,084.67	141,200.08	331,822.70
Fund balance- ending	83,234.03	0.69	158,754.87	153,744.93	395,734.52

The accompanying notes are an integral part of these financial statements.

CITY OF LEEDS
STATEMENT OF NET POSITION- MODIFIED CASH BASIS
PROPRIETARY FUNDS
DECEMBER 31, 2018

	Water	Sewer	Sanitation	Water Tower	Other	Total
ASSETS						
Cash and cash equivalents	154,520.51	71,747.17	55,493.30	77,232.65	148,618.48	507,612.11
Total Assets	154,520.51	71,747.17	55,493.30	77,232.65	148,618.48	507,612.11
LIABILITIES						
Total liabilities	-	-	-	-	-	-
NET POSITION						
Restricted for:						
Capital projects						0.00
Debt service				77,232.65		77,232.65
Unrestricted	154,520.51	71,747.17	55,493.30		148,618.48	430,379.46
Total net position	154,520.51	71,747.17	55,493.30	77,232.65	148,618.48	507,612.11

The accompanying notes are an integral part of these financial statements.

CITY OF LEEDS
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION- MODIFIED CASH BASIS
PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2018

	Water	Sewer	Sanitation	Water Tower	Other	Total
OPERATING REVENUE						
Charges for services	130,241.82	39,120.40	83,481.61	36,140.26	20,743.16	309,727.25
OPERATING EXPENSES						
Salaries	45,449.60	9,761.02	6,844.55			62,055.17
Payroll taxes	4,758.47	1,284.86	754.09			6,797.42
Professional fees	457.94	251.00				708.94
Insurance	1,382.93	203.10	-			1,586.03
Contract services			64,902.80			64,902.80
Electricity	12,295.93	1,918.69				14,214.62
Supplies	9,840.51	2,663.91	360.83			12,865.25
Repairs and maintenance	5,685.42	1,411.63	927.75			8,024.80
Office expense	1,392.40	702.97	906.04		-	3,001.41
Purchased service	1,529.32	629.04	1,662.36			3,820.72
Miscellaneous	249.99	-	99.99			349.98
Total operating expenses	83,042.51	18,826.22	76,458.41	-	-	178,327.14
Operating income (loss)	47,199.31	20,294.18	7,023.20	36,140.26	20,743.16	131,400.11
NON-OPERATING REVENUE (EXPENSE)						
Bond principal	(26,000.00)			(15,000.00)		(41,000.00)
Interest income	-					-
Grant income					2,784.37	2,784.37
Interest expense	(3,910.05)			(7,000.00)		(10,910.05)
Capital outlay	-				(3,747.58)	(3,747.58)
Other	11,208.72	-	1,573.00			12,781.72
Total non-operating rev (exp)	(18,701.33)	-	1,573.00	(22,000.00)	(963.21)	(40,091.54)
Income (loss) before transfers	28,497.98	20,294.18	8,596.20	14,140.26	19,779.95	91,308.57
Transfers in	-				4,667.00	4,667.00
Transfers out		-			(4,667.00)	(4,667.00)
Change in net position	28,497.98	20,294.18	8,596.20	14,140.26	19,779.95	91,308.57
Net Position- January 1	126,022.53	51,452.99	46,897.10	63,092.39	128,838.53	416,303.54
Net Position- December 31	154,520.51	71,747.17	55,493.30	77,232.65	148,618.48	507,612.11

The accompanying notes are an integral part of these financial statements.

CITY OF LEEDS
STATEMENT OF CASH FLOWS- MODIFIED CASH BASIS
PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2018

	Water	Sewer	Sanitation	Water Tower	Other	Total
CASH FLOWS FROM OPERATING ACTIVITIES						
Receipts from customers	130,241.82	39,120.40	83,481.61	36,140.26	20,743.16	309,727.25
Payments to suppliers	(37,592.91)	(9,065.20)	(69,613.86)	-	-	(116,271.97)
Payments to employees	(45,449.60)	(9,761.02)	(6,844.55)	-	-	(62,055.17)
Other receipts	11,208.72	-	1,573.00	-	2,784.37	15,566.09
Net cash provided by (used in) operating activ	58,408.03	20,294.18	8,596.20	36,140.26	23,527.53	146,966.20
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES						
Transfers to other funds	-	-	-	-	4,667.00	4,667.00
Transfers from other funds	-	-	-	-	(4,667.00)	(4,667.00)
Net cash provided by (used in) noncapital fin:	-	-	-	-	-	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES						
Purchase of capital assets	-	-	-	-	(3,747.58)	(3,747.58)
Principal paid on capital debt	-	-	-	-	-	-
Interest paid on capital debt	(3,910.05)	-	-	(7,000.00)	-	(10,910.05)
Debt proceeds	(26,000.00)	-	-	(15,000.00)	-	(41,000.00)
Net cash provided by (used in) capital and rel:	(29,910.05)	-	-	(22,000.00)	(3,747.58)	(55,657.63)
CASH FLOWS FROM INVESTING ACTIVITIES						
Interest and dividends	-	-	-	-	-	-
Net cash provided by (used in) investing activ	-	-	-	-	-	-
Net increase (decrease) in cash and cash equivalents	28,497.98	20,294.18	8,596.20	14,140.26	19,779.95	91,308.57
Balance- beginning of year	126,022.53	51,452.99	46,897.10	63,092.39	128,838.53	416,303.54
Balance- end of year	154,520.51	71,747.17	55,493.30	77,232.65	148,618.48	507,612.11
Reconciliation of operating income (loss) to net cash provided by operating activities:						
Operating income (loss)	47,199.31	20,294.18	7,023.20	36,140.26	20,743.16	131,400.11
Adjustments to reconcile operating income to net cash provided (used) by operating activities:						-
Depreciation expense					-	-
Miscellaneous receipts (expense)	11,208.72	-	1,573.00	-	2,784.37	15,566.09
Net cash provided by operating activi	58,408.03	20,294.18	8,596.20	36,140.26	23,527.53	146,966.20

The accompanying notes are an integral part of these financial statements.

CITY OF LEEDS
LEEDS, NORTH DAKOTA

NOTES TO THE FINANCIAL STATEMENTS
December 31, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Leeds (City) have been prepared on a modified cash basis of accounting. The modified cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

A. Reporting Entity

The accompanying financial statements present the activities of the City. The City has considered all potential component units for which the City is financially accountable and other organizations for which the nature and significance of their relationships with the City such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. This criteria includes appointing a voting majority of an organization's governing body and (1) the ability of the City to impose its will on that organization or (2) the potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the City.

Based on these criteria, there are no component units.

B. BASIS OF PRESENTATION, BASIS OF ACCOUNTING

Government-wide statements: The statement of net assets and the statement of activities display information about the primary government, the City. These statements include the financial activities of the overall government. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the City's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

CITY OF LEEDS

Notes to Financial Statements- Continued

Fund Financial Statements: Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenses/expenditures. Funds are organized into two major categories: governmental and proprietary. The City currently has no fiduciary funds.

The City reports the following major governmental funds:
General Fund. The General Fund is the primary operating fund of the City and always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

Highway- The fund is used to account for highway activity for the County. Primary revenue sources are taxes and state aid.

Sales tax fund. The sales tax fund is used to record the collection of sales taxes and economic development expenses.

The City reports the following major enterprise funds:

Water- accounts for operating activities of the City's water services

Sewer- accounts for operating activities of the City's sewer services

Water Tower improvement- accounts for the construction and debt service of the water tower improvement project.

Sanitation- accounts for operating activities of the City's sanitation services

C. Measurement Focus and Basis of Accounting

Government-wide Financial Statements. In the government-wide Statement of Net Assets and the Statement of Activities, activities are presented using the economic resources measurement focus, within the limitations of the cash basis of accounting as defined below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus, as applied to the cash basis of accounting, is used as appropriate.

All governmental funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements presents sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

CITY OF LEEDS
Notes to Financial Statements- Continued

In the government-wide Statement of Net Assets and the Statement of Activities, activities are presented using a modified cash basis of accounting. This basis of accounting recognizes assets, liabilities, net assets/fund equity, revenues and expenditures when they result from cash transactions in the government-wide statements. This basis is a comprehensive of accounting other than accounting principles generally accepted in the United States of America.

As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

If the City utilized the basis of accounting recognized as generally accepted, the fund financial statements for governmental funds would use the modified accrual basis of accounting. All government-wide financial statements would be presented on the accrual basis of accounting.

Under the terms of grant agreements, the City funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net assets available to finance the program. It is the City's policy to first apply cost-reimbursement grant resources to such programs, and then by general revenues.

D. Budgets

Based upon available financial information the clerk prepares the City budget. The budget is prepared for the general fund on the modified cash basis of accounting. The budget includes the proposed expenditures and the means of financing them. All annual appropriations lapse at year-end.

City taxes must be levied by the governing board on or before the October 7. The taxes levied must be certified to the County auditor by October 10. The governing body of the City may amend its tax levy and budget for the current fiscal year on or before the tenth day of October of each year, but the certification must be filed with the County auditor by October 10. The current budget, except for property taxes, may be amended during the year for any revenues and appropriations not anticipated at the time the budget was prepared.

E. Cash and Investments

Cash includes amounts in demand deposits and money market accounts.

City of Leeds
Notes to Financial Statements- Continued

H. Fund Balance/ Net Position

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form - inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

Restricted - This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed - These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the City council-the City's highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the council removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned - This classification reflects the amounts constrained by the City's "intent" to be used for specific purposes, but are neither restricted nor committed. The council has the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as non-spendable and are neither restricted nor committed.

Unassigned - This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, the City's preference is to first use restricted resources, then unrestricted resources-committed, assigned, and unassigned-in order as needed.

The Board has not set a General Fund minimum fund balance.

City of Leeds
Notes to Financial Statements- Continued

I. Interfund Transactions

In the governmental fund statements, transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed.

All other interfund transactions, except reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

In the government-wide financial statements, interfund transactions have been eliminated.

J. Use of estimates

The preparation of financial statements in conformity with the Other comprehensive basis of accounting (OCBOA) used by the City requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

NOTE 2: LEGAL COMPLIANCE - BUDGETS

BUDGET AMENDMENTS

The board did not amend the General fund budget for 2018.

EXPENDITURES OVER APPROPRIATIONS

The City did not overspend the budget for any individual funds.

NOTE 3 DEPOSITS AND INVESTMENTS

In accordance with North Dakota Statutes, the City maintains deposits at the depository banks designated by the governing board. All depositories are members of the Federal Reserve System.

Deposits must either be deposited with the Bank of North Dakota or in other financial institution situated and doing business within the state. Deposits, other than with the Bank of North Dakota, must be fully insured or bonded. In lieu of a bond, a financial institution may provide a pledge of securities equal to 110% of the deposit not covered by insurance or bonds.

City of Leeds
Notes to Financial Statements- Continued

Authorized collateral includes bills, notes, or bonds issued by the United State government, its agencies or instrumentalities, all bonds and notes guaranteed by the United States government, Federal Land Bank bonds, notes, warrants, and certificates of indebtedness, insured certificates of deposit, shares of investment companies registered under the Investment Companies Act of 1940, and all other forms of securities issued by the State of North Dakota, its boards, agencies, instrumentalities, or by any City, City, township, school City, park City, or other political subdivision of the State of North Dakota whether payable from special revenues or supported by the full faith and credit of the issuing body and bonds issued by another state of the United States, or such other securities approved by the banking board.

At December 31, 2018, the City's carrying amount of deposits was \$903,347. Of the bank balances, \$250,000 was covered by Federal Depository Insurance. The remaining balance was collateralized with securities held by the pledging financial institution's agent in the government's name.

Credit Risk

State statutes authorize the City to invest in:(1) Bonds, treasury bills and notes, or other securities that are a direct obligation of, or an obligation insured or guaranteed by, the treasury of the United States, or its agencies, instrumentalities, or organizations created by an act of Congress.(2) Securities sold under agreements to repurchase written by a financial institution in which the underlying securities for the agreement to repurchase are the type listed above.(3) Certificates of Deposit fully insured by the federal deposit insurance corporation or the state.(4) Obligations of the state.

Concentration of Credit Risk

The City does not have a limit on the amount it may invest in any one issuer.

NOTE 4: PROPERTY TAXES

Property taxes are levied as of January 1. The property taxes attach as an enforceable lien on property on January 1 and may be paid in two installments. The first installment includes one-half of the real estate taxes and all the special assessments and the second installment is the balance of the real estate taxes. The first installment is due by March 1 and the second installment is due by October 15. A 5% discount on property taxes is allowed if all taxes and special assessments are paid by February 15. After the due dates, the bill becomes delinquent and penalties are assessed. Most property owners choose to pay property taxes and special assessments in a single payment on or before February 15 and receive the discount on the property taxes.

CITY OF LEEDS
Notes to Financial Statements- Continued

NOTE 5: LONG-TERM DEBT

Below is a summary of long-term debt owed by the City. The information is not included in the financial statements, as the financial statements are prepared on the modified cash basis.

	Payable 2017	Increases	Decreases	Payable 2018	Due Within One Year
USDA	1,052,848		27,661	1,025,187	28,180
SRF Payable	433,998		41,000	392,998	41,000
Notes payable	46,425		18,587	27,838	9,000
TOTAL	1,533,271		87,248	1,446,023	

BONDS PAYABLE

Bonds payable consist of the following:

	Maturity Date	Interest Rate	Balance Outstanding
Improvement bond 2011	05/01/2048	2.50%	1,025,187

SRF NOTES PAYABLE

The City obtained financing from the State of North Dakota's State Revolving Loan Fund (SRF) to finance improvements to the City's utility systems. Details relative to the outstanding notes payable are shown below:

	Maturity Date	Interest Rate	Balance Outstanding
GOVERNMENTAL ACTIVITIES			
Water Treatment-2010	09/01/2022	2.5%	57,998
Water Treatment-2010	09/01/2028	2.5%	20,000
Water Treatment-2011	09/01/2022	2.5%	50,000
Water Treatment-2016	09/01/2036	2.5%	<u>265,000</u>
			392,998

There are a number of limitations and restrictions contained in the various bond indentures. The City is in compliance with all significant limitations and restrictions.

Special Assessment bonds are paid directly from debt service sinking funds. Special assessments are certified annually in amounts sufficient to pay debt service requirements. Whenever all special assessments appropriated and collected for a special assessment district are insufficient to pay principal and interest then due on special assessment improvement bonds issued against such improvement district, the city is required to levy a deficiency levy upon all taxable property in the City.

CITY OF LEEDS

Notes to Financial Statements- Continued

Year Ending December 31	Bonds Payable			
	Principal	Interest		
2019	28,180	19,222	41,000	8,210
2020	28,708	18,694	41,000	7,330
2021	29,246	18,156	42,000	6,450
2022	29,795	17,607	41,998	5,550
2023	30,353	17,049	27,000	4,650
2024-2028	160,520	76,490	85,000	16,750
2029-2033	176,144	60,866	75,000	8,500
2034-2038	193,289	43,721	40,000	1,500
2039-2043	212,102	24,908		
2044-2046	136,849	5,357		
TOTAL	1,025,187	302,069	392,998	58,940

City has a note payable that it used to pay for pickup.

2019	9,800
2020	9,800
2021	<u>9,800</u>
	29,400
Less amount representing interest	<u>1,562</u>
Principal balance remaining	27,838

NOTE 6: TRANSFERS

Transfer are used to 1) move unrestricted general fund revenues to finance various programs, 2) move sales tax revenues to fund programs and projects, and 3) move revenues from the fund with collection authorization to the debt service fund as debt service principal and interest payments become due.

	Transfers	
	In	Out
General	67,870	3,771
Highway distribution	18,771	
Sales tax		82,870
USDA Reserve	4,667	
Sewer project		4,667

NOTE 7: RISK MANAGEMENT

The City is exposed to various risks of loss relating to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. In 1986 state agencies and political subdivisions of the State of North Dakota joined together to form the North Dakota Insurance Reserve Fund (NDRIF), a public entity risk pool currently operating as a common risk management and insurance program for the state and over 2,000 political subdivisions. The City pays an annual premium to NDRIF for its general liability and automobile insurance coverage. The coverage by NDRIF is limited to losses of one million dollars per occurrence. The State Bonding Fund currently provides the City with blanket fidelity bond coverage in the amount of \$1,000,000 for its employees. The State Bonding fund does not currently charge any premium for this coverage. The City has workers compensation with the Workforce, Safety and Insurance and purchases commercial insurance for personal property, building, inland marine, and boiler and machinery.

CITY OF LEEDS

REPORTS IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

DECEMBER 31, 2018

City of Leeds
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Harold J. Rotunda

Certified Public Accountant

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
Independent Auditor's Report

Governing Board
City of Leeds
Leeds, North Dakota

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Leeds as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise basic financial statements, and have issued my report thereon dated December 30, 2022.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered City of Leeds's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, I do not express an opinion on the effectiveness of internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified. I did identify two deficiencies in internal control, described in the accompanying schedule of findings that I consider to be a significant deficiency (2018-1 and 2018-2).

Compliance and Other Matters

As part of obtaining reasonable assurance about whether City of Leeds's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that is required to be reported under Government Auditing Standards.

City's Response to Findings

City of Leeds's response to the finding identified in my audit is described in the accompanying schedule of findings. City of Leeds's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Fargo, North Dakota
December 30, 2022

CITY OF LEEDS
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2018

2018-001 Segregation of Duties
Criteria

To provide reasonable assurance that segregation of duties takes place while also taking into account the size of the City.

Condition

The City Auditor is responsible for all accounting functions involved. The employee handles all income of monies, prepares the receipts documents, prepares the deposits, issues all checks and distributes them, receives the bank statements and does the reconciliations. The employee also records the receipts and disbursements to the journals and maintains the general ledger. Considering the size of the City, it is not feasible to obtain proper segregation of duties and the degree of internal control is severely limited.

Cause

The City Auditor is the employee responsible for all functions and due to the City's size, they are unable to hire additional staff.

Effect

Lack of segregation of duties leads to a limited degree of internal control.

Recommendation

The City should separate the duties when it becomes feasible.

Management's Response

Some procedures to promote segregation of duties have been implemented. Funds are counted by other individuals prior to being given to the Auditor to receipt and deposit at the various financial institutions. The Council reviews and approves bills before payments are made. The Mayor reviews and signs all checks written. The City will formally segregate other duties when feasible.

CITY OF LEEDS
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2018

2018-002 Financial Statement Preparation

Criteria

An appropriate system of internal controls requires that a City make a determination that financial statements and the underlying general ledger accounts are properly stated in compliance with the modified cash basis of accounting. This requires the City's personnel to maintain a working knowledge of current modified cash basis of accounting required financial statement disclosures.

Condition

The City's auditor prepared the financial statements for the year ended. In addition, adjusting entries were proposed to bring the financial statements into compliance with the modified cash basis of accounting. An appropriate system of internal controls requires that a City must make a determination that financial statements and the underlying general ledger accounts are properly stated in compliance with the modified cash basis. This requires the City's personnel to maintain a working knowledge of current accounting principles in accordance with the modified cash basis.

Cause

The City does not have the resources to prepare full modified cash basis financial statements.

Effect

The City currently does not maintain the working knowledge of current accounting principles for the modified cash basis and required financial statement disclosures to make a determination that financial statements are properly stated in compliance with the modified cash basis.

Recommendation

Compensating controls could be provided through client preparation of the financial statement preparation and/or review function.

Management's Response

Management agrees that it is currently not cost-effective.