



NORTH DAKOTA OFFICE OF THE STATE AUDITOR

State Auditor Joshua C. Gallion

2023 Annual Financial Report of **City of Zeeland**



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HAVE QUESTIONS? ASK US.

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Basic Review Summary

We have reviewed the cash basis Annual Financial Report for the City of Zeeland for the year ended 2023. This review was done under the authority of North Dakota Century Code 54-10-14. These reviews are limited in scope and are not completed under the Auditing or Attestation standards issued by the American Institute of Certified Public Accountants.

This review was limited to verifying the following:

- Fund balances submitted on the Annual Financial Report agreed to the balances held at the bank.
- Long-term debt reported agrees to debt statements.
- Required fund breakouts are reported.

During the basic review, we identified that bank balances did agree to total balances reported on the Annual Financial Report.

Additional procedures for the bank balances were completed. We received a listing of outstanding checks and deposits at the year end. These were verified with accounting records to ensure they were an outstanding item that would impact the Annual Financial Report. There were additional differences identified.

We determined the total amount of revenue and expenditures from bank records. We performed a comparison between the bank records and the accounting records and identified the transactions that were not recorded to the accounting ledger. Finally, we reviewed the support for those transactions to ensure nothing appeared unusual.

Any comments from either the Basic Review or Extended Review are included at the back of the report.

North Dakota State Auditor's Office
Bismarck, North Dakota
June 18, 2025



| | Special Revenue | | |
|--------------------------------------|---------------------|---------------------|---------------------|
| | General Fund | Fund | Total Funds |
| Receipts | | | |
| General Property Taxes | \$ 3,387.84 | \$ - | \$ 3,387.84 |
| City Sales Taxes | 9,845.51 | - | 9,845.51 |
| Highway Taxes | - | 6,353.45 | 6,353.45 |
| Special Assessments | 2,396.55 | - | 2,396.55 |
| All Other Taxes | <u>2,493.76</u> | <u>-</u> | <u>2,493.76</u> |
| Total Taxes | <u>18,123.66</u> | <u>6,353.45</u> | <u>24,477.11</u> |
| Licenses And Permits | 1,432.50 | - | 1,432.50 |
| Fees | <u>1,635.02</u> | <u>15.00</u> | <u>1,650.02</u> |
| Total Licenses And Permits, And Fees | <u>3,067.52</u> | <u>15.00</u> | <u>3,082.52</u> |
| Grants From Federal Government | 15,493.76 | - | 15,493.76 |
| Grants From State Government | 671.37 | - | 671.37 |
| State Aid Distribution | <u>8,378.94</u> | <u>-</u> | <u>8,378.94</u> |
| Total Intergovernmental | <u>24,544.07</u> | <u>-</u> | <u>24,544.07</u> |
| Municipal Utilities | <u>31,354.86</u> | <u>42,003.13</u> | <u>73,357.99</u> |
| Total Service Revenue | <u>31,354.86</u> | <u>42,003.13</u> | <u>73,357.99</u> |
| Interest And Dividends | 363.39 | 163.44 | 526.83 |
| Donations | 7,785.25 | - | 7,785.25 |
| Insurance Proceeds | 1,700.00 | - | 1,700.00 |
| All Other Miscellaneous Receipts | <u>2,428.92</u> | <u>12.74</u> | <u>2,441.66</u> |
| Total Miscellaneous Receipts | <u>12,277.56</u> | <u>176.18</u> | <u>12,453.74</u> |
| Total Receipts | <u>\$ 89,367.67</u> | <u>\$ 48,547.76</u> | <u>\$137,915.43</u> |
| Disbursements | | | |
| Payroll And Benefits | \$ 25,490.36 | \$ 2,200.00 | \$ 27,690.36 |
| Insurance | 3,596.60 | - | 3,596.60 |
| Utilities | 3,039.76 | 6,998.62 | 10,038.38 |
| Other Operating | <u>12,994.79</u> | <u>1,039.99</u> | <u>14,034.78</u> |
| Total Personnel And Administrative | <u>45,121.51</u> | <u>10,238.61</u> | <u>55,360.12</u> |
| Equipment | 1,742.74 | - | 1,742.74 |
| Repairs And Maintenance | <u>4,946.63</u> | <u>2,682.37</u> | <u>7,629.00</u> |
| Total Capital And Infrastructure | <u>6,689.37</u> | <u>2,682.37</u> | <u>9,371.74</u> |
| Municipal Utilities | 24,000.00 | 50,706.69 | 74,706.69 |
| Recreational | 1,649.08 | - | 1,649.08 |
| Other | <u>1,257.31</u> | <u>-</u> | <u>1,257.31</u> |
| Total Cost Of Service Revenue | <u>26,906.39</u> | <u>50,706.69</u> | <u>77,613.08</u> |
| Total Disbursements | <u>\$ 78,717.27</u> | <u>\$ 63,627.67</u> | <u>\$142,344.94</u> |
| Beginning Fund Balance | \$ 57,760.77 | \$ 59,528.05 | \$117,288.82 |
| Current Year Activity | <u>10,650.40</u> | <u>(15,079.91)</u> | <u>(4,429.51)</u> |
| Ending Fund Balance | <u>\$ 68,411.17</u> | <u>\$ 44,448.14</u> | <u>\$112,859.31</u> |



Comments Letter

Municipal Infrastructure Fund - Not in its own Fund (2023)

During review of the annual financial report, the entity received Municipal Infrastructure Funds, also known as Prairie Dog funds, and did not record them in a Capital Projects Fund.

HB 1066 from the 66th Legislative Assembly during the 2019 Legislative Session allocated Prairie Dog Funds for "essential infrastructure projects". "Essential infrastructure projects" are defined as capital construction projects to construct new infrastructure or to replace existing infrastructure, which provide the fixed installations necessary for the function of a city.

GASB 54 state capital project funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays.

Suggested Change:

The entity should track revenues and expenditures related to the Municipal Infrastructure Funds in a Capital Project Fund.

Enterprise Funds Reported in the General Fund (2023)

Municipal utility fund revenues and expenditures were reported in the General and Special Revenue Fund.

Under GASB Statement 34, enterprise funds are used to report activities where fees are charged to external users for goods or services, and the costs of providing those services.

Suggested Change:

An enterprise fund should be created to track revenues and expenditures of municipal utility services provided.



Office of the
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JOSHUA C. GALLION

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