

CITY OF LEEDS
LEEDS, NORTH DAKOTA

FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2021

City of Leeds
Table of Contents

	Page

City Officials	1
Independent Auditor's Report	2-4
BASIC FINANCIAL STATEMENTS	
Statement of Net Position	5
Statement of Activities	6
Balance Sheet- Governmental Funds	7
Statement of Revenues, Expenditures and Changes in Fund	
Balances- Governmental Funds	8
Statement of Net Position- Proprietary Funds	9
Statement of activities- Proprietary Funds	10
Statement of Cash Flows- Proprietary Funds	11
Notes to Financial Statements	12-19

CITY OF LEEDS
LIST OF OFFICIALS
DECEMBER 31, 2021

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

To the Governing Board
City of Leeds
Leeds, North Dakota

Opinion

I have audited the accompanying modified cash basis financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the City of Leeds, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the City of Leeds's basic financial statements as listed in the table of contents.

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, business-type activities, each major fund and the aggregate fund information of the City of Leeds as of December 31, 2021, and the respective changes in modified cash basis financial position and the cash flows, where applicable, for the year then ended, in accordance with the modified cash basis of accounting as described in Note 1.

Basis for Opinions

I conducted my audit in accordance with 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. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of City of Leeds and to meet my other ethical responsibilities in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Emphasis of Matter-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.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting, 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, I:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 City of Leeds's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation in the financial statements.
- Conclude whether, in my judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about City of Leeds's ability to continue as a going concern for a reasonable period of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that I identified during the audit.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, I have also issued reports dated November 1, 2023, 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 solely 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 the effectiveness of the City's 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
November 1, 2023

CITY OF LEEDS
STATEMENT OF NET POSITION- MODIFIED CASH BASIS
DECEMBER 31, 2020

	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and investments	560,359.62	784,262.95	1,344,622.57
Non-current assets:			
Capital assets (net of accumulated depreciation)			
Total Assets	560,359.62	784,262.95	1,344,622.57
LIABILITIES			
Total liabilities	-	-	-
NET POSITION			
Restricted for:			-
Highways and streets	57,984.43		57,984.43
Debt service	175,754.52		175,754.52
			-
			-
			-
Unrestricted	326,620.67	784,262.95	1,110,883.62
Total net position	560,359.62	784,262.95	1,344,622.57

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

CITY OF LEEDS

STATEMENT OF ACTIVITIES- MODIFIED CASH BASIS

YEAR ENDED DECEMBER 31, 2020

		Revenue & Changes		
		Program Revenues		in Net Position
	Expenses	Charges for	Operating grants	Governmental
		Services	and Contribution	Activities
Governmental activities:				
General government	123,109.64	5,696.83		(117,412.81)
Public safety	77,680.58			(77,680.58)
Highways and streets	255,333.89		53,814.40	(201,519.49)
Economic development	-			-
Capital outlays	-			-
Interest expense	57,956.23		55,701.18	(2,255.05)
Total Governmental Activities	514,080.34	5,696.83	109,515.58	(398,867.93)
Business-type activities				
Water	78,337.52	146,398.08		68,060.56
Sewer	34,684.09	47,418.78		12,734.69
Garbage	77,393.89	91,581.40		14,187.51
FIF	67.27	15,168.70		15,101.43
Water Tower	215.25	36,093.36		35,878.11
Sewer improvement	511.90	5,528.60		5,016.70
Debt expense	49,527.59			(49,527.59)
Total Business-type activities	240,737.51	342,188.92	-	101,451.41
Total	754,817.85	347,885.75	109,515.58	(297,416.52)

	Governmental	Business-type	Total
Net expense	(398,867.93)	101,451.41	(297,416.52)
General Revenues			
Property taxes	127,206.81		127,206.81
Sales taxes	91,325.13		91,325.13
Intergovernmental	147,889.47	-	147,889.47
Interest income	1,592.46	284.58	1,877.04
Debt proceeds	-	-	-
Other revenue	25,009.08	13,707.48	38,716.56
Total general revenues	393,022.95	13,992.06	407,015.01
Transfers in (out)	-	-	-
Change in Net Position	(5,844.98)	115,443.47	109,598.49
Net Position- January 1	566,204.60	668,819.48	1,235,024.08
Net Position- December 31	560,359.62	784,262.95	1,344,622.57

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

CITY OF LEEDS
BALANCE SHEET- GOVERNMENTAL FUNDS- MODIFIED CASH BASIS
DECEMBER 31, 2020

DECEMBER 31, 2020	GENERAL	HIGHWAY	SALES TAX	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
ASSETS					
Cash and investments	86,940.10	57,984.43	149,296.56	266,138.53	560,359.62
Total Assets	86,940.10	57,984.43	149,296.56	266,138.53	560,359.62
LIABILITIES					
Total liabilities	-	-	-	-	-
FUND BALANCE					
Restricted for Highway		57,984.43		-	57,984.43
Restricted for Debt Service			-	175,754.52	175,754.52
Assigned for General Government			149,296.56	90,384.01	239,680.57
Unassigned	86,940.10	-		-	86,940.10
Total fund balance	86,940.10	57,984.43	149,296.56	266,138.53	560,359.62
Total liabilities and fund balance	86,940.10	57,984.43	149,296.56	266,138.53	560,359.62

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, 2020

	GENERAL	HIGHWAY	SALES TAX	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
REVENUES:					
Property taxes	110,289.58			16,917.23	127,206.81
Sales taxes	-		91,325.13		91,325.13
Special Assessments	-	-	-	55,701.18	55,701.18
Intergovernmental	42,595.07	53,814.40	-	105,294.40	201,703.87
Interest	130.75		-	1,461.71	1,592.46
Charges for services	3,591.35	-		12,844.25	16,435.60
Other	10,786.03	120.00		3,364.28	14,270.31
Total Revenues	167,392.78	53,934.40	91,325.13	195,583.05	508,235.36
EXPENDITURES:					
Current:					
General government	107,184.64		-	15,925.00	123,109.64
Public safety	7,200.00			70,480.58	77,680.58
Highways and streets		255,333.89		-	255,333.89
Economic development				-	-
Capital outlays	-	-		-	-
Debt Service					
Principal	10,554.23			29,246.00	39,800.23
Interest expense				18,156.00	18,156.00
Total Expenditures	124,938.87	255,333.89	-	133,807.58	514,080.34
Excess revenues (expenditures)	42,453.91	(201,399.49)	91,325.13	61,775.47	(5,844.98)
Other Financing Sources (Uses):					
Transfers in		245,000.00			245,000.00
Transfers out	(50,000.00)		(195,000.00)		(245,000.00)
Bond proceeds					-
Total other financing sources and uses	(50,000.00)	245,000.00	(195,000.00)	-	-
Net change in fund balances	(7,546.09)	43,600.51	(103,674.87)	61,775.47	(5,844.98)
Fund balance- beginning	94,486.19	14,383.92	252,971.43	204,363.06	566,204.60
Fund balance- ending	86,940.10	57,984.43	149,296.56	266,138.53	560,359.62

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, 2020

	Water	Sewer	Sanitation	Water Tower	Other Proprietary	Total
ASSETS						
Cash and cash equivalents	243,188.96	120,508.86	89,510.95	122,301.63	208,752.55	784,262.95
						-
Total Assets	243,188.96	120,508.86	89,510.95	122,301.63	208,752.55	784,262.95
LIABILITIES						
Total liabilities	-	-	-	-		-
NET POSITION						
Restricted for:						-
Capital projects						-
Debt service						-
Unrestricted	243,188.96	120,508.86	89,510.95	122,301.63	208,752.55	784,262.95
Total net position	243,188.96	120,508.86	89,510.95	122,301.63	208,752.55	784,262.95

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, 2020

	Water	Sewer	Sanitation	Water Tower	Other Proprietary	Total
OPERATING REVENUE						
Charges for services	146,398.08	47,418.78	91,581.40	36,093.36	20,697.30	342,188.92
OPERATING EXPENSES						
Salaries	37,267.81	10,075.18	8,311.97			55,654.96
Payroll taxes	3,506.31	1,102.47	857.06			5,465.84
Professional fees	325.24	-				325.24
Insurance	1,560.00	222.00	-			1,782.00
Contract services			63,086.45			63,086.45
Electricity	12,420.69	2,494.17	127.97			15,042.83
Supplies	7,851.94	769.49	178.35			8,799.78
Repairs and maintenance	9,699.77	18,719.22	2,960.00			31,378.99
Office expense	2,648.59	565.14	793.84	215.25	579.17	4,801.99
Purchased service	2,421.28	676.44	1,078.25			4,175.97
Miscellaneous	635.89	59.98	-			695.87
Total operating expenses	78,337.52	34,684.09	77,393.89	215.25	579.17	191,209.92
Operating income (loss)	68,060.56	12,734.69	14,187.51	35,878.11	20,118.13	150,979.00
NON-OPERATING REVENUE (EXPENSE)						
Interest income				284.58	-	284.58
Principal expense	(27,000.00)			(15,000.00)		(42,000.00)
Interest expense	(1,652.59)			(5,875.00)	-	(7,527.59)
Capital outlay					-	-
Other	12,867.48		840.00		-	13,707.48
Total non-operating rev (exp)	(15,785.11)	-	840.00	(20,590.42)	-	(35,535.53)
Income (loss) before transfers	52,275.45	12,734.69	15,027.51	15,287.69	20,118.13	115,443.47
Transfers in					4,668.00	4,668.00
Transfers out					(4,668.00)	(4,668.00)
Change in net position	52,275.45	12,734.69	15,027.51	15,287.69	20,118.13	115,443.47
Net Position- January 1	190,913.51	107,774.17	74,483.44	107,013.94	188,634.42	668,819.48
Net Position- December 31	243,188.96	120,508.86	89,510.95	122,301.63	208,752.55	784,262.95

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, 2020

	Water	Sewer	Sanitation	Water Tower	Other Proprietary	Total
CASH FLOWS FROM OPERATING ACTIVITIES						
Receipts from customers	146,398.08	47,418.78	91,581.40	36,093.36	20,697.30	342,188.92
Payments to suppliers	(41,069.71)	(24,608.91)	(69,081.92)	(215.25)	(579.17)	(135,554.96)
Payments to employees	(37,267.81)	(10,075.18)	(8,311.97)	-	-	(55,654.96)
Other receipts	12,867.48	-	840.00	-	-	13,707.48
Net cash provided by (used in) operating activities	80,928.04	12,734.69	15,027.51	35,878.11	20,118.13	164,686.48
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES						
Transfers to other funds	-	-	-	-	4,668.00	4,668.00
Transfers from other funds	-	-	-	-	(4,668.00)	(4,668.00)
Net cash provided by (used in) noncapital financing activities	-	-	-	-	-	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES						
Purchase of capital assets	-	-	-	-	-	-
Principal paid on capital debt	(27,000.00)	-	-	(15,000.00)	-	(42,000.00)
Interest paid on capital debt	(1,652.59)	-	-	(5,875.00)	-	(7,527.59)
Debt proceeds	-	-	-	-	-	-
Net cash provided by (used in) capital and related financing activities	(28,652.59)	-	-	(20,875.00)	-	(49,527.59)
CASH FLOWS FROM INVESTING ACTIVITIES						
Interest and dividends	-	-	-	284.58	-	284.58
Net cash provided by (used in) investing activities	-	-	-	284.58	-	284.58
Net increase (decrease) in cash and cash equivalents	52,275.45	12,734.69	15,027.51	15,287.69	20,118.13	115,443.47
Balance- beginning of year	190,913.51	107,774.17	74,483.44	107,013.94	188,634.42	668,819.48
Balance- end of year	243,188.96	120,508.86	89,510.95	122,301.63	208,752.55	784,262.95
Reconciliation of operating income (loss) to net cash provided by operating activities:						
Operating income (loss)	68,060.56	12,734.69	14,187.51	35,878.11	20,118.13	150,979.00
Adjustments to reconcile operating income to net cash provided (used) by operating activities:						-
Depreciation expense	-	-	-	-	-	-
Miscellaneous receipts (expense)	12,867.48	-	840.00	-	-	13,707.48
Net cash provided by operating activities	80,928.04	12,734.69	15,027.51	35,878.11	20,118.13	164,686.48

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

CITY OF LEEDS
LEEDS, NORTH DAKOTA

NOTES TO THE FINANCIAL STATEMENTS
December 31, 2021

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 utility services.

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

Water Tower- accounts for the construction and debt service of the 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 modified 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 modified 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 2021.

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, 2021, the City's carrying amount of deposits was \$1,344,623. 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 2020	Increases	Decreases	Payable 2021	Due Within One Year
USDA	968,299		29,246	939,053	29,795
SRF Payable	310,998		42,000	268,998	41,998
Notes payable	8,638		8,638		
TOTAL	1,287,935		79,884	1,208,051	

BONDS PAYABLE

Bonds payable consist of the following:

	Maturity Date	Interest Rate	Balance Outstanding
Improvement bond 2011	05/01/2048	2.50%	939,053

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-2021	09/01/2022	2.5%	14,998
Water Treatment-2021	09/01/2028	2.5%	14,000
Water Treatment-2021	09/01/2022	2.5%	20,000
Water Treatment-2021	09/01/2036	2.5%	<u>220,000</u>
			268,998

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 City are insufficient to pay principal and interest then due on special assessment improvement bonds issued against such improvement City, 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		
2022	29,795	17,607	41,998	5,550
2023	30,353	17,049	27,000	4,650
2024	30,923	16,479	17,000	4,050
2025	31,502	15,900	17,000	3,700
2026	32,093	15,309	17,000	3,350
2027-2031	169,720	67,290	79,000	11,650
2032-2036	186,239	50,771	70,000	4,000
2037-2041	204,366	32,644		
2042-2046	224,061	12,949		
TOTAL	939,052	245,998	310,998	36,950

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	Transfers Out
USDA Reserve	4,668	
Sewer project		4,668
General Fund		50,000
Highway Distribution	245,000	
Sales Tax		195,000

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 (NDIRF), 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 NDIRF for its general liability and automobile insurance coverage. The coverage by NDIRF is limited to losses of one million dollars per occurrence. The State Bonding Fund currently provides the City with blanket fidelity bond coverage 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, 2021

City of Leeds
Table of Contents

	Page

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	1-2
Schedule of Findings and Responses	3-4

Harold J. Rotunda

Certified Public Accountant

INDEPENDENT AUDITOR'S 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, 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, 2021, and the related notes to the financial statements, which collectively comprise basic financial statements, and have issued my report thereon dated November 1, 2023.

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) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, I do not express an opinion on the effectiveness of the City's 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 entity'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 certain deficiencies in internal control, described in the accompanying schedule of findings and responses that I consider to be a significant deficiency (2021-001 and 2021-002).

Report on 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

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the finding identified in my audit and described in the accompanying schedule of findings and responses. The City's responses were 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Fargo, North Dakota
November 1, 2023

CITY OF LEEDS
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2021

2021-001 Segregation of Duties

Criteria

An appropriate system of internal controls maintains proper segregation of duties to provide reasonable assurance that transactions are handled properly.

Condition

The City has one employee who is responsible for most accounting functions. The city auditor collects monies, issues checks, sends checks to vendors, records receipts and disbursements in journals, maintains the general ledger, and prepares financial reports.

Cause

The City is subject to size and budget constraints limiting the number of personnel within the accounting department

Effect

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

Recommendation

I recommend the City review its internal controls over accounting functions to determine if additional procedures can be implemented that are cost effective. The Board should constantly be aware of the this condition. Compensating controls that mitigate the related risks could be (or are) provided through appropriate oversight of the performance of these functions and review of the financial reports by individuals with knowledge of current operations and accounting principles.

View of Responsible Officials and Planned Corrective Actions

The Council will review its current monitoring functions and determine if any additional monitoring procedures are warranted. However, due to the small size of the City, it is not cost effective for the City to hire additional accounting personnel to address this deficiency.

CITY OF LEEDS
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2021

2021-002 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 personnel prepared periodic financial information for internal use that meets the needs of management and the Council. However, the City currently does not prepare the financial statements, including accompanying note disclosures as required by accounting principles generally accepted in the United States of America. The City elected to have the auditor assist in the preparation of the financial statements and notes.

Cause

The City elected to not allocate resources for the preparation of the financial statements.

Effect

There is an increased risk of material misstatement to the City's financial statements.

Recommendation

I recommend the City consider the additional risk of having the auditor assist in the in the preparation of financial statements and note disclosures and consider preparing them in the future. As a compensating control the City should establish an internal control policy to document the annual review of the financial statements and schedules and to review a financial statement disclosure checklist.

View of Responsible Officials and Planned Corrective Actions

The City will continue to have the auditor prepare the financial statements. It is currently not cost-effective for management to perform the preparation.