



*Certified Public Accountants*

# CITY OF TONGANOXIE, KANSAS

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FINANCIAL STATEMENT  
YEAR ENDED DECEMBER 31, 2019

CITY OF TONGANOXIE, KANSAS

FINANCIAL STATEMENT  
REGULATORY BASIS

Year Ended December 31, 2019

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## **INDEPENDENT AUDITORS' REPORT**

To the Mayor and City Council  
City of Tonganoxie, Kansas

### **Report on the Financial Statement**

We have audited the summary statement of regulatory receipts, expenditures, and unencumbered cash balances of the City of Tonganoxie, Kansas (the City) as of and for the year ended December 31, 2019 and the related notes to the financial statement.

### **Management's Responsibility for the Financial Statement**

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the *Kansas Municipal Audit and Accounting Guide* as described in Note 2; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the *Kansas Municipal Audit and Accounting Guide*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on auditors' judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement 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 entity's internal control. Accordingly, we 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 statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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### **Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles**

As described in Note 2 of the financial statement, the financial statement is prepared by the City on the basis of the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide*, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 2 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

### **Adverse Opinion on U.S. Generally Accepted Accounting Principles**

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles" paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the City as of December 31, 2019, or changes in financial position and cash flows thereof for the year then ended.

### **Unmodified Opinion on Regulatory Basis of Accounting**

In our opinion, the financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of the City as of December 31, 2019, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide* described in Note 2.

### **Other Matters**

#### ***Report on Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the summary statement of regulatory basis receipts, expenditures, and unencumbered cash (the basic financial statement) as a whole. The schedules listed under supplementary information in the accompanying table of contents are presented for analysis and are not a required part of the basic financial statement, however are required to be presented under the provisions of the *Kansas Municipal Audit and Accounting Guide*. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. The information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statement as a whole, on the basis of accounting described in Note 2.

*BT&Co., P.A.*

September 22, 2020  
Topeka, Kansas

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CITY OF TONGANOXIE, KANSAS  
SUMMARY STATEMENT OF RECEIPTS, EXPENDITURES, AND UNENCUMBERED CASH  
REGULATORY BASIS

Year Ended December 31, 2019

Funds	Beginning Unencumbered Cash Balance	Prior Year Cancelled Encumbrances	Receipts	Expenditures	Ending Unencumbered Cash Balance	Add: Outstanding Encumbrances and Accounts Payable	Ending Cash Balance
Governmental type funds:							
General fund:							
General	\$ 707,625	\$ -	\$ 2,958,754	\$ 2,907,817	\$ 758,562	\$ 326	\$ 758,888
Special purpose funds:							
Special parks and recreation	15,702	-	7,248	6,469	16,481	-	16,481
Special highway	340,734	-	373,685	364,852	349,567	-	349,567
Library operations	6,783	-	415,584	413,960	8,407	-	8,407
Police equipment reserve	29,270	-	30,606	13,862	46,014	-	46,014
Fire equipment reserve	128,134	-	134,071	106,101	156,104	-	156,104
Law enforcement trust	6,257	-	2,837	205	8,889	-	8,889
Transient guest tax	3,535	-	898	-	4,433	-	4,433
Infrastructure sales tax	328,006	-	466,381	430,000	364,387	-	364,387
Insurance proceeds	-	-	17,044	17,044	-	-	-
Debt proceeds	3,575,528	-	57,811	2,759,108	874,231	860,594	1,734,825
Gallagher Park	15,641	-	1,520	7,227	9,934	-	9,934
Festival/Event	8,703	-	9,890	13,188	5,405	-	5,405
Industrial Park development	2,680,889	-	-	693,300	1,987,589	47,234	2,034,823
Bond and interest fund:							
Bond and interest	80,045	-	816,174	802,263	93,956	-	93,956
Capital projects funds:							
Capital projects	556,226	-	592,156	475,824	672,558	-	672,558
Capital reserve	915	-	-	-	915	-	915
Business funds:							
Water operations	395,804	-	1,260,050	1,179,946	475,908	1,268	477,176
Water capital improvement	233,218	-	56,550	51,059	238,709	-	238,709
Sewer operations	343,653	-	878,626	760,473	461,806	4,186	465,992
Sewer capital improvement	304,385	-	67,775	51,469	320,691	-	320,691
Sanitation	109,551	-	375,537	361,074	124,014	-	124,014
Storm water	27,239	-	42,449	7,318	62,370	-	62,370
Total reporting entity (excluding agency funds)	<u>\$ 9,897,843</u>	<u>\$ -</u>	<u>\$ 8,565,646</u>	<u>\$ 11,422,559</u>	<u>\$ 7,040,930</u>	<u>\$ 913,608</u>	<u>\$ 7,954,538</u>

Composition of cash

General checking	\$ 6,125,838
Certificate of deposit	60,131
Revolving loan	1,000
Investments	1,829,442
Total cash	<u>\$ 8,016,411</u>
Agency funds per Schedule 4	<u>(61,873)</u>
Total reporting entity (excluding agency funds)	<u>\$ 7,954,538</u>

See accompanying notes to financial statement.

# CITY OF TONGANOXIE, KANSAS

## NOTES TO FINANCIAL STATEMENT

December 31, 2019

### 1 - Municipal Financial Reporting Entity

The City of Tonganoxie, Kansas (the City) is a municipal corporation governed by an elected mayor and five-member council. The basic financial statement presents the City as the primary government and excludes all related municipal entities for which the City appointed a voting majority of the unit's board and the City is either able to impose its will on the unit or a financial benefit or burden relationship exists. The financial statement of the City consists only of the funds of the primary government.

The Tonganoxie Public Library (the Library) serves the citizens within the City's jurisdiction. Acquisition or disposition of real property by the Library must be approved by the City. Bond issues must be approved by the City. The Library is not included in the report of the primary government. Financial statements for the Library may be obtained at the Library's office in Tonganoxie, Kansas.

### 2 - Summary of Significant Accounting Policies

#### (a) Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America

The *Kansas Municipal Audit and Accounting Guide* (KMAAG) regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis revenues and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities, or deferred inflows or outflows, other than those mentioned above.

The City has approved a resolution that is in compliance with K.S.A. 75-1120a(c), waiving the requirement for application of generally accepted accounting principles and allowing the City to use the regulatory basis of accounting.

CITY OF TONGANOXIE, KANSAS

NOTES TO FINANCIAL STATEMENT  
(Continued)

2 - Summary of Significant Accounting Policies (Continued)

(b) Regulatory Basis Fund Types

A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The following regulatory basis fund types comprise the financial activities of the City for the year ended December 31, 2019:

General fund - the chief operating fund. Used to account for all resources except those required to be accounted for in another fund.

Special purpose funds - used to account for the proceeds of specific tax levies and other specific regulatory receipt sources (other than capital projects and tax levies for long-term debt) that are intended for specified purposes.

Bond and interest fund - used to account for the accumulation of resources, including tax levies, transfers from other funds, and payment of general long-term debt.

Capital projects funds - used to account for the debt proceeds and other financial resources to be used for acquisition or construction of major capital facilities or equipment.

Business funds - financed in whole or in part by fees charged to users of the goods or services.

Agency funds - used to report assets held by the City in a purely custodial capacity.



CITY OF TONGANOXIE, KANSAS

NOTES TO FINANCIAL STATEMENT  
(Continued)

2 - Summary of Significant Accounting Policies (Continued)

(c) Budgetary Information

Kansas statutes require that an annual operating budget be legally adopted for the general fund, special purpose funds (unless specifically exempted by statute), the bond and interest fund, and business funds. Although directory rather than mandatory, the statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

1. Preparation of the budget for the succeeding year on or before August 1<sup>st</sup>.
2. Publication in local newspaper on or before August 5<sup>th</sup> of the proposed budget and notice of public hearing on budget.
3. Public hearing on or before August 15<sup>th</sup>, but at least ten days after publication of notice of hearing.
4. Adoption of the final budget on or before August 25<sup>th</sup>.

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in revenue other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication the hearing may be held, and the governing body may amend the budget at that time. The Sanitation Fund was amended in 2019.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison schedules are presented for each fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

All legal annual operating budgets are prepared using the regulatory basis of accounting, in which regulatory receipts are recognized when cash is received and expenditures include disbursements, accounts payable, and encumbrances. Encumbrances are commitments by the City for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year-end.

CITY OF TONGANOXIE, KANSAS

NOTES TO FINANCIAL STATEMENT  
(Continued)

2 - Summary of Significant Accounting Policies (Continued)

(c) Budgetary Information (Continued)

A legal operating budget is not required for the capital project funds, agency funds or the following special purpose and business funds:

Police Equipment Reserve Fund	Gallagher Park Fund
Fire Equipment Reserve Fund	Festival/Event Fund
Law Enforcement Trust Fund	Industrial Park Development Fund
Infrastructure Sales Tax Fund	Capital Reserve Fund
Insurance Proceeds Fund	Water Capital Improvement Fund
Debt Proceeds Fund	Sewer Capital Improvement Fund

Spending in funds which are not subject to the legal annual operating budget requirements are controlled by federal regulations, other statutes, or by the use of internal spending limits established by the governing body.

All budgets must be filed with the County Clerk by August 25th. The County Clerk must calculate the final tax levy rates necessary to finance the budget subject to any legal limitations. After all budgets have been received and tax rates calculated, the County Clerk certifies the tax roll to the County Treasurer, who prepares tax statements and receives payment.

These taxes become a lien against all property on November 1st. Taxpayers have the option of paying in full or in two installments. The delinquency dates are December 20th and May 10th. Delinquent taxes are assessed interest at 12% per annum. This interest is retained by the County.

Taxes levied to finance the budget are made available to the City after January 1st and are distributed by the County Treasurer approximately every month and a half. At least 50% of the taxes levied are available in January. Delinquent tax collections are distributed throughout the year.

The County Treasurer is the tax collection agent for all taxing entities within the County. The initial distribution to the subdivisions, including the City, is on or before January 20th of the ensuing year. Additional amounts are distributed on four subsequent dates throughout the calendar year.

CITY OF TONGANOXIE, KANSAS

NOTES TO FINANCIAL STATEMENT  
(Continued)

2 - Summary of Significant Accounting Policies (Continued)

(d) Annual Personal and Sick Leave Benefits

It is the City's policy to permit employees to earn non-cumulative vacation at different intervals based on length of service. The liability for compensated vacation time at December 31, 2019 is approximately \$ 134,000. Sick leave accrues at 12 days per year and accumulates to a maximum of 90 days. No liability is reported for unpaid accumulated sick leave. Floating holiday is 8 hours of vacation pay per year that is assigned January 1, 2020 to all full-time employees with a use it or lose it policy over the year.

(e) Inventories and Prepaid Expenses

Inventories and prepaid expenses which benefit future periods are recorded as an expenditure during the year of purchase.

(f) Use of Estimates

The preparation of the financial statement in compliance with the regulatory basis requires management to make estimates and assumptions that affect the reported amounts of encumbrances at the date of the financial statement and the reported amounts of expenditures during the reporting period. Actual results could differ from those estimates.

3 - Deposits and Investments

*Deposits.* K.S.A. 9-1401 establishes the depositories which may be used by the City. The statute requires banks eligible to hold the City's funds have a main or branch bank in the county in which the City is located, or in an adjoining county if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the bank to pledge securities for deposits in excess of FDIC coverage. The City has no other policies that would further limit interest rate risk.

*Investments.* K.S.A. 12-1675 limits the City's investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institutions; U.S. government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool (KMIP). The City has no investment policy that would further limit its investment choices.

CITY OF TONGANOXIE, KANSAS

NOTES TO FINANCIAL STATEMENT  
(Continued)

3 - Deposits and Investments (Continued)

Some of the City's investments are of bond proceeds invested pursuant to K.S.A. 10-131. This statute allows additional investment authority beyond that of K.S.A. 12-1675. Investments of bond proceeds may follow K.S.A. 12-1675 or include other investments such as the KMIP, direct obligations of the US government or any agency thereof, and various other investments as specified in K.S.A. 10-131.

At December 31, 2019, the City had the following investments:

Investment Type	Fair Value	Investment Maturities (in Years)
Kansas Municipal Investment Pool	\$ 1,829,442	Less than a year

The municipal investment pool is under the oversight of the Pooled Money Investment Board (the Board). The Board is comprised of the State Treasurer and four additional members appointed by the State Governor. The Board reports annually to the Kansas legislature. State pooled monies may be invested in direct obligations of, or obligations that are insured as to principal and interest, by the U.S. government or any agency thereof, with maturities up to four years. No more than ten percent of those funds may be invested in mortgage-backed securities. In addition, the State pool may invest in repurchase agreements with Kansas banks or with primary government securities dealers. The City's investment in the KMIP was not rated by a rating agency as of December 31, 2019.

*Concentration of credit risk.* State statutes place no limit on the amount the City may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405. The City's investments were composed of KMIP deposits as of December 31, 2019.

*Custodial credit risk - deposits.* Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned to it. Kansas statutes require the deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City or the Federal Home Loan Bank of Topeka.

CITY OF TONGANOXIE, KANSAS

NOTES TO FINANCIAL STATEMENT  
(Continued)

3 - Deposits and Investments (Continued)

At December 31, 2019, the City's carrying amount of deposits was \$ 6,186,969, and the bank balance was \$ 6,193,915. Of the bank balance, \$ 250,000 was covered by federal depository insurance, and the remaining \$ 5,943,915 was collateralized with securities held by the pledging financial institutions' agents in the City's name.

*Custodial credit risk - investments.* For an investment, this is the risk that, in the event of the failure of the issuer or counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State statutes require investments to be adequately secured. At December 31, 2019, the City's investments were not exposed to custodial credit risk.

4 - Long-Term Debt

General Obligation Bonds

The City issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities.

Capital Leases

The City has entered into lease agreements as the lessee for financing the acquisition of equipment.

# CITY OF TONGANOXIE, KANSAS

## NOTES TO FINANCIAL STATEMENT (Continued)

### 4 - Long-Term Debt (Continued)

Changes in long-term debt for the City for the year ended December 31, 2019 were as follows:

Long-Term Debt	Interest Rates	Date of Issue	Date of Final Maturity	Original Amount Issued	Balance Beginning of Year	Additions	Reductions/ Payments	Balance End of Year	Interest Paid
General obligation bonds:									
Series 2000	4.85% - 6.50%	12/1/2000	9/1/2021	\$ 630,000	\$ 35,000	\$ -	\$ (10,000)	\$ 25,000	\$ 2,013
Series 2009A	2.80% - 4.75%	4/1/2009	9/1/2029	1,350,000	65,000	-	(65,000)	-	2,438
Series 2010A	2.25% - 3.15%	6/1/2010	9/1/2020	1,075,000	505,000	-	(250,000)	255,000	15,533
Series 2013A	2.25% - 4.30%	1/29/2013	7/1/2033	1,760,000	1,455,000	-	(80,000)	1,375,000	51,968
Series 2013B	2.00% - 2.70%	1/29/2013	8/1/2031	6,355,000	4,550,000	-	(395,000)	4,155,000	95,478
Series 2017A	3.00%	11/21/2017	9/1/2029	1,860,000	1,715,000	-	(195,000)	1,520,000	51,450
Series 2018A	3.00% - 4.00%	4/19/2018	9/1/2038	3,660,000	3,660,000	-	(130,000)	3,530,000	131,850
Total general obligation bonds					<u>\$ 11,985,000</u>	<u>\$ -</u>	<u>\$ (1,125,000)</u>	<u>\$ 10,860,000</u>	<u>\$ 350,730</u>
Capital leases and other debt:									
Police department and city hall	2.44%	2/2/2016	9/1/2035	\$ 1,100,000	\$ 961,269	\$ -	\$ (44,360)	\$ 916,909	\$ 23,455
Pierce fire truck	2.99%	12/14/2018	9/1/2028	300,449	300,449	-	(28,499)	271,950	6,193
County Road No. 1 Contract	N/A	9/1/2009	9/30/2020	1,500,000	600,000	-	(100,000)	500,000	-
Interlocal - Fairgrounds ballfield	3.97%	2/26/2010	1/31/2020	472,520	114,052	-	(78,351)	35,701	3,788
					<u>\$ 1,975,770</u>	<u>\$ -</u>	<u>\$ (251,210)</u>	<u>\$ 1,724,560</u>	<u>\$ 33,436</u>

# CITY OF TONGANOXIE, KANSAS

## NOTES TO FINANCIAL STATEMENT (Continued)

### 4 - Long-Term Debt (Continued)

Annual debt service requirements to maturity for the general obligation bonds, capital leases and other debt are as follows:

	2020	2021	2022	2023	2024	2025-2029	2030-2034	2035-2039	Total
Principal:									
General obligation bonds:									
Series 2000	\$ 10,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Series 2010A	255,000	-	-	-	-	-	-	-	255,000
Series 2013A	85,000	80,000	85,000	90,000	90,000	490,000	455,000	-	1,375,000
Series 2013B	400,000	555,000	560,000	565,000	585,000	1,240,000	250,000	-	4,155,000
Series 2017A	280,000	300,000	305,000	80,000	85,000	470,000	-	-	1,520,000
Series 2018A	135,000	140,000	145,000	150,000	155,000	850,000	1,000,000	955,000	3,530,000
Capital leases and other debt:									
Police department and city hall	45,668	47,016	48,403	49,830	51,300	280,116	323,943	70,633	916,909
Pierce fire truck	26,737	27,565	28,395	29,251	30,119	129,883	-	-	271,950
County Road No. 1 contract	500,000	-	-	-	-	-	-	-	500,000
Interlocal - Fairgrounds ballfield	35,701	-	-	-	-	-	-	-	35,701
Total principal	1,773,106	1,164,581	1,171,798	964,081	996,419	3,459,999	2,028,943	1,025,633	12,584,560
Interest:									
General obligation bonds:									
Series 2000	1,725	863	-	-	-	-	-	-	2,588
Series 2010A	8,033	-	-	-	-	-	-	-	8,033
Series 2013A	49,968	47,418	45,018	42,468	39,768	152,408	49,053	-	426,101
Series 2013B	87,578	79,578	68,478	57,278	45,978	100,940	10,125	-	449,955
Series 2017A	45,600	37,200	28,200	19,050	16,650	42,900	-	-	189,600
Series 2018A	127,950	123,900	118,300	112,500	106,500	459,750	312,350	97,200	1,458,450
Capital leases and other debt:									
Police department and city hall	22,373	21,258	20,111	18,930	17,714	69,040	32,789	1,723	203,938
Pierce fire truck	7,956	7,128	6,297	5,441	4,573	8,886	-	-	40,281
Interlocal - Fairgrounds ballfield	744	-	-	-	-	-	-	-	744
Total interest	351,927	317,345	286,404	255,667	231,183	833,924	404,317	98,923	2,779,690
Total principal and interest	\$ 2,125,033	\$ 1,481,926	\$ 1,458,202	\$ 1,219,748	\$ 1,227,602	\$ 4,293,923	\$ 2,433,260	\$ 1,124,556	\$ 15,364,250

CITY OF TONGANOXIE, KANSAS

NOTES TO FINANCIAL STATEMENT  
(Continued)

5 - Interfund Transfers

Operating transfers were as follows:

From	To	Regulatory Authority	Amount
Water operations	General	K.S.A. 12-825d	\$ 112,500
Sewer operations	General	K.S.A. 12-825d	49,411
Infrastructure sales tax	Bond and interest	Bond ordinance	261,850
Infrastructure sales tax	Special highway	K.S.A. 12-825d	168,150
Water operations	Capital projects	K.S.A. 12-825d	75,000

6 - Defined Benefit Pension Plan

General Information about the Plan

**Plan Description.** The City participates in the Kansas Public Employees Retirement System (KPERS), a cost-sharing multiple-employer defined benefit pension plan as provided by K.S.A. 74-4901, et seq. Kansas law establishes and amends benefit provisions. KPERS issues a publicly available financial report that includes financial statements and required supplementary information. KPERS' financial statements are included in its Comprehensive Annual Financial Report which can be found on the KPERS website at [www.kpers.org](http://www.kpers.org) or by writing to KPERS (611 South Kansas Avenue, Suite 100, Topeka , Kansas 66603) or by calling 1-888-275-5737.

**Contributions.** K.S.A. 74-4919 and K.S.A. 74-49,210 establish the KPERS member-employee contribution rates. KPERS has multiple benefit structures and contribution rates depending on whether the employee is a KPERS 1, KPERS 2, or KPERS 3 member. KPERS 1 members are active and contributing members hired before July 1, 2009. KPERS 2 members were first employed in a covered position on or after July 1, 2009, and KPERS 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015, Kansas law established the KPERS member-employee contribution rate at 6.00% of covered salary for KPERS 1, KPERS 2, and KPERS 3 members. Member contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.



CITY OF TONGANOXIE, KANSAS

NOTES TO FINANCIAL STATEMENT  
(Continued)

6 - Defined Benefit Pension Plan (Continued)

General Information about the Plan (Continued)

State law provides that the employer contribution rates for KPERS 1, KPERS 2, and KPERS 3 be determined based on the results of each annual actuarial valuation. Kansas law sets a limitation on annual increases in the employer contribution rates. The actuarially determined employer contribution rate (not including the 1% contribution rate for the Death and Disability Program) and the statutory contribution rate was 8.89% for the fiscal year ended December 31, 2019. Contributions to the pension plan from the City were \$ 192,579 for the year ended December 31, 2019.

Net Pension Liability

At December 31, 2019, the City's proportionate share of the collective net pension liability reported by KPERS was \$ 1,430,728. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2018, which was rolled forward to June 30, 2019. The City's proportion of the net pension liability was based on the ratio of the City's contributions to KPERS, relative to the total employer and non-employer contributions of the Local subgroup within KPERS. Since the KMAAG regulatory basis of accounting does not recognize long-term debt, this liability is not reported in this financial statement.

The complete actuarial valuation report including all actuarial assumptions and methods, and the report on the allocation of the KPERS collective net pension liability to all participating employers are publicly available on the website at [www.kpers.org](http://www.kpers.org) or can be obtained as described above.

7 - County Road No. 1 Contract

In 2009, the City entered into an Interlocal agreement with Leavenworth County, Kansas to pay for the City's share of the cost of improvements to County Road No. 1. Under the \$ 1.5 million agreement, the City will pay \$ 100,000 each year for 10 years, with the final payment due on September 1, 2019. The remaining \$ 500,000 will be paid by the City from its share of development fees collected within the boundaries of the corridor and is due no later than September 30, 2020.

CITY OF TONGANOXIE, KANSAS

NOTES TO FINANCIAL STATEMENT  
(Continued)

8 - Recreation Commission COP's

The City has entered into an Interlocal agreement with the Tonganoxie Recreation Commission (TRC) to open a line of credit. The recreation commission is assuming these payments as part of a lease purchase agreement with the City. The debt has been issued to purchase land for the construction of athletic facilities (Fairgrounds ballfield).

9 - Other Post-Employment Benefits

As provided by K.S.A. 12-5040, the City allows retirees to participate in the group health insurance plan. While each retiree pays the full amount of the applicable premium, conceptually, the City is subsidizing the retirees because each participant is charged a level of premium regardless of age. However, the cost of this subsidy has not been quantified in the basic financial statement.

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), the City makes health care benefits available to eligible former employees and eligible dependents. Certain requirements are outlined by the federal government for this coverage. The premium is paid in full by the insured.

Death and Disability Other Post-Employment Benefits

As provided by K.S.A. 74-4927, disabled members in the Kansas Public Employees Reimbursement System (KPERS) receive long-term disability benefits and life insurance benefits. The plan is administered through a trust held by KPERS that is funded to pay annual benefit payments. The employer contribution rate is set at 1% for the year ended December 31, 2019.

10 - Commitments and Contingencies

The City receives significant financial assistance from numerous federal and state governmental agencies in the form of grants and state pass-through aid. The disbursements of funds received under these programs generally require compliance with terms and conditions specified in the grant agreements and are subject to audit. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material effect on the basic financial statement as of December 31, 2019.

CITY OF TONGANOXIE, KANSAS

NOTES TO FINANCIAL STATEMENT  
(Continued)

11 - Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which it carries commercial insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. There have not been significant reductions in coverage from prior years.

12 - Risks and Uncertainties

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and, on March 11, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate the spread of it have had and are expected to continue to have an adverse impact on the economies and financial markets of many countries, including the geographical area in which the Commission operates. On March 27, 2020, the *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act) was enacted to, amongst other provisions, provide emergency assistance for individuals, families, and businesses affected by the pandemic.

It is unknown how long the adverse conditions associated with the pandemic will last and what the complete financial effect will be to the City. Accordingly, while management cannot quantify the financial and other impacts to the City as of December 31, 2019, management believes that a material impact on the City's financial position and results of future operations is reasonably possible.

13 - Subsequent Event

Subsequent events have been evaluated for the City through the date of the independent auditors' report, which is the date the financial statement was available to be issued.

## SUPPLEMENTARY INFORMATION

## CITY OF TONGANOXIE, KANSAS

SUMMARY OF EXPENDITURES - BUDGET AND ACTUAL  
REGULATORY BASIS  
(BUDGETED FUNDS ONLY)

Year Ended December 31, 2019

Funds	Certified Budget	Adjustment for Qualifying Budget Credits	Total Budget for Comparison	Expenditures Chargeable to Current Year	Variance Over (Under)
Governmental type funds:					
General fund:					
General	\$ 2,966,531	\$ -	\$ 2,966,531	\$ 2,907,817	\$ (58,714)
Special purpose funds:					
Special parks and recreation	11,600	-	11,600	6,469	(5,131)
Special highway	376,780	-	376,780	364,852	(11,928)
Library operations	424,686	-	424,686	413,960	(10,726)
Transient guest tax	1,500	-	1,500	-	(1,500)
Debt service fund:					
Bond and interest	802,263	-	802,263	802,263	-
Capital projects funds:					
Capital projects	572,000	-	572,000	475,824	(96,176)
Business funds:					
Water operations	1,262,298	-	1,262,298	1,179,946	(82,352)
Sewer operations	867,556	-	867,556	760,473	(107,083)
Sanitation	399,000	-	399,000	361,074	(37,926)
Storm water	41,000	-	41,000	7,318	(33,682)
Totals	<u>\$ 7,725,214</u>	<u>\$ -</u>	<u>\$ 7,725,214</u>	<u>\$ 7,279,996</u>	

## CITY OF TONGANOXIE, KANSAS

## GENERAL FUND

SCHEDULE OF RECEIPTS AND EXPENDITURES - BUDGET AND ACTUAL  
REGULATORY BASIS

Year Ended December 31, 2019

	Original Budget	Final Budget	Actual	Variance Over (Under)
Receipts and transfers:				
Taxes	\$ 1,842,421	\$ 1,842,421	\$ 1,939,447	\$ 97,026
Intergovernmental	306,000	306,000	328,949	22,949
Licenses and permits	81,350	81,350	147,004	65,654
Fines and fees	200,400	200,400	124,994	(75,406)
Use of money and property	60,000	60,000	134,792	74,792
Charges for services	129,600	129,600	120,680	(8,920)
Miscellaneous	110,500	110,500	977	(109,523)
Transfers in	215,881	215,881	161,911	(53,970)
Total receipts and transfers	<u>\$ 2,946,152</u>	<u>\$ 2,946,152</u>	<u>2,958,754</u>	<u>\$ 12,602</u>
Expenditures and encumbrances:				
Administration	\$ 392,749	\$ 392,749	409,923	\$ 17,174
Code enforcement	83,368	83,368	74,423	(8,945)
City planning and development	30,000	30,000	24,604	(5,396)
Police department	1,088,186	1,088,186	1,070,002	(18,184)
Fire department	737,219	737,219	685,202	(52,017)
Highway and streets	336,140	336,140	358,450	22,310
Swimming pool	144,703	144,703	138,033	(6,670)
Court services	130,266	130,266	126,864	(3,402)
Animal control	21,900	21,900	18,905	(2,995)
Mayor and council	2,000	2,000	1,411	(589)
Total expenditures and encumbrances	<u>\$ 2,966,531</u>	<u>\$ 2,966,531</u>	<u>2,907,817</u>	<u>\$ (58,714)</u>
Receipts and transfers over expenditures and encumbrances			50,937	
Unencumbered cash, beginning			<u>707,625</u>	
Unencumbered cash, ending			<u>\$ 758,562</u>	

(Continued)

## CITY OF TONGANOXIE, KANSAS

## SPECIAL PARKS AND RECREATION FUND

SCHEDULE OF RECEIPTS AND EXPENDITURES - BUDGET AND ACTUAL  
 REGULATORY BASIS  
 (Continued)

Year Ended December 31, 2019

	Original Budget	Final Budget	Actual	Variance Over (Under)
Receipts:				
Taxes	<u>\$ 3,439</u>	<u>\$ 3,439</u>	<u>\$ 7,248</u>	<u>\$ 3,809</u>
Expenditures:				
Contractual services	\$ 4,600	\$ 4,600	580	\$ (4,020)
Commodities	<u>7,000</u>	<u>7,000</u>	<u>5,889</u>	<u>(1,111)</u>
Total expenditures	<u>\$ 11,600</u>	<u>\$ 11,600</u>	<u>6,469</u>	<u>\$ (5,131)</u>
Receipts over expenditures			779	
Unencumbered cash, beginning			<u>15,702</u>	
Unencumbered cash, ending			<u>\$ 16,481</u>	

(Continued)

CITY OF TONGANOXIE, KANSAS

SPECIAL HIGHWAY FUND

SCHEDULE OF RECEIPTS AND EXPENDITURES - BUDGET AND ACTUAL  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

	Original Budget	Final Budget	Actual	Variance Over (Under)
Receipts and transfers:				
Taxes	\$ 208,630	\$ 208,630	\$ 205,535	\$ (3,095)
Transfers in	168,150	168,150	168,150	-
Total receipts and transfers	<u>\$ 376,780</u>	<u>\$ 376,780</u>	373,685	<u>\$ (3,095)</u>
Expenditures:				
Capital outlay	<u>\$ 376,780</u>	<u>\$ 376,780</u>	364,852	<u>\$ (11,928)</u>
Receipts and transfers over expenditures			8,833	
Unencumbered cash, beginning			<u>340,734</u>	
Unencumbered cash, ending			<u>\$ 349,567</u>	

(Continued)



CITY OF TONGANOXIE, KANSAS

LIBRARY OPERATIONS FUND

SCHEDULE OF RECEIPTS AND EXPENDITURES - BUDGET AND ACTUAL  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

	Original Budget	Final Budget	Actual	Variance Over (Under)
Receipts:				
Taxes	\$ 363,378	\$ 363,378	\$ 371,883	\$ 8,505
Reimbursements	48,600	48,600	43,701	(4,899)
Total receipts	<u>\$ 411,978</u>	<u>\$ 411,978</u>	415,584	<u>\$ 3,606</u>
Expenditures:				
Contractual services	<u>\$ 424,686</u>	<u>\$ 424,686</u>	413,960	<u>\$ (10,726)</u>
Receipts over expenditures			1,624	
Unencumbered cash, beginning			<u>6,783</u>	
Unencumbered cash, ending			<u>\$ 8,407</u>	

(Continued)

CITY OF TONGANOXIE, KANSAS

TRANSIENT GUEST TAX FUND

SCHEDULE OF RECEIPTS AND EXPENDITURES - BUDGET AND ACTUAL  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Over (Under)</u>
Receipts:				
Taxes	<u>\$ 1,500</u>	<u>\$ 1,500</u>	\$ 898	<u>\$ (602)</u>
Expenditures:				
Contractual services	<u>\$ 1,500</u>	<u>\$ 1,500</u>	-	<u>\$ (1,500)</u>
Receipts over expenditures			898	
Unencumbered cash, beginning			<u>3,535</u>	
Unencumbered cash, ending			<u>\$ 4,433</u>	

(Continued)

CITY OF TONGANOXIE, KANSAS

BOND AND INTEREST FUND

SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

	Original Budget	Final Budget	Actual	Variance Over (Under)
Receipts and transfers:				
Taxes	\$ 450,869	\$ 450,869	\$ 472,185	\$ 21,316
Reimbursed expense	82,139	82,139	82,139	-
Transfers in	261,850	261,850	261,850	-
	<u>\$ 794,858</u>	<u>\$ 794,858</u>	816,174	<u>\$ 21,316</u>
Total receipts and transfers				
	<u>\$ 794,858</u>	<u>\$ 794,858</u>	816,174	<u>\$ 21,316</u>
Expenditures:				
Debt service	<u>\$ 802,263</u>	<u>\$ 802,263</u>	802,263	<u>\$ -</u>
Receipts and transfers over expenditures			13,911	
Unencumbered cash, beginning			<u>80,045</u>	
Unencumbered cash, ending			<u>\$ 93,956</u>	

(Continued)

## CITY OF TONGANOXIE, KANSAS

## CAPITAL PROJECTS FUND

SCHEDULE OF RECEIPTS AND EXPENDITURES - BUDGET AND ACTUAL  
 REGULATORY BASIS  
 (Continued)

Year Ended December 31, 2019

	Original Budget	Final Budget	Actual	Variance Over (Under)
Receipts and transfers:				
Taxes	\$ 472,000	\$ 472,000	\$ 503,828	\$ 31,828
Reimbursed expenses	-	-	13,328	13,328
Transfers in	100,000	100,000	75,000	(25,000)
Total receipts and transfers	<u>\$ 572,000</u>	<u>\$ 572,000</u>	<u>592,156</u>	<u>\$ 20,156</u>
Expenditures:				
Capital outlay	\$ 250,227	\$ 250,227	19,819	\$ (230,408)
Debt service	321,773	321,773	456,005	134,232
Total expenditures	<u>\$ 572,000</u>	<u>\$ 572,000</u>	<u>475,824</u>	<u>\$ (96,176)</u>
Receipts and transfers over expenditures			116,332	
Unencumbered cash, beginning			<u>556,226</u>	
Unencumbered cash, ending			<u>\$ 672,558</u>	

(Continued)

CITY OF TONGANOXIE, KANSAS

WATER OPERATIONS FUND

SCHEDULE OF RECEIPTS AND EXPENDITURES - BUDGET AND ACTUAL  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

	Original Budget	Final Budget	Actual	Variance - Over (Under)
Receipts:				
Taxes	\$ 7,000	\$ 7,000	\$ 7,360	\$ 360
Charges for services	1,231,000	1,231,000	1,230,548	(452)
Fines and fees	600	600	840	240
Miscellaneous	24,500	24,500	21,302	(3,198)
	<u>\$ 1,263,100</u>	<u>\$ 1,263,100</u>	<u>1,260,050</u>	<u>\$ (3,050)</u>
Total receipts				
Expenditures, encumbrances, and transfers:				
Production and distribution	\$ 860,249	\$ 860,249	840,397	\$ (19,852)
Debt service	152,049	152,049	152,049	-
Transfers out	250,000	250,000	187,500	(62,500)
	<u>\$ 1,262,298</u>	<u>\$ 1,262,298</u>	<u>1,179,946</u>	<u>\$ (82,352)</u>
Total expenditures, encumbrances, and transfers				
Receipts over expenditures, encumbrances, and transfers			80,104	
Unencumbered cash, beginning			<u>395,804</u>	
Unencumbered cash, ending			<u>\$ 475,908</u>	

(Continued)

CITY OF TONGANOXIE, KANSAS

SEWER OPERATIONS FUND

SCHEDULE OF RECEIPTS AND EXPENDITURES - BUDGET AND ACTUAL  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

	Original Budget	Final Budget	Actual	Variance Over (Under)
Receipts:				
Charges for services	\$ 865,000	\$ 865,000	\$ 878,626	\$ 13,626
Expenditures, encumbrances, and transfers:				
Plant operating costs	\$ 509,293	\$ 509,293	420,680	\$ (88,613)
Capital outlay	3,000	3,000	1,000	(2,000)
Debt service	289,382	289,382	289,382	-
Transfers out	65,881	65,881	49,411	(16,470)
Total expenditures, encumbrances, and transfers	\$ 867,556	\$ 867,556	760,473	\$ (107,083)
Receipts over expenditures, encumbrances, and transfers			118,153	
Unencumbered cash, beginning			343,653	
Unencumbered cash, ending			\$ 461,806	

(Continued)

## CITY OF TONGANOXIE, KANSAS

## SANITATION FUND

SCHEDULE OF RECEIPTS AND EXPENDITURES - BUDGET AND ACTUAL  
 REGULATORY BASIS  
 (Continued)

Year Ended December 31, 2019

	Original Budget	Final Budget	Actual	Variance Over (Under)
Receipts:				
Charges for services	<u>\$ 382,000</u>	<u>\$ 399,000</u>	<u>\$ 375,537</u>	<u>\$ (23,463)</u>
Expenditures:				
Personnel services	\$ 60,986	\$ 60,986	25,411	\$ (35,575)
Contractual services	313,275	335,479	335,663	184
Capital outlay	<u>2,535</u>	<u>2,535</u>	<u>-</u>	<u>(2,535)</u>
Total expenditures	<u>\$ 376,796</u>	<u>\$ 399,000</u>	<u>361,074</u>	<u>\$ (37,926)</u>
Receipts over expenditures			14,463	
Unencumbered cash, beginning			<u>109,551</u>	
Unencumbered cash, ending			<u>\$ 124,014</u>	

(Continued)

## CITY OF TONGANOXIE, KANSAS

## STORM WATER FUND

SCHEDULE OF RECEIPTS AND EXPENDITURES - BUDGET AND ACTUAL  
 REGULATORY BASIS  
 (Continued)

Year Ended December 31, 2019

	Original Budget	Final Budget	Actual	Variance Over (Under)
Receipts:				
Charges for services	<u>\$ 41,000</u>	<u>\$ 41,000</u>	\$ 42,449	<u>\$ 1,449</u>
Expenditures:				
Contractual services	<u>\$ 41,000</u>	<u>\$ 41,000</u>	<u>7,318</u>	<u>\$ (33,682)</u>
Receipts over expenditures			35,131	
Unencumbered cash, beginning			<u>27,239</u>	
Unencumbered cash, ending			<u>\$ 62,370</u>	



## CITY OF TONGANOXIE, KANSAS

## POLICE EQUIPMENT RESERVE FUND\*

SCHEDULE OF RECEIPTS AND EXPENDITURES  
REGULATORY BASIS

Year Ended December 31, 2019

Receipts:	
Licenses and permits	\$ 2,000
Grants and donations	4,844
Reimbursements	3,372
Sale of property and equipment	9,900
Miscellaneous	10,490
	<hr/>
Total receipts	30,606
	<hr/>
Expenditures and encumbrances:	
Commodities	2,514
Capital outlay	5,374
Automotive equipment	5,974
	<hr/>
Total expenditures and encumbrances	13,862
	<hr/>
Receipts over expenditures and encumbrances	16,744
Unencumbered cash, beginning	29,270
	<hr/>
Unencumbered cash, ending	\$ 46,014
	<hr/>

\*This fund is not required to be budgeted.

(Continued)

## CITY OF TONGANOXIE, KANSAS

## FIRE EQUIPMENT RESERVE FUND\*

SCHEDULE OF RECEIPTS AND EXPENDITURES  
 REGULATORY BASIS  
 (Continued)

Year Ended December 31, 2019

Receipts:	
Special assessments	\$ 83,829
Grants and donations	47,492
Sale of property and equipment	<u>2,750</u>
Total receipts	<u>134,071</u>
Expenditures:	
Contractual services	53,549
Capital outlay	17,860
Debt service	<u>34,692</u>
Total expenditures	<u>106,101</u>
Receipts over expenditures	27,970
Unencumbered cash, beginning	<u>128,134</u>
Unencumbered cash, ending	<u><u>\$ 156,104</u></u>

\*This fund is not required to be budgeted.

(Continued)

CITY OF TONGANOXIE, KANSAS

LAW ENFORCEMENT TRUST FUND\*

SCHEDULE OF RECEIPTS AND EXPENDITURES  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

Receipts:	
Taxes	\$ 2,018
Seizures and forfeitures	819
	<hr/>
Total receipts	2,837
	<hr/>
Expenditures:	
Contractual services	205
	<hr/>
Receipts over expenditures	2,632
Unencumbered cash, beginning	6,257
	<hr/>
Unencumbered cash, ending	\$ 8,889
	<hr/> <hr/>

\*This fund is not required to be budgeted.

(Continued)

## CITY OF TONGANOXIE, KANSAS

## INFRASTRUCTURE SALES TAX FUND\*

SCHEDULE OF RECEIPTS AND EXPENDITURES  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

Receipts:	
Sales and use tax	\$ 466,381
Transfers:	
Transfer out	<u>430,000</u>
Receipts over transfers	36,381
Unencumbered cash, beginning	<u>328,006</u>
Unencumbered cash, ending	<u><u>\$ 364,387</u></u>

\*This fund is not required to be budgeted.

(Continued)

CITY OF TONGANOXIE, KANSAS

INSURANCE PROCEEDS FUND\*

SCHEDULE OF RECEIPTS AND EXPENDITURES  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

Receipts:	
Fire insurance proceeds	\$ 17,044
Expenditures:	
Reimbursed expenses	<u>17,044</u>
Receipts over expenditures	-
Unencumbered cash, beginning	<u>-</u>
Unencumbered cash, ending	<u><u>\$ -</u></u>

\*This fund is not required to be budgeted.

(Continued)

CITY OF TONGANOXIE, KANSAS

DEBT PROCEEDS FUND\*

SCHEDULE OF RECEIPTS AND EXPENDITURES  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

Receipts:	
Interest	<u>\$          57,811</u>
Expenditures and encumbrances:	
Cost of issuance	270
Capital improvements	<u>2,758,838</u>
Total expenditures and encumbrances	<u>2,759,108</u>
Receipts under expenditures and encumbrances	(2,701,297)
Unencumbered cash, beginning	<u>3,575,528</u>
Unencumbered cash, ending	<u><u>\$          874,231</u></u>

\*This fund is not required to be budgeted.

(Continued)

CITY OF TONGANOXIE, KANSAS

GALLAGHER PARK FUND\*

SCHEDULE OF RECEIPTS AND EXPENDITURES  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

Receipts:	
Donations	\$ 1,520
Expenditures:	
Capital outlay	<u>7,227</u>
Receipts under expenditures	(5,707)
Unencumbered cash, beginning	<u>15,641</u>
Unencumbered cash, ending	<u><u>\$ 9,934</u></u>

\*This fund is not required to be budgeted.

(Continued)

## CITY OF TONGANOXIE, KANSAS

## FESTIVAL/EVENT FUND\*

SCHEDULE OF RECEIPTS AND EXPENDITURES  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

Receipts:	
Donations and fees	\$ 9,890
Expenditures:	
Contractual services	4,457
Commodities	175
Rental of equipment	8,556
Total expenditures	13,188
Receipts under expenditures	(3,298)
Unencumbered cash, beginning	8,703
Unencumbered cash, ending	\$ 5,405

\*This fund is not required to be budgeted.

(Continued)



CITY OF TONGANOXIE, KANSAS

INDUSTRIAL PARK DEVELOPMENT FUND\*

SCHEDULE OF RECEIPTS AND EXPENDITURES  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

Expenditures and encumbrances:	
Engineering services	\$ 131,295
Industrial park construction	503,163
Capital outlay	<u>58,842</u>
Total expenditures and encumbrances	693,300
Unencumbered cash, beginning	<u>2,680,889</u>
Unencumbered cash, ending	<u><u>\$ 1,987,589</u></u>

\*This fund is not required to be budgeted.

(Continued)

CITY OF TONGANOXIE, KANSAS

CAPITAL RESERVE FUND\*

SCHEDULE OF RECEIPTS AND EXPENDITURES  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

Unencumbered cash, beginning	<u>\$</u> <u>915</u>
Unencumbered cash, ending	<u>\$</u> <u>915</u>

\*This fund is not required to be budgeted.

(Continued)

## CITY OF TONGANOXIE, KANSAS

## WATER CAPITAL IMPROVEMENT FUND\*

SCHEDULE OF RECEIPTS AND EXPENDITURES  
 REGULATORY BASIS  
 (Continued)

Year Ended December 31, 2019

Receipts:	
Charges for services	\$ 43,000
Reimbursed expenses	1,900
Sale of property and equipment	<u>11,650</u>
Total receipts	<u>56,550</u>
Expenditures:	
Contractual services	1,799
Capital outlay	<u>49,260</u>
Total expenditures	<u>51,059</u>
Receipts over expenditures	5,491
Unencumbered cash, beginning	<u>233,218</u>
Unencumbered cash, ending	<u><u>\$ 238,709</u></u>

\*This fund is not required to be budgeted.

(Continued)

CITY OF TONGANOXIE, KANSAS

SEWER CAPITAL IMPROVEMENT FUND\*

SCHEDULE OF RECEIPTS AND EXPENDITURES  
REGULATORY BASIS  
(Continued)

Year Ended December 31, 2019

Receipts:	
Charges for services	\$ 59,125
Sale of property and equipment	<u>8,650</u>
Total receipts	<u>67,775</u>
Expenditures:	
Contractual services	4,575
Capital outlay	<u>46,894</u>
Total expenditures	<u>51,469</u>
Receipts over expenditures	16,306
Unencumbered cash, beginning	<u>304,385</u>
Unencumbered cash, ending	<u><u>\$ 320,691</u></u>

\*This fund is not required to be budgeted.

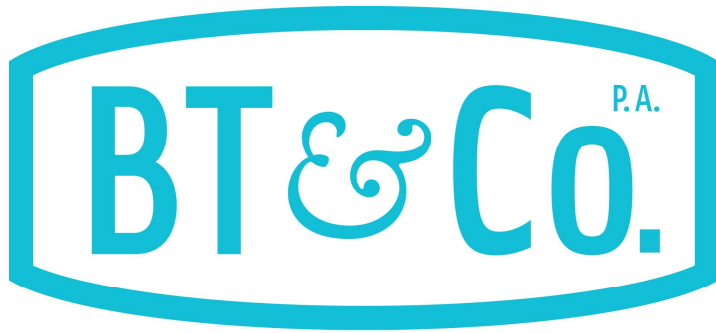
## CITY OF TONGANOXIE, KANSAS

## AGENCY FUNDS

SUMMARY OF RECEIPTS AND DISBURSEMENTS  
REGULATORY BASIS

Year Ended December 31, 2019

<u>Fund</u>	<u>Beginning Cash Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Cash Balance</u>
Payroll clearing	\$ 44,856	\$ 2,056,307	\$ 2,049,495	\$ 51,668
Bail bonds	8,130	2,932	1,857	9,205
Certificate of deposit	4,240	-	4,240	-
Revolving loan	2,203	-	1,203	1,000
	<u>\$ 59,429</u>	<u>\$ 2,059,239</u>	<u>\$ 2,056,795</u>	<u>\$ 61,873</u>



*Certified Public Accountants*

## CITY OF TONGANOXIE, KANSAS

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Report to the City Council  
September 22, 2020



Certified Public Accountants

September 22, 2020

Honorable Mayor and City Council  
City of Tonganoxie, Kansas  
P.O. Box 326  
Tonganoxie, Kansas 66086

Attention: Mayor David Frese

We are pleased to present this report related to our audit of the financial statement of the City of Tonganoxie, Kansas (the City) for the year ended December 31, 2019. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the City's financial reporting process.

This report is intended solely for the information and use of the City Council and management and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to be of service to the City.

*BT&Co., P.A.*

4301 SW Huntoon St. Topeka, KS 66604 | t: 785.234.3427 | toll-free: 800.530.5526 | f: 785.233.1768 | w: btandcccpa.com

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CITY OF TONGANOXIE, KANSAS

Report to the City Council  
September 22, 2020

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# Required Communications

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication with Those Charged with Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Area	Comments
<b>Our Responsibilities with Regard to the Financial Statement Audit</b>	Our responsibilities under auditing standards generally accepted in the United States of America and the <i>Kansas Municipal Audit and Accounting Guide</i> (KMAAG) have been described to you in our arrangement letter dated June 5, 2020.
<b>Overview of the Planned Scope and Timing of the Financial Statement Audit</b>	We have issued a separate communication regarding the planned scope and timing of our audit and have discussed with you our identification of and planned audit response to significant risks of material misstatement.
<b>Accounting Policies and Practices</b>	<p><b>Preferability of Accounting Policies and Practices</b></p> <p>Under the KMAAG adopted by the State of Kansas (regulatory basis), in certain circumstances, management may select among alternative accounting practices. We did not discuss with management any alternative treatments within generally accepted accounting principles for accounting policies and practices related to material items during the current audit period.</p> <p><b>Adoption of, or Change in, Accounting Policies</b></p> <p>Management has the ultimate responsibility for the appropriateness of the accounting policies used by the City. The City did not adopt any significant new accounting policies nor have there been any changes in existing significant accounting policies during the current period.</p> <p><b>Significant or Unusual Transactions</b></p> <p>We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</p>

Area	Comments
	<b>Management's Judgments and Accounting Estimates</b>
	<p>Accounting estimates are an integral part of the preparation of the financial statement and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. You may wish to monitor throughout the year the process used to determine and record these accounting estimates.</p>
<b>Audit Adjustments</b>	<p>Audit adjustments proposed by us and recorded by the City are summarized in the attached representation letter.</p>
<b>Disagreements with Management</b>	<p>We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statement.</p>
<b>Consultations with Other Accountants</b>	<p>We are not aware of any consultations management had with other accountants about accounting or auditing matters.</p>
<b>Significant Issues Discussed with Management</b>	<p>No significant issues arising from the audit were discussed with or the subject of correspondence with management.</p>
<b>Significant Difficulties Encountered in Performing the Audit</b>	<p>We did not encounter any significant difficulties in dealing with management during the audit.</p>
<b>Certain Written Communications Between Management and Our Firm</b>	<p>Copies of certain written communications between our firm and the management of the City, including the representation letter provided to us by management, are attached.</p>



BT&Co., P.A.  
4301 SW Huntoon Street  
Topeka, Kansas 66604-1659

This representation letter is provided in connection with your audit of the regulatory basis basic financial statement of the City of Tonganoxie, Kansas (the City) as of and for the year ended December 31, 2019 for the purpose of expressing an opinion on whether the financial statement is presented fairly, in all material respects in accordance with the *Kansas Municipal Audit and Accounting Guide* (KMAAG) in order to meet the requirements of the State of Kansas (regulatory basis).

We confirm, to the best of our knowledge and belief, as of the date of the auditors' report, the following representations made to you during your audit.

*Financial Statement*

1. We have fulfilled our responsibilities, as set out in the terms of the audit arrangement letter dated June 5, 2020, for the preparation and fair presentation of the financial statement referred to above in accordance with the regulatory basis, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.
2. We have identified for you all related municipal organizations.
3. We have identified for you all of our funds and activities.
4. We have properly classified all funds and activities.
5. We are responsible for compliance with laws and regulations applicable to the City including adopting, approving, and amending budgets.



*City of* Tonganoxie

6. We have identified and disclosed to you all laws and regulations that have a direct and material effect on the determination of financial statement amounts including legal and contractual provisions for reporting specific activities in separate funds.
7. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement, whether due to fraud or error.
8. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
9. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable and reflect our judgment based on our knowledge and experience about past and current events, and our assumptions about conditions we expect to exist and courses of action we expect to take.
10. Interfund transactions, including interfund transfers have been recorded in accordance with the economic substance of the transaction and appropriately accounted for and disclosed in accordance with the requirements of the regulatory basis.
11. All events subsequent to the date of the financial statement and for which regulatory basis requires adjustment or disclosure have been adjusted or disclosed.
12. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with the regulatory basis.
13. The following have been properly recorded and/or disclosed in the financial statement:
  - a. The fair value of investments.
  - b. Debt issue provisions.
  - c. Risk financing activities.
  - d. Deposits and investment securities categories of risk.
14. We have no plans or intentions that may materially affect the carrying value or classification of assets or liabilities.



15. We are responsible for making the accounting estimates included in the financial statement. Those estimates reflect our judgment based on our knowledge and experience about past and current events and our assumptions about conditions we expect to exist and courses of action we expect to take.
16. There are no:
  - a. Material transactions that have not been properly recorded in the accounting records underlying the financial statement.
  - b. Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statement or as a basis for recording a loss contingency. In that regard, we specifically represent that we have not been designated as, or alleged to be, a "potentially responsible party" by the Environmental Protection Agency in connection with any environmental contamination.
  - c. Other material liabilities or gain or loss contingencies that are required to be accrued or disclosed.
  - d. Guarantees, whether written or oral, under which the City is contingently liable.
  - e. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances.
  - f. Agreements to repurchase assets previously sold.
  - g. Security agreements in effect under the Uniform Commercial Code.
  - h. Liens or encumbrances on assets or revenues or any assets or revenues which were pledged as collateral for any liability or which were subordinated in any way.
  - i. Liabilities which are subordinated in any way to any other actual or possible liabilities.
  - j. Debt issue repurchase options or agreements, or sinking fund debt repurchase ordinance requirements.
  - k. Authorized but unissued bonds or notes.
  - l. Derivative financial instruments.
  - m. Special and extraordinary items.
  - n. Arbitrage rebate liabilities.
  - o. Contractual obligations for construction and purchase of real property or equipment not included in the liabilities or encumbrances recorded on the books.
  - p. Leases and material amounts of rental obligations under long-term leases.
  - q. Significant estimates and material concentrations known to management which are required to be disclosed.



*City of* Tonganoxie

17. We have no direct or indirect, legal or moral obligation for any debt of any organization, public or private, that is not disclosed in the financial statement.
18. The City has satisfactory title to all owned assets.
19. We have complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance. In connection therewith, we specifically represent that we are responsible for determining that we are not subject to the requirements of the Single Audit Act and Uniform Guidance, because we have not received, expended, or otherwise been the beneficiary of the required amount of federal awards during the period of this audit.
20. We agree with the findings of specialists in evaluating the net pension liability and have adequately considered the qualifications of the specialists in determining the disclosures used in the financial statement. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
21. We have no knowledge of any uncorrected misstatements in the financial statements.

*Information Provided*

22. We have provided you with:
  - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statement such as records, documentation, and other matters;
  - b. Additional information that you have requested from us for the purpose of the audit;
  - c. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence; and
  - d. Minutes of the meetings of governing board and committees of board members, or summaries of actions of recent meetings for which minutes have not yet been prepared.
23. All transactions have been recorded in the accounting records and are reflected in the financial statement.



24. We have disclosed to you the results of our assessment of risk that the financial statement may be materially misstated as a result of fraud.
25. We have no knowledge of allegations of fraud or suspected fraud, affecting the City's financial statement involving:
  - a. Management.
  - b. Employees who have significant roles in the internal control.
  - c. Others where the fraud could have a material effect on the financial statement.
26. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statement received in communications from employees, former employees, analysts, regulators, or others.
27. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations whose effects were considered when preparing the financial statements.
28. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statement.
29. We have disclosed to you the identity of the City's related parties and all the related-party relationships and transactions of which we are aware.
30. We are aware of no significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect the City's ability to record, process, summarize, and report financial data.
31. We are aware of no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
32. With respect to supplementary information presented in relation to the financial statement as a whole:
  - a. We acknowledge our responsibility for the presentation of such information.
  - b. We believe such information, including its form and content, is fairly presented in accordance with the regulatory basis.
  - c. The methods of measurement or presentation have not changed from those used in the prior period.
  - d. When supplementary information is not presented with the audited financial statement, we will make the audited financial statement readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditors' report thereon.



*City of* Tonganoxie

33. During the course of your audit, you may have accumulated records containing data which should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.
34. With respect to financial statement preparation services performed in the course of the audit:
- a. We have made all management decisions and performed all management functions;
  - b. We assigned an appropriate individual to oversee the services;
  - c. We evaluated the adequacy and results of the services performed, and made an informed judgment on the results of the services performed;
  - d. We have accepted responsibility for the results of the services; and
  - e. We have accepted responsibility for all significant judgments and decisions that were made.
35. We are responsible for and have reviewed and approved the proposed adjustments to the trial balances identified during the audit, which are included in the adjusting journal entries attachment, and will post all adjustments accordingly. We have reviewed, approved, and are responsible for overseeing the preparation and completion of the basic financial statement and related notes.

Very truly yours,

CITY OF TONGANOXIE, KANSAS

George Brajkovic, City Manager

Date Signed 09/22/20

Dan Porter, Assistant City Manager

Date Signed 09/22/2020



**City of Tonganoxie, Kansas****Year End: December 31, 2019****Adjusting Journal Entries**

Number	Date	Name	Account No	Debit	Credit
1	12/31/2019	FUND BALANCE	360-301 CPF360	25,983.83	
1	12/31/2019	DEBT SERVICE	360-901-68101 CPF360		-25,983.83
To rollforward fund balance.					
2	12/31/2019	FUND BALANCE	910-301 AF910		-463.46
2	12/31/2019	MISCELLANEOUS EXPENDITURE	910-100-62806 AF910	463.46	
To roll forward fund balance					
3	12/31/2019	ACCOUNTS PAYABLE	930-201 SPF930		-860,594.00
3	12/31/2019	ACCOUNTS PAYABLE	980-201 PSF980		-47,233.89
3	12/31/2019	CAPITAL IMPROVEMENTS	930-100-64501 SPF930	860,594.00	
3	12/31/2019	INDUSTRIAL PARK CONSTRUCTION COSTS	980-100-62829 PSF980	47,233.89	
To record 2019 expenditures that were paid in 2020					
4	12/31/2019	CHANGE ACCOUNT NAME TO "CERTIFICATE OF DEPOSIT"	100-102 GF100		-3,580.41
4	12/31/2019	MISCELLANEOUS REVENUE	100-46603 GF100	3,580.41	
To correct the account named accounts receivable to Certificate of Deposit and adjust the balance to actual.					
5	12/31/2019	ACCOUNTS PAYABLE	100-201 GF100		-3,953.92
5	12/31/2019	ACCOUNTS PAYABLE	420-201 SPF420		-1,500.00
5	12/31/2019	MISCELLANEOUS EXPENDITURE	100-100-62806 GF100	3,953.92	
5	12/31/2019	OPERATING SUPPLIES	420-200-63103 SPF420	1,500.00	