Armstrong, Vaughan & Associates, P. C.
Certified Public Accountants

Communication with Those Charged with Governance

To Management and City Council
City of Jourdanton, Texas

We have audited the basic financial statements of the City of Jourdanton, as of and for the year ended September 30, 2021, and have issued our report thereon dated May 11, 2022. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility under Generally Accepted Auditing Standards (and Government Auditing Standards)

As communicated in our engagement letter dated October 6, 2021, and approved by City Council on February 28, 2022, our responsibility, as described by professional standards, is to plan and perform our audit to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing 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 over financial reporting. Accordingly, as part of our audit, we considered the internal control of City of Jourdanton solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided a separate material weakness in internal control letter over financial statement preparation, journal entries and software integration dated May 11, 2022.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm has complied with all relevant ethical requirements regarding independence.
Qualitative Aspects of the Entity’s Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by City of Jourdanton is included in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2021.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management’s current judgments.

The most sensitive accounting estimates affecting the financial statements are:

- Useful lives of capital assets
- Pension related liabilities, to include the mortality and investment assumptions.
- OPEB related liabilities
- Allowance for uncollectible receivables for
  - Utility Revenues
  - Municipal Court Receivables
  - Property taxes

We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting City of Jourdanton’s financial statements relate to: Texas Municipal Retirement System.

Significant Difficulties Encountered during the Audit

We encountered no difficulties in dealing with management relating to the performance of the audit.
Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City of Jourdanton’s financial statements or the auditor’s report. No such disagreements arose during the course of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management:

- Adjustments to record in use assets.
- Adjustment to accrue bond proceeds
- Adjustments to correct bond payables in the water and sewer funds

Representations Requested from Management

We have requested certain written representations from management, which are included in a separate letter dated May 11, 2022.

Management’s Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Matters

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Public Funds Investment Act

As a part of our audit, we review the City’s compliance with the Public Funds Investment Act. Our procedures determined that management was not in compliance with the Public Funds Investment Act. See the comment below, #5 Public Funds Investment Act.
Other Significant Findings or Issues

In the normal course of our professional association with City of Jourdanton, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. During our audit procedures, we became aware of a few opportunities to strengthen the City’s internal controls with the following suggestions:

1. Outstanding Checks

   There are many issued checks over six months old and included on the City’s bank reconciliation. The City should adopt an internal policy regarding procedures for stale checks. Furthermore, it is important that long-term outstanding checks be reviewed regularly to maintain control over outgoing checks, as well as ensure that the City is in compliance with state regulations regarding the treatment of unclaimed property.

2. Community Center Deposits

   There are currently little to no controls over community center deposits. We recommend collecting the deposit, cleaning fees and security fees and sending funds to City Hall. All fees should be paid through the City by check, not cash. These funds should be deposited at the City on a regular basis with a copy of the contract. Deposits should be given back to the renter in the form of a check by the City. This will allow a paper trail of the funds and proof the money was given back to the renter. The calendar should include whether or not a deposit was paid. Consider keeping an excel spreadsheet with the following details: current date, name of renter, date of rental, deposit paid, cleaning fee paid, security paid and receipt numbers, date deposit was approved and sent back to the renter. The renter should be advised that they will receive a refund of deposit within 2 weeks after the rental date. Additionally, W-9’s should be requested from each vendor and a 1099 issued if they earn more than $600 during the calendar year is considering contract labor.

3. Concessions

   Currently, concession stand workers fill out a form with their name, hours worked, signature and date and are not asked to fill out a W-9 (contract laborer) or W-4 (employee). Workers are paid from a cash box. Employees should be paid by check as vendors or employees through the City.

   Additionally, when supplies are purchased, most of the time the receipt was not attached to the packet. Receipts for all purchases should be kept and stored at City Hall.

   Changes in fees should be properly documented and approved by appropriate personnel.
4. **Inventory**

A physical inventory of supplies was not accomplished at year end by the water and sewer departments. A physical inventory should be taken annually on September 30 to determine the year end value.

5. **Public Funds Investment Act**

The City is required to adopt an investment policy annually, and have a designated investment officer review and sign a report on quarterly investments. The City did have a designated investment officer, but failed to sign off on a 3rd and 4th quarter investment policy, further they failed to adopt an investment policy. The City should adopt a policy annually and ensure that investment reports are reviewed and signed quarterly.

6. **Permits**

Permits are being routinely issued based on calculations that are not in line with City ordinance. The City should ensure all employees authorized to issue permits are properly instructed on how to apply the ordinance and calculate permits.

7. **Training and Separation of Duties**

The City has hired three new staff in the past eight months. Two of them are related. It is important that written policies and procedures are established and followed to ensure that there is proper separation of duties and neither of these employees review each other’s work. In addition, the new staff have little or no municipal accounting experience thus there are issues with different aspects of the positions that need much training and monthly review of their work. The City should consider hiring the current contract to review the work (in detail) on a monthly basis as well as establish regular training schedule and help develop the policies to ensure separation of duties. Adjustments should be reviewed by an independent person, as well.

None of the matters discussed resulted in a condition to our retention as City of Jourdanton’s auditors.

This report is intended solely for the information and use of the City Council, and management of City of Jourdanton and is not intended to be and should not be used by anyone other than these specified parties.

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Armstrong, Vaughan & Associates, P.C.

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May 11, 2022