



# FINANCIAL CERTIFICATION

## OFFICE OF THE STATE AUDITOR

### Town of Apple Valley

Under penalty of perjury, I, Michael Farrar, Mayor and Robin Whitmore, Town Treasurer, certify that the annual financial report of Town of Apple Valley for the year ended June 30, 2023 fairly presents in all material respects the financial condition and results of operation of Town of Apple Valley.

Signature: \_\_\_\_\_  
Chief Administrative Officer

Signature: \_\_\_\_\_  
Chief Financial Officer

#### Notes:

- a. This certification is to be submitted with the annual financial report to the Office of the Utah State Auditor.
- b. *Utah Code* 11-50-202 designates the **chief administrative officer** as the individual appointed as the chief administrative officer of the political subdivision in accordance with statute; or if a chief administrative officer is not appointed in accordance with statute, the individual designated as the chief administrative officer by the governing body of the political subdivision. In designating a chief administrative officer, the governing body shall designate the individual who holds a managerial or similar position to perform administrative duties or functions for the political subdivision.
- c. *Utah Code* 11-50-202 designates the **chief financial officer** as the individual appointed as the chief financial officer of the political subdivision in accordance with statute; or if a chief financial officer is not appointed in accordance with statute, the individual designated as the chief financial officer by the governing body of the political subdivision. In designating a chief financial officer, the governing body shall designate the individual who has primary responsibility for preparing the annual financial report.



**INDEPENDENT ACCOUNTANT’S REPORT ON  
APPLYING AGREED-UPON PROCEDURES**

To the Town Council &  
Juana McGinnis, Town Administrator  
Town of Apple Valley, UT

In accordance with *Utah Code 51-2a-201*, we have performed the procedures enumerated below, which were agreed to by Juana McGinnis, Town Administrator, of the Town of Apple Valley and the Office of the Utah State Auditor, related to the Town’s Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements for the period July 1, 2022 to June 30, 2023.

The Town’s management is responsible for its Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

This agreed-upon procedures engagement was conducted in accordance with the attestation standards established by the AIPCA and the standards applicable to attestation engagements contained in Government Auditing Standards, issued by the Comptroller General of the United States.

The procedures that we performed and our findings are summarized as follows:

PROCEDURES	RESULT
<b>LARGE FINANCIAL SURVEY</b>	
<b>GENERAL</b>	
1. We obtained a copy of the entity’s Large Financial Survey which was completed by the entity.	We noted no exceptions as a result of these procedures.
2. We agreed amounts reported on the Online Financial Survey to the entity’s general ledger.	We noted no exceptions as a result of these procedures.
<b>REVENUES</b>	
3. We compared each revenue account on the Online Financial Survey to the corresponding prior period amounts. For changes greater than 5% of total revenues and 10% of the individual line item from the prior year, we inquired of management and reviewed applicable supporting documentation and determined whether the entity’s explanation for the change was in accordance with the entity’s policies and procedures, GAAP, and State and/or Federal policies as applicable.	We noted no exceptions as a result of these procedures.

PROCEDURES	RESULT
<p><b>DISBURSEMENTS</b></p> <p>4. We compared each expense account on the Online Financial Survey to the corresponding prior period amounts. For changes greater than 5% of total expenses and 10% of the individual line item from the prior year, we inquired of management and reviewed applicable supporting documentation to determine whether the entity's explanation for the change was in accordance with the entity's policies and procedures, GAAP, and State and/or federal policies as applicable.</p>	<p>We noted no exceptions as a result of these procedures.</p>
<p><b>ACCOUNTING RECORDS</b></p>	
<p><b>GENERAL</b></p> <p>5. We inquired with those charged with governance, the chief administrative officer, and the chief financial officer (as designated in UCA 11-50-202) of any instances of fraud, illegal acts, or noncompliance.</p>	<p>We noted no exceptions as a result of these procedures.</p>
<p><b>DISBURSEMENTS</b></p> <p>6. We determined whether financial reports were prepared monthly or quarterly as required, and reviewed by the governing body. We selected one financial report and (1) scanned the general ledger and determined that all funds were included in the report, and (2) agreed the lesser of 10% or 15 line items from the report to the general ledger.</p>	<p>We noted no exceptions as a result of these procedures.</p>
<p>7. We inquired with the chief administrative officer and the chief financial officer whether there were disbursements to related parties. We also scanned disbursement records for disbursements to related parties and determined who has credit cards or purchasing cards issued by the entity. We selected the lesser of 25 disbursements or 10% of disbursements ensuring that the selection includes disbursements to related parties as well as credit card or purchase card disbursements made by members of the governing body and executive level of management.</p> <p>For each transaction selected, we determined the whether the disbursement:</p> <p>a. Was consistent with the entity's purpose.</p> <p>b. Agreed to the receipt or invoice supporting the amount and payee.</p> <p>c. Was authorized consistent with the entity's policies and procedures.</p> <p>d. Was in compliance with the entity's purchasing policy (bids, quotes, etc.).</p> <p>e. Was classified and recorded in accordance with the entity's chart of accounts and policies and procedures, GAAP, and State/Federal policies as applicable.</p>	<p>We noted no exceptions as a result of these procedures.</p> <p>We noted no exceptions as a result of these procedures.</p> <p>We noted no exceptions as a result of these procedures.</p> <p>We noted no exceptions as a result of these procedures.</p> <p>We noted no exceptions as a result of these procedures.</p>

PROCEDURES	RESULT
8. For each credit or purchasing card used, we selected one month during the period and determined whether card purchases were reconciled to receipts monthly by someone other than the card holder.	We noted no exceptions as a result of these procedures.
9. Through inquiry with management and scanning receipt records, we determined what restricted revenue was received by the entity and selected the lesser of 10% or 5 disbursements from restricted funds and determined whether the disbursements were in compliance with restrictions placed on the funds.	We noted no exceptions as a result of these procedures.
<b>CASH</b>	
10. For each depository account, we obtained the year-end bank reconciliation and one additional month's bank reconciliation and performed the following:  a. Traced the bank balance on the reconciliation to the balance per the bank statement.	We noted no exceptions as a result of these procedures
b. Traced the reconciled book balance to the general ledger and the amount reported on the Financial Survey.	We noted no exceptions as a result of these procedures
c. Tested the clerical accuracy of the reconciliation.	We noted no exceptions as a result of these procedures
d. For reconciling items greater than 5% of annual revenues, inquired of management and reviewed applicable supporting documentation to determine that the items were consistent with the entity's policies and procedures, GAAP, and State/Federal policies. Traced the lesser of 10% or five reconciling items to a subsequent bank statement.	We noted no exceptions as a result of these procedures.
e. Traced the lesser of 10% or five deposit transactions and 10% or five disbursement transactions to the general ledger.	We noted no exceptions as a result of these procedures.
11. For each depository bank reconciliation selected above, through inquiry of management and review of the reconciliation, we determined whether the bank reconciliation was performed by someone who does not have access to receipts or disbursements. If the individual did have access to receipts or disbursements, we determined whether a separate individual reviewed the completed bank reconciliation.	We noted no exceptions as a result of these procedures.
<b>MEETINGS</b>	
12. We reviewed the governing board's meeting minutes for the period applicable to the engagement through the date of the engagement. For all financial transactions discussed in the minutes exceeding 5% of total revenues, and a sample of the lesser of 10% or 3 less-significant financial transactions discussed, we traced the transactions to the entity's accounting records and determined whether the transactions were recorded and reported in accordance with the entity's policies and procedures, GAAP, and State and/or Federal policies, as applicable.	We noted no exceptions as a result of these procedures.

PROCEDURES	RESULT
<b>COMPLIANCE</b>	
<b>MEETINGS</b>	
13. We selected and obtained the agenda and meeting minutes for two public meetings held during the engagement year and performed the following:	We noted no exceptions as a result of these procedures.
a. Determined if the entity gave proper notice of the meeting at least 24 hours before each meeting by posting the notice on the Utah Public Notice website.	We noted no exceptions as a result of these procedures.
b. Determined if the agenda was reasonably specific to enable lay persons to understand the topics to be discussed.	We noted no exceptions as a result of these procedures.
c. Determined if the public body took any final actions on a topic in the meeting that was not listed under an agenda item.	We noted no exceptions as a result of these procedures.
d. We determined whether the minutes were posted to the Utah Public Notice Website within three days of the minutes being approved. (Exceptions: Charter schools are required only to <u>make the meeting minutes available</u> to the public within three days of being approved.)	We noted no exceptions as a result of these procedures.
e. If a portion of the meeting was closed to the public, determined that 1) before the meeting was closed, the reason for holding the closed meeting was documented in the meeting minutes and a roll call vote was taken, 2) the reason for closing the meeting was permitted under UCA 52-4-205, and 3) an audio recording of the closed meeting was made, or in the case of meetings closed to discuss Section 52-4-205(1)(a)(i)(f) or (2), the presiding person had executed a sworn statement that the sole purpose of the closed meeting was to discuss those issued.	We noted no exceptions as a result of these procedures.
<b>BUDGET</b>	
14. We determined if a budget was approved before the start of the budget year and if the budget presented to the public and governing body contained the required financial information.	We noted no exceptions as a result of these procedures.
15. We determined if the entity provided the required 7-day notice for its original and final budget adoption hearing.	We noted no exceptions as a result of these procedures.
16. We examined the entity's records and financial reports and determined whether the total expenditures by department stayed within the amounts appropriated in the final adopted budget.	We noted that the General Government expenditures were over budget by \$9,072.
<b>FUND BALANCES</b>	
17. <b>Deficit Fund Balances:</b> For any fund that had a deficit fund balance in the year under audit, we determined whether the entity included in the subsequent budget year an appropriation to retire the deficit of an amount equal to or greater than 5% of the fund's total actual revenue of the year under audit.	We noted no exceptions as a result of these procedures.

PROCEDURES	RESULT
<p>18. <b>General Fund Balance Limitations:</b></p> <p>[Municipalities:] We determined whether the entity's unrestricted (committed, assigned, and unassigned) general fund balance did not exceed 35% for cities or 100% for towns of the total revenue of the general fund for the engagement year.</p>	<p>We noted no exceptions as a result of these procedures.</p>
<p><b>TRAINING</b></p> <p>19. Through inquiry with officials of the entity and observation of meeting agendas, certificates or other relevant evidence, we determined whether the following training had occurred as applicable:</p> <p>a. Annual training on the requirements of the Open and Public Meetings Act.</p> <hr style="border-top: 1px dashed black;"/> <p>b. Annual online training by the entity's designated records officer on the requirements of GRAMA.</p>	<p>We noted no exceptions as a result of these procedures.</p>
<p><b>GRAMA (GOVERNMENT RECORDS ACCESS MANAGEMENT ACT)</b></p> <p>20. We verified that the entity has adopted a uniform fee structure.</p>	<p>We noted no exceptions as a result of these procedures.</p>
<p><b>Fraud Risk Assessment</b></p> <p>21. We reviewed the entity Fraud Risk Assessment and verified that it was signed by the appropriate officers and discussed by the governing body as represented in the minutes.</p>	<p>We noted no exceptions as a result of these procedures.</p>
<p><b>OTHER COMPLIANCE</b></p> <p>22. We verified that the mayor of the municipality does not also serve as the municipal recorder or treasurer.</p>	<p>We noted no exceptions as a result of these procedures.</p>
<p>23. We verified that the recorder of the municipality does not also serve as the municipal treasurer.</p>	<p>We noted no exceptions as a result of these procedures.</p>
<p>24. We verified that all individuals who hold a municipal elected office do not, at the same time, also hold a county elected office.</p>	<p>We noted no exceptions as a result of these procedures.</p>
<p>25. We verified that the entity requires and maintains a conflict of interest disclosure for all officials and employees with decision-making or management responsibilities that is updated annually.</p>	<p>We noted no exceptions as a result of these procedures.</p>
<p>26. If the entity collects Personally Identifiable Information (PII), we determined if it is collected in compliance with the requirements for collecting PII found in Utah Code 63D-2-103</p>	<p>We noted no exceptions as a result of these procedures.</p>
<p><b>PUBLIC TREASURER'S BOND</b></p> <p>27. We determined whether the Treasurer was bonded or insured in accordance with Money Management Council Rule R628-4-4.</p>	<p>We noted no exceptions as a result of these procedures.</p>



PROCEDURES	RESULT
<p><b>Government Fees</b></p> <p>28. We determined that Government Fees collected by the entity were approved, tracked and reasonable according to the prescribed criteria.</p>	<p>We noted no exceptions as a result of these procedures.</p>

We were not engaged to and did not conduct an examination or review, the objectives of which would be the expression of an opinion or conclusion, respectively, on the Town of Apple Valley’s Financial Survey, accounting records, or compliance with applicable state laws, rules, and requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

In accordance with Government Auditing Standards, we are required to report significant deficiencies, material weaknesses, instances of fraud, noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that come to our attention during our agreed-upon procedures that warrant the attention of those charged with governance. Our agreed-upon procedures disclosed the following matters that warrant the attention of the Town’s officials:

- We noted the General Government expenditures were over budget by \$9,072.

The purpose of this report is solely to describe the scope of our testing of the Town of Apple Valley’s Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements and the results of that testing, and not to provide an opinion or conclusion on the Financial Survey, the accounting records, or compliance with applicable state laws, rules, and requirements. Accordingly, this communication is not suitable for any other purpose.

*HintonBurdick, PLLC*

St. George, Utah  
December 21, 2023



12/27/23

Hinton Burdick CPA's & Advisors  
Po Box 38  
At. George, UT 84770

RE: Response to findings and recommendations, FY2023 AUP

Dear Hinton Burdick,

Our response to findings and recommendations of the FY2023 AUP are as follows:

**Budget**

Finding: We noted that the General Government expenditures were over budget by \$9,072.

**Management Response:**

Our accounts payable journal amount did not match the ledger amount. This was discovered in September of 2023 (during preparation of financial statements for the AUP) after the budget amendment of June 30, 2023 was already made. We believe this was an accumulation over time; we searched back two prior fiscal years and found that these accounts were not reconciled. In order to reconcile the journal and ledger, Pelorus made this change to our accounts, which effected accounts payable and bad debt expense.

Although this caused us to go over budget in the specific department, our overall budget was still in compliance with the amended budget on June 30, 2023.

The discovery of this was due to the incorporation of checking journals to ledgers and has since been incorporated as a monthly task for reconciliation purposes.

Regards,

Jauna M McGinnis  
Town Administrator