



Thomas A. Schweich

Missouri State Auditor

City of DeWitt

June 2014
Report No. 2014-044



<http://auditor.mo.gov>



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Missouri State Auditor

CITIZENS SUMMARY

Findings in the audit of the City of DeWitt

Water Fund Financial Condition	Based on the current water rate structure, the city cannot generate sufficient revenues to cover the costs of operating and maintaining the water system, and the Water Fund cash balance has declined in recent years. The city did not perform an analysis or prepare a statement of costs before implementing a \$5 monthly surcharge for each water account.
Utility Controls and Procedures	The city does not maintain adequate utility account ledgers to document total monthly billings and collections, and outstanding customer account balances. The City Clerk does not maintain an adequate receipt ledger. The city does not maintain a centralized list of customer deposits, and customer deposits are not maintained in a separate fund or bank account.
Accounting Controls and Procedures	The city transferred restricted monies from the Street Fund to the Water Fund to meet the Water Fund's obligations. The city has not adequately segregated the duties of the City Clerk, does not prepare annual budgets for city funds as required by state law, and the City Clerk does not prepare formal bank reconciliations. Not all authorized signatories on the city bank accounts are covered by the city's bond.
Ordinances, Meeting Minutes, and Contracts	City ordinances are not complete, well organized, or up to date. The city did not prepare formal minutes of some Board meetings and did not retain copies of the agenda for some Board meetings. The city did not have or could not locate contracts or agreements between the city and the public water supply district that supplies water to the city, the Water System Consultant, or the City Attorney.
Payroll and Related Issues	The City Clerk did not prepare or submit documentation to the Board to support commission amounts she received as City Collector. The city classified the Meter Reader as an independent contractor without documenting reasons, and the City Clerk incorrectly reported net rather than gross wages as Social Security and Medicare wages on the 2012 W-2 forms.

In the areas audited, the overall performance of this entity was **Fair**.*

*The rating(s) cover only audited areas and do not reflect an opinion on the overall operation of the entity. Within that context, the rating scale indicates the following:

- Excellent:** The audit results indicate this entity is very well managed. The report contains no findings. In addition, if applicable, prior recommendations have been implemented.
- Good:** The audit results indicate this entity is well managed. The report contains few findings, and the entity has indicated most or all recommendations have already been, or will be, implemented. In addition, if applicable, many of the prior recommendations have been implemented.
- Fair:** The audit results indicate this entity needs to improve operations in several areas. The report contains several findings, or one or more findings that require management's immediate attention, and/or the entity has indicated several recommendations will not be implemented. In addition, if applicable, several prior recommendations have not been implemented.
- Poor:** The audit results indicate this entity needs to significantly improve operations. The report contains numerous findings that require management's immediate attention, and/or the entity has indicated most recommendations will not be implemented. In addition, if applicable, most prior recommendations have not been implemented.

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City of DeWitt

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THOMAS A. SCHWEICH

Missouri State Auditor

To the Honorable Mayor
and
Members of the Board of Aldermen
City of DeWitt, Missouri

The State Auditor was petitioned under Section 29.230, RSMo, to audit the City of DeWitt. We have audited certain operations of the city in fulfillment of our duties. The scope of our audit included, but was not necessarily limited to, the year ended June 30, 2013. The objectives of our audit were to:

1. Evaluate the city's internal controls over significant management and financial functions.
2. Evaluate the city's compliance with certain legal provisions.
3. Evaluate the economy and efficiency of certain management practices and operations, including certain financial transactions.

Our methodology included reviewing minutes of meetings, written policies and procedures, financial records, and other pertinent documents; interviewing various personnel of the city, as well as certain external parties; and testing selected transactions. We obtained an understanding of internal controls that are significant within the context of the audit objectives and assessed whether such controls have been properly designed and placed in operation. We also obtained an understanding of legal provisions that are significant within the context of the audit objectives, and we assessed the risk that illegal acts, including fraud, and violations of contract or other legal provisions could occur. Based on that risk assessment, we designed and performed procedures to provide reasonable assurance of detecting instances of noncompliance significant to those provisions.

We conducted our audit in accordance with the standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform our audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides such a basis.

The accompanying Organization and Statistical Information is presented for informational purposes. This information was obtained from the city's management and was not subjected to the procedures applied in our audit of the city.

For the areas audited, we identified (1) deficiencies in internal controls, (2) noncompliance with legal provisions, and (3) the need for improvement in management practices and procedures. The accompanying Management Advisory Report presents our findings arising from our audit of the City of DeWitt.

A handwritten signature in black ink that reads "Thomas A. Schweich". The signature is written in a cursive style with a large, sweeping initial 'T'.

Thomas A. Schweich
State Auditor

The following auditors participated in the preparation of this report:

Deputy State Auditor:	Harry J. Otto, CPA
Director of Audits:	Regina Pruitt, CPA
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City of DeWitt

Management Advisory Report

State Auditor's Findings

1. Water Fund Financial Condition

Water rates are not sufficient to pay for the costs of services provided. As a result, the Water Fund cash balance has declined in recent years, causing the Board of Aldermen to subsidize the Water Fund from the Street Fund to avoid a deficit cash balance. Customer utility deposits, which totaled \$1,700 as of June 30, 2013, are also maintained in this fund. The table below reflects the ending cash balance of the Water Fund over the last 5 years:

Ending Cash Balance, Year Ended June 30,				
2013	2012	2011	2010	2009
\$ 2,901 ¹	1,103	5,463	9,716	6,193

¹ Includes a \$5,000 transfer from the Street Fund. Without the transfer, the cash balance would have been negative \$2,099.

The city water billing structure charges all customers a minimum fee per month, which includes the first 1,000 gallons of water usage. The next two 1,000 gallon increments (up to 2,000 gallons and up to 3,000 gallons) are billed at slightly decreasing rates. All gallons over 3,000 gallons are billed at the same rate the city pays the local public water supply district (PWSD) for the water supplied.

Based on this rate structure, the city cannot generate sufficient revenues to cover the costs of operating and maintaining the water system. In addition, the city did not perform an analysis or prepare a statement of costs before implementing a \$5 monthly surcharge for each water account to offset some of these losses. Due to the immediate need of monies in the Water Fund, the city transferred restricted monies from the Street Fund to the Water Fund in order to pay current Water Fund invoices (see MAR finding number 3.1).

Water fees are user charges which should cover the cost of providing the service. The city should perform a detailed review of its water costs, including depreciation, evaluate the current fee structure at all levels, and set rates to cover the total cost of operation. Section 67.042, RSMo, provides that fees may be increased if supported by a statement of costs, which shows the increase is necessary to cover costs of providing the service. Preparing a statement of costs would not only allow the city to determine the rates necessary to support current and future operations, but also provide documentation to customers of the rationale behind the rate set.

Recommendation

The Board of Aldermen document formal reviews of water rates periodically and set the water rate to ensure revenues are sufficient to cover all costs of providing these services, including reserves for future capital improvements, and to support any rate increase.

Auditee's Response

The Board of Aldermen provided the following response:

Within the next four months we will be contracting for a formal rate study. We will set rates as needed based on that study. In addition, we will



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periodically review rates to ensure they are sufficient to cover costs. We will also consider rate increases when the public water supply district raises rates. We will document these rate reviews to ensure we are in compliance with the law.

2. Utility Controls and Procedures

Controls over city utilities are not adequate.

The City of DeWitt provides water and trash services to customers and maintains approximately 60 utility accounts. The city bills customers monthly for each service, and uses the funds collected to pay the service providers. According to city records, water receipts totaled \$26,177 and trash receipts totaled \$5,745, for the year ended June 30, 2013.

2.1 Utility records

The city does not maintain adequate utility account ledgers. As a result, total monthly billings and collections, and outstanding balances of customer accounts cannot be easily determined. Additionally, the City Clerk does not maintain an adequate receipt ledger to support deposit amounts and details.

The city employed two different City Clerks during the year ended June 30, 2013, and each used a different utility account ledger. The current City Clerk's utility account ledger contains individual pages for each account. The first page relates to water billings and includes columns to indicate the current meter reading, usage (determined by manually subtracting the previous reading from the current reading), costs to be billed, and payments received. The second page shows trash fees billed and trash payments received.

Billings and balances

There is no indication in the utility account ledger of the total amount billed to each customer; rather, this must be determined by totaling the water and trash pages for each account. In addition, neither of the two utility account ledgers contained a running balance of each customer's outstanding balance. While most customers paid their utility bills monthly and in full, some customers only made partial payments or pre-paid their bills in advance. Both City Clerks made notations in the ledgers when this occurred, but we identified instances where the notation was not taken into account when preparing the subsequent billing, resulting in customers receiving incorrect bills.

Receipt records

The City Clerk does not maintain an adequate receipt ledger to record receipts that make up each deposit, nor does she record the method of payment (cash, check, or money order) for payments received. Prior to March 2013, the City Clerk did not maintain any receipt ledger. Instead, she recorded the applicable portion of each payment received on the water page and the trash page of the utility account ledger. The receipt date was not always recorded with these amounts. Starting in March 2013, the City Clerk began keeping a receipt ledger to document receipts making up each



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deposit. However, total receipts by customer and the date and method of payment for each receipt is not recorded in the ledger.

Because the city does not (1) issue separate receipt slips for utility payments received [instead using the billing stub as a receipt slip], (2) record the method of payment for receipts, and (3) maintain an adequate record of receipts making up each deposit, there is insufficient documentation to verify the amount of utility receipts. As a result, it is difficult to reconcile payments from the ledgers to the bank deposits.

Conclusion

Documentation of total billings, collections, and outstanding balances of customer accounts, as well as maintaining a detailed receipt ledger with receipt dates and notations of the method of payment for each receipt is needed to ensure all utility costs are billed, collected, and deposited, and to reduce the risk of loss, theft, or misuse of monies.

2.2 Customer deposits

The city is not maintaining complete and adequate records related to water customer deposits. In addition, customer deposits, which constitute a liability of the city, are maintained in the Water Fund and sufficient money would not have been available to cover the deposit liability at June 30, 2013, if the city had not subsidized the Water Fund from the Street Fund to avoid a deficit fund balance (see MAR finding number 1). Customer deposits totaled \$1,700 as of June 30, 2013, when adding together the individual deposit amounts indicated in the utility account ledger.

According to city policy, all new water customers are required to pay a refundable water deposit, although the city has not adopted a formal ordinance requiring deposits (see MAR finding number 4.1). Currently the city collects a \$100 deposit from all new customers; however, varying amounts have been collected in the past.

The city does not maintain a centralized list of customer deposits. Instead, deposits are recorded in notations in the margins on the manual utility account ledger for each account. Therefore, the city is not aware of the total amount of monies necessary to refund the deposits, if required. Additionally, we noted unexplained differences in individual deposit amounts between the two utility account ledgers used during the year ended June 30, 2013.

Maintaining customer utility deposits in a separate fund or bank account, preparing a complete and accurate listing of the deposit liability, and periodically reconciling to the fund or account balance is necessary to ensure sufficient funds are on hand to cover potential utility deposit liabilities, provide a record of monies held for individual customers, and allow for prompt detection of discrepancies.



Recommendations

The Board of Aldermen:

- 2.1 Ensure records are maintained to document customer account balances and total billings and collections. In addition, the Board should ensure receipt listings are maintained that show total amounts received from each customer, as well as the date and method of payment for each receipt. The composition of receipts should be reconciled to the composition of deposits to ensure all monies are properly deposited.
- 2.2 Establish a separate fund or account for utility deposits, prepare a monthly listing of liabilities, and reconcile this list to the reconciled fund or bank balance monthly.

Auditee's Response

The Board of Aldermen provided the following responses:

- 2.1 *We will implement this recommendation. We will update our ledger books to ensure all necessary information is documented. We have started maintaining a complete receipt ledger, including composition of receipts. We will reconcile the composition of receipts to the composition of deposits to ensure all monies are properly deposited.*
- 2.2 *We will open a separate bank account for the water deposits. We will prepare a list of all water deposits on hand and will reconcile that list to the monthly bank statement of the new account.*

3. Accounting Controls and Procedures

Accounting controls and procedures are in need of improvement.

3.1 Restricted funds

The city transferred \$5,000 in restricted monies from the Street Fund to the Water Fund in November 2012 and again in July 2013. City officials authorized these transfers because the Water Fund had an insufficient balance to meet the fund's payment obligations. The Street Fund is used to account for state motor vehicle-related revenues (legally restricted for street-related use), utility franchise tax revenues (restricted by ordinance for street lighting use), and railroad and utility tax revenues (not legally restricted). The city does not separately track the restricted and non-restricted monies within the Street Fund. Expenditures from the Street Fund during the fiscal year (not including the transfer) totaled \$3,570.

City officials indicated the decision to transfer restricted Street Fund monies to the Water Fund was made because monies had been transferred from the Water Fund to the Street Fund in 2005, 2007, and 2008 (totaling \$22,656) to pay for paving city streets. However, monies in both funds are restricted for



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their intended purposes, and there should be no transfers between these funds. Based on these prior transfers there may be remaining interfund liabilities that need to be resolved between these two funds to ensure restricted monies are used properly.

Article IV, Section 30, Missouri Constitution, requires motor vehicle-related receipts apportioned by the state of Missouri be disbursed for street-related purposes and city Ordinance Section 10-20 requires utility franchise tax revenues to be used for street lighting and other municipal electric bills. Because the city does not separately track restricted and non-restricted monies in the Street Fund, the city cannot ensure restricted monies were used appropriately and were not transferred to the Water Fund. In addition, receipts of the Water Fund represent user fees restricted for the operation of the water system, which would be limited to buying and delivering the water to customers, repaying debt, if applicable, and repairing and replacing infrastructure.

3.2 Segregation of duties and supervisory review

The city has not established an independent oversight or adequate segregation of duties related to the City Clerk's activities.

The City Clerk's duties include receiving and depositing monies, recording receipts and disbursements, preparing and distributing checks, and preparing monthly and year-end financial reports. The City Clerk also acts as City Collector and prepares property tax bills and maintains tax records. In addition, the City Clerk signs checks and receives the bank statements. Many of the City Clerk's duties would normally be performed by a City Treasurer; however, the city does not have an individual serving in this position and there is no evidence the Board provides adequate supervision or review of the work performed by the City Clerk/Collector.

Proper segregation of duties helps ensure all transactions are accounted for properly and assets are adequately safeguarded. Attorney General's Opinion No. 24, 1955 to Dodds, concluded that in a fourth-class city, the holding of the positions of City Clerk, City Treasurer, and City Collector, or any two of these offices, by the same person at the same time would be incompatible. If segregating duties is not possible, a timely supervisory review by the Board of Aldermen should be performed and documented.

3.3 Budgets

The city does not prepare annual budgets for city funds as required by state law.

Section 67.010, RSMo, requires the preparation of an annual budget that shall represent a complete financial plan for the ensuing budget year, and also sets specific requirements for information to be included in the budget. Section 67.080, RSMo, provides that no expenditure of public monies shall be made unless it is authorized in a budget.



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A complete and well-planned budget, in addition to meeting statutory requirements, serves as a means to manage city resources, assists in setting tax levies, and informs the public about city operations and current finances.

3.4 Bank reconciliations

The City Clerk does not prepare formal bank reconciliations for the two bank accounts (operating and water).

The City Clerk receives bank statements monthly and compares the checks that have cleared the bank to the manual check registers. The City Clerk makes a checkmark notation on the registers to indicate the checks have cleared; however, she does not prepare a list of outstanding checks. Additionally, other reconciling items, such as interest posted to the account, are not documented.

The preparation and independent review of formal monthly bank reconciliations is necessary to ensure accounting records are in balance and to identify errors in a timely manner.

3.5 Official bonding

The Mayor and Mayor Pro-Tem, who are authorized signatories on the city bank accounts, are not covered by the city's bond. Failure to properly bond individuals who have access to funds exposes the city to risk of loss.

Recommendations

The Board of Aldermen:

- 3.1 Determine and resolve interfund liabilities and discontinue transferring monies between restricted funds.
- 3.2 Adequately segregate the duties of the City Clerk/Collector. At a minimum, there should be a documented supervisory review of the city records and reconciliations.
- 3.3 Prepare annual budgets that include all information required by state law, and ensure the budget is formally approved and the approval is documented in the Board minutes.
- 3.4 Prepare formal bank reconciliations monthly, including listings of outstanding checks, deposits in transit, and other reconciling items; and investigate and promptly resolve any discrepancies.
- 3.5 Maintain bond coverage for all officials with access to city assets.

Auditee's Response

The Board of Aldermen provided the following responses:

- 3.1 *We agree and will implement this recommendation.*
- 3.2 *Segregation of duties is not possible due to having only 1 employee. However, the Mayor has been doing a review of some records, but*



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this review was not documented. He will start documenting his review of various city records and reconciliations.

3.3 *We will implement this recommendation starting with fiscal year 2015.*

3.4 *We have implemented this recommendation. In addition, the Mayor will review the bank reconciliations as part of his monthly review.*

3.5 *We will consider obtaining bond coverage for all check signers.*

4. Ordinances, Meeting Minutes, and Contracts

City ordinances are not well maintained, meeting minutes and agendas are not always prepared and retained, and written contracts are not always prepared to document contractual relationships.

4.1 Ordinances

City ordinances are not complete, well organized, or up to date. Many ordinances are old and no longer relevant but have not been updated or rescinded by the Board. In addition, some relevant issues are not addressed in the city ordinances.

Several city ordinances conflict with current city practices. For example, according to city ordinance, the Mayor and members of the Board of Aldermen are each to be paid a salary; however, none of them are currently paid a salary. Ordinances set the City Clerk's salary at \$10 per year and the City Collector's commission at 5 percent of property tax collections; however, the current City Clerk salary is \$200 per month and the City Clerk currently receives a 10 percent Collector commission on property tax collections. Other ordinances that are outdated or not followed include one requiring all able-bodied males to spend 2 days each year working on city streets, another requiring a city prison, and others related to specific contracts for trash collection and street lighting that have ended.

In addition, the city does not have ordinances addressing current issues, such as conflicts of interest for board members or city employees, purchasing and bidding rules and procedures, fees for late utility payments, water deposit amounts, and procedures related to Sunshine Law (Chapter 610, RSMo) requests, including naming a Custodian of Records and establishing a fee structure for records requests.

Since ordinances represent legislation passed by the Board to govern the city and its residents, it is important ordinances be maintained in a complete and up-to-date manner.

4.2 Board minutes and agendas

Formal minutes of the July, October, and November 2012 Board meetings were not prepared and the city did not retain copies of the agenda for the July 2012, October 2012, February 2013, or April 2013 Board meetings to



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demonstrate compliance with the Sunshine Law, related to public notification.

In one instance, according to a city newsletter published by the current Mayor (then a member of the Board of Aldermen), the prior City Clerk failed to post the notice of the July 26, 2012, special meeting as required by the Sunshine Law. When the Board realized the meeting was not posted as required by the Sunshine Law, the decision was made to destroy the minutes and not recognize the meeting as being an official meeting of the Board. However, Section 610.010(5), RSMo, defines a public meeting as "any meeting of a public governmental body subject to sections 610.010 to 610.030 at which any public business is discussed, decided, or public policy formulated."

Section 610.020, RSMo, requires a tentative agenda and a meeting notice be posted at least 24 hours prior to all meetings of a public governmental body. In addition, minutes serve as the only official permanent public record of decisions made by the Board. Therefore, it is imperative that the minutes be prepared and retained to document all business conducted.

4.3 Written contracts

The city could not locate or does not have written contracts or agreements with certain outside parties.

- The city could not locate copies of any contract or agreement between the city and the PWSD that supplies water to the city. According to the City Clerk, the two parties created the city water system in the 1950s, and the City Clerk is unaware of any documented agreement.
- The city does not have written contracts with the individuals who serve as the Water System Consultant or with the City Attorney. The city pays the Water Consultant a \$100 per month retainer and the City Attorney a \$50 per month retainer.

Clear and detailed written contracts are necessary to ensure all parties are aware of their duties and responsibilities, prevent misunderstandings, and ensure city monies are used appropriately and effectively. In addition, Section 432.070, RSMo, requires contracts for political subdivisions to be in writing.

Recommendations

The Board of Aldermen:

- 4.1 Ensure ordinances are maintained in a complete and up-to-date manner.
- 4.2 Ensure notices and tentative agendas for board meetings are posted and retained, and meeting minutes are prepared and maintained for all meetings.



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4.3 Enter into written contracts or agreements defining services provided and benefits received.

Auditee's Response

The Board of Aldermen provided the following responses:

4.1 *We will work on updating ordinances over the next six months to a year.*

4.2 *We will ensure all future agendas and meeting minutes are prepared and retained. We will also ensure all meeting notices are posted.*

4.3 *We will implement this recommendation.*

5. Payroll and Related Issues

The city does not maintain adequate documentation to support additional compensation paid to the City Clerk and is not in compliance with salary and wage reporting requirements.

5.1 Collector commissions

The City Clerk did not prepare or submit documentation to support the commission amount received for her duties as City Collector. During the year ended June 30, 2013, the City Clerk received an additional \$312.

The City Clerk receives a 10 percent commission on property taxes collected for her role as City Collector, in addition to her salary of \$200 per month. However, there is no documentation prepared or submitted to the Board to support the calculation of the commission amount. Rather, the amount is simply shown as an increase in the amount of salary due to the City Clerk on the list of bills to be approved at the next board meeting.

Adequate documentation should be maintained to support all payments made. Without obtaining and properly reviewing adequate documentation, the city cannot determine the validity and propriety of disbursements.

5.2 Wage and salary reporting

The city has classified the Meter Reader as an independent contractor and has not accurately reported wages earned by employees in the position of City Clerk.

Employment classification

The city did not document reasons for classifying the meter reader position as an independent contractor instead of as a city employee. In addition, the city failed to withhold and report payroll and income taxes on payments to each of the individuals who served as meter reader during 2013, who each received a \$200 per month salary. These payments were reported to the Internal Revenue Service (IRS) on Form 1099-MISC.

The City Clerk indicated the decision to report payments to meter readers using a Form 1099-MISC resulted from a previous person in that position requesting the city not withhold any payroll taxes from his payroll check.



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Section 105.300, RSMo, defines an elected or appointed officer or employee of a political subdivision as an employee for Social Security and Medicare tax purposes. For employees, the IRS requires employers to report employee compensation on W-2 forms and withhold and remit income and payroll taxes. Similarly, Chapter 143, RSMo, includes requirements for reporting wages and withholding state income taxes. State and federal laws require employers to pay the employer's share of Social Security and Medicare on the compensation paid to employees. Proper classification of employees is necessary to ensure compliance with various state and federal laws and regulations.

W-2 forms

The City Clerk completed the 2012 employee W-2 forms incorrectly. The City Clerk inaccurately reported net wages rather than gross wages as Social Security and Medicare wages for all three individuals employed as City Clerk during 2012, resulting in an underreporting of \$158.

Conclusion

The failure to withhold and properly report payroll and income taxes for city employees makes the city potentially subject to additional tax liabilities along with penalties and interest.

Recommendations

The Board of Aldermen:

- 5.1 Require adequate documentation to support any additional compensation paid to city employees.
- 5.2 Ensure all persons hired are properly classified as employees or independent contractors in compliance with state and federal laws and regulations, and all compensation paid is subject to income and payroll taxes and properly reported.

Auditee's Response

The Board of Aldermen provided the following responses:

- 5.1 *We will implement this recommendation.*
- 5.2 *Starting in January 2014 we are now classifying the Meter Reader as an employee. Going forward we will ensure W-2 forms are properly prepared.*

City of DeWitt

Organization and Statistical Information

The City of DeWitt is located in Carroll County. The city was incorporated in 1910 and is currently a fourth-class city. The city employed two part-time employees on June 30, 2013.

City operations include water utilities, trash service (provided through the Carroll County Solid Waste Authority), street maintenance, and a city park.

Mayor and Board of Aldermen

The city government consists of a mayor and four-member board of aldermen. The members are elected for 2-year terms. The mayor is elected for a 2-year term, presides over the board of aldermen, and votes only in the case of a tie. The Mayor and Board of Aldermen at June 30, 2013, are identified below. The Mayor and Board of Aldermen members receive no compensation.

Jesse Lybarger, Mayor
Billie Gay White, Alderwoman, Ward 1
Veronica Elliott, Alderwoman, Ward 1
Pam Vanatti, Alderwoman, Ward 2
Alvin Whitmill, Alderman, Ward 2

Financial Activity

A summary of the city's financial activity for the year ended June 30, 2013, follows:



City of DeWitt
Organization and Statistical Information

City of DeWitt
Schedule of Receipts, Disbursements, and Changes in Cash Balances
Year Ended June 30, 2013

	General Fund	Street Fund	Water Fund	Special Water Fund (1)	Totals
RECEIPTS					
Charges for services	\$ 45	0	0	0	45
Franchise taxes	1,835	1,977	0	0	3,812
Interest	12	0	2	0	14
License fees	28	0	0	0	28
Motor fuel and vehicle fees	0	4,459	0	0	4,459
Property taxes	3,519	1,446	0	0	4,965
Utility receipts	5,745	0	26,177	45	31,967
Transfers in	0	0	5,000	0	5,000
Total Receipts	11,184	7,882	31,179	45	50,290
DISBURSEMENTS					
Administration	245	0	1,031	0	1,276
Election expense	350	0	0	0	350
Employment taxes	399	0	0	0	399
Printing and publications	156	0	366	0	522
Professional services	1,687	0	1,100	0	2,787
Refunds	0	0	73	0	73
Repair and maintenance	0	215	387	0	602
Salaries and wages	1,804	0	3,251	0	5,055
Street lighting	0	3,355	0	0	3,355
Trash collection	6,537	0	0	0	6,537
Water	0	0	23,173	0	23,173
Transfers out	0	5,000	0	0	5,000
Total Disbursements	11,178	8,570	29,381	0	49,129
RECEIPTS OVER (UNDER) DISBURSEMENTS	6	(688)	1,798	45	1,161
CASH, JULY 1, 2012	4,669	12,795	1,103	0	18,567
CASH, JUNE 30, 2013	\$ 4,675	12,107	2,901	45	19,728

(1) The Special Water Fund was created in June 2013 to account for a \$5 surcharge added to customer water accounts to provide additional funds for water system maintenance.