

**PALESTINE MUNICIPAL WATER
AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
FINANCIAL STATEMENTS
DECEMBER 31, 2017**

**MEYER & WARD, P.A.
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P.O. BOX 1045
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PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS

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INDEPENDENT AUDITOR'S REPORT

To the Palestine Municipal Water and Sewer Commission
Palestine, Arkansas 72372

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of the Palestine Municipal Water and Sewer Department as of and for the years ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Palestine Municipal Water and Sewer Department's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, 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 statements 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 statements.

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Palestine Municipal Water and Sewer Department, as of December 31, 2017, and 2016, and the respective changes in financial position, and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3–5 and 21 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing

standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

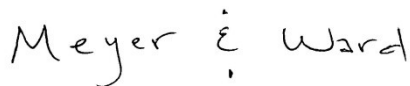
Other Information

As discussed in Note A, the accompanying financial statements of the Palestine Municipal Water and Sewer Department are intended to present the financial position, and the changes in financial position and the cash flows of the City that is attributable to the transactions of the Palestine Municipal Water and Sewer Department. They do not purport to, and do not, present fairly the financial position of the City of Palestine, Arkansas, as of December 31, 2017 and 2016, the changes in its financial position, or where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Palestine Municipal Water and Sewer Department's basic financial statements. The schedule of water and sewer rates on page 22 is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The schedule of water and sewer rates 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 statements. Such information has been subjected to the audit procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of water and sewer rates is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 13, 2018, on our consideration of the Palestine Municipal Water and Sewer Department's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Palestine Municipal Water and Sewer Department's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Palestine Municipal Water and Sewer Department's internal control over financial reporting and compliance.



Meyer & Ward, P.A.
Certified Public Accountants
Wynne, Arkansas 72396
September 13, 2018

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2017**

Within this section of the Palestine Municipal Water and Sewer Department's financial report, the Department's management provides narrative discussion and analysis of the financial activities of the Department for the year ended December 31, 2017. The Water and Sewer Department's financial performance is discussed and analyzed with the context of the accompanying financial statements and disclosures following this section.

Using this annual report

The annual report consists of a series of financial statements.

The Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position provide information about the Water and Sewer Department as a whole and present a longer term view of the Department's finances. The Statement of Cash Flows provides a summary of the changes in cash and cash equivalents for the year. Information is included in the notes to financial statements to disclose accounting policies and additional financial detail amounts shown in the financial statements. A report on internal control is also included.

Reporting on Palestine Municipal Water and Sewer Department as a whole

Our analysis of the Water and Sewer Department as a whole follow in the next section. The Department operates as a business-type activity providing water and sewer services to its customers. Its revenues must be sufficient to cover the cost of operations, payments of indebtedness, and cost of improvements to the system. One of the most important questions asked about the Water and Sewer Department's finances is: "Is the Department as a whole better off as a result of this year's activities?" The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the Water and Sewer Department as a whole, and its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Water and Sewer Department's net position and the changes which have occurred in the year. You can think of the Department's net position (the difference between its assets and liabilities) as one way to measure the Water and Sewer Department's financial health.

Over time, increases or decreases in the net position are one indicator of whether the financial health is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as the conditions of the water and sewer system, to assess the overall health of the Department.

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
MANAGEMENT'S DISCUSSION AND ANALYSIS (cont'd)
December 31, 2017**

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Financial Highlights			
Beginning Net Position	\$ 1,668,404	\$ 1,770,514	\$ 1,850,318
Increase (Decrease) in Net Position	<u>(66,547)</u>	<u>(102,110)</u>	<u>(79,804)</u>
Ending Net Position	<u>\$ 1,601,857</u>	<u>\$ 1,668,404</u>	<u>\$ 1,770,514</u>

Assets, liabilities, and net position for 2017, 2016, and 2015 are as follows:

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Current Assets	\$ 103,653	\$ 73,002	\$ 81,904
Restricted Assets	73,719	73,334	72,970
Capital Assets	<u>2,129,092</u>	<u>2,266,402</u>	<u>2,392,001</u>
Total Assets	<u>\$ 2,306,464</u>	<u>\$ 2,412,738</u>	<u>\$ 2,546,875</u>
Current Liabilities	\$ 173,654	\$ 164,810	\$ 161,449
Long-term Liabilities	<u>530,953</u>	<u>579,524</u>	<u>614,912</u>
Total Liabilities	<u>704,607</u>	<u>744,334</u>	<u>776,361</u>
Net Position			
Unrestricted	46,335	21,046	35,238
Restricted for Debt Service	14,726	14,726	14,726
Net Investment in Capital Assets	<u>1,540,796</u>	<u>1,632,632</u>	<u>1,720,550</u>
Total Net Position	<u>\$ 1,601,857</u>	<u>\$ 1,668,404</u>	<u>\$ 1,770,514</u>

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
MANAGEMENT'S DISCUSSION AND ANALYSIS (cont'd)
December 31, 2017**

The following schedule presents a summary of revenues and expenditures for the year ended December 31, 2017, 2016, and 2015:

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Operating Revenues	\$ 551,335	\$ 521,969	\$ 515,031
Operating Expenses	<u>587,910</u>	<u>591,450</u>	<u>557,911</u>
Operating Income	(36,575)	(69,481)	(42,880)
Other Income (Expenses)	<u>(29,972)</u>	<u>(32,629)</u>	<u>(36,924)</u>
	<u>\$ (66,547)</u>	<u>\$ (102,110)</u>	<u>\$ (79,804)</u>

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At year end December 31, 2017, the Department had \$2,306,464 invested in capital assets. This represents a net decrease of \$137,310 which is the result of depreciation expense recognized of \$147,544 and capital additions of \$10,234.

Debt

At year end, the Water and Sewer Department had \$588,296 in outstanding debt. This represents a decrease of \$54,246 of principal payments made, and additional debt issued of \$10,234.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The Water and Sewer Department has no plans for any major changes for the upcoming year.

CONTACTING THE AUTHORITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our customers, suppliers, and creditors with a general overview of the Water and Sewer Department's finances and to show the Department's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Eric Johnson, Chairman of the Palestine Water Commission.

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
STATEMENTS OF NET POSITION
DECEMBER 31, 2017 AND 2016**

ASSETS

	<u>2017</u>	<u>2016</u>
Current Assets:		
Cash on Hand and in Banks	\$ 28,609	\$ 9,729
Accounts Receivable	<u>75,044</u>	<u>63,273</u>
Total Current Assets	<u>103,653</u>	<u>73,002</u>
Restricted Assets:		
Cash-Customer Deposits	49,052	48,685
Cash-Ark Soil and Water Escrow	1,894	1,876
Cash-Ark Soil and Water Reserve	8,047	8,047
Cash-Debt Service Reserve	<u>14,726</u>	<u>14,726</u>
Total Restricted Assets	<u>73,719</u>	<u>73,334</u>
Property, Plant and Equipment:		
Water and Sewer System	5,599,389	5,599,389
Machinery and Equipment	385,617	375,383
Office Equipment	<u>34,016</u>	<u>34,016</u>
	6,019,022	6,008,788
Less: Accumulated Depreciation	<u>(3,889,930)</u>	<u>(3,742,386)</u>
Net Property, Plant and Equipment	<u>2,129,092</u>	<u>2,266,402</u>
Total Assets	<u>\$ 2,306,464</u>	<u>\$ 2,412,738</u>

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

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
STATEMENTS OF NET POSITION
DECEMBER 31, 2017 AND 2016**

LIABILITIES AND NET POSITION

	<u>2017</u>	<u>2016</u>
Current Liabilities		
Accounts Payable	\$ 26,250	\$ 24,885
Due to City of Palestine- General Fund	12,245	12,245
Payroll Taxes Payable	1,803	3,188
Sales Tax Payable	4,296	3,989
Accrued Interest Payable	3,276	3,546
Current Portion of Notes Payable	57,343	54,246
	<u>105,213</u>	<u>102,099</u>
Current Liabilities Payable from Restricted Assets:		
Customer Meter Deposits	<u>68,441</u>	<u>62,711</u>
Long-Term Liabilities:		
Bonds Payable - USDA	427,848	463,852
Notes Payable - Community Resource Group	-	847
Notes Payable - Arkansas Soil and Water	137,273	150,140
John Deere Financial	23,175	18,931
	<u>588,296</u>	<u>633,770</u>
Less: Current Portion	<u>(57,343)</u>	<u>(54,246)</u>
Net Long-Term Liabilities	<u>530,953</u>	<u>579,524</u>
Total Liabilities	<u>704,607</u>	<u>744,334</u>
Net Position		
Net Investment in Capital Assets	1,540,796	1,632,632
Restricted for Debt Service	14,726	14,726
Unrestricted	46,335	21,046
Total Net Position	<u>1,601,857</u>	<u>1,668,404</u>
Total Liabilities and Net Position	<u>\$ 2,306,464</u>	<u>\$ 2,412,738</u>

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

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
STATEMENTS OF REVENUES, EXPENSES,
AND CHANGES IN NET POSITION
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
Operating Revenues:		
Water Fees	\$ 414,844	\$ 410,557
Sewer Fees	108,357	101,162
Other Revenues	28,134	10,250
Total Operating Revenues	<u>551,335</u>	<u>521,969</u>
Operating Expenses:		
Water Purchases	185,226	222,040
Salaries and Wages	86,920	82,680
Auto and Truck Expense	9,512	7,621
Depreciation	147,544	147,875
Employee Benefits	10,594	7,498
Insurance Expense	3,022	1,077
Laboratory Expense	2,965	2,963
Miscellaneous	7,303	6,232
Office Expense	11,316	2,972
Payroll Taxes	6,649	6,325
Postage	3,705	3,450
Professional Fees	9,546	7,024
Repairs and Maintenance	80,691	70,953
Utilities Expense	22,917	22,740
Total Operating Expenses	<u>587,910</u>	<u>591,450</u>
OPERATING INCOME (LOSS)	<u>(36,575)</u>	<u>(69,481)</u>
Non-operating Revenues (Expenses):		
Interest Income	404	382
Interest Expense	(30,376)	(33,011)
Total Non-operating Revenues (Expenses)	<u>(29,972)</u>	<u>(32,629)</u>
Change in Net Position	(66,547)	(102,110)
Beginning Net Position	1,668,404	1,770,514
Ending Net Position	<u>\$ 1,601,857</u>	<u>\$ 1,668,404</u>

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

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
Cash Flows from Operating Activities		
Receipts from Customers	\$ 545,294	\$ 527,098
Payments to Suppliers	(353,159)	(357,280)
Payments to Employees	(86,920)	(82,680)
Net Cash Provided by (Used in) Operating Activities	<u>105,215</u>	<u>87,138</u>
 Cash Flows from Non-Capital Financing Activities		
Transfers (to) from Restricted Accounts	<u>(385)</u>	<u>(364)</u>
Net Cash Provided by (Used in) Investing Activities	<u>(385)</u>	<u>(364)</u>
 Cash Flows from Capital and Related Financing Activities		
Purchases of Capital Assets	(10,234)	(22,277)
Principal Paid on Capital Debt	(55,708)	(59,958)
Proceeds from Borrowing	10,234	22,277
Proceeds from Grants	-	-
Interest Paid on Capital Debt	(30,646)	(33,284)
Net Cash Provided by (Used in) Capital and Related Financing Activities	<u>(86,354)</u>	<u>(93,242)</u>
 Cash Flows from Investing Activities		
Interest Income	<u>404</u>	<u>382</u>
Net Cash Provided by (Used in) Investing Activities	<u>404</u>	<u>382</u>
 Increase (Decrease) in Cash and Cash Equivalents	18,880	(6,086)
Cash and Cash Equivalents, Beginning of Year	<u>9,729</u>	<u>15,815</u>
Cash and Cash Equivalents, End of Year	<u>\$ 28,609</u>	<u>\$ 9,729</u>

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

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
STATEMENTS OF CASH FLOWS (cont'd)
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016**

	2017	2016
Reconciliation of Operating Income to Net Cash Provided by Operating Activities		
Operating Income	\$ (36,575)	\$ (69,481)
Depreciation	147,544	147,875
(Increase) Decrease in Accounts Receivable	(11,771)	2,816
Increase (Decrease) in Payroll Taxes Payable	(1,385)	1,070
Increase (Decrease) in Sales Tax Payables	307	218
Increase (Decrease) in Accounts Payable	1,365	2,327
Increase (Decrease) in Customer Deposits	5,730	2,313
Total Adjustments	141,790	156,619
Net Cash Provided by Operating Activities	\$ 105,215	\$ 87,138

The accompanying notes are an integral part of the financial statements

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017 AND 2016**

NOTE A – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICES

Organization and Financial Reporting – Palestine Municipal Water and Sewer Department is a component unit of the City of Palestine, Arkansas. The accompanying financial statements present only the Palestine Municipal Water and Sewer Department and do not include all funds, account groups, and programs controlled by the City of Palestine. Other activities, funds, and account groups and programs are included in a government wide audit performed by the Arkansas Division of Legislative Audit. The Water and Sewer Department consist of an enterprise fund with the purpose of providing water and sewer services to the general public within the City and the rural residents of the surrounding area.

Basis of accounting – The Palestine Municipal Water and Sewer Department uses the accrual basis of accounting in accordance with generally accepted accounting principles. The enterprise fund is used to account for operations that are financed and operated in a manner similar to a private business. Revenues are recognized when earned, and expenses are recognized when incurred.

Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that could affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

Cash and Cash Equivalents – The Palestine Municipal Water and Sewer Department considers all cash, savings accounts, and certificate of deposits purchased with a maturity of three months or less to be cash equivalents. However, all cash balances designated as restricted per loan agreements or other purposes are excluded from Cash Equivalents.

Accounts Receivable - Accounts receivable arise from sales of water and sewer services to local customers. Accounts receivable are presented net of an allowance for doubtful accounts as of December 31, 2017 and 2016, of \$108,551 and \$108,551 respectively. Accounts receivable are collateralized by customer deposits.

Property and Equipment – Property and Equipment are stated at cost. Expenditures for major renewals and betterments are capitalized, while minor repairs, replacements, and maintenance which does not improve or extend the life of such assets are charged to operations as incurred. Depreciation is provided by the straight-line method over the estimated lives of the assets, which range from 5 - 7 years for office furniture and equipment, to 40 years for the water and sewer system.

Restricted Assets – The Palestine Municipal Water and Sewer Department is required under the terms of various bond ordinances to establish and maintain prescribed cash balances that can only be used for specific purposes.

Risk Management - The Palestine Municipal Water and Sewer Department minimizes risk of loss through purchase of commercial insurance coverage.

Operating Revenues and Expenses – Operating Revenues and Expenses consists of those revenues that result from ongoing operations, and are primarily charges for services. Nonoperating revenues and expenses consist of those revenues and expenses that are related to financing and investing type activities and result from nonexchange transactions or ancillary services. When an expense is incurred for purposes for which there are both restricted and unrestricted net assets available, it is the Department's policy to apply those expenses to restricted net assets to the extent such as are available and then to unrestricted net assets.

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017 AND 2016**

NOTE A – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICES (CONT'D)

Sales Tax – The Palestine Municipal Water and Sewer Department collects sales taxes on water sold, and remits taxes collected monthly to the State of Arkansas Department of Finance and Administration. Water fees are presented in the accompanying financial statements net of sales taxes.

Compensated absences – No accrual has been made for compensated absences because the amounts would not be material.

Net Position – Net Position is categorized as investments in capital assets (net of related debt), restricted for debt services (pursuant to debt agreements), or unrestricted.

Advertising – Advertising costs are charged to expenses when incurred.

Credit Risk – Financial instruments which subject the Department to concentration of credit risk consist principally of temporary cash investments. The Department places its temporary cash investments with financial institutions, and its policy is to limit the amount of credit risk exposure. The Department's policy is to limit such investments to amounts covered by FDIC coverage and securities pledged to collateralize deposits. Credit risk from accounts receivable is limited due to the large number of customers and security deposits held as collateral.

NOTE B – DEPOSITS WITH FINANCIAL INSTITUTIONS

The Water and Sewer Department's policy is for deposits to be secured by collateral valued at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The Water and Sewer Department's deposits are categorized to give an indication of the level of risk assumed by the Water and Sewer Department. The categories are described as follows:

Category 1- Insured or collateralized by the Water and Sewer Department or by its agent in the Water and Sewer Department's name.

Category 2- Collateralized with securities held by the pledging financial institution's trust department or by its agent in the Water and Sewer Department's name.

Category 3- Uncollateralized.

At December 31, 2017, cash deposits categorized by level of risks are as follows:

Carrying Amount	Category		
	1	2	3
\$ 102,328	\$ 102,328	\$ -	\$ -

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017 AND 2016**

NOTE C – PROPERTY AND EQUIPMENT

A summary of property, plant and equipment for the Water and Sewer Department is presented below:

	December 31, 2016	Additions	Deletions	December 31, 2017
Machinery and Equipment	\$ 375,383	\$ 10,234		\$ 385,617
Office Equipment	34,016			34,016
Water and Sewer System	5,599,389			5,599,389
Total	<u>6,008,788</u>	<u>10,234</u>	<u>-</u>	<u>6,019,022</u>
Less Accumulated Depreciation	<u>(3,742,386)</u>	<u>(147,544)</u>		<u>(3,889,930)</u>
Net Property, Plant, and Equipment	<u>\$ 2,266,402</u>	<u>\$(137,310)</u>	<u>\$ -</u>	<u>\$ 2,129,092</u>

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017 AND 2016**

NOTE D – LONG TERM NOTES PAYABLE

Long Term notes payable are as follows:

	<u>2017</u>	<u>2016</u>
5% Revenue Bond of 1980, due in monthly installments of \$960 through December 2018, secured by pledge of future revenues	\$ 10,505	\$ 21,204
7.25% Revenue Bond of 1983, due in monthly installments of \$995 through March 2022, secured by pledge of future revenues	47,755	55,897
5% Revenue Bond of 1992, due in monthly installments of \$3,014 through December 2032, secured by pledge of future revenues	369,588	386,751
5% Note Payable to Arkansas Natural Resource Commission, due in annual installments of \$5,713 through June 2023, secured by pledge of capital assets	59,303	61,920
5% Note Payable to Arkansas Natural Resource Commission, due in annual installments of \$1,583 through December 2024, secured by pledge of future revenues	9,155	10,227
5.55% Note Payable to Arkansas Natural Resource Commission, due in semi-annual installments of \$6,293 through February 2027, secured by pledge of future revenues	68,815	77,993
4.5% Note Payable to Community Resource Group, due in monthly installments of \$427 through February 2017, secured by pledge of future revenues	-	847
0% for 60 months, note payable due to John Deere Financial in monthly installments of \$371 through March 2021, secured by equipment	14,476	18,931
Interest free for 60 months, note payable due to John Deere Financial in monthly installments of \$171 through March 2022, secured by equipment	8,699	-
	<u>588,296</u>	<u>633,770</u>
Less Current Portion	<u>(57,343)</u>	<u>(54,246)</u>
Net Long-Term Notes Payable	<u>\$ 530,953</u>	<u>\$ 579,524</u>

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017 AND 2016**

NOTE D – LONG TERM NOTES PAYABLE (CON'T'D)

A summary of notes payable activity is as follows:

	<u>12/31/2016</u>	<u>Additions</u>	<u>Reductions</u>	<u>12/31/2017</u>
USDA	\$ 463,852	\$ -	\$ 36,003	\$ 427,849
Community Resource	847		847	-
Arkansas Soil & Water	150,140		12,867	137,273
John Deere Financial	18,931	10,234	5,991	23,174
	<u>\$ 633,770</u>	<u>\$ 10,234</u>	<u>\$ 55,708</u>	<u>\$ 588,296</u>

A Schedule of the future payments required is as follows:

For the years ending December 31,	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 57,343	\$ 27,924	\$ 85,267
2019	49,052	25,441	74,493
2020	51,338	23,154	74,492
2021	50,515	20,631	71,146
2022	47,337	18,023	65,360
For the five years ending December 31,			
2027	167,183	62,341	229,524
2032	165,528	19,907	185,435
Total	<u>\$ 588,296</u>	<u>\$ 197,421</u>	<u>\$ 785,717</u>

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017 AND 2016**

NOTE E – RESTRICTED ACCOUNTS

The Debt Service Reserve and Depreciation Reserve cash accounts have been established pursuant to agreements with U.S. Rural Development, and the Arkansas Natural Resource Commission. These accounts are required to maintain monthly transfers as defined by loan agreements and are restricted for retirement of long-term debt and repairs.

The required balances for the Debt Service Reserve and Depreciation cash accounts at December 31, 2017 are \$ 59,629 and \$ 6,000, respectively. The actual amounts held in the Debt Service Reserve and Depreciation cash accounts at December 31, 2017 are \$ 14,726 and \$ -0- respectively, for a deficit in the Debt Service Reserve of \$ 44,903 and a deficit in the Depreciation Reserve of \$ 6,000.

The required balances for the Debt Service Reserve and Depreciation cash accounts at December 31, 2016 are \$ 59,629 and \$ 6,000 respectively. The actual amounts held in the Debt Service Reserve and Depreciation cash accounts at December 31, 2016 are \$ 14,726 and \$ -0- respectively, for a deficit in the Debt Service Reserve of \$ 44,903 and a deficit in the Depreciation Reserve of \$ 6,000.

The Customer Meter Deposit Cash account is reserved for customer meter deposits. The cash balance should equal or exceed the Customer Meter Deposit liability. At December 31, 2017, the Customer Meter Deposit liability exceeded the cash balances held by \$ 19,389. At December 31, 2016, the Customer Meter Deposit liability exceeded the cash balances held by \$ 14,026.

The note agreement with Arkansas Natural Resource Commission requires a separate Depreciation Reserve account be established to fund future sewer system repairs and maintenance. For the year ended December 31, 2017, the amount in the reserve account was \$1,894

NOTE F – CONCENTRATIONS

The Palestine Municipal Water and Sewer Department purchases all water from the Forrest City, Arkansas Water Utility.

NOTE G – SUBSEQUENT EVENTS

Management has evaluated subsequent events through the date of this report; no items were noted which would require disclosure.

MEYER & WARD, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
P.O. BOX 1045
WYNNE, ARKANSAS 72396

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Members of the Board of Commissioners
Palestine, Arkansas

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Palestine Municipal Water and Sewer Department as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Water and Sewer Department's basic financial statements and have issued our report thereon dated September 13, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Palestine Municipal Water and Sewer Department's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Palestine Municipal Water and Sewer Department's internal control. Accordingly, we do not express an opinion on the effectiveness of the Water and Sewer Department's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Water and Sewer Department's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses that we consider to be significant deficiencies (#17-001)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Palestine Municipal Water and Sewer Department's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance that is required to be reported under *Government Auditing Standards* (#17-002).

Palestine Municipal Water and Sewer Department's Response to Findings

Palestine Municipal Water and Sewer Department's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The Palestine Municipal Water and Sewer Department's response was not subjected to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Water and Sewer Department's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Water and Sewer Department's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Meyer & Ward

Meyer & Ward, P.A.
Certified Public Accountants
Wynne, Arkansas 72396
September 13, 2018

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
SCHEDULE OF FINDINGS AND RESPONSES
DECEMBER 31, 2017**

17-01 Segregation of Duties

CONDITION: The Palestine Municipal Water and Sewer Department does not have enough employees for the appropriate segregation of duties necessary for effective internal controls.

CRITERIA: Segregation of duties provides for independent review and approval of all transactions at various stages of the financial reporting process. Adequate segregation of duties is an essential part of an effective internal control structure.

EFFECT: Inadequate segregation of duties reduces the Department's internal control over financial reporting, processing of transactions, and safeguarding of assets.

RECOMMENDATION: The Department's management should review all transactions, accounting records, and reconciliations in order to compensate for the limited number of employees. Such a review should be performed at least monthly and documented.

RESPONSE: Additional employees for the purpose of improving internal controls would not be cost beneficial. Currently, all employees are supervised by management, and financial records and reports are reviewed monthly by the Commission.

17-02 Noncompliance: Debt Service Reserve Accounts

CONDITION: The Palestine Municipal Water and Sewer Department does not maintain the required debt service and depreciation reserves as established by the USDA loan agreement.

CRITERIA: The terms of the loan agreements with the United States Department of Agriculture (USDA) and Arkansas Natural Resource Commission (ANRC) require the Department to maintain the following reserve balances:

Debt Service Reserve-USDA	\$ 59,629
Depreciation Reserve-USDA	<u>6,000</u>
Total	<u>\$ 65,629</u>

At December 31, 2017, the Department had total USDA depreciation and debt serve reserves of \$ 14,726.

Transfers of \$ 2,919 were required to be made to an Arkansas Natural Resource Commission depreciation reserve. The actual amount transferred was \$ 0.

EFFECT: Failure to maintain the required reserve is noncompliance with the terms of the loan agreement.

RECOMMENDATION: The Department should make additional transfers to the reserve account.

RESPONSE: Additional transfers will be made when sufficient funds are available.

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
SCHEDULE OF PRIOR YEAR FINDINGS
DECEMBER 31, 2017**

Prior year finding #16-01 – Lack of Segregation of Duties

This finding has been repeated as finding #17-001.

Prior year finding #16-02 – Noncompliance: Debt Service Reserve

This finding has been repeated as finding #17-002.

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Operating Revenues:			
Water Fees	\$ 414,844	\$ 375,000	\$ 39,844
Sewer Fees	108,357	100,000	8,357
Other Revenues	28,134	35,000	(6,866)
Total Operating Revenues	<u>551,335</u>	<u>510,000</u>	<u>41,335</u>
Operating Expenses:			
Water Purchases	185,226	175,000	10,226
Salaries and Wages	86,920	87,360	(440)
Auto and Truck Expense	9,512	18,000	(8,488)
Depreciation	147,544	-	147,544
Employee Benefits	10,594	14,000	(3,406)
Insurance Expense	3,022	-	3,022
Laboratory Expense	2,965	3,000	(35)
Miscellaneous Expense	7,303	2,400	4,903
Office Expense	11,316	10,000	1,316
Payroll Taxes	6,649	9,000	(2,351)
Postage	3,705	3,000	705
Professional Fees	9,546	4,200	5,346
Repairs and Maintenance	80,691	20,000	60,691
Utilities Expense	22,917	17,000	5,917
Total Operating Expenses	<u>587,910</u>	<u>362,960</u>	<u>224,950</u>
OPERATING INCOME (LOSS)	<u>(36,575)</u>	<u>147,040</u>	<u>(183,615)</u>
Non-operating Revenues (Expenses)			
Interest Income	404	-	404
Interest Expense	(30,376)	-	(30,376)
Total Non-operating Revenues (Expenses)	<u>(29,972)</u>	<u>-</u>	<u>(29,972)</u>
Change in Net Position	<u>\$ (66,547)</u>	<u>\$ 147,040</u>	<u>\$ (213,587)</u>

**PALESTINE MUNICIPAL WATER AND SEWER DEPARTMENT
CITY OF PALESTINE, ARKANSAS
SCHEDULE OF WATER AND SEWER RATES
FOR THE YEAR ENDED DECEMBER 31, 2017**

Customer Service	In-Town Residential		Rural Residential		Existing Commercial		New Commercial	
	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer
Minimum	\$ 18.13	\$ 8.69	\$ 18.13	\$ -	\$ 34.77	\$ 10.40	\$ 37.10	\$ 10.40
300 ft ³	5.24	1.86	6.09	3.48	4.38	1.95	5.59	2.65
300 ft ³	3.97	1.82	5.14	3.38	3.66	1.86	4.57	2.22
300 ft ³	3.87	1.72	4.69	2.96	2.93	1.72	3.57	2.12
300 ft ³	3.61	1.52	4.45	2.81	4.01	1.52	3.11	2.10
remainder	3.22	1.32	4.45	2.81	4.01	1.52	3.11	2.10