

WATERFORD TOWNSHIP



"where the path from the past and the future meets"

DATE: January 27, 2022
TO: Waterford Town Supervisors
FROM: Town Clerk Elizabeth Wheeler
Town Treasurer Steven Wheeler
RE: Fund 203 – Other Federal Programs

Audit Findings Programs

1. Waterford Bridge abutment repair was funded by:
 - a. National Historic Preservation grant - \$95,000
 - b. Township taxpayers - Loan from bank - \$60,000
2. In 2012 the Township received a \$95,000 grant from The National Trust for Historic Preservation. The National Trust for Historic Preservation is not a "federal program". The National Trust for Historic Preservation is a privately funded, nonprofit organization based in Washington, D.C., that works in the field of historic preservation in the United States.
3. Cash Balance Statement 4/8/2021 was first run without Fund 203 showing. CTAS Lucinda Messman stressed all Funds, except zero balance Funds, must be activated before running any financial statements.
 - a. Activated all Funds and reran the Cash Balance Statement. Fund 203 showed with a balance of \$705.00.
4. In 2013, Fund 203 was established with setting a balance.
 - a. 2012 – Fund Beginning Balance was zero.
 - b. 2013 – Fund Beginning Balance was set to \$47,674.36
 - c. 2014 – Fund Beginning Balance was set to \$682.22
 - d. 2014 - Fund Ending Balance was \$705.00 after adding interest earned of \$22.78.
5. Four receipts were coded as follows:
 - a. Fund 203 - \$47,500.00-first ½ of grant from National Historic Preservation
 - b. Fund 203 - \$ 330.50-a sum of interest from 2012 – 2014
 - c. Fund 100 - \$60,000.00-loan from Castle Rock Bank (04/143/2012 – 04/24/2024)
 - d. Fund 100 - \$47,500.00 second ½ of grant from National Historic Preservation
 - e. Total receipts for bridge repair - \$155,330.50
6. All disbursements were coded out of Fund 100
 - a. Erickson Engineering - \$15,195.15
 - b. Workin' Bridges - \$129,556.50
 - c. Total cost of bridge repair - \$144,851.65
7. Historic Bridge Project – difference between project receipts & project disbursements is \$10,478.85
8. Difference between \$10,478.85 and the Fund Balance of \$705.00 is \$9,773.85
9. Unable to find any transactions or transfers or notes explaining the \$9,773.85.

CTAS Trainer David Frame Recommendation

1. CTAS Trainer David Frame, following a consultation on 01/29/2022 with Treasurer Wheeler regarding Section IV of the State Auditor's Year End Financial Report, recommended that the remaining Bridge Loan be set up in the CTAS "Indebtedness module" to avoid inaccurate information on the State Auditor's report.
 - a. The State Auditor's Year End Financial Report will be an accurate reporting of the Township's indebtedness.
 - b. The loan would be visible on the Cash Control Statement and the Schedule 1 Statement every month including balance of the loan and balance of the funds remaining.

WEBSITE: waterfordtownshipmn.org EMAIL: waterfordtownship@gmail.com
3847 321ST St. W. – P.O. Box 531 - Northfield, MN 55057
PHONE: 651-346-8467 (leave a message – clerk will return your call)

WATERFORD TOWNSHIP

Recommendations

1. Starting in 2017, the Township applied for three historic preservation grants (Engineering, Phase 1 and Phase 2 grants) through the Minnesota Historical Society. All three grant applications required language recognizing the Township's support of the restoration project. Having the monthly loan payments for the 2014 abutment repair showed the support of the electors. The loan payments, the financial match and the in-kind work was reviewed favorably by the Grant Committee.
2. Phase 3 and 4 of the Bridge restoration is estimated to cost \$1.8 million. This amount is beyond what can be acquired through grant funding, thus the next step in the bridge restoration is state bonding.
3. The need to continue monthly payments on the loan for purposes of writing grants is no longer necessary.
4. Apply the audited Fund 203 balance \$10,478.85 toward the bank loan.
5. February loan payment will occur on 02/20/2022 automatically.
2. Close Fund 203. Inactive in CTAS so the zero Fund doesn't appear on the Cash Control Statement or Schedule 1

Fund 203 Other Federal Programs -- Grant & Loan for Bridge Abutment Repair			
Difference between Receipts (Grant & Loan) & Repair Disbursements is \$10,478.85			
	As of Date	Detail	Balance
Receipt - Grant - National Historic Preservation			\$ 95,000.00
Receipt - Loan - Castle Rock Bank Loan			\$ 60,000.00
Receipt - Interest			\$ 330.50
Disbursements - Erickson Engineer & Workin' Bridges			\$ (144,851.65)
Apply the audited Fund 203 balance toward the 2014 Bridge loan			\$ 10,478.85

PAY OFF BRIDGE LOAN FEBRUARY 20, 2022			
	As of Date	Detail	Balance
February Loan Payment - \$555.00 principle part of payment	2/20/2022	\$ 555.00	
Fund 203 Difference between receipts (loan & grant) and disbursements)	2/20/2022	\$ 10,478.85	
\$611.30 x 10 months of payments (already levied for 2022)	2/20/2022	\$ 6,113.00	
Total applied to loan balance			\$ 17,146.85
Loan balance as of 01/20/2022			\$ 16,878.75
Difference of payments versus loan is \$268.10 - return to fund 100			\$ 268.10
3 MHS grants required "matching" thus the need for the loan. Next 2 phases will require state bonding - no match			\$ -

Fund 203 Other Federal Programs

Date	Remitter/Vendor	Description From CTAS Entries	Fund	Receipt #	Check #	Receipt \$	Check \$	Fund 100 General Fund	Fund 203 Other Fed Prog
2/17/2012	Waterford General account	Iron Bridge Account (National Trust for Historic Preservation)	203-33640	11823		\$ 47,500.00			\$ 47,500.00
9/30/2014	Castle Rock Bank	Interest earned on \$47,500 grant in 2012 & 2013	203-36210	--		\$ 330.50			\$ 330.50
8/13/2012	Erickson Engineering	Old Bridge Restoration	100-43130-300	6612			\$ 1,142.65	\$ (1,142.65)	
8/13/2012	Erickson Engineering	Old Bridge Restoration	100-43130-300	6608			\$ 5,157.50	\$ (5,157.50)	
11/13/2012	Erickson Engineering	Old Bridge Restoration	100-43130-300	6694			\$ 2,600.00	\$ (2,600.00)	
12/10/2012	Erickson Engineering	Old Bridge Restoration	100-43130-300	6709			\$ 6,395.00	\$ (6,395.00)	
12/10/2012	Workin' Bridges	Site visit, Iron Bridge	100-43126-330		6708		\$ 3,500.00	\$ (3,500.00)	
2/7/2013	Workin' Bridges	contract with Sciffer Group	100-43126-330		6722		\$ 1,450.00	\$ (1,450.00)	
2/12/2014	Workin' Bridges	Iron Bridge Work	100-43126-331		6824		\$ 2,500.00	\$ (2,500.00)	
3/19/2014	Workin' Bridges	Partial second draw	100-43126-332		6830		\$ 22,231.00	\$ (22,231.00)	
4/4/2014	Castle Rock Bank	Certificate of Investment	100-36240		11929	\$ 60,000.00		\$ 60,000.00	
7/21/2014	Workin' Bridges	Various draws, wire transfers and transfer fees	100-43126-333		--		\$ 99,875.50	\$ (99,875.50)	
7/24/2014	Iron Bridge Grant	Final Payment	100-33640	11948		\$ 47,500.00		\$ 47,500.00	
Change in Fund Balances After Original Entries							\$ 144,851.65	\$ (37,351.65)	\$ 47,830.50
		Disburse \$ from Fund 100 to move \$ to Fund 203	100-49102		JEDMMDDYY-01		\$ 47,500.00	\$ (47,500.00)	
		Receive \$ into Fund 203 from Fund 100	203-39401	JERMMDDYY-01		\$ 47,500.00			\$ 47,500.00
		Disburse \$ from Fund 100 to move \$ to Fund 203	100-49102		JEDMMDDYY-02		\$ 60,000.00	\$ (60,000.00)	
		Receive \$ into Fund 203 from Fund 100	203-39401	JERMMDDYY-02		\$ 60,000.00			\$ 60,000.00
		Disburse \$ from Fund 203 to move \$ to Fund 100 - ALL DISBURSEMENTS	203-49102		JEDMMDDYY-03		\$ 144,851.65		\$ (144,851.65)
		Receive \$ into Fund 100 from Fund 203 - ALL DISBURSEMENTS	100-39401	JERMMDDYY-03		\$ 144,851.65		\$ 144,851.65	
Change in Fund Balances After Proposed Correcting Entries (All activity should have been in and out of Fund 203 not Fund 100)								\$ -	\$ 10,478.85

203-49102

CTAS

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors Financial Reports Tax Filing Payroll (Year to Date) Investments Indebtedness

Accounting Employee Investments Indebtedness

Cash

Cash List 203 x

Fund Number: 203 Beginning Balance

Fund Name: Other Federal Programs

Account Number: 10100

Current Balance: \$705.00

Fiscal Year: 2012

Fund Amount: \$ 0.00

Save Cancel

2014 Beginning Balance of Unknown Origin	\$ 682.22
Interest on grant 2014	\$ 22.78
Fund Balance 12/31/2021	\$ 705.00

CTAS

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors Financial Reports
 Accounting

Tax Filing Payroll (Year to Date) Employee
 Investments Indebtedness

Cash

Cash List 203 x

Fund Number 203 Beginning Balance

Fund Name Other Federal Programs Fiscal Year

Account Number 10100 Fund Amount \$ 47,674.36 2013

Current Balance \$705.00

Save Cancel

CTAS

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors Financial Reports
 Accounting

Tax Filing Payroll (Year to Date) Employee
 Investments Indebtedness

Cash

Cash List 203 x

Fund Number 203 Beginning Balance

Fund Name Other Federal Programs Fiscal Year

Account Number 10100 Fund Amount \$ 682.22 2014

Current Balance \$705.00

Save Cancel

As on 12/31/2013

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	40,704.94	126,778.94	0.00	0.00	120,178.59	0.00	0.00	47,305.29	0.00	47,305.29
201 Road and Bridge - Operating	507.94	1.37	0.00	0.00	0.00	0.00	0.00	509.31	0.00	509.31
Federal Community Development Block Grants	945.63	2.53	0.00	0.00	0.00	0.00	0.00	948.16	0.00	948.16
Other Federal Programs	47,674.36	133.36	0.00	0.00	0.00	0.00	0.00	47,807.72	0.00	47,807.72
301 General Debt Service (Identify) - MOVE TO 100 & DELETE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
601 Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total :	89,832.87	126,916.20	0.00	0.00	120,178.59	0.00	0.00	96,570.48	0.00	96,570.48

As on 12/31/2014

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	49,975.05	255,430.60	0.00	25,000.00	295,354.91	0.00	0.00	35,050.74	0.00	35,050.74
201 Road and Bridge - Operating	509.31	0.76	0.00	0.00	0.00	0.00	0.00	510.07	0.00	510.07
Federal Community Development Block Grants	948.16	1.41	0.00	0.00	0.00	0.00	0.00	949.57	0.00	949.57
Other Federal Programs	682.22	22.78	0.00	0.00	0.00	0.00	0.00	705.00	0.00	705.00
301 General Debt Service (Identify) - MOVE TO 100 & DELETE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
601 Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total :	52,114.74	255,455.55	0.00	25,000.00	295,354.91	0.00	0.00	37,215.38	0.00	37,215.38

Township of Waterford

Receipts Register

1/24/2022

Fund Name: 203 - Other Federal Programs

Date Range: 01/01/2010 To 01/24/2022

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
02/17/2012	Waterford General account	11823	Iron Bridge Account	(02/17/2012) -	N	Grants, other	203-33640-	\$ 47,500.00
								\$ 47,500.00
03/30/2012	Castle Rock Bank	11824	Interest	(03/30/2012) -	N	Interest Earning	203-36210-	\$ 28.63
								\$ 28.63
06/29/2012	Castle Rock Bank	11831	Interest	(06/29/2012) -	N	Interest Earning	203-36210-	\$ 59.25
								\$ 59.25
09/30/2012	Castle Rock Bank	11841	Interest	(09/30/2012) -	N	Interest Earning	203-36210-	\$ 51.63
								\$ 51.63
12/31/2012	Castle Rock Bank	11851	Interest	(12/31/2012) -	N	Interest Earning	203-36210-	\$ 34.85
								\$ 34.85
03/29/2013	Castle Rock Bank	11861	Interest	(03/29/2013) -	N	Interest Earning	203-36210-	\$ 36.44
								\$ 36.44
06/28/2013	Castle Rock Bank	11897	Interest	(06/28/2013) -	N	Interest Earning	203-36210-	\$ 35.69
								\$ 35.69
09/30/2013	Castle Rock Bank	11906	Interest	(09/30/2013) -	N	Interest Earning	203-36210-	\$ 36.10
								\$ 36.10
12/31/2013	Castle Rock Bank	11916	Interest	(12/31/2013) -	N	Interest Earning	203-36210-	\$ 25.13
								\$ 25.13
04/30/2014	Castle Rock Bank	11930	Interest	(04/30/2014) -	N	Interest Earning	203-36210-	\$ 22.07
								\$ 22.07
06/30/2014	Castle Rock Bank	11939	Interst earned	(06/30/2014) -	N	Interest Earning	203-36210-	\$ 0.35
								\$ 0.35
09/30/2014	Castle Rock Bank	11950	Interst earned	(09/30/2014) -	N	Interest Earning	203-36210-	\$ 0.36

Fund Name: 203 - Other Federal Programs

Date Range: 01/01/2010 To 01/24/2022

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
Total for Selected Receipts							\$ 0.36
							\$ 47,830.50

Fund Name: 203 - Other Federal Programs

Date Range: 01/01/2010 To 01/24/2022

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
12/01/2021	Saving	IAD34	Deposit Into Saving	N	Purchase of Investments	203-49350-800-	\$ 389.25
		Total For Check	IAD34				\$ 389.25
Total For Selected Checks							\$ 389.25

Date Range: 1/1/2010 To 1/1/2022

Vendor Name: Erickson Engineering**Federal ID Number:****Form 1099 Required:** No

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>AccountNumber</u>	<u>Amount</u>
08-13-2012	Old Bridge Restoration	6612	100-43130-300-	\$1,142.65
08-13-2012	Old Bridge Restoration	6608	100-43130-300-	\$5,157.50
11-13-2012	Old Bridge Restoration	6694	100-43130-300-	\$2,600.00
12-10-2012	Old Bridge Restoration	6709	100-43130-300-	\$6,395.00
Report Total				\$15,295.15

Vendor Name: Workin' bridges**Federal ID Number:****Form 1099 Required:** No

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>AccountNumber</u>	<u>Amount</u>
12-10-2012	site visit, Iron Bridge	6708	100-43126-330-	\$3,500.00
02-07-2013	contract with Sciffer Group	6722	100-43126-330-	\$1,450.00
02-12-2014	Iron Bridge work	6824	100-43126-330-	\$2,500.00
03-19-2014	Partial second draw	6830	100-43126-330-	\$22,231.00
05-05-2014	draw	wire3	100-43126-330-	\$16,367.00
05-05-2014	draw	wbdraw	100-43126-330-	\$12,060.00
05-05-2014	transfer fee	drawfee	100-43126-330-	\$15.00
06-05-2014	transfer fee	1353draw	100-43126-330-	\$15.00
06-05-2014	Wire transfer	1354draw	100-43126-330-	\$16,130.00
06-05-2014	trnsfer to Julie	1355draw	100-43126-330-	\$33,950.00
06-05-2014	transfer fee for wiretransfer	1356draw	100-43126-330-	\$15.00
07-21-2014	transfer fee for wire transfer and transfers	WBtransfer	100-43126-330-	\$2,525.00
07-21-2014	transfer fee for wire transfer and transfers	WBtransfer	100-43126-330-	\$18,783.50
07-21-2014	transfer fee for wire transfer and transfers	WBtransfer	100-43126-330-	\$15.00
Report Total				\$129,556.50

Castle Rock Bank (Castle Rock, MN)

Print Date : 01-31-2022 - 05:58:30

Business Number : **** 9685

Business Name : WATERFORD TOWNSHIP

History

01-01-2022 - 01-31-2022

Select an Account : ****9051 - TAX EXEMPT \$ 0.00

History Period : Last 30 Days

Total deposits and credits: \$ 0.00

Total withdrawals, payments and debits: \$ -611.30

Date	Description	Amount	Balance
01/20/2022	AUTOMATIC PAYMENT	\$ -611.30	\$ 16,878.75
	Principal \$ -552.76		
	Interest \$ -58.54		

21.1.2.1

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