



CITY OF DOUBLE HORN
ANNUAL FINANCIAL AUDIT
(INTERNAL)
for
FISCAL YEAR 2023
(October 1, 2022 – September 30, 2023)

City of Double Horn Annual Financial Audit – FY2023

*****The purpose of this report is focused on actions required to establish the appropriate control environment for the municipality and to comply with Texas Local Government Code Sections 103.001-103.004*****

Purpose:

As a standard, an audit report is designed to provide citizens with an overview of the city's finances and assess the financial processes in place that support the accuracy of reporting, transparency, and risk. City Council reviewed and approved *Financial Policies and Procedures* were not yet in existence, making an independent audit impossible. **Therefore, the purpose of this report is focused on actions required to establish the appropriate control environment for the municipality and to prioritize the effort in FY2024 and beyond.**

Audit Process:

The audit examined three aspects of the City of Double Horn's financial operations: (1) internal controls; (2) statements, records, and accounting transactions; and (3) compliance with statutory and budgetary requirements.

Audit Methodology:

The audit methodology included (1) end-to-end transaction review, (2) review of files and records, and (3) interviews with key personnel. The audit month for key transactions was randomly selected by the City Secretary who was not an employee of the City during the audit period. Month: August 2023

Audit Timing:

The audit was conducted after the close of Fiscal Year 2023 and is based on events during the Fiscal Year 2023.

Auditor:

The audit was performed by the City of Double Horn's Mayor, as chief executive officer of the city responsible for the financial health of the City. Mayor Sereno's education and work experience in finance for a Fortune 200 company provides the basis of the knowledge required and meets the statute requirement of a "qualified city employee".

Audit Type: *Internal Audit*

Currently, the city does not perform an independent third-party audit. The audit was focused on key areas as addressed in this report; it was not an exhaustive review of all processes.

INTERNAL AUDIT RESULTS

(1) Internal Controls

A. Key Personnel & Financial Responsibilities*

- | | |
|-------------------|--|
| 1) City Secretary | Open, Stamp & Distribute All Incoming Mail
Post Invoices to Online File (One Drive) & Email to Bookkeeper
Submit Time Sheet |
| 2) Bookkeeper | Reconcile Bank Accounts & Credit Card Statements
Record Receipts and Disbursements
Maintain Check & Expense Ledgers
Vendor Setup in QuickBooks
Compile Monthly Financial Reports
Process Payroll |
| 3) Treasurer | Vendor Setup Online File (One Drive) & Manage W9 Requests
Confirm all Invoices Paid per Terms & Posted Properly
Present Monthly Financial Reports at Council Meetings
Participate in the development of the Annual Budget |
| 4) Mayor | Review Monthly Reports
Authorized Signer on Bank Accounts / Signing Checks
Finalize & Present Annual Budget |

**This is not an exhaustive list but instead identifies the key responsibilities that were the basis of the findings and recommendations.*

Internal Audit Results & Recommendations: While the resignation of the Treasurer (10/15/22) adversely impacted the process, hiring a professional bookkeeping firm, Taber & Burnett, (10/22/22) added a significant improvement in terms of expertise, separation of duties and third-party review. Backfilling the Treasurer role is recommended as it creates a check and balance to the monthly transaction process. As a new experienced City Secretary has been hired the training associated with the filing errors uncovered with this audit are not relevant.

B. Bookkeeping & Reporting System

- 1) QuickBooks Online was fully implemented for FY21 with the assistance of the city's accounting firm, JRBT. QuickBooks Online (QBO) remains the system of record for all financial transactions and reports. QuickBooks data entry is managed by Taber & Burnett Bookkeeping Services.

Internal Audit Results & Recommendations: QuickBooks Online (QBO) provides affordable pricing, built-in and custom reports, automatic backups, integration with bank feeds, reconciliation tools and a wide range of additional accounting features. QBO, now managed by a third-party professional bookkeeping service, has significantly strengthened the control environment.

C. Documented Procedures

- 1) Forms required for specific processes were identified and include:
 - a. Expense Reimbursement Form – (requires Treasurer or Mayor’s signature)
 - b. Time Sheet
 - c. Donation Receipt

Internal Audit Results & Recommendations: Standardized forms are used as a control procedure for specific financial processes. Additionally, there is a general understanding between key personnel on how each process is executed. There exists a clear understanding of the importance of controls and the checks and balances that should be a part of every process. While there is no formal Policy & Procedure Guide that has been approved by the City Council, work is underway to document both financial policy as well as other key operational processes. While some work has begun in this area, it is recommended that this guide be a top priority for the Council. In addition, an ongoing review and update process should be established. Therefore, version control should be considered when drafting the Policy & Procedure guide and a maintenance process. The Policy & Procedure guide should be a priority for FY2024.

D. Records – Safe Keeping

- 1) Documents are kept in locked cabinets located at the city office. Cabinet keys are maintained by the City Mayor, City Secretary, and City Treasurer. Documents include original copies of:
 - a. Ordinances & Resolutions
 - b. Orders
 - c. Checkbook*
 - d. Invoices*
 - e. Contracts*
 - f. Tax Reports*
 - g. Bank/Credit Card Statements*
 - h. Payroll & Employee Files*
- 2) Documents of interest to the public and as required by statute are maintained on the city’s website, www.doublehorntx.org.
- 3) Documents received by the City Secretary are date stamped upon receipt.

Internal Audit Results & Recommendations: The Bookkeeper attaches digital versions of A/P invoices, tax revenue report (BCAD) and bank/credit card statements to applicable transactions and reconciliations in QuickBooks Online. This allows these documents to be easily reviewed and monitored as needed.

All original paper documents are stored at the city office in secured cabinets. A fireproof file cabinet was budgeted and purchased to store and protect key documents as indicated by the (*) in the above list. The digital document storage system (One Drive) is also maintained; access to which is limited to the Mayor, City Secretary and Treasurer. As there are now both paper & digital records it is recommended that a record retention policy in line with statutory requirements be approved by the City Council and reviewed with all key personnel. As appropriate, prior year documents should be archived.

E. Training (Financial)

- 1) QuickBooks Online Training is offered via a series of YouTube videos available online.

Internal Audit Results & Recommendations: While minimized by the hiring of a professional bookkeeper, QBO training should be required for anyone involved in the financial process that has access to QBO. As the Treasurer position is currently open it will be important to include this training as well as appropriate municipal accounting requirements in the onboarding process. Ultimately, a standard training and certification program should be established. Key financial processes should be documented and preserved in a handbook for future financial personnel training.

(2) Statements, Records & Accounting Transactions

A. Selected records and accounting transactions were vouched end-to-end.

1) Tax Revenue (Income)

Income/Revenue Ledger >> Burnet Central Appraisal District Report File >>
First United Bank Statement >> Bank Account Ledger >> Profit & Loss Report

Internal Audit Results & Recommendations: Tax Collection Activity statements are emailed from Burnet Central Appraisal District to the Mayor and Bookkeeper. These statements support the incoming deposits received into a dedicated tax revenue bank account, separate from the operating checking account. This provides increased visibility over incoming tax revenue. During Regular City Council meetings, revenue accounts are reviewed and following a motion for approval, sweeps are then made from the tax revenue account to the operating account.

2) Donations (Income)

Income/Revenue Ledger >> Donations File >> First United Bank Statement >>
Bank Account Ledger >> Profit & Loss Report

Internal Audit Results & Recommendations: Following acceptance of a cash or goods donation, a Receipt of Charitable Donation form is filled out and kept on file with a copy provided to the donor. All donations should be well documented to ensure transparency and allow for audits and a donation acceptance policy should be implemented. There were no donations during the audit period.

3) Permits/Fees (Income)

Income/Revenue Ledger >> Permit File >> First United Bank Statement >>
Bank Account Ledger >> Profit & Loss Report

Internal Audit Results & Recommendations: Ordinance 2023 ORD037 Master Fee Schedule and the applicable ordinances (e.g., Blasting, Zoning) governing permits establish the requirements, administrative procedures, and fees. After the permit requester submits a complete application, payment and proof of insurance as required, the permit requests are reviewed for approval by the City Council. Payments received are deposited into the city operating account. Copies of checks and deposits were properly recorded however, the re-plat application was not found in the file and the permit revenue was booked as Other Revenue vs. Permits & Fees Revenue. There is no material issue however, record keeping issues should be addressed with training and increased oversight.

4) Expense Reimbursements

Expense Ledger >> Expense Reimbursement Form >> Attached Receipt(s) >> Check Issued >> Bank Account Ledger >> First United Bank Statement >> Profit & Loss Report

Internal Audit Results & Recommendations: Expense reimbursement forms do not have a unique reference number. ALL expenses, including expense reimbursements, should be entered with a consistent, unique identifying number to avoid unintentional duplication. A process should be implemented surrounding the standard format for expense reimbursement numbers, conforming to the QBO limit of twenty-one characters. (i.e., Expense Report 1.31.2024)

5) Expenses

Expense Ledger >> Original/Scanned Invoice >> Check Issued >> Bank Account Ledger >> First United Bank Statement >> Profit & Loss Report

Internal Audit Results & Recommendations: Invoices are received via email or mail. Incoming mailed invoices are date stamped by the City Secretary, scanned, posted to the online file, and emailed to the Bookkeeper for posting in QBO. Invoices are attached in QBO to each expense transaction. Invoices are paid by the Mayor after QBO entry.

6) Journal Entries

Journal Entry >> Expense Ledger >> Files

Internal Audit Results & Recommendations: Journal entries are recorded monthly in QBO as needed for reclasses, accruals, or deferrals. All Journal Entries should have a formal month-end approval policy with appropriate backup stored in the City files.

7) Vendors

Vendor Master File >> Vendor Files >> W9 Form >> 1099 Forms (if required)

Internal Audit Results & Recommendations: If selected, functionality in QBO tracks the vendor threshold for required 1099s providing for an automated process. Additionally, the Bookkeeper runs a year end check listing by vendor to verify the required W9 is on file and the appropriate 1099 provided. This process operates as a compensating control. The city management team should setup a formal vendor approval policy and standard vendor setup form should be created.

A complete and thorough review of the active vendor listing should be reviewed periodically. Vendors that have not been used in the past year to 18 months, or unanticipated future use, should be deactivated. If the vendor is to be reactivated, a new vendor approval form and W9 form should be completed. This process should be well documented and included in the policies and procedures. Year-end 1099 forms are completed and mailed to vendors by the QuickBooks Online team with oversight provided by the Bookkeeper.

8) Payroll

Expense Ledger (Payroll/Tax Expense) >> Payroll Time Sheet >> Check Issued >>
Bank Account Ledger >> First United Bank Statement >> Tax Reports / Payroll Reports

Internal Audit Results & Recommendations: Completed payroll timesheets are sent to the Mayor and Bookkeeper. The Bookkeeper runs payroll through QBO and prepares the payroll check for the Mayor's signature or a direct deposit is initiated. Paystubs, completed timesheets and payroll reports are emailed to the Mayor for review before each pay date. Documents are kept in the locked fireproof cabinet.

Direct deposit was implemented this year improving efficiencies and providing for a more secure process.

9) Balance Sheet

Balance Sheet >> General Ledger >> Bank Statements/Vendor Invoices/Payroll

Internal Audit Results & Recommendations: Bank statements, credit card statements, invoice copies, or payroll reports support all balance sheet amounts. Bank account reconciliations and credit card reconciliations are completed by the Bookkeeper each month and provided to the Mayor with the QBO generated financial statements.

- B. Monthly Financial Statements** are presented by the Mayor or Treasurer and reviewed by the City Council. The Treasurer's Report is a standard agenda item at each regular monthly meeting.
- C. A Monthly Financial Agenda Packet** is posted on the city's website and is available to the general public. A copy of the report as of the last day of the fiscal year, September 30, 2023, is attached to this report.

(3) Compliance with Statutory & Budgetary Requirements

A. Budget & Tax Requirements completed in FY2023

- a. Notice of Tax Rates posted on the city website
- b. Tax Rate Calculation Worksheet posted on the city website
- c. 08/14/2023 Proposed budget filed with the City Secretary
- d. 08/14/2023 Proposed budget posted on the city website
- e. 08/25/2023 Notice to local paper - Tax Levy (Published 08/29/2023)
- f. 08/25/2023 Notice to local paper - Budget Hearing (Published 08/29/2023)
- g. 09/14/2023 Public Hearing conducted – Budget & Tax Levy
- h. 09/14/2023 Ordinance 2023-ORD040 Adopting Budget Fiscal Year 2023-2024
- i. 09/14/2023 Ordinance 2023-ORD041 Adopting Certified Tax Roll and Levying 2023 Property Tax

B. Other Statutory Requirements

- a. Adopted Resolutions posted to the city website
- b. Adopted Ordinances posted to the city website
- c. Agendas posted to the city website, mailbox bulletin boards, & City Office window
- d. Minutes were posted to the city website
- e. Election notices posted to the website and local newspaper

Internal Audit Results & Recommendations: All budgetary and tax requirements were fully met as well as other key statutory requirements. As required by state law, posting City Council meeting agendas 72 hours in advance was completed as required. Council approved Minutes were posted on the website. However, the timing was inconsistent. The duties assigned to the City Secretary should be reviewed and modified to ensure compliance.

SUMMARY OF RECOMMENDATIONS

*****The purpose of this report is focused on actions required to establish the appropriate control environment for the municipality and to comply with Texas Local Government Code Sections 103.001-103.004*****

- 1) Complete the formal Policy & Procedure Guide to be reviewed and adopted by the City Council. Financial policies including but not limited to:
 1. Expense Reimbursement
 - a. Update Reimbursement form to include unique reference number
 2. Record Retention
 3. Journal Entry Approvals / Backup
 4. Vendor Approval / Vendor Setup / Vendor Listing Review
 - a. Create New Vendor Setup & Review Form
 5. Donations
 6. Job Descriptions
- 2) Establish a standard training program and certification program for key personnel to include Financial responsibilities and Record Retention requirements.
- 3) Review and update City Secretary and Treasurer job description to clearly identify roles and responsibilities based on Bookkeeping services now in place.
- 4) Implement Record Retention policy and archive prior year documents as required. Include paper and digital files.
- 5) Consider cross-training additional personnel to manage the website to improve the consistency of updates. (Optional)

City of Double Horn

Balance Sheet

As of September 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	45,100.08
1005 Property Tax	120.68
1010 Reserve Account	12,040.99
Total Bank Accounts	\$57,261.75
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$57,261.75
TOTAL ASSETS	\$57,261.75
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	26,892.13
Total Accounts Payable	\$26,892.13
Credit Cards	
2301 TCM Bank Visa Credit Card	215.10
2302 Costco CitiBank Credit Card	0.00
Total Credit Cards	\$215.10
Other Current Liabilities	
2160 Payroll Tax Payable	0.00
2161 FICA Taxes Payable	0.00
2164 SUTA payable	0.00
Total 2160 Payroll Tax Payable	0.00
2171 Accrued Expenses	297.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$297.00
Total Current Liabilities	\$27,404.23
Total Liabilities	\$27,404.23
Equity	
3000 Retained Earnings	12,003.48
3001 Opening Balance Equity	0.00
Net Income	17,854.04
Total Equity	\$29,857.52
TOTAL LIABILITIES AND EQUITY	\$57,261.75

City of Double Horn

Budget vs. Actuals: City of Double Horn 22-23 - FY23 P&L

September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	120.68	6,784.22	-6,663.54	1.78 %
4002 Permits and Fees		83.37	-83.37	
Total Income	\$120.68	\$6,867.59	\$ -6,746.91	1.76 %
GROSS PROFIT	\$120.68	\$6,867.59	\$ -6,746.91	1.76 %
Expenses				
6000 Salaries & Wages	243.81	479.10	-235.29	50.89 %
6010 Taxes - payroll	18.64	36.73	-18.09	50.75 %
6020 Workmen's Comp Insurance		8.75	-8.75	
6100 Computer Equipment		41.63	-41.63	
6110 Office Equipment		166.63	-166.63	
6130 Office Supplies		84.71	-84.71	
6140 Software	99.00	156.27	-57.27	63.35 %
6220 Email Maintenance		52.68	-52.68	
6230 Website Maintenance		19.54	-19.54	
6240 Rent or Lease of Buildings	1,850.00	1,850.00	0.00	100.00 %
6250 Internet/Phone	138.48	148.16	-9.68	93.47 %
6260 Insurance - TML		208.37	-208.37	
6270 Utilities	76.62	100.00	-23.38	76.62 %
6280 Legal & Professional Fees	2,010.00	1,000.00	1,010.00	201.00 %
6290 Consulting Services		250.00	-250.00	
6300 Accounting	375.00	400.00	-25.00	93.75 %
6400 Membership Fees		81.75	-81.75	
6410 Legal Posting	247.00	125.00	122.00	197.60 %
6411 Advertising/Promotional		41.63	-41.63	
6430 Tax Collection Fees	291.89	108.61	183.28	268.75 %
6440 Municipal Court Costs		41.63	-41.63	
6450 Code Enforcement		41.63	-41.63	
6460 Election Fees		6.25	-6.25	
6500 Training and Travel		83.37	-83.37	
6610 City Improvement Projects	401.79	2,416.63	-2,014.84	16.63 %
Total Expenses	\$5,752.23	\$7,949.07	\$ -2,196.84	72.36 %
NET OPERATING INCOME	\$ -5,631.55	\$ -1,081.48	\$ -4,550.07	520.73 %
NET INCOME	\$ -5,631.55	\$ -1,081.48	\$ -4,550.07	520.73 %

City of Double Horn

Budget vs. Actuals: City of Double Horn 22-23 - FY23 P&L

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	83,735.20	81,410.53	2,324.67	102.86 %
4002 Permits and Fees	1,000.00	1,000.00	0.00	100.00 %
4003 Other	200.00		200.00	
Total Income	\$84,935.20	\$82,410.53	\$2,524.67	103.06 %
GROSS PROFIT	\$84,935.20	\$82,410.53	\$2,524.67	103.06 %
Expenses				
6000 Salaries & Wages	4,040.31	5,749.31	-1,709.00	70.27 %
6010 Taxes - payroll	309.08	440.76	-131.68	70.12 %
6020 Workmen's Comp Insurance	102.90	105.00	-2.10	98.00 %
6100 Computer Equipment		500.00	-500.00	
6110 Office Equipment	3,257.24	2,000.00	1,257.24	162.86 %
6130 Office Supplies	678.30	1,016.52	-338.22	66.73 %
6140 Software	1,515.78	1,874.80	-359.02	80.85 %
6220 Email Maintenance	549.16	632.38	-83.22	86.84 %
6230 Website Maintenance	245.88	234.26	11.62	104.96 %
6240 Rent or Lease of Buildings	22,200.00	22,200.00	0.00	100.00 %
6250 Internet/Phone	1,483.08	1,777.48	-294.40	83.44 %
6260 Insurance - TML	2,168.74	2,500.00	-331.26	86.75 %
6270 Utilities	447.24	1,200.00	-752.76	37.27 %
6280 Legal & Professional Fees	9,074.45	12,000.00	-2,925.55	75.62 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	4,087.50	4,800.00	-712.50	85.16 %
6400 Membership Fees	842.00	981.00	-139.00	85.83 %
6410 Legal Posting	598.00	1,500.00	-902.00	39.87 %
6411 Advertising/Promotional	177.14	500.00	-322.86	35.43 %
6430 Tax Collection Fees	1,167.56	1,303.76	-136.20	89.55 %
6440 Municipal Court Costs		500.00	-500.00	
6450 Code Enforcement		500.00	-500.00	
6460 Election Fees	75.00	75.00	0.00	100.00 %
6500 Training and Travel		1,000.00	-1,000.00	
6610 City Improvement Projects	14,061.80	29,000.00	-14,938.20	48.49 %
Total Expenses	\$67,081.16	\$95,390.27	\$ -28,309.11	70.32 %
NET OPERATING INCOME	\$17,854.04	\$ -12,979.74	\$30,833.78	-137.55 %
NET INCOME	\$17,854.04	\$ -12,979.74	\$30,833.78	-137.55 %

City of Double Horn Legal Expense & Payment Detail FY2022-2023

9/30/2023

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
AKERS & AKERS							
	Total Akers & Akers	\$ 21,232.25		\$ (21,232.25)		Remaining Balance	\$ Paid in Full

MESSER, FORT, McDONALD (start-up legal w/ payment plan)**

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
13334	1/12/2021	\$ 750.00	Messer, Fort, McDonald		\$ 27,441.50		
	1/18/2021		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,441.50	2057	Operating Account
13455	2/8/2021	\$ 5,335.80	Messer, Fort, McDonald		\$ 27,777.30		
	2/23/2021		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,777.30	2065	Operating Account
13735	3/12/2021	\$ 3,474.00	Messer, Fort, McDonald		\$ 26,251.30		
	3/12/2021		Messer, Fort, McDonald	\$ (2,500.00)	\$ 23,751.30	2071	Operating Account
13871	4/7/2021	\$ 6,852.25	Messer, Fort, McDonald		\$ 30,603.55		
	4/9/2021		Messer, Fort, McDonald	\$ (2,500.00)	\$ 28,103.55	2079	Operating Account
14118	5/12/2021	\$ 7,722.00	Messer, Fort, McDonald		\$ 35,825.55		
	5/20/2021		Messer, Fort, McDonald	\$ (10,000.00)	\$ 25,825.55	2091	Operating Account
14338	6/14/2021	\$ 7,119.96	Messer, Fort, McDonald		\$ 32,945.51		
	6/14/2021		Messer, Fort, McDonald	\$ (2,500.00)	\$ 30,445.51	2096	Operating Account
	7/12/2021		Messer, Fort, McDonald	\$ (5,277.30)	\$ 25,168.21	2100	Operating Account
14610	7/14/2021	\$ 4,366.96	Messer, Fort, McDonald		\$ 29,535.17		
14774	8/13/2021	\$ 8,556.96	Messer, Fort, McDonald		\$ 38,092.13		
	9/14/2021		Messer, Fort, McDonald	\$ (500.00)	\$ 37,592.13	2117	Operating Account
14966	9/14/2021	\$ 1,800.00	Messer, Fort, McDonald		\$ 39,392.13		
	10/7/2021		Messer, Fort, McDonald	\$ (500.00)	\$ 38,892.13	2127	Operating Account
	11/2/2021		Messer, Fort, McDonald	\$ (500.00)	\$ 38,392.13	2135	Operating Account
	12/7/2021		Messer, Fort, McDonald	\$ (500.00)	\$ 37,892.13	2150	Operating Account
	1/11/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 37,392.13	2163	Operating Account
	2/1/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 36,892.13	2170	Operating Account
	3/1/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 36,392.13	2178	Operating Account
	4/11/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 35,892.13	2195	Operating Account
	5/3/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 35,392.13	2200	Operating Account
	6/1/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 34,892.13	2215	Operating Account
	7/11/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 34,392.13	2226	Operating Account
	8/3/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 33,892.13	2233	Operating Account
	9/14/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 33,392.13	2244	Operating Account
	10/1/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 32,892.13	2251	Operating Account
	11/15/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 32,392.13	2261	Operating Account
	12/8/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 31,892.13	2264	Operating Account
	12/29/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 31,392.13	2269	Operating Account
	2/6/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 30,892.13	2274	Operating Account
	3/24/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 30,392.13	2285	Operating Account
	5/8/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 29,892.13	2292	Operating Account
	5/31/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 29,392.13	2296	Operating Account
	6/12/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 28,892.13	2300	Operating Account
	7/5/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 28,392.13	2303	Operating Account
	8/10/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 27,892.13	2311	Operating Account
	9/8/2023		Messer Fort	\$ (500.00)	\$ 27,392.13	2317	Operating Account
	9/27/2023		Messer Fort	\$ (500.00)	\$ 26,892.13	2323	Operating Account
		\$125,439.18		\$ (98,547.05)		Remaining Balance	\$ 26,892.13

MESSER, FORT, McDONALD (new legal expenses)

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
17841	10/19/2022	\$ 1,287.80	Messer, Fort, McDonald		\$ 1,287.80		
	10/27/2022		Messer, Fort, McDonald	\$ (1,287.80)	\$ -	2256	Operating Account
18271	11/30/2022	\$ 3,225.05	Messer, Fort, McDonald		\$ 3,225.05		
	12/5/2022		Messer, Fort, McDonald	\$ (3,225.05)	\$ -	2263	Operating Account
18434	12/28/2022	\$ 1,556.00	Messer, Fort, McDonald		\$ 1,556.00		
	12/29/2022		Messer, Fort, McDonald	\$ (1,556.00)	\$ -	2268	Operating Account
18794	1/28/2023	\$ 1,278.00	Messer, Fort, McDonald		\$ 1,278.00		
	2/6/2023		Messer, Fort, McDonald	\$ (1,278.00)	\$ -	2275	Operating Account
482	3/21/2023	\$ 486.00	Messer, Fort, McDonald		\$ 486.00		
	3/24/2023		Messer, Fort, McDonald	\$ (486.00)	\$ -	2284	Operating Account
8988	4/25/2023	\$ 162.00	Messer, Fort, McDonald		\$ 162.00		
	5/8/2023		Messer, Fort, McDonald	\$ (162.00)	\$ -	2291	Operating Account
17746	5/17/2023	\$ -	Messer, Fort, McDonald	\$ -	\$ -	n/a	No New Charges
19243	5/31/2023	\$ 90.00	Messer, Fort, McDonald		\$ 90.00		
	6/12/2023		Messer, Fort, McDonald	\$ (90.00)	\$ -	2298	Operating Account
19486	6/28/2023	\$ -	Messer, Fort, McDonald		\$ -		No New Charges
19824	8/8/2023	\$ 342.00	Messer Fort		\$ 342.00		
	8/10/2023		Messer Fort	\$ (342.00)	\$ -	2310	Operating Account
20222	9/6/2023	\$ 1,116.00	Messer Fort		\$ 1,116.00		
	9/8/2023		Messer Fort	\$ (1,116.00)	\$ -	2316	Operating Account
20475	9/23/2023	\$ 894.00	Messer Fort		\$ 894.00		
	9/27/2023		Messer Fort	\$ (894.00)	\$ -	2322	Operating Account
		\$ 8,084.85		\$ (8,084.85)		Remaining Balance	\$ -

ALL LEGAL EXPENSES

Total Legal Fees	\$154,756.28	Total Payments	\$ (127,864.15)	Remaining Balance	\$ 26,892.13
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** NOTE: See prior reports for additional start-up legal detail prior to January 2021**
 9/27/23 Invoice and payments were October expenses booked early