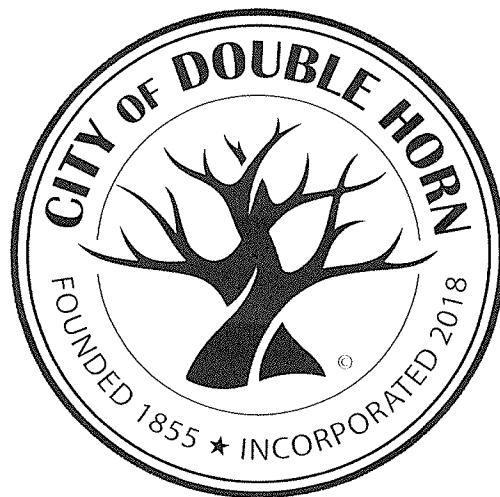


MARCH
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
4/10/2025



City of Double Horn

Balance Sheet

As of March 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	86,981.95
1005 Property Tax	1,456.04
1010 Reserve Account	22,516.74
1012 SH71 Safety Fund	5,000.00
Total 1010 Reserve Account	27,516.74
Total Bank Accounts	\$115,954.73
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$115,954.73
TOTAL ASSETS	\$115,954.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	18,392.13
Total Accounts Payable	\$18,392.13
Credit Cards	
2301 TCM Bank Visa Credit Card	0.00
2302 Costco CitiBank Credit Card	765.42
Total Credit Cards	\$765.42
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	\$19,454.55
Total Liabilities	\$19,454.55
Equity	
3000 Retained Earnings	52,385.66
3001 Opening Balance Equity	0.00
Net Income	44,114.52
Total Equity	\$96,500.18
TOTAL LIABILITIES AND EQUITY	\$115,954.73

City of Double Horn

Budget vs. Actuals: City of Double Horn 24-25 - FY25 P&L

March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	1,456.04	7,445.78	-5,989.74	19.56 %
4002 Permits and Fees		0.00	0.00	
Total Income	\$1,456.04	\$7,445.78	\$-5,989.74	19.56 %
GROSS PROFIT	\$1,456.04	\$7,445.78	\$-5,989.74	19.56 %
Expenses				
6000 Salaries & Wages	1,010.07	905.58	104.49	111.54 %
6010 Taxes - payroll	77.26	69.42	7.84	111.29 %
6020 Workmen's Comp Insurance		0.00	0.00	
6100 Computer Equipment		100.00	-100.00	
6110 Office Equipment		0.00	0.00	
6130 Office Supplies	76.99	83.33	-6.34	92.39 %
6140 Software	99.00	166.67	-67.67	59.40 %
6205 Cleaning Service	150.00	150.00	0.00	100.00 %
6220 Email Maintenance		179.76	-179.76	
6225 Emergency Mgt. Team		83.33	-83.33	
6230 Website Maintenance	316.26	297.87	18.39	106.17 %
6240 Rent or Lease of Buildings	1,850.00	1,850.00	0.00	100.00 %
6245 Security Cameras		0.00	0.00	
6250 Internet/Phone	140.50	145.00	-4.50	96.90 %
6260 Insurance - TML		0.00	0.00	
6270 Utilities	74.67	75.00	-0.33	99.56 %
6280 Legal & Professional Fees		750.00	-750.00	
6290 Consulting Services		250.00	-250.00	
6300 Accounting		500.00	-500.00	
6400 Membership Fees		76.75	-76.75	
6410 Legal Posting		58.33	-58.33	
6411 Advertising/Promotional	157.00	125.00	32.00	125.60 %
6430 Tax Collection Fees	353.23	356.54	-3.31	99.07 %
6440 Municipal Court Costs		83.33	-83.33	
6450 Code Enforcement		83.33	-83.33	
6460 Election Fees		6.25	-6.25	
6500 Training and Travel		41.67	-41.67	
6610 City Improvement Projects		2,002.94	-2,002.94	
6620 Water Smart Rebate	700.00	833.33	-133.33	84.00 %
Total Expenses	\$5,004.98	\$9,273.43	\$-4,268.45	53.97 %
NET OPERATING INCOME	\$-3,548.94	\$-1,827.65	\$-1,721.29	194.18 %
NET INCOME	\$-3,548.94	\$-1,827.65	\$-1,721.29	194.18 %

City of Double Horn

Budget vs. Actuals: City of Double Horn 24-25 - FY25 P&L

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	83,106.83	89,349.40	-6,242.57	93.01 %
4002 Permits and Fees	1,000.00	1,000.00	0.00	100.00 %
Total Income	\$84,106.83	\$90,349.40	\$ -6,242.57	93.09 %
GROSS PROFIT	\$84,106.83	\$90,349.40	\$ -6,242.57	93.09 %
Expenses				
6000 Salaries & Wages	5,445.09	10,866.96	-5,421.87	50.11 %
6010 Taxes - payroll	416.54	833.04	-416.50	50.00 %
6020 Workmen's Comp Insurance	1,029.00	1,050.00	-21.00	98.00 %
6100 Computer Equipment		1,200.00	-1,200.00	
6110 Office Equipment	76.60	400.00	-323.40	19.15 %
6130 Office Supplies	265.27	1,000.00	-734.73	26.53 %
6140 Software	788.72	2,000.00	-1,211.28	39.44 %
6205 Cleaning Service	975.00	1,800.00	-825.00	54.17 %
6220 Email Maintenance	1,187.86	1,114.32	73.54	106.60 %
6225 Emergency Mgt. Team		1,000.00	-1,000.00	
6230 Website Maintenance	339.43	320.86	18.57	105.79 %
6240 Rent or Lease of Buildings	12,950.00	22,200.00	-9,250.00	58.33 %
6245 Security Cameras	4,878.08	13,300.00	-8,421.92	36.68 %
6250 Internet/Phone	843.00	1,740.00	-897.00	48.45 %
6260 Insurance - TML	5,282.20	5,390.00	-107.80	98.00 %
6270 Utilities	485.02	900.00	-414.98	53.89 %
6280 Legal & Professional Fees	636.00	9,000.00	-8,364.00	7.07 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	2,955.00	6,200.00	-3,245.00	47.66 %
6400 Membership Fees	651.00	921.00	-270.00	70.68 %
6410 Legal Posting	156.00	700.00	-544.00	22.29 %
6411 Advertising/Promotional	257.00	1,500.00	-1,243.00	17.13 %
6430 Tax Collection Fees	706.46	1,426.14	-719.68	49.54 %
6440 Municipal Court Costs		1,000.00	-1,000.00	
6450 Code Enforcement	1,041.29	1,000.00	41.29	104.13 %
6460 Election Fees		75.00	-75.00	
6500 Training and Travel		500.00	-500.00	
6610 City Improvement Projects	139.99	24,035.33	-23,895.34	0.58 %
6620 Water Smart Rebate	700.00	10,000.00	-9,300.00	7.00 %
Total Expenses	\$42,204.55	\$124,472.65	\$ -82,268.10	33.91 %
NET OPERATING INCOME	\$41,902.28	\$ -34,123.25	\$76,025.53	-122.80 %
NET INCOME	\$41,902.28	\$ -34,123.25	\$76,025.53	-122.80 %

City of Double Horn Legal Expense & Payment Detail FY2024-2025

3/31/2025

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
	11/2/2023		Messer Fort	\$ (500.00)	\$ 26,392.13	2333	Operating Account
	12/13/2023		Messer Fort	\$ (500.00)	\$ 25,892.13	2337	Operating Account
	1/25/2024		Messer Fort	\$ (500.00)	\$ 25,392.13	2349	Operating Account
	2/16/2024		Messer Fort	\$ (500.00)	\$ 24,892.13	2357	Operating Account
	3/1/2024		Messer Fort	\$ (500.00)	\$ 24,392.13	2361	Operating Account
	4/10/2024		Messer Fort	\$ (500.00)	\$ 23,892.13	2372	Operating Account
	5/7/2024		Messer Fort	\$ (500.00)	\$ 23,392.13	2378	Operating Account
	6/13/2024		Messer Fort	\$ (500.00)	\$ 22,892.13	2385	Operating Account
	7/3/2024		Messer Fort	\$ (500.00)	\$ 22,392.13	2390	Operating Account
	8/7/2024		Messer Fort	\$ (500.00)	\$ 21,892.13	2401	Operating Account
	9/12/2024		Messer Fort	\$ (500.00)	\$ 21,392.13	2408	Operating Account
	10/1/2024		Messer Fort	\$ (500.00)	\$ 20,892.13	2413	Operating Account
	11/1/2024		Messer Fort	\$ (500.00)	\$ 20,392.13	2419	Operating Account
	12/19/2024		Messer Fort	\$ (500.00)	\$ 19,892.13	2430	Operating Account
	1/16/2025		Messer Fort	\$ (500.00)	\$ 19,392.13	2435	Operating Account
	2/11/2025		Messer Fort	\$ (500.00)	\$ 18,892.13	2441	Operating Account
	3/31/2025		Messer Fort	\$ (500.00)	\$ 18,392.13	2451	Operating Account
		\$ 125,439.18		\$ (107,047.05)	Remaining Balance		\$ 18,392.13

MESSER, FORT, McDONALD (new legal expenses)

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
24340	9/23/2024	\$ 414.00	Messer Fort		\$ 414.00		
	10/1/2024		Messer Fort	\$ (414.00)	\$ -	2412	Operating Account
24742	10/18/2024	\$ 426.00	Messer Fort		\$ 426.00		
	11/1/2024		Messer Fort	\$ (426.00)	\$ -	2418	Operating Account
25002	12/16/2024	\$ 120.00	Messer Fort		\$ 120.00		
	12/19/2024		Messer Fort	\$ (120.00)	\$ -	2429	Operating Account
25245	1/14/2025	\$ 39.00	Messer Fort		\$ 39.00		
	1/16/2025		Messer Fort	\$ (39.00)	\$ -	2434	Operating Account
25415	2/6/2025	\$ 51.00	Messer Fort		\$ 51.00		
	2/11/2025		Messer Fort	\$ (51.00)	\$ -	2440	Operating Account
		\$ 1,050.00		\$ (1,050.00)	Remaining Balance		\$ -

ALL LEGAL EXPENSES

Total Legal Fees	\$ 126,489.18	Total Payments	\$ (108,097.05)	Remaining Balance	\$ 18,392.13
------------------	---------------	----------------	-----------------	-------------------	--------------

** NOTE 1: See prior reports for additional start-up legal detail prior to January 2021**

NOTE 2: No invoice received in March 2025

DOUBLE HORN WATERSMART REBATE PROGRAM

3/31/2025

No.	Application		Applicant	Applicant Address	Amount		Category	Date		Amount Approved	Status	Remaining Budget
	Date				Requested			Approved				
1	02/20/25		Glen Zoerner	111 Flowing Spring	\$	300.00	Rainwater Harvesting	03/05/25	\$	300.00	Paid	\$ 10,000.00
2	03/08/25		Scott Brasher	400 West Trl	\$	100.00	Native Plants	03/13/25	\$	100.00	Paid	\$ 9,700.00
3	03/25/25		R.G. Carver	402 Vista View	\$	300.00	Rainwater Harvesting	03/28/25	\$	300.00	Paid	\$ 9,600.00

					\$	700.00					\$	700.00	\$ 9,300.00
--	--	--	--	--	----	--------	--	--	--	--	----	--------	-------------



CITY OF DOUBLE HORN
ANNUAL FINANCIAL AUDIT
(INTERNAL)
for
FISCAL YEAR 2024
(October 1, 2023 – September 30, 2024)

City of Double Horn Annual Financial Audit – FY2024

*****The purpose of this report is to focus on actions required to establish and maintain 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. The City Council reviewed and adopted the *City of Double Horn's Financial Policies and Procedures, Section 1 (Financial)* on July 11, 2024. Therefore, while the focus of this report is on transactions after that date it also evaluated procedures throughout the fiscal year to determine what actions if any are required to enhance the control environment.

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 selected by the City Secretary at the March 13, 2025, City Council Meeting. The City Secretary's participation in the transaction audit was limited to this initial activity. Audit month selected: September 2024. This decision should be documented in the March 13, 2025, City Council Meeting Minutes.

Audit Timing:

The audit was conducted after the close of Fiscal Year 2024 and is based on events during the Fiscal Year 2024.

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 internal 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: The City of Double Horn's Treasurer position has been an open position throughout the fiscal year. While the City has actively pursued filling the position a viable candidate has not been found. Therefore, the Mayor has acted as the Treasurer throughout the year. While the City Secretary's role as well as a professional Bookkeeper allows for some level of separation of duties it remains important to fill this position with a qualified individual.

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 and reporting is managed by Oliver Rainey & Wojtek LLP CPA 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, managed by a third-party professional bookkeeping service, has significantly strengthened the control environment.

C. Documented Procedures

- 1) City of Double Horn Policy & Procedures (Financial)
- 2) Forms required for specific processes were identified and included:
 - a. Expense Reimbursement Form – (requires Treasurer or Mayor’s signature)
 - b. Time Sheet
 - c. Donation Receipt

Internal Audit Results & Recommendations: The City of Double Horn adopted standard financial policy and procedures on July 11, 2024. See *City of Double Horn Policy and Procedures Finance V1.0 Approved 072024*, location: OneDrive, CDH_Core, City Treasurer, 10 Documentation, City of Double Horn Policy & Procedures. This document was the basis of much of this review and report.

Standardized forms are used as a control procedure for specific financial processes and were used as required throughout the year. 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.

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.doublehorn.tx.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 is used 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 and digital records and there is some inconsistency in filing invoices in all three repositories it is recommended that this policy be reviewed with a JRBT CPA resource to determine the most efficient process that is in line with the newly adopted record retention policy and statutory requirements. Ordinance 2024-ORD049 Records Management Program adopted on Oct 10, 2024.

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, The newly adopted City of Double Horn Policy & Procedures manual does provide specific guidance and should be part of any training and onboarding process.

(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 electronic deposits received into a dedicated tax revenue bank account and are reconciled monthly. This provides increased visibility over incoming tax revenue. During Regular City Council meetings, all 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. 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 establishes the requirements, administrative procedures, and fees. After the permit requester submits a complete application, payment and proof of insurance if required, the permit requests are reviewed for approval by the City Council. City Council Agendas (12/14/23 & 4/11/24) include a topic to approve permit applications during the fiscal year. Per policy, payments received were deposited into the city operating account and posted to a separate GL account #4002.

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: Effective July 11, 2024 the Expense Reimbursement Form was updated to require a unique reference number ID to avoid duplication. This was a recommendation from prior year's audit. Three reimbursement forms approved during the fiscal year, before the effective date, were traced and properly completed based on the current form. Note: A reimbursement form submitted on 12/30/24, after the audit period, did include the new reference number per policy.

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. Invoices exist, with some inconsistency, in three locations: QBO, online file (OneDrive) and as paper in the locked file cabinet. It is recommended to consult with a JRBT CPA resource to determine if there is a more efficient policy that meets statutory requirements, record retention policy and generally accepted account practices. An update to the City's Policy and Procedures would be required if changed.

Notify Keeney Investments of incorrect City Secretary email address used in Intuit billing. Using .gov. instead of .org

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. Currently, an accrual for the JRBT invoice is done due to JRBT inconsistent billing practices. All Journal Entries should have an approval with appropriate backup stored in the City files. This policy should be added to the City's Policy & Procedures guide.

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 report of vendors to verify the contact information is correct and the required W9 is on file thereby ensuring the appropriate 1099 is generated. This report is emailed to the Mayor/Treasurer for review and updates as required. Year-end 1099 forms are completed and mailed to vendors by the QuickBooks Online team with oversight provided by the Bookkeeper

It is recommended the city management team setup a formal vendor approval policy and standard vendor setup form should be created.

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 processes the payroll through QBO and a direct deposit to the employee is initiated. Paystubs, timesheets, and payroll reports are emailed to the Mayor for review before each pay date. As a secondary control, the Mayor reconciles the time sheet to the paystub for each payroll. Documents are kept in the locked fireproof cabinet. Direct deposit was implemented as a standard to improve 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.

As required by the City's Policy & Procedures, the Balance Sheet reflects three separate bank accounts to manage the City's business: Operating Account, Property Tax Revenue Account and Reserve Account. The Reserve Account balance meets policy requirements.

- A. **Monthly Financial Statements** are presented by the Mayor and reviewed by the City Council. The Treasurer's Report is a standard agenda item at each regular monthly meeting.
- B. **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, 2024, is attached to this report.

(3) Compliance with Statutory & Budgetary Requirements

A. Budget & Tax Requirements completed in FY2024

- a. Notice of Tax Rates posted on the city website
- b. Tax Rate Calculation Worksheet posted on the city website
- c. 08/12/2024 Proposed budget filed with the City Secretary
- d. 08/12/2024 Proposed budget posted on the city website
- e. 08/15/2024 Notice to local paper - Tax Levy (Published 08/23/2024)
- f. 08/15/2024 Notice to local paper - Budget Hearing (Published 08/20/2024)
- g. 09/12/2024 Public Hearing conducted – Budget & Tax Levy
- h. 09/12/2024 Ordinance 2024-ORD045 Adopting Budget Fiscal Year 2024-2025
- i. 09/12/2024 Ordinance 2024-ORD046 Adopting Certified Tax Roll and Levying 2024 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.

SUMMARY OF RECOMMENDATIONS

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

- 1) Review and update the City of Double Horn's Policy & Procedure Guide to clarify and strengthen policies that relate to:
 1. Record Retention – specifically invoices (currently maintained in three locations) Recommend policy be reviewed with a JRBT CPA resource to determine the most efficient process that is in line with the newly adopted record retention policy and statutory requirements.
 2. Journal Entry Approvals / Backup
 3. Vendor Approval / Vendor Setup
 - a. Create New Vendor Setup & Review Form
- 2) Establish a standard training program and certification program for key personnel to include Financial responsibilities and Record Retention requirements. Includes documenting an onboarding process for new Alderman.
- 3) Review Treasurer Job Description and consider compensation plan for this vital role.

City of Double Horn

Balance Sheet

As of September 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	53,035.76
1005 Property Tax	0.00
1010 Reserve Account	22,516.74
Total Bank Accounts	\$75,552.50
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$75,552.50
TOTAL ASSETS	\$75,552.50
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	21,392.13
Total Accounts Payable	\$21,392.13
Credit Cards	
2301 TCM Bank Visa Credit Card	0.00
2302 Costco CitiBank Credit Card	506.99
Total Credit Cards	\$506.99
Other Current Liabilities	
2160 Payroll Tax Payable	0.00
2161 FICA Taxes Payable	81.72
2164 SUTA payable	0.00
Total 2160 Payroll Tax Payable	81.72
2171 Accrued Expenses	297.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$378.72
Total Current Liabilities	\$22,277.84
Total Liabilities	\$22,277.84
Equity	
3000 Retained Earnings	29,857.52
3001 Opening Balance Equity	0.00
Net Income	23,417.14
Total Equity	\$53,274.66
TOTAL LIABILITIES AND EQUITY	\$75,552.50

City of Double Horn

Budget vs. Actuals: City of Double Horn 23-24 - FY24 P&L

September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes		7,290.89	-7,290.89	
4002 Permits and Fees		83.37	-83.37	
Total Income	\$0.00	\$7,374.26	\$-7,374.26	0.00%
GROSS PROFIT	\$0.00	\$7,374.26	\$-7,374.26	0.00%
Expenses				
6000 Salaries & Wages	882.36	2,012.40	-1,130.04	43.85 %
6010 Taxes - payroll	67.50	154.27	-86.77	43.75 %
6020 Workmen's Comp Insurance		83.37	-83.37	
6100 Computer Equipment	211.09	25.00	186.09	844.36 %
6110 Office Equipment		25.00	-25.00	
6130 Office Supplies	87.00	83.37	3.63	104.35 %
6140 Software	99.00	166.63	-67.63	59.41 %
6205 Cleaning Service	75.00	150.00	-75.00	50.00 %
6220 Email Maintenance		52.50	-52.50	
6230 Website Maintenance		20.87	-20.87	
6240 Rent or Lease of Buildings	1,850.00	1,850.00	0.00	100.00 %
6250 Internet/Phone	140.50	143.00	-2.50	98.25 %
6260 Insurance - TML		345.00	-345.00	
6270 Utilities	68.40	75.00	-6.60	91.20 %
6280 Legal & Professional Fees	82.50	1,000.00	-917.50	8.25 %
6290 Consulting Services		250.00	-250.00	
6300 Accounting	455.00	300.00	155.00	151.67 %
6400 Membership Fees	50.00	83.37	-33.37	59.97 %
6410 Legal Posting	383.50	83.37	300.13	460.00 %
6411 Advertising/Promotional		125.00	-125.00	
6430 Tax Collection Fees	333.50	112.50	221.00	296.44 %
6440 Municipal Court Costs		83.37	-83.37	
6450 Code Enforcement		125.00	-125.00	
6460 Election Fees		6.25	-6.25	
6500 Training and Travel		83.37	-83.37	
6610 City Improvement Projects		2,166.63	-2,166.63	
Total Expenses	\$4,785.35	\$9,605.27	\$-4,819.92	49.82%
NET OPERATING INCOME	\$-4,785.35	\$-2,231.01	\$-2,554.34	214.49%
NET INCOME	\$-4,785.35	\$-2,231.01	\$-2,554.34	214.49%

City of Double Horn

Budget vs. Actuals: City of Double Horn 23-24 - FY24 P&L

October 2023 - September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	87,687.86	87,490.79	197.07	100.23 %
4002 Permits and Fees	1,326.50	1,000.00	326.50	132.65 %
Total Income	\$89,014.36	\$88,490.79	\$523.57	100.59 %
GROSS PROFIT	\$89,014.36	\$88,490.79	\$523.57	100.59 %
Expenses				
6000 Salaries & Wages	8,231.52	24,148.80	-15,917.28	34.09 %
6010 Taxes - payroll	629.72	1,851.24	-1,221.52	34.02 %
6020 Workmen's Comp Insurance	1,000.00	1,000.00	0.00	100.00 %
6100 Computer Equipment	211.09	300.00	-88.91	70.36 %
6110 Office Equipment		300.00	-300.00	
6130 Office Supplies	297.38	1,000.00	-702.62	29.74 %
6140 Software	1,521.18	2,000.00	-478.82	76.06 %
6205 Cleaning Service	1,800.00	1,800.00	0.00	100.00 %
6220 Email Maintenance	968.75	630.00	338.75	153.77 %
6230 Website Maintenance	189.24	250.00	-60.76	75.70 %
6240 Rent or Lease of Buildings	22,200.00	22,200.00	0.00	100.00 %
6250 Internet/Phone	1,671.86	1,716.00	-44.14	97.43 %
6260 Insurance - TML	4,210.66	4,140.00	70.66	101.71 %
6270 Utilities	742.62	900.00	-157.38	82.51 %
6280 Legal & Professional Fees	3,956.27	12,000.00	-8,043.73	32.97 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	5,221.85	3,600.00	1,621.85	145.05 %
6400 Membership Fees	911.00	1,000.00	-89.00	91.10 %
6410 Legal Posting	695.50	1,000.00	-304.50	69.55 %
6411 Advertising/Promotional		1,500.00	-1,500.00	
6430 Tax Collection Fees	1,334.03	1,350.00	-15.97	98.82 %
6440 Municipal Court Costs		1,000.00	-1,000.00	
6450 Code Enforcement	660.37	1,500.00	-839.63	44.02 %
6460 Election Fees		75.00	-75.00	
6500 Training and Travel		1,000.00	-1,000.00	
6610 City Improvement Projects	9,144.18	26,000.00	-16,855.82	35.17 %
Total Expenses	\$65,597.22	\$115,261.04	\$-49,663.82	-56.91 %
NET OPERATING INCOME	\$23,417.14	\$-26,770.25	\$50,187.39	-87.47 %
NET INCOME	\$23,417.14	\$-26,770.25	\$50,187.39	-87.47 %

City of Double Horn Legal Expense & Payment Detail FY2023-2024

9/30/2024

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
	4/1/2022		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
	7/1/2022		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
	11/2/2023		Messer Fort	\$ (500.00)	\$ 26,392.13	2333	Operating Account
	12/13/2023		Messer Fort	\$ (500.00)	\$ 25,892.13	2337	Operating Account
	1/25/2024		Messer Fort	\$ (500.00)	\$ 25,392.13	2349	Operating Account
	2/16/2024		Messer Fort	\$ (500.00)	\$ 24,892.13	2357	Operating Account
	3/1/2024		Messer Fort	\$ (500.00)	\$ 24,392.13	2361	Operating Account
	4/10/2024		Messer Fort	\$ (500.00)	\$ 23,892.13	2372	Operating Account
	5/7/2024		Messer Fort	\$ (500.00)	\$ 23,392.13	2378	Operating Account
	6/13/2024		Messer Fort	\$ (500.00)	\$ 22,892.13	2385	Operating Account
	7/3/2024		Messer Fort	\$ (500.00)	\$ 22,392.13	2390	Operating Account
	8/7/2024		Messer Fort	\$ (500.00)	\$ 21,892.13	2401	Operating Account
	9/12/2024		Messer Fort	\$ (500.00)	\$ 21,392.13	2408	Operating Account
		\$ 125,439.18		\$ (104,047.05)	Remaining Balance		\$ 21,392.13

MESSER, FORT, McDONALD (new legal expenses)

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
20965	10/31/2023	\$ 1,044.00	Messer Fort		\$ 1,044.00		
	11/2/2023		Messer Fort	\$ (1,044.00)	\$ -	2332	Operating Account
21194	12/8/2023	\$ 58.50	Messer Fort		\$ -	2339	Operating Account
	12/13/2023		Messer Fort	\$ (58.50)	\$ -		
21477	1/23/2024	\$ 175.50	Messer Fort		\$ -	2348	Operating Account
	1/25/2024		Messer Fort	\$ (175.50)	\$ -		
21852	2/13/2024	\$ 344.77	Messer Fort		\$ -	2356	Operating Account
	2/16/2024		Messer Fort	\$ (344.77)	\$ -		
22029	2/26/2024	\$ 715.00	Messer Fort		\$ -	2360	Operating Account
	2/28/2024		Messer Fort	\$ (715.00)	\$ -		
22424	4/6/2024	\$ 58.50	Messer Fort		\$ -	2371	Operating Account
	4/10/2024		Messer Fort	\$ (58.50)	\$ -		
22585	5/3/2024	\$ 741.00	Messer Fort		\$ -	2377	Operating Account
	5/7/2024		Messer Fort	\$ (741.00)	\$ -		
22933	6/7/2024	\$ 262.50	Messer Fort		\$ -	2386	Operating Account
	6/13/2024		Messer Fort	\$ (262.50)	\$ -		
23230	7/1/2024	\$ 366.00	Messer Fort		\$ -	2389	Operating Account
	7/3/2024		Messer Fort	\$ (366.00)	\$ -		
23529	8/2/2024	\$ 108.00	Messer Fort		\$ -	2400	Operating Account
	8/7/2024		Messer Fort	\$ (108.00)	\$ -		
23957	9/5/2024	\$ 82.50	Messer Fort		\$ -	2407	Operating Account
	9/12/2024		Messer Fort	\$ (82.50)	\$ -		
		\$ 3,956.27		\$ (3,956.27)	Remaining Balance		\$ -

ALL LEGAL EXPENSES

Total Legal Fees	\$ 129,395.45	Total Payments	\$ (108,003.32)	Remaining Balance	\$ 21,392.13
------------------	---------------	----------------	-----------------	-------------------	--------------

** NOTE: See prior reports for additional start-up legal detail prior to January 2021**