

CITY OF NEVADA CITY

**CITY COUNCIL
&
MANAGEMENT REPORT**

**For the Year Ended
JUNE 30, 2020**

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R. J. RICCIARDI, INC.
CERTIFIED PUBLIC ACCOUNTANTS

To the Honorable Members
of the City Council
City of Nevada City
Nevada City, CA

In planning and performing our audit of the basic financial statements of City of Nevada City for the fiscal year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of its internal control. Accordingly, we do not express an opinion on the effectiveness of City of Nevada City's internal control.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of the internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses, as defined above. We did not identify any deficiencies in internal control that we consider material weaknesses, as defined above.

During our audit, we noted certain matters involving internal controls and other operational matters that are presented for your consideration in this report. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are not intended to be all-inclusive, but rather represent those matters that we considered worthy of your consideration. Our comments and recommendations are submitted as constructive suggestions to assist you in strengthening controls and procedures; they are not intended to reflect on the honesty or integrity of any employee. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist City of Nevada City in implementing the recommendations.

This report is intended solely for the information and use of management and City Council of City of Nevada City and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

We thank City of Nevada City's staff for its cooperation during our audit.

R. J. Ricciardi, Inc.

R.J. Ricciardi, Inc.
Certified Public Accountants

San Rafael, California
January 25, 2021

To the Honorable Members
of the City Council
City of Nevada City
Nevada City, CA

We have audited the basic financial statements of City of Nevada City for the year ended June 30, 2020. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated August 5, 2020, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of City of Nevada City. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by City of Nevada City are described in Note 1 to the basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by City of Nevada City during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the accounting estimates in determining that they are reasonable in relation to the basic financial statements taken as a whole. The most sensitive estimate(s) affecting the basic financial statements were:

- Accrual and disclosure of compensated absences;
- Capital asset lives and depreciation expense;
- Actuarial assumptions for pension plan disclosure;
- Accrual and disclosure of leases;
- Fair value of investments and financial instruments.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Of the 10 audit adjustments detected as a result of audit procedures and corrected by management most were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors’ report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 25, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to City of Nevada City’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as City of Nevada City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management’s Discussion and Analysis and the Budgetary Comparison Schedule for the General Fund, and the City Pension Plan Proportionate Share of Net Pension Liability and Schedule of Contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

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City of Nevada City
CITY COUNCIL & MANAGEMENT REPORT
For the Year Ended June 30, 2020

Current Year Observations

There were no current year observations that came to our attention.

Prior Year Observations

1) Accounting and Administrative Manual

Observation:

During the course of our audit we noted City of Nevada City (the City) does not have a complete set of written accounting and administrative procedures to follow in the absence of a key employee. In addition, the City has no formal policies for fraud prevention and detection.

Recommendation:

We recommended the City develop written accounting, administrative, and fraud prevention procedures.

Status:

The City is in the process of resolving this observation.

2) Cash Receipts Collection Reports

Observation:

During our audit we noted the City's cash receipts reports are not signed by the preparer and reviewer.

Recommendation:

We recommended the City's cash receipt reports be signed by the preparer and reviewer to document their performed duties and the accuracy of the report.

Status:

The City is in the process of resolving this observation.

3) Governmental Capital Asset Balances

Observation:

During our audit we noted the City's capital asset amounts for Governmental Activities were not recorded in the City's accounting software but were reported on separate spreadsheets.

Recommendation:

We recommended the City record all transactions in their accounting software to ensure nothing is incomplete or lost.

Status:

This recommendation has been implemented.

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Prior Auditor Observations

1) Budget Monitoring

Observation:

The prior auditor noted the Measure S funds costs exceeded budget amounts.

Status:

The City is in the process of resolving this observation.

City of Nevada City
Appendix A: Management's Corrective Action Plan
For the Fiscal Year Ended June 30, 2020

2019-01 Accounting and Administrative Manual

We recommend the City develop written accounting, administrative, and fraud prevention procedures.

Responsible Individual: Loree' McCay, Administrative Services Manager

Corrective Action Plan: The Administrative Services Manager will develop a complete set of written accounting and administrative procedures to follow in the absence of a key employee. In addition, the City will also implement policies for fraud prevention and detection.

Anticipated Completion Date: September 2020

2019-02 Cash Receipts Collection Reports

We recommend the City's cash receipt reports be signed by the preparer and reviewer to document their performed duties and the accuracy of the report.

Responsible Individual: Loree' McCay, Administrative Services Manager

Corrective Action Plan: The Administrative Services Manager has implemented this recommendation.

Anticipated Completion Date: Complete

2019-03 Governmental Capital Asset Balances

We recommend the City record all transactions in their accounting software to ensure nothing is incomplete or lost.

Responsible Individual: Loree' McCay, Administrative Services Manager

Corrective Action Plan: The Administrative Services Manager has implemented this recommendation.

Anticipated Completion Date: Complete