

**Town of Menifee, Arkansas**

**Financial and Compliance Report**

**December 31, 2021**

LEGISLATIVE JOINT AUDITING COMMITTEE

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TOWN OF MENIFEE, ARKANSAS  
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FOR THE YEAR ENDED DECEMBER 31, 2021

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# Arkansas

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Senate Vice Chair



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House Chair  
**Rep. Richard Womack**  
House Vice Chair

**Roger A. Norman, JD, CPA, CFE, CFF**  
Legislative Auditor

## LEGISLATIVE JOINT AUDITING COMMITTEE ARKANSAS LEGISLATIVE AUDIT

### Financial and Compliance Report

Town of Menifee, Arkansas Officials and Council Members  
Legislative Joint Auditing Committee

A priority of Arkansas Legislative Audit is to assist local government officials by promoting sound financial management and accountability of government resources. The Legislative Auditor reports on the fiscal affairs of local governments, as well as compliance with relevant state laws and observance of good business practices to provide accountability for tax dollars expended to support government operations.

We have performed certain limited procedures with respect to cash basis financial information and compliance with certain state laws and accepted accounting practices for the Town of Menifee, Arkansas, as of and for the year ended December 31, 2021, and have issued our report thereon dated May 22, 2023. These procedures were not performed for the Water and Sewer Department. Management of the Town is responsible for maintaining the financial records and complying with state laws and accepted accounting practices.

The findings contained in this section relates to the following officials who held office during 2021:

Mayor: Gary Green  
Recorder/Treasurer: Pamela Coleman  
District Court Clerk: Donna Rappold  
Police Chief: John Randall

We evaluated the Town's compliance with certain state laws concerning general and district court accounting, budgeting, purchasing, and investing and depositing of public funds.

Noncompliance with state law and accepted accounting practices was noted in the office of **District Court Clerk**.

#### **District Court Clerk**

The District Court Clerk was in noncompliance with Ark. Code Ann. § 16-10-209 and other proper accounting procedures as enumerated below:

- Prenumbered receipts were not issued for all moneys collected.
- Cash receipts journal was not reconciled monthly to bank deposits.
- Monthly bank reconciliation was not accurately prepared.
- Cash disbursements journal was not reconciled monthly to bank disbursements.

A similar finding was issued in the previous report.

This report is intended solely for the information and use of the Legislative Joint Auditing Committee, local Town government, state executive and oversight management, and other parties as required by Arkansas Code, and is not intended to be and should not be used by anyone other than these specified parties. However, pursuant to Ark. Code Ann. § 10-4-417, all reports presented to the Legislative Joint Auditing Committee are matters of public record and distribution is not limited.

ARKANSAS LEGISLATIVE AUDIT

A handwritten signature in cursive script that reads "Roger A. Norman".

Roger A. Norman, JD, CPA, CFE, CFF  
Legislative Auditor

Little Rock, Arkansas  
May 22, 2023  
LOM310621

TOWN OF MENIFEE, ARKANSAS  
SCHEDULE OF FINANCIAL INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2021  
(UNAUDITED)

Schedule 1

	General Fund	Special Revenue Funds
	<u>          </u>	<u>          </u>
Cash Balance, January 1, 2021	\$ 139,549	\$ 106,638
Receipts:		
State aid	5,581	24,331
Federal aid	10,479	37,838
Property taxes	15,391	10,260
Franchise fees	13,469	
Sales taxes	197,995	
Fines, forfeitures, and costs	69,902	3,925
Local permits and fees	684	
Contributions from water and sewer		2,299
Sanitation fees		19,200
Rental income	12,083	
Other	24,384	118
Transfers in		13,464
Total Receipts	<u>349,968</u>	<u>111,435</u>
Disbursements:		
General government	129,997	
Law enforcement	125,533	4,223
Highways and streets		34,397
Public safety	69	
Sanitation		22,062
Recreation and culture	9,283	
Contributions to water and sewer	8,479	5,118
Debt service	12,700	
Transfers out	13,464	
Sales taxes remitted to water and sewer	35,966	
Total Disbursements	<u>335,491</u>	<u>65,800</u>
Cash Balance, December 31, 2021	<u>\$ 154,026</u>	<u>\$ 152,273</u>

TOWN OF MENIFEE, ARKANSAS  
 COMBINING SCHEDULE OF FINANCIAL INFORMATION - SPECIAL REVENUE FUNDS  
 FOR THE YEAR ENDED DECEMBER 31, 2021  
 (UNAUDITED)

Schedule 2

	Street	Dump	Court Automation	Police Equipment	Police Vehicle Grant	Beam Pro Laser Project Grant	American Rescue Plan Act	Total
Cash Balance, January 1, 2021	\$ 92,518	\$ 1,868	\$ 7,052	\$ 3,830	\$ 1,370			\$ 106,638
Receipts:								
State aid	24,331							24,331
Federal aid						\$ 5,000	\$ 32,838	37,838
Property taxes	10,260							10,260
Fines, forfeitures, and costs			1,952	1,785	188			3,925
Contributions from water and sewer	2,299							2,299
Sanitation fees		19,200						19,200
Other						118		118
Transfers in	10,600	2,864						13,464
Total Receipts	<u>47,490</u>	<u>22,064</u>	<u>1,952</u>	<u>1,785</u>	<u>188</u>	<u>5,118</u>	<u>32,838</u>	<u>111,435</u>
Disbursements:								
Law enforcement			1,221	1,444	1,558			4,223
Highways and streets	34,397							34,397
Sanitation		22,062						22,062
Recreation and culture						5,118		5,118
Total Disbursements	<u>34,397</u>	<u>22,062</u>	<u>1,221</u>	<u>1,444</u>	<u>1,558</u>	<u>5,118</u>		<u>65,800</u>
Cash Balance, December 31, 2021	<u>\$ 105,611</u>	<u>\$ 1,870</u>	<u>\$ 7,783</u>	<u>\$ 4,171</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 32,838</u>	<u>\$ 152,273</u>

TOWN OF MENIFEE, ARKANSAS  
OTHER INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2021  
(UNAUDITED)

Schedule 3

1. Cash balances on the Financial Schedules include demand and savings accounts.
2. The General Fund column on the Financial Schedules includes the following bank accounts:  
General and Recreation
3. The cash balance at year-end in the custodial fund is as follows:

	December 31, 2021
District Court Fund	\$ 6,752

This balance represents fines, forfeitures, and costs that have not been transferred to the appropriate entities.

4. The Municipality's capital assets records are summarized below:

	December 31, 2021
Land	\$ 7,402
Buildings	890,953
Equipment	351,047
Total	<u>\$ 1,249,402</u>

5. The outstanding balance at year-end for long-term liabilities is as follows:

	December 31, 2021
Notes payable	<u>\$ 11,418</u>

6. The Town received federal funding in the following amounts related to COVID-19 relief:

	December 31, 2021
Coronavirus Aid, Relief and Economic Security Act (CARES)	\$ 7,929
American Rescue Plan Act (ARPA)	32,838
Total	<u>\$ 40,767</u>