



## AGENDA

### FINANCE/AUDIT COMMITTEE MEETING

January 26, 2022 5:30 p.m.

91136 N. Willamette Street– Via webinar

541-682-7852 | [coburgoregon.org](http://coburgoregon.org)

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During the COVID-19 global pandemic, the City of Coburg will be hosting all public meetings via webinar. To participate in the public comment portion of the meeting, contact City Recorder to register no later than 3PM the day of the meeting at [sammy.egbert@ci.coburg.or.us](mailto:sammy.egbert@ci.coburg.or.us) or 541-682-7852.

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5:30	<b>Call Meeting to Order</b>	Cathy Engebretson
5:40	<b>Approval of Minutes from October 27, 2021 meeting</b>	Cathy Engebretson
5:50	<b>Finance Reporting City of Coburg - November 2021</b>	Tim Gaines
6:05	<b>Review and Discuss FY 2019-2020 Audit (if available)</b>	Tim Gaines
6:20	<b>Review City Audit Report FY 2020-2021</b>	Tim Gaines
6:35	<b>Review and Discuss Auditor RFP</b>	Tim Gaines
6:45	<b>Discuss Fiscal Policies and Accounting Procedures Manual</b>	Tim Gaines
	<b>Next Step for Committee</b>	Cathy Engebretson
7:00	<b>Meeting Adjourn</b>	Cathy Engebretson

#### **Meeting Packet Enclosures**

Minutes from 10/27/2021

Finance Packet - as of 11/30/2021

Draft Audit Report FY 2020-2021 (if available)

Auditor RFP

Fiscal Policies and Accounting Procedures Manual

***Next meeting April 27, 2022***



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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### TOPIC: FINANCE DEPARTMENT MONTHLY REPORT

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Meeting Date: January 11, 2022  
Staff Contact: Tim Gaines  
Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

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### REQUESTED COUNCIL ACTION

- Information only
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### POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

2021-22 City Council Goals:

- Fiscal Stewardship
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### ANALYSIS

*Important notes regarding the month ended November 30, 2021*

- November is the 5<sup>th</sup> month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 42% of budget with each.
  - **Whole City Revenue** received \$2,315,247 or 23% of budgeted. Compared to \$1,866,093 last year at November month end.
  - **Whole City Expenses** are \$2,086,023 which is 21% of budgeted. Compared to \$2,360,821 last year at November month end.
- There is a 2% difference between Revenues received and Expenditures paid out.
- A quick update on the City's debt:
  - City Hall's first debt service payment was made on December 1, 2021. The current balance is \$520,000. The second payment will be made June 1, 2022. After that payment, the balance will be \$505,000. This debt will sunset on June 30, 2045.
  - The Water Fund's first debt service payment was made on December 1, 2021. The current balance is \$555,000. The second payment will be made June 1, 2022. After that payment, the balance will be \$405,000. This debt will sunset on June 30, 2026.
  - The Sewer Fund's first debt service payment was made on December 1, 2021. The

current balance is \$5,135,000. The second payment will be made June 1, 2022. After that payment, the balance will be \$5,050,000. This debt will sunset on June 30, 2055.

- The USDA Sewer Fund's first debt service payment was made on August 1, 2021. The current balance is \$8,246,602. The second payment will be made February 1, 2022. After that payment, the balance will be \$7,978,065. This debt will sunset on February 1, 2036.
- Water Project reimbursement #4 has been submitted. We will be getting reimbursed approximately \$40,700. We should receive the funds by the end of January. This reimbursement is for work done between July 1, 2021 through September 30, 2021.
- Financing of the Water Project. The Public Works shop may be added to the current Water Project funding if council would like to pursue that.
- All Funds, General, Streets, Water, Sewer are operating within their budgets.
- Finance/Audit Committee to meet in January.

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## **AUDIT**

- The Finance Director was preparing all audit materials for the first time and had issues with the process and Springbrook software. We did not get all of the material to the auditor in as timely of a manner as we would have liked.
- Our auditor, Umpqua Valley Financial, had multiple closures due to COVID between July and September.
- We will be putting together an RFP For audit services as required by council motion.

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## **PUBLIC INVOLVEMENT**

N/A

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## **NEXT STEPS**

- Begin Budget
- Continue work on Water Project
- Year-end SDC reconciliation
- Finance/Audit Committee to meet in January

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## **ATTACHMENTS**

- A. Budget Performance Analysis – General Fund**
- B. Cash on Hand Spreadsheet**
- C. Full City Revenue and Expense Charts**
- D. Fund Total sheets – From Springbrook**
- E. Bank Statements – November 2021**

- F. Checks written list for November 2021**
  - G. Bank Statements – October 2021**
  - H. Checks written list for October 2021**
  - I. LGIP Statements – November 2021**
  - J. LGIP Statements – October 2021**
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**REVIEWED BY:**

Anne Heath, City Administrator



**CITY OF COBURG**  
**November 30, 2021**      **Fiscal Year 2022**  
**CASH ON HAND PER FUND**

<b>Bank Accounts</b>									
<b>Funds</b>	<b>KEY BANK - GEN</b>	<b>SP GEN.</b>	<b>SP SDC</b>	<b>For</b>	<b>SP SAVINGS</b>	<b>For</b>	<b>SUMMIT BANK</b>	<b>POLICE EVID.</b>	<b>TOTAL</b>
GEN 001	183,803	512,659			151,752				848,215
PD Drug Educ.									-
Park Cap	114,372		44,944	Park SDC					159,316
STREET 003	127,992	334,755	409,623	Street SDC					872,370
WATER 004	514,719	993,880	48,660	Water SDC					1,557,258
SEWER 005	495,917		905,851	Sewer SDC	27,324	Membrane Replace			1,429,091
SEWER DEBT	372,945				121,740	Sewer Debt Reserve	-	Sewer Debt Res	494,685
EVIDENCE									100
<b>TOTAL</b>	<b>1,809,747</b>	<b>1,841,294</b>	<b>1,409,077</b>		<b>300,817</b>				<b>5,361,035</b>

**CIP SDCs**

Cash Balance 11/30/2021	\$5,361,035
Cash Balance 11/30/2020	\$4,434,805
<i>Difference</i>	<b>926,230</b>

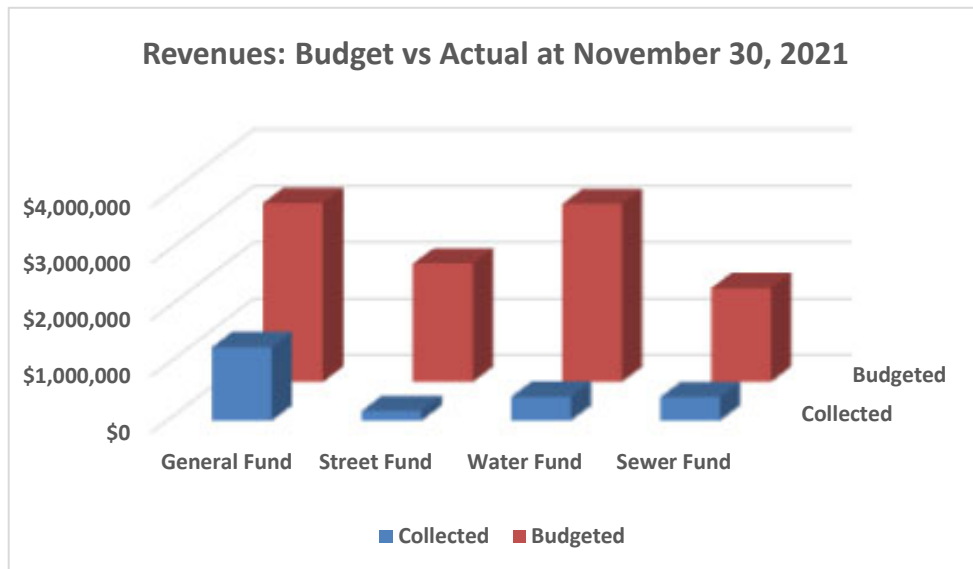
<b>REVENUE GENERATION BY FUND</b>	
<b>GENERAL FUND</b>	Interest, taxes, State Shared Revenue, Cigarette Taxes, Liquor taxes, Land Use Fees, SDC Admin Fees, Franchise Fees Tourism, Fines & Bails, Planning, Park user fees Capital and SDC, Park Donations and Grants, Building Dev. Fees
<b>STREET FUND</b>	Street Taxes, User Fees, Grants, CIP Funds, SDC, Grants Loans
<b>WATER FUND</b>	User Fees, Grants, Capital Funds, SDC
<b>SEWER FUND</b>	User Fees, Grants, Capital Funds, SDC, Loans
<b>SEWER DEBT FUND</b>	LID, Loan Proceeds, URA Debt Service
<b>EVIDENCE</b>	Evidence Cash Seized

# CITY OF COBURG

## REVENUES COLLECTED COMPARED TO BUDGET

### Fiscal Year To Date As Of November 2021

Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$1,301,152	\$3,172,634	\$1,871,482	41%
Street Fund	\$171,207	\$2,098,569	\$1,927,362	8%
Water Fund	\$424,490	\$3,155,768	\$2,731,278	13%
Sewer Fund	\$418,399	\$1,664,700	\$1,246,301	25%
<b>TOTAL ALL FUNDS</b>	<b>\$2,315,247</b>	<b>\$10,091,671</b>	<b>\$7,776,424</b>	<b>23%</b>



#### Important Notes:

Overall revenues should be 42% if spread evenly throughout the year.

Budgeted revenues are net of Beginning Fund balance,

which means the budgeted amounts do not include Beginning Fund Balance

Property tax receipts for the month of November were \$584,882.

Grant Funds and Debt Reimbursement (Water Project) have not been received yet.

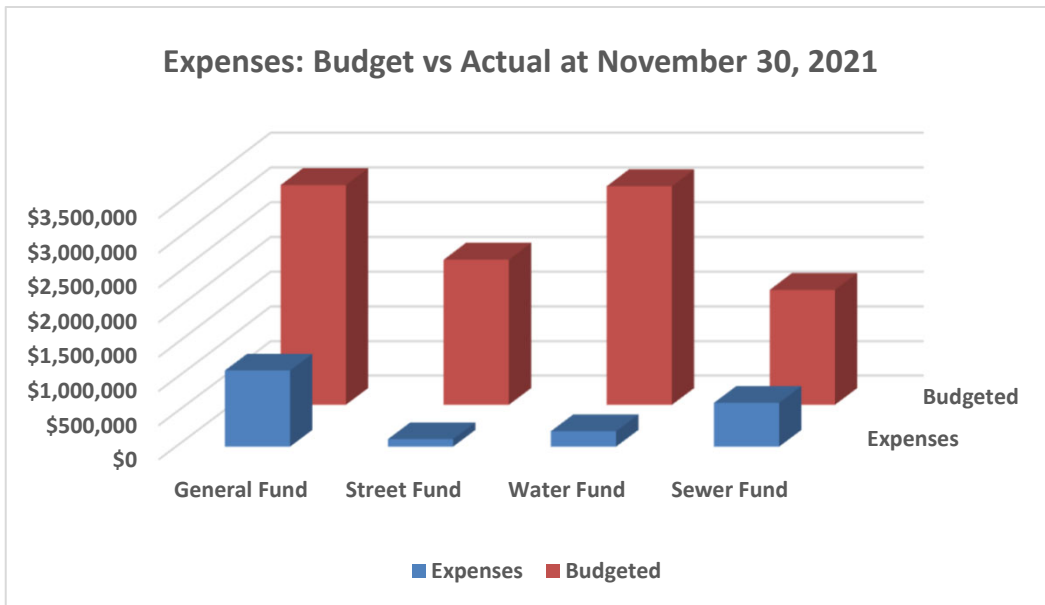
City Fuel Taxes received through the month of November were \$76,720, 50% of budget.

State Fuel Taxes received through the month of November were \$37,289, 63% of budget.

Total Property tax receipts to date were \$789,715, 92% of Budget.

**CITY OF COBURG**  
**EXPENSES INCURRED COMPARED TO BUDGET**  
**Fiscal Year To Date As Of November 2021**

Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$1,112,286	\$3,172,634	\$2,060,348	35%
Street Fund	\$108,826	\$2,098,569	\$1,989,743	5%
Water Fund	\$225,047	\$3,155,768	\$2,930,721	7%
Sewer Fund	\$639,864	\$1,664,700	\$1,024,836	38%
<b>TOTAL ALL FUNDS</b>	<b>\$2,086,023</b>	<b>\$10,091,671</b>	<b>\$8,005,648</b>	<b>21%</b>

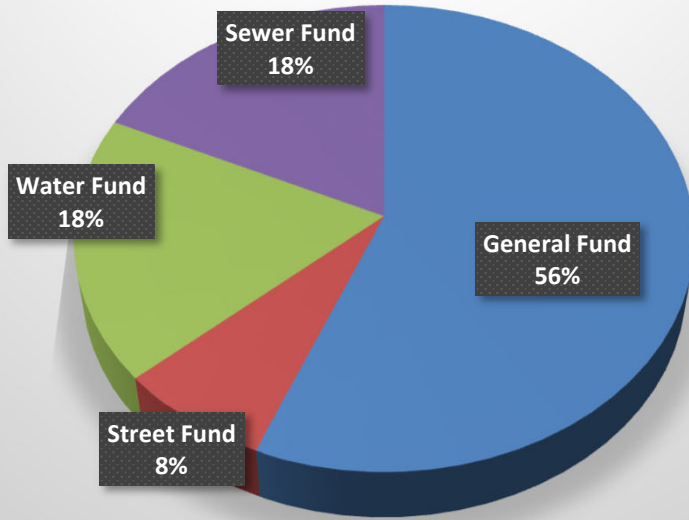


**Important Notes**

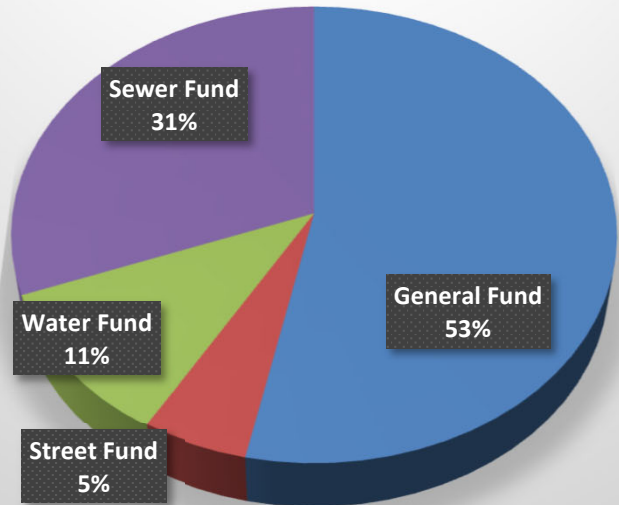
- Overall expenses should be 42% if spread evenly throughout the year.
- Water and Street projects have been delayed due to Covid-19
- Budgeted expenses are net of Beginning Fund balance,  
 which means the budgeted amounts do not include Beginning Fund Balance
- All Personal Services are within budget.
- Materials & Services are all within budget.
- Scheduled Capital Projects are time sensitive and not reflected until later in the year.



## CITY WIDE REVENUES 11/30/2021



## CITY WIDE EXPENSES 11/30/2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,922,634.00	717,742.71	1,301,151.77	2,621,482.23	0.00	2,621,482.23	66.83
	Fund Expense Sub Totals:	3,922,634.00	229,736.70	1,112,286.09	2,810,347.91	0.00	2,810,347.91	71.64
	Fund 001 Sub Totals:	0.00	-488,006.01	-188,865.68	188,865.68	0.00		

# General Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	2,980,763.00	60,581.10	171,206.54	2,809,556.46	0.00	2,809,556.46	94.26
	Fund Expense Sub Totals:	2,980,763.00	22,958.05	108,825.74	2,871,937.26	0.00	2,871,937.26	96.35
	Fund 003 Sub Totals:	0.00	-37,623.05	-62,380.80	62,380.80	0.00		

# Street Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	4,464,970.00	60,688.43	424,489.72	4,040,480.28	0.00	4,040,480.28	90.49
	Fund Expense Sub Totals:	4,464,970.00	43,013.69	225,047.46	4,239,922.54	0.00	4,239,922.54	94.96
	Fund 004 Sub Totals:	0.00	-17,674.74	-199,442.26	199,442.26	0.00		

# Water Fund

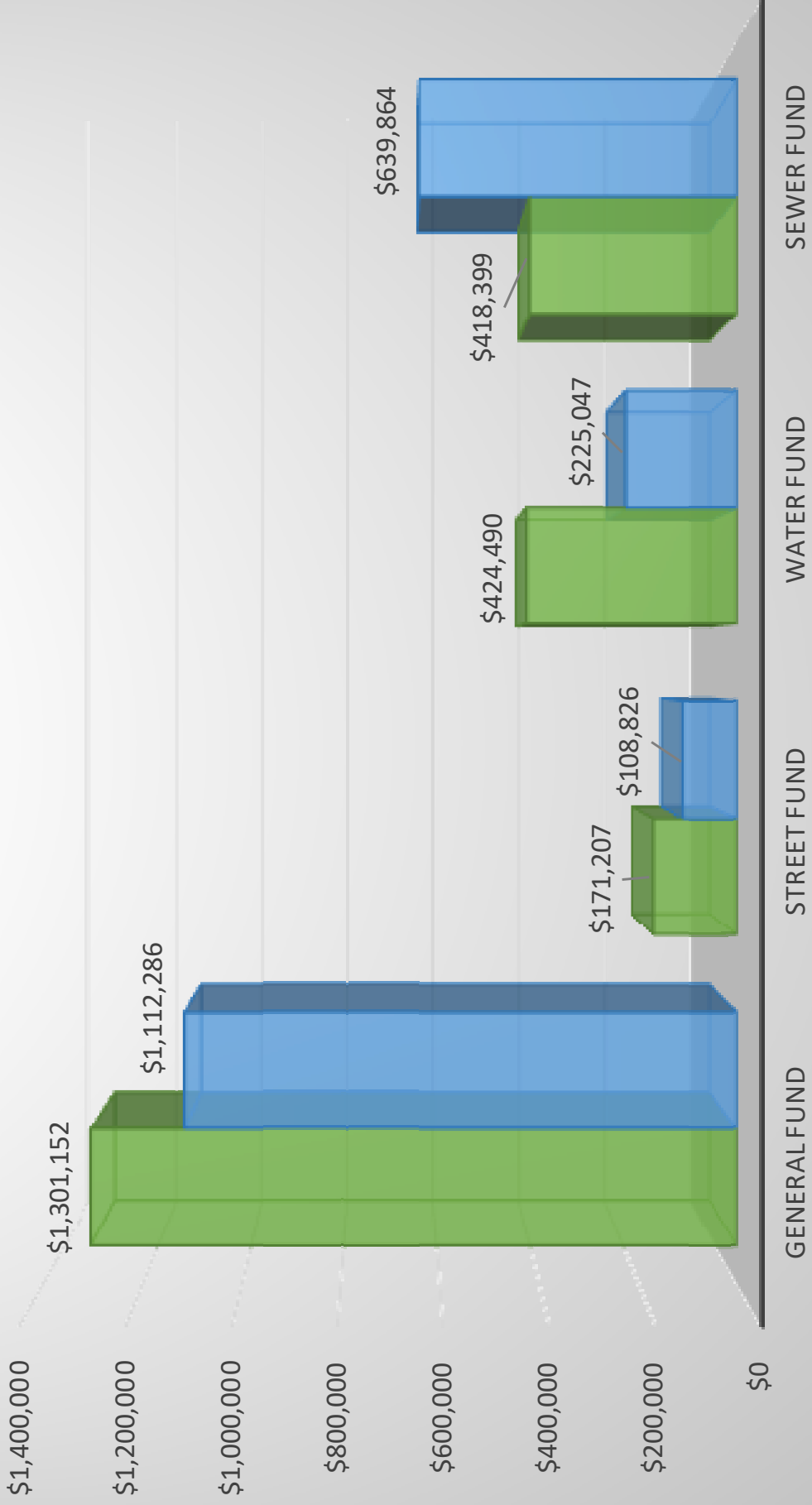
Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,855,143.00	74,567.82	418,398.84	3,436,744.16	0.00	3,436,744.16	89.15
	Fund Expense Sub Totals:	3,855,143.00	126,153.61	639,863.93	3,215,279.07	0.00	3,215,279.07	83.40
	Fund 005 Sub Totals:	0.00	51,585.79	221,465.09	-221,465.09	0.00		

# Sewer Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	15,223,510.00	913,580.06	2,315,246.87	12,908,263.13	0.00	12,908,263.13	84.79
	Expense Totals:	15,223,510.00	421,862.05	2,086,023.22	13,137,486.78	0.00	13,137,486.78	86.30
	Report Totals:	0.00	-491,718.01	-229,223.65	229,223.65	0.00		

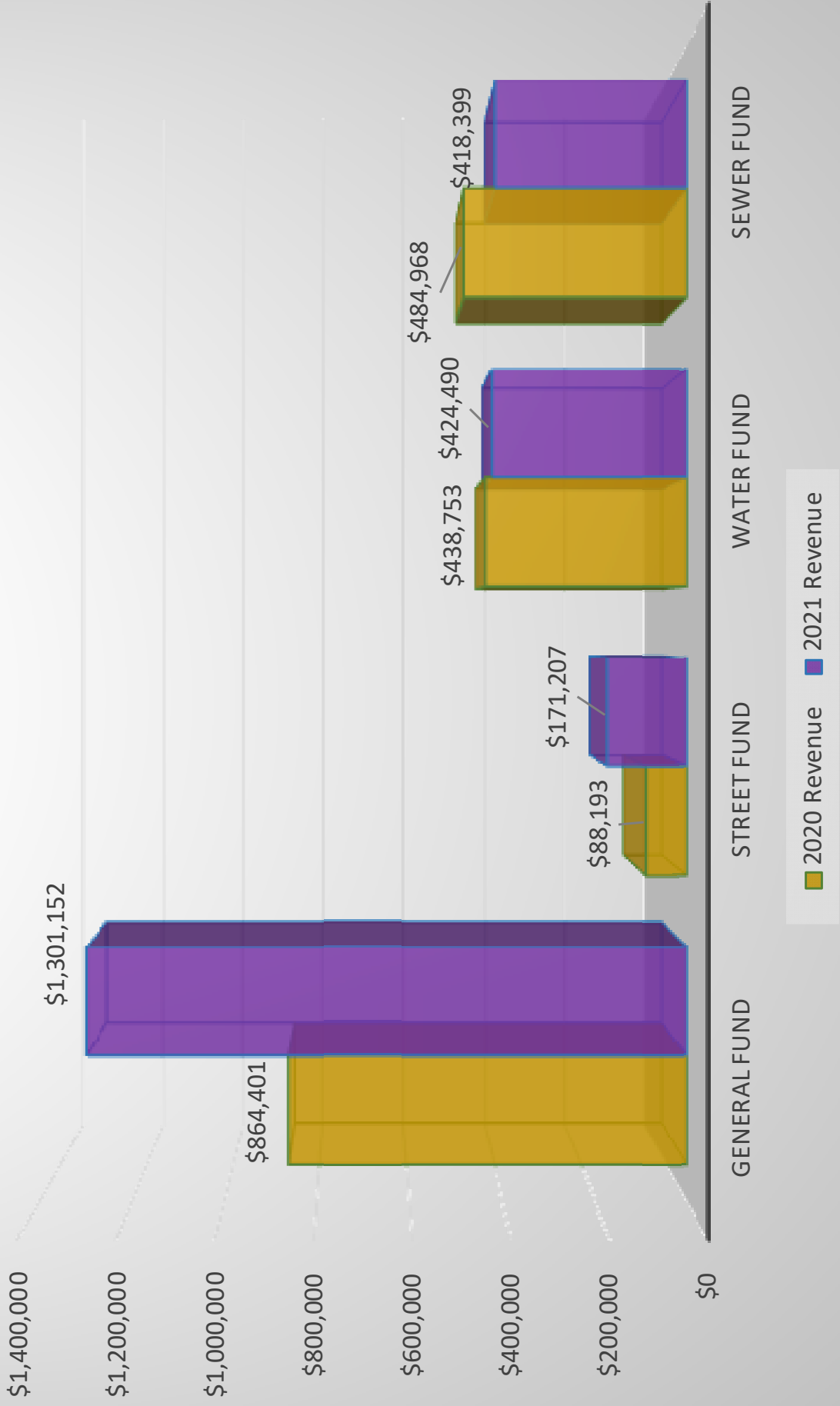
# Total All Funds

# Revenue to Expenses Comparison November 2021



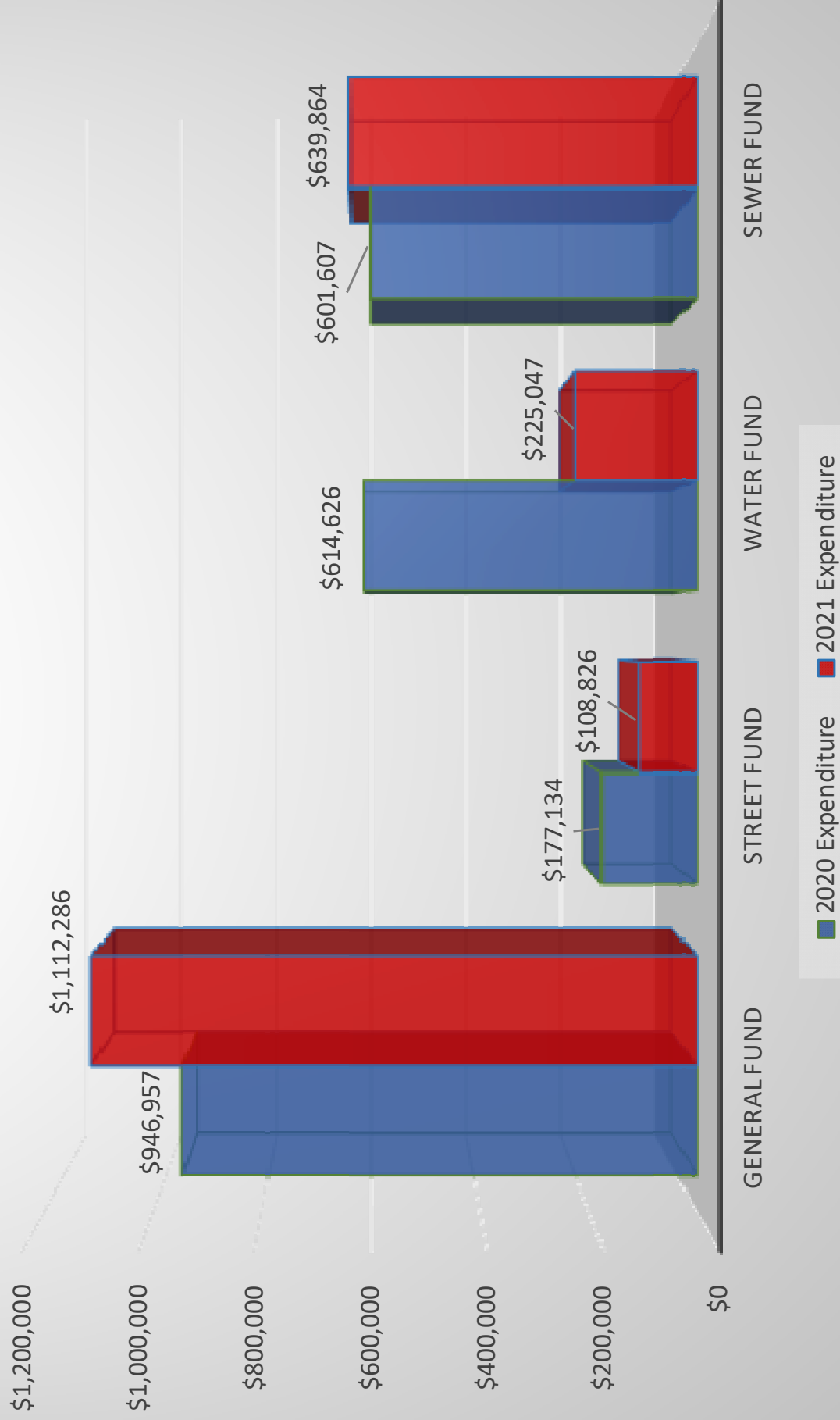
■ Revenue ■ Expenditure

# Revenues Comparison November 2020 to November 2021





# Expenses Comparison November 2020 to November 2021





KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

75 T 908 00000 R EM T1  
CITY OF COBURG  
GENERAL ACCOUNT  
PO BOX 8316  
COBURG OR 97408-1310

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

**Public Transaction**  
CITY OF COBURG  
GENERAL ACCOUNT

Beginning balance 10-31-21	\$1,703,732.12
79 Additions	+516,681.23
97 Subtractions	-375,506.91
Net fees and charges	-496.18
<b>Ending balance 11-30-21</b>	<b>\$1,844,410.26</b>

**Additions**

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	11-1		Merchant Svcs Merch Dep 8008238126	\$959.13
	11-2		Merchant Svcs Merch Dep 8008238126	1,884.71
	11-3		Key Capture Deposit	11,882.40
	11-3		Key Capture Deposit	1,811.18
	11-3		Merchant Svcs Merch Dep 8008238126	819.55
	11-3		Key Capture Deposit	766.38
	11-3		Merchant Svcs Merch Dep 8008238142	465.00
	11-4		Key Capture Deposit	4,226.78
	11-4		Key Capture Deposit	1,863.83
	11-4		Merchant Svcs Merch Dep 8008238126	591.86
	11-4		Direct Deposit, Pcs OR Trust Pcs OR Tr	241.44
	11-4		Direct Deposit, Merchant S 8030298668	172.50
	11-5		Direct Deposit, City of Coburg Consumer	30,716.11
	11-5		Direct Deposit, City of Coburg Cons Coll	3,370.00
	11-5		Merchant Svcs Merch Dep 8008238126	2,401.31
	11-5		Merchant Svcs Merch Dep 8008238142	265.00
	11-5		Direct Deposit, Merchant S 8030298668	188.60
	11-8		Merchant Svcs Merch Dep 8008238126	1,268.68
	11-9		Key Capture Deposit	9,481.67
	11-9		Key Capture Deposit	2,444.01
	11-9		Key Capture Deposit	2,122.56
	11-9		Key Capture Deposit	1,831.85
	11-9		Merchant Svcs Merch Dep 8008238126	1,636.94
	11-9		Key Capture Deposit	1,162.00

**Additions**  
(con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	11-9		Key Capture Deposit	456.77
	11-9		Deposit Branch 0067 Oregon	400.00
	11-9		Deposit Branch 0067 Oregon	350.00
	11-9		Deposit Branch 0067 Oregon	300.70
	11-9		Key Capture Deposit	79.00
	11-9		Deposit Branch 0067 Oregon	15.00
	11-9		Deposit Branch 0067 Oregon	15.00
	11-10		Merchant Svcs Merch Dep 8008238126	690.13
	11-10		Key Capture Deposit	316.13
	11-10		Key Capture Deposit	301.16
	11-10		Key Capture Deposit	148.70
	11-12		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,714.72
	11-12		Merchant Svcs Merch Dep 8008238126	768.57
	11-12		Direct Deposit, Merchant S 8030298668	310.45
	11-12		Merchant Svcs Merch Dep 8008238142	265.00
	11-15		Key Capture Deposit	10,153.72
	11-16		Merchant Svcs Merch Dep 8008238126	2,254.90
	11-16		Merchant Svcs Merch Dep 8008238142	1,972.00
	11-17		Merchant Svcs Merch Dep 8008238142	1,859.00
	11-17		Merchant Svcs Merch Dep 8008238126	1,527.01
	11-17		Direct Deposit, Pcs OR Trust Pcs OR Tr	172.69
	11-18		Key Capture Deposit	25,916.48
	11-18		Key Capture Deposit	2,872.82
	11-18		Key Capture Deposit	1,221.98
	11-18		Merchant Svcs Merch Dep 8008238142	165.00
	11-19		Key Capture Deposit	9,353.86
	11-19		Key Capture Deposit	6,973.69
	11-19		Key Capture Deposit	3,082.94
	11-19		Merchant Svcs Merch Dep 8008238126	638.66
	11-19		Merchant Svcs Merch Dep 8008238142	440.00
	11-22		Merchant Svcs Merch Dep 8008238126	1,588.29
	11-22		Merchant Svcs Merch Dep 8008238142	342.00
	11-23		Merchant Svcs Merch Dep 8008238126	1,497.10
	11-23		Merchant Svcs Merch Dep 8008238142	1,195.00
	11-24		Key Capture Deposit	16,185.45
	11-24		Key Capture Deposit	1,830.00
	11-24		Merchant Svcs Merch Dep 8008238142	449.50
	11-24		Merchant Svcs Merch Dep 8008238126	375.23
	11-26		Merchant Svcs Merch Dep 8008238126	871.61
	11-26		Direct Deposit, Pcs OR Trust Pcs OR Tr	590.42
	11-29		Key Capture Deposit	14,137.20
	11-29		Key Capture Deposit	12,828.84
	11-29		Key Capture Deposit	8,879.77
	11-29		Key Capture Deposit	3,236.45
	11-30		Direct Deposit, Oregon St Treas Lgip ACH	250,000.00
	11-30		Key Capture Deposit	33,951.55
	11-30		Key Capture Deposit	5,888.68
	11-30		Merchant Svcs Merch Dep 8008238126	1,903.87
	11-30		Key Capture Deposit	1,637.00
	11-30		Deposit Branch 0067 Oregon	995.00



**Additions**  
(con't)

Deposits	Date	Serial #	Source	
	11-30		Merchant Svcs Merch Dep 8008238142	585.00
	11-30		Key Capture Deposit	200.00
	11-30		Deposit Branch 0067 Oregon	100.00
	11-30		Deposit Branch 0067 Oregon	88.70
	11-30		Deposit Branch 0067 Oregon	15.00
<b>Total additions</b>				<b>\$516,681.23</b>

**Subtractions**

*Paper Checks*

\* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86933	11-15	\$147.65	87126	11-8	1,115.96	87151	11-16	22.50
*86968	11-26	350.00	87127	11-8	19.78	87152	11-17	548.82
*87004	11-15	41.35	87128	11-9	24.18	87153	11-15	315.55
*87104	11-2	174.46	87129	11-17	54.94	87154	11-15	293.05
87105	11-1	548.32	87130	11-9	3,240.51	87155	11-15	15,748.42
87106	11-1	273.49	87131	11-8	2,561.42	87156	11-19	1,396.50
87107	11-2	949.30	87132	11-5	965.57	87157	11-18	240.00
87108	11-2	36.08	87133	11-5	703.00	87158	11-16	1,349.48
87109	11-10	416.25	87134	11-10	300.00	87159	11-12	200.00
87110	11-8	926.38	87135	11-17	2,400.00	87160	11-15	1,300.00
87111	11-1	2,211.59	87136	11-8	4,811.21	87161	11-16	94.92
87112	11-4	61.48	87137	11-8	253.14	87162	11-15	1,132.06
87113	11-1	251.39	87138	11-9	18.00	87163	11-30	520.18
87114	11-3	178.78	87139	11-9	3,509.60	87164	11-26	35.94
87115	11-5	189.84	87140	11-8	160.00	87165	11-26	176.17
87116	11-8	361.40	87141	11-18	19.25	*87167	11-30	1,600.00
87117	11-4	200.00	87142	11-9	375.00	*87169	11-26	6,099.25
87118	11-2	1,753.85	87143	11-8	103,849.10	87170	11-29	541.71
87119	11-3	862.50	87144	11-9	750.72	87171	11-26	1,327.51
87120	11-9	127.99	87145	11-8	265.00	87172	11-26	311.94
87121	11-8	354.00	87146	11-16	18,718.26	87173	11-29	3,358.14
87122	11-9	115.00	87147	11-15	52.04	87174	11-29	16,222.50
87123	11-9	7,543.75	87148	11-22	901.00	*87176	11-24	200.00
87124	11-8	376.00	87149	11-15	972.17	87177	11-30	134.77
87125	11-10	650.01	87150	11-12	728.23	*87179	11-26	586.88
						<b>Paper Checks Paid</b>	<b>\$219,625.23</b>	

Withdrawals	Date	Serial #	Location	
	11-1		Direct Withdrawal, Valic Eremit Prm	\$6,276.99
	11-1		Direct Withdrawal, OR Revenue Dept Taxpayment	3,914.08
	11-1		Merchant Svcs Merch Fee 8008238126	1,554.82
	11-1		Direct Withdrawal, Asi Hc211027	435.00
	11-1		Merchant Svcs Merch Fee 8008238142	311.81
	11-2		Direct Withdrawal, Merchant S 8030298668	149.02
	11-3		Direct Withdrawal, Irs Usatapytmt	9,951.61
	11-3		Direct Withdrawal, OR Revenue Dept Taxpayment	2,760.07
	11-8		Direct Withdrawal, Cis Trust 5037633834	26,779.80
	11-9		Direct Withdrawal, City of Coburg Return	202.08
	11-9		Direct Withdrawal, City of Coburg Dir Dep	30,975.32

**Subtractions**

(con't)

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	11-10		Direct Withdrawal, KeyBank Auto Pymt	3,943.32
	11-10		Direct Withdrawal, Invoice PA 2065Billing	115.80
	11-10		Direct Withdrawal, Asi Asi Fees	22.50
	11-15		Direct Withdrawal, Employer Contrb Pers Cntrb	14,313.85
	11-15		Direct Withdrawal, Employer Contrb Pers Cntrb	4,648.55
	11-15		Direct Withdrawal, Employer Contrb Pers Cntrb	12.92
	11-17		Direct Withdrawal, Irs Usataxpymt	10,495.32
	11-18		Direct Withdrawal, OR Revenue Dept Taxpayment	2,919.61
	11-22		Direct Withdrawal, Valic Eremit Prm	6,370.38
	11-23		Direct Withdrawal, City of Coburg Dir Dep	29,619.03
	11-24		Direct Withdrawal, Invoice PA00017Xbilling	109.80
<b>Total subtractions</b>				<b>\$375,506.91</b>

**Fees and charges**

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
11-8-21	Oct Analysis Service Chg	1	496.18	-\$496.18
<b>Fees and charges assessed this period</b>				<b>-\$496.18</b>

See your Account Analysis statement for details.

# Accounts Payable

## Checks by Date - Summary by Check Date

User: Tim Gaines  
 Printed: 12/29/2021 9:46 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
87120	911Sup	911 Supply Inc	11/04/2021	127.99
87121	ANA165	Analytical Laboratory Group	11/04/2021	354.00
87122	BAT400	Batteries Plus	11/04/2021	115.00
87123	BRA344	Branch Engineering	11/04/2021	7,543.75
87124	CasCol	Cascade Columbia Dist Co	11/04/2021	376.00
87125	CINTA	Cintas Corporation	11/04/2021	650.01
87126	CUM208	Cummins Northwest, LLC	11/04/2021	1,115.96
87127	EGB100	Sammy Egbert	11/04/2021	19.78
87128	EME131	Emerald People's Utility	11/04/2021	24.18
87129	FERG	Ferguson Waterworks	11/04/2021	54.94
87130	GSA	Goble Sampson Associates	11/04/2021	3,240.51
87131	LAN129	Lane Council of Governments	11/04/2021	2,561.42
87132	Lanfin	Lane County Finance Department	11/04/2021	965.57
87133	MCKINLEY	McKinley Printing Co.	11/04/2021	703.00
87134	Mikal	Mikal McPherson	11/04/2021	300.00
87135	NEL100	Nelson Tree Svcs Inc	11/04/2021	2,400.00
87136	OMSC	Oakmont Service Center	11/04/2021	4,811.21
87137	OffDep	Office Depot Credit Plan	11/04/2021	253.14
87138	ONE193	One Call Concepts, Inc.	11/04/2021	18.00
87139	OreRev	Oregon Dept. of Revenue	11/04/2021	3,509.60
87140	OreDeq	Oregon DEQ Business office	11/04/2021	160.00
87141	SP	Sarah Peters	11/04/2021	19.25
87142	MS	Michael Sherman	11/04/2021	375.00
87143	USBFFC	U.S. Bank St Paul	11/04/2021	<b>December 2021 Bonded Debt Payment</b> 103,849.10
87144	Verizon	Verizon Wireless	11/04/2021	750.72
87145	JEW	John Edward Wright	11/04/2021	265.00
Total for 11/4/2021:				134,563.13
87146	BRA344	Branch Engineering	11/10/2021	<b>Various Projects</b> 18,718.26
87147	CenLin	CenturyLink	11/10/2021	52.04
87148	CLASSIC	Classic Design and Construction LLC	11/10/2021	901.00
87149	CTX	Copytronix	11/10/2021	972.17
87150	EDMS	EDMS	11/10/2021	728.23
87151	GCRtire	GCR Coburg Tire	11/10/2021	22.50
87152	GovEth	Government Ethics Commission	11/10/2021	548.82
87153	HUNTER	Hunter Communications	11/10/2021	315.55
87154	IRO100	Iron Mountain	11/10/2021	293.05
87155	LAN129	Lane Council of Governments	11/10/2021	<b>Various Products and Services</b> 15,748.42
87156	Marsh	Marshalls Heating Equipment & Sales	11/10/2021	1,396.50
87157	OreDeq	Oregon DEQ Business office	11/10/2021	240.00
87158	PAC150	Pacific Power	11/10/2021	1,349.48
87159	Rexius	Rexius	11/10/2021	200.00
87160	SHRB	Sacred Heart Riverbend	11/10/2021	1,300.00
87161	Stanley	Stanley Convergent Security Solutions, Inc.	11/10/2021	94.92
87162	WelWel	Welt & Welt, Inc	11/10/2021	1,132.06

Check No	Vendor No	Vendor Name	Check Date	Check Amount
			Total for 11/10/2021:	44,013.00
87163	AFL250	AFLAC	11/22/2021	520.18
87164	CAR476	Carquest Auto Parts	11/22/2021	35.94
87165	CenLin	CenturyLink	11/22/2021	176.17
87166	CINTA	Cintas Corporation	11/22/2021	262.73
87167	CDI	Conway Data, Inc	11/22/2021	1,600.00
87168	DOCU	DocuTRAK Imaging, Inc.	11/22/2021	35.00
87169	EME131	Emerald People's Utility	11/22/2021	6,099.25
87170	FERG	Ferguson Waterworks	11/22/2021	541.71
87171	HDFow	HD Fowler Company	11/22/2021	1,327.51
87172	HERC	Herc Rentals Inc.	11/22/2021	311.94
87173	LAN129	Lane Council of Governments	11/22/2021	3,358.14
87174	LC SO	Lane County Sheriff's Office	11/22/2021	<b>Police Dispatch Contract</b> 16,222.50
87175	JLOND	London & Paris, LLP	11/22/2021	1,914.00
87176	Rexius	Rexius	11/22/2021	200.00
87177	RVBD	Riverbend Materials	11/22/2021	134.77
87178	OSGP	Voya-Oregon Savings Growth Plan	11/22/2021	200.00
87179	WelWel	Welt & Welt, Inc	11/22/2021	586.88
87180	PhWill	Phillip Williams	11/22/2021	712.50
			Total for 11/22/2021:	34,239.22
			Report Total (61 checks):	212,815.35



KeyBank  
 P.O. Box 93885  
 Cleveland, OH 44101-5885

**Public Sector Statement**  
**November 30, 2021**  
 page 1 of 2

RTMLX T 908 00000 R EM T1

CITY OF COBURG  
 POLICE EVIDENCE TRUST  
 PO BOX 8316  
 COBURG OR 97408-1310

*Questions or comments?*  
 Call our Key Business Resource Center  
 1-888-KEY4BIZ (1-888-539-4249)

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**Public Transaction**

CITY OF COBURG  
 POLICE EVIDENCE TRUST

Beginning balance 10-31-21	\$100.00
<b>Ending balance 11-30-21</b>	<b>\$100.00</b>

**Fees and charges**

*See your Account Analysis statement for details.*





KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

66 T 908 00000 R EM T1

CITY OF COBURG  
GENERAL ACCOUNT  
PO BOX 8316  
COBURG OR 97408-1310

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

**Public Transaction**

CITY OF COBURG  
GENERAL ACCOUNT

Beginning balance 9-30-21	\$1,334,977.45
88 Additions	+677,282.74
86 Subtractions	-307,946.50
Net fees and charges	-581.57
<b>Ending balance 10-31-21</b>	<b>\$1,703,732.12</b>

**Additions**

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	10-1		Merchant Svcs Merch Dep 8008238126	\$1,523.35
	10-1		Merchant Svcs Merch Dep 8008238142	165.00
	10-4		Key Capture Deposit	3,453.50
	10-4		Direct Deposit, Merchant S 8030298668	2,475.18
	10-4		Merchant Svcs Merch Dep 8008238126	1,754.59
	10-4		Merchant Svcs Merch Dep 8008238142	300.00
	10-4		Direct Deposit, Merchant S 8030298668	124.20
	10-5		Direct Deposit, City of Coburg Consumer	32,239.34
	10-5		Key Capture Deposit	22,072.37
	10-5		Key Capture Deposit	3,811.73
	10-5		Direct Deposit, City of Coburg Cons Coll	3,393.00
	10-5		Merchant Svcs Merch Dep 8008238126	2,910.18
	10-5		Merchant Svcs Merch Dep 8008238142	540.00
	10-5		Key Capture Deposit	265.00
	10-5		Key Capture Deposit	79.00
	10-6		Merchant Svcs Merch Dep 8008238126	2,604.29
	10-6		Key Capture Deposit	2,431.62
	10-6		Merchant Svcs Merch Dep 8008238142	1,570.00
	10-6		Direct Deposit, Merchant S 8030298668	1,023.11
	10-7		Direct Deposit, Oregon St Treas Lgip ACH	450,000.00
	10-7		Key Capture Deposit	1,287.10
	10-7		Direct Deposit, Pcs OR Trust Pcs OR Tr	580.75
	10-7		Merchant Svcs Merch Dep 8008238126	505.40
	10-8		Key Capture Deposit	2,152.13

**Additions**  
 (con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	10-8		Direct Deposit, Merchant S 8030298668	133.40
	10-12		Key Capture Deposit	12,326.99
	10-12		Merchant Svcs Merch Dep 8008238126	674.82
	10-12		Merchant Svcs Merch Dep 8008238126	522.65
	10-12		Key Capture Deposit	459.09
	10-12		Merchant Svcs Merch Dep 8008238142	340.00
	10-12		Merchant Svcs Merch Dep 8008238142	262.00
	10-13		Merchant Svcs Merch Dep 8008238126	351.92
	10-13		Direct Deposit, Merchant S 8030298668	309.00
	10-14		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,735.04
	10-14		Merchant Svcs Merch Dep 8008238126	1,055.40
	10-15		Merchant Svcs Merch Dep 8008238126	1,994.98
	10-15		Deposit Branch 0067 Oregon	161.35
	10-15		Deposit Branch 0067 Oregon	160.00
	10-15		Deposit Branch 0067 Oregon	86.70
	10-15		Deposit Branch 0067 Oregon	40.00
	10-15		Deposit Branch 0067 Oregon	5.00
	10-18		Key Capture Deposit	9,906.76
	10-18		Key Capture Deposit	2,216.78
	10-18		Key Capture Deposit	1,911.15
	10-18		Merchant Svcs Merch Dep 8008238126	1,055.65
	10-18		Key Capture Deposit	930.29
	10-18		Merchant Svcs Merch Dep 8008238142	765.00
	10-19		Key Capture Deposit	2,345.00
	10-19		Merchant Svcs Merch Dep 8008238126	514.27
	10-20		Merchant Svcs Merch Dep 8008238126	3,435.54
	10-20		Direct Deposit, Pcs OR Trust Pcs OR Tr	857.01
	10-20		Merchant Svcs Merch Dep 8008238142	340.00
	10-21		Key Capture Deposit	10,520.46
	10-21		Key Capture Deposit	4,405.93
	10-21		Merchant Svcs Merch Dep 8008238142	1,355.00
	10-21		Merchant Svcs Merch Dep 8008238126	678.67
	10-21		Direct Deposit, Merchant S 8030298668	86.25
	10-22		Merchant Svcs Merch Dep 8008238142	590.00
	10-22		Merchant Svcs Merch Dep 8008238126	356.33
	10-25		Key Capture Deposit	26,211.34
	10-25		Key Capture Deposit	18,748.93
	10-25		Key Capture Deposit	4,116.75
	10-25		Merchant Svcs Merch Dep 8008238142	50.00
	10-26		Merchant Svcs Merch Dep 8008238142	1,000.00
	10-26		Key Capture Deposit	810.00
	10-26		Merchant Svcs Merch Dep 8008238126	554.76
	10-27		Key Capture Deposit	8,480.99
	10-27		Key Capture Deposit	3,009.29
	10-27		Key Capture Deposit	2,164.96
	10-27		Key Capture Deposit	1,105.00
	10-27		Merchant Svcs Merch Dep 8008238126	1,086.57
	10-27		Merchant Svcs Merch Dep 8008238142	760.00
	10-27		Direct Deposit, Merchant S 8030298668	207.00
	10-28		Key Capture Deposit	2,319.20



**Additions**  
 (con't)

Deposits	Date	Serial #	Source	
	10-28		Merchant Svcs Merch Dep 8008238126	1,174.12
	10-28		Merchant Svcs Merch Dep 8008238142	545.00
	10-28		Direct Deposit, Pcs OR Trust Pcs OR Tr	521.53
	10-28		Key Capture Deposit	165.00
	10-28		Direct Deposit, Merchant S 8030298668	86.25
	10-29		Key Capture Deposit	3,023.61
	10-29		Deposit Branch 0067 Oregon	363.00
	10-29		Merchant Svcs Merch Dep 8008238126	335.17
	10-29		Deposit Branch 0067 Oregon	100.00
	10-29		Deposit Branch 0067 Oregon	100.00
	10-29		Deposit Branch 0067 Oregon	50.00
	10-29		Key Capture Deposit	25.00
	10-29		Deposit Branch 0067 Oregon	15.00
	10-29		Deposit Branch 0067 Oregon	5.00
<b>Total additions</b>				<b>\$677,282.74</b>

**Subtractions**

*Paper Checks*

\* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86815	10-20	\$28.08	87059	10-12	2,605.30	87081	10-22	1,004.52
*86928	10-12	31.58	87060	10-12	34.97	87082	10-22	1,422.65
*86988	10-1	10,000.00	87061	10-14	19.20	87083	10-21	470.25
*86990	10-12	333.96	87062	10-13	1,356.53	*87085	10-27	70.50
*87027	10-1	133.90	87063	10-13	917.42	87086	10-28	36,817.73
*87040	10-4	94.92	87064	10-12	625.00	87087	10-27	76.67
*87043	10-13	520.18	87065	10-18	1,405.06	87088	10-27	168.44
87044	10-14	88.00	87066	10-12	558.75	87089	10-27	122.00
87045	10-12	48.10	87067	10-21	195.00	87090	10-27	16,454.50
87046	10-15	1,377.50	87068	10-15	192.60	87091	10-27	29.00
87047	10-21	500.00	87069	10-12	387.75	87092	10-26	5,989.23
87048	10-12	1,607.20	87070	10-18	4,000.00	87093	10-29	1,862.89
87049	10-15	632.72	87071	10-14	12.74	87094	10-27	6,173.00
87050	10-12	5,122.63	87072	10-18	200.00	87095	10-26	814.64
87051	10-12	49.64	87073	10-12	148.29	87096	10-27	7,606.96
87052	10-20	29.00	87074	10-13	1,389.58	87097	10-27	550.00
87053	10-12	661.90	87075	10-12	337.50	87098	10-25	42.00
87054	10-21	24.18	87076	10-13	11,954.00	87099	10-27	111.06
87055	10-14	459.69	87077	10-20	52.30	87100	10-28	1,035.00
87056	10-13	109.88	87078	10-26	323.75	87101	10-28	19,951.60
87057	10-12	293.05	87079	10-25	1,500.72	87102	10-25	750.96
87058	10-12	401.70	87080	10-21	315.55	87103	10-29	877.49
						<b>Paper Checks Paid</b>	<b>\$153,480.91</b>	

Withdrawals	Date	Serial #	Location	
	10-1		Merchant Svcs Merch Fee 8008238126	\$1,318.50
	10-1		Direct Withdrawal, Asi Hc210930	435.00
	10-1		Merchant Svcs Merch Fee 8008238142	143.40
	10-4		Direct Withdrawal, Merchant S 8030298668	111.77
	10-6		Direct Withdrawal, City of Coburg Return	37.00

**Subtractions**

(con't)

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	10-6		Direct Withdrawal, Cis Trust 5037633834	27,556.14
	10-6		Direct Withdrawal, Irs Usatapyt	9,980.40
	10-6		Direct Withdrawal, OR Revenue Dept Taxpayment	2,790.12
	10-12		Direct Withdrawal, City of Coburg Dir Dep	31,974.60
	10-12		Direct Withdrawal, Asi Asi Fees	22.50
	10-13		Direct Withdrawal, Employer Contrb Pers Cntrb	20,186.07
	10-13		Direct Withdrawal, Valic Eremit Prm	7,946.51
	10-13		Direct Withdrawal, Employer Contrb Pers Cntrb	6,525.78
	10-13		Direct Withdrawal, KeyBank Auto Pymt	2,013.26
	10-13		Direct Withdrawal, Invoice PA 2065Billing	160.40
	10-13		Direct Withdrawal, Employer Contrb Pers Cntrb	19.02
	10-20		Direct Withdrawal, Irs Usatapyt	10,571.78
	10-20		Direct Withdrawal, OR Revenue Dept Taxpayment	2,932.38
	10-26		Direct Withdrawal, City of Coburg Dir Dep	29,628.06
	10-27		Direct Withdrawal, Invoice PA 2065Billing	112.90
<b>Total subtractions</b>				<b>\$307,946.50</b>

**Fees and charges**

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
10-8-21	Sep Analysis Service Chg	1	581.57	-\$581.57
<b>Fees and charges assessed this period</b>				<b>-\$581.57</b>

*See your Account Analysis statement for details.*

# Accounts Payable

## Checks by Date - Summary by Check Date

User: Tim Gaines  
 Printed: 12/29/2021 9:47 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
87043	AFL250	AFLAC	10/06/2021	520.18
87044	ANA165	Analytical Laboratory Group	10/06/2021	88.00
87045	ATH	Sara Athey	10/06/2021	48.10
87046	BRA344	Branch Engineering	10/06/2021	1,377.50
87047	BOLI	Bureau of Labor & Industries	10/06/2021	500.00
87048	CasCol	Cascade Columbia Dist Co	10/06/2021	1,607.20
87049	CitEug	City of Eugene	10/06/2021	632.72
87050	CON188	Consolidated Supply Co.	10/06/2021	5,122.63
87051	CTX	Copytronix	10/06/2021	49.64
87052	DOCU	DocuTRAK Imaging, Inc.	10/06/2021	29.00
87053	EDMS	EDMS	10/06/2021	661.90
87054	EME131	Emerald People's Utility	10/06/2021	24.18
87055	FERG	Ferguson Waterworks	10/06/2021	459.69
87056	Grainger	Grainger	10/06/2021	109.88
87057	IRO100	Iron Mountain	10/06/2021	293.05
87058	KC	Kast Construction	10/06/2021	401.70
87059	MidState	Mid-State Industrial Service inc	10/06/2021	2,605.30
87060	NOR146	NW Natural	10/06/2021	34.97
87061	ONE193	One Call Concepts, Inc.	10/06/2021	19.20
87062	PacificS	PacificSource Administrators	10/06/2021	1,356.53
87063	RAD300	Radar Shop	10/06/2021	917.42
87064	Rexius	Rexius	10/06/2021	625.00
87065	TANG	Tangent	10/06/2021	1,405.06
87066	TAG	The Automation Group, Inc.	10/06/2021	558.75
87067	TRAVEL	Travel Lane County	10/06/2021	195.00
87068	Tri-Coun	Tri-County Fire Protection	10/06/2021	192.60
87069	TYLE	Tyler Technologies	10/06/2021	387.75
87070	UQVF	Umpqua Valley Financial	10/06/2021	4,000.00
87071	Valvln	Valvoline Instant Oil Change	10/06/2021	12.74
87072	OSGP	Voya-Oregon Savings Growth Plan	10/06/2021	200.00
87073	WaltNels	Walter E. Nelson Co.	10/06/2021	148.29
87074	WelWel	Welt & Welt, Inc	10/06/2021	1,389.58
87075	PhWill	Phillip Williams	10/06/2021	337.50
87076	ZENevco	Zenon Enviromental Corp	10/06/2021	11,954.00
				<b>Sewer Pant Monitoring</b>
			Total for 10/6/2021:	38,265.06
87077	CenLin	CenturyLink	10/13/2021	52.30
87078	FCSG	FCS Group	10/13/2021	323.75
87079	HDEPOT	Home Depot Credit Services	10/13/2021	1,500.72
87080	HUNTER	Hunter Communications	10/13/2021	315.55
87081	OffDep	Office Depot Credit Plan	10/13/2021	1,004.52
87082	PAC150	Pacific Power	10/13/2021	1,422.65
87083	TYLE	Tyler Technologies	10/13/2021	470.25
			Total for 10/13/2021:	5,089.74

Check No	Vendor No	Vendor Name	Check Date	Check Amount
87085	BAT400	Batteries Plus	10/20/2021	70.50
87086	BRA344	Branch Engineering	10/20/2021	Various Projects 36,817.73
87087	CAR476	Carquest Auto Parts	10/20/2021	76.67
87088	CenLin	CenturyLink	10/20/2021	168.44
87089	CINTA	Cintas Corporation	10/20/2021	122.00
87090	CityCott	City of Cottage Grove	10/20/2021	Quarterly Building Pesmits Service Fee 16,454.50
87091	DOCU	DocuTRAK Imaging, Inc.	10/20/2021	29.00
87092	EME131	Emerald People's Utility	10/20/2021	5,989.23
87093	FERG	Ferguson Waterworks	10/20/2021	1,862.89
87094	GC	GC Systems Incorporated	10/20/2021	6,173.00
87095	ICMA	ICMA Membership Renewals	10/20/2021	814.64
87096	KTRS	KaTom Restaurant Supplies	10/20/2021	7,606.96
87097	JLOND	London & Paris, LLP	10/20/2021	550.00
87098	Rexius	Rexius	10/20/2021	42.00
87099	RVBD	Riverbend Materials	10/20/2021	111.06
87100	RoyFlu	Royal Flush Environmental	10/20/2021	1,035.00
87101	SprBrk	SpringBrook Software, Inc	10/20/2021	Finacial Software Yearly Support Fee 19,951.60
87102	Verizon	Verizon Wireless	10/20/2021	750.96
Total for 10/20/2021:				98,626.18
87103	CW	Corbin Wasson	10/27/2021	877.49
87104	CAR476	Carquest Auto Parts	10/27/2021	174.46
87105	CasCol	Cascade Columbia Dist Co	10/27/2021	548.32
87106	CenLin	CenturyLink	10/27/2021	273.49
87107	CON188	Consolidated Supply Co.	10/27/2021	949.30
87108	EME131	Emerald People's Utility	10/27/2021	36.08
87109	FCSG	FCS Group	10/27/2021	416.25
87110	HDEPOT	Home Depot Credit Services	10/27/2021	926.38
87111	LAN129	Lane Council of Governments	10/27/2021	2,211.59
87112	NOR146	NW Natural	10/27/2021	61.48
87113	PacificS	PacificSource Administrators	10/27/2021	251.39
87114	RVBD	Riverbend Materials	10/27/2021	178.78
87115	Stanley	Stanley Convergent Security Solutions, Inc.	10/27/2021	189.84
87116	TANG	Tangent	10/27/2021	361.40
87117	OSGP	Voya-Oregon Savings Growth Plan	10/27/2021	200.00
87118	WelWel	Welt & Welt, Inc	10/27/2021	1,753.85
87119	PhWill	Phillip Williams	10/27/2021	862.50
Total for 10/27/2021:				10,272.60
Report Total (76 checks):				152,253.58



# Account Statement - Transaction Summary

For the Month Ending **November 30, 2021**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Asset Summary			
	November 30, 2021	October 31, 2021	
<b>Oregon LGIP</b>	1,841,293.96	1,492,013.92	
<b>Total</b>	<b>\$1,841,293.96</b>	<b>\$1,492,013.92</b>	

Oregon LGIP	
Opening Balance	1,492,013.92
Purchases	599,280.19
Redemptions	(250,000.15)
<b>Closing Balance</b>	<b>\$1,841,293.96</b>
Dividends	618.80



## Account Statement

For the Month Ending **November 30, 2021**

**COBURG CITY OF - COBURG CITY OF / GENERAL - 5969**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>1,492,013.92</b>
11/01/21	11/01/21	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 5969) - October 2021	1.00	(0.05)	1,492,013.87
11/01/21	11/01/21	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - October 2021	1.00	(0.10)	1,492,013.77
11/10/21	11/10/21	Lane County - Tax Seg for October 01-31-2021	1.00	109,735.41	1,601,749.18
11/15/21	11/15/21	ODOT - ODOT PYMNT	1.00	13,778.88	1,615,528.06
11/19/21	11/19/21	Lane County - Tax Seg for November 01-05-2021	1.00	111,441.40	1,726,969.46
11/26/21	11/26/21	Lane County - Tax Seg for November 08-12-2021	1.00	363,705.70	2,090,675.16
11/30/21	11/30/21	Redemption - ACH Redemption	1.00	(250,000.00)	1,840,675.16
11/30/21	12/01/21	Accrual Income Div Reinvestment - Distributions	1.00	618.80	1,841,293.96

<b>Closing Balance</b>	<b>Month of November</b>	<b>Fiscal YTD July-November</b>	<b>Closing Balance</b>
<b>1,841,293.96</b>			
<b>Opening Balance</b>	1,492,013.92	1,686,282.71	1,841,293.96
<b>Purchases</b>	599,280.19	1,167,364.02	1,673,058.76
<b>Redemptions</b>	(250,000.15)	(1,012,352.77)	0.45%
<b>Closing Balance</b>	<b>1,841,293.96</b>	<b>1,841,293.96</b>	
<b>Dividends</b>	618.80	3,826.06	





# Account Statement - Transaction Summary

For the Month Ending **November 30, 2021**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

<b>Asset Summary</b>			
	<b>November 30, 2021</b>	<b>October 31, 2021</b>	
<b>Oregon LGIP</b>	1,409,077.48	1,408,556.51	
<b>Total</b>	<b>\$1,409,077.48</b>	<b>\$1,408,556.51</b>	

<b>Oregon LGIP</b>	
Opening Balance	1,408,556.51
Purchases	520.97
Redemptions	0.00
<b>Closing Balance</b>	<b>\$1,409,077.48</b>
Dividends	520.97



## Account Statement

For the Month Ending **November 30, 2021**

**COBURG CITY OF - COBURG CITY OF / SDC - 3711**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					
11/30/21	12/01/21	Accrual Income Div Reinvestment - Distributions	1.00	520.97	1,409,077.48
<b>Closing Balance</b>					

	Month of November	Fiscal YTD July-November	
<b>Opening Balance</b>	1,408,556.51	1,405,968.14	<b>Closing Balance</b>
<b>Purchases</b>	520.97	3,109.34	<b>Average Monthly Balance</b>
<b>Redemptions</b>	0.00	0.00	<b>Monthly Distribution Yield</b>
			0.45%

<b>Closing Balance</b>	<b>1,409,077.48</b>	<b>1,409,077.48</b>
<b>Dividends</b>	520.97	3,109.34



# Account Statement - Transaction Summary

For the Month Ending **November 30, 2021**

COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784

## Oregon LGIP

Opening Balance	300,705.72
Purchases	111.22
Redemptions	0.00

## Closing Balance

Dividends	111.22
<b>Total</b>	<b>\$300,816.94</b>

## Asset Summary

<b>Oregon LGIP</b>	<b>November 30, 2021</b>	<b>October 31, 2021</b>
	300,816.94	300,705.72
<b>Total</b>	<b>\$300,816.94</b>	<b>\$300,705.72</b>



## Account Statement

For the Month Ending **November 30, 2021**

**COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					
11/30/21	12/01/21	Accrual Income Div Reinvestment - Distributions	1.00	111.22	<b>300,705.72</b>
<b>Closing Balance</b>					
<b>300,816.94</b>					

<b>Opening Balance</b>		<b>Month of November</b>	<b>Fiscal YTD July-November</b>	
Purchases	300,705.72	170,426.12	Closing Balance	300,816.94
Redemptions	111.22	312,878.82	Average Monthly Balance	300,709.43
	0.00	(182,488.00)	Monthly Distribution Yield	0.45%

<b>Closing Balance</b>	<b>300,816.94</b>	<b>300,816.94</b>
Dividends	111.22	526.65



# Account Statement - Transaction Summary

For the Month Ending **October 31, 2021**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

<b>Asset Summary</b>		
	<b>October 31, 2021</b>	<b>September 30, 2021</b>
<b>Oregon LGIP</b>	1,492,013.92	1,923,412.02
<b>Total</b>	<b>\$1,492,013.92</b>	<b>\$1,923,412.02</b>

<b>Oregon LGIP</b>	
Opening Balance	1,923,412.02
Purchases	18,602.00
Redemptions	(450,000.10)
<b>Closing Balance</b>	<b>\$1,492,013.92</b>
Dividends	655.02



## Account Statement

For the Month Ending **October 31, 2021**

### COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					
10/01/21	10/01/21	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - September 2021	1.00	(0.10)	1,923,411.92
10/07/21	10/07/21	Redemption - ACH Redemption	1.00	(450,000.00)	1,473,411.92
10/13/21	10/13/21	Lane County - Tax Seg for September 01-30-2021	1.00	1,301.62	1,474,713.54
10/20/21	10/20/21	ODOT - ODOT PYMNT	1.00	16,572.30	1,491,285.84
10/25/21	10/25/21	SFMS Fr:Administrative Services, Dept of Coronavirus State and Local Fiscal Recov	1.00	73.06	1,491,358.90
10/29/21	11/01/21	Accrual Income Div Reinvestment - Distributions	1.00	655.02	1,492,013.92

<b>Closing Balance</b>	<b>Month of October</b>	<b>Fiscal YTD July-October</b>	<b>Closing Balance</b>
<b>Opening Balance</b>	1,923,412.02	1,686,282.71	1,492,013.92
<b>Purchases</b>	18,602.00	568,083.83	1,567,801.43
<b>Redemptions</b>	(450,000.10)	(762,352.62)	0.49%

<b>Closing Balance</b>	<b>1,492,013.92</b>	<b>1,492,013.92</b>
<b>Dividends</b>	655.02	3,207.26



# Account Statement - Transaction Summary

For the Month Ending **October 31, 2021**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

## Oregon LGIP

Opening Balance	1,407,972.10
Purchases	584.41
Redemptions	0.00

## Closing Balance

Dividends	584.41
<b>Total</b>	<b>\$1,408,556.51</b>

## Asset Summary

<b>Oregon LGIP</b>	<b>October 31, 2021</b>	<b>September 30, 2021</b>
	1,408,556.51	1,407,972.10
<b>Total</b>	<b>\$1,408,556.51</b>	<b>\$1,407,972.10</b>



## Account Statement

For the Month Ending **October 31, 2021**

**COBURG CITY OF - COBURG CITY OF / SDC - 3711**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					
10/29/21	11/01/21	Accrual Income Div Reinvestment - Distributions	1.00	584.41	1,408,556.51
<b>Closing Balance</b>					

	Month of October	Fiscal YTD July-October	
<b>Opening Balance</b>	1,407,972.10	1,405,968.14	<b>Closing Balance</b>
<b>Purchases</b>	584.41	2,588.37	<b>Average Monthly Balance</b>
<b>Redemptions</b>	0.00	0.00	<b>Monthly Distribution Yield</b>
			0.49%

<b>Closing Balance</b>	<b>1,408,556.51</b>	<b>1,408,556.51</b>
<b>Dividends</b>	584.41	2,588.37





# Account Statement - Transaction Summary

For the Month Ending **October 31, 2021**

COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784

## Oregon LGIP

Opening Balance	300,580.96
Purchases	124.76
Redemptions	0.00

<b>Closing Balance</b>	<b>\$300,705.72</b>
Dividends	124.76

## Asset Summary

<b>Oregon LGIP</b>	<b>October 31, 2021</b>	<b>September 30, 2021</b>
	300,705.72	300,580.96
<b>Total</b>	<b>\$300,705.72</b>	<b>\$300,580.96</b>



## Account Statement

For the Month Ending **October 31, 2021**

**COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>300,580.96</b>
10/29/21	11/01/21	Accrual Income Div Reinvestment - Distributions	1.00	124.76	300,705.72
<b>Closing Balance</b>					<b>300,705.72</b>

	Month of October	Fiscal YTD July-October	
<b>Opening Balance</b>	300,580.96	170,426.12	<b>Closing Balance</b>
<b>Purchases</b>	124.76	312,767.60	<b>Average Monthly Balance</b>
<b>Redemptions</b>	0.00	(182,488.00)	<b>Monthly Distribution Yield</b>
			0.49%

<b>Closing Balance</b>	<b>300,705.72</b>	<b>300,705.72</b>
<b>Dividends</b>	124.76	415.43

## GAINES Tim

---

**From:** HEATH Anne  
**Sent:** Wednesday, August 11, 2021 4:52 PM  
**To:** COBURG Mayor  
**Cc:** EGBERT Sammy; GAINES Tim  
**Subject:** Letter from Secretary of State  
**Attachments:** Financial Statements Audit Corrections.pdf

Mayor,

This is to make you aware that we received this letter from the Secretary of State regarding our audit.

I needed time to fully review our statements and discovered the following:

1. The first two errors that the state points out are auditor errors in written statements contained in the financial statements
2. The third error is stating that we were over in budget in three departments.
  - The City knew that the Public Works department salaries were over. If you remember we made the Council aware of this as vacations were cancelled and OT was paid out due to Covid. This happened too late in the year to fix it. However, it represents 5% increase over budget which is within the state guidelines
  - The two other departments that are stated over are incorrect. The City provided the auditor with a final trial balance which included the supplemental budget transfer from Resolution 2020-10. However, for some reason the auditor did not use these budget figures but instead used the original budget. The staff did not catch this mistake because we checked the totals of the columns in the financial statement which were correct because the budget transfers were zero net change in totals. (see the resolution attached). Staff has proof that the auditor was provided the final trial balance. My theory is that they set up their work sheets prior to receiving our final numbers and neglected to review the actual budget figures when reviewing the audit. If the numbers were actually correct, then they also would have neglected providing the Council notes regarding three departments over.

I called and spoke with the auditor regarding this and they will be correcting the pages in the audit and sending them to the Secretary of State. They have already contacted the Secretary of State and let them know to expect the corrected statement. Their response to me was that they missed the budget changes, and that they needed to train their staff more in providing statements in Financial Statements.

I wanted to make you aware of this and I will make the Council aware of it in my next report to them.

We can discuss this in our meeting tomorrow if you have any questions.

Anne L. Heath  
City Administrator  
541-682-7871  
Anne.heath@ci.coburg.or.us

Office of the Secretary of State

Shemia Fagan  
Secretary of State

Cheryl Myers  
Deputy Secretary of State



Received by  
City of Coburg

Audits Division

Kip R. Memmott, MA, CGAP, CRMA  
Director

255 Capitol St. NE, Suite 500  
Salem, OR 97310

(503) 986-2255

July 30, 2021

AUG 03 2021

Mayor and City Council  
City of Coburg  
PO Box 8316  
Coburg, Oregon 97408

We have reviewed the audit report of the City of Coburg for the period July 1, 2019, through June 30, 2020, in accordance with the provisions of ORS 297.465(3).

We focused our review on certain elements of the financial report including the major funds statements and key disclosures, including, but not limited to, deposits, receivables, and liabilities. Our review identified the following items that should be considered to ensure future financial reports are in alignment with reporting standards:

1. The statement of activities (p. 15) reports a line item for "equity transfers" with zero balances. Consider removing line items with no balances. Additionally, equity is an uncommon term in government accounting. To ensure proper financial reporting, consider whether the use of this term is appropriate in the statement and the summary of significant accounting policies (p. 30-31).
2. The receivables section of the summary of significant accounting policies (p.28) states all receivables are expected to be collected and an allowance for doubtful accounts has not been established. However, the fund financial statements report *net* accounts receivable, implying there is a related allowance.
3. The budget and actual schedule for the general fund (p. 57) reports over expended appropriations in the economic development, park capital, and public works administration line items in violation of Local Budget Law (ORS 294.456).

We appreciate your efforts in fulfilling the reporting requirements of Municipal Audit Law. If you have any questions or concerns, please call me at (503) 986-5160.

Regards,

Amy Dale, CPA  
Audit Manager

cc: Umpqua Valley Financial

## CITY OF COBURG

### Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual

#### GENERAL FUND

For the Fiscal Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts (Budgetary Basis) (See Note 1)	Final Budget Over (Under)
<b>REVENUES:</b>				
Taxes and Assessments	\$ 765,000	\$ 765,000	\$ 794,992	\$ 29,992
Intergovernmental	87,850	87,850	73,568	(14,282)
Franchise Fees	266,274	266,274	260,789	(5,485)
Licenses, Permits, & Misc Fees	323,126	323,126	84,378	(238,748)
Fines and Forfeitures	132,756	132,756	141,093	8,337
Investment Revenue	18,081	18,081	26,526	8,445
Grants and Donations	62,000	62,000	100,445	38,445
Charges for Services	187,450	187,450	47,648	(139,802)
Interdepartmental Charges	554,267	554,267	493,575	(60,692)
Other Revenue	18,614	18,614	53,538	34,924
<b>Total Revenues</b>	<b>2,415,418</b>	<b>2,415,418</b>	<b>2,076,552</b>	<b>(338,866)</b>
<b>EXPENDITURES:</b>				
Administration Department	883,855	883,855	779,568	(104,287)
Planning Department	404,869	404,869	180,577	(224,292)
Police Department	604,470	604,470	557,241	(47,229)
Municipal Court	155,356	155,356	143,261	(12,095)
Economic Development	47,200	97,200	47,200	33,791
Park	35,970	35,970	34,510	(1,460)
Park Capital	281,500	436,500	281,500	134,203
Public Works Administration	374,469	380,469	374,469	22,833
Not Allocated to an Organizational Unit:				
Debt Service				
Principal	15,510	17,510	15,510	212
Interest	26,405	26,405	26,192	(213)
Contingency	250,000	37,000	250,000	(250,000)
<b>Total Expenditures</b>	<b>3,079,604</b>	<b>3,079,604</b>	<b>2,631,067</b>	<b>(448,537)</b>
Excess (Deficiency) of Revenues Over Expenditures	(664,186)	(664,186)	(554,515)	109,671
<b>OTHER FINANCING SOURCES / (USES):</b>				
Operating Transfer (Out)	(50,000)	(50,000)	(50,000)	-
<b>Total Other Financing Sources (Uses)</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>-</b>
Net Change in Fund Balance	(714,186)	(714,186)	(604,515)	109,671
Fund Balance - July 1, 2019	1,100,500	1,100,500	1,464,793	364,293
<b>Fund Balance - June 30, 2020</b>	<b>\$ 386,314</b>	<b>\$ 386,314</b>	<b>\$ 860,278</b>	<b>\$ 473,964</b>

Budget Transfer was made

33,791  
1,460  
134,203  
22,833  
16,833 5%

213,000

## RESOLUTION 2020-10

### A RESOLUTION APPROVING THE TRANSFER OF APPROPRIATIONS FOR FISCAL YEAR 2019-2020

WHEREAS, Oregon Revised Statute 294.463 allows for a transfer of appropriations when necessary; and

WHEREAS, The City of Coburg has determined that a transfer of appropriations is necessary to provide adequate spending authority in the proper expenditure accounts because of the unanticipated additional costs of operating, personal services, debt and capital projects,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg approves transfers appropriations for the 2019-2020 fiscal year as follows:

#### GENERAL FUND

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Economic Development	\$ 47,200	\$ 50,000	\$ 97,200
Park Capital	281,500	155,000	436,500
PW Personal Services	374,469	6,000	380,469
Debt	15,510	2,000	17,510
Contingency	250,000	(213,000)	37,000
<b>Total Appropriations</b>	<b>\$3,636,068</b>	<b>\$ 0</b>	<b>\$3,636,068</b>

=====

#### WATER FUND

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Water	\$ 189,176	\$ 75,000	\$ 264,176
Personal Services Allocation	116,085	1,860	117,945
Contingency	500,000	( 76,860)	423,140
<b>Total Appropriations</b>	<b>\$4,082,184</b>	<b>\$ 0</b>	<b>\$4,082,184</b>

=====

#### STREET FUND

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Streets	\$ 227,350	\$ (1,080)	\$ 226,270
Personal Services Allocation	67,404	1,080	68,484
<b>Total Appropriations</b>	<b>\$1,078,555</b>	<b>\$ 0</b>	<b>\$1,078,555</b>

=====

**SEWER FUND**

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Personal Services Allocation	\$ 112,341	\$ 1,800	\$ 114,141
Sewer Debt	1,093,001	2,000	1,095,001
Contingency	350,000	(3,800)	346,200
<b>Total Appropriations</b>	<b>\$3,788,362</b>	<b>\$ 0</b>	<b>\$3,788,362</b>

=====

Adopted by the City Council of the City of Coburg, Oregon, by a vote of 6 for and 0 against, this 21<sup>st</sup> day of May, 2020

  
\_\_\_\_\_  
Ray Smith, Mayor

Attest  
  
\_\_\_\_\_  
Sammy L. Egbert, City Recorder

## GAINES Tim

---

**From:** Cathy Engebretson <cegebretson1@msn.com>  
**Sent:** Friday, December 10, 2021 1:29 PM  
**To:** GAINES Tim  
**Cc:** HEATH Anne  
**Subject:** Re: Audit Letter

Thanks for sending this, Tim. Seeing the communications that went to City Council regarding this matter, does help me better understand why some of the Councilors may want further clarification.

The one take away I would suggest for staff to note is: please make sure the Audit-Finance Committee is apprised of any situations like this going forward, either at their next regular meeting, or if the issue is concerning, contact the Committee Chair to see if we should hold a special meeting.

Regarding the issue the State of Oregon pointed out, the way I see this in a nutshell is:

1. The City was and is in compliance with all rules and regulations regarding FYE2020 Financials. The State of Oregon received an outdated report of the City's budget that made it *appear* as though the City had violated a budget requirement; however, it was simply the outdated documentation itself that gave that impression; upon review of the final version, it is objectively clear that the City is in compliance. In other words, this was a simple miscommunication that was easily cleared up by providing the correct document.
2. Audits are conducted to review *Actual* results to determine whether there is reasonable assurance that the *Actual* results are not materially misstated. Budgets themselves are not audited; the fact that an outdated budget version was included in reporting to the State poses **zero** risk of material misstatement to our financial statements, and **zero** risk that the City could somehow inadvertently violate budget rules. Sending outdated budget values to the State represents a simple miscommunication that was easily and quickly remedied by re-sending the final budget version.
3. In conclusion, I have seen nothing to convince me any new internal controls are necessary, because I'm not seeing any risk of material misstatement posed. Likewise, I'm not convinced that any of these issues rise to a level that would trigger discontinuation of our engagement with the current auditor. At most, what we're looking at is a slightly embarrassing situation, with no harm done, and no risk of future harm.

Although I've formed some of my own conclusions thus far, we will definitely discuss this at the next Finance-Audit committee meeting, so we can consider and address any concerns that other members of the Committee may have, and to provide transparency to the public via meeting minutes.

Thank you for the further clarifications, and see you next week at the City Council Meeting.

Regards,  
Cathy Engebretson

---



**From:** GAINES Tim <tim.gaines@ci.coburg.or.us>  
**Sent:** Thursday, December 9, 2021 5:32 PM  
**To:** cengebretson1@msn.com <cengebretson1@msn.com>  
**Subject:** Audit Letter

Hi Cathy,

Thanks for taking the time tonight to chat. I have attached the letter and I also included the email that Anne sent to the council. I think this is going to really help you understand the issue. Please let me know if you have any question. Thank you.

***Tim Gaines***  
***Finance Director***  
***City of Coburg***  
**(541) 682-7870**  
**[tim.gaines@ci.coburg.or.us](mailto:tim.gaines@ci.coburg.or.us)**

\*\*\*\*\*WARNING: This email has been sent from OUTSIDE the City of Coburg. Please proceed with caution\*\*\*\*\*

**CITY OF COBURG**  
**and**  
**COBURG URBAN RENEWAL DISTRICT**  
**(A component Unit)**

**Request for proposal**  
**Municipal Audit Services**



**Contact Information**

**Tim Gaines, Finance Director**  
**541-682-7870**  
**[tim.gaines@ci.coburg.or.us](mailto:tim.gaines@ci.coburg.or.us)**

## Projected Timeline

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RFP Release	February 1, 2022
Proposals Due	March 1, 2022
Review by Finance Committee	March, 2022
Finance Committee Interviews	March, 2022
Interviews with Council if Necessary	April 12, 2022
Award of Contract/Council Approval	April, 2022

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- I. Description of the City of Coburg and Applicable Accounting System
- II. General Instruction for Submission of Proposal
- III. Audit Objectives and Scope of Services
- IV. Evaluation Criteria
- V. Proposal Requirements
- VI. Technical Criteria and Price

# CITY OF COBURG

## **REQUEST FOR PROPOSALS – MUNICIPAL AUDITING SERVICES**

The City of Coburg (City), invite proposals from qualified independent licensed municipal auditors (hereinafter called “auditor”) for annual audit services for the City and the Coburg Urban Renewal District (URA), as required by ORS 291.425, OAR 162-10-000 through 330, and other applicable statutes. Invitees will have sufficient governmental and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP).

### **I. DESCRIPTION OF THE CITY AND APPLICABLE ACCOUNTING SYSTEMS**

The City of Coburg is a small town located approximately seven miles north of the Eugene-Springfield metropolitan area, along the Interstate 5 corridor. The City is served by an interchange off Interstate 5. The City population is approximately 1200. The City’s UGB contains approximately 531 acres. The community is in the process of completing a major water service project which will provide services to homes within the city limits. We are also beginning a street reclamation project to improve the conditions of the streets within the city limits.

The community is surrounded by farmlands, with a view of the Coburg Hills to the east of the city. The core of the City is a National Historic District. Property owners have preserved many of the historic residential and commercial buildings, which reflect community pride and investment in the community. The city still has a small town feel that is valued by residents. The population in Coburg has not varied much in the last 100 years, with a population of 1000 in 1895. A grocery store and post office, small antique shops, offices and a few residences characterize the downtown core area. Community buildings, such as City Hall, the Grange and Odd Fellows Hall, as well as several parks add to the fabric of the downtown core area.

The City of Coburg has a Council-City Administrator form of government consisting of six councilors elected to four-year terms and a Mayor, elected to a two-year term. At each biennial general election the Mayor and three Councilors are elected. The City Administrator is responsible for the daily operations of the City.

Annual appropriations for fiscal year 2021-22, for the general fund and all funds combined are \$3.2 million and \$15.2 million respectively. The City has a total payroll cost of \$1.9 million covering 18.3 FTE.

The City of Coburg uses the following fund types and accounting groups in financial reporting:

- 1 General Fund
- 1 Special Revenue Funds
- 2 Enterprise Funds
- 1 Police Fiduciary

The Coburg Urban Renewal Agency is governed by a Board of Directors for which the board seats are filled by the Coburg City Council. The sole purpose of the Coburg Urban Renewal Agency is for the development of adequate sewer infrastructure for the City, and the safe and hygienic development of properties in the future. The annual budget of the URA is \$462,000.

The City of Coburg uses Springbrook Financial software.

A copy of the budgets and audits from the prior years are available on the City of Coburg website at [www.ci.coburg.or.us](http://www.ci.coburg.or.us)

## **II. GENERAL INSTRUCTIONS FOR SUBMISSION OF PROPOSALS**

- A. All proposals must be submitted no later than 1:00 p.m. March 1, 2022 to:

Mailing Address:

City of Coburg  
ATTN: Sammy Egbert, City Recorder  
PO Box 8316  
Coburg, Oregon 97408

Hand Delivery:

City of Coburg  
ATTN: Sammy Egbert, City Recorder  
91136 N. Willamette Street  
Coburg, Oregon 97408

The outer envelope in which proposals are tendered should be marked "Audit Proposal".

- B. Six (6) copies of the proposal are required, not to be opened until after the final submission date and hour noted above. These submissions shall become the property of the City of Coburg without obligation.
- C. The selection of the external auditor will be based upon responses received to the criteria included in Part III of this proposal.
- D. Any questions should be directed to Tim Gaines, Finance Director, in writing at [tim.gaines@ci.coburg.or.us](mailto:tim.gaines@ci.coburg.or.us). Written responses will be available to all interested parties.
- E. Work under this municipal auditing services agreement shall begin with the fiscal year 2021-22 audit and shall commence with the adoption of the contract by City Council. Any agreement initiated as a result of this RFP will be effective through June 30, 2025, with an option to renew annually up to a maximum of four (3) additional years unless otherwise terminated as provided for by the terms and conditions of the agreement.
- F. The City of Coburg reserves the right to reject any and all proposals and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedure.

### **III. AUDIT OBJECTIVES AND SCOPE OF SERVICES**

The City of Coburg is requesting proposals for the services of a qualified Certified Public Accounting firm to conduct the Financial and Compliance Audit of the City's operations. Services will include, but are not limited to:

1. Planning and performing the audit
2. Performing tests of documentary evidence
3. Evaluation of internal controls
4. Review of the Management Letter
5. Review of adjusting entries
6. Draft and final Audit Report (includes 10 hard copies and an electronic copy)
7. Report to the Finance Committee prior to submitting final Audit Report
8. Preparation and filing of State documents
9. Presentation of final Audit Report to the City Council
10. Technical assistance throughout the fiscal year
11. Review of Year End Financial reports

- A. The auditing services performed by the auditor shall allow the firm to:
  - a. Express an opinion on whether the financial statements of the City present fairly the financial position and results of financial operations in conformity with Generally Accepted Accounting Principles (GAAP);
  - b. Express an opinion on whether the City has complied with laws and regulations that may have a material effect on the audited financial statements; and
  - c. Issue a management letter.
- B. A minimum standard for audits of Oregon Municipal Corporations, adopted by the Secretary of State and approved by the State Board of Accountancy, shall govern the audit.
- C. The financial and compliance audit shall apply industry standards for auditing, and shall be made in accordance with all of the following:
  - a. Generally accepted governmental procedures as prescribed in the American Institute of CPAs (AICPA) Industry Audit Guide – Audits of State and Local Government Units and in Governmental Accounting, Auditing, and Financial Reporting (GAAFR);
  - b. Generally accepted auditing standards, Government auditing standards, and Oregon minimum standards;
  - c. The Single Audit Act and OMG A-133; and
  - d. Applicable laws and regulations.



- D. The audit will be used as a single document which will contain the basic financial statements, notes and as supplementary data, the Combining and Individual Fund Financial Statement and Schedules.
- E. Recommendations based upon the auditing firm's review of the adequacy of internal accounting controls and other audit investigation shall be made a part of a formal management report separate from the financial audit. Such associated costs shall be included in the audit fee. The discussion of these recommendations shall be with the City Administrator and Finance Director.
- F. The auditor shall meet with the Finance Director prior to the commencement of each audit to discuss the planned approach to the audit work and to provide a list of schedules to be prepared by City personnel prior to the beginning for field work. An exit conference is required of the auditing firm on completion of all field work so as to inform the City Administrator and Finance Director of pertinent findings. A summary presentation of the audit findings shall be made to the City Council.
- G. The City will make available the information and work papers necessary in conjunction with the financial and compliance audit engagement.
- H. Expectation of services to be provided by auditors not already outlined above:
  - a. Provide the City with adjusting entries and a final trial balance upon completion of the field work.
  - b. Draft and prepare final audit report – Auditor will be expected to prepare the final audit report and provide twenty (20) hard copies and an electronic copy to the City.
  - c. Prepare and file all required State Documents.
  - d. Prepare a report on compliance with specific requirements applicable to major federal financial assistance programs, if required.
  - e. As part of the overall audit contract, the City expects to receive from the audit firm a variety of technical assistance throughout the fiscal year, including answers to accounting, reporting, and/or internal control questions.
  - f. All working papers and reports must be retained, at the auditor's expense, for a minimum of ten (10) years, unless the firm is notified in writing by the City of Coburg of the need to extend the retention period.

#### IV. EVALUATION CRITERIA

Proposals will be evaluated based on technical responses and price with the following points:

Experience and qualifications of auditors and staff assigned to the Coburg contract	35%
Audit approach and understanding of the City's auditing needs	20%
Local references	10%
Cost effectiveness	10%
Staffing levels assigned to Coburg audit	10%
Responsiveness to RFP	10%
Having an office located within a 1.5 hour drive from Coburg	<u>5%</u>
	100%

The proposals will be reviewed by the Finance Committee which is comprised of one City Councilor, the Finance Director and Budget Manager, and four Coburg Citizens. The Finance Committee may elect to interview only those candidates they deem most suitable to perform the audits.

The City Council may elect to interview only those candidates they deem most suitable to perform the audits.

Based upon this review, a recommendation will be made to the City Council as to award.

## **V. PROPOSAL REQUIREMENTS**

In order to achieve a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified in this part.

- A. Title Page – The name of the proposal’s firm, firm address, telephone number, name of contact person, email address and the date.
- B. Table of Contents – Include a clear identification of the material by section and by page number.
- C. A list of partners, managers and other key staff persons who will be assigned to the City’s engagement. Provide resumes and indicate their experience in auditing governmental jurisdictions, specifically municipalities.
- D. Describe staffing level that will be assigned to the City of Coburg work. Outline a work plan and related time schedule for each significant segment of the work.
- E. Provide a staffing matrix including staffing, rate, hours and total.
- F. Describe how you would propose to use City personnel, if at all, to assist you during the audit and indicate the approximate time requirement.

## **VI. TECHNICAL CRITERIA AND PRICE**

Your proposal must clearly respond to the following:

- A. Organization/Local Office Technical Qualifications and Approach
  1. State whether your audit organization is national, regional, or local.
  2. Indicate the number of people (by level) located within the local office that will handle the audit.
  3. Provide a list of the local office's current and prior government audit clients, indicating the type(s) of services performed and the number of years served for each.
  4. Indicate the local office's experience in providing additional services to government clients by listing the name of each government, the type(s) of service performed and the year(s) of engagement.
  5. Describe your audit organization's participation in AICPA-sponsored or comparable quality control programs. Include a copy of your most recent peer inspection report.
  6. Disclose any and all judgements, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the proposing organization, or warrant that no such condition is known to exist. If the proposer is a national firm, it must disclose the above information for its region and all material judgements and pending or expected litigation on a nation-wide basis.
  7. If the proposer has had a contract terminated for default during the past five (5) years, all such incidents must be described. The audit firm must not have a record of substandard work. The City will verify this requirement by communication with the Oregon State Board of Accountancy.
  8. The proposer must state if subcontractors will be used and provide the above information for each subcontractor.
  9. Describe your approach to the examination: This should include at least the following points:
    - a. Description of audit approach.
    - b. Use of statistical sampling.
    - c. The firm's knowledge and use of computer and programs to assist in the audit process.
    - d. Organization of audit team and approximate percentage of time spent on audit.
    - e. Management letter (provide a sample letter).
    - f. Typical assistance expected from City staff.
    - g. Tentative schedule for completing audit.
    - h. Policy on rotation of personnel to be assigned to the City the first year and each year thereafter.

## B. Individual Audit Staff Technical Qualifications

1. Describe the experience in government audits, specifically for each senior and higher level person assigned to the audit, including years on each job and their position while on the audit. Indicate the percentage of the time the senior person will be on-site.
2. Describe the relevant educational background of each individual assigned to the audit.
3. Describe the experience of assigned individuals in auditing relevant government organizations, programs, activities and functions (e.g. general government, special revenue and enterprise programs).

## C. Price Quote

Provide the firm's proposed all-inclusive audit fee and a statement regarding determination of increases in succeeding years should the contract be extended. Include the hourly rates for each staff employee classification and any other fees associated with the completion of the audit. Please state if there are any opportunities to reduce audit fees should the City institute additional procedures such as an internal audit function, provision of additional schedules or other recommended procedures.

In addition, please provide a supplement list of services your firm could provide with applicable pricing schedule and/or pricing strategy to reflect costs for additional services. City may request additional services that would be outside the normal course of the requested annual audit services such as technical assistance on developing supplemental statistical schedules, specialized internal control reviews (i.e. red flags, IT security, etc.), audit review for energy credit programs and/or other specialized state/federal programs, and other opportunities that may arise (assessment of specific operations, organizational/efficiency studies, cost recovery, etc.).

Ownership of the audit reports shall belong to the City of Coburg and it is expressly understood that publication of the audit report (in whole or in part) or reference for such audit report shall be at the sole discretion of the City of Coburg.

Any unusual conditions encountered during the course of the audit, where services of the auditing firm must be extended beyond the normal work anticipated, will require written notification to the Finance Director who will respond in writing concerning the additional services. Additional fees must be approved by the City Council.