



NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

Charlie Janssen
State Auditor

Charlie.Janssen@nebraska.gov
PO Box 98917
State Capitol, Suite 2303
Lincoln, Nebraska 68509
402-471-2111, FAX 402-471-3301
auditors.nebraska.gov

November 13, 2020

Rick Wolfenden, Chairperson
Mid Cherry Rural Fire District
35868 Ravenscroft Lane
Nenzel, NE 69216

Dear Chairperson Wolfenden:

The Nebraska Auditor of Public Accounts (APA) has reviewed the audit waiver request received from the Mid Cherry Rural Fire District (District) for the fiscal year ending 2020. **That request has been approved.**

While performing, pursuant to Neb. Rev. Stat. § 84-304 (2020 Neb. Laws, LB 781, § 8), the preliminary examination necessary to determine whether further audit work would be required or the audit waiver should be allowed, the APA noted certain internal control or compliance matters, or other operational issues, within the District.

The following information is intended to improve internal controls or result in other operational efficiencies.

Comment and Recommendation

Lack of Dual Signatures

The APA obtained the monthly statements for the District's bank accounts from its fiscal year 2020 audit waiver request. From those statements, the APA noted that all District checks written during the examination period contained only one signature.

Nebraska law requires both the Secretary-Treasurer and the President of the District to sign all checks approved by the Board. In particular, Neb. Rev. Stat. § 35-511 (Reissue 2016) states that those checks "shall bear the signature of the secretary-treasurer and the countersignature of the president of such district."

In addition, good internal controls and sound accounting practices require procedures to ensure that District checks contain the statutorily required endorsements.

Without such procedures, there is an increased risk for not only failure to comply with State statute but also loss or misuse of public funds.

We recommend the Board implement procedures to require dual signatures, from both the Secretary-Treasurer and the President, on all District checks, as required by law.

* * * * *

The preliminary planning work that resulted in this letter was designed primarily on a test basis and, therefore, may not bring to light all existing weaknesses in the District's policies or procedures. Nevertheless, our objective is to use the knowledge gained during the performance of that preliminary planning work to make comments and suggestions that we hope will prove useful to the District.

This communication is intended solely for the information and use of the District and its management. It is not intended to be, and should not be, used by anyone other than those specified parties. However, this letter is a matter of public record, and its distribution is not limited.

If you have any questions, please contact **Dakota Christensen** at **402-499-8702** or **dakota.christensen@nebraska.gov**.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Avery", with a long, sweeping horizontal line extending to the right.

Mark Avery, CPA
Assistant Deputy Auditor

**2020-2021
STATE OF NEBRASKA
GENERAL BUDGET FORM**

Mid Cherry Rural Fire District

TO THE COUNTY BOARD AND COUNTY CLERK OF
Cherry County

This budget is for the Period July 1, 2019, through June 30, 2020

Upon Filing, The Entity Certifies the Information Submitted on this Form to be Correct:

The following **PERSONAL AND REAL PROPERTY TAX** is requested for the ensuing year:

\$	7,216.50	Property Taxes for Non-Bond Purposes
		Principal and Interest on Bonds
\$	7,216.50	Total Personal and Real Property Tax Required

Outstanding Bonded Indebtedness as of July 1, 2019

-	Principal
-	Interest
\$ -	Total Bonded Indebtedness

98,463,229

Total General Fund Certified Valuation (All Counties)

(Certification of Valuation(s) from County Assessor **MUST** be attached)

County Clerk's Use ONLY

APA Contact Information

Auditor of Public Accounts
State Capitol, Suite 2303
Lincoln, NE 68509

Telephone: (402) 471-2111 FAX: (402) 471-3301

Website: www.auditors.nebraska.gov

Questions - E-Mail: Deann.Haefner@nebraska.gov

Budget Document To Be Used As Audit Waiver?

My Subdivision has elected to use this Budget Document as the Audit Waiver.
(If YES, Board Minutes **MUST** be Attached)

☒ YES

☐ NO

If YES, Column 2 **MUST** contain **ACTUAL** Numbers.

If YES, DO NOT COMPLETE/SUBMIT SEPARATE AUDIT WAIVER REQUEST.

Report of Joint Public Agency & Interlocal Agreements

Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2019 through June 30, 2020?

☒ YES

☐ NO

If YES, Please attach Interlocal Agreement Report.

Report of Trade Names, Corporate Names & Business Names

Did the Subdivision operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2019 through June 30, 2020?

☐ YES

☒ NO

If YES, Please attach Trade Name Report.

Submission Information

Budget Due by 9-20-2020

Submit budget to:

1. Auditor of Public Accounts -Electronically on Website or Mail
2. County Board (SEC. 13-508), C/O County Clerk

Mid Cherry Rural Fire District in Cherry County

Line No.	TOTAL ALL FUNDS	Actual 2018 - 2019 (Column 1)	Actual/Estimated 2019 - 2020 (Column 2)	Adopted Budget 2020 - 2021 (Column 3)
1	Beginning Balances, Receipts, & Transfers:			
2	Beginning Net Cash Balance	\$ 3,649.41	\$ 4,773.16	\$ 8,970.94
3	Investments	\$ -	\$ -	\$ -
4	County Treasurer's Balance	\$ 0.41	\$ 4.09	\$ 2.52
5	Subtotal of Beginning Balances (Lines 2 thru 4)	\$ 3,649.82	\$ 4,777.25	\$ 8,973.46
6	Personal and Real Property Taxes (Columns 1 and 2 - See Preparation Guidelines)	\$ 5,987.64	\$ 6,396.67	\$ 7,075.00
7	Federal Receipts	\$ -	\$ -	\$ -
8	State Receipts: Motor Vehicle Pro-Rate (To Lid Supporting Schedule, page 4)	\$ 14.51	\$ 11.66	\$ 10.00
9	State Receipts: State Aid	\$ -	\$ -	\$ -
10	State Receipts: Other	\$ -	\$ -	\$ -
11	State Receipts: Property Tax Credit	\$ 691.00	\$ 856.82	
12	Local Receipts: Nameplate Capacity Tax	\$ -	\$ -	\$ -
13	Local Receipts: In Lieu of Tax (To Lid Supporting Schedule, page 4)	\$ -	\$ -	\$ -
14	Local Receipts: Other	\$ 12.35	\$ 2,008.90	\$ 1,500.00
15	Transfers In Of Surplus Fees (To Lid Supporting Schedule, page 4)	\$ -	\$ -	\$ -
16	Transfer In Other Than Surplus Fees (Should agree to Transfers Out on Line 28)	\$ -	\$ -	\$ -
17	Total Resources Available (Lines 5 thru 16)	\$ 10,355.32	\$ 14,051.30	\$ 17,558.46
18	Disbursements & Transfers:			
19	Operating Expenses	\$ 5,578.07	\$ 5,077.84	\$ 16,000.00
20	Capital Improvements (Real Property/Improvements)	\$ -	\$ -	\$ -
21	Other Capital Outlay (Equipment, Vehicles, Etc.)	\$ -	\$ -	\$ -
22	Debt Service: Bond Principal & Interest Payments	\$ -	\$ -	\$ -
23	Debt Service: Payments to Retire Interest-Free Loans (Public Airports)	\$ -	\$ -	\$ -
24	Debt Service: Payments to Bank Loans & Other Instruments (Fire Districts)	\$ -	\$ -	\$ -
25	Debt Service: Other	\$ -	\$ -	\$ -
26	Judgments	\$ -	\$ -	\$ -
27	Transfers Out of Surplus Fees	\$ -	\$ -	\$ -
28	Transfers Out Other Than Surplus Fees (Should agree to Transfers In on Line 16)	\$ -	\$ -	\$ -
29	Total Disbursements & Transfers (Lines 19 thru 28)	\$ 5,578.07	\$ 5,077.84	\$ 16,000.00
30	Balance Forward/Cash Reserve (Line 17 - Line 29)	\$ 4,777.25	\$ 8,973.46	\$ 1,558.46
31	Cash Reserve Percentage			10%
PROPERTY TAX RECAP		Tax from Line 6		\$ 7,075.00
		County Treasurer's Commission at 2% of Line 6		\$ 141.50
		Total Property Tax Requirement		\$ 7,216.50

This prescribed form has not been subjected to an audit, review, or compilation engagement and no assurance is provided on it.

Mid Cherry Rural Fire District in Cherry County

To Assist the County For Levy Setting Purposes

The Cover Page identifies the Property Tax Request between Principal & Interest on Bonds and All Other Purposes. If your political subdivision needs more of a breakdown for levy setting purposes, complete the section below.

Property Tax Request by Fund:

	Property Tax Request
General Fund	\$ 7,216.50
Sinking Fund	
Bond Fund	\$ -
_____ Fund	
Total Tax Request	** \$ 7,216.50

** This Amount should agree to the Total Personal and Real Property Tax Required on the Cover Page (Page 1).

Documentation of Transfers:

(Only complete if there are transfers noted on Page 2, Column 2)

Please explain what fund the monies were transferred from, what fund they were transferred to, and the reason for the transfer.

Transfer From:

Transfer To:

Amount:

Reason:

Transfer From:

Transfer To:

Amount:

Reason:

Township Property Taxes

If this is a Township Subdivision budget form, the amount of property taxes shown above and on the front cover may not represent the amount the Township will receive. Statute 39-1522 outlines that one-half of all money collected from the township levy on property within the corporate limits of a city or village shall be paid to the treasurer of the city or village to be used for the maintenance and repairs of the streets.

Township should take this into consideration when determining property tax amount to be budgeted.

Township Total Valuation	98,463,229
City/Village Valuation included in Township Valuation	
General Fund Tax Rate	0.007329
Township Taxes within City/Village	-
50% of Township Taxes within City/Village	-
Projected Township Taxes to be collected	7,216.50

Cash Reserve Fund

Statute 13-503 says cash reserve means funds required for the period before revenue would become available for expenditure but shall not include funds held in any special reserve fund. If the cash reserve on Page 2 exceeds 50%, you can list below amounts being held in a special reserve fund.

Special Reserve Fund Name

Amount

Total Special Reserve Funds

Total Cash Reserve

\$ 1,558.46

Remaining Cash Reserve

\$ 1,558.46

Remaining Cash Reserve %

10%

CORRESPONDENCE INFORMATION

ENTITY OFFICIAL ADDRESS

If no official address, please provide address where correspondence should be sent

NAME **Mid-Cherry Rural Fire District**
ADDRESS **35868 Ravenscroft Lane**
CITY & ZIP CODE **Nenzel, 69216**
TELEPHONE **402-376-1544**
WEBSITE

	BOARD CHAIRPERSON	CLERK/TREASURER/SUPERINTENDENT/OTHER	PREPARER
NAME	Rick Wolfenden	Liz Ravenscroft	Erin R Heath
TITLE /FIRM NAME	Chairperson	Treasurer	Erin R Heath, CPA
TELEPHONE	402-376-1166	402-376-1544	402-823-4057
EMAIL ADDRESS		elravens@hotmail.com	erheath@erhcpa.net

For Questions on this form, who should we contact (please ☒ one): Contact will be via email if supplied.

☐

Board Chairperson

☐

Clerk / Treasurer / Superintendent / Other

☒

Preparer

NOTE: If Budget Document is used as an Audit Waiver, approval of the Audit Waiver will be sent to the Board Chairperson via email. If no email address is supplied for the Board Chairperson, notification will be mailed via post office to address listed above.

This prescribed form has not been subjected to an audit, review, or compilation engagement and no assurance is provided on it.

Mid Cherry Rural Fire District in Cherry County
2020-2021 LID SUPPORTING SCHEDULE

Calculation of Restricted Funds

Total Personal and Real Property Tax Requirements	(1)	\$	7,216.50
Motor Vehicle Pro-Rate	(2)	\$	10.00
In-Lieu of Tax Payments	(3)	\$	-
Transfers of Surplus Fees	(4)	\$	-
Prior Year Budgeted Capital Improvements that were excluded from Restricted Funds.			
Prior Year Capital Improvements Excluded from Restricted Funds (From 2019-2020 Lid Exceptions, Line (10))		\$	- (5)
LESS: Amount Spent During 2019-2020		\$	- (6)
LESS: Amount Expected to be Spent in Future Budget Years		\$	- (7)
Amount to be included as Restricted Funds <i>(Cannot be a Negative Number)</i>	(8)	\$	-
Nameplate Capacity Tax	(8a)	\$	-

TOTAL RESTRICTED FUNDS (A)	(9)	\$	7,226.50
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Lid Exceptions

Capital Improvements Budgeted (Purchase of Real Property and Improvements on Real Property)	\$	-	(10)
LESS: Amount of prior year capital improvements that were excluded from previous lid calculations but were not spent and now budgeted this fiscal year <i>(cannot exclude same capital improvements from more than one lid calculation.)</i>			
Agrees to Line (7).	\$	-	(11)
Allowable Capital Improvements	(12)	\$	-
Bonded Indebtedness	(13)		
Public Facilities Construction Projects (Statute 72-2301 to 72-2308) (Fire Districts & Hospital Districts Only)	(14)		
Interlocal Agreements/Joint Public Agency Agreements	(15)	\$	-
Public Safety Communication Project - Statute 86-416 (Fire Districts Only)	(16)		
Payments to Retire Interest-Free Loans from the Department of Aeronautics (Public Airports Only)	(17)		
Judgments	(18)		
Refund of Property Taxes to Taxpayers	(19)		
Repairs to Infrastructure Damaged by a Natural Disaster	(20)		

TOTAL LID EXCEPTIONS (B)	(21)	\$	-
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TOTAL RESTRICTED FUNDS For Lid Computation (To Line 9 of the Lid Computation Form) <i>To Calculate: Total Restricted Funds (A)-Line 9 MINUS Total Lid Exceptions (B)-Line 21</i>	\$ 7,226.50
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Total Restricted Funds for Lid Computation cannot be less than zero. See Instruction Manual on completing the Lid Supporting Schedule.

Mid Cherry Rural Fire District
in
Cherry County

LID COMPUTATION FORM FOR FISCAL YEAR 2020-2021

PRIOR YEAR RESTRICTED FUNDS AUTHORITY OPTION 1 OR OPTION 2

OPTION 1

2019-2020 Restricted Funds Authority = Line (8) from last year's Lid Computation Form 7,060.43
Option 1 - (1)

OPTION 2 :

Only use if a vote was taken at a townhall meeting last year to exceed Lid for one year

Line (1) of Prior Year Lid Computation Form Option 2 - (A)

Allowable Percent Increase Less Vote Taken (Prior Year Lid Computation Form Line (6) - Line (5)) %
Option 2 - (B)

Dollar Amount of Allowable Increase Excluding the vote taken (Line (A) times Line (B)) -
Option 2 - (C)

Calculated 2019-2020 Restricted Funds Authority (Line (A) Plus Line (C)) = -
Option 2 - (1)

CURRENT YEAR ALLOWABLE INCREASES

1 BASE LIMITATION PERCENT INCREASE (2.5%) 2.50 %
(2)

2 ALLOWABLE GROWTH PER THE ASSESSOR MINUS 2.5% - %
(3)

$\frac{83,452.00}{2020 \text{ Growth per Assessor}} \div \frac{99,313,334.00}{2019 \text{ Valuation}} = \frac{0.08}{\text{Multiply times 100 To get \%}}$

3 ADDITIONAL ONE PERCENT BOARD APPROVED INCREASE - %
(4)

$\frac{0}{\# \text{ of Board Members voting "Yes" for Increase}} \div \frac{4}{\text{Total \# of Members in Governing Body at Meeting}} = \frac{-}{\text{Must be at least .75 (75\%) of the Governing Body}}$

ATTACH A COPY OF THE BOARD MINUTES APPROVING THE INCREASE.

4 SPECIAL ELECTION/TOWNHALL MEETING - VOTER APPROVED % INCREASE %
(5)

Please Attach Ballot Sample and Election Results OR Record of Action From Townhall Meeting

TOTAL ALLOWABLE PERCENT INCREASE = Line (2) + Line (3) + Line (4) + Line (5) 2.50 %
(6)

Allowable Dollar Amount of Increase to Restricted Funds = Line (1) x Line (6) 176.51
(7)

Total Restricted Funds Authority = Line (1) + Line (7) 7,236.94
(8)

Less: Restricted Funds from Lid Supporting Schedule 7,226.50
(9)

Total Unused Restricted Funds Authority = Line (8) - Line (9) 10.44
(10)

LINE (10) MUST BE GREATER THAN OR EQUAL TO ZERO OR YOU ARE IN VIOLATION OF THE LID LAW.

The amount of Unused Restricted Funds Authority on Line (10) must be published in the Notice of Budget Hearing.

Mid Cherry Rural Fire District in Cherry County

2020-2021 CAPITAL IMPROVEMENT LID EXEMPTIONS

Description of Capital Improvement	Amount Budgeted
<p>Total - Must agree to Line 10 on Lid Support Page 4</p>	
	\$ -

REPORTING PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020

Cherry County

\$ -

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REPORTING PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020

Cherry County

COUNTY

[illegible]

**CERTIFICATION OF TAXABLE VALUE
And VALUE ATTRIBUTABLE TO GROWTH**

*{format for all political subdivisions other than
a) sanitary improvement districts in existence five years or less, and
b) community colleges, and c) school districts}*

TAX YEAR 2020

{certification required on or before August 20th, of each year}

TO:

TAXABLE VALUE LOCATED IN THE COUNTY OF: CHERRY

Name of Political Subdivision	Subdivision Type (e.g. city, fire, NRD)	Value attributable to Growth	Total Taxable Value
MIDCHERRY FIRE	Fire-District	83,452	98,463,229

**Value attributable to growth is determined pursuant to section 13-518 which includes real and personal property and annexation, if applicable.*

I BETTY DAUGHERTY, CHERRY County Assessor hereby certify that the valuation listed herein is, to the best of my knowledge and belief, the true and accurate taxable valuation for the current year, pursuant to Neb. Rev. Stat. §13-509 and §13-518.

Betty C. Daugherty
(signature of county assessor)



8/14/2020
(date)

CC: County Clerk, CHERRY County

CC: County Clerk where district is headquarter, if different county, _____ County

Note to political subdivision: A copy of the Certification of Value must be attached to the budget document.

MINUTES OF THE ANNUAL BUDGET MEETING OF MID-CHERRY RURAL FIRE DISTRICT

The annual meeting of the Mid-Cherry Rural Fire District was called to order by President Rick Wolfenden on September 4, 2019 at 6:30 pm MST. The following officers, board members and patrons were present. President Rick Wolfenden, Ben Davis, John Ravenscroft, Fire Chief Kevin Ravenscroft, Tony Ferrari, Randall Davis and Secretary Treasurer Liz Ravenscroft.

TREASURER'S REPORT

Balance in Checking as of June 30, 2019	\$4773.16
Savings Account	\$0
TOTAL:	\$4773.16

Rick made a motion to accept the Treasurer's report and it was seconded by Kevin. Motion carried

SECRETARY'S REPORT

The secretary's report from the previous meeting was read. It was moved by Rick to accept the report as read. It was seconded by Ben. Motion carried

BUDGET APPROVAL

Rick made a motion to accept the Budget for the 2019-2020 year. It was seconded by Ben. Motion carried.

AUDIT WAIVER

Rick made a motion to accept the budget as an audit waiver. It was seconded by Ben. Motion carried.

LEVY INCREASE

John R. made a motion to keep the Levy at the lowest that we can for the 2020-2021 year. It was seconded by Kevin. Motion carried.

NEW BUSINESS

ELECTION OF OFFICERS AND BOARD MEMBERS

Kevin made a motion to leave the board members up for re-election as is. John W. and Liz R. Rick seconded the motion. Motion carried.

Rick Wolfenden- President

Wade Andrews- Vice President

Liz Ravenscroft- Secretary

John made a motion to accept these names for nominations and as Officers. It was seconded by Ben. Motion carried.

ADJOURN

Rick made a motion to adjourn the meeting at 7:05 pm MST

Liz Ravenscroft Secretary/Treasurer

MINUTES OF THE ANNUAL BUDGET MEETING OF MID-CHERRY RURAL FIRE DISTRICT

The annual meeting of the Mid-Cherry Rural Fire District was called to order by President Rick Wolfenden on September 11, 2020 at 7:07 pm MST. The following officers, board members and patrons were present. President Rick Wolfenden, Wade Andrews, Fire Chief Kevin Ravenscroft, Jay Lovitt, Tyrell McClain, Diego Cabezas, April Goodnight, RE Lamle, Daniel and Kate Sullivan, and Treasurer Liz Ravenscroft.

TREASURER'S REPORT

Balance in Checking as of June 30, 2020	\$8970.94
Savings Account	\$0
TOTAL:	\$8970.94

Rick made a motion to accept the Treasurer's report and it was seconded by Wade. Motion carried

SECRETARY'S REPORT

The secretary's report from the previous meeting was read. It was moved by Rick to accept the report as read. It was seconded by Kevin. Motion carried

BUDGET APPROVAL

Rick made a motion to accept the Budget for the 2020-2021 year. It was seconded by Daniel. Motion carried.

AUDIT WAVER

Wade made a motion to accept the budget as an audit waver. It was seconded by Kevin. Motion carried.

LEVY INCREASE

Wade made a motion to keep the Levy at the 2.5% the 2021-2022 year. It was seconded by Kevin. Motion carried.

NEW BUSINESS

ELECTION OF OFFICERS AND BOARD MEMBERS

Jay made a motion to leave the board members up for re-election as is. Kevin, Wade and Rick R.E. seconded the motion. Motion carried.

Rick Wolfenden- President

Wade Andrews- Vice President

Liz Ravenscroft- Secretary

Kevin mad a motion to accept these names for nominations as Officers. It was seconded by Tyrell. Motion carried.

ADJOURN

Rick made a motion to adjourn the meeting at 7:49 pm MST

Liz Ravenscroft Secretary/Treasurer

Proof of Publication

State of Nebraska
County of Cherry

} SS

DeeWayne Fowler

being by me first duly sworn on oath says that he/she is employed by the Valentine Midland News, a newspaper published in Valentine, Nebraska, and personally knows that said newspaper is a legal weekly newspaper under the statutes of the state of Nebraska, having a bonafide circulation of over three hundred copies, has been published in said county for more than fifty-two successive weeks prior to the first publication of the attached notice and is printed in an office maintained in the City of Valentine, in said county, which said city is the place of its publication; that the notice hereto attached was published in said newspaper in the regular issues thereof.

Date of Publication 9/2

Dated this 2 day of

September, 20 20

DeeWayne Fowler

Subscribed and sworn to before

me dated this 2 day of

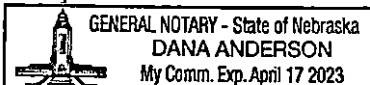
September, 20 20

Dana Anderson

Notary Public

Fees \$ 102.50

[SEAL]



NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

Mid Cherry Rural Fire District
IN
Cherry County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 11 day of September 2020, at 7:00 o'clock P.M. MST at Kevin Ravenscroft residence for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget. The budget detail is available at the office of the Clerk during regular business hours.

Liz Ravenscroft, Secretary/Treasurer

Clerk/Secretary

2018-2019 Actual Disbursements & Transfers	\$ 5,578.07
2019-2020 Actual/Estimated Disbursements & Transfers	\$ 5,077.84
2020-2021 Proposed Budget of Disbursements & Transfers	\$ 16,000.00
2020-2021 Necessary Cash Reserve	\$ 1,558.46
2020-2021 Total Resources Available	\$ 17,558.46
Total 2020-2021 Personal & Real Property Tax Requirement	\$ 7,216.50
Unused Budget Authority Created For Next Year	\$ 10.44

Breakdown of Property Tax:

Personal and Real Property Tax Required for Non-Bond Purposes	\$ 7,216.50
Personal and Real Property Tax Required for Bonds	\$

18016-2 ZNEZ