

**CARBON WATER CONSERVANCY DISTRICT**

**INDEPENDENT ACCOUNTANT'S REPORT ON**  
**APPLYING AGREED UPON PROCEDURES**

**DECEMBER 31, 2022**

**INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES**



CERTIFIED PUBLIC  
ACCOUNTANTS

Gary K. Keddington, CPA  
Marcus K. Arbuckle, CPA  
Steven M. Rowley, CPA

June 2, 2023

Board of Trustees and Management  
Carbon Water Conservancy District  
49 North 5th East  
Price, Utah 84051

In accordance with Utah Code 51-2a-201, we have performed the procedures enumerated below, which were agreed to by the Board of Trustees of Carbon Water Conservancy District and the Office of the Utah State Auditor, related to Carbon Water Conservancy District's Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements for the period January 1, 2022, to December 31, 2022.

Carbon Water Conservancy District's management is responsible for its Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

This agreed-upon procedures engagement was conducted in accordance with the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

The procedures that we performed and our findings are summarized as follows:

PROCEDURES	Results
<b>LARGE FINANCIAL SURVEY</b>	
<b>GENERAL</b>	
1. We obtained a copy of the entity's Financial Survey which was completed by the entity.	We noted no exceptions as a result of these procedures
2. We agreed amounts reported on the Financial Survey to the entity's general ledger.	We noted no exceptions as a result of these procedures
<b>REVENUES</b>	
3. We compared each revenue account on the Financial Survey to the corresponding prior period amounts. For changes greater than 5% of total revenues and 10% of the individual line item from the prior year, we inquired of management and reviewed applicable supporting documentation and determined whether the entity's explanation for the change was in accordance with the entity's policies and procedures, GAAP, and State and/or Federal policies as applicable.	We noted no exceptions as a result of these procedures

PROCEDURES	Results
<b>DISBURSEMENTS</b>  4. We compared each expense account on the Financial Survey to the corresponding prior period amounts. For changes greater than 5% of total expenses and 10% of the individual line item from the prior year, we inquired of management and reviewed applicable supporting documentation to determine whether the entity's explanation for the change was in accordance with the entity's policies and procedures, GAAP, and State and/or federal policies as applicable.	We noted no exceptions as a result of these procedures
<b>ACCOUNTING RECORDS</b>	
<b>GENERAL</b>  5. We inquired with those charged with governance, the chief administrative officer, and the chief financial officer (as designated in UCA 11-50-202) of any instances of fraud, illegal acts, or noncompliance.	We noted no exceptions as a result of these procedures
<b>DISBURSEMENTS</b>  6. We determined whether financial reports were prepared monthly or quarterly as required, and reviewed by the governing body. We selected one financial report presented to the governing body during the period and (1) scanned the general ledger and determined that all funds were included in the report, and (2) agreed the lesser of 10% or 15 line items from the report to the general ledger.	We noted no exceptions as a result of these procedures
7. We inquired with the chief administrative officer and the chief financial officer whether there were disbursements to related parties. We also scanned disbursement records for disbursements to related parties and determined there were no credit cards or purchasing cards issued by the entity. We selected the lesser of 25 disbursements or 10% of disbursements ensuring that the selection includes disbursements to related parties made by members of the governing body and executive level of management.  For each transaction selected, we determined whether the disbursement:  a. Was consistent with the entity's purpose.	We noted no exceptions as a result of these procedures
b. Agreed to the receipt or invoice supporting the amount and payee.	We noted no exceptions as a result of these procedures
c. Was authorized consistent with the entity's policies and procedures.	We noted no exceptions as a result of these procedures
d. Was in compliance with the entity's purchasing policy (bids, quotes, etc.).	We noted no exceptions as a result of these procedures
e. Was classified and recorded in accordance with the entity's chart of accounts and policies and procedures, GAAP, and State/Federal policies as applicable.	We noted no exceptions as a result of these procedures
8. We determined that the entity does not have credit cards or purchasing cards. If the entity uses credit cards or purchasing cards, for each card used, select one month during the period and determine whether card purchases were reconciled to receipts monthly by someone other than the card holder.	N/A. Carbon Water Conservancy District does not have credit cards or purchasing cards.

PROCEDURES	Results
9. Through inquiry with management and scanning receipt records, we determined what restricted revenue was received by the entity and selected the lesser of 10% or 5 disbursements from restricted funds and determined whether the disbursements were in compliance with restrictions placed on the funds.	N/A – Carbon Water Conservancy District does not receive restricted revenues.
<b>CASH</b>	
10. For each depository account, we obtained the year-end bank reconciliation and one additional month's bank reconciliation and performed the following:  a. We traced the bank balance on the reconciliation to the balance per the bank statement.	We noted no exceptions as a result of these procedures
b. We traced the reconciled book balance to the general ledger and the amount reported on the Financial Survey.	We noted no exceptions as a result of these procedures
c. We tested the clerical accuracy of the reconciliation.	We noted no exceptions as a result of these procedures
d. For reconciling items greater than 5% of annual revenues, inquired of management and reviewed applicable supporting documentation to determine that the items were consistent with the entity's policies and procedures, GAAP, and State/Federal policies. Traced the lesser of 10% or five reconciling items to a subsequent bank statement.	We noted no exceptions as a result of these procedures
e. We traced the lesser of 10% or five deposit transactions and 10% or five disbursement transactions to the general ledger.	We noted no exceptions as a result of these procedures
11. For each depository bank reconciliation selected above, through inquiry of management and review of the reconciliation, we determined whether the bank reconciliation was performed by someone who does not have access to receipts or disbursements (including direct access to perform withdrawals/transfers in the bank accounts). If the individual did have access to receipts or disbursements, we determined whether a separate individual reviewed the completed bank reconciliation.	We noted no exceptions as a result of these procedures
<b>MEETINGS</b>	
12. We reviewed the governing board's meeting minutes for the period applicable to the engagement through the report date of the engagement. For all financial transactions discussed in the minutes exceeding 5% of total revenues, and a selection of the lesser of 10% or 3 less-significant financial transactions discussed, we traced the transactions to the entity's accounting records and determined whether the transactions were recorded and reported in accordance with the entity's policies and procedures, GAAP, and State and/or Federal policies, as applicable.	We noted no exceptions as a result of these procedures
<b>COMPLIANCE</b>	
<b>MEETINGS</b>	
13. We selected and obtained the agenda and meeting minutes for two public meetings held during the engagement year and performed the following:	Selected 4/19/2022 and 9/20/2022 meeting minutes

PROCEDURES	Results
a. We determined if the entity gave proper notice of the meeting at least 24 hours before each meeting by posting the notice on the Utah Public Notice Website.	We noted no exceptions as a result of these procedures
b. We determined if the agenda was reasonably specific to enable lay persons to understand the topics to be discussed.	We noted no exceptions as a result of these procedures
c. We determined if the public body took any final actions on a topic in the meeting that was not listed under an agenda item.	We noted no exceptions as a result of these procedures
d. We determined whether the minutes were posted to the Utah Public Notice Website within three days of the meeting minutes being approved. (Exceptions: Charter schools are required only to <u>make the meeting minutes available</u> to the public within three days of being approved.)	N/A. Carbon Water Conservancy District is not required to post minutes on the Utah Public Notice Website.
e. If a portion of the meeting was closed to the public, we determined that 1) before the meeting was closed, the reason for holding the closed meeting was documented in the meeting minutes and a roll call vote was taken, 2) the reason for closing the meeting was permitted under UCA 52-4-205, and 3) an audio recording of the closed meeting was made, or in the case of meetings closed to discuss Section 52-4-205(1)(a)(i)(f) or (2), the presiding person had executed a sworn statement that the sole purpose of the closed meeting was to discuss those issued.	N/A. No closed meetings noted for the selected meetings.
<b>BUDGET</b>	
14. We determined that a budget was approved before the start of the budget year and that the budget presented to the public and governing body contained the required financial information.	We noted no exceptions as a result of these procedures
15. We determined if the entity provided the required 7-day notice for its original and final budget adoption hearing by reviewing proof of the notice.	We noted no exceptions as a result of these procedures
16. We examined the entity's records and financial reports and determined whether the total expenditures by Carbon Water Conservancy District stayed within the amounts appropriated in the final adopted budget.	We noted no exceptions as a result of these procedures
<b>FUND BALANCES</b>	
17. <b>Deficit Fund Balances:</b> For any fund that had a deficit fund balance in the year under review, we determined whether the entity included in the subsequent budget year an appropriation to retire the deficit of an amount equal to or greater than 5% of the fund's total actual revenue of the year under review.	We noted no exceptions as a result of these procedures
18. General Fund Balance Limitations:  Special and Local Service Districts: We determined that the maximum unrestricted (committed, assigned, and unassigned) general fund balance is restricted to the greater of:  a. 100% of the most recently adopted budget; Plus b. 100% of the current year's property tax collections	We noted no exceptions as a result of these procedures

PROCEDURES	Results
<b>TRAINING</b> 19. We inquired with officials of the entity and observed meeting agendas, certificates or other relevant evidence, we determined whether the following training had occurred as applicable: a. Annual training on the requirements of the Open and Public Meetings Act.	We noted no exceptions as a result of these procedures
b. Annual online training by the entity's designated records officer on the requirements of GRAMA.	We noted no exceptions as a result of these procedures
c. Local and Special Service Districts – At least once a term, members of a board of trustees of a local district attending training developed by the Office of the Utah State Auditor in cooperation with the Utah Association of Special Districts.	We noted no exceptions as a result of these procedures
<b>GRAMA (Government Records Access Management Act)</b> 20. We verified if the entity charges fees for GRAMA requests, we verified whether the entity has adopted a uniform fee structure.	N/A – Carbon Water Conservancy District does not charge a fee and has not adopted a uniform fee structure.
<b>Fraud Risk Assessment</b> 21. We reviewed the entity Fraud Risk Assessment and verified that it was signed by the appropriate officers and discussed by the governing body as represented in the minutes.	We noted no exceptions as a result of these procedures
<b>PUBLIC TREASURER'S BOND</b> 22. We determined whether the Treasurer was bonded or insured in accordance with Money Management Council Rule R628-4-4.	We noted no exceptions as a result of these procedures
<b>GOVERNMENT FEES</b> 23. We tested government fees to determine if they were adopted and tracked a. We obtained a schedule of government fees. b. We inquired if there were any fees that were not included on the schedule of fees. c. We reviewed the minutes and verified that the entity's fees were approved by the governing body. d. We sampled 4 fees from the schedule of fees and performed the following tests: (1) Tested that the revenues and expenses are tracked for each specific or regulatory activity for which the fees are charged. (2) Tested if fee revenue is in excess of expenses and if so tested that the entity tracks those excess revenues to only be used for the intended purpose of the fee in subsequent years. (3) Tested that a reasonable methodology is used to calculate the fees.	N/A – Carbon Water Conservancy District has no fees that they charge to customers or the public. The only thing the District charges individuals or other entities is leases of water shares owned by the District, which are annual leases and the Board sets the lease cost each year based on local market conditions.

We were not engaged to and did not conduct an examination or review, the objectives of which would be the expression of an opinion or conclusion, respectively, on Carbon Water Conservancy District's Financial Survey, accounting records, or compliance with applicable state laws, rules, and requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of our testing of Carbon Water Conservancy District's Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements and the results of that testing, and not to provide an opinion or conclusion on the Financial Survey, the accounting records, or compliance with applicable state laws, rules, and requirements. Accordingly, this communication is not suitable for any other purpose.

*K&C CPAs*

K&C, Certified Public Accountants  
Salt Lake City, Utah  
June 2, 2023