GWSSA Full Board and District Meetings

GRAND WATER & SEWER SERVICE AGENCY, SPANISH VALLEY WATER & SEWER IMPROVEMENT DISTRICT, GRAND COUNTY WATER CONSERVANCY DISTRICT, AND THE GRAND COUNTY SPECIAL SERVICE WATER DISTRICT

3025 E. Spanish Trail Road, Moab, Utah

Thursday, April 17th, 2025 - 7:00 p.m.

Grand County Water Conservancy District

The meeting was called to order by Vice Chairman Brian Backus at 8:48pm. Also in attendance were Steve Getz and Kevin Clyde.

Also in attendance were Gary Wilson, Mike Holyoak, Rani Derasary, Dale Weiss, Mike Duncan, Luke Wojciechowski, Brian Martinez, Preston Paxman, Rick Thompson, and Ken Helfenbein.

Not in attendance were Dan Pyatt and Ben Wilson.

Also in attendance was GWSSA Staff: Agency Manager Ben Musselman and Agency Operations Assistant/Records Officer Josh Green.

Minutes for Board Meeting 1/16/2025 – MOTION to approve minutes by Steve Getz. SECONDED by Kevin Clyde. MOTION CARRIES UNANIMOUSLY.

Citizens to be Heard - None

Financial Statement – Presented by Ben Musselman. All Finances in order.

Nomination and Election of Chairman and/or Vice Chairman - Chairman Dan Pyatt submitted his resignation as Chairman via email. This required a vote to elect a new Chairman of the GCWCD. Steve Getz MOTIONS to Nominate Brian Backus to fill the vacant Chairman position. SECONDED by Kevin Clyde. MOTION CARRIES UNANIMOUSLY. With Brian Backus taking the Chairman position, this created a vacant seat for Vice Chair. Kevin Clyde MOTIONS to Nominate Steve Getz for position of Vice Chair. SECONDED by Steve Getz. MOTION CARRIES UNANIMOUSLY.

Nomination and Election of Representatives to Operating Committee – Steve Getz MOTIONS to Nominate Brian Backus to be the representative to the GWSSA Operating Committee. SECONDED by Kevin Clyde. MOTION CARRIES UNANIMOUSLY.

Adjournment - Motion to adjourn at 8:55PM by Kevin Clyde. SECONDED by Steve Getz. MOTION CARRIES UNANIMOUSLY.

ATTEST:

BRIAN BACKUS, CHAIRMAN

BEN MUSSELMAN, AGENCY MANAGER

	7/9/25							
	Grand County Water Conservancy District							
	Quarterly Financial Statement - 2025							
	April - June 50% Of Year Elapsed							
		12/19/24						
		Approved					**YEAR TO DATE**	
	RECEIPTS	**2025 Budget**	**April**	**May**	**June**	**This Quarter**	**Percent**	**Current Total**
1	Property Tax - Current	**0.00**	0.00	0.00	0.00	0.00	0%	0.00
2	Fee-in-Lieu	**0.00**	0.00	0.00	0.00	0.00	0%	0.00
3	Property Tax - Delinquent	**0.00**	0.00	0.00	0.00	0.00	0%	0.00
4	Interest Income	**25,000.00**	3,322.52	3,434.43	3,341.87	10,098.82	81%	20,333.09
5	Transfer from GWSSA - DWR Bond Pmt	**32,000.00**	0.00	0.00	0.00	0.00	100%	32,000.00
6	Transfer from GWSSA - RSI Impact Fees	**25,000.00**	0.00	0.00	0.00	0.00	0%	0.00
7	Colo River Div App Contributions (other agencies	**500.00**	0.00	0.00	0.00	0.00	0%	0.00
8	Retained Earnings - Water Purchage Agreement	**40,500.00**	0.00	0.00	0.00	0.00	100%	40,365.00
9	Misc Income	**0.00**	0.00	0.00	0.00	0.00	0%	0.00
	TOTALS	**123,000.00**	3,322.52	3,434.43	3,341.87	10,098.82	75%	92,698.09
	DISBURSEMENTS							
10	Bond Payment- DWR - Irrigation Meters/Wells RE266	**57,000.00**	0.00	0.00	0.00	0.00	99%	56,205.34
11	Transfer to GWSSA - Irrigation Water Projects	**0.00**	0.00	0.00	0.00	0.00	0%	0.00
12	1162 Reserve - Water Purchase Agreement	**0.00**	0.00	0.00	0.00	0.00	0%	0.00
13	1163 RSI Impact Fees	**0.00**	0.00	0.00	0.00	0.00	0%	0.00
14	1175 Irr Well & Meters Replacement Reserve	**0.00**	0.00	0.00	0.00	0.00	0%	0.00
15	1163 RSI Impact Fees for Irrigation Project	**25,000.00**	0.00	0.00	0.00	0.00	0%	0.00
16	Colorado River Diversion App	**500.00**	0.00	0.00	0.00	0.00	0%	0.00
17	Water Right Purchase #05-295 (Mary Meador	**40,500.00**	0.00	0.00	0.00	0.00	100%	40,365.00
18	Misc Expenses	**0.00**	0.00	0.00	0.00	0.00	100%	27.00

	TOTALS	**123,000.00**	0.00	0.00	0.00	0.00	79%	96,597.34
	DEPRECIATION	**36,385.68**	3,032.14	3,032.14	3,032.14	9,096.42	50%	18,192.84

GCWCD
Balance Sheet
As of June 30, 2025

			Jun 30, 25
ASSETS			
Current Assets			
Checking/Savings			
1110 · Checking			
1111 · Zions		13,069.45	
Total 1110 · Checking			13,069.45
1160 · PTIF Accounts			
1161 · PTIF			
1162 · Well/Water Right Purchase Agree	716,007.78		
Total 1161 · PTIF		716,007.78	
1163 · RSI Impact Fees		116,169.56	
1170 · Bond Sinking Funds			
1175 · Irri Well & Mtrs Replace Reserv	44,364.67		
Total 1170 · Bond Sinking Funds		44,364.67	
1160 · PTIF Accounts - Other		1,706.18	
Total 1160 · PTIF Accounts			878,248.19
1182 · GCWCD - Clay Mine Rec - DOGM			32,600.00
Total Checking/Savings			923,917.64
Total Current Assets			923,917.64
Fixed Assets			
1600 · Fixed & Other Assets			4,590,691.54
1800 · Accumulated Depreciation			-1,982,819.96
Total Fixed Assets			2,607,871.58
TOTAL ASSETS			**3,531,789.22**
LIABILITIES & EQUITY			
Equity			
2830 · Contrib From Other Local Govm			73,896.75
2831 · Contrib From Customer-New Con			173,735.00
2832 · Contrib From SVW&SID			27,586.98
2951 · Retained Earnings			3,263,565.97
Net Income			-6,995.48
Total Equity			3,531,789.22
TOTAL LIABILITIES & EQUITY			**3,531,789.22**

OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised December 2020

Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking "Yes" on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked "Yes" and enter the total on the "Total Points Earned" line.
- Based on the points earned, circle/highlight the risk level on the "Risk Level" line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

Fraud Risk Assessment

Continued

*Total Points Earned: 395 /395 *Risk Level:

Very Low	Low	Moderate	High	Very High
> 355	316-355	276-315	200-275	< 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	Y	200
2. Does the entity have governing body adopted written policies in the following areas:	Y	
a. Conflict of interest?	Y	5
b. Procurement?	Y	5
c. Ethical behavior?	Y	5
d. Reporting fraud and abuse?	Y	5
e. Travel?	Y	5
f. Credit/Purchasing cards (where applicable)?	Y	5
g. Personal use of entity assets?	Y	5
h. IT and computer security?	Y	5
i. Cash receipting and deposits?	Y	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	Y	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	Y	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	Y	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	Y	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	Y	20
7. Does the entity have or promote a fraud hotline?	Y	20
8. Does the entity have a formal internal audit function?	Y	20
9. Does the entity have a formal audit committee?	Y	20

*Entity Name: GRAND COUNTY WATER CONSERVANCY DISTRICT

*Completed for Fiscal Year Ending: 2025 *Completion Date: 7/9/2025

*CAO Name: BEN MUSSELMAN *CFO Name: BRIAN BACKUS

*CAO Signature: ____________________ *CFO Signature: ____________________

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?			X	
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check “N/A”.			X	
4. Are all the people who have access to blank checks different from those who are authorized signers?	X			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check “N/A”.	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check “N/A”.	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check “N/A”.	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check “N/A”.	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check “N/A”.	X			

* MC = Mitigating Control

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

SMUIN, RICH & MARSING
CERTIFIED PUBLIC ACCOUNTANTS
294 East 100 South
Price, Utah 84501
Phone (435) 637-1203 • Fax (435) 637-8708

July 16, 2025

Board of Directors
Grand County Water Conservancy District
3025 E Spanish Trail Rd.
Moab, Utah 84532

Ladies/Gentlemen:

We respectfully submit the attached proposal for the self-evaluation of the financial statements of Grand County Water Conservancy District for the years ending December 31, 2025 through December 31, 2029.

Contract Information

Firm name:	Smuin, Rich & Marsing 294 East 100 South P O Box 820 Price, Utah 84501 (435) 637-1203
Contact Person:	Douglas Rasmussen, CPA

A. PROFILE OF INDEPENDENT AUDITOR

The name of our firm is Smuin, Rich & Marsing, Certified Public Accountants. We have an office in Price, Utah and are considered a local accounting firm, although we have performed many nonprofit/government audits in many parts of the State of Utah. The make-up of our firm consists of four certified public accountants, seven additional accountants, along with clerical and secretarial staff. The firm has three partners, two managers and seven senior accountants and two clerical employees. We provide a full range of services including auditing, tax preparation and consulting, write-up accounting services, payroll tax report preparation and computer consulting. Our auditing clients are almost exclusively nonprofit and governmental entities. Many of these clients have required single audits. We can provide the expertise necessary to audit computerized systems. Our firm is properly licensed as Certified Public Accountants in the state of Utah. We meet the independence requirements of the American Institute of Certified Public Accountants and the Government Auditing Standards, 2018 Revision, published by the U.S. General Accounting Office. We also meet the continuing education and external quality control review requirements contained in the Government Auditing Standards, 2018 Revision, published by the U.S. General Accounting Office. We have enclosed a copy of our most recent external quality control review report.

All self-evaluation services are performed from our Price office.

B. PROPOSER'S QUALIFICATIONS

Following, we have indicated some of the members of our firm and their qualifications that would be involved in performing the self-evaluation. With the availability of the members of our firm listed below and others, we feel we can meet any applicable deadlines.

Douglas Rasmussen, Certified Public Accountant and Senior Partner. Doug is a graduate from the University of Utah with a major in accounting. Doug has 42 years of experience in public accounting with primarily all of it in non-profit and governmental auditing. Doug has also been heavily involved in training on the subject of auditing which included government auditing standards and compliance auditing covering single audits and compliance auditing of Utah State legal requirements.

Shaun Johnson, Junior Partner. Shaun is a graduate from Southern Utah University with a bachelor degree in accounting, he has a Master of Accountancy degree. Shaun was hired in March 2017 to work extensively in auditing. He has attended several government auditing and compliance seminars covering a wide variety of requirements.

Ryan Rasmussen, Junior Partner. Ryan is a graduate from Southern Utah University with a Masters Degree in accounting. Ryan was hired in May 2017, upon graduation. He was hired to work primarily in the auditing area for governmental and non-profit clients. He has attended several governmental auditing and compliance seminars, offering a variety of compliance and auditing subjects.

SuTanna Glover, Manager. SuTanna holds a bachelor degree in accounting. She is also a certified paralegal in the State of Utah. SuTanna has been in the accounting field for 33 years, 7 of those years owning her own business. SuTanna was hired in February 2009 by our firm in the accounting department, but was subsequently moved to strictly auditing, working primarily on governmental and non-profit clients.

Gavin Jolley, Staff Auditor/ Accountant. Gavin holds a Master’s degree in accounting and has extensive experience in the accounting profession. His career focuses on governmental auditing and consulting. With a comprehensive understanding of governmental auditing standards (GASB, GAGAS), compliance requirements, and financial reporting, Gavin provides expert support to public sector entities.

Jami Luce, Staff Auditor/ Accountant. Jami is a graduate of Southern Utah University with a bachelor’s degree in accounting. With 44 years of dedicated experience in the field, Her career spans various sectors with a particular focus on governmental accounting and consulting. Currently service as a Staff Auditor/ Accountant, Jami has a comprehensive understanding of governmental auditing standards (GASB, GAGAS), compliance requirements, and the application of Generally Accepted Auditing Standards (GAAS).

B. PROPOSER'S QUALIFICATIONS (Continued)

Each of the firm members listed has attended the UACPA Annual Government update along with other individual governmental courses. They also have taken the following governmental courses:

Essentials of Accounting for Governmental and Nonprofit Organizations
Government Auditing Standards and Practices
Single Audit Concepts
Government Auditing Standards – PPC
Fraud Prevention & Detection
The Yellow Book Interpreted
Uniform Guidance or 2 CFR Part 200

All of the above members of our firm have extensive governmental auditing experience with the following clients. We have provided auditing services on a continuing basis for the following local governmental entities:

1. Two mental health district
2. Fourteen cities and towns
3. Two school districts
4. Five nonprofit organizations – health and welfare
5. Three health districts
6. Twenty four special service districts

From review of the above clients it can be seen that our audit experience is almost exclusively governmental. The members of our firm have extensive training and audit experience with governmental auditing. Our firm has also completed Single Audits on many of these clients.

Our last peer review was performed in November 2024. We have enclosed a copy of our latest peer review report.

C. PROPOSER'S APPROACH TO THE EXAMINATION

If selected to perform the Agency's self-evaluation, we would follow the procedures outlined below:

1. Schedule a time for the self-evaluation team to begin the fieldwork at the Agency's office building.
2. Complete fieldwork of the Agency which would include:
   a. Confirm selected balances, such as, cash and debt balances, at December 31, of each year.
   b. Perform cut-off procedures on all balance sheet accounts
   c. Perform disbursement and receipts tests
   d. Perform state compliance
   e. Perform numerous other self-evaluation procedures on balance sheet and income statement accounts
   f. At the close of the fieldwork, we would meet with Agency personnel for an exit conference to communicate our findings
3. Complete documentation of work papers at our office
4. Draft and compile financial statements
5. Present the self-evaluation reports to the Agency's board, if requested.

C. PROPOSER'S APPROACH TO THE EXAMINATION (Continued)

We will not be using outside specialists in the completion of the self-evaluation. Below we have listed our estimated billable hours and our billing rates, which include out of pocket expenses.

	HOURS	RATE	12/31/25	12/31/26	12/31/27	12/31/28	12/31/29
SELF-EVALUATION - and all State Requirements							
Partner	3	$ 173	$ 520	$ 550	$ 580	$ 610	$ 640
Manager	4	143	570	600	630	660	690
Audit Staff	6	130	780	820	860	900	950
			$ 1,870	$ 1,970	$ 2,070	$ 2,170	$ 2,280

It is not anticipated that the number of hours by staff level will change during the five year period but we would submit that the self-evaluation fee will increase by at least 5% annually as outlined above.

D. TIME REQUIREMENT

If selected, we would contact personnel responsible to oversee the financial statement preparation process to schedule the timing to perform field work. We anticipate performing fieldwork either in May or first of June for the self-evaluation of the financial statement. After the completion of the fieldwork, we would talk with Grand County Water Conservancy District personnel to report preliminary findings and to discuss any management concerns. The proposed self-evaluation adjustments will be provided to Grand County Water Conservancy District and also reviewed and any disputes resolved. Before leaving after the completion of the fieldwork we will agree upon any adjustments to financial statement. When the adjustments are posted we will once again review the final balances in the financial statements to make sure they match our self-evaluation balances in our workpapers. All adjustments will be provided in the month of June of each year.

E. NOT-TO EXCEED-FEE

In the Proposers Approach to Engagement, we have listed the number of hours and rate per hour as well as the fee for each assurance type. We have also shown the total fee for each assurance type. The above information is based on our current billing rates and our best estimate as it relates to the number of hours required. Therefore, our "not-to-exceed" fee for all of the self-evaluation services for the year ended December 31, 2025 is $1,870. Our not to exceed fee for the following four year would be $1,970 for December 31, 2026, $2,070 for December 31, 2027, $2,170 for December 31, 2028 and $2,280 for the year ending December 31, 2029. Any significant non-self-evaluation services not included in the scope of the self evaluation proposal such as drafting the financial statements, will be approved in advance by Grand County Water Conservancy District and will be billed at our prevailing hourly rates as agreed between Grand County Water Conservancy District and audit firm. Our not to exceed fee includes any out of pocket expenses. Our self-evaluation fee does not include any ongoing correspondence, which may arise during the fiscal year. If the time expectation would require significant work, we would come to an agreed upon fee for those additional services. Inquiries, auditor directives or assistance with decisions will be included in the self-evaluation fee, unless it meets the definition of significant work.

F. NON-DISCRIMINATION CLAUSE

Our firm does not discriminate against any individual because of race, religion, sex, color, age, handicap or national origin, and that these factors are not taken into consideration for employment, selection of training, promotion, transfer, recruitment, rate of pay, or other forms of compensation, demotion or separation.

G. CONFLICT OF INTREREST & COLLUSION DISCLOSURE

Our firm, nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, has in any way colluded, conspired, or agreed directly or indirectly with any other party, firm or person to submit a collusive proposal. Furthermore, our firm, nor any of its officers, partners, owners, agents, representative employees or parties of interest, has in any way colluded, conspired, or agreed directly or indirectly with any Grand County Water Conservancy District, Inc. employee or board member to submit a collusive proposal.

We appreciate the invitation and opportunity to submit this RFP. If you have any questions, please feel free to contact us.

Sincerely,

Smuin, Rich & Marsing

Smuin, Rich & Marsing
Douglas Rasmussen, CPA

RESPONSE:

If you agree with the terms of our proposal as described in this letter, please sign the enclosed copy And return it to us.

By: ______________________ By: ______________________

Title: ______________________ Title: ______________________

Date: ______________________ Date: ______________________

SECTION 4. PROCEDURES & QUESTIONS:

- Every question must be marked as either "Yes," "No," or "N/A" if appropriate.
- For any "No" responses, describe how the weakness will be corrected in the comments / corrective action column. Please attach any additional information as needed to detail the corrective action.

Entity Name: GRAND COUNTY WATER CONSERVANCY DISTRICT

For Fiscal Period Ending: DECEMBER 31, 2024

Procedures & Questions	Yes	No	N/A	Comments / Corrective Action
GENERAL				
Procedure: Obtain copies of or access to, the entity's written financial policies and procedures. Note: Policies should be written. If no written policies exist, question #1 below should be answered with "No."				
1. Do the policies and procedures address the following:				
a. Receiving, recording, and timely deposit of funds?	✓			
b. Purchasing?	✓			
c. Approval of disbursements?	✓			
d. Records requests (GRAMA) – the adoption of a uniform fee schedule if fees are being charged?	✓			
e. Record retention?	✓			
f. Conflicts of Interest	✓			
Procedure: Ask financial staff questions about the policies above to determine their knowledge of the policies.				
2. Per your discussion, are staff knowledgeable of the policies?	✓			
Procedure: Ask the financial staff how they keep up to date on new State, accounting, and compliance requirements and about any training they have received during the past year. Review any certificates or other training materials if available.				
3. If financial expertise is lacking, has help been sought from peers, auditors, or outside consultants?			✓	
BUDGET				
Procedure: Obtain copies of (1) the original budget, any amended budgets, and the final budget presented at budget hearings; (2) the related budget hearing meeting minutes and (3) the newspaper notices for those meetings (or information of the meeting notices from the Utah Public Notice Website (utah.gov/pmn/).				
4. Was the required 7-day notice given to the public for all budget hearings (i.e., for original, amended, and final budget)? EXCEPTION: Notice is not required to amend an enterprise fund budget.	✓			
5. Was the original budget approved by the governing body before the start of the fiscal year?	✓			
6. Did the original budget include three columns of data – (1) actual revenues/expenses from the last completed fiscal year, (2) estimated total revenues/expenses for the current fiscal year (i.e., the year about to end at the time the budget was created), and (3) budget estimates for the upcoming fiscal year? (see example below)	✓			

Procedures & Questions	Yes	No	N/A	Comments / Corrective Action

EXAMPLE BUDGETS

Budget for FYE 12/31/15 (prepared in Nov 2014)

Description	1 Actual Amts of Last Completed Fiscal Year	2 Estimated Current Fiscal Year Amts	3 Budget Estimates for Upcoming Fiscal Year
Property Taxes	$56,852	$55,450	$56,000
Building Permits	$42,139	$39,271	$43,000
	This is the entity's final, end-of-year amount from FYE 12/31/13	This is what was estimated would be the final, end-of-year amount for FYE 12/31/14	This is the entity's estimate for FYE 6/30/15

For Entities with FYE 6/30/16 (budget prepared in May 2015)

Description	1 Actual Amts of Last Completed Fiscal Year	2 Estimated Current Fiscal Year Amts	3 Budget Estimates for Upcoming Fiscal Year
Property Taxes	$56,852	$55,450	$56,000
Building Permits	$42,139	$39,271	$43,000
	This is the entity's final, end-of-year amount from FYE 6/30/14	This is what was estimated would be the final, end-of-year amount for FYE 6/30/15	This is the entity's estimate for FYE 6/30/16

Procedures & Questions	Yes	No	N/A	Comments / Corrective Action
7. If any amendments were necessary, was the budget amended BEFORE payments were made that exceeded the budget and not just at the end of the year?	✓			
YEAR-END FINANCIAL REPORT/STATEMENTS or OSA FINANCIAL SURVEY				
Procedure: Obtain a copy of 1) the final budget and 2) the year-end financial report/statements or OSA Financial Survey				
8. Did the entity's expenses stay within the amount appropriated in the final budget?	✓			
9. **Municipalities only:** Was the entity's unrestricted general fund balance (calculated as assets less liabilities less restricted funds such as funds set aside for B&C roads) less than **35% for cities** or **100% for towns** of the total revenue of the general fund for the year?			✓	

Procedures & Questions	Yes	No	N/A	Comments / Corrective Action
10. **Special Districts and Special Service (Including Conservation) Districts that operate a general fund:** If the district only operates an enterprise fund, this question does not apply. Fees for services (utilities, water assessments, etc.) are generally accounted for in an enterprise fund. Was the entity's unrestricted general fund balance (amount in all bank accounts at the end of the year) less than or equal to the most recently adopted budget, *plus* 100% of the current fiscal year's property tax revenue?	☐	☑	☐	2025 budget $123,000; unrestricted general fund balance is $912,564. The entity only has a general fund and the fund balance is carried over from years ago and they collect no fees. This will not be reported as a finding.
REPORTING				
Procedure: Look through the accounting records worksheet (e.g., the checkbook register; the ledger; or the transactions maintained in a spreadsheet, QuickBooks, or other electronic software). Then look over the supporting documentation maintained by the financial staff.				
11. Does it appear that financial records (documentation) are maintained to support transactions, balances, adjustments, etc., and the preparation of the financial reports?	☑	☐		
Procedure: Obtain copies of all financial reports presented to the board/council during the year.				
12. Were financial reports prepared and presented to the governing body monthly (municipalities) or quarterly (districts)?	☑	☐		
13. Did the reports include a comparison of actual expenses/revenues to budgeted amounts?	☑	☐		
Procedure: Select at least two financial reports presented to the board/council during the year. From each report, select at least 5 line items from the report and compare those lines to the checkbook register or ledger, bank statement, and approved budget.				
14. Do the financial records match the reports presented to the board/council?	☑	☐		
BANK STATEMENTS				
Procedure: Obtain copies of bank statements and bank reconciliations for all accounts for the entire year. Ensure that the bank statements include copies of canceled checks.				
15. Are reconciliations (i.e., a comparison between the bank statement and the entity's books) being performed monthly for all bank and investment accounts?	☑	☐	☐	
16. If the person performing the bank reconciliation can also write checks and make deposits, does someone else also perform a detailed review of the monthly bank/investment reconciliations?	☐	☐	☑	

Procedures & Questions	Yes	No	N/A	Comments / Corrective Action
Procedure: Obtain the cash receipt logs or receipt books for the year. Select at least 10% or 5 (whichever is less, but at least 5) of receipts issued during the year.				
17. For each individual receipt selected, review the corresponding bank statement and determine that the receipt was deposited into the bank. (Note: individual receipts may have been batched together into a deposit, so also obtain the corresponding deposit listing, if applicable).	✓			
Procedure: From the monthly bank statements, select at least 10% or 25 (whichever is less, but at least 5) of the payments made during the year. Be sure to include checks, debit card purchases, and other withdrawal transactions in your selection. For each selection:				
18. Review the canceled checks (if applicable). a. Were they signed by only those who are authorized?	✓			
b. Were they signed by persons other than the person to whom the check is made payable?	✓			
19. Were the payments supported by invoices and other documentation detailing the items/services purchased or funds transferred?	✓			
20. Were the transactions consistent with the entity's purpose?	✓			
Procedure: Obtain copies of all credit card or purchasing card statements for the year. Look through the supporting receipts and other applicable documentation.				
21. Are purchasing/credit card transactions reviewed by someone other than the cardholder for appropriateness and for supporting documents, such as receipts?			✓	
22. Does it appear that purchase cardholders are required to submit receipts for all purchases made?			✓	
OPEN AND PUBLIC MEETINGS ACT				
Procedure: Obtain the schedule of meetings for the board/council for the year. Select at least two of the meetings and obtain copies of the meeting minutes, including the agenda. Find the notice of each meeting on the Utah Public Notice Website (utah.gov/pmn/).				
23. Did the entity give proper notice of the meeting at least 24 hours before each meeting by posting the notice on the Utah Public Notice Website?	✓			
24. Did the governing body take final actions *only* on those topics listed as agenda items?	✓			
25. Within three days of the meeting minutes being approved, were the minutes posted to the Utah Public Notice Website?	✓			
26. If a portion of the meeting was closed to the public, answer the following questions: a. *Before the meeting was closed*, was the reason for holding the closed meeting documented in the meeting minutes and a roll call vote taken?			✓	

Procedures & Questions	Yes	No	N/A	Comments / Corrective Action
b. Was the reason for closing the meeting permitted under statute? Meetings may be closed for only the following: • Discussion of the character, professional competence, or health of an individual. • Strategy sessions for: ○ Collective bargaining ○ Pending or imminent litigation ○ purchase, exchange, lease, or sale of real property, including water rights and shares • Discussion of security personnel, devices, or systems. • Investigations regarding allegations of criminal conduct. • Considering a loan application, if public discussion of the loan application would disclose nonpublic personal financial information, nonpublic trade secrets, or certain nonpublic business information	☐	☐	☑	
c. Was an audio recording of the closed meeting made, **-or-** if the meeting was closed to discuss (a) the character, professional competence, or health of an individual or (b) the deployment of security personnel, devices, or systems, did the person presiding at the meeting sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss those matters?	☐	☐	☑	
27. Per your knowledge or review of the board/council meeting minutes, did the presiding officer of the governing body ensure that members of the governing body were provided with annual training on the requirements of the Open and Public Meetings Act? NOTE: This training may be completed via in-house training or training.auditor.utah.gov.	☑	☐		
OTHER COMPLIANCE				
Procedure: Inquire of management and financial staff, or make observations as to whether the following occurred:				
28. Is the entity compliant with State nepotism and hiring laws and the entity's own policies and procedures regarding nepotism? Generally, no public officer may employ, appoint, vote for, or recommend a relative for employment. Further, no public officer may directly supervise any appointee who is a relative. Relative means father, mother, grandfather, grandmother, stepchild, husband, wife, son, daughter, sister, brother, aunt, uncle, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.	☑	☐	☐	
29. Did the entity's designated records officer complete an online training course on the requirements of GRAMA (completed annually)? Obtain a copy of the training certificate to verify.	☑	☐		

Procedures & Questions	Yes	No	N/A	Comments / Corrective Action
30. **Municipalities Only:** Is the person serving as either the municipal recorder or treasurer a person other than the mayor of the municipality?	☐	☐		N/A
31. **Municipalities Only:** Are the recorder and treasurer of the municipality separate people?	☐	☐		N/A
32. **Municipalities and Counties Only:** Do all municipal elected officials hold no county elected office?	☐	☐		N/A
33. **Counties Only:** Do all county elected officials hold no municipal elected office?	☐	☐		N/A
34. **Special Districts and Special Service Districts only:** Did each member of the board of trustees, within one year of each appointment/election, complete Board Member Training (training.auditor.utah.gov)? Obtain a copy of the training certificate to verify.	☑	☐		
35. Did the entity register on the Local Government and Limited Purpose Entity Registry (entityregistry.utah.gov)?	☑	☐		
Procedure: Obtain copies of the Treasurer's fidelity bond or insurance documents. "Treasurer" is defined as the person who has the responsibility for the safekeeping of the entity's funds. This could be an elected or appointed treasurer, clerk, or financial secretary. A fidelity bond is a form of insurance protection that covers losses that may occur as a result of fraudulent acts by the Treasurer.				
36. Is the Treasurer properly bonded or insured in accordance with Utah Administrative Code R628-4-4 for the Money Management Council, which states that for an entity with a revenue budget between: • $0 and $10,000 no bond is required. • $10,001 and $100,000, the bond should equal 9% of total revenues or $5,000, whichever is greater. • $100,001 and $500,000, the bond should equal 8% of total revenues or $9,000, whichever is greater. The basis used should be <u>all</u> budgeted gross revenue for the previous fiscal year (final budget). Budgeted gross revenue is further defined by the Money Management Council as also including proceeds from the sale of assets, borrowing proceeds, revenues of fiduciary funds, <u>and</u> any other revenues collected or handled by the treasurer. Bonds must be issued by a corporate surety licensed to do business in the State of Utah and rated XII or better by the latest issue of Best's Rating Guide. Bonds should be effective as of the date the treasurer is sworn in or assumes the duties of the office. Crime or theft insurance coverage is an acceptable substitute for a traditional surety bond.	☑	☐		budgeted gross revenue: $122,780 122,780 x .08 = 9,822 Crime policy coverage is $1 mil
Procedure: Obtain a copy of the fee schedule, governing body minutes, consolidated utility bill (and other bills, if applicable), and management record used to track fee expenses. This procedure does not apply to impact fees.				

Procedures & Questions	Yes	No	N/A	Comments / Corrective Action
37. a. If the entity charges fees, does the entity have a schedule of fees charged that has been adopted by the governing body?	☐	☐	☑	
b. Have all fees being charged been approved by the governing body?	☐	☐	☑	
c. If fee revenues exceed fee expenses, does the entity track excess revenues to ensure they are expended only for the provision of the service for which the fee is assessed?	☐	☐	☑	
38. Does the entity require and maintain a conflict of interest disclosure for all officials and employees with decision-making or management responsibilities? This should be updated annually.	☑	☐		
39. If the entity collects Personally Identifiable Information (PII) is it compliant with Utah Code 63D-2-103?	☐	☐		N/A
FRAUD, ILLEGAL ACTS, OR NONCOMPLIANCE ISSUES				
Procedure: Ask the financial staff and management if they are aware of any fraud, illegal acts, or noncompliance issues occurring. Also, review board/council meeting minutes for the same. Per your discussion, review, and personal knowledge, if you find that any fraud, illegal acts, or noncompliance occurred, inquire what the financial staff and management have done to correct the issues. Further, ask them what procedures they have put in place to prevent or detect the same from happening in the future.				
40. Has the entity been free of acts of fraud, illegal acts, or non-compliance?	☑	☐		
41. If fraud, illegal acts, or noncompliance occurred, was sufficient action taken to minimize the risk of reoccurrence of fraud, illegal acts, or non-compliance?	☐	☐	☑	
42. Was the Fraud Risk Assessment Questionnaire completed and presented to the governing body before the end of the fiscal year?	☐	☑		224 was completed on 1/16/25 and presented to board in the January meeting. Will make sure that 2025 is completed and presented in the calendar year of 2025.
CORRECTIVE ACTION PLAN				
43. For any "No" responses, have corrective actions been detailed above or in the attached documentation?	☑	☐	☐	

SECTION 5. CERTIFICATION:

I confirm to the best of my knowledge, and in the acting capacity of my responsibilities as a member of the stated local government's governing body, that I performed the procedures enumerated above; or I have reviewed the work of the designee who assisted in the preparation of this form and I take responsibility for the accuracy of the work; and that the information provided in this form is correct.

BOARD/COUNCIL MEMBER:

Ben R. Musselman
Name (please print)

Benny B Musselman
Signature

Agency Manager
Title

ben@grandwater.org
Email Address

(435) 259-8121
Phone Number

5-6-25
Date Evaluation was Completed.

Grand County Water Conservancy District
Local Government Entity Name

12-31-24
For Year Ending

7.0 Hrs
Amount of Time to Complete Form

If prepared by a CPA or Finance Professional:

SuTanna Youd
Name of preparer

SuTanna Youd
Signature

sutanna@smuinrichmarsing.com
Email Address

435-637-1203
Phone Number