




CPAs & Advisors

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UPSHUR COUNTY, TX.
BY 
DEPUTY

January 29, 2020

Board of Directors
Upshur County Appraisal District
Gilmer, Texas

We have audited the financial statements of the governmental activities and each major fund of Upshur County Appraisal District for the year ended December 31, 2019, and have issued our report thereon dated January 29, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and Government Auditing Standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 13, 2020. Professional Standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Van Zandt County Appraisal District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2019. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were the depreciable lives of fixed assets, the net pension liability and the related deferred inflows and outflows.

Management's estimates of the depreciable lives of assets is based upon a range of lives generally used by governmental entities. The net pension liability and the related deferred inflows and outflows are based on actuarially determined, audited information. The actuaries and auditors are qualified to perform these functions. We evaluated the key factors and assumptions used to develop the above estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 29, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Other Audit Findings or Issues.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors of Upshur County Appraisal District and is not intended to be and should not be used by anyone other than these specified parties.

Arnold, Walker, Arnold & Co., P.C.

Arnold, Walker, Arnold & Co., P.C.

Upshur County Appraisal District
Financial Statements
And Independent Auditor's Report
As of December 31, 2019

Upshur County Appraisal District
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**UNQUALIFIED OPINION ON BASIC FINANCIAL STATEMENTS
ACCOMPANIED BY REQUIRED SUPPLEMENTARY INFORMATION AND OTHER
SUPPLEMENTARY INFORMATION**

Independent Auditor's Report

**Board of Directors
Upshur County Appraisal District
Gilmer, Texas**

We have audited the accompanying financial statements of the governmental activities and the major fund of Upshur County Appraisal District as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District, as of December 31, 2019, and the respective changes in financial position, thereof and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary information on pages 3 through 7 and 12 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated January 29, 2020, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting and compliance.

Arnold, Walker, Arnold & Co., P.C.

January 29, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of Upshur County Appraisal District, we offer readers of the District's financial statements this narrative overview and analysis of the financial activities and performance for the year ended December 31, 2019. The information presented here should be read in conjunction with the independent auditor's report and the District's financial statements.

FINANCIAL HIGHLIGHTS

The District's total net position was \$493 thousand at December 31, 2019. During the year, the District's revenues exceeded expenditures by \$95 thousand.

The total cost of all the District's activities was \$809 thousand. Expenses were \$89 thousand less than budgeted.

The general fund balance is \$354 thousand at December 31, 2019.

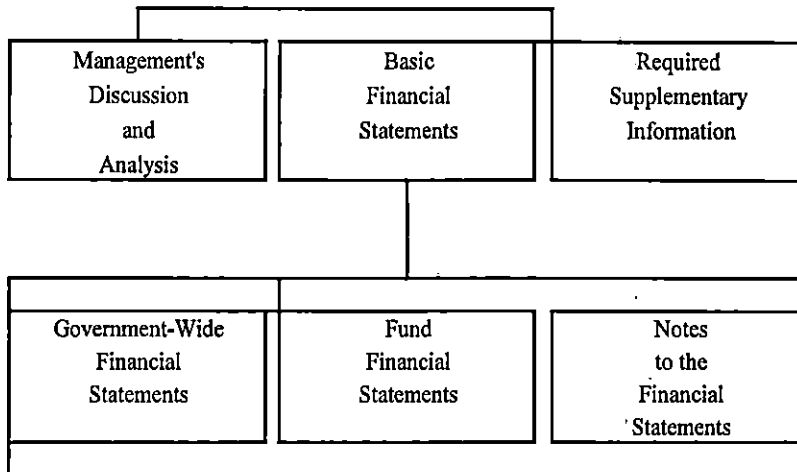
The District continues to remain debt free.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts--*management's discussion and analysis* (this section), the *basic financial statements*, and *required supplementary information*. The basic financial statements include two kinds of statements that present different views of the District:

- The first two statements are *government-wide financial statements* that provide information about the District's activities as a whole and present a longer-term view of the District's property and debt obligations. They reflect the flow of total economic resources in a manner similar to the financial reports of a business enterprise.
- The remaining statements are *fund financial statements* that focus on *individual parts* of the government, reporting the District's operations in *more detail* than the government-wide statements.
- The *governmental funds* statements tell how *general government* services were financed in the *short term* as well as what remains for future spending.

Figure A-1. Required Components of the District's Annual Financial Report



Summary ⇌ Detail

The financial statements also include *notes* that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and related to one another.

Figure A-2 summarizes the major features of the District's financial statements, including the portion of the District government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Figure A-2. Major Features of the District's Government-wide Fund Financial Statements		
Type of Statements	Government-wide	Governmental Funds
Scope	Entire District's government (except fiduciary funds) and the District's component units	The activities of the District that are not proprietary or fiduciary
Required financial statements	Statement of net position	Balance sheet
	Statement of activities	Statement of revenues, Expenditures & changes in fund balances
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter, no capital assets included
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon after

Government-wide Statements

The government-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes *all* of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the District's *net position* and how they have changed. Net position—the difference between the District's assets and liabilities—is one way to measure the District's financial health or *position*.

- Over time, increases or decreases in the District's net position are an indicator of whether its financial health is improving or deteriorating, respectively.

The government-wide financial statements of the District include the *Governmental activities*. Assessing and collecting fees for services finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant *funds*—not the District as a whole. Funds are accounting devices that the District uses to keep track of specific sources of funding and spending for particular purposes.

The District has one fund:

- *Governmental funds*—Most of the District's basic services are included in governmental funds, which focus on (1) how *cash and other financial assets* that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed *short-term* view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, additional information is provided that explains the relationship (or differences) between them.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Net position. The District's combined net position was approximately \$493 thousand at December 31, 2019.

Table A-1
The District's Net Position
(in thousands of dollars)

	2019	2018
Current and other assets	593	485
Capital and non-current assets	140	148
TOTAL ASSETS	733	633
Long-term liabilities	-	-
Other liabilities	240	227
TOTAL LIABILITIES	240	227
Invested in capital assets	140	148
Committed	353	258
Unrestricted	-	-
TOTAL NET POSITION	493	406

Net position invested in capital assets reflects the book value of the District's capital assets in excess of the debt which financed those assets. The unrestricted net position represents resources available to fund the programs of the District for the next fiscal year.

Net position of the District increased from \$406 thousand to \$493 thousand. The District's revenues exceeded expenditures by \$95 thousand. The District recorded depreciation of \$28 thousand.

Changes in net position.

The District's total revenues were \$896 thousand. \$889 thousand of this was from appraisal fees.

The total cost of all programs was \$809 thousand. Approximately 59% of this was for salaries and benefits.

Net position increased by \$87 thousand.

Table A-2
The District's Changes in Net Position
(in thousands of dollars)

	Governmental Activities	
	2019	2018
Revenues		
<u>Program Revenues</u>		
Charges for Services	889	847
Operating Grants and Contributions	-	-
<u>General Revenues</u>		
Investment earnings	3	2
Other	4	4
Total Revenues	896	853
Expenses		
Tax appraisal	809	888
Total Expenses	809	888
Transfers in (out)	-	-
Increase (Decrease) in Net Position	87	(35)
Beginning Net Position	406	441
Ending Net Position	493	406

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

The District reported fund balance in its governmental funds of approximately \$354 thousand at December 31, 2019. Revenues exceeded expenditures by \$95 thousand.

General Fund Budgetary Highlights

The budget was not amended significantly this year. \$889 thousand was budgeted to be spent. \$800 thousand was actually spent.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

Table A-3
District's Capital Assets
(in thousands of dollars)

	Governmental Activities	
	2019	2018
Land	9	9
Building	325	325
Equipment and technology	168	201
Totals at historical cost	<u>502</u>	<u>535</u>
Total accumulated depreciation	<u>(362)</u>	<u>(387)</u>
Net capital assets	<u>140</u>	<u>148</u>

Long-Term Debt

The District has no long-term debt.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The District's Board and management considered many factors when setting the 2020 budget. Growth and economic conditions were considered. Both continue to be excellent with continued growth in population and continued business expansion. The expenditure budget was increased. There were no significant increases budgeted. Appraisal and reappraisal continued. It is anticipated that the equity position will continue to remain about the same. The financial position will remain adequate to meet the needs of the County.

The District continues to annually reserve certain amounts for legal services and has planned for computer system upgrade costs.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of District's finances for all those with an interest in the District's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be directed to the Chief Appraiser's office.

BASIC FINANCIAL STATEMENTS

GOVERNMENT WIDE STATEMENTS

Upshur County Appraisal District
STATEMENT OF NET POSITION
As of December 31, 2019

	Governmental Activities
ASSETS	
Current assets	
Cash and cash equivalents	593,745
Total current assets	<u>593,745</u>
Capital assets	
Land	8,711
Building	325,572
Equipment and technology	167,775
Less: accumulated depreciation	<u>(362,365)</u>
Total capital assets	<u>139,693</u>
Total Assets	<u><u>733,438</u></u>
 LIABILITIES	
Current liabilities	
Accounts payable and accrued expenses	8,358
Advance payments by entities	<u>231,791</u>
Total current liabilities	<u>240,149</u>
Non-current liabilities	-
Total Liabilities	<u>240,149</u>
 NET POSITION	
Invested in capital assets	139,693
Committed for capital outlay, legal and technology	353,596
Unrestricted	-
Total Net Position	<u><u>493,289</u></u>

The accompanying notes are an integral part of this statement.

Upshur County Appraisal District
STATEMENT OF ACTIVITIES
 For the year ended December 31, 2019

	Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities
Primary Government:				
GOVERNMENTAL ACTIVITIES				
Tax appraisal	808,532	888,721	-	80,189
Total primary government	808,532	888,721	-	80,189
General Revenues				
Investment earnings				3,107
Miscellaneous				3,702
Total General Revenues				6,809
Other Sources (Uses)				-
Change in Net Position				86,998
Net Position -- Beginning				406,291
Net Position -- Ending				493,289

The accompanying notes are an integral part of this statement.

GOVERNMENTAL FUND FINANCIAL STATEMENTS

Upshur County Appraisal District
BALANCE SHEET
GENERAL FUND
As of December 31, 2019

	Fund
ASSETS	
Cash and cash equivalents	593,745
Total assets	593,745
LIABILITIES	
Accounts payable and accrued expenses	8,358
Advance payments by entities	231,791
Total liabilities	240,149
FUND BALANCE	
Committed for capital outlay, legal and technology	353,596
Unassigned	-
Total fund balance	353,596
Total liabilities and fund balance	593,745

The accompanying notes are an integral part of this statement.

Upshur County Appraisal District
 RECONCILIATION OF THE GOVERNMENTAL FUNDS
 BALANCE SHEET TO THE STATEMENT OF NET POSITION
 For the year ended December 31, 2019

Total Fund Balances - Governmental Funds	353,596
Capital assets used in governmental activities are not financial resources and therefore are not reported in governmental funds. At the beginning of the year, the cost of these assets was \$534,893 and the accumulated depreciation was \$386,837. The net effect of including the beginning balances for capital assets (net of depreciation) is to increase net position.	148,056
Capital outlay capitalized current year.	20,081
The 2019 depreciation expense increases accumulated depreciation. The net effect of the current year's depreciation is to decrease net position.	<u>(28,444)</u>
Net Position, of Governmental Activities	<u><u>493,289</u></u>

The accompanying notes are an integral part of this statement.

Upshur County Appraisal District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE--BUDGET AND ACTUAL
GENERAL FUND
For the year ended December 31, 2019

	Budget*	Actual	Variance Favorable (Unfavorable)
REVENUE			
Appraisal fees	888,720	888,721	1
Interest income and other	-	6,809	6,809
Total revenue	<u>888,720</u>	<u>895,530</u>	<u>6,810</u>
EXPENDITURES			
Salaries and benefits	540,438	475,459	64,979
Data processing	95,000	96,338	(1,338)
Appraisal services	89,200	89,200	-
Travel, per diem, hotels	36,000	32,046	3,954
General administration	112,682	86,555	26,127
Capital outlay	15,400	20,571	(5,171)
Total expenditures	<u>888,720</u>	<u>800,169</u>	<u>88,551</u>
Excess (deficiency) of revenues over expenditures	-	95,361	95,361
Fund balance at beginning of year	<u>258,235</u>	<u>258,235</u>	-
Fund balance at end of year	<u><u>258,235</u></u>	<u><u>353,596</u></u>	<u><u>95,361</u></u>

*The original budget was not amended.

The accompanying notes are an integral part of this statement.

Upshur County Appraisal District
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
for the year ended December 31, 2019

Total Net Change in Fund Balances - Governmental Funds	95,361
Capital outlay capitalized current year.	20,081
Depreciation is not recognized as an expense in governmental funds since it does not require the use of current financial resources. The net effect of the current year's depreciation is to decrease net assets.	<u>(28,444)</u>
Change in Net Position of Governmental Activities	<u><u>86,998</u></u>

The accompanying notes are an integral part of this statement.

Upshur County Appraisal District
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2019

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Upshur County Appraisal District is a governmental unit under the applicable laws and regulations of the State of Texas. It is governed by a Board of Directors appointed by the entities for which the District appraises property. The District prepares its basic financial statements in conformity with generally accepted accounting principles promulgated by the Governmental Accounting Institute of Certified Public Accountants.

A. REPORTING ENTITY

The District has the authority to make decisions and significantly influence operations. It has the primary accountability for fiscal matters. Therefore, the District is a financial reporting entity as defined by the Governmental Accounting Standards Board ("GASB") in its Statement No. 14, "The Financial Reporting Entity." There are no component units included within the reporting entity.

At December 31, 2019, the District has agreements with nineteen taxing entities to provide property valuations.

B. FORMATION

Upshur County Appraisal District was formed under a Senate Bill for the purpose of reappraisal of all property in Upshur County. The assessed valuation determined by the Appraisal District will be used by all taxing entities in the District. Funding for the District comes from each taxing entity each year based on an approved budget.

C. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The Statement of Net Position and the Statement of Activities are government-wide financial statements. They report information on all of the District's activities. *Governmental activities* include programs supported primarily by taxes, charges for services, grants and other intergovernmental revenues. Business type activities include operations that rely to a significant extent on fees and charges for support. The District has no business type activities. All of the District's support comes from the entities that the District appraises for except for a small amount of interest income and miscellaneous other income. A budget is adopted each year by the Board and is also approved by the entities.

The Statement of Activities demonstrates how other people or entities that participate in the programs the District operates have shared in the payment of those costs. The "charges for services" column includes payments made by the entities for appraising and miscellaneous charges to customers such as copying documents. The "grants and contributions" column includes amounts paid by organizations outside the District to help meet the operational or capital requirements of a given function. The District had no grants and contributions this year. If a revenue is not a program revenue, it is a general revenue used to support all of the District's functions.

The fund financial statements provide reports on the financial condition and results of operations of the District's one fund category. The District has only one fund, the general fund, and it is a major fund. There are no proprietary funds.

D. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT

The government-wide financial statements use the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows, appraisal and collection fees are recognized in the year for which they are budgeted.

Governmental fund financial statements use the current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets, current liabilities and fund balances are included on the balance sheet. Operating statements of these funds present net increases and decreases in current assets (i.e., revenues and other financing sources and expenditures and other financing uses).

The modified accrual basis of accounting recognizes revenues in the accounting period in which they become both measurable and available, and it recognizes expenditures in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest and principal on long-term debt, which is recognized when due.

E. FUND ACCOUNTING

The District reports the following major governmental fund:

1. **The General Fund** - The general fund is the District's operating fund. It accounts for all financial resources of the District.

Upshur County Appraisal District
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2019

F. OTHER ACCOUNTING POLICIES

1. Capital assets, which include office equipment and furniture and fixtures are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Building and improvements are depreciated using the straight line method over estimated useful lives of 30-40 years. Equipment and technology are depreciated similarly over 3-7 years.

2. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.
3. The governmental fund financials present fund balance categorized based on the nature and extent of the constraints placed on the specific purposes for which a government's funds may be spent. The following classifications describe the relative strength of the spending constraints:

Nonspendable fund balance – amounts that are not in spendable form (such as prepaid items) or are required to be maintained intact.

Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

Committed fund balance – amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority (i.e., Board of Directors). To be reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest level action to remove or change the constraint.

Assigned fund balance – amounts the District intends to use for a specific purpose. Intent can be expressed by the Board of Directors or by an official or body to which the Board of Directors delegates the authority.

Unassigned fund balance – amounts that represent fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. Other governmental funds might report a negative balance in this classification, as the result of overspending for which amounts had been restricted, committed, or assigned. Positive balances are reported only in the general fund.

Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the government fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted fund balance to have been depleted before using any components of the unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, restricted fund balance is depleted first, followed by unrestricted fund balance – committed and assigned, in order as needed. Unassigned fund balance is applied last.

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Formal budgetary integration is employed as a management control device during the year for the general fund. This budget is adopted on a basis consistent with generally accepted accounting principles. The budget was not amended during the year.

Upshur County Appraisal District
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2019

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS

A. CASH, CASH EQUIVALENTS AND INVESTMENTS

Cash and Cash Equivalents

District Policies and Legal and Contractual Provisions Governing Deposits

Custodial Credit Risk for Deposits State law requires governmental entities to contract with financial institutions in which funds will be deposited to secure those deposits with insurance or pledged securities with a fair value equaling or exceeding the amount on deposit at the end of each business day. The pledged securities must be in the name of the governmental entity and held by the entity or its agent. Since the District complies with this law, it has no custodial credit risk for deposits.

Foreign Currency Risk The District has no investments in foreign currency.

As of December 31, 2019, the following are the District's cash and cash equivalents with respective maturities and credit rating:

<u>Type of Deposit</u>	<u>Fair Value</u>	<u>Maturity in Less than 1 year</u>	<u>Maturity in 1-10 Years</u>	<u>Maturity in Over 10 Years</u>	<u>Credit Rating</u>
Cash, Money Markets and FDIC Insured Accounts	593,745	593,745	-	-	N/A
Total Cash and Cash Equivalents	593,745	593,745	-	-	

In addition, the following is disclosed regarding coverage of combined balances on the date of highest deposit:

- a. Depository: First National Bank - Gilmer
- b. There were \$392,000 in securities pledged by the depository at December 31, 2019.
- c. The bank balances of cash, savings, and time deposit accounts amounted to \$603,000 at December 31, 2019.
- d. Total amount of FDIC coverage at the time of the highest combined balance was \$250,000.

Investments

District Policies and Legal and Contractual Provisions Governing Investments

Compliance with the Public Funds Investment Act

The Public Funds Investment Act (Government Code Chapter 2256) contains specific provisions in the areas of investment practices, management reports, and establishment of appropriate policies. Among other things, it requires a governmental entity to adopt, implement, and publicize an investment policy. That policy must address the following areas: (1) safety of principal and liquidity, (2) portfolio diversification, (3) allowable investments, (4) acceptable risk levels, (5) expected rates of return, (6) maximum allowable stated maturity of portfolio investments, (7) maximum average dollar-weighted maturity allowed based on the stated maturity date for the portfolio, (8) investment staff quality and capabilities, (9) and bid solicitation preferences for certificates of deposit.

Statutes authorize the entity to invest in (1) obligations of the U.S. Treasury, certain U.S. agencies, and the State of Texas and its agencies; (2) guaranteed or secured certificates of deposit issued by state and national banks domiciled in Texas; (3) obligations of states, agencies, counties, cities and other political subdivisions of any state having been rated as to investment quality not less than an "A"; (4) No load money market funds with a weighted average maturity of 90 days or less; (5) fully collateralized repurchase agreements; (6) commercial paper having a stated maturity of 270 days or less from the date of issuance and is not rated less than A-1 or P-1 by two nationally recognized credit rating agencies OR one nationally recognized credit agency and is fully secured by an irrevocable letter of credit; (7) secured corporate bonds rated not lower than "AA-" or the equivalent; (8) public funds investment pools; and (9) guaranteed investment contracts for bond proceeds investment only, with a defined termination date and secured by U.S. Government direct or agency obligations approved by the Texas public Funds Investment Act in an amount equal to the bond proceeds. The Act also requires the entity to have independent auditors perform test procedures related to investment practices as provided by the Act. Upshur County Appraisal District is in substantial compliance with the requirements of the Act and with local policies.

Upshur County Appraisal District
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2019

Additional policies and contractual provisions governing investments for Upshur County Appraisal District are specified below:

Credit Risk To limit the risk that an issuer or other counterparty to an investment will not fulfill its obligations the District limits investments in commercial paper, corporate bonds, mutual bond funds to the top ratings issued by nationally recognized statistical rating organizations (NRSROs).

Custodial Credit Risk for Investments To limit the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in possession of an outside party the District requires counterparties to register the securities in the name of the District and hand them over to the District or its designated agent. This includes securities in securities lending transactions. All of the securities are in the District's name and held by the District or its agent.

Concentration of Credit Risk To limit the risk of loss attributed to the magnitude of a government's investment in a single issuer, the District limits investments to less than 5% of its total investments. The District further limits investments in a single issuer when they would cause investment risks to be significantly greater in the governmental and business-type activities, individual major funds, aggregate non-major funds and fiduciary fund types than they are in the primary government. Usually this limitation is 20%.

Interest Rate Risk To limit the risk that changes in interest rates will adversely affect the fair value of investments, the District requires all of the investment portfolio to have maturities of less than one year.

Foreign Currency Risk for Investments The District limits the risk that changes in exchange rates will adversely affect the fair value of an investment by not allowing foreign investments.

The District categorizes its fair value measurements with the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments that are measured at fair value using the net asset value per share (or its equivalent) as a practical expedient are not classified in the fair value hierarchy below. In instances where inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The District's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset or liability.

B. DISAGGREGATION OF RECEIVABLES AND PAYABLES

Receivables at December 31, 2019, were as follows:

	<u>Charges for Services</u>	<u>Other</u>	<u>Total Receivables</u>
Governmental Activities:			
General Fund	-	-	-
Amounts not scheduled for collection during the subsequent year	-	-	-

Payables at December 31, 2019, were as follows:

	<u>Accounts Payable</u>	<u>Accrued Payroll Benefits</u>	<u>Total Payables</u>
Governmental Activities:			
General Fund	-	8,358	8,358
Amounts not scheduled for payment during the subsequent year	-	-	-

Upshur County Appraisal District
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2019

B. CAPITAL ASSET ACTIVITY continued

Capital asset activity for the District for the year ended December 31, 2019, was as follows:
Primary Government

	<u>Beginning</u> <u>Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Adjustments</u>	<u>Ending</u> <u>Balance</u>
Governmental Activities:					
Land	8,711	-	-	-	8,711
Building	325,572	-	-	-	325,572
Equipment and technology	200,610	20,081	(52,916)	-	167,775
Less accumulated depreciation	<u>(386,837)</u>	<u>(28,444)</u>	<u>52,916</u>	<u>-</u>	<u>(362,365)</u>
Governmental Activities Capital Assets, Net	<u>148,056</u>	<u>(8,363)</u>	<u>-</u>	<u>-</u>	<u>139,693</u>

C. EMPLOYER'S PENSION PLAN OBLIGATIONS

The District provides a defined contributions retirement plan for full-time employees. Employee members of the plan contribute 10%, with the District contributing 10%. All employees are required to participate in the plan, with no age or service requirements for participation. Employees are eligible for retirement at age 60 and are 100% vested in the plan after five years of service.

Employer contributions to the plan for the year 2019 were approximately \$32,500.

The plan is administered by National Benefit Services. Additional information regarding the plan can be found in the "Annual Valuation and Report" for the year ended December 31, 2019. The Texas Pension Review Board requires reporting annually.

D. HEALTH CARE COVERAGE

During the year ended December 31, 2019, employees of Upshur County Appraisal District were covered by a health insurance plan (the Plan). The District contributed 100% of the health insurance premiums per pay period per employee to the Plan. The District also provides employees coverage for supplemental dental and vision insurance. The employees, at their option, authorized payroll withholdings to pay any premium for their dependents. All contributions were paid to a licensed insurer.

The contract between the District and the licensed insurer is renewable annually and terms of coverage and contribution costs are included in the contractual provisions.

Latest financials for the provider for the year ended December 31, 2019, and have been filed with the Texas State Board of Insurance, Austin, Texas, and are public record.

E. COMMITMENTS AND CONTINGENCIES

Various taxpayer appraisal valuation disputes inevitable arise during the year. Most are settled by negotiations during taxpayer meetings with the chief appraiser and/or Appraisal Review Board (ARB), which is appointed by the Board.

F. RISK MANAGEMENT

The District is exposed to various risks of loss to torts of theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During fiscal 2019, the District purchased commercial insurance to cover general liabilities. There were no significant reductions in coverage in the past fiscal year, and there were no settlements exceeding insurance coverage for each of the past three fiscal years.

G. LITIGATION

The District has no pending litigation at December 31, 2019.

H. SUBSEQUENT EVENTS

The District has evaluated subsequent events through January 29, 2020, the date the financial statements were available to be issued.

INTERNAL CONTROL SECTION



CPAs & Advisors

Bob J. Arnold, CPA, PFS
Lanny G. Walker, CPA, PFS
Kris Arnold, CPA, PFS
Andrew Arnold, CPA
Melissa J. Godfrey, CPA

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Upshur County Appraisal District
Gilmer, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Upshur County Appraisal District, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated January 29, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully Submitted,

Arnold, Walker, Arnold & Co., P.C.

Arnold, Walker, Arnold & Co., P.C.

January 29, 2020

Upshur County Appraisal District
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the year ended December 31, 2019

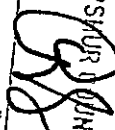
Type of Report on Financial Statements:	Unqualified
Control Deficiencies:	None
Material Weaknesses Involving Control Deficiencies:	None
Noncompliance Material to the Financial Statements:	None
Questioned Costs:	None

Upshur County Appraisal District
SCHEDULE OF STATUS OF PRIOR FINDINGS
For the year ended December 31, 2019

N/A

CORRECTIVE ACTION PLAN
For the year ended December 31, 2019

N/A

FILED
TERRI ROSS
COUNTY CLERK
2020 SEP 30 AM 10:53
UPSHUR COUNTY, TX.
BY 
DEPUTY