

**Upshur County Appraisal District**  
**Financial Statements**  
**And Independent Auditor's Report**  
**As of December 31, 2018**

**Upshur County Appraisal District**  
**TABLE OF CONTENTS**  
Year ended December 31, 2018

<u>Exhibit</u>		<u>Page</u>
	Independent Auditor's Report	1-2
	Management's Discussion and Analysis	3-7
	<b><u>BASIC FINANCIAL STATEMENTS</u></b>	
	<b>Government Wide Statements:</b>	
A-1	Statement of Net Position	8
B-1	Statement of Activities	9
	<b>Governmental Fund Financial Statements:</b>	
C-1	Balance Sheet	10
C-2	Reconciliation for C-1	11
C-3	Statement of Revenues, Expenditures, and Changes in Fund Balance (Budget/Actual)	12
C-4	Reconciliation for C-3	13
	Notes to the Financial Statements	14-18
	<b><u>INTERNAL CONTROL SECTION</u></b>	
	Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	19
	Schedule of Findings and Questioned Costs	20
	Schedule of Status of Prior Findings	21
	Corrective Action Plan	21



**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, 2018, 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, 2018, 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.

**Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated February 13, 2019, 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.*

February 13, 2019

## 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, 2018. 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 \$406 thousand at December 31, 2018. During the year, the District's expenditures exceeded revenues by \$35 thousand.

The total cost of all the District's activities was \$888 thousand. Expenses were \$28 thousand more than budgeted.

The general fund balance is \$258 thousand at December 31, 2018.

The District continues to remain debt free.

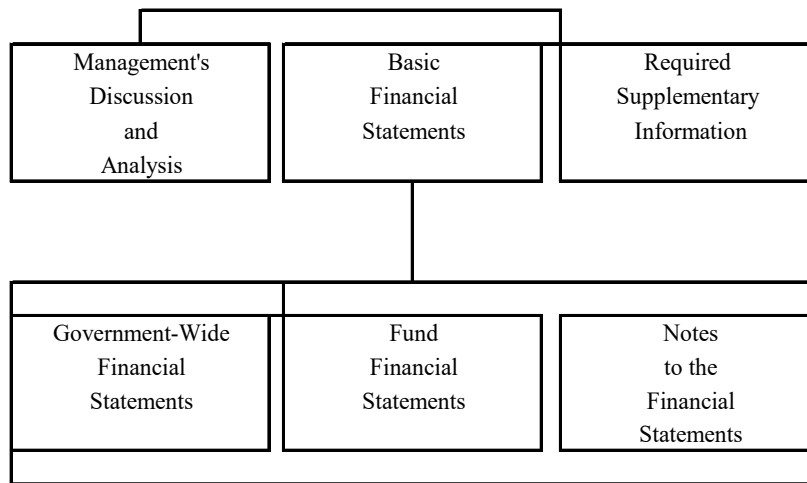
Approximately \$5 thousand was refunded, in the form of a credit, to the serviced entities during 2018.

## 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.

Type of Statements	Government-wide	
	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 \$406 thousand at December 31, 2018.

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

	2018	2017
Current and other assets	485	503
Capital and non-current assets	148	155
<b>TOTAL ASSETS</b>	<u>633</u>	<u>658</u>
Long-term liabilities	-	-
Other liabilities	227	217
<b>TOTAL LIABILITIES</b>	<u>227</u>	<u>217</u>
Invested in capital assets	148	155
Reserved	258	260
Unrestricted	-	26
<b>TOTAL NET POSITION</b>	<u>406</u>	<u>441</u>

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 decreased from \$441 thousand to \$406 thousand. The District's expenditures exceeded revenues by \$35 thousand. The District recorded depreciation of \$22 thousand.

**Changes in net position.**

The District's total revenues were \$853 thousand. \$847 thousand of this was from appraisal fees.

The total cost of all programs was \$888 thousand. Approximately 62% of this was for salaries and benefits.

Net position decreased by \$35 thousand.

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

	Governmental Activities	
	2018	2017
<b>Revenues</b>		
<u>Program Revenues</u>		
Charges for Services	847	827
Operating Grants and Contributions	-	-
<u>General Revenues</u>		
Investment earnings	2	2
Other	4	4
<b>Total Revenues</b>	<u>853</u>	<u>833</u>
<b>Expenses</b>		
Tax appraisal	888	839
<b>Total Expenses</b>	<u>888</u>	<u>839</u>
Transfers in (out)	-	-
<b>Increase (Decrease) in Net Position</b>	(35)	(6)
<b>Beginning Net Position</b>	441	447
<b>Ending Net Position</b>	<u>406</u>	<u>441</u>



## FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

The District reported fund balance in its governmental funds of approximately \$258 thousand at December 31, 2018. Expenditures exceeded revenues by \$28 thousand.

### General Fund Budgetary Highlights

The budget was not amended significantly this year. \$852 thousand was budgeted to be spent. \$881 thousand was actually spent.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

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

	Governmental Activities	
	2018	2017
Land	9	9
Building	325	325
Equipment and technology	201	245
Totals at historical cost	535	579
Total accumulated depreciation	(387)	(424)
Net capital assets	148	155

### 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 2019 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, 2018

	Governmental Activities
<b>ASSETS</b>	
Current assets	
Cash and cash equivalents	458,423
Prepaid expenses	27,015
Total current assets	485,438
Capital assets	
Land	8,711
Building	325,572
Equipment and technology	200,610
Less: accumulated depreciation	(386,837)
Total capital assets	148,056
Total Assets	633,494
<b>LIABILITIES</b>	
Current liabilities	
Accounts payable and accrued expenses	8,019
Advance payments by entities	219,184
Total current liabilities	227,203
Non-current liabilities	-
Total Liabilities	227,203
<b>NET POSITION</b>	
Invested in capital assets	148,056
Reserved for capital outlay and legal	258,235
Unrestricted	-
Total Net Position	406,291

The accompanying notes are an integral part of this statement.

**Upshur County Appraisal District**  
**STATEMENT OF ACTIVITIES**  
 For the year ended December 31, 2018

	Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities
<b>Primary Government:</b>				
<b>GOVERNMENTAL ACTIVITIES</b>				
Tax appraisal	888,164	847,185 *	-	(40,979)
Total primary government	888,164	847,185	-	(40,979)
 General Revenues				
Investment earnings				2,130
Miscellaneous				4,310
Total General Revenues				6,440
 Other Sources (Uses)				-
Change in Net Position				(34,539)
 Net Position -- Beginning				440,830
Net Position -- Ending				406,291

\*--net of 2017 revenues refunded to entities in 2018

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, 2018

	Fund
<b>ASSETS</b>	
Cash and cash equivalents	458,423
Prepaid expenses	27,015
Total assets	485,438
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	8,019
Advance payments by entities	219,184
Total liabilities	227,203
<b>FUND BALANCE</b>	
Reserved for capital outlay and legal	258,235
Unassigned	-
Total fund balance	258,235
Total liabilities and fund balance	485,438

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, 2018

<b>Total Fund Balances - Governmental Funds</b>	258,235
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 \$549,548 and the accumulated depreciation was \$394,737. The net effect of including the beginning balances for capital assets (net of depreciation) is to increase net position.	154,811
Capital outlay capitalized current year.	15,345
The 2018 depreciation expense increases accumulated depreciation. The net effect of the current year's depreciation is to decrease net position.	<u>(22,100)</u>
Net Position, of Governmental Activities	<u><u>406,291</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, 2018

	<u>Budget*</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
REVENUE			
Appraisal fees	852,316	847,185	(5,131)
Interest income and other	-	6,440	6,440
Total revenue	<u>852,316</u>	<u>853,625</u>	<u>1,309</u>
EXPENDITURES			
Salaries and benefits	515,397	553,864	(38,467)
Data processing	92,608	92,246	362
Appraisal services	89,200	89,200	-
Travel, per diem, hotels	36,000	39,341	(3,341)
General administration	103,711	91,413	12,298
Capital outlay	15,400	15,346	54
Total expenditures	<u>852,316</u>	<u>881,410</u>	<u>(29,094)</u>
Excess (deficiency) of revenues over expenditures	-	(27,785)	(27,785)
Fund balance at beginning of year	<u>286,020</u>	<u>286,020</u>	<u>-</u>
Fund balance at end of year	<u><u>286,020</u></u>	<u><u>258,235</u></u>	<u><u>(27,785)</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, 2018

<b>Total Net Change in Fund Balances - Governmental Funds</b>	(27,785)
Capital outlay capitalized current year.	15,346
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>(22,100)</u>
Change in Net Position of Governmental Activities	<u><u>(34,539)</u></u>

The accompanying notes are an integral part of this statement.

**Upshur County Appraisal District**  
NOTES TO THE FINANCIAL STATEMENTS  
December 31, 2018

**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, 2018, the District has collection 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.

**F. OTHER ACCOUNTING POLICIES**

- 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.

- 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.
- In the financial statements, governmental funds report reservations of fund balances that are not available for appropriation or are restricted for a specific purpose. Designations of fund balance represent management plans that are subject to change.
- For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the Fiduciary Net Position of the Texas County & District Retirement System (TCDRS) and additions to/deductions from TCDRS's Fiduciary Net Position have been determined on the same basis as they are reported by TCDRS. For this purpose, plan contributions are recognized in the period the compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**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.

**III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS**

**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, 2018, the following are the District's cash and cash equivalents with respective maturities and credit rating:

Type of Deposit	Fair Value	Maturity in Less than 1 year	Maturity in 1-10 Years	Maturity in Over 10 Years	Credit Rating
Cash, Money Markets and FDIC Insured Accounts	458,423	458,423	-	-	N/A
Total Cash and Cash Equivalents	458,423	458,423	-	-	

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

- Depository: First National Bank - Gilmer
- There were \$390,000 in securities pledged by the depository at December 31, 2018.
- The bank balances of cash, savings, and time deposit accounts amounted to \$475,000 at December 31, 2018.
- Total amount of FDIC coverage at the time of the highest combined balance was \$350,000.

**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.

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, 2018, were as follows:

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

Payables at December 31, 2018, were as follows:

	Accounts Payable	Accrued Payroll Benefits	Total Payables
<b>Governmental Activities:</b>			
General Fund	-	8,019	8,019
Amounts not scheduled for payment during the subsequent year	-	-	-

**C. CAPITAL ASSET ACTIVITY**

Capital asset activity for the District for the year ended December 31, 2018, was as follows:

	Primary Government				
	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Adjustments</u>	<u>Ending Balance</u>
Governmental Activities:					
Land	8,711	-	-	-	8,711
Building	325,572	-	-	-	325,572
Equipment and technology	215,265	15,345	(30,000)	-	200,610
Less accumulated depreciation	<u>(394,737)</u>	<u>(22,100)</u>	<u>30,000</u>	<u>-</u>	<u>(386,837)</u>
Governmental Activities Capital Assets, Net	<u>154,811</u>	<u>(6,755)</u>	<u>-</u>	<u>-</u>	<u>148,056</u>

**D. 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 2018 were approximately \$37,000.

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, 2018. The Texas Pension Review Board requires reporting annually.

**E. HEALTH CARE COVERAGE**

During the year ended December 31, 2018, 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, 2018, and have been filed with the Texas State Board of Insurance, Austin, Texas, and are public record.

**F. 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.

**G. 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 2018, 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.

**H. LITIGATION**

The District has no pending litigation at December 31, 2018.

**I. SUBSEQUENT EVENTS**

The District has evaluated subsequent events through February 13, 2019, the date the financial statements were available to be issued.

INTERNAL CONTROL SECTION





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, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated February 13, 2019.

**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.

February 13, 2019

**Upshur County Appraisal District**  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
For the year ended December 31, 2018

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, 2018

N/A

**CORRECTIVE ACTION PLAN**  
For the year ended December 31, 2018

N/A