

*Charter Township of South Haven  
Van Buren County, Michigan*

**FINANCIAL STATEMENTS**

*Year ended December 31, 2016*

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Charter Township of South Haven, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Charter Township of South Haven Michigan, as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements, as listed in the 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.

### **Opinion**

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 Charter Township of South Haven Michigan, as of December 31, 2016, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Correction of an Error**

As described in Note 13 to the financial statements, the Township recorded a prior period adjustment to correct its method of accounting for intangible capital assets of the governmental activities. Our opinions are not modified with respect to this matter.

### **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 comparison information, as listed in the contents, 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.

#### *Supplementary information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Charter Township of South Haven Michigan's basic financial statements. The combining fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining fund financial statements (supplementary information) are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Siegfried Crandall P.C.*

May 31, 2017

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

The following discussion and analysis is intended as a narrative overview of the Charter Township of South Haven's (the Township) operations over the fiscal year and its financial condition on December 31, 2016. Please read it in conjunction with the Township's financial statements.

### **FINANCIAL HIGHLIGHTS**

- The Township's total net position increased by \$383 as a result of this year's activities.
- Of the \$3,674,761 total net position reported, \$1,898,269 (52 percent) is available to be used to meet the Township's ongoing obligations to its citizens and customers, without constraints established by debt covenants, enabling legislation, or other legal requirements.
- The General Fund's unassigned fund balance at the end of the year was \$748,582, which represents 128 percent of the actual General Fund expenditures.

### **Overview of the financial statements**

The Township's annual report is comprised of four parts: management's discussion and analysis, the basic financial statements, required supplementary information, and an optional section that presents combining statements for nonmajor governmental funds. The basic financial statements include two kinds of statements that present different views of the Township:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Township's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Township government, reporting the Township's operations in more detail than the government-wide financial statements.
  - Governmental funds statements explain how government services, like general government, public safety, and public works, were financed in the short-term, as well as what remains for future spending.
  - Fiduciary funds statements provide information about the financial relationships in which the Township acts solely as an agent for the benefit of others to whom the resources in question belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The financial statements are followed by sections of required supplementary information and other supplementary information that further explain and support the information in the financial statements.

A comparative analysis of the government-wide financial statements for 2016 and 2015 is also presented.

### **Government-wide financial statements**

The government-wide financial statements report information about the Township as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the Township's assets, and liabilities and deferred inflows of resources. 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 Township's net position and how it has changed. Net position (the difference between the Township's assets, and liabilities and deferred inflows of resources) is one way to measure the Township's financial health, or position.

- Over time, increases or decreases in the Township's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the Township, you need to consider additional nonfinancial factors, such as changes in the Township's property tax base and the condition of the Township's capital assets.

The government-wide financial statements present governmental activities. These activities include functions most commonly associated with government (e.g., general government, public safety, public works, etc.). Property taxes and intergovernmental revenues generally fund these services.

### **Fund financial statements**

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

- Some funds are required by state law and by bond agreements.
- The Township Board establishes other funds to control and manage money for particular purposes or to show that it is properly using certain other revenues.

The Township has two kinds of funds:

- *Governmental funds.* The Township's basic services are included in its governmental funds, which focus on (1) how cash, and other financial assets that can be readily converted to cash, flows in and out, and (2) the balances left at year end that are available for spending. Consequently, the governmental funds 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 Township's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information that explains the relationship between them.
- *Fiduciary funds.* These funds are used to account for the collection and disbursement of resources, primarily taxes, for the benefit of parties outside the Township. The Township is responsible for ensuring that the assets reported in the fiduciary fund are used for their intended purposes. The Township's fiduciary balances are reported in a separate Statement of Fiduciary Assets and Liabilities. We exclude these activities from the Township's government-wide financial statements because the Township cannot use these assets to finance its operations.

FINANCIAL ANALYSIS OF THE GOVERNMENT AS A WHOLE

Net position

Total net position at the end of the fiscal year was \$3,674,761. Of this total, \$1,763,647 is invested in capital assets, \$678 is restricted for public safety, and \$12,167 is restricted for debt service. The remaining unrestricted net position amounted to \$1,898,269.

Condensed financial information  
Net position

	<i>Governmental activities</i>	
	<u>2016</u>	<u>2015</u>
Current and other assets	<b>\$ 3,704,785</b>	\$ 3,889,931
Capital assets	<b>1,917,159</b>	1,932,004
Total assets	<b><u>5,621,944</u></b>	<u>5,821,935</u>
Other liabilities	<b>272,411</b>	305,800
Long-term debt	<b>991,143</b>	1,110,928
Total liabilities	<b><u>1,263,554</u></b>	<u>1,416,728</u>
Deferred inflows of resources	<b><u>683,629</u></b>	<u>730,829</u>
Net position:		
Net investment in capital assets	<b>1,763,647</b>	1,761,688
Restricted	<b>12,845</b>	27,247
Unrestricted	<b><u>1,898,269</u></b>	<u>1,885,443</u>
Total net position	<b><u>\$ 3,674,761</u></b>	<u>\$ 3,674,378</u>

The 2015 column reflects restated amounts for capital assets and the related net position, net investment in capital assets, as a result of a prior period adjustment recorded in 2016. Both amounts were reduced by \$217,811, for the effect of correcting the method of accounting used for intangible capital assets.



**Changes in net position**

The Township's total revenues are \$1,283,844. Approximately 58 percent of the total comes from taxes, 24 percent from state grants, and 13 percent from charges for services.

The total cost of the Township's programs was \$1,283,461. Approximately 41 percent of the Township's costs relates to the provision of public safety, 21 percent for general government costs, 13 percent for health and welfare, 10 percent for public works, 8 percent for recreation and culture activities, and 5 percent for interest on debt.

*Condensed financial information  
Changes in net position*

	<i>Governmental activities</i>	
	<u>2016</u>	<u>2015</u>
Program revenues:		
Charges for services	\$ 165,235	\$ 208,459
Operating grants and contributions	7,235	6,214
General revenues:		
Property taxes	749,864	723,203
State shared revenue	307,046	299,283
Franchise fees	52,077	49,451
Interest and other income	2,387	2,126
	<u>1,283,844</u>	<u>1,288,736</u>
Expenses:		
General government	265,126	264,820
Public safety	531,400	514,527
Public works	125,626	122,928
Health and welfare	165,479	152,661
Community and economic development	31,205	34,001
Recreation and culture	106,194	98,308
Interest	58,431	75,165
	<u>1,283,461</u>	<u>1,262,410</u>
Changes in net position	<u>\$ 383</u>	<u>\$ 26,326</u>
Net position, end of year	<u>\$ 3,674,761</u>	<u>\$ 3,674,378</u>

The 2015 column reflects restated amounts as result of a prior period adjustment recorded in 2016. Public works expenses were increased by \$3,291 related to the restatement of 2015 balances for the effect of correcting the method of accounting used for intangible capital assets. Public works costs, previously capitalized in the amount of \$33,971, were expensed, and depreciation expense was reduced by \$30,680.

**Governmental activities**

Governmental activities increased the Township's net position by \$383, compared to a \$26,326 increase in the prior year. Most revenue and expense categories were comparable to the prior year. Property tax revenues increased, as there was a slight increase in taxable values. Current year activity reflected a decrease in interest expense, due to lower outstanding debt balances during 2016 compared to the prior year. The Township saw slight increases in virtually all remaining activities.

Expenses for governmental activities this year were \$1,283,461. After subtracting the direct charges to those who directly benefited from the Township's programs (\$165,235) and operating grants (\$7,235), the "public benefit" portion covered by taxes, state revenue sharing, and other general revenues was \$1,110,991 compared to \$1,047,737 last year, as a result of the changes in revenues and expenses described above.

**FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS**

**Governmental funds**

As of the end of the current fiscal year, the Township's governmental funds reported combined ending fund balances of \$1,662,794, a decrease of \$10,884. Of the total fund balances, 45 percent (\$748,582) is unassigned. The remainder of the fund balance consists of nonspendable amounts and restricted amounts. The nonspendable portion includes \$839,284 advanced to the South Haven Township - Casco Township Water and Wastewater Treatment Authority; the restricted portion includes amounts restricted as to purpose (\$678 for public safety and \$74,250 for debt service).

The General Fund is the primary operating fund of the Township. At the end of 2016, the total fund balance was \$1,588,497, which includes the nonspendable portion of fund balance, as well as the unassigned fund balance discussed above. The fund balance increased in 2016 by \$7,707, as revenues of \$593,257 exceeded expenditures of \$585,550.

The fund balance of the Fire and Ambulance Fund decreased by \$9,678, as the contractual expenditures of \$376,091, exceeded the \$366,413 special millage levied for the Fund's activities. The fund balance at year end amounted to \$47.

The Utility Contracts Debt Service Fund does not carry a fund balance, as all special assessments collected are then remitted to the South Haven Township - Casco Township Water and Wastewater Treatment Authority for payment of debt service requirements.

**General Fund budgetary highlights**

Increases in the Township's final budgeted expenditures from the original budget totaled \$49,839 to reflect revised expectations for a variety of expenditure categories. Revenues were \$68,197 more than budgeted, while expenditures were \$91 more than the amounts appropriated, resulting in a \$68,106 positive budget variance. The largest negative expenditure variance, where expenditures were \$1,636 more than budgeted, was associated with public works expenditures due to increased street lighting costs. The increase in fund balance was \$7,707 for the year, compared to a budgeted \$60,399 decrease.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital assets**

The Township's investment in capital assets for its governmental activities as of December 31, 2016, amounts to \$1,917,159 (net of accumulated depreciation). This investment includes land, buildings, and equipment. The decrease in the Township's net investment in capital assets for the current year consisted solely of \$14,845 in depreciation.

More detailed information about the Township's capital assets is presented in Note 5 of the notes to the basic financial statements.

**Debt**

At the end of the fiscal year, the Township had \$991,143 total long-term debt outstanding, which represents \$617,631 in assessments being collected for the payment of four water and sewer bonds issued by the South Haven Township - Casco Township Water and Wastewater Treatment Authority (the Authority) and related customer contracts, \$220,000 in bonds payable for a water system extension, and \$153,512 due on a note used to finance a portion of a 2008 park land acquisition.

The Township pays amounts collected on assessments to the Authority. The Authority then makes bond payments when due. The Township is contingently liable for \$7,705,363 of outstanding water and sewer system bonds payable in excess of the amounts due from collections of current special assessments and contracts on properties within the Township. The Township has pledged its full faith and credit toward the total amount of the debt and anticipates that additional future assessments, combined with other customer charges, will cover the contract liabilities. Cumulatively, the Township has advanced \$832,429 to cover required debt service payments in excess of amounts available to the Authority. No advances were required during 2016.

More detailed information about the Township's long-term liabilities is presented in Note 6 of the notes to the basic financial statements.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

Slight increases in property taxes and state shared revenue are expected in 2017, resulting in a small increase in total revenues. Certain costs, for example, police and fire protection services, are likely to increase slightly. The General Fund's 2017 fund balance is expected to remain stable. The Township plans to maintain all ongoing programs for 2017 at similar levels.

Revenues and expenditures in most of the other governmental funds are approximately equal each year. These funds record approved tax levies for specific purposes, including police, fire and ambulance, library, and debt service costs, which are paid to the appropriate entities annually. The special millage for the South Haven Health System has been terminated, as voters approved the merger with the Bronson Healthcare Group.

**CONTACTING THE TOWNSHIP'S FINANCIAL MANAGEMENT**

This financial report is designed to provide citizens, taxpayers, customers, investors, and creditors with a general overview of the Township's finances and to demonstrate the Township's accountability for the resources it receives. Questions regarding any information provided in this report or requests for additional financial information should be addressed to:

Charles R. Stein, Jr., Township Supervisor  
Charter Township of South Haven  
09761 Blue Star Memorial Highway  
South Haven, MI 49090

Phone: (269) 637-3305

## **BASIC FINANCIAL STATEMENTS**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the Charter Township of South Haven, Michigan (the Township), conform to accounting principles generally accepted in the United States of America (hereinafter referred to as generally accepted accounting principles) as applicable to governmental units. The following is a summary of the more significant accounting policies.

*Reporting entity:*

As required by generally accepted accounting principles, these financial statements present only the Township (located in Van Buren County), as management has determined that there are no other entities for which the Township is financially accountable.

*Government-wide and fund financial statements:*

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Township. The effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and the fiduciary fund, even though the latter is excluded from government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

*Measurement focus, basis of accounting, and financial statement presentation:*

The government-wide financial statements are reported using 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 related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental funds financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period, or soon enough thereafter, to pay liabilities of the current period. For this purpose, the Township generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenues of the current period. All other revenue items are considered to be measurable only when cash is received by the Township.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement focus, basis of accounting, and financial statement presentation (continued):*

The Township reports the following major governmental funds:

The General Fund is the Township’s primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund. Revenues are primarily derived from property taxes and state shared revenue.

The Fire and Ambulance Fund accounts for the operating contributions made to the joint venture described in Note 9.

The Utility Contracts Debt Service Fund accounts for the issuance and payment of debt for water and sewer improvements.

The Township also reports fiduciary funds, which account for assets held by the Township as an agent for individuals, private organizations, and other governments. The Township currently reports a single fiduciary fund (Agency Fund). Fiduciary funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

*Assets, liabilities, deferred inflows of resources, and net position or equity:*

*Bank deposits* - Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Pooled interest income is proportionately allocated to all funds.

*Receivables* - In general, outstanding balances between funds are reported as “due to/from other funds.” No allowance for uncollectible accounts has been recorded, as the Township considers all receivables to be fully collectible.

*Prepaid items* - Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in both government-wide and fund financial statements.

*Capital assets* - Capital assets, which include land and improvements, buildings, and equipment, are reported in the government-wide financial statements. Capital assets are defined by the Township as assets with an initial, individual cost of more than \$1,000 (\$10,000 for infrastructure assets) 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. Governments can elect to account for infrastructure assets either retroactively to June 15, 1980, or prospectively. The Township has elected to account for infrastructure assets prospectively, beginning January 1, 2004.

Capital assets are depreciated using the straight-line method over the following useful lives:

Land improvements	20 - 40 years
Buildings and improvements	20 - 40 years
Equipment	3 - 5 years

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Assets, liabilities, deferred inflows of resources, and net position or equity (continued):*

*Deferred inflows of resources* - The statement of net position and the governmental funds balance sheet include a separate section for deferred inflows of resources. This separate financial statement element reflects an increase in net position that applies to a future period. The related revenues will not be recognized until a future event occurs. The Township has three items that are included in this category: property taxes, special assessments, and interest revenues. Property tax revenue, which is levied to finance the following period's budget, is deferred and recognized as an inflow of resources in the period that it was intended to finance. Special assessments and interest revenues, which are recognized as they become available (collected within 60 days after the end of the Township's fiscal year), are deferred and recognized as an inflow of resources in the period that they become available.

*Net position* - Net position represents the difference between assets, and liabilities and deferred inflows of resources. The Township reports three categories of net position, as follows: (1) *Net investment in capital assets* consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets, and increases by balances of resources related to those assets; (2) *Restricted net position* is considered restricted if its use is constrained to a particular purpose. Restrictions are imposed by external organizations, such as federal or state laws or buyers of the Township's debt. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets; (3) *Unrestricted net position* consists of all other net position that does not meet the definition of the above components and is available for general use by the Township.

*Net position flow assumption* - Sometimes, the Township will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Township's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

*Fund equity* - Governmental funds report restricted fund balance when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws and regulations of other governments. Unassigned fund balance is the residual classification for the General Fund. When the Township incurs an expenditure for purposes for which various fund balance classifications can be used, it is the Township's policy to use the restricted fund balance first, followed by assigned fund balance, and, finally, unassigned fund balance.

*Property tax revenue recognition* - Property taxes are levied each December 1 (lien date) on the taxable valuation of property (as defined by State statutes) located in the Township as of the preceding December 31. Property taxes are considered delinquent on March 1 of the following year, at which time interest and penalties are assessed.

Although the Township's 2016 ad valorem tax is levied and collectible on December 1, 2016, it is the Township's policy to recognize revenue from that tax levy in the current year, when the proceeds are budgeted and made available for the financing of operations.

*Use of estimates* - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Accordingly, actual results could differ from those estimates.

**NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

*Budgetary information* - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for governmental funds. The budget document presents information by fund, function, and activity. The legal level of budgetary control adopted by the governing body is the activity level. All annual appropriations lapse at the end of the fiscal year.

*Excess of expenditures over appropriations* - The following schedule sets forth budget variances:

<u>Fund</u>	<u>Function</u>	<u>Activity</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance</u>
General	Public works	Highways and streets	\$ 43,428	\$ 44,903	\$ 1,475
		Street lights	8,384	10,020	1,636

**NOTE 3 - CASH**

The Township’s cash balances at December 31, 2016, were as follows:

	<u>Governmental activities</u>	<u>Fiduciary activity</u>	<u>Total</u>
Cash	\$ 860,164	\$ 159,276	\$ 1,019,440

*Deposits* - State statutes and the Township’s investment policy authorize the Township to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations. The Township’s deposits are in accordance with statutory authority.

Custodial credit risk is the risk that, in the event of the failure of a financial institution, the Township will not be able to recover its deposits. The Township’s investment policy does not specifically address custodial credit risk for deposits. At December 31, 2016, \$806,466 of the Township’s bank balances of \$1,203,320 was exposed to custodial credit risk because it was uninsured and uncollateralized.



**NOTES TO FINANCIAL STATEMENTS (Continued)**

**NOTE 4 - RECEIVABLES**

Receivables, which are considered fully collectible, as of December 31, 2016, for the Township's individual major and nonmajor funds, in the aggregate, were as follows:

<u>Fund</u>	<u>Accounts</u>	<u>Property taxes</u>	<u>Special assessments</u>	<u>Inter-governmental</u>	<u>Interest</u>	<u>Totals</u>
General	\$ 15,510	\$ 62,763	\$ 97,791	\$ 1,150,928	\$ 5,446	\$ 1,332,438
Fire and Ambulance	-	276,614	-	-	-	276,614
Contracts Debt	-	-	747,899	-	33,415	781,314
Nonmajor funds	-	178,076	174,981	74,250	10,103	437,410
Totals	<u>\$ 15,510</u>	<u>\$ 517,453</u>	<u>\$ 1,020,671</u>	<u>\$ 1,225,178</u>	<u>\$ 48,964</u>	<u>\$ 2,827,776</u>
Noncurrent portion	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 864,011</u>	<u>\$ 1,118,584</u>	<u>\$ 5,446</u>	<u>\$ 1,988,041</u>

**NOTE 5 - CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2016, was as follows:

	<u>Beginning balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Governmental activities:				
Capital assets not being depreciated - land	\$ 1,836,843	\$ -	\$ -	\$ 1,836,843
Capital assets being depreciated:				
Land improvements	130,967	-	-	130,967
Buildings and improvements	178,640	-	-	178,640
Equipment	93,677	-	-	93,677
Subtotal	403,284	-	-	403,284
Less accumulated depreciation for:				
Land improvements	(53,808)	(6,548)	-	(60,356)
Buildings and improvements	(173,545)	(3,417)	-	(176,962)
Equipment	(80,770)	(4,880)	-	(85,650)
Subtotal	(308,123)	(14,845)	-	(322,968)
Total capital assets being depreciated, net	95,161	(14,845)	-	80,316
Governmental activities capital assets, net	<u>\$ 1,932,004</u>	<u>\$ (14,845)</u>	<u>\$ -</u>	<u>\$ 1,917,159</u>

Amounts shown in the beginning of year column reflect restated amounts, as discussed in Note 13.

**NOTE 5 - CAPITAL ASSETS (Continued)**

Depreciation expense was charged to functions of the Township as follows:

Governmental activities:	
General government	\$ 11,977
Recreation and culture	<u>2,868</u>
 Total	 <u>\$ 14,845</u>

**NOTE 6 - LONG-TERM LIABILITIES**

Long-term debt at December 31, 2016, is comprised of the following individual issues:

Note payable:	
\$273,000 Note payable (PA 99), due in annual installments through 2024; interest at approximately 5.3%	<u>\$ 153,512</u>
Contracts payable:	
\$848,405 1995 and 1997 Water and sewer assessments, due to Allegan County in annual installments through 2017; interest at approximately 6.2%	8,460
\$1,418,028 1998 Water and sewer assessments, due to Van Buren County in annual installments through 2019; interest at approximately 5.8%	49,545
\$1,831,295 1999 Water and sewer assessments, due to Van Buren County in annual installments through 2020; interest at approximately 6.3%	101,119
\$1,175,297 2000 Water and sewer assessments, due to Van Buren County in annual installments through 2020; interest at approximately 6.3%	116,975
\$532,940 Contracts payable, due to South Haven and Casco Township Water and Wastewater Treatment Authority in various annual installments; interest at approximately 6.0%	<u>341,532</u>
 Total contracts payable	 <u>617,631</u>
Bonds payable:	
\$435,000 2006 Special assessment bonds, due in annual installments of \$10,000 to \$25,000 through 2026; interest at approximately 5.49%	<u>220,000</u>
 Total long-term liabilities	 <u>\$ 991,143</u>

**NOTES TO FINANCIAL STATEMENTS (Continued)**

**NOTE 6 - LONG-TERM LIABILITIES (Continued)**

Long-term liability activity for the year ended December 31, 2016, was as follows:

	<i>Beginning balance</i>	<i>Additions</i>	<i>Reductions</i>	<i>Ending balance</i>	<i>Amounts due within one year</i>
Note payable - 2008	\$ 170,316	\$ -	\$ (16,804)	\$ 153,512	\$ 18,692
Contracts payable - 1997	9,069	-	(609)	8,460	8,460
Contracts payable - 1998	97,481	-	(47,936)	49,545	49,545
Contracts payable - 1999	181,195	-	(80,076)	101,119	33,707
Contracts payable - 2000	160,230	-	(43,255)	116,975	29,244
Contracts payable - unbonded	247,637	142,311	(48,416)	341,532	48,953
Bonds payable - 2006	245,000	-	(25,000)	220,000	25,000
<b>Total long-term liabilities</b>	<b>\$ 1,110,928</b>	<b>\$ 142,311</b>	<b>\$ (262,096)</b>	<b>\$ 991,143</b>	<b>\$ 213,601</b>

Debt service requirements at December 31, 2016, were as follows:

	<i>Principal</i>	<i>Interest</i>
Year ended December 31:		
2017	\$ 213,601	\$ 58,124
2018	156,578	45,482
2019	157,614	36,217
2020	124,997	26,894
2021	91,901	19,314
2022 - 2026	246,452	28,635
<b>Totals</b>	<b>\$ 991,143</b>	<b>\$ 214,666</b>

The Township is contingently liable for \$7,705,363 of outstanding water and sewer system contracts payable in excess of the amounts to be repaid from collections of special assessments currently levied against properties within the Township. The Township has pledged its full faith and credit toward the total amounts due and anticipates that additional future assessments and other customer charges will be used to pay the contract liabilities.

**NOTE 7 - PAYABLES**

Payables as of December 31, 2016, for the Township's individual major and nonmajor funds, in the aggregate, were as follows:

<i>Fund</i>	<i>Accounts</i>	<i>Payroll</i>	<i>Inter- governmental</i>	<i>Totals</i>
General	\$ 11,900	\$ 2,500	\$ 35,884	\$ 50,284
Utility Contracts Debt Service	-	-	188,371	188,371
Nonmajor funds	-	-	28,527	28,527
	<b>\$ 11,900</b>	<b>\$ 2,500</b>	<b>\$ 252,782</b>	<b>\$ 267,182</b>

**NOTE 8 - PROPERTY TAXES**

The 2015 taxable valuation of the Township approximated \$143,799,000, on which ad valorem taxes levied consisted of 0.5604 mills for operating purposes, .7500 mills for police, 2.6300 mills for fire and ambulance services, 0.5900 mills for library services, 0.2500 mills for senior services, and 0.3338 mills for hospital operations, raising approximately \$81,000 for operating purposes, \$108,000 for police, \$357,000 for fire and ambulance services, \$85,000 for library services, \$36,000 for senior services, and \$48,000 for hospital operations. These amounts are recognized in the respective fund financial statements as property tax revenue.

The 2016 taxable valuation of the Township approximated \$144,477,000, on which ad valorem taxes levied consisted of 0.5604 mills for operating purposes, .7500 mills for police, 2.6300 mills for fire and ambulance services, 0.5900 mills for library services, and 0.2500 mills for senior services, raising approximately \$82,000 for operating purposes, \$110,000 for police, \$367,000 for fire and ambulance services, \$87,000 for library services, and \$37,000 for senior services. These amounts are recognized in the respective fund financial statements as deferred inflows of resources, based upon the period for which the proceeds are budgeted and will be made available for the financing of operations.

**NOTE 9 - JOINT VENTURES**

The Township, together with the Township of Casco, established a joint water and sewage treatment authority under the provisions of Public Act 233 of 1955, in order to acquire and operate water and sewage treatment systems to benefit both townships. The Township has advanced \$839,284 to cover certain costs of the Authority. The Township anticipates reimbursement in the future, including \$205,050 in interest accrued on the advances.

The Township has joined the City of South Haven and the Townships of Casco and Geneva in establishing a joint emergency services authority (the Emergency Authority) to provide fire and ambulance services in the Authority's area of operation, which includes the Charter Township of South Haven. The operations of the Authority are financed by taxes levied annually within the participating units of government. The Township expended \$294,146 for services provided by the Emergency Authority in 2016.

The Township has joined the Cities of South Haven and Bangor and the Townships of Casco, Geneva, and Covert in establishing a joint regional airport authority (the Airport Authority) to provide airfield services in the Airport Authority's area of operation, which includes the Charter Township of South Haven. The operations of the Airport Authority are financed by annual contributions within the participating units of government, as well as hangar rentals and fuel sales. During the year ended December 31, 2016, the Township contributed \$17,280 toward the Airport Authority's operations.

There is no equity interest by any participating unit in the joint ventures. Except as disclosed in Note 6 regarding the contingent liability for outstanding water and sewer contacts payable, the Township is unaware of any indication that the joint ventures are accumulating significant financial resources or are experiencing fiscal stress that may cause an additional financial benefit or burden on the Township in the near future.

Separate audited financial statements for the above joint ventures are available at the Township offices.

**NOTE 10 - RISK MANAGEMENT**

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for each of these claims and is neither self-insured, nor participates in a shared-risk pool. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

**NOTE 11 - DEFINED CONTRIBUTION PENSION PLAN**

The Township contributes to the South Haven Charter Township Group Pension Plan, a defined contribution pension plan, which is administered by a third-party administrator. The plan covers all elected officials, along with the Deputy Clerk, Deputy Treasurer, and Deputy Supervisor, who are eligible to participate from the date they are elected or appointed to office.

Benefit terms, including contribution requirements, for the Plan are established, and may be amended, by the Township Board. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate as described above. The Township contributes 5% of each qualified employee’s total earnings or \$300, whichever is more, to the plan. Employees are permitted to make voluntary contributions to the Plan, up to applicable Internal Revenue Code limits. For the year ended December 31, 2016, the Township and eligible employees made contributions of \$6,378 and \$ -0-, respectively. At December 31, 2016, the Township reported no accrued liability as part of the contributions to the plan. The Township’s contributions for each employee (and investment earnings allocated to the employee’s account) are fully vested immediately.

The Township is not a trustee of the defined contribution pension plan, nor is the Township responsible for investment management of the pension plan assets. Accordingly, plan assets, and changes therein, are not reported in these financial statements.

**NOTE 12 - CONSTRUCTION CODE ACT**

A summary of construction code enforcement transactions for the year ended December 31, 2016, is as follows:

Accumulated excess, beginning of year	<u>\$ 2,990</u>
Revenues	42,467
Expenses	<u>(44,826)</u>
Deficiency of revenues over expenses	<u>(2,359)</u>
Accumulated excess, end of year	<u>\$ 631</u>

**NOTE 13 - PRIOR PERIOD ADJUSTMENT**

A prior period adjustment has been recorded in 2016 to correct the method of accounting used for intangible capital assets that resulted in a restatement of opening net position of governmental activities . Net position, as of January 1, 2016, included in the government-wide financial statements, represents a restated balance as presented below.

	<u>Net position</u> <u>Governmental</u> <u>activities</u>
Beginning of year, as previously reported	\$ 3,892,189
Prior period adjustment - overstatement of intangible capital assets	<u>(217,811)</u>
Beginning of year, as restated	<u>\$ 3,674,378</u>

**REQUIRED SUPPLEMENTARY INFORMATION**

**SUPPLEMENTARY INFORMATION**