

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

MARCH 31, 2020

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June 22, 2020

INDEPENDENT AUDITOR'S REPORT

To the Township Board
Charter Township of Green
Mecosta County
Paris, Michigan

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Charter Township of Green, Mecosta County, Paris, Michigan, as of and for the year ended March 31, 2020, and the related notes to the financial statements, which collectively comprise the Township'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, the business-type activities, each major fund, and the aggregate remaining fund information of Charter Township of Green, Mecosta County, Paris, Michigan as of March 31, 2020, and the respective changes in financial position, and, where applicable, cash flows thereof 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 on pages iii through ix and budgetary comparison information on page 24 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.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2020

Management's Discussion and Analysis

The management of Charter Township of Green, Mecosta County, Paris, Michigan ("the Township") offers this narrative overview and analysis of the financial activities of the Township for the fiscal year ended March 31, 2020. We encourage readers to consider the information presented here in conjunction with the financial statements as a whole, which can be found in this report.

Financial Highlights

- ❖ The assets of the Township exceeded its liabilities at the close of this fiscal year by \$2,506,880 (shown as *net position*). Of this amount, \$1,073,938 (*unrestricted net position*) may be used to meet the Township's ongoing obligations to citizens and creditors.
- ❖ The Township's net position increased by \$22,103 during the fiscal year. Governmental activities had a \$55,095 increase, while business-type activities had a \$32,992 decrease.
- ❖ As of March 31, 2020, the general fund of the Township reported an ending fund balance of \$592,999, of which \$468,031 was unassigned.
- ❖ The net position of the Township's Sewer Fund decreased by \$32,992, bringing the total net position of this fund to \$1,018,894.

Overview of the Financial Statements

This discussion and analysis provided here is intended to serve as an introduction to the Township's basic financial statements. The Township's financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements The *Government-Wide Financial Statements* are designed to provide readers with a broad overview of the Township's finances, in a manner similar to a private-sector business.

The *Statement of Net Position* presents information on all of the Township's assets and liabilities, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Township is improving or deteriorating.

The *Statement of Activities* presents the information showing how the Township's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported for some items that will only result in cash flows in future periods.

Both of the government-wide statements distinguish functions of the Township that are principally supported by property taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or most of their costs through user fees and charges (business-type activities). The governmental activities of the Township include general government, public safety, public works, recreation and culture, and other functions. Business-type activities of the Township include the sewer system.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2020

Fund Financial Statements A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Township, like other state and local governments, uses fund accounting to ensure compliance with finance-related legal requirements. All of the funds of the Township can be divided into three categories, governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds – Governmental funds are used to account for essentially the same functions as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in assessing a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Township maintains two governmental funds, the General Fund and the Cherry Meadows Road Special Assessment Fund.

The Township adopts an annual budget for the General Fund. A budgetary comparison has been provided for the General Fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 3-6 of this report.

Proprietary Funds – The Township maintains one proprietary fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Township uses an enterprise fund to account for its sewer operations.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Sewer Fund since it is considered to be a major fund of the Township.

The basic proprietary fund financial statements can be found on pages 7-9 of this report.

Fiduciary Funds – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Township's own programs. The Township maintains one type of fiduciary fund. The custodial fund reports resources held by the Township in a custodial capacity for other governments. The accounting used for fiduciary funds is much like that used for proprietary funds.

The fiduciary fund financial statements can be found on pages 10-11 of this report.

Notes to Financial Statements The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes can be found on pages 12-23 of this report.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2020

Other Information In addition to the basic financial statements, this report further presents Required Supplementary Information (RSI) that explains and supports the information presented in the financial statements.

Government-Wide Financial Analysis

As noted earlier, net position, over time, may serve as a useful indicator of a government's financial position. In the case of Charter Township of Green, assets exceeded liabilities by \$2,506,880, at the close of the most recent fiscal year.

Charter Township of Green
Net Position as of March 31,

	Governmental		Business-Type		Total	
	Activities		Activities			
	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>
Assets						
Current Assets	\$ 607,972	\$ 601,470	\$ 503,433	\$ 488,726	\$ 1,111,405	\$ 1,090,196
Non Current Assets						
Capital Assets	1,185,774	1,282,081	1,349,123	1,349,123	2,534,897	2,631,204
Less: Accumulated Depreciation	(358,345)	(392,952)	(782,533)	(805,310)	(1,140,878)	(1,198,262)
Total Non Current Assets	827,429	889,129	566,590	543,813	1,394,019	1,432,942
Total Assets	<u>1,435,401</u>	<u>1,490,599</u>	<u>1,070,023</u>	<u>1,032,539</u>	<u>2,505,424</u>	<u>2,523,138</u>
Liabilities						
Current Liabilities	2,510	2,613	18,137	13,645	20,647	16,258
Net Position						
Net Investment in Capital Assets	827,429	889,129	566,590	543,813	1,394,019	1,432,942
Unrestricted	605,462	598,857	485,296	475,081	1,090,758	1,073,938
Total Net Position	<u>\$ 1,432,891</u>	<u>\$ 1,487,986</u>	<u>\$ 1,051,886</u>	<u>\$ 1,018,894</u>	<u>\$ 2,484,777</u>	<u>\$ 2,506,880</u>

A significant portion of the Township's net position reflects its investment in capital assets (e.g. land, buildings, equipment, infrastructure, and others), less any related debt that is outstanding that the Township used to acquire or construct those assets. The Township uses these capital assets to provide services to citizens. Accordingly, these assets are not available for future spending

The remaining balance of unrestricted net position, \$1,073,938, may be used to meet the Township's ongoing obligations to citizens and creditors.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2020

At the end of the current fiscal year, the Township is able to report positive balances in all categories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities. The same situation held true for the prior fiscal year.

Charter Township of Green's overall net position increased \$22,103 from the prior fiscal year. The reasons for this overall increase are discussed in the following sections for governmental activities and business-type activities.

Charter Township of Green
Change in Net Position
for the Fiscal Year Ended March 31,

	<u>Governmental</u>		<u>Business-Type</u>		<u>Total</u>	
	<u>Activities</u>		<u>Activities</u>			
	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>
<u>Revenues</u>						
Program Revenues						
Charges for Services	\$ 27,051	\$ 39,551	\$ 87,743	\$ 88,491	\$ 114,794	\$ 128,042
Operating Grants and Contributions	5,377	7,963	0	0	5,377	7,963
Capital Grants and Contributions	0	0	0	0	0	0
General Revenues						
Taxes	116,830	121,853	0	0	116,830	121,853
State Shared Revenue	280,436	295,592	0	0	280,436	295,592
Interest	4,205	4,145	4,807	6,926	9,012	11,071
Other	13,165	10,187	0	0	13,165	10,187
Total Revenues	447,064	479,291	92,550	95,417	539,614	574,708
<u>Expenses</u>						
General Government	259,721	256,189	0	0	259,721	256,189
Public Safety	85,538	88,892	0	0	85,538	88,892
Public Works	25,231	28,645	0	0	25,231	28,645
Recreation and Culture	21,780	33,111	0	0	21,780	33,111
Other Functions	15,073	17,359	0	0	15,073	17,359
Sewer System	0	0	142,792	128,409	142,792	128,409
Total Expenses	407,343	424,196	142,792	128,409	550,135	552,605
Change in Net Position	39,721	55,095	(50,242)	(32,992)	(10,521)	22,103
NET POSITION – Beginning of Year	1,393,170	1,432,891	1,102,128	1,051,886	2,495,298	2,484,777
NET POSITION – End of Year	\$ 1,432,891	\$ 1,487,986	\$ 1,051,886	\$ 1,018,894	\$ 2,484,777	\$ 2,506,880

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2020

Governmental Activities During the current fiscal year, net position for the governmental activities increased \$55,095 from the prior fiscal year for an ending balance of \$1,487,986. The most significant portion of the revenue for all governmental activities of the Township comes from state-shared revenues and property taxes. The Township levied 1.2352 mills for general operating purposes and collected \$294,995 in state-shared revenues.

The Township's governmental activities expenses are dominated by General Government expenditures. The Township spent \$256,189 on General Government during the fiscal year. Public Safety represented the next largest expense at \$88,892.

Business-Type Activities For the Township's business-type activities, net position decreased during the fiscal year by \$32,992 to reach an ending balance of \$1,018,894. The business-type activities of the Township include the Sewer Fund, which provides sewer services to certain Township residents as well as commercial customers.

Financial Analysis of the Government's Funds

Governmental Funds The focus of the Township's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Township's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for discretionary use as they represent the portion of fund balance which has not been limited to use for a particular purpose by either an external party, the Township itself, or a group or individual that has been delegated authority to assign resources for use for particular purposes by the Township's Board.

At March 31, 2020, the Township's governmental funds reported an ending fund balance of \$583,014, an increase of \$2,736 in comparison with the prior year. \$468,031 constitutes unassigned fund balance, which is available for spending at the government's discretion. The remainder of the fund balance is assigned for particular purposes (\$122,436) or nonspendable for prepaid expenditures (\$2,532).

General Fund – The General Fund decreased its fund balance by \$7,060, which brings the fund balance to \$592,999. The primary reason for this increase was due to the Township had road projects during the fiscal year.

Cherry Meadows Road Special Assessment - The Cherry Meadows Special Assessment Fund increased its fund balance by \$9,796, bringing the balance to \$(9,985). The primary reason for the increase is the collection of the special assessment and minimal expenditures.

Proprietary Fund – The Township's proprietary fund provides the same information as the government-wide statements, but in more detail.

Sewer Fund – The Sewer Fund ended the fiscal year with a decrease in net position of \$32,992, which brings the balance to \$1,018,894. Depreciation expense amounted to \$22,777 and sewer maintenance and repairs added to the decrease.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2020

General Fund Budgetary Highlights

During the year, appropriations were amended to increase or decrease various functions for expenditures. The following schedule shows a comparison of the original general fund budget, the final amended general fund budget, and actual totals from operations.

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>
Total Revenues	<u>\$ 419,784</u>	<u>\$ 419,784</u>	<u>\$ 478,536</u>
Total Expenditures	<u>\$ 516,943</u>	<u>\$ 521,908</u>	<u>\$ 485,596</u>

There were no significant changes in the original and final budgeted revenues. The primary difference in the original and final budgeted expenditures was that the Township budgeted additional funds for the road projects.

A review of actual revenues compared with estimated revenues yields significant variances for taxes, state grants, and other revenues. The Township received more in taxes, state-shared revenues and other revenues than originally anticipated. Also, the Township received several reimbursements that were not budgeted for.

A review of actual expenditures compared to final budgeted expenditures yields significant variances for Building and Grounds. Additionally, the variances can be attributed to the fact that the Township typically builds excess expenditures into its budget to cover unusual expenses and often bases its budget for these functions on prior year results. This caused actual expenditures to be lower than what was budgeted for.

Capital Assets

Capital Assets The Township's investment in capital assets for governmental and business-type activities as of March 31, 2020, amounted to \$1,432,942 net of accumulated depreciation.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2020

Capital assets summarized below include any items purchased with a cost greater than \$5,000 individually and that have a useful life greater than one year. A summary of capital asset categories is illustrated below:

Charter Township of Green
Capital Assets as of March 31,

	<u>Governmental</u>		<u>Business-Type</u>		<u>Total</u>	
	<u>Activities</u>		<u>Activities</u>			
	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>
Land	\$ 106,765	\$ 106,765	\$ 0	\$ 0	\$ 106,765	\$ 106,765
Buildings and Improvements	505,809	505,809	0	0	505,809	505,809
Infrastructure	535,872	632,179	0	0	535,872	632,179
Furniture and Equipment	37,328	37,328	0	0	37,328	37,328
Plant and System	0	0	1,329,701	1,329,701	1,329,701	1,329,701
Equipment	0	0	19,422	19,422	19,422	19,422
	1,185,774	1,282,081	1,349,123	1,349,123	2,534,897	2,631,204
Less: Accumulated Depreciation	(358,345)	(392,952)	(782,533)	(805,310)	(1,140,878)	(1,198,262)
Net Capital Assets	<u>\$ 827,429</u>	<u>\$ 889,129</u>	<u>\$ 566,590</u>	<u>\$ 543,813</u>	<u>\$ 1,394,019</u>	<u>\$ 1,432,942</u>

The major capital asset addition was:

- 220th Avenue Wedging - \$85,251
- Spruce Road Culvert - \$11,056

Economic Condition and Outlook

There is uncertainty surrounding future state funding for local governments as a result of COVID-19. The Township's budget was prepared in February and did not factor any adverse impact for the 2020-2021 year. As more guidance becomes available and the situation becomes clearer, the Township will act accordingly.

The following economic factors currently affect the Township and were considered in developing the 2020-2021 budget:

- The Township continues to look for ways to improve the services it provides to its residents in a manner that is financially responsible.

Request for Information

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the Township's finances and to demonstrate the Township's accountability for the money it receives. If you have any questions about this report or need any additional information, contact Charter Township of Green at 21431 Northland Drive, Paris, Michigan 49338, (231) 796-6201.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

STATEMENT OF NET POSITION
MARCH 31, 2020

	GOVERNMENTAL ACTIVITIES	BUSINESS- TYPE ACTIVITIES	TOTALS
<u>ASSETS</u>			
<u>CURRENT ASSETS</u>			
Cash	\$ 520,598	\$ 482,664	\$ 1,003,262
Receivables			
Accounts	6,405	5,401	11,806
Taxes	8,241	0	8,241
Special Assessment	16,161	0	16,161
Prepaid Expense	2,532	661	3,193
Due from Other Governments	47,533	0	47,533
	<hr/>	<hr/>	<hr/>
Total Current Assets	601,470	488,726	1,090,196
<u>CAPITAL ASSETS</u>			
Land	106,765	0	106,765
Buildings and Improvements	505,809	0	505,809
Infrastructure	632,179	0	632,179
Furniture and Equipment	37,328	0	37,328
Plant and System	0	1,329,701	1,329,701
Equipment	0	19,422	19,422
	<hr/>	<hr/>	<hr/>
Less Accumulated Depreciation	(392,952)	(805,310)	(1,198,262)
Net Capital Assets	889,129	543,813	1,432,942
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	1,490,599	1,032,539	2,523,138
<u>LIABILITIES</u>			
Accounts Payable	413	0	413
Security Deposits Payable	2,200	0	2,200
Due to Other Governments	0	13,645	13,645
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES	2,613	13,645	16,258
<u>NET POSITION</u>			
Net Investment in Capital Assets	889,129	543,813	1,432,942
Unrestricted	598,857	475,081	1,073,938
	<hr/>	<hr/>	<hr/>
TOTAL NET POSITION	\$ 1,487,986	\$ 1,018,894	\$ 2,506,880
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The accompanying notes are an integral part of the financial statements.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

STATEMENT OF ACTIVITIES
YEAR ENDED MARCH 31, 2020

FUNCTIONS/PROGRAMS	PROGRAM REVENUES			NET (EXPENSES) REVENUES AND CHANGE IN NET POSITION			
	EXPENSES	OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	CHARGES FOR SERVICES	GOVERNMENTAL ACTIVITIES	BUSINESS-TYPE ACTIVITIES	TOTALS
<u>GOVERNMENTAL ACTIVITIES</u>							
General Government	\$ 256,189	\$ 39,551	\$ 2,500	\$ 0	\$ (214,138)	\$ 0	\$ (214,138)
Public Safety	88,892	0	0	0	(88,892)	0	(88,892)
Public Works	28,645	0	5,463	0	(23,182)	0	(23,182)
Recreation and Culture	33,111	0	0	0	(33,111)	0	(33,111)
Other Functions	17,359	0	0	0	(17,359)	0	(17,359)
Total Governmental Activities	424,196	39,551	7,963	0	(376,682)	0	(376,682)
<u>BUSINESS-TYPE ACTIVITIES</u>							
Sewer System	128,409	88,491	0	0	0	(39,918)	(39,918)
TOTAL	\$ 552,605	\$ 128,042	\$ 7,963	\$ 0	(376,682)	(39,918)	(416,600)
<u>GENERAL REVENUES</u>							
Taxes					121,853	0	121,853
State-Shared Revenue					295,592	0	295,592
Interest					4,145	6,926	11,071
Other					10,187	0	10,187
Total General Revenues					431,777	6,926	438,703
Change in Net Position					55,095	(32,992)	22,103
<u>NET POSITION - Beginning of Year</u>					1,432,891	1,051,886	2,484,777
<u>NET POSITION - End of Year</u>					\$ 1,487,986	\$ 1,018,894	\$ 2,506,880

The accompanying notes are an integral part of the financial statements.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

GOVERNMENTAL FUNDS

BALANCE SHEET
MARCH 31, 2020

		<u>CAPITAL PROJECTS FUND</u>	
	<u>GENERAL FUND</u>	<u>CHERRY MEADOWS ROAD SPECIAL ASSESSMENT</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Cash	\$ 517,711	\$ 2,887	\$ 520,598
Receivables			
Accounts	6,405	0	6,405
Taxes	8,241	0	8,241
Special Assessment	0	16,161	16,161
Prepaid Expenditures	2,532	0	2,532
Due from Other Funds	13,190	0	13,190
Due from Other Governments	47,533	0	47,533
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$ 595,612	\$ 19,048	\$ 614,660
 <u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</u>			
<u>LIABILITIES</u>			
Accounts Payable	\$ 413	\$ 0	\$ 413
Security Deposits Payable	2,200	0	2,200
Due to Other Funds	0	13,190	13,190
	<hr/>	<hr/>	<hr/>
Total Liabilities	2,613	13,190	15,803
 <u>DEFERRED INFLOWS OF RESOURCES</u>			
Unavailable Revenue - Special Assessments	0	15,843	15,843
 <u>FUND BALANCE</u>			
Nonspendable for Prepaid Expenditures	2,532	0	2,532
Assigned for Subsequent Year's Budget Shortfall	122,436	0	122,436
Unassigned (Deficit)	468,031	(9,985)	458,046
	<hr/>	<hr/>	<hr/>
Total Fund Balance	592,999	(9,985)	583,014
 <u>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</u>			
	\$ 595,612	\$ 19,048	\$ 614,660

The accompanying notes are an integral part of the financial statements.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

GOVERNMENTAL FUNDS

RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET POSITION
MARCH 31, 2020

Total Fund Balances for Governmental Funds \$ 583,014

Amounts reported for governmental activities in the
Statement of Net Position are different because:

Capital assets used in governmental activities are not
financial resources and therefore are not reported in the funds.

Land	\$ 106,765	
Buildings and Improvements	505,809	
Infrastructure	632,179	
Furniture and Equipment	37,328	
Accumulated Depreciation	<u>(392,952)</u>	889,129

Other long-term assets are not available to pay for current period expenditures
and therefore are recorded as deferred inflows of resources in the funds.

Special Assessments Receivable 15,843

NET POSITION OF GOVERNMENTAL ACTIVITIES \$ 1,487,986

The accompanying notes are an integral part of the financial statements.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED MARCH 31, 2020

		CAPITAL PROJECTS FUND	
	GENERAL FUND	CHERRY MEADOWS ROAD SPECIAL ASSESSMENT	TOTAL
<u>REVENUES</u>			
Taxes	\$ 121,853	\$ 0	\$ 121,853
Licenses and Permits	16,005	0	16,005
State Grants	301,055	0	301,055
Charges for Services	13,351	0	13,351
Interest and Rents	13,585	755	14,340
Other Revenues	12,687	9,341	22,028
	<hr/>		<hr/>
Total Revenues	478,536	10,096	488,632
<u>EXPENDITURES</u>			
General Government	246,403	0	246,403
Public Safety	87,699	0	87,699
Public Works	111,244	300	111,544
Recreation and Culture	22,891	0	22,891
Other Functions	17,359	0	17,359
	<hr/>		<hr/>
Total Expenditures	485,596	300	485,896
Net Change in Fund Balance	(7,060)	9,796	2,736
<u>FUND BALANCE</u> - Beginning of Year	600,059	(19,781)	580,278
<u>FUND BALANCE</u> - End of Year (Deficit)	<u>\$ 592,999</u>	<u>\$ (9,985)</u>	<u>\$ 583,014</u>

The accompanying notes are an integral part of the financial statements.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

GOVERNMENTAL FUNDS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
MARCH 31, 2020

Net Change in Fund Balance - Total Governmental Funds	\$ 2,736
Amounts reported for governmental activities are different because:	
Governmental funds report capital outlay as expenditures in the Statement of Activities. These costs are allocated over their estimated useful lives as depreciation.	
Depreciation Expense	(34,607)
Capital Outlay	96,307
Under the modified accrual basis of accounting, revenue is recognized when measurable and available. The entity-wide statements recognize revenue when earned. Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the fund financial statements.	
Unavailable Revenue- Beginning of Year	(25,184)
Unavailable Revenue- End of Year	<u>15,843</u>
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ 55,095</u>

The accompanying notes are an integral part of the financial statements.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

PROPRIETARY FUND

STATEMENT OF NET POSITION
MARCH 31, 2020

BUSINESS-TYPE ACTIVITIES - ENTERPRISE FUND - MAJOR FUND

	<u>SEWER FUND</u>
<u>ASSETS</u>	
<u>CURRENT ASSETS</u>	
Cash	\$ 482,664
Accounts Receivable	5,401
Prepaid Expense	<u>661</u>
Total Current Assets	<u>488,726</u>
<u>CAPITAL ASSETS</u>	
Plant and System	1,329,701
Equipment	19,422
Less Accumulated Depreciation	<u>(805,310)</u>
Total Non-Current Assets	<u>543,813</u>
TOTAL ASSETS	<u>1,032,539</u>
<u>LIABILITIES</u>	
Due to Other Governments	<u>13,645</u>
<u>NET POSITION</u>	
Net Investment in Capital Assets	543,813
Unrestricted	<u>475,081</u>
TOTAL NET POSITION	<u>\$ 1,018,894</u>

The accompanying notes are an integral part of the financial statements.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

PROPRIETARY FUND

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
MARCH 31, 2020

BUSINESS-TYPE ACTIVITIES - ENTERPRISE FUND - MAJOR FUND

	<u>SEWER FUND</u>
<u>OPERATING REVENUES</u>	
Charges for Services	
Sewer Use Charges and Connection Fees	<u>\$ 88,491</u>
<u>OPERATING EXPENSES</u>	
Operations	105,632
Depreciation	<u>22,777</u>
Total Operating Expenses	<u>128,409</u>
Operating Income (Loss)	(39,918)
<u>NONOPERATING REVENUES (EXPENSES)</u>	
Interest Income	<u>6,926</u>
Change in Net Position	(32,992)
<u>NET POSITION - Beginning of Year</u>	<u>1,051,886</u>
<u>NET POSITION - End of Year</u>	<u>\$ 1,018,894</u>

The accompanying notes are an integral part of the financial statements.

CHARTER TOWNSHIP OF GREEN , MECOSTA COUNTY
PARIS, MICHIGAN

PROPRIETARY FUND

STATEMENT OF CASH FLOWS

MARCH 31, 2020

BUSINESS-TYPE ACTIVITIES - ENTERPRISE FUND - MAJOR FUND

	<u>SEWER FUND</u>
<u>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</u>	
Cash Flows from Operating Activities	
Cash Received from Customers and Other Revenues	\$ 88,256
Cash Payments to Suppliers for Goods and Services	(86,917)
Cash Payments to Employees	<u>(23,229)</u>
Net Cash Provided (Used) by Operating Activities	(21,890)
Cash Flows from Investing Activities	
Interest Received	<u>6,926</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(14,964)
<u>CASH AND CASH EQUIVALENTS - Beginning of Year</u>	<u>497,628</u>
<u>CASH AND CASH EQUIVALENTS - End of Year</u>	<u><u>\$ 482,664</u></u>
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO</u>	
<u>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</u>	
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>	
Operating Income (Loss)	<u>\$ (39,918)</u>
Adjustments to Reconcile Operating Income (Loss) to Net	
Cash Provided (Used) by Operating Activities	
Depreciation	22,777
(Increase) Decrease in Current Assets	
Accounts Receivable	(235)
Prepaid Expense	(22)
Increase (Decrease) in Current Liabilities	
Due to Other Governments	<u>(4,492)</u>
Total Adjustments	<u>18,028</u>
Net Cash Provided (Used) by Operating Activities	<u><u>\$ (21,890)</u></u>

The accompanying notes are an integral part of the financial statements.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

FIDUCIARY FUND

STATEMENT OF FIDUCIARY NET POSITION
MARCH 31, 2020

	<u>CUSTODIAL FUND</u> <u>TAX</u> <u>COLLECTION</u> <u>FUND</u>
<u>ASSETS</u>	
Cash	\$ 248
<u>LIABILITIES</u>	
Due to Other Governments	248
<u>NET POSITION</u>	<u>\$ 0</u>

The accompanying notes are an integral part of the financial statements.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

FIDUCIARY FUND

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
MARCH 31, 2020

	<u>CUSTODIAL FUND</u> <u>TAX COLLECTION</u> <u>FUND</u>
<u>ADDITIONS</u>	
Property Taxes Collected for Other Governments	\$ 2,531,500
<u>DEDUCTIONS</u>	
Property Taxes Distributed to Other Governments	<u>2,531,500</u>
Net Increase (Decrease) in Fiduciary Net Position	0
<u>NET POSITION</u> - Beginning of Year	<u>0</u>
<u>NET POSITION</u> - End of Year	<u>\$ 0</u>

The accompanying notes are an integral part of the financial statements.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of Government-Wide 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 primary government and its component units. All fiduciary activities are reported only in the fund financial statements. Governmental activities, which normally are supported by taxes, intergovernmental revenues, and other nonexchange transactions, are reported separately from business-type activities, which rely to a significant extent on fees and charges to external customers for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary governmental is financially accountable. Charter Township of Green does not have any component units.

B. Reporting Entity

Charter Township of Green is a charter township located in Mecosta County which operates under the direction of an elected seven-member board. Under the criteria established by generally accepted accounting principles, the Township has determined that there are no component units which should be included in its reporting entity.

C. Basis of Presentation – Government-Wide Financial Statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from the governmental funds and internal service funds, while business-type activities incorporate data from the government's enterprise funds. Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes where the amounts are reasonably equivalent in value to the interfund services provided and other charges between government's water and sewer functions and various other functions of the government. Eliminations of these charges would distort the direct costs and program revenues reported for the various functions concerned.

D. Basis of Presentation – Fund Financial Statements

The fund financial statements provide information about the government's funds. Separate statements for each fund category – governmental, proprietary, and fiduciary – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column.

The Charter Township of Green reports the following major governmental funds:

The *General Fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Cherry Meadows Road Special Assessment Fund* accounts for the acquisition and construction of the government's major capital projects related to Cherry Meadows Road.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

The Charter Township of Green reports the following major proprietary fund:

The *Sewer Fund* operates the Township's sewage pumping station, collection systems and pays the City of Big Rapids for sewer treatment.

Additionally, the Charter Township of Green reports the following fiduciary fund:

The *custodial fund* accounts for property taxes collected by the Township on behalf of other governmental units as well as the Township's General Fund.

During the course of operations, the government has activity between funds for various purposes. Any residual balances outstanding at year-end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities (i.e., the governmental and internal service funds) are eliminated so that only the net amount is included as internal service funds) are eliminated so that only the net amount is included as internal balances in the governmental activities column. Similarly, balances between the funds included in business-type activities (i.e., the enterprise funds) are eliminated so that only the net amount is included as internal balances in the business-type activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column. Similarly, balances between the funds included in business-type activities are eliminated so that only the net amount is included as transfers in the business type activities column.

E. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

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 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 revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund 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 when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are 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, as well as expenditures related to compensated absences,

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds.

Property taxes, licenses 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. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue resource (within 60 days of year-end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). All other revenue items are considered to be measurable and available only when cash is received by the government.

The proprietary funds are reported using the economic resources focus and the accrual basis of accounting. The custodial fund has no measurement focus but utilizes the accrual basis of accounting for reporting its assets and liabilities.

F. Budgetary Information

1. Budgetary Basis of Accounting

- Prior to April 1, the Township Supervisor submits to the Township Board a proposed operating budget for all governmental funds for the fiscal year. The operating budget includes proposed expenditures and the means of financing them.
- The Township Board holds a public hearing and adopts a resolution approving the budgets.
- All transfers of budget amounts between functions within the General Fund and any revisions that alter the total expenditures of any fund must be approved by the Township Board.
- Formal budgetary integration is employed as a management control device during the year for all governmental fund types.
- Budgets for the General and Special Revenue Funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). All appropriations lapse at year-end. Budgeted amounts are as originally adopted, or as amended by the Township Board from time to time throughout the year.
- Encumbrance accounting is not employed in governmental funds.

G. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance

1. Cash and Cash Equivalents

The government's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments. The government considers all highly liquid investments (including certificates of deposit) to be cash equivalents.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

2. *Investments*

The Township's investment policy is in compliance with state law and authorizes the Township to invest in passbook savings accounts, negotiable and nonnegotiable certificates of deposit, repurchase agreements backed by the United States government or federal agency obligations, United States Treasury bills and bonds, bankers' acceptances, federal agency instruments, money market funds and commercial paper. Some investments authorized by state law are shown as cash on the financial statements.

3. *Inventories and Prepaid Items*

Inventories are recorded as expenditures when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

4. *Capital Assets*

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition 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 asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of proprietary fund capital assets is reflected in the capitalized value of the asset constructed, net of interest earned on the invested proceeds over the same period.

Property, plant, and equipment of the primary government, as well as the component unit are depreciated using the straight-line method over the following estimated useful lives:

<u>ASSETS</u>	<u>YEARS</u>
Buildings and Improvements	20-50
Land Improvements	20
Machinery and Equipment	5-10
Public Domain Infrastructure	50
System Infrastructure	50

5. *Deferred Outflows/Inflows of Resources*

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

recognized as an outflow of resources (expense/expenditure) until then. The Township does not have any deferred outflows of resources.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. The separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Township has one item that fits this criteria, unavailable revenue from special assessments. This deferred inflow of resources is only recognized on the modified accrual basis of accounting and therefore is only reported in the fund financial statements.

6. *Unearned Revenue*

Unearned revenue arises when resources are received by the Township before it has a legal claim to them. In subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, revenue is recognized. The Township does not have unearned revenue.

7. *Net Position Flow Assumption*

Sometimes the government 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 and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government’s policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

8. *Fund Balance Flow Assumption*

Sometimes the government 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 governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the government’s policy to consider restricted fund balance to have depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

9. *Fund Balance Policies*

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The government itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government’s highest level of decision-making authority. The governing board is the highest level of decision-making authority for the government

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

10. Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles 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 revenues and expenses during the reporting period. Actual results could differ from those estimates.

H. Revenues and Expenditures/Expenses

1. Program Revenues

Amounts reported as program revenue include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes and other internally dedicated resources are reported as general revenues rather than as program revenues.

2. Property Taxes

Property taxes attach as an enforceable lien on the property as of the date they are levied. State education taxes, school taxes and county taxes are levied and due July 1 and become delinquent after September 14. The remaining millages are levied and due December 1 and become delinquent after February 14. Collections of taxes and remittances of them are accounted for in the Current Tax Collection Fund. Township property tax revenues are recognized when they become both measurable and available for use to finance Township operations.

The 2019 taxable valuation of Charter Township of Green totaled \$85,588,888 on which ad valorem taxes levied consisted of 1.2352 mills for general operating purposes. This levy raised approximately \$105,300 for operating purposes.

3. Proprietary Funds Operating and Nonoperating Revenues and Expenses

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the sewer fund are charges to customers for services. Operating expenses for enterprise funds include cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Violations of Legal or Contractual Provisions

As of March 31, 2020, the Township had a deficit fund balance in the Cherry Meadows Road Special Assessment Fund, which is a violation of state law. The deficit was caused by the Township paying for road work, which is being paid back through a special assessment.

III. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS

A. Cash Deposits with Financial Institutions

The Township's deposits are held by Chemical, Huntington, and Lake Osceola State banks.

Custodial credit risk – deposits. In the case of deposits, this is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of March 31, 2020, \$159,927 of the Township's bank balance of \$1,007,766 was exposed to custodial credit risk because it was uninsured and uncollateralized. The risk is spread amongst the Township's funds. Although the Township's investment policy does not directly address custodial credit risk, it typically limits its exposure by controlling who holds the Township's deposits.

Interest rate risk. The Township will minimize Interest Rate Risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by; structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market; and investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investing pools and limiting the average maturity in accordance with the Township's cash requirement.

Credit risk. State law limits investments in commercial paper and corporate bonds to a prime or better rating issued by nationally recognized statistical rating organizations (NRSOs).

Concentration of credit risk. The Township will minimize Concentration of Credit Risk, which is the risk of loss attributed to the magnitude of the Township's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

Foreign currency risk. The Township is not authorized to invest in investments which have this type of risk; therefore, it is not addressed in the investment policy.

Fair Market Value Disclosure - The Township is required to disclose amounts within a framework established for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described as follows:

Level 1: Quoted prices in active markets for identical securities.

Level 2: Prices determined using other significant observable inputs. Observable inputs are inputs that reflect the assumptions market participants would use in pricing a security and are developed based on market data obtained from sources independent of the reporting entity. These may include quoted prices from similar activities, interest rates, prepayment speeds, credit risk, and others. Debt securities are valued in accordance with evaluated bid price supplied by the pricing service and generally categorized as Level 2 in the hierarchy. Securities that are categorized as Level 2 in the hierarchy include, but are not limited to, repurchase agreements, U.S. government agency securities, corporate securities, and commercial paper.

Level 3: Prices determined using significant unobservable inputs. In situations where quoted prices or observable inputs are unavailable or deemed less relevant (for example, when there is little or no market activity for an investment at the end of the period), unobservable inputs may be used. Unobservable inputs reflect the reporting entity's own assumptions about the factors market participants would use in pricing the security and would be based on the best information available under the circumstances.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. There are two types of valuation techniques most commonly used and vary depending on the level of investment. These two techniques are the market approach and income approach. The market approach uses prices and other relevant information generated by the market transactions involving identical or similar assets and liabilities. The income approach discounts future amounts to a single current amount and the discount rate used in the process should reflect current market expectations about risks associated with those future cash flows.

The Township does not have any investments that are subject to fair value disclosure.

The carrying amount of deposits is as follows:

	<u>Total</u>
Deposits – including Fiduciary Funds of \$248	<u>\$ 1,003,510</u>

The above amounts are reported in the financial statements as follows:

	<u>Total</u>
Cash - Fiduciary Funds	\$ 248
Cash - Governmental Funds	520,598
Cash - Proprietary Funds	<u>482,664</u>
	<u>\$ 1,003,510</u>

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

B. Receivables

Receivables as of year-end for the government's individual major funds in aggregate, including the applicable allowances for uncollectible accounts are as follows:

	Cherry Meadows			Total
	General	Road Special Assessment	Sewer	
Receivables				
Accounts	\$ 6,405	\$ 0	\$ 5,401	\$ 11,806
Taxes	8,241	0	0	8,241
Special Assessment	0	16,161	0	16,161
Intergovernmental	47,533	0	0	47,533
Total Receivables	\$ 62,179	\$ 16,161	\$ 5,401	\$ 83,741

Amounts due from other governments include amounts consisting primarily of state-shared revenues.

By ordinance, the Township can place substantially all of its delinquent receivables on the tax rolls as a lien against real property. As a result, its uncollectible accounts are virtually nil.

C. Capital Assets

	Beginning	Increases	Decreases	Ending
	Balance			Balance
<u>Governmental activities</u>				
Capital assets, not being depreciated				
Land	\$ 106,765	\$ 0	\$ 0	\$ 106,765
Capital assets, being depreciated				
Buildings and Improvements	505,809	0	0	505,809
Infrastructure	535,872	96,307	0	632,179
Furniture and Equipment	37,328	0	0	37,328
Total capital assets, being depreciated	1,079,009	96,307	0	1,175,316
Less accumulated depreciation for:				
Buildings and Improvements	286,272	13,473	0	299,745
Infrastructure	42,748	14,601	0	57,349
Furniture and Equipment	29,325	6,533	0	35,858
Total accumulated depreciation	358,345	34,607	0	392,952
Total capital assets, being depreciated, net	720,664	61,700	0	782,364
Governmental activities capital assets, net	\$ 827,429	\$ 61,700	\$ 0	\$ 889,129

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

	Beginning Balance	Increases	Decreases	Ending Balance
<u>Business-type activities</u>				
Capital assets, being depreciated				
Plant and System	\$ 1,329,701	\$ 0	\$ 0	\$ 1,329,701
Equipment	19,422	0	0	19,422
Total capital assets, being depreciated	1,349,123	0	0	1,349,123
Less accumulated depreciation for:				
Plant and System	773,071	21,582	0	794,653
Equipment	9,462	1,195	0	10,657
Total accumulated depreciation	782,533	22,777	0	805,310
Business-type activities capital assets, net	\$ 566,590	\$ (22,777)	\$ 0	\$ 543,813

Depreciation expense was charged to functions/programs of the primary government as follows:

<u>Governmental Activities</u>	
General Government	\$ 9,786
Public Safety	1,193
Public Works	13,408
Recreation and Culture	10,220
Total Governmental Activities	<u>\$ 34,607</u>
 <u>Business-Type Activities</u>	
Sewer System	<u>\$ 22,777</u>

D. Interfund Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Interfund Receivable and Payable balances as of March 31, 2020, were:

Receivable Fund	Payable Fund	Amount
General Fund	Cherry Meadows Road Special Assessment Fund	\$ 13,190

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

All remaining balances generally resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made. All interfund balances outstanding at March 31, 2020, are expected to be repaid within one year.

IV. OTHER INFORMATION

A. Risk Management

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries (workers' compensation).

The Township continues to carry commercial insurance for other risks of loss, including general liability, property and casualty, and accident insurance. The government has had no settled claims resulting from these risks that exceeded its commercial coverage in any of the past three fiscal years.

The Township participates in a distinct pool of Governmental Entities within the State of Michigan for workers' disability compensation. The pool is considered a public entity risk pool. The Township pays annual premiums to the pool for the respective insurance coverage. In the event the pool's total claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessment to make up the deficiency. The Township has not been informed of any special assessments being required.

B. Leases

The Township rents the land for the communication tower from Mecosta County under a 25-year term lease with the option to renew and extend the lease for a second 25-year term. The lease amount is \$1 for the first lease term of 25 years.

The Township rents space in the Township Hall to Internet Services, Inc. In exchange for leasing the space, the tenant provides the Township with internet related services. The length of the lease is five years. The amount of the service exchange is immaterial to the financial statements.

C. Pension Plan

Charter Township of Green contributes to a pension plan called Green Charter Township Group Pension Plan which is a defined contribution plan administered by John Hancock USA Group Pension Services.

A defined contribution pension plan provides pension benefits in return for service rendered, provides an individual account for each participant, and specifies how contributions to the individual's account are to be determined instead of specifying the amount of benefits the individual is to receive. Under the Township's defined contribution pension plan, the benefits all Board members and full-time employees will receive depends on the amount contributed to the participant's account and the returns earned on investments of those contributions. Contributions made by the Township and employees vest immediately. The participant will receive benefits upon termination of employment with the Township.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

The Plan requires the Township to contribute 20 percent of covered payroll. Employees can make voluntary contributions of 80 percent of their wages. Plan provisions and contribution requirements are established and may be amended by the Board. The Township paid their required annual contribution. For the year, the Township contributed \$20,896 to the plan and employees contributed \$3,827 to the plan. The total covered wages were \$104,482.

D. Contingencies

Under the terms of various federal and state grants and regulatory requirements, periodic audits are required, and certain cost may be questioned as not being appropriate expenditures under the terms of the grants and requirements. Such audits could lead to reimbursement of the grantor or regulatory agencies. However, management does not believe such disallowances, if any, would be material to the financial position of the Township. No provision has been made for any liabilities that may arise from such audits since the amounts, if any, cannot be determined at this date.

E. Subsequent Events

Subsequent to March 31, 2020, the Township entered into two contracts. The first contract is for curbing on the west side of the existing parking lot in the amount of \$5,510. The second contract is for tree removal and paving prep work in the amount of \$39,928. No adjustments were made to the financial statements related to these subsequent events.

CHARTER TOWNSHIP OF GREEN, MECOSTA COUNTY
PARIS, MICHIGAN

REQUIRED SUPPLEMENTARY INFORMATION

BUDGETARY COMPARISON SCHEDULE

GENERAL FUND

YEAR ENDED MARCH 31, 2020

	GENERAL FUND		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
<u>REVENUES</u>			
Taxes	\$ 109,403	\$ 109,403	\$ 121,853
Licenses and Permits	15,001	15,001	16,005
State Grants	275,751	275,751	301,055
Charges for Services	9,500	9,500	13,351
Interest and Rents	10,125	10,125	13,585
Other Revenues	4	4	12,687
Total Revenues	419,784	419,784	478,536
<u>EXPENDITURES</u>			
General Government			
Township Board	53,555	53,554	47,271
Supervisor	20,162	20,162	18,916
Clerk	50,707	48,707	47,184
Board of Review	1,551	1,551	988
Treasurer	31,020	33,020	31,318
Assessor	34,901	34,901	32,605
Elections	9,301	9,301	8,277
Building and Grounds	59,250	37,703	29,423
Cemetery	29,902	29,902	26,492
Professional	9,171	5,971	3,929
Public Safety			
Communications	753	753	120
Fire Protection	84,314	88,580	87,579
Public Works			
Highways, Streets, Bridges	51,500	101,247	99,747
Street Lighting	6,000	6,000	5,043
Refuse Collection and Disposal	7,200	7,200	6,454
Community and Economic Development			
Planning	5	5	0
Recreation and Culture			
Recreation and Parks	48,950	23,950	22,891
Library	1	1	0
Other Functions			
Employee Benefits	7,500	8,600	8,378
Insurance and Bonds	11,200	10,800	8,981
Total Expenditures	516,943	521,908	485,596
Net Change in Fund Balance	(97,159)	(102,124)	(7,060)
<u>FUND BALANCE - Beginning of Year</u>	97,159	102,124	600,059
<u>FUND BALANCE - End of Year</u>	\$ 0	\$ 0	\$ 592,999



Baird, Cotter & Bishop, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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June 22, 2020

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE AT THE CONCLUSION OF THE AUDIT

To the Township Board
Charter Township of Green
Mecosta County
Paris, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Charter Township of Green for the year ended March 31, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted 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 May 19, 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 Charter Township of Green are described in Note I to the financial statements. During the fiscal year, the Township adopted GASB Statement No. 84 Fiduciary Activities, which requires changes to how the fiduciary fund is reported. An additional statement was added to the audit report in order to meet the requirements set forth by the new standard. The application of existing policies was not changed during 2019-2020. 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 estimate affecting the governmental activities, the business-type activities, and each major fund of the Township's financial statements was:

Management's estimate of the useful lives of depreciable capital assets is based on the length of time it is believed that those assets will provide some economic benefit in the future. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent and clear.

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. We detected various material misstatements as a result of our audit procedures that were corrected by management. The material adjustments made were a result of converting the entity's financial records from cash basis to modified accrual basis of accounting and providing client assistance as the client knew the adjustment was necessary but requested our assistance.

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 June 22, 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 Township'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 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 Charter Township of Green's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

During the course of our audit of the basic financial statements of Charter Township of Green for the year ended March 31, 2020, we noted the following item which we feel deserves comment:

Condition of Accounting Records and Accounting Controls

We would like to thank the accounting personnel for their efforts in accumulating the information needed for our audit. We encourage you to review your internal and accounting controls on an annual basis to ensure they are adequate and operating as intended.

Other Matters

We applied certain limited procedures to the Management Discussion and Analysis and the Budgetary Comparison Schedule, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of the Township Board and management of the Charter Township of Green and is not intended to be, and should not be, used by anyone other than these specified parties.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.



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June 22, 2020

COMMUNICATION OF MATERIAL WEAKNESSES

To the Township Board
Charter Township of Green
Mecosta County
Paris, Michigan

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Charter Township of Green as of and for the year ended March 31, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered Charter Township of Green's internal control over financial reporting (internal control) as a basis for designing our 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 Charter Township of Green's internal control. Accordingly, we do not express an opinion on the effectiveness of Charter Township of Green's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

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. We consider the following deficiencies in internal control to be material weaknesses:

1) *Lack of Adequate Controls to Produce Full Disclosure GAAP Basis Financial Statements*

Criteria: All Michigan governments are required to prepare financial statements in accordance with generally accepted accounting principles (GAAP). This is the responsibility of the government's management. The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data (i.e., maintaining internal books and records), and (2) reporting government-wide and fund financial statements, including related footnotes (i.e., external financial reporting).

Condition: As is the case with many smaller and medium-sized entities, the government has historically relied on its independent external auditor to assist in the preparation of the government-wide financial statements and footnotes as part of its external financial reporting process. Accordingly, the government's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditors, who cannot by definition be considered a part of the government's internal controls.

Cause: This condition was caused by the government's decision that it is more cost effective to outsource the preparation of its financial statements to the auditors than to incur the time and expense of obtaining the necessary training and expertise required for the government to perform this task internally.

Effect: As a result of this condition, the government's internal controls over the preparation of financial statements in accordance with GAAP are incomplete. Instead, the government relies, in part, on its external auditors for assistance with this task.

Recommendation: Due to the size and minimal activity, we recommend that the government continue to outsource financial statement preparation.

View of Responsible Officials: The government has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interests of the government to outsource this task to its external auditors, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

2) *Segregation of Incompatible Duties and Documented Independent Review*

Criteria: Management is responsible for establishing and maintaining internal controls in order to safeguard the assets of the government. A key element of internal control is the segregation of incompatible duties.

Condition: The government has several accounting functions that are performed by the same individual.

Cause: This condition is primarily the result of staffing constraints typical of smaller governmental units. Some of the control activities may be occurring on a routine basis, but are not being documented.

Effect: As a result of this condition, the government is exposed to an increased risk that misstatements (whether caused by error or fraud) may occur and not be prevented or detected by management on a timely basis.

Recommendation: There are, of course, no easy answers to the challenge of balancing the costs and benefits of internal controls and the segregation of incompatible duties. Recognizing this fact, we encourage the government to mitigate this risk by requiring as much independent review, reconciliation, and approval of accounting functions by qualified members of management as possible.

View of Responsible Officials: Management recognizes that this limitation is a natural outgrowth of the small number of staff, and applies its judgment in determining how best to allocate the government's resources to provide an appropriate balance between sound internal controls and fiscal prudence.

Charter Township of Green's written response to the material weaknesses identified in our audit has not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of management, the Township Board and others within Charter Township of Green, and is not intended to be, and should not be, used by anyone other than these specified parties.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.