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2016

## **Caribou Maine Financial Audit Report 2016**

Caribou, Me.

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CITY OF CARIBOU, MAINE  
as of  
DECEMBER 31, 2016

CITY OF CARIBOU, MAINE

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CITY OF CARIBOU, MAINE

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## INDEPENDENT AUDITORS' REPORT

To the City Council of the  
City of Caribou, Maine

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Caribou, Maine as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the basic financial statements of the City's primary government 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.

### Auditors' 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 auditors' 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.

To the City Council of the  
City of Caribou, Maine

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Caribou, Maine, as of December 31, 2016, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Emphasis of Matter**

As discussed in Note 1, the financial statements referred to above include only the primary government of the City of Caribou, Maine, which consists of all funds, organizations, institutions, agencies, departments, and offices that comprise the City's legal entity. These primary government financial statements do not include financial data for the City's legally separate component units, which accounting principles generally accepted in the United States of America require to be reported with the financial data of the City's primary government. As a result, the primary government financial statements do not purport to, and do not present fairly the financial position of the reporting entity of the City of Caribou, Maine, as of December 31, 2016, the changes in its financial position or, where applicable, its cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the reporting entity of the City of Caribou, Maine, as of and for the year ended December 31, 2016, and our report thereon, dated June 29, 2017, expressed an unmodified opinion on those financial statements.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary information and public pension information on Pages I through VII and Supplements 1 through 4, 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.

To the City Council of the  
City of Caribou, Maine

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Caribou's basic financial statements. The supplementary schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The supplementary schedules and the schedule of expenditures of federal awards 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 basic 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 schedules and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

*Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2017 on our consideration of the City of Caribou's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Caribou's internal control over financial reporting and compliance.

*Felch & Company LLC*

Caribou, Maine  
June 29, 2017

## City of Caribou, Maine

### Management's Discussion and Analysis For the Year Ended December 31, 2016

#### UNAUDITED

The following narrative is an overview and discussion of the financial activities of the City of Caribou for the financial year ending December 31, 2016. Management's discussion and analysis should be viewed as a tool to aid the reader in understanding the City's financial performance along with an enhanced insight to the attached financial statements and notes to the financials.

#### **Financial highlights:**

- The City of Caribou, Maine adheres to the standards of GASB 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments. Under these standards management has prepared statements of comparison indicating the relative changes within the City's organizational and financial structures. Much of the detail as well as the summary presented within this text can be found in Exhibit D that highlights the end results of operations for the City in 2016.
- The Financial Administrators of the City have implemented a modified approach towards valuing its infrastructure. This approach includes the establishment of condition statements for much of the City's infrastructure and a plan of capital actions to maintain and improve assets in accordance with prudent financial practices as well as accounting for future needs.

#### **The Financial Statements**

The discussion and analysis is intended to provide an introduction to the City's basic financial statements, which are comprised of three major components:

1) City-Wide Financial Statements, 2) Fund Financial Statements and 3) Notes to the Financial Statements. Supplementary information to the basic financial statements is also provided to fulfill mandatory requirements and clarification.

#### **City-Wide Financial Statements**

The City-wide financial statements present the financial picture of the City from the economic resources measurement focus using the accrual basis of accounting, similar in manner to private sector accounting statements. These statements also include all assets of the City (including infrastructure) as well as the liabilities with certain interfund activities eliminated.

The Statement of Net Position presents information on the City's assets and liabilities, with the difference between the two reported as net position. The capital assets reported under the non-current assets are based upon historical values less the total amount of depreciation accumulated to date.

The Statement of Activities presents information demonstrating how the City's net position changed during the last calendar year on a department-by-department basis. All changes in net position are reported as soon as the activity occurs, regardless of the timing of the related cash flow relevant to the event. Therefore, revenues and expenses are reported in this statement for some items that will only result in a change in cash in future fiscal periods.



City of Caribou, Maine

Management's Discussion and Analysis  
For the Year Ended December 31, 2016

UNAUDITED

**Fund Financial Statements**

The fund financial statements are a grouping of related accounts that are used to maintain control over the resources that have been segregated through the budgetary process for specific activities or objectives. The City of Caribou utilizes fund accounting practices to ensure compliance with finance-related legal requirements as well as performance measures to monitor activity throughout the year. All of the funds of the City can be divided into two categories: governmental funds and fiduciary funds.

The governmental funds define how money flows into and out of those funds and the balances left at year-end. These funds use modified accrual accounting to measure the cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed shorter-term view of the City's general government operations and the basic services they provide. Governmental fund information aids in determining whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs and services. The differences in the governmental fund statements and those of the City-wide statements are defined in the reconciliation statements. The City is also utilizing non-major funds. These funds are funded completely through special revenues and are not funded through general property tax dollars.

Notes to the financial statements are provided as additional information that is essential for the reader's full understanding of the data provided within the statements. Schedules are also included detailing Capital and Non-capital Outlays, Property Taxes, and activity in Non-major Funds.

The Statement of Net Position (Exhibit A) reports total net position of \$26,406,334 from the operations of the Governmental activity. This aggregate amount consists of total assets less depreciation and liabilities and the difference between deferred net inflows and outflows of resources. Exhibit A is delineated into Assets: Current and Non-current, Deferred outflows of resources, Liabilities: Current and Non-current, Deferred inflows of resources and Net Position: Net Investment in Capital Assets, Restricted and Unrestricted.

The reader should refer to Table I as a comparison of Exhibit A of the net changes from 2015 to 2016. Total Current Assets increased by \$195,654 in 2016. Capital Assets, net of depreciation, increased by \$582,157.

Table I indicates Current Liabilities decreased by \$151,055 and long-term liabilities increased by \$316,711 primarily due to an increase in the net pension liability. Net Position increased by \$915,249 for 2016.

The reader should refer to Table II as a comparison of the changes in Net Position from 2015 to 2016. Total City Expenditures for Governmental activities were \$14,931,465, as compared to \$14,816,782 for 2015 for an increase of \$114,683.

For 2016, the total General Revenues were \$11,366,739 as compared to \$10,868,768 for 2015, an increase of \$497,971. Taxes increased by \$260,960 while Excise tax increased by approximately \$26,000 and other revenues increased by about \$211,000.

Pie charts follow to give the reader a visual indication of City Revenues and Expenses for 2016 as compared to 2015.

City of Caribou, Maine

Management's Discussion and Analysis  
For the Year Ended December 31, 2016

UNAUDITED

Table I provides data for the Governmental Activities for the years ended 2016 and 2015.

**Table I**  
**Net Position**

	<u>2016</u>	<u>2015</u>
<b>Current Assets</b>		
Cash and temporary investments	\$ 7,574,209	\$ 7,259,995
Taxes receivable	1,266,386	1,242,240
Notes receivable	84,500	291,517
Other receivables	566,967	486,064
Other current assets	<u>58,841</u>	<u>75,433</u>
<b>Total Current Assets</b>	<u>9,550,903</u>	<u>9,355,249</u>
<b>Noncurrent Assets</b>		
Capital assets, net of depreciation	<u>18,861,101</u>	<u>18,278,944</u>
<b>Total Assets</b>	<u>28,412,004</u>	<u>27,634,193</u>
<b>Deferred Outflows of Resources</b>	<u>453,950</u>	<u>204,204</u>
<b>Current Liabilities</b>		
Accounts payable and accrued expenses	81,662	105,181
Deferred compensation	592,297	722,580
Current portion note payable	<u>35,039</u>	<u>32,292</u>
	<u>708,998</u>	<u>860,053</u>
<b>Noncurrent Liabilities</b>		
Note payable, net of current portion	725,926	793,836
Net pension liability	<u>836,538</u>	<u>451,917</u>
	<u>1,562,464</u>	<u>1,245,753</u>
<b>Total Liabilities</b>	<u>2,271,462</u>	<u>2,105,806</u>
<b>Deferred Inflows of Resources</b>	<u>188,158</u>	<u>241,506</u>
<b>Net Position</b>		
Net investment in capital assets	18,100,136	17,452,816
Restricted for special revenue funds	390,022	290,449
Unrestricted	<u>7,916,176</u>	<u>7,747,820</u>
<b>TOTAL NET POSITION</b>	<u>\$26,406,334</u>	<u>\$25,491,085</u>

City of Caribou, Maine

Management's Discussion and Analysis  
For the Year Ended December 31, 2016

UNAUDITED

**Table II**  
**Change in Net Position**

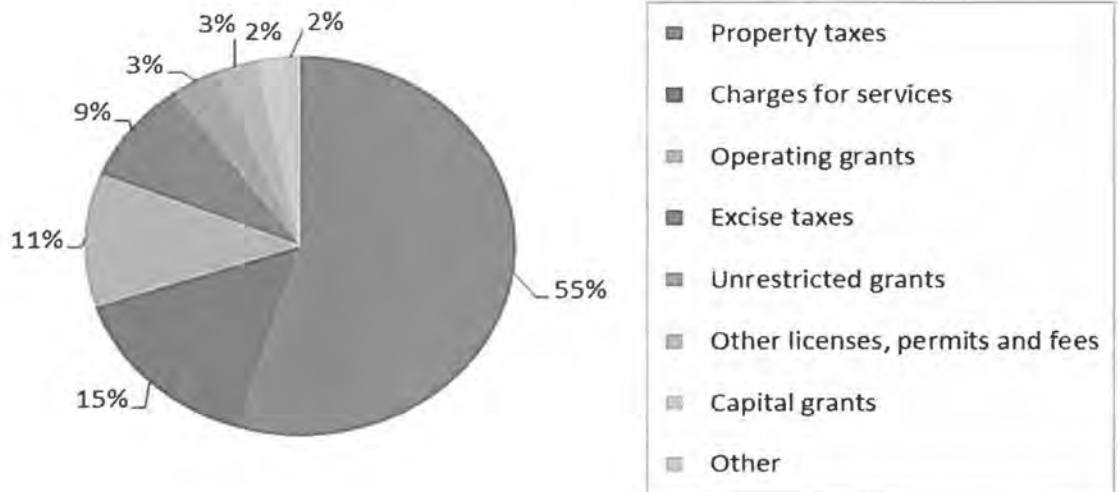
	<u>2016</u>	<u>2015</u>
<u>General Revenues</u>		
Taxes	\$ 8,600,856	\$ 8,339,896
Federal and state assistance	543,088	568,158
Excise taxes	1,402,682	1,376,932
Other revenues	<u>820,113</u>	<u>583,782</u>
Total general revenues	11,366,739	10,868,768
<u>Program Revenues</u>		
Charges for services	2,393,128	2,743,089
Operating grants and contributions	1,783,299	1,975,739
Capital grants and contributions	<u>303,548</u>	<u>131,468</u>
Total revenues	<u>15,846,714</u>	<u>15,719,064</u>
<u>Program Expenses</u>		
General government	841,355	850,300
Public works	2,213,260	1,905,660
Police department	1,890,319	1,759,280
Fire and ambulance	2,581,022	2,654,074
Education	3,605,414	3,528,938
Caribou Housing Authority	1,026,273	1,040,756
Recreation	757,035	699,430
Economic development	381,692	445,199
County tax	436,142	402,177
Health and sanitation	254,033	253,355
Insurance and retirement	191,543	389,403
Library	245,180	244,554
Other	<u>508,197</u>	<u>643,656</u>
Total program expenses	<u>14,931,465</u>	<u>14,816,782</u>
Change in Net Position before special item	915,249	902,282
Special item – refund from MainePERS	<u>-</u>	<u>3,441,152</u>
Change in Net Position	915,249	4,343,434
Net Position - January 1	<u>25,491,085</u>	<u>21,147,651</u>
Net Position - December 31	<u>\$26,406,334</u>	<u>\$25,491,085</u>

City of Caribou, Maine

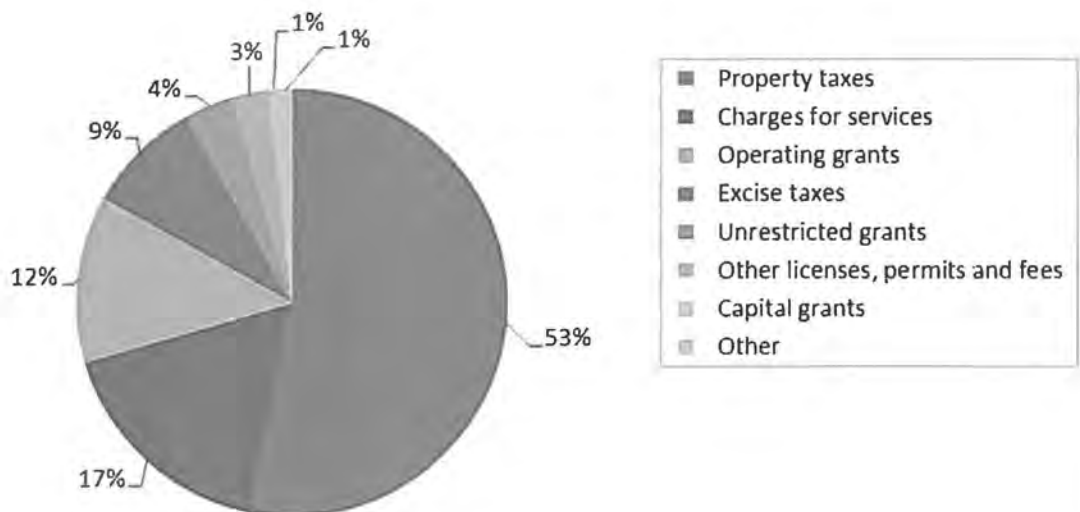
Management's Discussion and Analysis  
For the Year Ended December 31, 2016

UNAUDITED

### 2016 Government Activity Revenue



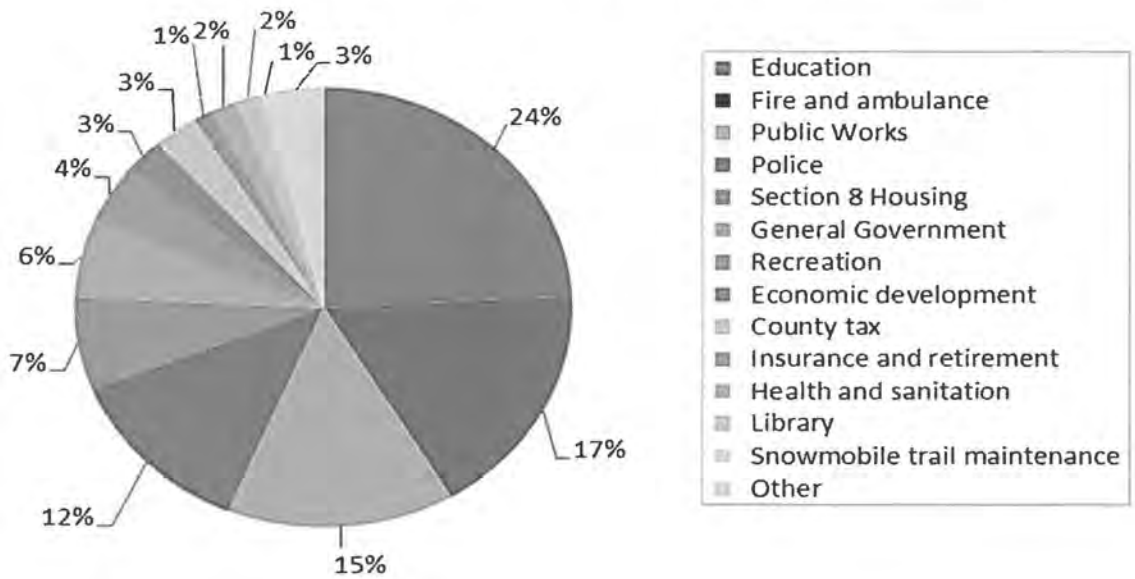
### 2015 Government Activity Revenue



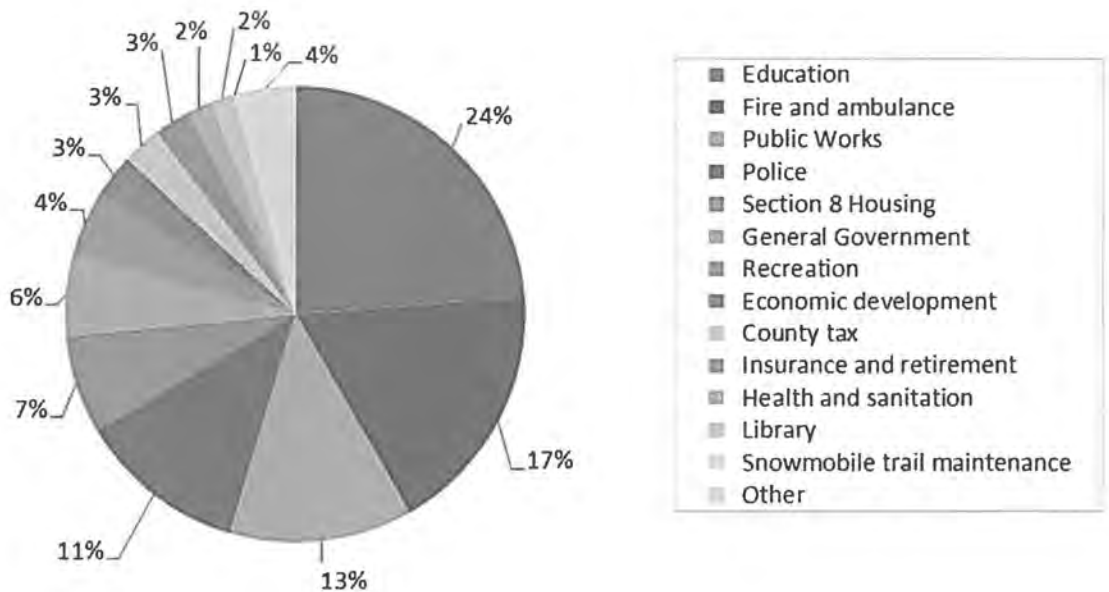
Management's Discussion and Analysis  
For the Year Ended December 31, 2016

UNAUDITED

### 2016 Government Activity Expense



### 2015 Government Activity Expense



City of Caribou, Maine

Management's Discussion and Analysis  
For the Year Ended December 31, 2016

UNAUDITED

The Reader may refer to Supplement 1 as the report comparing the City's General Fund activity for the year as they compared to budget. Total Expenditures for the year were \$13,030,600, \$244,400 less than budgeted. Revenues were \$13,600,274, \$232,421 more than budgeted. Revenues exceeded Expenditures by \$569,674 for the year. Total Other Uses consists of capital outlays in excess of appropriations in of \$574,166. The resulting net decrease in the General Fund Balance was \$4,492.

Please refer to Supplement 2 for a discussion of the Modified Approach for City Capital Assets. The City has established a condition level of 70%. For the year ended December 31, 2016, the City's street and sidewalk systems were rated at an index of 81 and 72, respectively. This compares to 2015 ratings of 85 and 74 for the City's streets and sidewalks, respectively. The City had budgeted expenditures of \$280,000 in 2016 to maintain infrastructure at the desired condition level. Actual expenditures for 2016 were \$275,942 from unassigned fund balance with an additional \$263,850 from reserves. This compares to estimates of \$337,000 in 2015 and actual expenditures of \$155,589.

A more complete understanding of the capital outlay is summarized in Note 6 of this financial statement. Note 6 indicates that the City's capital assets, net of depreciation, increased by \$582,157. Additions to buildings, vehicles and equipment totaled \$1,310,681 while depreciation across land improvements, buildings, vehicles and equipment totaled \$707,623. The retirements of capital assets totaled \$20,901 of book value. Management recognizes that the relationship of depreciation expense being less than additions by \$603,058 as one of timing as the annualized rate of contribution supporting capital assets can be greater or less than a given year's replacements or upgrades. Management does, however, recognize the trend over the past decade has been a positive input greater than depreciation, an indication of prudent maintenance of the City's capital assets.

Long-term debt was reduced by \$65,163 in the year ended December 31, 2016. The City incurred no new debt.

The City of Caribou continues to be fiscally strong. The City continues to maximize non-property tax revenue sources to lower the overall burden on property taxation. Management recognizes the future difficulties of funding municipal operations as the State Revenue Sharing distributions continue to decline for the foreseeable near term with potential increased burden upon property taxation.

Management concludes this section of the 2016 Audit with the continued pledge of researching and applying where possible economies of scale, regionalized services, best practices and efficiencies to minimize these pending impacts. This concludes the Management Discussion and Analysis Statement for the calendar year of 2016. A complete copy of the 2016 audited financials for the City of Caribou may be viewed at the Caribou City Office, 25 High Street during normal business hours of 8:00AM to 5:00PM Monday through Friday.

## CITY OF CARIBOU, MAINE

Exhibit A

Statement of Net Position  
December 31, 2016ASSETS

## CURRENT ASSETS

Cash and temporary investments (Note 2)	\$ 7,574,209
Uncollected taxes	1,173,837
Tax acquired property	92,549
Accounts receivable	686,144
Allowance for uncollectibles	(119,177)
Inventories	27,838
Notes receivable (Notes 3 and 4)	84,500
Restricted cash (Note 5)	29,891
Other assets	1,112
	<u>9,550,903</u>

## NONCURRENT ASSETS

Capital assets (Note 6)	
Non-depreciable	10,390,797
Depreciable	15,903,471
Less allowance for depreciation	(7,433,167)
	<u>18,861,101</u>

Total assets

28,412,004

## DEFERRED OUTFLOWS OF RESOURCES (Note 1)

453,950LIABILITIES

## CURRENT LIABILITIES

Accounts payable	51,771
Accrued payroll	26,019
Escrow (Note 5)	29,891
Compensated absences (Note 1)	566,278
Current portion, notes payable	35,039
	<u>708,998</u>

## NONCURRENT LIABILITIES

Notes payable, net of current portion (Note 7)	725,926
Net pension liability (Note 8)	836,538
	<u>1,562,464</u>

Total liabilities

2,271,462

## DEFERRED INFLOWS OF RESOURCES (Note 1)

188,158NET POSITION

Net investment in capital assets	18,100,136
Restricted for:	
Special revenue funds	390,022
Unrestricted	7,916,176
	<u>\$26,406,334</u>

Total net position

*The accompanying notes are an integral part of this financial statement.*

## CITY OF CARIBOU, MAINE

Exhibit B

Statement of Activities  
For the Year Ended December 31, 2016

	<u>Program Revenues</u>				<u>Net (Cost)</u>
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
<u>Function/Programs</u>					
General government	\$ 841,355	\$ 121,762	\$ -	\$ -	\$ (719,593)
Economic development	381,692	378,731	114,954	-	111,993
Health and sanitation	254,033	-	-	-	(254,033)
Public works	2,213,260	74,154	135,600	-	(2,003,506)
Police department	1,890,319	43,335	55,488	-	(1,791,496)
Fire and ambulance	2,581,022	1,741,462	253,334	-	(586,226)
Insurance and retirement	191,543	-	-	-	(191,543)
Recreation	656,116	23,811	-	19,640	(612,665)
Snowmobile trail maintenance	100,919	-	54,625	-	(46,294)
Library	245,180	6,242	-	-	(238,938)
County tax	436,142	-	-	-	(436,142)
Education	3,605,414	-	-	-	(3,605,414)
Tax assessment office	170,517	-	-	-	(170,517)
Section 8 Housing	1,026,273	3,631	1,169,298	-	146,656
Interest expense	29,087	-	-	-	(29,087)
Other	308,593	-	-	283,908	(24,685)
	<u>\$14,931,465</u>	<u>\$2,393,128</u>	<u>\$ 1,783,299</u>	<u>\$ 303,548</u>	<u>(10,451,490)</u>

## General revenues:

## Taxes

Property taxes, levied for general purposes	8,443,068
Less: TIF payments	(433,879)
Homestead reimbursement and other property tax related	591,667
Excise	1,402,682
Federal and state aid not restricted to specific purposes	543,088
Tri-community distribution	105,732
Other licenses, permits and fees	494,280
Miscellaneous revenues	220,101

Subtotal, general revenues 11,366,739

CHANGE IN NET POSITION 915,249

NET POSITION - JANUARY 1, 2016 25,491,085

NET POSITION - DECEMBER 31, 2016 \$ 26,406,334



## CITY OF CARIBOU, MAINE

Exhibit C

Balance Sheet  
Governmental Funds  
As of December 31, 2016

	<u>General Fund</u>	<u>Section 8 Housing Program</u>	<u>Non-major Funds (Schedule 1)</u>	<u>Total Governmental Funds</u>
<b><u>ASSETS</u></b>				
Cash and temporary investments (Note 2)	\$6,583,399	\$181,601	\$ 809,209	\$ 7,574,209
Uncollected taxes	1,173,837	-	-	1,173,837
Tax acquired property	92,549	-	-	92,549
Accounts receivable	685,431	713	-	686,144
Allowance for uncollectibles	(119,177)	-	-	(119,177)
Inventories	27,838	-	-	27,838
Notes receivable (Notes 3 and 4)	77,889	-	6,611	84,500
Restricted cash (Note 5)	-	29,891	-	29,891
Other assets	-	1,112	-	1,112
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total assets	<u>\$8,521,766</u>	<u>\$213,317</u>	<u>\$ 815,820</u>	<u>\$ 9,550,903</u>
<b><u>LIABILITIES AND FUND BALANCES</u></b>				
Liabilities:				
Accounts payable	\$ 30,996	\$ 20,775	\$ -	\$ 51,771
Escrow (Note 5)	-	29,891	-	29,891
	<u>30,996</u>	<u>50,666</u>	<u>-</u>	<u>81,662</u>
Deferred inflow of resources:				
Deferred revenue (Note 1)	<u>978,853</u>	<u>76,751</u>	<u>-</u>	<u>1,055,604</u>
Fund balances:				
Nonspendable				
Inventory	27,838	-	-	27,838
Restricted				
Special revenue funds	-	85,900	227,371	313,271
Unrestricted				
Assigned				
Capital (Schedule 3)	1,039,982	-	-	1,039,982
Non-capital (Schedule 4)	3,672,654	-	-	3,672,654
Other funds	-	-	588,449	588,449
Unassigned	<u>2,771,443</u>	<u>-</u>	<u>-</u>	<u>2,771,443</u>
Total fund balances	<u>7,511,917</u>	<u>85,900</u>	<u>815,820</u>	<u>8,413,637</u>
Total liabilities and fund balances	<u>\$8,521,766</u>	<u>\$213,317</u>	<u>\$ 815,820</u>	<u>\$ 9,550,903</u>

*The accompanying notes are an integral part of this financial statement.*

## CITY OF CARIBOU, MAINE

Exhibit D

Statement of Revenues, Expenditures and Changes in Fund Balance  
Governmental Funds  
For the Year Ended December 31, 2016

	<u>General Fund</u>	<u>Section 8 Housing Program</u>	<u>Non-major Funds (Schedule 2)</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>				
Local property taxes	\$ 8,534,952	\$ -	\$ -	\$ 8,534,952
Homestead reimbursement	363,228	-	-	363,228
Abatements	(13,083)	-	-	(13,083)
Other property tax related	228,439	-	-	228,439
Excise taxes	1,402,682	-	-	1,402,682
Federal and state assistance	1,406,012	1,043,818	103,354	2,553,184
Fire and ambulance revenue	1,741,462	-	-	1,741,462
Tri-community distribution	105,732	-	-	105,732
Other licenses, permits, and fees	359,562	-	134,718	494,280
Other revenues	508,660	3,631	380,377	892,668
<b>TOTAL REVENUES</b>	<u>14,637,646</u>	<u>1,047,449</u>	<u>618,449</u>	<u>16,303,544</u>
<b>EXPENDITURES</b>				
General government	963,993	160,667	-	1,124,660
Economic development	115,426	-	266,266	381,692
Health and sanitation	254,033	-	-	254,033
Public works	2,062,105	-	-	2,062,105
Police department	1,849,994	-	-	1,849,994
Fire and ambulance	2,898,500	-	-	2,898,500
Insurance and retirement	191,543	-	-	191,543
Recreation	791,792	-	100,919	892,711
Library	238,025	-	-	238,025
County tax	436,142	-	-	436,142
Tax assessment office	170,517	-	-	170,517
General assistance	56,535	865,606	-	922,141
Education	3,605,414	-	-	3,605,414
Construction and improvements	302,738	-	-	302,738
Tax increment financing	433,879	-	-	433,879
Debt service - principal	65,163	-	-	65,163
- interest	29,087	-	-	29,087
Other	83,242	-	140,735	223,977
<b>TOTAL EXPENDITURES</b>	<u>14,548,128</u>	<u>1,026,273</u>	<u>507,920</u>	<u>16,082,321</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>89,518</u>	<u>21,176</u>	<u>110,529</u>	<u>221,223</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfer (to) from other funds	(50,000)	-	50,000	-
<b>NET INCREASE IN FUND BALANCE</b>	39,518	21,176	160,529	221,223
<b>FUND BALANCE - JANUARY 1, 2016</b>	<u>7,472,399</u>	<u>64,724</u>	<u>655,291</u>	<u>8,192,414</u>
<b>FUND BALANCE - DECEMBER 31, 2016</b>	<u>\$ 7,511,917</u>	<u>\$ 85,900</u>	<u>\$ 815,820</u>	<u>\$ 8,413,637</u>

*The accompanying notes are an integral part of this financial statement.*

CITY OF CARIBOU, MAINE

Exhibit E

Reconciliation of the Governmental Funds Balance Sheet  
with the Statement of Net Position  
December 31, 2016

Total fund balance - governmental funds (Exhibit C)		\$ 8,413,637
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 as assets in governmental funds:		
The cost of capital assets is	\$26,294,268	
Accumulated depreciation is	<u>(7,433,167)</u>	
		18,861,101
Deferred outflows in governmental activities are not financial resources and, therefore, are not reported in the funds:		
Deferred outflows of resources		453,950
Property taxes receivable will be collected this year, but are not available soon enough to pay for the current period's expenditures and, therefore, are deferred in the funds:		
Deferred revenue		1,055,604
Deferred inflows in governmental activities are not due and payable from current financial resources and, therefore, are not reported in the funds:		
Deferred inflow of resources		(188,158)
Certain long-term liabilities are not due and payable from current financial resources and, therefore, are not reported in the funds:		
Notes payable	(760,965)	
Accrued payroll	(26,019)	
Net pension liability	(836,538)	
Compensated absences	<u>(566,278)</u>	
		<u>(2,189,800)</u>
Total net position - governmental activities (Exhibit A)		<u>\$26,406,334</u>

CITY OF CARIBOU, MAINE

Exhibit F

Reconciliation of the Governmental Funds Statement of Revenues, Expenditures  
and Changes in Fund Balances with the City-Wide Statement of Activities  
For the Year Ended December 31, 2016

Total net change in fund balances - governmental funds (Exhibit D)	\$ 221,223
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are shown in the statement of net position and allocated over their estimated useful lives as annual depreciation expense in the statement of activities. This is the amount by which capital outlays exceed depreciation expense in the period:	
Capital outlays	\$1,310,681
Depreciation expense	<u>(707,623)</u>
	603,058
In the statement of activities, only the gain on the sale of fixed assets is reported, whereas in the governmental funds, the entire proceeds from the sale increases financial resources. Therefore, the change in net assets differs from the change in fund balance by the depreciated value of assets sold.	
	(20,901)
Compensation for accrued vacation and sick pay not yet paid is accumulated using the governmental activities fund to the extent that amounts would be paid to the employees upon retirement. These funds are not accumulated for the governmental activities fund.	
	77,754
Some revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in governmental funds:	
Decrease in deferred property tax revenue	(78,801)
Increase in unearned grant revenue	76,751
Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.	
	65,163
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:	
(Increase) in accrued payroll	52,529
(Increase) in deferred pension liability	(384,621)
Change in deferred inflows/outflows of resources	<u>303,094</u>
Change in net position of governmental activities (Exhibit B)	<u>\$ 915,249</u>

CITY OF CARIBOU, MAINE

Exhibit G

Statement of Fiduciary Net Position  
December 31, 2016

	<u>Total</u>	<u>Cemetery Trust Funds</u>	<u>Library Trust Funds</u>	<u>Memorial Funds</u>
ASSETS				
Cash	<u>\$163,806</u>	<u>\$ 1,216</u>	<u>\$57,098</u>	<u>\$105,492</u>
NET POSITION				
Undesignated	<u>\$163,806</u>	<u>\$ 1,216</u>	<u>\$57,098</u>	<u>\$105,492</u>

CITY OF CARIBOU, MAINE

Statement of Changes in Fiduciary Net Position  
For the Year Ended December 31, 2016

	<u>Total</u>	<u>Cemetery Trust Funds</u>	<u>Library Trust Funds</u>	<u>Memorial Funds</u>
REVENUE				
Interest income	\$ 1,369	\$ 2	\$ 799	\$ 568
Contributions	<u>725</u>	<u>-</u>	<u>-</u>	<u>725</u>
	<u>2,094</u>	<u>2</u>	<u>799</u>	<u>1,293</u>
DEDUCTIONS				
Expenses	<u>4,864</u>	<u>32</u>	<u>49</u>	<u>4,783</u>
NET CHANGE IN NET POSITION	(2,770)	(30)	750	(3,490)
NET POSITION - JANUARY 1	<u>166,576</u>	<u>1,246</u>	<u>56,348</u>	<u>108,982</u>
CASH AND NET POSITION - DECEMBER 31	<u>\$163,806</u>	<u>\$ 1,216</u>	<u>\$57,098</u>	<u>\$105,492</u>

## CITY OF CARIBOU, MAINE

### Notes to the Financial Statements

December 31, 2016

#### (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Caribou, Maine incorporated and adopted its first charter in 1967, which allows for a Council-Manager form of government. The Council consists of seven members elected by the voters with individual terms of three years.

The financial statements of the City have been prepared in conformity with generally accepted accounting principles as applied to governmental units. The authority establishing the standards for governmental accounting principles is the Governmental Accounting Standards Board (GASB).

The accompanying financial statements include all governmental and expendable fiduciary fund types and account groups except for Cary Medical Center and Caribou Utilities District. The financial statements of these component units have been or are being audited and reported on by other independent auditors.

The City of Caribou's basic financial statements include City-wide statements, including a statement of net position and a statement of activities, and fund financial statements that provide a more detailed level of financial information.

City-wide Financial Statements – The statement of net position and the statement of activities display information about the City as a whole. These statements include the financial activities of the primary government, except for fiduciary funds.

The statement of net position presents the financial condition of the governmental activities of the City at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each department or function of the City's governmental activities. Direct expenses are those that are specifically associated with a service or department and, therefore, clearly identifiable to a particular function. Program revenues include charges paid by the recipient for the goods or services offered by the department, grants and contributions that are restricted to meeting the operational or capital requirements of a particular department and interest earned on grants that is required to be used to support a particular department. Revenues that are not classified as program revenues are presented as general revenues of the City, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenue of the City. The effect of significant interfund activity has been eliminated from the government-wide financial statements.

Fund Financial Statements – During the year, the City segregates transactions related to certain City functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the City at this more detailed level.

#### Fund Accounting

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets and account for the governmental resources allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations or other restrictions. The various funds are summarized by type in the financial statements.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2016

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Accounting (Continued)

The focus of governmental fund financial statements is on the major funds. Each major fund is presented in a separate column and non-major funds are summarized into a single column. GASB standards set forth minimum criteria based on the size of the funds for the determination of major funds. City management may also choose to designate additional funds as major based on other criteria.

The following funds are reported as major by the City:

General Fund - The general fund accounts for financial resources in use for general types of operations. This is a budgeted fund, and any fund balances are considered as resources available for use. Revenues are derived primarily from property and other local taxes, state and federal distributions, licenses, permits, charges for services, and interest income. A significant part of the General Fund's revenues are used principally to finance the operations of the City of Caribou.

Special Revenue Fund - The Section 8 Housing Program accounts for grant proceeds that are restricted by legal and regulatory provisions to finance the activities of the Caribou Housing Authority.

Fiduciary Funds - Fiduciary fund reporting focuses on net position and changes in net position. The City's only fiduciary funds are private-purpose trust funds. These funds account for trust funds donated to the City for those purposes.

Measurement Focus

City-wide Financial Statements - The City-wide financial statements are prepared using the economic resources measurement focus. All assets and liabilities associated with the operation of the City are included in the statement of net position.

Fund Financial Statements - All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the City-wide financial statements are prepared. Governmental fund financial statements, therefore, include a reconciliation with brief explanations to better identify the relationship between the City-wide statements and the statements for governmental funds.

Basis of Accounting

The basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. City-wide financial statements and the fiduciary funds are prepared using the accrual basis of accounting.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2016

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Accounting (Continued)

Governmental funds use the modified accrual basis of accounting. On the accrual basis of accounting, expenses are recognized at the time they are incurred. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue and in the presentation of expenses versus expenditures.

Revenues resulting from exchange transactions, in which each party gives and receives essentially equal value, are recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For the City, available means expected to be received within 60 days of fiscal year-end. Licenses and permits, charges for services, fines and forfeits and miscellaneous revenues are recorded as revenues when received in cash. General property taxes, self-assessed taxes and investment earnings are recorded when they become both measurable and available. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for expenditures for debt service, prepaid expenses and other long-term obligations, which are recognized when paid.

Nonexchange transactions, in that the City receives value without directly giving equal value in return, include property taxes, grants, entitlements and donations. Revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the City must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the City on a reimbursement basis. On the modified accrual basis, revenue from nonexchange transactions must also be available before it can be recognized.

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization, are not recognized in governmental funds.

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve that portion of fund balance, is utilized in the governmental fund types. In the general fund, for budgetary purposes, appropriations lapse at fiscal year-end except for that portion related to encumbered amounts. Encumbrances outstanding at year-end are reported as reservations of fund balance and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year. The encumbrances are subject to re-appropriation by the City council in any succeeding fiscal year.



# CITY OF CARIBOU, MAINE

## Notes to the Financial Statements

December 31, 2016

### (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Budgetary Data

Formal budgetary accounting is employed as a management control for all funds of the City. Annual operating budgets are adopted each year through passage of an annual budget ordinance and amended as required for the General Fund. In accordance with generally accepted accounting principles, these budgets use the same accounting basis to reflect actual revenues and expenditures. Budgets for the Special Revenue Funds are made on a project basis, sometimes spanning over more than one fiscal year. Budgetary control is exercised at the departmental level or by project. All unencumbered budget appropriations, except reserve budgets, lapse at the end of each fiscal year.

The general operating fund is legally required to be budgeted and appropriated. The major document prepared is the tax budget, which separates these funds by function and estimated appropriation needed to fund each function. The tax budget demonstrates a need for existing or increased tax rates. This budget is approved by the City Council and may be amended during the year if projected increases or decreases in revenues or expenditures are identified by the City. The amounts reported as the original budget amounts in the budgetary statements (Supplement 1) reflect the amounts in the legally adopted budget. Changes, if any, are reflected in the final budget column.

#### Cash and Temporary Investments

Available cash is deposited in interest-bearing accounts to as great a degree as possible. These residual investments are classified for reporting purposes as cash. Earnings from these investments are reported by the applicable funds. The City's policy is to invest in regional banks and federal securities and to insure the funds to as great a degree as possible. Deposits with a maturity of three months or less are included in cash and temporary investments for financial reporting purposes.

Monies for all funds are maintained in a pool. Individual funds are maintained through the City's accounting records to allow proper segregation of cash for each fund.

#### Property Taxes

Taxes are levied as of April 1 and are used to finance the operations of the City for the calendar budget year beginning January 1. Taxes are committed for collection on July 1 and are due and payable on or before September 30. In accordance with Maine law, taxes not collected within eight months following the date of commitment are secured by liens.

The City has adopted the standard established by GASB No. 33 regarding the recognition of property taxes. The criterion for this standard is to recognize property tax revenue as it becomes both "measurable and available". Measurable is defined as the amount that the City can reasonably expect to receive of the property taxes assessed for the current year. Available is defined as the amount that will be collected of current and past due taxes during the current period or expected to be collected shortly thereafter to pay current liabilities. For the purposes of this report, 60 days is used as the collection period after year-end. Accordingly, a deferred inflow has been established on the fund balance sheet for the taxes considered collectible but not available for current liabilities.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements

December 31, 2016

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Allowance for Uncollectible Receivables

Taxes receivable are recorded at estimated net realizable value. Therefore, an allowance for uncollectible taxes of \$21,276 has been established. Tax revenue is recorded net of the allowance for uncollectible taxes.

The ambulance service also reports accounts receivable net of the allowance for uncollectible accounts of \$97,901. Revenues have been netted to reflect the allowance.

Inventories

The City of Caribou inventories are valued at cost. Cost is determined on the first-in, first-out basis.

Capital Assets

General capital assets generally result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the City-wide statement of net position but are not reported in the fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their estimated fair value as of the date received. The City maintains a capitalization threshold of \$3,000 for all assets other than infrastructure assets. The capitalization threshold for infrastructure assets is \$50,000. Improvements are capitalized; 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.

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

<u>Description</u>	<u>Governmental Activities Estimated Lives</u>	<u>Business-type Activities Estimated Lives</u>
Buildings and Improvements	20-50 years	N/A
Furniture and Equipment	5-20 years	10-15 years
Vehicles	8-10 years	N/A

Pursuant to GASB Statement No. 34, an extended period of deferral (until 2006) was available before the requirement to record and depreciate infrastructure assets (e.g. roads, bridges, sidewalks, and similar items) acquired before the implementation date became effective. The City developed an implementation to determine the value of and included infrastructure cost in 2006. Infrastructure acquired prior to December 2002 has not been recorded. GASB Statement No. 34 requires the reporting of new infrastructure expenditures effective with the beginning of the implementation year (2002).

The City has elected to account for their infrastructure assets using the modified approach as opposed to depreciating them. See Supplement 2 for further details.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2016

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position may report a separate section for deferred outflows of resources. This represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources until then. The City currently reports only a pension-related item as deferred outflows of resources.

In addition to liabilities, the statement of financial position may report a separate section for deferred inflows of resources. This represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources until then. The City currently reports only a pension-related item as deferred inflows of resources in the Statement of Net Position. The City also reports deferred property taxes in the general fund and unearned rent in the Section 8 Housing Program as deferred inflows on the fund balance sheet.

Accounts Payable, Accrued Expenses and Long-term Obligations

All payables, accrued liabilities and long-term obligations are reported in the City-wide financial statements.

Compensated Absences

City employees are entitled to certain compensated absences based on their length of employment and their department's individual contract negotiated with the City. Administration and all other employees not under a departmental contract receive twelve days sick leave per year and one to five weeks of vacation depending on the number of years of service. Unused vacation and sick pay are accumulated at the employee's current rate of pay and is included as a liability in the net position of the City-wide financial statements.

Net Position

Net position represents the difference between assets and liabilities. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

Fund Balance Classifications

In the fund financial statements, governmental funds report the following classifications of fund balance:

Nonspendable Fund Balance

Nonspendable fund balance includes amounts that are not spendable in form or are contractually required to be maintained intact. The City reports fuel inventory as nonspendable.

Restricted Fund Balance

Restricted fund balance includes amounts that can only be used for specific purposes and includes grant funds and certain donations.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements

December 31, 2016

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance Classifications (Continued)

Unrestricted Assigned Fund Balance

Unrestricted assigned fund balance includes amounts assigned by the authority of the City Council for which they intend to use them for specific purposes. Any assignments held open for three years without activity is closed into unrestricted unassigned fund balance.

Unrestricted Unassigned Fund Balance

The remaining fund balance that is not restricted, committed or assigned is considered unassigned. These funds are spendable funds in the ordinary course of government operations.

The City considers expenditures that are incurred for purposes where restricted and unrestricted fund balances are available, to be expended in the following order – Restricted, Committed, Assigned and Unassigned. In the 2016 fiscal year there were no unrestricted committed funds.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(2) CASH AND TEMPORARY INVESTMENTS

Deposits with financial institutions are subject to custodial risk, which is the risk that in the event of a bank failure, the City's deposits may not be returned to it. The City's policy is to invest in regional banks and to insure the funds to as great a degree as possible. As of December 31, 2016, the bank balance, including the various fiduciary accounts, was \$8,128,147 of which all was insured or collateralized.

The above information does not include any amounts on deposit for Cary Medical Center or Caribou Utilities District.

(3) NOTE RECEIVABLE - REVOLVING LOAN FUND

The Revolving Loan Fund had a 6.5% note receivable in monthly installments of \$218 principal and interest through December 2017 with a balance of \$6,611 as of December 31, 2016.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2016

(4) NOTES RECEIVABLE

The City's General Fund had a 2% note receivable in annual installments of \$7,365 principal and interest through December 2028 with a balance of \$77,889 as of December 31, 2016.

As of December 31, 2016, the note receivable matures as follows:

<u>Year</u>	<u>Amount</u>
2017	\$ 5,807
2018	5,923
2019	6,042
2020	6,163
2021	6,286
2022-2026	33,368
2027-2028	<u>14,300</u>
	<u>\$77,889</u>

Notes receivable of \$77,889 are with the Caribou Economic Growth Council which has made various loans under the same terms noted above. These notes are secured by the applicable notes held by the Caribou Economic Growth Council.

(5) ACTIVITIES OF THE CITY OF CARIBOU SECTION 8 HOUSING PROGRAM

The City operates a Voucher Program which enables up to one hundred ninety-three recipients to be granted housing assistance under the Section 8 Housing Program but does not restrict their living to the Caribou area.

The Section 8 Program has a family self-sufficiency program that permits families to stay in the program even if their income increases. This increase in payments is collected by the program and deposited into an escrow account for the families involved to use upon their successful completion of the program. This money is listed as restricted cash in the balance sheet of the special revenue fund.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2016

(6) CAPITAL ASSETS

In accordance with GASB standards, the City has reported all capital assets including infrastructure in the Government-wide Statement of Net Position. The City elected to use the “modified approach” as defined by GASB for infrastructure reporting. As a result, no accumulated depreciation or depreciation expense has been recorded for infrastructure. Other nondepreciable assets include land and construction in progress. All other capital assets were reported using the basic approach whereby accumulated depreciation and depreciation expense has been recorded.

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

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retire- ments/ Transfers</u>	<u>Ending Balance</u>
Governmental Activities				
Nondepreciable:				
Land	\$ 529,700	\$ -	\$ -	\$ 529,700
Construction in progress	-	302,738	-	302,738
Infrastructure	<u>9,558,359</u>	<u>-</u>	<u>-</u>	<u>9,558,359</u>
Total nondepreciable	10,088,059	302,738	-	10,390,797
Land improvements	1,320,640	23,500	-	1,344,140
Buildings	7,460,103	141,538	-	7,601,641
Vehicles	4,182,754	91,161	50,527	4,223,388
Equipment	<u>2,050,750</u>	<u>751,744</u>	<u>68,192</u>	<u>2,734,302</u>
Totals at historical cost	<u>25,102,306</u>	<u>1,310,681</u>	<u>118,719</u>	<u>26,294,268</u>
Less accumulated depreciation for:				
Land improvements	1,068,180	17,823	-	1,086,003
Buildings	2,188,631	189,622	-	2,378,253
Vehicles	2,743,415	305,536	45,958	3,002,993
Equipment	<u>823,136</u>	<u>194,642</u>	<u>51,860</u>	<u>965,918</u>
Total accumulated depreciation	<u>6,823,362</u>	<u>707,623</u>	<u>97,818</u>	<u>7,433,167</u>
Governmental activities capital assets, net	<u>\$18,278,944</u>	<u>\$ 603,058</u>	<u>\$ 20,901</u>	<u>\$18,861,101</u>

CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2016

(6) CAPITAL ASSETS (Continued)

Depreciation expense was charged to governmental functions as follows:

Governmental Activities	
General	\$ 75,712
Library	7,155
Police	33,452
Fire and Ambulance	244,001
Public works	206,363
Recreation and parks	112,859
Other	<u>28,081</u>
	<u>\$707,623</u>

(7) GENERAL LONG-TERM DEBT

As of December 31, 2016, long-term debt consisted of one 3.591% capital lease payable in semi-annual payments ranging from \$44,205 to \$61,565 principal and interest through June 2025.

As of December 31, 2016, long-term obligations mature as follows:

Fiscal Year	Principal	Interest
2017 (included in current liabilities)	\$ 35,039	\$ 13,663
2018	73,613	25,428
2019	79,647	22,731
2020	86,028	19,815
2021	92,774	16,666
2022-2025	<u>393,864</u>	<u>30,052</u>
	<u>\$760,965</u>	<u>\$128,355</u>

Long-term debt activity during the year ended December 31, 2016, was as follows:

Balance January 1, 2016	Additions	Reductions	Balance December 31, 2016	Due Within One Year
<u>\$826,128</u>	<u>\$ -</u>	<u>\$65,163</u>	<u>\$760,965</u>	<u>\$35,039</u>

CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2016

(8) EMPLOYEES' RETIREMENT PLAN

MAINEPERS

Plan Description

The City contributes to the Maine Public Employees Retirement System (MainePERS) which is a multiple-employer cost sharing defined benefit pension plan as a Participating Local District (PLD). Eligible employers (districts) are defined in Maine statute. As of June 30, 2016 there were 283 employers in the plan. As of June 30, 2016, the City had 29 employees enrolled in the plan.

Pension Benefits

Benefit terms are established in Maine statute and an advisory group, also established by statute, reviews the terms of the plan and periodically makes recommendations to the Legislature to amend the terms. The plan provides defined benefits based on members' average final compensation and service credit earned as of retirement. Vesting occurs upon the earning of five years of service credit. For PLD members, normal retirement age is 60 (if the member participated in the plan on or before June 30, 2014) or 65 (for members added to the plan beginning July 1, 2014). Members are eligible for retirement after twenty-five years of service; or upon reaching normal retirement age of 60 or 65, whether or not they are in service, provided they are vested with 5 or 10 years of service, whichever applies to them; or upon reaching their normal retirement age of 60 or 65, provided they have been in service for at least one year immediately prior to retirement. The monthly benefit of members who retire before normal retirement age by having at least 25 years of service credit is reduced by a statutorily prescribed factor for each year of age that a member is below the normal retirement age at retirement. MainePERS also provides disability and death benefits which are established by contract with other participating employers under applicable statutory provisions.

Upon termination of membership, members' accumulated employee contributions are refundable with interest (annual rate is currently 5%), credited in accordance with statute. Withdrawal of accumulated contributions results in forfeiture of all benefits and membership rights.

Retirement benefits are funded by contributions from members and employers and by earnings on investments. Disability and death benefits are funded by employer normal cost contributions and by investment earnings. Member and employer contribution rates are each a percentage of applicable member compensation. Member contribution rates are defined by law or Board rule. The City's participants contributed 7.5% of their wages to the plan until June 30, 2016, and 8% beginning July 2016. The City's contribution rate is determined through actuarial valuations.

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources

At December 31, 2016 the City reported a liability of \$836,538 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2016, the City's proportion was .157%, which was an increase of .015% from its proportion as measured as of June 30, 2015.



CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2016

(8) EMPLOYEES' RETIREMENT PLAN (Continued)

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources (Continued)

For the year ended December 31, 2016, the City recognized pension expense of \$155,405. At December 31, 2016, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual results	\$ 10,141	\$ 53,805
Net difference between projected and actual investment earnings on pension plan investments	309,128	128,655
Changes of assumptions	89,679	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	<u>45,002</u>	<u>5,698</u>
Total	<u>\$453,950</u>	<u>\$188,158</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2017	\$ 53,054
2018	47,835
2019	116,690
2020	48,213

Actuarial Assumptions

The total pension liability in the June 30, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Salary increases	2.75% to 9.0% per year
Inflation rate	2.75%
Investment rate of return	6.875% per annum, compounded annually
Cost of living benefit increases	2.20%

Mortality rates were based on the RP2014 Total Dataset Healthy Annuitant Mortality Table for males and females. For recipients of disability benefits, the RP2014 Total Dataset Disabled Annuitant Mortality Table for males and females was used.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2016

(8) EMPLOYEES' RETIREMENT PLAN (Continued)

Actuarial Assumptions (Continued)

The long-term expected rate of return on pension plan assets was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major class of assets. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2016 are summarized in the following table. Assets for each of the defined benefits plan are commingled for investment purposes.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
US Equities	20%	5.7%
Non-US Equities	20%	5.5%
Private Equity	10%	7.6%
Real Assets:		
Real Estate	10%	5.2%
Infrastructure	10%	5.3%
Hard Assets	5%	5.0%
Fixed Income	25%	2.9%

Discount Rate

The discount rate used to measure the collective pension liability was 6.875% for 2016, 7.125% for 2015 and 7.25% for 2014. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The following table shows how the collective net pension liability/(asset) as of June 30, 2016 would change if the discount rate used was one percentage point lower or one percentage point higher than the current rate.

	Current Discount Rate	
1% Decrease		1% Increase
<u>5.875%</u>	<u>6.875%</u>	<u>7.875%</u>
\$1,388,502	\$836,538	\$316,883

All other employees are covered under the Social Security System.

MainePERS issues a publicly available financial report that includes financial statements and required supplementary information that may be obtained on the Internet at [www.maineopers.org](http://www.maineopers.org) or at the MainePERS office in Augusta.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements

December 31, 2016

(9) JOINT VENTURE - TRI-COMMUNITY RECYCLING AND SANITARY LANDFILL

The Tri-Community Recycling and Sanitary Landfill is owned jointly by the City of Caribou and the Towns of Fort Fairfield and Limestone. The Board of Directors consists of four members residing in the three communities; three from the City of Caribou and two from each of the other communities.

Financial statements for this joint venture were issued and reported on by us in a separate report dated March 1, 2017. These financial statements are available from the City's Finance Department.

A summary of the facility's activity for 2016, is as follows:

	<u>Amount</u>
Total assets	\$15,106,665
Deferred outflows of resources	241,569
Total liabilities	12,582,052
Deferred inflows of resources	<u>113,032</u>
Total net position	<u>\$ 2,653,150</u>
Total revenue	\$ 2,687,191
Less total expenditures	<u>2,972,841</u>
Decrease in net position	<u>\$ (285,650)</u>

The City has guaranteed, together with the other member towns, two notes payable totaling \$8,526,000 for the Tri-Community Recycling and Sanitary Landfill. As of December 31, 2016, the balance owed was \$5,313,282.

The State of Maine Department of Environmental Protection requires the Landfill to place a final cover on its landfill once it is closed and perform certain maintenance and monitoring functions at the site for twenty years after closure. These estimated closure and post-closure care costs are being recognized in the financial statements referred to above at the rate of utilization of the landfill site. As of December 31, 2016, the estimated total cost of closure and post-closure care was approximately \$19,290,643 of which \$6,700,000 was recognized. The management of the landfill expects to use future earnings to cover the costs of closure and post-closure care. More information regarding the accounting for closure and post-closure care costs is available in the 2016 financial statements of the Tri-Community Recycling and Sanitary Landfill.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2016

(10) TAX INCREMENT FINANCING (TIF) DISTRICT

During March 2006, the City created the Caribou Downtown Tax Increment Financing District, in which the City can use 100% of tax revenue from incremental new assessed value of property located in the District to promote private development. The City entered into a Credit Enhancement Agreement (CEA) with a developer in order to provide for the consolidation of a state agency. Under the terms of the CEA, incremental tax revenue over the next 15 years resulting from improvements to the developer's building will be returned to the developer. The revenue will then be used to reduce the state agency's rental expense. The total benefit to the developer and state agency is expected to be approximately \$410,000 over the 15-year period. The TIF District was amended in 2008 and 2014 to allow for costs of public safety improvements, economic development, and infrastructure improvements in the downtown area.

During September 2012, the City created the RC-2 District to use tax revenue from incremental new assessed value of property located in the District to promote private development. The total benefit to the developer is expected to be approximately \$24,000 over a five-year period. Tax increment captured above that amount can be utilized for costs of public safety improvements, city-wide trails and other District improvements.

During January 2014, the City created a TIF District and entered into a credit enhancement agreement (CEA) with a local Company. The improvements are privately financed by the Company. The CEA will be for a duration of 20 years in which the Company will receive a percentage of the incremental taxes resulting from the increased assessed value of the District. The percentage of reimbursement will step down from 95% to 25% prior to the expiration of the CEA.

During June 2015, the City entered into a credit enhancement agreement as part of the Downtown Tax Increment Financing District in which up to \$5,000 is allocated to the Company for the years 2016 to 2019 and the City collecting tax amounts over \$5,000. Beginning in 2020, the Company must certify maintaining at least 100 full-time employees. The Company will reimburse the City 1% for each full-time employee below 100 in each of the years 2020 to 2024. The City will retain 100% of the taxes during the years 2020 to 2024.

During June 2015, the City entered into a one-year Credit Enhancement Agreement with a locally owned business as part of the Downtown Tax Increment Financing District, during which 100% of the taxes on the Incremental Assessed Value will be in the Developmental fund for the Company.

(11) SUBSEQUENT EVENTS

Management has reviewed subsequent events through June 29, 2017, the date that these financial statements were available to be issued and determined that no additional adjustments or disclosures are required in order for these financial statements to be fairly stated.

## CITY OF CARIBOU, MAINE

Supplement 1

Budgetary Comparison Schedule for the General Fund  
For the Year Ended December 31, 2016

	General Fund		
	Budgeted Amounts		Actual Budgetary Basis
	Original	Final	
<b>REVENUES</b>			
Local property taxes	\$ 8,334,725	\$ 8,334,725	\$ 8,534,952
Homestead exemption reimbursement	362,101	362,101	363,228
Abatements	(20,000)	(20,000)	(13,083)
Other property tax related	211,242	211,242	228,439
Excise taxes	1,405,571	1,405,571	1,402,682
Federal assistance	18,000	18,000	21,272
State assistance	673,933	673,933	684,833
Ambulance fees	1,611,834	1,611,834	1,451,052
Fire/Ambulance charge to towns	167,453	167,453	167,549
Billing services	122,070	122,070	122,861
Other licenses, permits and fees	267,198	267,198	309,943
Other	213,726	213,726	326,546
<b>TOTAL REVENUES</b>	<b>13,367,853</b>	<b>13,367,853</b>	<b>13,600,274</b>
<b>EXPENDITURES</b>			
General government	735,357	735,357	742,909
Education	3,605,414	3,605,414	3,605,414
Health and sanitation	249,740	249,740	254,033
Public works	1,896,578	1,896,578	1,782,111
Police department and emergency management	1,875,846	1,875,846	1,751,654
Fire and ambulance	2,296,880	2,296,880	2,298,050
Insurance and retirement	97,600	97,600	99,850
Parks and recreation	558,696	558,696	527,526
Library	219,336	219,336	195,523
County tax	401,859	401,859	436,142
Tax assessment office	172,720	172,720	169,116
Tax increment financing	401,859	401,859	401,859
Appropriations to capital outlays	444,088	444,088	444,088
Other	319,027	319,027	322,325
<b>TOTAL EXPENDITURES</b>	<b>13,275,000</b>	<b>13,275,000</b>	<b>13,030,600</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>92,853</b>	<b>92,853</b>	<b>569,674</b>
<b>OTHER SOURCES (USES)</b>			
Capital outlays in excess of appropriations	-	-	(574,166)
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>92,853</b>	<b>92,853</b>	<b>(4,492)</b>
<b>FUND BALANCE - JANUARY 1, 2016</b>	<b>-</b>	<b>-</b>	<b>7,516,409</b>
<b>FUND BALANCE - DECEMBER 31, 2016</b>	<b>\$ 92,853</b>	<b>\$ 92,853</b>	<b>\$ 7,511,917</b>

CITY OF CARIBOU, MAINE

Note to Supplement One – Budgetary Comparison Schedule  
For the General Fund  
For the Year Ended December 31, 2016

Budgets and Budgetary Accounting

The Budgetary Comparison Schedule for the General Fund (Supplement 1) presents comparisons of legally adopted budgets with actual data on a budgetary basis.

Modified Approach for City Capital Assets  
December 31, 2016

In accordance with GASB standards, the City is required to account for and report infrastructure capital assets. The City developed an implementation to determine the value of and included infrastructure cost in 2006.

The City has elected to account for their infrastructure assets using the modified approach as opposed to depreciating them. GASB standards do not require municipalities to depreciate infrastructure if they can provide the following:

An asset management system employed that:

- Has an up-to-date inventory of eligible infrastructure assets
- Performs condition assessments of the assets and summarizes the results using a “measurable scale”
- Estimates, on an annual basis, the annual amount needed to “maintain and preserve the eligible infrastructure assets at the condition level established and disclosed by the government”

The City documents that the eligible infrastructure assets are being “preserved approximately at (or above) a condition level established and disclosed by the government”.

<u>Condition</u>	<u>Rating</u>	<u>Asset Management System Rating</u>
Good	100-80	1
Fair	79-65	2
Poor	64-50	3
Substandard	49-0	4

The City established a condition level of 70% which is a 2 rating. The assessment itself may be made either by the governmental entity directly or by external parties. The condition assessment may be performed annually or on a cyclical basis. A condition assessment will be performed every 3 years commencing in 2006. As of December 31, 2016, the City’s street and sidewalk systems were rated at an index of 81 and 72, respectively. The detail of the condition assessments are as follows:

<u>Condition</u>	<u>% of Roads</u>	<u>% of Sidewalks</u>	<u>% of Runways</u>	<u>Asset Management System Rating</u>
Good	49%	4%	100%	1
Fair	47%	90%	0%	2
Poor to Substandard	4%	6%	0%	3 and 4

As of December 31, 2016, the City had 11,678,058 square feet of roads with a historical cost of \$5,159,583. As of December 31, 2016, the City had 109,189 square feet of sidewalks with a historical cost of \$243,750. As of December 31, 2016, the City had 619,000 square feet of runway with a historical cost of \$4,155,026.

All expenditures related to infrastructure maintenance will be recognized as a current expense since they are not depreciated. Expenditures relating to infrastructure that are capital in nature (additions and improvements) will be capitalized as part of the infrastructure assets because they increase the capacity or efficiency of the related infrastructure asset.

The City had budgeted expenditures of \$280,000 to maintain infrastructure at the desired condition level. Actual expenditures for the year ended December 31, 2016 were \$275,942 from unassigned fund balance with an additional \$263,850 from reserves.

## CITY OF CARIBOU, MAINE

Supplement 3

Schedule of the City's Proportionate Share of the Net Pension Liability  
For the Last Three Fiscal Years

	<u>2016</u>	<u>2015</u>	<u>2014</u>
City's proportion of the net pension liability (asset)	0.157442%	0.141646%	0.138719%
City's proportionate share of the net pension liability (asset)	\$ 836,538	\$ 451,917	\$ 213,462
City's covered-employee payroll	1,553,062	1,364,960	1,255,523
City's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	53.86%	33.11%	17.00%
Plan fiduciary net position as a percentage of the total pension liability	81.60%	88.30%	94.10%



CITY OF CARIBOU, MAINE

Supplement 4

Schedule of the City's Contributions  
For the Last Three Fiscal Years

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 84,006	\$ 65,501	\$ 53,995
Contributions in relation to the contractually required contribution	<u>84,006</u>	<u>65,501</u>	<u>53,995</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
City's covered-employee payroll	\$1,553,062	\$1,364,960	\$1,255,523
Contributions as a percentage of covered-employee payroll	5.41%	4.80%	4.30%

CITY OF CARIBOU, MAINE

Notes to Supplements 3 and 4  
December 31, 2016

NOTE 1 – VALUATION DATE

Only fiscal years 2016, 2015 and 2014 are reported. The amounts presented have a measurement date as of June 30, 2016. The City will continue to present information until a full ten-year trend is compiled.

NOTE 2 – BENEFIT CHANGES

There were no benefit changes for City employees in the employees' retirement plan.

NOTE 3 – CHANGE IN ASSUMPTIONS

The discount rate decreased from 7.125% to 6.875% in 2016. The inflation rate decreased from 3.5% to 2.75%. Annual salary increases, including inflation, went from 3.5%-9.5% to 2.75%-9.0%. The cost of living benefit increases went from 2.55% to 2.20%.

NOTE 4 – METHODS AND ASSUMPTIONS USED TO DETERMINE CONTRIBUTION RATES

Actuarial cost method	Entry age normal
Amortization method	For the actuarial value as of June 30, 2016 and June 30, 2015, level percentage of payroll using a method where a separate twenty-year closed period is established annually for the gain or loss for that year  For the actuarial value as of June 30, 2014, the net pension liability was amortized on an open basis over a period of 15 years
Asset valuation method	One-third of the investment return that is different from the actuarial assumption for investment return
Investment rate of return	6.875% compounded annually for 2016 7.125% compounded annually for 2015 7.25% compounded annually for 2014
Retirement age	60 or 65, depending on years of creditable service at certain dates
Mortality	RP2014 Total Dataset Healthy Annuitant Mortality Table, for males and females

CITY OF CARIBOU, MAINE

Schedule 1

Balance Sheet  
For Non-Major Funds  
December 31, 2016

	<u>Snowmobile Trail Maintenance</u>	<u>Housing</u>	<u>Economic Development</u>	<u>Revolving Loan Fund #10</u>	<u>Total Non-Major Funds</u>
<u>ASSETS</u>					
Cash	\$ 20,532	\$54,424	\$ 513,493	\$220,760	\$809,209
Note receivable (Note 3)	-	-	-	6,611	6,611
	<u>\$ 20,532</u>	<u>\$54,424</u>	<u>\$ 513,493</u>	<u>\$227,371</u>	<u>\$815,820</u>
 <u>FUND BALANCE</u>	 <u>\$ 20,532</u>	 <u>\$54,424</u>	 <u>\$ 513,493</u>	 <u>\$227,371</u>	 <u>\$815,820</u>

## CITY OF CARIBOU, MAINE

Schedule 2

Statement of Revenues, Expenditures and Changes in Fund Balance  
For Non-Major Funds  
For the Year Ended December 31, 2016

	Snowmobile Trail <u>Maintenance</u>	<u>Housing</u>	Economic <u>Development</u>	Revolving Loan Fund <u>#10</u>	Total Non-major <u>Funds</u>
<b>REVENUES</b>					
Grants - Federal	\$ -	\$ 48,729	\$ -	\$ -	\$ 48,729
- State	54,625	-	-	-	54,625
Interest income	-	-	-	1,646	1,646
TIF Funds	-	-	378,731	-	378,731
Reimbursements	<u>43,460</u>	<u>91,258</u>	<u>-</u>	<u>-</u>	<u>134,718</u>
Total Revenues	<u>98,085</u>	<u>139,987</u>	<u>378,731</u>	<u>1,646</u>	<u>618,449</u>
<b>EXPENDITURES</b>					
Program expenditures	100,919	140,735	258,294	-	499,948
Chamber of Commerce	<u>-</u>	<u>-</u>	<u>7,972</u>	<u>-</u>	<u>7,972</u>
	<u>100,919</u>	<u>140,735</u>	<u>266,266</u>	<u>-</u>	<u>507,920</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(2,834)	(748)	112,465	1,646	110,529
<b>OTHER FINANCING SOURCES</b>					
Transfer from other fund	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>50,000</u>
NET INCREASE (DECREASE) IN FUND BALANCE	(2,834)	(748)	162,465	1,646	160,529
FUND BALANCE - JANUARY 1	<u>23,366</u>	<u>55,172</u>	<u>351,028</u>	<u>225,725</u>	<u>655,291</u>
FUND BALANCE - DECEMBER 31	<u>\$ 20,532</u>	<u>\$ 54,424</u>	<u>\$ 513,493</u>	<u>\$227,371</u>	<u>\$ 815,820</u>

## CITY OF CARIBOU, MAINE

Schedule 3

Schedule of Capital Outlays - General Fund  
For the Year Ended December 31, 2016

<u>Department</u>	<u>Balances January 1</u>	<u>Appropri- ations</u>	<u>Grants/ Transfers</u>	<u>Other</u>	<u>Total Available</u>	<u>Expenditures</u>	<u>Balances December 31</u>
Recreation	\$ 332,534	\$ 71,500	\$ 19,640	\$179,038	\$ 602,712	\$ 264,266	\$ 338,446
Library	57,775	22,000	10,000	4,402	94,177	42,502	51,675
Police	173,856	40,320	28,071	27,192	269,439	98,340	171,099
Fire	344,402	54,700	253,334	1,014	653,450	600,450	53,000
Ambulance	57,387	51,400	100,000	-	208,787	-	208,787
Public Works	608,054	25,000	-	17,011	650,065	279,994	370,071
Assessment Office	36,629	20,500	-	-	57,129	1,400	55,729
Airport	107,125	7,500	283,908	-	398,533	302,738	95,795
General Government	87,519	137,833	1,345	72,796	299,493	315,334	(15,841)
Economic Development	386,751	1,500	117,954	7,500	513,705	122,926	390,779
TIF accounts	41,249	-	26,858	-	68,107	58,878	9,229
RSU 39 Commitment	(874,840)	-	-	-	(874,840)	-	(874,840)
Other reserves	153,039	10,000	9,083	27,022	199,144	13,091	186,053
	<u>\$1,511,480</u>	<u>\$442,253</u>	<u>\$850,193</u>	<u>\$335,975</u>	<u>\$3,139,901</u>	<u>\$2,099,919</u>	<u>\$ 1,039,982</u>

Schedule of Non-Capital Outlays - General Fund  
For the Year Ended December 31, 2016

	Balances January 1	Appropri- ations	Transfers	Other	Total Available	Expenditures	Balances December 31
Compensated Absences	\$ 296,509	\$ -	\$ -	\$ -	\$ 296,509	\$ 111,815	\$ 184,694
Revolving Loan Fund - Cash	338,839	-	-	5,693	344,532	-	344,532
Revolving Loan Fund - Loans Receivable	83,582	-	-	-	83,582	5,693	77,889
Thursday on Sweden Street	1,074	-	-	5,200	6,274	15,277	(9,003)
Heritage Day	(4,000)	-	-	-	(4,000)	4,000	(8,000)
Caribou Marathon	(14,421)	-	-	102,941	88,520	100,329	(11,809)
City Retirement	1,080	-	-	-	1,080	-	1,080
Retirement Reserves	4,139	-	-	-	4,139	-	4,139
Retirement Investment Fund	3,000,000	-	-	-	3,000,000	-	3,000,000
Channel 8	(1,835)	1,835	-	-	-	-	-
HRA Contribution Reserve	68,810	-	-	-	68,810	23,655	45,155
2016 HRA Contribution Reserve	-	-	-	104,941	104,941	61,164	43,777
T/A Property Remediation Reserve	1,345	-	(1,345)	-	-	-	-
Community Bulletin Board	200	-	-	-	200	-	200
	<u>\$3,775,322</u>	<u>\$ 1,835</u>	<u>\$(1,345)</u>	<u>\$218,775</u>	<u>\$3,994,587</u>	<u>\$ 321,933</u>	<u>\$3,672,654</u>

CITY OF CARIBOU, MAINE

Schedule 5

Schedule of Property Taxes - General Fund  
For the Year Ended December 31, 2016

	<u>Total</u>	<u>2017 Taxes</u>	<u>2016 Taxes</u>	<u>2015 Taxes and Liens</u>	<u>Prior Taxes</u>
UNCOLLECTED AT JANUARY 1	<u>\$1,195,847</u>	<u>\$ -</u>	<u>\$ (10,494)</u>	<u>\$ 950,252</u>	<u>\$256,089</u>
2016 COMMITMENT (\$363,961,800 @.022900)	8,334,725	-	8,334,725	-	-
SUPPLEMENTAL TAX	<u>11,425</u>	<u>-</u>	<u>918</u>	<u>10,507</u>	<u>-</u>
	<u>8,346,150</u>	<u>-</u>	<u>8,335,643</u>	<u>10,507</u>	<u>-</u>
COLLECTIONS	8,273,806	15,736	7,385,967	677,804	194,299
TAX-ACQUIRED PROPERTY	81,271	-	15,879	49,567	15,825
ABATEMENTS	<u>13,083</u>	<u>-</u>	<u>5,003</u>	<u>1,627</u>	<u>6,453</u>
	<u>8,368,160</u>	<u>15,736</u>	<u>7,406,849</u>	<u>728,998</u>	<u>216,577</u>
UNCOLLECTED AT DECEMBER 31	<u>\$1,173,837</u>	<u>\$(15,736)</u>	<u>\$ 918,300</u>	<u>\$ 231,761</u>	<u>\$ 39,512</u>
REPRESENTED BY					
Real Estate Taxes	\$1,073,960	\$(15,480)	\$ 882,980	\$ 203,900	\$ 2,560
Personal Property Taxes	<u>99,877</u>	<u>(256)</u>	<u>35,320</u>	<u>27,861</u>	<u>36,952</u>
	<u>\$1,173,837</u>	<u>\$(15,736)</u>	<u>\$ 918,300</u>	<u>\$ 231,761</u>	<u>\$ 39,512</u>

# FELCH & COMPANY, LLC

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

To the City Council of the  
City of Caribou, Maine

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Caribou, Maine as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the City of Caribou, Maine's basic financial statements, and have issued our report thereon dated June 29, 2017.

### Internal Control over Financial Reporting

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

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

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



To the City Council of the  
City of Caribou, Maine

Compliance and Other Matters

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

Purpose of this Report

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

*Felch & Company LLC*

Caribou, Maine  
June 29, 2017

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH  
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the City Council of the  
City of Caribou, Maine

Report on Compliance for Each Major Federal Program

We have audited the City of Caribou, Maine's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended December 31, 2016. The City of Caribou, Maine's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of City of Caribou, Maine's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about City of Caribou, Maine's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on the City of Caribou, Maine's compliance.

To the City Council of the  
City of Caribou, Maine

Opinion on Each Major Federal Program

In our opinion, the City of Caribou, Maine complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2016.

Report on Internal Control Over Compliance

Management of the City of Caribou, Maine is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City of Caribou, Maine's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City of Caribou, Maine's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City of Caribou Maine's internal control over compliance.

*A deficiency in internal control over compliance* 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, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Felch & Company LLC*

Caribou, Maine  
June 29, 2017

CITY OF CARIBOU, MAINE

Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2016

SECTION I - SUMMARY OF AUDITORS' RESULTS

*Financial Statements*

Type of auditors' report issued: *unmodified*

Internal control over financial reporting:

Material weakness(es) identified?                     yes     no

Significant deficiencies identified  
that are not considered to be material  
weaknesses?                     yes     none reported

Noncompliance material to financial  
statements noted?                     yes     no

*Federal Awards*

Internal control over major programs:

Material weakness(es) identified?                     yes     no

Significant deficiencies identified  
that are not considered to be material  
weakness(es)?                     yes     none reported

Type of auditors' report issued on compliance for major programs: *unmodified*

Any audit findings disclosed that are  
required to be reported in accordance  
with 2 CFR section 200.516(a)?                     yes     no

Identification of major programs:

Department of Housing and Urban Development

Section 8 Housing Choice Voucher Program    CFDA #14.871

Dollar threshold used to distinguish  
between type A and type B programs:                    \$750,000

Auditee qualified as low-risk auditee?                     yes     no

SECTION II - FINDINGS - FINANCIAL STATEMENT AUDIT

No matters were reported.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

CITY OF CARIBOU, MAINE

Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2016

Federal Grantor/ Pass-through Grantor/ Program Title	Federal CFDA Number	Pass- through Grantor's Number	Disburse- ments
<u>U.S. Department of Housing and Urban Development</u>			
Direct Award - Section 8 Housing Choice Vouchers	14.871	N/A	\$ 951,324
Direct Award - Family Self-Sufficiency Program	14.896	N/A	48,729
Passed through State Department of Economic and Community Development:			
Community Development Block Grants	14.228	N/A	<u>114,954</u>
Subtotal - U.S. Department of Housing and Urban Development			<u>1,115,007</u>
<u>U.S. Department of Transportation</u>			
Direct Award - Airport Improvement Program	20.106	N/A	<u>255,111</u>
<u>U.S. Department of Homeland Security</u>			
Direct Award - 2015 Assistance to Firefighters Grant	97.044	N/A	253,334
Passed through State of Maine Department of Emergency Management:			
Operation Stonegarden	97.067	N/A	7,055
EMPG, Caribou EMA grant	97.042	N/A	<u>8,150</u>
Subtotal - U.S. Department of Homeland Security			<u>268,539</u>
<u>U.S. Department of Justice</u>			
Passed through Maine Office of Substance Abuse Programs:			
Direct Award - Edward Byrne Assistance Grant	16.738	N/A	1,844
Direct Award - Bulletproof Vest Program	16.607	N/A	<u>2,414</u>
Subtotal - U.S. Department of Justice			<u>4,258</u>
<u>U.S. Department of Health and Human Services</u>			
Passed through Maine Association of Substance Abuse Programs:			
Block Grants for Prevention and Treatment of Substance Abuse	93.959	N/A	<u>3,747</u>
Total			<u>\$1,646,662</u>

CITY OF CARIBOU, MAINE

Notes to the Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2016

NOTE A – SIGNIFICANT ACCOUNTING POLICIES

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the City of Caribou, Maine and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in the schedule may differ from amounts presented in, or used in the preparation, of the basic financial statements.

NOTE B – BASIS OF PRESENTATION

Reporting Entity

The accompanying Schedule of Expenditures of Federal Awards presents the activity of federal financial assistance programs administered by the City, an entity as defined in the notes to the financial statements.

Pass-through Programs

Where the City receives funds from a government entity other than the federal government (pass-through), the funds are accumulated based upon the Catalog of Federal Domestic Assistance (CFDA) number advised by the pass-through grantor.

NOTE C – INDIRECT COSTS

Indirect costs are included in the reported expenditures to the extent such costs are included in the federal financial reports used as the source for the data presented.

NOTE D – MATCHING COSTS

Matching costs that represent the City's share of certain program costs, if any, are not included in the Schedule of Expenditures of Federal Awards.

CITY OF CARIBOU, MAINE

Schedule of Prior Audit Findings  
For the Year Ended December 31, 2016

There were no audit findings reported for the year ended December 31, 2015 that require follow-up in the December 31, 2016 report.