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2017

## **Caribou Maine Financial Audit Report 2017**

Caribou, Me.

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# FELCH & COMPANY, LLC

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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, 2017, 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, 2017, 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, 2017, 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, 2017, and our report thereon, dated June 28, 2018, 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 28, 2018 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*

June 28, 2018

City of Caribou, Maine

Management's Discussion and Analysis  
For the Year Ended December 31, 2017

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, 2017. 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 2017.
- 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, 2017

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 \$26,604,409 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 2016 to 2017. Total Current Assets decreased by \$229,597 in 2017. Capital Assets, net of depreciation, increased by \$965,144.

Table I indicates Current Liabilities increased by \$209,860 and long-term liabilities increased by \$148,644 primarily due to a capital lease offset by the decrease in the net pension liability. Net Position increased by \$198,075 for 2017.

The reader should refer to Table II as a comparison of the changes in Net Position from 2016 to 2017. Total City Expenditures for Governmental activities were \$15,541,497, as compared to \$14,931,465 for 2016 for an increase of \$610,032.

For 2017, the total General Revenues were \$11,468,407 as compared to \$11,366,739 for 2016, an increase of \$101,668. Taxes increased by \$404,437 while excise tax increased by approximately \$83,000 and other revenues decreased by about \$406,000.

Pie charts follow to give the reader a visual indication of City Revenues and Expenses for 2017 as compared to 2016.



City of Caribou, Maine

Management's Discussion and Analysis  
For the Year Ended December 31, 2017

UNAUDITED

Table I provides data for the Governmental Activities for the years ended 2017 and 2016.

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

	<u>2017</u>	<u>2016</u>
Current Assets		
Cash and temporary investments	\$ 7,374,280	\$ 7,574,209
Taxes receivable	1,236,882	1,266,386
Notes receivable	72,081	84,500
Other receivables	560,631	566,967
Other current assets	<u>77,432</u>	<u>58,841</u>
Total Current Assets	<u>9,321,306</u>	<u>9,550,903</u>
Noncurrent Assets		
Capital assets, net of depreciation	<u>19,826,245</u>	<u>18,861,101</u>
Total Assets	<u>29,147,551</u>	<u>28,412,004</u>
Deferred Outflows of Resources	<u>392,247</u>	<u>453,950</u>
Current Liabilities		
Accounts payable and accrued expenses	107,591	81,662
Deferred compensation	667,985	592,297
Current portion note payable	<u>143,282</u>	<u>35,039</u>
Total Current Liabilities	<u>918,858</u>	<u>708,998</u>
Noncurrent Liabilities		
Note payable, net of current portion	985,434	725,926
Net pension liability	<u>725,674</u>	<u>836,538</u>
	<u>1,711,108</u>	<u>1,562,464</u>
Total Liabilities	<u>2,629,966</u>	<u>2,271,462</u>
Deferred Inflows of Resources	<u>305,423</u>	<u>188,158</u>
Net Position		
Net investment in capital assets	18,697,529	18,100,136
Restricted for special revenue funds	289,907	390,022
Unrestricted	<u>7,616,973</u>	<u>7,916,176</u>
TOTAL NET POSITION	<u>\$26,604,409</u>	<u>\$26,406,334</u>

City of Caribou, Maine

Management's Discussion and Analysis  
For the Year Ended December 31, 2017

UNAUDITED

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

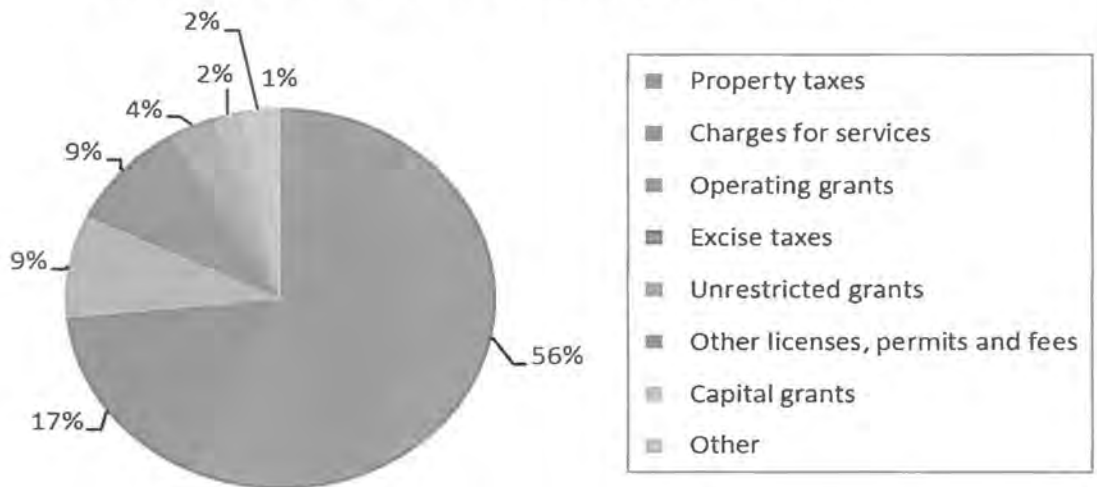
	<u>2017</u>	<u>2016</u>
<u>General Revenues</u>		
Taxes	\$ 9,005,293	\$ 8,600,856
Federal and state assistance	562,985	543,088
Excise taxes	1,485,734	1,402,682
Other revenues	<u>414,395</u>	<u>820,113</u>
Total general revenues	11,468,407	11,366,739
<u>Program Revenues</u>		
Charges for services	2,502,089	2,393,128
Operating grants and contributions	1,379,683	1,783,299
Capital grants and contributions	<u>389,393</u>	<u>303,548</u>
Total revenues	<u>15,739,572</u>	<u>15,846,714</u>
<u>Program Expenses</u>		
General government	907,790	841,355
Public works	2,346,987	2,213,260
Police department	2,011,195	1,890,319
Fire and ambulance	2,671,204	2,581,022
Education	3,647,970	3,605,414
Caribou Housing Authority	1,080,684	1,026,273
Recreation	823,964	757,035
Economic development	413,719	381,692
County tax	444,434	436,142
Health and sanitation	249,848	254,033
Insurance and retirement	129,026	191,543
Library	232,175	245,180
Other	<u>582,501</u>	<u>508,197</u>
Total program expenses	<u>15,541,497</u>	<u>14,931,465</u>
Change in Net Position	198,075	915,249
Net Position - January 1	<u>26,406,334</u>	<u>25,491,085</u>
Net Position - December 31	<u>\$26,604,409</u>	<u>\$26,406,334</u>

City of Caribou, Maine

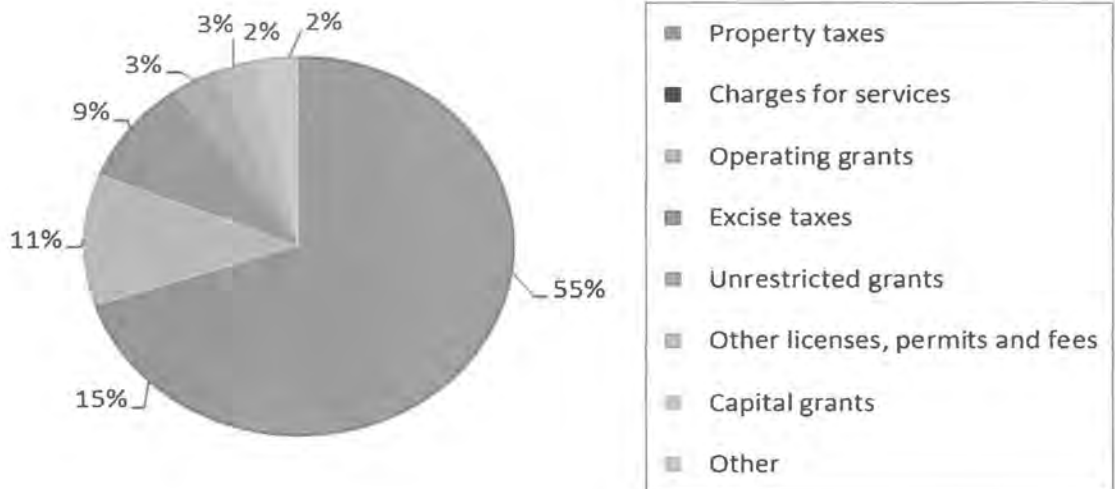
Management's Discussion and Analysis  
For the Year Ended December 31, 2017

UNAUDITED

### 2017 Government Activity Revenue

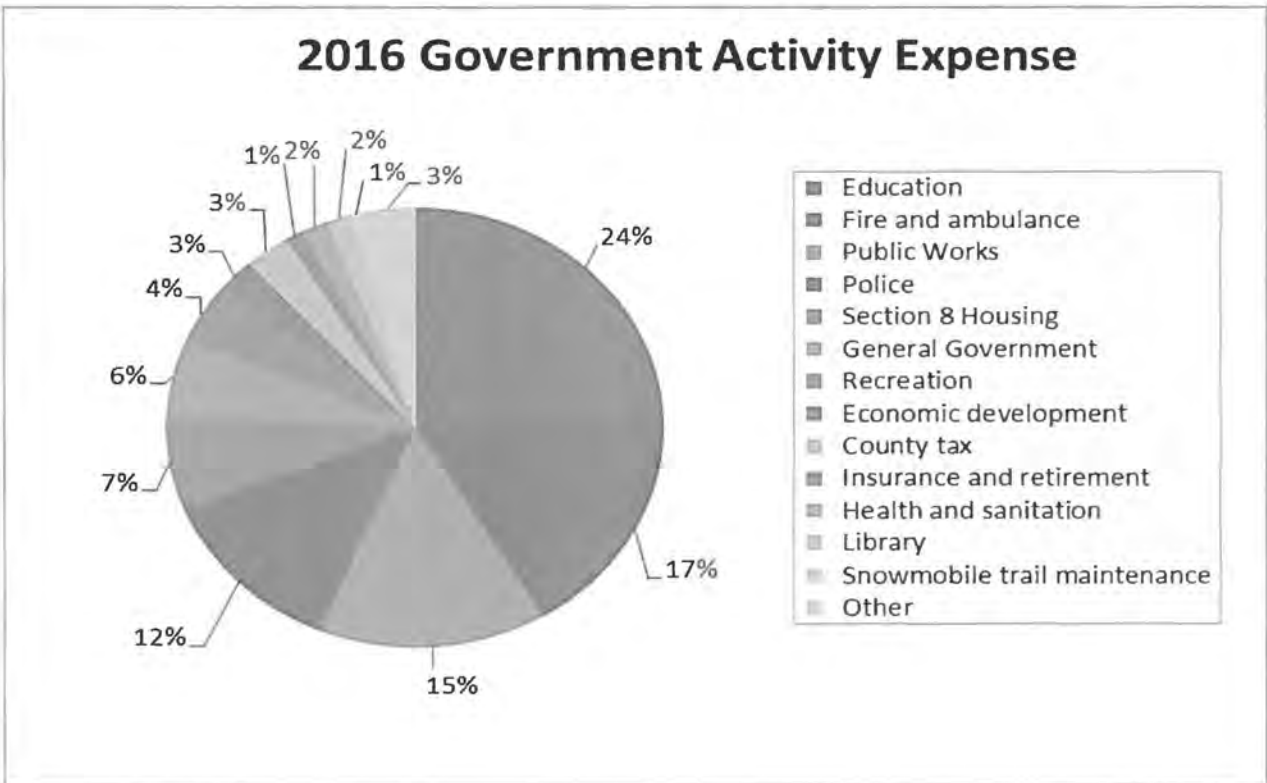
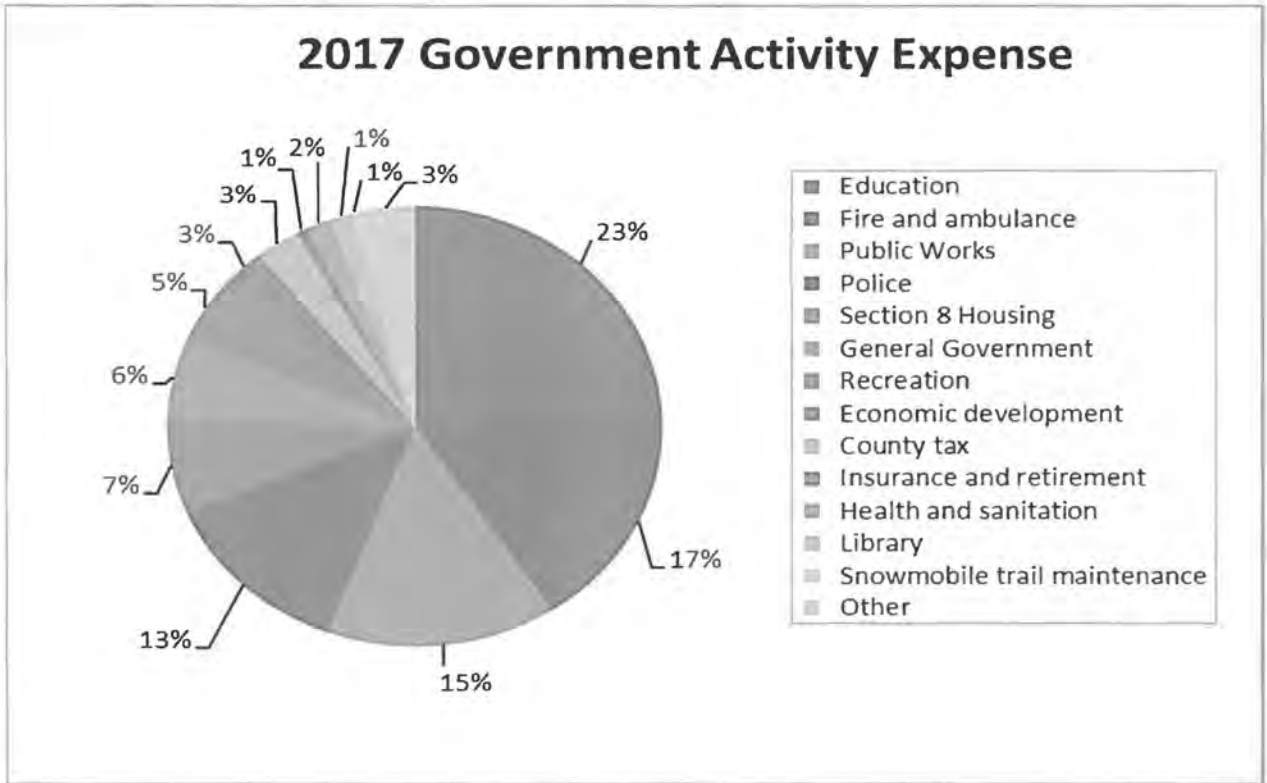


### 2016 Government Activity Revenue



Management's Discussion and Analysis  
For the Year Ended December 31, 2017

UNAUDITED



City of Caribou, Maine

Management's Discussion and Analysis  
For the Year Ended December 31, 2017

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 \$13,699,410, \$393,721 less than budgeted. Revenues were \$13,835,456, \$337,680 less than budgeted. Revenues exceeded Expenditures by \$336,046 for the year. Total Other Uses consists of capital outlays in excess of appropriations of \$242,818. The resulting net decrease in the General Fund Balance was \$106,772.

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, 2017, the City's street and sidewalk systems were rated at an index of 81 and 70, respectively. This compares to 2016 ratings of 81 and 72 for the City's streets and sidewalks, respectively. The City had budgeted expenditures of \$481,004 in 2017 to maintain infrastructure at the desired condition level. Actual expenditures for 2017 were \$482,882 from unassigned fund balance with an additional \$14,662 from reserves. This compares to estimates of \$280,000 in 2016 and actual expenditures of \$275,942 from unassigned fund balance and \$263,850 from reserves.

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 \$965,144. Additions to vehicles and equipment totaled \$1,824,081 while depreciation across land improvements, buildings, vehicles and equipment totaled \$799,741. The retirements of capital assets totaled \$59,196 of book value. Management recognizes that the relationship of depreciation expense being less than additions by \$1,024,340 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 increased by \$367,751 in the year ended December 31, 2017. The City incurred debt in the form of a capital lease of \$555,458. This was offset by principal payments totaling \$187,707.

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 2017 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 2017. A complete copy of the 2017 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, 2017ASSETS

## CURRENT ASSETS

Cash and temporary investments (Note 2)	\$ 7,374,280
Uncollected taxes	1,128,059
Tax acquired property	108,823
Accounts receivable	881,761
Allowance for uncollectibles	(321,130)
Inventories	25,251
Notes receivable (Note 3)	72,081
Restricted cash (Note 5)	51,391
Other assets	790
	<u>9,321,306</u>

## NONCURRENT ASSETS

Capital assets (Note 6)	
Non-depreciable	10,892,878
Depreciable, net of accumulated depreciation	8,933,367
	<u>19,826,245</u>

Total assets

29,147,551DEFERRED OUTFLOWS OF RESOURCES (Note 1)392,247LIABILITIES

## CURRENT LIABILITIES

Accounts payable	45,336
Accrued payroll	77,025
Accrued interest	10,864
Escrow (Note 5)	51,391
Compensated absences (Note 1)	590,960
Current portion, capital leases payable	143,282
	<u>918,858</u>

## NONCURRENT LIABILITIES

Capital leases payable, net of current portion (Note 7)	985,434
Net pension liability (Note 8)	725,674
	<u>1,711,108</u>

Total liabilities

2,629,966DEFERRED INFLOWS OF RESOURCES (Note 1)305,423NET POSITION

Net investment in capital assets	18,697,529
Restricted for:	
Special revenue funds	289,907
Unrestricted	7,616,973
	<u>18,994,409</u>
Total net position	<u>\$26,604,409</u>

## CITY OF CARIBOU, MAINE

Exhibit B

Statement of Activities  
For the Year Ended December 31, 2017

<u>Function/Programs</u>	<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>	
General government	\$ 907,790	\$ 144,982	\$ -	\$ -	\$ (762,808)
Economic development	413,719	374,821	-	-	(38,898)
Health and sanitation	249,848	-	-	-	(249,848)
Public works	2,346,987	78,252	142,260	-	(2,126,475)
Police department	2,011,195	57,393	141,889	-	(1,811,913)
Fire and ambulance	2,671,204	1,810,952	-	-	(860,252)
Insurance and retirement	129,026	-	-	-	(129,026)
Recreation	781,198	27,158	31,842	-	(722,198)
Snowmobile trail maintenance	42,766	-	38,883	-	(3,883)
Library	232,175	6,788	-	-	(225,387)
County tax	444,434	-	-	-	(444,434)
Education	3,647,970	-	-	-	(3,647,970)
Tax assessment office	192,014	-	-	-	(192,014)
Section 8 Housing	1,080,684	1,743	1,024,809	-	(54,132)
Interest expense	37,561	-	-	-	(37,561)
Other	352,926	-	-	389,393	36,467
	<u>\$15,541,497</u>	<u>\$2,502,089</u>	<u>\$ 1,379,683</u>	<u>\$ 389,393</u>	<u>(11,270,332)</u>

## General revenues:

## Taxes

Property taxes, levied for general purposes	8,692,445
Less: TIF payments	(406,046)
Homestead reimbursement and other property tax related	718,894
Excise	1,485,734
Federal and state aid not restricted to specific purposes	562,985
Other licenses, permits and fees	334,965
Miscellaneous revenues	79,430
Subtotal, general revenues	<u>11,468,407</u>

## CHANGE IN NET POSITION

NET POSITION - JANUARY 1, 2017

198,075

26,406,334

NET POSITION - DECEMBER 31, 2017

\$ 26,604,409

CITY OF CARIBOU, MAINE

Exhibit C

Balance Sheet  
Governmental Funds  
As of December 31, 2017

	<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)	\$6,490,150	\$ 69,774	\$ 814,356	\$ 7,374,280
Uncollected taxes	1,128,059	-	-	1,128,059
Tax acquired property	108,823	-	-	108,823
Accounts receivable	881,761	-	-	881,761
Allowance for uncollectibles	(321,130)	-	-	(321,130)
Inventories	25,251	-	-	25,251
Notes receivable (Note 3)	72,081	-	-	72,081
Due from other funds (Note 4)	9,893	-	-	9,893
Restricted cash (Note 5)	-	51,391	-	51,391
Other assets	-	790	-	790
<b>Total assets</b>	<b><u>\$8,394,888</u></b>	<b><u>\$121,955</u></b>	<b><u>\$ 814,356</u></b>	<b><u>\$ 9,331,199</u></b>
<b><u>LIABILITIES AND FUND BALANCES</u></b>				
Liabilities:				
Accounts payable	\$ 34,562	\$ 10,774	\$ -	\$ 45,336
Escrow (Note 5)	-	51,391	-	51,391
Due to other funds (Note 4)	-	-	9,893	9,893
	<u>34,562</u>	<u>62,165</u>	<u>9,893</u>	<u>106,620</u>
Deferred inflow of resources:				
Deferred revenue (Note 1)	945,288	-	-	945,288
Fund balances:				
Nonspendable				
Inventory	25,251	-	-	25,251
Restricted				
Special revenue funds	-	59,790	230,117	289,907
Unrestricted				
Assigned				
Capital (Schedule 3)	792,715	-	-	792,715
Non-capital (Schedule 4)	3,677,103	-	-	3,677,103
Other funds	-	-	584,239	584,239
Unassigned	2,919,969	-	(9,893)	2,910,076
<b>Total fund balances</b>	<b><u>7,415,038</u></b>	<b><u>59,790</u></b>	<b><u>804,463</u></b>	<b><u>8,279,291</u></b>
<b>Total liabilities and fund balances</b>	<b><u>\$8,394,888</u></b>	<b><u>\$121,955</u></b>	<b><u>\$ 814,356</u></b>	<b><u>\$ 9,331,199</u></b>

## CITY OF CARIBOU, MAINE

Exhibit D

Statement of Revenues, Expenditures and Changes in Fund Balance  
Governmental Funds  
For the Year Ended December 31, 2017

	<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	\$ 8,746,010	\$ -	\$ -	\$ 8,746,010
Homestead reimbursement	484,048	-	-	484,048
Abatements	(20,000)	-	-	(20,000)
Other property tax related	234,846	-	-	234,846
Excise taxes	1,485,734	-	-	1,485,734
Federal and state assistance	778,976	1,052,831	477,005	2,308,812
Fire and ambulance revenue	1,810,952	-	-	1,810,952
Other licenses, permits, and fees	361,847	-	118,100	479,947
Other revenues	246,275	1,743	377,567	625,585
<b>TOTAL REVENUES</b>	<u>14,128,688</u>	<u>1,054,574</u>	<u>972,672</u>	<u>16,155,934</u>
<b>EXPENDITURES</b>				
General government	770,390	158,653	-	929,043
Economic development	813	-	412,906	413,719
Health and sanitation	249,848	-	-	249,848
Public works	2,363,755	-	-	2,363,755
Police department	1,969,692	-	-	1,969,692
Fire and ambulance	3,180,705	-	-	3,180,705
Insurance and retirement	129,026	-	-	129,026
Recreation	687,595	-	42,766	730,361
Library	225,763	-	-	225,763
County tax	444,434	-	-	444,434
Tax assessment office	192,014	-	-	192,014
General assistance	57,820	922,031	-	979,851
Education	3,647,970	-	-	3,647,970
Construction and improvements	-	-	502,081	502,081
Tax increment financing	406,046	-	-	406,046
Debt service - principal	187,707	-	-	187,707
- interest	26,697	-	-	26,697
Other	137,955	-	129,071	267,026
<b>TOTAL EXPENDITURES</b>	<u>14,678,230</u>	<u>1,080,684</u>	<u>1,086,824</u>	<u>16,845,738</u>
<b>EXCESS OF REVENUES (UNDER) EXPENDITURES</b>	<u>(549,542)</u>	<u>(26,110)</u>	<u>(114,152)</u>	<u>(689,804)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers (to) from other funds	(7,000)	-	7,000	-
Proceeds from long-term debt	555,458	-	-	555,458
	<u>548,458</u>	<u>-</u>	<u>7,000</u>	<u>555,458</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	(1,084)	(26,110)	(107,152)	(134,346)
<b>FUND BALANCE - JANUARY 1, 2017</b>	<u>7,416,122</u>	<u>85,900</u>	<u>911,615</u>	<u>8,413,637</u>
<b>FUND BALANCE - DECEMBER 31, 2017</b>	<u>\$ 7,415,038</u>	<u>\$ 59,790</u>	<u>\$ 804,463</u>	<u>\$ 8,279,291</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, 2017

Total fund balance - governmental funds (Exhibit C)		\$ 8,279,291
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	\$27,805,074	
Accumulated depreciation is	<u>(7,978,829)</u>	
		19,826,245
Deferred outflows in governmental activities are not financial resources and, therefore, are not reported in the funds:		
Deferred outflows of resources		392,247
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		945,288
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		(305,423)
Certain long-term liabilities are not due and payable from current financial resources and, therefore, are not reported in the funds:		
Notes payable	(1,128,716)	
Accrued payroll	(77,025)	
Accrued interest payable	(10,864)	
Net pension liability	(725,674)	
Compensated absences	<u>(590,960)</u>	
		<u>(2,533,239)</u>
Total net position - governmental activities (Exhibit A)		<u>\$26,604,409</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, 2017

Total net change in fund balances - governmental funds (Exhibit D)		\$ (134,346)
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	\$1,824,081	
Depreciation expense	<u>(799,741)</u>	
		1,024,340
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 position differs from the change in fund balance by the depreciated value of disposed assets.		
		(59,196)
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.		
		(24,682)
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		(33,565)
Decrease 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.		
		187,707
The principal amount of debt proceeds is reported as revenue in the governmental fund. This is reported on the statement of net position as an increase in debt and does not appear on the statement of activities.		
		(555,458)
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		(51,006)
(Increase) in accrued interest		(10,864)
Decrease in deferred pension liability		110,864
Change in deferred inflows/outflows of resources		<u>(178,968)</u>
Change in net position of governmental activities (Exhibit B)		<u>\$ 198,075</u>

## CITY OF CARIBOU, MAINE

Exhibit G

Statement of Fiduciary Net Position  
December 31, 2017

	<u>Total</u>	Cemetery Trust <u>Funds</u>	Library Trust <u>Funds</u>	Memorial <u>Funds</u>
ASSETS				
Cash	<u>\$174,964</u>	<u>\$ 1,188</u>	<u>\$54,912</u>	<u>\$118,864</u>
NET POSITION				
Undesignated	<u>\$174,964</u>	<u>\$ 1,188</u>	<u>\$54,912</u>	<u>\$118,864</u>

## CITY OF CARIBOU, MAINE

Statement of Changes in Fiduciary Net Position  
For the Year Ended December 31, 2017

	<u>Total</u>	Cemetery Trust <u>Funds</u>	Library Trust <u>Funds</u>	Memorial <u>Funds</u>
REVENUE				
Interest income	\$ 1,376	\$ 2	\$ 796	\$ 578
Contributions	<u>21,811</u>	<u>-</u>	<u>-</u>	<u>21,811</u>
	<u>23,187</u>	<u>2</u>	<u>796</u>	<u>22,389</u>
DEDUCTIONS				
Expenses	<u>12,029</u>	<u>30</u>	<u>2,982</u>	<u>9,017</u>
NET CHANGE IN NET POSITION	11,158	(28)	(2,186)	13,372
NET POSITION - JANUARY 1	<u>163,806</u>	<u>1,216</u>	<u>57,098</u>	<u>105,492</u>
CASH AND NET POSITION - DECEMBER 31	<u>\$174,964</u>	<u>\$ 1,188</u>	<u>\$54,912</u>	<u>\$118,864</u>

CITY OF CARIBOU, MAINE

Notes to the Financial Statements

December 31, 2017

(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, 2017

(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, 2017

(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, 2017

### (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, 2017

(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 \$297,901. 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, 2017

(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 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, 2017

(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 2017 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, 2017, the bank balance, including the various fiduciary accounts, was \$8,047,396 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.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements

December 31, 2017

(3) 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 \$72,081 as of December 31, 2017.

As of December 31, 2017, the note receivable matures as follows:

<u>Year</u>	<u>Amount</u>
2018	\$ 5,923
2019	6,042
2020	6,163
2021	6,286
2022	6,411
2023-2027	34,035
2028	<u>7,221</u>
	\$72,081

The note receivable of \$72,081 is 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.

(4) INTERFUND BALANCES

The balance of \$9,893 due from the Airport Improvement Project to the general fund resulted from a deficit in the capital project fund balance which was paid from the general fund until the monies from funding sources are received. This balance is expected to be repaid to the general fund in the year ending December 31, 2018.

(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, 2017

(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, 2017, was as follows:

	Beginning Balance	Additions	Retire- ments/ Transfers	Ending Balance
<u>Governmental Activities</u>				
Nondepreciable:				
Land	\$ 529,700	\$ -	\$ -	\$ 529,700
Construction-in-progress	302,738	502,081	-	804,819
Infrastructure	<u>9,558,359</u>	<u>-</u>	<u>-</u>	<u>9,558,359</u>
Total nondepreciable	10,390,797	502,081	-	10,892,878
Land improvements	1,344,140	-	-	1,344,140
Buildings	7,601,641	-	-	7,601,641
Vehicles	4,223,388	906,390	269,395	4,860,383
Equipment	<u>2,734,302</u>	<u>415,610</u>	<u>43,880</u>	<u>3,106,032</u>
Totals at historical cost	<u>26,294,268</u>	<u>1,824,081</u>	<u>313,275</u>	<u>27,805,074</u>
Less accumulated depreciation for:				
Land improvements	1,086,003	19,075	-	1,105,078
Buildings	2,378,253	190,802	-	2,569,055
Vehicles	3,002,993	371,120	220,506	3,153,607
Equipment	<u>965,918</u>	<u>218,744</u>	<u>33,573</u>	<u>1,151,089</u>
Total accumulated depreciation	<u>7,433,167</u>	<u>799,741</u>	<u>254,079</u>	<u>7,978,829</u>
Governmental activities capital assets, net	<u>\$18,861,101</u>	<u>\$1,024,340</u>	<u>\$ 59,196</u>	<u>\$19,826,245</u>

Depreciation expense was charged to governmental functions as follows:

Governmental Activities	
General	\$ 74,070
Library	6,412
Police	32,619
Fire and Ambulance	325,816
Public works	205,827
Recreation and parks	126,917
Other	<u>28,080</u>
	<u>\$799,741</u>

CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2017

(7) GENERAL LONG-TERM DEBT

As of December 31, 2017, long-term debt consisted of the following:

3.591% Capital lease payable in semi-annual payments ranging from \$44,205 to \$61,565 principal and interest through June 2025.	\$ 690,258
2.66% Capital lease payable in annual payments of \$117,000 principal and interest through January 2021.	<u>438,458</u>
	<u>\$1,128,716</u>

Long-term debt activity during the year ended December 31, 2017, was as follows:

	Balance January 1, <u>2017</u>	Addi- tions	Reduc- tions	Balance December 31, 2017	Due Within <u>One Year</u>
<u>Governmental Activities</u>					
Capital Lease Payable	\$760,965	\$ -	\$ 70,707	\$ 690,258	\$ 37,945
Capital Lease Payable	<u>-</u>	<u>555,458</u>	<u>117,000</u>	<u>438,458</u>	<u>105,337</u>
	<u>\$760,965</u>	<u>\$555,458</u>	<u>\$187,707</u>	<u>\$1,128,716</u>	<u>\$143,282</u>

As of December 31, 2017, long-term obligations mature as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>
2018 (included in current liabilities)	\$ 143,282	\$ 37,091
2019	187,785	31,592
2020	197,043	25,800
2021	206,742	19,698
2022	99,903	13,272
2023-2025	<u>293,961</u>	<u>16,780</u>
	<u>\$1,128,716</u>	<u>\$144,233</u>

CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2017

(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 are defined in Maine statute. As of June 30, 2017 there were 300 employers in the plan. As of June 30, 2017, the City had 28 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 2.45%), 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 the System's Board rule. The City's participants contributed 7.5% of their wages to the plan until June 30, 2017, and 8% beginning July 2017. 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, 2017 the City reported a liability of \$725,674 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, 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, 2017, the City's proportion was .177%, which was an increase of .020% from its proportion as measured as of June 30, 2016.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2017

(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, 2017, the City recognized pension expense of \$123,346. At December 31, 2017, 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	\$ -	\$ 34,864
Net difference between projected and actual investment earnings on pension plan investments	250,088	270,043
Changes of assumptions	61,750	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	<u>80,409</u>	<u>516</u>
Total	<u>\$392,247</u>	<u>\$305,423</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>
2018	\$ 26,789
2019	104,574
2020	4,869
2021	(49,408)

Actuarial Assumptions

The total pension liability in the June 30, 2017 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.

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,

CITY OF CARIBOU, MAINE

Notes to the Financial Statements

December 31, 2017

(8) EMPLOYEES' RETIREMENT PLAN (Continued)

Actuarial Assumptions (Continued)

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, 2017 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>
Public Equities	30.0%	6.0%
US Government	7.5%	2.3%
Private Equity	15.0%	7.6%
Real Assets:		
Real Estate	10.0%	5.2%
Infrastructure	10.0%	5.3%
Natural Resources	5.0%	5.0%
Traditional Credit	7.5%	3.0%
Alternative Credit	5.0%	4.2%
Diversifiers	10.0%	5.9%

Discount Rate

The discount rate used to measure the collective pension liability was 6.875% for 2017 and 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, 2017 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>
\$1,455,925	\$725,674	\$175,908

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.mainePers.org](http://www.mainePers.org) or at the MainePERS office in Augusta.



CITY OF CARIBOU, MAINE

Notes to the Financial Statements  
December 31, 2017

(8) EMPLOYEES' RETIREMENT PLAN (Continued)

Deferred Compensation Plan

The City has established for its employees a deferred compensation plan in accordance with Internal Revenue Code Section 457. The plan permits employees to defer a portion of their salaries until future years. The deferred compensation amount is not available to the employees until termination, retirement or death.

Plan benefits depend solely on amounts contributed to the plan plus investment earnings, less administrative expenses. For those qualified personnel who elect to participate, contribution rates depend on individual contracts and a portion of which is matched by the employer. Employees may elect to make member contributions.

(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 5, 2018. These financial statements are available from the City's Finance Department.

A summary of the facility's activity for 2017, is as follows:

	<u>Amount</u>
Total assets	\$14,807,949
Deferred outflows of resources	155,411
Total liabilities	12,506,961
Deferred inflows of resources	<u>155,000</u>
Total net position	<u>\$ 2,301,399</u>
Total revenue	\$ 2,898,750
Less total expenditures	<u>3,250,501</u>
Decrease in net position	<u>\$ (351,751)</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, 2017, the balance owed was \$4,690,781.

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, 2017, the estimated total cost of closure and post-closure care was approximately \$19,998,474 of which \$7,380,000 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 2017 financial statements of the Tri-Community Recycling and Sanitary Landfill.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements

December 31, 2017

(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 2017 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 28, 2018, 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 I

Budgetary Comparison Schedule for the General Fund  
For the Year Ended December 31, 2017

	General Fund		
	Budgeted Amounts		Actual Budgetary Basis
	Original	Final	
<b>REVENUES</b>			
Local property taxes	\$ 8,540,596	\$ 8,540,596	\$ 8,342,935
Homestead exemption reimbursement	484,048	484,048	484,048
Abatements	(20,000)	(20,000)	(20,000)
Other property tax related	241,164	241,164	234,846
Excise taxes	1,433,671	1,433,671	1,485,734
Federal and state assistance	700,960	700,960	771,605
Ambulance fees	1,636,881	1,636,881	1,361,639
Fire/Ambulance charge to towns	160,469	160,469	160,469
Billing services	85,590	85,590	87,353
Other licenses, permits and fees	277,862	277,862	293,974
Economic Development (TIF)	403,075	403,075	403,075
Other	228,820	228,820	229,778
<b>TOTAL REVENUES</b>	<u>14,173,136</u>	<u>14,173,136</u>	<u>13,835,456</u>
<b>EXPENDITURES</b>			
General government	787,868	787,868	733,478
Education	3,647,970	3,647,970	3,647,970
Health and sanitation	249,737	249,737	249,848
Public works	2,162,607	2,162,607	2,102,069
Police department and emergency management	1,940,528	1,940,528	1,850,290
Fire and ambulance	2,398,973	2,398,973	2,286,801
Insurance and retirement	109,800	109,800	107,754
Parks and recreation	602,178	602,178	556,970
Library	215,601	215,601	204,539
County tax	444,434	444,434	444,434
Tax assessment office	185,745	185,745	189,865
Tax increment financing	403,075	403,075	403,075
Appropriations to capital outlays	726,690	726,690	726,690
Other	217,925	217,925	195,627
<b>TOTAL EXPENDITURES</b>	<u>14,093,131</u>	<u>14,093,131</u>	<u>13,699,410</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>80,005</u>	<u>80,005</u>	<u>136,046</u>
<b>OTHER SOURCES (USES)</b>			
Capital outlays in excess of appropriations	-	-	(242,818)
<b>NET INCREASE IN FUND BALANCE</b>	80,005	80,005	(106,772)
<b>FUND BALANCE - JANUARY 1, 2017</b>	-	-	7,511,917
<b>FUND BALANCE - DECEMBER 31, 2017</b>	<u>\$ 80,005</u>	<u>\$ 80,005</u>	<u>\$ 7,405,145</u>

CITY OF CARIBOU, MAINE

Note to Supplement One – Budgetary Comparison Schedule  
For the General Fund  
For the Year Ended December 31, 2017

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, 2017

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, 2017, the City’s street and sidewalk systems were rated at an index of 81 and 70, 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	48%	0%	100%	1
Fair	51%	94%	0%	2
Poor to Substandard	1%	6%	0%	3 and 4

As of December 31, 2017, the City had 11,678,058 square feet of roads with a historical cost of \$5,159,583. As of December 31, 2017, the City had 109,189 square feet of sidewalks with a historical cost of \$243,750. As of December 31, 2017, 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 \$481,004 to maintain infrastructure at the desired condition level. Actual expenditures for the year ended December 31, 2017 were \$482,882 from unassigned fund balance with an additional \$14,662 from reserves.



CITY OF CARIBOU, MAINE

Supplement 3

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

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
City's proportion of the net pension liability	0.177237%	0.157442%	0.141646%	0.138719%
City's proportionate share of the net pension liability	\$ 725,674	\$ 836,538	\$ 451,917	\$ 213,462
City's covered-employee payroll	1,621,469	1,553,062	1,364,960	1,255,523
City's proportionate share of the net pension liability as a percentage of its covered-employee payroll	44.75%	53.86%	33.11%	17.00%
Plan fiduciary net position as a percentage of the total pension liability	86.40%	81.60%	88.30%	94.10%

## CITY OF CARIBOU, MAINE

Supplement 4

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

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 89,994	\$ 84,006	\$ 65,501	\$ 53,995
Contributions in relation to the contractually required contribution	<u>89,994</u>	<u>84,006</u>	<u>65,501</u>	<u>53,995</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
City's covered-employee payroll	\$1,621,469	\$1,553,062	\$1,364,960	\$1,255,523
Contributions as a percentage of covered-employee payroll	5.55%	5.41%	4.80%	4.30%

CITY OF CARIBOU, MAINE

Notes to Supplements 3 and 4  
December 31, 2017

NOTE 1 – VALUATION DATE

Only fiscal years 2017 through 2014 are reported. The amounts presented have a measurement date as of June 30, 2017. 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 2017. 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, 2017, 2016 and 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 2017 and 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 for 2017 and 2016  RP2000 Tables projected to 2015 using Scale AA, with ages set back two years for 2015 and 2014

CITY OF CARIBOU, MAINE

Schedule 1

Balance Sheet  
For Non-Major Funds  
December 31, 2017

	Snowmobile Trail Main- tenance	Housing	Economic Develop- ment	Airport Improve- ment Project	Revolving Loan Fund #10	Total Non-Major Funds
<u>ASSETS</u>						
Cash	\$ 21,179	\$87,652	\$475,408	\$ -	\$230,117	\$814,356
<u>LIABILITIES AND FUND BALANCES</u>						
Liabilities:						
Due to other funds	-	-	-	9,893	-	9,893
Fund balance	21,179	87,652	475,408	(9,893)	230,117	804,463
Total liabilities and fund balances	\$ 21,179	\$87,652	\$475,408	\$ -	\$230,117	\$814,356

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, 2017

	Snowmobile Trail Main- tenance	Housing	Economic Develop- ment	Airport Improve- ment Project	Revolving Loan Fund #10	Total Non-major Funds
<b>REVENUES</b>						
Federal and state assistance	\$ 38,883	\$ 48,729	\$ -	\$ 389,393	\$ -	\$ 477,005
Interest income	-	-	-	-	2,746	2,746
TIF Funds	-	-	374,821	-	-	374,821
Reimbursements	4,530	113,570	-	-	-	118,100
Total Revenues	<u>43,413</u>	<u>162,299</u>	<u>374,821</u>	<u>389,393</u>	<u>2,746</u>	<u>972,672</u>
<b>EXPENDITURES</b>						
Program expenditures	42,766	129,071	398,665	-	-	570,502
Construction and improvements	-	-	-	502,081	-	502,081
Chamber of Commerce	-	-	14,241	-	-	14,241
	<u>42,766</u>	<u>129,071</u>	<u>412,906</u>	<u>502,081</u>	<u>-</u>	<u>1,086,824</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	647	33,228	(38,085)	(112,688)	2,746	(114,152)
<b>OTHER FINANCING SOURCES</b>						
Transfers from other funds	-	-	-	7,000	-	7,000
NET INCREASE (DECREASE) IN FUND BALANCE	647	33,228	(38,085)	(105,688)	2,746	(107,152)
FUND BALANCE - JANUARY 1	<u>20,532</u>	<u>54,424</u>	<u>513,493</u>	<u>95,795</u>	<u>227,371</u>	<u>911,615</u>
FUND BALANCE - DECEMBER 31	<u>\$ 21,179</u>	<u>\$ 87,652</u>	<u>\$475,408</u>	<u>\$ (9,893)</u>	<u>\$230,117</u>	<u>\$ 804,463</u>



## CITY OF CARIBOU, MAINE

Schedule 3

Schedule of Capital Outlays - General Fund  
For the Year Ended December 31, 2017

<u>Department</u>	<u>Balances January 1</u>	<u>Appropriations</u>	<u>Grants/ Transfers</u>	<u>Other</u>	<u>Total Available</u>	<u>Expenditures</u>	<u>Balances December 31</u>
Recreation	\$ 338,446	\$ 61,800	\$ -	\$ 16,497	\$ 416,743	\$ 130,625	\$ 286,118
Library	51,675	21,000	10,000	6,788	89,463	21,224	68,239
Police	171,099	46,320	8,870	29,227	255,516	119,402	136,114
Fire	53,000	126,211	-	2,600	181,811	131,500	50,311
Ambulance	208,787	141,750	500	198,891	549,928	324,446	225,482
Public Works	370,071	116,482	-	19,966	506,519	261,686	244,833
Assessment Office	55,729	19,500	3,500	-	78,729	5,649	73,080
Airport	95,795	7,000	387,799	1,594	492,188	502,081	(9,893)
General Government	(15,841)	151,127	6,000	393	141,679	140,316	1,363
Economic Development	390,779	-	-	7,700	398,479	8,513	389,966
TIF accounts	9,229	-	40,395	-	49,624	43,366	6,258
RSU 39 Commitment	(874,840)	-	-	-	(874,840)	-	(874,840)
Other reserves	186,053	35,500	-	17,089	238,642	42,958	195,684
	<u>\$1,039,982</u>	<u>\$ 726,690</u>	<u>\$457,064</u>	<u>\$300,745</u>	<u>\$2,524,481</u>	<u>\$1,731,766</u>	<u>\$ 792,715</u>

## CITY OF CARIBOU, MAINE

Schedule 4

Schedule of Non-Capital Outlays - General Fund  
For the Year Ended December 31, 2017

	Balances January 1	Appropri- ations	Transfers	Other	Total Available	Expenditures	Balances December 31
Compensated Absences	\$ 184,694	\$45,000	\$ -	\$ -	\$ 229,694	\$ 59,472	\$ 170,222
Revolving Loan Fund - Cash	344,532	-	-	5,807	350,339	-	350,339
Revolving Loan Fund - Loans Receivable	77,889	-	-	-	77,889	5,807	72,082
Thursday on Sweden Street	(9,003)	-	-	17,775	8,772	1,365	7,407
Heritage Day	(8,000)	-	-	-	(8,000)	-	(8,000)
Caribou Marathon	(11,809)	-	-	55,970	44,161	46,739	(2,578)
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
Community Bulletin Board	200	-	-	-	200	-	200
HRA Contribution Reserve	88,932	-	-	86,587	175,519	93,387	82,132
Miscellaneous events	-	-	-	20,967	20,967	20,887	80
	<u>\$3,672,654</u>	<u>\$45,000</u>	<u>\$ -</u>	<u>\$187,106</u>	<u>\$3,904,760</u>	<u>\$ 227,657</u>	<u>\$3,677,103</u>

CITY OF CARIBOU, MAINE

Schedule 5

Schedule of Property Taxes - General Fund  
For the Year Ended December 31, 2017

	<u>Total</u>	<u>2018 Taxes</u>	<u>2017 Taxes</u>	<u>2016 Taxes and Liens</u>	<u>Prior Taxes</u>
UNCOLLECTED AT JANUARY 1	<u>\$1,173,837</u>	<u>\$ -</u>	<u>\$ (15,736)</u>	<u>\$ 918,300</u>	<u>\$271,273</u>
2017 COMMITMENT (\$357,347,100 @.023900)	8,540,596	-	8,540,596	-	-
SUPPLEMENTAL TAX	<u>1,092</u>	<u>-</u>	<u>-</u>	<u>1,092</u>	<u>-</u>
	<u>8,541,688</u>	<u>-</u>	<u>8,540,596</u>	<u>1,092</u>	<u>-</u>
COLLECTIONS	8,524,163	38,381	7,596,354	685,916	203,512
TAX-ACQUIRED PROPERTY	54,545	-	18,046	19,331	17,168
ABATEMENTS	<u>8,758</u>	<u>-</u>	<u>2,182</u>	<u>3,465</u>	<u>3,111</u>
	<u>8,587,466</u>	<u>38,381</u>	<u>7,616,582</u>	<u>708,712</u>	<u>223,791</u>
UNCOLLECTED AT DECEMBER 31	<u>\$1,128,059</u>	<u>\$(38,381)</u>	<u>\$ 908,278</u>	<u>\$ 210,680</u>	<u>\$ 47,482</u>
REPRESENTED BY					
Real Estate Taxes	\$1,027,717	\$(38,375)	\$ 869,514	\$ 196,578	\$ -
Personal Property Taxes	<u>100,342</u>	<u>(6)</u>	<u>38,764</u>	<u>14,102</u>	<u>47,482</u>
	<u>\$1,128,059</u>	<u>\$(38,381)</u>	<u>\$ 908,278</u>	<u>\$ 210,680</u>	<u>\$ 47,482</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, 2017, 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 28, 2018.

### 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*

June 28, 2018



# FELCH & COMPANY, LLC

*Certified Public Accountants*

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## 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, 2017. 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, 2017.

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*

June 28, 2018

CITY OF CARIBOU, MAINE

Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2017

SECTION I - SUMMARY OF AUDITORS' RESULTS

*Financial Statements*

Type of auditors' report issued: *unmodified*

Internal control over financial reporting:

Material weakness(es) identified?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
Significant deficiencies identified that are not considered to be material weaknesses?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> none reported
Noncompliance material to financial statements noted?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no

*Federal Awards*

Internal control over major programs:

Material weakness(es) identified?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
Significant deficiencies identified that are not considered to be material weakness(es)?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> 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)?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
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Identification of major programs:

U.S. Department of Transportation

Airport Improvement Program                      CFDA #20.106

Dollar threshold used to distinguish between type A and type B programs:	\$750,000
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Auditee qualified as low-risk auditee?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
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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, 2017

<u>Federal Grantor/ Pass-through Grantor/ Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass- through Grantor's Number</u>	<u>Disburse- ments</u>
<u>U.S. Department of Housing and Urban Development</u>			
Direct Award - Section 8 Housing Choice Vouchers	14.871	N/A	\$ 952,821
Direct Award - Family Self-Sufficiency Program	14.896	N/A	<u>48,729</u>
<b>Subtotal - U.S. Department of Housing and Urban Development</b>			<u>1,001,550</u>
<u>U.S. Department of Transportation</u>			
Direct Award - Airport Improvement Program	20.106	N/A	<u>387,799</u>
<u>U.S. Department of Homeland Security</u>			
Passed through State of Maine Department of Emergency Management: Operation Stonegarden	97.067	N/A	<u>8,650</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	1,499
Direct Award - Bulletproof Vest Program	16.607	N/A	<u>2,082</u>
<b>Subtotal - U.S. Department of Justice</b>			<u>3,581</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>7,691</u>
<b>Total</b>			<u>\$1,409,271</u>

CITY OF CARIBOU, MAINE

Notes to the Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2017

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

The City has elected not to use the 10% *de minimis* indirect cost rate allowed under the Uniform Guidance.

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, 2017

There were no audit findings reported for the year ended December 31, 2016 that require follow-up in the December 31, 2017 report.