

CITY OF HALLOWELL, MAINE

ANNUAL FINANCIAL REPORT
with Independent Auditors Report

For the Year Ending June 30, 2018

CITY OF HALLOWELL, MAINE
 ANNUAL FINANCIAL REPORT
 Year Ended June 30, 2018
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KEEL J. HOOD

Certified Public Accountant

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INDEPENDENT AUDITORS REPORT

July 20, 2018

City Council
City of Hallowell
Hallowell, Maine

Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities, the major fund and the aggregate remaining fund information of City of Hallowell, Maine, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit 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. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund and the aggregate remaining fund information of the City of Hallowell, Maine as of June 30, 2018, and the respective changes in financial position, and where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted Management's Discussion & Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. My opinion of the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information 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. I 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 for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge I obtain during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report Dated July 20, 2018 on my consideration of City of Hallowell, Maine's internal control over financial reporting and on my 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 my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit.

Paul Hood, CRA

CITY OF HALLOWELL, MAINE
Statement of Net Position
June 30, 2018

Statement 1

ASSETS	<u>Governmental Activities</u>
Current Assets:	
Cash	\$ 1,763,446
Receivables	
Taxes	5,013
Liens	99,310
Accounts	7,554
Tax acquired property	7,163
Due from trust fund	101,117
Total Current Assets	<u>1,983,603</u>
Noncurrent Assets:	
Capital assets, net	6,480,689
Total Assets	<u>8,464,292</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension related	156,137
Total Deferred Outflows of Resources	<u>156,137</u>
LIABILITIES	
Current Liabilities:	
Accrued wages	49,371
Accounts payable	70,237
Lease payable within one year	26,022
Bonds payable within one year	150,000
Total Current Liabilities	<u>295,630</u>
Noncurrent Liabilities:	
Lease payable	28,369
Bonds payable	1,998,000
Net pension liability	236,536
Total Noncurrent Liabilities	<u>2,262,905</u>
Total Liabilities	<u>2,558,535</u>
DEFERRED INFLOWS OF RESOURCES	
Pension related	99,558
Total Deferred Inflows of Resources	<u>99,558</u>
NET POSITION	
Invested in capital assets, net of related debt	4,278,298
Unrestricted	1,684,038
Total net position	<u>\$ 5,962,336</u>

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

CITY OF HALLOWELL, MAINE
Statement of Activities
For the Year Ended June 30, 2018

Function/Programs	<u>Expenses</u>	Charges for <u>Services</u>	Program Revenues Operating grants and <u>contributions</u>	Capital grants and <u>contributions</u>	Net (Expense) <u>Revenues</u>
Governmental activities:	\$				
General government	464,305	32,241	103,411		(328,653)
Public safety	910,678	47,922			(862,756)
Public works	695,069	73,218	686		(621,165)
Human services	36,695		218		(36,477)
Leisure Services	45,624	46,717			1,093
Special assessments	3,316,736				(3,316,736)
Unclassified	54,723				(54,723)
Debt service	17,932				(17,932)
Capital outlay	202,788				(202,788)
Total governmental activities	5,744,550	200,098	104,315	0	(5,440,137)
					<u>Governmental Activities</u>
Net (expense) / revenue					
General revenues:					
Property taxes					4,893,077
Excise taxes					434,044
Interest and costs on taxes					17,345
Intergovernmental:					
State revenue sharing					131,909
Local roads assistance					16,604
Homestead exemption					75,593
Tree growth					515
Veterans reimbursement					1,623
BETE					13,674
Unrestricted interest					6,651
Donation					1,999,143
Total general revenues					7,590,178
Change in Net Position					2,150,041
Net Position - beginning					3,812,295
Prior Period Entry					
Net Position - restated					<u>3,812,295</u>
Net Position - ending	\$				<u><u>5,962,336</u></u>

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

CITY OF HALLOWELL, MAINE
Balance Sheet
Governmental Funds
June 30, 2018

Statement 3

ASSETS	General <u>Fund</u>	Capital <u>Projects</u>	Total Governmental <u>Funds</u>
Cash	\$	\$	\$
Receivables	1,259,995	503,451	1,763,446
Taxes	5,013		5,013
Liens	99,310		99,310
Accounts	7,554		7,554
Tax acquired property	7,163		7,163
Due from other funds	98,806	2,311	101,117
Total Assets	1,477,841	505,762	1,983,603
LIABILITIES			
Accounts payable	49,371		49,371
Accrued wages	70,237		70,237
Total Liabilities	119,608	0	119,608
UNEARNED INCOME			
Deferred property tax revenue	93,000		93,000
Total Liabilities and Unearned Income	212,608	0	212,608
FUND BALANCES			
Fund Balances			
Committed:			
Capital purchases	228,604	505,762	734,366
Assigned:			
Revenues	50,286		50,286
Unassigned	986,343		986,343
Total Fund Equity	1,265,233	505,762	1,770,995
Total Liabilities and Fund Equity	\$ 1,477,841	\$ 505,762	\$

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are financial resources and, therefore, are not reported in the funds.	6,480,689
Other long-term assets are not available to pay for current-periods expenditures and therefore are deferred in the funds.	93,000
Long-term liabilities, including bonds and notes are not due and payable in the current period and therefore are not reported in the funds.	
Lease payable	(54,391)
Bonds payable	(2,148,000)
Net pension liability including related outflows and inflows of resources	(179,957)
Net assets of governmental activities	\$ 5,962,336

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

CITY OF HALLOWELL, MAINE
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2018

	<u>General Fund</u>	<u>Capital Projects</u>	<u>Total Governmental Funds</u>
Revenues:			
Taxes	\$ 5,337,466		5,337,466
Intergovernmental	246,707		246,707
Charges for services	185,954		185,954
Interest	3,606	3,045	6,651
Donations		1,999,143	1,999,143
Miscellaneous	111,670		111,670
Total Revenues	<u>5,885,403</u>	<u>2,002,188</u>	<u>7,887,591</u>
Expenditures:			
Current:			
General government	446,703		446,703
Public safety	903,507	1,736,893	2,640,400
Public works	613,130	1,286,547	1,899,677
Human services	36,695		36,695
Special assessments	3,316,734		3,316,734
Unclassified	54,723		54,723
Leisure services	39,877		39,877
Debt service	200,525		200,525
Capital outlay	202,788		202,788
Total Expenditures	<u>5,814,682</u>	<u>3,023,440</u>	<u>8,838,122</u>
Excess of Revenues Over (Under) Expenditures	70,721	(1,021,252)	(950,531)
Other Financing Sources (Uses):			
Operating Transfer In (Out)	(29,014)	29,014	0
Debt issuance proceeds	81,984	1,498,000	1,579,984
Total Other Financing Sources	<u>52,970</u>	<u>1,527,014</u>	<u>1,579,984</u>
Net Change in Fund Balances	123,691	505,762	629,453
Fund Balances - beginning	1,141,542	0	1,141,542
Fund Balances - ending	<u>1,265,233</u>	<u>\$ 505,762</u>	<u>\$ 1,770,995</u>

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

CITY OF HALLOWELL, MAINE
 Reconciliation of the Statement of Revenues,
 Expenditures, and Changes in Fund Balances
 of Governmental Funds
 to the Statement of Activities
 For the Fiscal Year Ended June 30, 2018

Net change in fund balances - total governmental funds	\$	629,453
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures. While governmental activities report depreciation expense to allocate those expenditures over the life of the assets:		
Capital asset purchases capitalized		3,133,894
Depreciation expense		(199,474)
Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Assets:		
Capital lease obligation principal payments		27,593
Capital bond obligation principle payments		155,000
Bond proceeds provide current financial resources to governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Assets:		
Capital Bond Obligation Proceeds		(1,579,984)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:		
Unearned property tax revenue		7,000
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. They Increase liabilities in the Statement of Net Position.		
Change in net pension liability with deferred inflows and And outflows		(23,443)
Change in Net Position of Governmental Activities	\$	2,150,039

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

CITY OF HALLOWELL, MAINE
Statement of Net Position
Fiduciary Fund - Cemeteries
June 30, 2018

	Private Purpose <u>Trust Fund</u>
ASSETS	
Cash	\$ 15,392
Investment	1,042,616
Total Assets	<u>1,058,008</u>
Liabilities	
Due from general fund	<u>101,117</u>
NET POSITION	
Held in Trust	956,891
Total Liabilities	<u>\$ 956,891</u>

Statement 7

CITY OF HALLOWELL, MAINE
Statement of Changes in Fiduciary Net Position
Cemeteries
June 30, 2018

			<u>Private Purpose Trust Fund</u>
Additions:			
Investment income	\$	3,336	
Donations			
Total Additions			3,336
Deductions:			
Other miscellaneous			26,184
Total deductions			26,184
Change in Net Position			(22,848)
Net Position - beginning			979,739
Net Position - ending			956,891

CITY OF HALLOWELL, MAINE
Notes to Combined Financial Statements
June 30, 2018

1. Summary of Significant Accounting Policies

The City of Hallowell was incorporated in 1869 under the laws of the State of Maine. The City operates under the City Manager/City Council form of government.

The City's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. Although the City has the option to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds, the City has chosen not to do so. The more significant accounting policies established in GAAP and used by the City are discussed below.

A. Reporting Entity

In evaluating how to define the reporting entity, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit is made by applying the criteria set forth in GAAP which defines the reporting entity as the primary government and those component units for which the primary government is financially accountable. Financial accountability is defined as appointment of a voting majority of the component unit's board, and either a) the ability to impose will by the primary government, or b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government. Application of this criterion and determination of type of presentation involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. Based upon the application of these criteria, there were no potential component units required to be included in this report.

B. Government-wide and Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all of the non fiduciary activities of the City. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

1. Summary of Significant Accounting Policies, continued

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

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

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

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

Licenses, permits, fees, excise taxes and miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received. Interest income and charges for services are recorded as revenues when earned, since they are measurable and available.

Those revenues susceptible to accrual are property taxes, interest, and charges for services. Other receipts and taxes become measurable and available when cash is received by the City and are recognized as revenue at that time.

1. Summary of Significant Accounting Policies, continued

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as needed.

The City reports the following major governmental fund:

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

Additionally, the City reports the following fund types:

Fiduciary Funds

Fiduciary funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds.

Private-purpose trust funds are used to report trust arrangements under which principal and income benefit individuals, private organizations, or other governments.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. The government has elected not to follow subsequent private-sector guidance.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

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

D. Capital Assets

Capital assets, which include property, plant, and equipment are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$10,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical costs or estimated historical cost if purchased or constructed. Donated capital assets are

1. Summary of Significant Accounting Policies, continued

recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment of the primary government is depreciated using the straight line method over the following estimated useful lives ranging from 3 to 50 years.

E. Long-term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities statement of net position. Bond premiums and discounts, as well as issuance costs, if material, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs, if material, are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuance are reported as other financing sources while discounts on debt issuance are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

F. Short-term Interfund Receivables/Payables

During the course of operation, numerous transactions occur between individual funds primarily for cash flow purposes. These interfund receivables and payables are classified as "due from other funds or due to other funds" on the balance sheets.

G. Fund Equity

Committed fund balance indicates that a portion of the fund balance is constrained for a specific future use, and is indicated by the title of each purpose listed in the balance sheet. Committed fund balances are voted on by Council Vote. Assigned fund balances indicate amounts which either are intended to be carried forward by law or contractual agreement, or which the City Council has voted to carry forward.

H. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the

1. Summary of Significant Accounting Policies, continued

reporting period. Actual results could differ from those estimates.

2. Budgetary Accounting

A budget is formally adopted for the General Fund, only, through the passage of a City warrant, and is prepared on a basis consistent with generally accepted accounting principles. Commitments for goods and services at the end of the year are recorded as encumbrances for budgetary control. These encumbrances lapse at the end of the year and become part of the following year's budgetary amounts. In the General Fund, the level of control (level at which expenditures may not exceed budget and applied revenues) is the accounts within each department. Generally, unexpended appropriations are not carried forward to future years (assigned), and unexpended revenues are lapsed at the close of the year. Once adopted, the budget can only be amended by City Council vote.

3. Deposits

The City's policy is to invest all available funds at the highest possible rates, in conformance with legal and administrative guidelines, while avoiding unreasonable risk. The City includes in cash, balances in certificates of deposits that are available for withdrawal.

At year end, the City's carrying amount of deposits was \$1,778,838. The bank balances for all funds totaled \$1,330,126. Custodial credit risk is the risk that, in the event of a bank failure the City's deposits might not be recovered. As of June 30, 2018, all of the Town's deposits were insured or collateralized by securities held in the government's name.

4. Operating Property

Operating and nonoperating property are recorded at cost or, in the case of contributed property, at the fair market value at the date of acquisition. Depreciation is computed on the straight line method based upon the estimated useful lives of the assets as follows:

4. Operating Property, continued

Governmental Activities:	Balance July 1 <u>2017</u>	<u>Increases</u>	<u>Decreases</u>	Balance June 30 <u>2018</u>
Assets not being depreciated				
Land and easements \$	119,600	\$	\$	119,600
Assets being depreciated				
Buildings	1,907,200	1,736,892		3,644,092
Vehicles and equipment	1,673,912	110,457		1,784,369
Infrastructure	3,716,642	1,286,545		5,003,187
	<u>7,417,354</u>	<u>3,133,894</u>	<u>0</u>	<u>10,551,248</u>
Less accumulated depreciation				
Buildings	1,104,757	23,129		1,127,886
Vehicles	1,453,445	73,467		1,526,912
Infrastructure	1,312,883	102,878		1,415,761
	<u>3,871,085</u>	<u>199,474</u>	<u>0</u>	<u>4,070,559</u>
Capital Assets, net \$	<u>3,546,269</u>	<u>\$ 2,934,420</u>	<u>\$ 0</u>	<u>\$ 6,480,689</u>
Depreciation Expense:				
General government	\$ 17,602			
Public safety	12,201			
Leisure services	5,748			
Public works	<u>163,923</u>			
	<u>199,474</u>			

5. Property Tax

Property taxes for the year were committed on August 14, 2017, on the assessed value listed as of April 1, 2017, for all taxable real and personal property located in the City. Payment of taxes was due September 1, 2017, and March 1, 2018 with interest at 7% on all tax bills unpaid as of those dates.

Assessed values are periodically established by the City's Assessor at 100% of assumed market value. The last revaluation was completed for the list of April 1, 2017. The assessed value for the list of April 1, 2017 upon which the levy for the year ended June 30, 2018, was based, was \$247,835,807. This assessed value was 100% of the estimated market value.

Tax liens are placed on real property within twelve months following the tax commitment date if taxes are delinquent. The City has the authority to foreclose on property eighteen months after the filing of the lien if tax liens and associated costs remain unpaid.

Property taxes levied during the year were recorded as receivables at the time the levy was made. The receivables collected during the year and in the first sixty days following the end of the fiscal year have been recorded as revenues. The remaining receivables have been recorded as deferred revenues.

6. Long-term Debt

The following is a summary of long-term debt transactions of the City for the year ended June 30, 2018:

Long-term debt payable at July 1, 2017	805,000
Debt Retired	(182,593)
Debt Proceeds	1,579,984
Long-term debt payable at June 30, 2018	<u>2,202,391</u>
Interest Paid	<u>45,525</u>

6. Long-term Debt, continued

Long-term debt payable at June 30, 2018 is comprised of the following:

	Interest rate	Final maturity date	Balance end of year
<u>General Long-term Debt</u>			
2009 Bond	3%	2030	\$ 650,000
2017 Bond	2.99%	2037	1,498,000
Lease	2.89%	2020	54,391
			<u>\$ 2,202,391</u>

The annual requirement to amortize all long-term debt outstanding as of June 30, 2018 are as follows:

<u>Year</u>	Bonds and Notes	
	<u>Principal</u>	<u>Interest</u>
2019	150,000	74,816
2020	274,211	85,697
2021	159,211	78,919
2022	159,211	73,720
2023	159,211	68,606
2024-2028	796,053	266,207
2029-2033	691,053	142,622
2034-2038	621,053	46,510
Total	<u>\$ 3,010,003</u>	<u>\$ 837,097</u>

In accordance with 30-A MRSA, Section 5702, as amended, no municipality shall incur debt for specified purposes in excess of 15 percent of the state valuation of such municipality. At June 30, 2018, the City was in compliance with these regulations. The debt payment schedule is calculated to show the full approved \$2,360,000 2017 bond which has not been fully drawn down as of June 30, 2018.

7. General Fund Committed Balances

The General Fund reserves consists of the following:

	<u>Special</u>
Capital	\$ 228,604
	<u>\$ 228,604</u>

8. Unassigned General Fund Fund Equity

The undesignated General Fund fund equity reflected a change for the current year as follows:

Balance - July 1, 2017	\$ 803,441
Increase (Decrease):	
Estimated under actual revenues	115,303
Appropriations over expenditures	242,599
Budgeted utilization of fund equity	<u>(175,000)</u>
Net Increase (Decrease)	182,902
Balance - June 30, 2018	<u>\$ 986,343</u>

9. Assigned for Subsequent Year's Revenues

The portion of the General Fund fund equity which has been assigned by budgeting decisions represents amounts received during the current accounting period that are to be budgeted as revenues in the subsequent year. These accounts, were as follows at June 30, 2018:

Local roads	\$	4,127
State Revenue Sharing		46,159
Total	\$	<u>50,286</u>

10. Capital Projects Fund Equity

The portion of the Capital Project Fund fund equity which is committed to capital projects is the funds remaining on two major town projects. The first project is a capital bonding for major road and structure renovations around the city; this project is ongoing and further drawdowns on the capital bond will be made during the subsequent year. The second major project accounts for a donation for the construction of a new city Fire Department Building. These accounts, were as follows at June 30, 2018:

Bonding Project	\$	223,918
Fire Station project		281,844
Total	\$	<u>505,762</u>

11. MePERS Plan

Plan Description

The City of Hallowell is a member of the Participating Local District of the Maine Public Employees Retirement System. Benefit terms are established in Maine statute. MePers issues a publicly available financial report that can be obtained at www.maineopers.org.

Benefits Provided

Benefit terms are established in Maine statute; in the case of the PLD Consolidated Plan, an advisory group, also established by statute, reviews the terms of the plan and periodically makes recommendations to the Legislature to amend them. The system's retirement programs provide defined retirement benefits based on members' average final compensation and service credit earned as of retirement. Vesting (ie., eligibility for benefits upon reaching qualification) occurs upon the earning of five years of service credit (effective October 1, 1999, the prior ten year requirement was reduced by legislative action to five years for employees of the PLD). In some cases, vesting occurs on the earning of one year of service credit immediately preceding retirement at or after normal retirement age. The normal retirement age is determined by whether a member had met certain creditable service requirements on specific dates, as established by statute. For PLD members, normal retirement age is 60 or 65. The monthly benefit of members who retire before normal retirement age by virtue of 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 her/his normal retirement age at retirement. The System also provides disability and

11. MePERS Plan, continued

death benefits which are established by statute for State employee and teacher members and by contract with other participating employers under applicable statutory provisions.

Upon termination of membership, members' accumulated employee contributions are refundable with interest, credited in accordance with statute. Withdrawal of accumulated contributions results in forfeiture of all benefits and membership rights. The annual rate of interest credited to members' accounts is set by the System's Board of Trustees and is currently 5%

Member and Employer Contributions

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 employer contribution rates are defined by law or Board rule and depend on the terms of the plan under which a member is covered. Employer contribution rates are determined through actuarial valuations.

Financial Reporting

The plan issues stand alone financial reports which can be found online at the web address noted previously.

Pension Liabilities, Pension Expense, and Deferred Outflows or Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2018 the Town reported a liability for its share of the net pension liability of \$236,536.

The net pension liability was measured as of June 30, 2018, and the total 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 local districts and the State, actuarially determined. At June 30, 2018 the City's proportion was 0.0577%.

Differences due to changes in assumptions about future economic or demographic factors or other inputs were recognized in pension expense using a straight-line amortization method over a closed period equal to the average expected remaining service lives of active and inactive members in each plan. The Plans change in the discount rate from 7.125% to 6.875% was the only change in assumption in the 2017 valuation.

For the year ended June 30, 2018, the city recognized pension expense of \$87,552. At June 30, 2018 the city reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

11. MePERS Plan, continued

	Deferred Outflows of <u>Resources</u>	Deferred Inflows of <u>Resources</u>
Differences between expected and actual experience	\$	11,364
Change of assumptions	20,127	
Net difference between projected and actual earnings on pension plan investments	81,517	88,021
Changes in proportion and differences between School Unit contributions and proportionate share of contributions	23,373	173
School Unit contributions subsequent to the measurement	31,120	
	<u>156,137</u>	<u>99,558</u>

\$31,120 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2018	\$ 8,190
2019	31,787
2020	1,587
2021	(16,104)

Actuarial Methods and Assumptions

The collective total pension liability for the Plans was determined by an actuarial valuation as of June 30, 2018 and 2017 using the following methods and assumptions applied to all periods included in the measurement.

Actuarial Cost Method

The Entry Age Normal actuarial funding method is used to determine costs. Under this funding method, the total employer contribution rate consists of two elements: the normal cost rate and the unfunded actuarial (UAL) rate.

The individual entry age normal method is used to determine liabilities. Under the individual entry age normal method, a normal cost rate is calculated for each employee. This rate is determined by taking the value, as of age at entry into the plan, of the members projected future benefits, and dividing it by the value, also as of the members entry age, of his or her expected future salary. The normal cost for each employee is the product of his or her pay and his or her normal cost rate. The normal cost of the group is the sum of the normal costs for all members.

Experience gains and losses, i.e., decreases or increases in liabilities and/or in assets when actual experience differs from the actuarial assumptions, affect the unfunded actuarial accrued liability.

11. MePERS Plan, continued

Asset Valuation Method

The actuarial valuation employs a technique for determining the actuarial value of assets which dampens the swing in the market value. The specific technique adopted in this valuation recognizes in a given year one-third of the investment return that is different from the actuarial assumption for investment return.

Amortization

The net pension liability of the PLD Consolidated Plan as of June 30, 2018 is amortized on a 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.

To the actuarial as of June 30, 2018, the net pension liability of the PLD Plan was amortized on an open basis over a period of fifteen years.

Significant actuarial assumptions employed by the actuary for funding purposes as of June 30, 2018 are as follows:

Investment Rate of Return - 6.875% per annum for the year ended June 30, 2018 and 6.875% for the year ended June 30, 2017, compounded annually.

Salary Increases, Merit and Inflation - members of the PLD consolidated Plan, 2.75% to 9% per year.

Mortality Rates - For non disabled retirees of the participating local districts, the RP2014 Tables projected forward to 2017 using Scale AA are used; for all recipients of disability benefits, the Revenue Ruling 96-7 Disabled Mortality table for Males and Females is used.

Cost of Living Benefit Increases - 2.2% for the year ended June 30, 2018 and 2.2% for the year ended June 30, 2017 for participating local districts.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. 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, 2015 are summarized in the following table:

<u>Asset Class</u>	<u>Long-term Expected Real Rate of Return</u>
US equities	6.0%
Non-US equities	5.5%
Private equity	7.6%
Real estate	5.2%
Infrastructure	5.3%
Hard assets	5.0%
Fixed income	0.7%

11. MePERS Plan, continued

Discount Rate

The discount rate used to measure the pension liability was 6.875%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from participating local Districts 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 of current active and inactive employees. 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.

Sensitivity of the School Unit's proportionate share of the net pension liability to changes in the discount rate

The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 6.875%, as well as what the School Unit's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (5.875%) or 1 percentage-point higher (7.875%) than the current rate:

	1% Decrease (.875%)	Current Discount Rate (6.875%)	1% Increase (7.875%)
City's proportionate share of the net pension liability	474,564	236,536	57,338

12. Risk Management

The City is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. For the past several years the City has obtained coverage from the Maine Municipal Association risk pool. All risk management activities are accounted for in the General Fund. Expenditures and claims are recognized when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. In determining claims, events that might create claims but for which none have been reported, are considered.

The City's Management estimates that the amount of actual or potential claims against the City as of June 30, 2018, are unknown. Therefore, the General Fund contains no provision for, and does not present, estimated claims.

CITY OF HALLOWELL, MAINE
 Budget Comparison Schedule
 General Fund
 For the year ended June 30, 2018

	<u>Budgeted Amounts</u>			Variance with final budget positive (negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
Revenues:	\$	\$	\$	\$
Taxes	5,265,115	5,265,115	5,337,466	72,351
Intergovernmental	248,964	248,964	246,707	(2,257)
Interest	2,350	2,350	3,606	1,256
Charges for services	133,204	133,204	185,954	52,750
Miscellaneous	117,500	117,500	111,670	(5,830)
Total revenues	<u>5,767,133</u>	<u>5,767,133</u>	<u>5,885,403</u>	<u>118,270</u>
Expenditures:				
Current:				
General government	417,725	417,725	446,703	(28,978)
Public safety	930,376	930,376	903,507	26,869
Public works	525,296	607,280	613,130	(5,850)
Human services	47,300	47,300	36,695	10,605
Special assessments	3,387,051	3,387,051	3,316,734	70,317
Leisure services	44,000	44,000	39,877	4,123
Unclassified	59,891	59,891	54,723	5,168
Debt service	320,494	320,494	200,525	119,969
Capital outlay	210,000	210,000	202,788	7,212
Total expenditures	<u>5,942,133</u>	<u>6,024,117</u>	<u>5,814,682</u>	<u>209,435</u>
Excess (deficiency) of revenues over (under expenditures)	<u>(175,000)</u>	<u>(256,984)</u>	<u>70,721</u>	<u>327,705</u>
Other Financing Sources (Uses):				
Operating transfer out			(29,014)	(29,014)
Debt issuance proceeds.		81,984	81,984	0
Total Other Financing Sources (Uses)	<u>0</u>	<u>81,984</u>	<u>52,970</u>	<u>(29,014)</u>
Excess of Revenues Over (Under) Expenditures and Other Financing Sources (Uses)	<u>(175,000)</u>	<u>(175,000)</u>	<u>123,691</u>	<u>298,691</u>
Fund Balance - beginning	1,141,542	1,141,542	1,141,542	0
Fund Balance - ending	<u>\$ 966,542</u>	<u>\$ 966,542</u>	<u>\$ 1,265,233</u>	<u>\$ 298,691</u>

KEEL J. HOOD

Certified Public Accountant

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INDEPENDENT AUDITOR'S 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

July 20, 2018

City Council
City of Hallowell, Maine
Hallowell, Maine

I have audited, in accordance with the auditing 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, the major fund, and the aggregate remaining fund information of City of Hallowell, Maine as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise City of Hallowell, Maine's basic financial statements, and have issued my report thereon dated July 20, 2018.

Internal Control over Financial Reporting

In planning and performing my audits, I considered City of Hallowell, 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 my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Hallowell, Maine's internal control. and not to provide an opinion on the internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of City of Hallowell, 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.

My 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 my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether City of Hallowell, Maine's financial statements are free from material misstatement, I 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 my audits, and accordingly, I do not express such an opinion. The

results of my 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 my 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.

Julia Hood, CPA

