

**THE CITY OF BLANCHARD,  
OKLAHOMA  
ANNUAL FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITOR'S REPORTS**

**AS OF AND FOR THE YEAR ENDED JUNE 30, 2017**

**CITY OF BLANCHARD, OKLAHOMA  
ANNUAL FINANCIAL REPORT  
As of and for the Year Ended June 30, 2017**

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**INDEPENDENT AUDITOR'S REPORT**



CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT AUDITOR'S REPORT

Members of the City Council  
City of Blanchard, Oklahoma

### Report on the Financial Statements

We have audited the accompanying modified cash basis financial statements of the government activities, the business-type activities, and each major fund information of the City of Blanchard, Oklahoma as of and for the year ended June 30, 2017, and the related notes to the financial, which collectively comprise the City'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 the modified cash basis of accounting described in Note 1.B; this includes determining that the modified cash basis of accounting is an acceptable basis for preparation of the financial statements in the circumstances. Management is also responsible for design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental 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 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, 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 opinion.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the business-type activities, and each major fund, of the City of Blanchard, Oklahoma, as of June 30, 2017, and the respective changes in modified cash basis financial position, and, where applicable, cash flows thereof for the year then ended in accordance with the modified cash basis of accounting described in Note 1.B.

## **Basis of Accounting**

We draw your attention to Note 1.B. of the financial statements, which describes the basis of accounting. The financial statements are prepared on a modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

## **Other Matters**

### *Supplemental and Other Information*

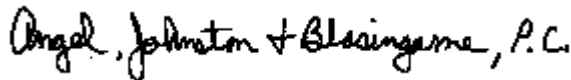
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Blanchard, Oklahoma basic financial statements. The Supplementary and Other Information, as listed in the table of contents, are presented for additional analysis and are not a required part of the basic financial statements

The schedule of debt service coverage, the schedule of cash balances and the schedule of expenditures of federal/state 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 schedule of debt service coverage, the schedule of cash balances and the schedule of expenditures of federal/state awards are fairly stated in all material respect in relation to the basic financial statements as a whole.

The management discussion and analysis and the budgetary comparison information have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

## **Other Reporting Required by Governmental Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 6, 2017, on our consideration of the City'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 the City's internal control over financial reporting and compliance.



Chickasha, Oklahoma  
December 6, 2017

**CITY OF BLANCHARD, OKLAHOMA  
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The management of the City of Blanchard is pleased to provide this annual financial report to its citizens, taxpayers and other report users to demonstrate its accountability and communicate the City's financial condition and activities as of and for the fiscal year ended June 30, 2017. Management of the City is responsible for the fair presentation of this annual report, for maintaining appropriate internal controls over financial reporting, and for complying with applicable laws, regulations, and provisions of grants and contracts. The City reports its financial statements and schedules on a modified cash basis which is a comprehensive basis of accounting other than generally accepted accounting principles. All of the financial analyses in this report must be considered within the context of the limitations of the modified cash basis of accounting.

### **FINANCIAL HIGHLIGHTS**

- As reported on a modified cash basis, the City's total net position decreased by \$29,535 and the assets of the City exceed its liabilities for the year ended June 30, 2017, by \$17,358,004 (net position).
- For the fiscal year ended June 30, 2017, the City's governmental funds reported combined ending fund balances on a modified cash basis of \$1,284,692 compared to \$2,418,138 in FY 2016-a decrease of \$1,133,446 or 47%.
- For the year ended June 30, 2017, unassigned fund balance on a modified cash basis for the General Fund was \$633,617 or 17% of General Fund revenues.

### **ABOUT THE CITY**

- The City of Blanchard is an incorporated municipality with a population of approximately 8,280 located in McClain County in central Oklahoma. The City is a council-manager form of government. The City is governed by a five-member Council and operates under state law and City ordinances through the three branches of democratic government:
  - Legislative – the City Council is a five-member governing body elected by the citizens, 4 by ward and 1 at-large.
  - Executive – the City Manager is the Chief Executive Officer and is hired by the City Council
  - Judicial – the Municipal Judge is a practicing attorney appointed by the City Council

The City provides typical municipal services such as public safety, health and welfare, street and alley maintenance, parks and recreation, and through its Municipal Improvement Authority and Economic Trust Authority, certain utility services including water, wastewater, sanitation, and economic development activities, respectively.

***The City's Financial Reporting Entity***

This annual report includes all activities for which the City of Blanchard City Council is financially accountable. These activities, defined as the City's financial reporting entity, are operated within separate legal entities that make up the primary government.

The City's financial reporting entity includes the following separate legal entities.

- **The City of Blanchard** – an incorporated City that operates the public safety, streets and public works, health and welfare, culture and recreation, and administrative activities of the City – *reported as the primary government*
- **The Blanchard Municipal Improvement Authority (BMIA)** – public trust created pursuant to 60 O.S. § 176 to operate the water, wastewater, and sanitation services of the City, with the City Council members serving as the trustees – *considered part of the primary government presentation for reporting purposes*
- **The Blanchard Economic Trust Authority (BETA)** – public trust created pursuant to 60 O.S. § 176 to stimulate economic growth and development of the City, with appointment of members by the City Council, with 2 members serving as trustees – *considered part of the primary government presentation for reporting purposes*

In addition, as required by state law, all debt obligations incurred by the trusts must be approved by two-thirds vote of the City Council. This is considered sufficient imposition of will to demonstrate financial accountability and to include the trusts within the City's financial reporting entity. The public trusts do not issue separate annual financial statements.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The financial statements presented herein include all of the activities of the City of Blanchard (the "City"), the Blanchard Municipal Improvement Authority (the "Municipal Improvement Authority") and the Blanchard Economic Trust Authority (the "Economic Trust Authority"). Included in this report are government-wide statements for each of the two categories of activities - governmental and business-type.

The government-wide financial statements present the complete financial picture of the City from the economic resources measurement focus using the modified cash basis of accounting. They present governmental and business-type activities separately and combined. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the City's operations in more detail than the government-wide statements by providing information about the City's most significant funds. These statements include all assets of the City (including infrastructure) as well as all liabilities (including long-term debt), within the context of the modified cash basis of accounting.



## **Reporting the City as a Whole**

### ***The Statement of Net Position and Statement of Activities***

One of the most important questions to ask about the City's finances is, "Has the City's overall financial condition improved, declined or remained steady as a result of the period's activities?" The Statement of Net Position and the Statement of Activities report information about the City as a whole and about its activities in a way that helps answer this question. You will need to consider other non-financial factors, however, such as changes in the City's sales tax base, the condition of the City's roads, and quality of service to assess the overall health of the City. You will also need to keep in mind that these government-wide statements are prepared in accordance with the modified cash basis of accounting and include only those City assets and liabilities resulting from cash transactions.

In the Statement of Net Position and the Statement of Activities, we divide the City into two kinds of activities: *Governmental activities* - Most of the City's basic services are reported here, including the police, fire, administration, and streets. Sales taxes, franchise fees, fines, and state and federal grants finance most of these activities; and *Business-type activities* - Activities where the City charges a fee to customers to help cover all or most of the cost of certain services it provides are reported here. The City's water, sewer, and sanitation utilities and economic development activities are reported as business-type activities.

## **Reporting the City's Most Significant Funds - Fund Financial Statements**

### ***Fund Financial Statements***

The fund financial statements provide detailed information about the City's most significant (major) funds -- not the City as a whole. Some funds are required to be established by State law and by debt covenants. However, the City Council may also establish certain other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money. The City's two kinds of funds - *governmental and proprietary* - use different accounting approaches.

*Governmental funds* - All of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. Governmental funds report their activities on a modified cash basis of accounting and current financial resources measurement focus that is different from other funds. For example, these funds report the acquisition of capital assets and payments for debt principal as expenditures and not as changes to asset and debt balances. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps you determine (through a review of changes to fund balance) whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. The differences of results in the governmental fund financial statements to those in the government-wide financial statements are explained in a reconciliation following each governmental fund financial statement.

*Proprietary funds* - When the City, mainly through the Municipal Improvement Authority, charges customers for the services it provides, these services are generally reported in proprietary funds. Proprietary funds are reported on the modified cash basis of accounting and an economic resources measurement focus. For example, proprietary fund capital assets are capitalized and depreciated and principal payments on long-term debt are recorded as a reduction to the liability. The City's proprietary

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funds are the Blanchard Municipal Improvement Authority that accounts for the operation of the water, sewer, and sanitation activities and the Blanchard Economic Trust Authority that accounts for economic development.

**Notes to the Financial Statements**

The notes provide additional information that is essential to gain an understanding of the data provided in the government-wide and fund financial statements. The Notes to the Financial Statements can be found on pages 28-48 of this report.

**Other Information**

In addition to the basic financial statements and accompanying notes, this report also presents Budgetary Comparison Schedules for the General Fund, a federal and state award schedule, a debt service coverage schedule, and a schedule of cash balances.

**THE CITY AS A WHOLE**

For the fiscal year ended June 30, 2017, net position on a modified cash basis for the governmental and business-type activities decreased by \$29,536.

**Net Position (Modified Cash Basis)  
June 30, 2017**

Following is a summary of net position reported on a modified cash basis for the City of Blanchard.

**TABLE 1  
NET POSITION (In Thousands)**

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	2017	2016		2017	2016		2017	2016	
Current assets	\$ 1,292	\$ 2,428	-47%	\$ 4,288	\$ 6,473	-34%	\$ 5,580	\$ 8,901	-37%
Capital assets, net	7,426	6,818	9%	15,216	13,168	16%	22,642	19,986	13%
<b>Total assets</b>	<u>8,718</u>	<u>9,246</u>	-6%	<u>19,504</u>	<u>19,641</u>	-1%	<u>28,222</u>	<u>28,887</u>	-2%
Current liabilities	243	228	7%	645	623	4%	888	851	4%
Non-current liabilities	2,007	2,169	-7%	7,969	8,479	-6%	9,976	10,648	-6%
<b>Total liabilities</b>	<u>2,250</u>	<u>2,397</u>	-6%	<u>8,614</u>	<u>9,102</u>	-5%	<u>10,864</u>	<u>11,499</u>	-6%
Net position									
Net investment in capital assets	5,263	5,314	-1%	10,042	9,582	5%	15,305	14,896	3%
Restricted	178	1,106	-84%	161	142	13%	339	1,248	-73%
Unrestricted	1,027	429	139%	687	815	-16%	1,714	1,244	38%
<b>Total net position</b>	<u>\$ 6,468</u>	<u>\$ 6,849</u>	-6%	<u>\$ 10,890</u>	<u>\$ 10,539</u>	3%	<u>\$ 17,358</u>	<u>\$ 17,388</u>	0%

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The largest portion of the City's net position reflects its investment in capital assets, less any related debt used to acquire those assets that is still outstanding. At year end, the net investment in capital assets, amounted to \$15,304,541.

Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Current assets of the governmental activities decreased approximately \$1,136,000 or 47% due primarily to using the 2015 Sales Tax Revenue Note proceeds to renovate the current and old city hall buildings, remodel the senior center and repair the library roof.

Current assets of the business-type activities decreased approximately \$2,184,000 or 34% due primarily to the use of the 2014A Revenue Bonds and 2014 and 2016 Revenue Notes to construct and acquire improvements to the City's water distribution and storage system.

**Changes in Net Position (Modified Cash Basis)  
Year Ended June 30, 2017**

**TABLE 2  
CHANGES IN NET POSITION (In Thousands)**

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	2017	2016		2017	2016		2017	2016	
<b>Revenues</b>									
Charges for service	\$ 266	\$ 239	11%	\$ 2,034	\$ 1,801	13%	\$ 2,300	\$ 2,040	13%
Operating grants and contributions	176	144	22%	-	-	-	176	144	22%
Capital grants and contributions	196	234	-16%	106	631	-83%	302	865	-65%
Taxes	2,857	2,706	6%	-	-	-	2,857	2,706	6%
Intergovernmental revenue	63	60	5%	-	-	-	63	60	5%
Investment income	2	1	100%	6	2	200%	8	3	167%
Miscellaneous	81	103	-21%	32	23	39%	113	126	-10%
<b>Total revenues</b>	<b>3,641</b>	<b>3,487</b>	<b>4%</b>	<b>2,178</b>	<b>2,457</b>	<b>-11%</b>	<b>5,819</b>	<b>5,944</b>	<b>-2%</b>
<b>Expenses</b>									
General government	938	916	2%	-	-	-	938	916	2%
Public safety	1,227	1,120	10%	-	-	-	1,227	1,120	10%
Streets	498	477	4%	-	-	-	498	477	4%
Culture, parks and recreation	235	181	30%	-	-	-	235	181	30%
Interest on long-term debt	86	135	-36%	-	-	-	86	135	-36%
Water	-	-	-	1,421	1,157	23%	1,421	1,157	23%
Wastewater	-	-	-	393	339	16%	393	339	16%
Sanitation	-	-	-	726	633	15%	726	633	15%
Economic development	-	-	-	322	362	-11%	322	362	-11%
Industrial park	-	-	-	1	30	-97%	1	30	-97%
Quail haven	-	-	-	2	3	-33%	2	3	-33%
<b>Total expenses</b>	<b>2,984</b>	<b>2,829</b>	<b>5%</b>	<b>2,865</b>	<b>2,524</b>	<b>14%</b>	<b>5,849</b>	<b>5,353</b>	<b>9%</b>
Excess (deficiency) before transfers	657	658	0%	(687)	(67)	-925%	(30)	591	-105%
Transfers	(1,038)	(28)	3,607%	1,038	28	3,607%	-	-	-
<b>Change in net position</b>	<b>(381)</b>	<b>630</b>	<b>-160%</b>	<b>351</b>	<b>(39)</b>	<b>-1,000%</b>	<b>(30)</b>	<b>591</b>	<b>-105%</b>
Net position - beginning	6,849	6,219	10%	10,539	10,578	-	17,388	16,797	4%
Net position - ending	<u>\$ 6,468</u>	<u>\$ 6,849</u>	<u>-6%</u>	<u>\$ 10,890</u>	<u>\$ 10,539</u>	<u>3%</u>	<u>\$ 17,358</u>	<u>\$ 17,388</u>	<u>0%</u>

Business-type activities grant revenue decreased from the prior year approximately \$525,000 or 83%. This is primarily due to a Community Development Block Grant received in FY16 for the Industrial Park.

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**Governmental Activities**

The City's governmental activities had a decrease in net position of \$380,919.

**TABLE 3**  
**Net Revenue (Expense) of Governmental Activities**  
**(In Thousands)**

	<b>Total Expense of Services</b>		<b>% Inc. (Dec.)</b>	<b>Net Revenue (Expense) of Services</b>		<b>% Inc. (Dec.)</b>
	<u>2017</u>	<u>2016</u>		<u>2017</u>	<u>2016</u>	
	General government	\$ 938		\$ 916	2%	
Public safety	1,227	1,120	10%	(876)	(942)	-7%
Streets	498	477	4%	(378)	(403)	-6%
Culture, parks and recreation	235	181	30%	(201)	(161)	25%
Interest on long-term debt	86	135	-36%	(86)	(135)	-36%
<b>Total</b>	<u>\$ 2,984</u>	<u>\$ 2,829</u>	5%	<u>\$(2,346)</u>	<u>\$(2,212)</u>	6%

For explanations of significant changes, see narrative on the previous page under Table 2.

**Business-type Activities**

The business-type activities had an increase in net position of \$351,383.

**TABLE 4**  
**Net Revenue (Expense) of Business-Type Activities**  
**(In Thousands)**

	<b>Total Expense of Services</b>		<b>% Inc. Dec.</b>	<b>Net Revenue (Expense) of Services</b>		<b>% Inc. Dec.</b>
	<u>2017</u>	<u>2016</u>		<u>2017</u>	<u>2016</u>	
	Water	\$ 1,421		\$ 1,157	23%	
Wastewater	393	339	16%	(6)	(75)	-92%
Sanitation	726	633	15%	(30)	(62)	-52%
Economic Development	322	362	-11%	(322)	(362)	-11%
Quail Haven	2	3	-33%	(2)	(3)	-33%
Industrial Park	1	30	-97%	(1)	557	-100%
<b>Total</b>	<u>\$ 2,865</u>	<u>\$ 2,524</u>	14%	<u>\$( 723)</u>	<u>\$( 92)</u>	686%

**A FINANCIAL ANALYSIS OF THE CITY'S FUNDS**

As the City completed its fiscal year ended June 30, 2017, the governmental funds reported a combined fund balance of \$1,284,692. For the year ended June 30, 2017, the General Fund's total fund balance decreased by \$262,430 due mainly to use of debt proceeds.

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**Budgetary Highlights**

For the fiscal year ended June 30, 2017, the General Fund reported actual modified cash basis revenues under final estimates by \$5,888 or a .2% negative variance. General Fund actual expenditures were under final appropriations by \$350,260 or a 13.8% positive variance.

**CAPITAL ASSETS & DEBT ADMINISTRATION**

**Capital Assets**

At the end of June 30, 2017, the City had approximately \$23 million in capital assets (net of accumulated depreciation), as reported on a modified cash basis, including land, buildings, machinery and equipment, and park facilities. Below are details regarding the City's capital assets as of June 30, 2017.<sup>1</sup>

**TABLE 5  
Capital Assets  
(In Thousands)  
(Net of accumulated depreciation)**

	<u>Governmental</u> <u>Activities</u>		<u>Business-Type</u> <u>Activities</u>		<u>Total</u>	
	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
Land	\$ 557	\$ 557	\$ 1,805	\$ 1,825	\$ 2,362	\$ 2,382
Buildings	2,629	1,974	240	251	2,869	2,225
Machinery, furniture and equipment	783	748	111	50	894	798
Infrastructure	3,106	2,701	-	-	3,106	2,701
Utility property	-	-	11,598	10,702	11,598	10,702
Construction in progress	351	838	1,462	340	1,813	1,178
<b>Totals</b>	<u>\$ 7,426</u>	<u>\$ 6,818</u>	<u>\$ 15,216</u>	<u>\$ 13,168</u>	<u>\$ 22,642</u>	<u>\$ 19,986</u>

This year's more significant capital asset additions include the following:

- Infrastructure \$629,131
- Utility property \$1,268,782
- Buildings \$762,586

<sup>1</sup> For more detailed information on capital asset activity please refer to pages 36-37, Note 3. Capital Assets and Depreciation

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**Debt Administration**

At June 30, 2017, the City had \$10,726,126 in debt outstanding, reported on a modified cash basis, approximately a \$637,000 decrease from the prior year due primarily to debt payments.

**TABLE 6  
Long-Term Debt  
(In Thousands)**

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>		<u>Total Percentage Change</u>
	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2016-2017</u>
	Notes payable	\$ 2,042	\$ 2,206	\$ 4,196	\$ 4,593	\$ 6,238	\$ 6,799
Bonds payable	-	-	4,287	4,383	4,287	4,383	-2.2%
Capital leases	201	181	-	-	201	181	11.0%
<b>Totals</b>	<b>\$ 2,243</b>	<b>\$ 2,387</b>	<b>\$ 8,483</b>	<b>\$ 8,976</b>	<b>\$ 10,726</b>	<b>\$ 11,363</b>	<b>-5.6%</b>

**ECONOMIC FACTORS AND NEXT YEAR'S ESTIMATES**

The following information outlines significant known factors that will affect subsequent year finances:

- The City expects sales tax revenue to remain consistent.

**Contacting the City's Financial Management**

This report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the City Clerk's office at 122 N. Main, Blanchard, Oklahoma 73010 or telephone at 405-485-9392.

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**BASIC FINANCIAL STATEMENTS – STATEMENTS OF NET POSITION AND ACTIVITIES**

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**Statement of Net Position (Modified Cash Basis) – June 30, 2017**

<b>City of Blanchard</b>			
<b>Statement of Net Position</b>			
<b>June 30, 2017</b>			
	<u><b>Governmental</b></u>	<u><b>Business-type</b></u>	<u><b>Total</b></u>
	<u><b>Activities</b></u>	<u><b>Activities</b></u>	
<b>ASSETS</b>			
Cash and cash equivalents	\$ 1,111,525	\$ 645,448	\$ 1,756,973
Restricted cash and equivalents	172,946	3,650,327	3,823,273
Internal balances	7,915	(7,915)	-
Capital Assets:			
Land and construction in progress	907,402	3,267,419	4,174,821
Other capital assets, net of depreciation	6,518,358	11,948,497	18,466,855
Total Assets	<u>\$ 8,718,146</u>	<u>\$ 19,503,776</u>	<u>\$ 28,221,922</u>
<b>LIABILITIES</b>			
Payable to other governments	\$ 2,359	\$ -	\$ 2,359
Due to depositors	5,335	130,099	135,434
Long-term liabilities:			
Due within one year	235,717	514,615	750,332
Due in more than one year	2,007,062	7,968,731	9,975,793
Total liabilities	<u>2,250,473</u>	<u>8,613,445</u>	<u>10,863,918</u>
<b>NET POSITION</b>			
Net investment in capital assets	5,262,483	10,042,058	15,304,541
Restricted for:			
Capital projects	99,911	-	99,911
Debt service	77,882	161,460	239,342
Unrestricted	1,027,397	686,813	1,714,210
Total net position	<u>\$ 6,467,673</u>	<u>\$ 10,890,331</u>	<u>\$ 17,358,004</u>

See accompanying notes to the basic financial statements.



**CITY OF BLANCHARD, OKLAHOMA**  
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**Statement of Activities (Modified Cash Basis) – Year Ended June 30, 2017**

City of Blanchard  
Statement of Activities  
For the Year Ended June 30, 2017

Functions/Programs	Expenses	Program Revenue			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
<b>Primary government</b>							
Governmental Activities							
General Government	\$ 937,561	\$ 114,016	\$ 19,227	\$ -	\$ (804,318)	\$ -	\$ (804,318)
Public Safety	1,227,471	151,555	4,128	195,837	(875,951)	-	(875,951)
Streets	497,664	-	119,434	-	(378,230)	-	(378,230)
Culture and Recreation	234,957	-	33,557	-	(201,400)	-	(201,400)
Interest on Long-term debt	86,348	-	-	-	(86,348)	-	(86,348)
Total governmental activities	<u>2,984,001</u>	<u>265,571</u>	<u>176,346</u>	<u>195,837</u>	<u>(2,346,247)</u>	<u>-</u>	<u>(2,346,247)</u>
Business-Type Activities:							
Water	1,420,457	1,057,161	-	-	-	(363,296)	(363,296)
Wastewater	393,480	280,987	-	106,459	-	(6,034)	(6,034)
Sanitation	726,074	696,309	-	-	-	(29,765)	(29,765)
Economic Development	321,759	-	-	-	-	(321,759)	(321,759)
Quail Haven	1,649	-	-	-	-	(1,649)	(1,649)
Industrial Park	528	-	-	-	-	(528)	(528)
Total business-type activities	<u>2,863,947</u>	<u>2,034,457</u>	<u>-</u>	<u>106,459</u>	<u>-</u>	<u>(723,031)</u>	<u>(723,031)</u>
Total primary government	<u>\$ 5,847,948</u>	<u>\$ 2,300,028</u>	<u>\$ 176,346</u>	<u>\$ 302,296</u>	<u>\$ (2,346,247)</u>	<u>\$ (723,031)</u>	<u>\$ (3,069,278)</u>
<b>General revenues:</b>							
Taxes:							
Sales and use taxes					\$ 2,686,691	\$ -	\$ 2,686,691
Franchise taxes and public service taxes					169,784	-	169,784
Special assessment tax					62,184	28,737	90,921
Intergovernmental revenue not restricted to specific programs					63,424	-	63,424
Unrestricted investment earnings					2,171	5,598	7,769
Miscellaneous					18,626	2,528	21,154
Transfers					(1,037,551)	1,037,551	-
Total general revenues and transfers					<u>1,965,329</u>	<u>1,074,414</u>	<u>3,039,743</u>
Change in net position					(380,918)	351,383	(29,535)
Net position - beginning					6,848,591	10,538,948	17,387,539
Net position - ending					<u>\$ 6,467,673</u>	<u>\$ 10,890,331</u>	<u>\$ 17,358,004</u>

See accompanying notes to the basic financial statements.

**CITY OF BLANCHARD, OKLAHOMA  
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**BASIC FINANCIAL STATEMENTS – GOVERNMENTAL FUNDS**

**CITY OF BLANCHARD, OKLAHOMA  
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**Governmental Funds Balance Sheet (Modified Cash Basis) – June 30, 2017**

	<u>General Fund</u>	<u>Capital Improvement Fund</u>	<u>TIF District Fund</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>				
Cash and cash equivalents	\$ 962,885	\$ 249,097	\$ 72,489	\$ 1,284,471
Due from other funds	204,892	-	17,501	222,393
Total assets	<u>\$ 1,167,777</u>	<u>\$ 249,097</u>	<u>\$ 89,990</u>	<u>\$ 1,506,864</u>
 <b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Due to other funds	\$ 20,404	\$ 127,680	\$ 66,394	\$ 214,478
Payable to other governments	2,359	-	-	2,359
Other payables	5,335	-	-	5,335
Total liabilities	<u>28,098</u>	<u>127,680</u>	<u>66,394</u>	<u>222,172</u>
Fund balances:				
Restricted for:				
Capital Improvements	2,090	121,417	-	123,507
Debt Service	77,882	-	-	77,882
Committed:				
TIF District	-	-	23,596	23,596
Assigned	426,090	-	-	426,090
Unassigned	633,617	-	-	633,617
Total fund balances	<u>1,139,679</u>	<u>121,417</u>	<u>23,596</u>	<u>1,284,692</u>
Total liabilities and fund balances	<u>\$ 1,167,777</u>	<u>\$ 249,097</u>	<u>\$ 89,990</u>	<u>\$ 1,506,864</u>

See accompanying notes to the basic financial statements.

**CITY OF BLANCHARD, OKLAHOMA**  
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**Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances**  
**(Modified Cash Basis) – Year Ended June 30, 2017**

	<u>General Fund</u>	<u>Capital Improvement Fund</u>	<u>TIF District Fund</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>				
Taxes	\$ 2,988,723	\$ -	\$ -	\$ 2,988,723
Intergovernmental	265,580	-	2,385	267,965
Licenses and permits	96,017	-	-	96,017
Fees and fines	145,755	22,565	-	168,320
Investment earnings	1,862	267	42	2,171
Miscellaneous	57,647	-	-	57,647
Assessment fee	62,184	-	-	62,184
Total revenues	<u>3,617,768</u>	<u>22,832</u>	<u>2,427</u>	<u>3,643,027</u>
<b>EXPENDITURES</b>				
Current:				
General government	883,484	119,622	229	1,003,335
Public safety	1,077,190	2,800	-	1,079,990
Highways and streets	231,110	78,799	-	309,909
Culture and recreation	152,962	-	-	152,962
Capital outlay	514,036	15,856	-	529,892
Debt service:				
Principal	118,236	105,180	-	223,416
Interest and other charges	57,239	29,109	-	86,348
Total expenditures	<u>3,034,257</u>	<u>351,366</u>	<u>229</u>	<u>3,385,852</u>
Excess (deficiency) of revenues over expenditures	<u>583,511</u>	<u>(328,534)</u>	<u>2,198</u>	<u>257,175</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Proceeds from long-term debt	-	78,799	-	78,799
Transfers in	1,032,407	26,952	40,565	1,099,924
Transfers out	(1,878,348)	(690,996)	-	(2,569,344)
Total other financing sources and uses	<u>(845,941)</u>	<u>(585,245)</u>	<u>40,565</u>	<u>(1,390,621)</u>
Net change in fund balances	(262,430)	(913,779)	42,763	(1,133,446)
Fund balances - beginning	1,402,109	1,035,196	(19,167)	2,418,138
Fund balances - ending	<u>\$ 1,139,679</u>	<u>\$ 121,417</u>	<u>\$ 23,596</u>	<u>\$ 1,284,692</u>

See accompanying notes to the basic financial statements.

**CITY OF BLANCHARD, OKLAHOMA  
ANNUAL FINANCIAL REPORT  
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**Reconciliation of Governmental Funds and Government-Wide Financial Statements:**

**Fund Balance – Net Position Reconciliation:**

Total fund balance, governmental funds	\$ 1,284,692
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not current financial resources and therefore are not reported in this fund financial statement, but are reported in the governmental activities of the Statement of Net Position.	7,425,760
Some liabilities (such as Notes Payable and Capital Lease Contract Payable), are not due and payable in the current period and are not included in the fund financial statement, but are included in the governmental activities of the Statement of Net Position.	(2,242,779)
Net Position of Governmental Activities in the Statement of Net Position	<u><u>\$ 6,467,673</u></u>

**CITY OF BLANCHARD, OKLAHOMA  
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**Changes in Fund Balances – Changes in Net Position Reconciliation:**

Net change in fund balances - total governmental funds:	\$	(1,133,446)
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Amounts reported for Governmental Activities in the Statement of Activities are different because:

Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period.

Capital asset purchases capitalized		1,070,503
Depreciation expense		(460,199)
Gain (Loss) on disposal		(2,393)

Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position:

Principal payments on long-term debt		223,416
Proceeds of long-term debt		(78,799)

Change in net position of governmental activities	<u>\$</u>	<u>(380,918)</u>
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**See accompanying notes to the basic financial statements.**

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**BASIC FINANCIAL STATEMENTS – PROPRIETARY FUNDS**

**CITY OF BLANCHARD, OKLAHOMA**  
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**Proprietary Funds Statement of Net Position (Modified Cash Basis) – June 30, 2017**

	<u>Enterprise Funds</u>		
	<u>BMIA</u>	<u>Non-Major BETA</u>	<u>Total</u>
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 645,448	\$ -	\$ 645,448
Restricted:			
Cash and cash equivalents	3,648,838	1,489	3,650,327
Due from other funds	257,886	-	257,886
Total current assets	<u>4,552,172</u>	<u>1,489</u>	<u>4,553,661</u>
Non-current assets:			
Capital assets:			
Land and construction in progress	2,750,964	516,455	3,267,419
Other capital assets, net of accumulated depreciation	11,920,414	28,083	11,948,497
Total non-current assets	<u>14,671,378</u>	<u>544,538</u>	<u>15,215,916</u>
Total assets	<u>\$ 19,223,550</u>	<u>\$ 546,027</u>	<u>\$ 19,769,577</u>
<b>LIABILITIES</b>			
Current liabilities:			
Due to other funds	\$ 937	264,864	\$ 265,801
Other payables	5,000	-	5,000
Deposits subject to refund	125,099	-	125,099
Notes payable	393,700	20,915	414,615
Bonds payable	100,000	-	100,000
Total current liabilities	<u>624,736</u>	<u>285,779</u>	<u>910,515</u>
Non-current liabilities:			
Notes payable	3,503,400	277,864	3,781,264
Bonds payable	4,187,467	-	4,187,467
Total non-current liabilities	<u>7,690,867</u>	<u>277,864</u>	<u>7,968,731</u>
Total liabilities	<u>8,315,603</u>	<u>563,643</u>	<u>8,879,246</u>
<b>NET POSITION</b>			
Net investment in capital assets	9,791,558	250,500	10,042,058
Restricted for debt service	161,460	-	161,460
Unrestricted (deficit)	954,929	(268,116)	686,813
Total net position	<u>\$ 10,907,947</u>	<u>\$ (17,616)</u>	<u>\$ 10,890,331</u>

See accompanying notes to the basic financial statements.



**CITY OF BLANCHARD, OKLAHOMA**  
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**Proprietary Funds Statement of Revenues, Expenses and Changes in Net Position (Modified Cash Basis) – Year Ended June 30, 2017**

	<u>BMIA</u>	Non-Major <u>BETA</u>	<u>Total</u>
<b>OPERATING REVENUES</b>			
Water	\$ 1,057,161	\$ -	\$ 1,057,161
Sewer	280,987	-	280,987
Sanitation	696,309	-	696,309
Miscellaneous	28,737	-	28,737
Total operating revenues	<u>2,063,194</u>	<u>-</u>	<u>2,063,194</u>
<b>OPERATING EXPENSES</b>			
General government	-	654	654
Water	1,220,551	-	1,220,551
Wastewater	210,881	-	210,881
Sanitation	726,074	-	726,074
Industrial park	528	-	528
Depreciation	389,825	2,188	392,013
Total operating expenses	<u>2,547,859</u>	<u>2,842</u>	<u>2,550,701</u>
Operating income (loss)	<u>(484,665)</u>	<u>(2,842)</u>	<u>(487,507)</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>			
Interest and investment revenue	5,598	-	5,598
Miscellaneous revenue	672	1	673
Gain on capital asset disposal	1,855	-	1,855
Interest expense	(302,346)	(10,900)	(313,246)
Total non-operating revenue (expenses)	<u>(294,221)</u>	<u>(10,899)</u>	<u>(305,120)</u>
Income (loss) before contributions and transfers	<u>(778,886)</u>	<u>(13,741)</u>	<u>(792,627)</u>
Capital grants and contributions	446,685	-	446,685
Transfers in	2,504,667	-	2,504,667
Transfers out	(1,807,342)	-	(1,807,342)
Change in net position	<u>365,124</u>	<u>(13,741)</u>	<u>351,383</u>
Total net position - beginning	<u>10,542,823</u>	<u>(3,875)</u>	<u>10,538,948</u>
Total net position - ending	<u>\$ 10,907,947</u>	<u>\$ (17,616)</u>	<u>\$ 10,890,331</u>

See accompanying notes to the basic financial statements.

**CITY OF BLANCHARD, OKLAHOMA**  
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**Proprietary Funds Statement of Cash Flows (Modified Cash Basis) – Year Ended June 30, 2017**

	Enterprise Funds		Total
	BMIA	Non-Major BETA	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from customers	\$ 2,063,866	1	\$ 2,063,867
Payments to suppliers and employees	(2,158,034)	(654)	(2,158,688)
Receipts of customer meter deposits	29,803	-	29,803
Refunds of customer meter deposits	(25,826)	-	(25,826)
Interfund receipts/payments	20,395	8,398	28,793
<b>Net cash provided by (used in) operating activities</b>	<u>(69,796)</u>	<u>7,745</u>	<u>(62,051)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>			
Transfers from other funds	2,504,667	-	2,504,667
Transfers to other funds	(1,700,883)	-	(1,700,883)
<b>Net cash provided by noncapital financing activities</b>	<u>803,784</u>	<u>-</u>	<u>803,784</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Purchases of capital assets	(2,098,123)	-	(2,098,123)
Principal paid on debt	(497,039)	-	(497,039)
Interest and fiscal agent fees paid on debt	(297,552)	(10,900)	(308,452)
<b>Net cash provided by (used in) capital and related financing activities</b>	<u>(2,892,714)</u>	<u>(10,900)</u>	<u>(2,903,614)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest and dividends	5,598	-	5,598
<b>Net cash provided by investing activities</b>	<u>5,598</u>	<u>-</u>	<u>5,598</u>
<b>Net increase (decrease) in cash and cash equivalents</b>	<u>(2,153,128)</u>	<u>(3,155)</u>	<u>(2,156,283)</u>
<b>Balances - beginning of year</b>	<u>6,447,414</u>	<u>4,644</u>	<u>6,452,058</u>
<b>Balances - end of year</b>	<u>\$ 4,294,286</u>	<u>\$ 1,489</u>	<u>\$ 4,295,775</u>
<b>Reconciliation to Statement of Net Position:</b>			
Cash and cash equivalents	\$ 645,448	\$ -	\$ 645,448
Restricted cash and cash equivalents - current	3,648,838	1,489	3,650,327
Total cash and cash equivalents, end of year	<u>\$ 4,294,286</u>	<u>\$ 1,489</u>	<u>\$ 4,295,775</u>
<b>Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:</b>			
Operating income (loss)	\$ (484,665)	\$ (2,842)	\$ (487,507)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:			
Depreciation expense	389,825	2,188	392,013
Miscellaneous revenue	672	1	673
Change in assets and liabilities:			
Due from other funds	19,458	-	19,458
Due to other funds	937	8,398	9,335
Accounts payable	-	-	-
Deposits subject to refund	3,977	-	3,977
<b>Net cash provided by (used in) operating activities</b>	<u>\$ (69,796)</u>	<u>\$ 7,745</u>	<u>\$ (62,051)</u>
<b>Noncash activities:</b>			
Transfer of construction in progress from governmental activities	<u>\$ 340,289</u>	<u>\$ -</u>	<u>\$ 340,289</u>

See accompanying notes to the basic financial statements.

**CITY OF BLANCHARD, OKLAHOMA  
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**FOOTNOTES TO THE BASIC FINANCIAL STATEMENTS**

## 1. Summary of Significant Accounting Policies

### A. Financial Reporting Entity

The City's financial reporting entity includes three separate legal entities reported as the primary government as follows:

- **The City of Blanchard** – operates the public safety, streets, health and welfare, culture and recreation, and administrative activities of the City.
- **The Blanchard Municipal Improvement Authority (BMIA)** – operates the water, wastewater and sanitation services of the City. The City of Blanchard is the beneficiary of the Trust and the City Council serves as the governing body of the Trust.
- **The Blanchard Economic Trust Authority (BETA)** – stimulate economic growth and development of the beneficiary City.

In determining the financial reporting entity, the City complies with the provisions of Governmental Accounting Standards Board Statement No. 14, "*The Financial Reporting Entity*" and Statement No. 61, "*The Financial Reporting Entity: Omnibus*" and includes all component units for which the City is financially accountable.

The component units are Public Trusts established pursuant to Title 60 of Oklahoma State law. A Public Trust (Authority) has no taxing power. The Authorities are generally created to finance City services through issuance of revenue bonds or other non-general obligation debt and to enable the City Council to delegate certain functions to the governing body (Trustees) of the Authorities. The Authorities generally retain title to assets which are acquired or constructed with Authority debt or other Authority generated resources. In addition, the City has leased certain existing assets at the creation for the Authorities to the Trustees on a long-term basis. The City, as beneficiary of the Public Trusts, receives title to any residual assets when either of the Public Trusts are dissolved.

The City Council is the governing body (trustees) of the BMIA and the City is able to impose its will on the Authority through required approval of all debt obligations issued by this entity.

The City Council appoints the governing body (trustees) of the BETA. Two members of the City Council serve as trustees of the BETA.

As required by state law, all debt obligations incurred by the above trusts must be approved by two-thirds vote of the City Council. This is considered sufficient imposition of will to demonstrate financial accountability and to include the trusts within the City's financial reporting entity. The public trusts do not issue separate annual financial statements and are treated as blended component units.

**B. Basis of Presentation and Accounting**

*Government-Wide Financial Statements:*

The statements of net position and activities are reported on a modified cash basis of accounting. The modified cash basis of accounting is based on the recording of cash and cash equivalents and changes therein, and only recognizes revenues, expenses, assets and liabilities resulting from cash transactions adjusted for modifications that have substantial support in generally accepted accounting principles. These modifications include adjustments for the following balances arising from cash transactions:

- capital assets and the depreciation of those assets, where applicable
- long-term debt
- cash-based interfund receivables and payables
- other cash-based receivables/payables
- investments
- utility deposit liabilities

As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected, and accrued revenue and receivables) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

Program revenues within the statement of activities are derived directly from each activity or from parties outside the City's taxpayers. The City has the following program revenues in each activity:

- General government: License and permits and inspection fees and capital grants
- Public safety: Fine revenue, fire runs and operating and capital grants
- Streets and highways: Gas excise, commercial vehicle taxes and impact fees and operating grants
- Culture and recreation: capital grants

*Governmental Funds:*

General Fund – The General Fund is the primary operating fund of the City and always classified as a major fund. It is used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Funds – are used to account for and report the proceeds of specific revenues sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects.

Capital Project Funds – are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

**CITY OF BLANCHARD, OKLAHOMA  
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*Proprietary Funds:*

Enterprise Funds – are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges and the measurement of financial activity focuses on net income measurement similar to the private sector. The reporting entity includes the Blanchard Municipal Improvement Authority (BMIA) enterprise fund and the Blanchard Economic Trust Authority (BETA) enterprise fund. The BMIA fund accounts for activities of the public trust in providing, water, wastewater, and sanitation services to the public. The BETA fund accounts for economic growth and development of the beneficiary City.

The City’s governmental funds are comprised of the following:

**Major Funds:**

- General Fund – accounts for all activities not accounted for in other special-purpose funds.
- Capital Improvement Fund – accounts for sales tax restricted for capital improvement and capital improvement projects.
- TIF District Fund – accounts for all activities of the Blanchard Economic Development Project Plan.

The governmental funds are reported on a modified cash basis of accounting and current financial resources measurement focus. Only current financial assets and liabilities resulting from cash transactions are included on the fund balance sheets. The operating statements present sources and uses of available spendable financial resources during a given period. These fund financial statements use fund balance as their measure of available spendable financial resources at the end of the period. The reconciliation of the governmental funds financial statements to the governmental activities presentation in the government-wide financial statements is the result of the use of the economic resources measurement focus at the government-wide level.

The City’s proprietary funds are comprised of the following:

**Major Fund:**

- Blanchard Municipal Improvement Authority – accounts for the operation of the water and wastewater services and the outsourcing of sanitation services.

**Non-Major Fund:**

- Blanchard Economic Trust Authority – established to promote development of economic beneficial projects for the benefit of the City of Blanchard and its citizens. Generally it is funded through loans from the City or fees from revenue bond issues.

For purposes of the statement of revenues, expenses and changes in fund net position, operating revenues and expenses are considered those whose cash flows are related to operating activities, while revenues and expenses related to financing, capital and investing activities are reported as non-operating or transfers and contributions.

All of the above noted funds are legally required to adopt annual budgets or appropriations. The public trusts are not required to adopt legal annual appropriations. While each trust develops an annual budget, it is for financial management purposes and does not constitute legal appropriations.

**C. Cash, Cash Equivalents, and Investments**

Cash and cash equivalents includes all demand and savings accounts, certificates of deposit, and any short-term investments with an original maturity of three months or less, and open-end government mutual funds. Investments consist of long-term certificates of deposits and are reported at cost.

For the purposes of the statements of net position, balance sheets, and statement of cash flows, cash and cash equivalents includes all demand and savings accounts. Trust account investments in open-ended mutual fund shares are also considered cash equivalents for reporting purposes.

For the year ended June 30, 2017, the City recognized \$3,957 of investment income. Due to the minimal rates of return on allowable investments in the current environment, most of the City's deposits are in demand and short-term time deposits.

**D. Capital Assets and Depreciation**

Reported capital assets are limited to those acquired with cash and cash equivalents consistent with the modified cash basis of accounting. The accounting treatment of property, plant and equipment (capital assets) depends on whether the assets are used in governmental fund type or proprietary fund operations and whether they are reported in the government-wide or fund financial statements. In the government-wide and proprietary fund financial statements, property, plant and equipment are accounted for as capital assets, net of accumulated depreciation where applicable. In the governmental fund financial statements, capital assets acquired are accounted for as capital outlay expenditures and not reported as capital assets.

Capital assets consist of land, land improvement, construction in progress, buildings and building improvements, machinery and equipment, and infrastructure. A capitalization threshold of \$2,000 is used to report capital assets. Capital assets are valued at historical cost or estimated historical cost if actual is unavailable. Estimated historical cost was used to value the majority of the assets acquired prior to July 1, 2003. Prior to July 1, 2003, governmental funds' infrastructure assets, such as streets, bridges, drainage systems, and traffic signal systems were not capitalized. Infrastructure assets acquired with cash since July 1, 2003 are recorded at cost. In-kind donations of capital assets are not recorded on the modified cash basis of accounting.

Depreciable capital assets are depreciated on a straight-line basis over their estimated useful lives. The range of estimated useful lives by type of asset is as follows:

- Buildings 15-39 years
- Machinery, furniture and equipment 3-20 years
- Infrastructure 15-50 years

**E. Long-Term Debt**

Reported long-term debt is limited to debt arising from cash transactions consistent with the modified cash basis of accounting. Accounting treatment of long-term debt varies depending upon whether source of repayment is from governmental fund types or proprietary fund type resources and whether they are reported in the government-wide or fund financial statements. All long-term debt resulting from cash transactions to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures. The accounting for the proprietary fund is the same in the fund statements as it is in the government-wide statements.

**F. Compensated Absences**

As a result of the use of the modified cash basis of accounting, liabilities related to accrued compensated absences are not recorded in the financial statements. Expenditures/expenses related to compensated absences are recorded when paid. The amount of accrued compensated absences for accumulated, unpaid compensatory time that would be due employees upon termination is reported as a commitment in Note 11.

**G. Fund Balances and Net Position**

*Fund Statements:*

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned. These classifications are defined as:

- a. Nonspendable – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
- b. Restricted – consists of fund balance with constraints placed on the use of resources either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) laws through constitutional provisions or enabling legislation.
- c. Committed – included amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the city’s highest level of decision-making authority. The City’s highest level of decision-making authority is made by ordinance.
- d. Assigned – includes amounts that are constrained by the city’s intent to be used for specific purposes but are neither restricted nor committed. Assignments of fund balance may be made by city council action or management decision when the city council has delegated that authority. Assignments for transfers and interest income for governmental funds are made through budgetary process.
- e. Unassigned – represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes within the General Fund.



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It is the City's policy to first use restricted fund balance prior to the use of the unrestricted fund balance when an expense is incurred for purposes for which both restricted and unrestricted fund balance are available. The City's policy for the use of unrestricted fund balance amounts require that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

*Net Position:*

Net position is displayed in three components:

- a. *Net investment in capital assets* - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.
- b. *Restricted* - Consists of net position with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- c. *Unrestricted* - All other net position that does not meet the definition of "restricted" or "net investment in capital assets."

It is the City's policy to first use restricted net position prior to the use of unrestricted net position when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

#### **H. Internal and Interfund Balances and Transfers**

The City's policy is to eliminate interfund transfers and balances in the statement of activities and net position to avoid the grossing up of balances. Only the residual balances transferred between governmental and business-type activities are reported as internal transfers and internal balances then offset in the total column in the government-wide statements. Internal transfers and balances between funds are not eliminated in the fund financial statements.

#### **I. Use of Estimates**

Certain estimates are made in the preparation of the financial statements, such as estimated lives for capital assets depreciation. Estimates are based on management's best judgments and may vary from actual results.

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**2. Deposits and Investments**

For the year ended June 30, 2017, the City recognized \$2,785 of investment income. Due to the minimal rates of return on allowable investments in the current environment, most of the City's deposits are in demand and short-term time deposits.

At June 30, 2017, the primary government held the following deposits and investments:

<b>Type</b>	<b>Credit Rating</b>	<b>Carrying Value</b>
<b>Deposits:</b>		
Demand deposits		\$ 1,976,329
		1,976,329
<b>Investments:</b>		
BOK Short-Term Cash Fund	AAAm	3,603,917
		3,603,917
<b>Total deposits and investments</b>		<b>\$ 5,580,246</b>
 <b>Reconciliation to Statement of Net Position:</b>		
Cash and cash equivalents		\$ 1,756,973
Restricted cash and cash equivalents		3,823,273
		<b>\$ 5,580,246</b>

*Custody Credit Risk* - Custodial credit risk is the risk that in the event of a bank failure, the government deposits may not be returned to it. The City is governed by the State Public Deposit Act which requires that the City obtain and hold collateral whose fair value exceeds the amount of uninsured deposits. Investment securities are exposed to custody credit risk if the securities are uninsured, are not registered in the name of the government, and if held by either a counterparty or a counterparty's trust, department or agent, but not in the government's name.

The City's accounts were fully collateralized at June 30, 2017.

*Investment Interest Rate Risk* - the City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

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*Investment Credit Risk* - The City has no investment policy that limits its investment choices other than the limitations of state law that generally authorize investments in: (1) full faith and credit, direct obligations of the U. S. Government, its agencies and instrumentalities, and the State of Oklahoma and certain mortgage insured federal debt; (2) certificates of deposit or savings accounts that are either insured or secured with acceptable collateral; (3) negotiable certificates of deposit, prime bankers acceptances, prime commercial paper and repurchase agreements with certain limitations; (4) county, municipal or school district tax supported debt obligations, bond or revenue anticipation notes, money judgments, or bond or revenue anticipation notes of public trusts whose beneficiary is a county, municipality or school district; and government money market funds regulated by the SEC. These investment limitations do not apply to the City's public trusts.

As of June 30, 2017, no securities were held by the City.

*Concentration of Investment Credit Risk* - the City places no limit on the amount it may invest in any one issuer.

*Restricted Cash and Investments* – The amounts reported as restricted assets on the statement of net position are comprised of amounts restricted for utility deposits, special assessments, debt service, debt reserve, or construction purposes. The restricted assets as of June 30, 2017 are as follows:

	Current	
	Governmental	Business-type
Utility Deposits	-	125,099
Series 2007 Note Account	-	10,151
Series 2009 Note Account	-	46,701
Series 2014 Construction Account	-	539,595
Series 2014 Interest Account	-	3,517
Series 2014 Principal Account	-	15,007
Series 2014A Construction Account	-	2,057,672
Series 2014A Interest Account	-	26,304
Series 2014A Principal Account	-	16,688
Series 2015 Construction Account	79,503	-
Series 2015 Interest Account	3,470	-
Series 2015 Principal Account	10,001	-
Series 2016 Construction Account	-	765,012
Series 2016 Interest Account	-	5,293
Series 2016 Principal Account	-	25,003
Quail Haven Special Assessment Account	-	10,234
Fox Run Special Assessment Account	79,972	-
BETA Account	-	1,489
Debt Service Sales Tax Account	-	2,562
Total	<u>\$ 172,946</u>	<u>\$ 3,650,327</u>

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**3. Capital Assets and Depreciation**

For the year ended June 30, 2017, capital assets balances changed as follows:

	Balance at July 1, 2016	Additions	Disposals	Balance at June 30, 2017
<b>Governmental activities:</b>				
Capital assets not being depreciated:				
Land	\$ 556,716	\$ -	\$ -	\$ 556,716
Construction in progress	837,784	894,039	1,381,137	350,686
Total capital assets not being depreciated	<u>1,394,500</u>	<u>894,039</u>	<u>1,381,137</u>	<u>907,402</u>
Other capital assets:				
Buildings	2,727,845	762,586	-	3,490,431
Infrastructure	5,141,075	629,131	-	5,770,206
Machinery, furniture and equipment	1,973,306	165,884	37,525	2,101,665
Total other capital assets at historical cost	<u>9,842,226</u>	<u>1,557,601</u>	<u>37,525</u>	<u>11,362,302</u>
Less accumulated depreciation for:				
Buildings	753,791	108,010	-	861,801
Infrastructure	2,440,275	223,814	-	2,664,089
Machinery, furniture and equipment	1,224,810	128,375	35,131	1,318,054
Total accumulated depreciation	<u>4,418,876</u>	<u>460,199</u>	<u>35,131</u>	<u>4,843,944</u>
Other capital assets, net	<u>5,423,350</u>	<u>1,097,402</u>	<u>2,394</u>	<u>6,518,358</u>
Governmental activities capital assets, net	<u>\$ 6,817,850</u>	<u>\$ 1,991,441</u>	<u>\$ 1,383,531</u>	<u>\$ 7,425,760</u>
<b>Business-type activities:</b>				
Capital assets not being depreciated:				
Land	\$ 1,824,516	\$ 205,120	\$ 224,637	\$ 1,804,999
Construction in progress	340,510	2,408,152	1,286,242	1,462,420
Total capital assets not being depreciated	<u>2,165,026</u>	<u>2,613,272</u>	<u>1,510,879</u>	<u>3,267,419</u>
Other capital assets:				
Buildings	323,988	-	-	323,988
Machinery, furniture and equipment	182,872	69,229	21,700	230,401
Utility property	15,600,680	1,268,782	-	16,869,462
Total other capital assets at historical cost	<u>16,107,540</u>	<u>1,338,011</u>	<u>21,700</u>	<u>17,423,851</u>
Less accumulated depreciation for:				
Buildings	72,953	10,621	-	83,574
Machinery, furniture and equipment	133,327	8,979	21,500	120,806
Utility property improvements	4,898,560	372,414	-	5,270,974
Total accumulated depreciation	<u>5,104,840</u>	<u>392,014</u>	<u>21,500</u>	<u>5,475,354</u>
Other capital assets, net	<u>11,002,700</u>	<u>945,997</u>	<u>200</u>	<u>11,948,497</u>
Business-type activities capital assets, net	<u>\$ 13,167,726</u>	<u>\$ 3,559,269</u>	<u>\$ 1,511,079</u>	<u>\$ 15,215,916</u>

Depreciation of capital assets is included in total expenses and is charged or allocated to the activities primarily benefiting from the use of the specific asset. Depreciation expense has been allocated as follows:

Governmental Activities:		Business-Type Activities:	
General government	\$ 42,302	Water	\$ 207,227
Public safety	93,134	Sewer	182,599
Highways and streets	64,211	BETA	2,188
Culture, tourism, and recreation	260,552		<u>\$ 392,014</u>
	<u>\$ 460,199</u>		

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The following capital assets were purchased by capital leases that were considered in-substance cash transactions. The table discloses the amount capitalized and the related depreciation expense through June 30, 2017.

Date	Capital Asset	Amount	Accumulated Depreciation
11/16/2012	2013 Backhoe Loader	\$ 65,335	\$ 34,690
4/10/2015	6 Police Cars	207,493	49,346
2/23/2017	2017 Chevrolet Silverado 1500 Pickup	21,207	1,262
2/23/2017	2017 Chevrolet Silverado 1500 Pickup	21,207	1,262
3/6/2017	2017 Chevrolet Silverado 1500 Pickup with Dump Bed	36,385	1,733
		<u>\$ 351,627</u>	<u>\$ 88,293</u>

**4. Long-Term Debt and Debt Service Requirements**

For the year ended June 30, 2017, the reporting entity's long-term debt changed as follows:

Type of Debt	Balance July 1, 2016	Additions	Deductions	Balance June 30, 2017	Due Within One Year
<b>Governmental Activities:</b>					
Capital lease payable	\$ 181,232	\$ 78,799	\$ 58,837	\$ 201,194	\$ 62,417
Notes payable	2,206,165		164,580	2,041,585	173,300
Total Governmental Activities	<u>\$ 2,387,397</u>	<u>\$ 78,799</u>	<u>\$ 223,417</u>	<u>\$ 2,242,779</u>	<u>\$ 235,717</u>
<b>Business-Type Activities:</b>					
Notes Payable	\$ 4,592,918	\$ -	\$ 397,040	\$ 4,195,878	\$ 414,615
Bonds Payable	4,445,000	-	100,000	4,345,000	100,000
Total Business-Type Activities	<u>\$ 9,037,918</u>	<u>\$ -</u>	<u>\$ 497,040</u>	<u>\$ 8,540,878</u>	<u>\$ 514,615</u>
			Add: Unamortized bond discount	<u>(57,532)</u>	
				<u>8,483,346</u>	
Total Long-Term Debt				<u>\$ 10,726,125</u>	<u>\$ 750,332</u>

**Reconciliation to Statement of Net Position:**

**Governmental Activities:**

Due within one year	\$ 235,717
Due in more than one year	2,007,062
Total Governmental Activities Long-Term Liabilities	<u>\$ 2,242,779</u>

**Business-Type Activities:**

Due within one year	\$ 514,615
Due in more than one year	7,968,731
Total Business-Type Activities Long-Term Liabilities	<u>\$ 8,483,346</u>

*Governmental Activities:*

At June 30, 2017, the governmental long-term debt of the financial reporting entity consisted of the following:

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*Capital Lease Obligation:*

\$65,335 lease obligation for the purchase of a 2013 John Deere backhoe loader, payable in monthly installments of \$1,169.61 with an annual interest rate of 2.85%, final payment due	\$	5,805
\$207,493 lease obligation for the purchase of 6 police cars, payable in monthly installments of \$3,732 with an annual interest rate of 2.99%, final payment due April 2020.		121,466
\$42,414 lease obligation for the purchase of 2 pickups, payable in monthly installments of \$765 with an annual interest rate of 3.09%, final payment due February 2020.		39,807
\$36,385 lease obligation for the purchase of a 2017 pickup, payable in monthly installments of \$665 with an annual interest rate of 3.09%, final payment due February 2022.		34,116
Total Capital Leases Payable	\$	<u>201,194</u>
Current portion	\$	62,417
Noncurrent portion		<u>138,777</u>
Total Capital Leases Payable	\$	<u>201,194</u>

*Notes Payable:*

2009 Sales Tax Revenue Note payable to Bank of Oklahoma dated March 31, 2009, original amount of \$3,200,000 with an annual interest rate of 5.20% due in semi-annual installments of principal and interest beginning November 1, 2009, final installment due May 1, 2027, payable from and secured by a 2 cent sales tax. Proceeds were used 39% for library and 61% for wastewater. Balance represents 39% of total ending balance.	\$	822,900
2015 Sales Tax Revenue Note payable to Bank of Oklahoma dated November 10, 2015, original amount of \$1,010,000 with an annual interest rate of 2.25% due in semi-annual installments of principal and interest beginning May 1, 2016, final installment due November 1, 2025, payable from and secured by a 2 cent sales tax. Proceeds will be used to renovate the current and old city hall, remodel the senior center, and roof repairs for the library.		925,000
2014 Special Assessment District Note payable to First National Bank-Chickasha for street improvements in Fox Run I and Fox Run II additions dated May 29, 2014, original amount \$420,000 with a 3.25% interest rate, due in annual installments of principal and interest beginning May 29, 2015, final installment due May 29, 2024.		<u>293,685</u>
Total Notes Payable	\$	<u>2,041,585</u>
Current portion	\$	173,300
Noncurrent portion		<u>1,868,285</u>
Total Notes Payable	\$	<u>2,041,585</u>

*Business-Type Activities:*

Long-term commitments payable from net revenues generated by the utility resources or other resources pledged to the City's business-type activities at June 30, 2017, includes the following:

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*Notes Payable:*

2007 Sales Tax Revenue Note payable to Bank of Oklahoma dated November 1, 2007, original amount \$650,000 with an annual interest rate of 3.823% due in semi-annual installments of principal and interest beginning May 1, 2008, final installment due November 1, 2022, payable from and secured by a 2 cent sales tax.	\$ 285,000
2009 Sales Tax Revenue Note payable to Bank of Oklahoma dated March 31, 2009, original amount of \$3,200,000 with an annual interest rate of 5.20% due in semi-annual installments of principal and interest beginning November 1, 2009, final installment due May 1, 2027, payable from and secured by a 2 cent sales tax. Proceeds were used 39% for library and 61% for wastewater. Balance represents 61% of total ending balance.	1,287,100
2014 Sales Tax Revenue Note payable to Bank of Oklahoma dated June 3, 2014, original amount \$1,135,000 with an annual interest rate of 2.41% due in semi-annual installments of principal and interest beginning November 1, 2014, final installment due November 1, 2024, payable from and secured by a 2 cent sales tax. Proceeds will be used to fund water systems telemetry and SCADA, wastewater lagoon irrigation system, screen for main sewer lift station, municipal building improvements and storm water drainage improvements.	875,000
2016 Utility System and Sales Tax Revenue Note payable to Bank of Oklahoma dated June 7, 2016, original amount \$1,580,000 with an annual interest rate of 2.19% due in semi-annual installments of principal and interest beginning November 1, 2016, final installment due May 1, 2026, payable from and secured by a 2 cent sales tax. Proceeds will be used to finance certain water system improvements, including replacement of a waterline crossing and acquisition of an automated meter reading system.	1,450,000
Note Payable to Legacy Bank dated May 6, 2015, original amount \$298,779 with an annual interest rate of 3.42% due in quarterly installments of principal and interest beginning August 6, 2015, final installment due May 6, 2025. BETA used the proceeds to purchase 48.81 acres south of the Industrial Park.	298,778
Total Notes Payable	\$ 4,195,878
Current portion	\$ 414,615
Noncurrent portion	3,781,263
Total Notes Payable	\$ 4,195,878

*Bonds Payable:*

2014A Blanchard Municipal Improvement Authority Utility System and Sales Tax Revenue Bonds payable to Bank of Oklahoma dated July 8, 2014, original amount \$4,620,000 with an annual interest rate between 2% and 4.125% due in annual installments between \$75,000 and \$250,000 beginning May 1, 2015, final installment due May 1, 2044, payable from and secured by a 1 cent sales tax. Proceeds will be used to construct and acquire improvements to the City's water distribution and storage system.	\$ 4,345,000
Total bonds payable before bond discount	\$ 4,345,000
Bond discount	(57,532)
Total bonds payable	\$ 4,287,468
Current portion	\$ 100,000
Noncurrent portion	4,187,468
Total Bonds Payable	\$ 4,287,468

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*Payment Requirements to Maturity:*

**Pledge of Future Revenues**

Year Ending June 30.	Governmental Activities				Business Type Activities			
	Capital Lease Obligations		Notes Payable		Notes Payable		Bonds Payable	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2018	62,417	5,248	173,300	72,103	414,615	137,837	100,000	157,734
2019	58,369	3,452	177,200	65,757	419,251	124,062	100,000	155,734
2020	52,730	1,655	189,150	59,201	430,939	109,909	110,000	153,734
2021	16,406	632	198,050	52,270	445,773	95,746	110,000	150,434
2022	11,272	133	191,950	45,079	465,695	80,990	115,000	147,134
2023-2027	-	-	1,111,935	105,477	2,019,605	168,769	630,000	681,820
2028-2032	-	-	-	-	-	-	730,000	575,435
2033-2037	-	-	-	-	-	-	885,000	427,787
2038-2042	-	-	-	-	-	-	1,075,000	236,631
2043-2046	-	-	-	-	-	-	490,000	30,523
Totals	\$ 201,194	\$ 11,120	\$ 2,041,585	\$ 399,887	\$ 4,195,878	\$ 717,313	\$ 4,345,000	\$ 2,716,966

*Sales Tax Pledge*

The City has pledged two cents of the sales tax in the General Fund to repay \$650,000 of the 2007 Sales Tax Revenue Note, \$3,200,000 of the 2009 Sales Tax Revenue Note, \$1,135,000 of the 2014 Sales Tax Revenue Note, \$1,010,000 of the 2015 Sales Tax Revenue Note, and \$1,580,000 of the 2016 Utility System and Sales Tax Revenue Note issued by the Blanchard Municipal Improvement Authority. The proceeds of these notes provided financing for the library construction, sewer lagoon land acquisition and improvements, renovation of the current and old city hall, remodeling of the senior center, roof repairs for the library, water system improvements, and acquisition of an automated meter reading system. The notes are payable from future sales tax revenue and are payable through 2022, 2027, 2024, 2025, and 2026, respectively. The total principal and interest payable for the remainder of the life of these notes is \$6,667,448. The City received \$1,193,039 in pledged sales taxes this fiscal year. Debt service payments of \$694,218 for the current fiscal year were 58% of the pledged sales taxes.

The City has pledged an additional one cent of the sales tax in the General Fund to repay \$4,620,000 of the Utility System and Sales Tax Revenue Bonds Series 2014A issued by the Blanchard Municipal Improvement Authority. The proceeds from the revenue bonds will provide financing for the construction and improvement of the City's water distribution and storage system. The bonds are payable from future sales tax revenue and are payable through 2044. The total principal and interest payable for the remainder of the life of these bonds is \$7,061,966. The City received \$596,520 in pledged sales taxes this fiscal year. Debt service payments of \$261,734 for the current fiscal year were 44% of the pledged sales taxes.

**5. Sales Tax Revenue**

Sales tax revenue represents a four cent tax on each dollar of taxable sales within the City. The four cents is received and recorded in the City's General Fund. The City has pledged three (3) cents of their four cent sales tax to secure debt service payments in the BMIA.



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**6. Property Tax Levy**

The City presently levies no property tax. In accordance with state law, a municipality may only levy a property tax to retire general obligation debt approved by the voters and to pay judgments rendered against the City.

**7. Schedule of Transfers Between Funds and Legal Entities**

Internal balances between funds and legal entities are comprised of the following:

<u>Due From</u>	<u>Due To</u>	<u>Amount</u>	<u>Nature of Balance</u>
BETA	BMIA	242,049	Vendor reimbursements
BETA	General Fund	8,682	Vendor reimbursements
Court	General Fund	2,575	Court fine revenue
General Fund	Court	134	Court bonds
BETA	BMIA	14,133	Industrial park
Court	BMIA	194	Deposit error
Capital Projects	BMIA	1,510	Proceeds from sale of vehicles
Capital Projects	General Fund	117,500	Reimbursement reclassification
Capital Projects	General Fund	9,607	Proceeds from sale of vehicles
General Fund	TIF	17,501	Sales tax
TIF	General Fund	66,394	Vendor and payroll reimbursements
Total		<u>\$ 480,279</u>	

**Reconciliation to Fund Financial Statements:**

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>	<u>Net Activity/ Internal Balances</u>
Governmental Funds	\$ 222,393	\$ (214,478)	\$ 7,915
Proprietary Funds	257,886	(265,801)	(7,915)
Total	<u>\$ 480,279</u>	<u>\$ (480,279)</u>	<u>\$ -</u>

Transfers between legal entities are comprised of the following:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Purpose of Transfer</u>
BMIA	General Fund	7,018	Debt Service Payments-Backhoe
BMIA	General Fund	106,459	CDBG -Sewer
Capital Improvement	BMIA	690,996	Debt Service-2015 Sales Tax Revenue Note
BMIA	General Fund	108,404	Debt Service Payments-Library
BMIA	Capital Improvement	2,840	Debt Service Payments-Dump Truck & Pickup
BMIA	General Fund	810,526	Return Sales Tax
General Fund	Capital Improvement	24,112	Lease Purchase-Pickup
General Fund	BMIA	24,112	Lease Purchase-Pickup
General Fund	TIF	40,565	Sales Tax transfer
General Fund	BMIA	1,789,559	Sales Tax Transfer
Total		<u>\$ 3,604,591</u>	

**Reconciliation to Fund Financial Statements:**

	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Net Transfers</u>
Governmental Funds	\$ 1,099,924	\$ (2,569,344)	\$ (1,469,420)
Proprietary Funds	2,504,667	(1,807,342)	697,325
	<u>\$ 3,604,591</u>	<u>\$ (4,376,686)</u>	<u>(772,095)</u>

**Reconciliation to Statement of Activities:**

Net transfers-governmental activities	(1,469,420)
Transfer of assets from business-type to governmental	772,095
Transfer of assets from governmental to business-type	(340,226)
Transfers - internal activity	<u>(1,037,551)</u>

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**8. Fund Balance and Net Position**

The following tables show the fund balance classifications as shown on the Governmental Funds Balance Sheet and Proprietary Fund Statement of Net Position:

	<u>General Fund</u>	<u>Capital Improvement Fund</u>	<u>TIF District Fund</u>	<u>Total</u>
Fund Balances:				
Restricted for:				
Capital Improvements-Fox Run Assessment District	\$ 2,090	\$ 121,417	\$ -	\$ 123,507
Debt Service-Fox Run Assessment District	77,882	-	-	77,882
Total Restricted	<u>79,972</u>	<u>121,417</u>	<u>-</u>	<u>201,389</u>
Committed for Economic Development	-	-	23,596	23,596
Assigned for next year's budget	<u>426,090</u>	<u>-</u>	<u>-</u>	<u>426,090</u>
Unassigned	<u>633,617</u>	<u>-</u>	<u>-</u>	<u>633,617</u>
Total Fund Balance	<u>\$ 1,139,679</u>	<u>\$ 121,417</u>	<u>\$ 23,596</u>	<u>\$ 1,284,692</u>
Restricted for:				
Debt Service	<u>\$ 161,460</u>			
Total Enterprise Fund Restrictions	<u>\$ 161,460</u>			

**9. Risk Management**

The City is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employee health and life; and natural disasters. The City manages these various risks of loss as follows:

- General Liability, Fleet Coverage, and Physical Property – Covered through participation in Oklahoma Municipal Assurance Group risk entity pool.
- Fire Department Vehicles – Covered through participation in the Risk Management Division of the Department of Central Services, State of Oklahoma self-insurance pool.
- Workers' Compensation – Workers' compensation is covered through participation in Consolidated Benefits Resources.
- Employee's Group Health and Life – Covered through participation in commercial insurance-Blue Cross Blue Shield.

The City's risk is transferred to the risk entity pool except for claim deductible amounts. The risk pool maintains deposits for claims reserves and other purposes for the benefit of the City. Management believes such insurance coverage listed above is sufficient to preclude any significant uninsured losses to the City, and such claims have not exceeded the coverage over the past three fiscal years.

**10. Pension Plan Participation**

The City of Blanchard participates in four pension or retirement plans:

1. Oklahoma Firefighter’s Pension and Retirement System (OFPRS) – a statewide cost-sharing plan
2. Oklahoma Police Pension and Retirement System (OPPRS) – a statewide cost-sharing plan
3. City of Blanchard/BMIA Retirement Plan (401a) (the “Plan”) – a deferred compensation plan
4. City of Blanchard Deferred Compensation Plan For Public Employees (457) (the “457”) – a defined contribution plan

*OFPRS:*

*Plan Summary Information.* The City of Blanchard, as the employer, participates in a statewide cost-sharing multiple employer defined benefit pension plan through the Oklahoma Firefighter’s Pension and Retirement System (OFPRS). This plan covers all full-time and volunteer firemen except the fire chief. The OFPRS defined benefit pension plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Pursuant to the requirements of Title 11, section 49-100, the City must participate in the plan if they employ full-time or volunteer firefighters. The City has no responsibility or authority for the operation or administration of the pension program nor has it any related liability, except for the current contribution requirements.

The OFPRS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to OFPRS, 4545 N. Lincoln Blvd., Suite 265, Oklahoma City, OK 73105-3414.

*Funding Policy.* For volunteer firefighters, the City is required to contribute \$60 per year per volunteer, while there is no required contribution by the volunteer.

**Schedule of Retirement Plan Contributions for Volunteer Firefighters**

Fiscal Year	Required Contribution	Amount Contributed
June 30, 2015	\$ 1,440	\$ 1,440
June 30, 2016	\$ 1,320	\$ 1,320
June 30, 2017	\$ 1,680	\$ 1,680

The City participates in the OFPRS for all paid firefighters. OFPRS plan members are required to contribute 9% to the plan. The City is required by state law to contribute 14% per year of covered payroll per paid firefighter. The plan is funded by contributions from participants, employers, insurance premium taxes, and state appropriations, as necessary.

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**Schedule of Retirement Plan Contributions OFPRS Cost-Sharing Plan**

<u>Fiscal Year</u>	<u>Required Contribution</u>	<u>Amount Contributed</u>
June 30, 2015	\$ 7,507	\$ 7,507
June 30, 2016	\$ 6,341	\$ 6,341
June 30, 2017	\$ 7,747	\$ 7,747

*OPPRS:*

*Plan Summary Information.* The City of Blanchard, as the employer, participates in a statewide cost-sharing multiple employer defined benefit pension plan through the Oklahoma Police Pension and Retirement System (OPPRS). The OPPRS defined benefit pension plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Pursuant to the requirements of Title 11, section 50-102, the City must participate in the plan if they employ a certain number of fulltime police officers. The City has no responsibility or authority for the operation or administration of the pension program nor has it any related liability, except for the current contribution requirements.

The OPPRS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to:

OPPRS  
1001 N.W. 63<sup>rd</sup> St., Suite 305  
Oklahoma City, OK 73116-7335

*Funding Policy.* The City is required by state law to contribute 13% of covered payroll per year for each police officer. Employees contribute 8% of covered payroll. The plan is funded by contributions from participants, employers, insurance premium taxes, and state appropriations, as necessary. The OPPRS contributions are as follows:

**Schedule of Retirement Plan Contributions OPPRS Cost-Sharing Plan**

<u>Fiscal Year</u>	<u>Required Contribution</u>	<u>Amount Contributed</u>
June 30, 2015	\$ 31,285	\$ 31,285
June 30, 2016	\$ 35,493	\$ 35,493
June 30, 2017	\$ 35,466	\$ 35,466

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*City of Blanchard Deferred Compensation Plan (401a)*

The City has provided effective July 1, 1998 a deferred compensation plan known as the City of Blanchard/BMIA Retirement Plan (401a) (the “Plan”). The Plan is administered by the City and the plan assets are supervised by Nationwide Retirement Solutions. The deferred compensation plan is available to all employees. The City contributes 5% of all full-time employees’ gross salary to this plan every pay period. The authority to establish and amend the provisions of the Plan rests with the City Council.

**Schedule of Retirement Plan Contributions – Deferred Compensation Plan**

<u>Fiscal Year</u>	<u>Employer Contribution</u>
June 30, 2015	\$ 44,530
June 30, 2016	\$ 45,640
June 30, 2017	\$ 46,508

*City of Blanchard Deferred Compensation Plan (457)*

The City has provided effective January 23, 1990, a defined contribution plan known as the City of Blanchard Deferred Compensation Plan For Public Employees (457) (the “457”). The 457 is administered by the City and the plan assets are supervised by Nationwide Retirement Solutions. The defined contribution plan is available to all employees. The City’s contribution is contingent on the employee’s participation. The city contributes 50% of the employees’ contribution up to \$25 per pay period. The authority to establish and amend the provisions of the 457 rests with the City Council.

**Schedule of Retirement Plan Contributions – Defined Contribution Plan**

<u>Fiscal Year</u>	<u>Employer Contribution</u>	<u>Employee Contribution</u>
June 30, 2015	\$ 3,540	\$ 10,470
June 30, 2016	\$ 4,378	\$ 13,195
June 30, 2017	\$ 7,275	\$ 21,140

**11. Commitments and Contingencies**

*Compensated Absences:*

As a result of the City’s use of the modified cash basis of accounting, accrued liabilities related to compensated absences (vacation and comp leave) earned but unpaid at year-end are not reflected in the basic financial statements. The compensated absence commitment at June 30, 2017 is \$81,925.25 for governmental activities and \$24,538.37 for business-type activities.

*Litigation:*

The City and its public trusts are parties to various legal proceedings or have threatened litigation which normally occurs in the course of municipal governmental operations. The financial statements do not include accruals or provisions for loss contingencies that may result from these proceedings. State Constitution and statutes provide for the levy of an ad valorem tax over a three-year period by a Sinking Fund for the payment of any court assessed judgment rendered against the City. (This provision is not available to public trusts.) While the outcome of the above noted proceedings or threatened litigation cannot be predicted, due to the insurance coverage maintained by the City and the State statute relating to judgments, the City feels that any settlement or judgment not covered by insurance would not have a material adverse effect on the financial condition of the City.

*Federal and State Award Programs:*

The City of Blanchard participates in various federal or state grant/loan programs from year to year. The grant/loan programs are often subject to additional audits by agents of the granting or loaning agency, the purpose of which is to ensure compliance with the specific conditions of the grant or loan. The City has not been notified of any noncompliance with federal or state award requirements.

*Construction and Other Major Significant Commitments:*

The City has outstanding amounts owed on contracts with JTMS for a sewer lagoon irrigation expansion of approximately \$165,000, JAG Underground for water system improvements along Morgan Road and SH 76 for approximately \$72,000, Hughes Construction for renovation of the old City Hall for approximately \$76,000, and Gerard Tank and Steel for the completion of the water tower project in Four Lakes Addition for approximately \$332,000.

## **12. Subsequent Events**

The City was awarded a Community Development Block Grant in the amount of \$243,969 on October 6, 2017. The City's matching requirement is \$243,789. Proceeds from this grant will be used to rehab the City's sanitary sewer in the Town (Old Town).

## **13. Assessment District Revenue**

*Water Assessment District*

On March 13, 2007, pursuant to the request of specific owners of specific tracts of property located in the Quail Haven/Oak Haven subdivision, the City established the Quail Haven (South)/Oak Haven Water System Improvement District. Ordinance No. 2007-07 established the assessment district and set forth the terms of the assessment necessary to repay the water improvement debt incurred by the BMIA on behalf of the Quail Haven/Oak Haven property owners. A note payable to First National Bank-Chickasha of \$257,271 payable in annual installments over ten years with an interest rate of 5%, was obtained to pay for the water improvement project. Each tract owner was assessed their prorated share of the debt plus 5% interest payable in ten annual installments to be billed by the McClain County Treasurer. The assessment will be paid to the McClain County Treasurer and the Treasurer will remit the payments to the City, who then transfers the monies to the BMIA for its use in funding debt service on the note.

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The assessment, as determined by the amortization schedule of the debt, is submitted to the McClain County Treasurer by the City no later than October 1 of each year. The County Treasurer, upon receipt of the certified assessment, levies the assessment on the Quail Haven/Oak Haven Water System Improvement District tract owners by submitting a bill to each owner with a due date of December 31. The tract owners must pay within 15 days after the due date or the County charges them a penalty of 1.5% of the assessment per month. The County remits assessments and penalties to the BMIA. Early payoffs of assessment balances may be paid to the City Clerk at any time and shall include interest accrued on the deferred balance.

Delinquent installment payments result in foreclosure on the tract or parcel of land and sold in the manner provided by law for the foreclosure of mortgages on land. Any real estate sold under any order judgment may be redeemed by the owner or his assignee at any time within one year of the date of sale by paying to the purchaser the amount paid with interest from the date of purchase at the rate of 12% per year.

*Street Assessment District*

On February 17, 2014, pursuant to the request of specific owners of specific tracts of property located in the Fox Run I and Fox Run II subdivisions, the City established the Fox Run I and Fox Run II Street Improvement District. Ordinance No. 597 established the assessment district and set forth the terms of the assessment necessary to repay the street improvement debt incurred by the BMIA on behalf of the Fox Run I and Fox Run II property owners. A note payable to First National Bank-Chickasha of \$420,000 payable in annual installments over ten years with an interest rate of 3.25%, was obtained to pay for the street improvement project.

Each tract owner was assessed their prorated share of the debt plus 5% interest payable in ten annual installments to be billed by the McClain County Treasurer. The assessment will be paid to the McClain County Treasurer and the Treasurer will remit the payments to the City, who then transfers the monies to the BMIA for its use in funding debt service on the note.

The assessment, as determined by the amortization schedule of the debt, is submitted to the McClain County Treasurer by the City no later than October 1 of each year. The County Treasurer, upon receipt of the certified assessment, levies the assessment on the Fox Run I and Fox Run II Street Improvement District tract owners by submitting a bill to each owner with a due date of December 31. The tract owners must pay within 15 days after the due date or the County charges them a penalty of 1.5% of the assessment per month. The County remits assessments and penalties to the BMIA. Early payoffs of assessment balances may be paid to the City Clerk at any time and shall include interest accrued on the deferred balance.

Delinquent installment payments result in foreclosure on the tract or parcel of land and sold in the manner provided by law for the foreclosure of mortgages on land. Any real estate sold under any order judgment may be redeemed by the owner or his assignee at any time within one year of the date of sale by paying to the purchaser the amount paid with interest from the date of purchase at the rate of 12% per year.

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**SUPPLEMENTAL INFORMATION**



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**Budgetary Comparison Schedules (Modified Cash Basis) – General Fund – Year Ended  
June 30, 2017**

	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Final Budget - Positive (Negative)</u>
<b>REVENUES</b>				
Taxes	\$ 2,869,543	\$ 3,012,853	\$ 2,988,723	\$ (24,130)
Licenses and permits	85,910	98,152	96,017	(2,135)
Intergovernmental	-	268,878	265,580	(3,298)
Fees and fines	102,363	127,958	145,755	17,797
Investment earnings	1,663	1,487	1,862	375
Miscellaneous	42,250	52,144	57,647	5,503
Total revenues	<u>3,101,729</u>	<u>3,561,472</u>	<u>3,555,584</u>	<u>(5,888)</u>
<b>EXPENDITURES</b>				
Departmental:				
<i>General Government:</i>				
General government	1,334,663	1,070,506	896,808	173,698
Nutrition	57,580	37,756	37,756	-
Park department	155,601	206,433	135,390	71,043
Total General Government	<u>1,547,844</u>	<u>1,314,695</u>	<u>1,069,954</u>	<u>244,741</u>
<i>Public Safety:</i>				
Police	872,005	1,114,110	1,005,517	108,593
Fire	197,014	217,589	219,707	(2,118)
Total Public Safety	<u>1,069,019</u>	<u>1,331,699</u>	<u>1,225,224</u>	<u>106,475</u>
<i>Street:</i>				
Street	216,591	243,556	244,512	(956)
Total Street	<u>216,591</u>	<u>243,556</u>	<u>244,512</u>	<u>(956)</u>
Total Expenditures	<u>2,833,454</u>	<u>2,889,950</u>	<u>2,539,690</u>	<u>350,260</u>
Excess (deficiency) of revenues over expenditures	<u>268,275</u>	<u>671,522</u>	<u>1,015,894</u>	<u>344,372</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers	(552,933)	(996,916)	(845,941)	150,975
Total other financing sources and uses	<u>(552,933)</u>	<u>(996,916)</u>	<u>(845,941)</u>	<u>150,975</u>
Net change in fund balances	(284,658)	(325,394)	169,953	495,347
Fund balances - beginning	1,402,109	1,402,109	1,402,109	-
Fund balances - ending	<u>\$ 1,117,451</u>	<u>\$ 1,076,715</u>	<u>\$ 1,572,062</u>	<u>\$ 495,347</u>
Reconciliation to Statement of Revenues, Expenditures, and Changes in Fund Balance				
2015 Sales Tax Revenue Note			(122,440)	
2015 Sanitary Sewer Improvement			(319,019)	
Fox Run Assessment District			9,076	
Total Fund Balance-General Fund			<u>1,139,679</u>	

**Footnotes to Budgetary Comparison Schedules:**

1. The budgetary comparison schedules are reported on the same modified cash basis as governmental funds within the basic financial statements. For budgetary comparison purposes, the City considers all encumbrances to lapse at year-end; therefore encumbrances are not considered expenditures for budgetary comparison purposes. However, the City will re-appropriate these lapsed encumbrances in the subsequent year budget.

2. The legal level of appropriation control is the department level within a fund. Transfer appropriations require the City Manager's approval and supplemental appropriations require City Council's approval. The City exceeded the approved budget in these areas:

Fire	\$2,118
Streets	\$956

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**Schedule of Expenditures of Federal and State Awards – For Year Ended June 30, 2017**

Federal/State Grantor/Pass through agency Grantor/Program Title	Federal CFDA Number	Agency or Pass Thru Number	Program or Award Amount	Contract Expenditures
<b>FEDERAL ASSISTANCE:</b>				
<b><u>U.S. DEPARTMENT OF TRANSPORTATION:</u></b>				
Passed through Oklahoma Department of Transportation: Sidewalks	20.205	FAP STF#144E(097)EH	187,373	117,500
<b><u>U.S. DEPARTMENT OF HOMELAND SECURITY:</u></b>				
Passed through Oklahoma Department of Emergency Management: Disaster Grant-Public Assistance	97.036	FEMA 4117	83,515	83,515
<b><u>U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT:</u></b>				
Passed through Oklahoma Department of Commerce: Community Development Block Grant	14.228	16110 ED 87	1,000,000	1,584
Community Development Block Grant	14.228	16396 CDBG 15	249,842	106,459
Total U.S. Department of Housing and Urban Development			1,249,842	108,043
<b>TOTAL FEDERAL AWARDS</b>			\$ 1,520,730	\$ 309,058
<b>STATE ASSISTANCE:</b>				
<b><u>OKLAHOMA DEPARTMENT OF AGRICULTURE:</u></b>				
Rural Fire Grant	N/A	N/A	\$ 3,817	\$ 3,817
<b><u>Association of South Central Oklahoma Governments:</u></b>				
Community Expansion of Nutrition Assistance	N/A	16666 CENA 17	20,000	20,000
<b><u>THE OFFICE OF ATTORNEY GENERAL:</u></b>				
Safe Oklahoma Grant	N/A	OAG-2016	165,717	150,113
Safe Oklahoma Grant	N/A	OAG-2016.2	30,120	-
Total Office of Attorney General			195,837	150,113
<b><u>OKLAHOMA HIGHWAY SAFETY OFFICE:</u></b>				
Selective Traffic Enforcement Program	N/A	PT-17-03-02-01	5,000	1,240
<b>TOTAL STATE AWARDS</b>			\$ 224,654	\$ 175,170

**Notes to Schedule of Expenditures of Federal Awards**

Note A – Significant Accounting Policies – The accompanying schedule of expenditures of federal awards is prepared on a basis consistent with the definition of federal awards as defined in the Uniform Guidance.

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**Schedule of Debt Service Coverage Requirements – For Year Ended June 30, 2017**

Gross Revenue Available for Debt Service:	<u>2014A BMIA Utility System and Sales Tax Revenue Bonds</u>	<u>2016 BMIA Utility System and Sales Tax Revenue Note</u>
Gross revenue	\$ 2,063,194	\$ 2,063,194
Sales tax revenue	596,520	596,520
Total Revenue	<u>2,659,714</u>	<u>2,659,714</u>
Operating Expenses	<u>2,158,034</u>	<u>2,158,034</u>
Net Revenue Available for Debt Service	<u>\$ 501,680</u>	<u>\$ 501,680</u>
Debt Service Requirements	<u>\$ 259,734</u>	<u>\$ 160,485</u>
Coverage	<u>193%</u>	<u>313%</u>
Coverage Requirement	<u>125%</u>	<u>125%</u>

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**Schedule of Cash Balances – For Year Ended June 30, 2017**

	Governmental Funds	Insurance Account	Total
General Fund	\$ 817,305	\$ -	\$ 817,305
Fox Run	79,972	-	79,972
Capital Improvement Fund	99,739	-	99,739
Technology Fund	31,222	-	31,222
Impoundment Fee	4,188		4,188
Siren Fund	4,450		4,450
Trustee Accounts	92,974	-	92,974
TIF District	72,489	-	72,489
Insurance Account	-	82,132	82,132
Total Cash	<u>\$ 1,202,339</u>	<u>\$ 82,132</u>	<u>\$ 1,284,471</u>
	Proprietary Funds		
BMIA	\$ 606,304	\$ -	\$ 606,304
Industrial Park	(3,456)	-	(3,456)
Accrued Leave	15,222	-	15,222
Quail Haven	10,234	-	10,234
Debt Service	2,562	-	2,562
Trustee Accounts	3,510,943	-	3,510,943
Utility Deposits	125,099		125,099
BETA	1,489		1,489
Insurance Account	-	27,378	27,378
Total Cash	<u>\$ 4,268,397</u>	<u>\$ 27,378</u>	<u>\$ 4,295,775</u>
Total Insurance Account		<u>\$ 109,510</u>	

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**INTERNAL CONTROL AND COMPLIANCE INFORMATION**

**CITY OF BLANCHARD, OKLAHOMA  
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CERTIFIED PUBLIC ACCOUNTANTS

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

Members of the City Council  
City of Blanchard, Oklahoma

We have audited, 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, the accompanying modified cash basis financial statements of the governmental activities, the business-type activities, and each major fund information of the City of Blanchard, Oklahoma, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated December 6, 2017. Our report included an emphasis of matter paragraph on the City's use of the modified cash basis of accounting.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the City's internal control over financial reporting (internal control) to determine the audit procedure 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's internal control. Accordingly, we do not express an opinion on the effectiveness of the City'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 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 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.

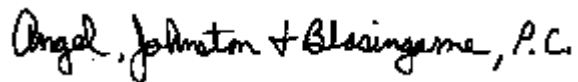
Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during 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.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free from 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.



Chickasha, Oklahoma  
December 6, 2017



**CITY OF BLANCHARD, OKLAHOMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2017**

**No reportable deficiencies of Internal Control, Compliance and Other Matters:**

**CITY OF BLANCHARD, OKLAHOMA**  
**Disposition of Prior Year Audit Findings**  
**Year Ended June 30, 2017**

**Financial Statement Audit Findings:**

16-1. Criteria – There should be established reconciliation procedures for police fines adjustments.

Condition – The City has not established a police fine adjustment reconciliation procedure. The adjustment population has not be clearly identified and monitored to prevent unauthorized adjustments from occurring and not being identified.

Disposition – There is still no reconciliation procedure. The City contacted the software dealer and they are unable to add a reconciliation function. The City does have a documentation procedure in place that provides authorization of adjustments. However, we noted a few discrepancies in documentation procedures as noted in the letter to management.