

FELCH & COMPANY, LLC
Certified Public Accountants

CITY OF CARIBOU, MAINE
as of
DECEMBER 31, 2018

Financial Statements

CITY OF CARIBOU, MAINE

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FELCH & COMPANY, LLC

Certified Public Accountants

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Independent Auditors' Report

To the City Council of the
City of Caribou, Maine

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Caribou, Maine as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the basic financial statements of the City's primary government as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Caribou, Maine, as of December 31, 2018, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the City Council of the
City of Caribou, Maine

Emphasis of Matter

As discussed in Note 1, the financial statements referred to above include only the primary government of the City of Caribou, Maine, which consists of all funds, organizations, institutions, agencies, departments, and offices that comprise the City's legal entity. These primary government financial statements do not include financial data for the City's legally separate component units, which accounting principles generally accepted in the United States of America require to be reported with the financial data of the City's primary government. As a result, the primary government financial statements do not purport to, and do not present fairly the financial position of the reporting entity of the City of Caribou, Maine, as of December 31, 2018, the changes in its financial position or, where applicable, its cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the reporting entity of the City of Caribou, Maine, as of and for the year ended December 31, 2018, and our report thereon, dated July 8, 2019, expressed an unmodified opinion on those financial statements.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary information and public pension information on Pages I through VII and Supplements 1 through 4, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

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

The supplementary schedules and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary schedules and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

To the City Council of the
City of Caribou, Maine

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated July 8, 2019 on our consideration of the City of Caribou's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Caribou's internal control over financial reporting and compliance.

Felch & Company LLC

July 8, 2019

City of Caribou, Maine

Management's Discussion and Analysis For the Year Ended December 31, 2018

UNAUDITED

The following narrative is an overview and discussion of the financial activities of the City of Caribou for the financial year ending December 31, 2018. Management's discussion and analysis should be viewed as a tool to aid the reader in understanding the City's financial performance along with an enhanced insight to the attached financial statements and notes to the financials.

Financial highlights:

- The City of Caribou, Maine adheres to the standards of GASB 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments. Under these standards management has prepared statements of comparison indicating the relative changes within the City's organizational and financial structures. Much of the detail as well as the summary presented within this text can be found in Exhibit D that highlights the end results of operations for the City in 2018.
- The Financial Administrators of the City have implemented a modified approach towards valuing its infrastructure. This approach includes the establishment of condition statements for much of the City's infrastructure and a plan of capital actions to maintain and improve assets in accordance with prudent financial practices as well as accounting for future needs.

The Financial Statements

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

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

City-Wide Financial Statements

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

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

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

City of Caribou, Maine

Management's Discussion and Analysis
For the Year Ended December 31, 2018

UNAUDITED

Fund Financial Statements

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

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

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

The Statement of Net Position (Exhibit A) reports total net position of \$26,234,063 from the operations of the Governmental activity. This aggregate amount consists of total assets less depreciation and liabilities and the difference between deferred net inflows and outflows of resources. Exhibit A is delineated into Assets: Current and Non-current, Deferred outflows of resources, Liabilities: Current and Non-current, Deferred inflows of resources and Net Position: Net Investment in Capital Assets, Restricted and Unrestricted.

The reader should refer to Table I as a comparison of Exhibit A of the net changes from 2017 to 2018. Total Current Assets decreased by \$340,911 in 2018. Capital Assets, net of depreciation, decreased by \$336,596.

Table I indicates Current Liabilities increased by \$32,809 and long-term liabilities decreased by \$462,302 due to capital lease payments and a decrease in the net pension liability. Net Position decreased by \$370,346 for 2018.

The reader should refer to Table II as a comparison of the changes in Net Position from 2017 to 2018. Total City Expenditures for Governmental activities were \$15,715,961, as compared to \$15,541,497 for 2017 for an increase of \$174,464.

For 2018, the total General Revenues were \$11,497,869 as compared to \$11,468,407 for 2017, an increase of \$29,462. Taxes decreased by \$203,911 while excise tax increased by approximately \$27,000 and other revenues increased by about \$183,000.

Pie charts follow to give the reader a visual indication of City Revenues and Expenses for 2018 as compared to 2017.

City of Caribou, Maine

Management's Discussion and Analysis
For the Year Ended December 31, 2018

UNAUDITED

Table I provides data for the Governmental Activities for the years ended 2018 and 2017.

Table I
Net Position

	<u>2018</u>	<u>2017</u>
Current Assets		
Cash and temporary investments	\$ 7,155,384	\$ 7,374,280
Taxes receivable	1,180,495	1,236,882
Notes receivable	66,161	72,081
Other receivables	464,524	560,631
Other current assets	<u>113,831</u>	<u>77,432</u>
Total Current Assets	<u>8,980,395</u>	<u>9,321,306</u>
Noncurrent Assets		
Capital assets, net of depreciation	<u>19,489,649</u>	<u>19,826,245</u>
Total Assets	<u>28,470,044</u>	<u>29,147,551</u>
Deferred Outflows of Resources	<u>112,906</u>	<u>392,247</u>
Current Liabilities		
Accounts payable and accrued expenses	139,027	107,591
Deferred compensation	663,481	667,985
Current portion note payable	<u>149,159</u>	<u>143,282</u>
Total Current Liabilities	<u>951,667</u>	<u>918,858</u>
Noncurrent Liabilities		
Note payable, net of current portion	797,649	985,434
Net pension liability	<u>451,157</u>	<u>725,674</u>
	<u>1,248,806</u>	<u>1,711,108</u>
Total Liabilities	<u>2,200,473</u>	<u>2,629,966</u>
Deferred Inflows of Resources	<u>148,414</u>	<u>305,423</u>
Net Position		
Net investment in capital assets	18,542,841	18,697,529
Restricted for special revenue funds	306,681	289,907
Unrestricted	<u>7,384,541</u>	<u>7,616,973</u>
TOTAL NET POSITION	<u>\$26,234,063</u>	<u>\$26,604,409</u>

City of Caribou, Maine

Management's Discussion and Analysis
For the Year Ended December 31, 2018

UNAUDITED

Table II
Change in Net Position

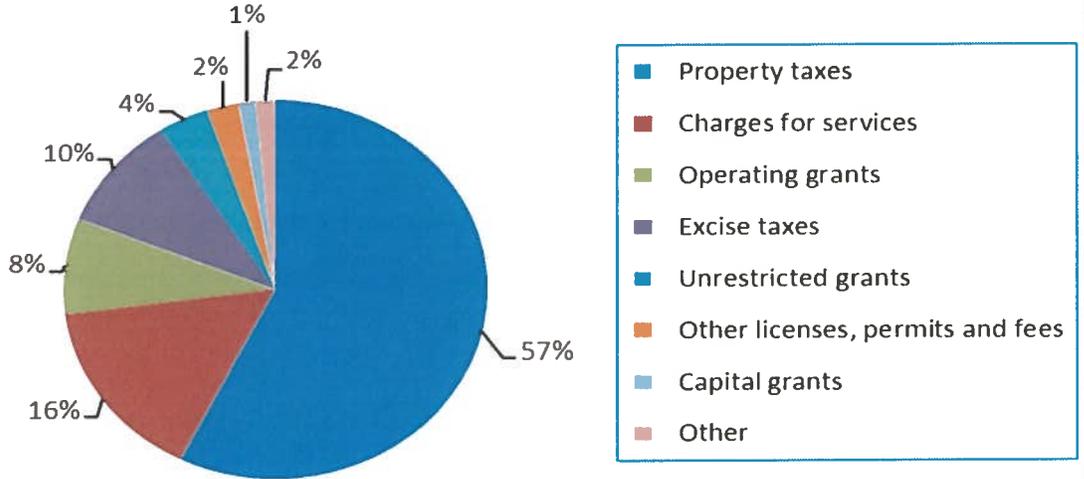
	<u>2018</u>	<u>2017</u>
<u>General Revenues</u>		
Taxes	\$ 8,801,382	\$ 9,005,293
Federal and state assistance	585,535	562,985
Excise taxes	1,513,300	1,485,734
Other revenues	<u>597,652</u>	<u>414,395</u>
Total general revenues	11,497,869	11,468,407
<u>Program Revenues</u>		
Charges for services	2,380,281	2,502,089
Operating grants and contributions	1,264,135	1,379,683
Capital grants and contributions	<u>203,330</u>	<u>389,393</u>
Total revenues	<u>15,345,615</u>	<u>15,739,572</u>
<u>Program Expenses</u>		
General government	961,658	907,790
Public works	2,674,572	2,346,987
Police department	2,145,643	2,011,195
Fire and ambulance	2,616,249	2,671,204
Education	3,417,666	3,647,970
Caribou Housing Authority	1,022,989	1,080,684
Recreation	952,282	823,964
Economic development	306,168	413,719
County tax	486,816	444,434
Health and sanitation	248,693	249,848
Insurance and retirement	105,385	129,026
Library	228,021	232,175
Other	<u>549,819</u>	<u>582,501</u>
Total program expenses	<u>15,715,961</u>	<u>15,541,497</u>
Change in Net Position	(370,346)	198,075
Net Position - January 1	<u>26,604,409</u>	<u>26,406,334</u>
Net Position - December 31	<u>\$26,234,063</u>	<u>\$26,604,409</u>

City of Caribou, Maine

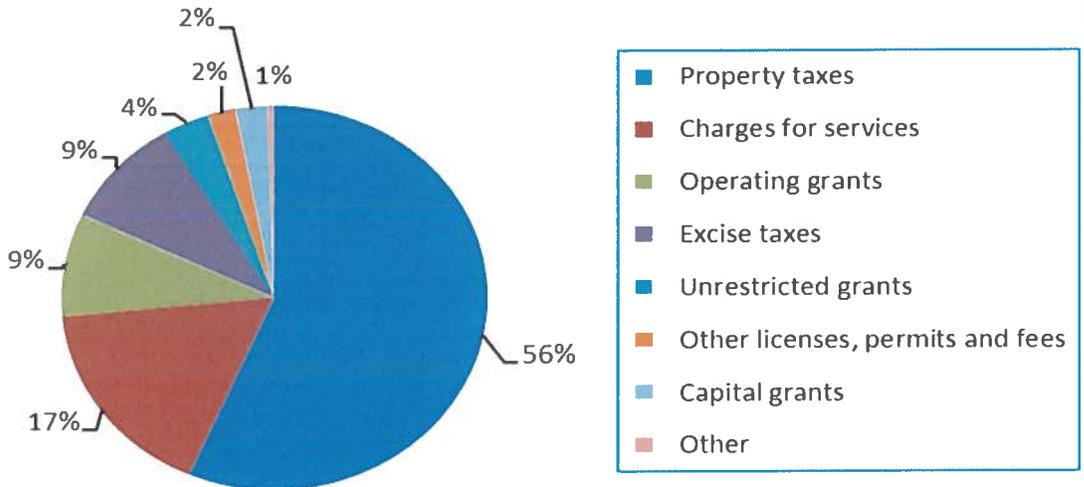
Management's Discussion and Analysis
For the Year Ended December 31, 2018

UNAUDITED

2018 Government Activity Revenue



2017 Government Activity Revenue

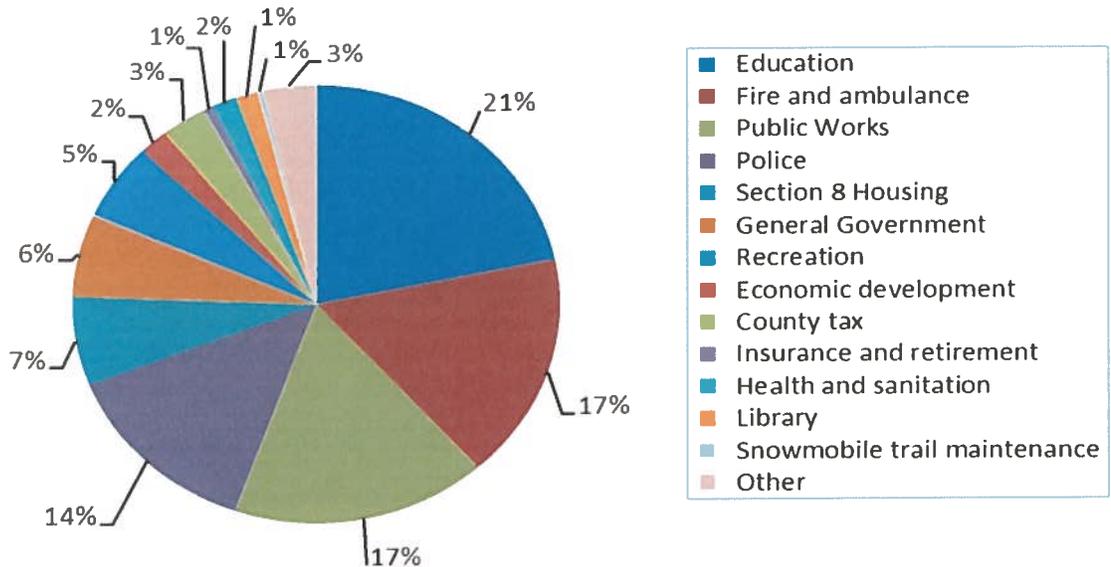


City of Caribou, Maine

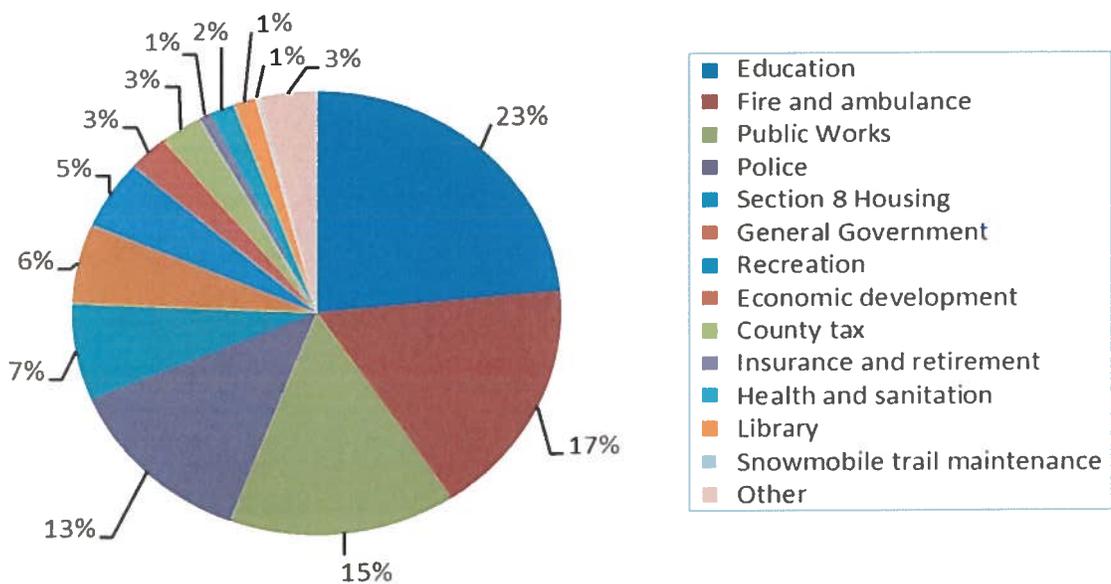
Management's Discussion and Analysis
For the Year Ended December 31, 2018

UNAUDITED

2018 Government Activity Expense



2017 Government Activity Expense



City of Caribou, Maine

Management's Discussion and Analysis
For the Year Ended December 31, 2018

UNAUDITED

The Reader may refer to Supplement 1 as the report comparing the City's General Fund activity for the year as they compared to budget. Total Expenditures for the year were \$14,001,348, \$403,661 less than budgeted. Revenues were \$13,899,180, \$582,837 less than budgeted. Expenditures exceeded Revenues by \$102,168 for the year. Total Other Uses consists of capital outlays in excess of appropriations of \$455,145. The resulting net decrease in the General Fund Balance was \$557,313.

Please refer to Supplement 2 for a discussion of the Modified Approach for City Capital Assets. The City has established a condition level of 70%. For the year ended December 31, 2018, the City's street and sidewalk systems were rated at an index of 83 and 67, respectively. This compares to 2017 ratings of 81 and 70 for the City's streets and sidewalks, respectively. The City had budgeted expenditures of \$498,020 in 2018 to maintain infrastructure at the desired condition level. Actual expenditures for 2018 were \$493,833 from unassigned fund balance with an additional \$206,677 from reserves. This compares to estimates of \$481,004 in 2017 and actual expenditures of \$482,882 from unassigned fund balance and \$14,662 from reserves.

A more complete understanding of the capital outlay is summarized in Note 6 of this financial statement. Note 6 indicates that the City's capital assets, net of depreciation, decreased by \$336,596. Additions to vehicles and equipment totaled \$280,059. The construction-in-process of \$804,819 for the airport improvement was completed adding \$677,847 hangar and \$355,859 taxi lane to fixed assets. Depreciation across land improvements, buildings, vehicles and equipment totaled \$841,509. The retirements of capital assets totaled \$8,232 of book value. Management recognizes that the relationship of depreciation expense being more than net additions by \$328,364 as one of timing as the annualized rate of contribution supporting capital assets can be greater or less than a given year's replacements or upgrades. Management does, however, recognize the trend over the past decade has been a positive input greater than depreciation, an indication of prudent maintenance of the City's capital assets.

Long-term debt was decreased by \$181,908 in the year ended December 31, 2018. The debt consists of two capital leases.

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

Management concludes this section of the 2018 Audit with the continued pledge of researching and applying where possible economies of scale, regionalized services, best practices and efficiencies to minimize these pending impacts. This concludes the Management Discussion and Analysis Statement for the calendar year of 2018. A complete copy of the 2018 audited financials for the City of Caribou may be viewed at the Caribou City Office, 25 High Street during normal business hours of 8:00AM to 5:00PM Monday through Friday.

CITY OF CARIBOU, MAINE

Exhibit A

Statement of Net Position
December 31, 2018

ASSETS

CURRENT ASSETS

Cash and temporary investments (Note 2)	\$ 7,155,384
Uncollected taxes	1,084,112
Tax acquired property	96,383
Accounts receivable	758,476
Due from other governments	26,572
Allowance for uncollectibles	(320,524)
Inventories	37,708
Notes receivable (Note 3)	66,161
Restricted cash (Note 5)	75,657
Other assets	466
	<u>8,980,395</u>

NONCURRENT ASSETS

Capital assets (Note 6)	
Non-depreciable	10,443,918
Depreciable, net of accumulated depreciation	<u>9,045,731</u>
	<u>19,489,649</u>

Total assets

28,470,044

DEFERRED OUTFLOWS OF RESOURCES (Note 1)

112,906

LIABILITIES

CURRENT LIABILITIES

Accounts payable	68,467
Accrued payroll	88,043
Accrued interest	8,254
Escrow (Note 5)	62,306
Compensated absences (Note 1)	575,438
Current portion, capital leases payable	<u>149,159</u>
	<u>951,667</u>

NONCURRENT LIABILITIES

Capital leases payable, net of current portion (Note 7)	797,649
Net pension liability (Note 8)	<u>451,157</u>

1,248,806

Total liabilities

2,200,473

DEFERRED INFLOWS OF RESOURCES (Note 1)

148,414

NET POSITION

Net investment in capital assets	18,542,841
Restricted for:	
Special revenue funds	306,681
Unrestricted	<u>7,384,541</u>

Total net position

\$ 26,234,063

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

CITY OF CARIBOU, MAINE

Exhibit B

Statement of Activities
For the Year Ended December 31, 2018

<u>Function/Programs</u>	<u>Expenses</u>	<u>Charges for Services</u>	<u>Program Revenues</u>		<u>Net (Cost)</u>
			<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
General government	\$ 961,658	\$ 182,949	\$ -	\$ -	\$ (778,709)
Economic development	306,168	344,169	-	-	38,001
Health and sanitation	248,693	-	-	-	(248,693)
Public works	2,674,572	75,525	139,552	-	(2,459,495)
Police department	2,145,643	129,421	51,395	-	(1,964,827)
Fire and ambulance	2,616,249	1,544,087	-	-	(1,072,162)
Insurance and retirement	105,385	-	-	-	(105,385)
Recreation	892,560	86,428	-	-	(806,132)
Snowmobile trail maintenance	59,722	-	39,000	-	(20,722)
Library	228,021	15,206	-	-	(212,815)
County tax	486,816	-	-	-	(486,816)
Education	3,417,666	-	-	-	(3,417,666)
Tax assessment office	188,996	-	-	-	(188,996)
Section 8 Housing	1,022,989	2,496	1,034,188	-	13,695
Capital projects	-	-	-	203,330	203,330
Interest expense	33,159	-	-	-	(33,159)
Other	327,664	-	-	-	(327,664)
	<u>\$ 15,715,961</u>	<u>\$ 2,380,281</u>	<u>\$ 1,264,135</u>	<u>\$ 203,330</u>	<u>(11,868,215)</u>

General revenues:

Taxes

Property taxes, levied for general purposes	8,334,436
Less: TIF payments	(389,463)
Homestead reimbursement and other property tax related	856,409
Excise	1,513,300
Federal and state aid not restricted to specific purposes	585,535
Other licenses, permits and fees	371,254
Miscellaneous revenues	226,398

Subtotal, general revenues

11,497,869

CHANGE IN NET POSITION

(370,346)

NET POSITION - JANUARY 1, 2018

26,604,409

NET POSITION - DECEMBER 31, 2018

\$ 26,234,063

CITY OF CARIBOU, MAINE

Exhibit C

Balance Sheet
Governmental Funds
As of December 31, 2018

	<u>General Fund</u>	<u>Section 8 Housing Program</u>	<u>Non-major Funds (Schedule 1)</u>	<u>Total Governmental Funds</u>
<u>ASSETS</u>				
Cash and temporary investments (Note 2)	\$ 6,237,047	\$ 66,804	\$ 851,533	\$ 7,155,384
Uncollected taxes	1,084,112	-	-	1,084,112
Tax acquired property	96,383	-	-	96,383
Due from other governments	-	-	26,572	26,572
Accounts receivable	758,476	-	-	758,476
Allowance for uncollectibles	(320,524)	-	-	(320,524)
Inventories	37,708	-	-	37,708
Notes receivable (Note 3)	66,161	-	-	66,161
Due from other funds (Note 4)	26,572	-	-	26,572
Restricted cash (Note 5)	-	75,657	-	75,657
Other assets	-	466	-	466
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total assets	<u>\$ 7,985,935</u>	<u>\$142,927</u>	<u>\$ 878,105</u>	<u>\$ 9,006,967</u>
<u>LIABILITIES AND FUND BALANCES</u>				
Liabilities:				
Accounts payable	\$ 61,331	\$ 7,136	\$ -	\$ 68,467
Escrow (Note 5)	-	62,306	-	62,306
Due to other funds (Note 4)	-	-	26,572	26,572
	<u>61,331</u>	<u>69,442</u>	<u>26,572</u>	<u>157,345</u>
Deferred inflow of resources:				
Deferred revenue (Note 1)	<u>970,000</u>	<u>-</u>	<u>-</u>	<u>970,000</u>
Fund balances:				
Nonspendable				
Inventory	37,708	-	-	37,708
Restricted				
Special revenue funds	-	73,485	233,196	306,681
Unrestricted				
Assigned				
Capital (Schedule 3)	368,466	-	-	368,466
Non-capital (Schedule 4)	3,646,207	-	-	3,646,207
Other funds	-	-	618,337	618,337
Unassigned	<u>2,902,223</u>	<u>-</u>	<u>-</u>	<u>2,902,223</u>
Total fund balances	<u>6,954,604</u>	<u>73,485</u>	<u>851,533</u>	<u>7,879,622</u>
Total liabilities and fund balances	<u>\$ 7,985,935</u>	<u>\$142,927</u>	<u>\$ 878,105</u>	<u>\$ 9,006,967</u>

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

CITY OF CARIBOU, MAINE

Exhibit D

Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Funds
For the Year Ended December 31, 2018

	<u>General Fund</u>	<u>Section 8 Housing Program</u>	<u>Non-major Funds (Schedule 2)</u>	<u>Total Governmental Funds</u>
REVENUES				
Local property taxes	\$ 8,317,837	\$ -	\$ -	\$ 8,317,837
Homestead reimbursement	612,221	-	-	612,221
Abatements	(8,113)	-	-	(8,113)
Other property tax related	244,188	-	-	244,188
Excise taxes	1,513,300	-	-	1,513,300
Federal and state assistance	776,482	1,034,188	405,752	2,216,422
Fire and ambulance revenue	1,544,087	-	-	1,544,087
Other licenses, permits and fees	395,488	-	258,715	654,203
Other revenues	487,344	2,496	134,613	624,453
	<u>13,882,834</u>	<u>1,036,684</u>	<u>799,080</u>	<u>15,718,598</u>
TOTAL REVENUES				
EXPENDITURES				
General government	890,052	153,911	-	1,043,963
Economic development	-	-	306,168	306,168
Health and sanitation	248,693	-	-	248,693
Public works	2,467,884	-	-	2,467,884
Police department	2,225,022	-	-	2,225,022
Fire and ambulance	2,522,128	-	-	2,522,128
Insurance and retirement	105,385	-	-	105,385
Recreation	795,537	-	59,722	855,259
Library	221,610	-	-	221,610
County tax	486,816	-	-	486,816
Tax assessment office	188,996	-	-	188,996
General assistance	53,443	869,078	-	922,521
Education	3,417,666	-	-	3,417,666
Construction and improvements	-	-	252,876	252,876
Tax increment financing	389,463	-	-	389,463
Debt service - principal	181,908	-	-	181,908
- interest	35,769	-	-	35,769
Other	112,896	-	133,244	246,140
	<u>14,343,268</u>	<u>1,022,989</u>	<u>752,010</u>	<u>16,118,267</u>
TOTAL EXPENDITURES				
Net Increase (Decrease) In Fund Balance	(460,434)	13,695	47,070	(399,669)
Fund Balance - January 1, 2018	<u>7,415,038</u>	<u>59,790</u>	<u>804,463</u>	<u>8,279,291</u>
Fund Balance - December 31, 2018	<u>\$ 6,954,604</u>	<u>\$ 73,485</u>	<u>\$ 851,533</u>	<u>\$ 7,879,622</u>

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

CITY OF CARIBOU, MAINE

Exhibit E

Reconciliation of the Governmental Funds Balance Sheet
with the Statement of Net Position
December 31, 2018

Total fund balance - governmental funds (Exhibit C) \$ 7,879,622

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

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in governmental funds:

The cost of capital assets is	\$ 28,277,330	
Accumulated depreciation is	<u>(8,787,681)</u>	19,489,649

Deferred outflows in governmental activities are not financial resources and, therefore, are not reported in the funds:

Deferred outflows of resources		112,906
--------------------------------	--	---------

Property taxes receivable will be collected this year, but are not available soon enough to pay for the current period's expenditures and, therefore, are deferred in the funds:

Deferred revenue		970,000
------------------	--	---------

Deferred inflows in governmental activities are not due and payable from current financial resources and, therefore, are not reported in the funds:

Deferred inflow of resources		(148,414)
------------------------------	--	-----------

Certain liabilities are not due and payable from current financial resources and, therefore, are not reported in the funds:

Notes payable	(946,808)	
Accrued payroll	(88,043)	
Accrued interest payable	(8,254)	
Net pension liability	(451,157)	
Compensated absences	<u>(575,438)</u>	
		<u>(2,069,700)</u>

Total net position - governmental activities (Exhibit A) \$ 26,234,063

CITY OF CARIBOU, MAINE

Exhibit F

Reconciliation of the Governmental Funds Statement of Revenues, Expenditures
and Changes in Fund Balances with the City-Wide Statement of Activities
For the Year Ended December 31, 2018

Total net change in fund balances - governmental funds (Exhibit D) \$ (399,669)

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

Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are shown in the statement of net position and allocated over their estimated useful lives as annual depreciation expense in the statement of activities. This is the amount by which depreciation expense exceeded capital outlays netted with completed construction-in-process in the period:

Capital outlays	\$ 1,313,765	
Completed construction-in-process	(804,819)	
Depreciation expense	<u>(837,310)</u>	
		(328,364)

In the statement of activities, only the gain on the sale of fixed assets is reported, whereas in the governmental funds, the entire proceeds from the sale increases financial resources. Therefore, the change in net position differs from the change in fund balance by the depreciated value of disposed assets. (8,232)

Compensation for accrued vacation and sick pay not yet paid is accumulated using the governmental activities fund to the extent that amounts would be paid to the employees upon retirement. These funds are not accumulated for the governmental activities fund. 15,522

Some revenues in the statement of activities that do not provide current financial resources are not reported as revenues in governmental funds:

Decrease in deferred property tax revenue	24,712
---	--------

Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. 181,908

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:

(Increase) in accrued payroll	(11,018)
Decrease in accrued interest	2,610
Decrease in deferred pension liability	274,517
Change in deferred inflows/outflows of resources	<u>(122,332)</u>

Change in net position of governmental activities (Exhibit B) \$ (370,346)

CITY OF CARIBOU, MAINE

Exhibit G

Statement of Fiduciary Net Position
December 31, 2018

	<u>Total</u>	<u>Cemetery Trust Funds</u>	<u>Library Trust Funds</u>	<u>Memorial Funds</u>
ASSETS				
Cash	<u>\$ 166,228</u>	<u>\$ 1,161</u>	<u>\$51,771</u>	<u>\$113,296</u>
NET POSITION				
Undesignated	<u>\$ 166,228</u>	<u>\$ 1,161</u>	<u>\$51,771</u>	<u>\$113,296</u>

CITY OF CARIBOU, MAINE

Statement of Changes in Fiduciary Net Position
For the Year Ended December 31, 2018

	<u>Total</u>	<u>Cemetery Trust Funds</u>	<u>Library Trust Funds</u>	<u>Memorial Funds</u>
REVENUE				
Interest income	\$ 1,825	\$ 3	\$ 904	\$ 918
DEDUCTIONS				
Expenses	<u>10,561</u>	<u>30</u>	<u>4,045</u>	<u>6,486</u>
NET CHANGE IN NET POSITION	(8,736)	(27)	(3,141)	(5,568)
NET POSITION - JANUARY 1	<u>174,964</u>	<u>1,188</u>	<u>54,912</u>	<u>118,864</u>
CASH AND NET POSITION - DECEMBER 31	<u>\$166,228</u>	<u>\$ 1,161</u>	<u>\$51,771</u>	<u>\$113,296</u>

CITY OF CARIBOU, MAINE

Notes to the Financial Statements
December 31, 2018

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

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

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

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

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

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

Fund Accounting

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

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

CITY OF CARIBOU, MAINE

Notes to the Financial Statements

December 31, 2018

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Accounting (Continued)

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

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

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

Measurement Focus

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

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

Basis of Accounting

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

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

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

CITY OF CARIBOU, MAINE

Notes to the Financial Statements December 31, 2018

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Accounting (Continued)

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

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

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

Budgetary Data

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

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

Cash and Temporary Investments

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

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

CITY OF CARIBOU, MAINE

Notes to the Financial Statements
December 31, 2018

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Property Taxes

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

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

Allowance for Uncollectible Receivables

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

The ambulance service also reports accounts receivable net of the allowance for uncollectible accounts of \$297,901. Revenues have been netted to reflect the allowance.

Inventories

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

Capital Assets

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

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their estimated fair value as of the date received. The City maintains a capitalization threshold of \$3,000 for all assets other than infrastructure assets. The capitalization threshold for infrastructure assets is \$50,000. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Capital assets are depreciated using the straight-line method over the following useful lives:

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

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

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

CITY OF CARIBOU, MAINE

Notes to the Financial Statements
December 31, 2018

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Deferred Outflows/Inflows of Resources

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

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

Accounts Payable, Accrued Expenses and Long-term Obligations

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

Compensated Absences

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

Net Position

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

Fund Balance Classifications

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

Nonspendable Fund Balance

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

Restricted Fund Balance

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

Unrestricted Assigned Fund Balance

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

Unrestricted Unassigned Fund Balance

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

CITY OF CARIBOU, MAINE

Notes to the Financial Statements
December 31, 2018

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance Classifications (Continued)

The City considers expenditures that are incurred for purposes where restricted and unrestricted fund balances are available, to be expended in the following order – Restricted, Committed, Assigned and Unassigned. In the 2018 fiscal year there were no unrestricted committed funds.

Estimates

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

(2) CASH AND TEMPORARY INVESTMENTS

Deposits with financial institutions are subject to custodial risk, which is the risk that in the event of a bank failure, the City's deposits may not be returned to it. The City's policy is to invest in regional banks and to insure the funds to as great a degree as possible. As of December 31, 2018, the bank balance, including the various fiduciary accounts, was \$7,787,140 of which was fully insured or collateralized.

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

(3) NOTES RECEIVABLE

The City's General Fund had a 2% note receivable in annual installments of \$7,365 principal and interest through December 2028 with a balance of \$66,161 as of December 31, 2018.

As of December 31, 2018, the note receivable matures as follows:

<u>Year</u>	<u>Amount</u>
2019	\$ 6,042
2020	6,163
2021	6,286
2022	6,412
2023	6,540
2024-2028	<u>34,718</u>
	<u>\$66,161</u>

The note receivable of \$72,081 is with the Caribou Economic Growth Council which has made various loans under the same terms noted above. These notes are secured by the applicable notes held by the Caribou Economic Growth Council.

(4) INTERFUND BALANCES

The balance of \$26,572 due from the Airport Improvement Project to the general fund resulted from a deficit in the capital project fund balance which was paid from the general fund until the monies from funding sources are received. This balance is expected to be repaid to the general fund in the year ending December 31, 2019.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements
December 31, 2018

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

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

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

(6) CAPITAL ASSETS

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

Capital asset activity for the year ended December 31, 2018, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements/ Transfers</u>	<u>Ending Balance</u>
<u>Governmental Activities</u>				
Nondepreciable:				
Land	\$ 529,700	\$ -	\$ -	\$ 529,700
Construction-in-progress	804,819	-	804,819	-
Infrastructure	<u>9,558,359</u>	<u>355,859</u>	-	<u>9,914,218</u>
Total nondepreciable	10,892,878	355,859	804,819	10,443,918
Land improvements	1,344,140	-	-	1,344,140
Buildings	7,601,641	677,847	-	8,279,488
Vehicles	4,860,383	236,709	-	5,097,092
Equipment	<u>3,106,032</u>	<u>43,350</u>	<u>36,690</u>	<u>3,112,692</u>
Totals at historical cost	<u>27,805,074</u>	<u>1,313,765</u>	<u>841,509</u>	<u>28,277,330</u>
Less accumulated depreciation for:				
Land improvements	1,105,078	19,076	-	1,124,154
Buildings	2,569,055	190,798	-	2,759,853
Vehicles	3,153,607	399,730	-	3,553,337
Equipment	<u>1,151,089</u>	<u>227,706</u>	<u>28,458</u>	<u>1,350,337</u>
Total accumulated depreciation	<u>7,978,829</u>	<u>837,310</u>	<u>28,458</u>	<u>8,787,681</u>
Governmental activities capital assets, net	<u>\$19,826,245</u>	<u>\$ 476,455</u>	<u>\$813,051</u>	<u>\$19,489,649</u>

CITY OF CARIBOU, MAINE

Notes to the Financial Statements
December 31, 2018

(6) CAPITAL ASSETS (Continued)

Depreciation expense was charged to governmental functions as follows:

Governmental Activities	
General	\$ 75,956
Library	6,411
Police	37,446
Fire and Ambulance	363,344
Public works	194,826
Recreation and parks	131,246
Other	<u>28,081</u>
	<u>\$837,310</u>

(7) GENERAL LONG-TERM DEBT

As of December 31, 2018, long-term debt consisted of the following:

3.591% Capital lease payable in semi-annual payments ranging from \$44,205 to \$61,565 principal and interest through June 2025.	\$613,686
2.66% Capital lease payable in annual payments of \$117,000 principal and interest through January 2021.	<u>333,122</u>
	<u>\$946,808</u>

Long-term debt activity during the year ended December 31, 2018, was as follows:

	Balance January 1, <u>2018</u>	<u>Additions</u>	<u>Reductions</u>	Balance December 31, 2018	Due Within <u>One Year</u>
<u>Governmental Activities</u>					
Capital Lease Payable	\$ 690,258	\$ -	\$ 76,572	\$613,686	\$ 41,020
Capital Lease Payable	<u>438,458</u>	<u>-</u>	<u>105,336</u>	<u>333,122</u>	<u>108,139</u>
	<u>\$1,128,716</u>	<u>\$ -</u>	<u>\$181,908</u>	<u>\$946,808</u>	<u>\$149,159</u>

As of December 31, 2018, long-term obligations mature as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>
2019 (included in current liabilities)	\$149,159	\$19,880
2020	197,043	25,800
2021	206,742	19,698
2022	99,903	13,272
2023	107,435	9,618
2024-2025	<u>186,526</u>	<u>7,162</u>
	<u>\$946,808</u>	<u>\$95,430</u>

CITY OF CARIBOU, MAINE

Notes to the Financial Statements December 31, 2018

(8) EMPLOYEES' RETIREMENT PLAN

MAINEPERS

Plan Description

The City contributes to the Maine Public Employees Retirement System (MainePERS) which is a multiple-employer cost sharing defined benefit pension plan as a Participating Local District (PLD). Eligible employers are defined in Maine statute. As of June 30, 2018, there were 304 employers in the plan. As of June 30, 2018, the City had 26 employees enrolled in the plan.

Pension Benefits

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

Upon termination of membership, members' accumulated employee contributions are refundable with interest (annual rate is currently 2.4%), credited in accordance with statute. Withdrawal of accumulated contributions results in forfeiture of all benefits and membership rights.

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

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

At December 31, 2018 the City reported a liability of \$451,157 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2018, the City's proportion was .177%, which was a decrease of .012% from its proportion as measured as of June 30, 2017.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements
December 31, 2018

(8) EMPLOYEES' RETIREMENT PLAN (Continued)

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

For the year ended December 31, 2018, the City recognized pension expense of \$123,346. At December 31, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual results	\$ 1,413	\$ 4,955
Net difference between projected and actual investment earnings on pension plan investments	-	108,936
Changes of assumptions	72,008	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	<u>39,485</u>	<u>34,523</u>
Total	<u>\$112,906</u>	<u>\$148,414</u>

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

<u>Year Ending June 30,</u>	<u>Amount</u>
2019	\$ 81,289
2020	(14,534)
2021	(74,109)
2022	(28,154)

Actuarial Assumptions

The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Salary increases	2.75% to 9.0% per year
Inflation rate	2.75%
Investment rate of return	6.75% per annum, compounded annually
Cost of living benefit increases	1.91%

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

The long-term expected rate of return on pension plan assets was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major class of assets. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2018 are summarized in the following table. Assets for each of the defined benefits plan are commingled for investment purposes.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements
December 31, 2018

(8) EMPLOYEES' RETIREMENT PLAN (Continued)

Actuarial Assumptions (Continued)

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Public Equities	30.0%	6.0%
US Government	7.5%	2.3%
Private Equity	15.0%	7.6%
Real Assets:		
Real Estate	10.0%	5.2%
Infrastructure	10.0%	5.3%
Natural Resources	5.0%	5.0%
Traditional Credit	7.5%	3.0%
Alternative Credit	5.0%	4.2%
Diversifiers	10.0%	5.9%

Discount Rate

The discount rate used to measure the collective pension liability was 6.75% for 2018. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The following table shows how the collective net pension liability/(asset) as of June 30, 2018 would change if the discount rate used was one percentage point lower or one percentage point higher than the current rate.

1% Decrease	Current Discount Rate	1% Increase
<u>5.75%</u>	<u>6.75%</u>	<u>7.75%</u>
\$1,063,317	\$451,157	\$(121,045)

All other employees are covered under the Social Security System.

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

Deferred Compensation Plan

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

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

CITY OF CARIBOU, MAINE

Notes to the Financial Statements
December 31, 2018

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

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

Financial statements for this joint venture were issued and reported on by us in a separate report dated March 14, 2019. These financial statements are available from the City's Finance Department.

A summary of the facility's activity for 2018, is as follows:

	<u>Amount</u>
Total assets	\$14,830,792
Deferred outflows of resources	37,624
Total liabilities	12,307,405
Deferred inflows of resources	<u>73,958</u>
Total net position	<u>\$ 2,487,053</u>
Total revenue	\$ 2,980,415
Less total expenditures	<u>2,794,761</u>
Increase in net position	<u>\$ 185,654</u>

The City has guaranteed, together with the other member towns, two notes payable totaling \$8,526,000 for the Tri-Community Recycling and Sanitary Landfill. As of December 31, 2018, the balance owed was \$4,050,446.

The State of Maine Department of Environmental Protection requires the Landfill to place a final cover on its landfill once it is closed and perform certain maintenance and monitoring functions at the site for twenty years after closure. These estimated closure and post-closure care costs are being recognized in the financial statements referred to above at the rate of utilization of the landfill site. As of December 31, 2018, the estimated total cost of closure and post-closure care was approximately \$20,465,571 of which \$7,940,600 was recognized. The management of the landfill expects to use future earnings to cover the costs of closure and post-closure care. More information regarding the accounting for closure and post-closure care costs is available in the 2018 financial statements of the Tri-Community Recycling and Sanitary Landfill.

(10) TAX INCREMENT FINANCING (TIF) DISTRICT

The City utilizes credit enhancement agreements with local business under the Municipal Tax Increment Financing Rule of the Maine Department of Economic and Community Development (DECD). Under this Rule, municipalities may grant property tax abatements on the captured value of a business' designated property improvements for purposes of attracting or retaining businesses within their jurisdictions. The abatements may be granted to any business located within or promising to relocate to the City. For the year ended December 31, 2018, the City abated property taxes totaling \$389,463 in connection with these agreements.

CITY OF CARIBOU, MAINE

Notes to the Financial Statements
December 31, 2018

(10) TAX INCREMENT FINANCING (TIF) DISTRICT (Continued)

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

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

During June 2015, the City entered into a credit enhancement agreement as part of the Downtown Tax Increment Financing District in which up to \$5,000 is allocated to the Company for the years 2018 to 2019 and the City collecting tax amounts over \$5,000. Beginning in 2020, the Company must certify maintaining at least 100 full-time employees. The Company will reimburse the City 1% for each full-time employee below 100 in each of the years 2020 to 2024. The City will retain 100% of the taxes during the years 2020 to 2024.

During March 2018, the City entered into a credit enhancement agreement as part of the Downtown Tax Increment Financing District in which the Company will receive 50% of the incremental new assessed value of the property provided that the number of employees with the company is maintained. The increment benefit is reduced by 10% each year through 2022.

During August 2018, the City created a TIF District with a local Company to facilitate the repurposing of an elementary school for additional housing. The improvements are privately financed by the Company and are subject to an increase in the taxable valuation of the property. This District includes a credit enhancement agreement wherein the City must provide 95% of any tax increment back to the Company to reimburse qualified project costs. The City may use the remaining 5% for general economic development purposes. Obligations under this District will begin in 2019 for a duration of up to 30 years.

(11) RISK MANAGEMENT

The City is exposed to various risks of loss related to city officials, city council liability, torts, theft of, damage to and destruction of assets, errors and omissions; injuries to employees; and natural disasters. The City purchases insurance for all risks of loss. There have been no significant reductions in insurance coverage during the year.

(12) SUBSEQUENT EVENTS

Management has reviewed subsequent events through July 8, 2019, the date that these financial statements were available to be issued and determined that no additional adjustments or disclosures are required in order for these financial statements to be fairly stated.

CITY OF CARIBOU, MAINE

Supplement 1

Budgetary Comparison Schedule for the General Fund
For the Year Ended December 31, 2018

	General Fund		
	Budgeted Amounts		Actual Budgetary Basis
	Original	Final	
REVENUES			
Local property taxes	\$ 8,442,179	\$ 8,442,179	\$ 7,912,032
Homestead exemption reimbursement	612,221	612,221	612,221
Abatements	(30,000)	(30,000)	(8,113)
Other property tax related	236,015	236,015	244,188
Excise taxes	1,450,771	1,450,771	1,513,300
Federal and state assistance	725,504	725,504	752,482
Ambulance fees	1,471,151	1,471,151	1,271,333
Fire/Ambulance charge to towns	161,756	161,756	161,756
Billing services	83,206	83,206	84,518
Other licenses, permits and fees	273,880	273,880	272,707
Economic Development (TIF)	405,805	405,805	405,805
RSU reimbursement	142,175	142,175	142,175
Tri-Community dividends	260,848	260,848	260,848
Other	246,506	246,506	273,928
TOTAL REVENUES	<u>14,482,017</u>	<u>14,482,017</u>	<u>13,899,180</u>
EXPENDITURES			
General government	1,019,415	1,019,415	802,684
Education	3,417,666	3,417,666	3,417,666
Health and sanitation	250,536	250,536	248,693
Public works	2,256,885	2,256,885	2,192,596
Police department and emergency management	1,981,605	1,981,605	2,059,888
Fire and ambulance	2,214,485	2,214,485	2,168,194
Insurance and retirement	109,759	109,759	104,551
Parks and recreation	646,676	646,676	670,338
Library	223,304	223,304	209,249
County tax	486,816	486,816	486,816
Tax assessment office	256,395	256,395	185,496
Tax increment financing	405,805	405,805	405,805
Appropriations to capital outlays	741,569	741,569	741,569
Other	394,093	394,093	307,803
TOTAL EXPENDITURES	<u>14,405,009</u>	<u>14,405,009</u>	<u>14,001,348</u>
Excess of Revenues Over (Under) Expenditures	<u>77,008</u>	<u>77,008</u>	<u>(102,168)</u>
OTHER SOURCES (USES)			
Capital outlays in excess of appropriations	-	-	(455,145)
Net Increase (Decrease) in Fund Balance	77,008	77,008	(557,313)
Fund Balance - January 1, 2018	-	-	7,511,917
Fund Balance - December 31, 2018	<u>\$ 77,008</u>	<u>\$ 77,008</u>	<u>\$ 6,954,604</u>

CITY OF CARIBOU, MAINE

Note to Supplement One - Budgetary Comparison Schedule
For the General Fund
For the Year Ended December 31, 2018

Budgets and Budgetary Accounting

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

Modified Approach for City Capital Assets
December 31, 2018

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

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

An asset management system employed that:

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

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

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

The City established a condition level of 70% which is a 2 rating. The assessment itself may be made either by the governmental entity directly or by external parties. The condition assessment may be performed annually or on a cyclical basis. A condition assessment will be performed every 3 years commencing in 2006. As of December 31, 2018, the City’s street and sidewalk systems were rated at an index of 83 and 67, respectively. The detail of the condition assessments are as follows:

<u>Condition</u>	<u>% of Roads</u>	<u>% of Sidewalks</u>	<u>% of Runways</u>	<u>Asset Management System Rating</u>
Good	60%	0%	100%	1
Fair	34%	88%	0%	2
Poor to Substandard	6%	12%	0%	3 and 4

As of December 31, 2018, the City had 10,317,822 square feet of roads with a historical cost of \$5,159,583. As of December 31, 2018, the City had 109,189 square feet of sidewalks with a historical cost of \$243,750. As of December 31, 2018, the City had 619,000 square feet of runway with a historical cost of \$4,155,026.

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

The City had budgeted expenditures of \$498,020 to maintain infrastructure at the desired condition level. Actual expenditures for the year ended December 31, 2018 were \$493,833 from unassigned fund balance with an additional \$206,677 from reserves.

CITY OF CARIBOU, MAINE

Supplement 3

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

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
City's proportion of the net pension liability	0.177237%	0.177237%	0.157442%	0.141646%	0.138719%
City's proportionate share of the net pension liability	\$ 451,157	\$ 725,674	\$ 836,538	\$ 451,917	\$ 213,462
City's covered-employee payroll	1,706,657	1,621,469	1,553,062	1,364,960	1,255,523
City's proportionate share of the net pension liability as a percentage of its covered-employee payroll	26.44%	44.75%	53.86%	33.11%	17.00%
Plan fiduciary net position as a percentage of the total pension liability	91.10%	86.40%	81.60%	88.30%	94.10%

CITY OF CARIBOU, MAINE

Supplement 4

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

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 95,568	\$ 89,994	\$ 84,006	\$ 65,501	\$ 53,995
Contributions in relation to the contractually required contribution	<u>95,568</u>	<u>89,994</u>	<u>84,006</u>	<u>65,501</u>	<u>53,995</u>
Contribution deficiency (excess)	<u>\$ -</u>				
City's covered-employee payroll	\$ 1,706,657	\$ 1,621,469	\$ 1,553,062	\$ 1,364,960	\$ 1,255,523
Contributions as a percentage of covered-employee payroll	5.60%	5.55%	5.41%	4.80%	4.30%

CITY OF CARIBOU, MAINE

Notes to Supplements 3 and 4
December 31, 2018

NOTE 1 – VALUATION DATE

Only fiscal years 2018 through 2014 are reported. The amounts presented have a measurement date as of June 30, 2018. The City will continue to present information until a full ten-year trend is compiled.

NOTE 2 – BENEFIT CHANGES

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

NOTE 3 – CHANGE IN ASSUMPTIONS

The change in the discount rate from 6.875% to 6.75% and the change in cost of living benefit increases from 2.20% to 1.91% were the only changes in assumptions for the 2018 valuation.

NOTE 4 – METHODS AND ASSUMPTIONS USED TO DETERMINE CONTRIBUTION RATES

Actuarial cost method	Entry age normal
Amortization method	For the actuarial value as of June 30, 2018, 2017, 2016 and 2015, level percentage of payroll using a method where a separate twenty-year closed period is established annually for the gain or loss for that year For the actuarial value as of June 30, 2014, the net pension liability was amortized on an open basis over a period of 15 years
Asset valuation method	One-third of the investment return that is different from the actuarial assumption for investment return
Investment rate of return	6.75% compounded annually for 2018 6.875% compounded annually for 2017 and 2016 7.125% compounded annually for 2015 7.25% compounded annually for 2014
Retirement age	60 or 65, depending on years of creditable service at certain dates
Mortality	RP2014 Total Dataset Healthy Annuitant Mortality Table, for males and females for 2017 and 2016 RP2000 Tables projected to 2015 using Scale AA, with ages set back two years for 2015 and 2014

CITY OF CARIBOU, MAINE

Schedule 1

Balance Sheet
For Non-Major Funds
December 31, 2018

	Snowmobile Trail <u>Maintenance</u>	<u>Housing</u>	Economic <u>Development</u>	Airport Improvement <u>Project</u>	Revolving Loan Fund <u>#10</u>	Total Non-Major <u>Funds</u>
<u>ASSETS</u>						
Cash	\$ 6,037	\$ 98,891	\$ 513,409	\$ -	\$ 233,196	\$ 851,533
Due from other governments	<u>-</u>	<u>-</u>	<u>-</u>	<u>26,572</u>	<u>-</u>	<u>26,572</u>
Total Assets	<u>\$ 6,037</u>	<u>\$ 98,891</u>	<u>\$ 513,409</u>	<u>\$ 26,572</u>	<u>\$ 233,196</u>	<u>\$ 878,105</u>
<u>LIABILITIES AND FUND BALANCES</u>						
Liabilities						
Due to other funds	\$ -	\$ -	\$ -	\$ 26,572	\$ -	\$ 26,572
Fund balance	<u>6,037</u>	<u>98,891</u>	<u>513,409</u>	<u>-</u>	<u>233,196</u>	<u>851,533</u>
Total liabilities and fund balances	<u>\$ 6,037</u>	<u>\$ 98,891</u>	<u>\$ 513,409</u>	<u>\$ 26,572</u>	<u>\$ 233,196</u>	<u>\$ 878,105</u>

CITY OF CARIBOU, MAINE

Schedule 2

Statement of Revenues, Expenditures and Changes in Fund Balance
For Non-Major Funds
For the Year Ended December 31, 2018

	Snowmobile Trail <u>Maintenance</u>	<u>Housing</u>	Economic <u>Development</u>	Airport Improvement <u>Project</u>	Revolving Loan Fund <u>#10</u>	Total Non-major <u>Funds</u>
REVENUES						
Federal and state assistance	\$ 39,000	\$ 50,787	\$ -	\$ 315,965	\$ -	\$ 405,752
Interest income	-	-	-	-	3,079	3,079
TIF Funds	-	-	344,169	-	-	344,169
Reimbursements	<u>5,580</u>	<u>93,696</u>	<u>-</u>	<u>159,439</u>	<u>-</u>	<u>258,715</u>
Total Revenues	<u>44,580</u>	<u>144,483</u>	<u>344,169</u>	<u>475,404</u>	<u>3,079</u>	<u>1,011,715</u>
EXPENDITURES						
Program expenditures	59,722	133,244	291,927	212,635	-	697,528
Construction and improvements	-	-	-	252,876	-	252,876
Chamber of Commerce	-	-	14,241	-	-	14,241
Total Expenditures	<u>59,722</u>	<u>133,244</u>	<u>306,168</u>	<u>465,511</u>	<u>-</u>	<u>964,645</u>
Excess of Revenues Over (Under) Expenditures	(15,142)	11,239	38,001	9,893	3,079	47,070
Fund Balance - January 1	<u>21,179</u>	<u>87,652</u>	<u>475,408</u>	<u>(9,893)</u>	<u>230,117</u>	<u>804,463</u>
Fund Balance - December 31	<u>\$ 6,037</u>	<u>\$ 98,891</u>	<u>\$ 513,409</u>	<u>\$ -</u>	<u>\$ 233,196</u>	<u>\$ 851,533</u>

CITY OF CARIBOU, MAINE

Schedule 3

Schedule of Capital Outlays - General Fund
For the Year Ended December 31, 2018

<u>Department</u>	<u>Balances January 1</u>	<u>Appropri- ations</u>	<u>Grants/ Transfers</u>	<u>Other</u>	<u>Total Available</u>	<u>Expenditures</u>	<u>Balances December 31</u>
Recreation	\$ 286,118	\$ 71,205	\$ 1,194	\$ 60,303	\$ 418,820	\$ 126,392	\$ 292,428
Library	68,239	-	-	7,898	76,137	12,360	63,777
Police	136,114	51,640	24,000	93,505	305,259	165,134	140,125
Fire	50,311	211,798	-	-	262,109	214,564	47,545
Ambulance	225,482	25,000	-	26,480	276,962	256,366	20,596
Public Works	244,833	170,483	-	15,004	430,320	275,288	155,032
Assessment Office	73,080	402	-	-	73,482	3,500	69,982
Airport	(9,893)	-	262,769	224,530	477,406	465,511	11,895
General Government	1,363	173,541	80,000	6,374	261,278	268,053	(6,775)
Economic Development	389,966	-	-	10,351	400,317	8,705	391,612
TIF accounts	6,258	-	40,057	-	46,315	23,715	22,600
RSU 39 Commitment	(874,840)	-	3,417,666	-	2,542,826	3,625,655	(1,082,829)
Other reserves	195,684	37,500	-	19,119	252,303	9,825	242,478
	<u>\$ 792,715</u>	<u>\$ 741,569</u>	<u>\$ 3,825,686</u>	<u>\$ 463,564</u>	<u>\$ 5,823,534</u>	<u>\$ 5,455,068</u>	<u>\$ 368,466</u>

CITY OF CARIBOU, MAINE

Schedule 4

Schedule of Non-Capital Outlays - General Fund
For the Year Ended December 31, 2018

	<u>Balances</u> <u>January 1</u>	<u>Appropri-</u> <u>ations</u>	<u>Transfers</u>	<u>Other</u>	<u>Total</u> <u>Available</u>	<u>Expendi-</u> <u>tures</u>	<u>Balances</u> <u>December 31</u>
Compensated Absences	\$ 170,222	\$45,000	\$ -	\$ -	\$ 215,222	\$ 41,465	\$ 173,757
Revolving Loan Fund - Cash	350,339	-	-	5,921	356,260	-	356,260
Revolving Loan Fund - Loans Receivable	72,082	-	-	-	72,082	5,921	66,161
Thursday on Sweden Street	7,407	-	-	12,874	20,281	18,147	2,134
Heritage Day	(8,000)	-	-	-	(8,000)	-	(8,000)
Caribou Marathon	(2,578)	-	-	39,298	36,720	62,915	(26,195)
City Retirement	1,080	-	-	-	1,080	-	1,080
Retirement Reserves	4,139	-	-	-	4,139	-	4,139
Retirement Investment Fund	3,000,000	-	-	-	3,000,000	-	3,000,000
Community Bulletin Board	200	-	-	-	200	-	200
HRA Contribution Reserve	82,132	-	-	79,013	161,145	83,383	77,762
Miscellaneous events	80	-	-	-	80	1,171	(1,091)
	<u>\$ 3,677,103</u>	<u>\$45,000</u>	<u>\$ -</u>	<u>\$137,106</u>	<u>\$ 3,859,209</u>	<u>\$ 213,002</u>	<u>\$ 3,646,207</u>

CITY OF CARIBOU, MAINE

Schedule 5

Schedule of Property Taxes - General Fund
For the Year Ended December 31, 2018

	<u>Total</u>	<u>2019 Taxes</u>	<u>2018 Taxes</u>	<u>2017 Taxes and Liens</u>	<u>Prior Taxes</u>
UNCOLLECTED AT JANUARY 1	<u>\$ 1,128,059</u>	<u>\$ -</u>	<u>\$ (38,381)</u>	<u>\$ 908,278</u>	<u>\$258,162</u>
2018 COMMITMENT (\$356,210,100 @.023700)	8,442,179	-	8,442,179	-	-
SUPPLEMENTAL TAX	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>8,442,179</u>	<u>-</u>	<u>8,442,179</u>	<u>-</u>	<u>-</u>
COLLECTIONS	8,427,660	28,964	7,527,487	695,694	175,515
TAX-ACQUIRED PROPERTY	50,353	-	13,526	13,640	23,187
ABATEMENTS	<u>8,113</u>	<u>-</u>	<u>2,532</u>	<u>5,581</u>	<u>-</u>
	<u>8,486,126</u>	<u>28,964</u>	<u>7,543,545</u>	<u>714,915</u>	<u>198,702</u>
UNCOLLECTED AT DECEMBER 31	<u>\$ 1,084,112</u>	<u>\$ (28,964)</u>	<u>\$ 860,253</u>	<u>\$ 193,363</u>	<u>\$ 59,460</u>
REPRESENTED BY					
Real Estate Taxes	\$ 986,611	\$ (18,203)	\$ 822,222	\$ 179,187	\$ 3,405
Personal Property Taxes	<u>97,501</u>	<u>(10,761)</u>	<u>38,031</u>	<u>14,176</u>	<u>56,055</u>
	<u>\$ 1,084,112</u>	<u>\$ (28,964)</u>	<u>\$ 860,253</u>	<u>\$ 193,363</u>	<u>\$ 59,460</u>

FELCH & COMPANY, LLC

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Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the City Council of the
City of Caribou, Maine

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Caribou, Maine as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the City of Caribou, Maine's basic financial statements, and have issued our report thereon dated July 8, 2019.

Internal Control over Financial Reporting

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

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

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

To the City Council of the
City of Caribou, Maine

Compliance and Other Matters

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

Purpose of this Report

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

Felch & Company LLC

July 8, 2019

FELCH & COMPANY, LLC

Certified Public Accountants

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Independent Auditors' Report on Compliance for each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance

To the City Council of the
City of Caribou, Maine

Report on Compliance for Each Major Federal Program

We have audited the City of Caribou, Maine's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended December 31, 2018. The City of Caribou, Maine's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

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

Auditors' Responsibility

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

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

Opinion on Each Major Federal Program

In our opinion, the City of Caribou, Maine complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2018.

To the City Council of the
City of Caribou, Maine

Report on Internal Control Over Compliance

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

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

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

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

Felch & Company LLC

July 8, 2019

CITY OF CARIBOU, MAINE

Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2018

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: *unmodified*

Internal control over financial reporting:

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

Federal Awards

Internal control over major programs:

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

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

Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
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Identification of major programs:

Department of Housing and Urban Development

Section 8 Housing Choice Voucher Program	CFDA #14.871	
Dollar threshold used to distinguish between type A and type B programs:	\$750,000	
Auditee qualified as low-risk auditee?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no

SECTION II – FINDINGS – FINANCIAL STATEMENT AUDIT

No matters were reported.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

CITY OF CARIBOU, MAINE

Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2018

<u>Federal Grantor/ Pass-through Grantor/ Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass- through Grantor's Number</u>	<u>Disburse- ments</u>
<u>U.S. Department of Housing and Urban Development</u>			
Direct Award - Section 8 Housing Choice Vouchers	14.871	N/A	\$ 963,409
Direct Award - Family Self-Sufficiency Program	14.896	N/A	<u>50,787</u>
Subtotal - U.S. Department of Housing and Urban Development			<u>1,014,196</u>
<u>U.S. Department of Transportation</u>			
Direct Award - Airport Improvement Program	20.106	N/A	<u>285,013</u>
<u>Northern Border Regional Commission</u>			
Direct Award - Northern Border Regional Development	90.601	N/A	<u>95,000</u>
<u>U.S. Department of Homeland Security</u>			
Passed through State of Maine Department of Emergency Management: Operation Stonegarden	97.067	N/A	<u>4,350</u>
<u>U.S. Department of Justice</u>			
Direct Award - Edward Byrne Assistance Grant	16.738	N/A	<u>1,787</u>
Total			<u>\$ 1,400,346</u>

CITY OF CARIBOU, MAINE

Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2018

NOTE A – SIGNIFICANT ACCOUNTING POLICIES

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

NOTE B – BASIS OF PRESENTATION

Reporting Entity

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

Pass-through Programs

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

NOTE C – INDIRECT COSTS

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

NOTE D – MATCHING COSTS

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

CITY OF CARIBOU, MAINE

Schedule of Prior Audit Findings
For the Year Ended December 31, 2018

There were no audit findings reported for the year ended December 31, 2017 that require follow-up in the December 31, 2018 report.