

WILLAMINA, OREGON

Annual Financial Report

For the Year Ended June 30, 2018

CITY OF WILLAMINA
Officers and Members of the City Council
June 30, 2017

<u>MAYOR</u>	<u>Term Expires December 31,</u>
Ila Skyberg	2018
<u>CITY COUNCIL</u>	
Rita Baller	2020
Robert Burr	2020
Heather Stritzke	2018
Theresa McKnight	2018
Craig Johnson	2020
April Wooden	2018

CITY MANAGER
Kenna West

CITY RECORDER
Debbie Bernard

REGISTERED ADDRESS
PO Box 629
Willamina, OR 97396

CITY OF WILLAMINA
For the year ended June 30, 2018

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Independent Auditor's Report

To the City Council
City of Willamina, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Willamina, Oregon as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the City of Willamina's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

Richard Winkel, CPA

PO Box 91637
Portland, OR 97291

tel: (503) 332-6750
fax: (888) 739-8185
email: rwinkel@winkelcpa.com

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Willamina, Oregon as of and for the year ended June 30, 2018 and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the general fund and the street fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-9 and schedules of the proportionate share of the net pension liability and contributions on page 42 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 Willamina's basic financial statements. The combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund financial statements and schedules 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 combining and individual fund financial statements and schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Reports on Other Legal and Regulatory Requirements

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 14, 2018, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Other Reporting Required by Oregon Revised Statutes

In accordance with the Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated December 14, 2018 on our consideration of the City of Willamina's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Richard Winkel, CPA

December 14, 2018

**CITY OF WILLAMINA
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2018**

The management of the City of Willamina, Oregon, presents this narrative overview and analysis to facilitate both a short and long-term analysis of the financial activities of the City for the fiscal year ended June 30, 2018. This Management's Discussion and Analysis (MD&A) is based on currently known facts, decisions, and conditions that existed as of the date the financial statements are issued.

Financial Highlights

- The City's governmental activities assets exceed liabilities (net position) as of June 30, 2018 by \$1,482,135, an increase of \$73,483 from the prior year.
- The City's business-type activities assets exceed liabilities (net position) by \$1,762,876, an increase of \$117,981 from the prior year.
- The General Fund's fund balance is \$232,813 at the end of the current fiscal year, an increase of \$114,894 from the prior year.

Overview of the Financial Statements

The following discussion and analysis is intended to serve as an introduction to the City's basic financial statements and other supplementary information. The City's basic financial statements are comprised of three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the basic financial statements

Government-wide financial statements - The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business. These statements include all assets of the City (including infrastructure such as streets, traffic signals, street lights, buildings, bridges, etc.) as well as all liabilities (including general obligation long-term debt). Additionally, certain eliminations have occurred with regards to inter-fund activities.

The statement of net position presents information on all of the City's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The statement of activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash inflows or outflows in a future fiscal period. Examples of such items include earned but uncollected property taxes (future inflow), and interest accrued (future outflow).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include the following:

- General government (City Council, Mayor's office, Human Resources, Finance)
- Public safety (Police protection service)
- Highways and streets
- Community Services
- Community Development

CITY OF WILLAMINA
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2018

The business-type activities of the City include the following:

- Water
- Sewer

Fund financial statements – A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City uses fund accounting to demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories: governmental funds and proprietary funds.

Governmental funds - Governmental funds are used to account for activities where the emphasis is placed on available financial resources, rather than upon net income determination. Therefore, unlike the government-wide financial statements, governmental fund financial statements focus on the acquisition and use of current expendable resources, as well as the balances of expendable resources available at the end of the fiscal year. Such information may be useful in evaluating the City's near term financial requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near term financial decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintained three individual governmental funds. Information for the funds that are considered significant (major) is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances. All three of the City's funds are considered to be major funds: General, Street, and System Development Charges Funds.

The City adopts annual appropriated budgets for all funds. To demonstrate compliance with the budget, budgetary comparison statements have been provided for all funds either in the basic financial statements (major governmental funds) or as supplementary information (all other funds).

Proprietary funds – Proprietary funds are used to account for activities where the emphasis is placed on net income determination. Enterprise funds are used to report the same functions presented as business-type activities in the governmental-wide financial statements.

The City uses enterprise funds to account for its water and sewer utility activities.

The enterprise funds of the City are reported separately as proprietary fund financial statements in the basic financial statements.

The City presents five individual proprietary funds. Information is presented separately in the enterprise fund balance sheet and in the enterprise fund statement of revenue, expenditures and changes in fund balances for those funds that are considered significant (major) to the City taken as a whole. These financial statements report three major funds: Water, Wastewater, and Debt Service. Data from the other two enterprise funds are combined into a single aggregated presentation.

Notes to financial statements – The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements. They are an integral part of the financial statements and should be read in conjunction with them.

**CITY OF WILLAMINA
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2018**

Supplementary information – The combining statements and schedules referred to earlier follow the required supplementary information in this report.

Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets exceeded liabilities by \$3,245,011 as of June 30, 2018.

	Governmental Activities		Business-type Activities		Totals	
	FY 2018	FY 2017	FY 2018	FY 2017	FY 2018	FY 2017
Assets:						
Cash and investments	\$ 553,752	\$ 385,312	\$ 883,691	\$ 619,277	\$ 1,437,443	\$ 1,004,589
Other current assets	44,427	46,706	127,223	128,173	171,650	174,879
Capital assets, net	<u>899,846</u>	<u>979,791</u>	<u>2,939,710</u>	<u>3,188,006</u>	<u>3,839,556</u>	<u>4,167,797</u>
Total assets	<u>1,498,025</u>	<u>1,411,809</u>	<u>3,950,624</u>	<u>3,935,456</u>	<u>5,448,649</u>	<u>5,347,265</u>
Deferred outflow of resources	48,321	41,182	-	-	48,321	41,182
Liabilities:						
Other current liabilities	64,211	44,339	284,408	258,825	348,619	303,164
Long-term obligations	<u>-</u>	<u>-</u>	<u>1,903,340</u>	<u>2,031,736</u>	<u>1,903,340</u>	<u>2,031,736</u>
Total liabilities	<u>64,211</u>	<u>44,339</u>	<u>2,187,748</u>	<u>2,290,561</u>	<u>2,251,959</u>	<u>2,334,900</u>
Net Position:						
Net investment in capital assets	899,846	979,791	907,974	1,029,535	1,807,820	2,009,326
Restricted	307,327	115,000	91,877	524,939	399,204	639,939
Unrestricted	<u>274,962</u>	<u>313,861</u>	<u>763,025</u>	<u>90,421</u>	<u>1,037,987</u>	<u>404,282</u>
Total net position	<u>\$ 1,482,135</u>	<u>1,408,652</u>	<u>\$ 1,762,876</u>	<u>\$ 1,644,895</u>	<u>\$ 3,245,011</u>	<u>\$ 3,053,547</u>

The largest portion of the City's net position reflect its investment of \$1,807,820 or 56%, in capital assets (e.g., land, buildings, improvements, equipment, and infrastructure, net of accumulated depreciation and related debt). The City uses capital assets to provide services to citizens. Consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position, \$399,204 or approximately 12% represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position totaling \$1,037,987 or approximately 32% represents the balance that may be used to meet the City's ongoing obligations to citizens and creditors.

**CITY OF WILLAMINA
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2018**

The change in net position for the year ended June 30, 2018 is as follows:

	Governmental Activities		Business-type Activities		Totals	
	FY 2018	FY 2017	FY 2018	FY 2017	FY 2018	FY 2017
Revenues						
Program						
Charges for services	\$ 108,166	\$ 71,771	\$ 1,355,855	\$1,173,081	\$ 1,464,021	\$ 1,244,852
Operating grants and contributions	11,531	27,289	-	-	11,531	27,289
General						
Property taxes	378,830	364,256	-	-	378,830	364,256
Franchise fees	94,909	86,008	-	-	94,909	86,008
Intergovernmental	190,664	184,444	-	-	190,664	184,444
Interest	16,932	8,746	-	-	16,932	8,746
Miscellaneous	58,352	3,718	57,877	-	116,229	3,718
Total revenues	859,384	746,232	1,413,732	1,173,081	2,273,116	1,919,313
Expenses						
General government	251,454	183,954	-	-	251,454	183,954
Public safety	251,619	239,859	-	-	251,619	239,859
Highways and streets	117,062	74,869	-	-	117,062	74,869
Community services	163,829	125,242	-	-	163,829	125,242
Community development	40,239	43,128	-	-	40,239	43,128
Water	-	-	578,862	567,420	578,862	567,420
Wastewater	-	-	678,587	623,663	678,587	623,663
Total expenses	824,203	667,052	1,257,449	1,191,083	2,081,652	1,858,135
Change in net position before transfers	35,181	79,180	156,283	(18,002)	191,464	61,178
Transfers	38,302	34,245	(38,302)	(34,245)	-	-
Change in net position	73,483	113,425	117,981	(52,247)	191,464	61,178
Net position - beginning	1,408,652	1,295,227	1,644,895	1,697,142	3,053,547	2,992,369
Total net position	\$ 1,482,135	\$ 1,408,652	\$ 1,762,876	\$1,644,895	\$ 3,245,011	\$ 3,053,547

Revenues increased by \$353,803 over the prior year mainly due to higher revenues for water and wastewater services. The city also sold a building for a profit of \$114,560, which is included in Miscellaneous income above. Total expenses increased by \$223,517 over the prior year. Expenses increased due to higher payroll and operating costs to provide city services.

**CITY OF WILLAMINA
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2018**

Governmental Funds

The General Fund ended the year with a fund balance of \$232,813, an increase of \$114,919 from the prior year. Revenues in the General Fund for fiscal year ending June 30, 2018 were \$702,250 and expenses were \$625,633. Total governmental funds ended the year with a fund balance of \$540,140, an increase of \$156,541 over the prior year.

Enterprise Funds

The City operates two utility services, water and wastewater. These funds are operated like private enterprises and the accounting reflects this. Enterprise funds also include two System Development Charges Funds.

Budgetary Highlights

The General Fund revenues exceeded budgeted revenues by \$71,286 while actual expenditures in the General Fund were under budget by \$83,030. Expenditures in all funds were under budget for the year ended June 30, 2018.

Capital Assets

As of June 30, 2018, the City had the following capital assets:

	Governmental Activities		Business-type Activities		Totals	
	FY 2018	FY 2017	FY 2018	FY 2017	FY 2018	FY 2017
Land	\$ 117,674	\$ 117,841	\$ 548,724	\$ 548,891	\$ 666,398	\$ 666,732
Land improvements	980,055	980,055	776	776	980,831	980,831
Buildings	273,506	296,847	919,254	927,136	1,192,760	1,223,983
Equipment	193,843	194,313	427,712	427,712	621,556	622,026
Distribution and collection systems	-	-	5,159,655	5,124,723	5,159,655	5,124,723
Vehicles	56,367	52,462	111,667	100,857	168,034	153,319
Less accumulated depreciation	(721,599)	(666,727)	(4,228,080)	(3,942,089)	(4,949,678)	(4,608,817)
Capital assets, net	\$ 899,846	\$ 979,791	\$ 2,939,710	\$ 3,188,006	\$ 3,839,556	\$ 4,167,797

Additional information about the City's capital assets can be found in Note 4 to the basic financial statements.

Long-Term Obligations

At the end of the fiscal year, the City had total long-term obligations of \$2,031,736. Of this amount \$747,130 represented bonded indebtedness. The City's bonded debt is in the business-type activities and is classified as Revenue Bonds. The City also has two loans from Oregon Economic and Community Development Department (OECDD) which are also in the business-type activities which supplemented the revenue bonds for work in the water treatment plant and the wastewater project. Additional information on the City's long-term obligations can be found in Note 5 to the basic financial statements.

**CITY OF WILLAMINA
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2018**

Economic Factors and Next Year's Budget

During the preparation of the budget for the ensuing fiscal year, the long-term impacts of the local economy were examined in conjunction with business decisions made by the City. The City uses a conservative approach when preparing the budget each year.

Requests for information

The City's financial statements are designed to present users with a general overview of the City's finances and to demonstrate the City's accountability. If you have any questions about this report, please contact the City at (503) 876-2242 or by mail at 411 NE C Street, Willamina, Oregon 97396.

CITY OF WILLAMINA

Statement of Net Position

June 30, 2018

	Governmental Activities	Business-type Activities	Totals
ASSETS			
Cash and investments	\$ 553,752	\$ 883,691	\$ 1,437,443
Receivables, net	34,456	94,371	128,827
Inventories	8,213	32,852	41,065
Prepaid assets	1,758	-	1,758
Capital assets:			
Land	117,674	548,724	666,398
Capital assets, net	782,172	2,390,986	3,173,158
Total assets	1,498,025	3,950,624	5,448,649
DEFERRED OUTFLOWS OF RESOURCES			
Pension related items	48,321	-	48,321
LIABILITIES			
Accounts payable and accrued expenses	64,211	15,332	79,543
Accrued interest payable	-	48,677	48,677
Customer deposits payable	-	92,003	92,003
Long-term obligations:			
Due within one year	-	128,396	128,396
Due in more than one year	-	1,903,340	1,903,340
Total liabilities	64,211	2,187,748	2,251,959
NET POSITION:			
Net investment in capital assets	899,846	907,974	1,807,820
Restricted for:			
Capital projects	147,000	91,877	238,877
Highways and streets	160,327	-	160,327
Unrestricted	274,962	763,025	1,037,987
Total net position	\$ 1,482,135	\$ 1,762,876	\$ 3,245,011

The accompanying notes are an integral part of these financial statements

CITY OF WILLAMINA

Statement of Activities

For the Year Ended June 30, 2018

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Chagnes in Net Position		Totals
		Charges for Services	Operating Grants and Contributions	Governmental Activities	Business-type Activities	
Governmental activities:						
General government	\$ 251,454	\$ 34,016	\$ 1,004	\$ (216,434)		\$ (216,434)
Public safety	251,619	8,901	-	(242,718)		(242,718)
Highways and streets	117,062	36,000	-	(81,062)		(81,062)
Community services	163,829	21,559	10,527	(131,743)		(131,743)
Community development	40,239	7,690	-	(32,549)		(32,549)
Total governmental activities	824,203	108,166	11,531	(704,506)		(704,506)
Business-type activities:						
Water	578,862	684,100	-		105,238	105,238
Wastewater	678,587	671,755	-		(6,832)	(6,832)
Total business-type activities	1,257,449	1,355,855	-		98,406	98,406
Totals	\$ 2,081,652	\$ 1,464,021	\$ 11,531	(704,506)	98,406	(606,100)
General revenues:						
Property taxes, levied for general purposes				378,830	-	378,830
Franchise taxes				94,909	-	94,909
Intergovernmental				190,664	-	190,664
Unrestricted investment earnings				16,932	-	16,932
Miscellaneous				58,352	57,877	116,229
Transfers				38,302	(38,302)	-
Total general revenues and transfers				777,989	19,575	797,564
Change in net position				73,483	117,981	191,464
Net position - beginning				1,408,652	1,644,895	3,053,547
Net position - ending				\$ 1,482,135	\$ 1,762,876	\$ 3,245,011

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

Balance Sheet - Governmental Funds

June 30, 2018

	<u>General</u>	<u>Street</u>	<u>Street SDC</u>	<u>Total</u>
ASSETS				
Cash and investments	\$ 246,245	\$ 160,507	\$ 147,000	\$ 553,752
Receivables, net	34,456	-	-	34,456
Inventories	8,213	-	-	8,213
Total assets	<u>\$ 288,914</u>	<u>\$ 160,507</u>	<u>\$ 147,000</u>	<u>\$ 596,421</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES				
LIABILITIES:				
Accounts payable and accrued expenses	\$ 31,823	\$ 180	\$ -	\$ 32,003
DEFERRED INFLOWS OF RESOURCES:				
Unavailable revenue	24,278	-	-	24,278
FUND BALANCES:				
Nonspendable	8,213	-	-	8,213
Restricted for grants and economic improvement	-	160,327	147,000	307,327
Unassigned	224,600	-	-	224,600
Total fund balances	<u>232,813</u>	<u>160,327</u>	<u>147,000</u>	<u>540,140</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 288,914</u>	<u>\$ 160,507</u>	<u>\$ 147,000</u>	<u>\$ 596,421</u>

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

**Statement of Revenues, Expenditures and
Changes in Fund Balances - Governmental Funds**

For the Year Ended June 30, 2018

	<u>General</u>	<u>Street</u>	<u>Street SDC</u>	<u>Total</u>
REVENUES:				
Property taxes	\$ 378,491	\$ -	\$ -	\$ 378,491
Franchise fees	94,909	-	-	94,909
System development charges	-	-	36,000	36,000
Licenses, permits, fines and fees	72,166	-	-	72,166
Intergovernmental	67,980	122,684	-	190,664
Grants and donations	11,531	-	-	11,531
Interest	16,932	-	-	16,932
Miscellaneous	60,241	-	-	60,241
	<u>702,250</u>	<u>122,684</u>	<u>36,000</u>	<u>860,934</u>
EXPENDITURES:				
Current:				
General government	172,281	-	-	172,281
Public safety	251,005	-	-	251,005
Highways and streets	-	117,062	-	117,062
Community services	162,108	-	-	162,108
Community development	40,239	-	-	40,239
Capital outlay	-	-	-	-
	<u>625,633</u>	<u>117,062</u>	<u>-</u>	<u>742,695</u>
Excess of (deficiency) of revenues over expenditures	<u>76,617</u>	<u>5,622</u>	<u>36,000</u>	<u>118,239</u>
OTHER FINANCING SOURCES (USES):				
Transfers in (out)	<u>38,302</u>	<u>-</u>	<u>-</u>	<u>38,302</u>
Net change in fund balances	<u>114,919</u>	<u>5,622</u>	<u>36,000</u>	<u>156,541</u>
Fund balances, beginning of year	<u>117,894</u>	<u>154,705</u>	<u>111,000</u>	<u>383,599</u>
Fund balances, end of year	<u>\$ 232,813</u>	<u>\$ 160,327</u>	<u>\$ 147,000</u>	<u>\$ 540,140</u>

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

**Reconciliation of the Balance Sheet - Governmental Funds to the
Statement of Net Position**

June 30, 2018

Total fund balance - Governmental Funds	\$ 540,140
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	899,846
Prepaid expenses are reported as an asset on the Statement of Net Position, however, these payments are treated as expenses on the governmental funds statement.	1,758
Governmental activities report as deferred outflows of resources contributions to the public employee retirement system	48,321
Some liabilities are not due and payable in the current period and are not reported in the funds. Accrued compensated absences is a liability on the Statement of Net Position but not on the governmental fund Balance Sheet.	(32,208)
Some long-term assets are not available for current period expenditures and are therefore reported as unavailable revenue in the funds.	24,278
Net Position	<u>\$ 1,482,135</u>

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

**Reconciliation of the Statement of Revenues, Expenditures and Changes in
Fund Balances – Governmental Funds to the Statement of Activities**

For the Year Ended June 30, 2018

Total changes in fund balances – Governmental Funds		\$ 156,541
<p>Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the governmental funds. This is the effect of the change in the deferred property tax revenue during the year.</p>		
Taxes		339
<p>Capital asset additions are reported in the governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives as depreciation expense. Proceeds from the sale of capital assets is reported as revenues in the governmental funds. However, in the Statement of Activities, the gain or loss on sale is recorded based on the book value of the assets.</p>		
Gain on sale of capital assets	\$ 58,440	
Proceeds from sale of capital assets	(60,329)	
Depreciation	<u>(76,298)</u>	(78,187)
<p>The amount contributed to the defined benefit pension plan is reported as an expenditure in the funds while the governmental activities reports pension expense as the change in pension related deferred outflows of resources.</p>		
		7,139
<p>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 the governmental funds.</p>		
Compensated absences		<u>(12,349)</u>
Change in net position		<u><u>\$ 73,483</u></u>

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

**Statement of Revenues, Expenditures and
Changes in Fund Balance – Budget and Actual
General Fund**

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES:				
Property taxes	\$365,000	\$365,000	\$378,491	\$ 13,491
Franchise fees	100,200	100,200	94,909	(5,291)
Licenses, permits, fines and fees	91,514	91,514	72,166	(19,348)
Intergovernmental	59,500	59,500	67,980	8,480
Grants	10,250	10,250	11,531	1,281
Interest	3,500	3,500	16,932	13,432
Miscellaneous	1,000	1,000	60,241	59,241
	<u>630,964</u>	<u>630,964</u>	<u>702,250</u>	<u>71,286</u>
EXPENDITURES:				
General government	257,482	207,812	172,281	35,531
Public safety	263,013	264,913	251,005	13,908
Community services	143,168	190,938	162,108	28,830
Community development	45,000	45,000	40,239	4,761
	<u>708,663</u>	<u>708,663</u>	<u>625,633</u>	<u>83,030</u>
Excess (deficiency) of revenues over expenditures	(77,699)	(77,699)	76,617	154,316
OTHER FINANCING SOURCES (USES):				
Transfers in (out)	35,276	35,276	38,302	3,026
	<u>(42,423)</u>	<u>(42,423)</u>	<u>114,919</u>	<u>157,342</u>
Fund balance, beginning of year	42,423	42,423	15,307	(27,116)
Fund balance, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$130,226</u>	<u>\$130,226</u>

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

**Statement of Revenues, Expenditures and
Changes in Fund Balance – Budget and Actual
Street Fund**

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES:				
Intergovernmental Grants and donations	\$ 110,000	\$ 110,000	\$ 122,684	\$ 12,684
	-	-	-	-
Total revenues	<u>110,000</u>	<u>110,000</u>	<u>122,684</u>	<u>12,684</u>
EXPENDITURES:				
Personnel services	41,372	45,379	41,960	3,419
Materials and services	82,328	95,328	75,102	20,226
Capital outlay	-	-	-	-
Contingency	110,874	93,867	-	93,867
Total expenditures	<u>234,574</u>	<u>234,574</u>	<u>117,062</u>	<u>117,512</u>
Change in fund balance	(124,574)	(124,574)	5,622	130,196
Beginning fund balance	<u>124,574</u>	<u>124,574</u>	<u>154,705</u>	<u>30,131</u>
Ending fund balance	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 160,327</u></u>	<u><u>\$ 160,327</u></u>

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

Statement of Net Position
Proprietary Funds

June 30, 2018

	Business-type Activities / Enterprise		
	Water	Wastewater	Total Enterprise Funds
ASSETS:			
Current assets			
Cash and investments	\$ 414,769	\$ 468,922	\$ 883,691
Receivables	50,624	43,747	94,371
Inventories	16,426	16,426	32,852
Due from other funds	-	185,000	185,000
Total current assets	481,819	714,095	1,195,914
Capital assets, net	739,885	2,199,825	2,939,710
Total assets	1,221,704	2,913,920	4,135,624
LIABILITIES:			
Current liabilities			
Debt obligations due within one year	19,203	109,193	128,396
Accounts payable and accrued expenses	4,474	6,853	11,327
Accrued interest payable	13,723	34,954	48,677
Customer deposits	53,023	38,980	92,003
Compensated absences payable	3,429	576	4,005
Due to other funds	185,000	-	185,000
Total current liabilities	278,852	190,556	469,408
Long-term obligations			
Debt obligations due in more than one year	727,927	1,175,413	1,903,340
Total long-term liabilities	727,927	1,175,413	1,903,340
Total liabilities	1,006,779	1,365,969	2,372,748
NET POSITION:			
Net investment in capital assets	(7,245)	1,024,412	1,017,167
Restricted for:			
Capital projects	65,654	26,223	91,877
Unrestricted	156,516	497,316	653,832
Total net position	\$ 214,925	\$ 1,547,951	\$ 1,762,876

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

**Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds**

For the Year Ended June 30, 2018

	<u>Business-type Activities / Enterprise</u>		
	<u>Water</u>	<u>Wastewater</u>	<u>Total Enterprise Funds</u>
Operating revenues			
Charges for services	\$ 684,100	\$ 671,755	\$ 1,355,855
Operating expenses			
Personnel services	267,211	257,026	524,237
Materials and services	184,212	159,545	343,757
Depreciation	93,960	198,037	291,997
Total operating expenses	<u>545,383</u>	<u>614,608</u>	<u>1,159,991</u>
Operating income (loss)	<u>138,717</u>	<u>57,147</u>	<u>195,864</u>
Non-operating revenues (expenses)			
Gain on sale of capital assets	30,098	27,779	57,877
Interest expense	<u>(33,478)</u>	<u>(63,980)</u>	<u>(97,458)</u>
Total non-operating revenues (expenses)	<u>(3,380)</u>	<u>(36,201)</u>	<u>(39,581)</u>
Income (loss) before transfers	135,337	20,946	156,283
OTHER FINANCING SOURCES (USES):			
Transfers in	89,756	368,081	457,837
Transfers out	<u>(19,537)</u>	<u>(18,765)</u>	<u>(38,302)</u>
Net other financing sources	70,219	349,316	419,535
Change in net position	<u>205,556</u>	<u>370,262</u>	<u>575,818</u>
Net position, beginning of year	<u>9,369</u>	<u>1,177,689</u>	<u>1,187,058</u>
Net position, end of year	<u>\$ 214,925</u>	<u>\$ 1,547,951</u>	<u>\$ 1,762,876</u>

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

**Statement of Cash Flows
Proprietary Funds**

For the Year Ended June 30, 2018

	<u>Business-type Activities / Enterprise</u>		
	<u>Water</u>	<u>Wastewater</u>	<u>Total</u>
Cash flows from operating activities			
Cash received from customers	\$ 704,046	\$ 682,238	\$1,386,284
Cash paid to employees	(267,211)	(257,026)	(524,237)
Cash paid to suppliers	(189,497)	(159,816)	(349,313)
Net cash provided by operating activities	<u>247,338</u>	<u>265,396</u>	<u>512,734</u>
Cash flows from capital and related financing activities			
Purchase of capital assets	(40,932)	(6,500)	(47,432)
Proceeds from sale of capital assets	33,006	29,560	62,566
Transfers out	(19,537)	(18,765)	(38,302)
Principal paid on long-term obligations	(18,376)	(108,359)	(126,735)
Interest paid on long-term obligations	(34,437)	(63,980)	(98,417)
Net cash provided by (used in) capital and related financing activities	<u>(80,276)</u>	<u>(168,044)</u>	<u>(248,320)</u>
Net increase (decrease) in cash and cash equivalents	<u>167,062</u>	<u>97,352</u>	<u>264,414</u>
Cash and cash equivalents at beginning of year	<u>247,707</u>	<u>371,570</u>	<u>619,277</u>
Cash and cash equivalents at end of year	<u>\$ 414,769</u>	<u>\$ 468,922</u>	<u>\$ 883,691</u>

Reconciliation of Operating Income (Loss) to Net Cash Provided by Operating Activities

Reconciliation of operating income (loss) to net cash provided by operating activities			
Operating income (loss)	\$ 138,717	\$ 57,147	\$ 195,864
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:			
Depreciation	93,960	198,037	291,997
(Increase) decrease in assets			
Receivables	(1,580)	6,178	4,598
Inventories	(1,824)	(1,823)	(3,647)
(Increase) decrease in liabilities			
Accounts payable and accrued expenses	(3,461)	1,552	(1,909)
Customer deposits	21,526	4,305	25,831
Net cash provided by operating activities	<u>\$ 247,338</u>	<u>\$ 265,396</u>	<u>\$ 512,734</u>

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Willamina, Oregon (the City) have been prepared in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting standards.

The Financial Reporting Entity

The City of Willamina, Oregon is governed by an elected mayor and council members who comprise the City Council. The City Council exercises supervisory responsibilities over the City operations, but day-to-day management control is the responsibility of a City Manager, who reports to the City Council.

The accompanying financial statements present all activities, funds, and component units for which the City is financially accountable. The criteria used in making this determination includes appointment of a voting majority, imposition of will, financial benefit or burden on the primary government, and fiscal dependency on the primary government. Based upon the evaluation of this criteria, the City is a primary government with no includable component units.

Basic Financial Statements

Basic financial statements are presented at both the government-wide and fund financial level. Both levels of statements categorize primary activities as either government or business-type. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

Government-wide financial statements report information on all activities of the primary government. As a general rule, the effect of interfund activity has been eliminated from these statements. These statements focus on the sustainability of the City as an entity and the change in aggregated financial position resulting from the activities of the fiscal period. These aggregated statements consist of the Statement of Net Position and the Statement of Activities.

The Statement of Activities demonstrates the degree to which the direct and allocated indirect expenses of a given function or business-type activity are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or program. Indirect expenses are those costs, usually administrative in nature, that support all City functions and enable direct services to be provided. Program revenues include (1) fees, fines, and charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or program, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or program. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Fund financial statements display information at the individual fund level. Each fund is considered to be a separate accounting entity. Funds are classified and summarized as governmental or proprietary. Major individual governmental funds are reported as separate columns in the fund financial statements.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus and Basis of Accounting

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

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues are charges to customers for sales and services. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

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

The financial transactions of the City are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, receipts and disbursements.

The City reports the following major governmental funds:

General Fund – This fund accounts for activities of the City which are not accounted for in any other fund. Principal sources of revenue are property taxes, franchise fees and state and county shared revenues. Primary expenditures are for police protection, library services and general government.

Street Fund - This fund accounts for the cost of maintaining City streets and storm water drainage systems. Principal sources of revenues are grants and state and county shared revenues.

Street System Development Charges Fund - This fund accounts for development fees collected which are restricted for use to fund street capital improvements.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The City reports the following major proprietary funds:

Wastewater Fund – A fund established for provision of sanitary sewer services to residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, and billing and collection.

Water Fund – A fund established for provision of water services to residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, and billing and collection.

The City reports the following non-major proprietary funds:

Water SDC and Sanitary Sewer SDC Funds – These funds account for systems development charges earmarked for future system improvements.

Net Position

Net position represents the difference between assets and liabilities. Net position is reported as restricted when there are limitations imposed on their use either through enabling legislation or through external restrictions imposed by creditors, grantors, or regulations of other governments. Net position is classified in the following three categories:

Invested in capital assets, net – consists of capital assets net of accumulated depreciation.

Restricted net position – consists of net position with constraints placed on them by entities outside of the City.

Unrestricted net position – all other net positions that do not meet either of the criteria above.

Fund Balance

The City follows the guidance in GASB 54. Under this standard, the fund balances are classified within one of the fund balance categories listed below.

- Nonspendable fund balance represents amounts that are not in a spendable form.
- Restricted fund balance represents amounts constrained to specific purpose by their providers (such as grant requirements, donor requirements, or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed fund balance represents amounts that can be used only for specific purposes determined by a formal action of the City Council. The City Council is the highest level of decision making authority for the City. Commitments may be established, modified or rescinded only through ordinances or resolutions approved by the City Council.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- Assigned fund balance represents amounts a government intends to use for a specific purpose; intent can be expressed by the City Council or by an official or body to which the City Council delegates the authority.
- Unassigned fund balance represents amounts that are available for any purpose; these amounts are reported only in the General Fund. This classification is also used to report any negative fund balance amounts in other governmental funds in certain circumstances.

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

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reporting amounts of certain assets, liabilities, revenues and expenses. Actual results may differ from such estimates.

Cash and Investments

Investments, included in cash and investments, are carried at cost which approximates fair value. There are no investments carried at amortized cost. For purposes of the statement of cash flows, the proprietary funds consider cash and cash equivalents to include the cash and the investment common pool. These amounts have the general characteristics of demand deposit accounts in that the funds may deposit additional cash at any time and also effectively may withdraw cash at any time without prior notice or penalty.

Receivables and Unavailable Revenues

Receivables in governmental and enterprise funds are stated net of any allowance for doubtful accounts. Receivables for state, county and local shared revenues, included in accounts receivable, are recorded as revenue in the governmental funds as earned. Receivables of the business-type funds are recorded as revenue as earned.

Real and personal property taxes are levied as of July 1 for each fiscal year on values assessed as of January 1. Property taxes are an enforceable lien on both real and personal property as of July 1 and are due and payable in three installments on November 15, February 15, and May 15. All property taxes are billed and collected by Polk County and Yamhill County and remitted to the City. In the governmental fund financial statements, property taxes are reflected as revenues in the fiscal period for which they were levied, provided they are due, or past due and receivable within the current period, and collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period (30 days). Otherwise, they are reported as unavailable revenues.

Intergovernmental revenues are recognized as revenues when all eligibility requirements are met. There are, however, essentially two types of intergovernmental revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the City; therefore, all eligibility requirements are determined to be met when the underlying expenditures are recorded. In the other, monies are virtually unrestricted as to the purpose of the expenditure and are usually revocable only for failure to comply with prescribed requirements; therefore, all eligibility requirements are determined to be met at the time of receipt or earlier if the susceptible to accrual criteria are met.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Licenses and permits, charges for services, fines and forfeits and miscellaneous revenues (except investment earnings) are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are measurable and available. Rental income is typically received in advance and is deferred when appropriate.

Special assessments receivable and repayment of revolving loans expected to be collected within sixty days after year end are considered measurable and available and are recognized as revenue. Assessment installments that are long-term are offset by deferred revenues.

Inventory

Inventory in the governmental and proprietary funds is stated at cost (last-in, first-out basis). Inventory in the governmental funds is charged to expenditures as purchased. Inventory in the proprietary funds is charged to expense as used.

Capital Assets

Capital assets (items costing more than \$5,000 and lasting more than one year) are stated at cost or estimated historical cost. Donated assets are recorded at fair market value at date of donation. Estimated fair market value of donated assets is determined based on engineering estimates of current cost or price indexed cost.

Normal maintenance and repairs are charged to operations as incurred. Major additions, improvements and replacements are capitalized. Gains or losses from sales or retirements of capital assets are included in operations.

Capital assets are depreciated unless they are inexhaustible in nature (e.g. land). Depreciation is an accounting process to allocate the cost of capital assets to expense in a systematic and rational manner to those periods expected to benefit from the use of capital assets. Depreciation is not intended to represent an estimate in the decline of fair market value, nor are capital assets, net of accumulated depreciation, intended to represent an estimate of the current condition of the assets, or the maintenance requirements needed to maintain the assets at their current level of condition.

Depreciation is computed over the estimated useful lives of the capital assets, all estimates of useful lives are based on actual experience by City departments with identical or similar capital assets. Depreciation is calculated using the straight-line method over their estimated useful lives.

The estimated useful lives of the various categories of assets are as follows:

Buildings	40-50 years
Improvements other than buildings	20-40 years
Water and Sewer systems	25 years
Equipment	4-15 years
Vehicles	7-15 years

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Long-Term Debt

Long-term debt directly related and expected to be paid from the enterprise funds is recorded in these funds. All other unmatured long-term debt is recorded on the Statement of Net Position. Repayment of compensated absences have been made primarily from the General, Street, Sewer and Water Funds.

Deferred Inflows and Outflows of Resources

In addition to assets, the Statement of Net Position reports a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) until then. For the City, these are deferred amounts related to pensions. This amount is deferred and recognized as an outflow of resources in the period when the City recognizes pension expense/expenditures. Deferred outflows are included in the government-wide Statement of Net Position.

In addition to liabilities, the Statement of Net Position reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The City has one item that qualifies for reporting in this category. Unavailable revenue from property taxes is reported in the governmental funds balance sheet. This amount is deferred and recognized as an inflow of resources in the period that amount becomes available.

Pensions

The City accounts for its pension using GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date (an amendment of GASB Statement 68)*.

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employees Retirement System (OPERS) and additions to/deductions from OPERS's fiduciary net position have been determined on the same basis as they are reported by OPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Accrued Compensated Absences

The City has a policy which permits employees to earn vacation at a rate determined by length of employment. Any amounts not used will be paid upon the employee's termination of employment. Sick pay, which does not vest, is recorded in all funds when leave is taken.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budget and Budgetary Accounting

A budget is prepared for each fund in accordance with the modified accrual basis of accounting for all funds. Appropriations are made at the department level for the General Fund and object level (personnel services, materials and services, capital outlay and debt service) for all other funds. Expenditures may not legally exceed appropriations. Appropriations lapse at the end of each fiscal year. Budget amounts include original approved amounts and all subsequent appropriation transfers approved by the City Council. After budget approval, the City Council may approve supplemental appropriations if an occurrence, condition, or need exists which had not been ascertained at the time the budget was adopted. Management may not amend the budget. A supplemental budget requires hearings before the public, publications in newspapers and approval by the City Council. During the year ended June 30, 2018 all expenditures with within budgeted amounts.

2. CASH AND INVESTMENTS

The City maintains a cash and investment pool that is available for use by all funds. Each fund's portion of this pool is displayed on the financial statements as cash and investments.

Cash and investments are comprised of the following at June 30, 2018:

Cash on deposit with financial institutions	\$ 302,525
Local Government Investment Pool	1,134,618
Petty cash	<u>300</u>
Total	<u>\$ 1,437,443</u>

Deposits

The City's deposits with various financial institutions had a bank value of \$1,440,821 and a book value of \$1,437,143 at year end. The difference is due to transactions in process. All deposits not covered by FDIC insurance are covered by the Public Funds Collateralization Program (PFCP) of the State of Oregon.

Custodial Credit Risk - Deposits

This is the risk that in the event of a bank failure, the City's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for the City's deposits with financial institutions up to \$250,000 for the aggregate of all demand deposits and the aggregate of all time deposit and interest bearing accounts at each institution. Deposits in excess of FDIC coverage are with institutions participating in the Oregon Public Funds Collateralization Program (PFCP). The PFCP is a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100% protected. Barring any exceptions, a bank depository is required to pledge collateral valued at least 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized, or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of the State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities. As of June 30, 2018, all balances were covered by FDIC.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
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2. CASH AND INVESTMENTS (Continued)

Investments

Investments in the Local Government Investment Pool (LGIP) are stated at cost, which approximates fair value. The state of Oregon's investment policies used in administering the LGIP are governed by statute and the Oregon Investment Council (the Council). The State Treasurer is the investment officer for the Council and is responsible for the funds on deposit in the State Treasury. The State Treasury's investments in short-term securities are limited by the portfolio rules established by the Oregon Short-term Fund Board and the Council. In accordance with Oregon statutes, the investment funds are invested and the investments are those funds managed, as a prudent investor would do, exercising reasonable care, skill, and caution.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the risk that its fair value will decline if interest rates rise. In order to manage the interest rate risk of its investments, the City only invests in the LGIP. The LGIP has rules that require at least 50 percent of its investments to mature within 93 days, not more than 25 percent may mature in over a year, and all other investments must mature in no more than three years.

Custodial Risk - Investments

For an investment, this is the risk that, in the event of a failure of the counterparty, the City will not be able to recover the value of its investments or collateralized securities that are in the possession of an outside party. The City's investment policy limits the types of investments that may be held and does not allow securities to be held by the counterparty.

The LGIP is administered by the Oregon State Treasury with the advice of other state agencies and is not registered with the U.S. Securities and Exchange Council. The LGIP is an open-ended no-load diversified portfolio offered to any agency, political subdivision, or public corporation of the state that by law is made the custodian of, or has control of any fund. The LGIP's portfolio rules provide that broker/dealers meet certain qualifications and that investments are delivered to and held by a third-party custodian which holds the securities in the state of Oregon's name.

3. RECEIVABLES

The City's receivables at June 30, 2018 are as follows:

	Governmental Activities/Funds		Business-type Activities/Proprietary Funds		Totals
	General	Street	Water	Wastewater	
Property Taxes	\$ 30,299	\$ -	\$ -	\$ -	\$ 30,299
Accounts	4,157	-	50,624	43,747	98,528
	<u>\$ 34,456</u>	<u>\$ -</u>	<u>\$ 50,624</u>	<u>\$ 43,747</u>	<u>\$ 128,827</u>

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

3. RECEIVABLES (Continued)

Property tax transactions during the year ended June 30, 2017 are as follows:

Transactions by Year	Property Taxes Uncollected, Beginning	Levy as Extended by Assessor	Interest and (Discounts)	Collections	Adjustments	Property Taxes Uncollected, Ending
2017-2018	\$ -	\$ 389,953	\$ (10,134)	\$ (367,820)	\$ (1,066)	\$ 10,933
2016-2017	11,554	-	80	(4,578)	(102)	6,954
2015-2016	5,802	-	88	(2,233)	(31)	3,626
2014-2015	3,720	-	115	(1,589)	(24)	2,222
2013-2014	2,343	-	76	(880)	(25)	1,514
2012-2013	1,386	-	10	(62)	(29)	1,305
2011-2012	1,214	-	6	(33)	(27)	1,160
2011 & prior	2,608	-	17	(72)	(63)	2,490
	<u>\$ 28,627</u>	<u>\$ 389,953</u>	<u>\$ (9,742)</u>	<u>\$ (377,267)</u>	<u>\$ (1,367)</u>	<u>\$ 30,204</u>

4. CAPITAL ASSETS

The summary of capital assets for the governmental activities for the year ended June 30, 2018 is as follows:

	June 30, 2017	Additions	Deletions	June 30, 2018
Capital assets not being depreciated				
Land	\$ 117,841	\$ -	\$ (167)	\$ 117,674
Capital assets being depreciated				
Land improvements	980,055	-	-	980,055
Buildings	296,847	-	(23,341)	273,506
Equipment	194,313	-	(470)	193,843
Vehicles	57,462	-	(1,095)	56,367
Total capital assets being depreciated	<u>1,528,677</u>	<u>-</u>	<u>(24,906)</u>	<u>1,503,771</u>
Less accumulated depreciation for:				
Land improvements	391,977	39,276	-	431,253
Buildings	130,951	7,592	(19,861)	118,682
Equipment	95,072	23,094	(470)	117,696
Vehicles	48,727	6,336	(1,095)	53,968
Total accumulated depreciation	<u>666,727</u>	<u>76,298</u>	<u>(21,426)</u>	<u>721,599</u>
Total capital assets being depreciated, net	<u>861,950</u>	<u>(76,298)</u>	<u>(3,480)</u>	<u>782,172</u>
Governmental activities capital assets, net	<u>\$ 979,791</u>	<u>\$ (76,298)</u>	<u>\$ (3,647)</u>	<u>\$ 899,846</u>

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

4. CAPITAL ASSETS (Continued)

The summary of capital assets for the business-type activities for the year ended June 30, 2018 is as follows:

	June 30, 2017	Additions	Deletions	June 30, 2018
Capital assets not being depreciated				
Land	\$ 548,891	\$ -	\$ (167)	\$ 548,724
Capital assets being depreciated				
Water system	1,564,436	34,932	-	1,599,368
Wastewater system	3,560,287	-	-	3,560,287
Land improvements	776	-	-	776
Buildings	927,136	-	(7,882)	919,254
Equipment	427,712	-	-	427,712
Vehicles	100,857	12,500	(1,690)	111,667
Total capital assets being depreciated	6,581,204	47,432	(9,572)	6,619,064
Less accumulated depreciation for:				
Water system	1,242,518	62,577	-	1,305,095
Wastewater system	1,822,785	143,027	-	1,965,812
Land improvements	776	-	-	776
Buildings	402,047	23,295	(4,319)	421,023
Equipment	382,351	49,054	-	431,405
Vehicles	91,612	14,045	(1,690)	103,967
Total accumulated depreciation	3,942,089	291,998	(6,009)	4,228,078
Total capital assets being depreciated, net	2,639,115	(244,566)	(3,563)	2,390,986
Business-type activities capital assets, net	\$ 3,188,006	\$ (244,566)	\$ (3,730)	\$ 2,939,710

Depreciation expense was charged to functions/programs of the City as follows:

Governmental activities:	
General government	\$ 76,298
Business-type activities:	
Water	93,960
Wasterwater	198,038
Total business-type activities	\$ 291,998

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

5. LONG-TERM OBLIGATIONS

Changes in long-term obligations for the year ended June 30, 2018 were as follows:

	July 1, 2017	Additions	Reductions	June 30, 2018	Due Within One Year
Revenue Bonds					
2000 revenue bonds	\$ 765,506	-	18,376	747,130	19,203
Loans					
OECDG G99003	296,381	-	36,265	260,116	36,591
OECDG G03004	1,096,584	-	72,094	1,024,490	72,602
Total	\$ 2,158,471	\$ -	\$ 126,735	\$ 2,031,736	\$ 128,396

Business-type activities long-term obligations

2000 Revenue bonds – Original issue of \$971,700 to finance costs associated with improvements to the water system. Interest on the bonds is 4.5% and the bonds mature in the fiscal year ending June 30, 2041.

Oregon Economic and Community Development Department (OECDG) G99003 – Original issue of \$725,339 to finance improvements to the wastewater system. Interest on the loan is 5.16% and matures in the fiscal year ended June 30, 2023.

Oregon Economic and Community Development Department (OECDG) G03004 – Original issue of \$1,830,000 to finance improvements to the wastewater system. Interest on the loan is variable and matures in the fiscal year ended June 30, 2028.

Future debt service requirements on the long-term obligations of the business-type activities are as follows:

Fiscal Year	Series 2000		OECDG G9903		OECDG G03004		Totals	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2019	\$ 19,203	\$ 33,617	\$ 36,591	\$ 13,656	\$ 72,602	\$ 46,809	\$ 128,396	\$ 94,081
2020	20,067	32,753	41,937	11,735	78,144	43,687	140,148	88,174
2021	20,970	31,850	42,302	9,532	78,722	40,249	141,994	81,631
2022	21,914	30,906	42,686	7,312	84,340	36,707	148,940	74,924
2023	22,900	29,920	48,088	5,072	89,992	32,869	160,980	67,861
2024-2028	130,919	133,182	48,512	2,546	506,026	98,937	685,457	234,664
2029-2033	163,147	100,952	-	-	114,664	5,303	277,811	106,255
2034-2038	203,312	60,788	-	-	-	-	203,312	60,788
2039-2041	144,698	13,176	-	-	-	-	144,698	13,176
	\$ 747,130	\$ 467,142	\$260,116	\$ 49,852	\$ 1,024,490	\$ 304,561	\$2,031,736	\$ 821,554

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

5. LONG-TERM OBLIGATIONS (Continued)

During the year ended June 30, 2018, interest expense for the water fund was \$34,478 and for the wastewater fund was \$63,980. Interest expense is charged as a direct expense to these funds on the accompanying Statement of Activities.

6. PENSION PLAN – OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM

General Information about the Pension Plan

Plan Description

Employees of the City are provided with pensions through the Oregon Public Employees Retirement System (OPERS) a cost-sharing multiple-employer defined benefit pension plan, the Oregon Legislature has delegated authority to the Public Employees Retirement Board to administer and manage the system. All benefits of the System are established by the legislature pursuant to ORS Chapters 238 and 238A. Tier One/Tier Two Retirement Benefit plan, established by ORS Chapter 238, is closed to new members hired on or after August 29, 2003. The Pension Program, established by ORS Chapter 238A, provides benefits to members hired on or after August 29, 2003. OPERS issues a publicly available Comprehensive Annual Financial Report and Actuarial Valuation that can be obtained at:

http://www.oregon.gov/pers/Pages/section/financial_reports/financials.aspx.

Benefits Provided

A. Tier One/Tier Two Retirement Benefit ORS Chapter 238

Pension Benefits

The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer. General service employees may retire after reaching age 55. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Tier Two members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

Death Benefits

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

6. **PENSION PLAN** (Continued)

- the member was employed by a PERS employer at the time of death,
- the member died within 120 days after termination of PERS-covered employment,
- the member died as a result of injury sustained while employed in a PERS-covered job, or
- the member was on an official leave of absence from a PERS-covered job at the time of death.

Disability Benefits

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 when determining the monthly benefit.

Benefit Changes After Retirement

Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living (COLA) changes. The COLA is capped at 2.0 percent.

B. OPSRP Pension Program (OPSRP DB)

Pension Benefits

The Pension Program (ORS Chapter 238A) provides benefits to members hired on or after August 29, 2003. This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

- General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

Death Benefits

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

Disability Benefits

A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

6. **PENSION PLAN** (Continued)

Benefit Changes After Retirement

Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA in fiscal year 2015 and beyond will vary based on 1.25 percent on the first \$60,000 of annual benefit and 0.15 percent on annual benefits above \$60,000.

C. OPSRP Individual Account Program (OPSRP IAP)

Pension Benefits

An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the OPSRP Individual Account Program (IAP) may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

Death Benefits

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Recordkeeping

OPERS contracts with VOYA Financial to maintain IAP participant records.

Contributions

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2013 actuarial valuation as subsequently modified by 2015 legislated changes in benefit provisions. The rates based on a percentage of payroll, first became effective July 1, 2017. Employer contributions for the year ended June 30, 2018 were \$5,173. The rates in effect for the fiscal year ended June 30, 2018 were 7.27 percent for Tier One/Tier Two General Service Member and 0.43 percent for OPSRP Pension Program General Service Members, and 6 percent for OPSRP Individual Account Program. The City has elected to contribute the employees' 6% OPSRP Individual Account Program contribution, which was \$26,584 for the year ended June 30, 2018.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

6. PENSION PLAN (Continued)

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

At June 30, 2018, the City reported neither an asset nor a liability for its proportionate share of the net pension asset. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2015 rolled forward to June 30, 2017. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2017, the City's proportion was 0.00 percent, which was unchanged from its proportion measured as of June 30, 2016.

For the year ended June 30, 2018, the City's recognized pension expense of \$27,127. At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between employer contributions and employer's proportionate share of system contributions	\$ 14,055	\$ -
Contributions subsequent to the measurement date	34,266	-
Net deferred outflow of resources	\$ 48,321	\$ -

Deferred outflows of resources reported as related to pensions includes \$34,266 resulting from the City's contributions subsequent to the measurement date will be recognized in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources related to pensions will be recognized in pension expense as follows:

<i>Fiscal Year Ending June 30,</i>		
2019	\$	39,644
2020		4,664
2021		2,582
2022		1,176
2023		255
Total	\$	48,321

Actuarial Assumptions

The employer contribution rates effective July 1, 2017, through June 30, 2019 were set using the projected unit credit actuarial cost method.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

6. PENSION PLAN (Continued)

For the ORS 238 Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), and (2) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 20 years.

For the ORS 238A OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (2) an actuarially determined amount for funding a disability benefit component, and (3) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years.

The total pension liability in the December 31, 2015 actuarial valuation was determined using the following actuarial assumptions:

Valuation Date	December 31, 2015
Measurement Date	June 30, 2017
Experience Study	2014, published September 2105
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Inflation Rate	2.50%
Investment Rate of Return	7.50%
Discount Rate	7.50%
Projected Salary Increases	3.50%
Cost of Living Adjustments (COLA)	Blend of 2.00% COLA and graded COLA (1.25%/0.15%) in accordance with Moro decision; blend based on service
Mortality	<p>Healthy retirees and beneficiaries: RP-2000 Sex-distinct, generational per Scale BB, with collar adjustments and set-backs as described in the valuation.</p> <p>Active members: Mortality rates are a percentage of healthy retiree rates that vary by group, as described in the valuation.</p> <p>Disabled retirees: Mortality rates are a percentage (70% for males, 95% for females) of the RP-2000 sex-distinct, generational per Scale BB, disabled mortality table</p>

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

6. PENSION PLAN (Continued)

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2014 Experience Study which reviewed experience for the four-year period ending on December 31, 2014.

Long-Term Expected Rate of Return

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2015 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

Asset Class/Strategy	Assumed Asset Allocation		
	Low Range	High Range	Target
Cash	0.0%	3.0%	0.0%
Debt Securities	15.0%	25.0%	20.0%
Public Equity	32.5%	42.5%	37.5%
Private Equity	14.0%	21.0%	17.5%
Real Estate	9.5%	15.5%	12.5%
Alternative Equity	0.0%	12.5%	12.5%
Opportunity Portfolio	0.0%	3.0%	0.0%
Total			100.0%

Asset Class	Target	Compound Annual Return (Geometric)
Core Fixed Income	8.00%	4.00%
Short-Term Bonds	8.00	3.61
Intermediate-Term Bonds	3.00	5.42
High Yield Bonds	1.00	6.20
Large Cap US Equities	15.75	6.70
Small Cap US Equities	1.30	6.99
Mid Cap US Equities	1.30	7.01
Developed Foreign Equities	13.13	6.73
Emerging Foreign Equities	4.12	7.25
Non-US Small Cap Entities	1.88	7.22
Private Equity	17.50	7.97
Real Estate (Property)	10.00	5.84
Real Estate (REITS)	2.50	6.69
Hedge Fund of Funds – Diversified	2.50	4.64

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

6. PENSION PLAN (Continued)

Hedge Fund – Event-Driven	0.63	6.72
Timber	1.88	5.85
Farmland	1.88	6.37
Infrastructure	3.75	7.13
Commodities	1.25	4.58
Total	100%	

Assumed Inflation – Mean 2.50%

Depletion Date Projection

GASB 68 generally requires that a blended discount rate be used to measure the Total Pension Liability (the Actuarial Accrued Liability calculated using the Individual Entry Age Normal Cost Method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan’s Fiduciary Net Position is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the Fiduciary Net Position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 68 will often require that the actuary perform complex projections of future benefit payments and pension plan investments. GASB 68 (paragraph 67) does allow for alternative evaluations of projected solvency, if such evaluation can reliably be made. GASB does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment.

The following circumstances justify an alternative evaluation of sufficiency for PERS:

- PERS has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in the actuarial valuation report.
- The ADC is based on a closed, layered amortization period, which means that payment of the full ADC each year will bring the plan to a 100% funded position by the end of the amortization period if future experience follows assumption.
- GASB 68 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan’s funded position.

Based on these circumstances, it is our independent actuary’s opinion that the detailed depletion date projections outlined in GASB 68 would clearly indicate that the Fiduciary Net Position is always projected to be sufficient to cover benefit payments and administrative expenses.

Discount Rate

The discount rate used to measure the total pension liability was 7.50 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

6. PENSION PLAN (Continued)

Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.50 percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50 percent) or 1-percentage-point higher (8.50 percent) than the current rate:

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
City's proportionate share of the net pension liability (asset)	\$ -	\$ -	\$ -

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued OPERS financial report.

Changes in Plan Provisions During the Measurement Period

There were no changes during the June 30, 2017 measurement period that require disclosure.

Changes in Plan Provisions Subsequent to Measurement Date

On July 28, 2017, subsequent to the June 30, 2017 measurement date, the OSPERS Board lowered the assumed rate to 7.2 percent. The current assumed rate is 7.5 percent and has been in effect for member transactions since January 1, 2016. The new rate will take effect January 1, 2018. The effect on the District has not been determined.

7. OTHER POST-EMPLOYMENT HEALTH BENEFITS

Retirement Health Insurance Account

As a member of Oregon Public Employees Retirement System (OPERS) the City contributes to the Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefit other postemployment benefit plan administered by OPERS. RHIA pays a monthly contribution toward the cost of Medicare companion health insurance premiums of eligible retirees. Oregon Revised Statute (ORS) 238.420 established this trust fund. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature. The plan is closed to new entrants after January 1, 2004. OPERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to Oregon Public Employees Retirement System, PO Box 23700, Tigard, OR 97281-3700.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

7. OTHER POST-EMPLOYMENT HEALTH BENEFITS (Continued)

Because RHIA was created by enabling legislation, contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to \$60 or the total monthly cost of Medicare companion health insurance premiums, whichever is less, shall be paid from the Retirement Health Insurance Account established by the employer, and any monthly cost in excess of \$60 shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost the member must: (1) have eight or more years of qualifying service in PERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in PERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in a PERS-sponsored health plan. A surviving spouse or dependent of a deceased PERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from PERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

Participating governments are contractually required to contribute to RHIA at a rate assessed each year by OPERS. The OPERS Board of Trustees sets the employer contribution rate based on the annual required contribution of the employers (ARC). The ARC represents a level of funding that is projected to cover normal costs each year and amortize any unfunded actuarial liabilities (or funding excess) of the plan over a period not to exceed thirty years. The City's contributions for the year ended June 30, 2018 equaled the required contributions for the year.

8. INTERFUND LOANS

As of June 30, 2018, the Wastewater Fund has loaned \$185,000 to the Water Fund.

9. INTERFUND TRANSACTIONS

Interfund transfers in and out for all funds on the budgetary basis of accounting were as follows:

	<i>Transfers In</i>	<i>Transfers Out</i>
General	\$ 38,302	\$ -
Water	102,959	(19,537)
Wastewater	392,405	(18,765)
Debt service	-	(457,837)
Water SDC	-	(13,203)
Wastewater SDC	-	(24,324)
	\$ 533,666	\$ 533,666

These transfers closed the Debt Service Fund and transferred amounts for the debt obligations of the Water and Wastewater Funds and to pay franchise fees to the General Fund.

10. CONTINGENCIES

The City purchases commercial insurance to cover all commonly insurable risks, which includes property damage, liability and employee bonds. Most policies carry a small deductible amount. The City has not had any losses in the past three years that have exceeded policy coverage.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2018

11. RELATED PARTY TRANSACTIONS

The City purchases supplies from a local hardware store owned by the City's Mayor and her husband. Total purchases during the year ended June 30, 2018 were \$12,253.

12. SUBSEQUENT EVENTS

Management has evaluated for subsequent events through December 14, 2018, which is the date the financial statements were available to be issued, for recording or disclosure in the financial statements for the year ended June 30, 2018. No matters were noted that require disclosure as subsequent events.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF WILLAMINA
Year Ended June 30, 2018

Schedule of Proportionate Share of Net Pension Liability

<u>Year Ended</u>	<u>Proportion of the Net Pension Liability (Asset)</u>	<u>Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Actual Covered Member Payroll</u>	<u>Net Pension Liability (Asset) as a Percentage of Covered Payroll</u>	<u>Fiduciary Net Position as a Percentage of Total Pension Liability</u>
6/30/2014	0.000%	\$ -	\$ -	0.00%	92.0%
6/30/2015	0.000%	\$ -	\$ -	0.00%	103.6%
6/30/2016	0.000%	\$ -	\$ 428,762	0.00%	91.9%
6/30/2017	0.000%	\$ -	\$ 417,248	0.00%	80.5%
6/30/2018	0.000%	\$ -	\$ 483,895	0.00%	83.1%

**Schedule of the Employer Contributions
Oregon Public Employees Retirement System**

<u>Year Ended</u>	<u>Statutorily Required Contribution</u>	<u>Actual Employer Contributions</u>	<u>Contribution Excess / (Deficiency)</u>	<u>Actual Covered Member Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
6/30/2014	\$ -	\$ -			
6/30/2015	\$ 39,534	\$ 39,534	\$ -		
6/30/2016	\$ 30,520	\$ 30,520	\$ -	\$ 428,762	7.1%
6/30/2017	\$ 26,294	\$ 26,294	\$ -	\$ 417,248	6.3%
6/30/2018	\$ 31,757	\$ 31,757	\$ -	\$ 483,895	6.5%

Note: 10-year trend information required by GASB Statement 68 will be presented prospectively

See independent auditor's report

**COMBINING AND INDIVIDUAL FUND FINANCIAL
STATEMENTS AND SCHEDULES**

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and
Changes in Fund Balance – Budget and Actual
Street System Development Charges Fund**

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES:				
System Development Charges	\$ 30,000	\$ 30,000	\$ 36,000	\$ 6,000
Total revenues	<u>30,000</u>	<u>30,000</u>	<u>36,000</u>	<u>6,000</u>
EXPENDITURES:				
Materials and services	-	-	-	-
Contingency	<u>141,848</u>	<u>141,848</u>	<u>-</u>	<u>141,848</u>
Total expenditures	<u>141,848</u>	<u>141,848</u>	<u>-</u>	<u>141,848</u>
Change in fund balance	(111,848)	(111,848)	36,000	147,848
Beginning fund balance	<u>111,848</u>	<u>111,848</u>	<u>111,000</u>	<u>(848)</u>
Ending fund balance	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 147,000</u></u>	<u><u>\$ 147,000</u></u>

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Water - Enterprise Fund (Major Fund)**

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance
REVENUES:				
Charges for services	\$ 628,064	\$ 628,064	\$ 658,228	\$ 30,164
Miscellaneous income	-	-	30,098	30,098
Total revenues	628,064	628,064	688,326	60,262
EXPENDITURES:				
Personnel services	305,976	305,976	267,211	38,765
Materials and services	267,540	267,540	179,642	87,898
Capital outlay	70,000	70,000	40,932	29,068
Debt service:				
Principal	18,376	18,376	18,376	-
Interest	34,436	34,436	33,478	958
Contingency	(107,365)	(107,365)	-	(107,365)
Total expenditures	588,963	588,963	539,639	49,324
Excess of revenues over expenditures	39,101	39,101	148,687	109,586
OTHER FINANCING SOURCES (USES):				
Transfers in (out)	125,170	125,170	83,422	(41,748)
Net change in fund balances	164,271	164,271	232,109	67,838
Fund balance, beginning of year	(164,271)	(164,271)	60,815	225,086
Fund balance, end of year	\$ -	\$ -	\$ 292,924	\$ 292,924
Reconciliation of change in fund balance to generally accepted accounting principles (GAAP):				
Net change in fund balance, budgetary basis			232,109	
Depreciation expense			(93,960)	
Capital outlay			40,932	
Principal payments on debt			18,376	
Net change in fund balance, GAAP			\$ 197,457	

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Wastewater - Enterprise Fund (Major Fund)**

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance
REVENUES:				
Charges for services	\$ 562,500	\$ 562,500	\$ 630,755	\$ 68,255
Miscellaneous income	-	-	27,779	27,779
Total revenues	<u>562,500</u>	<u>562,500</u>	<u>658,534</u>	<u>96,034</u>
EXPENDITURES:				
Personnel services	283,593	297,193	257,026	40,167
Materials and services	172,224	210,824	159,545	51,279
Capital outlay	10,000	10,000	6,500	3,500
Debt service:				
Principal	108,359	108,359	108,359	-
Interest	65,379	65,379	63,980	1,399
Contingency	256,372	204,172	-	204,172
Total expenditures	<u>895,927</u>	<u>895,927</u>	<u>595,410</u>	<u>300,517</u>
Excess (deficiency) of revenues over expenditures	(333,427)	(333,427)	63,124	396,551
OTHER FINANCING SOURCES (USES):				
Transfers in (out)	190,606	190,606	373,640	183,034
Net change in fund balances	<u>(142,821)</u>	<u>(142,821)</u>	<u>436,764</u>	<u>579,585</u>
Fund balance, beginning of year	142,821	142,821	1,389,562	1,246,741
Fund balance, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$1,826,326</u>	<u>\$1,826,326</u>
Reconciliation of change in fund balance to generally accepted accounting principles (GAAP):				
Net change in fund balance, budgetary basis			436,764	
Depreciation expense			(198,037)	
Capital outlay			6,500	
Principal payments on debt			108,359	
Net change in fund balance, GAAP			<u>\$ 353,586</u>	

CITY OF WILLAMINA

**Combined Water Fund
Combining Schedule of Revenues, Expenses and Changes in Fund Balance**

For the Year Ended June 30, 2018

	Water Fund	Water System Development Charges	Total
Operating revenues			
Charges for services	\$ 658,228	\$ 25,872	\$ 684,100
Operating expenses			
Personnel services	267,211	-	267,211
Materials and services	179,642	4,570	184,212
Depreciation	93,960	-	93,960
Total operating expenses	<u>540,813</u>	<u>4,570</u>	<u>545,383</u>
Operating income (loss)	<u>117,415</u>	<u>21,302</u>	<u>138,717</u>
Non-operating revenues (expenses)			
Gain on sale of capital assets	30,098	-	30,098
Interest expense	<u>(33,478)</u>	<u>-</u>	<u>(33,478)</u>
Total non-operating revenues (expenses)	<u>(3,380)</u>	<u>-</u>	<u>(3,380)</u>
Revenues over (under) expenditures	114,035	21,302	135,337
Other financing sources (uses)			
Transfers in	102,959	-	102,959
Transfers out	<u>(19,537)</u>	<u>(13,203)</u>	<u>(32,740)</u>
Total other financing sources (uses)	83,422	(13,203)	70,219
Change in net position	<u>197,457</u>	<u>8,099</u>	<u>205,556</u>
Net position, beginning of year	<u>(48,186)</u>	<u>57,555</u>	<u>9,369</u>
Net position, end of year	<u>\$ 149,271</u>	<u>\$ 65,654</u>	<u>\$ 214,925</u>

CITY OF WILLAMINA

**Combined Wastewater Fund
Combining Schedule of Revenues, Expenses and Changes in Fund Balance**

For the Year Ended June 30, 2018

	Wastewater Fund	Wastewater System Development Charges	Total
Operating revenues			
Charges for services	\$ 630,755	\$ 41,000	\$ 671,755
Operating expenses			
Personnel services	257,026	-	257,026
Materials and services	159,545	-	159,545
Depreciation	198,037	-	198,037
Total operating expenses	614,608	-	614,608
Operating income (loss)	16,147	41,000	57,147
Non-operating revenues (expenses)			
Gain on sale of capital assets	27,779	-	27,779
Interest expense	(63,980)	-	(63,980)
Total non-operating revenues (expenses)	(36,201)	-	(36,201)
Revenues over (under) expenditures	(20,054)	41,000	20,946
Other financing sources (uses)			
Transfers in	392,405	-	392,405
Transfers out	(18,765)	(24,324)	(43,089)
Total other financing sources (uses)	373,640	(24,324)	349,316
Change in net position	353,586	16,676	370,262
Net position, beginning of year	1,168,142	9,547	1,177,689
Net position, end of year	\$ 1,521,728	\$ 26,223	\$ 1,547,951

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Water System Development Charges - Enterprise Fund**

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance
REVENUES:				
Charges for services	\$ 15,000	\$ 15,000	\$ 25,872	\$ 10,872
Total revenues	15,000	15,000	25,872	10,872
EXPENDITURES:				
Capital outlay	10,000	10,000	4,570	5,430
Contingency	-	-	-	-
Total expenditures	10,000	10,000	4,570	5,430
Excess (deficiency) of revenues over expenditures	5,000	5,000	21,302	16,302
OTHER FINANCING SOURCES (USES):				
Transfers in (out)	(13,203)	(13,203)	(13,203)	-
Net change in fund balances	(8,203)	(8,203)	8,099	16,302
Fund balance, beginning of year	51,338	51,338	57,555	6,217
Fund balance, end of year	<u>\$ 43,135</u>	<u>\$ 43,135</u>	<u>\$ 65,654</u>	<u>\$ 22,519</u>

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Wastewater System Development Charges - Enterprise Fund**

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance
REVENUES:				
Charges for services	\$ 20,000	\$ 20,000	\$ 41,000	\$ 21,000
Total revenues	20,000	20,000	41,000	21,000
EXPENDITURES:				
Materials and services				
Contingency	-	-	-	-
Total expenditures	-	-	-	-
Excess (deficiency) of revenues over expenditures	20,000	20,000	41,000	21,000
OTHER FINANCING SOURCES (USES):				
Transfers in (out)	(24,323)	(24,323)	(24,324)	(1)
Net change in fund balances	(4,323)	(4,323)	16,676	20,999
Fund balance, beginning of year	11,346	11,346	9,547	(1,799)
Fund balance, end of year	<u>\$ 7,023</u>	<u>\$ 7,023</u>	<u>\$ 26,223</u>	<u>\$ 19,200</u>

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Debt Service - Enterprise Fund**

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES:				
Miscellaneous	-	-	-	-
Total revenues	-	-	-	-
EXPENDITURES:				
Debt service	-	-	-	-
Interest	-	-	-	-
Contingency	-	-	-	-
Total expenditures	-	-	-	-
Excess of revenues over expenditures	-	-	-	-
OTHER FINANCING SOURCES (USES):				
Transfers in	-	-	-	-
Transfers out	(313,526)	(313,526)	(457,837)	(144,311)
Net change in fund balances	(313,526)	(313,526)	(457,837)	(144,311)
Fund balance, beginning of year	313,526	313,526	457,837	144,311
Fund balance, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

To the City Council
City of Willamina, Oregon

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, the business-type activities, each major fund, the aggregate remaining fund information and the budgetary comparison schedules of the general fund and the street fund of the City of Willamina, Oregon, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the City of Willamina, Oregon's basic financial statements, and have issued our report thereon dated December 14, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of Willamina, Oregon'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 Willamina, Oregon's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Willamina, Oregon'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.

Compliance and Other Matters

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

Richard Winkel, CPA
PO Box 91637
Portland, OR 97291

tel: (503) 332-6750
fax: (888) 739-8185
email: rwinkel@winkelcpa.com

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.

Richard Winkel, CPA

December 14, 2018

COMPLIANCE SECTION

**Independent Auditor's Report Required
by Oregon State Regulations**

To the City Council
City of Willamina, Oregon

We have audited the basic financial statements of the City of Willamina (the City) as of and for the year ended June 30, 2018 and have issued our report thereon dated December 14, 2018. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Revised Statutes as specified in Oregon Administrative Rules OAR 162-10-000 to 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, 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.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of Public Funds with Financial Institutions (ORS Chapter 295)
- Indebtedness limitations, restrictions and repayment
- Budgets legally required (ORS Chapter 294)
- Insurance and fidelity bonds in force or required by law
- Highway revenues used for public highways, roads and streets
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C)
- Programs funded from outside sources
- Authorized investment of surplus funds (ORS Chapter 294)

Richard Winkel, CPA

PO Box 91637
Portland, OR 97291

tel: (503) 332-6750
fax: (888) 739-8185
email: rwinkel@winkelcpa.com

In connection with our testing nothing came to our attention that caused us to believe the City was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

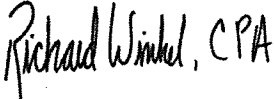
OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

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.

This report is intended for the information and use of the city council and management of the City of Willamina and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

Richard Winkel, CPA

December 14, 2018



Summary of Revenues and Expenditures

Please refer to instructions on next page.

A. Municipal corporation information			
Municipality name:	City of Willamina		
Address line 1:	PO Box 629	Reporting period: From	07/01/2017
Address line 2:		To	06/30/2018
City, state, ZIP:	Willamina	OR	97396
Check if new address:	<input type="checkbox"/>	Report type:	Audit
If this is the final report, please enter the last date of operations:		Opinion issued:	Unmodified
		Basis of accounting:	GAAP

B. Financial statement audit – Reported deficiencies	
1. Regarding internal controls over financial reporting, how many significant deficiencies and material weaknesses were reported? _____	3. How were deficiencies communicated? Check all that apply.
2. Of those control deficiencies reported, how many resulted in the following: Accounting errors/Misstatements: _____ Noncompliance: _____	<input type="checkbox"/> Report issued in accordance with Government Auditing Standards <input type="checkbox"/> Communication in accordance with Statements on Auditing Standards AU-C 265 "Communicating Internal Control Related Matters Identified in an Audit" <input type="checkbox"/> Other (specify communication): _____ <input checked="" type="checkbox"/> No deficiencies
Per OAR 162-010-0230, a copy must be filed with Secretary of State.	

C. Summary of revenues and expenditures

Revenues and/or receipts		Expenditures and/or disbursements	
a. Revenues from government-wide statement of activities:	\$ 2,273,116	a. Expenditures from government-wide statement of activities:	\$ 2,081,652
b. Fiduciary fund additions:		b. Fiduciary fund deductions:	
c. Gross revenues subtotal (a + b):	\$ 2,273,116	c. Gross expenditures subtotal (a + b):	\$ 2,081,652
d. Revenues of component units:		d. Component unit expenditures reported with primary government:	
e. Taxes, assessments and other collections to be distributed to other governments:		e. Turnovers to other municipal corporations:	
f. Exempt revenue subtotal (d + e):	\$ 0	f. Exempt expenditures subtotal (d + e):	\$ 0
g. Net revenues (c – f):	\$ 2,273,116	g. Net expenditures (c – f):	\$ 2,081,652

D. Filing fee: \$ 250

E. Submitted by	
Auditor name: Richard Winkel	Municipal license number: 1390
Firm name: Richard Winkel, CPA	Date: 12/27/2018
Municipal contact name, title: Kenna West, City Manager	Municipal phone: (503) 876-2242

Submit: Click the "Submit" button on the right to submit this form via email. Save a copy for your records.

Submit

Within 30 days of delivering the audit report to the municipal corporation, one copy of this summary must be filed with the Secretary of State, Audits Division, and one copy must be delivered to the municipal corporation. If deficiencies are communicated in a separate letter or in a report issued in accordance with *Government Auditing Standards*, a copy of that communication must also be filed. (OAR 162-010-0230)

Instructions

Section A: Municipal corporation information

Type information or use drop-down menu to complete this section. Indicate new address by checking the box.

- **Report type:** Select Audit or Review
- **Opinion issued:** Select from unmodified, qualified, adverse, or disclaimer. If any opinion unit received other than unmodified, please identify that opinion type.
- **Basis of accounting:** Identify whether GAAP, cash, or modified cash basis statements are presented.

Section B: Financial statement audit – Reported deficiencies

B.1. How many significant deficiencies and material weaknesses were communicated?

Include the total number of *material weaknesses* and *significant deficiencies* reported in accordance with AU-C 265, ORS 297.466, and OAR 162-010-0230. Do not count “other matters” communicated.

If none were reported, insert a zero.

B.2. Of those control deficiencies reported, how many resulted in accounting errors/misstatements or noncompliance?

Most deficiencies relate to internal controls over financial reporting. Some control deficiencies might also directly result in accounting errors and misstatements or non-compliance. If any of the findings communicated resulted in accounting errors and misstatements or noncompliance, indicate the number of deficiencies included in the total for B.1 that also pertain to those categories.

B.3. How were deficiencies communicated?

Select the format used to communicate deficiencies to those charged with governance. Check all that apply. If no material weaknesses or significant deficiencies were communicated select No Deficiencies.

NOTE: If deficiencies are communicated (including other matters), the auditor shall file a copy of the communication with the Secretary of State within 30 days of delivering the report to the municipal corporation. (OAR 162-010-0230)

Section C: Summary of revenues and expenditures

Revenues/receipts and expenditures/disbursements information is derived from amounts reported for government-wide and fiduciary activities and on the basis of accounting used in the audited or reviewed financial statements.

Section D: Filing fee

The filing fee is based on net expenditures; section C, line g. Enter the fee based on the chart below:

Net expenditures over	Net expenditures do not exceed	Fee
\$ 0	\$ 50,000	\$ 20
\$ 50,000	\$ 150,000	\$ 40
\$ 150,000	\$ 500,000	\$ 150
\$ 500,000	\$ 1,000,000	\$ 200
\$ 1,000,000	\$ 5,000,000	\$ 250
\$ 5,000,000	\$ 10,000,000	\$ 300
\$ 10,000,000	\$ 50,000,000	\$ 350
\$ 50,000,000		\$ 400

ORS 297.485(1):

Net expenditures and/or disbursements

The filing fee shall be determined by the total **expenditures** made by the municipal corporation for any and all purposes during the calendar or fiscal year audited, except that **expenditures** for principal of bonded debt, principal of short-term loans, principal of warrants redeemed which were issued during prior audit periods, transfers or loans between funds and turnovers of taxes or other trust moneys to other municipal corporations shall not be included in the **total expenditures** upon which the amount of the fee is based.

Section E: Submitted by

Include the name of the licensed municipal auditor who performed the engagement and is submitting this form. Also include their title, firm name, and date this summary form was completed.

- To submit:**
- Click the “Submit” button on page one to submit this form via email
 - Save and email the completed form to municipalfilings.sos@oregon.gov or
 - Print a hardcopy and mail to: Audits Division, 255 Capitol St NE, Ste 500, Salem, Oregon 97310-0720