



**CITY OF LITCHFIELD  
HILLSDALE COUNTY, MICHIGAN  
ANNUAL FINANCIAL REPORT  
YEAR ENDED JUNE 30, 2022**

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## INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members of the City Council  
City of Litchfield, Michigan

### ***Report on the Audit of the Financial Statements***

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Litchfield, Michigan (the "City"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Change in Accounting Principle***

As stated in Note 13 to the basic financial statements, the City adopted *GASB Statement No. 87, Leases* in 2022, which represents a change in its policy for reporting lease activities. Our opinions are not modified with respect to this matter.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and the pension schedules, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 are fairly stated, in all material respects, in relation to the basic financial statements as a whole.



Gabridge & Company, PLC  
Grand Rapids, Michigan  
December 30, 2022

## **Management's Discussion and Analysis**

**City of Litchfield**  
**Management's Discussion and Analysis**  
**June 30, 2022**

As management of the City of Litchfield, Michigan (The "City" or "government") we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with the financial statements as a whole.

**Financial Highlights**

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$9,030,405 (*net position*). The City had an *unrestricted net position* of \$2,822,135.
- The City's revenues were \$2,302,969 and expenses were \$2,123,481 for an increase in net position of \$179,488.
- At the close of the current fiscal year, the City's governmental funds reported combined fund balances of \$1,070,186, an increase of \$98,687 in comparison with the prior year. Approximately 62.3% of this amount, or \$666,502, is available for spending at the government's discretion (*unassigned fund balance*).
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$666,502, or approximately 58.7% of total general fund expenditures and transfers out.

**Overview of the Financial Statements**

The discussion and analysis provided here is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also includes supplementary information intended to furnish additional detail to support the basic financial statements themselves.

**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.

The *statement of net position* presents financial information on all of the City's assets, deferred outflows and inflows, and liabilities, with the difference 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 for some items that will only result in cash flows in future fiscal periods (e.g., accrued but unpaid pension benefits and earned but unused vacation leave).

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 general government, police and fire protection, streets, and culture and recreation. The business-type activities of the City include water and sewer, and solid waste collection services.

The government-wide financial statements include not only the City of Litchfield itself (known as the primary government), but also a legally separate Downtown Development Authority and Tax Increment Finance Authority for which the City is financially accountable. Financial information for these component units is reported separately from the financial information presented for the primary government itself.

**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, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental Funds.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in assessing a government's near-term financing 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 financing 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 maintains several individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general and major street funds, which are considered to be major funds. Data from the other funds are presented as a separate column as they are considered to be nonmajor funds.

The City adopts an annual appropriated budget for the general fund and each special revenue fund. A budgetary comparison schedule for the general fund and each major special revenue fund has been provided to demonstrate compliance with these budgets.



**Proprietary Funds.** The City maintains two types of proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprises funds to account for its water, sewer, and solid waste collection operations. *Internal service funds* are an accounting device used to accumulate and allocate costs internally among the City's various functions.

The City uses an internal service fund to account for equipment costs by allocating the cost to the funds that are using the resources. Because these services predominantly benefit governmental rather than business-type functions, they have been included within the governmental activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water and sewer operations, both of which are considered to be major funds of the City.

**Fiduciary Funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside of the government. Fiduciary funds are not reported in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The City reports one type of fiduciary fund, which is a custodial fund.

**Notes to the Financial Statements.** The notes provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide and fund financial statements.

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents *required supplementary information* concerning the City's budgetary comparison schedules and the City's schedules of funding progress and employer contributions for the pension.

This report also presents other supplementary information which includes the nonmajor fund combining and individual statements. The combining statements are presented immediately following the required supplementary information on pensions.

### **Government-wide Overall Financial Analysis**

As noted earlier, net position over time may serve as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$9,030,405 at the close of the most recent fiscal year.

## City of Litchfield's Net Position

	Governmental Activities		Business-type Activities		Total Primary Government	
	2022	2021	2022	2021	2022	2021
<b>ASSETS</b>						
<i>Current Assets</i>						
Cash and Investments	\$ 1,399,913	\$ 1,076,543	\$ 2,294,682	\$ 2,101,842	\$ 3,694,595	\$ 3,178,385
Accounts Receivables, Net	6,258	26,688	5,729	9,862	11,987	36,550
Leases Receivable	24,626	-	-	-	24,626	-
Current Portion of Notes Receivable	-	-	3,561	-	3,561	-
Due from Other Governmental Units	64,038	63,374	-	-	64,038	63,374
Prepaid Items and Inventories	15,930	12,361	31,406	28,011	47,336	40,372
Interfund Balances	-	-	-	-	-	-
<b>Total Current Assets</b>	<b>1,510,765</b>	<b>1,178,966</b>	<b>2,335,378</b>	<b>2,139,715</b>	<b>3,846,143</b>	<b>3,318,681</b>
<i>Noncurrent Assets</i>						
Investment in Joint Venture	209,388	195,788	-	-	209,388	195,788
Leases Receivable, Long-term	106,900	-	-	-	106,900	-
Capital Assets, Net	3,505,350	3,706,260	2,337,556	2,360,783	5,842,906	6,067,043
<b>Total Assets</b>	<b>5,332,403</b>	<b>5,081,014</b>	<b>4,672,934</b>	<b>4,500,498</b>	<b>10,005,337</b>	<b>9,581,512</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>						
Pension Related	142,806	108,177	32,028	21,253	174,834	129,430
<b>Total Deferred Outflows of Resources</b>	<b>142,806</b>	<b>108,177</b>	<b>32,028</b>	<b>21,253</b>	<b>174,834</b>	<b>129,430</b>
<b>LIABILITIES</b>						
<i>Current Liabilities</i>						
Accounts Payable	24,966	12,425	29,935	18,990	54,901	31,415
Accrued Liabilities	16,794	36,995	1,158	5,104	17,952	42,099
Unearned Revenue	139,294	-	-	-	139,294	-
Internal Balances	(579)	-	579	-	-	-
<b>Total Current Liabilities</b>	<b>180,475</b>	<b>49,420</b>	<b>31,672</b>	<b>24,094</b>	<b>212,147</b>	<b>73,514</b>
<i>Noncurrent Liabilities</i>						
Compensated Absences	28,539	48,165	-	-	28,539	48,165
Net Pension Liability	510,352	543,424	114,467	106,724	624,819	650,148
<b>Total Liabilities</b>	<b>719,366</b>	<b>641,009</b>	<b>146,139</b>	<b>130,818</b>	<b>865,505</b>	<b>771,827</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Pension Related	256,916	73,717	27,345	14,481	284,261	88,198
<b>Total Deferred Inflows of Resources</b>	<b>256,916</b>	<b>73,717</b>	<b>27,345</b>	<b>14,481</b>	<b>284,261</b>	<b>88,198</b>
<b>NET POSITION</b>						
Investment in Capital Assets	3,505,350	3,706,260	2,337,555	2,360,783	5,842,905	6,067,043
Restricted	365,365	260,620	-	-	365,365	260,620
Unrestricted	628,212	507,585	2,193,923	2,015,669	2,822,135	2,523,254
<b>Total Net Position</b>	<b>\$ 4,498,927</b>	<b>\$ 4,474,465</b>	<b>\$ 4,531,478</b>	<b>\$ 4,376,452</b>	<b>\$ 9,030,405</b>	<b>\$ 8,850,917</b>

A large portion of the City's net position, \$5,842,905 (or 64.7%), reflects its investment in capital assets (e.g., land and improvements, buildings and improvements, machinery, equipment, vehicles, and infrastructure), less any related outstanding debt that was used to acquire those assets. The City uses these capital assets to provide a variety of services to its citizens. Accordingly, these assets are not available for future spending. Although the City's investment in capital assets is reported net of related debt, it should be noted that the resources used 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, \$365,365, or 4.0%, represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$2,822,135, or 31.3%, is unrestricted.

Some of the more significant changes in assets and liabilities of the City are as follows:

- Increase in Cash and Investments of \$516,210 is the result of federal American Rescue Plan Act grant funds received in the most recent fiscal year being held for infrastructure projects in next fiscal year and preservation of cash for future capital improvement projects.

- Increase in Leases Receivable, Long-Term of \$106,900 is due to an accounting and financial reporting change made by the Governmental Accounting Standards Board requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases.
- Decrease in Capital Assets, Net of \$224,137 due to the disposal / demolition of the municipal swimming pool and depreciation of other assets exceeding replacement of assets.
- Increase in Unearned Revenue of \$139,294 due to federal American Rescue Plan Act grant funds held for infrastructure projects in the next fiscal year are not recognized as grant fund revenue until spent.

**City of Litchfield's Changes in Net Position**

	<b>Governmental Activities</b>		<b>Business-type Activities</b>		<b>Total Primary Government</b>	
	<b>2022</b>	<b>2021</b>	<b>2022</b>	<b>2021</b>	<b>2022</b>	<b>2021</b>
<b>Revenues</b>						
<b>Program Revenues</b>						
Charges for Services	\$ 377,244	\$ 473,796	\$ 795,972	\$ 605,903	\$ 1,173,216	\$ 1,079,699
Operating Grants and Contributions	469,087	530,448	45,886	184,200	514,973	714,648
Capital Grants and Contributions	699	529	-	-	699	529
<b>Total Program Revenues</b>	<b>847,030</b>	<b>1,004,773</b>	<b>841,858</b>	<b>790,103</b>	<b>1,688,888</b>	<b>1,794,876</b>
<b>General Revenues</b>						
Property Taxes	416,701	400,422	-	-	416,701	400,422
Unrestricted State Sources	166,564	152,520	-	-	166,564	152,520
Increase in Investment in Joint Venture	13,600	12,413	-	-	13,600	12,413
Interest and Investment Earnings	8,633	7,063	8,583	18,641	17,216	25,704
<b>Total General Revenues</b>	<b>605,498</b>	<b>572,418</b>	<b>8,583</b>	<b>18,641</b>	<b>614,081</b>	<b>591,059</b>
<b>Total Revenues</b>	<b>1,452,528</b>	<b>1,577,191</b>	<b>850,441</b>	<b>808,744</b>	<b>2,302,969</b>	<b>2,385,935</b>
<b>Expenses</b>						
General Government	455,361	435,033	-	-	455,361	435,033
Public Safety	365,347	256,838	-	-	365,347	256,838
Public Works	386,709	258,274	695,615	883,611	1,082,324	1,141,885
Community and Economic Development	87,680	9,928	-	-	87,680	9,928
Recreation and Culture	132,769	189,684	-	-	132,769	189,684
<b>Total Expenses</b>	<b>1,427,866</b>	<b>1,149,757</b>	<b>695,615</b>	<b>883,611</b>	<b>2,123,481</b>	<b>2,033,368</b>
<b>Change in Net Position before Transfers</b>	<b>24,662</b>	<b>427,434</b>	<b>154,826</b>	<b>(74,867)</b>	<b>179,488</b>	<b>352,567</b>
<b>Transfers In (Out)</b>	<b>(200)</b>	<b>64,327</b>	<b>200</b>	<b>(64,327)</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>24,462</b>	<b>491,761</b>	<b>155,026</b>	<b>(139,194)</b>	<b>179,488</b>	<b>352,567</b>
<i>Net Position at Beginning of Period</i>	<i>4,474,465</i>	<i>3,982,704</i>	<i>4,376,452</i>	<i>4,515,646</i>	<i>8,850,917</i>	<i>8,498,350</i>
<b>Net Position at End of Period</b>	<b>\$ 4,498,927</b>	<b>\$ 4,474,465</b>	<b>\$ 4,531,478</b>	<b>\$ 4,376,452</b>	<b>\$ 9,030,405</b>	<b>\$ 8,850,917</b>

Governmental activities increased the City's net position by \$24,462 for fiscal year ended June 30, 2022 compared to an increase of \$491,761 for the fiscal year ended June 30, 2021. Reasons for the increase in governmental net position are as follows:

- Property tax revenue increased \$16,279, or 4.1%, from \$400,422 to \$416,701 primarily due to the addition of new homes in 2021 increasing taxable value in 2022.
- Unrestricted State Resources increased \$14,044, or 9.2% from \$152,520 to \$166,564 due to an increase in revenue sharing received from the State of Michigan.
- Recreation and Culture expenses decreased by \$56,915 due to the City of Litchfield Tax Increment Finance Authority's sale of the golf course before the 2022 golf season began.

- Transfers In (Out) decreased \$64,527 due to a transfer from Water Fund to Local Street Fund to repair Mill Street for water main upgrades in the previous fiscal year not present in the current fiscal year.

Business-type activities increased the City's net position by \$155,026 for fiscal year ended June 30, 2022 compared to a decrease of \$139,194 for the fiscal year ended June 30, 2021. The reason for the increase in business-type activities net position is the preservation of cash for future infrastructure improvements and capital improvements primarily in the water fund. Revenues were increased by \$41,697 and operating expenses were decreased by \$187,996 in business-type activities.

### **Financial Analysis of Governmental Funds**

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental Funds.** The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for discretionary use as they represent the portion of fund balance which has not yet been limited to use for a particular purpose by either an external party, the City itself, or a group or individual that has been delegated authority to assign resources for use for particular purposes by the City's Council.

At June 30, 2022, the City's governmental funds reported combined fund balances of \$1,070,186, an increase of \$98,687 in comparison with the prior year. \$15,149, or 1.4%, of the total fund balance is in non-spendable form (prepaid expenditures and inventories). Approximately 62.3%, or \$666,502, of this amount constitutes *unassigned fund balance*, which is available for spending at the government's discretion. The remainder of the fund balance, \$365,365, or 34.1%, is categorized as *restricted* to indicate that it is restricted for City streets and other specific purposes, or committed for particular purposes (\$23,170 or 2.2%).

The general fund is the chief operating fund of the City. At the end of the current fiscal year, unassigned fund balance of the general fund was \$666,502. As a measure of the general fund's liquidity, it may be useful to compare unassigned fund balance to total general fund expenditures. Unassigned fund balance represents approximately 58.68% of total general fund expenditures and transfers out. The fund balance of the City's general fund increased by \$27,711 during the current fiscal year. The reasons for the increase in general fund balance are:

- Property tax revenue increased \$16,279, or 4.1%, from \$400,422 to \$416,701 primarily due to the addition of new homes in 2021 increasing taxable value in 2022.
- Unrestricted State Resources increased \$14,044, or 9.2% from \$152,520 to \$166,564 due to an increase in revenue sharing received from the State of Michigan.

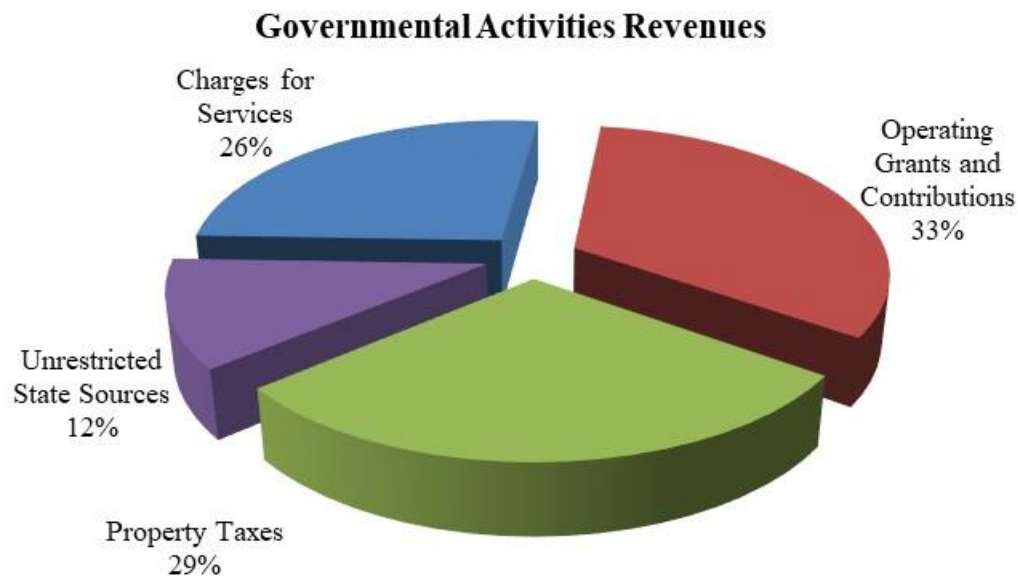
- Recreation and Culture expenses decreased by \$56,915 due to the City of Litchfield Tax Increment Finance Authority's sale of the golf course before the 2022 golf season began.

The fund balance of the City's major street fund increased by \$90,209 during the current fiscal year to an ending balance of \$274,127 due to preservation of cash for future capital improvement projects.

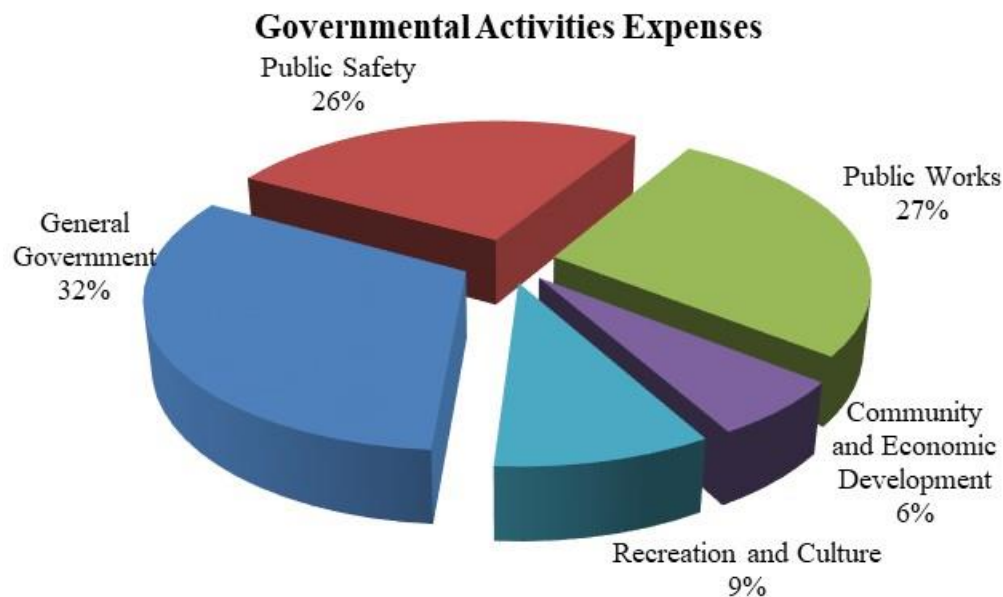
**Proprietary Funds.** The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position at the end of the year was \$1,444,929 for the sewer fund, \$638,608 for the water fund, and \$110,386 for the solid waste collection fund. The change in net position was an increase of \$80,440 for the sewer fund, an increase of \$102,959 for the water fund, and a decrease of \$5,145 for the solid waste collection fund, respectively. Changes for the sewer, water, and solid waste collection funds were described in an earlier section of this report.

### Governmental Activities

The following chart summarizes the revenue sources for the governmental activities of the City for the most recent fiscal year-end.



The following chart summarizes the expenses for the governmental activities of the City for the most recent fiscal year-end.



### General Fund Budgetary Highlights

*Original budget compared to final budget.* There were no significant amendments made to the original budgeted appropriations or the original estimated revenues. Minor amendments were made to better allocate expenditures within the fund.

*Final budget compared to actual results.* The City's general fund had three minor expenditures in excess of the amounts appropriated during the year ended June 30, 2022:

	<b>Final Budget</b>	<b>Actual Amount</b>	<b>Negative Variance</b>
Golf Course	\$ 55,069	\$ 64,147	\$ (9,078)
Other Recreation and Culture	4,246	4,303	(57)
Transfers Out	1,500	3,479	(1,979)

### Capital Assets

The City's investment in capital assets for its governmental and business-type activities as of June 30, 2022 amounts to \$5,842,905 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, buildings and improvements, streets, vehicles, machinery, equipment, furniture, and water and sewer systems.

More detailed information about the City's capital assets can be found in the notes to the financial statements.

## **Economic Condition and Outlook**

Management estimates that approximately \$1.2 million of revenues will be available for appropriation in the general fund in the upcoming budget. Expenditures are expected to be higher by approximately 7-10% when compared to 2022. In 2023, the City plans again to use current revenues to provide essential services. Internally, Administration continues to modernize the office, and provide each department with the tools needed to reduce long-term costs, as well as replace aging equipment. The police department is now fully staffed, with the hiring of one part-time officer, the return of a full-time Sergeant, and the addition of a recruit currently attending the academy. Staff continues to seek out grant opportunities to help offset costs of previously budgeted items, as well as projects that are outlined as long-term visions in the City's Master Plan and Capital Improvements Program.

Externally, City Administration monitors regularly state and federal level issues that may have an impact on upcoming budgets. The most glaring issues currently deal with inflation and the rise in not only consumer products, but the overall cost of doing business. The Conference Board, an economic non-profit think tank since 1918, predicts a short and mild recession to start 2023, with inflation to remain above pre-pandemic levels for the next several years. The blame for this lies with unresolved supply and demand issues. The ageing demographic in the US could also have a slight impact on labor. The University of Michigan predicts that Michigan could see positive job gains, despite acknowledging the impending recession, which has traditionally not fared well for the automotive sectors. The University also expects building permits to decline. The city continues to review the zoning code to ensure that we are welcoming to those seeking to live, work, and play in Litchfield.

2023 is, by all accounts, being viewed as a down year nationally and globally. Locally speaking, the success of many of our industries will hinge on how the automotive industry adjusts to a pending recession, supply chain issues, and electrification. Thankfully, the TIFA's efforts to diversify the industrial park have been paying off and the city should mimic these efforts in the downtown and surrounding areas to ensure there are more "recession-proof" businesses to help weather any type of economic storms.

## **Contacting the City**

This financial report is designed to provide a general overview of the City's finances to its citizens, customers, investors, and creditors and to demonstrate the City's accountability for the resources it receives. Questions regarding any information provided in this report or requests for additional financial information should be addressed to:

City of Litchfield Administrative Office  
221 Jonesville Street  
Litchfield, MI 49252

## **Basic Financial Statements**



**City of Litchfield**  
**Statement of Net Position**  
**June 30, 2022**

	<b>Primary Government</b>			
	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>	<b>Component Units</b>
<b>ASSETS</b>				
<i>Current Assets</i>				
Cash and Investments	\$ 1,399,913	\$ 2,294,682	\$ 3,694,595	\$ 553,750
Accounts Receivables, Net	6,258	9,290	15,548	16,016
Leases Receivable	24,626	--	24,626	--
Current Portion of Notes Receivable	--	--	--	7,891
Due from Other Governmental Units	64,038	--	64,038	--
Inventories	--	29,324	29,324	--
Prepaid Items	15,930	2,082	18,012	--
<b>Total Current Assets</b>	<b>1,510,765</b>	<b>2,335,378</b>	<b>3,846,143</b>	<b>577,657</b>
<i>Noncurrent Assets</i>				
Notes Receivable, Net	--	--	--	515,781
Investment in Joint Venture	209,388	--	209,388	--
Investment in Land and Infrastructure Development	--	--	--	453,205
Capital Assets not being Depreciated	1,223,442	322,028	1,545,470	492,136
Capital Assets being Depreciated, Net	2,281,908	2,015,528	4,297,436	1,149,702
Leases Receivable, Long-term	106,900	--	106,900	--
<b>Total Assets</b>	<b>5,332,403</b>	<b>4,672,934</b>	<b>10,005,337</b>	<b>3,188,481</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Pension Related Deferred Outflows	142,806	32,028	174,834	--
<b>Total Deferred Outflows of Resources</b>	<b>142,806</b>	<b>32,028</b>	<b>174,834</b>	<b>--</b>
<b>LIABILITIES</b>				
<i>Current Liabilities</i>				
Accounts Payable	24,966	29,935	54,901	93,438
Accrued Liabilities	16,794	1,158	17,952	--
Unearned Revenue	139,294	--	139,294	5,300
Customer Deposits	--	--	--	50,214
Internal Balances	(579)	579	--	--
<b>Total Current Liabilities</b>	<b>180,475</b>	<b>31,672</b>	<b>212,147</b>	<b>148,952</b>
<i>Noncurrent Liabilities</i>				
Compensated Absences	28,539	--	28,539	--
Net Pension Liability	510,352	114,467	624,819	--
<b>Total Liabilities</b>	<b>719,366</b>	<b>146,139</b>	<b>865,505</b>	<b>148,952</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Pension Related Deferred Inflows	121,918	27,345	149,263	--
Deferred Lease Revenues	134,998	--	134,998	--
<b>Total Deferred Inflows of Resources</b>	<b>256,916</b>	<b>27,345</b>	<b>284,261</b>	<b>--</b>
<b>NET POSITION</b>				
Investment in Capital Assets	3,505,350	2,337,555	5,842,905	1,641,838
<i>Restricted for:</i>				
Highways and Streets	344,752	--	344,752	--
Other Purposes	20,613	--	20,613	--
<i>Unrestricted</i>	628,212	2,193,923	2,822,135	1,397,691
<b>Total Net Position</b>	<b>\$ 4,498,927</b>	<b>\$ 4,531,478</b>	<b>\$ 9,030,405</b>	<b>\$ 3,039,529</b>

The Notes to the Financial Statements are an integral part of these financial statements.

**City of Litchfield  
Statement of Activities  
For the Year Ended June 30, 2022**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue			Component Units
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government			
					Governmental Activities	Business-type Activities	Total	
<b>Primary Government</b>								
<b>Governmental Activities:</b>								
General Government	\$ 455,361	\$ 306,607	\$ 104,051	\$ --	\$ (44,703)	\$ --	\$ (44,703)	\$ --
Public Safety	365,347	35,590	28,114	--	(301,643)	--	(301,643)	--
Public Works	386,709	33,097	277,881	--	(75,731)	--	(75,731)	--
Community and Economic Development	87,680	--	3,776	--	(83,904)	--	(83,904)	--
Recreation and Culture	132,769	1,950	55,265	699	(74,855)	--	(74,855)	--
<i>Total Governmental Activities</i>	<u>1,427,866</u>	<u>377,244</u>	<u>469,087</u>	<u>699</u>	<u>(580,836)</u>	<u>--</u>	<u>(580,836)</u>	<u>--</u>
<b>Business-type Activities:</b>								
Sewer	257,603	251,573	45,686	--	--	39,656	39,656	--
Water	297,706	409,514	200	--	--	112,008	112,008	--
Solid Waste Collection	140,306	134,885	--	--	--	(5,421)	(5,421)	--
<i>Total Business-type Activities</i>	<u>695,615</u>	<u>795,972</u>	<u>45,886</u>	<u>--</u>	<u>--</u>	<u>146,243</u>	<u>146,243</u>	<u>--</u>
<i>Total Primary Government</i>	<u>\$ 2,123,481</u>	<u>\$ 1,173,216</u>	<u>\$ 514,973</u>	<u>\$ 699</u>	<u>(580,836)</u>	<u>146,243</u>	<u>(434,593)</u>	<u>--</u>
<b>Component Units</b>								
Downtown Development Authority	\$ 6,454	\$ --	\$ 11,000	\$ --	--	--	--	4,546
Tax Increment Finance Authority	979,070	152,875	100	--	--	--	--	(826,095)
<i>Total Component Units</i>	<u>\$ 985,524</u>	<u>\$ 152,875</u>	<u>\$ 11,100</u>	<u>\$ --</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>(821,549)</u>
<b>General Purpose Revenues and Transfers:</b>								
<b>Revenues</b>								
Property Taxes					416,701	--	416,701	147,611
Interest and Investment Earnings					8,633	8,583	17,216	4,514
Intergovernmental					166,564	--	166,564	591,473
Increase in Investment in Joint Venture					13,600	--	13,600	--
<b>Transfers</b>					(200)	200	--	--
<i>Total General Revenues and Transfers</i>					<u>605,298</u>	<u>8,783</u>	<u>614,081</u>	<u>743,598</u>
<i>Change in Net Position</i>					<u>24,462</u>	<u>155,026</u>	<u>179,488</u>	<u>(77,951)</u>
<i>Net Position at Beginning of Period</i>					4,474,465	4,376,452	8,850,917	3,117,480
<i>Net Position at End of Period</i>					<u>\$ 4,498,927</u>	<u>\$ 4,531,478</u>	<u>\$ 9,030,405</u>	<u>\$ 3,039,529</u>

The Notes to the Financial Statements are an integral part of these financial statements.

**City of Litchfield**  
**Balance Sheet**  
**Governmental Funds**  
June 30, 2022

		Special Revenue				
	General	Major Streets	ARPA	Other Governmental Funds	Total Governmental Funds	
<b>ASSETS</b>						
Cash and Investments	\$ 706,675	\$ 257,260	\$ 139,533	\$ 68,422	\$ 1,171,890	
Accounts Receivables, Net	5,000	1	--	--	5,001	
Leases Receivable	131,526	--	--	--	131,526	
Due from Other Governmental Units	29,848	25,875	--	8,315	64,038	
Prepaid Items	15,149	--	--	--	15,149	
<b>Total Assets</b>	<b>\$ 888,198</b>	<b>\$ 283,136</b>	<b>\$ 139,533</b>	<b>\$ 76,737</b>	<b>\$ 1,387,604</b>	
<b>LIABILITIES</b>						
Accounts Payable	\$ 11,846	\$ 6,733	\$ 229	\$ 5,582	\$ 24,390	
Accrued Liabilities	14,973	1,488	--	219	16,680	
Unearned Revenue	--	--	139,294	--	139,294	
Due to Other Funds	1,152	788	--	116	2,056	
<b>Total Liabilities</b>	<b>27,971</b>	<b>9,009</b>	<b>139,523</b>	<b>5,917</b>	<b>182,420</b>	
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Deferred Lease Revenues	134,998	--	--	--	134,998	
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>162,969</b>	<b>9,009</b>	<b>139,523</b>	<b>5,917</b>	<b>317,418</b>	
<b>FUND BALANCE</b>						
Nonspendable	15,149	--	--	--	15,149	
Restricted	20,603	274,127	10	70,625	365,365	
Committed	22,975	--	--	195	23,170	
Unassigned	666,502	--	--	--	666,502	
<b>Total Fund Balance</b>	<b>725,229</b>	<b>274,127</b>	<b>10</b>	<b>70,820</b>	<b>1,070,186</b>	
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balance</b>	<b>\$ 888,198</b>	<b>\$ 283,136</b>	<b>\$ 139,533</b>	<b>\$ 76,737</b>	<b>\$ 1,387,604</b>	

The Notes to the Financial Statements are an integral part of these financial statements.

**City of Litchfield**  
**Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Position**  
**June 30, 2022**

Total Fund Balance - Governmental Funds	\$ 1,070,186
Net position of internal service funds that are treated as proprietary in the fund level statements are treated as governmental in the entity-wide statements.	591,931
General government capital assets of \$4,987,775, net of accumulated depreciation of \$1,842,350, are not financial resources and, accordingly, are not reported in the funds.	3,145,425
Net pension liability and related deferred amounts are not due and payable in the current period or do not represent current financial resources and, therefore, are not reported in the funds.	(489,464)
Investments in joint ventures are not financial resources and, accordingly, are not reported in the funds.	209,388
Compensated absences are not due and payable in the current period and, therefore, are not reported in the funds.	(28,539)
<b>Total Net Position - Governmental Activities</b>	<b>\$ <u>4,498,927</u></b>

The Notes to the Financial Statements are an integral part of these financial statements.

**City of Litchfield**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Governmental Funds**  
**For the Year Ended June 30, 2022**

	<u>Special Revenue</u>			<b>Other</b>	<b>Total</b>
	<b>General</b>	<b>Major Streets</b>	<b>ARPA</b>	<b>Governmental</b>	<b>Governmental</b>
				<b>Funds</b>	<b>Funds</b>
<b>Revenues</b>					
Property Taxes	\$ 416,701	\$ --	\$ --	\$ --	\$ 416,701
Intergovernmental	373,279	176,169	--	57,141	606,589
Licenses and Permits	1,832	--	--	--	1,832
Charges for Services	12,615	--	579	--	13,194
Fines and Forfeits	153	--	--	--	153
Interest and Rents	43,842	597	10	173	44,622
Other Revenues	295,137	--	--	699	295,836
Donations	2,245	100	--	50	2,395
<b>Total Revenues</b>	<b>1,145,804</b>	<b>176,866</b>	<b>589</b>	<b>58,063</b>	<b>1,381,322</b>
<b>Expenditures</b>					
General Government	481,664	--	579	--	482,243
Public Safety	352,284	--	--	--	352,284
Public Works	166,601	86,657	--	46,276	299,534
Community and Economic Development	87,680	--	--	--	87,680
Recreation and Culture	44,173	--	--	32,027	76,200
<b>Total Expenditures</b>	<b>1,132,402</b>	<b>86,657</b>	<b>579</b>	<b>78,303</b>	<b>1,297,941</b>
<b>Excess of Revenues Over</b>					
<b>(Under) Expenditures</b>	<b>13,402</b>	<b>90,209</b>	<b>10</b>	<b>(20,240)</b>	<b>83,381</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In	17,788	--	--	3,279	21,067
Transfers Out	(3,479)	--	--	(2,282)	(5,761)
<b>Net Other Financing Sources (Uses)</b>	<b>14,309</b>	<b>--</b>	<b>--</b>	<b>997</b>	<b>15,306</b>
<b>Net Change in Fund Balance</b>	<b>27,711</b>	<b>90,209</b>	<b>10</b>	<b>(19,243)</b>	<b>98,687</b>
<i>Fund Balance at Beginning of Period</i>	<i>697,518</i>	<i>183,918</i>	<i>--</i>	<i>90,063</i>	<i>971,499</i>
<b>Fund Balance at End of Period</b>	<b>\$ 725,229</b>	<b>\$ 274,127</b>	<b>\$ 10</b>	<b>\$ 70,820</b>	<b>\$ 1,070,186</b>

The Notes to the Financial Statements are an integral part of these financial statements.

**City of Litchfield**  
**Reconciliation of Governmental Funds Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance with Statement of Activities**  
**For the Year Ended June 30, 2022**

Total Net Change in Fund Balances - Governmental Funds	\$ 98,687
Changes in net position of internal service funds that are treated as enterprise fund changes in net position in the fund level statements are treated as governmental fund changes in net position in the entity-wide statements	43,468
Governmental funds report capital outlays as expenditures; however, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay of \$38,469 is exceeded by depreciation expense of \$184,567 and net disposal of capital assets of \$24,320.	(170,418)
The statement of activities reports changes to net pension liability and pension related deferrals as pension expense; however, the expenditures recorded on the governmental funds equals actual pension contributions.	19,500
Changes to compensated absences do not require the use of current financial resources and, therefore, are not reported as expenditures in the funds.	19,625
Changes in certain assets and liabilities on the government-wide statements, such as the equity interest in joint ventures, do not require or provide resources and, accordingly, are excluded from the fund statements. This represents the increase in the equity interest in joint ventures.	13,600
<b>Changes in Net Position - Governmental Activities</b>	<b>\$ <u>24,462</u></b>

The Notes to the Financial Statements are an integral part of these financial statements.

**City of Litchfield**  
**Statement of Net Position**  
**Proprietary Funds**  
**June 30, 2022**

	<b>Business-type Activities - Enterprise Funds</b>				<b>Governmental Activities Internal Service Funds</b>
	<b>Sewer</b>	<b>Water</b>	<b>Solid Waste Collection</b>	<b>Total Enterprise Funds</b>	
<b>ASSETS</b>					
<i>Current Assets</i>					
Cash and Investments	\$ 1,486,483	\$ 674,681	\$ 133,518	\$ 2,294,682	\$ 228,023
Accounts Receivables, Net	3,762	2,774	2,754	9,290	1,257
Inventories	3,311	26,013	--	29,324	--
Prepaid Items	781	1,301	--	2,082	781
Due from Other Funds	--	--	--	--	2,635
<b>Total Current Assets</b>	<b>1,494,337</b>	<b>704,769</b>	<b>136,272</b>	<b>2,335,378</b>	<b>232,696</b>
<i>Noncurrent Assets</i>					
Capital Assets not being Depreciated	253,543	68,485	--	322,028	--
Capital Assets being Depreciated, Net	940,431	1,075,097	--	2,015,528	359,925
<b>Total Assets</b>	<b>2,688,311</b>	<b>1,848,351</b>	<b>136,272</b>	<b>4,672,934</b>	<b>592,621</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>					
Pension Related Deferred Outflows	12,920	12,727	6,381	32,028	--
<b>Total Deferred Outflows of Resources</b>	<b>12,920</b>	<b>12,727</b>	<b>6,381</b>	<b>32,028</b>	<b>--</b>
<b>LIABILITIES</b>					
<i>Current Liabilities</i>					
Accounts Payable	4,319	21,952	3,664	29,935	576
Accrued Liabilities	569	375	214	1,158	114
Due to Other Funds	235	209	135	579	--
<b>Total Current Liabilities</b>	<b>5,123</b>	<b>22,536</b>	<b>4,013</b>	<b>31,672</b>	<b>690</b>
<i>Noncurrent Liabilities</i>					
Net Pension Liability	46,174	45,487	22,806	114,467	--
<b>Total Liabilities</b>	<b>51,297</b>	<b>68,023</b>	<b>26,819</b>	<b>146,139</b>	<b>690</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Pension Related Deferred Inflows	11,031	10,866	5,448	27,345	--
<b>Total Deferred Inflows of Resources</b>	<b>11,031</b>	<b>10,866</b>	<b>5,448</b>	<b>27,345</b>	<b>--</b>
<b>NET POSITION</b>					
Investment in Capital Assets	1,193,974	1,143,581	--	2,337,555	359,925
Unrestricted	1,444,929	638,608	110,386	2,193,923	232,006
<b>Total Net Position</b>	<b>\$ 2,638,903</b>	<b>\$ 1,782,189</b>	<b>\$ 110,386</b>	<b>\$ 4,531,478</b>	<b>\$ 591,931</b>

The Notes to the Financial Statements are an integral part of these financial statements.

**City of Litchfield**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**Proprietary Funds**  
**For the Year Ended June 30, 2022**

	<b>Business-type Activities - Enterprise Funds</b>				<b>Governmental Activities Internal Service Funds</b>
	<b>Sewer</b>	<b>Water</b>	<b>Solid Waste Collection</b>	<b>Total Enterprise Funds</b>	
<b>Operating Revenues</b>					
Charges for Services	\$ 249,840	\$ 269,342	\$ 134,885	\$ 654,067	\$ 232,876
<b>Total Operating Revenues</b>	<b>249,840</b>	<b>269,342</b>	<b>134,885</b>	<b>654,067</b>	<b>232,876</b>
<b>Operating Expenses</b>					
General Operations and Maintenance	219,585	217,089	140,306	576,980	174,228
Depreciation	38,018	80,617	--	118,635	57,280
<b>Total Operating Expenses</b>	<b>257,603</b>	<b>297,706</b>	<b>140,306</b>	<b>695,615</b>	<b>231,508</b>
<b>Operating Income (Loss)</b>	<b>(7,763)</b>	<b>(28,364)</b>	<b>(5,421)</b>	<b>(41,548)</b>	<b>1,368</b>
<b>Non-Operating Revenues (Expenses)</b>					
Interest and Investment Earnings	6,163	2,144	276	8,583	1,073
Other Revenues	47,419	140,372	--	187,791	56,533
<b>Net Non-Operating Revenues (Expenses)</b>	<b>53,582</b>	<b>142,516</b>	<b>276</b>	<b>196,374</b>	<b>57,606</b>
<b>Income Before Contributions and Transfers</b>	<b>45,819</b>	<b>114,152</b>	<b>(5,145)</b>	<b>154,826</b>	<b>58,974</b>
Transfers In	100	100	--	200	--
Transfers Out	--	--	--	--	(15,506)
<b>Change In Net Position</b>	<b>45,919</b>	<b>114,252</b>	<b>(5,145)</b>	<b>155,026</b>	<b>43,468</b>
<i>Net Position at Beginning of Period</i>	<i>2,592,984</i>	<i>1,667,937</i>	<i>115,531</i>	<i>4,376,452</i>	<i>548,463</i>
<b>Net Position at End of Period</b>	<b>\$ 2,638,903</b>	<b>\$ 1,782,189</b>	<b>\$ 110,386</b>	<b>\$ 4,531,478</b>	<b>\$ 591,931</b>

The Notes to the Financial Statements are an integral part of these financial statements.



**City of Litchfield**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**For the Year Ended June 30, 2022**

	<b>Business-type Activities - Enterprise Funds</b>				<b>Governmental Activities</b>
	<b>Sewer</b>	<b>Water</b>	<b>Solid Waste Collection</b>	<b>Total Enterprise Funds</b>	<b>Internal Service Fund</b>
<b>Cash Flows from Operating Activities</b>					
Cash Received from Charges for Services	\$ 250,186	\$ 269,742	\$ 134,711	\$ 654,639	\$ -
Cash Received from Interfund Services Provided	-	-	-	-	228,984
Cash Paid to Employees for Services and Fringe Benefits	(61,242)	(63,173)	(25,746)	(150,161)	(27,112)
Cash Paid to Suppliers for Good and Services	(157,837)	(137,781)	(117,186)	(412,804)	(150,210)
<b>Net Cash Provided by Operating Activities</b>	<b>31,107</b>	<b>68,788</b>	<b>(8,221)</b>	<b>22,886</b>	<b>51,662</b>
<b>Cash Flows from Non-capital Financing Activities</b>					
Other Non-Operating Revenues, Including Contributions	47,419	140,372	-	187,791	56,533
Transfers In (Out)	100	100	-	200	(15,506)
<b>Net Cash Provided by Non-capital Financing Activities</b>	<b>47,519</b>	<b>140,472</b>	<b>-</b>	<b>187,991</b>	<b>41,027</b>
<b>Cash Flows from Capital and Related Financing Activities</b>					
Capital Asset Purchases	(3,497)	(91,911)	-	(95,408)	(26,789)
<b>Net Cash Used in Capital and Related Financing Activities</b>	<b>(3,497)</b>	<b>(91,911)</b>	<b>-</b>	<b>(95,408)</b>	<b>(26,789)</b>
<b>Cash Flows from Investing Activities</b>					
Interest and Investment Earnings	6,163	2,144	276	8,583	1,073
<b>Net Cash Provided by Investing Activities</b>	<b>6,163</b>	<b>2,144</b>	<b>276</b>	<b>6,439</b>	<b>1,073</b>
<b>Net Increase in Cash and Investments</b>	<b>81,292</b>	<b>119,493</b>	<b>(7,945)</b>	<b>192,840</b>	<b>66,973</b>
<i>Cash and Investments - Beginning of Year</i>	<i>1,405,191</i>	<i>555,188</i>	<i>141,463</i>	<i>2,101,842</i>	<i>161,050</i>
<b>Cash and Investments - End of Year</b>	<b>\$ 1,486,483</b>	<b>\$ 674,681</b>	<b>\$ 133,518</b>	<b>\$ 2,294,682</b>	<b>\$ 228,023</b>

The Notes to the Financial Statements are an integral part of these financial statements.

**City of Litchfield**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**For the Year Ended June 30, 2022**

	<b>Business-type Activities - Enterprise Funds</b>				<b>Governmental Activities</b>
	<b>Sewer</b>	<b>Water</b>	<b>Solid Waste Collection</b>	<b>Total Enterprise Funds</b>	<b>Internal Service Fund</b>
<b>Reconciliation of Operating Income (Loss) to</b>					
<b>Net Cash Provided by Operating Activities</b>					
Operating Income (Loss)	\$ (7,763)	\$ (28,364)	\$ (5,421)	\$ (41,548)	\$ 1,368
<b>Adjustments to Reconcile Operating Income (Loss) to</b>					
<b>Net Cash Provided by Operating Activities</b>					
Depreciation Expense	38,018	80,617	-	118,635	57,280
<b>Changes in Assets, Deferred Outflows/Inflows, and Liabilities</b>					
Accounts Receivables, Net	346	400	(174)	572	(3,892)
Inventories	-	(3,543)	-	(3,543)	-
Prepaid Items	129	19	-	148	34
Accounts Payable	(193)	15,709	(4,436)	11,080	(2,965)
Accrued Liabilities	(1,658)	(1,112)	(732)	(3,502)	(163)
Net Pension Liability and Related Deferred Items	2,228	5,062	2,542	9,832	-
<b>Net Cash Provided by Operating Activities</b>	<b>\$ 31,107</b>	<b>\$ 68,788</b>	<b>\$ (8,221)</b>	<b>\$ 22,886</b>	<b>\$ 51,662</b>

The Notes to the Financial Statements are an integral part of these financial statements.

**City of Litchfield**  
**Statement of Fiduciary Net Position**  
**Fiduciary Funds**  
**June 30, 2022**

	<u><b>Custodial Funds</b></u>
<b>ASSETS</b>	
Cash and Cash Equivalents	\$ 26,334
<i><b>Total Assets</b></i>	<u>26,334</u>
<b>LIABILITIES</b>	
Undistributed Collections	-
<i><b>Total Liabilities</b></i>	<u>-</u>
<b>NET POSITION</b>	
Restricted for Individuals, Organizations, and Agencies	<u><b>\$ 26,334</b></u>

The Notes to the Financial Statements are an integral part of these financial statements.

**City of Litchfield**  
**Statement of Changes in Fiduciary Net Position**  
**Fiduciary Funds**  
**For the Year Ended June 30, 2022**

	<u><b>Custodial Funds</b></u>
<b>Additions</b>	
Taxes Collected for Other Governments	\$ 1,119,274
Interest and Other Revenue	86
<b><i>Total Additions</i></b>	<u>1,119,360</u>
<b>Deductions</b>	
Payments of Property Taxes to Other Governments	1,119,274
Other Deductions	168
<b><i>Total Deductions</i></b>	<u>1,119,442</u>
<b><i>Change in Net Position</i></b>	<u>-82</u>
Net Position at Beginning of Period	26,416
<b><i>Net Position at End of Period</i></b>	<u><u>\$ 26,334</u></u>

The Notes to the Financial Statements are an integral part of these financial statements.

**City of Litchfield**  
**Combining Statement of Net Position**  
**Component Units**  
**June 30, 2022**

	<b>Downtown Development Authority</b>	<b>Tax Increment Finance Authority</b>	<b>Total Component Units</b>
<b>ASSETS</b>			
<i>Current Assets</i>			
Cash and Investments	\$ 35,276	\$ 518,474	\$ 553,750
Accounts Receivables, Net	--	16,016	16,016
Current Portion of Notes Receivable	--	7,891	7,891
<b><i>Total Current Assets</i></b>	<b>35,276</b>	<b>542,381</b>	<b>577,657</b>
<i>Noncurrent Assets</i>			
Notes Receivable, Net	--	515,781	515,781
Investment in Land and Infrastructure Development	--	453,205	453,205
Capital Assets not being Depreciated	--	492,136	492,136
Capital Assets being Depreciated, Net	--	1,149,702	1,149,702
<b><i>Total Assets</i></b>	<b>35,276</b>	<b>3,153,205</b>	<b>3,188,481</b>
<b>LIABILITIES</b>			
<i>Current Liabilities</i>			
Accounts Payable	346	93,092	93,438
Unearned Revenue	--	5,300	5,300
Customer Deposits	--	50,214	50,214
<b><i>Total Liabilities</i></b>	<b>346</b>	<b>148,606</b>	<b>148,952</b>
<b>NET POSITION</b>			
Investment in Capital Assets	--	1,641,838	1,641,838
<i>Unrestricted</i>	34,930	1,362,761	1,397,691
<b><i>Total Net Position</i></b>	<b>\$ 34,930</b>	<b>\$ 3,004,599</b>	<b>\$ 3,039,529</b>

The Notes to the Financial Statements are an integral part of these financial statements.

**City of Litchfield**  
**Combining Statement of Activities**  
**Component Units**  
**For the Year Ended June 30, 2022**

	<b>Downtown Development Authority</b>	<b>Tax Increment Finance Authority</b>	<b>Total Component Units</b>
<b>Expenses</b>			
Community and Economic Development	\$ 6,454	\$ 979,070	\$ 985,524
<b>Total Expenses</b>	<u>6,454</u>	<u>979,070</u>	<u>985,524</u>
<b>Program Revenues</b>			
Charges for services	--	152,875	152,875
Operating grants and contributions	11,000	100	11,100
<b>Total Program Revenues</b>	<u>11,000</u>	<u>152,975</u>	<u>163,975</u>
<b>Net Program Revenues (Expenses)</b>	<u>4,546</u>	<u>(826,095)</u>	<u>(821,549)</u>
<b>General Revenue</b>			
Property Taxes	--	147,611	147,611
Intergovernmental	--	591,473	591,473
Interest and Investment Earnings	3	4,511	4,514
<b>Total General Revenues</b>	<u>3</u>	<u>743,595</u>	<u>743,598</u>
<b>Change in Net Position</b>	<u><b>4,549</b></u>	<u><b>(82,500)</b></u>	<u><b>(77,951)</b></u>
<i>Net Position at Beginning of Period</i>	30,381	3,087,099	3,117,480
<b>Net Position at End of Period</b>	<u><b>\$ 34,930</b></u>	<u><b>\$ 3,004,599</b></u>	<u><b>\$ 3,039,529</b></u>

The Notes to the Financial Statements are an integral part of these financial statements.

## **Notes to the Financial Statements**

## City of Litchfield

### Notes to the Financial Statements

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#### **Note 1 - Summary of Significant Accounting Policies**

The financial statements of the City of Litchfield (the “City” or “government”) have been prepared in conformity with generally accepted accounting principles as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial-reporting principles. The more significant of the City’s accounting policies are described below.

#### **Reporting Entity**

The City of Litchfield is governed by a 7-member elected City Council, which appoints the City Manager. The City provides the following services as authorized by its charter to its residents: law enforcement, fire protection, highways and streets, sanitation, public improvements, recreation and culture, planning and zoning, and general administrative services.

The accompanying financial statements present the City’s primary government and its component units, entities for which the government is considered to be financially accountable. Discretely presented component units are reported in a separate column in the government-wide financial statements to emphasize that they are legally separate from the primary government.

The inclusion of the activities of various agencies is based on the manifestation of oversight criteria, relying on such guidelines as the selection of the governing authority, the designation of management, the ability to exert significant influences on operations, and the accountability for fiscal matters. The accountability for fiscal matters considers the possession of the budgetary authority, the responsibility for surplus or deficit, the controlling of fiscal management, and the revenue characteristics, whether a levy or a charge. Consideration is also given to the scope of public service. The scope of public service considers whether the activity is for the benefit of the reporting entity and/or its residents and is within the geographic boundaries of the reporting entity and the general available to its citizens.

#### ***Joint Venture***

The City participates with Litchfield Township in the Litchfield Fire Department (the “Department”), a joint venture pursuant to an agreement entered into between both parties. In accordance with the provisions of Governmental Accounting Standards Board No. 14, the joint venture results from the ongoing financial responsibility of the Department’s operations agreed to by the aforementioned municipalities pursuant to the contractual agreement. A seven-member Board of Directors comprised of two members of the City of Litchfield Council, two members of the Litchfield Township Board, one member of the Scipio Township Board, and one member from the community at large governs the Board. Either the City or Litchfield Township has the power to terminate the joint venture. However, notice of termination must be given six months prior to the Department’s fiscal year-end. Upon termination, all property of the Department will be liquidated, and any outstanding indebtedness will be paid. The proceeds then remaining will be divided equally between the City and Litchfield Township.



## City of Litchfield

### Notes to the Financial Statements

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The Department is funded by fire contracts with local townships and equal contributions made by the City and Litchfield Township. The Department reported revenues in excess of expenses in the amount of \$27,199 in its year ended June 30, 2022 audited financial statements. The City reported a \$13,600 increase to net position in its governmental activities on the government-wide financial statements for the Department's operating activity, a 6.9% change in net position. The City's investment in the joint venture is reported in the statement of net position under governmental activities in the amount of \$209,388. The Department did not engage the City's auditors to audit the Department's financial statements. Copies of the Department's audited financial statements may be obtained at the City's offices.

#### ***Discretely Presented Component Units***

The following component units are reported in a separate column to emphasize that, while legally separate, the City remains financially accountable for the entities or the nature and significant of the relationship between the entities and the City is such that exclusion of the entities would render the financial statements misleading or incomplete.

***Downtown Development Authority*** - The Downtown Development Authority (DDA) was created to correct and prevent deterioration in the downtown district, encourage historical preservation, and to promote economic growth within the downtown district. The DDA's governing body is selected by the City Council. In addition, the DDA's budget is subject to approval by the City Council. The financial statements of the DDA are included in the City's financial statements and are not audited separately.

***Tax Increment Finance Authority*** - The Tax Increment Finance Authority (TIFA) was created to provide means and methods for the encouragement and assistance of industrial and commercial enterprises in relocating, purchasing, constructing, improving, or expanding within the City so as to provide needed services and facilities of such enterprises to the residents of the City. The TIFA is audited separately from the City and complete financial statements may be obtained from the City's offices.

#### **Government-wide and Fund Financial Statements**

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

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a

## City of Litchfield

### Notes to the Financial Statements

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given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

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

#### **Measurement Focus, Basis of Accounting and Financial Statement Presentation**

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

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

Property taxes, state revenue sharing, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The City of Litchfield reports the following major governmental funds:

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

The ***major streets fund*** is used to account for the restricted financial sources that are for repairs and maintenance of the City's major streets.

## City of Litchfield

### Notes to the Financial Statements

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The **ARPA fund** accounts for the funding received through the American Rescue Plan Act and related expenditures.

The City reports the following proprietary funds:

The **sewer fund** is used to account for the operations required to provide sewer services to the general public. The costs (expenses, including depreciation) are financed or recovered primarily through user charges.

The **water fund** is used to account for the operations required to provide water services to the general public. The costs (expenses, including depreciation) are financed or recovered primarily through user charges.

The **solid waste fund** is used to account for the operations required to provide waste removal services to the general public. The costs (expenses, including depreciation) are financed or recovered primarily through user charges.

Additionally, the government reports the following fund types:

**Special revenue funds** are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

**Capital projects** funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

**Internal service funds** account for the financing of goods or services provided by the City to other departments or funds on a cost reimbursement basis.

**Custodial funds** are custodial in nature and do not present results of operations or have a measurement focus. Custodial funds are accounted for using the accrual basis of accounting. These funds are used to account for asset that the government holds for others in a custodial capacity (such as taxes collected for other governments).

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

Proprietary funds distinguish *operating* revenues and expenses from *non-operating* 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 of the enterprise funds are charges for services. Operating expenses for the enterprise funds include depreciation on capital assets, labor, supplies and contracted

## City of Litchfield

### Notes to the Financial Statements

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services. All revenues and expenses are not meeting this definition are reported as nonoperating revenues and expenses.

#### **Financial Statement Presentation – Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Equity**

##### ***Deposits and Investments***

The City's cash and cash equivalents are considered to be cash on hand, demand deposits, all local government investment pools, and short-term investments with original maturities of three months or less from the date of acquisition. Investments are stated at fair value at the balance sheet date.

State statutes and City policy authorize the City to invest in:

- Bonds, securities, other obligations, and repurchase agreements of the United States, or an agency or instrumentality of the United States.
- Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a qualified financial institution.
- Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- In United States government or federal agency obligation repurchase agreements.
- Bankers' acceptances of United States banks.
- Mutual funds registered under the Investment Company Act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation.
- External investment pools as authorized by Public Act 20 as amended through March, 1997.

##### ***Receivables and Payables***

All trade receivables are shown net of an allowance for uncollectibles, as applicable. All amounts deemed to be uncollectible are charged against the allowance for doubtful accounts in the period that determination is made.

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year and all other outstanding balances between funds are referred to as "due

## City of Litchfield

### Notes to the Financial Statements

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to/from other funds” (i.e., the current portion of interfund loans). Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”

#### ***Due from Other Governmental Units***

Due from other governmental units consists of amounts due from the State of Michigan or other governments for various payments and grants.

#### ***Inventories***

Inventories are valued at cost. Cost is determined using the first-in, first-out method. Inventories consist of water and sewer system supplies.

#### ***Prepaid Items***

Prepaid expenditures in the governmental funds, such as insurance premiums, which are expected to be written off within the next fiscal year, are included in net current assets. Reported prepaid expenditures are equally offset by nonspendable fund balance, which indicates they do not constitute "available spendable resources" even though they are a component of net current assets.

#### ***Capital Assets***

Capital assets, which include land and land improvements, buildings and improvements, vehicles, machinery, and equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the governmental and business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$2,000 and an estimated useful life of at least two years. Such assets are valued at cost where historical records are available and at estimated historical cost where no historical records exist. Donated capital assets are valued at their acquisition value on the date received. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable. No interest expense has been incurred or capitalized on capital assets reported in proprietary funds.

## City of Litchfield

### Notes to the Financial Statements

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Capital assets are depreciated using the straight-line method over the following useful lives:

	<u>Years</u>
Land Improvements	10 - 20
Buildings and Improvements	10 - 50
Swimming Pool	15 - 20
Machinery, Equipment, and Furniture	3 - 20
Vehicles	3 - 20
Streets	20 - 30
Sidewalks	25 - 50
Water and Sewer Distribution System	40 - 90

#### ***Compensated Absences***

Under contracts negotiated with employee groups and personnel policy, individual employees have a vested right to receive payments for unused vacation and other compensation depending on employment agreements. Accumulated compensated absences of governmental funds are recorded on the statement of net position and not on the governmental fund balance sheets because the balance is not expected to be liquidated with expendable available financial resources. Amounts accumulated for proprietary funds are reported on the statements of net position of the individual enterprise funds. Compensated absences reported for governmental activities are primarily liquidated from general fund resources.

#### ***Pension***

For purposes of measuring the net pension liability, deferred outflows/inflows of resources related to the pension, and pension expense, information about the fiduciary net position of the Municipal Employees Retirement System (MERS) of Michigan and additions to/deductions from MERS' fiduciary net position have been determined on the same basis as they are reported by MERS. 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.

#### ***Deferred Outflows/Inflows of Resources***

In addition to assets and liabilities, the statement of net position and balance sheet will, when applicable, report separate sections for deferred outflows of resources and deferred inflows of resources. *Deferred outflows of resources*, a separate financial statement element, represents a consumption of net position or fund balance, respectively, that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until that time. *Deferred inflows of resources*, a separate financial statement element, represents an acquisition of net position or fund balance, respectively, that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

## City of Litchfield

### Notes to the Financial Statements

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The City has several items that qualify for reporting in these categories and are reported in the statement of net position. These items correspond to the City's net pension liability and are related to the net difference between projected and actual earnings on pension plan investments, differences between expected and actual experience, changes of assumptions, and contributions subsequent to the measurement date.

Additionally, the City recognizes deferred lease revenues that qualify for reporting as a deferred inflow. Governmental activities, in the government-wide financial statements, report deferred lease revenues to be collected by the City in future periods.

#### ***Net Position Flow Assumption***

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied.

It is the government's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

#### ***Fund Balance Flow Assumptions***

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

#### ***Fund Balance Policies***

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. Governmental funds report *nonspendable fund balance* for amounts that cannot be spent because they are either: a) not in spendable form or b) legally or contractually required to be maintained intact. *Restricted fund balance* is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws or regulations of other governments. The government itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

## City of Litchfield

### Notes to the Financial Statements

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The *committed fund balance* classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The City Council is the highest level of decision-making authority for the government that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

Amounts in the *assigned fund balance* classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The City Council, or its designee, is authorized to assign fund balance. The City Council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

*Unassigned fund balance* is the residual classification for the City's general fund and includes all spendable amounts not contained in the other classifications and is therefore available to be spent as determined by the City Council.

#### ***Property Tax Revenue Recognition***

The City bills and collects property taxes and distributed them to other local units of government. Properties are assessed as of December 31, and the related property taxes are levied and become payable on July 1 of the following year for summer taxes and December 1 for winter taxes. Summer and winter taxes are due without penalty if paid by September 14 and February 14, respectively. Delinquent real property taxes are turned over to the County and added to the County tax roll. The County remits all of the City's uncollected delinquent real property tax to the City by June 30. Uncollected personal property taxes are not accrued because the date of collection is uncertain. The 2021 taxable valuation of the City totaled \$34,777,677 on which ad valorem taxes levied consisted of 13.000 mills for the City's operating purposes, after TIFA capture. These amounts are recognized in the general fund financial statements as tax revenue.

#### ***Interfund Transactions***

During the course of normal operations, the City has numerous transactions between funds, including expenditures and transfers of resources to provide services, construct assets, and service debt. The accompanying financial statements generally reflect such transactions as transfers. Transfers between governmental, enterprise, and component unit funds are netted as part of the reconciliation to the government-wide financial statements.



## City of Litchfield

### Notes to the Financial Statements

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#### *Use of Estimates*

The process of preparing financial statements in conformity with generally accepted accounting principles requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

#### **Note 2 - Stewardship, Compliance, and Accountability**

##### *Budgetary and Budgetary Accounting*

The General and major Special Revenue Funds budgets shown as required supplementary information were prepared on the same modified accrual basis used to reflect actual results. This basis is consistent with accounting principles generally accepted in the United States of America. The City employs the following procedures in establishing the budgetary data reflected in the financial statements.

- a. The City Manager submits to the City Council the proposed operating budgets for the fiscal year commencing the following July 1. The operating budgets include proposed expenditures and resources to finance them.
- b. A Public Hearing is conducted to obtain taxpayers' comments.
- c. Prior to July 1, the budget is legally enacted through passage of resolution.
- d. The budget is legally adopted at the departmental expenditure level for the General Fund and the total expenditure level for the Special Revenue Funds; however, they are maintained at the account level for control purposes. Any revisions that alter the total expenditures of any fund must be approved by the City Council. Violations, if any, are noted in the required supplementary information section.
- e. Appropriations unused at June 30 are not carried forward to the following fiscal year.
- f. Budgeted amounts are reported as originally adopted or amended by the City Council during the year. Individual amendments were appropriately approved by the City Council as required.

##### *Excess of Expenditures over Budget*

P.A. 621 of 1978, as amended, provides that a local unit shall not incur expenditures in excess of the amount budgeted. Budgetary control is exercised at the activity level in the general fund and the function level in other funds.

## City of Litchfield

### Notes to the Financial Statements

The City had expenditures in excess of the amount appropriated during the year ended June 30, 2022:

	<b>Final Budget</b>	<b>Actual Amount</b>	<b>Negative Variance</b>
Golf Course	\$ 55,069	\$ 64,147	\$ (9,078)
Other Recreation and Culture	4,246	4,303	(57)
Transfers Out	1,500	3,479	(1,979)

### Note 3 - Deposits and Investments

Following is a reconciliation of deposit balances as of June 30, 2022:

	<b>Primary Government</b>	<b>Component Units</b>	<b>Totals</b>
<b>Statement of Net Position</b>			
Cash and Investments	\$ 3,694,595	\$ 553,750	\$ 4,248,345
<b>Statement of Fiduciary Net Position</b>			
Cash and Investments	26,334	-	26,334
<b>Total Cash and Investments</b>	<b>\$ 3,720,929</b>	<b>\$ 553,750</b>	<b>\$ 4,274,679</b>

#### Deposits and Investments

Checking and Savings Accounts	\$ 2,143,030
Certificates of Deposit (matures within one year)	1,257,431
Certificates of Deposit (matures in more than one year)	500,000
Investments (Michigan CLASS)	373,618
Cash on Hand	600
<b>Total Deposits and Investments</b>	<b>\$ 4,274,679</b>

**Custodial Credit Risk - Deposits.** Custodial credit risk is the risk that, in the event of a bank failure, the City's deposits might not be returned. State law does not require, and the City does not have a policy for deposit custodial credit risk. As of year-end, \$392,469 of the City's bank balance of \$4,087,829 was exposed to custodial credit risk because it was uninsured and uncollateralized. Due to the dollar amounts of cash deposits and the limits of FDIC insurance, the City believes it is impractical to insure all bank deposits. As a result, the City evaluates each financial institution with which it deposits City funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

**Credit Risk - Investments.** State law limits investments to specific government securities, certificates of deposits and bank accounts with qualified financial institutions, commercial paper with specific maximum maturities and ratings when purchased, bankers' acceptances of specific

## City of Litchfield

### Notes to the Financial Statements

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financial institutions, qualified mutual funds and qualified external investment pools as identified in the list of authorized investments in the summary of significant accounting policies. The City's investment policy does not have specific limits in excess of state law on investment credit risk. All investments are insured under SPIC. Credit risk ratings, where applicable, are summarized as follows: Michigan CLASS investments of \$373,618 had a S&P rating of AAAm.

***Interest Rate Risk.*** Interest rate risk is the risk that the market rate of securities in the portfolio will fall due to changes in market interest rates. State law limits the allowable investments and the maturities of some of the allowable investments as identified in the summary of significant accounting policies. The City's investment policy does not have specific limits in excess of state law on investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. Maturity dates for investments held at year-end are summarized as follows: there were \$1,257,431 of certificates of deposit that mature within one year, \$500,000 of certificates of deposit that mature in more than one year, and \$373,618 of Michigan CLASS investments with no maturity.

#### ***Fair Value Measurement***

The City is required to disclose amounts within a framework established for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described as follows:

Level 1: Quoted prices in active markets for identical securities.

Level 2: Prices determined using other significant observable inputs. Observable inputs are inputs that other market participants may use in pricing a security. These may include prices for similar securities, interest rates, prepayment speeds, credit risk and others.

Level 3: Prices determined using significant unobservable inputs. In situations where quoted prices or observable inputs are unavailable or deemed less relevant, unobservable inputs may be used. Unobservable inputs reflect the City's own assumptions about the factors market participants would use in pricing an investment and would be based on the best information available.

As of June 30, 2022, the City had \$373,618 of Level 2 Michigan CLASS investments and the Tax Increment Finance Authority (discretely presented component unit) had investment in land and infrastructure development (not reported above) in the amount of \$453,205 with a Level 3 fair value measurement.

## City of Litchfield

### Notes to the Financial Statements

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#### Note 4 - Interfund Balances and Interfund Transfers

The following schedules summarize interfund activity during the year:

<b>Receivable Fund</b>	<b>Payable Fund</b>	<b>Amount</b>
Equipment Revolving	General	\$ 1,152
Equipment Revolving	Major Streets	788
Equipment Revolving	Local Streets	116
Equipment Revolving	Sewer	235
Equipment Revolving	Water	209
Equipment Revolving	Solid Waste	135

<b>Transfer In</b>	<b>Transfer Out</b>	<b>Amount</b>
Local Streets	General	\$ 1,500
General	Equipment Revolving	15,506
General	Swimming Pool	2,282
Swimming Pool	General	1,779
Sewer	General	100
Water	General	100

Interfund transfers are used to: 1) move revenues from the fund that is required to collect them to the fund that is required or allowed to expend them; 2) move receipts restricted to or allowed for debt service from the funds collecting the receipts to the debt service fund as debt service payments become due; and 3) use unrestricted revenues collected to finance various programs accounted for in other funds in accordance with budgetary authorizations.

# City of Litchfield

## Notes to the Financial Statements

### Note 5 - Capital Assets

Capital asset activity for governmental activities during the year was as follows:

<b>Governmental Activities</b>	<b>Beginning Balance</b>	<b>Additions</b>	<b>Reductions</b>	<b>Ending Balance</b>
Capital Assets not being Depreciated				
Land	\$ 1,177,106	\$ 18,600	\$ -	\$ 1,195,706
Construction in Progress	70,244	-	(42,508)	27,736
<i>Subtotal</i>	<u>1,247,350</u>	<u>18,600</u>	<u>(42,508)</u>	<u>1,223,442</u>
Capital Assets being Depreciated				
Land Improvements	538,044	2,505	-	540,549
Buildings and Improvements	580,897	46,046	-	626,943
Swimming Pool	496,507	-	(126,503)	370,004
Machinery, Equipment, and Furniture	461,693	18,990	-	480,683
Vehicles	838,141	7,798	-	845,939
Streets	1,815,460	8,160	-	1,823,620
Sidewalks	23,061	5,666	-	28,727
<i>Subtotal</i>	<u>4,753,803</u>	<u>89,165</u>	<u>(126,503)</u>	<u>4,716,465</u>
Less Accumulated Depreciation				
Land Improvements	(248,629)	(24,079)	-	(272,708)
Buildings and Improvements	(257,958)	(12,193)	-	(270,151)
Swimming Pool	(200,878)	(27,721)	102,183	(126,416)
Machinery, Equipment, and Furniture	(331,585)	(21,443)	-	(353,028)
Vehicles	(574,269)	(38,211)	-	(612,480)
Streets	(676,435)	(117,432)	-	(793,867)
Sidewalks	(5,139)	(768)	-	(5,907)
<i>Subtotal</i>	<u>(2,294,893)</u>	<u>(241,847)</u>	<u>102,183</u>	<u>(2,434,557)</u>
Capital Assets being Depreciated, Net	<u>2,458,910</u>	<u>(152,682)</u>	<u>(24,320)</u>	<u>2,281,908</u>
<b>Capital Assets, Net</b>	<u>\$ 3,706,260</u>	<u>\$ (134,082)</u>	<u>\$ (66,828)</u>	<u>\$ 3,505,350</u>

# City of Litchfield

## Notes to the Financial Statements

Capital asset activity for business-type activities during the year was as follows:

<b>Business-type Activities</b>	<b>Beginning Balance</b>	<b>Additions</b>	<b>Reductions</b>	<b>Ending Balance</b>
Capital Assets not being Depreciated				
Land	\$ 278,590	\$ -	\$ -	\$ 278,590
Construction in Progress	18,831	24,607	-	43,438
<i>Subtotal</i>	<u>297,421</u>	<u>24,607</u>	<u>-</u>	<u>322,028</u>
Capital Assets being Depreciated				
Water and Sewer Distribution System	8,271,661	70,801	-	8,342,462
Vehicles	22,900	-	-	22,900
<i>Subtotal</i>	<u>8,294,561</u>	<u>70,801</u>	<u>-</u>	<u>8,365,362</u>
Less Accumulated Depreciation				
Water and Sewer Distribution System	(6,208,299)	(118,635)	-	(6,326,934)
Vehicles	(22,900)	-	-	(22,900)
<i>Subtotal</i>	<u>(6,231,199)</u>	<u>(118,635)</u>	<u>-</u>	<u>(6,349,834)</u>
Capital Assets being Depreciated, Net	<u>2,063,362</u>	<u>(47,834)</u>	<u>-</u>	<u>2,015,528</u>
<b>Capital Assets, Net</b>	<u>\$ 2,360,783</u>	<u>\$ (23,227)</u>	<u>\$ -</u>	<u>\$ 2,337,556</u>

Depreciation expense was charged to the City as follows:

### Governmental Activities

General Government	\$ 30,843
Public Safety	15,568
Public Works	105,907
Recreation and Culture	32,249
Depreciation Charged to Internal Service Funds	57,280

**Total Governmental Activities** \$ 241,847

### Business-type Activities

Sewer	\$ 38,018
Water	80,617

**Total Business-type Activities** \$ 118,635

### Component Units

Tax Increment Finance Authority	<u>\$ 60,307</u>
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## City of Litchfield

### Notes to the Financial Statements

Capital asset activity for the Tax Increment Finance Authority during the year was as follows:

<b>Tax Increment Finance Authority</b>	<b>Beginning Balance</b>	<b>Additions</b>	<b>Reductions</b>	<b>Ending Balance</b>
Capital Assets not being Depreciated				
Land	\$ 548,983	\$ -	\$ (463,983)	\$ 85,000
Construction in Progress	2,277	404,859	-	407,136
Intangible Assets	86,234	-	(86,234)	-
<i>Subtotal</i>	<u>637,494</u>	<u>404,859</u>	<u>(550,217)</u>	<u>492,136</u>
Capital Assets being Depreciated				
Buildings and Improvements	1,452,753	69,103	(197,934)	1,323,922
Equipment and Furniture	226,910	87,096	-	314,006
<i>Subtotal</i>	<u>1,679,663</u>	<u>156,199</u>	<u>(197,934)</u>	<u>1,637,928</u>
Less Accumulated Depreciation				
Buildings and Improvements	(397,565)	(38,003)	47,394	(388,174)
Equipment and Furniture	(145,810)	(22,304)	68,062	(100,052)
<i>Subtotal</i>	<u>(543,375)</u>	<u>(60,307)</u>	<u>115,456</u>	<u>(488,226)</u>
Capital Assets being Depreciated, Net	<u>1,136,288</u>	<u>95,892</u>	<u>(82,478)</u>	<u>1,149,702</u>
<b>Capital Assets, Net</b>	<u><b>\$ 1,773,782</b></u>	<u><b>\$ 500,751</b></u>	<u><b>\$ (632,695)</b></u>	<u><b>\$ 1,641,838</b></u>

### Note 6 - Long-term Obligations

The following is a summary of the long-term obligations' activity for the year:

<b>Governmental Activities</b>	<b>Beginning Balance</b>	<b>Reductions</b>	<b>Ending Balance</b>
<b>Compensated Absences</b>	<u>\$ 48,165</u>	<u>\$ (19,626)</u>	<u>\$ 28,539</u>

Compensated absences in governmental activities are liquidated by the general fund.

### Note 7 - Defined Benefit Pension Plan

#### Plan Description

The employer's defined benefit pension plan provides certain retirement, disability, and death benefits to plan members and beneficiaries. The employer participates in the Municipal Employees Retirement System (MERS) of Michigan. MERS is an agent multiple-employer, statewide public employee pension plan established by the Michigan Legislature under Public Act 135 of 1945 and administered by a nine-member Retirement Board. MERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained accessing the MERS website at [www.mersofmich.com](http://www.mersofmich.com).

## City of Litchfield

### Notes to the Financial Statements

Retirement benefits for employees are calculated as follows:

<b>Division</b>	<b>Benefit Multiplier</b>	<b>Final Average Compensation (Years)</b>	<b>Normal Retirement Age</b>	<b>Unreduced Benefit (Age/Years of Service)</b>	<b>Reduced Benefit (Age/Years of Service)</b>	<b>Vesting (Years)</b>
General - Open	2.00% (No Max)	5	60	50/25	55/15	6

#### ***Employees Covered by Benefit Terms***

At the December 31, 2021 valuation date, the following employees were covered by the benefit terms:

Inactive Plan Members or Beneficiaries Currently Receiving Benefits	7
Inactive Plan Members Entitled To But Not Yet Receiving Benefits	5
Active Plan Members	9
<b><i>Total Employees Covered By MERS</i></b>	<b><u>21</u></b>

#### ***Contributions***

The employer is required to contribute amounts at least equal to the actuarially determined rate, as established by the MERS Retirement Board. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The employer may establish contribution rates to be paid by its covered employees.



## City of Litchfield

### Notes to the Financial Statements

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For the year ended June 30, 2022, the City had the following contribution amounts:

<u>Division</u>	<u>Employee Contributions</u>	<u>Employer Contributions</u>
General - Open	5.00%	21.38%

#### *Net Pension Liability*

The net pension liability reported at June 30, 2022 was determined using a measure of the total pension liability and the pension net position as of December 31, 2021. The December 31, 2021 total pension liability was determined by an actuarial valuation performed as of December 31, 2021.

#### *Actuarial Assumptions*

The total pension liability in the December 31, 2021 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary Increases	3.00% plus merit and longevity: 3.00% in the long-term
Investment Rate of Return	7.00%, net of investment and administrative expense including inflation

Although no specific price inflation assumptions are needed for the valuation, the 3.00% long-term wage inflation assumption would be consistent with a price inflation of 3%-4%. Mortality rates used were based on the RP-2014 Group Annuity Mortality Table of a 50% Male and 50% Female blend. The actuarial assumptions used in valuation were based on the results of the most recent actuarial experience study of 2009-2013.

The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net of investment and administrative expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

## City of Litchfield

### Notes to the Financial Statements

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<b>Asset Class</b>	<b>Target Allocation</b>	<b>Target Gross Rate of Return</b>	<b>Long-term Expected Gross Rate of Return</b>	<b>Inflation Assumption</b>	<b>Long-term Expected Real Rate of Return</b>
Global Equity	60.00%	7.00%	4.20%	2.50%	2.70%
Global Fixed Income	20.00%	4.50%	0.90%	2.50%	0.40%
Private Investments	20.00%	9.50%	1.90%	2.50%	1.40%
<b>Totals</b>	<b>100.00%</b>		<b>7.00%</b>		<b>4.50%</b>

### **Discount Rate**

The discount rate used to measure the total pension liability in the current year was 7.25% and 7.60% in the previous year. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in the net pension liability during the measurement year were as follows:

	<b>Increase (Decrease)</b>		
	<b>Total Pension Liability</b>	<b>Plan Net Position</b>	<b>Net Pension Liability</b>
<b>Balance at December 31, 2020</b>	\$ 2,304,561	\$ 1,654,413	\$ 650,148
<i>Changes for the Year:</i>			
Service Cost	45,039	-	45,039
Interest on Total Pension Liability	172,294	-	172,294
Differences Between Expected and Actual Experience	32,336	-	32,336
Changes of Assumptions	90,955	-	90,955
Employer Contributions	-	110,678	(110,678)
Employee Contributions	-	22,527	(22,527)
Net Investment Income	-	235,451	(235,451)
Benefit Payments, Including Refunds	(120,098)	(120,098)	-
Administrative Expenses	-	(2,703)	2,703
<i>Net Changes</i>	220,526	245,855	(25,329)
<b>Balance at December 31, 2021</b>	<b>\$ 2,525,087</b>	<b>\$ 1,900,268</b>	<b>\$ 624,819</b>
	<b>Allocated to:</b>		
	Governmental Activities	\$	510,352
	Business-type Activities		114,467
	<b>Total</b>	<b>\$</b>	<b>624,819</b>

# City of Litchfield

## Notes to the Financial Statements

### *Sensitivity of the Net Pension Liability to Changes in the Discount Rate*

The following presents the net pension liability of the City, calculated using the discount rate of 7.25%, as well as what the City's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.25%) or one percentage point higher (8.25%) than the current rate.

	<b>1% Decrease (6.25%)</b>	<b>Current Discount Rate (7.25%)</b>	<b>1% Increase (8.25%)</b>
Net Pension Liability of the City	<u>\$ 916,084</u>	<u>\$ 624,819</u>	<u>\$ 378,139</u>

Note: The current discount rate shown for GASB 68 purposes is higher than the MERS assumed rate of return. This is because for GASB purposes, the discount rate must be gross of administrative expenses, whereas for funding purposes, it is net of administrative expenses.

### *Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions*

For the year ended June 30, 2022 the City recognized pension expense of \$106,972.

The City reported deferred outflows/inflows of resources related to pensions from the following sources:

<b>Source</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Net Differences Between Projected and Actual Earnings on Pension Plan Investments	\$ -	\$ 135,508
Differences Between Expected and Actual Experience	25,404	13,755
Changes of Assumptions	94,110	-
Employer Contributions to the Plan Subsequent to the Measurement Date*	55,320	-
<b>Total</b>	<u>\$ 174,834</u>	<u>\$ 149,263</u>
<b>Allocated to:</b>		
Governmental Activities	\$ 142,806	\$ 121,918
Business-type Activities	32,028	27,345
<b>Total</b>	<u>\$ 174,834</u>	<u>\$ 149,263</u>

\*The amount reported as deferred outflows of resources resulting from contributions subsequent to the measurement date will be recognized as a reduction in the net pension liability for the year ending June 30, 2023.

## City of Litchfield

### Notes to the Financial Statements

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Amounts reported as deferred outflows/inflows of resources related to pensions will be recognized in pension expense as follows:

<b>Years Ending</b>	
<b>June 30,</b>	<b>Amount</b>
2023	\$ 42,824
2024	(12,542)
2025	(38,166)
2026	(21,865)

#### ***Assumption and Method Change in 2022***

Effective February 17, 2022, the MERS Retirement Board adopted a dedicated gains policy that automatically adjusts the assumed rate of investment return by using excess asset gains to mitigate large increases in required contributions to the Plan. Full details of this dedicated gains policy are available in the Actuarial Policy found on the MERS website. Some goals of the dedicated gains policy are to:

- Provide a systematic approach to lower the assumed rate of investment return between experience studies, and
- Use excess gains to cover both the increase in normal cost and any increase in UAL payment the first year after implementation (i.e., minimize the first-year impact (i.e., increase) in employer contributions).

The dedicated gains policy has been implemented with the December 31, 2021 annual actuarial valuation. After initial application of the smoothing method, remaining market gains were used to lower the assumed rate of investment return from 7.35% to 7.00%. The December 31, 2021 valuation liabilities were developed using this new, lower assumption. Additionally, as a result of recognizing excess market gains, the valuation assets used to fund these liabilities are 7.2% higher than if there were no dedicated gain policy. The combined impact of these changes will minimize the first-year impact on employer contributions and may result in an increase or a decrease in employer contributions.

#### ***Statement of Fiduciary Net Position***

As of June 30, 2022, the City had no payable due to MERS for employer and employee contributions. Detailed information about the pension plan's fiduciary net position is available in the separately issued MERS financial report.

## City of Litchfield

### Notes to the Financial Statements

#### Note 8 - Leases Receivable

The City is reporting total lease receivables of \$131,526 as of June 30, 2022. For fiscal year 2022 the City reported lease revenue of \$21,095 and interest revenue of \$3,133 related to lease payments received. These leases are summarized as follows:

<b>Lease</b>	<b>Lease Receivable</b>	<b>Lease Revenue</b>	<b>Lease Interest Revenue</b>
Farm Lease Agreement	\$ 36,543	\$ 4,567	\$ 473
Farm Lease Agreement	28,111	13,883	962
Radio Communication Tower Lease Agreement	66,872	2,645	1,698
<b>Totals</b>	<b>\$ 131,526</b>	<b>\$ 21,095</b>	<b>\$ 3,133</b>

**Farm Lease Agreement** - January 1, 2022 the City entered into a 5-year lease agreement with a City resident for the right to occupy and use land for agricultural purposes, plant crops, and harvest crops. Based on this agreement, the City is receiving annual payments through 2027.

**Farm Lease Agreement** - April 1, 2020 the City entered into a 1-year lease agreement with a City resident for the right to occupy and use land for agricultural purposes, plant crops, and harvest crops. The lease agreement was extended for an additional four years. Based on this agreement, the City is receiving annual payments through 2025.

**Radio Communications Tower Site Lease Agreement** - July 1, 2017 the City entered into a 20-year lease agreement with Hillsdale County Central Dispatch for the right to occupy and use land for the installation and use of radio communications antenna tower and radio equipment building for the provision of 911 communications. This lease agreement included the right to extend the lease for two (2) additional and successive five-year terms. The City plans to execute all extensions. Based on this agreement, the City is receiving monthly payments through June 2047.

#### Note 9 - Fund Balances - Governmental Funds

The City reports fund balance in governmental funds based on the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. GASB 54 establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

## City of Litchfield

### Notes to the Financial Statements

Detailed information on fund balances of governmental funds is as follows:

	<u>General Fund</u>	<u>Major Streets</u>	<u>ARPA</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>Nonspendable</b>					
Prepaid Items	\$ 15,149	\$ -	\$ -	\$ -	\$ 15,149
<b>Restricted for:</b>					
Highways and Streets	-	274,127	-	70,625	344,752
Police Training	536	-	-	-	536
Youth Sports	8,881	-	-	-	8,881
Stage	2,275	-	-	-	2,275
Veterans Memorial	8,911	-	-	-	8,911
ARPA	-	-	10	-	10
<b>Total Restricted</b>	<u>20,603</u>	<u>274,127</u>	<u>10</u>	<u>70,625</u>	<u>365,365</u>
<b>Committed for:</b>					
Fire Truck Replacement	22,975	-	-	-	22,975
Swimming Pool Construction	-	-	-	195	195
<b>Total Committed</b>	<u>22,975</u>	<u>-</u>	<u>-</u>	<u>195</u>	<u>23,170</u>
<b>Unassigned</b>	<u>666,502</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>666,502</u>
<b>Total Fund Balances - Governmental Funds</b>	<u>\$ 725,229</u>	<u>\$ 274,127</u>	<u>\$ 10</u>	<u>\$ 70,820</u>	<u>\$ 1,070,186</u>

### Note 10 - Risk Management

The City is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries, unemployment benefits, as well as medical and workers' compensation benefits provided to employees. The City has purchased commercial insurance for general liability on buildings and property, equipment damage and theft, and limited tort claims for specific City facilities or events.

The City participates in a pool, the Michigan Municipal League Workers' Compensation Fund, with other municipalities for workers' compensation losses. The pool is organized under Public Act 317 of 1969, as amended. In the event the pool's claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessment to make up the deficiency. The City has not been informed of any special assessments being required in any of the past three fiscal years.

The City continues to carry commercial insurance for all other risk of loss, including employee health and accident insurance. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years. There was no reduction in coverage obtained through commercial insurance during the past year.

## City of Litchfield

### Notes to the Financial Statements

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#### **Note 11 - Contingencies**

The City participates in a number of federally assisted grant programs. These programs are subject to program compliance audits. Accordingly, the City's compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenditures which may be disallowed by granting agencies cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

As the case with other entities, the City faces exposure from potential claims and legal proceedings involving environmental matters. No such claims or proceeds have been asserted as of year-end.

#### **Note 12 - Tax Abatement Disclosure**

##### *Industrial Facilities Exemption (IFT)*

The City has entered into property tax abatement agreements with local businesses under the Plant Rehabilitation and Industrial Development Districts Act, (known as the Industrial Facilities Exemption) PA 198 of 1974, as amended. The IFT on a new plant and non-industrial property, such as some high-tech personal property, is computed at 50% of the property tax bill for new property. For rehabilitation properties, the taxable values can be frozen. There are no provisions to recapture taxes; however, the abatement may be eliminated if taxes are not paid timely.

For the year ended June 30, 2022, the City's property tax revenue for general operations was reduced by \$39,932.

#### **Note 13 - Adoption of GASB Statement No. 87, Leases**

The City adopted the provisions of *GASB Statement No. 87, Leases*, in the current year, which improves accounting and financial reporting for leases by governments. This statement requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. Detailed information can be found in Note 8 of these Notes to the Financial Statements.

## **Required Supplementary Information**



**City of Litchfield**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual**  
**General Fund**  
**For the Year Ended June 30, 2022**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance Favorable (Unfavorable) Final to</b>
	<b>Original</b>	<b>Final</b>		
<b>Revenues</b>				
Property Taxes	\$ 341,162	\$ 416,659	\$ 416,701	\$ 42
Intergovernmental	504,178	363,990	373,279	9,289
Licenses and Permits	952	1,821	1,832	11
Charges for Services	9,800	12,614	12,615	1
Fines and Forfeits	800	297	153	(144)
Interest and Rents	45,339	45,829	43,842	(1,987)
Other Revenues	298,957	336,056	297,382	\$ (38,674)
<b>Total Revenues</b>	<u>1,201,188</u>	<u>1,177,266</u>	<u>1,145,804</u>	<u>\$ (31,462)</u>
<b>Other Financing Sources</b>				
Transfers In	11,169	18,463	17,788	(675)
<b>Total Revenues and Other Financing Sources</b>	<u>1,212,357</u>	<u>1,195,729</u>	<u>1,163,592</u>	<u>\$ (32,137)</u>
<b>Expenditures</b>				
<b>General Government</b>				
City Council	7,360	10,218	10,191	27
City Manager	169,991	124,191	120,572	3,619
Clerk	99,852	101,473	100,179	1,294
Board of Review	1,062	1,040	559	481
Treasurer	102,452	104,793	103,528	1,265
Assessor	23,179	22,144	22,143	1
Elections	--	3,678	2,941	737
Building and Grounds	21,628	22,815	22,365	450
Attorney Counsel	7,332	6,600	4,657	1,943
Other General Government	74,240	152,567	94,529	58,038
<b>Total General Government</b>	<u>507,096</u>	<u>549,519</u>	<u>481,664</u>	<u>67,855</u>
<b>Public Safety</b>				
Police Department	371,153	328,307	312,667	15,640
Fire Department	39,918	39,918	39,696	222
<b>Total Public Safety</b>	<u>411,071</u>	<u>368,225</u>	<u>352,363</u>	<u>15,862</u>
<b>Public Works</b>				
Streets and Sidewalks	26,197	30,623	24,218	6,405
Other Public Works	142,428	153,913	142,383	11,530
<b>Total Public Works</b>	<u>168,625</u>	<u>184,536</u>	<u>166,601</u>	<u>17,935</u>
<b>Community and Economic Development</b>				
Planning and Zoning	8,843	9,029	8,852	177
Economic Development	23,950	36,153	23,763	12,390
<b>Total Community and Economic Development</b>	<u>32,793</u>	<u>45,182</u>	<u>32,615</u>	<u>12,567</u>
<b>Recreation and Culture</b>				
Parks and Recreation	37,010	42,249	30,709	11,540
Golf Course	111,152	55,069	64,147	(9,078)
Other Recreation and Culture	10,040	4,246	4,303	(57)
<b>Total Recreation and Culture</b>	<u>158,202</u>	<u>101,564</u>	<u>99,159</u>	<u>2,405</u>
<b>Total Expenditures</b>	<u>1,277,787</u>	<u>1,249,026</u>	<u>1,132,402</u>	<u>116,404</u>
<b>Other Financing Uses</b>				
Transfers Out	39,110	1,500	3,479	(1,979)
<b>Total Expenditures and Other Financing Uses</b>	<u>1,316,897</u>	<u>1,250,526</u>	<u>1,135,881</u>	<u>114,645</u>
<b>Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses</b>	<u>(104,540)</u>	<u>(54,797)</u>	<u>27,711</u>	<u>82,508</u>
<b>Net Change in Fund Balance</b>	<u>(104,540)</u>	<u>(54,797)</u>	<u>27,711</u>	<u>82,508</u>
<b>Fund Balance at Beginning of Period</b>	<u>697,518</u>	<u>697,518</u>	<u>697,518</u>	<u>--</u>
<b>Fund Balance at End of Period</b>	<u>\$ 592,978</u>	<u>\$ 642,721</u>	<u>\$ 725,229</u>	<u>\$ 82,508</u>

**City of Litchfield**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual**  
**Major Streets**  
**For the Year Ended June 30, 2022**

	<b>Budgeted Amounts</b>			<b>Variance Favorable (Unfavorable) Final to</b>
	<b>Original</b>	<b>Final</b>	<b>Actual</b>	
<b>Revenues</b>				
Intergovernmental	\$ 167,186	\$ 174,629	\$ 176,169	\$ 1,540
Interest and Rents	200	515	597	82
Donations	--	--	100	100
<b>Total Revenues</b>	<b>167,386</b>	<b>175,144</b>	<b>176,866</b>	<b>1,722</b>
<b>Other Financing Sources</b>				
<b>Total Revenues and Other Financing Sources</b>	<b>167,386</b>	<b>175,144</b>	<b>176,866</b>	<b>1,722</b>
<b>Expenditures</b>				
Public Works	101,423	111,047	86,657	24,390
<b>Total Expenditures</b>	<b>101,423</b>	<b>111,047</b>	<b>86,657</b>	<b>24,390</b>
<b>Other Financing Uses</b>				
<b>Total Expenditures and Other Financing Uses</b>	<b>101,423</b>	<b>111,047</b>	<b>86,657</b>	<b>24,390</b>
<b>Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses</b>	<b>65,963</b>	<b>64,097</b>	<b>90,209</b>	<b>26,112</b>
<b>Net Change in Fund Balance</b>	<b>65,963</b>	<b>64,097</b>	<b>90,209</b>	<b>26,112</b>
<b>Fund Balance at Beginning of Period</b>	<b>183,918</b>	<b>183,918</b>	<b>183,918</b>	<b>--</b>
<b>Fund Balance at End of Period</b>	<b>\$ 249,881</b>	<b>\$ 248,015</b>	<b>\$ 274,127</b>	<b>\$ 26,112</b>

**City of Litchfield**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual**  
**ARPA**  
**For the Year Ended June 30, 2022**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance Favorable (Unfavorable) Final to</b>
	<b>Original</b>	<b>Final</b>		
<b>Revenues</b>				
Intergovernmental	\$ --	\$ 1,340	\$ 579	\$ \$ (761)
Interest and Rents	--	10	10	--
<b>Total Revenues</b>	--	1,350	589	\$ (761)
<b>Other Financing Sources</b>				
<b>Total Revenues and Other Financing Sources</b>	--	1,350	589	\$ (761)
<b>Expenditures</b>				
General Government	--	1,350	579	771
<b>Total Expenditures</b>	--	1,350	579	771
<b>Other Financing Uses</b>				
<b>Total Expenditures and Other Financing Uses</b>	--	1,350	579	771
<b>Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses</b>	--	--	10	10
<b>Net Change in Fund Balance</b>	--	--	<b>10</b>	<b>10</b>
<b>Fund Balance at Beginning of Period</b>	--	--	--	--
<b>Fund Balance at End of Period</b>	\$ --	\$ --	\$ <b>10</b>	\$ <b>10</b>

**City of Litchfield**  
**Required Supplementary Information**  
**Schedule of Changes in Net Pension Liability and Related Ratios**  
**Last Eight Calendar Years (Schedule is built prospectively upon implementation of GASB 68)**

	2021	2020	2019	2018	2017	2016	2015	2014
<b>Total Pension Liability</b>								
Service Cost	\$ 45,039	\$ 43,372	\$ 44,052	\$ 43,853	\$ 40,455	\$ 39,413	\$ 35,595	\$ 33,174
Interest on Total Pension Liability	172,294	160,811	160,055	154,474	146,341	140,481	137,136	132,261
Differences Between Expected and Actual Experience	32,336	11,540	(42,116)	(16,132)	24,577	3,094	(39,476)	-
Changes of Assumptions	90,955	50,851	66,091	-	-	-	68,869	-
Benefit Payments, Including Refunds	(120,098)	(112,518)	(112,517)	(112,517)	(110,270)	(110,270)	(110,270)	(104,862)
<b>Net Change in Pension Liability</b>	<b>220,526</b>	<b>154,056</b>	<b>115,565</b>	<b>69,678</b>	<b>101,103</b>	<b>72,718</b>	<b>91,854</b>	<b>60,573</b>
<i>Total Pension Liability - Beginning</i>	<i>2,304,561</i>	<i>2,150,505</i>	<i>2,034,940</i>	<i>1,965,262</i>	<i>1,864,159</i>	<i>1,791,441</i>	<i>1,699,587</i>	<i>1,639,014</i>
<b>Total Pension Liability - Ending (a)</b>	<b>\$ 2,525,087</b>	<b>\$ 2,304,561</b>	<b>\$ 2,150,505</b>	<b>\$ 2,034,940</b>	<b>\$ 1,965,262</b>	<b>\$ 1,864,159</b>	<b>\$ 1,791,441</b>	<b>\$ 1,699,587</b>
<b>Plan Fiduciary Net Position</b>								
Contributions - Employer	\$ 110,678	\$ 111,993	\$ 96,283	\$ 80,391	\$ 72,236	\$ 65,377	\$ 60,500	\$ 59,373
Contributions - Employee	22,527	22,399	21,376	20,098	19,227	18,679	17,286	16,964
Net Investment Income (Loss)	235,451	191,941	173,786	(52,792)	158,492	124,917	(17,141)	70,355
Benefit Payments, Including Refunds	(120,098)	(112,518)	(112,517)	(112,517)	(110,270)	(110,270)	(110,270)	(104,862)
Administrative Expenses	(2,703)	(2,957)	(2,993)	(2,602)	(2,508)	(2,467)	(2,511)	(2,580)
<b>Net Change in Plan Fiduciary Net Position</b>	<b>245,855</b>	<b>210,858</b>	<b>175,935</b>	<b>(67,422)</b>	<b>137,177</b>	<b>96,236</b>	<b>(52,136)</b>	<b>39,250</b>
<i>Plan Fiduciary Net Position - Beginning</i>	<i>1,654,413</i>	<i>1,443,555</i>	<i>1,267,620</i>	<i>1,335,042</i>	<i>1,197,865</i>	<i>1,101,629</i>	<i>1,153,765</i>	<i>1,114,515</i>
<b>Plan Fiduciary Net Position - Ending (b)</b>	<b>\$ 1,900,268</b>	<b>\$ 1,654,413</b>	<b>\$ 1,443,555</b>	<b>\$ 1,267,620</b>	<b>\$ 1,335,042</b>	<b>\$ 1,197,865</b>	<b>\$ 1,101,629</b>	<b>\$ 1,153,765</b>
<b>Net Pension Liability - Ending (a) - (b)</b>	<b>\$ 624,819</b>	<b>\$ 650,148</b>	<b>\$ 706,950</b>	<b>\$ 767,320</b>	<b>\$ 630,220</b>	<b>\$ 666,294</b>	<b>\$ 689,812</b>	<b>\$ 545,822</b>
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	75.3%	71.8%	67.1%	62.3%	67.9%	64.3%	61.5%	67.9%
Covered Payroll	\$ 423,296	\$ 411,495	\$ 417,253	\$ 417,253	\$ 384,550	\$ 373,582	\$ 351,037	\$ 327,155
Net Pension Liability as a Percentage of Covered Payroll	147.6%	158.0%	169.4%	183.9%	163.9%	178.4%	196.5%	166.8%

\* Built prospectively upon implementation on GASB 68

**City of Litchfield**  
**Required Supplementary Information**  
**Schedule of Contributions**  
**Last Eight Fiscal Years**

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Actuarially Determined Contribution	\$ 99,894	\$ 94,346	\$ 81,088	\$ 65,970	\$ 70,356	\$ 68,328	\$ 45,082
Contributions in Relation to the Actuarially Determined Contribution	119,860	107,940	106,800	84,446	91,463	84,056	64,165
Contribution Deficiency (Excess)	<u>\$ (19,966)</u>	<u>\$ (13,594)</u>	<u>\$ (25,712)</u>	<u>\$ (18,476)</u>	<u>\$ (21,107)</u>	<u>\$ (15,728)</u>	<u>\$ (19,083)</u>
Covered Payroll	\$ 467,231	\$ 363,742	\$ 417,253	\$ 417,253	\$ 384,550	\$ 373,582	\$ 351,037
Contributions as a Percentage of Covered Payroll	25.7%	29.7%	25.6%	20.2%	23.8%	22.5%	18.3%

*Notes*

**Valuation Date**

Actuarially determined contribution amounts are calculated as of December 31 each year, which is 18 months prior to the beginning of the fiscal year in which the contributions are required.

**Methods and Assumptions Used to Determine Contribution Rates**

Actuarial Cost Method	Entry-age Normal
Amortization Method	Level Percentage of Payroll, Open
Remaining Amortization Period	18 Years
Asset Valuation Method	5 Years; Smoothed
Inflation	2.50%
Salary Increases	3.00% in the Long-Term
Investment Rate of Return	7.00%, Net of Investment Expense, including Inflation
Retirement Age	Experience-Based Tables of Rates that are Specific to the Type of Eligibility Condition
Mortality	Rates Used were Based on the RP-2014 Group Annuity Mortality Table of a 50% Male and 50% Female Blend

*\* Built prospectively upon implementation on GASB 68*

## **Combining and Individual Fund Statements and Schedules**

**City of Litchfield  
Combining Balance Sheet  
Nonmajor Governmental Funds  
June 30, 2022**

	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Total Nonmajor Governmental Funds</u>
	<u>Local Streets</u>	<u>Swimming Pool Reconstruction</u>	
<b>ASSETS</b>			
Cash and Investments	\$ 68,227	\$ 195	\$ 68,422
Due from Other Governmental Units	8,315	--	8,315
<i>Total Assets</i>	<u>76,542</u>	<u>195</u>	<u>76,737</u>
<i>Total Assets</i>	<u>\$ 76,542</u>	<u>\$ 195</u>	<u>\$ 76,737</u>
<b>LIABILITIES</b>			
Accounts Payable	\$ 5,582	\$ --	\$ 5,582
Accrued Liabilities	219	--	219
Due to Other Funds	116	--	116
<i>Total Liabilities</i>	<u>5,917</u>	<u>--</u>	<u>5,917</u>
<b>FUND BALANCE</b>			
Restricted	70,625	--	70,625
Committed	--	195	195
Unassigned	--	--	--
<i>Total Fund Balance</i>	<u>70,625</u>	<u>195</u>	<u>70,820</u>
<i>Total Liabilities and Fund Balance</i>	<u>\$ 76,542</u>	<u>\$ 195</u>	<u>\$ 76,737</u>

**City of Litchfield**  
**Combining Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Nonmajor Governmental Funds**  
**For the Year Ended June 30, 2022**

	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Total Nonmajor</u>
	<u>Local Streets</u>	<u>Swimming Pool Reconstruction</u>	<u>Governmental Funds</u>
<b>Revenues</b>			
Intergovernmental	\$ 57,141	\$ --	\$ 57,141
Interest and Rents	157	16	173
Other Revenues	--	699	699
Donations	50	--	50
<b><i>Total Revenues</i></b>	<u>57,348</u>	<u>715</u>	<u>58,063</u>
<b>Expenditures</b>			
Public Works	46,276	--	46,276
Recreation and Culture	--	32,027	32,027
<b><i>Total Expenditures</i></b>	<u>46,276</u>	<u>32,027</u>	<u>78,303</u>
<b><i>Excess of Revenues Over (Under) Expenditures</i></b>	<u>11,072</u>	<u>(31,312)</u>	<u>(20,240)</u>
<b>Other Financing Sources (Uses)</b>			
Transfers In	1,500	1,779	3,279
Transfers Out	--	(2,282)	(2,282)
<b><i>Net Other Financing Sources (Uses)</i></b>	<u>1,500</u>	<u>(503)</u>	<u>997</u>
<b><i>Net Change in Fund Balance</i></b>	<u>12,572</u>	<u>(31,815)</u>	<u>(19,243)</u>
<b><i>Fund Balance at Beginning of Period</i></b>	58,053	32,010	90,063
<b><i>Fund Balance at End of Period</i></b>	<u>\$ 70,625</u>	<u>\$ 195</u>	<u>\$ 70,820</u>



**City of Litchfield**  
**Component Unit - Downtown Development Authority (DDA)**  
**Statement of Net Position and DDA Fund Balance Sheet**  
**June 30, 2022**

	<b>DDA Fund Balance Sheet</b>	<b>Adjustments</b>	<b>Statement of Net Position</b>
<b>ASSETS</b>			
<i>Current Assets</i>			
Cash and Investments	\$ 35,276	\$ -	\$ 35,276
<b>Total Assets</b>	<b>35,276</b>	<b>-</b>	<b>35,276</b>
<b>LIABILITIES</b>			
<i>Current Liabilities</i>			
Accounts Payable	346	-	346
<b>Total Liabilities</b>	<b>346</b>	<b>-</b>	<b>346</b>
<b>FUND BALANCE</b>			
Unassigned	34,930	-	34,930
<b>Total Fund Balance</b>	<b>34,930</b>	<b>-</b>	<b>34,930</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 35,276</b>		
<b>NET POSITION</b>			
Unrestricted		-	34,930
<b>Total Net Position</b>		<b>\$ -</b>	<b>\$ 34,930</b>

**City of Litchfield**  
**Component Unit - Downtown Development Authority (DDA)**  
**Statement of Activities and DDA Fund Revenue,**  
**Expenditures, and Changes in Fund Balance**  
**For the Year Ended June 30, 2022**

	<b>DDA Fund Revenue, Expenditures, and Changes in Fund Balance</b>	<b>Adjustments</b>	<b>Statement of Activities</b>
<b>Expenditures / Expenses</b>			
Community and Economic Development	\$ 6,454	\$ -	\$ 6,454
<i><b>Total Expenditures / Expenses</b></i>	<u>6,454</u>	<u>-</u>	<u>6,454</u>
<b>Program Revenue</b>			
Operating Grants	11,000	-	11,000
<i><b>Total Program Revenue</b></i>	<u>11,000</u>	<u>-</u>	<u>11,000</u>
<b>General Revenue</b>			
Interest and Investment Earnings	3	-	3
<i><b>Total General Revenue</b></i>	<u>3</u>	<u>-</u>	<u>3</u>
<i><b>Net Change in Fund Balance / Net Position</b></i>	<u>4,549</u>	<u>-</u>	<u>4,549</u>
Beginning of Year Fund Balance / Net Position	30,381		30,381
<i><b>End of Year Fund Balance / Net Position</b></i>	<u>\$ 34,930</u>		<u>\$ 34,930</u>

December 30, 2022

To the City Council  
City of Litchfield, Michigan

We have audited the accompanying financial statements of the governmental activities, business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Litchfield, Michigan (the “City”) for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 23, 2022. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Findings**

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. There were no new accounting policies adopted, except as noted in Note 13 to the financial statements, and the application of existing policies was not changed during the fiscal year ended June 30, 2022. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City’s financial statements were:

- Management’s estimate of the useful lives of depreciable capital assets is based on the length of time it is believed that those assets will provide some economic benefit in the future.
- Management’s estimate of the accrued compensated absences is based on current hourly rates and policies regarding payment of sick and vacation banks.
- The assumptions used in the actuarial valuation of the pension are based on historical trends and industry standards.

We evaluated key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 30, 2022.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### *Other Matters*

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison information, and the schedules for the defined benefit pension plan, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### **Restriction on Use**

This information is intended solely for the use of the City Council and management of the City and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in dark ink that reads "Gabridge & Company". The script is cursive and fluid, with the ampersand being particularly stylized.

Gabridge & Company, PLC  
Grand Rapids, MI