

# WILLAMINA, OREGON

Annual Financial Report

For the Year Ended June 30, 2017

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

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

CITY MANAGER  
Kenna West

CITY RECORDER  
Debbie Bernard

REGISTERED ADDRESS  
PO Box 629  
Willamina, OR 97396

CITY OF WILLAMINA  
For the year ended June 30, 2017

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To the City Council  
City of Willamina, Oregon

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Willamina, Oregon as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the City of Willamina's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

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

**Auditor's Responsibility**

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

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

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

**Richard Winkel, CPA**

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## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Willamina, Oregon as of and for the year ended June 30, 2017 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.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-9 and schedules of the proportionate share of the net pension liability and contributions on page 41 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the City of Willamina's basic financial statements. The combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

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

## **Reports on Other Legal and Regulatory Requirements**

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 12, 2017, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

### *Other Reporting Required by Oregon Revised Statutes*

In accordance with the Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated December 12, 2017 on our consideration of the City of Willamina's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

*Richard Winkel, CPA*

December 12, 2017

**CITY OF WILLAMINA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ended June 30, 2017**

The management of the City of Willamina, Oregon, presents this narrative overview and analysis to facilitate both a short and long-term analysis of the financial activities of the City for the fiscal year ended June 30, 2017. This Management's Discussion and Analysis (MD&A) is based on currently known facts, decisions, and conditions that existed as of the date the financial statements are issued.

**Financial Highlights**

- The City's governmental activities assets exceed liabilities (net position) as of June 30, 2017 by \$1,408,652, an increase of \$113,425 from the prior year.
- The City's business-type activities assets exceed liabilities (net position) by \$1,644,895, a decrease of \$52,247 from the prior year.
- The General Fund's fund balance is \$117,894 at the end of the current fiscal year, an increase of \$102,587 from the prior year.
- The City's unrestricted cash and cash equivalents as of June 30, 2017 is \$1,004,589.

**Overview of the Financial Statements**

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

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

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

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

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

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

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

**CITY OF WILLAMINA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ended June 30, 2017**

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

- Water
- Sewer

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

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

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

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

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

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

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

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

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

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

**CITY OF WILLAMINA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended June 30, 2017**

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

**Government-Wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets exceeded liabilities by \$3,053,547 as of June 30, 2017.

	Governmental Activities		Business-type Activities		Totals	
	FY 2017	FY 2016	FY 2017	FY 2016	FY 2017	FY 2016
<b>Assets:</b>						
Cash and investments	\$ 385,312	\$ 241,791	\$ 619,277	\$ 612,256	\$ 1,004,589	\$ 854,047
Other current assets	46,706	47,467	128,173	123,670	174,879	171,137
Capital assets, net	979,791	1,040,489	3,188,006	3,407,166	4,167,797	4,447,655
<b>Total assets</b>	<b>1,411,809</b>	<b>1,329,747</b>	<b>3,935,456</b>	<b>4,143,092</b>	<b>5,347,265</b>	<b>5,472,839</b>
Deferred outflow of resources	41,182	44,350	-	-	41,182	44,350
<b>Liabilities:</b>						
Other current liabilities	44,339	78,870	258,825	258,496	303,164	337,366
Long-term obligations	-	-	2,031,736	2,187,454	2,031,736	2,187,454
<b>Total liabilities</b>	<b>44,339</b>	<b>78,870</b>	<b>2,290,561</b>	<b>2,445,950</b>	<b>2,334,900</b>	<b>2,524,820</b>
<b>Net Position:</b>						
Invested in capital assets net of related debt	979,791	1,040,489	1,029,535	1,088,186	2,009,326	2,128,675
Restricted	115,000	85,000	524,939	572,940	639,939	657,940
Unrestricted	313,861	169,738	90,421	36,016	404,282	205,754
<b>Total net position</b>	<b>1,408,652</b>	<b>1,295,227</b>	<b>\$ 1,644,895</b>	<b>\$ 1,697,142</b>	<b>\$ 3,053,547</b>	<b>\$ 2,992,369</b>

The largest portion of the City's net position reflect its investment of \$2,009,326 or 66%, in capital assets (e.g., land, buildings, improvements, equipment, and infrastructure, net of accumulated depreciation and related debt). The City uses capital assets to provide services to citizens. Consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position, \$639,939 or approximately 21% represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position totaling \$404,282 or approximately 13% represents the balance that may be used to meet the City's ongoing obligations to citizens and creditors.

**CITY OF WILLAMINA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended June 30, 2017**

The change in net position for the year ended June 30, 2017 is as follows:

	Governmental Activities		Business-type Activities		Totals	
	FY 2017	FY 2016	FY 2017	FY 2016	FY 2017	FY 2016
<b>Revenues</b>						
Program						
Charges for services	\$ 71,771	\$ 55,618	\$1,173,081	\$1,051,099	\$ 1,244,852	\$ 1,106,717
Operating grants and contributions	27,289	283,700	-	-	27,289	283,700
General			-	-		
Property taxes	364,256	349,500	-	-	364,256	349,500
Franchise fees	86,008	86,812	-	-	86,008	86,812
Intergovernmental	184,444	180,277	-	-	184,444	180,277
Interest	8,746	3,596	-	-	8,746	3,596
Miscellaneous	3,718	7,840	-	-	3,718	7,840
Total revenues and transfers	746,232	967,343	1,173,081	1,051,099	1,919,313	2,018,442
<b>Expenses</b>						
General government	183,954	178,087	-	-	183,954	178,087
Public safety	239,859	235,655	-	-	239,859	235,655
Highways and streets	74,869	348,066	-	-	74,869	348,066
Community services	125,242	184,977	-	-	125,242	184,977
Community development	43,128	4,685	-	-	43,128	4,685
Water	-	-	567,420	555,430	567,420	555,430
Wastewater	-	-	623,663	625,716	623,663	625,716
Total expenses	667,052	951,470	1,191,083	1,181,146	1,858,135	2,132,616
Change in net position before transfers	79,180	15,873	(18,002)	(130,047)	61,178	(114,174)
Transfers	34,245	30,287	(34,245)	(30,287)	-	-
Change in net position	113,425	46,160	(52,247)	(160,334)	61,178	(114,174)
Net position - beginning	1,295,227	1,249,067	1,697,142	1,857,476	2,992,369	3,106,543
Total net position	\$ 1,408,652	\$ 1,295,227	\$1,644,895	\$1,697,142	\$ 3,053,547	\$ 2,992,369

**CITY OF WILLAMINA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended June 30, 2017**

**Governmental Funds**

The General Fund ended the year with a fund balance of \$117,894, a increase of \$102,587 from the prior year. Revenues for fiscal year 2016-2017 were \$601,138 and expenses were \$532,796. Total governmental funds ended the year with a fund balance of \$383,599.

**Enterprise Funds**

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

**Budgetary Highlights**

The General Fund revenues exceeded budgeted revenues by \$28,600 while actual expenditures in the General Fund were under budget by \$245,564. Expenditures for Community Development exceeded budget by \$35,128 due to a failed annexation project and expenditures for Community Services exceeded budget by \$15,230.

Wastewater Fund expenditures for materials and services exceeded budget by \$40,365 due to unexpected costs. Interest expense in the Debt Service Fund exceeded budget by \$3,519.

**Capital Assets**

As of June 30, 2017, the City had the following capital assets:

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Totals</u>	
	<u>FY 2017</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2016</u>
Land	\$ 117,841	\$ 117,841	\$ 548,891	\$ 548,891	\$ 666,732	\$ 666,732
Land improvements	980,055	980,055	776	776	980,831	980,831
Buildings	296,847	296,847	927,136	927,136	1,223,983	1,223,983
Equipment	194,313	194,313	427,712	421,584	622,026	615,897
Distribution and collection systems	-	-	5,124,723	5,124,723	5,124,723	5,124,723
Vehicles	52,462	52,462	100,857	100,857	153,319	153,319
Less accumulated depreciation	<u>(666,727)</u>	<u>(601,029)</u>	<u>(3,942,089)</u>	<u>(3,716,801)</u>	<u>(4,608,817)</u>	<u>(4,317,830)</u>
Capital assets, net	<u>\$ 979,791</u>	<u>\$ 1,040,489</u>	<u>\$ 3,188,006</u>	<u>\$ 3,407,166</u>	<u>\$ 4,167,797</u>	<u>\$ 4,447,655</u>

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

**Long-Term Obligations**

At the end of the fiscal year, the City had total long-term obligations of \$2,158,471. Of this amount \$765,506 represented bonded indebtedness. The City's bonded debt is in the business-type activities and is classified as Revenue Bonds. The City also has two loans from Oregon Economic and Community Development Department (OECDD) which are also in the business-type activities which supplemented the revenue bonds for work in the water treatment plant and the wastewater project. Additional information on the City's long-term obligations can be found in Note 5 to the basic financial statements.

**CITY OF WILLAMINA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended June 30, 2017**

**Economic Factors and Next Year's Budget**

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

**Requests for information**

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

**CITY OF WILLAMINA**

**Statement of Net Position**

**June 30, 2017**

	Governmental Activities	Business-type Activities	Totals
<b>ASSETS</b>			
Cash and investments	\$ 385,312	\$ 619,277	\$ 1,004,589
Receivables, net	39,405	98,969	138,374
Inventories	7,301	29,204	36,505
Capital assets:			
Land	117,841	548,891	666,732
Capital assets, net	861,950	2,639,115	3,501,065
 Total assets	 1,411,809	 3,935,456	 5,347,265
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension related items	41,182	-	41,182
<b>LIABILITIES</b>			
Accounts payable and accrued expenses	44,339	14,884	59,223
Accrued interest payable	-	51,034	51,034
Customer deposits payable	-	66,172	66,172
Long-term obligations:			
Due within one year	-	126,735	126,735
Due in more than one year	-	2,031,736	2,031,736
 Total liabilities	 44,339	 2,290,561	 2,334,900
<b>NET POSITION:</b>			
Invested in capital assets, net of related debt	979,791	1,029,535	2,009,326
Restricted for:			
Debt service	-	457,837	457,837
Capital projects	111,000	67,102	178,102
Highways and streets	25,000	-	25,000
Unrestricted	292,861	90,421	383,282
 Total net position	 \$ 1,408,652	 \$ 1,644,895	 \$ 3,053,547

The accompanying notes are an integral part of these financial statements

**CITY OF WILLAMINA**

**Statement of Activities**

**For the Year Ended June 30, 2017**

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position		Totals
		Charges for Services	Operating Grants and Contributions	Governmental Activities	Business-type Activities	
<b>Governmental activities:</b>						
General government	\$ 183,954	\$ 23,663	\$ 18,274	\$ (142,017)		\$ (142,017)
Public safety	239,859	1,504	-	(238,355)		(238,355)
Highways and streets	74,869	21,000	-	(53,869)		(53,869)
Community services	125,242	18,904	9,015	(97,323)		(97,323)
Community development	43,128	6,700	-	(36,428)		(36,428)
Total governmental activities	667,052	71,771	27,289	(567,992)		(567,992)
<b>Business-type activities:</b>						
Water	567,420	564,404	-		(3,016)	(3,016)
Wastewater	623,663	608,677	-		(14,986)	(14,986)
Total business-type activities	1,191,083	1,173,081	-		(18,002)	(18,002)
Totals	<u>\$ 1,858,135</u>	<u>\$ 1,244,852</u>	<u>\$ 27,289</u>	<u>(567,992)</u>	<u>(18,002)</u>	<u>(585,994)</u>
<b>General revenues:</b>						
Property taxes, levied for general purposes				364,256		364,256
Franchise taxes				86,008		86,008
Intergovernmental				184,444		184,444
Unrestricted investment earnings				8,746		8,746
Miscellaneous				3,718		3,718
Transfers				34,245	(34,245)	-
Total general revenues and transfers				681,417	(34,245)	647,172
Change in net position				113,425	(52,247)	61,178
Net position - beginning				1,295,227	1,697,142	2,992,369
Net position - ending				<u>\$ 1,408,652</u>	<u>\$ 1,644,895</u>	<u>\$ 3,053,547</u>

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

**CITY OF WILLAMINA**

**Balance Sheet - Governmental Funds**

**June 30, 2017**

	General	Street	Street SDC	Total
<b>ASSETS:</b>				
Cash and investments	\$ 129,681	\$ 144,631	\$ 111,000	\$ 385,312
Receivables, net	28,627	10,778	-	39,405
Inventories	7,301	-	-	7,301
Total assets	\$ 165,609	\$ 155,409	\$ 111,000	\$ 432,018
<b>LIABILITIES:</b>				
Accounts payable and accrued expenses	\$ 23,776	\$ 704	\$ -	\$ 24,480
<b>DEFERRED INFLOWS OF RESOURCES:</b>				
Unavailable revenue	23,939	-	-	23,939
<b>FUND BALANCES:</b>				
Nonspendable	7,301	-	-	7,301
Restricted for grants and economic improvement	-	154,705	111,000	265,705
Unassigned	110,593	-	-	110,593
Total fund balances	117,894	154,705	111,000	383,599
Total liabilities, deferred inflows and fund balances	\$ 165,609	\$ 155,409	\$ 111,000	

**RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION**

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	979,791
Governmental activities report as deferred outflows of resources contributions to the public employee retirement system	41,182
Some liabilities are not due and payable in the current period and are not reported in the funds	(19,859)
Some long-term assets are not available for current period expenditures and are therefore reported as unavailable revenue in the funds.	23,939
<b>NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b>\$ 1,408,652</b>

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

**CITY OF WILLAMINA**

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

**For the Year Ended June 30, 2017**

	<u>General</u>	<u>Street</u>	<u>Street SDC</u>	<u>Total</u>
<b>REVENUES:</b>				
Property taxes	\$ 363,930	\$ -	\$ -	\$ 363,930
Franchise fees	86,009	-	-	86,009
System development charges	-	-	21,000	21,000
Licenses, permits and fees	48,937	-	-	48,937
Fines and forfeitures	1,834	-	-	1,834
Intergovernmental	60,676	123,768	-	184,444
Grants and donations	27,288	-	-	27,288
Interest	8,746	-	-	8,746
Miscellaneous	3,718	-	-	3,718
	<u>601,138</u>	<u>123,768</u>	<u>21,000</u>	<u>745,906</u>
<b>EXPENDITURES:</b>				
General government	118,829	-	-	118,829
Public safety	240,080	-	-	240,080
Highways and streets	-	74,869	-	74,869
Community services	125,759	-	-	125,759
Community development	43,128	-	-	43,128
Capital outlay	5,000	-	-	5,000
	<u>532,796</u>	<u>74,869</u>	<u>-</u>	<u>607,665</u>
Excess of (deficiency) of revenues over expenditures	<u>68,342</u>	<u>48,899</u>	<u>21,000</u>	<u>138,241</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in (out)	<u>34,245</u>	<u>-</u>	<u>-</u>	<u>34,245</u>
Net change in fund balances	<u>102,587</u>	<u>48,899</u>	<u>21,000</u>	<u>172,486</u>
Fund balances, beginning of year	<u>15,307</u>	<u>105,806</u>	<u>90,000</u>	<u>211,113</u>
Fund balances, end of year	<u><u>\$ 117,894</u></u>	<u><u>\$ 154,705</u></u>	<u><u>\$ 111,000</u></u>	<u><u>\$ 383,599</u></u>

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

**CITY OF WILLAMINA**

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

**For the Year Ended June 30, 2017**

Total changes in fund balances – Governmental Funds		\$ 172,486
<p>Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the governmental funds. This is the effect of the change in the deferred property tax revenue during the year.</p>		
Taxes		326
<p>Capital asset additions are reported in the governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives as depreciation expense.</p>		
Capital outlay	\$ 5,000	
Depreciation	<u>(65,698)</u>	(60,698)
<p>The amount contributed to the defined benefit pension plan is reported as an expenditure in the funds while the governmental activities reports pension expense as the change in pension related deferred outflows of resources.</p>		
		(3,168)
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.</p>		
Compensated absences		<u>4,479</u>
Change in net position		<u>\$ 113,425</u>

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

**CITY OF WILLAMINA**

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

**For the Year Ended June 30, 2017**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES:</b>				
Property taxes	\$ 348,333	\$ 348,333	\$ 363,930	\$ 15,597
Franchise fees	89,798	89,798	86,009	(3,789)
Licenses and permits	53,440	57,440	48,937	(8,503)
Fines and forfeitures	-	-	1,834	1,834
Intergovernmental	59,111	59,111	60,676	1,565
Grants	10,000	15,000	27,288	12,288
Interest	2,856	2,856	8,746	5,890
Miscellaneous	-	-	3,718	3,718
<b>Total revenues</b>	<u>563,538</u>	<u>572,538</u>	<u>601,138</u>	<u>28,600</u>
<b>EXPENDITURES:</b>				
General government	405,324	390,324	123,829	266,495
Public safety	259,507	269,507	240,080	29,427
Community services	100,529	110,529	125,759	(15,230)
Community development	4,000	8,000	43,128	(35,128)
<b>Total expenditures</b>	<u>769,360</u>	<u>778,360</u>	<u>532,796</u>	<u>245,564</u>
Excess (deficiency) of revenues over expenditures	(205,822)	(205,822)	68,342	(216,964)
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in (out)	<u>170,028</u>	<u>170,028</u>	<u>34,245</u>	<u>(135,783)</u>
Change in fund balances	<u>(35,794)</u>	<u>(35,794)</u>	<u>102,587</u>	<u>138,381</u>
Fund balance, beginning of year	<u>35,794</u>	<u>35,794</u>	<u>15,307</u>	<u>(20,487)</u>
Fund balance, end of year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 117,894</u></u>	<u><u>\$ 117,894</u></u>

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

**CITY OF WILLAMINA**

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

**For the Year Ended June 30, 2017**

	Original Budget	Final Budget	Actual	Variance
<b>REVENUES:</b>				
Intergovernmental Grants and donations	\$ 124,000	\$ 124,000	\$ 123,768	\$ (232)
	-	-	-	-
Total revenues	124,000	124,000	123,768	(232)
<b>EXPENDITURES:</b>				
Personnel services	46,823	46,823	42,572	4,251
Materials and services	56,410	56,410	32,297	24,113
Capital outlay	2,000	2,000	-	2,000
Contingency	67,828	67,828	-	67,828
Total expenditures	173,061	173,061	74,869	98,192
Change in fund balance	(49,061)	(49,061)	48,899	97,960
Beginning fund balance	49,061	49,061	105,806	56,745
Ending fund balance	\$ -	\$ -	\$ 154,705	\$ 154,705

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

**CITY OF WILLAMINA**

**Statement of Net Position  
Proprietary Funds**

**June 30, 2017**

	Business-type Activities / Enterprise Funds				
	Water	Wastewater	Debt Service	Total Nonmajor Funds	Total Enterprise Funds
<b>ASSETS:</b>					
<b>Current assets</b>					
Cash and investments	\$ 99,068	\$ 178,942	\$ 272,837	\$ 68,430	\$ 619,277
Receivables, net	49,044	49,925	-	-	98,969
Inventories	14,602	14,602	-	-	29,204
Due from other funds	-	-	185,000	-	185,000
<b>Total current assets</b>	<b>162,714</b>	<b>243,469</b>	<b>457,837</b>	<b>68,430</b>	<b>932,450</b>
Capital assets, net	794,862	2,393,144	-	-	3,188,006
<b>Total assets</b>	<b>957,576</b>	<b>2,636,613</b>	<b>457,837</b>	<b>68,430</b>	<b>4,120,456</b>
<b>LIABILITIES:</b>					
<b>Current liabilities</b>					
Accounts payable and accrued expenses	5,792	3,514	-	1,328	10,634
Accrued interest payable	14,681	36,353	-	-	51,034
Customer deposits	31,497	34,675	-	-	66,172
Compensated absences payable	3,286	964	-	-	4,250
Due to other funds	185,000	-	-	-	185,000
<b>Total current liabilities</b>	<b>240,256</b>	<b>75,506</b>	<b>-</b>	<b>1,328</b>	<b>317,090</b>
<b>Long-term obligations</b>					
Due within one year	18,376	108,359	-	-	126,735
Due in more than one year	747,130	1,284,606	-	-	2,031,736
<b>Total long-term liabilities</b>	<b>765,506</b>	<b>1,392,965</b>	<b>-</b>	<b>-</b>	<b>2,158,471</b>
<b>Total liabilities</b>	<b>1,005,762</b>	<b>1,468,471</b>	<b>-</b>	<b>1,328</b>	<b>2,475,561</b>
<b>NET POSITION:</b>					
Invested in capital assets, net of related debt	29,356	1,000,179	-	-	1,029,535
Restricted for:					
Debt service	-	-	457,837	-	457,837
Capital projects	-	-	-	-	-
Unrestricted	(77,542)	167,963	-	67,102	157,523
<b>Total net position</b>	<b>\$ (48,186)</b>	<b>\$ 1,168,142</b>	<b>\$ 457,837</b>	<b>\$ 67,102</b>	<b>\$ 1,644,895</b>

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

**CITY OF WILLAMINA**

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

**For the Year Ended June 30, 2017**

	Business-type Activities / Enterprise Funds				
	Water	Wastewater	Debt Service	Total Nonmajor Funds	Total Enterprise Funds
Operating revenues					
Charges for services	\$ 552,796	\$ 591,177	\$ -	\$ 29,108	\$ 1,173,081
Operating expenses					
Personnel services	234,041	233,546	-	-	467,587
Materials and services	218,250	168,696	-	-	386,946
Depreciation	79,566	145,723	-	-	225,289
Total operating expenses	531,857	547,965	-	-	1,079,822
Operating income (loss)	20,939	43,212	-	29,108	93,259
Non-operating revenues (expenses)					
Interest expense	(35,564)	(75,697)	-	-	(111,261)
Total non-operating revenues (expenses)	(35,564)	(75,697)	-	-	(111,261)
Income (loss) before transfers	(14,625)	(32,485)	-	29,108	(18,002)
Transfers in	93,501	178,270	231,082	-	502,853
Transfers out	(56,019)	(171,948)	(271,771)	(37,360)	(537,098)
Change in net position	22,857	(26,163)	(40,689)	(8,252)	(52,247)
Net position, beginning of year	(71,043)	1,194,305	498,526	75,354	1,697,142
Net position, end of year	\$ (48,186)	\$ 1,168,142	\$ 457,837	\$ 67,102	\$ 1,644,895

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

**CITY OF WILLAMINA**

**Statement of Cash Flows  
Proprietary Funds**

**For the Year Ended June 30, 2017**

	Business-type Activities / Enterprise Funds				Totals
	Water	Wastewater	Debt Service	Total Nonmajor Funds	
Cash flows from operating activities					
Cash received from customers	\$ 544,388	\$ 596,744	\$ -	\$ 29,108	\$ 1,170,240
Cash paid to employees	(216,380)	(214,198)	-	-	(430,578)
Cash paid to suppliers	(236,883)	(184,942)	-	1,328	(420,497)
Net cash provided by operating activities	<u>91,125</u>	<u>197,604</u>	<u>-</u>	<u>30,436</u>	<u>319,165</u>
Cash flows from capital and related financing activities					
Purchase of capital assets	(6,129)	-	-	-	(6,129)
Transfers in	37,482	6,322	-	-	43,804
Transfers out	-	-	(40,689)	(37,360)	(78,049)
Principal paid on long-term obligations	(57,936)	(102,573)	-	-	(160,509)
Interest paid on long-term obligations	(35,564)	(75,697)	-	-	(111,261)
Net cash provided by (used in) capital and related financing activities	<u>(62,147)</u>	<u>(171,948)</u>	<u>(40,689)</u>	<u>(37,360)</u>	<u>(312,144)</u>
Net increase (decrease) in cash and cash equivalents	<u>28,978</u>	<u>25,656</u>	<u>(40,689)</u>	<u>(6,924)</u>	<u>7,021</u>
Cash and cash equivalents at beginning of year	<u>70,090</u>	<u>153,286</u>	<u>313,526</u>	<u>75,354</u>	<u>612,256</u>
Cash and cash equivalents at end of year	<u>\$ 99,068</u>	<u>\$ 178,942</u>	<u>\$ 272,837</u>	<u>\$ 68,430</u>	<u>\$ 619,277</u>

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

Reconciliation of operating income (loss) to net cash provided by operating activities

Operating income (loss)	\$ 20,939	\$ 43,212	\$ -	\$ 29,108	\$ 93,259
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:					
Depreciation	79,566	145,723	-	-	225,289
(Increase) decrease in assets					
Receivables	(9,363)	3,042	-	-	(6,321)
Inventories	909	909	-	-	1,818
(Increase) decrease in liabilities					
Accounts payable and accrued expenses	(1,881)	2,193	-	1,328	1,640
Customer deposits	955	2,525	-	-	3,480
Net cash provided by operating activities	<u>\$ 91,125</u>	<u>\$ 197,604</u>	<u>\$ -</u>	<u>\$ 30,436</u>	<u>\$ 319,165</u>

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

CITY OF WILLAMINA, OREGON  
Notes to Financial Statements  
June 30, 2017

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***1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

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

*The Financial Reporting Entity*

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

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

*Basic Financial Statements*

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

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

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

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

CITY OF WILLAMINA, OREGON  
Notes to Financial Statements  
June 30, 2017

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement Focus and Basis of Accounting*

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

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

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

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

The City reports the following major governmental funds:

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

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

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

CITY OF WILLAMINA, OREGON  
Notes to Financial Statements  
June 30, 2017

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

The City reports the following major proprietary funds:

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

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

*Debt Service Fund* - This fund accounts for payment of principal and interest on the long-term debt related to water and sewer operations.

The City reports the following non-major proprietary funds:

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

*Net Position*

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

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

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

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

*Fund Balance*

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

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

CITY OF WILLAMINA, OREGON  
Notes to Financial Statements  
June 30, 2017

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

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

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

*Use of Estimates*

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reporting amounts of certain assets, liabilities, revenues and expenses as of and for the year ended June 30, 2016. Actual results may differ from such estimates.

*Cash and Investments*

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

*Receivables and Unavailable Revenues*

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

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

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

CITY OF WILLAMINA, OREGON  
Notes to Financial Statements  
June 30, 2017

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

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

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

*Inventory*

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

*Capital Assets*

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

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

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

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

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

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

CITY OF WILLAMINA, OREGON  
Notes to Financial Statements  
June 30, 2017

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Long-Term Debt*

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

*Deferred Inflows and Outflows of Resources*

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

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

*Pensions*

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

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

*Accrued Compensated Absences*

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

*Fund Deficit*

As of June 30, 2017 the Water Fund had a fund deficit of \$48,186. The City plans to correct this deficit in the future by controlling expenditures.

CITY OF WILLAMINA, OREGON  
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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Budget and Budgetary Accounting*

A budget is prepared for each fund in accordance with the modified accrual basis of accounting for all funds. Appropriations are made at the department level for the General Fund and object level (personnel services, materials and services, capital outlay and debt service) for all other funds. Expenditures may not legally exceed appropriations. Appropriations lapse at the end of each fiscal year. Budget amounts include original approved amounts and all subsequent appropriation transfers approved by the City Council. After budget approval, the City Council may approve supplemental appropriations if an occurrence, condition, or need exists which had not been ascertained at the time the budget was adopted. Management may not amend the budget. A supplemental budget requires hearings before the public, publications in newspapers and approval by the City Council. During the year ended June 30, 2017 all General Fund expenditures within budgeted amounts except for Community Services and Community Development, which exceeded budget by \$15,230 and \$35,128, respectively.

**2. CASH AND INVESTMENTS**

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

Cash and investments are comprised of the following at June 30, 2017:

Cash on deposit with financial institutions	\$ 167,887
Local Government Investment Pool	836,402
Petty cash	<u>300</u>
Total	<u>\$ 1,004,589</u>

*Deposits*

The City's deposits with various financial institutions had a bank value of \$1,018,274 and a book value of \$1,004,589 at year end. The difference is due to transactions in process. All deposits not covered by FDIC insurance are covered by the Public Funds Collateralization Program (PFCP) of the State of Oregon.

*Custodial Credit Risk - Deposits*

This is the risk that in the event of a bank failure, the City's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for the City's deposits with financial institutions up to \$250,000 for the aggregate of all demand deposits and the aggregate of all time deposit and interest bearing accounts at each institution. Deposits in excess of FDIC coverage are with institutions participating in the Oregon Public Funds Collateralization Program (PFCP). The PFCP is a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100% protected. Barring any exceptions, a bank depository is required to pledge collateral valued at least 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized, or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of the State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities. As of June 30, 2016, all balances were covered by FDIC.

CITY OF WILLAMINA, OREGON  
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**2. CASH AND INVESTMENTS**

*Investments*

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

*Interest Rate Risk*

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

*Custodial Risk - Investments*

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

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

**3. RECEIVABLES**

The City’s receivables at June 30, 2017 are as follows:

	Governmental Activities/Funds		Business-type Activities/Proprietary Funds		Totals
	General	Street	Water	Wastewater	
Property Taxes	\$ 28,627	\$ -	\$ -	\$ -	\$ 28,627
Grants	-	10,778	-	-	10,778
Accounts	-	-	49,044	49,925	98,969
	<u>\$ 28,627</u>	<u>\$ 10,778</u>	<u>\$ 49,044</u>	<u>\$ 49,925</u>	<u>\$ 138,374</u>

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**3. RECEIVABLES (Continued)**

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

Transactions by Year	Property Taxes Uncollected, Beginning	Levy as Extended by Assessor	Interest and (Discounts)	Collections	Adjustments	Property Taxes Uncollected, Ending
2016-2017	\$ -	\$ 373,505	\$ (9,614)	\$ 351,246	\$ (1,091)	\$ 11,554
2015-2016	11,516	-	91	5,486	(319)	5,802
2014-2015	6,134	-	86	2,421	(79)	3,720
2013-2014	4,144	-	86	1,802	(84)	2,344
2012-2013	2,723	-	85	1,283	(139)	1,386
2011-2012	1,350	-	19	125	(31)	1,213
2010-2011	1,143	-	12	68	(16)	1,072
2010 & prior	1,712	-	2	93	(84)	1,537
	<u>\$ 28,722</u>	<u>\$ 373,505</u>	<u>\$ (9,234)</u>	<u>\$ 362,524</u>	<u>\$ (1,842)</u>	<u>\$ 28,627</u>

**4. CAPITAL ASSETS**

The summary of capital assets for the governmental activities for the year ended June 30, 2017 is as follows:

	June 30, 2016	Additions	Deletions	June 30, 2017
Capital assets not being depreciated				
Land	\$ 117,841	\$ -	\$ -	\$ 117,841
Capital assets being depreciated				
Land improvements	980,055	-	-	980,055
Buildings	296,847	-	-	296,847
Equipment	194,313	-	-	194,313
Vehicles	52,462	5,000	-	57,462
Total capital assets being depreciated	<u>1,523,677</u>	<u>5,000</u>	<u>-</u>	<u>1,528,677</u>
Less accumulated depreciation for:				
Land improvements	353,071	38,906	-	391,977
Buildings	123,241	7,710	-	130,951
Equipment	76,914	18,158	-	95,072
Vehicles	47,803	924	-	48,727
Total accumulated depreciation	<u>601,029</u>	<u>65,698</u>	<u>-</u>	<u>666,727</u>
Total capital assets being depreciated, net	<u>922,648</u>	<u>(60,698)</u>	<u>-</u>	<u>861,950</u>
Governmental activities capital assets, net	<u>\$ 1,040,489</u>	<u>\$ (60,698)</u>	<u>\$ -</u>	<u>\$ 979,791</u>

CITY OF WILLAMINA, OREGON  
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**4. CAPITAL ASSETS (Continued)**

The summary of capital assets for the business-type activities for the year ended June 30, 2017 is as follows:

	<u>June 30, 2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2017</u>
Capital assets not being depreciated				
Land	\$ 548,891	\$ -	\$ -	\$ 548,891
Capital assets being depreciated				
Water system	1,564,436	-	-	1,564,436
Wastewater system	3,560,287	-	-	3,560,287
Land improvements	776	-	-	776
Buildings	927,136	-	-	927,136
Equipment	421,583	6,129	-	427,712
Vehicles	100,857	-	-	100,857
Total capital assets being depreciated	<u>6,575,075</u>	<u>6,129</u>	<u>-</u>	<u>6,581,204</u>
Less accumulated depreciation for:				
Water system	1,187,844	54,674	-	1,242,518
Wastewater system	1,685,660	137,125	-	1,822,785
Land improvements	776	-	-	776
Buildings	379,371	22,676	-	402,047
Equipment	375,140	7,211	-	382,351
Vehicles	88,009	3,603	-	91,612
Total accumulated depreciation	<u>3,716,800</u>	<u>225,289</u>	<u>-</u>	<u>3,942,089</u>
Total capital assets being depreciated, net	<u>2,858,275</u>	<u>219,160</u>	<u>-</u>	<u>2,639,115</u>
Business-type activities capital assets, net	<u>\$ 3,407,166</u>	<u>\$ 219,160</u>	<u>\$ -</u>	<u>\$ 3,188,006</u>

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

Governmental activities:	
General government	<u>\$ 65,698</u>
Business-type activities:	
Water	79,566
Wasterwater	<u>145,723</u>
Total business-type activities	<u>\$ 225,289</u>

CITY OF WILLAMINA, OREGON  
Notes to Financial Statements  
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**5. LONG-TERM OBLIGATIONS**

Changes in long-term obligations for the year ended June 30, 2017 were as follows:

	July 1, 2016	Additions	Reductions	June 30, 2017	Due Within One Year
<b>Revenue Bonds</b>					
1980 revenue bonds	\$ 40,444	\$ -	\$ 40,444	\$ -	\$ -
2000 revenue bonds	782,998	-	17,492	765,506	18,376
<b>Loans</b>					
OECDG G99003	332,336	-	35,955	296,381	36,265
OECDG G03004	1,163,202	-	66,618	1,096,584	72,094
<b>Total</b>	<b>\$ 2,318,980</b>	<b>\$ -</b>	<b>\$ 160,509</b>	<b>\$ 2,158,471</b>	<b>\$ 126,735</b>

*Business-type activities long-term obligations*

1980 Revenue bonds – Original issue of \$235,000 to finance costs associated with improvements to the water system. Interest on the bonds is 5.0% and the bonds mature in the fiscal year ending June 30, 2021. The City paid off the remaining obligation from these bonds during the year ended June 30, 2017.

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

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

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

During the year ended June 30, 2017, interest expense for the water fund was \$35,564 and for the wastewater fund was \$75,697. Interest expense is charged as a direct expense to these funds on the accompanying Statement of Activities.

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**5. LONG-TERM OBLIGATIONS (Continued)**

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

Fiscal Year	Series 2000		OECD G9903		OECD G03004		Totals	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2018	\$ 18,376	\$ 34,444	\$ 36,265	\$ 15,542	\$ 72,094	\$ 49,837	\$ 126,735	\$ 99,822
2019	19,203	33,617	36,591	13,656	72,602	46,809	128,396	94,081
2020	20,067	32,753	41,937	11,735	78,144	43,687	140,148	88,174
2021	20,970	31,850	42,302	9,532	78,722	40,249	141,994	81,631
2022	21,914	30,906	42,686	7,312	84,340	36,707	148,940	74,924
2023-2027	125,281	138,819	96,600	7,616	487,223	121,471	709,104	267,908
2028-2032	156,122	107,978	-	-	223,459	15,638	379,581	123,616
2033-2037	194,557	69,543	-	-	-	-	194,557	69,543
2038-2041	189,016	21,675	-	-	-	-	189,016	21,677
	<u>\$ 765,506</u>	<u>\$ 501,585</u>	<u>\$296,381</u>	<u>\$ 65,393</u>	<u>\$ 1,096,584</u>	<u>\$ 354,398</u>	<u>\$2,158,471</u>	<u>\$ 921,376</u>

**6. PENSION PLAN – OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM**

*General Information about the Pension Plan*

**Plan Description**

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

[http://www.oregon.gov/pers/Pages/section/financial\\_reports/financials.aspx](http://www.oregon.gov/pers/Pages/section/financial_reports/financials.aspx).

**6. PENSION PLAN (Continued)**

*Benefits Provided*

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

**Pension Benefits**

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

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

**Death Benefits**

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

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

**Disability Benefits**

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

**Benefit Changes**

After Retirement Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA in fiscal year 2015 and beyond will vary based on 1.25 percent on the first \$60,000 of annual benefit and 0.15 percent on annual benefits above \$60,000.

**6. PENSION PLAN (Continued)**

**B. OPSRP Pension Program (OPSRP DB)**

**Pension Benefits**

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

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

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

**Death Benefits**

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

**Disability Benefits**

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

**Benefit Changes After Retirement**

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

**C. OPSRP Individual Account Program (OPSRP IAP)**

**Pension Benefits**

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

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

CITY OF WILLAMINA, OREGON  
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**6. PENSION PLAN (Continued)**

**Death Benefits**

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

**Recordkeeping**

OPERS contracts with VOYA Financial to maintain IAP participant records.

**Contributions**

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2014 actuarial valuation as subsequently modified by 2015 legislated changes in benefit provisions. The rates based on a percentage of payroll, first became effective July 1, 2016. Employer contributions for the year ended June 30, 2017 were \$4,416. The rates in effect for the fiscal year ended June 30, 2017 were 6.08 percent for Tier One/Tier Two General Service Member and 0.0 percent for OPSRP Pension Program General Service Members, and 6 percent for OPSRP Individual Account Program. The City has elected to contribute the employees' 6% OPSRP Individual Account Program contribution, which was \$19,232 for the year ended June 30, 2017.

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

At June 30, 2017, the City reported neither an asset nor a liability for its proportionate share of the net pension asset. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2014 rolled forward to June 30, 2016. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2016, the City's proportion was 0.00 percent, which was unchanged from its proportion measured as of June 30, 2015.

For the year ended June 30, 2017, the City's recognized pension expense of \$29,462. At June 30, 2017, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between employer contributions and employer's proportionate share of system contributions	\$ 14,888	\$ -
Contributions subsequent to the measurement date	26,294	-
Net deferred outflow of resources	\$ 41,182	\$ -

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**6. PENSION PLAN (Continued)**

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

<i>Fiscal Year</i> <u>Ending June 30,</u>		
2018	\$	30,814
2019		4,520
2020		3,806
2021		1,724
2022		<u>318</u>
Total	\$	<u>41,182</u>

**Actuarial Methods and Assumptions**

The employer contribution rates effective July 1, 2013, through June 30, 2015 and effective July 1, 2015, through June 30, 2017, were set using the projected unit credit actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (2) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 20 years.

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

The total pension liability in the December 31, 2014 actuarial valuation was determined using the following actuarial assumptions:

Valuation Date	December 31, 2014
Measurement Date	June 30, 2016
Experience Study	2014, published September 2105
Actuarial Cost Method	Entry Age Normal
Amortization Method	Amortized as a level percentage of payroll as layered amortization bases over a closed period; Tier One/Tier Two UAL is amortized over 20 years and OPSRP pension UAL is amortized over 16 years
Asset Valuation Method	Market value of assets

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**6. PENSION PLAN (Continued)**

Actuarial Assumptions:

Inflation Rate	2.50% (reduced from 2.75%)
Investment Rate of Return	7.50% (reduced from 7.75%)
Discount Rate	7.50% (reduced from 7.75%)
Projected Salary Increases	3.50% (reduced from 3.75%)
Cost of Living Adjustments (COLA)	Blend of 2.00% COLA and graded COLA (1.25%/0.15%) in accordance with Moro decision; blend based on service
Mortality	<p>Healthy retirees and beneficiaries:</p> <p>RP-2000 Sex-distinct, generational per Scale BB, with collar adjustments and set-backs as described in the valuation.</p> <p>Active members:</p> <p>Mortality rates are a percentage of healthy retiree rates that vary by group, as described in the valuation.</p> <p>Disabled retirees:</p> <p>Mortality rates are a percentage (70% for males, 95% for females) of the RP-2000 Sex-distinct, generational per Scale BB, disabled mortality table</p>

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

***Long-Term Expected Rate of Return***

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

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**6. PENSION PLAN (Continued)**

Asset Class/Strategy	Assumed Asset Allocation		
	Low Range	High Range	Target
Cash	0.0%	3.0%	0.0%
Debt Securities	15.0%	25.0%	20.0%
Public Equity	32.5%	42.5%	37.5%
Private Equity	16.0%	24.0%	20.0%
Real Estate	9.5%	15.5%	12.5%
Alternative Equity	0.0%	10.0%	10.0%
Opportunity Portfolio	0.0%	3.0%	0.0%
Total			100.0%

Asset Class	Target	Compound Annual Return (Geometric)
Core Fixed Income	7.20%	4.50%
Short-Term Bonds	8.00	3.70
Intermediate-Term Bonds	3.00	4.10
High Yield Bonds	1.80	6.66
Large Cap US Equities	11.65	7.20
Mid Cap US Equities	3.88	7.30
Small Cap US Equities	2.27	7.45
Developed Foreign Equities	14.21	6.90
Emerging Foreign Equities	5.49	7.40
Private Equity	20.00	8.26
Opportunity Funds/Absolute Return	5.00	6.01
Real Estate (Property)	13.75	6.51
Real Estate (REITS)	2.50	6.76
Commodities	1.25	6.07
Assumed Inflation – Mean		2.75

**Depletion Date Projection**

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

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**6. PENSION PLAN (Continued)**

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

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

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

**Discount Rate**

The discount rate used to measure the total pension liability was 7.75 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

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

The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.75 percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.75 percent) or 1-percentage-point higher (8.75 percent) than the current rate:

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

**Pension Plan Fiduciary Net Position**

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

CITY OF WILLAMINA, OREGON  
Notes to Financial Statements  
June 30, 2017

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**7. OTHER POST-EMPLOYMENT HEALTH BENEFITS**

Retirement Health Insurance Account

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

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

Participating governments are contractually required to contribute to RHIA at a rate assessed each year by OPERS. The OPERS Board of Trustees sets the employer contribution rate based on the annual required contribution of the employers (ARC). The ARC represents a level of funding that is projected to cover normal costs each year and amortize any unfunded actuarial liabilities (or funding excess) of the plan over a period not to exceed thirty years. The City's contributions for the year ended June 30, 2017 equaled the required contributions for the year.

**8. INTERFUND LOANS**

As of June 30, 2017, the Debt Service Fund has loaned \$185,000 to the Water Fund.

**9. INTERFUND TRANSACTIONS**

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

	<i>Transfers In</i>	<i>Transfers Out</i>
General	\$ 34,245	\$ -
Water	93,501	56,019
Wastewater	178,270	171,948
Debt service	231,082	271,771
Water SDC	-	13,203
Wastewater SDC	-	24,157
	\$ 537,098	\$ 537,098

CITY OF WILLAMINA, OREGON  
Notes to Financial Statements  
June 30, 2017

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**9. INTERFUND TRANSACTIONS (Continued)**

These transfers reflect the principal and interest debt payments made by the Debt Service Fund for the debt obligations of the Water and Wastewater Funds and pay franchise fees to the General Fund.

**10. CONTINGENCIES**

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

**11. RELATED PARTY TRANSACTIONS**

The City purchases supplies from a local hardware store owned by the City's Mayor and her husband. Total purchases during the year ended June 30, 2017 were \$11,051.

**12. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through December 8, 2017, the date on which the financial statements were available to be issued.

**REQUIRED SUPPLEMENTARY INFORMATION**

**CITY OF WILLAMINA**  
**Year Ended June 30, 2017**

**Schedule of Proportionate Share of Net Pension Liability**

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

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

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

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

See independent auditor's report

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

**CITY OF WILLAMINA**

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

**For the Year Ended June 30, 2017**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES:</b>				
System Development Charges	\$ 21,848	\$ 21,848	\$ 21,000	\$ (848)
Total revenues	<u>21,848</u>	<u>21,848</u>	<u>21,000</u>	<u>(848)</u>
<b>EXPENDITURES:</b>				
Materials and services	-	-	-	-
Contingency	<u>103,268</u>	<u>103,268</u>	<u>-</u>	<u>103,268</u>
Total expenditures	<u>103,268</u>	<u>103,268</u>	<u>-</u>	<u>103,268</u>
Change in fund balance	(81,420)	(81,420)	21,000	102,420
Beginning fund balance	<u>81,420</u>	<u>81,420</u>	<u>90,000</u>	<u>8,580</u>
Ending fund balance	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 111,000</u></u>	<u><u>\$ 111,000</u></u>

**CITY OF WILLAMINA**

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

**For the Year Ended June 30, 2017**

	Original Budget	Final Budget	Actual	Variance
<b>REVENUES:</b>				
Charges for services	\$ 513,220	\$ 513,220	\$ 552,796	\$ 39,576
Total revenues	513,220	513,220	552,796	39,576
<b>EXPENDITURES:</b>				
Personnel services	257,891	257,891	234,041	23,850
Materials and services	231,015	231,015	218,250	12,765
Capital outlay	19,000	19,000	6,129	12,871
Contingency	(119,293)	(119,293)	-	(119,293)
Total expenditures	388,613	388,613	458,420	(69,807)
Excess (deficiency) of revenues over expenditures	124,607	124,607	94,376	(30,231)
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in (out)	(53,685)	(53,685)	37,482	91,167
Net change in fund balances	70,922	70,922	131,858	60,936
Fund balance, beginning of year	(70,922)	(70,922)	(71,043)	(121)
Fund balance, end of year	\$ -	\$ -	\$ 60,815	\$ 60,815
<b>Reconciliation of change in fund balance to generally accepted accounting principles (GAAP):</b>				
Net change in fund balance, budgetary basis			131,858	
Depreciation expense			(79,566)	
Capital outlay			6,129	
Interest expense			(35,564)	
Net change in fund balance, GAAP			\$ 22,857	

**CITY OF WILLAMINA**

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

**For the Year Ended June 30, 2017**

	Original Budget	Final Budget	Actual	Variance
<b>REVENUES:</b>				
Charges for services	\$ 544,475	\$ 544,475	\$ 591,177	\$ 46,702
Total revenues	544,475	544,475	591,177	46,702
<b>EXPENDITURES:</b>				
Personnel services	259,771	259,771	233,546	26,225
Materials and services	128,331	128,331	168,696	(40,365)
Capital outlay	1,000	1,000	-	1,000
Contingency	157,850	157,850	-	157,850
Total expenditures	546,952	546,952	402,242	144,710
Excess (deficiency) of revenues over expenditures	(2,477)	(2,477)	188,935	191,412
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in (out)	(165,837)	(165,837)	6,322	172,159
Net change in fund balances	(168,314)	(168,314)	195,257	363,571
Fund balance, beginning of year	168,314	168,314	1,194,305	1,025,991
Fund balance, end of year	\$ -	\$ -	\$ 1,389,562	\$ 1,389,562
<b>Reconciliation of change in fund balance to generally accepted accounting principles (GAAP):</b>				
Net change in fund balance, budgetary basis			195,257	
Depreciation expense			(145,723)	
Interest expense			(75,697)	
Net change in fund balance, GAAP			\$ (26,163)	

**CITY OF WILLAMINA**

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

**For the Year Ended June 30, 2017**

	Original Budget	Final Budget	Actual	Variance
<b>REVENUES:</b>				
Miscellaneous	2,500	2,500	-	(2,500)
Total revenues	2,500	2,500	-	(2,500)
<b>EXPENDITURES:</b>				
Debt service	168,915	168,915	160,510	8,405
Interest	107,742	107,742	111,261	(3,519)
Contingency	364,734	364,734	-	364,734
Total expenditures	641,391	641,391	271,771	369,620
Excess (deficiency) of revenues over expenditures	(638,891)	(638,891)	(271,771)	367,120
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	225,365	225,365	231,082	5,717
Transfers out	-	-	-	-
Net change in fund balances	(413,526)	(413,526)	(40,689)	372,837
Fund balance, beginning of year	413,526	413,526	498,526	85,000
Fund balance, end of year	\$ -	\$ -	\$ 457,837	\$ 457,837

**CITY OF WILLAMINA**

**Combining Statement of Fund Net Position  
Nonmajor Enterprise Funds**

**June 30, 2017**

	Water System Development Charges	Wastewater System Development Charges	Total
<b>ASSETS:</b>			
Current assets			
Cash and investments	\$ 58,883	\$ 9,547	\$ 68,430
<b>LIABILITIES:</b>			
Current liabilities			
Accounts payable	1,328	-	1,328
<b>NET POSITION:</b>			
Reserved for capital projects	57,555	9,547	67,102
Net position	\$ 57,555	\$ 9,547	\$ 67,102

**CITY OF WILLAMINA**

**Combining Statement Revenues, Expenses and Changes in Fund Net Position  
Nonmajor Enterprise Funds**

**For the Year Ended June 30, 2017**

	Water System Development Charges	Wastewater System Development Charges	Total
Operating revenues			
Charges for services	\$ 11,608	\$ 17,500	\$ 29,108
Operating income (loss)	11,608	17,500	29,108
Nonoperating revenues (expenses)			
Transfers out	(13,203)	(24,157)	(37,360)
Change in net position	(1,595)	(6,657)	(8,252)
Net position, beginning of year	59,150	16,204	75,354
Net position, end of year	\$ 57,555	\$ 9,547	\$ 67,102

**CITY OF WILLAMINA**

**Combining Statement of Cash Flows  
Nonmajor Enterprise Funds**

**For the Year Ended June 30, 2017**

	Water System Development Charges	Wastewater System Development Charges	Total
Cash flows from operating activities			
Cash received from customers	\$ 12,936	\$ 17,500	\$ 30,436
Net cash provided by operating activities	12,936	17,500	30,436
Cash flows from capital and related financing activities			
Transfers out	(13,203)	(24,157)	(37,360)
Net cash used in capital and related financing activities	(13,203)	(24,157)	(37,360)
Net increase (decrease) in cash and cash equivalents	(267)	(6,657)	(6,924)
Cash and cash equivalents at beginning of year	59,150	16,204	75,354
Cash and cash equivalents at end of year	\$ 58,883	\$ 9,547	\$ 68,430

**CITY OF WILLAMINA**

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

**For the Year Ended June 30, 2017**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES:</b>				
Charges for services	\$ 15,127	\$ 15,127	\$ 11,608	\$ (3,519)
Total revenues	<u>15,127</u>	<u>15,127</u>	<u>11,608</u>	<u>(3,519)</u>
<b>EXPENDITURES:</b>				
Materials and services	-	10,000	-	10,000
Contingency	59,512	49,512	-	49,512
Total expenditures	<u>59,512</u>	<u>59,512</u>	<u>-</u>	<u>59,512</u>
Excess (deficiency) of revenues over expenditures	(44,385)	(44,385)	11,608	55,993
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in (out)	<u>(13,203)</u>	<u>(13,203)</u>	<u>(13,203)</u>	<u>-</u>
Net change in fund balances	<u>(57,588)</u>	<u>(57,588)</u>	<u>(1,595)</u>	<u>55,993</u>
Fund balance, beginning of year	<u>57,588</u>	<u>57,588</u>	<u>59,150</u>	<u>1,562</u>
Fund balance, end of year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 57,555</u></u>	<u><u>\$ 57,555</u></u>

**CITY OF WILLAMINA**

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

**For the Year Ended June 30, 2017**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES:</b>				
Charges for services	\$ 18,921	\$ 18,921	\$ 17,500	\$ (1,421)
Total revenues	<u>18,921</u>	<u>18,921</u>	<u>17,500</u>	<u>(1,421)</u>
<b>EXPENDITURES:</b>				
Materials and services				
Contingency	<u>975</u>	<u>9,975</u>	<u>-</u>	<u>9,975</u>
Total expenditures	<u>975</u>	<u>9,975</u>	<u>-</u>	<u>9,975</u>
Excess (deficiency) of revenues over expenditures	17,946	8,946	17,500	8,554
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in (out)	<u>(23,946)</u>	<u>(23,946)</u>	<u>(24,157)</u>	<u>(211)</u>
Net change in fund balances	<u>(6,000)</u>	<u>(15,000)</u>	<u>(6,657)</u>	<u>8,343</u>
Fund balance, beginning of year	<u>6,000</u>	<u>15,000</u>	<u>16,204</u>	<u>1,204</u>
Fund balance, end of year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 9,547</u></u>	<u><u>\$ 9,547</u></u>

## **COMPLIANCE SECTION**

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

To the City Council  
City of Willamina, Oregon

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Willamina, Oregon, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the City of Willamina, Oregon's basic financial statements, and have issued our report thereon dated December 12, 2017.

### **Internal Control over Financial Reporting**

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

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

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

### **Compliance and Other Matters**

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

### **Richard Winkel, CPA**

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**Purpose of this Report**

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

Handwritten signature of Richard Winkel, CPA in black ink.

December 12, 2017

## **COMPLIANCE SECTION**

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

To the City Council  
City of Willamina, Oregon

We have audited the basic financial statements of the City of Willamina (the City) as of and for the year ended June 30, 2017 and have issued our report thereon dated December 12, 2017. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

**Compliance**

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Revised Statutes as specified in Oregon Administrative Rules OAR 162-10-000 to 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion.

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

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

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

### **OAR 162-10-0230 Internal Control**

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

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

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

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

Richard Winkel, CPA

December 12, 2017