# WINEBAUGH & ASSOCIATES, P.C.

ACCOUNTANTS & CONSULTANTS 1054 LINCOLN HIGHWAY, SUITE #1, P.O. BOX 70 ROCHELLE, ILLINOIS 61068 Phone (815) 562-8756 Fax 562-8758

November 20, 2017

Village Board Village of Creston Creston, Illinois

Members of the Board:

In planning and performing our audit of the modified cash basis financial statements of the governmental activities, the business-type activity, and each major fund of the Village of Creston as of and for the year ended April 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the Village of Creston's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the modified cash basis financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village of Creston's internal control. Accordingly we do not express an opinion on the effectiveness of the Village of Creston's internal control.

Our consideration of the internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies and other deficiencies that we consider to be material weaknesses.

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 financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in the Village of Creston's internal control to be material weaknesses.

#### Segregation of Duties

For internal control to exist, there needs to be a proper segregation of duties. Since this segregation does not always exist to the maximum in most small environments, there is a reduction in the effectiveness of internal control procedures. Most of the accounting functions are concentrated with two individuals thereby not allowing for an adequate system of automatic internal control checks on the accuracy and reliability of the accounting records. Active involvement from the Board in the review of financial transactions helps lessen the impact of this weakness.

Village of Creston November 20, 2017 Page Two

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies the Village of Creston's internal control to be significant deficiencies.

#### Utility Account Receivable

It was noted that the Treasurer and Clerk acted on last year's recommendation that the Utility Billing Aging Report be generated to coincide with the general ledger generation so that the Clerk's Utility Billing Aging Report can be reconciled with the Treasurer's General Ledger report. This appeared to occur several times but not a consistent basis. However, the discrepancy between the two reports still was not adjusted so that in future periods any discrepancy could be analyzed and any issues that created the difference could be addressed. It was also noted that adjustments to the billing system account balances were not labeled in an adequate manner to allow adequate review/understanding of the adjustment.

#### Funds At Risk

Creston had funds in the bank totaling \$1,024,185 at the audit date. This amount was protected by the FDIC insurance and a collateral agreement totaling \$933,661 leaving an amount of \$90,524 that is considered at risk.

This communication is intended solely for the information and use of the President and the Village of Creston's Board of Trustees.

Certified Public Accountant

# WINEBAUGH & ASSOCIATES, P.C.

ACCOUNTANTS & CONSULTANTS

1054 LINCOLN HIGHWAY, SUITE #1, P.O. BOX 70 ROCHELLE, ILLINOIS 61068

Phone (815) 562-8756 Fax 562-8758

November 21, 2017

Wayne Williams, President Village of Creston, Illinois

Dear Wayne:

We are enclosing fifteen copies of the audited financial statements for the year ended April 30, 2017. A copy of the audit will be filed electronically with the Comptroller's office.

Enclosed you will find two copies of the Annual Financial Report (AFR) for the Village of Creston. One copy of the AFR should be filed with the County Clerk and the other copy is to be retained for your records. A copy of the AFR is filed with the Comptroller's office using their electronic filing process. The copy for the Comptroller's Office is due December 26, 2017.

We are also enclosing the client representation letter that needs to be signed by you and returned to us. This is the letter on the Village's letterhead. You and/or Penny need to be aware of item 20 in the client representation letter and that we prefer your reply be in writing.

The findings and recommendation letter and the audit communication letter are for you and the Village Board. Each Board member should receive a copy.

I have provided copies of the working trial balances used for preparation of the audit report and the required adjusting entries for Penny.

The State of Illinois has a new audit reporting law which is effective starting for audits performed after January 2015. This law requires Illinois municipalities that within 60 days from the close of an audit the auditor must provide each member of it's board a copy of the audit. A copy of the management letter and the audit must be presented to the board in a public meeting. Also if the municipality maintains a website the audit must be posted on that website.

If you have any questions, please call.

Very truly yours,

WINEBAUGH & ASSOCIATES, P.C.

By: Tom Winebaugh

Member American Institute of Certified Accountants
Illinois CPA Society

# WINEBAUGH & ASSOCIATES, P.C.

ACCOUNTANTS & CONSULTANTS

1054 LINCOLN HIGHWAY, SUITE #1, P.O. BOX 70 ROCHELLE, ILLINOIS 61068

Phone (815) 562-8756 Fax 562-8758

November 20, 2017

Wayne Williams, Village President Members of the Board Village of Creston

We have audited the financial statements of the governmental activities, the business-type activity, and major fund information of the Village of Creston, Illinois, for the year ended April 30, 2017. Professional standards require that we provide you with the following information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 22, 2017. Professional standards also require that we communicate to you the following information related to our audit.

## Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Village of Creston are described in Note A to the financial statements. We noted no transactions entered into by the Village during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Village of Creston's financial statements was estimate of useful lives for fixed assets. This estimate is based on management's experience with Village's capital assets and how long they remain useful based upon Village use. We evaluated the key factors and assumptions used to develop the useful lives of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Village of Creston November 20, 2017 Page Two

Certain financial statement disclosures are particularly sensitive of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the disclosure of the Village's cash and whether these funds were at risk.

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have given the Treasurer adjusting entries for all such misstatements. The corrections consisted of 1) correcting the accounts payable account in regards to payroll taxes posted liabilities 2) recording prior year audit adjustments in the Utility Fund and 3) recording unrecorded interest income in the Motor Fuel Tax Fund and General Fund.

#### Disagreements with Management

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

#### Management Representations

We have requested certain representation from management that are included in the management representation letter dated November 15, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Village of Creston's financial statements or a determination of the type of auditor's opinion that may

Village of Creston November 20, 2017 Page Three

be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

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

This information is intended solely for the use of the Village President and the Village Board of the Village of Creston.

Very truly yours,

WINEBAUGH & ASSOCIATES, P.C.

Tom Winebaugh

VILLAGE OF CRESTON, ILLINOIS

ANNUAL FINANCIAL REPORT

YEAR ENDED APRIL 30, 2017

# TABLE OF CONTENTS APRIL 30, 2017

	<u>Page</u>
INDEPENDENT AUDITOR'S REPORT	1
BASIC FINANCIAL STATEMENTS:	1.
GOVERNMENT-WIDE FINANCIAL STATEMENTS:	
STATEMENT OF NET POSITION - MODIFIED CASH BASIS	2
STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS	3
FUND FINANCIAL STATEMENTS:	
STATEMENT OF ASSETS, LIABILITIES, AND FUND BALANCES - MODIFIED CASH BASIS - GOVERNMENTAL FUNDS	4
RECONCILIATION OF TOTAL GOVERNMENTAL FUND GALANCES - MODIFIED CASH BASIS TO NET ASSETS OF GOVERNMENTAL ACTIVITIES - MODIFIED CASH BASIS	5
STATEMENT OF REVENUES RECEIVED, EXPENDITURES DISBURSED AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS	6
RECONCILIATION OF THE STATE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS MODIFIED CASH BASIS TO THE STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS	7
STATEMENT OF EXPENDITURES DISBURSEMENTS BUDGET AND ACTUAL-GENERAL FUND AND MOTOR FUEL TAX FUND	8
STATEMENT OF NET POSITION - MODIFIED CASH BASIS - UTILITY FUND	9
STATEMENT OF REVENUES, EXPENSES & CHANGE IN NET POSITION - MODIFIED CASH BASIS - UTILITY FUND	10
CASH FLOW STATEMENT - UTILITY FUND	11
NOTES TO BASIC FINANCIAL STATEMENTS	12-24
OTHER INFORMATION:	
ASSESSED VALUATION, RATES, EXTENSIONS, AND COLLECTIONS	25

#### WINEBAUGH & ASSOCIATES, P.C.

ACCOUNTANTS & CONSULTANTS

1054 LINCOLN HIGHWAY, SUITE #1, P.O. BOX 70 ROCHELLE, ILLINOIS 61068

Phone (815) 562-8756 Fax 562-8758

#### INDEPENDENT AUDITOR'S REPORT

Mr. Wayne Williams, President And Trustees Village of Creston, Illinois

Members of the Board:

We have audited the accompanying modified cash basis financial statements of the governmental activities, the business-type activity and each major fund of the Village of Creston, Illinois, as of and for the year ended April 30, 2017 and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the foregoing 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 modified cash basis of accounting principles described in Note A; this includes determining that modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### 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. 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 includes 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, and 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 the overall presentation of the financial statements. We believe that audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position-modified cash basis-of the governmental activities, business-type activity, and each major fund, of the Village of Creston, Illinois as of April 30, 2017, and the respective changes in financial position-modified cash basis and, where applicable, cash flows thereof, and the respective budgetary comparison for the General Fund and Motor Fuel Tax Fund on Page 8 for the year then ended in conformity with the basis of accounting described in Note A.

#### Basis of Accounting

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

#### Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Creston's basic financial statements. The schedule listed in the table of contents as Other Information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Certified Public Accountant

November 15, 2017

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# STATEMENT OF NET POSITION-MODIFIED CASH BASIS APRIL 30, 2017

ASSETS	Governmental Activities	Business-Type Activity	<u>Total</u>
Current Assets			
Cash & Cash Equivalents	221,526	535,989	757,515
Investments	802,173	-	802,173
Total Current Assets	1,023,699	535,989	1,559,688
Noncurrent Assets			
Land	52,620	_	52,620
Capital Assets - Net	113,471	1,231,932	1,345,403
Total Noncurrent Assets	166,091	1,231,932	1,398,023
Total Assets	1,189,790	<u>1,767,921</u>	<u>2,957,711</u>
LIABILITIES			
Current Liabilities:			
Payroll Taxes	_	_	_
Due to Others	<u>58,750</u>	7,925	66,675
Total Current Liabilities	58,750	7,925	66,675
NET POSITION			
Net Investment in Capital Assets	166,091	1,231,932	1,398,023
Restricted	106,996	24,517	131,513
Unrestricted	857,953	503,547	1,361,500
Total Net Position	1,131,040	1,759,996	2,891,036

# STATEMENT OF ACTIVITIES-MODIFIED CASH BASIS FOR THE YEAR ENDED APRIL 30, 2017

#### Program Revenues

FUNCTIONS/PROGRAMS	Expenditures/ Expenses	Charges for Services	Capital Grants & Contributions
Government Activities: General Government Streets & Alleys Culture & Recreation	(100,649) (142,298) ( <u>4,606</u> )	58,050 - -	_ 
Total Government Activities	(247,553)	58,050	14,887
Business-type Activities: Utility Fund	( <u>257, 642</u> )	311,412	
Total Government	( <u>505,195</u> )	<u>369,462</u>	<u>14,887</u>

Net Revenue (Expense) and Changes in Net Position

	Governmental Activities	Business-Type Activities	Total
	( 42,599) (142,298) 	- - -	( 42,599) (142,298) 
	(174,616)	A444	(174,616)
	<b>***</b>	<u>53,770</u>	53,770
	(174,616)	<u>53,770</u>	(120,846)
General Revenues:			
Sales & Use Tax	61,247	_	61,247
State Income Tax	63,031	_	63,031
Real Estate Tax	21,787	-	21,787
Telecommunication Tax	6,108		6,108
Personal Property Tax	793	-	793
Motor Fuel Tax	16,837		16,837
Interest	4,977	731	5 <b>,</b> 708
Total General Revenues	<u>174,780</u>	731	<u>175,511</u>
Transfers	53,900	( <u>53,900</u> )	Comp. Schoolster.
Change in Net Position Net Position-Beginning Net Position-Ending	54,064 1,076,976 1,131,040	601 <u>1,759,395</u> <u>1,759,996</u>	54,665 2,836,371 2,891,036

# STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES-MODIFIED CASH BASIS GOVERNMENTAL FUNDS APRIL 30, 2017

#### Governmental Fund Types

	General	<u>MFT</u>	Total Governmental Funds
ASSETS  Cash & Cash Equivalents Investments	198,722 727,868	22,804 74,305	221,526 802,173
Total Current Assets	<u>926,590</u>	<u>97,109</u>	<u>1,023,699</u>
LIABILITIES & FUND BALANCES Liabilities Payroll Taxes Due to Others Total Liabilities	58,750 58,750		58,750 58,750
Fund Balance Restricted	9,887	97,109	106,996
Committed	66,873	-	66,873
Unassigned	791,080		791,080
Total Fund Balance	867,840	97,109	964,949
Total Liabilities and Fund Balance	926,590	97,109	<u>1,023,699</u>

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES-MODIFIED CASH BASIS TO NET POSITION OF GOVERNMENTAL ACTIVITIES-MODIFIED CASH BASIS APRIL 30, 2017

#### Total Governmental Funds Balance

964,949

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

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

166,091

Net Position of Governmental Activities

1,131,040

# STATEMENT OF REVENUES RECEIVED, EXPENDITURES DISBURSED AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS FOR YEAR ENDED APRIL 30, 2017

Government Fund Types

•	Government	Fund Types	
			Total
			Governmental
	General	MFT	Funds
REVENUES RECEIVED			
Taxes,			
Property taxes	21,787	-	21,787
Sales and Use Taxes	61,247	-	61,247
State Income Taxes	63,031	_	63,031
State PPRT Taxes	793	_	793
Telecommunications Tax	6,108	<del></del>	6,108
Motor Fuel Taxes	-	16,837	16,837
Licenses, Fees & Permits	15,262	-	15,262
Miscellaneous	14,225	_	14,225
Rents	43,450	_	43,450
Interest	4,625	352	<u>4,977</u>
Total Revenues	230,528	17,189	247,717
Total Nevertaes		<del></del> .	
EXPENDITURES DISBURSED			
Current:			_
General Government	99,013	_	99,013
Culture& Recreation	4,606	-	4,606
Streets & Alleys	134,979	-	134,979
Capital Outlay	1,636	<del>_</del>	1,636
Total Expenditures	240,234		240,234
10001 1			
Excess (Deficit) of Revenues Received			
Over Expenditures Disbursed	(9,706)	17,189	7,483
0,01 = 1.1 or			
Other Financing Sources (Uses):			
Transfers	53,900		<u>53,900</u>
	·		
Net Changes in Fund Balance	44,194	17,189	61,383
<b>3</b>			
Fund Balance			000 555
April 30, 2016	823,646	<u>79,920</u>	903,566
•			0.01.01.0
April 30, 2017	<u>867,840</u>	<u>97,109</u>	<u>964,949</u>
<del>"</del>			

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITUERS AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS-CASH BASIS
TO THE STATEMENT OF ACTIVITIES-MODIFIED CASH BASIS
APRIL 30, 2017

#### Net Changes in Fund Balances - Total Governmental Funds

61,383

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

Governmental funds report capital outlays as expenditures however, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. The following is the amount of capital outlay and depreciation in the current year.

Capital Outlay Depreciation

(7,319)

Change in Net Position of Governmental Activities

54,064

#### STATEMENT OF EXPENDITURES DISBURSED BUDGET AND ACTUAL - GENERAL FUND FOR THE YEAR ENDED APRIL 30, 2017

GENERAL FUND	Original Budget	Final Budget_	Expenditures	(Over) Under Budget
General Government		•		7 455
Salaries - Elected Officials	11,540	16,700	15,245	1,455
Wages - Employees	25,251	21,000	21,691	( 691)
Payroll Taxes	2,900	2,850	2,826	24
State Unemployment	1,500	700	92	608
Legal	15,000	10,000	9,999	1
Office Supplies	3,000	1,500	1,472	28
Printing and Publishing	1,000	1,200	1,594	( 394)
Insurance	11,999	10,800	10,788	12
Audit	6,100	5,900	5 <b>,</b> 850	50
Animal Control	250	-	<del>-</del>	-
Community Activities	2,000	5,200	4,606	594
Dues and Travel	1,500	650	643	7
Mosquito Control	5,000	5,200	5,106	94
Farm Taxes	7,000	6,200	6,173	27
Farm Maintenance	2,000	700	_	700
Storm Water Drainage	10,000	10,000	-	10,000
Miscellaneous	500	1,200	1,130	70
Bank Charges	100	100	62	38
Streets and Alleys				_
Maintenance	75,210	119,400	119,398	2
Street Lights	7,500	6,600	6 <b>,</b> 509	91
Street Engineering	25,000	2,500	2,412	88
Mowing-Landscaping	5,000	6,700	6,660	40
Snow Removal	3,000	<del>-</del>	-	_
Sidewalks	2,000	6,000	5,886	114
Land Planning				
Zoning	1,000	1,000	665	335
Engineering	18,000	3,000	2,935	65
Building Department	2,500	2,800	2,887	( 87)
Community Development	2,000	<del>-</del>	_	_
Village Hall				
Internet	1,200	1,400	1,371	29
Heat	500	200	167	33
Telephone/Fax	2,000	1,800	1,780	20
Village Hall Maintenance	1,500	700	651	49
Capital Outlay				
New Equipment	2,000	1,700	<u>1,636</u>	64
Total Disbursements	255,050	253,700	<u>240,234</u>	13,466
10001 515201501151.				
MOTOR FUEL TAX FUND				50 000
Street Repairs	50,000	<u>50,000</u>		<u>50,000</u>
Derece reparte				

THE NOTES TO FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT

# STATEMENT OF NET POSITION-MODIFIED CASH BASIS UTILITY FUND FOR THE YEAR ENDED APRIL 30, 2017

	Business Type Activity Utility Fund
ASSETS	
Current Assets:	
Cash & Cash Equivalents	511,472
Restricted Cash & Cash Equivalents	<u>24,517</u>
Total Current Assets	535,989
Long-Term Assets:	
Capital Assets - Net	<u>1,231,932</u>
Total Long Term Assets	1,231,932
Total Assets	<u>1,767,921</u>
LIABILITIES Current Liabilities: Due to Others Total Current Liabilities  Long Term Liabilities  Total Liabilities	7,925 7,925 ————————————————————————————————————
NET POSITION Invested in Capital Assets, Net of Related Debt Restricted per Debt Covenants Unrestricted	1,231,932 24,517 
Total Net Position	<u>1,759,996</u>

# STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION MODIFIED CASH BASIS UTILITY FUND FOR THE YEAR ENDED APRIL 30, 2017

	Utility Fund
OPERATING REVENUES  Water Charges Garbage/Recycling Charges Sewer Charges Administration Fee Capital Improvement Fee Landfill Host Fees Miscellaneous Charges Total Operating Revenues	102,887 31,556 46,105 6,142 26,740 97,707 275 311,412
OPERATING EXPENSES  Water Department Sewer Department Depreciation Total Operating Expenses  Operating Income (Loss)	99,128 99,842 58,672 257,642
Non-Operating Revenues (Expenses): Interest Income Transfers to General Fund Total Non-Operating Income (Loss)	731 ( <u>53,900)</u> ( <u>53,169</u> )
CHANGE IN NET POSITION	601
Net Position At April 30, 2016	1,759,395
At April 30, 2017	<u>1,759,996</u>

# CASH FLOW STATEMENT - UTILITY FUND FOR THE YEAR ENDED APRIL 30, 2017

	Business-Type Activity Utility Fund
Cash Flows from Operating Activities	
Cash Received from Service Users Cash Payments for Goods and Services Cash Payments to Employees	311,412 ( 187,790) ( <u>11,180</u> )
Net Cash from Operating Activities	112,442
Cash Flow from Capital and Related Financial Activities	
Transfers to General Fund	( 53,900)
Cash Flow from Investing Activities:	
Interest	731
Net Increase in Cash and Cash Equivalents	59,273
Cash and Cash Equivalents April 30, 2016 Cash and Cash Equivalents April 30, 2017	476,716 535,989
Reconciliation of Operating Income to Net Cash Provided by Operating Activities:	
Operating Income (Loss) Depreciation	53,770 58,672
Net Cash from Operating Activities	112,442

#### NOTES TO FINANCIAL STATEMENTS APRIL 30, 2017

### NOTE A: Significant Accounting Policies

The Village of Creston was organized under the provisions of an act of the General Assembly of the State of Illinois and was created in 1865, and includes an estimated population of 662.

As further discussed in Note A, these financial statements are presented on a modified cash basis of accounting. This modified cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements.

#### a. REPORTING ENTITY

In evaluating how to define the Village of Creston, for financial reporting purposes, management has considered all potential component units. The Governmental Accounting Standards Board (GASB) has set forth criteria to be considered in determining financial accountability defined in GASB Statement 14 and amended by GASB Statement 39. These statements require a potential component unit to be discretely presented and reported within the Village's financial statements if they have significant resources for the direct benefit of the Village. Based upon the application of these criteria, there are no component units included in this report.

#### b. BASIS OF PRESENTATION

#### Government-wide Financial Statements

The Statement of Net Position-Modified Cash Basis and the Statement of Activities-Modified Cash Basis display information about the Village as a whole. These statements distinguish between activities that are governmental which are normally supported by taxes and intergovernmental revenues, and those that are considered business-type activities which rely to a significant extent on fees and charges. Program revenues include charges paid by the recipients of the goods or services offered by the programs and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which program or function is self-financing or draws from the general revenues of the Village.

Internal activity between funds are eliminated in the government wide statement of activities.

Net assets should be reported as restricted when constraints placed on net asset use are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws

#### NOTES TO FINANCIAL STATEMENTS APRIL 30, 2017

#### NOTE A: Significant Accounting Policies (continued)

or regulations of other governments or imposed by law or enabling legislation. The net assets restricted for other purposes result from special revenue funds and the restrictions on their net asset use. Government wide financial statements omit fiduciary funds and fiduciary-type component units in their presentation.

#### Fund Financial Statements

The accounts of the Village of Creston are maintained on the basis of funds, each of which are considered a separate accounting entity. The operation of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Funds are organized into two major categories: governmental and proprietary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the Village or meets the following criteria:

- 1. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type, and
- 2. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The following are the description for all fund categories presently in use by the Village of Creston.

Governmental Funds - Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which the may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following are the Village's major governmental funds:

General Fund - The General Fund is the primary operating fund of the Village. The General Fund is for all financial resources except those required to be accounted in another fund.

#### NOTES TO FINANCIAL STATEMENTS APRIL 30, 2017

# NOTE A: Significant Accounting Policies (continued)

Special Revenue Funds - are used to account for the proceeds of specific revenue sources and legally restricted to expenditures for specific purposes. The Village has one such fund and it not considered a major fund.

Motor Fuel Tax Fund - is used to account for the receipt of Motor Fuel Tax revenue from the State of Illinois and legally restricted to expenditures for maintenance and upkeep of Village roads.

Governmental fund financial statements include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

#### Proprietary Funds Enterprise Fund

Enterprise funds are used to account for a government's ongoing activities which are similar to those often found in the private sector (business-type activities provided to the general public). These activities are financed primarily by user charges, and the measurement of financial activity focuses on net income measurement similar to the private sector. The Village operates one such fund:

<u>Utility Fund</u> - To account for the Village's water, sewer, recycling, garbage collection, and landfill tipping fee operations.

# C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus is term used to describe "how" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

#### Measurement Focus

In the government-wide Statement of Net Position-Modified Cash Basis and the Statement of Activities-Modified Cash Basis, both governmental and business-like activities are presented using the economic resources measurement focus, within the limitations of the modified cash basis of accounting as defined in item 2 below.

#### NOTES TO FINANCIAL STATEMENTS APRIL 30, 2017

#### NOTE A: Significant Accounting Policies (continued)

In the fund financial statements, the "current financial resources" measurement or the "economic resources" measurement focus, as applied to the modified cash of accounting is used as appropriate:

- 1. All governmental funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- 2. A proprietary fund utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent, financial, or nonfinancial) associated with their activities are reported when it is a result of cash transaction. Proprietary fund equity is classified as net position.

#### Basis of Accounting

In the government-wide Statement of Net Position-Modified Cash Basis and Statement of Activities-Modified Cash Basis and the fund financial statements, governmental, and business-like activities are presented using a modified cash basis of accounting. This basis recognizes assets, liabilities, net position/fund balance, revenues received, and expenditures disbursed when they result from cash transactions with a provision for depreciation in the government-wide and proprietary fund statements. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

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

If the Village utilized the basis of accounting recognized as generally accepted, the fund financial statements for governmental funds would use the modified accrual basis of accounting, while the fund financial statements for proprietary fund types would use the accrual basis of accounting. All government-wide financials would be presented on the accrual basis of accounting.

#### NOTES TO FINANCIAL STATEMENTS APRIL 30, 2017

#### Significant Accounting Policies (continued) Note A:

#### d. Assets and Liabilities

#### Cash and Cash Equivalents

For the purpose of financial reporting, cash includes all checking and savings accounts, certificates of deposit with an original maturity date of 90 days or less, and money-market accounts.

#### Investments

Village investments are certificates of deposits with an original maturity date of greater than 90 days. Certificate of deposit investments are stated at carrying value which approximates fair market value.

#### Capital Assets

The Village's modified cash basis of accounting reports capital assets resulting from cash transactions and reports depreciation where appropriate. The accounting treatment over capital assets depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide statements of fund financial statements. In the government-wide statements, capital assets arising from cash transactions are accounted for assets in the Summary of Net Position-Modified Cash Basis. Capital assets include land, land improvements, buildings and equipment, owned by the Village and are stated at historical cost or estimated historical cost. In applying the transition provisions for retroactive reporting of infrastructure assets, the Village is not required to retroactively report its major general infrastructure assets of roads and bridges, and has not done so. Expenditures must meet a minimum capitalization dollar threshold to be included in the Village's capital asset depreciation schedule. If the dollar threshold is not met then the item is written off during the current period. The dollar threshold amounts are for land, \$12,500 for land improvements, \$25,000 for building and building improvements, \$1,000 for office furniture/equipment and computers, \$2,500 for machinery, equipment, and vehicles, and \$100,000 for water and sewer systems, and streets.

Depreciation for governmental-type capital assets is provided using the straight-line method over the estimated life of the asset. A modified half year convention of depreciation is recorded in the

#### NOTES TO FINANCIAL STATEMENTS APRIL 30, 2017

# NOTE A: Significant Accounting Policies (continued)

first and last year of acquisition regardless of the month the capital asset is acquired or sold. Depreciation lives in years for property items within each asset classification are as follows:

Buildings	40	Office Furniture & Equipment	5
Buildings Improvement	20	Machinery & Equipment	7
Land Improvements	20	Vehicles	7
Roads	40	Computer Hardware	5

Depreciation for business-type activity (Enterprise Fund) is provided using the straight-line over the estimated useful life of the asset. A full year of depreciation is recorded in the year of acquisition regardless of the month the capital asset is acquired. Depreciation lives in years for property items within each asset classification are:

Water System 25 Sewer System 25

In the fund financial statements, capital assets arising from cash transactions acquired for use in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets acquired for use in proprietary fund operations are accounted for the same as in the government-wide statements.

Governments are required to evaluate prominent events of changes in circumstances affecting capital assets to determine whether impairment of a capital asset has occurred. Impairment of a capital asset is defined as a significant, unexpected decline in the service utility of a capital asset. The significant and unexpected decline is based upon events or changes in circumstances that were not anticipated when the capital asset was placed into service. Service utility is the usable capacity that at acquisition was expected to be used to provide service, as distinguished from the level of utilization, which is the portion of the usable capacity currently being used. The five indicators of an impairment of a governmental capital assets are: 1) Evidence of physical damage, such as, for a building, damage by fire or flood, to the degree that restoration efforts are needed to restore service utility, 2) Change in legal or environmental factors, such as a water treatment plant that cannot meet (and cannot be modified to meet) new water quality standards, 3) Technological developments or evidence of obsolescence, such as that related to diagnostic equipment that is rarely used because new equipment is better, 4) A change in the manner or expected duration of usage of a capital asset, such as closure of a school prior to the end of its useful life, 5) Construction stoppage, such as stoppage of construction of a building due to lack of funding. The Village does not have any capital assets that are deemed impaired.

#### NOTES TO FINANCIAL STATEMENTS APRIL 30, 2017

# NOTE A: Significant Accounting Policies (continued)

# e. Revenues, Expenditures, and Expenses

#### Program Revenues

In the Statement of Activities-Modified Cash Basis, modified cash basis revenues that are derived directly from each activity or from parties outside the Village's taxpayers are reported as program revenues. The Village has the following program revenues: General Government-Licenses and fees, farm rental, building permits, fines and miscellaneous charges.

All other governmental revenues are reported as general. All taxes are classified as general revenue even if restricted for a specific purpose.

## Operating Revenue and Expenses

Operating revenues and expenses for proprietary funds result from providing services and producing and delivering goods and/or services. They also include all revenues and expenses not related to capital and related financing, noncapital financing, or investing activities. Business type activities program revenues consist of water charges, garbage and recycling charges, sewer charges, landfill host fees and other miscellaneous charges.

#### Property Taxes

The Village adopted and passed its ordinance levying taxes December 6, 2016. This levy for 2016 real estate taxes was due in two equal installments on June 9, 2017, and September 1, 2017. The County Collector, by state statute, has the power to put all unpaid tax bills up for auction the last Monday in October. January 1 is the effective lien date. It is the Village's intention that property taxes generated from the 2015 tax levy be used to finance the operating budget of the fiscal year ending April 30, 2017. Property taxes are recognized when received, as is consistent with the modified cash basis of accounting. Therefore, property tax receipts represent the receipts generated by the 2015 tax levy. The 2016 tax levy is intended to fund the Village's 2017-18 fiscal year.

#### Compensated Absences

All Village employees qualifying for vacation or sick pay are elected or appointed Village officials whose salaries are based on the annual appropriation. Vacation and sick leave are considered part of appropriated annual salaries and are expensed monthly. All other employees are considered part-time and not entitled to compensated absences.

#### Budget

The Village does not use an operating budget; it legally adopts an annual appropriation ordinance which gives the Village legal authority to expend funds in accordance with Illinois State Statutes.

#### VILLAGE OF CRESTON

#### NOTES TO FINANCIAL STATEMENTS APRIL 30, 2017

## NOTE A: Significant Accounting Policies (continued)

This is prepared and maintained using a modified cash basis method of accounting. This is the same basis that is used for financial statement presentation. Annual appropriations are adopted for the General Fund and the Utility Fund but not the MFT Fund. All unexpended appropriations of previous years are re-appropriated. The ordinance was passed on July 5, 2016 and was amended June 6, 2017. The Village doe not utilize an encumbrance system. Legal spending control is at the fund level, but management control is exercised at the budgetary line item level within each fund. The Board may make transfers between funds, but no appropriation may be reduced below an amount sufficient to cover obligations.

#### Short-term Interfund Receivables/Payables

During the course of operations, numerous transactions may occur between individual funds for goods provided or services rendered. These receivables and payables, if any, are classified as "due from other funds" or "due to other funds" on the balance sheet. Short term loans, if any, are also classified as "due from other funds" or due to other funds".

#### Inter-fund Transactions

Quasi-external transactions are accounted for as revenues or expenditures. Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed.

#### Use of Estimates

The preparation of financial statements in a special purpose reporting basis of accounting used by the Village requires management to make estimates and assumptions that affect certain reported amounts and disclosures (such as estimated useful lives in determining depreciation expense); accordingly actual results could differ from those estimates.

#### f. Fund Balance Reporting

The Village adopted GASB Statement 54 August 6, 2013. This statement is intended to improve the usefulness of the amount reported in fund balance by providing more structured classifications. This statement applies to "governmental" fund balances reported in the General Fund, Special Revenue Funds Debt Service Funds, Capital Projects Funds, and Permanent Funds. This statement does not apply to Enterprise Finds, Internal Service Funds and Fiduciary Funds.

#### NOTES TO FINANCIAL STATEMENTS APRIL 30, 2017

# NOTE A: Significant Accounting Policies (continued)

Currently fund balance is classified as "reserved" or "unreserved". GASB 54 will change how fund balance is reported. The hierarchy of five (5) possible GASB 54 classifications is as follows:

Non-spendable Fund balance includes amounts not in spendable form (such as inventory or pre-paid items), or amounts required to be maintained in tact legally or contractually.

Restricted Fund includes amounts constrained for a specific purpose by external parties (e.g., grantors, bondholders, and higher levels of government) through constitutional provisions or by enabling legislation.

Committed Fund balance includes amounts constrained for a special purpose by a government using its highest level of decision making authority. To be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

Assigned Fund balance includes General Fund amounts intended for a specific purpose by a governing board or by an official that has been delegated authority to assign amounts. For all other governmental funds besides the General Fund, this balance would include any remaining positive amount not classified as non-spendable, restricted, or committed.

<u>Unassigned Fund</u> balance includes amounts (if any) that are available for any purpose. This balance is only reported in the General Fund.

In addition to the disclosures already mentioned, Statement 54 requires governments to disclose:

- Additional detail regarding the purpose of restrictions, commitments, and assignments if the required level of detail is not met on the face of the balance sheet.
- The decision making authority and formal action, if any, that result in commitments of fund balance.
- The bodies of persons with authority to express intended uses of resources that result in assigned fund balance.
- The order in which a government assumes restricted, committed, assigned, and unassigned amounts are spent when amounts in more than one classification are available for a particular purpose.
- Information about minimum fund balance policies, if the government has one.
- The purpose for each major special revenue fund, identifying which revenues and other resources are reported in each of those funds.

Creston considers restricted funds then unrestricted amounts to have been spent when an expenditure is incurred for purposes that either funds is available.

#### NOTES TO FINANCIAL STATEMENTS APRIL 30, 2017

# NOTE A: Significant Accounting Policies (continued)

As of April 30, 2017, the Village's fund balances are classified as follows:

Restricted Purpose:	General <u>Fund</u>	Special Revenue	Totals
Roads Donated Funds	9,887 9,887	97,109 - 97,109	97,109 9,887 106,996
Committed: Subdivisions	<u>66,873</u>		66,873
Unassigned	791,080 <u>867,840</u>	 <u>97,109</u>	791,080 964,949

#### NOTE B: Cash and Investments

It is the policy of the Village to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands and conforming to all state and local statutes governing the investment of public funds. The primary objectives of the policy are safety (preservation of capital and protection of investment principal), liquidity and yield.

Permitted investments are bonds, notes, certificates of indebtedness, treasury bills or other securities which are guaranteed by the full faith and credit of the United States of America as to principal and interest; in bonds, notes and debentures of the United States of America or its agencies; interest bearing savings accounts, certificates of deposits or time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act. It is their policy to require collateral agreements to cover uninsured amounts (amounts in excess of F.D.I.C.) held at banks.

#### Custodial Credit Risk-Deposits

At April 30, 2017, the reported amount of the Village's deposits was \$1,023,402 and the balance per the banks was \$1,024,185. Of that bank balance \$500,000 was covered by federal depository insurance and \$433,661 was covered by collateral (and considered not at risk). \$90,524 is considered at risk. \$536,286 was invested in the Illinois Funds Money Market Pool and has not been classified for custodial credit risk.

#### Investments

Investments consist of certificates of deposits with an original maturity date in excess of ninety days and monies maintained in accounts with the Illinois Funds Money Market (formerly known as

#### NOTES TO FINANCIAL STATEMENTS APRIL 30, 2017

# NOTE B: Cash and Investments (continued)

IPTIP). Illinois Funds Money Market is an external investment pool created by the Illinois General Assembly in 1975. Its primary purpose is to provide Public Treasurers and other custodians of public funds with an alternative investment vehicle will enable them to earn a competitive rate of return on fully collateralized investments on fully collateralized investments, while maintaining immediate access to invested funds.

The monies invested by the individual participants are pooled together and invested in U.S. Treasury bills backed by the full faith and credit of the U.S. Treasury, and U.S. Agency securities, backed by an implied full faith and credit guarantee of the U.S. Government. In addition, monies are invested in commercial paper of the highest rated U.S. firms, in collateralized repurchase agreements, and U.S. Government mutual funds that invest in U.S. Government obligations and collateralized repurchase agreements. The repurchase agreements are collateralized at 102% with U.S. Treasury and Agency obligations and collateral is checked daily to determine sufficiency. Individual participants maintain separate investment accounts representing a proportionate share of the pool assets and its respective collateral; therefore no collateral is identified with each participant's account.

At April 30, 2017 the Village had the following investments:

Illinois Funds		536,286
Certificate of deposit	(18 month (.	75%) <u>265,887</u>
001011111111111111111111111111111111111		<u>802,173</u>

## NOTE C: Capital Assets

Capital Assets - Governmental Funds

Land Farmland Total Land Depreciable Assets: Village Hall Stormwater Drain Computer	Balance April 30, 2016 5,000 47,620 52,620 70,000 127,529 1,700	Additions	Deletions	Balance April 30, 2017 5,000 47,620 52,620 70,000 127,529 1,700 11,295
Equipment	11,295 210,524 ( 89,730)			210,524 (_97,053)
Accum. Depreciation Net Capital Assets	( <u>89,730</u> ) 120,790	( <u>7,319</u> )		<u>113,471</u>

#### NOTES TO FINANCIAL STATEMENTS APRIL 30, 2017

# NOTE C: Capital Assets (continued)

Capital Assets-Busine	_	Utilit	y Fund	
Sanitary Sewer Equipment Vehicles	Balance April 30, 2016 2,038,701 258,551 10,605	Additions	Deletions	Balance April 30, 2017 2,038,701 258,551 10,605
Total	2,307,857	~	-	2,307,857
Accum. Depreciation	(1,017,253)	( <u>58,672</u> )		( 1,075,925)
Net Capital Assets	1,290,604	( <u>58,672)</u>		<u>1,231,932</u>

#### NOTE D: Due to Others

The Village has received transition fees from various developers due to various other taxing bodies.

#### NOTE E: Restricted Funds

Utility Fund - Debt Covenants and Funding Requirements

The Village of Creston is required by the Sewer Bond Ordinance and the United States Department of Agriculture Rural Development to fund a depreciation account in the following manner:

The Depreciation Account requires monthly deposits of \$200 until it contains \$24,000 at the ten year anniversary of the bond ordinance (2005). The current balance is \$24,517.

#### Governmental Fund

Motor Fuel Tax Funds are restricted for street and highway expenditures by the Illinois Department of Transportation.

#### NOTE F: Legal Debt Margin

Assessed Valuation - 2016 Levy	<u>\$7,998,949</u>
Statutory Debt Limitation at 8.6258% of Assessed Valuation	689,973
General Obligation Debt	_
Legal Debt Margin	<u>689,973</u>

### NOTES TO FINANCIAL STATEMENTS APRIL 30, 2017

NOTE G: Risk Management and Litigation
The Village is exposed to various risks of losses related to torts;
theft of, damage to, and destruction of assets; errors and omissions;
injuries to employees and natural disasters. The Village has obtained
coverage from a commercial insurance company for this exposure. Risk
management expenditures are accounted for in the General Fund.
Management believes such coverage is sufficient to preclude significant
uninsured losses to the Village. There have been no settlement amounts
which have exceeded insurance coverage in the last three years.

NOTE H:	INTERFUND TRANSFERS	To	From
	General Fund Utility Fund	53,900 - <u>53,900</u>	53,900 53,900

# OTHER INFORMATION

# VILLAGE OF CRESTON, ILLINOIS ASSESSED VALUATION, RATES, EXTENSIONS AND COLLECTIONS APRIL 30, 2017

	Assessed Valuation	Combined	Corporate	⅓ Road and Bridge
2016 Levy	7,998,949			
Tax Rate		<u>.20781</u>	<u>.20781</u>	
Tax Extension		<u>22,889</u>	<u>16,623</u>	<u>6,266</u>
Tax Collections				-
2015 Levy	8,057,886			
Tax Rate		<u>.19648</u>	.19648	
Tax Extension		<u>21,916</u>	<u>15,832</u>	<u>6,084</u>
Tax Collections		<u>21,787</u>	<u>15,705</u>	<u>6,082</u>
2014 Levy	8,315,312			
Tax Rate		<u>.18134</u>	<u>.18134</u>	
Tax Extension		<u>22,460</u>	<u>15,079</u>	<u>7,381</u>
Tax Collections		<u>22,195</u>	<u>15,031</u>	<u>7,164</u>
2013 Levy	8,232,661			
Tax Rate		<u>.17461</u>	<u>.17461</u>	<del>-</del>
Tax Extension		<u>21,513</u>	<u>14,375</u>	<u>7,138</u>
Tax Collections		<u>20,782</u>	<u>14,321</u>	<u>6,461</u>