

ANTRIM COUNTY ROAD COMMISSION
BASIC FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

ANTRIM COUNTY
BOARD OF COUNTY ROAD COMMISSIONERS

Jerome Dobrzelewski
Commissioner

Glenn Paradis
Commissioner

Frederick Hunt
Commissioner

Burt Thompson
Engineer/Manager

Dale Farrier
Office Manager

**ANTRIM COUNTY ROAD COMMISSION
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INDEPENDENT AUDITOR'S REPORT

March 25, 2014

Board of County Road Commissioners
Antrim County
Mancelona, MI 49659

Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities and major fund of the Antrim County Road Commission, a component unit of Antrim County, Michigan, as of and for the year ended December 31, 2013 and the related notes to the financial statements, which collectively comprise the Road Commission'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

My responsibility is to express opinions on these financial statements based on my audit. I conducted my 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Antrim County Road Commission as of December 31, 2013 and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 through 8 and 26 through 27 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. I 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 my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Antrim County Road Commission's basic financial statements. Other supplementary information listed in the Table of Contents is presented for purposes of additional analysis and is not a required part of 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 themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated March 25, 2014, on my consideration of Antrim County Road Commission's internal control over financial reporting and on my 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 my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Antrim County Road Commission's internal control over financial reporting and compliance.



Thomas R. Zick CPA, P.C.
Certified Public Accountant

ANTRIM COUNTY ROAD COMMISSION MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Antrim County Road Commission's financial performance provides an overview of the Road Commission's financial activities for the calendar year ended December 31, 2013. This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the Road Commission and present a longer-term view of the Road Commission's finances. Fund financial statements tell how these services were financed in the short-term, as well as what remains for future spending. Fund financial statements also report the road commission's operations in more detail than government-wide financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of four parts—management's discussion and analysis (this section), the basic financial statements, required supplementary information, and an additional section that presents the operating fund broken down between primary, local and county funds. The basic financial statements include two types of statements that present different views of the Road Commission:

The first two statements are government-wide financial statements that provide both long-term and short-term information about the Road commission's overall financial status. These statements report information about the Road Commission as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid. The two government-wide statements report the Road commission's net position and how it has changed. "Net Position" is the difference between the assets and liabilities—this is one way to measure the Road Commission's financial health or position.

The remaining statements are fund financial statements that focus on individual funds; reporting the operations in more detail that the government-wide statements.

REPORTING THE COMMISSION AS A WHOLE

Government-Wide Statements

The Statement of Net Position and the Statement of Activities report information about the Road Commission, as a whole, and about its activities in a way that helps answer the question of whether the Road commission, as a whole, is better off or worse off as a result of the year's activities. The Statement of Net Position includes all of the Road Commission's assets and liabilities using the accrual basis of accounting, which is similar to the accounting method used by most private-sector companies. All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid.

The two statements, mentioned above, report the road commission's net position and how it has changed. The reader can think of the road commission's net position (the difference between assets and liabilities) as one way to measure the road commission's financial health or financial position. Over time, increases or decreases in the road commission's are one indicator of whether its financial health is improving or deteriorating, respectively. To access the overall health of the road commission you need to consider additional nonfinancial factors such as changes in the county's property tax base, the condition of the road commission's roads, and changes in the law related to the gas taxes and its distribution.

Fund Financial Statements

The road commission currently has only one fund, the general operations fund. All of the road commission's activities are accounted for in this fund. The general operations fund is a governmental fund type. Our analysis of the road commission's major fund begins on this page. The fund financial statements begin on page 11 and provide detailed information about the major fund.

**ANTRIM COUNTY ROAD COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
(CONTINUED)**

Governmental funds focus on how money flows into and out of this fund and the balances left at year end that is available for spending. This fund is reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the road commission's general governmental operations and the basic service it provides. Governmental fund information helps the reader to determine whether there are more or fewer financial resources that can be spent in the near future to finance the road commission's services. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and the governmental fund in a reconciliation following the fund financial statements.

FINANCIAL ANALYSIS OF THE ROAD COMMISSION AS A WHOLE

The road commission's net position decreased 1.5% from \$29,904,313 to \$29,450,218 as of December 31, 2013. The net position is summarized below.

Net Position

Restricted net position is those assets that have constraints placed on them by either: a) by creditors, grantors, contributors, or laws or regulations of other governments; b) by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the government to assess, levy, charge or otherwise mandate payment of resources and includes a legally enforceable requirement that those resources be used for only the specific purpose stipulated in the legislation. As such all assets (except for assets invested in capital assets, net of related debt) are considered restricted.

The investment in capital assets, net of related debt, was \$28,113,734 at December 31, 2012 and \$27,899,208 as of December 31, 2013.

Net position as of year ended December 31, 2013 and December 31, 2012

	<u>12/31/2013</u>	<u>12/31/2012</u>	Increase/ <u>(Decrease)</u>
Current and Other Assets	\$ 2,436,366	\$ 2,433,666	\$ 2,700
Capital Assets (Net)	<u>27,899,208</u>	<u>28,113,734</u>	<u>(214,526)</u>
Total Assets	<u>30,335,574</u>	<u>30,547,400</u>	<u>(211,826)</u>
Long-Term Debt Outstanding	424,972	367,570	57,402
Other Liabilities	<u>460,384</u>	<u>275,517</u>	<u>184,867</u>
Total Liabilities	<u>885,356</u>	<u>643,087</u>	<u>242,269</u>
Net Position			
Net Investment in Capital Assets	27,899,208	28,113,734	(214,526)
Restricted	<u>1,551,010</u>	<u>1,790,579</u>	<u>(239,569)</u>
Total Net Position	<u>\$29,450,218</u>	<u>\$29,904,313</u>	<u>\$ (454,095)</u>

**ANTRIM COUNTY ROAD COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
(CONTINUED)**

Changes in Net Position

A summary of changes in net position follows:

	<u>12/31/2013</u>	<u>12/31/2012</u>	<u>Increase/ (Decrease)</u>
Revenues			
Licenses and Permits	\$ 37,645	\$ 35,826	\$ 1,819
Federal Grants	-	111,217	(111,217)
State Grants	3,421,407	3,360,484	60,923
Contributions from Local Units	1,306,123	1,125,756	180,367
Reimbursements/Miscellaneous	11,093	4,685	6,408
Charges for Services	884,579	634,587	249,992
Interest and Rents	<u>736</u>	<u>2,551</u>	<u>(1,815)</u>
Total Program Revenue	<u>5,661,583</u>	<u>5,275,106</u>	<u>386,477</u>
Expenditures			
Public Works	<u>6,115,678</u>	<u>5,526,445</u>	<u>589,233</u>
Total Expenditures	<u>6,115,678</u>	<u>5,526,445</u>	<u>589,233</u>
Increase (Decrease) in Net Position	<u>\$ (454,095)</u>	<u>\$ (251,339)</u>	<u>\$ (202,756)</u>

The Road Commission's Fund

The Road Commission's general operations fund is used to control the expenditures of Michigan Transportation Fund monies distributed to the county which are earmarked by law for road and highway purposes.

A summary of changes in the Operating Fund is as follows:

	<u>12/31/2013</u>	<u>12/31/2012</u>	<u>Increase/ (Decrease)</u>
Revenues			
Licenses and Permits	\$ 37,645	\$ 35,826	\$ 1,819
Federal Grants	-	111,217	(111,217)
State Grants	3,421,407	3,360,484	60,923
Contributions from Local Units	1,306,123	1,125,756	180,367
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**ANTRIM COUNTY ROAD COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
(CONTINUED)**

	<u>12/31/2013</u>	<u>12/31/2012</u>	<u>Increase/ (Decrease)</u>
Expenditures			
Public Works	5,726,068	4,948,504	777,564
Net Capital Outlay	117,682	310,151	(192,469)
Debt Service	-	-	-
Total Expenditures	<u>5,843,750</u>	<u>5,258,655</u>	<u>585,095</u>
Excess of Revenues Over (Under)			
Expenditures	(182,167)	16,451	(198,618)
Fund Balance - January 1	<u>2,158,149</u>	<u>2,141,698</u>	<u>16,451</u>
Fund Balance - December 31	<u>\$ 1,975,982</u>	<u>\$ 2,158,149</u>	<u>\$ (182,167)</u>

BUDGETARY HIGHLIGHTS

Prior to the beginning of any year, the road commission's budget is compiled based upon certain assumptions and facts available at that time. During the year, the road commission board acts to amend its budget to reflect changes in these original assumptions, facts and/or economic conditions that were unknown at the time the original budget was compiled. In addition, by policy, the board reviews and authorizes large expenditures when requested throughout the year.

The final amended revenue budget for 2013 was \$583,168 higher than the original budget primarily due to an increase in State trunkline maintenance revenue, township contributions, and state aid.

The final amended expenditure budget for 2013 was \$1,470,000 higher than the original budget primarily due to the road commission budgeting for additional primary road maintenance and preservation and local road maintenance and preservation and state trunkline maintenance expenses. The actual expenditures incurred during 2013 were less than the final amended budget by \$281,250. There were several unfavorable variances in expenditure line items.

**ANTRIM COUNTY ROAD COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
(CONTINUED)**

Capital Assets

As of the respective year-ends, the road commission had invested the following in net capital assets including infrastructure as follows:

	<u>12/31/2013</u>	<u>12/31/2012</u>	<u>Increase/ (Decrease)</u>
Capital assets not being depreciated:			
Land and Improvements	\$ 119,860	\$ 119,860	\$ -
Infrastructure and Land Improvements	<u>15,308,221</u>	<u>15,082,063</u>	<u>226,158</u>
Subtotal	<u>15,428,081</u>	<u>15,201,923</u>	<u>226,158</u>
Capital assets being depreciated:			
Buildings	2,479,271	2,470,421	8,850
Equipment - Road	6,847,630	6,375,088	472,542
Equipment - Shop	188,238	166,956	21,282
Equipment - Office	86,731	88,630	(1,899)
Equipment - Engineering	50,521	50,979	(458)
Equipment - Yard & Storage	943,749	943,749	-
Infrastructure - Bridges	1,385,552	1,385,552	-
Infrastructure - Roads	<u>25,679,387</u>	<u>24,859,701</u>	<u>819,686</u>
Subtotal	<u>37,661,079</u>	<u>36,341,076</u>	<u>1,320,003</u>
Total Capital Assets	<u>53,089,160</u>	<u>51,542,999</u>	<u>1,546,161</u>
Total Accumulated Depreciation	<u>25,189,952</u>	<u>23,429,265</u>	<u>1,760,687</u>
Total Net Capital Assets	<u>\$ 27,899,208</u>	<u>\$ 28,113,734</u>	<u>\$ (214,526)</u>

The Road Commission capitalized infrastructure and related assets during the current year in the amount of \$1,583,939. The infrastructure recorded, during 2013 will be depreciated in following years. The infrastructure is financed through Federal, State and local contributions

Major capital asset additions included the following by year:

	<u>12/31/2013</u>	<u>12/31/2012</u>	<u>Increase/ (Decrease)</u>
Various Resurfacing Projects and Related Costs-Infrastructure	\$ 1,045,844	\$ 933,360	\$ 112,484
Equipment	<u>538,095</u>	<u>633,068</u>	<u>(94,973)</u>
Total Additions	<u>\$ 1,583,939</u>	<u>\$ 1,566,428</u>	<u>\$ 17,511</u>

There were no installment purchase agreements entered into during 2013. All the equipment was acquired with road commission funds.

**ANTRIM COUNTY ROAD COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
(CONTINUED)**

Debt

At the year-end, the road commission had \$0 in bonds payable. Other long-term debt is accrued vacation and sick pay leave and retiree health insurance liability (OPEB).

In 2013, the Road Commission does not anticipate borrowing or financing any debt related to the acquisition of capital assets.

Economic Factors and Next Year's Budget

The Board of County Road Commissioners, along with the road commission's fiscal and chief administrative officers, considered many factors when setting the calendar year 2014 budget. These factors included MTF collection forecasts, the economy, township contributions, MDOT's maintenance budget and various others. We are projecting an increase in revenues for 2014 primarily due to additional Federal project revenue. The MTF funds are starting the year 2014 slightly up from 2013 due to higher registration fees being collected which are offsetting reduced fuel tax collections. Fuel prices could also affect our 2014 results. Budget adjustments may be necessary during 2014 if these trends continue.

This financial report is designed to provide the public, citizens and other interested parties a general overview of the road commission's finances and to show the road commission's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the Antrim County Road Commission's administrative offices at 319 E. Lincoln St., P.O. Box 308, Mancelona, MI 49659, phone 231-587-8521.

**ANTRIM COUNTY ROAD COMMISSION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2013**

Program Expenses	
Primary Road Maintenance	\$ 1,994,178
Local Road Maintenance	3,009,454
Net Equipment Expense	(7,841)
Net Administrative Expense	384,904
State Trunkline Maintenance / Non-Maintenance	<u>734,983</u>
Total Program Expenses	<u>6,115,678</u>
Program Revenue	
License and Permits	37,645
State Grants	3,421,407
Contributions From Local Units/Other	1,306,123
Charges for Services	884,579
Reimbursements/Miscellaneous	<u>7,093</u>
Total Program Revenue	<u>5,656,847</u>
Net Program Revenue	<u>(458,831)</u>
General Revenue	
Investment Income	736
Gain on Disposal of Equipment	<u>4,000</u>
Total General Revenue	<u>4,736</u>
Change in Net Position	<u>(454,095)</u>
Net Position	
Beginning of Year	<u>29,904,313</u>
End of Year	<u>\$ 29,450,218</u>

See Notes to Financial Statements

**ANTRIM COUNTY ROAD COMMISSION
BALANCE SHEET
GOVERNMENTAL FUND
DECEMBER 31, 2013**

	<u>General Operating Fund</u>
ASSETS	
Cash Demand and Time Deposits	\$ 1,207,794
Accounts Receivable:	
Due from State	648,369
Sundry	22,680
Inventories	
Road Materials	402,766
Equipment Parts and Materials	114,073
Prepaid Expenses	<u>40,684</u>
TOTAL ASSETS	<u>\$ 2,436,366</u>
 LIABILITIES	
Accounts Payable	\$ 169,079
Accrued Liabilities	80,122
Advances from Governmental Units	<u>199,004</u>
TOTAL LIABILITIES	448,205
 DEFERRED INFLOWS OF RESOURCES	
Unearned Revenue - Conservation Resource Alliance	<u>12,179</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>12,179</u>
 FUND BALANCE	
Fund Balance	
Non-spendable	557,523
Restricted for County Roads	<u>1,418,459</u>
TOTAL FUND BALANCE	<u>1,975,982</u>
 TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE	 <u>\$ 2,436,366</u>

ANTRIM COUNTY ROAD COMMISSION
Reconciliation of Fund Balances on the Balance Sheet
to the Statement of Net Position
DECEMBER 31, 2013

Total Governmental Fund Balance \$ 1,975,982

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

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

Capital assets at cost	53,089,160
Accumulated depreciation	(25,189,952)

Vested Employee Benefits Payable are not due and payable in the current period and are not reported in the funds	(138,877)
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Other post employment health care benefits (OPEB) are not due and payable in the current period and are not reported in the funds	<u>(286,095)</u>
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Net Position of Governmental Activities \$ 29,450,218

**ANTRIM COUNTY ROAD COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2013**

	<u>General Operating Fund</u>
REVENUES	
Licenses and Permits	\$ 37,645
State Grants	3,421,407
Contributions From Local Units / Other Contributions	1,306,123
Charges for Services	884,579
Interest	736
Other Revenue	<u>11,093</u>
 TOTAL PROGRAM REVENUE	 <u>5,661,583</u>
 EXPENDITURES	
Public Works	5,726,068
Net Capital Outlay	<u>117,682</u>
 TOTAL EXPENDITURES	 <u>5,843,750</u>
 EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	 <u>(182,167)</u>
 FUND BALANCES, BEGINNING OF YEAR	 <u>2,158,149</u>
 FUND BALANCES, END OF YEAR	 <u>\$ 1,975,982</u>

ANTRIM COUNTY ROAD COMMISSION
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balance of Governmental Funds
to the Statement of Activities
FOR THE YEAR ENDED DECEMBER 31, 2013

Net Change in Fund Balances - Total Governmental Funds	\$ (182,167)
Amounts reported for <i>governmental activities</i> 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.	
Add - Capital Outlay	1,583,939
Deduct - Depreciation Expense	(1,798,465)
Vested employee benefits payable do not require the current use of financial resources and are not reported as expenditures in the fund statements	
Deduct - increase in vested employee benefits	(499)
Increase in other post employment health care benefits (OPEB) does not require the current use of financial resources and is not reported as expenditures in the fund statements	
Deduct - increase in OPEB	<u>(56,903)</u>
Change in Net Position	<u>\$ (454,095)</u>

**ANTRIM COUNTY ROAD COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013**

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Antrim County Road Commission conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by Antrim County road commission.

REPORTING ENTITY

The Antrim County Road Commission, which is established pursuant to the County road Law (MCL 224.1), is governed by a 3 member board of county road commissioners appointed by the county board of commissioners. The road commission may not issue bonded debt without the County's approval and property tax levies for road purposes are subject to county board of commissioners' approval.

The criteria established by the governmental Accounting Standards Board (GASB) Statement NO. 14, "The Financial Reporting entity," for determining the reporting entity includes oversight responsibility, fiscal dependency, and whether the financial statements would be misleading if the component unit data were not included. Based on the above criteria, these financial statements present the Antrim County Road Commission, a discretely presented component unit of Antrim County.

The Road Commission Operating Fund is used to control the expenditures of Michigan Transportation Fund monies distributed to the county, which are earmarked by law for street and highway purposes. The board of County road commissioners is responsible for the administration of the Road Commission Operating Fund.

Basis of Presentation - Government-Wide financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Changes in Net Position) report information on all of the activities of the Antrim County Road commission. There is only one fund reported in the government-wide financial statements.

The Statement of Net Position presents the road commission's assets and liabilities with the difference being reported as either invested in capital assets, net of related debt or restricted net position.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Items not properly included among program revenues are reported instead as general revenue.

Basis of Presentation - Fund Financial Statements

Separate financial statements are provided for the operating fund (governmental fund). The operating fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions.

**ANTRIM COUNTY ROAD COMMISSION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2013**

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement focus/Basis of Accounting - Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Amounts reported as program revenue include: (1) charges to customer or applicants for goods or services or privileges provided; (2) Michigan transportation funds, State/Federal contracts and township contributions. Internally dedicated resources are reported as general revenue rather than as program revenue.

Measurement Focus/Basis of Accounting-Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected 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. Expenditures generally are recorded when a liability is incurred, as under the 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.

Michigan transportation funds, grants, permits, township contributions and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenue of the current fiscal period. All other revenue items are considered to be available only when cash is received by the government.

Cash, Cash Equivalents and Investments

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Inventories

Inventories are priced at cost as determined on the average unit cost method. Inventory items are charged to road construction and maintenance, equipment repairs and operations, as used.

Prepaid Expenses

Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid expense in both the government-wide and fund financial statements.

**ANTRIM COUNTY ROAD COMMISSION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2013**

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets

Capital assets, which include property, plant, equipment, infrastructure assets (e.g., roads, bridges and similar items), are reported in the operating fund in the government-wide financial statements. Capital assets are defined by Antrim County Road Commission as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost of purchase or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

GASB 34 requires major networks and major subsystems of infrastructure assets acquired, donated, constructed, or substantially rehabilitated since fiscal years ending after June 30, 1980 be inventoried and capitalized by the fourth anniversary of the mandated date of adoption of the other provisions of GASB 34. The Antrim County Road Commission has capitalized the current year's infrastructure, as well as the prior year's, as required by GASB 34, and has reported the infrastructure in the statement of net position.

Depreciation

Depreciation is computed on the sum-of-the-years'-digits method for road equipment and straight-line method for all other capital assets. The depreciation rates are designed to amortize the cost of the assets over their estimated useful lives as follows:

Buildings	30 to 50 years	Shop Equipment	10 years
Road Equipment	5 to 8 years	Engineering Equipment	4 to 10 years
Office Equipment	4 to 10 years	Infrastructure - Roads	8 to 30 years
Infrastructure - Bridges	12 to 50 years		

Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the operating fund statement of net position.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Budgets and Budgetary Accounting - The County Road Commission follows the requirements of the Uniform Budgeting and Accounting Act, Michigan Public Act 621 of 1978, in the preparation and execution of its annual general appropriations act. Any violations are disclosed in audits of the County Road Commission financial statements as required by law. The budgets are amended as appropriate throughout the year and lapse at year-end.

Fund Balance Classification – The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Commission is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

**ANTRIM COUNTY ROAD COMMISSION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2013**

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Commission has classified inventories and prepaid items as being nonspendable as these items are not expected to be converted to cash or are not expected to be converted to cash within the next year.

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board. These amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Commission has committed funds for future employee benefits, equipment purchases, and building replacement/renovation.

Assigned: This classification includes amounts that are constrained by the Board's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.

Unassigned: This classification includes the residual fund balance for the General Fund. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of assigned fund balance amounts.

The Board would typically use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

New Accounting Pronouncements – The Road Commission has adopted GASB Statement No. 63 which provides a new statement of net position format for reporting assets, liabilities and net position.

Deferred Outflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Road Commission has no items that qualify for reporting in this category.

Deferred Inflows of Resources

In addition to liabilities, the statement of net position and governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Road Commission has deferred revenue (unearned revenue) that qualifies for reporting in this category.

**ANTRIM COUNTY ROAD COMMISSION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2013**

NOTE B - EXCESS EXPENDITURES OVER APPROPRIATIONS

Public Act 621 of 1978, section 18 (1), as amended, provides that a County Road Commission shall not incur expenditures in excess of amounts appropriated. As presented in the financial statements for the year ended December 31, 2013 the County Road Commission incurred expenditures in certain areas which were in excess of the amounts budgeted as follows:

<u>Function</u>	<u>Total Budget</u>	<u>Amount of Expenditures</u>	<u>Budget Variance</u>
Primary Road:			
Preservation-Structural Improvements	\$ 380,000	\$ 413,865	\$ (33,865)
State Trunkline Maintenance	\$ 675,000	\$ 728,298	\$ (53,298)
State Trunkline Non-Maintenance	\$ -	\$ 6,685	\$ (6,685)
Administrative Expense - Net	\$ 380,000	\$ 384,904	\$ (4,904)

The above line items were spent in excess of their respective budgeted amounts but expenditures did not exceed the budget in total.

NOTE C - CASH AND INVESTMENTS

The balance sheet accounts and types of cash items are presented below:

<u>Balance Sheet Accounts</u>	<u>Amount</u>	<u>Cash Items</u>	<u>Amount</u>
Imprest cash	\$ 200	Imprest cash	\$ 200
Cash demand and time deposits	1,207,594	Savings and checking accounts	1,207,594
Total	<u>\$ 1,207,794</u>		<u>\$ 1,207,794</u>

DEPOSITS - At year-end the carrying amount of the road account deposits was \$1,207,594 and the bank balance was \$1,213,086. These funds are 29.1% insured by the Federal Deposit Insurance Corporation.

Investments - Act 217, PA 1982, authorized the commission to deposit and invest in the following:

- (a) bonds and other direct obligations of the United States or its agencies
- (b) certificates of deposit, savings accounts, deposit accounts, or depository receipts of federally insured banks, insured savings and loan associations or credit unions insured by the National Credit Union Administration that are eligible to be depository of surplus money belonging to the State under Section 5 or 6 of Act 105, PA 1855, as amended (MCL 21.145 and 21.146)
- (c) commercial paper rated at time of purchase within the three highest classifications established by not less than two standard rating services. Maturity cannot be more than 270 days after purchase and not more than 50 percent of any fund may be invested in commercial paper at any time
- (d) United States government or Federal agency obligation repurchase agreements

**ANTRIM COUNTY ROAD COMMISSION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2013**

NOTE C - CASH AND INVESTMENTS (CONTINUED)

- (e) bankers' acceptance of United States banks
- (f) mutual funds composed of investments which are legal for direct investments by local units of government in Michigan.

The road commission has no investments at December 31, 2013.

The Road Commission has adopted the County's investment policy, which is in accordance with the provisions of Public Act 196 of 1997.

Interest Rate Risk – The Commission does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk – State law limits investments in commercial paper, corporate bonds, and mutual bond funds to the top two ratings issued by nationally recognized statistical rating organizations. The Commission has no investment policy that would further limit its investment choices.

Custodial Deposit Credit Risk – custodial deposit credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned. State law does not require and the Commission does not have a policy for deposit custodial credit risk. As of year end \$856,785 of the Commission's bank balance of \$1,207,594 was exposed to credit risk because it was uninsured and uncollateralized.

NOTE D - STATE EQUIPMENT PURCHASE ADVANCE/STATE HIGHWAY MAINTENANCE ADVANCE

State equipment purchase advance is determined by a formula applied to the book value of equipment of the previous fiscal year. This amount is adjusted each fiscal year in accordance with the formula and would be refunded to the State Department of Transportation upon termination of the State Highway Maintenance Contract. At December 31, 2013 the amount was \$144,423.

During 2013 the State had advanced \$54,581 on the routine maintenance agreement, which would be refunded to the State Department of Transportation upon termination of the contract.

NOTE E - FEDERAL REVENUE/EXPENDITURES

Most Federal dollars recorded by the Antrim County Road Commission in prior years were for projects controlled by the Michigan Department of Transportation. Federal compliance testing of these funds will be included in the audit of MDOT and not at the local road commission level. No A-133 Single audit is required for the Antrim County Road Commission. Federal revenues totaled \$-0- for 2013.

**ANTRIM COUNTY ROAD COMMISSION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2013**

NOTE F - CAPITAL ASSETS

The following is a summary of changes in the capital assets:

	Balance <u>1/1/2013</u>	Additions	Disposals	Balance <u>12/31/2013</u>
Capital assets not being depreciated:				
Land	\$ 119,860	\$ -	\$ -	\$ 119,860
Infrastructure and Land Improvements	<u>15,082,063</u>	<u>226,158</u>	<u>-</u>	<u>15,308,221</u>
	<u>15,201,923</u>	<u>226,158</u>	<u>-</u>	<u>15,428,081</u>
Capital assets being depreciated:				
Buildings	2,470,421	8,850	-	2,479,271
Equipment - Road	6,375,088	507,183	34,641	6,847,630
Equipment - Shop	166,956	21,282	-	188,238
Equipment - Office	88,630	780	2,679	86,731
Equipment - Engineering	50,979	-	458	50,521
Equipment - Yard & Storage	943,749	-	-	943,749
Infrastructure - Bridges	1,385,552	-	-	1,385,552
Infrastructure - Roads	<u>24,859,701</u>	<u>819,686</u>	<u>-</u>	<u>25,679,387</u>
Subtotal	<u>36,341,076</u>	<u>1,357,781</u>	<u>37,778</u>	<u>37,661,079</u>
Accumulated Depreciation:				
Buildings	1,048,922	54,955	-	1,103,877
Equipment - Road	5,365,424	344,689	34,641	5,675,472
Equipment - Shop	140,470	9,171	-	149,641
Equipment - Office	76,553	6,531	2,679	80,405
Equipment - Engineering	46,041	1,980	458	47,563
Equipment - Yard & Storage	921,736	3,087	-	924,823
Infrastructure - Bridges	710,685	39,887	-	750,572
Infrastructure - Roads	<u>15,119,434</u>	<u>1,338,165</u>	<u>-</u>	<u>16,457,599</u>
Subtotal	<u>23,429,265</u>	<u>1,798,465</u>	<u>37,778</u>	<u>25,189,952</u>
Net Capital Assets Being Depreciated	<u>12,911,811</u>	<u>(440,684)</u>	<u>-</u>	<u>12,471,127</u>
Total Net Capital Assets	<u>\$ 28,113,734</u>	<u>\$ (214,526)</u>	<u>\$ -</u>	<u>\$ 27,899,208</u>

Depreciation expense was charged to operations as follows:

Primary	\$ 637,798
Local	740,254
Equipment	411,902
Administration	<u>8,511</u>
	<u>\$ 1,798,465</u>

**ANTRIM COUNTY ROAD COMMISSION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2013**

NOTE G - PENSION PLAN

Plan Description - Antrim County Road Commission participates in a defined benefit retirement plan administered by the Municipal Employee's Retirement System (MERS). The plan covers substantially all full-time employees.

The Municipal Employees Retirement System of Michigan (MERS) is a multiple-employer statewide public employee retirement plan created by the State of Michigan to provide retirement, survivor and disability benefits, on a voluntary basis to the State's local government employees in the most efficient and effective manner possible. As such, MERS is a non-profit entity which has the responsibility of administering the law in accordance with the expressed intent of the Legislature and bears a fiduciary obligation to the State of Michigan, the taxpayers and the public employees who are its beneficiaries.

The passage of HB-5525/Act No. 220, with enactment on May 28, 1996, allowed the members of MERS to vote on and determine if MERS should become an independent public corporation. The vote resulted in approval to become independent of State control and MERS began to operate as an independent public corporation effective August 15, 1996. MERS issues a financial report, available to the public, that includes financial statements and required supplementary information for the system. A copy of the report may be obtained by writing to MERS at 447 N. Canal Road, Lansing, Michigan 48917. The most recent report for which actuarial data was available was for the fiscal year ended December 31, 2012.

All full time county road union and administrative employees are eligible to participate in the system. Benefits vest after ten years of service. Union employees who retire at or after age 60 with 10 years credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 2.5 percent of the member's 5-year final average compensation per year of service. Administrative employees who retire at or after age 60 with 10 years credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 2.5 percent of the member's 3-year final average compensation per year of service. In addition, both union and administrative employees with 30 years of service can elect to retire at age 55. The system also provides death and disability benefits which are established by State Statute.

Participating county road employees are not required to contribute to the system. The county road is required to contribute the amounts necessary to fund the Michigan Municipal Employees Retirement System using the actuarial basis specified by statute.

Actuarial Accrued Liability - The actuarial accrued liability was determined as part of an actuarial valuation of the plan as of December 31, 2012. Significant actuarial assumptions used in determining the investment of present and future assets of 8.0%, (a) inflation, and (b) additional projected salary increases of 0.0% to 4.2% per year, depending on age, attributable to seniority/merit and (c) the assumption that benefits will increase 2.5% annually after retirement.

All entries are based on the actuarial methods and assumption that were used in the December 31, 2012 actuarial valuation to determine the annual employer contribution amounts. The entry age normal actuarial method was used to determine the entries at disclosure.

**ANTRIM COUNTY ROAD COMMISSION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2013**

NOTE G - PENSION PLANS (CONTINUED)

GASB 25 INFORMATION (as of 12/31/12) (Most Recent Available)

Actuarial Accrued Liability:	
Active Members	\$ 4,460,919
Retirees and Beneficiaries	7,298,404
Vested Former Members/Terminated Employees	<u>51,097</u>
Total	11,810,420
Valuation Assets (Market Value \$5,320,343)	<u>6,282,734</u>
Unfunded Accrued Liability	<u><u>5,527,686</u></u>

GASB 27 INFORMATION (as of 12/31/12)

Fiscal year beginning	January 1, 2014
Annual required contribution (ARC)	\$ 462,024

Contributions Required and Contributions Made

MERS funding policy provides for periodic employer contributions at actuarially determined rates that, expressed as percentages of annual covered payroll, are designed to accumulate sufficient assets to pay benefits when due. The normal cost and amortization payment for the fiscal year ended December 31, 2012 were determined using the entry age normal actuarial funding method. Unfunded actuarial accrued liabilities, if any, were amortized as a level percent of payroll over a period of 27 years. The following table provides a schedule of contribution amounts and percentages for recent years.

<u>Annual Pension Cost</u>			
Year Ended December 31,	Annual Pension Cost (APC)	Percentage Of APC Contributed	Net Pension Obligation
2011	420,276	100%	-0-
2012	445,465	100%	-0-
2013	441,000	100%	-0-

The County Road Commission was required to contribute \$441,000 for the year ended December 31, 2013. Payments were based on contribution calculations made by MERS.

**ANTRIM COUNTY ROAD COMMISSION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2013**

NOTE G - PENSION PLANS (CONTINUED)

Actuarial Valuation Date <u>December 31,</u>	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL)	Funded Ratio	Covered Payroll	UAAL as a % Of Covered Payroll
2010	6,379,544	11,631,035	5,251,491	55%	1,479,712	355%
2011	6,415,349	12,061,908	5,646,559	53%	1,244,877	454%
2012	6,282,734	11,810,420	5,527,686	53%	1,271,679	435%

For actuarial valuation purposes, the actuarial value of assets is determined on the basis of a calculation method that assumes the fund earns the expected rate of return (8%), and includes an adjustment to reflect market value.

NOTE H- RISK MANAGEMENT

Antrim County Road Commission is a member of the Michigan County Road Commission Self-Insurance Pool established pursuant to the laws of the State of Michigan which authorize contracts between Municipal Corporations (inter-local agreements) to form group self-insurance pools.

The Pool was established for the purpose of making a self-insurance pooling program available which includes, but is not limited to, general liability coverage, vehicle liability coverage, claims administration, and risk management and loss control services pursuant to Michigan Public Act 138 of 1982.

The Antrim County Road Commission pays an annual premium to the Pool for property (buildings and contents) coverage, vehicle and equipment liability, bodily injury, property damage and personal injury liability. The Pool agreement provides that it shall be self-sustaining through member premiums and will purchase both specific and aggregate stop-loss insurance based upon limits determined by the Pool Board of Directors.

The road commission is also self-insured for worker's compensation as a member of the County Road Association Self Insurance Fund.

NOTE I - LONG-TERM DEBT

The long-term debt of the road commission is summarized as follows:

	Balance <u>1 /01/2013</u>	Additions (Reductions)	Balance <u>12/31/2013</u>
Compensated Absences	\$ 138,378	\$ 499	\$ 138,877
Post Employment Health Care (OPEB)	<u>229,192</u>	<u>56,903</u>	<u>286,095</u>
Total	<u>\$ 367,570</u>	<u>\$ 57,402</u>	<u>\$ 424,972</u>

Compensated absences are for accumulated personal, sick and vacation days. At December 31, 2013 the total accumulated liability was \$138,877.

**ANTRIM COUNTY ROAD COMMISSION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2013**

NOTE J – POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)

Effective for the 2008 calendar year, the Road Commission implemented Governmental Accounting Standards Board Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions, for certain health care reimbursements provided by the Commission to retired employees. The requirements of this statement are being implemented prospectively, using the alternative calculation provision of the statement for employers with less than 100 employees, with the accrued liability for benefits amortized over future years. No liability is reported at the transition date. The Commission currently is not advance funding the liability. It is funding only the required current amount based on a pay-as-you go policy.

The following table shows the Commission's annual OPEB cost and calculation of the Annual Required Contribution

Normal Cost Component	
Normal Cost	\$ 57,796
Interest	3,179
Total Normal Costs	<u>\$ 60,975</u>
Amortization Component	
Actuarial Accrued Liability	\$ 978,361
Less: Assets	-
Unfunded Actuarial Accrued Liability	<u>978,361</u>
Divided by PV factor	<u>22.4707</u>
Amortization Payment	43,539
Interest	<u>2,395</u>
Total Amortization Payment	<u>45,934</u>
Annual Required Contribution	<u>\$ 106,909</u>
Annual Cost for OPEB	
Annual Required Contribution	\$ 106,909
Interest on Net OPEB obligation	-
Adjustments to ARC	<u>-</u>
Annual OPEB Cost	106,909
Contributions made - Current year	<u>(50,006)</u>
Increase in net OPEB obligation	56,903
Net OPEB obligation beginning of year	<u>229,192</u>
Net OPEB obligation end of year	<u>\$ 286,095</u>

The road commission provides post retirement health care benefits to all employees who retire from the road commission. Any employee retiring after 7/1/89, who had completed at least ten years of service and was eligible for retirement has \$150 per month contributed towards the employee and spouse coverage. Effective for retirees retiring after July 1, 1999 the commission contribution will be \$200 per month and effective July 1, 2003 \$250 per month. At age 65 those receiving \$250 per month change to \$200 per month for the remainder of their life. There were 28 retirees receiving benefits with an approximate annual cost of \$50,006. There were 33 active employees at December 31, 2013.

REQUIRED SUPPLEMENTARY INFORMATION

**ANTRIM COUNTY ROAD COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
STATEMENT OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL
BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED DECEMBER 31, 2013**

	Original Adopted Budget	Final Amended Budget	Actual	Variance With Final Budget
Licenses and Permits:				
Permits	\$ 35,000	\$ 35,000	\$ 37,645	\$ 2,645
Subtotal	<u>35,000</u>	<u>35,000</u>	<u>37,645</u>	<u>2,645</u>
State Aid:				
Engineering	10,000	10,000	10,000	-
Allocation	2,960,000	3,041,000	3,059,239	18,239
Snow Removal	285,000	301,063	301,063	-
Forest Road Funds	50,000	51,105	51,105	-
Subtotal	<u>3,305,000</u>	<u>3,403,168</u>	<u>3,421,407</u>	<u>18,239</u>
Contributions				
Townships	900,000	1,280,000	1,284,449	4,449
Other	-	-	21,674	21,674
Subtotal	<u>900,000</u>	<u>1,280,000</u>	<u>1,306,123</u>	<u>26,123</u>
Charges for Services:				
State Trunkline Maintenance	560,000	675,000	884,579	209,579
Subtotal	<u>560,000</u>	<u>675,000</u>	<u>884,579</u>	<u>209,579</u>
Interest				
Interest Income	-	-	736	736
Other Revenue:				
Miscellaneous	15,000	5,000	11,093	6,093
Subtotal	<u>15,000</u>	<u>5,000</u>	<u>11,093</u>	<u>6,093</u>
Total Operating Revenue	<u>\$ 4,815,000</u>	<u>\$ 5,398,168</u>	<u>\$ 5,661,583</u>	<u>\$ 263,415</u>

See Notes to Financial Statements

**ANTRIM COUNTY ROAD COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL
BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED DECEMBER 31, 2013**

	Original Adopted Budget	Final Amended Budget	Actual	Variance With Final Budget
Primary Road:				
Preservation-Structural Improvements	\$ -	\$ 380,000	\$ 413,865	\$ (33,865)
Maintenance	1,000,000	1,350,000	1,334,911	15,089
Local Road:				
Preservation - Structural Improvements	300,000	650,000	631,979	18,021
Maintenance	1,900,000	2,350,000	2,233,267	116,733
State Trunkline Maintenance	560,000	675,000	728,298	(53,298)
State Trunkline Non-Maintenance	-	-	6,685	(6,685)
Equipment Expense - Net	350,000	100,000	(7,841)	107,841
Administrative Expense - Net	395,000	380,000	384,904	(4,904)
Capital Outlay - Net	<u>150,000</u>	<u>240,000</u>	<u>117,682</u>	<u>122,318</u>
 Total Expenditures	 <u>\$ 4,655,000</u>	 <u>\$ 6,125,000</u>	 <u>\$ 5,843,750</u>	 <u>\$ 281,250</u>

See Notes to Financial Statements

OTHER SUPPLEMENTARY INFORMATION

**ANTRIM COUNTY ROAD COMMISSION
ANALYSIS OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2013**

	<u>Primary Road Fund</u>	<u>Local Road Fund</u>	<u>County Road Commission</u>	<u>Total</u>
Total Revenues and Other Financing Sources	\$ 2,303,451	\$ 2,403,033	\$ 955,099	\$ 5,661,583
Total Expenditures	<u>1,892,526</u>	<u>3,100,106</u>	<u>851,118</u>	<u>5,843,750</u>
Excess of Revenues Over (Under) Expenditures	<u>410,925</u>	<u>(697,073)</u>	<u>103,981</u>	<u>(182,167)</u>
Fund Balance - January 1, 2013	1,827,560	13,328	317,261	2,158,149
Optional Transfers	<u>(690,000)</u>	<u>690,000</u>	<u>-</u>	<u>-</u>
Fund Balance - December 31, 2013	<u>\$ 1,548,485</u>	<u>\$ 6,255</u>	<u>\$ 421,242</u>	<u>\$ 1,975,982</u>

See Notes to Financial Statements

**ANTRIM COUNTY ROAD COMMISSION
ANALYSIS OF REVENUES
FOR THE YEAR ENDED DECEMBER 31, 2013**

	<u>Primary Road Fund</u>	<u>Local Road Fund</u>	<u>County Road Commission</u>	<u>Total</u>
Licenses and Permits:				
Permits	\$ -	\$ -	\$ 37,645	\$ 37,645
State Aid:				
Engineering	5,906	4,094	-	10,000
Allocation	1,806,857	1,252,382	-	3,059,239
Snow Removal	149,026	152,037	-	301,063
Forest Road Funds	-	51,105	-	51,105
Contributions				
Townships	341,038	943,411	-	1,284,449
Other	-	-	21,674	21,674
Charges for Services:				
State Trunkline Maintenance	-	-	877,894	877,894
State Trunkline Non-Maintenance	-	-	6,685	6,685
Interest				
Interest Income	624	4	108	736
Other Revenue:				
Gain on Disposal of Equipment	-	-	4,000	4,000
Miscellaneous	-	-	7,093	7,093
Total Revenue	<u>\$ 2,303,451</u>	<u>\$ 2,403,033</u>	<u>\$ 955,099</u>	<u>\$ 5,661,583</u>

See Notes to Financial Statements

**ANTRIM COUNTY ROAD COMMISSION
ANALYSIS OF EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31, 2013**

	<u>Primary Road Fund</u>	<u>Local Road Fund</u>	<u>County Road Commission</u>	<u>Total</u>
Primary Road:				
Preservation - Structural Improvement	\$ 413,865	\$ -	\$ -	\$ 413,865
Maintenance	1,334,911	-	-	1,334,911
Local Road:				
Preservation - Structural Improvement	-	631,979	-	631,979
Maintenance	-	2,233,267	-	2,233,267
State Trunkline Maintenance	-	-	728,298	728,298
State Trunkline Non-Maintenance	-	-	6,685	6,685
Equipment Expense - Net	(2,134)	(4,160)	(1,547)	(7,841)
Administrative Expense - Net	145,884	239,020	-	384,904
Capital Outlay - Net	<u>-</u>	<u>-</u>	<u>117,682</u>	<u>117,682</u>
 Total Expenditures	 <u>\$ 1,892,526</u>	 <u>\$ 3,100,106</u>	 <u>\$ 851,118</u>	 <u>\$ 5,843,750</u>

See Notes to Financial Statements



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**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**

March 25, 2014

Board of County Road Commissioners
Antrim County
Mancelona, Michigan 49659

I 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 and major fund of the Antrim County Road Commission, a component unit of the County of Antrim, Michigan, as of and for the year ended December 31, 2013 and the related notes to the financial statements, which collectively comprise the Antrim County Road Commission's basic financial statements, and have issued my report thereon dated March 25, 2014.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered Antrim County Road Commission's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Antrim County Road Commission's internal control. Accordingly, I do not express an opinion on the effectiveness of the Antrim County Road Commission'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.

My 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified. I did identify a certain deficiency in internal control, described below that I consider to be a significant deficiency.

Establishment and maintenance of internal control over the financial reporting process requires management to prepare annual financial statements in accordance with GASB Statement Number 34. The Road Commission's auditor prepares these statements.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Antrim County Road Commission's component unit financial statements are free from material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Antrim County Road Commission's Response to Findings

Antrim County Road Commission's response to the finding identified in my audit was: It is not economically feasible to prepare their own financial statements at this time.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion of 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.



THOMAS R. ZICK CPA, P.C.
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**REPORT TO MANAGEMENT / BOARD OF ROAD COMMISSIONERS
COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE**

March 25, 2014

Board of County Road Commissioners
Antrim County
Mancelona, Michigan 49659

I have audited the financial statements of Antrim County Road Commission for the year ended December 31, 2013, and have issued my reports thereon dated March 25, 2014. Professional standards require that I provide you with the following information related to my audit.

My Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, my responsibility, as described by professional standards, is to plan and perform my audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. Generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute, assurance and because I did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by me.

In planning and performing my audit, I considered Antrim County Road Commission's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinions on the financial statements and not to provide assurance on the internal control over financial reporting. I also considered internal control over compliance with requirements that could have a direct and material effect on the financial statements.

As part of obtaining reasonable assurance about whether Antrim County Road Commission's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 my audit. While my audit provides a reasonable basis for my opinion, it does not provide a legal determination of Antrim County Road Commission's compliance with those requirements.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, I will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Antrim County Road Commission are described in Note 1 to the financial statements. I noted no transactions entered into by Antrim County Road Commission during the year that were both significant and unusual, and of which, under professional standards, I am required to inform you, of transactions for which there is a lack of authoritative guidance or consensus.

MEMBER: AMERICAN INSTITUTE OF CPAS & MICHIGAN ASSOCIATION OF CPAS

Accounting Estimates

Some accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience and 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. My conclusions regarding the reasonableness of the estimates are based on reviewing and testing the historical data provided by management and using this data to compute the liability.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in my judgment, may not have been detected except through my auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on Antrim County Road Commission's financial reporting process (that is, cause future financial statements to be materially misstated). All of the adjustments, I proposed, have been recorded by Antrim County Road Commission.

Disagreements with Management

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

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 Antrim County Road Commission's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with me to determine that the consultant has all of the relevant facts. To my knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditors

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

Difficulties Encountered in Performing the Audit

I encountered no significant difficulties in dealing with management in performing and completing my audit.

Comments and Recommendations

The following is a summary of my observations with suggestions for improvements I believe should be brought to your attention.

Budgets

The Road Commission follows the procedures in establishing the budgetary data reflected in the financial statements in accordance with the Uniform Budgeting and Accounting Act (Act No. 621, Public Act of 1978) as prescribed by the State of Michigan.

Public Act 621 of 1978, section 18 (1), as amended, provides that a County Road Commission shall not incur expenditures in excess of amounts appropriated. As presented in the financial statements for the year ended December 31, 2013, the County Road Commission incurred expenditures which were in excess of the amounts appropriated as follows:

<u>Function</u>	<u>Total Budget</u>	<u>Amount of Expenditures</u>	<u>Budget Variance</u>
Primary Road:			
Preservation-Structural Improvements	\$ 380,000	\$ 413,865	\$ (33,865)
State Trunkline Maintenance	\$ 675,000	\$ 728,298	\$ (53,298)
State Trunkline Non-Maintenance	\$ -	\$ 6,685	\$ (6,685)
Administrative Expense - Net	\$ 380,000	\$ 384,904	\$ (4,904)

The budget was not exceeded in total.

Inventory

Quantities on hand must be verified by physical count periodically throughout the year and the computer perpetual inventory should be adjusted to those counts. It is critical that a physical inventory be taken close to year end each year to assure the perpetual system is accurate and that adjustments are made so that the financial statements are materially correct. Large dollar items such as blades and tires should be counted periodically during the year to assure these items are being properly charged to the expenditure accounts. The inventory detail schedules must also be reconciled to the general ledger control accounts throughout the year and especially at year end.

Segregation of Duties

There is not adequate segregation of duties in the accounting area. The individual who posts all journals and the general ledger also prepares checks and related disbursements journals, and also initiates all journal entries.

I recognize that with only two full time individuals working in the accounting area adequate segregation of duties is not only difficult but for all practical purposes impossible. The Board must recognize that all internal controls must be evaluated for cost effectiveness and at this point little can be done to increase the control without a considerable cost increase. The controls, which could be added, would have to be compared with the costs required to obtain those controls. By assigning the bank reconciliation procedures to another employee, considerable strengthening of internal accounting control has already occurred.

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Board of Road Commissioners
March 25, 2014

This report is intended solely for the information and use of the Antrim County Road Commission, its management, and the Michigan Departments of Treasury and Transportation and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read 'T. Zick, CPA, P.C.', written in a cursive style.

THOMAS R. ZICK CPA, P.C.
CERTIFIED PUBLIC ACCOUNTANT