

Antrim County Road Commission

BASIC FINANCIAL STATEMENTS

December 31, 2019

ANTRIM COUNTY ROAD COMMISSION

BOARD OF COUNTY ROAD COMMISSIONERS

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Chairman

Godfrey Hoogerhyde
Vice Chairman

Dieter Amos
Commissioner

Burt R. Thompson, P.E.
Engineer/Manager

Dale E. Farrier
Office Manager

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ANDERSON, TACKMAN & COMPANY, PLC
CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

Board of County Road Commissioners
Antrim County Road Commission
Mancelona, Michigan 49659

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, major fund and aggregate remaining fund information of the Antrim County Road Commission (a component unit of Antrim County, Michigan) as of and for the year ended December 31, 2019, and 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

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, major fund and the aggregate remaining fund information of the Antrim County Road Commission, as of December 31, 2019, and the respective changes in financial position 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, employee retirement and benefit systems, and budgetary comparison schedules on pages 4 through 9, pages 35 through 42 and pages 43 through 44, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Antrim County Road Commission's basic financial statements. The schedules of analysis are presented for purposes of additional analysis and are not a required part of the financial statements.

The schedules of analysis are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedules are 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*, we have also issued our report dated June 1, 2020 on our consideration of the Antrim County Road Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Antrim County Road Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Antrim County Road Commission's internal control over financial reporting and compliance.



Anderson, Tackman & Company, PLC
Certified Public Accountants
Kincheloe, Michigan

June 1, 2020

Management's Discussion and Analysis

Using This Annual Report

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, 2019. 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 a government-wide financial statement.

Overview of the Financial Statements

This annual report consists of five parts—management's discussion and analysis (this section), the basic financial statements, notes to financial statements, required supplementary information, and other information that presents the operating fund allocated 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, outflows, liabilities and inflows. 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 they have changed. "Net Position" is the difference between the assets, deferred outflows, liabilities and deferred inflows. 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 than the government-wide statements.

Reporting the Road 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, deferred outflows, liabilities and deferred inflows 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 they have changed. The reader can think of the Road Commission's net position as one way to measure the Road Commission's financial health or financial position. Over time, increases or decreases in the road commission's net position is one indicator of whether its financial health is improving or deteriorating, respectively. To assess 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 two funds, the general operations fund and trust fund. All of the Road Commission's operating activities are accounted for in the general operations 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 12 and provide detailed information about the major fund.

Governmental funds focus on how money flows into and out of this fund and the balances left at year end that are 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.

The Road Commission is responsible for ensuring that the assets reported in the fiduciary fund are used for their intended purposes. All of the Road Commission's fiduciary activities are reported in a separate statement of fiduciary net position and a statement of changes in fiduciary net position. We exclude these activities from the Road Commission's government-wide financial statements because the Road Commission cannot use these assets to finance its operations.

The Road Commission as a Whole

The Road Commission's net position was \$29,679,657 at December 31, 2019, a 2.78% increase over 2018. 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; or 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) are considered restricted.

The investment in capital assets was \$34,607,379 at December 31, 2018 and \$36,343,208 at December 31, 2019.

The Road Commission as a Whole (Continued)

Net position as of years ended December 31, 2018 and 2019 are as follows:

	<u>2018</u>	<u>2019</u>
Current and Other Assets	\$ 4,035,577	\$ 3,212,882
Capital Assets	<u>34,607,379</u>	<u>36,343,208</u>
Total Assets	<u>38,642,956</u>	<u>39,556,090</u>
Deferred Outflows of Resources	<u>707,104</u>	<u>143,725</u>
Current Liabilities	673,164	442,964
Other Liabilities	<u>9,759,087</u>	<u>9,544,292</u>
Total Liabilities	<u>10,432,251</u>	<u>9,987,256</u>
Deferred Inflows of Resources	<u>41,069</u>	<u>32,902</u>
Net Position:		
Investment in Capital Assets	34,607,379	36,343,208
Unrestricted	<u>(5,730,639)</u>	<u>(6,663,551)</u>
Total Net Position	<u>\$ 28,876,740</u>	<u>\$ 29,679,657</u>

A summary of changes in net position for the years ended December 31, 2018 and 2019 follows:

	<u>2018</u>	<u>2019</u>
Program Revenues		
Charges for Services	\$ 958,293	\$ 1,067,206
Operating Grants, Capital Grants and Contributions	7,785,000	7,977,073
Interest Earnings and Other	<u>100,721</u>	<u>68,043</u>
Total Revenues	<u>8,844,014</u>	<u>9,112,322</u>
Program Expenses		
Primary Roads		
Maintenance	2,056,619	2,438,268
Local Roads		
Maintenance	2,716,640	3,903,896
State Trunkline	877,811	849,095
Equipment	312,339	280,620
Administrative and Other	<u>542,220</u>	<u>837,526</u>
Total Expenses	<u>6,505,629</u>	<u>8,309,405</u>
Changes in Net Position	2,338,385	802,917
Net Position – Beginning	<u>26,538,355</u>	<u>28,876,740</u>
Net Position – Ending	<u>\$ 28,876,740</u>	<u>\$ 29,679,657</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 Operating Fund for the years ended December 31, 2018 and December 31, 2019 is as follows:

	<u>2018</u>	<u>2019</u>
Revenues:		
Licenses and Permits	\$ 76,085	\$ 71,553
Federal Sources	655,312	141,515
State Sources	6,331,023	5,808,253
Contributions from Local Units	798,663	2,027,305
Charges for Services	882,210	995,653
Interest Earnings and Rent	14,837	16,269
Gain (Loss) on Disposal	<u>85,884</u>	<u>51,996</u>
Total Revenues	<u>8,844,014</u>	<u>9,112,544</u>
Expenditures:		
Public Works	8,121,494	9,614,347
Capital Outlay	<u>(93,063)</u>	<u>118,742</u>
Total Expenditures	<u>8,028,431</u>	<u>9,733,089</u>
Excess of Revenues Over (Under) Expenditures	815,583	(620,545)
Fund Balance – January 1	<u>2,546,830</u>	<u>3,362,413</u>
Fund Balance – December 31	<u>\$ 3,362,413</u>	<u>\$ 2,741,868</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 budgets were compiled. In addition, by policy, the board reviews and authorizes large expenditures when requested throughout the year.

The final amended revenue budget for 2019 was less than actual revenues by \$1,917,544. This was primarily due to an increase in state sources.

The final amended expenditure budget for 2019 was \$776,911 under the actual expenditures primarily due to primary road costs.

Capital Asset and Debt Administration

Capital Assets

As of December 31, 2018 and 2019, the Road Commission had \$34,607,379 and \$36,343,208, respectively invested in capital assets as follows:

	<u>2018</u>	<u>2019</u>
Capital Assets Not Being Depreciated		
Land and Improvements	\$ 247,786	\$ 247,786
Infrastructure and Land Improvements	<u>17,342,931</u>	<u>18,019,538</u>
Total Capital Assets Not Being Depreciated	<u>17,590,717</u>	<u>18,267,324</u>
Capital Assets Being Depreciated		
Buildings	2,482,739	2,505,935
Road Equipment	8,114,755	8,532,852
Other Equipment and Assets	1,543,909	1,554,386
Infrastructure and Improvements	<u>26,884,623</u>	<u>26,746,081</u>
Total Capital Assets Being Depreciated	<u>39,026,026</u>	<u>39,339,254</u>
Total Accumulated Depreciation	<u>(22,009,364)</u>	<u>(21,263,370)</u>
Total Net Capital Assets	<u>\$ 34,607,379</u>	<u>\$ 36,343,208</u>

Major additions included the following:

Land and Building	<u>\$ 117,926</u>	<u>\$ 23,196</u>
Equipment	<u>\$ 608,620</u>	<u>\$ 830,666</u>
Infrastructure – Roads and Bridges	<u>\$ 3,008,918</u>	<u>\$ 2,974,303</u>

Debt

There were no installment purchase agreements entered into during 2019. All the equipment was acquired with Road Commission funds. The Road Commission did execute two operating leases.

Long-term debt includes accrued vacation and sick pay leave, retiree health insurance liability and net pension liability.

In 2020, 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 2020 budget. These factors included MTF collection forecasts, the economy, township contributions, MDOT’s maintenance budget and various other items. We are projecting an increase in revenues for 2020 primarily due to State and Federal project revenue. The MTF funds are starting the year 2020 up from 2019 due to higher fuel tax collections and appropriations. Budget adjustments may be necessary during 2020 if these trends continue.

Contacting the Road Commission's Financial Management

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.

Basic Financial Statements

Antrim County Road Commission

Statement of Net Position December 31, 2019

ASSETS

Cash and Equivalents	\$ 1,484,932
Accounts Receivable:	
Michigan Transportation Fund	886,514
State Trunkline Maintenance	118,223
State Transportation - Other	415
Sundry Accounts	30,806
Inventories:	
Road Materials	509,167
Equipment, Parts and Materials	135,159
Prepaid Items	47,666
Capital Assets (Not Depreciated)	18,267,324
Capital Assets (Net of Accumulated Depreciation)	18,075,884
Total Assets	<u>39,556,090</u>

DEFERRED OUTFLOWS OF RESOURCES

Pension & OPEB items	<u>143,725</u>
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LIABILITIES

Accounts Payable	66,420
Accrued Liabilities	34,567
Advances	341,977
Vested Employee Benefits - Due in more than one year	159,753
Other Post Employment Benefits - Due in more than one year	2,651,324
Net Pension Liability - Due in more than one year	6,733,215
Total Liabilities	<u>9,987,256</u>

DEFERRED INFLOWS OF RESOURCES

Other State Grants	28,050
OPEB items	4,852
Total Deferred Inflows of Resources	<u>32,902</u>

NET POSITION

Investment in Capital Assets	36,343,208
Unrestricted (Deficit)	<u>(6,663,551)</u>
Total Net Position	<u>\$ 29,679,657</u>

Antrim County Road Commission

Statement of Activities For the Year Ended December 31, 2019

Program Expenses:	
Primary Road Maintenance and Preventive Maintenance	\$ 2,438,268
Local Road Maintenance and Preventive Maintenance	3,903,896
State Trunkline	849,095
Net Equipment Expense	280,620
Net Administrative Expense	525,159
Other	312,367
	<hr/>
Total Program Expenses	8,309,405
Program Revenues:	
Charges for Services:	
Licenses and Permits	71,553
Charges for Services	995,653
Operating Grants and Contributions:	
State Grants	4,634,980
Contributions from Local Units	367,790
Interest Earnings	16,269
Capital Grants and Contributions:	
Federal Grants	141,515
State Grants	1,173,273
Contributions from Local Units	1,659,515
	<hr/>
Total Program Revenues	9,060,548
Net Program Revenues (Expenses)	<hr/> 751,143 <hr/>
General Revenues:	
Gain (Loss) on Disposal	51,774
	<hr/>
Total General Revenues	51,774
Change in Net Position	802,917
Net Position - Beginning Balance	28,876,740
Net Position - Ending Balance	<hr/> <u>\$ 29,679,657</u> <hr/>

Antrim County Road Commission

Balance Sheet December 31, 2019

	Governmental Fund Type
	General
	<u>Operating Fund</u>
ASSETS	
Cash and Equivalents	\$ 1,484,932
Accounts Receivable:	
Michigan Transportation Fund	886,514
State Trunkline Maintenance	118,223
State Transportation - Other	415
Sundry Accounts	30,806
Inventories:	
Road Materials	509,167
Equipment, Parts and Materials	135,159
Prepaid Items	47,666
	<hr/>
Total Assets	\$ 3,212,882
	<hr/> <hr/>
LIABILITIES	
Accounts Payable	\$ 66,420
Accrued Liabilities	34,567
Advances	341,977
	<hr/>
Total Liabilities	442,964
	<hr/>
DEFERRED INFLOWS OF RESOURCES	
Other State Grants	28,050
	<hr/>
FUND BALANCE	
Nonspendable	691,992
Unassigned	2,049,876
	<hr/>
Total Fund Balance	\$ 2,741,868
	<hr/> <hr/>

**Reconciliation of the Balance Sheet Fund
Balance to the Statement of Net Position
For the Year Ended December 31, 2019**

Total Governmental Fund Balance	\$ 2,741,868
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.	36,343,208
Net pension liability requirement.	(6,733,215)
Deferred outflows resulting from Pension & OPEB items	143,725
Deferred inflows resulting from OPEB items	(4,852)
Other long-term liabilities are not available to pay in the current period and therefore are not reported in the funds.	<u>(2,811,077)</u>
Net Position of Governmental Activities	<u><u>\$ 29,679,657</u></u>

Antrim County Road Commission

Statement of Revenues, Expenditures, and Changes in Fund Balance For the Year Ended December 31, 2019

	Governmental Fund Type
	General Operating Fund
Revenues	
Licenses and Permits	\$ 71,553
Federal Sources	141,515
State Sources	5,808,253
Contributions from Local Units	2,027,305
Charges for Services	995,653
Interest Earnings and Rent	16,269
Other Revenue	51,996
Total Revenues	<u>9,112,544</u>
Expenditures	
Public Works	9,614,347
Capital Outlay	118,742
Total Expenditures	<u>9,733,089</u>
Excess of Revenues Over (Under) Expenditures	(620,545)
Fund Balance - Beginning of Year	<u>3,362,413</u>
Fund Balance - End of Year	<u><u>\$ 2,741,868</u></u>

Antrim County Road Commission

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of Governmental Fund to the Statement of Activities For the Year Ended December 31, 2019

Net Change in Fund Balance - Total Governmental Funds \$ (620,545)

Amounts reported for governmental activities in the statements are different because:

Governmental funds report capital outlays and infrastructure costs as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeded depreciation and retirements in the current period. 1,735,829

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds. (312,367)

Net Change in Net Position of Governmental Activities \$ 802,917

Antrim County Road Commission

Statement of Net Position Fiduciary Fund December 31, 2019

	<u>OPEB Trust Fund</u>
ASSETS	
Investments at Fair Market Value	\$ 11,102
NET POSITION	
Restricted for Other Post Employment Benefits	<u>\$ 11,102</u>

Antrim County Road Commission

Statement of Changes in Net Position Fiduciary Fund For the Year Ended December 31, 2019

	<u>OPEB Trust Fund</u>
ADDITIONS	
Investment Earnings:	
Contributions - Employer	\$ 90,444
Net Increase (Decrease) in Fair Value of Investments	<u>2</u>
Total Additions	<u>90,446</u>
DEDUCTIONS:	
Benefits payments, including refunds of member contributions	79,344
Administrative Fees	<u>-</u>
Total Deductions	<u>79,344</u>
Change in Net Position	11,102
Net Position Restricted for Other Post Employment Benefits	
Beginning of Year	<u>-</u>
End of Year	<u><u>\$ 11,102</u></u>

Notes to Financial Statements

NOTE 1 – 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 the Antrim County Road Commission.

A. Reporting Entity

The Antrim County Road Commission, which is established pursuant to the County Road Law (MCL 224.1), is governed by a three-member Board of County Road Commissioners appointed by the Antrim County Board of County Commissioners. The Road Commission may not issue debt without the County's approval and property tax levies are subject to County Board of Commissioners' approval.

The criteria established by the Governmental Accounting Standards Board (GASB) Statement Number 14 and as amended by GASB No. 61, "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 as 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 administration of the Road Commission Operating Fund.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the 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, outflows, liabilities and inflows with the difference being reported as either investment in capital assets or unrestricted net position.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is 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. Taxes and other items not properly included among program revenues are reported instead as general revenue.

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.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**C. Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. 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.

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 accrual accounting. However, debt service expenditures, as well as expenditures related to vested employee benefits 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.

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position/Fund BalanceCash and Equivalents

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

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 Items

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

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 the 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.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

GASB Statement 34 requires major networks and major subsystems of infrastructure assets acquired, donated, constructed, or substantially rehabilitated since fiscal years ending June 30, 1980 be inventoried and capitalized by the fourth anniversary of the mandated date of adoption of the other provisions of GASB Statement No. 34. The Antrim County Road Commission has capitalized the current year’s infrastructure, as required by GASB Statement 34, and has reported the infrastructure assets 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 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
Equipment - Road	5 to 8 years
Equipment - Office	4 to 10 years
Equipment - Shop	10 years
Equipment - Engineering	4 to 10 years
Equipment – Yard and Storage	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.

Pensions and Other Post Employment Benefits

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

Deferred Outflows 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 pension and OPEB 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 grant and OPEB items that qualify for reporting in this category.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)Use of Estimates

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

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 Road 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:

- 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 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.
- 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.

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgetary Procedures

Budgetary procedures are established pursuant to PA 621 of 1978, as amended, (MCL 141.421) which requires the County Board of Road Commissioners to approve a budget for the County Road Fund. The Manager prepares a budget in accordance with the Act which is adopted by the Board at a public hearing each December. All budgets lapse at fiscal year end.

Budget Violations

Public Act 621 of 1978, as amended, requires budget amendments as needed to prevent actual expenditures from exceeding those provided for in the budget. Expenditures that exceeded appropriations by material amounts are listed on page 44.

NOTE 3 - CASH AND EQUIVALENTS

The cash and equivalents are classified by GASB Statement No. 40 in the following categories:

<u>Balance Sheet Account</u>		<u>Cash Items</u>	
Cash and Equivalents	\$ 1,484,932	Imprest Cash	\$ 200
	<u> </u>	Checking & Savings	<u>1,484,732</u>
	<u>\$ 1,484,932</u>		<u>\$ 1,484,932</u>

Investments – Public Act 152 as amended, 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.
- (e) Bankers' acceptance of United States banks.
- (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- (g) Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

NOTE 3 - CASH AND EQUIVALENTS (Continued)

- (h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- (i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.
- (j) The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

The Road commission has OPEB trust investments at December 31, 2019.

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 Road 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 Road 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 Road Commission's deposits may not be returned. State law does not require and the Road Commission does not have a policy for deposit custodial credit risk. As of year end, \$1,157,007 of the Road Commission's bank balance of \$1,545,010 was exposed to credit risk because it was uninsured and uncollateralized.

Fair value measurement. The Road Commission categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments that are measured at fair value using the net asset value per share (or equivalent) as a practical expedient are not classified in the fair value hierarchy.

In instances where inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The Road Commission's assessment of the significance of particular inputs to these fair value measurements required judgment and considers factors specific to each asset or liability.

NOTE 4 - ADVANCES

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, 2019, the amount was \$270,325.

During 2019, the State had advanced \$71,652 on the routine maintenance agreement, which would be refunded to the State Department of Transportation upon termination of the contract.

NOTE 5 - 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 (MDOT). Federal compliance testing of these funds will be included in the Single Audit of MDOT and not at the local road commission level. A Single Audit therefore is not required for the Antrim County Road Commission. Federal revenues totaled \$141,515 for 2019, all of which were MDOT administered projects.

NOTE 6 - CAPITAL ASSETS

Capital asset activity of the Antrim County Road Commission for the current year was as follows:

	Beginning Balances 01/01/19	Additions	Adjustments/ Deductions	Ending Balances 12/31/19
Capital Assets (Nondepreciable)				
Land	\$ 247,786	\$ -	\$ -	\$ 247,786
Infrastructure and Land Improvements	<u>17,342,931</u>	<u>676,607</u>	<u>-</u>	<u>18,019,538</u>
Subtotal	<u>17,590,717</u>	<u>676,607</u>	<u>-</u>	<u>18,267,324</u>
Capital Assets (Depreciable)				
Buildings	2,482,739	23,196	-	2,505,935
Equipment - Road	8,114,755	820,189	402,092	8,532,852
Equipment - Shop	289,976	-	-	289,976
Equipment - Office	142,671	4,417	-	147,088
Equipment - Engineering	67,931	-	-	67,931
Equipment - Yard and Storage	1,043,331	6,060	-	1,049,391
Infrastructure - Bridges	2,387,819	-	-	2,387,819
Infrastructure - Roads	<u>24,496,804</u>	<u>2,297,696</u>	<u>2,436,238</u>	<u>24,358,262</u>
Subtotal	<u>39,026,026</u>	<u>3,151,558</u>	<u>2,838,330</u>	<u>39,339,254</u>
Less Accumulated Depreciation				
Buildings	1,380,795	55,886	-	1,436,681
Equipment - Road	6,304,526	630,109	395,674	6,538,961
Equipment - Shop	190,615	13,552	-	204,167
Equipment - Office	89,173	18,072	-	107,245
Equipment - Engineering	57,764	2,214	-	59,978
Equipment - Yard and Storage	953,786	9,091	-	962,877
Infrastructure - Bridges	782,472	65,051	-	847,523
Infrastructure - Roads	<u>12,250,233</u>	<u>1,291,943</u>	<u>2,436,238</u>	<u>11,105,938</u>
Subtotal	<u>22,009,364</u>	<u>2,085,918</u>	<u>2,831,912</u>	<u>21,263,370</u>
Net Capital Assets - Depreciated	<u>17,016,662</u>	<u>1,065,640</u>	<u>(6,418)</u>	<u>18,075,884</u>
Total Net Capital Assets	<u>\$ 34,607,379</u>	<u>\$ 1,742,247</u>	<u>\$ (6,418)</u>	<u>\$ 36,343,208</u>

NOTE 6 - CAPITAL ASSETS (Continued)

Depreciation expense was charged to the following programs:

Primary Road	\$	621,533
Local Road		735,461
Equipment		630,109
Administrative		20,206
Allocated		<u>78,609</u>
Total Depreciation Expense	\$	<u>2,085,918</u>

NOTE 7 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS

Description of Plan and Plan Assets

The Road Commission is in an agent multiple-employer defined benefit pension plan with the Municipal Employees' Retirement System (MERS). The system provides the following provisions: normal retirement, deferred retirement and service retirement to plan members and their beneficiaries. The service requirement is computed using credited service at the time of termination of membership multiplied by the sum of 2.50% times the final compensation (FAC). The most recent period of which actuarial data was available was for year ended December 31, 2018.

General Information about the Pension Plan

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

01 – Gen Union: Open Division	
	<u>2018 Valuation</u>
Benefit Multiplier:	2.50% Multiplier (80% max)
Normal Retirement Age:	60
Vesting:	10 Years
Early Retirement (Unreduced):	55/30
Early Retirement (Reduced):	50/25
	55/15
Final Average Compensation:	5 years
Employee Contributions:	0%
RS50% Percentage:	50%
Act 88:	No

NOTE 7 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)

10 – Gen NonUni: Open Division	
	<u>2018 Valuation</u>
Benefit Multiplier:	2.50% Multiplier (80% max)
Normal Retirement Age:	60
Vesting:	10 Years
Early Retirement (Unreduced):	55/30
Early Retirement (Reduced):	50/25
	55/15
Final Average Compensation:	3 years
Employee Contributions:	0%
RS50% Percentage:	50%
Act 88:	No

Employees Covered by Benefit Terms

At December 31, 2019, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	40
Inactive employees entitled to but not yet receiving benefits	3
Active employees	<u>34</u>
	77

Funding Policy

The obligation to contribute to and maintain the system for these employees was established by negotiation with the Road Commission’s competitive bargaining unit and personnel policy, which require employees to contribute to the plan. The Road Commission is required to contribute at an actuarially determined rate of \$31,835 and \$18,363 of monthly payroll for union and nonunion employees, respectively.

Net Pension Liability

The Road Commission’s net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

Actuarial Assumptions. The total pension liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary increases	3.75%
Investment rate of return	7.75% net of interest and administrative expense including inflation

NOTE 7 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)

Mortality rates used were based on the RP-2014 Group Annuity Mortality Table of a 50% Male and 50% Female blend.

The actuarial assumptions used in valuation were based on the results of the most recent actuarial experience study of January 1, 2009, through December 31, 2013.

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

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Global Equity	55.5%	3.42%
Global Fixed Income	18.5%	0.23%
Real Assets	13.5%	0.97%
Diversifying Strategies	12.5%	0.63%

Discount Rate. The discount rate used to measure the total pension liability is 8.0%. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

NOTE 7 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)

Changes in the Net Pension Liability:

	Increases (Decreases)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
Balances at December 31, 2018	\$ 14,168,977	\$ 7,046,209	\$ 7,122,768
Service cost	177,272	-	177,272
Interest on total pension liability	1,106,582	-	1,106,582
Changes in benefits	-	-	-
Difference between expected and actual experience	110,215	-	110,215
Changes in assumptions	-	-	-
Employer contributions	-	875,645	(875,645)
Employee contributions	-	46,362	(46,362)
Net investment income	-	967,670	(967,670)
Benefit payments, including employee refunds	(850,668)	(850,668)	-
Administrative expense	-	(16,664)	16,664
Other changes	89,391	-	89,391
Net changes	632,792	1,022,345	(389,553)
Balances as of December 31, 2019	\$ 14,801,769	\$ 8,068,554	\$ 6,733,215

Sensitivity of the net pension liability to changes in the discount rate. The following presents the net pension liability of the Road Commission, calculated using the discount rate of 8.00% as well as what the Road Commission’s net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (7.00%) or 1-percentage-point higher (9.00%) than the current rate:

	1% Decrease (7.00%)	Current Discount Rate (8.00%)	1% Increase (9.00%)
Road Commission’s net pension liability as of 12/31/2019:	\$8,209,000	\$6,733,215	\$5,463,907

Pension plan fiduciary net position. Detailed information about the pension plan’s fiduciary net position is available in the separately issued MERS financial report.

NOTE 7 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended December 31, 2019, the Road Commission recognized pension expense of \$816,195. At December 31, 2019, the Road Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 93,968	\$ -
Changes in assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	<u>32,579</u>	<u>-</u>
Total	<u>\$ 126,547</u>	<u>\$ -</u>

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

<u>Year Ended December 31:</u>	
2020	\$ 47,900
2021	64,209
2022	94,795
2023	(80,357)

Annual Pension Costs – For the year ended December 31, 2019, the Antrim County Road Commission’s pension cost of \$875,645 for the plan was greater than the required contribution. The annual contribution was determined as part of an actuarial valuation as of December 31, 2017, using the age normal cost method. Significant actuarial assumptions used include: (i) a 8% investment rate of return; (ii) projected salary increases of 4.5% per year. Both determined using techniques that smooth the effects of short-term volatility over a four-year period. The unfunded actuarial liability is being amortized as a level percent of payroll on a closed basis. The remaining amortization period is 22 years.

NOTE 8 - 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.

NOTE 8 - RISK MANAGEMENT (Continued)

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. The Commission was unable to provide an estimate of additional potential assessments under these arrangements.

NOTE 9 -LONG-TERM DEBT

The following is a summary of pertinent information concerning the County Road Commission's long-term debt.

	<u>Beginning Balances</u>	<u>Net Additions (Reductions)</u>	<u>Ending Balances</u>
Vested Employee Benefits	\$ 160,936	\$ (1,183)	\$ 159,753

Vested employee benefits are for accumulated personal, sick and vacation days.

Road Commission employment policies provide for vacation and personal benefits to be earned in varying amounts depending on the employee's years of service. New employees are eligible for vacation benefits after 1 year of service, and vacation benefits accrue each July 1st and are paid a prorated share for unused vacation days. Employees may accumulate up to a maximum of 200 hours of vacation benefits. Personal days are paid to a maximum of 112 hours.

Road Commission employment policies provide for sick leave benefits for employees hired before fiscal year 2000. Employees hired prior to January 1, 2000, upon voluntary termination with ten working days notice, retirement, or death of an employee in the service of the Road Commission, shall be paid for 50% of any accumulated unused sick leave accumulated to December 31, 1999.

NOTE 10 - OTHER POST EMPLOYMENT BENEFITS

Plan Description - The Road Commission administers a single-employer defined benefit healthcare plan. The retiree is then responsible for the cost of health insurance for his/her spouse and/or children. Benefit provisions are established and may be amended by the Board of County Road Commissioners. The Plan does not issue a publicly available report.

Any employee retiring after July 1, 1989, 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 Road 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 39 retirees receiving benefits with an approximate annual cost of \$79,000. This benefit is not available for anyone hired after July 1, 2014.

NOTE 10 - OTHER POST EMPLOYMENT BENEFITS (Continued)

Funding Policy - Contribution requirements are negotiated between the Commission and employees. The Commission contributes 100% of the cost for eligible plan members. For fiscal year 2019, the Commission contributed \$90,444 to the plan.

Employees Covered by Benefit Terms

As of December 31, 2019, the following employees were covered by the benefit terms:

Retirees or beneficiaries	39
Inactive employees	1
Active employees	<u>23</u>
 Total participants covered by OPEB Plan	 <u><u>63</u></u>

Total OPEB Liability and Trust Assets - The Road Commission’s total OPEB liability of \$2,662,426 was measured as of December 31, 2019, and was determined by an actuarial valuation as of that date.

As of December 31, 2019, there was \$11,102 of assets in the Road Commission’s OPEB trust.

Actuarial assumptions and other inputs - The total OPEB liability was determined by an actuarial valuation as of December 31, 2019 and the following actuarial assumptions, applies to all periods included in the measurement:

Inflation	2.30%
Salary Increases	3.50%
Investment rate of return	2.50%
20-year Aa Municipal bond rate	3.26%
Mortality	2010 Public General Employees with MP–2019 mortality.

The long-term expected rate of return on retirement plan investments plus inflation is 2.50%.

The long-term expected rate of return on retirement plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of retirement plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the retirement plan’s target asset allocation are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Cash	100.0%	0.20%

The sum of each target allocation times its long-term expected real rate, plus inflation, is 2.50%

NOTE 10 - OTHER POST EMPLOYMENT BENEFITS (Continued)

Discount Rate - The discount rate used to measure the total OPEB liability was 2.50%. The projection of cash flows used to determine the discount rate assumed that the Road Commission will make contributions of \$11,100 annually, pursuant upon their Corrective Action Plan, to the OPEB Trust in addition to paying benefits on a pay-as-you-go basis. Based on this assumption, the retirement plan’s fiduciary net position was projected to be sufficient to make projected future benefit payments of current plan members. There is no cross-over point or depletion date. The discount rate that yields the same present value of benefits is equal to the expected Real Rate of Return, plus inflation. This discount rate is used to determine the Total OPEB Liability.

	<u>Total OPEB Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Net OPEB Liability</u>
Balances at December 31, 2018	\$ 2,475,383	\$ -	\$ 2,475,383
Service cost	26,135	-	26,135
Interest	73,855	-	73,855
Difference between expected and actual experience	(65,508)	-	(65,508)
Changes in assumptions	231,905	-	231,905
Contributions - employer	-	90,444	(90,444)
Benefit payments	(79,344)	(79,344)	-
Administrative expense	-	-	-
Investment income	-	2	(2)
Net changes	<u>187,043</u>	<u>11,102</u>	<u>175,941</u>
Balances as December 31, 2019	<u>\$ 2,662,426</u>	<u>\$ 11,102</u>	<u>\$ 2,651,324</u>

Net OPEB Liability – Discount and Trend Rate Sensitivities – The following presents the net OPEB Liability (NOL) of the Road Commission, calculated using trend and discount rates 1% higher and lower than base assumptions:

Trend benefits are fixed payments and not subject to healthcare rates.

Discount

	<u>1% Decrease</u>	<u>Current Rate</u>	<u>1% Increase</u>
Total OPEB Liability	<u>\$ 3,045,032</u>	<u>\$ 2,662,426</u>	<u>\$ 2,355,228</u>

NOTE 10 - OTHER POST EMPLOYMENT BENEFITS (Continued)

OPEB Expense

Components of Road Commission’s OPEB Expense for the fiscal year ending December 31, 2019 are as follows:

Service Cost	\$ 26,135
Interest on Total OPEB Liability	73,855
Experience (Gains)/Losses	(85,325)
Changes of Assumptions	231,324
Administrative Expenses	-
Projected Earnings	<u>(2)</u>
Total OPEB Expense	<u>\$ 245,987</u>

Deferred Outflows and Inflows of Resources Related to OPEB Plan

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Experience (Gains)/Losses	\$ -	\$ 4,852
Changes in Assumptions	<u>17,178</u>	<u>-</u>
Total	<u>\$ 17,178</u>	<u>\$ 4,852</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ended December 31:</u>	
2020	\$ 12,326

NOTE 11 - COMMITMENTS AND CONTINGENCIES

Grants – The Road Commission has received significant financial assistance from state and federal agencies in the form of various grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreement and are subject to audit by the grantor agency. Any disallowed claims resulting from such audits could become a liability of the applicable fund of the Road Commission.

The Road Commission from time to time is named as a defendant in accident claims and lawsuits requesting damages of various amounts, the majority of which do not state a specific maximum. Insurance coverage related to these claims and lawsuits, if any, is categorized under the general liability insurance program. It is the opinion of management and legal counsel that reasonable estimates of the Road Commission’s current liability for these matters, if any, have been recorded.

There are nonaccident liability and condemnation lawsuits currently pending against the Road Commission claiming amounts for damages and relief without stated limitations. It is the opinion of management and legal counsel that reasonable estimates of the Road Commission’s current liability for these matters, if any, have been recorded.

NOTE 12 - SUBSEQUENT EVENT

The COVID-19 outbreak in the United States has caused business disruption through mandated and voluntary closings of local units of government. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the closings. Therefore, the Commission expects this matter to negatively impact its operating results. However, the related financial impact and duration cannot be reasonably estimated at this time.

NOTE 13 - EQUIPMENT LEASES

The Road Commission has entered into cancelable operating equipment leases as follows:

Equipment Item	Lease Date	Lease Maturity Date	Annual Lease Payment	Guaranteed Purchase Amount
JD 672GP Motor Grader	05/15/18	05/15/2023	\$ 31,673	\$ 213,030
JD 672GP Motor Grader	05/15/18	05/15/2023	26,993	213,030

Rent expense for fiscal 2019 was \$58,666.

Subsequent maturities are as follows for lease commitments:

2020	\$58,666
2021	58,666
2022	58,666

Required Supplementary Information

Antrim County Road Commission

Employee Retirement and Benefit Systems Required Supplementary Information Schedule of Changes in Pension Liability For the Year Ended December 31, 2019

	2015	2016	2017	2018	2019
Total pension liability					
Service cost	\$ 150,184	\$ 152,349	\$ 165,238	\$ 165,806	\$ 177,272
Interest	987,193	1,011,984	1,036,197	1,084,955	1,106,582
Changes in benefits	-	589,653	-	(458)	-
Difference between expected and actual experience	-	(229,531)	248,105	(124,605)	110,215
Changes in assumptions	-	589,653	-	-	-
Other changes	(12,464)	(24,375)	(31,884)	(31,842)	89,391
Benefit payments, including refund of member contributions	(819,043)	(831,957)	(809,097)	(807,833)	(850,668)
Net change in total pension liability	305,870	1,257,776	608,559	286,023	632,792
Total pension liability - beginning	12,300,402	12,606,272	13,274,395	13,882,954	14,168,977
Total pension liability - ending	<u>\$ 12,606,272</u>	<u>\$ 13,864,048</u>	<u>\$ 13,882,954</u>	<u>\$ 14,168,977</u>	<u>\$ 14,801,769</u>
Plan fiduciary net position					
Contributions - employer	\$ 662,974	\$ 688,212	\$ 795,116	\$ 876,622	\$ 875,645
Contributions - employee	(2,306)	-	15,608	47,020	46,362
Net investment income	(89,576)	663,785	848,217	(292,707)	967,670
Benefit payments, including refunds of member contributions	(819,043)	(831,957)	(809,097)	(807,833)	(850,668)
Administrative expense	(13,323)	(13,118)	(13,409)	(14,207)	(16,664)
Net change in plan fiduciary net position	(261,274)	506,922	836,435	(191,105)	1,022,345
Plan fiduciary net position - beginning	6,155,231	5,893,957	6,400,879	7,237,314	7,046,209
Plan fiduciary net position - ending	<u>\$ 5,893,957</u>	<u>\$ 6,400,879</u>	<u>\$ 7,237,314</u>	<u>\$ 7,046,209</u>	<u>\$ 8,068,554</u>
Net pension liability - ending	<u>\$ 6,712,315</u>	<u>\$ 7,463,169</u>	<u>\$ 6,645,640</u>	<u>\$ 7,122,768</u>	<u>\$ 6,733,215</u>
Plan fiduciary net position as a percentage of the total pension liability	47%	46%	52%	50%	55%
Covered - employee payroll	\$ 1,429,116	\$ 1,403,749	\$ 1,489,486	\$ 1,525,367	\$ 1,562,778
Net pension liability as a percentage of covered-employee payroll	470%	532%	446%	467%	431%

Antrim County Road Commission

Employee Retirement and Benefit Systems Required Supplementary Information Schedule of Employer Contributions For the Year Ended December 31, 2019

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Actuarially determined contribution	\$ 479,544	\$ 518,232	\$ 617,664	\$ 623,664	\$ 602,376
Contributions in relation to the actuarially determined contribution	<u>(662,974)</u>	<u>(688,212)</u>	<u>(795,116)</u>	<u>(876,622)</u>	<u>(875,645)</u>
Contribution deficiency (excess)	<u>\$ (183,430)</u>	<u>\$ (169,980)</u>	<u>\$ (177,452)</u>	<u>\$ (252,958)</u>	<u>\$ (273,269)</u>
Covered - employee payroll	\$ 1,316,387	\$ 1,429,116	\$ 1,403,749	\$ 1,489,486	\$ 1,525,367
Contributions as a percentage of covered-employee payroll	50%	48%	57%	59%	57%

Notes to Schedule:

Actuarially determined contribution rates are calculated as of December 31st, two years prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry age normal
Amortization method	Level percentage of payroll, closed
Remaining amortization period	21 years
Asset valuation method	10-years smoothed market
Inflation	2.50%
Salary increases	3.75%, average, including inflation
Investment rate of return	7.75%
Retirement age	In the 2018 actuarial valuation, expected retirement ages of general employees were adjusted to more closely reflect actual experience
Mortality	Assumptions were based on the RP-2014 Table Blended 50% Male / 50% Female

**Employee Retirement and Benefit Systems
Required Supplementary Information
Changes in the OPEB Liability
For the Year Ended December 31, 2019**

	2018	2019
Total OPEB Liability - Beginning of Year	\$ 2,456,591	\$ 2,475,383
Service cost	25,591	26,135
Interest	77,178	73,855
Change in assumptions	40,650	231,905
Differences between actual and expected experience	(60,423)	(65,508)
Benefit payments	<u>(64,204)</u>	<u>(79,344)</u>
Total OPEB Liability - End of Year	<u>2,475,383</u>	<u>2,662,426</u>
Plan fiduciary net position		
Contributions - employer	64,204	90,444
Investment income	-	2
Benefits payments, including refunds of member contributions	(64,204)	(79,344)
Administrative expense	<u>-</u>	<u>-</u>
Net change in plan fiduciary net position	-	11,102
Plan fiduciary net position - Beginning of Year	<u>-</u>	<u>-</u>
Plan fiduciary net position - End of Year	<u>-</u>	<u>11,102</u>
Net OPEB liability - End of Year	<u>\$ 2,475,383</u>	<u>\$ 2,651,324</u>
Plan fiduciary net position as a percentage of the total OPEB liability	0.0%	0.42%
Covered Payroll	\$ 1,280,133	\$ 1,339,470
Net OPEB liability as a percentage of covered payroll	193.37%	197.94%
Schedule of Employer Contributions		
Actuarially determined contribution (ADC)	687,248	692,864
Employer contribution	<u>(64,204)</u>	<u>(90,444)</u>
Contribution deficiency/(excess)	<u>\$ 623,044</u>	<u>\$ 602,420</u>
ADC as a percentage of covered payroll	53.69%	51.73%
Contribution as percentage of covered payroll	5.02%	6.75%

Notes to Schedule:

Actuarially determined contribution rates are calculated as of December 31, 2019

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry age normal
Asset valuation method	Market value
Discount rate	2.50%
Salary increases	3.50%
Investment rate of return	3.26%
Mortality rate	2010 Public General Employees and Healthy Retirees MP-2019 mortality

Antrim County Road Commission

Employee Retirement and Benefit Systems Required Supplementary Information State of Michigan Public Acts 530 and 202 Information For the Year Ended December 31, 2019

Financial Information

Assets (Fiduciary Net Position)	\$ 11,102
Liabilities (Total OPEB Liability)	2,662,426
Funded ratio for the plan year	0.42%
Actuarially determined contribution (ADC)	695,864
Is ADC calculated in compliance with No. Letter 2018-3?	Yes

Membership

Active members	23
Inactive members	1
Retirees and beneficiaries	39
Premiums paid on behalf of the retirants	\$ 79,344

Actuarial Assumptions

Actuarially assumed rate of investment return	2.50%
Discount rate	2.50%
Amortization method used for funding unfunded liability	Level dollar
Amortization period used for funding unfunded liability	4 years
Is each division closed to new employees	Yes
Healthcare inflation assumptions	8.25%

Uniform Assumptions

Actuarial value of assets using uniform assumptions	\$ 12,102
Actuarial accrued liability using uniform assumptions	2,608,402
Funded ratio using uniform assumptions	4.30%
Actuarially determined contribution (ADC) using uniform assumptions	692,864

Information for Summary Report (minimum required contribution)

Retiree insurance premiums for the year	\$ 79,344
Normal cost as a percent of covered payroll	2.01%
Covered payroll for employees hired after June 30, 2018	0
Normal cost for employees hired after June 30, 2018	0
Minimum required contribution under PA 202	\$ 79,344

Valuation Date December 31, 2019

Actuarial Methods

Cost method Entry Age Normal (level percentage)
 Asset valuation method Market value

Actuarial Assumptions

Discount rate - 2.50%

Rationale - Average effective rate consisting of long term return on assets.

Salary scale - 3.50%

Rationale - Employer experience and expectations.

Return on plan assets - 2.50%

Rationale - Consistent with plan investment experience.

Mortality rates - 2010 Public General Employees and Healthy Retirees with MP-2019 mortality.

Rationale - Based on current industry studies applicable to public employers.

Utilization - 100% of eligible employees will elect coverage at retirement; actual coverage used for non-active

Rationale - Historical experience.

Termination rates - Sample rates below:

Rationale - Based on the GASB recommended turnover

Age	Rate (%)
25	6.8%
30	4.7%
35	3.2%
40	2.2%
45	1.6%

Retirement rates - 100% at earliest retirement eligibility

Rationale - Conservative and consistent with Road Commission experience

Marital assumptions - Actual marital status and spouse date of birth used for both active retirees

Retiree Annual costs

First 3 years of retirement	\$ 3,000	\$ 2,400
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Rationale - Based on stipend amount currently provided and reported by the Road Commission

Medical inflation rate - N/A; stipend only provided

**Employee Retirement and Benefit Systems
Required Supplementary Information
Assumptions and Methods for Calculation of Actuarially Determined Contributions
For the Year Ended December 31, 2019**

Implicit Subsidy - Not Applicable

Assumption changes since prior valuation

- Incorporated public mortality tables
- Lowered discount rate from 3.00% to 2.50%

Data Collection - All personnel and asset data was prepared by the plan sponsor or a representative and was generally relied upon as being correct and complete without audit by Watkins Ross

Antrim County Road Commission

Employee Retirement and Benefit Systems Required Supplementary Information Schedule of Amortization of Deferred Outflows/Inflows of Resources For the Year Ended December 31, 2019

Schedule of Difference between Actual and Expected Experience

Year	Difference between actual and expected experience	Recognition period (Years)	Amount Recognized in Year Ended December 31,					Deferred Outflows of Resources	Deferred Inflows of Resources
			2019	2020	2021	2022	2023		
2018	(60,423)	1.69	\$ (24,669)	\$ -	\$ -	\$ -	\$ -	\$ -	
2019	(65,508)	1.08	(60,656)	(4,852)	-	-	-	(4,852)	
Net recognized in OPEB expense			<u>\$ (85,325)</u>	<u>\$ (4,852)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (4,852)</u>	

Schedule of Changes in Assumptions

Year	Changes in assumptions	Recognition period (Years)	Amount Recognized in Year Ended December 31,					Deferred Outflows of Resources	Deferred Inflows of Resources
			2019	2020	2021	2022	2023		
2018	40,650	1.69	\$ 16,597	\$ -	\$ -	\$ -	\$ -	\$ -	
2019	231,905	1.08	214,727	17,178	-	-	17,178	-	
Net recognized in OPEB expense			<u>\$ 214,727</u>	<u>\$ 17,178</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,178</u>	<u>\$ -</u>	

Schedule of Differences between Projected and Actual Earnings on OPEB Assets

Year	Difference between projected and actual earnings on OPEB assets	Recognition period (Years)	Amount Recognized in Year Ended December 31,					Deferred Outflows of Resources	Deferred Inflows of Resources
			2019	2020	2021	2022	2023		
2019	-	5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Net recognized in OPEB expense			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

Total Deferred Outflow/(Inflow) of Resources

	Amount Recognized in Year Ended December 31,			
	2020	2021	2022	2023
Total Deferred Outflow/(Inflow) of Resources	\$ 12,326	\$ -	\$ -	\$ -

Plan name - Antrim County Road Commission Retiree Health Care Plan

Eligibility requirements - Age 55 with 10 years of service

Employee benefits

Retire prior to July 1, 1999

Eligible retiree and surviving spouse (if any) has \$150 per month contributed towards the employee and spouse coverage

Retire between July 1, 1999 and July 1, 2013

Eligible retiree and surviving spouse (if any) has \$200 per month contributed towards the employee and spouse coverage

Hired on or after July 1, 2014

No benefits available under this plan

Retiree contribution - Balance of any cost not covered by the provided stipend

Changes since prior valuation - None

Antrim County Road Commission

Required Supplementary Information Budgetary Comparison Schedule Statement of Revenues - Budget and Actual For the Year Ended December 31, 2019

	Original Budget	Final Amended Budget	Actual	Variance Favorable (Unfavorable)
Licenses and Permits	\$ 50,000	\$ 40,000	\$ 71,553	\$ 31,553
Federal Sources	138,000	150,000	141,515	(8,485)
State Sources				
Michigan Transportation Fund				
Engineering	10,000	10,000	10,000	-
Allocation	4,705,000	4,000,000	5,266,664	1,266,664
Snow Removal	330,000	450,000	477,699	27,699
Forest Road	50,000	50,000	51,103	1,103
Rural Primary	-	-	2,787	2,787
Contributions from Local Units	1,200,000	1,700,000	2,027,305	327,305
Charges for Services	655,500	795,000	995,653	200,653
Interest Earnings and Rent	-	-	16,269	16,269
Other Revenue				
Gain (Loss) on Disposal	-	-	51,996	51,996
Total Revenues	\$ 7,138,500	\$ 7,195,000	\$ 9,112,544	\$ 1,917,544

Antrim County Road Commission

Required Supplementary Information Budgetary Comparison Schedule Statement of Expenditures - Budget and Actual For the Year Ended December 31, 2019

	Original Budget	Final Amended Budget	Actual	Variance Favorable (Unfavorable)
Primary Road				
Preservation/Structural Improvements	\$ 500,000	\$ 1,750,000	\$ 1,581,367	\$ 168,633
Maintenance	1,750,000	2,000,000	1,816,736	183,264
Local Road				
Preservation/Structural Improvements	1,100,000	1,500,000	1,392,935	107,065
Maintenance	2,100,000	3,000,000	3,168,435	(168,435)
Trunkline Maintenance	650,000	900,000	797,676	102,324
Trunkline Nonmaintenance	5,500	60,000	51,419	8,581
Administrative Expense - Net	450,000	600,000	525,159	74,841
Equipment Expense - Net	250,000	450,000	280,620	169,380
Capital Outlay - Net	250,000	250,000	118,742	131,258
Total Expenditures	<u>\$ 7,055,500</u>	<u>\$ 10,510,000</u>	<u>\$ 9,733,089</u>	<u>\$ 776,911</u>

Other Information

Antrim County Road Commission

Other Information Analysis of Changes in Fund Balance For the Year Ended December 31, 2019

	Primary Road Fund	Local Road Fund	County Road Commission	Total
Total Revenues	\$ 3,710,785	\$ 3,901,117	\$ 1,500,642	\$ 9,112,544
Total Expenditures	3,701,674	5,007,369	1,024,046	9,733,089
Excess of Revenues Over (Under) Expenditures	9,111	(1,106,252)	476,596	(620,545)
Optional Transfers and Adjustments	(444,000)	444,000	-	-
Interfund Transfers	-	660,000	(660,000)	-
Fund Balance - January 1, 2019	534,979	6,109	2,821,325	3,362,413
Fund Balance - December 31, 2019	\$ 100,090	\$ 3,857	\$ 2,637,921	\$ 2,741,868

Antrim County Road Commission

Other Information Analysis of Revenues For the Year Ended December 31, 2019

	Primary Road Fund	Local Road Fund	County Road Commission	Total
Licenses and Permits	\$ -	\$ -	\$ 71,553	\$ 71,553
Federal Sources				
Surface Transportation Program	141,515	-	-	141,515
State Sources				
Michigan Transportation Fund				
Engineering	5,926	4,074	-	10,000
Allocation	3,120,817	2,145,847	-	5,266,664
Snow Removal	219,742	257,957	-	477,699
Forest Road	51,103	-	-	51,103
Rural Primary	2,787	-	-	2,787
Contributions from Local Units				
Townships	166,309	1,493,206	-	1,659,515
Other	-	-	367,790	367,790
Charges for Services				
Trunkline Maintenance	-	-	942,209	942,209
Trunkline Nonmaintenance	-	-	51,087	51,087
Salvage Sales	-	-	2,357	2,357
Interest and Rents				
Interest Earnings	2,586	33	13,650	16,269
Other Revenue				
Gain on Equipment Disposals	-	-	51,996	51,996
Total Revenues	<u>\$ 3,710,785</u>	<u>\$ 3,901,117</u>	<u>\$ 1,500,642</u>	<u>\$ 9,112,544</u>

Antrim County Road Commission

Other Information Analysis of Expenditures For the Year Ended December 31, 2019

	Primary Road Fund	Local Road Fund	County Road Commission	Total
Primary Road				
Preservation/Structural Improvements	\$ 1,581,367	\$ -	\$ -	\$ 1,581,367
Maintenance	1,816,736	-	-	1,816,736
Local Road				
Preservation/Structural Improvements	-	1,392,935	-	1,392,935
Maintenance	-	3,168,435	-	3,168,435
Trunkline Maintenance	-	-	797,676	797,676
Trunkline Nonmaintenance	-	-	51,419	51,419
Administrative Expense - Net	224,204	300,955	-	525,159
Equipment Expense - Net	79,367	145,044	56,209	280,620
Capital Outlay - Net	-	-	118,742	118,742
Total Expenditures	<u>\$ 3,701,674</u>	<u>\$ 5,007,369</u>	<u>\$ 1,024,046</u>	<u>\$ 9,733,089</u>

Report on Compliance



ANDERSON, TACKMAN & COMPANY, PLC
CERTIFIED PUBLIC ACCOUNTANTS

KINROSS OFFICE

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MICHIGAN & WISCONSIN**

**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***

Board of County Road Commissioners
Antrim County Road Commission
Mancelona, Michigan 49659

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, major fund and aggregate remaining fund information of the Antrim County Road Commission (a component unit of Antrim County, Michigan), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Antrim County Road Commission's (a component unit of Antrim County, Michigan) basic financial statements and have issued our report thereon dated June 1, 2020.

Internal Control over Financial Reporting

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses that we consider to be significant deficiencies listed as 2019-001 and 2019-002.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Antrim County Road Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as items 2019-002.

Antrim County Road Commission Response to Findings

The Antrim County Road Commission's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. The Antrim County Road Commission's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

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



Anderson, Tackman & Company, PLC
Certified Public Accountants
Kincheloe, Michigan

June 1, 2020

Significant Deficiency - Internal Control

Segregation of Duties

Finding 2019-001

Statement of Condition/Criteria: The Road Commission Office Manager performs several functions of receipting, disbursing, and posting to the general ledger. To provide a system of checks and balances, these functions are generally assigned to separate positions to minimize the potential for unauthorized transactions.

Effect: Lack of segregation of duties provides opportunities for inaccurate or unauthorized disbursements or transfers from road funds and increases the potential for inaccurate reporting of account activity.

Cause: Sufficient resources and staff are not available to adequately segregate these functions. Additionally, the benefit of separating these duties does not appear to exceed the costs associated with the added personnel.

Recommendation: The Board should be aware of the potential weakness in the system and provide appropriate oversight or assistance to personnel when cost beneficial.

Planned Corrective Action: The Board has implemented compensating controls to reduce the risks discussed above such as dual signature checks and account reviews.

- *Contact Person(s) Responsible for Correction:*
Burt Thompson, Manager

Significant Deficiency – Noncompliance with State Statutes

Expenditures in Excess of Appropriations—Budgetary Funds

Finding 2019-002

Criteria: The expenditures of funds in excess of appropriations are contrary to the provisions of Section 16 of Public Act 2 of 1968, as amended.

Condition: Our examination of procedures used by the Road Commission to adopt and maintain operating budgets for the Road Commission’s budgetary fund revealed the following instances of noncompliance with the provisions of Public Act 2 of 1968, as amended, the Uniform Budgeting and Accounting Act.

The Road Commission’s 2019 General Appropriations Act (budget) provided for expenditures of the General Fund to be controlled to the activity level. As detailed, actual 2019 expenditures exceeded the board’s approved budget allocations for some general fund activities.

During the fiscal year ended December 31, 2019, expenditures were incurred in excess of amounts appropriated in the amended budgets for the General Fund as listed on page 44 of the financial statements.

Effect: Condition’s violate State Statutes.

Cause: Unknown.

Recommendation: We recommend that the Road Commission’s chief administrative officer and personnel responsible for administering the activities of the various funds of the Road Commission, develop budgetary control procedures for the General Fund which will assure that expenditures do not exceed amounts authorized in the General Appropriations Act, or amendments thereof.

Planned Corrective Action: Amounts will be maintained in the future.

- *Contact Person(s) Responsible for Correction:*
Burt Thompson, Manager



ANDERSON, TACKMAN & COMPANY, PLC
CERTIFIED PUBLIC ACCOUNTANTS

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COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

Board of County Road Commissioners
Antrim County Road Commission
Mancelona, Michigan 49659

We have audited 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) for the year ended December 31, 2019, and have issued our reports thereon dated June 1, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated March 6, 2020, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the Antrim County Road Commission. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the Antrim County Road Commission's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis, schedule of funding progress, and budgetary comparison schedules, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the individual schedules, which accompany the financial statements but are not RSI. Our responsibility for this other information, as described by professional standards, is to evaluate the presentation of the other information in relation to the financial statements as a whole and to report on whether the other information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our memorandum about planning matters in March 2020.

Significant Audit Findings

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Antrim County Road Commission are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year. We noted no transactions entered into by the Road Commission during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

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

- Management's estimate of the depreciation expense is based on estimated lives. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.
- Vested Employee Benefits are based on current rates which may differ from rates used at time of distribution.
- Management's estimate of the actuarially calculated pension cost for the Pension Plan and Other Post Employment Benefits and Actuarial Value of Assets was based on actuarial assumptions and estimates.

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

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

Disagreement with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 1, 2020.

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 the application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit findings or Issues

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

Comments and Recommendations

Excess Expenditures Over Appropriations (Prior Year)

Public Act 621 of 1978, Section 18(1), as amended, provides that a local unit of government shall not incur expenditures in excess of the amount appropriated. In the body of the financial statements, the Road Commission's actual expenditures were in excess of amounts appropriated for certain line items as indicated on the Statement of Expenditures – Budget and Actual.

Status: No change.

Fraud Policy (Prior Year)

With the implementation of Statement of Auditing Standards No. 99, auditors are required to assess policies and procedures regarding fraud risks with a governmental entity. The Commission does not have a "fraud policy" which would address fraud or suspected fraud and related board actions. We recommend the Commission adopt a fraud policy in compliance with SAS No. 99.

Status: No change.

ACH/EFT Policy (Prior Year)

The Road Commission currently does not have a policy for ACH or EFT payments. Due to the increasing number of payments made in this manner, it is recommended that the Road Commission adopt a policy regarding these.

Status: No change.

Policy and Procedure Manual (Prior Year)

The Accounting Procedures Manual for Local Units of Governments and the Uniform Accounting Procedures Manual for County Road Commissions were recently updated by the Michigan Department of Treasury. These bulletins contain several policies and procedures which the Commission should review and implement as appropriate. The Commission policy and procedures have not been updated to incorporate the changes recommended in the state manuals.

Status: No change.

Invoices (Prior Year)

It was noted during our testing of controls over disbursement that invoices did not have any proof of individual examination and/or approval. We recommend that when invoices are reviewed for payment that they be stamped, signed, or initialed to show proof of examination.

Status: Corrected.

Information Technology (Prior Year)

The Board may want to perform vulnerability or intrusion scans or tests to assure that unauthorized or illegal access to Road Commission software or data has not occurred to prevent or detect theft of private information. Additionally, this procedure detects “ghost” programs operating for other than Road Commission purposes due to the internet.

Status: No change.

Obsolete Inventory (Prior Year)

The Road Commission has accumulated outdated and obsolete parts inventory. The removal of old and unused inventory items reduces handling time and costs and more accurately reports inventory levels. Additionally, post and sign inventory should be reviewed to remove old or unusable signage.

Status: In process.

Uniform Administrative Requirements (Prior Year)

As a precondition to receive federal funds, prospective recipients must have effective administrative and financial internal controls. The Uniform Guidance requires *written* policies and procedures regarding:

- Cash Management – Section 200.302(b)(6) payment procedures
- Allowability of Costs – Section 200.302(b)(7) in accordance with Subpart E – Cost Principals
- Conflict of Interest – Section 200.318(c) covering standards of conduct
- Procurement – Section 200.319(c) for purchasing
- Method of Conducting Technical Evaluations – Section 200.320(d)(3) regarding proposals
- Travel Reimbursement – Section 200.474(b) regarding travel expenses

Written policies should include provisions for training and consequences for violations of policies. The Commission should review its current written policies for compliance with the above requirements regarding federal awards and amend as necessary.

Status: No change.

Single Approach for Reporting Leases (Prior Year)

The Governmental Accounting Standards Board (GASB) issued guidance that establishes a single approach to accounting for and reporting leases by state and local governments. The single approach is based on the principle that leases are financing of the right to use an underlying asset.

GASB Statement No. 87, *Leases*, provides guidance for lease contracts for nonfinancial assets – including vehicles heavy equipment, and buildings – but excludes nonexchange transactions, including donated assets, and leases of intangible assets.

Under the new Statement a lessee government is required to recognize (1) a lease liability and (2) an intangible asset representing the lessee's right to use the leased asset. A lessor government is required to recognize (1) a lease receivable and (2) a deferred inflow of resources. A lessor will continue to report the leased asset in its financial statements.

A lease also will report the following in its financial statements:

- Amortization expense for using the lease asset (similar to depreciation) over the shorter of the term of the lease or the useful life of the underlying asset.
- Interest expense on the lease liability
- Note disclosures about the lease, including a general description of the leasing arrangement, the amount of the lease assets recognized, and a schedule of future lease payments to be made.

Limited exceptions to the single-approach guidance are provided for:

- Short-term leases, defined as lasting a maximum of 12 months at inception, including any options to extend.
- Financial purchases
- Certain regulated leases, such as between municipal airports and air carriers.

The full text of Statement 87 is available on the GASB website, www.gasb.org.

Status: Will be implemented in 2021.

Employee Withholding Forms (Prior)

Due to the significant changes recently enacted with the 2019 Tax Cuts and Jobs Act, the Board should consider having employees update their Form W4 – Employee's Withholding Allowance Certificate. Tax rate, credit and deduction changes have impacted federal income tax withheld from gross pay.

Status: Implemented

Public Act 202 of 2017 (Prior)

Public Act 202 of 2017 required local units of government with employee retiree healthcare plans to provide adequate funding. The Road Commission established a retiree healthcare program which is not adequately funded at 40% of the actuarially determined total liability. The Road Commission is not in compliance with the statute and must receive an approved waiver from the Michigan Department of Treasury or adequately fund this plan. A trust in accordance with Public Act 115 should be established as well.

Status: A corrective action plan was submitted and accepted by the Treasury department.

Credit Cards (Prior)

It was noted during our testing of controls over credit cards, that there were several occurrences in December of purchases that did not have authorization. All receipts should be initialed as to authorization and the purpose indicated in accordance with state law. The Michigan Department of Treasury recommends that credit card practices follow the procedures outlined in Public Act 266 of 1995. We recommend that all credit card purchases be supported with receipts, authorization and meals documented as to governmental purpose.

Status: Corrected.

Journal Entries (Prior)

The Michigan Accounting Procedures Manual requires that all Journal Entries be sequentially numbered, dated, explained, have supporting documentation and be initialed by the preparer and authorized. Transfer vouchers did not contain this information in all cases. Procedures should be implemented to provide compliance with the manual.

Status: No change.

Uncashed Checks

The Michigan unclaimed property statute requires uncashed checks to be escheated to the Department of Treasury as abandoned property. Checks with a period of abandonment from one to three years should be remitted in accordance with the “manual for reporting unclaimed property.” The commission has a few old uncleared checks.

Board Clerk Appointment – Organizational Meeting

The board has not formally appointed a Road Commission “Clerk” to the board in several years. As part of the organizational meeting each year, the Board should consider appointing a “Clerk” or Secretary to the Board to assist in executing board approved documents, certifying board actions and other official duties in Accordance Section 224.9 of Public Act 283 of 1909. Additionally, at the first meeting of the calendar year, the Board should elect officers, appoint legal counsel, approved bank accounts and signors and other organizational tasks in accordance with “Robert’s Rules of Order” for board procedures.

Transparency Reporting

Michigan Public Act 84 of 2015 requires units of government to provide specific finances, unfunded liabilities, debt service, performance dash board, and other information. The Road Commission has not updated its website for this required data for the most recent fiscal year. The Board should provide this data in accordance with state statute.

Administrative Costs

During our review of the Administrative Expense schedule included in the ACT 51 report we noted depreciation expense for the office portion of the building was not allocated. Due to the regulatory limit of 10% of total expenditures applied to this cost, an allocation of building depreciation for office space should be included as part of administrative costs. A square footage method could be utilized to allocate this cost.

Pension and OPEB Reporting – Form 5572

Public Act 202 of 2017 required governments to prepare additional reporting for pension and OPEB plans using Form 5572 (due 6 months after the end of your fiscal year). A memo was issued September 25, 2018 by Treasury regarding the application of uniform assumptions. For the purpose of reporting Form 5572, Treasury required uniform assumptions to be included on Form 5572 for fiscal years ending 2019, if the audited financial statements were based on an actuarial valuation issued after December 31, 2018. Reporting of pension and OPEB liabilities under the uniform assumptions is required no later than fiscal year end ending 2020 in all other cases. The full memo can be found at the following address:

https://www.michigan.gov/documents/treasury/FY_2020_Uniform_Assumptions-Treasurer_Approved_669313_7.pdf

Uniform assumptions will be used by Treasury to increase comparability of pension and OPEB plans from one municipality to the next. Treasury recommends all actuarial valuations issued after December 31, 2018 include the provisions of the uniform assumptions. It is important to consider whether using the uniform assumptions for the measurement of your municipality’s pension or OPEB liabilities are appropriate under GAAP, or whether the liabilities should be calculated using two sets of assumptions. If using two sets of assumptions is appropriate, both amounts will be reported to Treasury.

Treasury has issued the following as the uniform assumptions for 2020:

Assumptions	Uniform Assumptions	Change from Fiscal Year 2019
Investment Rate of Return	Maximum of 7.00%	None
Discount Rate	Blended discount rate calculated using GASB Statements No. 68 and 75 methodology For periods in which project plan assets are Sufficient to make Projected Benefit Payments: <u>Maximum of 7.00%</u> For period in which projected plan assets are Not Sufficient to make Projected Benefit Payments: 3.50%	Increased the blended rate from 3% to 3.50% for periods in which plan assets are <u>not</u> sufficient to make project benefit payments
Salary Increase	A minimum of 3.50% or based on an actuarial experience study conducted with in the last five years	None
Mortality Table	A version of the Pub-2010 mortality tables with future mortality improvement projected generationally using Scale MP-2018 or based on an actuarial experience study conducted within the last five years	Changed from RP-2014 it Pub-2010 tables; Generational mortality improvement using Scale MP-2018
Health Care Inflation (for Medical and Drug)	Non-Medicare: Initial rate of 8.25% decreasing .25% per year to a 4.50% long-term rate Medicare: Initial rate of 6.50% decreasing .25% per year to a 4.50% long-term rate	Non-Medicare: Initial rate reduce form 8.50% to 8.25% Medicare: Initial rate reduced from 7.00% to 6.50%
Amortization of the Unfunded Actuarial Accrued Liability	Local governments must amortize the unfunded actuarial accrued liability (UAAL) over a maximum closed period of <ul style="list-style-type: none"> ● Pension systems: 19 years ● Retiree Health Care Systems: 29 years Closed plans must use a level-dollar amortization method Open plans may use a level-dollar or percent of pay amortization method	Pension: Closed period reduced from 20 years to 19 years Health Care: Closed period reduced from 30 years to 29 years

Statement No. 89, Accounting for Interest Cost Incurred Before the End of a Construction Period

Effective for fiscal years beginning after December 15, 2019 (fiscal year 2021). This Statement establishes accounting requirements for interest cost incurred before the end of a construction period.

Such interest cost includes all interest that was previously accounted for in accordance with the requirements of Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statement prepared using the economic resources measurement focus.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, schedule of funding progress, and budgetary comparison schedules, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and our knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

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

Conclusion

This information is intended solely for the use of the Antrim County Road Commission, the cognizant audit agencies and other federal and state agencies and is not intended to be and should not be used by anyone other than these specified parties.



Anderson, Tackman & Company, PLC
Certified Public Accountants
Kincheloe, Michigan.

June 1, 2020