

# **CITY OF BOX ELDER, SOUTH DAKOTA**

INDEPENDENT AUDITOR'S REPORTS,  
FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION

DECEMBER 31, 2017

**CASEY**  **PETERSON**  
*Leading the Way.*

RAPID CITY, SOUTH DAKOTA  
GILLETTE, WYOMING



**City of Box Elder, South Dakota**  
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**December 31, 2017**

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Independent Auditor's Report on Internal Control Over Financial Reporting  
and on Compliance and Other Matters Based On an Audit of Financial  
Statements Performed in Accordance With *Government Auditing Standards*

To the City Council  
City of Box Elder, South Dakota

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 modified cash basis financial statements of the governmental activities, the business-type activities, and each major fund of the City of Box Elder, South Dakota, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise City of Box Elder, South Dakota's basic financial statements and have issued our report thereon dated April 16, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of Box Elder, South Dakota'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 City of Box Elder, South Dakota's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Box Elder, South Dakota'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. We did identify a deficiency in internal control described in the accompanying schedule of findings and management responses that we considered to be a material weakness. We consider the deficiency described in the accompanying schedule of findings and management responses as item 2017-001 to be a material weakness.



### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Box Elder, South Dakota'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 an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and management's responses as item 2017-001.

### City of Box Elder, South Dakota's Response to Findings

City of Box Elder, South Dakota's response to the findings identified in our audit is described in the accompanying schedule of findings and management's responses. The City of Box Elder, South Dakota's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. As required by South Dakota Codified Law 4-11-11, this report is a matter of public record and its distribution is not limited.



Casey Peterson, Ltd.

Rapid City, South Dakota  
April 16, 2018

**City of Box Elder, South Dakota**  
**Schedule of Findings and Management's Responses**  
**December 31, 2017**

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Material Weakness  
Internal Control Over Compliance  
Statutory Noncompliance

2017-001 *Condition:* During our review of statutory compliance, we noted the City was not in compliance with the following state statutes.

- SDCL 6-1-10 states that municipalities have 30 days after completed wage negotiations to publish a complete list of employee salaries and wages.
- SDCL 9-23-2 and SDCL 9-18-1 require the expenses paid by the City to be itemized in the governing body's meeting minutes and published in the official newspaper.
- SDCL 9-21-6 states that the classification of expenditures in the annual appropriation of municipalities of the first and second class shall conform to the uniform classification in the municipal accounting manual.

*Criteria:* During our review of employee salaries and wages, we noted the City published employees' salaries and wages for new employees. However, the City did not publish the salaries and wages of current employees after annual raises had been determined. During our review of the governing body's meeting minutes, we noted that expenditures were not itemized in the governing body's meeting minutes and published in the official newspaper. During review of the budget, we noted expenditures being budgeted in a fund without a revenue source.

*Cause:* The City was only publishing wages of new employees, an itemized list of expenses was not being published, and approved budgets were not in conformity with the uniform classification in the municipal accounting manual.

*Effect:* The City is in noncompliance with SDCL 6-1-10, SDCL 9-23-2, SDCL 9-18-1, and SDCL 9-21-6.

*Repeat of Prior Finding:* This finding was reported in the prior year, in part, as finding 2016-001.

*Auditor's Recommendation:* We recommend City staff familiarize themselves with state statutes regarding wage and salary negotiations, expense requirements, and budgeting.

*Management's Response:* The City will work on a process to improve and become compliant with these requirements.



# City of Box Elder

420 Villa Drive  
Box Elder SD 57719  
(605) 923-1404  
Fax: (605) 923-4264  
[www.boxelder.us](http://www.boxelder.us)

## PRIOR AUDIT FINDINGS AND MANAGEMENT'S RESPONSES

Material Weakness  
Internal Control Over Compliance  
Statutory Noncompliance

2016-001 *Condition:* During our review of statutory compliance, we noted the City was not in compliance with the following state statutes.

- SDCL 6-1-10 states that municipalities have 30 days after completed wage negotiations to publish a complete list of employee salaries and wages.
- SDCL 9-21-9 requires municipalities to limit expenditures to the amount appropriated for such purposes in the annual appropriation ordinance.
- SDCL 9-21-6 states that the classification of expenditures in the annual appropriation of municipalities of the first and second class shall conform to the uniform classification in the municipal accounting manual.

*Criteria:* During our review of employee salaries and wages, we noted the City publishes employees' salaries and wages on an annual basis for all current employee annual raises. However, the City does not have an internal control process to ensure new employees added throughout the year are published. Also, expenditures by department should be limited to the amounts appropriated by the City Council and approved in the annual budget. During review of the budget, we noted expenditures being budgeted in a fund without a revenue source.

*Auditor's Recommendation:* We recommend City staff familiarize themselves with state statutes regarding wage and salary negotiations and budgeting.

*Current Status:* Bullet points related to SDCL 6-1-10 and SDCL 9-21-6 are reported as 2017-001 in the current year. Bullet point related to SDCL 9-21-9 was resolved in the current year.

## Independent Auditor's Report

To the Honorable Mayor and City Council  
City of Box Elder, South Dakota

### Report on the Financial Statements

We have audited the accompanying modified cash basis financial statements of the governmental activities, the business-type activities, and each major fund of the City of Box Elder, South Dakota (the City) as of and for the year ended December 31, 2017 and the related notes to the financial statements, which collectively comprise the City'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 the modified cash basis of accounting as described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the 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 of 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 modified cash basis financial position of the governmental activities, the business-type activities, and each major fund of the City of Box Elder, South Dakota, as of December 31, 2017, and the respective changes in modified cash basis financial position for the year then ended in accordance with the modified cash basis of accounting described in Note 1.

### Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

### Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Box Elder, South Dakota's basic financial statements. The budgetary comparison information and Schedule of Municipal Officials on pages 32 - 35 and 36, respectively, which are the responsibility of management, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated April 16, 2018 on our consideration of the City of Box Elder, South Dakota's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Box Elder, South Dakota's internal control over financial reporting and compliance. As required by South Dakota Codified Law 4-11-11, this report is a matter of public record and its distribution is not limited.



Casey Peterson, Ltd.

Rapid City, South Dakota

April 16, 2018

## BASIC FINANCIAL STATEMENTS

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**City of Box Elder, South Dakota**  
**Statement of Net Position - Modified Cash Basis**  
**December 31, 2017**

	Primary Government		
	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 6,472,749	\$ 2,688,848	\$ 9,161,597
<b>TOTAL ASSETS</b>	<u>\$ 6,472,749</u>	<u>\$ 2,688,848</u>	<u>\$ 9,161,597</u>
<b>NET POSITION</b>			
Restricted for:			
Debt Service	\$ 1,267,381	\$ 151,692	\$ 1,419,073
Construction and City Promotion	3,640,945	-	3,640,945
Unrestricted	<u>1,564,423</u>	<u>2,537,156</u>	<u>4,101,579</u>
<b>TOTAL NET POSITION</b>	<u>\$ 6,472,749</u>	<u>\$ 2,688,848</u>	<u>\$ 9,161,597</u>

The accompanying notes are an integral part of this statement.

**City of Box Elder, South Dakota**  
**Statement of Activities - Modified Cash Basis**  
**For the Year Ended December 31, 2017**

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Functions/Programs	Disbursements
<b>PRIMARY GOVERNMENT</b>	
Governmental Activities:	
General Government	984,128.00
Public Safety	1,112,679
Public Works	1,318,745
Culture and Recreation	442,354
Conservation and Development	224,661
Long-term Debt	1,391,769
Total Governmental Activities	5,474,336
Business-type Activities:	
Water	1,659,579
Sewer	1,597,958
Total Business-type Activities	3,257,537
Total Primary Government	\$ 8,731,873

The accompanying notes are an integral part of this statement.

Program Receipts			Net (Disbursements) Receipts and Changes in Net Position		
Charges for Services	Capital Grants, Loans, and Contributions	Operating Grants and Contributions	Primary Government		
			Governmental Activities	Business-type Activities	Total
\$ 143,591	\$ -	\$ -	\$ (840,537)	\$ -	\$ (840,537)
-	-	34,158	(1,078,521)	-	(1,078,521)
-	2,602,051	595	1,283,901	-	1,283,901
-	-	-	(442,354)	-	(442,354)
-	-	-	(224,661)	-	(224,661)
-	-	-	(1,391,769)	-	(1,391,769)
<u>143,591</u>	<u>2,602,051</u>	<u>34,753</u>	<u>(2,693,941)</u>	<u>-</u>	<u>(2,693,941)</u>
1,715,175	-	-	-	55,596	55,596
<u>1,686,936</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>88,978</u>	<u>88,978</u>
<u>3,402,111</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>144,574</u>	<u>144,574</u>
<u>\$ 3,545,702</u>	<u>\$ 2,602,051</u>	<u>\$ 34,753</u>	<u>(2,693,941)</u>	<u>144,574</u>	<u>(2,549,367)</u>
<b>GENERAL RECEIPTS</b>					
Taxes:					
Property Taxes			2,565,208	-	2,565,208
Sales Taxes			2,122,383	-	2,122,383
State Shared Receipts			180,667	-	180,667
Unrestricted Investment Earnings			25,978	-	25,978
Miscellaneous Receipts			<u>101,838</u>	<u>-</u>	<u>101,838</u>
Total General Receipts			<u>4,996,074</u>	<u>-</u>	<u>4,996,074</u>
<b>CHANGE IN NET POSITION</b>			2,302,133	144,574	2,446,707
<b>NET POSITION - BEGINNING</b>			<u>4,170,616</u>	<u>2,544,274</u>	<u>6,714,890</u>
<b>NET POSITION - ENDING</b>			<u>\$ 6,472,749</u>	<u>\$ 2,688,848</u>	<u>\$ 9,161,597</u>

The accompanying notes are an integral part of this statement.

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**City of Box Elder, South Dakota**  
**Balance Sheet - Modified Cash Basis - Governmental Funds**  
**December 31, 2017**

	General Fund	Liquor, Lodging and Dining Gross Receipts Tax Fund	Capital Projects Fund	Tax Increment District #1 Debt Service Fund	Total Governmental Funds
<b>ASSETS</b>					
Cash and Cash Equivalents	\$ 2,039,168	\$ 1,437,615	\$ 2,203,330	\$ 792,636	\$ 6,472,749
<b>TOTAL ASSETS</b>	<u>\$ 2,039,168</u>	<u>\$ 1,437,615</u>	<u>\$ 2,203,330</u>	<u>\$ 792,636</u>	<u>\$ 6,472,749</u>
<b>FUND BALANCES</b>					
Restricted:					
Debt Service	\$ 474,745	\$ -	\$ -	\$ 792,636	\$ 1,267,381
Construction and City Promotion	-	1,437,615	2,203,330	-	3,640,945
Unassigned	<u>1,564,423</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,564,423</u>
<b>TOTAL FUND BALANCES</b>	<u>\$ 2,039,168</u>	<u>\$ 1,437,615</u>	<u>\$ 2,203,330</u>	<u>\$ 792,636</u>	<u>\$ 6,472,749</u>

The accompanying notes are an integral part of this statement.

**City of Box Elder, South Dakota**  
**Statement of Receipts, Disbursements, and Changes in Fund Balances -**  
**Modified Cash Basis - Governmental Funds**  
**For the Year Ended December 31, 2017**

	General Fund	Liquor, Lodging and Dining Gross Receipts Tax Fund	Capital Projects Fund	Tax Increment District #1 - Debt Service Fund	Total Governmental Funds
<b>RECEIPTS</b>					
Taxes:					
General Property Taxes	\$ 1,244,157	\$ -	\$ -	\$ 1,318,372	\$ 2,562,529
General Sales and Use Taxes	1,671,604	450,467	-	-	2,122,071
Amusement Taxes	312	-	-	-	312
Penalties and Interest on Delinquent Taxes	2,679	-	-	-	2,679
Licenses and Permits	143,591	-	-	-	143,591
Intergovernmental Receipts:					
State Grants	252,646	-	2,350,000	-	2,602,646
State Shared Receipts:					
Bank Franchise Tax	11,141	-	-	-	11,141
Liquor Tax Reversion	48,424	-	-	-	48,424
Motor Vehicle Licenses	87,125	-	-	-	87,125
Local Government Highway and Bridge Fund	28,801	-	-	-	28,801
Other	5,176	-	-	-	5,176
Federal Grants	34,158	-	-	-	34,158
Miscellaneous Receipts	110,278	17,538	-	-	127,816
<b>TOTAL RECEIPTS</b>	<b>3,640,092</b>	<b>468,005</b>	<b>2,350,000</b>	<b>1,318,372</b>	<b>7,776,469</b>

The accompanying notes are an integral part of this statement.

	General Fund	Liquor, Lodging and Dining Gross Receipts Tax Fund	Capital Projects Fund	Tax Increment District #1 - Debt Service Fund	Total Governmental Funds
<b>DISBURSEMENTS</b>					
General Government:					
Executive	127,146	-	-	-	127,146
Financial Administration	646,982	-	-	-	646,982
Public Safety:					
Police	978,985	-	-	-	978,985
Public Works:					
Highways and Streets	794,460	-	-	-	794,460
Planning and Zoning	212,863	-	-	-	212,863
Culture and Recreation:					
Parks	209,640	-	-	-	209,640
Conservation and Development:					
Economic Development	-	142,062	-	-	142,062
Debt Service	285,138	-	-	1,316,631	1,601,769
Capital Outlay	<u>531,160</u>	<u>82,599</u>	<u>146,670</u>	-	<u>760,429</u>
<b>TOTAL DISBURSEMENTS</b>	<u>3,786,374</u>	<u>224,661</u>	<u>146,670</u>	<u>1,316,631</u>	<u>5,474,336</u>
Excess (Deficiency) of Receipts Over (Under) Disbursements	(146,282)	243,344	2,203,330	1,741	2,302,133
<b>FUND BALANCE - BEGINNING</b>	<u>2,185,450</u>	<u>1,194,271</u>	<u>-</u>	<u>790,895</u>	<u>4,170,616</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 2,039,168</u>	<u>\$ 1,437,615</u>	<u>\$ 2,203,330</u>	<u>\$ 792,636</u>	<u>\$ 6,472,749</u>

The accompanying notes are an integral part of this statement.

**City of Box Elder, South Dakota**  
**Statement of Net Position - Modified Cash Basis - Proprietary Funds**  
**December 31, 2017**

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	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Total Proprietary Funds</u>
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 837,440	\$ 1,851,408	\$ 2,688,848
<b>TOTAL ASSETS</b>	<u>837,440</u>	<u>1,851,408</u>	<u>2,688,848</u>
<b>NET POSITION</b>			
Restricted:			
Debt Service	98,184	53,508	151,692
Unrestricted	<u>739,256</u>	<u>1,797,900</u>	<u>2,537,156</u>
<b>TOTAL NET POSITION</b>	<u>\$ 837,440</u>	<u>\$ 1,851,408</u>	<u>\$ 2,688,848</u>

The accompanying notes are an integral part of this statement.

**City of Box Elder, South Dakota**  
**Statement of Receipts, Disbursements, and Changes in Fund Net Position -**  
**Modified Cash Basis - Proprietary Funds**  
**For the Year Ended December 31, 2017**

	Water Fund	Sewer Fund	Total Proprietary Funds
<b>OPERATING RECEIPTS</b>			
Charges for Goods and Services	\$ 1,487,451	\$ 1,686,936	\$ 3,174,387
Revenues Dedicated for Debt Service	<u>227,724</u>	<u>-</u>	<u>227,724</u>
Total Operating Receipts	<u>1,715,175</u>	<u>1,686,936</u>	<u>3,402,111</u>
<b>OPERATING DISBURSEMENTS</b>			
Personal Services	250,664	39,683	290,347
Repairs and Maintenance	250,665	28,377	279,042
Other Current Disbursements	<u>392,973</u>	<u>1,372,757</u>	<u>1,765,730</u>
Total Operating Disbursements	<u>894,302</u>	<u>1,440,817</u>	<u>2,335,119</u>
Operating Income	<u>820,873</u>	<u>246,119</u>	<u>1,066,992</u>
<b>NONOPERATING DISBURSEMENTS</b>			
Capital Purchases	(516,027)	(88,460)	(604,487)
Principal Payments	(121,783)	(33,204)	(154,987)
Interest Payments	<u>(127,467)</u>	<u>(35,477)</u>	<u>(162,944)</u>
Net Nonoperating Disbursements	<u>(765,277)</u>	<u>(157,141)</u>	<u>(922,418)</u>
<b>NET INCOME</b>	55,596	88,978	144,574
<b>NET POSITION - BEGINNING</b>	<u>781,844</u>	<u>1,762,430</u>	<u>2,544,274</u>
<b>NET POSITION - ENDING</b>	<u>\$ 837,440</u>	<u>\$ 1,851,408</u>	<u>\$ 2,688,848</u>

The accompanying notes are an integral part of this statement.

**City of Box Elder, South Dakota**  
**Notes to the Financial Statements**  
**December 31, 2017**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

As discussed further in Note 1.C., these financial statements are presented on the modified cash basis of accounting. The modified cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP) as described within this note. Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements.

**A. REPORTING ENTITY**

The reporting entity of the City of Box Elder, South Dakota (the City) consists of the primary government (which includes all of the funds, organizations, institutions, agencies, departments, and offices that make up the legal entity); those organizations for which the primary government is financially accountable; and other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the financial reporting entity's financial statements to be misleading or incomplete.

**B. BASIS OF PRESENTATION**

*Government-wide Financial Statements:*

The Statement of Net Position and Statement of Activities display information about the reporting entity as a whole. These statements include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental receipts, and other non-exchange receipts. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The Statement of Activities presents a comparison between direct disbursements and program receipts for each segment of the business-type activities of the City and for each function of the City's governmental activities. Direct disbursements are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program receipts include (a) charges paid by recipients of goods and services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Receipts that are not classified as program receipts, including all taxes, are presented as general receipts.

*Fund Financial Statements:*

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, receipts, and disbursements. Funds are organized into two major categories: governmental and proprietary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City, or it meets the following criteria:

1. Total assets, liabilities, receipts, or disbursements of the individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type, and
2. Total assets, liabilities, receipts, or disbursements of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined, or
3. Management has elected to classify one or more governmental or enterprise funds as major for consistency in reporting from year to year, or because of public interest in the fund's operations.

**City of Box Elder, South Dakota**  
**Notes to the Financial Statements**  
**December 31, 2017**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

The funds of the City are described below:

Governmental Funds:

*General Fund* - The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is always considered to be a major fund.

*Special Revenue Funds* - Special revenue funds are used to account for the proceeds of specific revenue sources (other than trusts for individuals, private organizations, or other governments or for major capital projects) that are legally restricted to expenditures for specified purposes.

*Liquor, Lodging and Dining Gross Receipts Tax Fund* - To account for the collection of a one percent tax on the gross receipts of lodgings, alcoholic beverages, prepared food, and admissions which tax shall be used for the purpose of land acquisition, architectural fees, construction costs, payments for civic center, auditorium or athletic facility buildings, including the maintenance, staffing, and operations of such facilities and the promotion and advertising of the City per SDCL 10-52A-2. This fund is a major fund.

*Debt Service Funds* - Debt service funds are used to account for the accumulation of resources for and the payment of general long-term debt principal, interest, and related costs.

*Tax Increment District #1 Debt Service Fund* - Accounts for the accumulation of property tax receipts received on the tax increment district and the payment of general long-term debt principal and interest as related to the tax increment district. This fund is a major fund.

*Capital Projects Fund* - Capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds. This is a major fund.

Proprietary Funds:

*Enterprise Funds* - Enterprise funds may be used to report any activity for which a fee is charged to external users for goods or services. Activities are required to be reported as enterprise funds if any one of the following criteria is met. Governments should apply each of these criteria in the context of the activity's principal revenue sources.

1. The activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity. Debt that is secured by a pledge of net revenues from fees and charges and the full faith and credit of a related primary government or component unit - even if that government is not expected to make any payments - is not payable solely from fees and charges of the activity.
2. Laws or regulations require that the activity's costs of providing services, including capital costs (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues.
3. The pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs (such as depreciation or debt service).

*Water Fund* - Financed primarily by user charges, this fund accounts for the construction and operation of the municipal waterworks system and related facilities (SDCL 9-47-1). This fund is a major fund.

**City of Box Elder, South Dakota**  
**Notes to the Financial Statements**  
**December 31, 2017**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

*Sewer Fund* - Financed primarily by user charges, this fund accounts for the construction and operation of the municipal sanitary sewer system and related facilities (SDCL 9-48-2). This fund is a major fund.

**C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

Measurement focus is a term used to describe “how” transactions are recorded within the various financial statements. Basis of accounting refers to “when” revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus.

The City uses the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States. Under accounting principles generally accepted in the United States, transactions are recorded in the accounts when revenues are earned and liabilities are incurred. Under the modified cash basis, transactions are recorded when cash is received or disbursed.

**Measurement Focus**

*Government-Wide Financial Statements:*

In the government-wide Statement of Net Position and Statement of Activities, both governmental and business-type activities are presented using the economic resources measurement focus, applied within the limitations of the modified cash basis of accounting as defined below.

*Fund Financial Statements:*

In the fund financial statements, the current financial resources measurement focus or the economic resources measurement focus is used, applied within the limitations of the modified cash basis of accounting.

**Basis of Accounting**

In the government-wide Statement of Net Position and Statement of Activities and the fund financial statements, governmental and business-type activities are presented using the modified cash basis of accounting.

The modified cash basis of accounting involves the measurement of cash and cash equivalents and changes in cash and cash equivalents resulting from cash receipt and disbursement transactions. Under the modified cash basis of accounting, the balance sheet reports only cash and cash equivalents (those investments with terms to maturity of 90 days or less at the date of acquisition). Under the modified cash basis of accounting, transactions are recorded in the accounts when cash and/or cash equivalents are received or disbursed and assets and liabilities are recognized to the extent that cash has been received or disbursed.

Acceptable modifications to the cash basis of accounting implemented by the City in these financial statements include the recording of investments arising from cash transactions.

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

**City of Box Elder, South Dakota**  
**Notes to the Financial Statements**  
**December 31, 2017**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

If the City applied accounting principles generally accepted in the United States, the fund financial statements for governmental funds would use the modified accrual basis of accounting, while the fund financial statements for proprietary fund types would use the accrual basis of accounting. All government-wide financial statements would be presented on the accrual basis of accounting.

**D. DEPOSITS AND INVESTMENTS**

For the purpose of financial reporting, "cash and cash equivalents" includes all demand and savings accounts and certificates of deposit or short-term investments with a term to maturity at date of acquisition of three months or less.

**E. INTERFUND ELIMINATIONS AND RECLASSIFICATIONS**

In the process of aggregating data for the government-wide financial statements, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified as follows:

In order to minimize the grossing-up effect within the governmental and business-type activities columns of the primary government, the City has also chosen to net all cash balances in the governmental and business-type activities columns, except for the net, residual amounts due between governmental and business-type activities, which are presented as cash and cash equivalents.

**F. CAPITAL ASSETS**

Under the modified cash basis of accounting, the City's capital assets are considered a cost of the program for which they were acquired for the amount paid in cash in the government-wide financial statements. The fund financial statements and the proprietary financial statements report purchases as capital outlays.

**G. LONG-TERM LIABILITIES**

Under the modified cash basis of accounting, cash proceeds from long-term debt issuances are recorded as a receipt, while payments to creditors to reduce long-term debts are recorded as a cost of the program which benefits from the financing. Allocations are made where appropriate. Interest costs are not allocated, but are reported as a separate program cost category.

Long-term debts arising from cash transactions of all funds are not reported as liabilities in the modified cash basis financial statements.

**H. REVENUE RECEIVED IN ADVANCE**

Under the cash basis of accounting, cash may have been received in advance of the City's providing a good or service to a customer. These amounts are reported in the financial statements, as applicable.

**I. PROGRAM RECEIPTS**

Program receipts derive directly from the program itself or from parties other than the City's taxpayers or citizenry as a whole. Program receipts are classified into three categories as follows:

1. Charges for Services - These arise from charges to customers, applicants or others who purchase, use or directly benefit from the goods, services or privileges provided, or are otherwise directly affected by the services.
2. Program-specific Operating Grants and Contributions - These arise from mandatory and voluntary non-exchange transactions with other governments, organizations or individuals that are restricted for use in a particular program.

**City of Box Elder, South Dakota**  
**Notes to the Financial Statements**  
**December 31, 2017**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

3. Program-specific Capital Grants and Contributions - These arise from mandatory and voluntary non-exchange transactions with other governments, organizations or individuals that are restricted for the acquisition of capital assets for use in a particular program.

**J. PROPRIETARY FUNDS RECEIPTS AND DISBURSEMENTS CLASSIFICATION**

Operating receipts and disbursements for proprietary funds result from providing services and producing and delivering goods and services. They also include all receipts and disbursements not related to capital and related financing, noncapital financing, or investing activities.

**K. EQUITY CLASSIFICATIONS**

*Government-Wide Financial Statements:*

Equity is classified as net position and is displayed in two components under the modified cash basis:

1. Restricted Net Position - Consists of net position with constraints placed on their use either by (a) external groups such as creditors, grantors, contributors, or laws and regulations of other governments, or (b) law through constitutional provisions or enabling legislation.
2. Unrestricted Net Position - All other net assets that do not meet the definition of "restricted."

*Fund Financial Statements*

Governmental fund equity is classified as fund balance which is distinguished between the following classifications:

*Nonspendable* - Includes amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

*Restricted* - Includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.

*Committed* - Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority and does not lapse at year-end.

*Assigned* - Includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. The City Council has given management the authority to create assignments of fund equity.

*Unassigned* - Includes positive fund balance within the General Fund which has not been classified within the above-mentioned categories and negative fund balances in other governmental funds.

Proprietary fund equity is classified the same as in the government-wide financial statements.

The City does not have a formal minimum fund balance policy.

**L. APPLICATION OF NET POSITION**

It is the City's policy to first use restricted net position prior to the use of unrestricted net position when a disbursement is made for purposes for which both restricted and unrestricted net position are available. Additionally, the City would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

**City of Box Elder, South Dakota**  
**Notes to the Financial Statements**  
**December 31, 2017**

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**NOTE 2 - INTERFUND TRANSFERS AND BALANCES**

As a result of the City reporting under the modified cash basis of accounting, at times the funds will report negative cash and cash equivalents. Negative cash and cash equivalents represent the amount these funds have overdrawn their portion of pooled cash, and subsequently borrowed from other funds.

**NOTE 3 - DEPOSITS AND INVESTMENTS**

The City follows the practice of aggregating the cash assets of various funds to maximize cash management efficiency and returns. Various restrictions on deposits and investments are imposed by statutes. These restrictions are as follows.

Deposits

The City's cash deposits are made in qualified public depositories as defined by SDCL 4-6A-1, 9-22-6, 9-22-6.1, and 9-22-6.2, and may be in the form of demand or time deposits. Qualified depositories are required by SDCL 4-6A-3 to maintain at all times, segregated from their other assets, eligible collateral having a value equal to at least 100 percent of the public deposit accounts which exceed deposit insurance such as the FDIC and NCUA. In lieu of pledging eligible securities, a qualified public depository may furnish irrevocable standby letters of credit issued by Federal Home Loan Banks accompanied by written evidence of that bank's public debt rating, which may not be less than "AA," or a qualified public depository may furnish a corporate surety bond of a corporation authorized to do business in South Dakota.

Investments

In general, SDCL 4-5-6 permits Municipality funds to be invested only in (a) securities of the United States and securities guaranteed by the United States Government either directly or indirectly; or (b) repurchase agreements fully collateralized by securities described in (a) above; or in shares of an open-end, no-load fund administered by an investment company whose investments are in securities described in (a) above and repurchase agreements described in (b) above. Also, SDCL 4-5-9 requires investments to be in the physical custody of the political subdivision or may be deposited in a safekeeping account with any bank or trust company designated by the political subdivision as its fiscal agent.

**Custodial Credit Risk** - The risk that, in the event of a depository failure, the City's deposits may not be returned to it. The City does not have a deposit policy for custodial credit risk. As of December 31, 2017, none of the City's deposits were exposed to custodial credit risk.

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

**Credit Risk** - State law limits eligible investments for the City, as discussed above. The City has no investment policy that would further limit its investment choices.

State law allows income from deposits and investments to be credited to either the General Fund or the fund making the investment. The City's policy is to credit all income from deposits and investments to the General Fund.

**City of Box Elder, South Dakota**  
**Notes to the Financial Statements**  
**December 31, 2017**

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**NOTE 4 - PROPERTY TAXES**

Property taxes are levied on or before October 1 of the year preceding the start of the fiscal year. They attach as an enforceable lien on property and become due and payable as of January 1, the first day of the fiscal year. Taxes are payable in two installments on or before April 30 and October 31 of the fiscal year. The City is permitted by several state statutes to levy varying amounts of taxes per \$1,000 of taxable valuation on taxable real property in the City.

**NOTE 5 - PENSION PLAN**

Plan Information

All employees, working more than 20 hours per week during the year, participate in the South Dakota Retirement System (SDRS), a cost sharing, multiple employer defined benefit pension plan administered by SDRS to provide retirement benefits for employees of the State of South Dakota and its political subdivisions. The SDRS provides retirement, disability, and survivor benefits. The right to receive retirement benefits vests after three years of credited service. Authority for establishing, administering and amending plan provisions are found in SDCL 3-12. The SDRS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained at <http://sdrs.sd.gov/publications.aspx> or by writing to the SDRS, P.O. Box 1098, Pierre, SD 57501-1098 or by calling (605) 773-3731.

Benefits Provided

SDRS has three different classes of employees, Class A, Class B public safety and Class B judicial. Class A retirement benefits are determined as 1.7 percent prior to 2008 and 1.55 percent thereafter of the employee's final 3-year average compensation times the employee's years of service. Employees with 3 years of service are eligible to retire at age 55. Class B public safety benefits are determined as 2.4 percent for service prior to 2008 and 2.0 percent thereafter of employee final average compensation. Class B judicial benefits are determined as 3.733 percent for service prior to 2008 and 3.333 percent thereafter of employee final average compensation. All Class B employees with 3 years of service are eligible to retire at age 45. Employees are eligible for service-related disability benefits regardless of length of service. Three years of service is required for nonservice-related disability eligibility. Disability benefits are determined in the same manner as retirement benefits but are payable immediately without an actuarial reduction. Death benefits are a percent of the employee's final average salary.

The annual increase in the amount of the SDRS benefits payable on each July 1st is indexed to the consumer price index (CPI) based on SDRS funded status:

- If the SDRS market value funded ratio is
  - 100% or more - 3.1% COLA
  - 80.0% to 99.9%, index with the CPI
    - 90.0% to 99.9% funded - 2.1% minimum and 2.8% maximum COLA
    - 80.0% to 90.0% funded - 2.1% minimum and 2.4% maximum COLA
  - Less than 80% - 2.1% COLA

**City of Box Elder, South Dakota  
Notes to the Financial Statements  
December 31, 2017**

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**NOTE 5 - PENSION PLAN (CONTINUED)**

The 2017 legislation modified the COLA, effective for the July 1, 2018 increase:

- Baseline actuarial accrued liabilities will be calculated assuming the COLA is equal to the long-term inflation assumption of 2.25%.
- If the fair value of assets is greater or equal to the baseline actuarial accrued liabilities, the COLA will be:
  - The increase in the 3rd quarter CPI-W, no less than 0.5% and no greater than 3.5%.
- If the fair value of assets is less than the baseline actuarial accrued liabilities, the COLA will be:
  - The increase in the 3rd quarter CPI-W, no less than 0.5% and no greater than a restricted maximum such that, that if the restricted maximum is assumed for future COLAs, the fair value of assets will be greater or equal to the accrued liabilities.

All benefits except those depending on the member's accumulated contributions are annually increased by the cost-of-living adjustment.

Contributions

Per SDCL 3-12, contribution requirements of the active employees and the participating employers are established and may be amended by the SDRS Board. Covered employees are required by state statute to contribute the following percentages of their salary to the plan; Class A Members, 6.0% of salary; Class B Judicial Members, 9.0% of salary; and Class B Public Safety Members, 8.0% of salary. State statute also requires the employer to contribute an amount equal to the employee's contribution. State statute also requires the employer to make an additional contribution in the amount of 6.2% for any compensation exceeding the maximum taxable amount for social security for general employees only. The City's share of contributions to the SDRS for the years ended December 31, 2017, 2016, and 2015 were \$93,672, \$85,594, and \$82,968, respectively, and were equal to the required contributions each year.

Pension Liabilities (Assets)

At June 30, 2017, SDRS is 100.1% funded and accordingly, has a net pension asset. The proportionate shares of the components of the net pension asset of South Dakota Retirement System, for the City as of this measurement period ending June 30, 2017 and reported by the City as of December 31, 2017 are as follows:

Proportionate Share of Pension Liability	\$ 8,851,368
Less: Proportionate Share of Net Pension Restricted for Pension Benefits	<u>8,858,272</u>
Proportionate Share of Net Pension Liability (Asset)	<u>\$ (6,904)</u>

At December 31, 2017, the City reported a liability (asset) of \$(6,904) for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of June 30, 2017 and the total pension liability (asset) used to calculate the net pension liability (asset) was based on a projection of the City's share of contributions to the pension plan relative to the contributions of all participating entities. At June 30, 2017, the City's proportion was 0.07607560%, which is an increase of 0.0053471% from its proportion measured as of June 30, 2016.

**City of Box Elder, South Dakota  
Notes to the Financial Statements  
December 31, 2017**

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**NOTE 5 - PENSION PLAN (CONTINUED)**

Actuarial Assumptions

The total pension liability (asset) in the June 30, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.25%
Salary Increases	Graded by years of service, from 6.50% at entry to 3.00%
Discount Rate	6.50% net of plan investment expense

Mortality rates were based on 97% of the RP-2014 Mortality Table, projected generationally with Scale MP-2016, white collar rates for females and total dataset rates for males. Mortality rates for disabled members were based on the RP-2014 Disabled Retiree Mortality Table, projected generationally with Scale MP-2016.

Investment portfolio management is the statutory responsibility of the South Dakota Investment Council (SDIC), which may utilize the services of external money managers for management of a portion of the portfolio. SDIC is governed by the Prudent Man Rule (i.e., the Council should use the same degree of care as a prudent man). Current SDIC investment policies dictate limits on the percentage of assets invested in various types of vehicles (equities, fixed income securities, real estate, cash, private equity, etc.). The long-term expected rate of return on pension plan investments was determined using a method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension 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 weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2017 (see the discussion of the pension plan's investment policy) are summarized in the following table using geometric means:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Global Equity	58.0%	4.8%
Fixed Income	30.0%	1.8%
Real Estate	10.0%	4.6%
Cash	2.0%	0.7%
Total	<u>100.0%</u>	

**City of Box Elder, South Dakota**  
**Notes to the Financial Statements**  
**December 31, 2017**

**NOTE 5 - PENSION PLAN (CONTINUED)**

Discount Rate

The discount rate used to measure the total pension liability (asset) was 6.50%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that matching employer contributions from will be made at rates equal to the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all future benefit payments of current plan members. 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 (asset).

Sensitivity of Liability (Asset) to Changes in the Discount Rate

The following presents the City's proportionate share of net pension liability (asset) calculated using the discount rate of 6.50%, as well as what the City's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage point lower (5.50%) or 1-percentage point higher (7.50%) than the current rate:

	1% Decrease	Current Discount Rate	1% Increase
City's Proportionate Share of the Net Pension Liability (Asset)	\$ 1,264,455	\$ (6,904)	\$ (1,042,204)

Pension Plan Fiduciary Net Position

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

**NOTE 6 - COMMITMENTS**

The following is a summary of the long-term commitments for the year ended December 31, 2017:

	Balance 12/31/16	Additions	Deletions	Balance 12/31/17
<b>Governmental Funds:</b>				
Tax Increment Revenue Bonds	\$ 5,441,844	\$ -	\$ (1,181,471)	\$ 4,260,373
Sales Tax Revenue Bonds	3,390,000	-	(210,000)	3,180,000
Total Governmental Funds	8,831,844	-	(1,391,471)	7,440,373
<b>Business-type Activities:</b>				
Revenue Bonds	4,390,566	-	(154,988)	4,235,578
Total Business-type Activities	4,390,566	-	(154,988)	4,235,578
<b>Total</b>	<b>\$ 13,222,410</b>	<b>\$ -</b>	<b>\$ (1,546,459)</b>	<b>\$ 11,675,951</b>

**City of Box Elder, South Dakota  
Notes to the Financial Statements  
December 31, 2017**

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**NOTE 6 - COMMITMENTS (CONTINUED)**

Long-term debt at December 31, 2017 was comprised of the following:

Tax Increment Revenue Bonds:

Tax Increment Revenue Bond, Series 2010A, including interest at 3.25% and is due in annual installments of \$256,042 through May 1, 2025. Repayment is financed through the TIF Debt Service Fund (TID #1). Interest paid for the year ended December 31, 2017 was \$44,411.	\$ 1,042,026
Tax Increment Revenue Bond, Series 2010B, including interest at 3.25%, due in annual installments of \$194,209 through May 2025. Repayment is financed through the TIF Debt Service Fund (TID #1). Interest paid for the year ended December 31, 2017 was \$35,278.	811,037
Tax Increment Revenue Bond, Well, including interest at 1.875%, due in semi-annual installments of \$133,325 through December 2031. Repayment is financed through the TIF Debt Service Fund (TID #1). Interest paid for the year ended December 31, 2017 was \$55,471.	<u>2,407,310</u>
	<u>4,260,373</u>

Revenue Bonds:

Sales Tax Revenue Bonds, series 2011, including varying interest to 3.15%, due in annual escalating principal installments and semiannual interest installments through December 2019. Financed through the General Fund. Interest paid for the year ended December 31, 2017 was \$15,165.	355,000
Sales Tax Revenue Bonds, series 2016, including varying interest to 3%, due in annual escalating principal installments and semiannual interest installments through December 2030. Financed through the General Fund. Interest paid for the year ended December 31, 2017 was \$59,973.	2,825,000
2006 Water Utility Revenue bonds through Rural Development. Bears interest at 4.375%. Due in monthly installments of \$8,182 through November 2046. Financed through the Water Fund. Interest paid for the year ended December 31, 2017 was \$67,632.	1,529,275
2012 State Revolving Fund Revenue Bonds through the South Dakota Conservancy District. Bears interest at 2.5% and an annual administrative fee of .5%. Due in quarterly installments of \$37,767 through January 2034. Financed through the Water Fund. Interest paid for the year ended December 31, 2017 was \$59,835.	1,937,281
2003 Sewer Revenue Note through Rural Development. Bears interest at 4.50%. Due in monthly payments of \$4,459 through April 2043. Financed through the Sewer Fund. Interest paid for year ended December 31, 2017 was \$35,477.	<u>769,022</u>
	<u>7,415,578</u>
	<u>\$ 11,675,951</u>

**City of Box Elder, South Dakota**  
**Notes to the Financial Statements**  
**December 31, 2017**

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**NOTE 7 - RESTRICTED NET POSITION**

The following table shows restricted net position and the purpose for such restrictions as shown in the statement of net position - modified cash basis:

<u>Purposes</u>	<u>Restricted By</u>	<u>Amount</u>
Major Purposes:		
Debt Service Purpose	Debt Covenants	\$ 1,419,073
Construction and City Promotion Purpose	State Law	<u>3,640,945</u>
		<u>\$ 5,060,018</u>

**NOTE 8 - RISK ASSESSMENT**

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the year ended December 31, 2017, the City managed risks as follows:

Unemployment Benefits

The City has elected to be self-insured and retain all risk for liabilities resulting from claims for unemployment benefits.

Employee Health Insurance

The City purchases health and dental insurance for its employees from a commercial insurance carrier. Settled claims resulting from the risks have not exceeded the liability coverage during the past three years.

Liability Insurance

The City is a member of the South Dakota Public Assurance Alliance (SDPAA), a public entity risk pool currently operating as a common risk management and insurance program for South Dakota local government entities. The City pays an annual premium to the pool to provide coverage for general liability, officials' liability, automobile liability and damage, property damage, and law enforcement liability.

The objective of the SDPAA is to administer and provide risk management services and risk sharing facilities to the members, to defend and protect the members against liability, to advise members on loss control guidelines and procedures, and to provide them with risk management services, loss control and risk reduction information, and to obtain lower costs for that coverage. The City's responsibility is to promptly report and to cooperate with the SDPAA to resolve any incident which could result in a claim being made by or against the City. The City pays an annual premium to provide liability coverage detailed below, under a claims-made policy, and the premiums are accrued based on the ultimate cost of the experience to date of the SDPAA member, based on their exposure or type of coverage.

The agreement with the South Dakota Public Assurance Alliance provides that the above coverage will be provided up to a \$1,000,000 limit. Member premiums are used by the pool for payment of claims and to pay for reinsurance of claims in excess of \$250,000 for property coverage and \$500,000 for liability to the upper limit. A portion of the member premiums are also allocated to a cumulative reserve fund.

**City of Box Elder, South Dakota**  
**Notes to the Financial Statements**  
**December 31, 2017**

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**NOTE 8 - RISK ASSESSMENT (CONTINUED)**

As of December 31, 2017, the City had a vested balance in the cumulative reserve fund of \$43,668, and is considered to be fully vested. The deposit is not recorded in the City's financial statements due to the modified cash basis of accounting elected by the City.

The City does not carry additional insurance to cover claims in excess of the upper limit. Settled claims resulting from these risks have not exceeded the liability coverage during the past three years.

Worker's Compensation

The City joined the South Dakota Municipal League of Worker's Compensation (the Fund), a public entity risk pool currently operating as a common risk management and insurance program for South Dakota local government entities. The City pays an annual premium to the pool to provide worker's compensation coverage for its employees. Coverage limits are set by state statute. The pool pays the first \$650,000 of any claim per individual. The pool has reinsurance which covers up to an additional \$2,000,000 per individual per incident.

The City does not carry additional insurance to cover claims in excess of the upper limit. Settled claims resulting from these risks have not exceeded the liability coverage during the past three years.

**NOTE 9 - SUBSEQUENT EVENTS**

Subsequent to year-end, the City entered into several contracts for construction projects:

- Public Works Building, estimated completion date July 2018, estimated price \$595,700, to be paid with reserves.
- City Hall Renovations, estimated completion date May 2018, estimated price \$800,000, to be paid with reserves.
- Storage Building Renovations, estimated completion date March 2018, estimated price \$63,250, to be paid with reserves.

Management has evaluated subsequent events through the date of the independent auditor's report, which is the date the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

**City of Box Elder, South Dakota**  
**Budgetary Comparison Schedule - Budgetary Basis - General Fund**  
**For the Year Ended December 31, 2017**

	Budgeted Amounts		Actual (Budgetary Basis)	Variance Positive (Negative)
	Original	Final		
<b>RECEIPTS</b>				
Taxes:				
General Property Taxes	\$ 1,244,226	\$ 1,244,226	\$ 1,244,157	\$ (69)
General Sales and Use Taxes	1,672,174	1,672,174	1,671,604	(570)
Amusement Taxes	500	500.00	312	(188)
Penalties and Interest on Delinquent Taxes	4,300	4,300	2,679	(1,621)
Licenses and Permits	194,300	194,300	143,591	(50,709)
Intergovernmental Receipts:				
State Grants	-	275,000	252,646	(22,354)
Federal Grants	46,000	46,000	34,158	(11,842)
State Shared Receipts:				
Bank Franchise Tax	7,500	7,500	11,141	3,641
Liquor Tax Reversion	50,000	50,000	48,424	(1,576)
Motor Vehicle Licenses (5%)	63,000	63,000	87,125	24,125
County Shared Receipts:				
County Road Tax	5,000	29,000	28,801	(199)
Other	3,100	3,100	5,176	2,076
Fines and Forfeits:				
Court Fines and Costs	5,620	3,120	-	(3,120)
Miscellaneous Receipts	57,500	61,000	110,278	49,278
<b>TOTAL RECEIPTS</b>	<u>3,353,220</u>	<u>3,653,220</u>	<u>3,640,092</u>	<u>(13,128)</u>

See independent auditor's report.

	Budgeted Amounts		Actual (Budgetary Basis)	Variance Positive (Negative)
	Original	Final		
<b>DISBURSEMENTS</b>				
General Government:				
Legislative / Executive	211,068	148,966	127,146	21,820
Financial Administration	531,817	673,952	646,982	26,970
Public Safety:				
Police	1,094,598	1,232,965	1,112,679	120,286
Public Works:				
Highways and Streets	877,066	1,033,828	950,757	83,071
Planning and Zoning	285,143	272,291	221,318	50,973
Culture and Recreation:				
Recreation	17,640	-	-	-
Parks	246,445	567,428	442,354	125,074
Library	3,750	-	-	-
Debt Service	99,823	285,138	285,138	-
<b>TOTAL DISBURSEMENTS</b>	<u>3,367,350</u>	<u>4,214,567</u>	<u>3,786,374</u>	<u>428,193</u>
Excess (Deficiency) of Receipts Over (Under) Disbursements	(14,130)	(561,347)	(146,282)	415,065
<b>OTHER FINANCING SOURCES</b>				
Transfers Out	<u>(88,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>CHANGE IN FUND BALANCE</b>	(102,130)	(561,347)	(146,282)	415,065
<b>FUND BALANCE - BEGINNING</b>	<u>2,185,450</u>	<u>2,185,450</u>	<u>2,185,450</u>	<u>-</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 2,083,320</u>	<u>\$ 1,624,103</u>	<u>\$ 2,039,168</u>	<u>\$ 415,065</u>

See independent auditor's report.

**City of Box Elder, South Dakota**  
**Budgetary Comparison Schedule - Budgetary Basis - Liquor, Lodging**  
**and Dining Gross Receipts Tax Fund**  
**For the Year Ended December 31, 2017**

	<u>Budgeted Amounts</u>		<u>Actual (Budgetary Basis)</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>RECEIPTS</b>				
Taxes:				
General Sales and Use Taxes	\$ 324,400	\$ 324,400	\$ 450,467	\$ 126,067
Miscellaneous Receipts	<u>3,500</u>	<u>3,500</u>	<u>17,538</u>	<u>14,038</u>
<b>TOTAL RECEIPTS</b>	<u>327,900</u>	<u>327,900</u>	<u>468,005</u>	<u>140,105</u>
<b>DISBURSEMENTS</b>				
Conservation and Development:				
Economic Development	<u>264,500</u>	<u>304,500</u>	<u>224,661</u>	<u>39,839</u>
<b>TOTAL DISBURSEMENTS</b>	<u>264,500</u>	<u>304,500</u>	<u>224,661</u>	<u>39,839</u>
<b>RECEIPTS OVER DISBURSEMENTS</b>	63,400	23,400	243,344	179,944
<b>FUND BALANCE - BEGINNING</b>	<u>1,194,271</u>	<u>1,194,271</u>	<u>1,194,271</u>	<u>-</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 1,257,671</u>	<u>\$ 1,217,671</u>	<u>\$ 1,437,615</u>	<u>\$ 219,944</u>

See independent auditor's report.

**City of Box Elder, South Dakota**  
**Notes to Supplementary Information**  
**For the Year Ended December 31, 2017**

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**NOTE 1 - BASIS OF PRESENTATION**

The Budgetary Comparison Schedules have been prepared on the modified cash basis of accounting. The Budgetary Comparison Schedules present capital outlay expenditures within each function while the Statement of Receipts, Disbursements, and Changes in Fund Balances - Modified Cash Basis presents capital outlay expenditures as a separate function.

**NOTE 2 - BUDGETS AND BUDGETARY ACCOUNTING**

The City follows these procedures in establishing the budgetary data reflected in the required supplementary information:

1. At the first regular Council meeting in September of each year or within ten days thereafter, the City Council introduces the annual appropriations ordinance for the ensuing fiscal year.
2. After adoption by the governing board, the operating budget is legally binding and actual expenditures for each purpose cannot exceed the amounts budgeted, except as indicated in number 4.
3. A line item for contingencies may be included in the annual budget. Such line item may not exceed 5 percent of the total municipal budget and may be transferred by resolution of the governing board to any other budget category that is deemed insufficient during the year.
4. If it is determined during the year that sufficient amounts have not been budgeted, state statute allows the adoption of supplemental budgets.
5. Unexpended appropriations lapse at year-end unless encumbered by resolution of the governing board. The City did not encumber any amounts at December 31, 2017.
6. The budget for the general fund is adopted on a basis consistent with that which is presented in the financial statements.

See independent auditor's report.

**City of Box Elder, South Dakota  
Municipal Officials  
December 31, 2017**

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Mayor

Larry Larson

Council Members

Scott Allen

Steven Cowley

Bruce Hegel

Jeff Hollinshead

Rick McPherson

Tricia Weathers

Finance Officer

Nicole Schneider

See independent auditor's report.