



Financial Statements
December 31, 2017

Town of Florence

Town of Florence
Municipal Officials (unaudited)
December 31, 2017

Mayor.....Patrick Callan

Governing Board.....Patrick Callan
Jeremy DeVille
Dallas Obenauer

Finance OfficerPeggy Lindahl

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Independent Auditor's Report

The Board of Trustees
Town of Florence
Florence, 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 Town of Florence, as of and for the year ended December 31, 2017, and the notes to the financial statements, which collectively comprise the Town'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 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 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 modified cash basis 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 Town of Florence as of December 31, 2017, the respective changes in modified cash basis financial position and, where applicable, cash flows thereof and 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 Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively compromise the Town's financial statements. The listing of municipal officers, budgetary comparison schedule, and schedule of changes in long-term debt are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and is not a required part of the financial statements.

The schedule of changes in long-term debt and budgetary comparison schedule and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of changes in long-term debt and budgetary comparison schedule and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the financial statements as a whole.

The listing of municipal officers 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 August 22, 2018 on our consideration of the Town of Florence'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 Town of Florence'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 Town of Florence's internal control over financial reporting and compliance.

Eide Bailly LLP

Aberdeen, South Dakota
August 22, 2018

Town of Florence
Statement of Net Position—Modified Cash Basis
December 31, 2017

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Assets			
Cash and cash equivalents	\$ 141,384	\$ 203,960	\$ 345,344
Savings certificates	16,647	12,314	28,961
Restricted assets:			
Cash and cash equivalents	-	91,480	91,480
Total assets	<u>\$ 158,031</u>	<u>\$ 307,754</u>	<u>\$ 465,785</u>
Net Position			
Restricted for:			
Debt service and short-lived asset replacement, and operation and maintenance reserves	\$ -	\$ 11,050	\$ 11,050
Debt repayment	-	80,430	80,430
Unrestricted	<u>158,031</u>	<u>216,274</u>	<u>374,305</u>
Total net position	<u>158,031</u>	<u>307,754</u>	<u>465,785</u>
	<u>\$ 158,031</u>	<u>\$ 307,754</u>	<u>\$ 465,785</u>

Town of Florence
Statement of Activities—Modified Cash Basis
Year Ended December 31, 2017

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants, Contributions and Loan Proceeds	Primary Government		Total
					Governmental Activities	Business-Type Activities	
Primary Government							
Governmental activities:							
General government	\$ 21,503	\$ 2,005	\$ 500	\$ -	\$ (18,998)	\$ -	\$ (18,998)
Public safety	26,183	-	-	-	(26,183)	-	(26,183)
Public works	34,932	23,592	14,847	-	3,507	-	3,507
Culture and recreation	9,939	-	-	-	(9,939)	-	(9,939)
Total governmental activities	<u>92,557</u>	<u>25,597</u>	<u>15,347</u>	<u>-</u>	<u>(51,613)</u>	<u>-</u>	<u>(51,613)</u>
Business-type activities:							
Water	2,101,399	86,584	883,730	1,164,629	-	33,544	33,544
Sewer	1,427,177	72,939	478,107	1,021,828	-	145,697	145,697
Total business-type activities	<u>3,528,576</u>	<u>159,523</u>	<u>1,361,837</u>	<u>2,186,457</u>	<u>-</u>	<u>179,241</u>	<u>179,241</u>
	<u>\$ 3,621,133</u>	<u>\$ 185,120</u>	<u>\$ 1,377,184</u>	<u>\$ 2,186,457</u>	<u>(51,613)</u>	<u>179,241</u>	<u>127,628</u>
General Revenues							
Taxes:							
Property taxes					9,493	-	9,493
Sales taxes					56,793	-	56,793
State shared revenues					2,512	-	2,512
Unrestricted investment earnings					257	182	439
Miscellaneous revenue					6,206	17	6,223
Transfers					46,806	(46,806)	-
Total general revenues					<u>122,067</u>	<u>(46,607)</u>	<u>75,460</u>
Change in Net Position					70,454	132,634	203,088
Net Position - Beginning					<u>87,577</u>	<u>175,120</u>	<u>262,697</u>
Net Position - Ending					<u>\$ 158,031</u>	<u>\$ 307,754</u>	<u>\$ 465,785</u>

Town of Florence
Balance Sheet—Modified Cash Basis—Governmental Fund
December 31, 2017

	<u>General Fund</u>
Assets	
Cash and cash equivalents	\$ 141,384
Savings certificates	<u>16,647</u>
	<u>\$ 158,031</u>
Fund Balances	
267 Unassigned	<u>\$ 158,031</u>
	<u>\$ 158,031</u>

Town of Florence

Statement of Revenues, Expenditures and Changes in Fund Balance—Modified Cash Basis—Governmental Fund
Year Ended December 31, 2017

	General Fund
Revenues	
310 Taxes	
311 General property taxes	\$ 9,457
313 General sales and use taxes	54,791
316 Telephone surcharge	2,002
319 Penalties and interest on delinquent taxes	36
Total taxes	66,286
320 Licenses and permits	325
330 Intergovernmental revenue	
331 Federal grants	500
335 State shared revenue	
335.01 Bank franchise tax	190
335.02 Motor vehicle commercial prorate	478
335.03 Liquor tax reversion	2,322
335.04 Motor vehicle licenses (5%)	3,643
335.08 Local government highway and bridge fund	10,437
338 County shared revenue	
338.03 County wheel tax	165
338.99 Other	124
Total intergovernmental revenue	17,859
340 Charges for goods and services	
344 Sanitation	23,592
Total charges for goods and services	23,592
360 Miscellaneous revenue	
361 Investment earnings	257
362 Rentals	1,680
369 Other	6,206
Total miscellaneous revenue	8,143
Total revenues	116,205

Town of Florence

Statement of Revenues, Expenditures and Changes in Fund Balances—Modified Cash Basis—Governmental Fund
Year Ended December 31, 2017

	<u>General Fund</u>
Expenditures	
410 General government	
414 Financial administration	21,336
419 Other general government	<u>167</u>
Total general government	<u>21,503</u>
420 Public safety	
422 Fire	1,540
429 Other public safety	<u>24,643</u>
Total public safety	<u>26,183</u>
430 Public works	
431 Highways and streets	9,341
432 Sanitation	24,162
435 Other public works	<u>1,429</u>
Total public works	<u>34,932</u>
450 Culture and recreation	
451 Recreation	4,222
452 Parks	<u>5,717</u>
Total culture and recreation	<u>9,939</u>
Total expenditures	<u>92,557</u>
Other Financing Sources	
391.01 Transfers in	<u>46,806</u>
Total other financing sources	<u>46,806</u>
Net Change in Fund Balance	70,454
Fund Balance - Beginning	<u>87,577</u>
Fund Balance - Ending	<u><u>\$ 158,031</u></u>

Town of Florence
Balance Sheet-Modified Cash Basis-Proprietary Funds
December 31, 2017

	Enterprise Funds		
	Water Fund	Sewer Fund	Totals
Assets			
Current Assets			
Cash and cash equivalents	\$ 104,260	\$ 99,700	\$ 203,960
Savings certificates	6,159	6,155	12,314
Total current assets	<u>110,419</u>	<u>105,855</u>	<u>216,274</u>
Noncurrent Assets			
107.1 Restricted deposits for:			
Debt service reserve	-	4,800	4,800
Short-lived asset replacement reserve	-	700	700
Operation and maintenance reserve	-	5,550	5,550
Debt repayment	30,827	49,603	80,430
Total noncurrent assets	<u>30,827</u>	<u>60,653</u>	<u>91,480</u>
Total assets	<u>\$ 141,246</u>	<u>\$ 166,508</u>	<u>\$ 307,754</u>
Net Position			
253.20 Restricted net position for:			
Debt service, short-lived asset replacement, and operation and maintenance reserves	\$ -	\$ 11,050	\$ 11,050
Debt repayment	30,827	49,603	80,430
Unrestricted net position	<u>110,419</u>	<u>105,855</u>	<u>216,274</u>
Total net position	<u>141,246</u>	<u>166,508</u>	<u>307,754</u>
	<u>\$ 141,246</u>	<u>\$ 166,508</u>	<u>\$ 307,754</u>

Town of Florence

Statement of Revenues, Expenses and Changes in Fund Net Position-Modified Cash Basis-Proprietary Funds
Year Ended December 31, 2017

	Enterprise Funds		
	Water Fund	Sewer Fund	Totals
Operating Revenue			
380 Charges for goods and services	\$ 55,757	\$ 23,337	\$ 79,094
381 Revenue dedicated to servicing debt	30,827	49,602	80,429
369 Miscellaneous	-	17	17
Total operating revenue	<u>86,584</u>	<u>72,956</u>	<u>159,540</u>
Operating Expenses			
410 Personal services	1,972	2,605	4,577
420 Other current expense	40,917	25,980	66,897
430 Capital assets	2,058,510	1,398,592	3,457,102
Total operating expenses	<u>2,101,399</u>	<u>1,427,177</u>	<u>3,528,576</u>
Operating Loss	<u>(2,014,815)</u>	<u>(1,354,221)</u>	<u>(3,369,036)</u>
Nonoperating Revenue			
330 Operating grants	883,730	478,107	1,361,837
361 Investment earnings	91	91	182
391.20 Long-term debt issued	1,164,629	1,021,828	2,186,457
Total nonoperating revenue	<u>2,048,450</u>	<u>1,500,026</u>	<u>3,548,476</u>
Other Financing Uses			
511 Transfers out	<u>(3,516)</u>	<u>(43,290)</u>	<u>(46,806)</u>
Total other financing uses	<u>(3,516)</u>	<u>(43,290)</u>	<u>(46,806)</u>
Change in Net Position	30,119	102,515	132,634
Net Position - Beginning	<u>111,127</u>	<u>63,993</u>	<u>175,120</u>
Net Position - Ending	<u>\$ 141,246</u>	<u>\$ 166,508</u>	<u>\$ 307,754</u>

Town of Florence
Statement of Cash Flows-Modified Cash Basis-Proprietary Funds
Year Ended December 31, 2017

	Enterprise Funds		
	Water Fund	Sewer Fund	Totals
Cash Flows from (used for) Operating Activities			
Receipt from customers	\$ 86,584	\$ 72,939	\$ 159,523
Payments to suppliers	(40,917)	(25,980)	(66,897)
Payments to employees	(1,972)	(2,605)	(4,577)
Other receipts	-	17	17
Net Cash from Operating Activities	<u>43,695</u>	<u>44,371</u>	<u>88,066</u>
Cash Flows used for Noncapital Financing Activities			
Transfers to other Funds	<u>(3,516)</u>	<u>(43,290)</u>	<u>(46,806)</u>
Net Cash used for Noncapital Financing Activities	<u>(3,516)</u>	<u>(43,290)</u>	<u>(46,806)</u>
Cash Flows from (used for) Capital and Related Financing Activities			
Operating grants	883,730	478,107	1,361,837
Purchase of capital assets	(2,058,510)	(1,398,592)	(3,457,102)
Proceeds from long-term debt	<u>1,164,629</u>	<u>1,021,828</u>	<u>2,186,457</u>
Net Cash from (used for) Capital and Related Financing Activities	<u>(10,151)</u>	<u>101,343</u>	<u>91,192</u>
Cash Flows from Investing Activities			
Interest earnings	<u>91</u>	<u>91</u>	<u>182</u>
Net Cash from Investing Activities	<u>91</u>	<u>91</u>	<u>182</u>
Net Change in Cash and Cash Equivalents	30,119	102,515	132,634
Cash and Cash Equivalents - Beginning	<u>111,127</u>	<u>63,993</u>	<u>175,120</u>
Cash and Cash Equivalents - Ending	<u>\$ 141,246</u>	<u>\$ 166,508</u>	<u>\$ 307,754</u>

Town of Florence
Statement of Cash Flows-Modified Cash Basis-Proprietary Funds
Year Ended December 31, 2017

	Enterprise Funds		
	Water Fund	Sewer Fund	Totals
Cash and Cash Equivalents Consist of:			
Cash and cash equivalents	\$ 110,419	\$ 105,855	\$ 216,274
Restricted deposits	30,827	60,653	91,480
	<u>\$ 141,246</u>	<u>\$ 166,508</u>	<u>\$ 307,754</u>
Reconciliation of Operating Loss to			
Net Cash from (used for) Operating Activities			
Operating loss	\$ (2,014,815)	\$ (1,354,221)	\$ (3,369,036)
Adjustments to reconcile operating income (loss)			
to net cash from operating activities:			
Purchase of capital assets	2,058,510	1,398,592	3,457,102
Net Cash from Operating Activities	<u>\$ 43,695</u>	<u>\$ 44,371</u>	<u>\$ 88,066</u>

Note 1 - Summary of Significant Accounting Policies

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

A. Financial Reporting Entity

The reporting entity of the Town of Florence (the Town), 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 Town's financial statements to be misleading or incomplete.

The reporting entity is comprised of the primary government, Town of Florence.

Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The Town is financially accountable if its Governing Board appoints a voting majority of another organization's governing body and it has the ability to impose its will on that organization, or there is a potential for that organization to provide specific financial benefits to, or impose specific financial burdens on, the Town (primary government). The Town may also be financially accountable for another organization if that organization is fiscally dependent on the Town.

Based upon the application of these criteria, the Town does not have any component units.

B. Basis of Presentation

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the Town as a whole. They include all funds of the Town. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues and other non-exchange revenues. 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 expenses and program revenues for each segment of the business-type activities of the Town and for each function of the Town's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues 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. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements

Fund financial statements of the Town 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, revenues, and expenditures/expenses. Funds are organized into three major categories: governmental, proprietary and fiduciary. 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 Town or it meets the following criteria:

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

The funds of the Town of Florence are described below:

Governmental Funds

General Fund – The General Fund is the general operating fund of the Town. 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.

Proprietary Funds

Enterprise Funds – Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

- **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 is a major fund.
- **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 is a major fund.

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

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.

Measurement Focus

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.

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

Basis of Accounting

The financial statements are presented in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) as established by the Governmental Accounting Standards Board. This basis of accounting involved modifications to the cash basis of accounting to report in the statement of net position or balance sheet cash transactions or events that provide a benefit or result in an obligation that covers a period greater than the period in which the cash transaction or event occurred. Such report balances include savings certificates.

This modified cash basis of accounting differs from GAAP primarily because certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected, and other accrued revenue and receivables) and certain liabilities and their related expenses or expenditures (such as accounts payable and expenses for goods or services received but not yet paid, and other accrued expenses and liabilities) are not recorded in these financial statements. In addition, other economic assets, deferred outflows, liabilities, and deferred inflows of resources that do not arise from a cash transaction or event that would be reported in GAAP basis financial statements (such as donated assets) are not reported in this modified cash basis presentation, and the measurement of reported assets and liabilities does not involve adjustment to fair value.

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. Investments in open-end mutual fund shares or similar investments in external investment pools are also considered to be cash equivalents.

Investments classified in the financial statements consist entirely of certificates of deposit whose term to maturity at date of acquisition exceeds three months and/or those types of investment authorized by South Dakota Codified Laws (SDCL) 4-5-6. Under the modified cash basis of accounting, investments are carried at cost.

E. Interfund Eliminations and Reclassifications

Government-Wide Financial Statements

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 presented or reclassified, as follows:

1. The Town did not have any interfund receivables and payables that needed to be eliminated as of December 31, 2017.
2. The Town did not have internal service fund activity which required elimination as of December 31, 2017.

F. Capital Assets

Under the modified cash basis of accounting, capital assets are expensed when the cash transaction occurs.

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 governmental funds are not reported as liabilities in the fund financial statements. Instead, the debt proceeds are reported as other financing sources and payments of principal and interest are reported as expenditures. Under the modified cash basis, the accounting for long-term debts of proprietary funds is the same in the fund financial statements as it is in the government-wide financial statements.

H. Program Revenues

In the government-wide statement of activities, reported program revenues derive directly from the program itself or from parties other than the Town's taxpayers or citizenry, as a whole. Program revenues 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.
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.

I. Proprietary Funds Revenue and Expense Classifications

In the proprietary fund's statement of revenues, expenses and changes in fund net position, revenues and expenses are classified in a manner consistent with how they are classified in the statement of cash flows. That is, transactions for which related cash flows are reported as capital and related financing activities, noncapital financing activities, or investing activities are not reported as components of operating revenues or expenses.

J. Cash and Cash Equivalents

The Town pools the cash resources of its funds for cash management purposes. The Water Fund and Sewer Fund essentially have access to the entire amount of their cash resources on demand. Accordingly, each proprietary fund's equity in the cash management pool is considered to be cash and cash equivalents.

K. Equity Classifications

Government-Wide Statements

Equity is classified as net position and is comprised of two components, restricted net position and unrestricted net position:

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 position that do not meet the definition of Restricted Net Position.

Fund Financial Statements

Governmental fund equity is classified as fund balance, and may distinguish between nonspendable, restricted, committed, assigned and unassigned components. Proprietary fund equity is classified the same as in the government-wide financial statements.

L. Application of Net Position and Fund Balance

The Town uses restricted/committed amounts first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as grant agreements requiring dollar for dollar spending. Additionally, the government would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

M. Fund Balance Classification Policies and Procedures

The following classifications describe the relative strength of the spending constraints:

- Nonspendable Fund Balance - Amounts that are not in nonspendable form are required to be maintained intact.
- Restricted Fund Balance - Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- Committed Fund Balance - Amounts constrained to specific purposes by the Town itself, using its highest level of decision-making authority (i.e., Board of Trustees). To be reported as committed, amounts cannot be used for any other purpose unless the Town takes the same highest level action to remove or change the constraint.
- Assigned Fund Balance - Amounts the Town intends to use for a specific purpose. Intent can be expressed by the Board of Trustees or by an official or body to which the Board of Trustees delegates the authority.
- Unassigned Fund Balance - Amounts that are available for any purpose. Positive amounts are reported only in the General Fund.

The Board of Trustees establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance. An assigned fund balance is established by the Board of Trustees through adoption of a resolution designating a fund balance is intended for specific purpose (such as the purchase of fixed assets, construction, debt service, or for other purposes).

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

N. Rounding

Computer generated rounding variances exist in the basic financial statements and supplementary information. The variances result from values being entered with cents rather than as whole numbers.

Note 2 - Deposits and Investments

The Town 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 summarized below:

Deposits

The Town'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% 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.

Custodial Credit Risk – Deposits – The risk that, in the event of a depository failure, the Town’s deposits may not be returned to it. The Town does not have a deposit policy for custodial credit risk. As of December 31, 2017, the Town maintained their deposits in in-state financial institutions which were properly collateralized in accordance with SDCL 4-6A-3.

The actual bank balances at December 31, 2017 are as follows:

	Bank Balance
Insured (FDIC/NCUA)	\$ 288,872
Uninsured, collateral jointly held by State's/Town's agent in the name of the State and the pledging financial institution	179,430
	\$ 468,302

The Town’s carrying amount of deposits at December 31, 2017 is as follows:

Cash and cash equivalents	\$ 436,824
Savings certificates	28,961
	\$ 465,785

Investments

In general, SDCL 4-5-6 permits Town funds to be invested in (a) securities of the United States and securities guaranteed by the United States government either directly or indirectly including, without limitation, United States treasury bills, notes, bonds and other obligations issued or directly or indirectly guaranteed by the United States government, or otherwise directly or indirectly backed by the full faith and credit of the United States government; provided that, for other than permanent, trust, retirement, building and depreciation reserve funds, such securities shall either mature within eighteen months from the date of purchase or be redeemable at the option of the holder within eighteen months from the date of purchase; or (b) repurchase agreements fully collateralized by securities described in (a) and meeting the requirements of § 4-5-9, if the repurchase agreements are entered into only with those primary reporting dealers that report to the Federal Reserve Bank of New York and with the one hundred largest United States commercial banks, as measured by domestic deposits; or (c) in shares of an open-end, no-load fund administered by an investment company registered under the Federal Investment Company Act of 1940 whose shares are registered under the Federal Securities Act of 1933 and whose only investments are in securities described in (a) and repurchase agreements described in (b).

As of December 31, 2017, the Town did not hold any investments as defined by Governmental Accounting Standards Board. The Town also does not have a formal investment policy that addresses custodial credit risk, interest rate risk, or credit risk.

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

Under the modified cash basis of accounting, investments are stated at cost.

Note 3 - 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 Town is permitted by several state statutes to levy varying amounts of taxes per \$1,000 of taxable valuation on taxable real property in the Town.

Note 4 - Significant Contingencies - Litigation

The Town is involved in legal actions arising in the normal course of business. In the opinion of management, such matters will not have a material adverse effect upon the financial position of the Town.

Note 5 - Restricted Net Position

Restricted net position for the year ended December 31, 2017 is as follows:

<u>Fund</u>	<u>Restricted By</u>	<u>Amount</u>
Sewer - Debt Service and Other Reserves	Contractual Agreement	\$ 11,050
Sewer - Debt Repayment	Contractual Agreement	49,603
Water - Debt Repayment	Contractual Agreement	30,827

Note 6 - Interfund Transfers

<u>2017</u>	<u>Transfers To:</u>
	<u>General Fund</u>
Transfers From:	
Water Fund for operations	\$ 3,516
Sewer Fund for operations	43,290

Note 7 - Risk Management

The Town 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 period ended December 31, 2017, the Town managed its risks as follows:

Employee Health Insurance

The Town does not provide a group health insurance plan for Town employees. Each employee is responsible to obtain individual health insurance.

Liability Insurance

The Town joined the South Dakota Public Assurance Alliance, a public entity risk pool currently operating as a common risk management and insurance program for South Dakota local government entities. The Town pays an annual premium to the pool to provide coverage for general liability and automobile liability.

The agreement with the South Dakota Public Assurance Alliance provides that the above coverages will be provided to a \$1,000,000 limit. Member premiums are used by the pool for payment of claims and to pay for reinsurance for claims in excess of \$500,000 for liability coverage to the upper limit. A portion of the member premiums are also allocated to a cumulative reserve fund. As of December 31, 2017, the Town has a vested balance in the cumulative reserve fund of \$3,654. The Town carries the following deductibles for the coverages listed above:

Coverage	Deductible
General liability	\$ -
Automobile liability	-

The Town 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 Town joined the South Dakota Municipal League Worker's Compensation Fund, a public entity risk pool currently operating as a common risk management and insurance program for South Dakota local government entities. The Town 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 Town 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.

Unemployment Benefits

The Town provides coverage for unemployment benefits by paying into the Unemployment Compensation Fund established by state law and managed by the State of South Dakota.

Note 8 - Commitments

As of December 31, 2017, the Town has commitments of approximately \$2,319,000 for costs related to a sewer improvement project, of which \$1,817,542 in payments had been made as of year-end. The project is being funded through a grant and loan totaling \$592,000 and \$1,212,000, respectively, from USDA – Rural Development and a grant for \$515,000 from the U.S. Department of Housing and Urban Development.



Supplementary Information
December 31, 2017

Town of Florence

Town of Florence
Schedule of Changes in Long-Term Debt
Year Ended December 31, 2017

Indebtedness	Long-Term Debt 1/1/17	Add New Debt	Less Debt Retired	Long-Term Debt 12/31/17
Enterprise Long-Term Debt USDA Rural Development Loan - Sewer	\$ -	\$ 1,021,828	\$ -	\$ 1,021,828
DENR Water System Improvement Loan	90,371	476,629	-	567,000
DENR Water System Improvement Loan	-	688,000	-	688,000
Total	<u>\$ 90,371</u>	<u>\$ 2,186,457</u>	<u>\$ -</u>	<u>\$ 2,276,828</u>

Town of Florence
Budgetary Comparison Schedule – General Fund
Year Ended December 31, 2017

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
310 Taxes				
311 General property taxes	\$ -	\$ -	\$ 9,457	\$ 9,457
313 General sales and use taxes	9,500	9,500	54,791	45,291
316 Telephone surcharge	-	-	2,002	2,002
319 Penalties and interest on delinquent taxes	-	-	36	36
Total taxes	<u>9,500</u>	<u>9,500</u>	<u>66,286</u>	<u>56,786</u>
320 Licenses and permits	-	-	325	325
330 Intergovernmental revenue				
331 Federal grants	-	-	500	500
335 State Shared revenue				
335.01 Bank franchise tax	-	-	190	190
335.02 Motor vehicle commercial prorate	-	-	478	478
335.03 Liquor tax reversion	-	-	2,322	2,322
335.04 Motor vehicle licenses (5%)	-	-	3,643	3,643
335.08 Local government highway and bridge fund	17,860	17,860	10,437	(7,423)
338 County shared revenue				
338.03 County wheel tax	-	-	165	165
338.99 Other	-	-	124	124
Total intergovernmental revenue	<u>17,860</u>	<u>17,860</u>	<u>17,859</u>	<u>(1)</u>
340 Charges for goods and services				
344 Sanitation	25,000	25,000	23,592	(1,408)
Total charges for goods and services	<u>25,000</u>	<u>25,000</u>	<u>23,592</u>	<u>(1,408)</u>
360 Miscellaneous revenue				
361 Investment earnings	260	260	257	(3)
362 Rentals	1,650	1,650	1,680	30
369 Other	2,200	2,200	6,206	4,006
Total miscellaneous revenue	<u>4,110</u>	<u>4,110</u>	<u>8,143</u>	<u>4,033</u>
Total revenues	<u>56,470</u>	<u>56,470</u>	<u>116,205</u>	<u>59,735</u>

Town of Florence
Budgetary Comparison Schedule – General Fund
December 31, 2017

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Expenditures				
410 General government				
411 Legislative	6,500	6,500	-	6,500
413 Elections	1,000	1,000	-	1,000
414 Financial administration	21,255	21,255	21,336	(81)
419 Other general government	14,620	14,620	167	14,453
Total general government	<u>43,375</u>	<u>43,375</u>	<u>21,503</u>	<u>21,872</u>
420 Public safety				
422 Fire	4,650	4,650	1,540	3,110
429 Other public safety	-	-	24,643	(24,643)
Total public safety	<u>4,650</u>	<u>4,650</u>	<u>26,183</u>	<u>(21,533)</u>
430 Public works				
431 Highways and streets	27,975	27,975	9,341	18,634
432 Sanitation	24,475	24,475	24,162	313
435 Other public works	-	-	1,429	(1,429)
Total public works	<u>52,450</u>	<u>52,450</u>	<u>34,932</u>	<u>17,518</u>
450 Culture and recreation				
451 Recreation	-	-	4,222	(4,222)
452 Parks	7,255	7,255	5,717	1,538
Total culture and recreation	<u>7,255</u>	<u>7,255</u>	<u>9,939</u>	<u>(2,684)</u>
Total expenditures	<u>107,730</u>	<u>107,730</u>	<u>92,557</u>	<u>15,173</u>
Other Financing Sources (Uses)				
391.01 Transfers in	-	-	46,806	46,806
391.03 Sale of municipal property	300	300	-	(300)
Total other financing sources (uses)	<u>300</u>	<u>300</u>	<u>46,806</u>	<u>46,506</u>
Excess of Revenue under Expenditures	(50,960)	(50,960)	70,454	121,414
Net Position - Beginning	<u>87,577</u>	<u>87,577</u>	<u>87,577</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 36,617</u>	<u>\$ 36,617</u>	<u>\$ 158,031</u>	<u>\$ 121,414</u>

Note 1 - Budgets and Budgetary Accounting

The Town follows these procedures in establishing the budgetary data reflected in the financial statements:

1. At the first regular Board meeting in September of each year or within ten days thereafter, the Town Commission introduces the annual appropriation ordinance for the ensuing fiscal year.
2. After adoption by the Town 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 a line item may not exceed 5% of the total municipal budget and may be transferred by resolution of the Town Commission 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 Town Board.

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund, special revenue funds and capital projects funds.

The Town did not encumber any amounts at December 31, 2017.

6. Formal budgetary integration is employed as a management control device during the year for the General Fund. Formal budgetary integration is not employed for debt service funds because effective budgetary control is alternatively achieved through general obligation bond indenture provisions.
7. Budget for the General Fund is adopted on a basis consistent with a modified cash basis of accounting.

Note 2 - Modified Cash Basis/Budgetary Accounting Basis Differences

The financial statements prepared on the modified cash basis of accounting present capital outlay expenditure information in a separate category of expenditures. Under the budgetary basis of accounting, capital outlay expenditures are reported within the function to which they relate. For example, the purchase of a new fire truck would be reported as a capital outlay expenditure on the governmental funds statement of revenues, expenditures and changes in fund balances; however, in the budgetary comparison schedule, the purchase of a fire truck would be reported as an expenditure of the Public Safety/Fire Department function of government, along with all other current Fire Department related expenditures.



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*

The Board of Trustees
Town of Florence
Florence, South Dakota

We have audited, 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, the financial statements of the governmental activities, the business-type activities and each major fund of the Town of Florence (the Town) as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Town’s basic financial statements and have issued our report thereon dated August 22, 2018. The statements were prepared on the modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town’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 Town’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Town’s internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Town’s financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as 2017-A and 2017-B to be material weaknesses.

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.

Compliance and Other Matters

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

Town of Florence's Response to Findings

The Town's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Town'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. However, as required by South Dakota Codified Law 4-11-11, this report is a matter of public record and its distribution is not limited.



Aberdeen, South Dakota
August 22, 2018



Independent Auditor's Report on Compliance for the Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance

To the Town Council
Town of Florence
Florence, South Dakota

Report on Compliance for Major Federal Program

We have audited the Town of Florence's (the Town) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the Town's major federal program for the year ended December 31, 2017. The Town's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on the compliance for the Town's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major program. However, our audit does not provide a legal determination of the Town of Florence's compliance.

Basis for Qualified Opinion on the Major Federal Program

As described in the accompanying schedule of findings and questioned costs, the Town did not comply with requirements regarding CFDA 10.760 Water and Waste Disposal Systems for Rural Communities as described in finding number 2017-002 for Procurement, Suspension and Debarment. Compliance with such requirements is necessary, in our opinion, for the Town to comply with the requirements applicable to that program.

Qualified Opinion

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, the Town complied, in all material aspects, with the types of compliance requirements referred to above that could have a direct and material effect on its major Federal program identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs for the year ended December 31, 2017.

Other Matters

Town of Florence's response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Town's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Management of the Town is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town of Florence's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over compliance.

Our consideration of internal control over compliance 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 and significant deficiencies may exist that have not been identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be a material weakness and a significant deficiency.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as 2017-002 to be a material weakness.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2017-001 to be a significant deficiency.

The Town's responses to the internal control over compliance findings identified in our audit are described in the accompanying schedule of findings and questions cost and corrective action plan. The Town's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report 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.

Eide Bailly LLP

Aberdeen, South Dakota
August 22, 2018

Town of Florence
Schedule of Expenditures of Federal Awards
Year Ended December 31, 2017

Federal Grantor/Pass-Through Grantor Program Title	Pass-Through Identification Number	Federal CFDA Number	Expenditures
U.S. Department of Agriculture Direct Federal Funding:			
Water and Waste Disposal Systems for Rural Communities	N/A	10.760	\$ 872,452
Total U.S. Department of Agriculture			<u>872,452</u>
U.S. Department of Housing and Urban Development Passed through State			
Community Development Block Grants/Entitlement Grants	*****	14.228	478,107
Total U.S. Department of Housing and Urban Development			<u>478,107</u>
Total Federal Financial Assistance			<u>\$ 1,350,559</u>

***** No Pass-Through Entity Identifying Number Given

See Notes to Schedule of Expenditures of Federal Awards

Note A – Basis of Presentation

The accompanying schedule of expenditures of federal awards (the schedule) includes the federal award activity of the Town under programs of the federal government for the year ended December 31, 2017. The information in this schedule is presented in accordance with the requirements of the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the Town, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Town.

Note B – Significant Accounting Policies

Expenditures in the schedule are reported on the modified cash basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. No federal financial assistance has been provided to a subrecipient.

Note C – Indirect Cost Rate

The Town does not draw for indirect administrative expenses and has not elected to use the 10% de minimus cost rate.

Note D - Loan Programs

For the water and waste disposal systems for rural communities program, amounts reported on the Schedule are determined based on the project expenditures incurred under the loan agreement for the year ended December 31, 2017. The City has the following loan obligation as of December 31, 2017:

Water and Waste Disposal Systems for Rural Communities (CFDA #10.760)	\$1,021,828.
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Section I – Summary of Auditor’s Results

FINANCIAL STATEMENTS

Type of auditor's report issued	Unmodified
Internal control over financial reporting:	
Material weaknesses identified	Yes
Significant deficiencies identified not considered to be material weaknesses	None Reported
Noncompliance material to financial statements noted?	No

FEDERAL AWARDS

Internal control over major program:	
Material weaknesses identified	Yes
Significant deficiencies identified not considered to be material weaknesses	Yes
Type of auditor's report issued on compliance for major program:	Qualified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516:	Yes

Identification of major programs:

<u>Name of Federal Program</u>	<u>CFDA Number</u>
Water Waste Disposal Systems for Rural Communities	10.760
Dollar threshold used to distinguish between type A and type B programs:	\$ 750,000
Auditee qualified as low-risk auditee?	No

Section II – Financial Statement Findings

Finding 2017-A - Preparation of Financial Statements, Footnotes and Material Journal Entries
Material Weakness

Criteria: The Town’s internal control structure should be designed to provide for the preparation of the financial statements and footnotes, which includes having an adequate system for recording and processing entries material to the financial statements being audited in accordance with the modified cash basis of accounting.

Condition: Town of Florence requested the external auditors to prepare the financial statements and related notes for the year ended December 31, 2017. As a part of the financial statement preparation process, at times we propose material audit adjustments that are not identified as a result of the Town’s existing internal controls and, therefore, could result in a misstatement of the Town’s financial statements.

Cause: The Town does not have adequate staff trained to prepare financial statements and the related footnotes and could cause the need for auditors to at times propose material journal entries.

Effect: This condition may affect the Town’s ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Recommendation: This circumstance is not unusual in an organization of this size. It is the responsibility of management and those charged with governance to make the decision whether to accept the degree of risk associated with this condition because of cost or other considerations. Also, a thorough review of the transactions in each fund should take place prior to the beginning of the audit, to ensure that the modified cash basis of accounting has been followed for each fund type, especially for transaction types infrequent in occurrence.

Views of Responsible Officials: Management agrees with the finding.

Finding 2017-B - Lack of Segregation of Duties
Material Weakness

Criteria: A good system of internal controls contemplates an adequate segregation of duties so that no one individual handles a transaction from its inception to its completion.

Condition: The Town of Florence has a limited number of office personnel and, accordingly, does not have adequate internal accounting controls in revenue, expenditures, and payroll functions because of a lack of segregation of duties.

Cause: The Town has an insufficient number of staff to adequately separate duties.

Effect: This condition increases the risk of fraud or errors that might occur in the financial reporting process and not be detected.

Recommendation: Although it is recognized that the number of office staff may not be large enough to permit adequate segregation of duties in all respects, it is important that management and those charged with governance be aware of this condition. We recommend that the Board of Trustees exercise adequate oversight of the accounting function.

Views of Responsible Officials: Management agrees with the finding.

Section III – Federal Award Findings and Questioned Costs

**2017-001 U.S. Department of Agriculture
CFDA # 10.760
Grant Year: 2016, Grant Award Number: Unknown
Water and Waste Disposal Systems for Rural Communities**

**Cash Management and Allowable Costs
Significant Deficiency in Internal Control**

Criteria: Uniform Guidance and the program letter of conditions set forth the cash management and allowable costs standards non-federal entities other than states must follow when operating federal programs and the procedures required to ensure cash management activities are followed and only allowable costs are charged to the federal program.

Condition: In our testing of cash management and allowable costs, it was identified that the Town did not have a written policy on cash management and allowable costs that satisfies the requirements of Uniform Guidance, and there was no observable control documentation to directly indicate that cash management and allowable costs federal requirements were followed.

Cause: Lack of oversight, awareness, or understanding of all the specific requirements under the Uniform Guidance and applicable CFR sections and controls were not adequately designed to ensure compliance with all of these requirements.

Effect: A lack of documented policies and established controls increase the overall risk that employees are not aware of the specific requirements related to cash management and allowable costs.

Questioned Costs: None reported.

Context/Sampling: Population of 30 invoices, 7 tested for allowable costs. There were 8 draw downs on the debt, and a total of 3 were tested for cash management.

Repeat Finding from Prior Year(s): No

Recommendation: We recommend that management establish written policies that address all of the cash management and allowable costs requirements for federal programs as identified in the Uniform Guidance, and maintain adequate supporting documentation and records to document the procedures performed to comply with these requirements.

Views of Responsible Officials: Management agrees with the finding.

2017-002 **U.S. Department of Agriculture**
CFDA # 10.760
Grant Year: 2016, Grant Award Number: Unknown
Water and Waste Disposal Systems for Rural Communities

Procurement, Suspension and Debarment
Material Weakness in Internal Control over Compliance and Material Noncompliance

Criteria: Uniform Guidance and 2 CFR sections 200.318 through 200.326 set forth the procurement standards non-federal entities other than states must follow when operating federal programs and the procurement procedures required depending on the amount of the transaction.

Condition: In our testing of procurement, suspension and debarment, it was identified that the Town did not have a written policy on procurement that satisfied the requirements of 2 CFR sections 200.318 through 200.326 and there was no observable control documentation to directly indicate that a cost or price analysis was performed in connection with one covered transaction. Additionally, the Town secured a contract through noncompetitive proposal without meeting one of the allowable circumstances as indicated in 2 CFR section 200.320.

Cause: Lack of oversight, awareness, or understanding of all of the specific requirements under the Uniform Guidance and applicable CFR sections and controls were not adequately designed to ensure compliance with all of these requirements.

Effect: A lack of documented policies and established controls increase the overall risk that employees are not aware of the specific requirements with contracting and awarding contracts to lower tier entities.

Questioned Costs: None reported

Context/Sampling: All vendors, which totaled four, were selected for procurement, suspension and debarment testing.

Repeat Finding from Prior Year(s): No

Recommendation: We recommend that management establish a written policy that addresses all of the procurement requirements for federal programs as identified in 2 CFR sections 200.318 through 200.326, and maintain adequate supporting documentation and records to document history and methods of procurement and the procedures performed to comply with these CFR sections.

Views of Responsible Officials: Management agrees with the finding.

***TOWN OF FLORENCE
PO BOX 137
FLORENCE SD 57235***

Patrick Callan, President
605-758-2156

Jared Tschakert, Trustee
605-881-4971

Jeremy DeVille, Trustee
605-868-3058

Management's Response to Auditor's Findings:
Corrective Action Plan
December 31, 2017

Prepared by Management of
Town of Florence

"In accordance with Federal law and U.S. Dept. of Agriculture policy, the Town of Florence is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. "Not all prohibited bases apply to all programs. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave, S.W., Washington D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)



Finding 2017-A- Preparation of Financial Statements, Footnotes and Material Journal Entries

Finding Summary: Eide Bailly LLP prepared our draft financial statements and accompanying notes to the financial statements. They also proposed material audit adjustments that would not have been identified as a result of our existing controls and, therefore, could have resulted in a material misstatement of our financial statements.

Responsible Individuals: Peggy Lindahl, Finance Officer

Corrective Action Plan: It is not cost effective to have an internal control system designed to provide for the preparation of the financial statements and accompanying notes. We requested that our auditors, Eide Bailly LLP, prepared the financial statements and the accompanying notes to the financial statements as a part of their annual audit. We have designated a member of management to review the drafted financial statements and accompanying notes, and we have reviewed with and agree with the material adjustments proposed during the audit.

Anticipated Completion Date: Ongoing

Finding 2017-B- Lack of Segregation of Duties

Finding Summary: A good system of internal controls contemplates an adequate segregation of duties so that no one individual handles a transaction from its inception to its completion. Town of Florence has a limited number of personnel, and accordingly, does not have adequate internal accounting controls in revenue, expenditures, and payroll functions due to lack of segregation of duties.

Responsible Individuals: Peggy Lindahl, Finance Officer

Corrective Action Plan: It is not cost effective due to the size of the Town and volume of transactions to have an internal control system designed with additional staff to facilitate the segregation of duties from start to finish. Management and the Board of Trustees are aware of the condition and accept the relevant risks that are presented by this finding.

Anticipated Completion Date: Ongoing

Finding 2017-001

Federal Agency Name: U.S. Department of Agriculture

Program Name: Water and Waste Disposal System for Rural Communities

CFDA # 10.760 For the Year Ended December 31, 2017

Finding Summary: Eide Bailly LLP, determined in the testing of Uniform Guidance, that the Town of Florence did not have a written policy on cash management and allowable costs that satisfied the requirements of Uniform Guidance and there was no observable control documentation to directly indicate that cash management and allowable costs federal requirements were followed.

Responsible Individual: Peggy Lindahl, Finance Officer

Corrective Action Plan: The Town, due to timing, is unable to correct this finding for the current project, but for future projects the Town will establish written policies that satisfy the requirements of Uniform Guidance for cash management and allowable costs and maintain adequate supporting documentation and records to document the procedures performed comply with these requirements.

Anticipated Completion Date: Ongoing

Finding 2017-002

Federal Agency Name: U.S. Department of Agriculture

Program Name: Water and Waste Disposal System for Rural Communities

CFDA # 10.760 For the Year Ended December 31, 2017

Finding Summary: Eide Bailly LLP, determined in the testing of Uniform Guidance, that the Town of Florence did not have a written policy on procurement that satisfied the requirements of 2 CFR Sections 200.318 through 200.326 and there was no observable control documentation to directly indicate that a cost or price analysis was performed in connection with one covered transaction. Additionally, the Town secured a contract through noncompetitive proposal without meeting one of the allowable circumstances as indicated in 2 CFR section 200.320.

Responsible Individuals: Peggy Lindahl, Finance Officer

Corrective Action Plan: The Town, due to timing, is unable to correct this finding for the current project. The Town for future projects will establish a written policy that addresses all of the procurement requirements of the State of South Dakota and those requirements for federal program procurements as identified in 2 CFR sections 200.318 through 200.326 and maintain adequate supporting documentation and records to document history of procurement and the procedures performed to comply with these CFR sections.

Anticipated Completion Date: Ongoing