

CITY OF NORTHWOOD  
NORTHWOOD, NORTH DAKOTA

FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017

CITY OF NORTHWOOD  
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CITY OF NORTHWOOD  
LIST OF OFFICIALS  
DECEMBER 31, 2017

CITY COUNCIL

Office

Art Johnson  
Randy Meland  
James Tangen  
James Beaudin  
David Engen  
Carrie Wallace  
Brad Brenden

Mayor

EMPLOYEES

Shelly Radke

Auditor

# Harold J. Rotunda

Certified Public Accountant

INDEPENDENT AUDITOR'S REPORT

City Council  
City of Northwood  
Northwood, North Dakota

I have audited the accompanying modified cash basis financial statements of the governmental activities, business-type activities, each major fund and aggregate remaining fund information of City of Northwood 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 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 financial statements that are free from material misstatement, whether due to fraud or error.

## **Auditor's Responsibility**

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with U.S. generally accepted auditing standards and the standards applicable to the financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I 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 in the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

## **Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of City of Northwood as of December 31, 2017, and the changes in modified cash basis financial position and cash flows, where applicable, thereof for the year then ended, in accordance with the basis of accounting described in Note 1.

### **Basis of Accounting**

I 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 U.S. generally accepted accounting principles. My opinion is not modified with respect to that matter.

### **Other Matters**

Management has omitted the management discussion and analysis and budgetary comparison information that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. My opinion on the basic financial statements is not affected by this missing information.

### **Other Information**

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Northwood's basic financial statements. The Schedule of Activity is presented for purposes of additional analysis and is not a required part of the basis financial statements.

The Schedule of Activity is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basis financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the Schedule of Activity is fairly stated, in all material respects, in relation to the basis financial statements as a whole.

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

In accordance with Government Auditing Standards, I have also issued reports dated August 31, 2018, on my considerations of the City's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control over financial reporting and compliance.



West Fargo, North Dakota  
August 31, 2018

405 West Main Avenue Box 816 West Fargo, ND 58078 Phone (701)281-0483 Cell 212-3908

CITY OF NORTHWOOD  
STATEMENT OF NET POSITION- MODIFIED CASH BASIS  
DECEMBER 31, 2017

	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Current assets:			
Cash and investments	217,891.06	803,776.41	1,021,667.47
Noncurrent assets			
Capital assets (net of accumulated depreciation)	1,858,354.91	8,418,968.48	10,277,323.39
<b>Total Assets</b>	<b>2,076,245.97</b>	<b>9,222,744.89</b>	<b>11,298,990.86</b>
<b>LIABILITIES</b>			
Current liabilities			
Long-term liabilities:			
Due within one year:			-
Bonds payable	65,000.00	181,400.00	246,400.00
Notes payable			-
Due after one year:			-
Bonds payable	710,000.00	1,650,000.00	2,360,000.00
Notes payable			-
<b>Total liabilities</b>	<b>775,000.00</b>	<b>1,831,400.00</b>	<b>2,606,400.00</b>
<b>NET POSITION</b>			
Net investment in capital assets	1,083,354.91	6,587,568.48	7,670,923.39
Restricted for:			-
Capital projects	-		-
Debt service	-		-
Unrestricted	217,891.06	803,776.41	1,021,667.47
<b>Total net position</b>	<b>1,301,245.97</b>	<b>7,391,344.89</b>	<b>8,692,590.86</b>

The accompanying notes are an integral part of these financial statements.

CITY OF NORTHWOOD  
STATEMENT OF ACTIVITIES- MODIFIED CASH BASIS  
YEAR ENDED DECEMBER 31, 2017

Revenue & Changes  
in Net Position

	Expenses	Program Revenues Charges for Services	Operating grants and Contributions	Governmental Activities
Governmental activities:				
General government	180,855.29			(180,855.29)
Public safety	169,055.10			(169,055.10)
Highways and streets	222,203.53		70,929.55	(151,273.98)
Economic development	58,554.29			(58,554.29)
Capital outlays	194,781.37			(194,781.37)
Interest expense	22,271.25			(22,271.25)
 Total Governmental Activities	 847,720.83	 -	 70,929.55	 (776,791.28)
Business-type activities				
Water	301,985.23	315,988.33		14,003.10
Sewer	252,958.19	161,241.08		(91,717.11)
Garbage	157,839.70	178,441.00		20,601.30
Electric	1,425,195.14	1,607,755.30		182,560.16
Capital outlay	26,191.48			(26,191.48)
Debt service	107,320.98			(107,320.98)
				-
				-
 Total Business-type activities	 2,271,490.72	 2,263,425.71	 -	 (8,065.01)
 Total	 3,119,211.55	 2,263,425.71	 70,929.55	 (784,856.29)
 Net expense		Governmental (776,791.28)	Business-type (8,065.01)	Total (784,856.29)
General Revenues				
Property taxes		218,513.50		218,513.50
Sales taxes		105,656.73		105,656.73
Special assessments		51,340.00		51,340.00
Licenses and permits		4,925.00		4,925.00
Intergovernmental		66,104.18		66,104.18
Interest income		1,912.90		1,912.90
Other revenue		49,792.36	50,365.30	100,157.66
 Total general revenues		 498,244.67	 50,365.30	 548,609.97
Transfers in (out)		131,562.25	(131,562.25)	-
 Change in Net Position		 (146,984.36)	 (89,261.96)	 (236,246.32)
Net Position- January 1		1,448,230.33	7,480,606.84	8,928,837.17
Net Position- December 31		1,301,245.97	7,391,344.88	8,692,590.85

The accompanying notes are an integral part of these financial statements.

CITY OF NORTHWOOD  
 BALANCE SHEET- GOVERNMENTAL FUNDS- MODIFIED CASH BASIS  
 DECEMBER 31, 2017

	GENERAL	HIGHWAY	DEBT SERVICE	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
<b>ASSETS</b>					
Cash and investments	5,728.24	17,548.19	9,262.29	185,352.34	217,891.06
					-
					-
					-
					-
Total Assets	5,728.24	17,548.19	9,262.29	185,352.34	217,891.06
<b>LIABILITIES</b>					
					-
					-
					-
					-
Total liabilities	-	-	-	-	-
<b>FUND BALANCE</b>					
Restricted for Capital Projects		-		-	-
Restricted for Debt Service			9,262.29	-	9,262.29
Restricted for other purposes				185,352.34	185,352.34
Unassigned	5,728.24	17,548.19	-	-	23,276.43
Total fund balance	5,728.24	17,548.19	9,262.29	185,352.34	217,891.06
Total liabilities and fund balance	5,728.24	17,548.19	9,262.29	185,352.34	217,891.06

The accompanying notes are an integral part of these financial statements.



CITY OF NORTHWOOD  
 RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE  
 SHEET TO THE STATEMENT OF NET POSITION  
 DECEMBER 31, 2017

Total Fund Balances for Governmental Funds 217,891.06

Total net position reported for governmental activities in the statement of net assets is different because:

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

Cost of capital assets	5,237,202.62	
Less accumulated depreciation	3,378,847.71	
Net capital assets		1,858,354.91

Long-term liabilities applicable to the District's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities- both current and long-term are reported in the statement of net assets. Balances at year end are:

Bonds payable	(775,000.00)
Lease payable	-
Notes payable	-

Total Net Position of Governmental Activities 1,301,245.97

The accompanying notes are an integral part of these financial statements.

CITY OF NORTHWOOD  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES- GOVERNMENTAL FUNDS- MODIFIED CASH BASIS  
YEAR ENDED DECEMBER 31, 2017

	GENERAL	HIGHWAY	DEBT SERVICE	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
Property taxes	142,700.52	-		75,812.98	218,513.50
Sales taxes		105,656.73	-	-	105,656.73
Special Assessments		-	51,340.00	-	51,340.00
Intergovernmental	49,726.08	70,929.78		16,377.87	137,033.73
Interest	1,912.90		-	-	1,912.90
Charges for services	1,918.00			-	1,918.00
Other	24,076.51	120.85	-	28,602.00	52,799.36
<b>Total Revenues</b>	<b>220,334.01</b>	<b>176,707.36</b>	<b>51,340.00</b>	<b>120,792.85</b>	<b>569,174.22</b>
Current:					
General government	136,269.59			44,585.70	180,855.29
Public safety	160,179.02			8,876.08	169,055.10
Highways and streets		222,203.53	-	-	222,203.53
Economic development			-	58,554.29	58,554.29
Capital outlays		-		166,792.85	166,792.85
Debt Service					
Principal		45,000.00	35,000.00	-	80,000.00
Interest expense		4,461.25	17,810.00	-	22,271.25
<b>Total Expenditures</b>	<b>296,448.61</b>	<b>271,664.78</b>	<b>52,810.00</b>	<b>278,808.92</b>	<b>899,732.31</b>
Excess revenues (expenditures)	(76,114.60)	(94,957.42)	(1,470.00)	(158,016.07)	(330,558.09)
Other Financing Sources (Uses):					
Transfers in	66,827.36	41,134.89	-	23,600.00	131,562.25
Transfers out	-	-		-	-
Bond proceeds		-	-	-	-
<b>Total other financing sources and u</b>	<b>66,827.36</b>	<b>41,134.89</b>	<b>-</b>	<b>23,600.00</b>	<b>131,562.25</b>
<b>Net change in fund balances</b>	<b>(9,287.24)</b>	<b>(53,822.53)</b>	<b>(1,470.00)</b>	<b>(134,416.07)</b>	<b>(198,995.84)</b>
Fund balance- beginning	15,015.48	71,370.72	10,732.29	319,768.14	416,886.63
Fund balance- ending	5,728.24	17,548.19	9,262.29	185,352.07	217,890.79

The accompanying notes are an integral part of these financial statements.

CITY OF NORTHWOOD  
 RECONCILIATION OF GOVERNMENTAL STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES  
 YEAR ENDED DECEMBER 31, 2017

Net Change in Fund Balances- Total Governmental Funds (198,995.84)

The change in net position reported for governmental activities in the statement of activities is different because:

Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current year.

Current year capital outlay	166,792.85	
Current year depreciation expense	194,781.37	(27,988.52)

Repayment of long-term debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.	-	80,000.00
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Change in Net Position of Governmental Activities (146,984.36)

The accompanying notes are an integral part of these financial statements.

CITY OF NORTHWOOD  
STATEMENT OF NET POSITION- MODIFIED CASH BASIS  
PROPRIETARY FUNDS  
DECEMBER 31, 2017

	Water	Sewer	Sanitation	Electric	Total
<b>ASSETS</b>					
Current assets:					
Cash and investments	72,325.30	257,892.98	85,832.70	387,725.43	803,776.41
Noncurrent assets:					
Capital assets (net of accumulated	1,968,677.37	4,040,424.96	98,555.21	2,311,310.94	8,418,968.48
Total Assets	2,041,002.67	4,298,317.94	184,387.91	2,699,036.37	9,222,744.89
<b>LIABILITIES</b>					
Current liabilities:					
Long-term liabilities:					
Due within one year:					
Bonds payable	88,900.00	22,500.00		-	111,400.00
Notes payable					-
Due after one year:					
Bonds payable	1,365,000.00	355,000.00		-	1,720,000.00
Notes payable					-
Total liabilities	1,453,900.00	377,500.00	-	-	1,831,400.00
<b>NET POSITION</b>					
Net investment in capital assets	514,777.37	3,662,924.96	98,555.21	2,311,310.94	6,587,568.48
Restricted for:					
Capital projects					-
Debt service					-
Unrestricted	72,325.30	257,892.98	85,832.70	387,725.43	803,776.41
Total net position	587,102.67	3,920,817.94	184,387.91	2,699,036.37	7,391,344.89

The accompanying notes are an integral part of these financial statements.

CITY OF NORTHWOOD  
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION- MODIFIED CASH BASIS  
PROPRIETARY FUNDS  
YEAR ENDED DECEMBER 31, 2017

	Water	Sewer	Sanitation	Electric	Total
<b>OPERATING REVENUE</b>					
Charges for services	315,988.33	161,241.08	178,441.00	1,607,755.30	2,263,425.71
<b>OPERATING EXPENSES</b>					
Salaries and benefits	14,646.33	13,702.64	84,825.46	38,578.08	151,752.51
Professional fees	3,750.13	-	26.46	4,409.18	8,185.77
Insurance	6,525.06	6,525.06	7,458.05	6,568.06	27,076.23
Contract services	108,706.72		35,020.75	1,041,173.56	1,184,901.03
Electricity	1,138.31	480.25	-	28,531.34	30,149.90
Supplies	7,277.27	5,858.40	5,303.98	3,367.66	21,807.31
Repairs and maintenance	13,110.60	8,284.08	6,570.20	-	27,964.88
Contract services		-			-
Office expense	-	-	-	-	-
Depreciation	134,679.29	214,352.35	-	177,162.18	526,193.82
Miscellaneous	12,151.52	3,755.41	18,634.80	125,405.08	159,946.81
Total operating expenses	301,985.23	252,958.19	157,839.70	1,425,195.14	2,137,978.26
Operating income (loss)	14,003.10	(91,717.11)	20,601.30	182,560.16	125,447.45
<b>NON-OPERATING REVENUE (EXPENSE)</b>					
Interest income	-	-			-
Grant income	-				-
Interest expense	(92,378.60)	(14,942.38)	-	-	(107,320.98)
Capital outlay		(1,999.99)	(24,191.48)	-	(26,191.47)
Other	5,712.26	-	888.67	43,764.37	50,365.30
Total non-operating rev (exp)	(86,666.34)	(16,942.37)	(23,302.81)	43,764.37	(83,147.15)
Income (loss) before transfers	(72,663.24)	(108,659.48)	(2,701.51)	226,324.53	42,300.30
Transfers in	150,217.82	-	48,521.23	-	198,739.05
Transfers out	-	(42,415.21)	-	(287,886.09)	(330,301.30)
Change in net position	77,554.58	(151,074.69)	45,819.72	(61,561.56)	(89,261.95)
Net Position- January 1	509,548.09	4,071,892.63	138,568.19	2,760,597.93	7,480,606.84
Net Position- December 31	587,102.67	3,920,817.94	184,387.91	2,699,036.37	7,391,344.89

The accompanying notes are an integral part of these financial statements.

CITY OF NORTHWOOD  
STATEMENT OF CASH FLOWS- MODIFIED CASH BASIS  
PROPRIETARY FUNDS  
YEAR ENDED DECEMBER 31, 2017

	Water	Sewer	Sanitation	Electric	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>					
Receipts from customers	315,988.33	161,241.08	178,441.00	1,607,755.30	2,263,425.71
Payments to suppliers	(152,659.61)	(24,903.20)	(73,014.24)	(1,209,454.88)	(1,460,031.93)
Payments to employees	(14,646.33)	(13,702.64)	(84,825.46)	(38,578.08)	(151,752.51)
Other receipts	5,712.26	-	888.67	43,764.37	50,365.30
Net cash provided by (used in) operating	154,394.65	122,635.24	21,489.97	403,486.71	702,006.57
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>					
Transfers to other funds	150,217.82	-	48,521.23	-	198,739.05
Transfers from other funds	-	(42,415.21)	-	(287,886.09)	(330,301.30)
Net cash provided by (used in) noncapital financing	150,217.82	(42,415.21)	48,521.23	(287,886.09)	(131,562.25)
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>					
Purchase of capital assets	-	(1,999.99)	(102,746.69)	(276,302.23)	(381,048.91)
Principal paid on capital debt	(1,045,366.66)	(25,000.00)	-	-	(1,070,366.66)
Interest paid on capital debt	(92,378.60)	(14,942.38)	-	-	(107,320.98)
Debt proceeds	893,266.66	-	-	-	893,266.66
Net cash provided by (used in) capital and related fi	(244,478.60)	(41,942.37)	(102,746.69)	(276,302.23)	(665,469.89)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>					
Interest and dividends	-	-	-	-	-
Net cash provided by (used in) investing activities	-	-	-	-	-
Net increase (decrease) in cash and cash equiv	60,133.87	38,277.66	(32,735.49)	(160,701.61)	(95,025.57)
Balance- beginning of year	12,191.43	219,615.32	118,568.19	548,427.04	898,801.98
Balance- end of year	72,325.30	257,892.98	85,832.70	387,725.43	803,776.41
<b>Reconciliation of operating income (loss) to net cash provided by operating activities:</b>					
Operating income (loss)	14,003.10	(91,717.11)	20,601.30	182,560.16	125,447.45
Adjustments to reconcile operating income to net cash provided (used) by operating activities:					
Depreciation expense	134,679.29	214,352.35	-	177,162.18	526,193.82
Miscellaneous receipts (expense)	5,712.26	-	888.67	43,764.37	50,365.30
Net cash provided by operating activities	154,394.65	122,635.24	21,489.97	403,486.71	702,006.57

The accompanying notes are an integral part of these financial statements.

CITY OF NORTHWOOD  
NORTHWOOD, NORTH DAKOTA

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Northwood (City) have been prepared 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). The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

A. Reporting Entity

The accompanying financial statements present the activities of the City. The City has considered all potential component units for which the City is financially accountable and other organizations for which the nature and significance of their relationships with the City such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. This criteria includes appointing a voting majority of an organization's governing body and (1) the ability of the City to impose its will on that organization or (2) the potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the City.

Based on these criteria, there are no component units.

B. BASIS OF PRESENTATION, BASIS OF ACCOUNTING

Government-wide statements: The statement of net assets and the statement of activities display information about the reporting government as a whole. They 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 revenues, and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

CITY OF NORTHWOOD

Notes to Financial Statements- Continued

The statement of activities presents a comparison between direct expenses and program revenues for each function of the City'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) fees and charges paid by the recipients of goods or 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 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, revenues, and expenses/expenditures. Funds are organized into two major categories: governmental and proprietary. The City currently has no fiduciary funds. 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 meets the following criteria: a) Total assets, liabilities, revenues or expenditures/expenses of that individual governmental or enterprise funds are at least 10% of the corresponding total for all funds of that category or type and b) Total assets, liabilities, revenues, expenses/expenditures of the individual governmental fund or enterprise fund are at least 5% of the corresponding total for all governmental and enterprise funds combined.

The City reports the following major governmental funds:

General Fund. The General Fund is the primary operating fund of the City and always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

Debt Service funds. Debt funds are used to account for the accumulation of financial resources for the payment of principal and interest on the City's debt. The City annually levies special assessments restricted for the retirement of debt.

Highway Fund. The Highway fund is used to record revenues received for highway maintenance and repair and the related expenses.



CITY OF NORTHWOOD  
Notes to Financial Statements- Continued

The City reports the following major enterprise funds:

Water- accounts for operating activities of the City's water utility services.

Sewer- accounts for operating activities of the City's sewer utility services.

Sanitation- accounts for operating activities of the City's sanitation services

Electric- accounts for operating activities of the City's electric utility services.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-wide Financial Statements. In the government-wide Statement of Net Assets and the Statement of Activities, activities are presented using the economic resources measurement focus, 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, as applied to the modified cash basis of accounting, is used as appropriate.

All governmental funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements presents sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

The proprietary fund utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost recovery), financial position and cash flows. All assets and liabilities (whether current or noncurrent, financial or nonfinancial) associated with their activities are reported. Proprietary fund equity is classified as net assets.

CITY OF NORTHWOOD

Notes to Financial Statements- Continued

In the government-wide Statement of Net Assets and the Statement of Activities, activities are presented using a modified cash basis of accounting. This basis of accounting recognizes assets, liabilities, net assets/fund equity, revenues and expenditures when they result from cash transactions with a provision for depreciation in the government-wide statements. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

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

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

Operating income reported in proprietary fund financial statements includes revenues and expenses related to the primary, continuing operations of the fund. Principal operating revenues for proprietary funds are charges to customers for sales or services. Principal operating expenses are the costs of providing goods or services and include administrative expenses and depreciation of capital assets. Other revenues and expenses are classified as non-operating in the financial statements.

Under the terms of grant agreements, the City funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net assets available to finance the program. It is the City's policy to first apply cost-reimbursement grant resources to such programs, and then by general revenues.

CITY OF NORTHWOOD  
Notes to Financial Statements- Continued

D. Budgets

Based upon available financial information and requests by the city council, the auditor prepares the City budget. The budget is prepared for the general, special revenue, and debt service funds on the modified cash basis of accounting. The budget includes the proposed expenditures and the means of financing them. All annual appropriations lapse at year-end.

City taxes must be levied by the governing board on or before the seventh day of October. The taxes levied must be certified to the County auditor by October 10. The governing body of the City may amend its tax levy and budget for the current fiscal year on or before the tenth day of October of each year, but the certification must be filed with the County auditor by October 10. The current budget, except for property taxes, may be amended during the year for any revenues and appropriations not anticipated at the time the budget was prepared.

E. Cash, Cash Equivalents and Investments

Cash and cash equivalents include amounts in demand deposits and money market accounts and certificates of deposits with maturity of less than 90 days. Investments consist of certificates of deposits, with a maturity date in excess of 90 days, stated at cost.

F. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Net estimated historical cost was used to value the majority of assets acquired prior to January 1, 2004. Prior to January 1, 2004, governmental funds infrastructure assets were not capitalized. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

CITY OF NORTHWOOD  
Notes to Financial Statements- Continued

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Property, plant, and equipment of the City is depreciated using the straight line method over the following estimated useful lives:

ASSETS	YEARS
Permanent Buildings	50
Vehicles and equipment	10

G. Long-Term Obligations

In the government-wide financial statements, long term debt and other long term obligations are reported as liabilities in the governmental activities statement of net assets. Bond premiums, discounts and issuance costs are recognized in the current period since the amounts are not material.

In the fund financial statements, governmental fund types recognize bond premiums, discounts and issuance costs in the current period. The face amount of the debt is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs are reported as debt service expenditures.

H. Fund Balance

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form - inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

CITY OF NORTHWOOD

Notes to Financial Statements- Continued

**Restricted** - This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

**Committed** - These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the city council-the City's highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the council removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

**Assigned** - This classification reflects the amounts constrained by the City's "intent" to be used for specific purposes, but are neither restricted nor committed. The council has the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as non-spendable and are neither restricted nor committed.

**Unassigned** - This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, the City's preference is to first use restricted resources, then unrestricted resources-committed, assigned, and unassigned-in order as needed.

The council has set a General Fund minimum fund balance target at 10% of expenditures and recurring transfers.

I. Interfund Transactions

In the governmental fund statements, transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed.

CITY OF NORTHWOOD

Notes to Financial Statements- Continued

All other interfund transactions, except reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers. In the government-wide financial statements, interfund transactions have been eliminated.

J. Use of estimates

The preparation of financial statements in conformity with the Other comprehensive basis of accounting (OCBOA) used by the City requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

NOTE 2: LEGAL COMPLIANCE - BUDGETS

BUDGET AMENDMENTS

The Council did not amend the City budget for 2017.

EXPENDITURES OVER APPROPRIATIONS

The City did not overspend any budgets.

NOTE 3 DEPOSITS AND INVESTMENTS

In accordance with North Dakota Statutes, the City maintains deposits at the depository banks designated by the governing board. All depositories are members of the Federal Reserve System.

Deposits must either be deposited with the Bank of North Dakota or in other financial institution situated and doing business within the state. Deposits, other than with the Bank of North Dakota, must be fully insured or bonded. In lieu of a bond, a financial institution may provide a pledge of securities equal to 110% of the deposit not covered by insurance or bonds.

CITY OF NORTHWOOD

Notes to Financial Statements- Continued

Authorized collateral includes bills, notes, or bonds issued by the United State government, its agencies or instrumentalities, all bonds and notes guaranteed by the United States government, Federal Land Bank bonds, notes, warrants, and certificates of indebtedness, insured certificates of deposit, shares of investment companies registered under the Investment Companies Act of 1940, and all other forms of securities issued by the State of North Dakota, its boards, agencies, instrumentalities, or by any City, city, township, school district, park district, or other political subdivision of the State of North Dakota whether payable from special revenues or supported by the full faith and credit of the issuing body and bonds issued by another state of the United States, or such other securities approved by the banking board.

At December 31, 2017, the City's carrying amount of deposits was \$1,315,689. Of the bank balances, \$250,000 was covered by Federal Depository Insurance. The remaining balance of \$1,065,689 was collateralized with securities held by the pledging financial institution's agent in the government's name.

Credit Risk

State statutes authorize the City to invest in:(1) Bonds, treasury bills and notes, or other securities that are a direct obligation of, or an obligation insured or guaranteed by, the treasury of the United States, or its agencies, instrumentalities, or organizations created by an act of Congress.(2) Securities sold under agreements to repurchase written by a financial institution in which the underlying securities for the agreement to repurchase are the type listed above.(3) Certificates of Deposit fully insured by the federal deposit insurance corporation or the state.(4) Obligations of the state.

Concentration of Credit Risk

The City does not have a limit on the amount it may invest in any one issuer.

CITY OF NORTHWOOD  
Notes to Financial Statements- Continued

NOTE 4: PROPERTY TAXES

Taxes receivable represents the past five years of uncollected current and delinquent taxes. No allowance has been established for uncollectible taxes receivable. The County treasurer acts as and agent to collect property taxes levied in the County for all taxing authorities. Any material tax collections are distributed after the end of each month.

Property taxes are levied as of January 1. The property taxes attach as an enforceable lien on property on January 1 and may be paid in two installments. The first installment includes one-half of the real estate taxes and all the special assessments and the second installment is the balance of the real estate taxes. The first installment is due by March 1 and the second installment is due by October 15. A 5% discount on property taxes is allowed if all taxes and special assessments are paid by February 15. After the due dates, the bill becomes delinquent and penalties are assessed. Most property owners choose to pay property taxes and special assessments in a single payment on or before February 15 and receive the discount on the property taxes.

NOTE 5: CAPITAL ASSETS

The following is a summary of changes in capital assets for the year ended December 31, 2017:

	Balance January 1	Increases	Decreases	Balance December 31
Governmental activities				
Land	11,500			11,500
Buildings	1,582,355			1,582,355
Infrastructure	2,745,387			2,745,387
Vehicles & Equipment	731,168	166,793		897,960
Total	5,070,410	166,793		5,237,203
Less accumulated depreciation for:				
Buildings	391,008	38,451		429,459
Infrastructure	2,139,318	119,816		2,259,135
Equipment	653,740	36,514		690,254
Total	3,184,066	194,781		3,378,848
Total Cap Assets, Net	1,886,343			1,858,355
Business-type activities				
Land	74,050			74,050
Buildings	2,859,084	78,555		2,937,639
Infrastructure	9,737,308	276,302		10,013,610
Equipment	2,311,118			2,311,118
Total	14,981,560	354,857		15,336,417



CITY OF NORTHWOOD  
Notes to Financial Statements- Continued

Less accumulated depreciation for:			
Buildings & Improve	830,802	67,573	898,375
Infrastructure	4,103,683	413,514	4,517,198
Equipment	1,456,769	45,107	1,501,876
Total	6,391,255	526,194	6,917,449
Total Cap Assets, Net	8,590,305		8,418,968

Depreciation Expense was charged to functions/programs of the City as follows:

Governmental Activities:	
General government	53,865
Infrastructure	125,832
Highways and streets	<u>15,084</u>
Total	194,781
Business-type activities	
Water	134,679
Sewer	214,352
Electricity	<u>177,162</u>
Total	526,194

NOTE 6: LONG-TERM DEBT

Changes in Long-Term Liabilities - During the year ended December 31, 2017, the following changes occurred in liabilities reported in long-term debt:

	Payable 2016	Increases	Decreases	Payable 2017	Due Within One Year
GOVERNMENTAL ACTIVITIES					
Bonds Payable	855,000		80,000	775,000	65,000
BUSINESS-TYPE ACTIVITIES					
Bonds payable	2,008,500	900,000	1,077,100	1,831,400	181,400

Debt payable at December 31, 2017, is comprised of the following individual issues:

Bonds payable consist of the following:

	Maturity Date	Interest Rate	Balance Outstanding
GOVERNMENTAL ACTIVITIES			
Refunding imp bonds- 2007	05/01/2021	4.25-4.65%	185,000
Refunding imp bonds- 2017	05/01/2033	1.80-3.60%	590,000
Total			775,000
Refunding imp bonds- 1993	05/01/2033	3.00%	251,400
Refunding imp bonds- 2017	05/01/2027	3.00%	900,000
Refunding imp bonds- 2010	05/01/2030	2.5%	680,000
Total			1,831,400

CITY OF NORTHWOOD  
Notes to Financial Statements- Continued

Year Ending December 31	Long-Term Debt			
	Principal	Interest	Principal	Interest
2018	75,000	20,598	142,500	50,267
2019	75,000	19,090	137,800	46,292
2020	75,000	17,583	148,200	42,233
2021	80,000	16,075	153,600	38,012
2022	35,000	14,460	159,000	33,579
2023-2027	185,000	58,500	801,800	98,622
2028-2032	215,000	28,980	268,900	20,103
2033-2034	35,000	1,260	19,600	588
TOTAL	775,000	176,545	1,831,400	329,696

NOTE 7: TRANSFERS

Transfers are used to 1)move unrestricted revenues to finance various programs 2)move sales tax revenues to fund programs and projects and 3)move revenues from the fund with collection authorization to the debt service funds as debt service principal and interest payments become due. A schedule of the transfers is on page 30.

NOTE 8 PENSION PLANS

NORTH DAKOTA PUBLIC EMPLOYEE RETIREMENT SYSTEM (NDPERS)  
The City participates in the North Dakota Public Employees Retirement System (NDPERS) - Main System. The following brief description of NDPERS is provided for general information purposes only. Participants should refer to NDCC Chapter 54-52 for more complete information.

A. DESCRIPTION OF PENSION PLAN

NDPERS is a cost-sharing multiple-employer defined benefits pension plan that covers substantially all employees of the State of North Dakota, its agencies and various participating political subdivisions. NDPERS provides for pension, death and disability benefits. The cost to administer the plan is financed through the contributions and investment earnings of the plan.

Responsibility for administration of the NDPERS defined benefit pension plan is assigned to a Board comprised of seven members. The Board consists of a Chairman, who is appointed by the governor, one member appointed by the Attorney General; one member appointed by the State Health Officer, three members elected by the active membership of the NDPERS system; and one member elected by the retired public employees.

CITY OF NORTHWOOD  
Notes to Financial Statements- Continued

B. PENSION BENEFITS

Benefits are set by statute. NDPERS has no provision or policies with respect to automatic and ad hoc post-retirement benefit increases. Members of the Main System are entitled to unreduced monthly pension benefits beginning when the sum of age and years of credited service equal or exceed 85 (Rule of 85) or at normal retirement age of (65). The annual pension benefit is equal to 2.00% of their average monthly salary, using the highest 36 months out of the last 180 months of service, for each year of service. The plan permits early retirement at ages 55-64 with three or more years of service.

Members may elect to receive the pension benefits in the form of a single life, joint and survivor, term-certain annuity, or partial lump sum with ongoing annuity. Members may elect to receive the value of their accumulated contributions, plus interest, as a lump sum distribution upon retirement or termination, or they may elect to receive their benefits in the form of an annuity. For each member electing an annuity, total payment will not be less than the members' accumulated contributions plus interest.

C. DEATH AND DISABILITY BENEFITS

Death and disability benefits are set by statute. If an active member dies with less than three years of service for the Main System, a death benefit equal to the value of the member's accumulated contributions, plus interest, is paid to the member's beneficiary. If the member has earned more than three years of credited service for the Main System, the surviving spouse will be entitled to a single payment refund, lifetime monthly payments in an amount equal to 50% of the member's accrued normal retirement benefit, or monthly payments in amount equal to the member's accrued 100% Joint and Survivor retirement benefit if the member had reached normal retirement age prior to date of death. If the surviving spouse dies before the member's accumulated pension benefits are paid, the balance will be payable to the surviving spouse's designated beneficiary.

Eligible members who become totally disabled after a minimum of 180 days of service, receive monthly disability benefits equal to 25% of their final average salary with a minimum benefit of \$100. To qualify under this section, the member has to become disabled during the period of eligible employment and apply for benefits within one year of termination. The definition of disabled is set by the NDPERS in the North Dakota Administrative Code.

CITY OF NORTHWOOD  
Notes to Financial Statements- Continued

D. REFUNDS OF MEMBER ACCOUNT BALANCE

Upon termination, if a member of the Main System is not vested (is not 65 or does not have three years of service), they will receive the accumulated member contributions and vested employer contributions, plus interest, or may elect to receive this amount at a later date. If the member has vested, they have the option of applying for a refund or can remain as a terminated vested participant. If a member terminated and withdrew their accumulated member contribution and is subsequently reemployed, they have the option of repurchasing their previous service.

The member's account balance includes the vested employer contributions equal to the member's contributions to an eligible deferred compensation plan. The minimum member contribution is \$25 and the maximum may not exceed the following:

1 to 12 months of service - Greater of one percent of monthly salary or \$25  
13 to 25 months of service - Greater of two percent of monthly salary or \$25  
25 to 36 months of service - Greater of three percent of monthly salary or \$25  
Longer than 36 months of service - Greater of four percent of monthly salary or \$25

E. MEMBER AND EMPLOYER CONTRIBUTIONS

Member and employer contributions paid to NDPERS are set by statute and are established as a percent of covered compensation. Member contribution rates are 7% and employer contribution rates are 7.12% of covered compensation.

F. PENSION EXPENSE RELATED TO PENSIONS

\$22,638 reported as expense related to pensions resulting from Employer contributions for the year ended December 31, 2017.

Actuarial assumptions. The total pension liability in the July 1, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.50%
Salary increases	3.85% per annum for four years, then 4.50% per annum
Investment rate of return	8.00%, net of investment expenses
Cost-of-living adjustments	None

CITY OF NORTHWOOD  
Notes to Financial Statements- Continued

For active members, inactive members and healthy retirees, mortality rates were based on the RP-2000 Combined Healthy Mortality Table with ages set back three years. For disabled retirees, mortality rates were based on the RP-2000 Disabled Retiree Mortality Table with ages set back one year for males (not set back for females).

The actuarial assumptions used were based on the results of an actuarial experience study completed in 2010. They are the same as the assumptions used in the July 1, 2016, funding actuarial valuation for NDPERS. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of 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 weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the Fund's target asset allocation are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	31%	6.90%
International Equity	21%	7.55%
Private Equity	5%	11.30%
Domestic Fixed Income	17%	1.55%
International Fixed Income	5%	0.90%
Global Real Assets	20%	5.38%
Cash equivalents	1%	0.00%

Discount rate. The discount rate used to measure the total pension liability was 8 percent as of June 30, 2016. The projection of cash flows used to determine the discount rate assumes that member and employer contributions will be made at rates equal to those based on the July 1, 2016, Actuarial Valuation Report. For this purpose, only employer contributions that are intended to fund benefits of current plan members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs of future plan members and their beneficiaries, as well as projected contributions from future plan members, are not included. Based on those assumptions, the pension plan's fiduciary net position

CITY OF NORTHWOOD

Notes to Financial Statements- Continued

was projected to be available to make all projected future benefit payments for current plan members as of June 30, 2016. 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 as of June 30, 2016.

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

NOTE 9: RISK MANAGEMENT

The City is exposed to various risks of loss relating to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters

In 1986 state agencies and political subdivisions of the State of North Dakota joined together to form the North Dakota Insurance Reserve Fund (NDIRF), a public entity risk pool currently operating as a common risk management and insurance program for the state and over 2,000 political subdivisions. The City pays an annual premium to NDIRF for its general liability and automobile insurance coverage. The coverage by NDIRF is limited to losses of one million dollars per occurrence.

The State Bonding Fund currently provides the City with blanket fidelity bond coverage in the amount of \$1,000,000 for its employees. The State Bonding fund does not currently charge any premium for this coverage.

The City has workers compensation with the Workforce, Safety and Insurance and purchases commercial insurance for personal property, building, inland marine, and boiler and machinery.

CITY OF NORTHWOOD  
 FUND EQUITY

DECEMBER 31, 2017  
 FUND

	BEGINNING BALANCE	REVENUE	EXPENSE	TRANSFERS IN(OUT)	ENDING BALANCE
	-----	-----	-----	-----	-----
100 GENERAL	15,015.48	220,334.01	296,448.61	66,827.36	5,728.24
201 HIGHWAY DISTRIBUTIO	71,370.72	176,707.36	271,664.78	41,134.89	17,548.19
202 SOCIAL SECURITY	-	-	-	-	-
207 PLANNING	-	-	-	-	-
208 CEMETERY	76.71	4,578.36	4,451.57	-	203.50
211 LIABILITY INSURANCE	-	-	-	-	-
214 JOB DEVELOPMENT	-	52,978.37	40,258.00	-	12,720.37
213 ECONOMIC DEVELOPME	60,681.99	14,842.00	18,296.29	-	57,227.70
215 LIBRARY	152.25	9,836.98	9,585.01	-	404.22
217 AIRPORT	152.29	9,128.02	8,876.08	-	404.23
220 FEDERAL DISASTER	(0.00)	-	-	-	(0.00)
230 FORESTRY	-	-	-	-	-
231 PARK DISTRICT	-	15,669.12	15,669.12	-	-
250 SPECIAL ASSESSMENTS	10,732.29	51,340.00	52,810.00	-	9,262.29
301 STREET SINKING	20,957.97	-	-	-	20,957.97
400 EMERGENCY	58,659.42	13,760.00	14,880.00	11,800.00	69,339.42
450 EQUIPMENT RESERVE	179,087.78	-	166,792.85	11,800.00	24,094.93
501 WATER	60,427.35	321,700.59	309,935.52	(66,836.49)	5,355.93
502 SEWER	91,981.35	161,241.08	78,548.22	(15,428.61)	159,245.60
503 GARBAGE	118,568.19	179,329.67	199,117.30	(12,947.86)	85,832.70
504 ELECTRIC	548,427.04	1,651,519.67	1,587,804.27	(224,417.01)	387,725.43
521 WATER SINKING	(48,235.92)	893,266.66	995,115.68	217,054.31	66,969.37
522 SEWER SINKING	127,633.97	-	-	(28,986.59)	98,647.38
524 ELECTRIC SINKING	-	-	-	-	-
	-----	-----	-----	-----	-----
	1,315,688.88	3,776,231.89	4,070,253.30	(0.00)	1,021,667.47





**CITY OF NORTHWOOD**

**REPORTS IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**DECEMBER 31, 2017**

City of Northwood  
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# Harold J. Rotunda

## Certified Public Accountant

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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*

### Independent Auditor's Report

City Council  
City of Northwood  
Northwood, North Dakota

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of City of Northwood as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise basic financial statements, and have issued my report thereon dated August 31, 2018.

#### **Internal Control Over Financial Reporting**

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified. I did identify one deficiency in internal control, described in the accompanying schedule of findings that I consider to be a significant deficiency (2017-1).

#### **Compliance and Other Matters**

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

#### **City's Response to Findings**

City of Northwood's response to the finding identified in my audit is described in the accompanying schedule of findings. City of Northwood's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

#### **Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the 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.



Harold Rotunda, CPA  
August 31, 2018

CITY OF NORTHWOOD  
 SCHEDULE OF FINDINGS AND RESPONSES  
 FOR THE YEAR ENDED DECEMBER 31, 2017

Section I - Summary of Auditor's Results

Financial Statements

Type of Report Issued?

Governmental Activities	Unmodified
Major Funds	Unmodified
Aggregate Remaining Fund Information	Unmodified

Internal Control over financial reporting:

Material weaknesses identified?	_____	Yes	___X___	No
Significant deficiencies identified not Considered to be material weaknesses?	___X___	Yes	_____	No
Noncompliance material to financial statements Noted?	_____	Yes	___X___	No

Section II- Financial Statement Findings

Finding No. 2017-1

Condition

The limited number of staff prevents a proper segregation of duties.

Criteria

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

Effect

Inadequate segregation of duties could adversely affect the City's ability to detect misstatements in amounts that would be material in relation to the financial statements in a timely period by employees in the normal course of performing their assigned functions.

CITY OF NORTHWOOD  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED DECEMBER 31, 2017

Recommendation

While I recognize that the City office staff may not be large enough to permit complete segregation of duties in all respects for an effective system of internal accounting control, all accounting functions should be reviewed to determine if additional segregation is feasible and to improve the efficiency and effectiveness of the City.

Client Response

At the present time, the City has segregated the duties of all key accounting personnel in the most efficient manner possible, given its limited staff. Due to cost constraints, there will be no further administrative employees added.