

# **AUDIT REPORT**

CITY OF BURLINGTON  
Burlington, North Dakota

For the Years Ended December 31, 2018 and 2017

**RATH & MEHRER, P.C.**

**CERTIFIED PUBLIC ACCOUNTANTS**

CITY OF BURLINGTON  
Burlington, North Dakota

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For the Years Ended December 31, 2018 and 2017

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CITY OF BURLINGTON  
Burlington, North Dakota

CITY OFFICIALS

Jeanine Kabanuk	Mayor
Rod Kremer	Council President
Jesse Cannon	Council Vice President
Justin Anderson	Council Member
Sherry Skees	Council Member
Diane Fugere	Auditor

# Rath & Mehrer

Certified Public Accountants

*Specializing in Governmental Auditing*

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## INDEPENDENT AUDITOR'S REPORT

Governing Board  
City of Burlington  
Burlington, North Dakota

### **Report on the Financial Statements**

We have audited the accompanying modified cash basis financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Burlington, Burlington, North Dakota, as of and for the years ended December 31, 2018 and 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**

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits 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 audits 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 judgement, 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 city'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 city's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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



## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Burlington, Burlington, North Dakota, as of December 31, 2018 and 2017, and the respective changes in modified cash basis financial position; and where applicable, cash flows thereof for the years 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 audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the city's basic financial statements. The management's discussion and analysis, budgeting comparison information, schedule of employer's share of net pension liability and the schedules of fund activity arising from cash transactions are presented for additional analysis and are not a required part of the basic financial statements.

The management's discussion and analysis, budgeting comparison information, schedule of employer's share of net pension liability and the schedules of fund activity arising from cash transactions are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audits of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the management's discussion and analysis, budgeting comparison information, schedule of employer's share of net pension liability and the schedules of fund activity arising from cash transactions are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

## Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 6, 2019 on our consideration of the city's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the city's internal control over financial reporting and compliance.

*Rath and Mehrer*

Rath and Mehrer, P.C.

Bismarck, North Dakota

September 6, 2019

CITY OF BURLINGTON

Management's Discussion and Analysis

December 31, 2018 and 2017

The Management's Discussion and Analysis (MD&A) of the City of Burlington's financial performance provides an overall review of the city's financial activities for the fiscal years ended December 31, 2018 and 2017. The intent of the MD&A is to look at the city's financial performance as a whole. It should, therefore, be read in conjunction with the basic financial statements and related notes.

The MD&A is a new element of the Required Supplementary Information specified in the Government Accounting Standards Board's (GASB) Statement No. 34 "Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments". Certain comparative information between the current fiscal year and the prior year is required to be presented in the MD&A.

**FINANCIAL HIGHLIGHTS**

Key financial highlights for the year ended December 31, 2018 are as follows:

- \* Total net position of the city increased \$39,952 as a result of the current year's operations. Net position of the governmental activities decreased \$170,153 and net position of the business-type activities increased \$210,105.
- \* Governmental net position totaled \$6,407,773 and business-type net position totaled \$2,116,926.
- \* Total revenues from all sources were \$1,029,057 for governmental activities and \$706,964 for business-type activities.
- \* Total expenses were \$1,100,142 for governmental activities and \$595,927 for business-type activities.
- \* The city's general fund had \$421,813 in total revenues and \$396,393 in total expenditures. There was a total of \$12,989 paid from other financing uses. Overall, the general fund balance increased by \$12,431 for the year ended December 31, 2018.

Key financial highlights for the year ended December 31, 2017 are as follows:

- \* Total net position of the city decreased \$436,521 as a result of the current year's operations. Net position of the governmental activities decreased \$119,931 and net position of the business-type activities decreased \$316,590.
- \* Governmental net position totaled \$6,577,926 and business-type net position totaled \$1,906,821.
- \* Total revenues from all sources were \$1,034,202 for governmental activities and \$572,585 for business-type activities.
- \* Total expenses were \$1,179,950 for governmental activities and \$863,358 for business-type activities.
- \* The city's general fund had \$439,811 in total revenues and \$409,903 in total expenditures. There was a total of \$2,021 received from other financing sources. Overall, the general fund balance increased by \$31,930 for the year ended December 31, 2017.



## USING THIS ANNUAL REPORT

This annual financial report consists of a series of statements and related footnotes. These statements are organized so that the reader can understand the city as a financial whole. The statements then proceed to provide an increasingly detailed look at financial activities.

The Statement of Net Position and Statement of Activities provide information about the activities of the whole city, presenting both an aggregate view of the city's finances and a longer-term view of those finances. These statements present information as follows:

- \* Governmental activities - this includes most of the city's basic services which are primarily supported by property taxes, user fees and intergovernmental revenues.
- \* Business-type activities - this includes those services which are intended to recover all or a significant part of their costs through user fees.

Fund financial statements provide the next level of detail. These statements tell how services were financed in the short-term as well as what remains for future spending. Separate statements for each fund category - governmental and proprietary - are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

## REPORTING ON THE CITY AS A WHOLE

### Statement of Net Position and Statement of Activities

These statements are summaries of all the funds used by the city to provide programs and activities and attempt to answer the question "How did the city do financially during the years ended December 31, 2018 and 2017?"

The Statement of Net Position presents information on all the city's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the city is improving or deteriorating.

The Statement of Activities presents information on how the city's net position changed during the fiscal year. This statement is presented using the modified cash basis of accounting. This basis recognizes revenues and expenses when they result from cash transactions with provisions for depreciation of capital assets, and issuance of and payments made on long-term debt issues.

These two statements report the city's net position and changes in that position. This change in net position is important because it tells the reader whether, for the city as a whole, the financial position of the city has improved or deteriorated. The causes of this change may be the result of many factors, some financial and some not.

In the Statement of Net Position and the Statement of Activities, the city reports governmental and business-type activities. Governmental activities are the activities where most of the city's programs and services are reported including, but not limited to, general government, public safety, streets and public works, and culture and recreation. Business-type activities are where the city's enterprise services are reported including, but not limited to, water, sewer and garbage.

## **REPORTING ON THE CITY'S MOST SIGNIFICANT FUNDS**

### **Balance Sheet - Governmental Funds**

The city uses separate funds to account for and manage money dedicated for particular purposes (e.g. taxes collected from special mill levies and funds received from grants and donations). The fund basis financial statements allow the city to demonstrate its stewardship over and accountability for resources provided by taxpayers and other entities. Fund financial statements provide detailed information about the city's major funds. Using the criteria established by GASB Statement No. 34, the city's general fund, water tank project fund, flood protection district 2011-1 fund, Highlands Ranch improvement district, chip sealing project-2017 and Harvest Heights access road fund are considered "major governmental funds". The city's enterprise fund is considered a "major enterprise fund".

The city's other funds, which are used to account for a multitude of financial transactions, are summarized under the heading "Other Governmental Funds".

## **FINANCIAL ANALYSIS OF THE CITY AS A WHOLE**

Table I provides a summary of the city's net position as of December 31, 2018 and 2017. A comparative analysis of city-wide data is presented for both current years and prior year.

As indicated in the financial highlights above, the city's net position increased by \$39,952 and decreased by \$436,521 for the years ended December 31, 2018 and 2017, respectively. Changes in net position may serve over time as a useful indicator of the city's financial position.

As of December 31, 2018 the city's net position of \$8,524,699 is segregated into three separate categories. Net investment in capital assets totals \$7,082,066. It should be noted that these assets are not available for future spending. The restricted component of net position is \$1,215,075 of the city's net position and represents resources that are subject to external restrictions on how they must be spent. The remaining unrestricted component of net position is \$227,557 which includes (\$118,336) relating to the reporting of it's share of the unfunded liability for the North Dakota Public Employees Retirement System as required by GASB Statement No. 68. The net amount of \$345,893 is available to meet the city's ongoing obligations.



Table I

Net Position  
As of December 31, 2018

	<u>Governmental</u>	<u>Business- Type</u>
<u>Assets</u>		
Current Assets	1,318,835	242,134
Capital Assets (net of accumulated depreciation)	9,247,274	1,874,792
Total Assets	<u>10,566,109</u>	<u>2,116,926</u>
Deferred Outflows of Resources	<u>179,274</u>	<u>0</u>
<u>Liabilities</u>		
Current Liabilities	230,000	
Long-Term Liabilities	3,810,000	
Net Pension Liability	288,901	
Total Liabilities	<u>4,328,901</u>	<u>0</u>
Deferred Inflows of Resources	<u>8,709</u>	<u>0</u>
<u>Net Position</u>		
Net Investment in Capital Assets	5,207,274	1,874,792
Restricted	1,192,915	22,161
Unrestricted	7,584	219,973
Total Net Position	<u>6,407,773</u> =====	<u>2,116,926</u> =====

As of December 31, 2017 the city's net position of \$8,484,747 is segregated into three separate categories. Net investment in capital assets totals \$7,635,756. It should be noted that these assets are not available for future spending. The restricted component of net position is \$962,933 of the city's net position and represents resources that are subject to external restrictions on how they must be spent. The remaining unrestricted component of net position is (\$113,942) which includes (\$75,762) relating to the reporting of it's share of the unfunded liability for the North Dakota Public Employees Retirement System as required by GASB Statement No. 68. The net amount of (\$38,180) is available to meet the city's ongoing obligations.

Net Position  
As of December 31, 2017

	<u>Governmental</u>	<u>Business- Type</u>
<u>Assets</u>		
Current Assets	963,179	
Capital Assets (net of accumulated depreciation)	9,295,509	1,945,247
Total Assets	<u>10,258,688</u>	<u>1,945,247</u>
Deferred Outflows of Resources	<u>110,676</u>	<u>0</u>
<u>Liabilities</u>		
Current Liabilities	225,000	38,427
Long-Term Liabilities	3,380,000	
Net Pension Liability	176,061	
Total Liabilities	<u>3,781,061</u>	<u>38,427</u>
Deferred Inflows of Resources	<u>10,377</u>	<u>0</u>
<u>Net Position</u>		
Net Investment in Capital Assets	5,690,509	1,945,247
Restricted	919,399	43,534
Unrestricted	(31,982)	(81,960)
Total Net Position	<u>6,577,926</u> =====	<u>1,906,821</u> =====

Net Position  
As of December 31, 2016

	<u>Governmental</u>	<u>Business- Type</u>
<u>Assets</u>		
Current Assets	2,602,278	229,364
Capital Assets (net of accumulated depreciation)	8,835,328	2,015,858
Total Assets	<u>11,437,606</u>	<u>2,245,222</u>
Deferred Outflows of Resources	<u>64,404</u>	<u>0</u>
<u>Liabilities</u>		
Current Liabilities	395,000	21,812
Long-Term Liabilities	4,290,000	
Net Pension Liability	97,088	
Total Liabilities	<u>4,782,088</u>	<u>21,812</u>
Deferred Inflows of Resources	<u>22,065</u>	<u>0</u>
<u>Net Position</u>		
Net Investment in Capital Assets	4,904,952	2,015,858
Restricted	1,899,822	62,424
Unrestricted	(106,917)	145,129
Total Net Position	<u>6,697,857</u> =====	<u>2,223,410</u> =====

Table II shows the changes in net position for the fiscal years ended December 31, 2018 and 2017. A comparative analysis of city-wide data is presented for both current years and prior year.

Table II

Changes in Net Position  
As of December 31, 2018

	<u>Governmental</u>	<u>Business- Type</u>
<b>Revenues</b>		
<u>Program Revenues:</u>		
Charges for Services	101,755	425,351
Operating Grants and Contributions	567,867	271,635
<u>General Revenues:</u>		
Property Taxes	256,305	
Other Taxes	8,407	
Intergovernmental - Unrestricted	89,251	
Interest Earnings and Other Revenue	5,472	9,978
Total Revenues	<u>1,029,057</u>	<u>706,964</u>
<b>Expenses</b>		
General Government	277,325	
Public Safety	188,822	
Streets and Public Works	521,413	
Other	5,448	
Interest on Long-Term Debt	103,385	
Discount on Bonds Issued	3,749	
Enterprise		595,927
Total Expenses	<u>1,100,142</u>	<u>595,927</u>
Net Change in Position Before Transfers	(71,086)	111,038
Transfers	(99,068)	99,068
Net Change in Position	<u>(170,153)</u>	<u>210,105</u>
	=====	=====

Property taxes constituted 15%, other taxes less than 1%, unrestricted intergovernmental 5%, operating grants and contributions 48%, and charges for services made up 30% of the total revenues of all activities of the city for the fiscal year ended December 31, 2018.

General government constituted 16%, public safety 11%, streets and public works 31%, and enterprise 35% of total expenses for all activities during the fiscal year ended December 31, 2018.



Changes in Net Position  
As of December 31, 2017

	<u>Governmental</u>	<u>Business- Type</u>
<b>Revenues</b>		
<u>Program Revenues:</u>		
Charges for Services	95,670	432,504
Operating Grants and Contributions	482,833	135,255
<u>General Revenues:</u>		
Property Taxes	296,272	
Other Taxes	7,964	
Intergovernmental - Unrestricted	80,267	
Premium on Bonds Issued	2,341	
Interest Earnings and Other Revenue	68,855	4,825
<b>Total Revenues</b>	<u>1,034,202</u>	<u>572,585</u>
<b>Expenses</b>		
General Government	259,348	
Public Safety	205,424	
Streets and Public Works	575,489	
Other	17,818	
Interest on Long-Term Debt	121,871	
Enterprise		863,358
<b>Total Expenses</b>	<u>1,179,950</u>	<u>863,358</u>
<b>Net Change in Position Before Transfers</b>	<u>(145,748)</u>	<u>(290,773)</u>
<b>Transfers</b>	25,817	(25,817)
<b>Net Change in Position</b>	<u>(119,931)</u> =====	<u>(316,590)</u> =====

Property taxes constituted 18%, other taxes less than 1%, unrestricted intergovernmental 5%, operating grants and contributions 38%, and charges for services made up 33% of the total revenues of all activities of the city for the fiscal year ended December 31, 2017.

General government constituted 13%, public safety 10%, streets and public works 28%, and enterprise 42% of total expenses for all activities during the fiscal year ended December 31, 2017.

Changes in Net Position  
As of December 31, 2016

	<u>Governmental</u>	<u>Business- Type</u>
<b>Revenues</b>		
<u>Program Revenues:</u>		
Charges for Services	99,472	426,315
Operating Grants and Contributions	422,763	198,966
<u>General Revenues:</u>		
Property Taxes	226,705	
Other Taxes	7,529	
Intergovernmental - Unrestricted	82,093	
Interest Earnings and Other Revenue	2,179	7,605
Total Revenues	<u>840,742</u>	<u>632,886</u>
<b>Expenses</b>		
General Government	200,388	
Public Safety	239,963	
Streets and Public Works	459,636	
Other	4,680	
Interest on Long-Term Debt Enterprise	162,063	543,849
Total Expenses	<u>1,066,731</u>	<u>543,849</u>
Net Change in Position Before Transfers	<u>(225,989)</u>	<u>89,037</u>
Transfers	<u>3,999</u>	<u>(3,999)</u>
Net Change in Position	<u>(221,990)</u> =====	<u>85,038</u> =====

The Statement of Activities shows the cost of program services and the charges for services and grants offsetting those services. Table III shows the total cost of services and the net cost of services for governmental activities. That is, it identifies the cost of these services supported by tax revenue and other unrestricted revenues.

Table III

Total and Net Cost of Services  
As of December 31, 2018

	<u>Total Cost Year Ended Dec. 31, 2018</u>	<u>Net Cost Year Ended Dec. 31, 2018</u>
General Government	277,325	209,170
Public Safety	188,822	155,222
Streets and Public Works	521,413	453,221
Other	5,448	5,448
Interest on Long-Term Debt	103,385	(396,289)
Discount on Bonds Issued	3,749	3,749
Total Expenses	<u>1,100,142</u> =====	<u>430,520</u> =====

Total and Net Cost of Services  
As of December 31, 2017

	Total Cost Year Ended Dec. 31, 2017	Net Cost Year Ended Dec. 31, 2017
General Government	259,348	200,483
Public Safety	205,424	166,845
Streets and Public Works	575,489	482,959
Other	17,818	17,818
Interest on Long-Term Debt	121,871	(266,658)
Total Expenses	<u>1,179,950</u> =====	<u>601,447</u> =====

**FINANCIAL ANALYSIS OF GOVERNMENTAL FUNDS**

The purpose of the city's governmental funds is to provide information on the near-term inflows, outflows and balances of available resources. Unassigned fund balance generally can be used as a measure of the city's net resources available for spending as of the end of the fiscal year. These funds are accounted for using the modified cash basis of accounting. The city's governmental funds had total revenue of \$1,029,057 and expenditures of \$1,230,584 for the year ended December 31, 2018. For the year ended December 31, 2017, the city's governmental funds had total revenue of \$1,031,861 and expenditures of \$3,379,118. As of December 31, 2018, the unassigned fund balance of the city's general fund was \$101,796 and total unassigned fund balances for all of the city's governmental funds was \$97,200. As of December 31, 2017, the unassigned fund balance of the city's general fund was \$89,365 and total unassigned fund balances for all of the city's governmental funds was \$3,769.

**GENERAL FUND BUDGET HIGHLIGHTS**

During the course of fiscal years 2018 and 2017, the city did not amend the general fund budgets.

Actual revenue for the year ended December 31, 2018 was \$13,007 less than budgeted. Actual expenditures for the year ended December 31, 2018 were under budget by \$17,488.

Actual revenue for the year ended December 31, 2017 was \$30,426 more than budgeted. Actual expenditures for the year ended December 31, 2017 were over budget by \$4,225.

**CAPITAL ASSETS**

As of December 31, 2018 and 2017, the city had \$11,122,066 and \$11,240,756, respectively, invested in capital assets. The following tables show the balances, for governmental activities and business-type activities, as of December 31, 2018, 2017 and 2016.

Table IV

Capital Assets  
(Net of Accumulated Depreciation)  
As of December 31, 2018

	<u>Governmental</u>	<u>Business- Type</u>
Land	115,700	40,000
Construction in Progress	359,000	
Buildings and Infrastructure	8,709,395	1,823,391
Machinery and Vehicles	63,179	11,401
Total (net of depreciation)	<u>9,247,274</u> =====	<u>1,874,792</u> =====

This total represents a decrease of \$118,690 in capital assets from January 1, 2018. The change in construction in progress was due to an ongoing project on Harvest Heights access road.



Capital Assets  
(Net of Accumulated Depreciation)  
As of December 31, 2017

	<u>Governmental</u>	<u>Business- Type</u>
Land	115,700	40,000
Buildings and Infrastructure	9,107,866	1,892,810
Machinery and Vehicles	71,943	12,437
Total (net of depreciation)	<u>9,295,509</u> =====	<u>1,945,247</u> =====

This total represents an increase of \$389,570 in capital assets from January 1, 2017. The change in buildings and infrastructure was due to the completion of a subdivision project and chip seal project.

Capital Assets  
(Net of Accumulated Depreciation)  
As of December 31, 2016

	<u>Governmental</u>	<u>Business- Type</u>
Land	115,700	40,000
Construction in Progress	41,250	
Buildings and Infrastructure	8,575,087	1,962,385
Machinery and Vehicles	103,291	13,473
Total (net of depreciation)	<u>8,835,328</u> =====	<u>2,015,858</u> =====

For a detailed breakdown of the additions and deletions to capital assets, readers are referred to Note 5 to the audited financial statements which follow this analysis.

#### DEBT ADMINISTRATION

As of December 31, 2018, the city had \$4,040,000 in outstanding debt of which \$230,000 was due within one year. As of December 31, 2017, the city had \$3,605,000 in outstanding debt of which \$225,000 was due within one year.

During fiscal years 2018 and 2017, the city issued two new long-term debt obligations:

Special Assessment Bonds in the amount of \$680,000. The city issued the Refunding Improvement Bonds, Series 2017 to fund a chip seal project. These bonds will have a final payment on May 1, 2027.

Special Assessment Bonds in the amount of \$660,000. The city issued the Refunding Improvement Bonds, Series 2018 to fund the Harvest Heights access road. These bonds will have a final District. These bonds will have a final payment on May 1, 2038.

#### CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our taxpayers and creditors with a general overview of the city's finances and to show the city's accountability for the money it receives. Anyone who has questions about information contained in this report or who is interested in receiving additional information is encouraged to contact Diane Fugere, City Auditor, Burlington, ND.

CITY OF BURLINGTON  
Burlington, North Dakota

Statement of Net Position - Modified Cash Basis  
December 31, 2018

	Governmental Activities	Business-Type Activities	Total
<b>ASSETS:</b>			
Cash, Cash Equivalents and Investments	1,318,834.84	242,133.87	1,560,968.71
Capital Assets (net of accumulated depreciation):			
Land	115,700.00	40,000.00	155,700.00
Construction in Progress	359,000.00		359,000.00
Buildings and Infrastructure	8,709,395.00	1,823,391.00	10,532,786.00
Machinery and Vehicles	63,179.00	11,401.00	74,580.00
Total Capital Assets	9,247,274.00	1,874,792.00	11,122,066.00
Total Assets	10,566,108.84	2,116,925.87	12,683,034.71
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>			
Changes in Resources Related to Pensions	179,274.00		179,274.00
<b>LIABILITIES:</b>			
Long-Term Liabilities:			
Due Within One Year:			
Special Assessments Bonds Payable	230,000.00		230,000.00
Due After One Year:			
Special Assessments Bonds Payable	3,810,000.00		3,810,000.00
Net Pension Liability	288,901.00		288,901.00
Total Liabilities	4,328,901.00		4,328,901.00
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Changes in Resources Related to Pensions	8,709.00		8,709.00
<b>NET POSITION:</b>			
Net Investment in Capital Assets	5,207,274.00	1,874,792.00	7,082,066.00
Restricted for:			
Debt Service	686,765.45		686,765.45
Maintenance		10,313.36	10,313.36
Meters		11,847.26	11,847.26
Special Purposes	506,149.22		506,149.22
Unrestricted	7,584.17	219,973.25	227,557.42
Total Net Position	6,407,772.84	2,116,925.87	8,524,698.71

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

CITY OF BURLINGTON  
Burlington, North Dakota

Statement of Net Position - Modified Cash Basis  
December 31, 2017

	Governmental Activities	Business-Type Activities	Total
<b>ASSETS:</b>			
Cash, Cash Equivalents and Investments	924,752.82		924,752.82
Interfund Receivables	38,426.50		38,426.50
Capital Assets (net of accumulated depreciation):			
Land	115,700.00	40,000.00	155,700.00
Buildings and Infrastructure	9,107,866.00	1,892,810.00	11,000,676.00
Machinery and Vehicles	71,943.00	12,437.00	84,380.00
Total Capital Assets	9,295,509.00	1,945,247.00	11,240,756.00
Total Assets	10,258,688.32	1,945,247.00	12,203,935.32
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>			
Changes in Resources Related to Pensions	110,676.00		110,676.00
<b>LIABILITIES:</b>			
Interfund Payables		38,426.50	38,426.50
Long-Term Liabilities:			
Due Within One Year:			
Special Assessments Bonds Payable	225,000.00		225,000.00
Due After One Year:			
Special Assessments Bonds Payable	3,380,000.00		3,380,000.00
Net Pension Liability	176,061.00		176,061.00
Total Liabilities	3,781,061.00	38,426.50	3,819,487.50
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Changes in Resources Related to Pensions	10,377.00		10,377.00
<b>NET POSITION:</b>			
Net Investment in Capital Assets	5,690,509.00	1,945,247.00	7,635,756.00
Restricted for:			
Debt Service	634,763.52		634,763.52
Maintenance		43,533.59	43,533.59
Meters		7,620.63	7,620.63
Special Purposes	284,635.78		284,635.78
Unrestricted	(31,981.98)	(89,580.72)	(121,562.70)
Total Net Position	6,577,926.32	1,906,820.50	8,484,746.82

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



CITY OF BURLINGTON  
Burlington, North Dakota

Statement of Activities - Modified Cash Basis  
For the Year Ended December 31, 2018

				Net (Expense) Revenue and Changes in Net Position	
	Expenses	Program Revenues		Primary Government	
		Charges for Services	Operating Grants and Contributions	Governmental Activities	Business-Type Activities
					Total
<u>Functions/Programs</u>					
<u>Primary Government:</u>					
<u>Governmental Activities:</u>					
General Government	277,325.08	68,155.04		(209,170.04)	(209,170.04)
Public Safety	188,821.50	33,599.75		(155,221.75)	(155,221.75)
Streets and Public Works	521,413.21		68,192.64	(453,220.57)	(453,220.57)
Other	5,448.03			(5,448.03)	(5,448.03)
Interest on Long-Term Debt	103,385.45		499,674.44	396,288.99	396,288.99
Discount on Bonds Issued	3,749.03			(3,749.03)	(3,749.03)
Total Governmental Activities	1,100,142.30	101,754.79	567,867.08	(430,520.43)	(430,520.43)
<u>Business-Type Activities:</u>					
Enterprise	595,926.71	425,350.56	271,635.43		101,059.28
Total Primary Government	1,696,069.01	527,105.35	839,502.51	(430,520.43)	101,059.28
=====					
<u>General Revenues:</u>					
Taxes:					
Property taxes; levied for general purposes				250,423.34	250,423.34
Property taxes; levied for special purposes				5,881.86	5,881.86
Cigarette taxes				2,947.09	2,947.09
Oil and gas production taxes				2,650.19	2,650.19
Telecommunications taxes				2,810.09	2,810.09
Intergovernmental revenue not restricted to specific programs				89,250.57	89,250.57
Earnings on investments and other revenue				5,471.61	9,978.29
Transfers				(99,067.80)	99,067.80
Total General Revenues and Transfers				260,366.95	109,046.09
Change in Net Position				(170,153.48)	210,105.37
Net Position - January 1				6,577,926.32	1,906,820.50
Net Position - December 31				6,407,772.84	2,116,925.87
=====					

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

CITY OF BURLINGTON  
Burlington, North Dakota

Statement of Activities - Modified Cash Basis  
For the Year Ended December 31, 2017

				Net (Expense) Revenue and Changes in Net Position		
	Program Revenues			Primary Government		
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities	Business-Type Activities	Total
<u>Functions/Programs</u>						
<u>Primary Government:</u>						
<u>Governmental Activities:</u>						
General Government	259,347.52	58,864.06		(200,483.46)		(200,483.46)
Public Safety	205,424.33	36,806.00	1,773.38	(166,844.95)		(166,844.95)
Streets and Public Works	575,488.95		92,529.94	(482,959.01)		(482,959.01)
Other	17,818.45			(17,818.45)		(17,818.45)
Interest on Long-Term Debt	121,870.98		388,529.43	266,658.45		266,658.45
Total Governmental Activities	1,179,950.23	95,670.06	482,832.75	(601,447.42)		(601,447.42)
<u>Business-Type Activities:</u>						
Enterprise	863,357.70	432,504.31	135,255.49		(295,597.90)	(295,597.90)
Total Primary Government	2,043,307.93	528,174.37	618,088.24	(601,447.42)	(295,597.90)	(897,045.32)
-----						
<u>General Revenues:</u>						
Taxes:						
Property taxes; levied for general purposes				280,458.16		280,458.16
Property taxes; levied for special purposes				15,813.86		15,813.86
Cigarette taxes				3,049.61		3,049.61
Oil and gas production taxes				2,104.26		2,104.26
Telecommunications taxes				2,810.09		2,810.09
Intergovernmental revenue not restricted to specific programs				80,267.23		80,267.23
Premium on bonds issued				2,341.00		2,341.00
Earnings on investments and other revenue				68,855.31	4,825.10	73,680.41
Transfers				25,816.95	(25,816.95)	
Total General Revenues and Transfers				481,516.47	(20,991.85)	460,524.62
Change in Net Position				(119,930.95)	(316,589.75)	(436,520.70)
Net Position - January 1				6,697,857.27	2,223,410.25	8,921,267.52
Net Position - December 31				6,577,926.32	1,906,820.50	8,484,746.82
-----						

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

CITY OF BURLINGTON  
Burlington, North Dakota

Balance Sheet - Modified Cash Basis  
Governmental Funds  
December 31, 2018

	Major Funds							Total
	General	Water Tank Project	Flood Protection Dist. 2011-1	Highlands Ranch Improvement District	Chip Sealing Project-2017	Harvest Heights Access Road	Other Governmental Funds	Governmental Funds
<b>ASSETS:</b>								
Cash, Cash Equivalents and Investments	97,199.88	5,398.43		617,199.82	31,148.84	282,155.21	285,732.66	1,318,834.84
Interfund Receivables	4,596.56							4,596.56
<b>Total Assets</b>	<b>101,796.44</b>	<b>5,398.43</b>	<b>-0-</b>	<b>617,199.82</b>	<b>31,148.84</b>	<b>282,155.21</b>	<b>285,732.66</b>	<b>1,323,431.40</b>
<b>LIABILITIES AND FUND BALANCES:</b>								
<b>Liabilities:</b>								
Interfund Payables							4,596.56	4,596.56
<b>Fund Balances:</b>								
Restricted for:								
General Government							2,551.98	2,551.98
Streets and Public Works		5,398.43					150,044.30	155,442.73
Emergency Purposes							8,358.83	8,358.83
Technology/Computer							8,187.47	8,187.47
Other Purposes							11,325.50	11,325.50
Aid to New Construction							38,127.50	38,127.50
Debt Service							38,416.79	686,765.45
Improvement Districts				617,199.82	31,148.84	282,155.21		282,155.21
Assigned to:								
Streets and Public Works							28,720.29	28,720.29
Unassigned	101,796.44						(4,596.56)	97,199.88
<b>Total Fund Balances</b>	<b>101,796.44</b>	<b>5,398.43</b>		<b>617,199.82</b>	<b>31,148.84</b>	<b>282,155.21</b>	<b>281,136.10</b>	<b>1,318,834.84</b>
<b>Total Liabilities and Fund Balances</b>	<b>101,796.44</b>	<b>5,398.43</b>	<b>-0-</b>	<b>617,199.82</b>	<b>31,148.84</b>	<b>282,155.21</b>	<b>285,732.66</b>	<b>1,323,431.40</b>

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



CITY OF BURLINGTON  
Burlington, North Dakota

Balance Sheet - Modified Cash Basis  
Governmental Funds  
December 31, 2017

Major Funds

	General	Water Tank Project	Flood Protection Dist. 2011-1	Highlands Ranch Improvement District	Chip Sealing Project-2017	Harvest Heights Access Road	Other Governmental Funds	Total Governmental Funds
<b>ASSETS:</b>								
Cash, Cash Equivalents and Investments	50,938.59		1,478.91	437,286.93	15,079.80		419,968.59	924,752.82
Interfund Receivables	38,426.50			85,596.14				124,022.64
<b>Total Assets</b>	<b>89,365.09</b>	<b>-0-</b>	<b>1,478.91</b>	<b>522,883.07</b>	<b>15,079.80</b>	<b>-0-</b>	<b>419,968.59</b>	<b>1,048,775.46</b>
<b>LIABILITIES AND FUND BALANCES:</b>								
<b>Liabilities:</b>								
Interfund Payables		68,641.10				7,817.50	9,137.54	85,596.14
<b>Fund Balances:</b>								
Restricted for:								
General Government							4,238.08	4,238.08
Public Safety							2,033.21	2,033.21
Streets and Public Works							149,206.68	149,206.68
Emergency Purposes							31,472.35	31,472.35
Other Purposes							11,860.46	11,860.46
Aid to New Construction							85,825.00	85,825.00
Debt Service			1,478.91	522,883.07	15,079.80		95,321.74	634,763.52
Assigned to:								
Streets and Public Works							31,121.04	31,121.04
Technology/Computer							8,890.03	8,890.03
Unassigned	89,365.09	(68,641.10)				(7,817.50)	(9,137.54)	3,768.95
<b>Total Fund Balances</b>	<b>89,365.09</b>	<b>(68,641.10)</b>	<b>1,478.91</b>	<b>522,883.07</b>	<b>15,079.80</b>	<b>(7,817.50)</b>	<b>410,831.05</b>	<b>963,179.32</b>
<b>Total Liabilities and Fund Balances</b>	<b>89,365.09</b>	<b>-0-</b>	<b>1,478.91</b>	<b>522,883.07</b>	<b>15,079.80</b>	<b>-0-</b>	<b>419,968.59</b>	<b>1,048,775.46</b>

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

CITY OF BURLINGTON  
Burlington, North Dakota

Reconciliation of Governmental Funds Balance Sheet  
to the Statement of Net Position - Modified Cash Basis  
For the Year Ended December 31, 2018

Total Fund Balances for Governmental Funds	1,318,834.84
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Total net position reported for government activities in the statement of net position is different because:

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

Cost of Capital Assets	11,432,305.00	
Less Accumulated Depreciation	(2,185,031.00)	
Net Capital Assets		9,247,274.00

The deferred outflows and inflows of resources reported on the statement of net position are the result of changes in resources related to pensions and do not affect current financial resources.

Total Deferred Outflows of Resources	179,274.00	
Total Deferred Inflows of Resources	(8,709.00)	
Net Deferred Outflows/Inflows of Resources		170,565.00

Long-term liabilities applicable to the city's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Long-term liabilities -both current and long-term- are reported in the statement of net position. Balances at December 31, 2018 are:

Special Assessments Bonds Payable	(4,040,000.00)	
Net Pension Liability	(288,901.00)	
Total Long-Term Liabilities		(4,328,901.00)

Total Net Position of Governmental Activities	6,407,772.84
	=====

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

CITY OF BURLINGTON  
Burlington, North Dakota

Reconciliation of Governmental Funds Balance Sheet  
to the Statement of Net Position - Modified Cash Basis  
For the Year Ended December 31, 2017

Total Fund Balances for Governmental Funds	963,179.32
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Total net position reported for government activities in the statement of net position is different because:

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

Cost of Capital Assets	11,053,799.00	
Less Accumulated Depreciation	(1,758,290.00)	
Net Capital Assets		9,295,509.00

The deferred outflows and inflows of resources reported on the statement of net position are the result of changes in resources related to pensions and do not affect current financial resources.

Total Deferred Outflows of Resources	110,676.00	
Total Deferred Inflows of Resources	(10,377.00)	
Net Deferred Outflows/Inflows of Resources		100,299.00

Long-term liabilities applicable to the city's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Long-term liabilities -both current and long-term- are reported in the statement of net position. Balances at December 31, 2017 are:

Special Assessments Bonds Payable	(3,605,000.00)	
Net Pension Liability	(176,061.00)	
Total Long-Term Liabilities		(3,781,061.00)

Total Net Position of Governmental Activities	6,577,926.32
	=====

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



CITY OF BURLINGTON  
Burlington, North Dakota

Statement of Revenues, Expenditures and Changes in Fund Balances -  
Modified Cash Basis  
Governmental Funds  
For the Year Ended December 31, 2018

Major Funds

	General	Water Tank Project	Flood Protection Dist. 2011-1	Highlands Ranch Improvement District	Chip Sealing Project-2017	Harvest Heights Access Road	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>								
Taxes	253,233.43						5,881.86	259,115.29
Special Assessments		74,039.53	1,881.27	294,760.25	91,522.18		37,471.21	499,674.44
Licenses, Permits and Fees	36,443.04						31,712.00	68,155.04
Intergovernmental	94,847.85						68,192.64	163,040.49
Charges for Services	33,599.75							33,599.75
Fines and Forfeitures	3,689.22						1,782.39	5,471.61
Miscellaneous								
<b>Total Revenues</b>	<b>421,813.29</b>	<b>74,039.53</b>	<b>1,881.27</b>	<b>294,760.25</b>	<b>91,522.18</b>		<b>145,040.10</b>	<b>1,029,056.62</b>
<b>Expenditures:</b>								
Current:								
General Government	225,931.37		158.50				7,728.21	233,818.08
Public Safety	170,461.23						7,207.27	177,668.50
Streets and Public Works					13,044.38	118.26	93,595.57	106,758.21
Other				856.00			4,592.03	5,448.03
Capital Outlay						359,000.00	19,506.00	378,506.00
Debt Service:								
Principal				115,000.00	55,000.00		55,000.00	225,000.00
Interest and Service Charges				84,587.50	7,408.76	6,672.94	4,716.25	103,385.45
<b>Total Expenditures</b>	<b>396,392.60</b>		<b>158.50</b>	<b>200,443.50</b>	<b>75,453.14</b>	<b>365,791.20</b>	<b>192,345.33</b>	<b>1,230,584.27</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>25,420.69</b>	<b>74,039.53</b>	<b>1,722.77</b>	<b>94,316.75</b>	<b>16,069.04</b>	<b>(365,791.20)</b>	<b>(47,305.23)</b>	<b>(201,527.65)</b>



CITY OF BURLINGTON  
Burlington, North Dakota

Statement of Revenues, Expenditures and Changes in Fund Balances -  
Modified Cash Basis  
Governmental Funds  
For the Year Ended December 31, 2017

Major Funds

	General	Water Tank Project	Flood Protection Dist. 2011-1	Highlands Ranch Improvement District	Chip Sealing Project-2017	Harvest Heights Access Road	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>								
Taxes	283,268.25						15,813.86	299,082.11
Special Assessments		70,107.26	10,889.96	198,477.56	6,455.42		102,599.23	388,529.43
Licenses, Permits and Fees	31,943.06						26,921.00	58,864.06
Intergovernmental	85,421.10		26,228.95				68,074.37	179,724.42
Fines and Forfeitures	36,806.00							36,806.00
Miscellaneous	2,372.86						66,482.45	68,855.31
<b>Total Revenues</b>	<b>439,811.27</b>	<b>70,107.26</b>	<b>37,118.91</b>	<b>198,477.56</b>	<b>6,455.42</b>		<b>279,890.91</b>	<b>1,031,861.33</b>
<b>Expenditures:</b>								
<b>Current:</b>								
General Government	226,854.19						10,547.33	237,401.52
Public Safety	183,048.54						5,706.79	188,755.33
Streets and Public Works					465.52		162,806.43	163,271.95
Other						7,817.50	10,000.95	17,818.45
Capital Outlay					667,000.00		223,000.00	890,000.00
Debt Service:								
Principal		72,000.00	1,440,000.00	115,000.00			133,000.00	1,760,000.00
Interest and Service Charges		185.25	22,097.50	86,475.00	5,626.10		7,487.13	121,870.98
<b>Total Expenditures</b>	<b>409,902.73</b>	<b>72,185.25</b>	<b>1,462,097.50</b>	<b>201,475.00</b>	<b>673,091.62</b>	<b>7,817.50</b>	<b>552,548.63</b>	<b>3,379,118.23</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>29,908.54</b>	<b>(2,077.99)</b>	<b>(1,424,978.59)</b>	<b>(2,997.44)</b>	<b>(666,636.20)</b>	<b>(7,817.50)</b>	<b>(272,657.72)</b>	<b>(2,347,256.90)</b>





CITY OF BURLINGTON  
Burlington, North Dakota

Reconciliation of Governmental Funds Statement of Revenues, Expenditures  
and Changes in Fund Balances to the Statement of Activities - Modified Cash Basis  
For the Year Ended December 31, 2018

Net Change in Fund Balances - Total Governmental Funds	355,655.52
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The change in net position reported for governmental activities in the statement of activities is different because:

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

Current Year Capital Outlay	378,506.00	
Current Year Depreciation Expense	(426,741.00)	(48,235.00)

The proceeds of debt issuances are reported as financing sources in governmental funds and thus contribute to the change in fund balance. In the statement of net position, issuing debt increases long-term liabilities and does not affect the statement of activities. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. This is the amount by which debt proceeds exceeded repayment of debt.

Debt Proceeds	(660,000.00)	
Repayment of Debt	225,000.00	(435,000.00)

Some expenses reported in the statement of activities do not require the use of current financial resources and are not reported as expenditures in governmental funds.

Net Increase to Pension Expense	(42,574.00)
---------------------------------	-------------

Change in Net Position of Governmental Activities	(170,153.48)
	=====

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

CITY OF BURLINGTON  
Burlington, North Dakota

Reconciliation of Governmental Funds Statement of Revenues, Expenditures  
and Changes in Fund Balances to the Statement of Activities - Modified Cash Basis  
For the Year Ended December 31, 2017

Net Change in Fund Balances - Total Governmental Funds	(1,639,098.95)
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The change in net position reported for governmental activities in the statement of activities is different because:

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

Current Year Capital Outlay	890,000.00	
Current Year Depreciation Expense	(429,819.00)	460,181.00

The proceeds of debt issuances are reported as financing sources in governmental funds and thus contribute to the change in fund balance. In the statement of net position, issuing debt increases long-term liabilities and does not affect the statement of activities. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. This is the amount by which repayment of debt exceeded debt proceeds.

Debt Proceeds	(680,000.00)	
Repayment of Debt	1,760,000.00	1,080,000.00

Some expenses reported in the statement of activities do not require the use of current financial resources and are not reported as expenditures in governmental funds.

Net Increase to Pension Expense	(21,013.00)
---------------------------------	-------------

Change in Net Position of Governmental Activities	(119,930.95)
	=====

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



CITY OF BURLINGTON  
Burlington, North Dakota

Statement of Net Position - Modified Cash Basis  
Proprietary Funds  
December 31, 2018

	Major Enterprise Fund
	<hr/>
	Enterprise
	<hr/>
<u>ASSETS</u>	
<u>Current Assets:</u>	
Cash and Cash Equivalents	242,133.87
	<hr/>
<u>Noncurrent Assets:</u>	
Capital Assets (net of accumulated depr):	
Land	40,000.00
Buildings and Infrastructure	1,823,391.00
Machinery and Vehicles	11,401.00
	<hr/>
Total Noncurrent Assets	1,874,792.00
	<hr/>
Total Assets	2,116,925.87
	=====
<u>NET POSITION:</u>	
Net Investment in Capital Assets	1,874,792.00
Restricted for Maintenance	10,313.36
Restricted for Meters	11,847.26
Unrestricted	219,973.25
	<hr/>
Total Net Position	2,116,925.87
	=====

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

CITY OF BURLINGTON  
Burlington, North Dakota

Statement of Net Position - Modified Cash Basis  
Proprietary Funds  
December 31, 2017

	Major Enterprise Fund
	<hr/>
	Enterprise
	<hr/>
<u>ASSETS</u>	
<u>Current Assets:</u>	
Cash and Cash Equivalents	-0-
	<hr/>
<u>Noncurrent Assets:</u>	
Capital Assets (net of accumulated depr):	
Land	40,000.00
Buildings and Infrastructure	1,892,810.00
Machinery and Vehicles	12,437.00
	<hr/>
Total Noncurrent Assets	1,945,247.00
	<hr/>
Total Assets	1,945,247.00
	=====
<u>LIABILITIES</u>	
<u>Current Liabilities:</u>	
Interfund Payable	38,426.50
	<hr/>
<u>NET POSITION:</u>	
Net Investment in Capital Assets	1,945,247.00
Restricted for Maintenance	43,533.59
Restricted for Meters	7,620.63
Unrestricted	(89,580.72)
	<hr/>
Total Net Position	1,906,820.50
	=====

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

CITY OF BURLINGTON  
Burlington, North Dakota

Statement of Revenues, Expenses and Changes in Fund Net Position - Modified Cash Basis  
Proprietary Funds  
For the Year Ended December 31, 2018

	Major Enterprise Fund
	<hr/>
	Enterprise
	<hr/>
<u>Operating Revenues:</u>	
Charges for Sales and Services:	
Water Charges	176,365.68
Bulk Water Sales	22,412.27
Sewer Charges	98,362.76
Garbage Charges	94,472.92
Finance Charges	1,460.51
Maintenance Fee Charges	25,668.88
Other Charges	6,607.54
Total Operating Revenues	<hr/> 425,350.56 <hr/>
<u>Operating Expenses:</u>	
Salaries	137,687.07
Health Insurance	19,547.20
Engineering	14,657.50
Insurance	7,258.03
Auto Expense	2,232.61
Life Insurance	525.96
Schools/Dues/Meetings	2,495.23
Utilities	32,253.89
Chemicals	2,081.79
Improvements and Maintenance	114,053.94
Purchased Water	89,924.19
Meter Reader	1,200.00
Garbage Contract	78,922.25
Supplies	8,463.41
Equipment Expense	7,714.91
Snow Removal	2,427.73
Miscellaneous	4,026.00
Depreciation	70,455.00
Total Operating Expenses	<hr/> 595,926.71 <hr/>
Operating Income (Loss)	<hr/> (170,576.15) <hr/>
<u>Non-Operating Revenues (Expenses):</u>	
Interest Income	6,857.29
MR&I Funding	259,737.00
FEMA	11,898.43
Miscellaneous Revenue	3,121.00
Total Non-Operating Revenues (Expenses)	<hr/> 281,613.72 <hr/>
Income (Loss) Before Transfers	<hr/> 111,037.57 <hr/>
Transfers In	124,736.68
Transfers Out	(25,668.88)
Change in Net Position	<hr/> 210,105.37 <hr/>
Net Position - January 1	<hr/> 1,906,820.50 <hr/>
Net Position - December 31	<hr/> 2,116,925.87 <hr/>
	=====

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



CITY OF BURLINGTON  
Burlington, North Dakota

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

	Major Enterprise Fund
	<hr/>
	Enterprise
	<hr/>
<u>Operating Revenues:</u>	
Charges for Sales and Services:	
Water Charges	176,516.94
Bulk Water Sales	35,809.68
Sewer Charges	98,115.75
Garbage Charges	91,030.70
Finance Charges	2,031.31
Maintenance Fee Charges	22,326.90
Other Charges	6,673.03
	<hr/>
Total Operating Revenues	432,504.31
	<hr/>
<u>Operating Expenses:</u>	
Salaries	141,836.58
Health Insurance	18,648.00
Engineering	17,382.80
Insurance	9,989.28
Auto Expense	1,578.07
Life Insurance	452.48
Schools/Dues/Meetings	2,870.32
Utilities	23,249.81
Chemicals	3,493.09
Improvements and Maintenance	377,143.71
Purchased Water	99,203.34
Meter Reader	1,200.00
Garbage Contract	69,079.50
Supplies	7,408.64
Equipment Expense	8,663.83
Snow Removal	10,547.25
Depreciation	70,611.00
	<hr/>
Total Operating Expenses	863,357.70
	<hr/>
Operating Income (Loss)	(430,853.39)
	<hr/>
<u>Non-Operating Revenues (Expenses):</u>	
Interest Income	4,825.10
Energy Impact Grant	100,000.00
FEMA	35,255.49
	<hr/>
Total Non-Operating Revenues (Expenses)	140,080.59
	<hr/>
Income (Loss) Before Transfers	(290,772.80)
	<hr/>
Transfers In	29,196.83
Transfers Out	(55,013.78)
	<hr/>
Change in Net Position	(316,589.75)
	<hr/>
Net Position - January 1	2,223,410.25
	<hr/>
Net Position - December 31	1,906,820.50
	<hr/>

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

CITY OF BURLINGTON  
Burlington, North Dakota

Statement of Cash Flows - Modified Cash Basis  
Proprietary Funds  
For the Year Ended December 31, 2018

	Major Enterprise Fund
	Enterprise
<u>Cash flows from operating activities:</u>	
Receipts from customers	425,350.56
Payments to suppliers	(368,237.44)
Payments to/on behalf of employees	(157,234.27)
Net cash provided (used) by operating activities	(100,121.15)
<u>Cash flows from noncapital financing activities:</u>	
FEMA	11,898.43
MR&I funding	259,737.00
Miscellaneous receipts	3,121.00
Interfund loan transaction	(38,426.50)
Transfers in	124,736.68
Transfers out	(25,668.88)
Net cash provided (used) by noncapital financing activities	335,397.73
<u>Cash flows from investing activities:</u>	
Interest income	6,857.29
Net increase in cash and cash equivalents	242,133.87
Cash and cash equivalents, January 1	-0-
Cash and cash equivalents, December 31	242,133.87
	=====
<u>Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities</u>	
Operating income (loss)	(170,576.15)
<u>Adjustments to reconcile operating income to net cash provided (used) by operating activities:</u>	
Depreciation expense	70,455.00
Net cash provided (used) by operating activities	(100,121.15)
	=====

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

CITY OF BURLINGTON  
Burlington, North Dakota

Statement of Cash Flows - Modified Cash Basis  
Proprietary Funds  
For the Year Ended December 31, 2017

	Major Enterprise Fund
	Enterprise
<u>Cash flows from operating activities:</u>	
Receipts from customers	446,474.74
Payments to suppliers	(632,262.12)
Payments to/on behalf of employees	(160,484.58)
Net cash provided (used) by operating activities	(346,271.96)
<u>Cash flows from noncapital financing activities:</u>	
FEMA	35,255.49
Energy impact grants	100,000.00
Interfund loan transaction	38,426.50
Transfers in	29,196.83
Transfers out	(55,013.78)
Net cash provided (used) by noncapital financing activities	147,865.04
<u>Cash flows from investing activities:</u>	
Interest income	4,825.10
Net increase in cash and cash equivalents	(193,581.82)
Cash and cash equivalents, January 1	193,581.82
Cash and cash equivalents, December 31	-0-
	=====
 <u>Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities</u>	
Operating income (loss)	(430,853.39)
<u>Adjustments to reconcile operating income to net cash provided (used) by operating activities:</u>	
Decrease in accounts receivable	35,782.33
Decrease in deposits payable	(21,811.90)
Depreciation expense	70,611.00
Net cash provided (used) by operating activities	(346,271.96)
	=====

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



CITY OF BURLINGTON  
Burlington, North Dakota

Notes to the Financial Statements  
December 31, 2018 and 2017

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Burlington operates under a city council form of government. The financial statements of the city have been prepared on a modified cash basis, which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below.

A. Financial 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 are such that exclusion would cause the city's financial statements to be misleading or incomplete. The Government 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 to be included within the City of Burlington as a reporting entity.

B. Basis of Presentation

*Government-wide Financial Statements:* The statement of net position and the statement of activities display information about the primary government, the City of Burlington. These statements include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double-counting of internal activities. These statements distinguish between the governmental and business-type activities of the city. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

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:* The fund financial statements provide information about the city's funds. Separate statements for each fund category - governmental and proprietary - are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investments earnings, result from nonexchange transactions or ancillary activities.

The city reports the following major governmental funds:

*General Fund.* This is the city's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

*Water Tank Project.* This fund is used to accumulate resources to pay the principal and interest payments of the Refunding Improvement Bonds, Series 2013.

*Flood Protection District 2011-1.* This fund accounts for the proceeds of the Refunding Improvement Bonds of 2011 issued to provide funding for flood protection and the clean up costs related to major flooding that occurred in the spring of 2011. The city subsequently received funding from the North Dakota State Water Commission in 2012 to cover approximately 75% of flood related costs. The city assessed local residents to pay the principal and interest payments on this debt and are currently collecting special assessments. The city paid these bonds off in 2017.

*Highlands Ranch Improvement District.* This fund is used to accumulate resources to pay the principal and interest payments of the Refunding Improvement Bonds, Series 2015.

*Chip Sealing Project-2017.* This fund accounts for the proceeds of the Refunding Improvement Bonds, Series 2017 used for a chip seal project.

*Harvest Heights Access Road.* This fund accounts for the proceeds of the Refunding Improvement Bonds, Series 2018 used for the construction of an access road.

The city reports the following major enterprise fund:

*Enterprise.* This fund accounts for the activities of the city's water distribution system, sewage collection system and garbage collection system.



### 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" transactions are recorded regardless of the measurement focus applied.

#### Measurement Focus

In the government-wide Statement of Net Position and the Statement of Activities, both governmental and business-like activities are presented using the economic resources measurement focus, within the limitations of the modified cash basis of accounting, as defined in item b 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:

- a. 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 present 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.
- b. 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 position (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 position.

#### Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities and the fund financial statements, governmental, business-like and fiduciary fund activities are presented using a modified cash basis of accounting. This basis recognizes assets, liabilities, net position/fund equity, revenues, and expenditures/expenses when they result from cash transactions with a provision for depreciation in the government-wide statements and proprietary fund statements. This basis is a 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, while the fund financial statements for proprietary fund types would use the accrual basis of accounting. All government-wide financials would be presented on the accrual basis of accounting.

### D. Cash, Cash Equivalents and Investments

Cash and cash equivalents includes amounts in demand deposits, money market accounts and highly liquid short-term investments with original maturities of three months or less.

Investments consist of certificates of deposit stated at cost.

#### E. Capital Assets

Capital assets include plant and equipment. Assets are reported in the governmental activities column and the business-type activities column in the government-wide financial statements. Assets are also reported in the proprietary fund statements. Capital assets are defined by the city as assets with an initial, individual cost of \$5,000 or more. Such assets are recorded at cost or estimated historical cost if purchased or constructed. 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. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is not capitalized.

Capital assets are depreciated using the straight line method over the following estimated useful lives:

Buildings and Infrastructure	25 to 75 years
Machinery and Vehicles	5 to 20 years

#### F. Compensated Absences

No liability is recorded for nonvesting accumulating rights to receive sick pay benefits.

Vested or accumulated vacation leave is not reported in the government-wide statement of net position as it is considered immaterial.

#### 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 position. 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. Pension

For purposes of measuring net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the North Dakota Public Employees Retirement System (NDPERS); additions to/deductions from NDPERS' fiduciary net position have been determined on the same basis as they are reported by NDPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.



## I. Fund Equity

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Fund equity for all other reporting is classified as "net position."

**Fund Balance** - Generally, fund balance represents the difference between the current assets and current liabilities. In the fund financial statements, governmental funds report fund classifications that comprise a hierarchy based primarily on the extent to which the city is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balances are classified as follows:

**Nonspendable** - Fund balances are reported as nonspendable when amounts cannot be spent because they are either (a) not in spendable form (i.e., items that are not expected to be converted to cash such as inventories or prepaid expenses) or (b) legally or contractually required to be maintained intact (i.e., endowment funds).

**Restricted** - Fund balances are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the city or through external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments (i.e., funds restricted by state statute, unspent bond proceeds, grants earned but not spent, debt covenants or taxes raised for a specific purpose).

**Committed** - Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by formal action of the city council through the adoption of a resolution. The city council also may modify or rescind the commitment.

**Assigned** - Fund balances are reported as assigned when amounts are constrained by the city's intent to be used for specific purposes, but are neither restricted nor committed.

**Unassigned** - Fund balances are reported as unassigned as the residual amount when the balances do not meet any of the above criterion. The city reports positive unassigned fund balance only in the general fund. Negative fund balances may be reported in all funds.

**Flow Assumptions** - When both restricted and unrestricted amounts of fund balance are available for use for expenditures incurred, it is the city's policy to use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balance, it is the city's policy to use fund balance in the following order:

- \* Committed
- \* Assigned
- \* Unassigned

**Net Position** - Net position represent the difference between assets and liabilities. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used (i.e., the amount that the city has not spent) for the acquisition, construction or improvement of those assets. Net position is reported as restricted as described in the fund balance section above. All other net position is reported as unrestricted.

#### J. Interfund Transactions

In the governmental and proprietary 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.

All other interfund transactions, except reimbursements, are reported as transfers.

In the government-wide financial statements, interfund transactions have been eliminated.

#### K. Use of Estimates

The preparation of financial statements in conformity with the special reporting framework (SRF) used by the city requires management to make estimates and assumptions that affect certain reported amounts and disclosures (such as estimated useful lives in determining depreciation expense); accordingly, actual results could differ from those estimates.

#### Note 2 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 institutions 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 deposits not covered by insurance or bonds.

Authorized collateral includes bills, notes or bonds issued by the United States government, its agencies or instrumentalities, all bonds and notes guaranteed by the United States government, Federal Land Bank bonds, bonds, notes, warrants, certificates of indebtedness, insured certificates of deposit, shares of investments 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 or instrumentalities or by any county, city, township, school district, park district or any 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 other securities approved by the banking board.

At December 31, 2018 the city's carrying amount of deposits was \$1,560,969 and the bank balance was \$1,708,513. Of the bank balance, \$250,000 was covered by Federal Depository Insurance. The remaining balance of \$1,458,513 was collateralized with securities held by the pledging financial institution's agent in the government's name.

At December 31, 2017 the city's carrying amount of deposits was \$924,753 and the bank balance was \$947,967. Of the bank balance, \$250,000 was covered by Federal Depository Insurance. The remaining balance of \$697,967 was collateralized with securities held by the pledging financial institution's agent in the government's name.



### Credit Risk

The city may invest idle funds as authorized in North Dakota Statutes, as follows:

- (1) Bonds, treasury bills and notes, or other securities that are a direct 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 of the type listed above.
- (3) Certificates of deposit fully insured by the federal deposit insurance corporation.
- (4) Obligations of the State.

At December 31, 2018 the city held certificates of deposit in the amount of \$540,000, which are all considered deposits.

At December 31, 2017 the city held certificates of deposit in the amount of \$540,000, which are all considered deposits.

### Concentration of Credit Risk

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

### Note 3 PROPERTY TAXES

The county treasurer acts as an 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 4 INTERFUND RECEIVABLES/PAYABLES

Interfund receivables/payables are created by a negative cash balance in various funds. The amounts shown as interfund payables represent the amount of negative cash in the funds. Interfund receivables/payables for the years ended December 31, 2018 and 2017 are as follows:

	<u>Receivable Fund</u>	<u>Payable Fund</u>
<u>December 31, 2018</u>		
General Fund	4,596.56	
SID 2016-Stemen Drive		4,596.56
<u>December 31, 2017</u>		
General Fund	38,426.50	
Enterprise		38,426.50
Highlands Ranch Imp. Dist.	85,596.14	
Water Tank Project		68,641.10
Harvest Heights Access Road		7,817.50
Harvest Heights Impr. Dist.		487.06
SID 2016-Stemen Drive		8,650.48

Note 5 CAPITAL ASSETS

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

		<u>2018</u>		
	<u>Balance January 1</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance December 31</u>
<b>Governmental Activities:</b>				
<i>Capital assets not being depreciated:</i>				
Land	115,700			115,700
Construction in Progress		359,000		359,000
Total	<u>157,700</u>	<u>359,000</u>		<u>474,700</u>
<i>Capital assets being depreciated:</i>				
Buildings and Infrastructure	10,668,920			10,668,920
Machinery and Vehicles	269,179	19,506		288,685
Total	<u>10,938,099</u>	<u>19,506</u>		<u>10,957,605</u>
<i>Less accumulated depreciation for:</i>				
Buildings and Infrastructure	1,561,054	398,471		1,959,525
Machinery and Vehicles	197,236	28,270		225,506
Total	<u>1,758,290</u>	<u>426,741</u>		<u>2,185,031</u>
Total capital assets being depreciated, net	<u>9,179,809</u>	<u>(407,235)</u>		<u>8,772,574</u>
Governmental Activities Capital Assets, Net	<u>9,295,509</u>	<u>(48,235)</u>	<u>-0-</u>	<u>9,247,274</u>
	=====	=====	=====	=====



	<u>2017</u>			
	<u>Balance January 1</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance December 31</u>
<b>Governmental Activities:</b>				
Capital assets not being depreciated:				
Land	115,700			115,700
Construction in Progress	41,250		41,250	
Total	<u>156,950</u>	<u></u>	<u>41,250</u>	<u>157,700</u>
Capital assets being depreciated:				
Buildings and Infrastructure	9,737,670	931,250		10,668,920
Machinery and Vehicles	269,179			269,179
Total	<u>10,006,849</u>	<u>931,250</u>	<u></u>	<u>10,938,099</u>
Less accumulated depreciation for:				
Buildings and Infrastructure	1,162,583	398,471		1,561,054
Machinery and Vehicles	165,888	31,348		197,236
Total	<u>1,328,471</u>	<u>429,819</u>	<u></u>	<u>1,758,290</u>
Total capital assets being depreciated, net	<u>8,678,378</u>	<u>501,431</u>	<u></u>	<u>9,179,809</u>
Governmental Activities Capital Assets, Net	<u>8,835,328</u>	<u>501,431</u>	<u>41,250</u>	<u>9,295,509</u>

	<u>2018</u>			
	<u>Balance January 1</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance December 31</u>
<b>Business-type Activities:</b>				
Capital assets not being depreciated:				
Land	40,000			40,000
Capital assets being depreciated:				
Buildings and Infrastructure	2,572,965			2,572,965
Machinery and Vehicles	20,725			20,725
Total	<u>2,593,690</u>			<u>2,593,690</u>
Less accumulated depreciation for:				
Buildings and Infrastructure	680,155	69,419		749,574
Machinery and Vehicles	8,288	1,036		9,324
Total	<u>688,443</u>	<u>70,455</u>		<u>758,898</u>
Total capital assets being depreciated, net	<u>1,905,247</u>	<u>(70,455)</u>		<u>1,834,792</u>
Business-type Activities Capital Assets, Net	<u>1,945,247</u>	<u>(70,455)</u>	<u>-0-</u>	<u>1,874,792</u>

	<u>2017</u>		
	<u>Balance</u> <u>January 1</u>	<u>Increases</u>	<u>Decreases</u>
<u>Balance</u> <u>December 31</u>			
<b>Business-type Activities:</b>			
Capital assets not being depreciated:			
Land	40,000		
Capital assets being depreciated:			
Buildings and Infrastructure	2,572,965		
Machinery and Vehicles	20,725		
Total	2,593,690		
Less accumulated depreciation for:			
Buildings and Infrastructure	610,580	69,575	
Machinery and Vehicles	7,252	1,036	
Total	617,832	70,611	
Total capital assets being depreciated, net	1,975,858	(70,611)	
Business-type Activities Capital Assets, Net	2,015,858	(70,611)	-0-
	=====	=====	=====

Depreciation expense was charged to functions/programs of the city as follows for the years ended December 31:

	<u>2018</u>	<u>2017</u>
<u>Governmental Activities:</u>		
General Government	933	933
Public Safety	11,153	16,669
Streets and Public Works	414,655	412,217
Total	426,741	429,819
	=====	=====
<u>Business-type Activities:</u>		
Enterprise	70,455	70,611
	=====	=====

Note 6 LONG-TERM DEBT

Changes in Long-Term Liabilities. During the years ended December 31, 2018 and 2017, the following changes occurred in liabilities reported in the long-term liabilities of the city:

Governmental Activities:

		<u>2018</u>				
		Balance	<u>Increases</u>	<u>Decreases</u>	Balance	Due Within
		<u>January 1</u>			<u>December 31</u>	<u>One Year</u>
Special Assmt.						
Bonds		3,605,000	660,000	225,000	4,040,000	230,000
		=====	=====	=====	=====	=====
		<u>2017</u>				
		Balance	<u>Increases</u>	<u>Decreases</u>	Balance	Due Within
		<u>January 1</u>			<u>December 31</u>	<u>One Year</u>
Special Assmt.						
Bonds		4,685,000	680,000	1,760,000	3,605,000	225,000
		=====	=====	=====	=====	=====

Outstanding debt at December 31, 2018 consists of the following:

Governmental Activities:

Special Assessment Bond Debt. The city has issued special assessment bonds to provide funds for the construction of streets and/or water and sewer lines. Special assessment bonds outstanding at December 31, 2018 are as follows:

\$2,855,000 Refunding Improvement Bonds, Series 2015; due in annual installments of \$115,000 to \$195,000 through May 1, 2035; interest is from 1.5% to 4%.	2,525,000.00
\$270,000 Refunding Improvement Bonds, Series 2016; due in annual installments of \$25,000 to \$30,000 through May 1, 2026; interest is from .95% to 1.75%.	230,000.00
\$680,000 Refunding Improvement Bonds, Series 2017; due in annual installments of \$65,000 to \$70,000 through May 1, 2027; interest is from 1.375% to 3%.	625,000.00
\$270,000 Refunding Improvement Bonds, Series 2018; due in annual installments of \$20,000 to \$45,000 through May 1, 2038; interest is from 2.25% to 4%.	660,000.00
	-----
Total Special Assessment Bonds Payable	4,040,000.00
	=====

The annual requirements to amortize the outstanding special assessment bond debt are as follows:

<u>Year Ending December 31</u>	<u>Principal</u>	<u>Interest</u>
2019	230,000	120,919
2020	235,000	117,134
2021	245,000	112,719
2022	250,000	107,649
2023	250,000	102,051
2024-2028	1,220,000	401,471
2029-2033	1,015,000	218,721
2034-2038	595,000	37,100
Total	<u>4,040,000</u>	<u>1,217,764</u>
	=====	=====

Note 7 TRANSFERS

The following is a reconciliation between transfers in and transfers out as reported in the basic financial statements for the years ended December 31:

<u>Fund</u>	<u>Transfer In</u>	<u>Transfer Out</u>
<u>December 31, 2018</u>		
Highway Equipment Reserve	8,281.29	
Police Vehicle Reserve	2,500.00	
Building	2,000.00	
Technology/Computer	2,000.00	
General Operating		14,781.29
To transfer funds to various reserves.		
Highway Distribution	10,000.00	
Police K-9	840.48	
Enterprise Reserve	25,000.00	
General Operating		35,840.48
Enterprise Reserve	21,127.34	
Meter Fund	4,541.54	
Enterprise Operating		25,668.88
Harvest Heights Impr. Dist.	487.06	
Harvest Heights Access Road		487.06
Enterprise Transmission Line	74,067.80	
Aid to New Construction Fees		74,067.80
To subsidize expenditures/eliminate deficits.		
General Operating	35,132.43	
Street Improvement District #3		4,633.31
Street Improvement District #4		27,297.44
Flood Protection Dist. 2011-1		3,201.68

To close funds.



December 31, 2017

Police Vehicle Reserve	1,700.00	
General Operating		1,700.00

Highway Equipment Reserve	10,000.00	
Building	2,000.00	
Technology/Computer	2,000.00	
Enterprise Operating		14,000.00

To transfer funds to various reserves.

Enterprise Reserve	24,618.86	
Meter	4,577.97	
Enterprise Operating		29,196.83

To subsidize expenditures

WSI Ergo Grant	747.12	
Bus Shelter	1,355.04	
Flood 2013	5,527.50	
Jost Lot Acquisition	2,166.16	
Enterprise Operating		9,795.82

General Operating	2,021.13	
Enterprise Operating		2,021.13

To close funds.

Note 8 DEFICIT FUND BALANCES

The following funds had a deficit balance for the years ending December 31:

	<u>2018</u>	<u>2017</u>
<u>Debt Service Funds</u>		
Water Tank Project		(68,641.10)
Harvest Heights Impr. District		(487.06)
SID 2016-Stemen Drive	(4,596.56)	(8,650.48)
<u>Capital Projects Fund</u>		
Harvest Heights Access Road		(7,817.50)
<u>Enterprise Fund</u>		
Transmission Line		(302,653.05)

The city plans to eliminate these deficits with future revenue collections and/or transfers from other funds.

Note 9 RISK MANAGEMENT

The City of Burlington 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, automobile and public assets insurance coverage. The coverage by NDIRF is limited to losses of \$2,000,000 per occurrence for general liability and automobile; and \$497,250 for public assets.

The city also participates in the North Dakota Fire and Tornado Fund and the State Bonding Fund. The city pays an annual premium to the Fire and Tornado Fund to cover property damage to buildings and personal property. Replacement cost coverage is provided by estimating replacement cost in consultation with the Fire and Tornado Fund. The Fire and Tornado Fund is reinsured by a third party insurance carrier for losses in excess of \$1,000,000 per occurrence during a 12 month period. The State Bonding Fund currently provides the city with a blanket fidelity bond coverage in the amount of \$1,100,000 for its employees. The State Bonding Fund does not currently charge any premium for this coverage.

The city has worker's compensation with the Department of Workforce Safety and Insurance.

Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

Note 10 PENSION PLAN

North Dakota Public Employees Retirement System (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.

NDPERS is a cost-sharing multiple-employer defined benefit 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 NDPERS plan is financed by investment income and contributions.

Responsibility for administration of the NDPERS benefits program is assigned to a Board comprised of nine 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 active membership of the NDPERS system; one member elected by the retired public employees; and two members of the legislative assembly appointed by the chairman of the legislative management.



## **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 (65). For members hired on or after January 1, 2016 the Rule of 85 will be replaced with the Rule of 90 with a minimum age of 60. The monthly 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.

## **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, life-time monthly payments in an amount equal to 50% of the member's accrued normal retirement benefit, or monthly payments in an 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.

## **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.

## **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.

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

**Pension Liabilities, Pension Expense; and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At December 31, 2018, the City of Burlington reported a liability of \$288,901 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The city's proportion of the net pension liability was based on the city's share of covered payroll in the Main System pension plan relative to the covered payroll of all participating Main System employers. At June 30, 2017 the city's proportion was .017974 percent, which was a decrease of .000091 from its proportion measured as of June 30, 2016.

For the year ended December 31, 2018 the city recognized pension expense of \$55,933. At December 31, 2018 the city reported deferred outflows of resources and deferred inflows of resources related to pensions, from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
	-----	-----
Differences between expected and actual experience	1,717	1,408
Changes in assumptions	118,469	6,516
Net difference between projected and actual earnings on pension plan investments	3,885	
Changes in proportion and differences between employer contributions and proportionate share of contributions	41,032	785
City contributions subsequent to the measurement date (see below)	14,171	
Total	<u>179,274</u> =====	<u>8,709</u> =====



\$14,171 reported as deferred outflows of resources related to pensions resulting from city contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
-----	
2019	37,388
2020	42,719
2021	38,529
2022	25,893
2023	11,865
Thereafter	0

**Actuarial assumptions.** The total pension liability in the July 1, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation 3.50%

Salary increases	Service at Beginning of Year	Increase Rate
	-----	-----
	0	15.00%
	1	10.00%
	2	8.00%
	Age *	
	-----	
	Under 36	8.00%
	36 - 40	7.50%
	41 - 49	6.00%
	50+	5.00%

\* Age-based salary increase rates apply for employees with three or more years of service.

Investment rate of return 7.75%, net of investment expenses.

Cost-of-living adjustments None

For active members, inactive members and healthy retirees, mortality rates were based on the RP-2000 Combined Healthy Mortality Table set back two years for males and three years for females, projected generationally using the SSA 2014 Intermediate Cost scale from 2014. For disabled retirees, mortality rates were based on the RP-2000 Disabled Retiree Morality Table with ages set back one year for males (not set back for females) multiplied by 125%.

The actuarial assumptions used were based on the results of an actuarial experience study completed in 2015. They are the same as the assumptions used in the July 1, 2017, funding actuarial valuation for NDPERS.

As a result of the 2015 actuarial experience study, the NDPERS Board adopted several changes to the actuarial assumptions effective July 1, 2015. This includes changes to the mortality tables, disability incidence rates, retirement rates, administrative expenses, salary scale, and percent married assumption.

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 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%	6.05%
International Equity	21%	6.70%
Private Equity	5%	10.20%
Domestic Fixed Income	17%	1.43%
International Equity Income	5%	-0.45%
Global Real Assets	20%	5.16%
Cash Equivalents	1%	0.00%

**Discount rate.** For PERS, GASB No. 67 includes a specific requirement for the discount rate that is used for the purpose of the measurement of the Total Pension Liability. This rate considers the ability of the System to meet benefit obligations in the future. To make this determination, employer contributions, employee contribution, benefit payments, expenses and investment returns are projected into the future. The current employer and employee fixed rate contributions are assumed to be made in each future year. The Plan Net Position (assets) in future years can then be determined and compared to its obligation to make benefit payments in those years. In years where assets are not projected to be sufficient to meet benefit payments, which is the case for the PERS plan, the use of a municipal bond rate is required.

The Single Discount Rate (SDR) is equivalent to applying these two rates to the benefits that are projected to be paid during the different time periods. The SDR reflects (1) the long-term expected rate of return on pension plan investments (during the period in which the fiduciary net position is projected to be sufficient to pay benefits) and (2) a tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met).

The pension plan's fiduciary net position was projected to be sufficient to make all projected future benefit payment payments through the year 2061. Therefore, the long-term expected rate of return on pension plan investments was applied to projected benefit payments through the year 2061. and the municipal bond rate was applied to all benefit payments after that date. For the purpose of this valuation, the expected rate of return on pension plan investments is 7.75%; the municipal bond rate is 3.56%; and the resulting Single Discount Rate is 6.44%.

**Sensitivity of the city's proportionate share of the net pension liability to changes in the discount rate.** The following presents the city's proportionate share of the net pension liability calculated using the discount rate of 6.44 percent, as well as what the city's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.44 percent) or 1-percentage-point higher (7.44 percent) than the current rate:

	1% Decrease (5.44%)	Current Rate (6.44%)	1% Increase (7.44%)
	-----	-----	-----
The city's proportionate share of the net pension liability	392,192	288,901	202,967

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



CITY OF BURLINGTON  
Burlington, North Dakota

Budgetary Comparison Schedule - Modified Cash Basis  
General Fund  
For the Year Ended December 31, 2018

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<u>Revenues:</u>				
Taxes	268,310.00	268,310.00	253,233.43	(15,076.57)
Licenses, Permits and Fees	31,050.00	31,050.00	36,443.04	5,393.04
Intergovernmental	94,610.09	94,610.09	94,847.85	237.76
Fines and Forfeitures	40,000.00	40,000.00	33,599.75	(6,400.25)
Miscellaneous	850.00	850.00	3,689.22	2,839.22
Total Revenues	434,820.09	434,820.09	421,813.29	(13,006.80)
<u>Expenditures:</u>				
Current:				
General Government	244,231.00	244,231.00	225,931.37	18,299.63
Public Safety	169,650.00	169,650.00	170,461.23	(811.23)
Total Expenditures	413,881.00	413,881.00	396,392.60	17,488.40
Excess (Deficiency) of Revenues Over Expenditures	20,939.09	20,939.09	25,420.69	4,481.60
<u>Other Financing Sources (Uses):</u>				
Transfers In			37,632.43	37,632.43
Transfers Out	(15,000.00)	(15,000.00)	(50,621.77)	(35,621.77)
Total Other Financing Sources (Uses)	(15,000.00)	(15,000.00)	(12,989.34)	2,010.66
Net Change in Fund Balances	5,939.09	5,939.09	12,431.35	6,492.26
Fund Balance - January 1	89,365.09	89,365.09	89,365.09	
Fund Balance - December 31	95,304.18	95,304.18	101,796.44	6,492.26

CITY OF BURLINGTON  
Burlington, North Dakota

Budgetary Comparison Schedule - Modified Cash Basis  
General Fund  
For the Year Ended December 31, 2017

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<u>Revenues:</u>				
Taxes	260,470.00	260,470.00	283,268.25	22,798.25
Licenses, Permits and Fees	17,200.00	17,200.00	31,943.06	14,743.06
Intergovernmental	96,115.47	96,115.47	85,421.10	(10,694.37)
Fines and Forfeitures	35,000.00	35,000.00	36,806.00	1,806.00
Miscellaneous	600.00	600.00	2,372.86	1,772.86
Total Revenues	409,385.47	409,385.47	439,811.27	30,425.80
<u>Expenditures:</u>				
Current:				
General Government	224,848.15	224,848.15	226,854.19	(2,006.04)
Public Safety	180,830.00	180,830.00	183,048.54	(2,218.54)
Total Expenditures	405,678.15	405,678.15	409,902.73	(4,224.58)
Excess (Deficiency) of Revenues Over Expenditures	3,707.32	3,707.32	29,908.54	26,201.22
<u>Other Financing Sources (Uses):</u>				
Transfers In			3,721.13	3,721.13
Transfers Out			(1,700.00)	(1,700.00)
Total Other Financing Sources (Uses)			2,021.13	2,021.13
Net Change in Fund Balances	3,707.32	3,707.32	31,929.67	28,222.35
Fund Balance - January 1	57,435.42	57,435.42	57,435.42	
Fund Balance - December 31	61,142.74	61,142.74	89,365.09	28,222.35

CITY OF BURLINGTON  
Burlington, North Dakota

Notes to the Budgetary Comparison Schedules  
December 31, 2018 and 2017

Note 1 SUMMARY OF SIGNIFICANT BUDGET POLICIES

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

The governing board holds a public hearing where any taxpayer may testify in favor of, or against, any proposed expenditures or tax levies requested in the preliminary budget. After the budget hearing and on or before October 7, the board adopts the final budget. The final budget must be filed with the county auditor by October 10. No expenditure shall be made, or liability incurred, in excess of the total appropriation by fund except as authorized by North Dakota Century Code Section 40-40-18. However, the governing board may amend the budget during the year for any revenues and appropriations not anticipated at the time the budget was prepared. The budget amendments must be approved by the board and the approval must be noted in the official proceedings of the board.

Note 2 LEGAL COMPLIANCE

The governing board did not amend the city's budgets for the years ending December 31, 2018 and 2017.

Excess of Actual Expenditures Over Budget

Expenditures exceeded budget in the following funds for the years ending December 31:

	<u>2018</u>	<u>2017</u>
General Fund		4,224.58
<u>Special Revenue Funds</u>		
+ Building	3,686.10	2,828.96
City Share of Specials		2,365.70
Highway	3,743.41	10,774.54
+ Highway Equipment Reserve	11,982.04	5,240.64
# Emergency	23,282.12	
+ Technology/Computer	2,702.56	911.47
* WSI ERGO Grant		472.90
* Bus Shelter		6,334.00
# Aid to New Const. Fees	201.70	
* Surge Funding		80,000.00
+ Police K-9	8,013.69	5,706.79



<u>Debt Service Funds</u>		
# Flood Prot. Dist. 2011-1	158.50	1,343,558.50
Highlands Ranch Imp. Dist.	855.50	450.00
* Chip Sealing Project-2017	6,743.14	673,091.62
# St. Imp. Dist. #3	158.50	16,345.25
St. Imp. Dist. #4	608.50	1,425.25
* SID 2016-Stemen Drive		242,353.13

# A budget was not prepared for this fund for the year ending December 31, 2018.

\* A budget was not prepared for this fund for the year ending December 31, 2017.

+ A budget was not prepared for this fund for the years ending December 31, 2018 and 2017.

No remedial action is anticipated or required by the city regarding these excess expenditures.

CITY OF BURLINGTON  
Burlington, North Dakota

Schedule of Employer's Share of Net Pension Liability  
ND Public Employees Retirement System  
Last 10 Fiscal Years\*

	2018	2017	2016	2015
	-----	-----	-----	-----
City's proportion of the net pension liability	0.017974%	0.018065%	0.014278%	0.008233%
City's proportionate share of the net pension liability	288,901	176,061	97,088	52,257
City's covered-employee payroll	183,491	182,051	133,226	101,328
City's proportionate share of the net pension liability as a percentage of its covered-employee payroll	157.45%	96.71%	72.87%	51.57%
Plan fiduciary net position as a percentage of the total pension liability	61.98%	70.46%	77.15%	77.70%

Schedule of Employer Contributions  
ND Public Employees Retirement System  
Last 10 Fiscal Years\*

	2018	2017	2016	2015
	-----	-----	-----	-----
Statutorily required contribution	13,065	12,962	9,486	6,727
Contributions in relation to the statutorily required contribution	(13,065)	(12,962)	(9,486)	(6,727)
Contribution deficiency (excess)	0	0	0	0
City's covered-employee payroll	183,491	182,051	133,226	101,328
Contributions as a percentage of covered-employee payroll	7.12%	7.12%	7.12%	6.64%

\* Complete data for this schedule is not available prior to 2015.

- For changes of assumptions, see Note 10 to the financial statements.

CITY OF BURLINGTON  
Burlington, North Dakota

Schedule of Fund Activity  
Arising from Cash Transactions  
For the Year Ended December 31, 2018

	Balance 1-1-18	Receipts	Transfers In	Transfers Out	Disbursements	Balance 12-31-18
<b>Major Governmental Funds:</b>						
General Fund:						
General Operating	75,122.23	419,813.29	35,132.43	50,621.77	393,606.60	85,839.58
Police Vehicle Reserve	14,242.86	2,000.00	2,500.00		2,786.00	15,956.86
Total General Fund	89,365.09	421,813.29	37,632.43	50,621.77	396,392.60	101,796.44
Water Tank Project	(68,641.10)	74,039.53				5,398.43
Flood Protection Dist. 2011-1	1,478.91	1,881.27		3,201.68	158.50	0.00
Highlands Ranch Impr. District	522,883.07	294,760.25			200,443.50	617,199.82
Chip Sealing Project-2017	15,079.80	91,522.18			75,453.14	31,148.84
Harvest Heights Access Road	(7,817.50)	656,250.97		487.06	365,791.20	282,155.21
Total Major Governmental Funds	552,348.27	1,540,267.49	37,632.43	54,310.51	1,038,238.94	1,037,698.74
<b>Non-Major Governmental Funds:</b>						
Building	4,238.08		2,000.00		3,686.10	2,551.98
City Share of Specials	11,860.46	3,855.37			4,390.33	11,325.50
Special Assessment Deficiency	36,558.90	1,857.89				38,416.79
Street Sealing Reserve	10,065.51					10,065.51
Highway	22,969.81	68,675.03	10,000.00		77,837.41	23,807.43
Highway Equipment Reserve	21,055.53	1,300.00	8,281.29		11,982.04	18,654.78
Emergency	31,472.35	168.60			23,282.12	8,358.83
Technology/Computer	8,890.03		2,000.00		2,702.56	8,187.47
Aid to New Construction Fees	85,825.00	26,572.00		74,067.80	201.70	38,127.50
Surge Funding	126,236.87					126,236.87
Police K-9	2,033.21	5,140.00	840.48		8,013.69	
Street Improvement Dist. No. 3	2,159.14	2,632.67		4,633.31	158.50	
Street Improvement Dist. No. 4	56,603.70	1,962.24		27,297.44	31,268.50	
Harvest Heights Impr. District	(487.06)		487.06			
SID 2016-Stemen Drive	(8,650.48)	32,876.30			28,822.38	(4,596.56)
Total Non-Major Governmental Funds	410,831.05	145,040.10	23,608.83	105,998.55	192,345.33	281,136.10
Total Governmental Funds	963,179.32	1,685,307.59	61,241.26	160,309.06	1,230,584.27	1,318,834.84
<b>Major Enterprise Fund:</b>						
Enterprise:						
Operating	55,402.74	435,328.85		25,668.88	431,948.82	33,113.89
Enterprise Reserve	153,643.59	11,898.43	46,127.34		24,810.00	186,859.36
Maintenance Reserve	43,533.59				33,220.23	10,313.36
West River Enterprise Reserve	4,026.00				4,026.00	
Meter	7,620.63		4,541.54		314.91	11,847.26
Transmission Line	(302,653.05)	259,737.00	74,067.80		31,151.75	
Total Major Enterprise Fund	(38,426.50)	706,964.28	124,736.68	25,668.88	525,471.71	242,133.87
Total All Funds	924,752.82	2,392,271.87	185,977.94	185,977.94	1,756,055.98	1,560,968.71



CITY OF BURLINGTON  
Burlington, North Dakota

Schedule of Fund Activity  
Arising from Cash Transactions  
For the Year Ended December 31, 2017

	Balance 1-1-17	Receipts	Transfers In	Transfers Out	Disbursements	Balance 12-31-17
<b>Major Governmental Funds:</b>						
General Fund:						
General Operating	46,892.56	437,811.27	2,021.13	1,700.00	409,902.73	75,122.23
Police Vehicle Reserve	10,542.86	2,000.00	1,700.00			14,242.86
Total General Fund	57,435.42	439,811.27	3,721.13	1,700.00	409,902.73	89,365.09
Water Tank Project	(67,191.01)	70,735.16			72,185.25	(68,641.10)
Flood Protection Dist. 2011-1	1,426,457.50	37,118.91			1,462,097.50	1,478.91
Highlands Ranch Impr. District	525,880.51	198,477.56			201,475.00	522,883.07
Chip Sealing Project-2017	(625.00)	688,796.42			673,091.62	15,079.80
Harvest Heights Access Road					7,817.50	(7,817.50)
Total Major Governmental Funds	1,941,957.42	1,434,939.32	3,721.13	1,700.00	2,826,569.60	552,348.27
<b>Non-Major Governmental Funds:</b>						
Building	5,053.05	13.99	2,000.00		2,828.96	4,238.08
City Share of Specials	13,581.96	7,304.20			9,025.70	11,860.46
Special Assessment Deficiency	34,428.92	2,129.98				36,558.90
Street Sealing Reserve	10,065.51					10,065.51
Highway	33,693.55	66,480.80			77,204.54	22,969.81
Highway Equipment Reserve	16,296.17		10,000.00		5,240.64	21,055.53
Emergency	25,092.67	6,379.68				31,472.35
Technology/Computer	7,801.50		2,000.00		911.47	8,890.03
WSI Ergo Grant	(2,047.60)	1,773.38	747.12		472.90	
Bus Shelter	4,978.96		1,355.04		6,334.00	
Flood 2013	(5,527.50)		5,527.50			
Aid to New Construction Fees	58,523.00	27,302.00				85,825.00
Surge Funding	206,236.87				80,000.00	126,236.87
Jost Lot Acquisition	(60,714.81)	58,548.65	2,166.16			
Police K-9		7,740.00			5,706.79	2,033.21
Street Improvement Dist. No. 3	6,484.13	84,740.26			89,065.25	2,159.14
Street Improvement Dist. No. 4	77,109.24	12,899.71			33,405.25	56,603.70
Harvest Heights Impr. District	(487.06)					(487.06)
SID 2016-Stemen Drive	228,743.39	4,959.26			242,353.13	(8,650.48)
Total Non-Major Governmental Funds	659,311.95	280,271.91	23,795.82		552,548.63	410,831.05
Total Governmental Funds	2,601,269.37	1,715,211.23	27,516.95	1,700.00	3,379,118.23	963,179.32
<b>Major Enterprise Fund:</b>						
Enterprise:						
Operating	78,982.01	451,299.84		55,013.78	419,865.33	55,402.74
Enterprise Reserve	101,602.99	35,255.49	24,618.86		7,833.75	153,643.59
Maintenance Reserve	59,380.84				15,847.25	43,533.59
West River Enterprise Reserve	4,026.00					4,026.00
Meter	3,042.66		4,577.97			7,620.63
Transmission Line	(53,452.68)	100,000.00			349,200.37	(302,653.05)
Total Major Enterprise Fund	193,581.82	586,555.33	29,196.83	55,013.78	792,746.70	(38,426.50)
Total All Funds	2,794,851.19	2,301,766.56	56,713.78	56,713.78	4,171,864.93	924,752.82

# Rath & Mehrer

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*Specializing in Governmental Auditing*

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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

Governing Board  
City of Burlington  
Burlington, North Dakota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Burlington, Burlington, North Dakota, as of and for the years ended December 31, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the city's basic financial statements, and have issued our report thereon dated September 6, 2019.

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

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audits we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 2018-001 and 2018-002, that we consider to be significant deficiencies.



## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the city'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 audits, 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*.

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

The city's response to the findings identified in our audits are described in the accompanying *Schedule of Findings and Responses*. The city's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

## **Purpose of this Report**

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



Rath and Mehre, P.C.

Bismarck, North Dakota

September 6, 2019



CITY OF BURLINGTON  
Burlington, North Dakota

Schedule of Findings and Responses  
For the Years Ended December 31, 2018 and 2017

SECTION I - SUMMARY OF AUDIT RESULTS:

Financial Statements

Type of Auditor's Report Issued:

Governmental Activities	Unmodified-Modified Cash Basis
Business-Type Activities	Unmodified-Modified Cash Basis
Major Governmental Funds	Unmodified-Modified Cash Basis
Major Business-Type Funds	Unmodified-Modified Cash Basis
Aggregate Remaining Fund Information	Unmodified-Modified Cash Basis

Internal control over financial reporting:

\* Material weakness(es) identified? ☐ Yes ☒ No

\* Significant deficiency(ies) identified? ☒ Yes ☐ None Reported

Noncompliance Material to financial statements noted? ☐ Yes ☒ No

SECTION II - FINANCIAL STATEMENT FINDINGS:

Significant Deficiencies

1. 2018-001 Segregation of Duties

Condition: The city has one person responsible for most accounting functions. The employee is responsible to collect monies, deposit monies, issue checks, send checks to vendors, record receipts and disbursements in journals, maintain the general ledger and prepare bank reconciliations.

Criteria: To ensure adequate internal control over financial reporting and prevent material misstatements due to errors or fraud, there should be a segregation of the functions of approval, custody of assets, posting and reconciliation.

Cause: The city does not have a large enough staff to properly segregate all duties.

Effect: A lack of segregation of duties leads to a limited degree of internal control.

Recommendation: Segregation of duties would provide better control over the assets of the city. However, due to the size of the city, it is not feasible to obtain proper separation of duties. These functions should be monitored by the Governing Board.

Views of Responsible Officials and Planned Corrective Actions: The city is aware of the condition and segregates duties whenever possible.

2. 2018-002 Financial Statement Preparation

*Condition:* The city's financial statements, including the accompanying note disclosures, are prepared by the city's external auditors.

*Criteria:* A good system of internal controls requires the city to determine that the financial statements are prepared based on the modified cash basis of accounting. This means that the city must maintain knowledge of current accounting principles and required financial statement disclosures.

*Cause:* The city does not have the internal expertise needed to handle all aspects of the external financial reporting.

*Effect:* Without the assistance of the auditors, the financial statements could be misstated or omit material financial statement disclosures.

*Recommendation:* For entities of the city's size, it generally is not practical to obtain the internal expertise needed to handle all aspects of the external financial reporting.

*Views of Responsible Officials and Planned Corrective Actions:* The city will continue to have the external auditors prepare the financial statements, including note disclosures, but will review and approve them prior to external distribution.