

CITY OF LEEDS  
LEEDS, NORTH DAKOTA

FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2016

CITY OF LEEDS  
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CITY OF LEEDS  
LIST OF OFFICIALS  
DECEMBER 31, 2016

CITY COUNCIL

Office

Lloyd Himle  
Kyle Nelsen  
Rob Nelsen  
Terry Westphal  
Linda Himle

Mayor

EMPLOYEES:

Kari Follman  
Nicky Ritterman

City Auditor  
City Auditor

# Harold J. Rotunda

Certified Public Accountant  
INDEPENDENT AUDITOR'S REPORT

City Council  
City of Leeds  
Leeds, North Dakota

I have audited the accompanying modified cash basis financial statements of the governmental activities, business-type activities, each major fund and aggregate remaining fund information of City of Leeds as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

## **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

## **Auditor's Responsibility**

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

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

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

## **Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of City of Leeds as of December 31, 2016, and the changes in modified cash basis financial position and cash flows, where applicable, thereof for the year then ended, in accordance with the basis of accounting described in Note 1.

### **Basis of Accounting**

I draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than U.S. generally accepted accounting principles. My opinion is not modified with respect to that matter.

### **Other Matters**

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

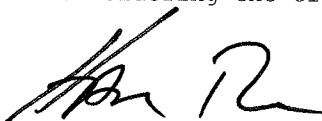
### **Other Information**

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

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

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

In accordance with Government Auditing Standards, I have also issued reports dated November 15, 2017, on my considerations of the City's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control over financial reporting and compliance.



West Fargo, North Dakota  
November 15, 2017

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

CITY OF LEEDS  
STATEMENT OF NET POSITION- CASH BASIS  
DECEMBER 31, 2016

|  | Governmental<br>Activities | Business-type<br>Activities | Total      | Component<br>Units |
|--|----------------------------|-----------------------------|------------|--------------------|
| <b>ASSETS</b>                                    |                            |                             |            |                    |
| Cash and investments                             | 223,520.25                 | 336,961.67                  | 560,481.92 |                    |
| Capital assets (net of accumulated depreciation) | -                          | -                           | -          |                    |
| Total Assets                                     | 223,520.25                 | 336,961.67                  | 560,481.92 | -                  |
| <b>LIABILITIES</b>                               |                            |                             |            |                    |
| Long-term liabilities:                           |                            |                             | -          |                    |
| Due within one year:                             |                            |                             | -          |                    |
| Bonds payable                                    |                            |                             | -          |                    |
| Notes payable                                    |                            |                             | -          |                    |
| Due after one year:                              |                            |                             | -          |                    |
| Bonds payable                                    |                            |                             | -          |                    |
| Notes payable                                    |                            |                             | -          |                    |
| Total liabilities                                | -                          | -                           | -          | -                  |
| <b>NET POSITION</b>                              |                            |                             |            |                    |
| Net investment in capital assets                 | -                          | -                           | -          |                    |
| Restricted for:                                  |                            |                             | -          |                    |
| Capital projects                                 |                            | 1,200.46                    | 1,200.46   |                    |
| Debt service                                     |                            | 50,158.92                   | 50,158.92  |                    |
| Unrestricted                                     | 223,520.25                 | 285,602.29                  | 509,122.54 |                    |
| Total net position                               | 223,520.25                 | 336,961.67                  | 560,481.92 | -                  |

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

CITY OF LEEDS  
 STATEMENT OF ACTIVITIES- CASH BASIS  
 YEAR ENDED DECEMBER 31, 2016

|                                       | Expenses            | Program Revenues        |                                       | Revenue & Changes                             | Component<br>Units |
|---------------------------------------|---------------------|-------------------------|---------------------------------------|---|--------------------|
|                                       |                     | Charges for<br>Services | Operating grants<br>and Contributions | in Net Position<br>Governmental<br>Activities |                    |
| <b>Governmental activities:</b>       |                     |                         |                                       |   |                    |
| General government                    | 152,830.70          |                         |                                       | (152,830.70)                                  |                    |
| Public safety                         | 25,338.07           |                         |                                       | (25,338.07)                                   |                    |
| Highways and streets                  | 115,701.22          |                         | 52,890.20                             | (62,811.02)                                   |                    |
| Economic development                  | -                   |                         |                                       | -   |                    |
| Capital outlays                       | -                   |                         |                                       | -   |                    |
| Interest expense                      | 25,908.22           |                         |                                       | (25,908.22)                                   |                    |
| Depreciation- Unallocated             | -                   |                         |                                       | -   |                    |
| <b>Total Governmental Activities</b>  | <b>319,778.21</b>   | <b>-</b>                | <b>52,890.20</b>                      | <b>(266,888.01)</b>                           | <b>-</b>           |
| <b>Business-type activities</b>       |                     |                         |                                       |   |                    |
| Water                                 | 100,532.80          | 128,601.50              |                                       | 28,068.70                                     |                    |
| Sewer                                 | 27,884.23           | 35,042.58               |                                       | 7,158.35                                      |                    |
| Garbage                               | 67,833.73           | 73,204.03               |                                       | 5,370.30                                      |                    |
| FIF                                   | -                   | 13,012.17               |                                       | 13,012.17                                     |                    |
| Water Tower                           | -                   | 34,239.80               |                                       | 34,239.80                                     |                    |
| Sewer improvement                     | 1,476,748.96        | -                       |                                       | (1,476,748.96)                                |                    |
| Debt expense                          | 1,136,827.58        |                         |                                       | (1,136,827.58)                                |                    |
|                                       |                     |                         |                                       | -   |                    |
| Depreciation- Unallocated             | -                   |                         |                                       | -   |                    |
| <b>Total Business-type activities</b> | <b>2,809,827.30</b> | <b>284,100.08</b>       | <b>-</b>                              | <b>(2,525,727.22)</b>                         | <b>-</b>           |
| <b>Total</b>                          | <b>3,129,605.51</b> | <b>284,100.08</b>       | <b>52,890.20</b>                      | <b>(2,792,615.23)</b>                         | <b>-</b>           |
|                                       |                     | <b>Governmental</b>     | <b>Business-type</b>                  | <b>Total</b>                                  |                    |
| <b>Net expense</b>                    |                     | <b>(266,888.01)</b>     | <b>(2,525,727.22)</b>                 | <b>(2,792,615.23)</b>                         | <b>-</b>           |
| <b>General Revenues</b>               |                     |                         |                                       |   |                    |
| Property taxes                        |                     | 76,779.13               |                                       | 76,779.13                                     |                    |
| Sales taxes                           |                     | 64,186.93               |                                       | 64,186.93                                     |                    |
| Special assessments                   |                     | 116,326.52              |                                       | 116,326.52                                    |                    |
| Licenses and permits                  |                     | 4,514.67                |                                       | 4,514.67                                      |                    |
| Intergovernmental                     |                     | 48,358.03               | 609,401.73                            | 657,759.76                                    |                    |
| Interest income                       |                     | 604.12                  | -                                     | 604.12  |                    |
| Debt proceeds                         |                     |                         | 1,080,000.00                          | 1,080,000.00                                  |                    |
| Other revenue                         |                     | 46,732.39               | 14,961.35                             | 61,693.74                                     |                    |
| <b>Total general revenues</b>         |                     | <b>357,501.79</b>       | <b>1,704,363.08</b>                   | <b>2,061,864.87</b>                           | <b>-</b>           |
| Transfers in (out)                    |                     | -                       | -                                     | -   |                    |
| <b>Change in Net Position</b>         |                     | <b>90,613.78</b>        | <b>(821,364.14)</b>                   | <b>(730,750.36)</b>                           | <b>-</b>           |
| Net Position- January 1               |                     | 132,906.47              | 1,158,325.81                          | 1,291,232.28                                  |                    |
| Net Position- December 31             |                     | 223,520.25              | 336,961.67                            | 560,481.92                                    |                    |

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

CITY OF LEEDS  
 BALANCE SHEET- GOVERNMENTAL FUNDS- CASH BASIS  
 DECEMBER 31, 2016

|                                    | GENERAL   | HIGHWAY    | SALES TAX | OTHER<br>GOVERNMENTAL<br>FUNDS | TOTAL<br>GOVERNMENTAL<br>FUNDS |
|------------------------------------|-----------|------------|-----------|--------------------------------|--------------------------------|
| <b>ASSETS</b>                      |           |            |           |                                |                                |
| Cash and investments               | 12,348.89 | (2,919.53) | 95,524.94 | 118,565.95                     | 223,520.25                     |
| <br>                               |           |            |           |                                |                                |
| Total Assets                       | 12,348.89 | (2,919.53) | 95,524.94 | 118,565.95                     | 223,520.25                     |
| <br>                               |           |            |           |                                |                                |
| <b>LIABILITIES</b>                 |           |            |           |                                |                                |
| <br>                               |           |            |           |                                |                                |
| Total liabilities                  | -         | -          | -         | -                              | -                              |
| <br>                               |           |            |           |                                |                                |
| <b>FUND BALANCE</b>                |           |            |           |                                |                                |
| Restricted for Capital Projects    |           | -          |           | -                              | -                              |
| Restricted for Debt Service        |           |            | -         | -                              | -                              |
| Restricted for other purposes      |           | (2,919.53) | 95,524.94 | 118,565.95                     | 211,171.36                     |
| Unassigned                         | 12,348.89 | -          |           | -                              | 12,348.89                      |
| Total fund balance                 | 12,348.89 | (2,919.53) | 95,524.94 | 118,565.95                     | 223,520.25                     |
| Total liabilities and fund balance | 12,348.89 | (2,919.53) | 95,524.94 | 118,565.95                     | 223,520.25                     |

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



CITY OF LEEDS  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES- GOVERNMENTAL FUNDS- CASH BASIS  
YEAR ENDED DECEMBER 31, 2016

|  | GENERAL            | HIGHWAY            | SALES TAX        | OTHER<br>GOVERNMENTAL<br>FUNDS | TOTAL<br>GOVERNMENTAL<br>FUNDS |
|--|--------------------|--------------------|------------------|--------------------------------|--------------------------------|
| Property taxes                         | 67,170.84          |                    |                  | 9,608.29                       | 76,779.13                      |
| Sales taxes                            | 11,755.93          |                    | 52,431.00        | -                              | 64,186.93                      |
| Special Assessments                    | 2,355.84           | -                  | -                | 113,970.68                     | 116,326.52                     |
| Intergovernmental                      | 34,752.89          | 52,890.20          | -                | 13,605.14                      | 101,248.23                     |
| Interest                               | 604.12             |                    | -                | -                              | 604.12                         |
| Charges for services                   | 5,369.39           | -                  |                  | 9,212.45                       | 14,581.84                      |
| Other                                  | 35,609.67          | 40.00              |                  | 1,015.55                       | 36,665.22                      |
| <b>Total Revenues</b>                  | <b>157,618.68</b>  | <b>52,930.20</b>   | <b>52,431.00</b> | <b>147,412.11</b>              | <b>410,391.99</b>              |
| <b>Current:</b>                        |                    |                    |                  |                                |                                |
| General government                     | 140,495.04         |                    |                  | 12,335.66                      | 152,830.70                     |
| Public safety                          | 8,400.00           |                    |                  | 16,938.07                      | 25,338.07                      |
| Highways and streets                   |                    | 109,851.22         |                  | 5,850.00                       | 115,701.22                     |
| Economic development                   |                    |                    |                  | -                              | -                              |
| Capital outlays                        |                    | -                  |                  | -                              | -                              |
| Debt Service                           |                    |                    |                  |                                |                                |
| Principal                              | 25,908.22          |                    |                  | -                              | 25,908.22                      |
| Interest expense                       |                    |                    |                  | -                              | -                              |
| <b>Total Expenditures</b>              | <b>174,803.26</b>  | <b>109,851.22</b>  | <b>-</b>         | <b>35,123.73</b>               | <b>319,778.21</b>              |
| <b>Excess revenues (expenditures)</b>  | <b>(17,184.58)</b> | <b>(56,921.02)</b> | <b>52,431.00</b> | <b>112,288.38</b>              | <b>90,613.78</b>               |
| <b>Other Financing Sources (Uses):</b> |                    |                    |                  |                                |                                |
| Transfers in                           | -                  | -                  | -                | -                              | -                              |
| Transfers out                          | -                  | -                  | -                | -                              | -                              |
| Bond proceeds                          |                    | -                  |                  | -                              | -                              |
| <b>Total other financing sources a</b> | <b>-</b>           | <b>-</b>           | <b>-</b>         | <b>-</b>                       | <b>-</b>                       |
| <b>Net change in fund balances</b>     | <b>(17,184.58)</b> | <b>(56,921.02)</b> | <b>52,431.00</b> | <b>112,288.38</b>              | <b>90,613.78</b>               |
| <b>Fund balance- beginning</b>         | <b>29,533.47</b>   | <b>54,001.49</b>   | <b>43,093.94</b> | <b>6,277.57</b>                | <b>132,906.47</b>              |
| <b>Fund balance- ending</b>            | <b>12,348.89</b>   | <b>(2,919.53)</b>  | <b>95,524.94</b> | <b>118,565.95</b>              | <b>223,520.25</b>              |

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

CITY OF LEEDS  
STATEMENT OF NET POSITION- CASH BASIS  
PROPRIETARY FUNDS  
DECEMBER 31, 2016

|  | Water             | Sewer            | Sanitation       | Sewer<br>Improvement | Other             | Total             |
|--|-------------------|------------------|------------------|----------------------|-------------------|-------------------|
| <b>ASSETS</b>                                    |                   |                  |                  |                      |                   |                   |
| Cash and investments                             | 126,924.39        | 41,106.10        | 43,100.06        | 1,200.46             | 124,630.66        | 336,961.67        |
| Capital assets (net of accumulated depreciation) |                   |                  |                  |                      |                   | -                 |
| <b>Total Assets</b>                              | <b>126,924.39</b> | <b>41,106.10</b> | <b>43,100.06</b> | <b>1,200.46</b>      | <b>124,630.66</b> | <b>336,961.67</b> |
| <b>LIABILITIES</b>                               |                   |                  |                  |                      |                   |                   |
| Long-term liabilities:                           |                   |                  |                  |                      |                   | -                 |
| Due within one year:                             |                   |                  |                  |                      |                   | -                 |
| Bonds payable                                    |                   |                  |                  |                      | -                 | -                 |
| Notes payable                                    |                   |                  |                  |                      |                   | -                 |
| Due after one year:                              |                   |                  |                  |                      |                   | -                 |
| Bonds payable                                    |                   |                  |                  |                      | -                 | -                 |
| Notes payable                                    |                   |                  |                  |                      |                   | -                 |
| <b>Total liabilities</b>                         | <b>-</b>          | <b>-</b>         | <b>-</b>         | <b>-</b>             | <b>-</b>          | <b>-</b>          |
| <b>NET POSITION</b>                              |                   |                  |                  |                      |                   |                   |
| Net investment in capital assets                 | -                 | -                | -                |                      |                   | -                 |
| Restricted for:                                  |                   |                  |                  |                      |                   | -                 |
| Capital projects                                 |                   |                  |                  | 1,200.46             |                   | 1,200.46          |
| Debt service                                     |                   |                  |                  |                      | 50,158.92         | 50,158.92         |
| Unrestricted                                     | 126,924.39        | 41,106.10        | 43,100.06        | -                    | 74,471.74         | 285,602.29        |
| <b>Total net position</b>                        | <b>126,924.39</b> | <b>41,106.10</b> | <b>43,100.06</b> | <b>1,200.46</b>      | <b>124,630.66</b> | <b>336,961.67</b> |

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

CITY OF LEEDS  
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION- CASH BASIS  
PROPRIETARY FUNDS  
YEAR ENDED DECEMBER 31, 2016

|  | Water      | Sewer     | Sanitation | Sewer<br>Improvement | Other       | Total          |
|--|------------|-----------|------------|----------------------|-------------|----------------|
| <b>OPERATING REVENUE</b>               |            |           |            |                      |             |                |
| Charges for services                   | 128,601.50 | 35,042.58 | 73,204.03  | -                    | 47,251.97   | 284,100.08     |
| <b>OPERATING EXPENSES</b>              |            |           |            |                      |             |                |
| Salaries and benefits                  | 35,305.10  | 18,337.66 | 4,995.10   |                      |             | 58,637.86      |
| Payroll taxes                          | 4,598.51   | 2,446.47  | 475.39     |                      |             | 7,520.37       |
| Professional fees                      | 406.46     | 190.00    |            |                      |             | 596.46         |
| Insurance                              | 1,150.52   | 176.94    | -          |                      |             | 1,327.46       |
| Contract services                      |            |           | 61,202.14  |                      |             | 61,202.14      |
| Electricity                            | 12,318.98  | 1,995.30  |            |                      |             | 14,314.28      |
| Supplies                               | 11,812.65  | 3,106.89  | 18.93      |                      |             | 14,938.47      |
| Repairs and maintenance                | 2,990.85   | 174.40    | 300.00     |                      |             | 3,465.25       |
| Office expense                         | 1,504.67   | 635.01    | 842.17     |                      | -           | 2,981.85       |
| Purchased service                      | 343.28     | 821.56    |            |                      |             | 1,164.84       |
| Miscellaneous                          | 30,101.78  | -         | -          |                      |             | 30,101.78      |
| Total operating expenses               | 100,532.80 | 27,884.23 | 67,833.73  | -                    | -           | 196,250.76     |
| Operating income (loss)                | 28,068.70  | 7,158.35  | 5,370.30   | -                    | 47,251.97   | 87,849.32      |
| <b>NON-OPERATING REVENUE (EXPENSE)</b> |            |           |            |                      |             |                |
| Bond proceeds                          |            |           |            | 1,080,000.00         | -           | 1,080,000.00   |
| Interest income                        | -          |           |            |                      |             | -              |
| Grant income                           |            |           |            | 609,401.73           |             | 609,401.73     |
| Interest expense                       | -          |           |            | (1,119,202.58)       | (17,625.00) | (1,136,827.58) |
| Capital outlay                         |            |           |            | (1,476,748.96)       | -           | (1,476,748.96) |
| Other                                  | 8,820.99   | -         | 914.63     | 5,225.73             | -           | 14,961.35      |
| Total non-operating rev (exp)          | 8,820.99   | -         | 914.63     | (901,324.08)         | (17,625.00) | (909,213.46)   |
| Income (loss) before transfers         | 36,889.69  | 7,158.35  | 6,284.93   | (901,324.08)         | 29,626.97   | (821,364.14)   |
| Transfers in                           |            |           |            |                      |             | -              |
| Transfers out                          |            |           |            |                      |             | -              |
| Change in net position                 | 36,889.69  | 7,158.35  | 6,284.93   | (901,324.08)         | 29,626.97   | (821,364.14)   |
| Net Position- January 1                | 90,034.70  | 33,947.75 | 36,815.13  | 902,524.54           | 95,003.69   | 1,158,325.81   |
| Net Position- December 31              | 126,924.39 | 41,106.10 | 43,100.06  | 1,200.46             | 124,630.66  | 336,961.67     |

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

CITY OF LEEDS  
STATEMENT OF CASH FLOWS- CASH BASIS  
PROPRIETARY FUNDS  
YEAR ENDED DECEMBER 31, 2016

|  | Water       | Sewer       | Sanitation  | Sewer<br>Improvement | Other       | Total          |
|--|-------------|-------------|-------------|----------------------|-------------|----------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>  |             |             |             |                      |             |                |
| Receipts from customers  | 128,601.50  | 35,042.58   | 73,204.03   | 609,401.73           | 47,251.97   | 893,501.81     |
| Payments to suppliers  | (65,227.70) | (9,546.57)  | (62,838.63) | -                    | -           | (137,612.90)   |
| Payments to employees  | (35,305.10) | (18,337.66) | (4,995.10)  | -                    | -           | (58,637.86)    |
| Other receipts   | 8,820.99    | -           | 914.63      | 5,225.73             | -           | 14,961.35      |
| Net cash provided by (used in) opera:  | 36,889.69   | 7,158.35    | 6,284.93    | 614,627.46           | 47,251.97   | 712,212.40     |
| <b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>   |             |             |             |                      |             |                |
| Transfers to other funds   | -           | -           | -           | -                    | -           | -              |
| Transfers from other funds   | -           | -           | -           | -                    | -           | -              |
| Net cash provided by (used in) nonca   | -           | -           | -           | -                    | -           | -              |
| <b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>                                    |             |             |             |                      |             |                |
| Purchase of capital assets   | -           | -           | -           | (1,476,748.96)       | -           | (1,476,748.96) |
| Principal paid on capital debt   | -           | -           | -           | -                    | -           | -              |
| Interest paid on capital debt  | -           | -           | -           | (1,119,202.58)       | (17,625.00) | (1,136,827.58) |
| Debt proceeds  | -           | -           | -           | 1,080,000.00         | -           | 1,080,000.00   |
| Net cash provided by (used in) capita  | -           | -           | -           | (1,515,951.54)       | (17,625.00) | (1,533,576.54) |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>  |             |             |             |                      |             |                |
| Interest and dividends   | -           | -           | -           | -                    | -           | -              |
| Net cash provided by (used in) invest  | -           | -           | -           | -                    | -           | -              |
| Net increase (decrease) in cash and ca   | 36,889.69   | 7,158.35    | 6,284.93    | (901,324.08)         | 29,626.97   | (821,364.14)   |
| Balance- beginning of year   | 90,034.70   | 33,947.75   | 36,815.13   | 902,524.54           | 95,003.69   | 1,158,325.81   |
| Balance- end of year   | 126,924.39  | 41,106.10   | 43,100.06   | 1,200.46             | 124,630.66  | 336,961.67     |
| <b>Reconciliation of operating income (loss) to net cash provided<br/>by operating activities:</b> |             |             |             |                      |             |                |
| Operating income (loss)  | 28,068.70   | 7,158.35    | 5,370.30    | -                    | 47,251.97   | 87,849.32      |
| Adjustments to reconcile operating income to net cash provided<br>(used) by operating activities:  |             |             |             |                      |             |                |
| Depreciation expense   |             |             |             |                      | -           | -              |
| Miscellaneous receipts (expe   | 8,820.99    | -           | 914.63      | 5,225.73             | -           | 14,961.35      |
| Net cash provided by operatin  | 36,889.69   | 7,158.35    | 6,284.93    | 5,225.73             | 47,251.97   | 102,810.67     |

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

CITY OF LEEDS  
LEEDS, NORTH DAKOTA

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2016

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Leeds (City) have been prepared on a cash basis of accounting. The cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

A. Reporting Entity

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

Based on the above criteria the city has no component units.

CITY OF LEEDS

Notes to Financial Statements- Continued

B. BASIS OF PRESENTATION, BASIS OF ACCOUNTING

Government-wide statements: The statement of net assets and the statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

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

Fund Financial Statements: Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenses/expenditures. Funds are organized into two major categories: governmental and proprietary. The City currently has no fiduciary funds.

The City reports the following major governmental funds:

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

Highway- The fund is used to account for highway activity for the County. Primary revenue sources are taxes and state aid.

CITY OF LEEDS  
Notes to Financial Statements- Continued

Sales tax fund. The sales tax fund is used to record the collection of sales taxes and economic development expenses.

The City reports the following major enterprise funds:  
Water- accounts for operating activities of the City's water utility services.

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

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

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

Government-wide Financial Statements. In the government-wide Statement of Net Assets and the Statement of Activities, activities are presented using the economic resources measurement focus, within the limitations of the cash basis of accounting as defined below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus, as applied to the cash basis of accounting, is used as appropriate.

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

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

CITY OF LEEDS

Notes to Financial Statements- Continued

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

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

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

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

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



CITY OF LEEDS

Notes to Financial Statements- Continued

D. Budgets

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

City taxes must be levied by the governing board on or before October 7th. The taxes levied must be certified to the County auditor by October 10. The governing body of the City may amend its tax levy and budget for the current fiscal year on or before the tenth day of October of each year, but the certification must be filed with the County auditor by October 10. The current budget, except for property taxes, may be amended during the year for any revenues and appropriations not anticipated at the time the budget was prepared.

E. Cash, Cash Equivalents and Investments

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

F. Capital Assets

The City does not maintain fixed asset records.

G. Long-Term Obligations

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

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

CITY OF LEEDS  
Notes to Financial Statements- Continued

H. Fund Balance

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

I. Interfund Transactions

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

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

J. Use of estimates

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

NOTE 2: LEGAL COMPLIANCE - BUDGETS

BUDGET AMENDMENTS

The Council did not amend the City budget for 2016.

EXPENDITURES OVER APPROPRIATIONS

The City did not overspend any budgets

NOTE 3 DEPOSITS AND INVESTMENTS

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

CITY OF LEEDS  
Notes to Financial Statements- Continued

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

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

At December 31, 2016, the City's carrying amount of deposits was \$560,482. Of the bank balances, \$250,000 was covered by Federal Depository Insurance. The remaining balance of \$310,482 was collateralized with securities held by the pledging financial institution's agent in the government's name.

Credit Risk

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

Concentration of Credit Risk

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

CITY OF LEEDS  
Notes to Financial Statements- Continued

NOTE 4: PROPERTY TAXES

Taxes receivable represents the past five years of uncollected current and delinquent taxes. No allowance has been established for uncollectible taxes receivable.

The County treasurer acts as and agent to collect property taxes levied in the County for all taxing authorities. Any material tax collections are distributed after the end of each month.

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

Most property owners choose to pay property taxes and special assessments in a single payment on or before February 15 and receive the discount on the property taxes.

NOTE 5: LONG-TERM DEBT

Changes in Long-Term Liabilities - During the year ended December 31, 2016, the following changes occurred in liabilities reported in long-term debt:

|                         | Payable<br>2015 | Increases | Decreases | Payable<br>2016 | Due Within<br>One Year |
|-------------------------|-----------------|-----------|-----------|-----------------|------------------------|
| GOVERNMENTAL ACTIVITIES |                 |           |           |                 |                        |
| USDA                    | 1,080,000       | 1,080,000 | 1,080,000 | 1,080,000       | 27,152                 |
| SRF Payable             | 547,806         |           | 73,932    | 473,874         | 40,000                 |
| Notes payable           | 64,012          | 10,885    | 14,566    | 60,331          | 13,000                 |
| TOTAL                   | 543,117         | 1,090,885 | 69,477    | 611,818         |                        |

CITY OF LEEDS  
Notes to Financial Statements- Continued

BONDS PAYABLE

Bonds payable consist of the following:

|                         | Maturity<br>Date | Interest<br>Rate | Balance<br>Outstanding |
|-------------------------|------------------|------------------|------------------------|
| GOVERNMENTAL ACTIVITIES |                  |                  |                        |
| Improvement bond 2011   | 05/01/2048       | 2.50%            | 1,080,000              |

SRF NOTES PAYABLE

The City obtained financing from the State of North Dakota's State Revolving Loan Fund (SRF) to finance improvements to the City's utility systems. Details relative to the outstanding notes payable are shown below:

|                         | Maturity<br>Date | Interest<br>Rate | Balance<br>Outstanding |
|-------------------------|------------------|------------------|------------------------|
| GOVERNMENTAL ACTIVITIES |                  |                  |                        |
| Water Treatment-2016    | 09/01/2022       | 2.5%             | 84,874                 |
| Water Treatment-2016    | 09/01/2028       | 2.5%             | 24,000                 |
| Water Treatment-2016    | 09/01/2022       | 2.5%             | 70,000                 |
| Water Treatment-2016    | 09/01/2036       | 2.5%             | <u>295,000</u>         |
|                         |                  |                  | 473,874                |

There are a number of limitations and restrictions contained in the various bond indentures. The City is in compliance with all significant limitations and restrictions.

Special Assessment bonds are paid directly from debt service sinking funds. Special assessments are certified annually in amounts sufficient to pay debt service requirements. Whenever all special assessments appropriated and collected for a special assessment district are insufficient to pay principal and interest then due on special assessment improvement bonds issued against such improvement district, the city is required to levy a deficiency levy upon all taxable property in the City.

| Year Ending<br>December 31 | Bonds Payable |          |         |        |
|----------------------------|---------------|----------|---------|--------|
|                            | Principal     | Interest |         |        |
| 2017                       | 27,152        | 20,250   | 40,000  | 9,950  |
| 2018                       | 27,661        | 19,741   | 41,000  | 9,090  |
| 2019                       | 28,180        | 19,222   | 41,000  | 8,210  |
| 2020                       | 28,708        | 18,694   | 41,000  | 7,330  |
| 2021                       | 29,246        | 18,156   | 42,000  | 6,450  |
| 2022-2026                  | 154,666       | 82,344   | 119,874 | 21,300 |
| 2027-2031                  | 169,720       | 67,290   | 79,000  | 11,650 |
| 2032-2036                  | 186,239       | 50,771   | 70,000  | 4,000  |
| 2037-2042                  | 204,366       | 32,644   |         |        |
| 2042-2036                  | 224,061       | 12,449   |         |        |
| TOTAL                      | 1,080,000     | 342,060  | 473,874 | 77,980 |

CITY OF LEEDS  
Notes to Financial Statements- Continued

NOTE 9: RISK MANAGEMENT

The City is exposed to various risks of loss relating to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. In 1986 state agencies and political subdivisions of the State of North Dakota joined together to form the North Dakota Insurance Reserve Fund (NDIRF), a public entity risk pool currently operating as a common risk management and insurance program for the state and over 2,000 political subdivisions. The City pays an annual premium to NDIRF for its general liability and automobile insurance coverage. The coverage by NDIRF is limited to losses of one million dollars per occurrence. The State Bonding Fund currently provides the City with blanket fidelity bond coverage in the amount of \$1,000,000 for its employees. The State Bonding fund does not currently charge any premium for this coverage. The City has workers compensation with the Workforce, Safety and Insurance and purchases commercial insurance for personal property, building, inland marine, and boiler and machinery.

CITY OF LEEDS  
 FUND EQUITY  
 DECEMBER 31, 2016  
 FUND

|                      | BEGINNING<br>BALANCE | REVENUE      | EXPENSE      | TRANSFERS<br>IN(OUT) | ENDING<br>BALANCE |
|----------------------|----------------------|--------------|--------------|----------------------|-------------------|
|                      | -----                | -----        | -----        | -----                | -----             |
| GENERAL              | 29,533.47            | 157,618.68   | 174,803.26   |                      | 12,348.89         |
| HIGHWAY DISTRIBUTION | 54,001.49            | 52,930.20    | 109,851.22   |                      | (2,919.53)        |
| CITY SHARE SPECIALS  | -                    |              |              |                      | -                 |
| EMERGENCY            | 2,492.94             | 1,976.24     | 5,850.00     | 1,414.59             | 33.77             |
| FEMA                 | 1,414.59             |              |              | (1,414.59)           | -                 |
| AIRPORT              | (0.00)               | 16,938.07    | 16,938.07    |                      | (0.00)            |
| CEMETERY             | 1,213.35             | 2,330.97     | 1,872.32     |                      | 1,672.00          |
| LIBRARY              | 2,816.51             | 2,983.70     | 3,450.63     |                      | 2,349.58          |
| SALES TAX            | 43,093.94            | 52,431.00    |              |                      | 95,524.94         |
| SEWER PROJECT        | 902,524.54           | 1,694,627.46 | 2,595,951.54 |                      | 1,200.46          |
| WATER TOWER PROJECT  | 33,544.12            | 34,239.80    | 17,625.00    |                      | 50,158.92         |
| SEWER 2015-1 DEBT    | -                    | 113,970.68   |              |                      | 113,970.68        |
| WATER                | 90,034.70            | 137,422.49   | 100,532.80   |                      | 126,924.39        |
| SEWER                | 33,947.75            | 35,042.58    | 27,884.23    |                      | 41,106.10         |
| WASTE                | 36,815.13            | 74,118.66    | 67,833.73    |                      | 43,100.06         |
| MOSQUITO             | (1,659.82)           | 9,212.45     | 7,012.71     |                      | 539.92            |
| FIF                  | 61,459.57            | 13,012.17    |              |                      | 74,471.74         |
|                      | -----                | -----        | -----        | -----                | -----             |
|                      | 1,291,232.28         | 2,398,855.15 | 3,129,605.51 | -                    | 560,481.92        |

**CITY OF LEEDS**

**REPORTS IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**DECEMBER 31, 2016**



City of Leeds  
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# Harold J. Rotunda

Certified Public Accountant

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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Independent Auditor's Report

City Council  
City of Leeds  
Leeds, North Dakota

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of City of Leeds as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise basic financial statements, and have issued my report thereon dated November 15, 2017.

### Internal Control Over Financial Reporting

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

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

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified. I did identify one deficiency in internal control, described in the accompanying schedule of findings that I consider to be a significant deficiency (2016-1).

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

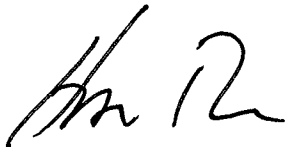
As part of obtaining reasonable assurance about whether City of Leeds's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material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

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

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

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

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



Harold Rotunda, CPA

November 15, 2017

CITY OF LEEDS  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED DECEMBER 31, 2016

Section I - Summary of Auditor's Results

Financial Statements

Type of Report Issued?

|                                      |            |
|--------------------------------------|------------|
| Governmental Activities              | Unmodified |
| Major Funds                          | Unmodified |
| Aggregate Remaining Fund Information | Unmodified |

Internal Control over financial reporting:

|  |         |     |         |    |
|--|---------|-----|---------|----|
| Material weaknesses identified?  | _____   | Yes | ___X___ | No |
| Significant deficiencies identified not<br>Considered to be material weaknesses? | ___X___ | Yes | _____   | No |
| Noncompliance material to financial statements<br>Noted?                         | _____   | Yes | ___X___ | No |

Section II- Financial Statement Findings

Finding No. 2016-1

Condition

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

Criteria

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

Effect

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

CITY OF LEEDS  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED DECEMBER 31, 2016

Recommendation

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

Client Response

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