

DOWNTOWN DEVELOPMENT AUTHORITY

MANCELONA, MICHIGAN

AUDITED FINANCIAL STATEMENTS

YEAR ENDED FEBRUARY 29, 2020

MANCELONA DOWNTOWN DEVELOPMENT AUTHORITY

BOARD OF DIRECTORS

FRED BUHLAND – PRESIDENT

KATHLEEN KITCHEN – VICE PRESIDENT

MIKE ALLISON – VILLAGE PRESIDENT

DANA O'DELL – RECORDING SECRETARY

MIKE BIEHL

RON ALDRICH

CHARLENE HAMP

ALYSE TARBUTTON

LORI WOOD

TABLE OF CONTENTS

Independent Auditor's Report	1-2
Management's Discussion and Analysis	3-5
GOVERNMENT-WIDE FINANCIAL STATEMENTS	
Statement of Net Position	6
Statement of Activities	7
FUND FINANCIAL STATEMENTS	
Balance Sheet	8
Reconciliation of the Balance Sheet to the Statement of Net Position	9
Statement of Revenues, Expenditures and Changes in Fund Balance	10
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities	11
Notes to Financial Statements	12-16
REQUIRED SUPPLEMENTAL INFORMATION	
Statement of Revenues, Expenditures and Changes in Fund Balance Budget and Actual	17



Dan Smith & Company, PC

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

May 13, 2020

To the Downtown Development Authority
Mancelona, Michigan

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Mancelona Downtown Development Authority as of and for the year ended February 29, 2020 and the related notes to the financial statements, which collectively comprise the Authority'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 accounting principles generally accepted in the United States of America; this includes 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 an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly,

we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and the major fund of the Mancelona Downtown Development Authority, as of February 29, 2020 and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3-5 and 17 be presented to supplement the basic financial statements. Such 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

A handwritten signature in blue ink, appearing to read "Dan Smith", followed by a colon and the letters "G, PC".

Dan Smith & Company, PC

MANCELONA DOWNTOWN DEVELOPMENT AUTHORITY

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED FEBRUARY 29, 2020

This section of the annual financial report of the Mancelona Downtown Development Authority presents our discussion and analysis of the entity's financial performance during the fiscal year ended February 29, 2020. Please read it in conjunction with the financial statements which immediately follow this section.

FINANCIAL HIGHLIGHTS

The change in net position, as calculated on the full accrual basis of accounting was a decrease of \$33,658. The excess of expenditures over revenues as calculated on the modified accrual basis of accounting was \$27,135.

Assets decreased \$33,658 from the prior year. Liabilities remained at zero.

Overall revenues were \$50,700, most of which are general in nature. Total expenses, as calculated on the accrual basis of accounting, amounted to \$84,384.

The Authority's revenues consist primarily of property taxes, collected from the Village of Mancelona and Mancelona Township for properties within the DDA district, and interest earnings. The Authority's revenue increased \$8,557 from the prior year.

The Authority was involved in community projects during the year which included: The sidewalk project, the façade grants, and planning for future infrastructure improvements to the Downtown District.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts: The management discussion and analysis, the basic financial statements, and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the entity.

The first two statements are government-wide financial statements and provide both long and short-term information about our overall financial status.

The remaining statements are fund financial statements, which focus on individual parts of the entity in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide statements report information about the Authority as a whole using the accrual accounting method, as used by private companies. The Statement of Net Position includes all of the Authority's assets and liabilities. The Statement of Activities records all of the current year revenues and expenses regardless of when received or paid.

The two government-wide statements report net position and how they have changed. Net position is the difference between the Authority's assets and liabilities; this is one method to measure the Authority's financial health or position.

Over time, increases/decreases in an Authority's net position are an indicator of whether financial position is improving or deteriorating.

To assess overall health of the Authority, you may also have to consider additional factors such as tax base changes.

The activities of the Authority are reported as governmental activity. The Authority has no business-type activities.

FUND FINANCIAL STATEMENTS

The fund financial statements provide more detailed information about the Authority's funds, focusing on significant (major) funds, not the entity as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. They also may be created by the entity's board. Funds are established to account for funding and spending of specific financial resources and to show proper expenditure of those resources.

The entity has the following types of funds:

General Fund – All of the Authority's activities are included in this fund. The fund is presented on the modified accrual basis, which is designed to show short-term financial information. You will note that differences between the government-wide statements and the fund statements are disclosed to explain the differences between them.

FINANCIAL ANALYSIS OF THE AUTHORITY AS A WHOLE

The Authority's total net position decreased during the year, impacted primarily by major improvement projects. The total net position balance at the end of the year was \$165,535.

FINANCIAL ANALYSIS OF THE AUTHORITY 'S FUNDS

The activities of the general fund have remained constant, consisting of contractual services and other operating costs and community projects. The revenues collected to fund the activities increased due to an increase in taxable values within the DDA district. The expenditures exceeded the revenues causing a deficit of \$27,135 in the fund financial statements.

CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

Capital Assets: The Authority made no capital purchases during this past year.

Long-Term Debt: At year end, the DDA had no long-term debt.

KNOWN FACTORS AFFECTING FUTURE OPERATIONS

The Authority will continue to assess the needs of the Downtown District. The Authority is considering some infrastructure improvements to the District.

CONTACTING ENTITY MANAGEMENT

This financial report is designed to provide our taxpayers, creditors, investors and customers with a general overview of the entity's finances and to demonstrate the entity's accountability for the revenues it receives. If you have any questions concerning this report please contact Fred Buhland, President or Ms. Dana O'Dell the recording secretary.

**MANCELONA DOWNTOWN DEVELOPMENT AUTHORITY
STATEMENT OF NET POSITION
FEBRUARY 29, 2020**

ASSETS

Current Assets	
Cash	\$ 48,157
Property Taxes Receivable	49,878
	98,035
Total Current Assets	98,035
 Noncurrent Assets	
Capital Assets	110,462
Accumulated Depreciation	(42,962)
	67,500
Total Noncurrent Assets	67,500
 Total Assets	 165,535

LIABILITIES

Current Liabilities	
Accounts Payable	-
	-
Total Liabilities	-

NET POSITION

Net Position - Unrestricted	98,035
Net Position - Investment in Capital Assets	67,500
	165,535
Total Net Position	\$ 165,535

See accompanying notes to the financial statements

MANCELONA DOWNTOWN DEVELOPMENT AUTHORITY
STATEMENT OF ACTIVITIES
YEAR ENDED FEBRUARY 29, 2020

	<u>P R O G R A M</u>			<u>R E V E N U E S</u>		<u>NET REVENUE/ (EXPENSE) AND CHANGE IN NET ASSETS</u>
	<u>CHARGES FOR SERVICES</u>	<u>OPERATING GRANTS & CONTRIBUTIONS</u>	<u>CAPITAL GRANTS & CONTRIBUTIONS</u>	<u>TOTAL</u>		
\$ (84,384) \$	-	\$	-	\$		(84,384)
GENERAL REVENUES						
Property Taxes						49,878
Interest Income						848
Total General Revenues						50,726
Change in Net Position						(33,658)
Net Position, Beginning of Year						199,193
Net Position, End of Year						\$ 165,535

GOVERNMENTAL ACTIVITY
 Redevelopment/Beautification of
 Downtown Mancelona Area

See accompanying notes to the financial statements

**MANCELONA DOWNTOWN DEVELOPMENT AUTHORITY
BALANCE SHEET
FEBRUARY 29, 2020**

ASSETS

Current Assets	
Cash	48,157
Property Taxes Receivable	49,878
	<hr/>
Total Assets	98,035
	<hr/> <hr/>

LIABILITIES AND FUND EQUITY

Total Liabilities	-
	<hr/>
Fund Equity	
Fund Balance - Unrestricted and Unassigned	98,035
	<hr/>
Total Fund Equity	98,035
	<hr/>
Total Liabilities and Fund Equity	\$ 98,035
	<hr/> <hr/>

See accompanying notes to the financial statements

**MANCELONA DOWNTOWN DEVELOPMENT AUHORITY
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
FEBRUARY 29, 2020**

TOTAL FUND BALANCE - PER BALANCE SHEET	\$	98,035
 Amounts reported for governmental activities in the Statement of Net Position are different because:		
 Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets are capitalized (and depreciated if appropriate).		
		67,500
 Long-term liabilities, including the capital leases payable, are not due and payable in the current period and therefore are not reported in the fund financial statements.		
		-
 TOTAL NET POSITION - PER STATEMENT OF NET POSITION	 \$	 165,535

See accompanying notes to the financial statements

**MANCELONA DOWNTOWN DEVELOPMENT AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
YEAR ENDED FEBRUARY 29, 2020**

REVENUES	
Property Taxes	\$ 49,878
Interest Income	848
	50,726
Total Revenues	50,726
 EXPENDITURES	
Sidewalk Project	55,524
Facade Grants	16,167
Maintenance Agreement - Village	2,900
Administrative Services	2,400
Audit	750
Advert/Travel/Misc.	120
	77,861
Total Expenditures	77,861
Excess (Deficiency) of Revenues Over Expenditures	(27,135)
Fund Balance - Beginning of Year	125,170
Fund Balance - End of Year	\$ 98,035

See accompanying notes to the financial statements

**MANCELONA DOWNTOWN DEVELOPMENT AUTHORITY
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
YEAR ENDED FEBRUARY 29, 2020**

NET CHANGE IN FUND BALANCE - PER STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE	\$ (27,135)
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Amounts reported for governmental activities in the Statement of Activities are different because:

Government funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets are allocated over their estimated useful lives.	-
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Depreciation expense is reported in the Statement of Activities but not in the governmental funds financial statements.	(6,523)
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CHANGE IN NET POSITION - PER STATEMENT OF ACTIVITIES	\$ (33,658)
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See accompanying notes to the financial statements

**DOWNTOWN DEVELOPMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED FEBRUARY 29, 2020**

NOTE A: ENTITY

The Downtown Development Authority was organized in July, 1994, by the Village of Mancelona, under Public Act 197 of the State of Michigan. Its purpose is to analyze the impact of economic changes and growth in the downtown district. The district is defined by Village Ordinance 74.

The Village of Mancelona has been designated as the financial oversight agency of the Authority. The Authority is presented as a discrete component unit in the financial statements of the Village.

Upon dissolution of the Authority, all remaining assets and liabilities will revert to the Village of Mancelona.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

INTRODUCTION

The accounting and reporting framework and the more significant accounting principles and practices of the Mancelona Downtown Development Authority are discussed in subsequent sections of this Note. The remainder of the notes are organized to provide explanations including required disclosures, of the Authority's financial activities for the fiscal year ended February 29, 2020.

The accounting policies of the Authority conform to the generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

On March 1, 2003, the Authority adopted the new governmental reporting model and implemented Governmental Accounting Standards Board (GASB) Statement No. 34 "Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments" and Statement No. 38 "Certain Financial Statement Note Disclosures".

Under the provisions of GASB Statements No. 34 and 38, the focus of the Village's financial statements has shifted from a fund focus to a government-wide focus.

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENT PRESENTATION

Government-Wide Financial Statements

The government-wide financial statements include the Statement of Net Position and the Statement of Activities. These statements report financial information for the Authority as a whole. Individual funds are not displayed, but the statements distinguish governmental activities from business-type activities, generally financed in whole

**DOWNTOWN DEVELOPMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED FEBRUARY 29, 2020**

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

or in part with fees charged to external customers. Due to the nature of the operations of the Authority, there are no business-type activities. It is a single-purpose government engaging in only governmental activities.

The Statement of Activities reports the expenses of a given function offset by program revenues directly connected with functional programs. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. The Authority engages in one functional activity – the preservation and beautification of downtown Mancelona. Program revenues include: (1) charges for services which report fees and other charges to users of the Authority's services; (2) operating grants and contributions which finance annual operating activities including restricted investment income; and (3) capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assets and include fees to developers. These revenues are subject to externally imposed restrictions to these program users. At this time the Authority has no program revenues. Other revenue sources not properly included with program revenues are reported as general revenues.

Fund Financial Statements

Fund financial statements are provided for the Authority's governmental fund.

The measurement focus and basis of accounting for the government-wide and fund financial statements are described in a subsequent section of this note.

FUND TYPES AND MAJOR FUNDS

Governmental Funds

The Authority reports the following major governmental funds:

General Fund – this fund reports operations that provide services to the downtown district which are financed primarily by property tax revenues.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The financial statements of the Authority are prepared in accordance with generally accepted accounting principles (GAAP). The basis of accounting is described in the following paragraphs.

**DOWNTOWN DEVELOPMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED FEBRUARY 29, 2020**

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-Wide Financial Statements

The government-wide statements report using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability occurs, regardless of the timing of related cash flows.

Governmental Fund Financial Statements

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The Authority considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are reported as expenditures in the year due.

USE OF ESTIMATES

The financial statements have been prepared in conformity with generally accepted accounting principles as applicable to governments and, as such, include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those estimates.

PROPERTY TAXES

Taxes are levied on parcels in the district each year and are recognized as revenue in that fiscal year. Taxes are assessed on a lien date of either July 1st or December 1st, depending if it is the Village tax or Township tax. The tax revenue is calculated by multiplying the number of mills times the increase in taxable value from the base year. The base year (1995) taxable value was \$3,349,178, the 2019 taxable value was \$5,151,365, creating an incremental taxable value of \$1,802,187.

**DOWNTOWN DEVELOPMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED FEBRUARY 29, 2020**

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

CAPITAL ASSETS AND DEPRECIATION

The following assets and related depreciation are owned by the Authority:

	Building	Sign & Equipment	Outdoor Fitness Equipment	Total
Original Cost	\$ 52,489	\$ 27,251	\$ 30,722	\$ 110,462
Accumulated Depreciation	(13,997)	(20,773)	(8,192)	(42,962)
Net Cost	\$ 38,492	\$ 6,478	\$ 22,530	\$ 67,500

Depreciation expense for the year totaled \$6,523. Ownership of any assets purchased with the Authority's funds reverts to the Village of Mancelona if the DDA dissolves.

LONG-TERM DEBT, DEFERRED DEBT EXPENSE, AND BOND DISCOUNT/PREMIUMS

In the government-wide financial statements, outstanding debt is reported as a liability. Bond issuance costs, bond discounts or premiums, and the difference between the reacquisition price and the net carrying value of refunded debt are capitalized and amortized over the terms of the respective bonds using a method that approximates the effect of interest method. The governmental fund financial statements recognize the proceeds of debt and premiums as other financing sources of the current period. Issuance costs are reported as expenditures.

BUDGET

Public Act 621 of 1978 as amended provides that a local unit shall not incur expenditures in excess of the amount appropriated. In the body of the financial statements, the Authority's actual expenditures and budgeted expenditures have been shown on a line-item basis. The approved budget of the Authority was adopted on a fund basis.

Budgets for the Authority are prepared by the board and presented to the Village Council of Mancelona for approval before March 1 of each year. Amendments are also approved by the Village Council as needed.

During the year ended February 29, 2020, no over expenditures were noted. The budget as adopted ends on February 28 of each year. There are no carryover budget items. The budget is adopted on the modified accrual basis of accounting.

**DOWNTOWN DEVELOPMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED FEBRUARY 29, 2020**

NOTE C: CASH AND CASH EQUIVALENTS

Cash consists of bank accounts with original maturities of 90 days or less.

All cash deposits are maintained in financial institutions in the Mancelona, Michigan area. The Authority's deposits are categorized to give an indication of the level of risk assumed by the Authority at fiscal year-end. The categories are described as follows:

Category 1 – Insured or collateralized with securities held by the Authority or by its agent in the Authority's name.

Category 2 – Collateralized with securities held by the pledging financial institution's trust department or agent in the Authority's name.

Category 3 – Uncollateralized.

	<u>BANK BALANCE</u>	<u>1</u>	<u>CATEGORY 2</u>	<u>3</u>	<u>CARRYING AMOUNT</u>
Cash Deposits	<u>\$ 48,157</u>	<u>\$ 48,157</u>	<u>-</u>	<u>-</u>	<u>\$ 48,157</u>

NOTE D: DUE FROM OTHER GOVERNMENTS

Property tax revenues for the year ended February 29, 2020 are recognized and receivable as follows:

Village of Mancelona	\$ 28,357
Mancelona Township	<u>21,521</u>
Total	<u>\$ 45,078</u>

Management considers the receivable balance to be fully collectible.

NOTE E: LONG-TERM DEBT

The Authority currently has no long-term debt.

NOTE F: INSURANCE

Liability insurance is paid for by the Village of Mancelona. Bond insurance is carried for the Authority for misappropriations.

**MANCELONA DOWNTOWN DEVELOPMENT AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GOVERNMENTAL FUND
YEAR ENDED FEBRUARY 29, 2020**

	<u>ORIGINAL BUDGET</u>	<u>FINAL AMENDED BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FROM FINAL AMENDED BUDGET</u>
REVENUES				
Property Taxes	\$ 45,000	\$ 45,000	\$ 49,878	\$ 4,878
Interest Income	-	-	848	848
Total Revenue	<u>45,000</u>	<u>45,000</u>	<u>50,726</u>	<u>5,726</u>
EXPENDITURES				
Sidewalk Project	60,000	60,000	55,524	4,476
Facade Grants	20,000	20,000	16,167	3,833
Downtown Projects	18,000	18,000	-	18,000
Maintenance Agreement - Village	3,000	3,000	2,900	100
Administrative Services	3,000	3,000	2,400	600
Audit	1,600	1,600	750	850
Legal Fees	1,500	1,500	-	1,500
Advertising/Travel/Misc.	2,000	2,000	120	1,880
Office Expense	400	400	-	400
Total Expenditures	<u>109,500</u>	<u>109,500</u>	<u>77,861</u>	<u>31,639</u>
Excess (Deficiency) of Revenues Over Expenditures	(64,500)	(64,500)	(27,135)	37,365
Fund Balance - Beginning of Year	<u>125,170</u>	<u>125,170</u>	<u>125,170</u>	<u>-</u>
Fund Balance - End of Year	<u>\$ 60,670</u>	<u>\$ 60,670</u>	<u>\$ 98,035</u>	<u>\$ 37,365</u>

See accompanying notes to the financial statements