

TOWNSHIP OF GIBSON
BAY COUNTY, MICHIGAN

REPORT ON FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2007

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type <input type="checkbox"/> County <input type="checkbox"/> City <input checked="" type="checkbox"/> Twp <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Unit Name Gibson Township	County Bay
Fiscal Year End March 31, 2007	Opinion Date July 28, 2007	Date Audit Report Submitted to State September 24, 2007	

We affirm that:

We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).

SE **NO** Check each applicable box below. (See instructions for further detail.)

1. All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
2. There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
3. The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
4. The local unit has adopted a budget for all required funds.
5. A public hearing on the budget was held in accordance with State statute.
6. The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
7. The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
8. The local unit only holds deposits/investments that comply with statutory requirements.
9. The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
10. There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
11. The local unit is free of repeated comments from previous years.
12. The audit opinion is UNQUALIFIED.
13. The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
14. The board or council approves all invoices prior to payment as required by charter or statute.
15. To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

We have enclosed the following:	Enclosed	Not Required (enter a brief justification)	
Financial Statements	<input checked="" type="checkbox"/>		
The letter of Comments and Recommendations	<input checked="" type="checkbox"/>		
Other (Describe)	<input type="checkbox"/>		
Certified Public Accountant (Firm Name) Barry E. Gaudette, CPA, PC		Telephone Number (231) 946-8930	
Street Address 731 S. Garfield Avenue		City Traverse City	State Zip MI 49686
Authorizing CPA Signature 		Printed Name Barry E. Gaudette, CPA	License Number 11050

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INTRODUCTORY SECTION

TOWNSHIP OF GIBSON
LIST OF ELECTED OFFICIALS
MARCH 31, 2007

ELECTED OFFICIALS

Todd M. McLincha	Supervisor
Darlene A. Faunce	Clerk
Pamela J. Cousineau	Treasurer
Rodney J. Kintner	Trustee
Kristine M. Seidel	Trustee

FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT

Members of the Township Board
Township of Gibson
Bay County, Michigan

I have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Gibson, Michigan, as of and for the year ended March 31, 2007, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township of Gibson, Michigan's management. My responsibility is to express opinions on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. 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 includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinions.

Since it is not practical to extend my auditing procedures into the prior unaudited year, I am unable to express an opinion on the consistency of application of accounting principles with the preceding year.

Township of Gibson
Independent Auditors' Report
Page Two

In my opinion, except for the omission of the information mentioned in the preceding paragraph, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Gibson, Michigan, as of March 31, 2007, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The financial statements referred to above do not include the Management Discussion and Analysis, which is required supplementary information and should be included in order to conform with accounting principles generally accepted in the United States of America.

Bary Exaudette, CPA

July 28, 2007

BASIC FINANCIAL STATEMENTS

Township of Gibson
 Government-Wide Financial Statements
 Statement of Net Assets
 March 31, 2007

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 109,017
Taxes receivable	12,225
Due from other funds	84,305
Capital assets (net of accumulated depreciation):	
Land	18,439
Land improvements	955
Buildings and improvements	18,856
Office equipment	1,182
Fire trucks and equipment	<u>60,617</u>
Total assets	<u>305,596</u>
 NET ASSETS	
Invested in capital assets	100,049
Unrestricted	<u>205,547</u>
Total net assets	<u><u>\$ 305,596</u></u>

See notes to financial statements

Township of Gibson
Government-Wide Financial Statements
Statement of Activities
For the Year Ended March 31, 2007

Functions /Programs	<u>Expenses</u>	Program Revenues		
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>
Governmental activities:				
Legislative General	\$ 26,850	\$	\$	\$
Government	47,791	3,650	2,160	
Public safety	27,356		26,948	
Public works	87,656		51,865	
Community/ economic development	3,482			
Parks & recreation	<u>5,150</u>	<u> </u>	<u> </u>	<u> </u>
 Total governmental activities	 <u>\$ 198,285</u>	 <u>\$ 3,650</u>	 <u>\$ 80,973</u>	 <u>\$</u>

General revenues:
Property taxes & adm. fees
Licenses and permits
State aid
Interest earnings
Rents

Total general revenues

Change in net assets

Net assets - beginning

Net assets - ending

See notes to financial statements

Net (Expense)
Revenue and
Changes in
Net Assets

Governmental
Activities

\$(26,850)

(41,981)

(408)

(35,791)

(3,482)

(5,150)

(113,662)

32,926

110

87,576

1,908

300

122,820

9,158

296,438

\$ 305,596

Township of Gibson
 Balance Sheet
 Governmental Funds
 March 31, 2007

	<u>General</u>	<u>Fire</u>	<u>Trash</u>
ASSETS			
Cash and cash equivalents	\$ 60,238	\$ 42,374	\$ 6,405
Taxes receivable	2,493	2,142	7,590
Due from other funds	<u>24,224</u>	<u>15,806</u>	<u>44,275</u>
Total assets	<u>\$ 86,955</u>	<u>\$ 60,322</u>	<u>\$ 58,270</u>
 FUND BALANCES			
Fund balances Unreserved, reported in:			
General fund	\$ 86,955	\$	\$
Fire fund		60,322	
Trash fund			<u>58,270</u>
Total fund balances	<u>\$ 86,955</u>	<u>\$ 60,322</u>	<u>\$ 58,270</u>

See notes to financial statements

**Total
Governmental
Funds**

\$ 109,017
12,225

84,305

\$ 205,547

\$ 86,955
60,322

58,270

\$ 205,547

Township of Gibson
Statement of Revenues, Expenditures, and Changes
In Fund Balance
Governmental Funds
For the Year Ended March 31, 2007

	<u>General</u>	<u>Fire</u>	<u>Trash</u>
REVENUES			
Taxes & adm. fees	\$ 32,926	\$ 22,948	\$ 51,865
Licenses & permits	110		
State aid	87,576		
Contributions from local governments		4,000	
Charges for services	3,650		
Interest earnings	1,514	274	120
Rents	300		
Miscellaneous	<u>2,160</u>		
 Total revenues	 <u>128,236</u>	 <u>27,222</u>	 <u>51,985</u>
EXPENDITURES			
Current:			
Legislative	26,850		
General government	45,281		
Public safety	1,245	12,238	
Public works	37,118		50,538
Community/economic development	3,482		
Parks & recreation	5,150		
Capital outlay	<u>988</u>		
 Total expenditures	 <u>120,114</u>	 <u>12,238</u>	 <u>50,538</u>
 Net changes in fund balances	 8,122	 14,984	 1,447
Fund balances-beginning	<u>78,833</u>	<u>15,676</u>	<u>56,823</u>
Fund balances-ending	<u>\$ 86,955</u>	<u>\$ 30,660</u>	<u>\$ 58,270</u>

See notes to financial statements

**Total
Governmental
Funds**

\$ 107,739
110
87,576

4,000
3,650
1,908
300
2,160

207,443

26,850
45,281
13,483
87,656

3,482
5,150
988

182,890

24,553

151,332

\$ 175,885

Township of Gibson
Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balance of Governmental Funds
To the Statement of Activities
For the Year Ended March 31, 2007

Amounts reported for governmental activities in the statement of activities are different because:

Total net change in fund balances -	
total governmental funds	\$ 24,553
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded (were less than) depreciation in the current period.	<u>(15,395)</u>
Change in net assets of governmental activities	<u>\$ 9,158</u>

See notes to financial statements

Township of Gibson
Statement of Fiduciary Funds
Fiduciary Funds
March 31, 2007

	<u>Tax Collection Fund</u>
ASSETS	
Cash and cash equivalents	\$ 99,949
Due from other governmental units	<u> </u>
Total assets	<u>99,949</u>
 LIABILITIES	
Due to other funds	84,305
Due to other governmental units	<u>15,644</u>
Total liabilities	<u>99,949</u>
 NET ASSETS	
Held in trust for other purposes	<u><u> </u></u>

See notes to financial statements

Township of Gibson
Statement of Changes in Fiduciary Net Assets
Fiduciary Funds
For the Year Ended March 31, 2007

	<u>Tax Collection Fund</u>
ADDITIONS	
Property tax collections and fees	\$ 785,160
Interest earned	<u> </u>
Total additions	<u>785,160</u>
DEDUCTIONS	
Payments to general fund	32,273
Payments to fire fund	22,072
Payments to trash fund	52,210
Payments to other governmental units	<u>678,605</u>
Total deductions	<u>785,160</u>
Changes in net assets	
Net assets - beginning	<u> </u>
Net assets - ending	<u>\$ <u> </u></u>

See notes to financial statements

Township of Gibson
Notes to the Basic Financial Statements
March 31, 2007

I. Summary of significant accounting policies

The financial statements of the Township of Gibson (the Township) have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to government units. 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 Township's accounting policies are described below.

A. Reporting entity

The Township is governed by an elected five-member board. The accompanying financial statements present the Township's operations for which the government is considered to be financially accountable. The Township has no component units and is not responsible for any jointly governed organizations.

B. Government-wide financial statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of the Township. For the most part, the effect of the interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from the goods, services or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement focus, basis of accounting and financial statement presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provided have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Township considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgements, are recorded only when a payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Township.

The Township property tax is levied each December 1st on the taxable valuation of property (as defined by State statutes) located in the Township as of the preceding December 31st. Real property taxes not collected as of March 1st are turned over to Bay County, which advances the Township 100% for the delinquent taxes.

The 2006 real and taxable valuation of the Township totaled \$23,239,106, on which ad valorem taxes levied consisted of 1.1497 mills for Township operating purposes and voted millage of .9998 mills for fire operating purposes. These amounts are recognized in the General Fund and Special Revenue Fund as current tax revenue. Administrative fees of \$6,208 to collect the taxes and applicable interest are reported in the General Fund.

The Township reports the following major governmental funds:

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

The special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The *Fire and Trash Fund* are special revenue funds.

The Township reports the following fiduciary fund:

The *Current Tax Collection Fund* is used to account for resources held by the Township in a purely custodial capacity. Money in this fund is from current tax and special assessment collections. Timely distribution to the appropriate fund and local unit must be made in accordance with Section 43 of the General Property Tax Act.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

The Township did not have any proprietary funds.

When both restricted and unrestricted resources are available for use, it is the government's policy to use unrestricted sources first, then unrestricted resources as they are needed.

D. Assets, liabilities, and net assets or equity

1. Deposits and investments

The Township's cash and cash equivalents are considered to be cash on hand, demand deposits, short-term investments with original maturities of three months or less from the date of acquisition.

State statutes authorize the Township to invest in bonds and other direct and certain indirect obligations of the U.S. Treasury; certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank, saving

and loan association, or credit union, which is a member of the Federal Deposit Insurance Corporation, Federal Savings and Loan Insurance Corporation, or Nation Credit Union Administration, respectively; in commercial paper rated at the time of purchase within the three highest classifications established by not less than two standard rating services and which mature not more than 270 days after the date of purchase. The Township is also authorized to invest in U.S. Government or federal agency obligation repurchase agreements, bankers' acceptances of U.S. banks, and mutual funds composed of investments as outlined above.

2. Short-term interfund receivables/payable

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" or "due to other funds" on the balance sheet in the governmental fund financial statements.

3. Receivables and payables

All trade and property tax receivables are shown net of allowance for uncollectible amounts. Property taxes are levied on each December 1st on the taxable valuation of property as of the preceding December 31st. Taxes are considered delinquent on March 1st of the following year, at which time penalties and interest are assessed.

4. Capital assets

Capital assets, which include property, plant, and equipment are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Township as assets with an initial individual cost of more than \$500 and an estimated useful life in excess of two years. Such assets are recorded as historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

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

Property and equipment of the Township is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Land improvements	15
Buildings	40
Building improvements	20
Fire trucks and equipment	20
Equipment	5-10

5. Long-term obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities.

In the fund financial statements, governmental fund types, recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued 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, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

The Township of Gibson does not have any long-term obligations.

6. Fund equity

In the fund financial statements, governmental funds report the 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.

7. Comparative data/reclassifications

If the Township had an individual enterprise fund, comparative total data for the prior year would have been presented only in the fund financial statements in order to provide an understanding of the changes in the financial position and operations of these funds. Also, certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation.

II. Stewardship, compliance, and accountability

A. Budgetary information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. All annual appropriations lapse at fiscal year

end.

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

1. The Supervisor submits to the Township Board a proposed budget for the fiscal year commencing on April 1. The operating budget includes proposed expenditures and the means of financing them. The level of control for the budgets is at the functional level as set forth in the combined statement of revenues, expenditures and changes in fund balances - budget and actual - GAAP basis - general funds.
2. Public hearings are conducted to obtain taxpayer comments.
3. Prior to April 1, the budget is legally adopted by the Township Board as a resolution pursuant to the Uniform Budgeting and Accounting Act (P.A. 621 of 1978). The Act requires that the budget be amended prior to the end of the fiscal year when necessary to adjust appropriations if it appears that revenues and other financing sources will be less than anticipated or so that expenditures will not be in excess of original estimates. Expenditures shall not be made or incurred, unless authorized in the budget, or in excess of the amount appropriated.
4. The Supervisor is authorized to transfer budgeted amounts between major expenditure functions within any fund; however, these transfers and any revisions that alter the total expenditures of any fund must be approved by the Township Board.
5. Formal budgetary integration is employed as a management control device during the year for the general fund and the trash fund. The fire fund did not adopt a budget.
6. The budget as presented, has not been amended. Supplemental appropriations were made during the year with the last one approved prior to April 1st.

B. Excess of expenditures over appropriations

For the year ended March 31, 2007, expenditures exceeded appropriations in the following activities of the General Fund as follows:

<u>Fund</u>	<u>Total Appropriations</u>	<u>Amount of Expenditures</u>	<u>Budget Variance</u>
General Fund:			
General			
government:			
Elections	\$ 1,900	\$ 1,931	\$(31)
Assessor	6,000	7,698	(1,698)
Treasurer	9,700	11,868	(2,168)
Public works:			
Street			
lighting	1,200	2,361	(1,161)
Community/economic			
development:			
Community zoning	2,740	3,482	(742)

III. Detail notes on transaction classes/accounts

A. Cash and investments

Deposits

The Township's policies regarding deposits of cash are discussed in Note 1. The table presented below is designed to disclose the level of custody credit risk assumed by the Township based upon how its deposits were insured or secured with collateral at March 31, 2007. The categories of credit risk are defined as follows:

Category 1: Insured by FDIC or collateralized with securities held by the Township (or public trust) or by its agent in its name.

Category 2: Uninsured but collateralized with securities held by the pledging financial institution's trust department or agent in the Township's name.

Category 3: Uninsured and uncollateralized; or collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the Township's name; or collateralized with no written or approved collateral agreement.

	Total Bank Balance	Custody Credit Risk			Total Carrying Value
		Category 1	Category 2	Category 3	
Demand deposits	\$ 106,577	\$106,577	\$	\$	\$ 106,577
Savings	72,024	72,024			72,024
Certificate of deposit	30,482	30,482			30,482
Total deposits	<u>\$ 209,083</u>	<u>\$209,083</u>	<u>\$</u>	<u>\$</u>	<u>\$ 209,083</u>

Investments

The Township does not have any investments.

B. Receivables

The Township's receivables as of March 31, 2007 are amounts owed from the County for delinquent taxes and special assessments for trash pickup.

C. Capital assets

Capital asset activity for the year ended March 31, 2007 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 18,439	\$	\$	\$ 18,439
Capital assets, being depreciated:				
Land improvements	21,418	988		22,406
Buildings & improvements:				
Township Hall	4,110			4,110
Improvements	40,737			40,737
Office equipment	1,689			1,689
Fire trucks	184,166			184,166
Equipment-fire	46,643			46,643
Total capital assets being depreciated	<u>298,763</u>	<u>988</u>		<u>299,751</u>

Less accumulated depreciation for:			
Land improvements	(21,418)	(33)	(21,451)
Buildings & improvements:			
Township hall	(2,363)	(103)	(2,466)
Improvements	(21,488)	(2,037)	(23,525)
Office equipment	(169)	(338)	(507)
Fire vehicles	(119,708)	(9,208)	(128,916)
Equipment-fire	<u>(36,612)</u>	<u>(4,664)</u>	<u>(41,276)</u>
Total accumulated depreciation	<u>(201,758)</u>	<u>(16,383)</u>	<u>(218,141)</u>
Total capital assets, being depreciated, net	<u>97,005</u>	<u>(15,395)</u>	<u>81,610</u>
Governmental activities capital assets, net	<u>\$ 115,444</u>	<u>\$ (15,395)</u>	<u>\$ 100,049</u>

Depreciation expense was charged to functions/programs of the government as follows:

Governmental activities:	
General government	\$ 2,510
Public safety	<u>13,873</u>
Total depreciation expense-governmental activities	<u>\$ 16,383</u>

D. Interfund receivables, payables, and transfers

There were no interfund transfers.

The composition of interfund balances as of March 31, 2007, is as follows:

Due to/from other funds:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General	Tax collection	\$ 24,224
Fire	Tax collection	15,806
Trash	Tax collection	<u>44,275</u>
Total		<u>\$ 84,305</u>

IV. Other information

A. Risk management

The Township is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; and employee injuries (workers compensation).

The Township has purchased commercial insurance for all risks of loss. Settlements claims have not exceeded coverages for each of the past three fiscal years.

B. Pension plan

The Township has a defined contribution pension plan with the Manufacturers Life Insurance Company that covers all Township Board members and full-time employees of the Township. Under the plan the Township contributes 15% of each covered employee's wages to the plan. Retirement plan expense for the current year was \$4,856.

Required Supplementary Information

Township of Gibson
 General Fund
 Statement of Revenues, Expenditures, and Changes
 in Fund Balance - Budget and Actual
 For the Year Ended March 31, 2007

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>with</u>
				<u>Final</u>
				<u>Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
REVENUES				
Property taxes and related fees	\$ 27,943	\$ 27,943	\$ 32,926	\$ 4,983
Licenses & permits	330	330	110	(220)
State shared revenue	89,521	89,521	87,576	(1,945)
Charges for services	400	400	3,650	3,250
Interest earnings	350	350	1,514	1,164
Rents	1,000	1,000	300	(700)
Reimbursements	<u>1,000</u>	<u>1,000</u>	<u>2,160</u>	<u>1,160</u>
Total revenues	<u>120,544</u>	<u>120,544</u>	<u>128,236</u>	<u>7,692</u>
EXPENDITURES				
Current:				
Legislative:				
Township board	<u>29,635</u>	<u>29,635</u>	<u>26,850</u>	<u>2,785</u>
General government:				
Supervisor	6,600	6,600	6,338	262
Elections	1,900	1,900	1,931	(31)
Clerk	7,100	7,100	6,340	760
Assessor	6,000	6,000	7,698	(1,698)
Treasurer	9,700	9,700	11,868	(2,168)
Building & grounds	12,170	12,170	8,656	3,514
Board of review	500	500		500
Cemetery	<u>5,000</u>	<u>5,000</u>	<u>2,450</u>	<u>2,550</u>
Total general government	<u>48,970</u>	<u>48,970</u>	<u>45,281</u>	<u>3,689</u>
Public safety:				
Ambulance	<u>1,300</u>	<u>1,300</u>	<u>1,245</u>	<u>55</u>
Public works:				
Street lighting	1,200	1,200	2,361	(1,161)
Roads	<u>70,000</u>	<u>70,000</u>	<u>34,757</u>	<u>35,243</u>
Total public works	<u>71,200</u>	<u>71,200</u>	<u>37,118</u>	<u>34,082</u>

Township of Gibson
 General Fund
 Statement of Revenues, Expenditures, and Changes
 in Fund Balance - Budget and Actual
 For the Year Ended March 31, 2007
 (Continued)

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>		<u>with Final Budget Positive (Negative)</u>
EXPENDITURES				
(CONTINUED):				
Current:				
Community/economic development:				
Community zoning	<u>2,740</u>	<u>2,740</u>	<u>3,482</u>	<u>(742)</u>
Recreation and culture:				
Parks & recreation	<u>5,150</u>	<u>5,150</u>	<u>5,150</u>	<u> </u>
Capital outlay	<u>2,500</u>	<u>2,500</u>	<u>988</u>	<u>1,512</u>
Total expenditures	<u>161,495</u>	<u>161,495</u>	<u>120,114</u>	<u>41,381</u>
Net change in fund balance	(40,951)	(40,951)	8,122	49,073
Fund balance - beginning	<u>44,600</u>	<u>44,600</u>	<u>78,833</u>	<u>34,233</u>
Fund balance - ending	<u>\$ 3,649</u>	<u>\$ 3,649</u>	<u>\$ 86,955</u>	<u>\$ 83,306</u>

See notes to financial statements

Township of Gibson
 Fire Fund
 Statement of Revenues, Expenditures, and Changes
 in Fund Balance - Budget and Actual
 For the Year Ended March 31, 2007

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Property taxes	\$	\$	\$ 22,948	\$ 22,948
Contributions from local governments			4,000	4,000
Interest earnings			274	274
			<u>27,222</u>	<u>27,222</u>
Total revenues			<u>27,222</u>	<u>27,222</u>
EXPENDITURES				
Current:				
Public safety:				
Current:				
Fire chief wage			1,930	
Fuel			256	
Heating			3,434	
Insurance			1,723	
Miscellaneous			654	
Phone & internet			965	
Repairs & maint.			2,003	
Supplies			1,273	
			<u>12,238</u>	<u>(12,238)</u>
Total expenditures			<u>12,238</u>	<u>(12,238)</u>
Net change in fund balance			14,984	14,984
Fund balance - beginning			<u>15,676</u>	<u>15,676</u>
Fund balance - ending	<u>\$</u>	<u>\$</u>	<u>\$ 30,660</u>	<u>\$ 30,660</u>

See notes to financial statements

Township of Gibson
 Trash Fund
 Statement of Revenues, Expenditures, and Changes
 in Fund Balance - Budget and Actual
 For the Year Ended March 31, 2007

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Special assessment taxes	\$ 52,210	\$ 52,210	\$ 51,865	\$ (345)
Interest earnings	<u>175</u>	<u>175</u>	<u>120</u>	<u>(55)</u>
Total revenues	<u>52,385</u>	<u>52,385</u>	<u>51,985</u>	<u>(400)</u>
EXPENDITURES				
Current:				
Public works:				
Trash pickup	51,520	51,520	50,193	1,327
Other	<u> </u>	<u> </u>	<u>345</u>	<u>(345)</u>
Total expenditures	<u>51,520</u>	<u>51,520</u>	<u>50,538</u>	<u>982</u>
Net change in fund balance	865	865	1,447	582
Fund balance - beginning	<u> </u>	<u> </u>	<u>56,823</u>	<u>56,823</u>
Fund balance - ending	<u>\$ 865</u>	<u>\$ 865</u>	<u>\$ 58,270</u>	<u>\$ 57,405</u>

See notes to financial statements

COMMENTS AND RECOMMENDATIONS

Members of the Township Board
Township of Gibson
Bay County, Michigan

My examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as I considered necessary in the circumstances.

The following comments and recommendations are based on observations made during the course of my examination for the year ended March 31, 2007.

Uniform Chart of Accounts

The Township has not been preparing the annual budget or the general ledger using the uniform chart of accounts. I recommend the Township Clerk, obtain the uniform chart of accounts from the Michigan Department of Treasury and assign account numbers for the trial balance amounts.

General Ledger

The audit trail for transactions is a checking account register computer printout. To obtain the account balances I have to add the amounts for each activity from this register. The Township should either obtain software that will print a year to date general ledger or perhaps the current software will do this task.

Annual Audit

In the minutes for the month of June, the Township Board voted to have an annual audit done, rather than every other year. I strongly recommend the Township have an annual audit, because it has been difficult to reconcile the beginning balance sheet for the unaudited fiscal year.

This letter supplements the information in the Financial Statements and Notes to Financial Statements. It is intended solely for the use of management and the Township Board and should not be used for any other purpose.

Barry E. Gaudette, CPA, P.C.
July 28, 2007