

### Auditing Procedures Report

Issued under P.A. 2 of 1988, 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 Pleasant Plains Township	County Lake
Fiscal Year End 03/31/2007	Opinion Date 09/26/2007	Date Audit Report Submitted to State 09/30/2007	

We affirm that:

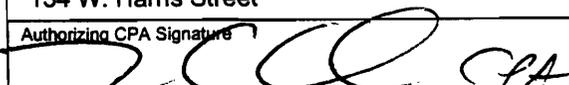
We are certified public accountants licensed to practice in Michigan.

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).

- |     |    |  |
|-----|----|--|
| YES | NO | <b>Check each applicable box below.</b> (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 checked="" type="checkbox"/>	Letter of Significant Deficiencies
Certified Public Accountant (Firm Name) Baird, Cotter and Bishop, P.C.		Telephone Number (231) 775-9789
Street Address 134 W. Harris Street	City Cadillac	State MI
		Zip 49601
Authorizing CPA Signature 	Printed Name Michael D. Cool, C.P.A.	License Number 1101023146

**PLEASANT PLAINS TOWNSHIP, LAKE COUNTY**

**BALDWIN, MICHIGAN**

**MARCH 31, 2007**

*Baird, Cotter and Bishop, P.C.*

**CERTIFIED PUBLIC ACCOUNTANTS**

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PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

MARCH 31, 2007

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September 26, 2007

INDEPENDENT AUDITORS' REPORT

To the Township Board  
Pleasant Plains Township  
Lake County  
Baldwin, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Pleasant Plains Township, Lake County, Baldwin, 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's management. Our responsibility is to express opinions 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 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. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, 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 Pleasant Plains Township, Lake County, Baldwin, 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 management's discussion and analysis on pages iii through x and budgetary comparison information on pages 21 and 22 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Pleasant Plains Township, Lake County, Baldwin, Michigan's basic financial statements. The combining and individual fund financial statements are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

BAIRD, COTTER AND BISHOP, P.C.

*Baird, Cotter & Bishop, P.C.*

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2007

Pleasant Plains Township, a general law township located in Lake County has implemented the provisions of Governmental Accounting Standards Board Statement 34 (GASB 34). The Management's Discussion and Analysis, a requirement of GASB 34, is intended to be the Pleasant Plains Township board's discussion and analysis of the financial results for the fiscal year ended March 31, 2007, along with specific comparative information as required.

**Financial Highlights**

- ◆ The assets of the Township exceeded its liabilities at the close of the fiscal year by \$1,758,659. Of this amount, \$459,871 may be used to meet the township's ongoing obligations to citizens and creditors.
- ◆ As of the close of the current fiscal year, the Township's governmental funds reported combined ending fund balances of \$1,339,492, an increase of \$66,124 in comparison with the prior year. About 33% is available for spending at the Township's discretion.
- ◆ At March 31, 2007, the Township was not obligated for any long-term debt.

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Township's basic financial statements. The Township's basic financial statements are comprised of three components. 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-Wide Financial Statements** This report includes government-wide statements as required by GASB Statement Number 34. The *government-wide financial statements* are designed to provide readers with a broad overview of the Township's finances, in a manner similar to a private-sector business. These statements are calculated using full accrual accounting and more closely represent those presented by business and industry. The entire Township's assets and liabilities, both short and long-term, are reported. As such, these statements include capital assets, net of related depreciation.

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

The *Statement of Activities* presents information showing how the Township's net assets changed during the fiscal year. All changes in net assets are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in the future fiscal periods.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2007

Both of the government-wide financial statements distinguish functions of the Township's that are principally supported by taxes and intergovernmental revenues (governmental activities) from functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities)

**Fund Financial Statements**

The fund level statements are reported on a modified accrual basis in that only those assets that are "measurable" and "currently available" are reported. Liabilities are recognized to the extent they are normally expected to be paid with current financial resources.

**Governmental Funds** – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements the governmental funds focus on current sources and uses of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statement, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental fund statements of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

**Proprietary Funds** – Proprietary funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Township does not maintain any proprietary funds.

**Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other Information**

In addition to the basic financial statements, this report further presents Required Supplementary Information (RSI) that explains and supports the information presented in the financial statements.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2007

**Government-Wide Financial Analysis**

The Statement of Net Assets is the first statement in the Government-Wide Financial Statements section of this document. This statement is useful for providing an indicator of the Township's financial position over time. The Net Assets of the Township are \$1,758,659 at March 31, 2007, meaning the Township's assets were greater than its liabilities by this amount. As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. A comparison with the previous fiscal year is presented in order to show the change in Net Assets over the previous fiscal year.

**Pleasant Plains Township**  
**Net Assets as of March 31,**

	<u>2007</u>	<u>2006</u>
<b>Assets</b>		
Current Assets	<u>\$ 1,450,744</u>	<u>\$ 1,377,030</u>
Non Current Assets		
Capital Assets	915,967	876,384
Less: Accumulated Depreciation	<u>(496,800)</u>	<u>(491,425)</u>
Total Non Current Assets	<u>419,167</u>	<u>384,959</u>
<b>Total Assets</b>	<u><u>\$ 1,869,911</u></u>	<u><u>\$ 1,761,989</u></u>
<b>Liabilities</b>		
Current Liabilities	<u>\$ 111,252</u>	<u>\$ 103,662</u>
<b>Net Assets</b>		
Invested in Capital Assets	419,167	384,959
Restricted for Specific Purposes	879,621	857,658
Unrestricted	<u>459,871</u>	<u>415,710</u>
<b>Total Net Assets</b>	<u>1,758,659</u>	<u>1,658,327</u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$ 1,869,911</u></u>	<u><u>\$ 1,761,989</u></u>

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2007

The most significant portions of the Township's Net Assets are cash and investment in capital assets (e.g. land, buildings, equipment, and others) less any related debt that is outstanding that the Township used to acquire the asset. The Township has \$459,871 in unrestricted Net Assets. These assets represent resources that are available for appropriation, but are limited by Township policies regarding their use.

At the end of the current fiscal year, the Township is able to report positive balances in all categories of net assets, both for the government as a whole, as well as for its separate governmental activities.

The total net assets of the Township increased by \$100,332 or 6% in this fiscal year, which is an indicator that the Township experienced positive financial growth during the year. As a result, the Township ended the fiscal year in better condition than when the year began.

The following table illustrates and summarizes the results of the changes in the net assets for the Township. The condensed information was derived from the government-wide Statement of Activities.

**Pleasant Plains Township**  
**Change in Net Assets**  
**for the Fiscal Year Ended March 31,**

	<u>2007</u>	<u>2006</u>
<b><u>Revenues</u></b>		
<b>Program Revenues</b>		
Charges for Services	\$ 107,661	\$ 110,040
Operating Grants and Contributions	46,455	47,435
Capital Grants and Contributions	12,934	14,400
<b>General Revenues</b>		
Taxes	307,350	309,311
State Grants	65,525	71,240
Interest Earnings	46,826	22,744
Loss on Sale of Fixed Assets	0	(14,527)
Other	37,193	11,383
<b>Total Revenues</b>	<u>623,944</u>	<u>572,026</u>

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2007

	<u>2007</u>	<u>2006</u>
<b><u>Expenses</u></b>		
Legislative	14,572	10,585
General Government	116,705	124,691
Public Safety	109,067	120,557
Public Works	136,956	126,709
Community and Economic Development	10,978	12,361
Culture and Recreation	102,244	111,760
Other Functions	13,463	10,536
Unallocated Depreciation	19,627	16,694
<b>Total Expenses</b>	<u>523,612</u>	<u>533,893</u>
Change in Net Assets	100,332	38,133
NET ASSETS - Beginning of Year	<u>1,658,327</u>	<u>1,620,194</u>
NET ASSETS - End of Year	<u>\$ 1,758,659</u>	<u>\$ 1,658,327</u>

**Governmental Activities**

During the fiscal year ended March 31, 2007, the Township's net assets increased by \$100,332 or approximately 6% in the governmental funds. The majority of this increase represents the degree to which increases in ongoing revenues have outstripped similar increases in ongoing expenses. This is true despite the fact that GASB 34 now requires the Township to maintain a record of annual depreciation expense and the accumulation of depreciation expense over time. The net increase in accumulated depreciation expense is a reduction in net assets.

The most significant part of the revenue for all governmental activities of Pleasant Plains Township comes from property taxes and special assessments. The Township levied for fire protection, cemetery operations, refuse collection, library services, street lights, roads and bridges, in addition to the operating millages, this fiscal year. The Township levied 1.8743 mills for fire protection, 0.9370 mills for cemetery operations, \$30.00 per parcel for refuse collection, 0.9370 mills for library services, \$4.00 per parcel for street lights, 0.4684 mills for roads and bridges and 0.9370 mills for operating purposes.

State shared revenue is collected by the State of Michigan and distributed to local governments by formula allocation.

The Township spent \$136,956 in fiscal year 2007 on public works expenses. General governmental represented the next largest expense at \$116,705 followed by Public safety at \$109,067.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2007

**Business-Type Activities**

The Township does not maintain any Business-Type Activities.

**Financial Analysis of the Government's Funds**

***Governmental Activities*** The focus of Pleasant Plains Township's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Township's financing requirement. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, Pleasant Plains Township's governmental funds reported combined ending fund balances of \$1,339,492. Approximately 33% of this total amount (\$440,716) constitutes unreserved fund balance. The remainder of the fund balance is reserved or designated for specific purposes and is therefore not available for new appropriation. For example, the fund balance that is reserved for fire protection must be used for expenditures that relate to fire protection.

**General Fund** – The General Fund increased its fund balance by \$27,347 which brings the fund balance to \$449,798. Of the General Fund's fund balance, \$440,716 is unreserved.

**Public Safety Fund** – The Public Safety Fund increased its fund balance by \$15,995 which brings the fund balance to \$0. This fund is now closed out.

**Fire Fund** – The Fire Fund decreased its fund balance by \$3,996 which brings the fund balance to \$56,292. This balance is reserved and must be used for fire protection.

The Township levied a fire millage on the 2006 tax roll. This resulted in \$101,164 in tax related revenues during the current fiscal year.

**Cemetery Fund** – The Cemetary Fund increased its fund balance by \$45,603 which brings the fund balance to \$356,023. This balance is reserved and must be used for cemetery operations.

The Township levied a cemetery operations millage on the 2006 tax roll. This resulted in \$50,576 in tax related revenues during the current fiscal year.

**Refuse Fund** – The Refuse Fund decreased its fund balance by \$12,974 which brings the fund balance to \$309,592. This balance is reserved and must be used for refuse operations.

The Township levied a special assessment on the 2006 tax roll. This resulted in \$91,980 in tax related revenues during the current fiscal year.

**Library Fund** – The Library Fund decreased its fund balance by \$7,082 which brings the fund balance to \$51,393. This balance is reserved and must be used for library operations.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2007

The Township levied a library operations millage on the 2006 tax roll. This resulted in \$50,576 in tax related revenues during the current fiscal year.

*Proprietary Fund* The Township does not maintain any proprietary funds.

**Capital Assets and Debt Administration**

**Capital Assets.** The Township's investment in capital assets for governmental activities as of March 31, 2007 amounted to \$419,167 net of accumulated depreciation. The total net increase in the Township's investment in capital assets for the current fiscal year was 9%.

Capital assets summarized below include any items purchased with a cost greater than \$1,000 individually and that have a useful life greater than one year. A summary of capital asset categories is illustrated below:

**Pleasant Plains Township**  
**Capital Assets as of March 31,**

	<u>2007</u>	<u>2006</u>
Land	\$ 198,600	\$ 198,600
Buildings	212,934	212,934
Building Improvements	25,315	25,315
Land Improvements	20,828	20,828
Infrastructure	66,254	38,016
Equipment, Furniture, Fixtures and Books	<u>392,036</u>	<u>380,691</u>
	915,967	876,384
Less Accumulated Depreciation	<u>496,800</u>	<u>491,425</u>
<b>Net Capital Assets</b>	<u><u>\$ 419,167</u></u>	<u><u>\$ 384,959</u></u>

Major capital asset events during the current fiscal year included the following:

- ◆ Purchase of library books for a total cost of \$8,544.
- ◆ Road work on James Road for a total cost of \$28,238.
- ◆ Two voting machines acquired through a grant for a total cost of \$12,934.
- ◆ Purchase of a computer for a total cost of \$1,832.
- ◆ Purchase of Aerial Maps for a total cost of \$2,287.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2007

**Long-Term Debt** At March 31, 2007, the Township was not obligated for any long-term debt.

**Economic Condition and Outlook**

The unemployment rate is still high in the State of Michigan and the State's shortfall in the budget means potential further reductions in state-shared revenues.

These factors were considered in preparing the Township's budgets for the 2007-08 fiscal year.

**Request for Information**

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the Township's finances and to demonstrate the Township's accountability for the money it receives. If you have any questions about this report or need any additional information, contact Pleasant Plains Township at P.O. Box 239, Baldwin, Michigan 49304.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

STATEMENT OF NET ASSETS  
MARCH 31, 2007

	<u>GOVERNMENTAL ACTIVITIES</u>
<u>ASSETS</u>	
Cash	\$ 1,326,276
Receivables	
External Parties (Fiduciary Funds)	11,821
Taxes	93,512
Due from Other Governments	15,758
Prepaid Expenditures	<u>3,377</u>
 Total Current Assets	 <u>1,450,744</u>
<u>CAPITAL ASSETS</u>	
Land	198,600
Buildings	212,934
Building Improvements	25,315
Land Improvements	20,828
Infrastructure	66,254
Equipment, Furniture, Fixtures and Books	<u>392,036</u>
	915,967
Less Accumulated Depreciation	<u>496,800</u>
Net Capital Assets	<u>419,167</u>
 TOTAL ASSETS	 <u>\$ 1,869,911</u>
<u>LIABILITIES</u>	
<u>CURRENT LIABILITIES</u>	
Accounts Payable	\$ 19,363
Deferred Revenue	5,000
Due to Other Governments	<u>86,889</u>
 Total Current Liabilities	 <u>111,252</u>
<u>EQUITY</u>	
Net Assets:	
Invested in Capital Assets	419,167
Restricted for Specific Purposes	879,621
Unrestricted	<u>459,871</u>
 TOTAL NET ASSETS	 <u>\$ 1,758,659</u>

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

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

STATEMENT OF ACTIVITIES  
YEAR ENDED MARCH 31, 2007

<u>FUNCTIONS/PROGRAMS</u>	<u>EXPENSES</u>	<u>PROGRAM REVENUES</u>			<u>NET (EXPENSES)</u>
		<u>CHARGES FOR SERVICES</u>	<u>OPERATING GRANTS AND CONTRIBUTIONS</u>	<u>CAPITAL GRANTS AND CONTRIBUTIONS</u>	<u>REVENUES AND CHANGE IN NET ASSETS</u>
					<u>TOTAL GOVERNMENTAL ACTIVITIES</u>
<u>PRIMARY GOVERNMENT GOVERNMENTAL ACTIVITIES</u>					
Legislative	\$ 14,572	\$ 0	\$ 0	\$ 0	\$ (14,572)
General Government	116,705	14,925	0	12,934	(88,846)
Public Safety	109,067	0	0	0	(109,067)
Public Works	136,956	91,980	3,512	0	(41,464)
Community and Economic Development	10,978	0	0	0	(10,978)
Culture and Recreation	102,244	756	42,943	0	(58,545)
Other Functions	13,463	0	0	0	(13,463)
Unallocated Depreciation	19,627	0	0	0	(19,627)
<b>Total</b>	<b>\$ 523,612</b>	<b>\$ 107,661</b>	<b>\$ 46,455</b>	<b>\$ 12,934</b>	<b>(356,562)</b>
<u>GENERAL REVENUES</u>					
Taxes					307,350
State Grants					65,525
Interest Earnings					46,826
Other					37,193
Total General Revenues					<u>456,894</u>
Change in Net Assets					100,332
NET ASSETS - Beginning of Year					<u>1,658,327</u>
NET ASSETS - End of Year					<u><u>\$ 1,758,659</u></u>

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

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

GOVERNMENTAL FUNDS

BALANCE SHEET  
MARCH 31, 2007

	GENERAL FUND	PUBLIC SAFETY FUND	FIRE FUND	CEMETERY FUND	REFUSE FUND	LIBRARY FUND	NONMAJOR FUNDS	TOTALS
<u>ASSETS</u>								
Cash	\$ 405,161	\$ 0	\$ 128,687	\$ 348,666	\$ 286,684	\$ 52,161	\$ 104,917	\$ 1,326,276
Receivables	9,848	0	19,702	9,850	31,690	9,850	12,572	93,512
Prepaid Expenditures	1,776	0	0	0	0	1,601	0	3,377
Due from Other Funds	22,107	0	39	91	0	91	72	22,400
Due from Other Governments	15,758	0	0	0	0	0	0	15,758
<b>TOTAL ASSETS</b>	<b>\$ 454,650</b>	<b>\$ 0</b>	<b>\$ 148,428</b>	<b>\$ 358,607</b>	<b>\$ 318,374</b>	<b>\$ 63,703</b>	<b>\$ 117,561</b>	<b>\$ 1,461,323</b>
<u>LIABILITIES AND FUND BALANCE</u>								
<u>LIABILITIES</u>								
Accounts Payable	\$ 4,852	\$ 0	\$ 5,247	\$ 2,584	\$ 0	\$ 6,680	\$ 0	\$ 19,363
Deferred Revenue	0	0	0	0	0	5,000	0	5,000
Due to Other Funds	0	0	0	0	8,782	630	1,167	10,579
Due to Other Governments	0	0	86,889	0	0	0	0	86,889
<b>Total Liabilities</b>	<b>4,852</b>	<b>0</b>	<b>92,136</b>	<b>2,584</b>	<b>8,782</b>	<b>12,310</b>	<b>1,167</b>	<b>121,831</b>
<u>FUND BALANCE</u>								
Reserved for:								
Prepaid Expenditures	1,776	0	0	0	0	1,601	0	3,377
Fire	0	0	56,292	0	0	0	0	56,292
Cemetery	0	0	0	356,023	0	0	0	356,023
Refuse	0	0	0	0	309,592	0	0	309,592
Library	0	0	0	0	0	49,792	0	49,792
Roads and Bridges	0	0	0	0	0	0	22,588	22,588
Street Lighting	0	0	0	0	0	0	67,900	67,900
Telecommunications Right-Of-Way	7,306	0	0	0	0	0	0	7,306
Transportation	0	0	0	0	0	0	8,527	8,527
Unreserved, Designated for:								
Budget Stabilization	0	0	0	0	0	0	17,275	17,275
Disaster	0	0	0	0	0	0	104	104
Undesignated	440,716	0	0	0	0	0	0	440,716
<b>Total Fund Balance</b>	<b>449,798</b>	<b>0</b>	<b>56,292</b>	<b>356,023</b>	<b>309,592</b>	<b>51,393</b>	<b>116,394</b>	<b>1,339,492</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 454,650</b>	<b>\$ 0</b>	<b>\$ 148,428</b>	<b>\$ 358,607</b>	<b>\$ 318,374</b>	<b>\$ 63,703</b>	<b>\$ 117,561</b>	<b>\$ 1,461,323</b>

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

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

GOVERNMENTAL FUNDS

RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET ASSETS  
MARCH 31, 2007

Total Fund Balance for Governmental Funds \$ 1,339,492

Amounts Reported for Governmental Activities in the  
Statement of Net Assets are Different Because:

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

Land	198,600	
Buildings	212,934	
Building Improvements	25,315	
Land Improvements	20,828	
Infrastructure	66,254	
Equipment, Furniture, Fixtures and Books	392,036	
Accumulated Depreciation	<u>(496,800)</u>	419,167

NET ASSETS OF GOVERNMENTAL ACTIVITIES \$ 1,758,659

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

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

YEAR ENDED MARCH 31, 2007

	GENERAL FUND	PUBLIC SAFETY FUND	FIRE FUND	CEMETERY FUND	REFUSE FUND	LIBRARY FUND	NONMAJOR FUNDS	TOTALS
<u>REVENUES</u>								
Taxes	\$ 83,813	\$ 0	\$ 101,164	\$ 50,576	\$ 0	\$ 50,576	\$ 21,221	\$ 307,350
Licenses and Permits	2,260	0	0	0	0	0	0	2,260
State Grants	81,971	0	0	0	0	5,741	0	87,712
Charges for Services	9,715	0	0	2,950	0	756	0	13,421
Fines and Forfeitures	530	0	0	0	0	37,202	0	37,732
Interest and Rents	15,088	0	3,907	11,490	10,994	1,519	3,828	46,826
Other Revenues	2,823	0	0	0	91,980	7,912	25,928	128,643
Total Revenues	196,200	0	105,071	65,016	102,974	103,706	50,977	623,944
<u>EXPENDITURES</u>								
Legislative	16,859	0	0	0	0	0	0	16,859
General Government	112,058	0	0	19,413	0	0	0	131,471
Public Safety	0	0	109,067	0	0	0	0	109,067
Public Works	0	0	0	0	115,948	0	49,246	165,194
Community and Economic Development	10,978	0	0	0	0	0	0	10,978
Culture and Recreation	0	0	0	0	0	110,788	0	110,788
Other Functions	12,963	0	0	0	0	0	500	13,463
Total Expenditures	152,858	0	109,067	19,413	115,948	110,788	49,746	557,820
Excess (Deficiency) of Revenues Over Expenditures	43,342	0	(3,996)	45,603	(12,974)	(7,082)	1,231	66,124

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

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

YEAR ENDED MARCH 31, 2007

	GENERAL FUND	PUBLIC SAFETY FUND	FIRE FUND	CEMETERY FUND	REFUSE FUND	LIBRARY FUND	NONMAJOR FUNDS	TOTALS
<u>OTHER FINANCING SOURCES (USES)</u>								
Transfers In (Out)	(15,995)	15,995	0	0	0	0	0	0
Net Change in Fund Balance	27,347	15,995	(3,996)	45,603	(12,974)	(7,082)	1,231	66,124
<u>FUND BALANCE</u> - Beginning of Year (Deficit)	422,451	(15,995)	60,288	310,420	322,566	58,475	115,163	1,273,368
<u>FUND BALANCE</u> - End of Year	\$ 449,798	\$ 0	\$ 56,292	\$ 356,023	\$ 309,592	\$ 51,393	\$ 116,394	\$ 1,339,492

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

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

GOVERNMENTAL FUNDS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES  
MARCH 31, 2007

Net change in Fund Balance - Total Governmental Funds	\$ 66,124
Amounts reported for governmental activities are different because: Governmental funds report capital outlay as expenditures in the statement of activities. These costs are allocated over their estimated useful lives as depreciation.	
Depreciation Expense	(19,627)
Capital Outlay	<u>53,835</u>
 CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	 <u>\$ 100,332</u>

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

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

STATEMENT OF FIDUCIARY NET ASSETS  
MARCH 31, 2007

	<u>AGENCY FUNDS</u>
<u>ASSETS</u>	
Cash	\$ 18,175
	<hr/> <hr/>
<u>LIABILITIES</u>	
Due to Other Funds	\$ 11,821
Due to Other Governments	5,225
Due to Other Individuals	1,129
	<hr/>
TOTAL LIABILITIES	\$ 18,175
	<hr/> <hr/>

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

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2007

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

Pleasant Plains Township is a general law township located in Lake County which operates under the direction of an elected township board. Under the criteria established by accounting principles generally accepted in the United States of America, the Township has determined that there are no component units which should be included in its reporting entity.

**B. Government-wide and Fund Financial Statements**

The Township adopted GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, as amended by GASB Statements No. 37 and No. 38, and applied those standards on a retroactive basis. GASB Statement No. 34 establishes standards for external financial reporting for state and local governments and requires that resources be classified for accounting and reporting purposes into the following three net asset categories.

*Invested in Capital assets, net of related debt* consists of capital assets, net of accumulated depreciation and reduced by outstanding balances for bonds, notes, and other debt that are attributed to the acquisition, construction, or improvement of those assets.

*Restricted net assets* result when constraints placed on net asset use are either externally imposed by creditors, grantors, and contributors, or imposed by law through constitutional provisions or enabling legislation.

*Unrestricted net assets* consist of net assets which do not meet the definition of the two preceding categories.

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the government. For the most part, the effect of interfund activity has been removed from these statements.

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

The government-wide focus is more on the sustainability of the Township as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The fund financial statements are similar to the financial statements presented in the previous financial reporting model.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2007

**C. Measurement Focus, Basis of Accounting and Basis of Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of 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 provider 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 government 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 judgments, are recorded only when payment is due.

Property taxes, licenses, interest and special assessments 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 assessment receivables due within the current period is considered to be susceptible to accrual as revenue of the current period. Sales taxes collected and held by the state at year end on behalf of the government are also recognized as revenue. All other revenue items are considered to be measurable and available only when cash is received by the government.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

The accounts of the Township are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements.

Pleasant Plains Township reports the following major governmental funds:

The *General Fund* is the government'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 *Public Safety Fund* accounts for revenue sources that are legally restricted to expenditures for public safety.

The *Fire Fund* accounts for revenue sources that are legally restricted to expenditures for fire protection.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2007

The *Cemetery Fund* accounts for revenue sources that are legally restricted to expenditures for cemetery upkeep.

The *Refuse Fund* accounts for revenue sources that are legally restricted to expenditures for refuse collection.

The *Library Fund* accounts for revenue sources that are legally restricted to expenditures for library services.

Additionally Pleasant Plains Township reports the following fund types:

*Special revenue funds* are used to account for specific revenue (other than expendable trusts or major capital projects) derived from State and Federal grants, general fund appropriations and charges for services which are to be expended for specific purposes as dictated by legal, regulatory or administrative requirements.

*Agency funds* are custodial in nature and do not present results of operations or have a measurement focus. Agency funds are accounted for using the accrual basis of accounting. These funds are used to account for assets that the Township holds for others in an agency capacity.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions involved. Amounts reported as program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from 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.

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

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2007

**D. Assets, Liabilities and Equity**

***1. Deposits and Investments***

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

- (I) The Township Board has authorized the Township Treasurer to invest in the following:
- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
  - (b) Certificates of deposit, savings accounts, deposit accounts, or depository of a financial institution with a location within the State of Michigan.
  - (c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
  - (d) Repurchase agreements consisting of instruments listed in subdivision (a).
  - (e) Bankers' acceptances of United States banks.
  - (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
  - (g) Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by the Township Treasurer. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share. (Recommendation--the above limitation is recommended, however, the Treasurer may also include mutual funds whose net asset value may fluctuate on a periodic basis by so stating in this area).
  - (h) Investment pools organized under the Local Government Pool Act, 1985 PA 121, MCL 129.141 to 129.150.
  - (i) Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2007

**2. *Receivables and Payables***

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

All trade and property tax receivables are shown net of an allowance for uncollectibles. Property taxes attach as an enforceable lien on the property as of the date they are levied. State education taxes and two-thirds of county taxes are levied and due July 1, and become delinquent after September 15. The remaining millages are levied and due December 1, and become delinquent after February 14. Collections of taxes and remittances of them are accounted for in the Current Tax Collection Fund. Township property tax revenues are recognized when they become both measurable and available for use to finance Township operations. Amounts which are not expected to be collected within sixty days are treated as deferred revenues.

The 2006 taxable valuation of Pleasant Plains Township totaled \$53,586,716, on which ad valorem taxes levied consisted of 0.9370 mills for Pleasant Township operating purposes. Additional mills were levied as follows:

Fire	1.8743
Library	0.9370
Cemetery	0.9370
Roads and Bridges	0.4684

**3. *Inventories and Prepaid Items***

Inventories are not significant and are expensed as acquired.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

**4. *Capital Assets***

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$1,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at date of donation.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2007

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.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

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

<u>ASSETS</u>	<u>YEARS</u>
Buildings	50
Building Improvements	10-20
Land Improvements	10-20
Infrastructure	20
Equipment, Furniture, Fixtures and Books	5-20

Pleasant Plains Township qualifies as a phase 3 governmental unit in regards to the implementation of GASB 34. Phase 3 governmental units are not required to retroactively capitalize infrastructure. As a result, the Township began to capitalize and depreciate infrastructure beginning April 1, 2004, in accordance with the Township's capitalization policy.

**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. Bond premiums and discounts, as well as issuance costs, are amortized over the life of the bonds using the effective interest method. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

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

**6. Fund Equity**

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.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2007

**7. Use of Estimates**

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**A. Budgetary Information**

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. A public hearing is held to obtain taxpayer comments. Appropriations lapse at year end. Budgeted amounts presented are as originally adopted in March 27, 2006, or as amended by the Township Board from time to time throughout the year.

The appropriated budget is prepared by fund and activity. The Township Board exercises budgetary control over expenditures.

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Township because it is not, at present, considered necessary to assure effective budgetary control or to facilitate effective cash planning and control.

**B. Funds with expenditures in excess of appropriations were as follows:**

	<u>APPROPRIATIONS</u>	<u>EXPENDITURES</u>
General Fund		
Election	\$ 7,000	\$ 19,166
Other Functions	12,500	12,963

These overages were funded by greater than anticipated revenues and available fund balance.

**III. DETAILED NOTES ON ALL FUNDS**

**A. Deposits and Investments**

The Township's deposits are all on deposit with West Shore Bank, Chemical Bank West, Huntington Bank, Lake-Osceola State Bank and Fifth Third Bank.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2007

*Investment rate risk.* The Township will minimize Interest Rate Risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by; structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market; and investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investing pools and limiting the average maturity in accordance with the Township's cash requirement.

*Foreign currency risk.* The Township is not authorized to invest in investments, which have this type of risk.

*Credit risk.* The Township will minimize Custodial Credit Risk, which is the risk of loss due to the failure of the security issuer or backer, by; limiting investments to the types of securities listed in the Township's investment policy; and pre-qualifying the financial institutions, brokers/dealer, intermediaries and advisors with which the Township will do business in accordance with the Township's investment policy.

*Concentration of credit risk.* The Township will minimize Concentration of Credit Risk, which is the risk of loss attributed to the magnitude of the Township's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

*Custodial credit risk – deposits.* In the case of deposits, this is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of March 31, 2007, \$1,144,880 of the government's bank balance of \$1,984,153 was exposed to custodial credit risk because it was uninsured and uncollateralized.

*Custodial credit risk – investments.* For an investment, this is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Township's investments are categorized to give an indication of the level of risk assumed by the Township at year end. Category 1 includes investments that are insured or registered, or securities held by the Township or the Township's agent in the Township's name. Category 2 includes investments that are uninsured and unregistered with securities held by the counterparty's trust department or its agent in the Township's name. Category 3 includes investments that are uninsured and unregistered, with the securities held by the counterparty, or by its trust department or its agent but not in the Township's name. At year end, the Township held no investments.

**B. Receivables**

Receivables as of year end for the government's individual major funds and nonmajor funds are as follows:

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2007

	General	Fire	Cemetery	Refuse	Library	Nonmajor	Total
Receivables							
Due from Other Governments	\$ 15,758	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 15,758
Taxes and Special Assessments	9,848	19,702	9,850	31,690	9,850	12,572	93,512
External Parties (Fiduciary Funds)	11,528	39	91	0	91	72	11,821
	<u>\$ 37,134</u>	<u>\$ 19,741</u>	<u>\$ 9,941</u>	<u>\$ 31,690</u>	<u>\$ 9,941</u>	<u>\$ 12,644</u>	<u>\$ 121,091</u>

The allowance for doubtful accounts is not considered to be material for disclosure. As a result, its uncollectible accounts are virtually nil.

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of deferred revenue and unearned revenue reported in the governmental funds were as follows:

	Unavailable	Unearned
Grants and Other Amounts Received, But Not Yet Utilized	\$ 0	\$ 5,000
Total Deferred/Unearned Revenue for Governmental Funds	<u>\$ 0</u>	<u>\$ 5,000</u>

**C. Capital Assets**

Primary Government

	Beginning Balance	Increases	Decreases	Ending Balance
<u>Governmental activities</u>				
Capital assets, not being depreciated				
Land	\$198,600	\$ 0	\$ 0	\$198,600
Capital assets, being depreciated				
Buildings	212,934	0	0	212,934
Building Improvements	25,315	0	0	25,315
Land Improvements	20,828	0	0	20,828
Infrastructure	38,016	28,238	0	66,254
Equipment, furniture, fixtures and books	380,691	25,597	(14,252)	392,036
Total capital assets, being depreciated	<u>677,784</u>	<u>53,835</u>	<u>(14,252)</u>	<u>717,367</u>

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2007

Primary Government

	Beginning Balance	Increases	Decreases	Ending Balance
<u>Governmental activities</u>				
Less total accumulated depreciation	491,425	19,627	(14,252)	496,800
Total capital assets, being depreciated, net	186,359	34,208	0	220,567
Governmental activities capital assets, net	\$384,959	\$ 34,208	\$ 0	\$419,167

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

Unallocated	<u>\$ 19,627</u>
-------------	------------------

Construction Commitments:

The government has no outstanding construction commitments as of March 31, 2007.

**D. Interfund Receivables, Payables and Transfers**

Individual fund interfund receivable and payable balances at March 31, 2007, were:

	INTERFUND RECEIVABLES	INTERFUND PAYABLES
General Fund	\$ 22,107	\$ 0
Special Revenue Funds		
Fire Fund	39	0
Cemetery Fund	91	0
Refuse Fund	0	8,782
Library Fund	91	630
Nonmajor Funds	72	1,167
Fiduciary Funds		
Current Tax Collection Fund	0	7,816
Delinquent Tax Collection Fund	0	4,005
	\$ 22,400	\$ 22,400

All remaining balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made. All are expected to be resolved within one year.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
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NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2007

No interfund transfers occurred during the fiscal year ended March 31, 2007, except for a \$15,995 transfer from the General Fund to the Public Safety Fund to eliminate the deficit fund balance.

Transfers are used (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

**E. Long-Term Debt**

At March 31, 2007, the Township was not obligated for any long-term debt.

**F. Fund Balance Reserves and Designations**

In order to comply with generally accepted accounting principles and meet certain legal requirements, the Township has reserved fund balances in various funds. In addition, certain portions of unreserved fund balances have been designated for intended future uses. These reserves and designations are detailed in the following schedule:

FUND BALANCE/NET ASSETS

Reserved for:

Prepaid Expenditures	\$ 3,377
Fire	56,292
Cemetery	356,023
Refuse	309,592
Library	51,393
Roads and Buildings	22,588
Street Lighting	67,900
Telecommunications Right-Of-Way	7,306
Transportation	8,527

Designated for:

Budget Stabilization	17,275
Disaster	104

TOTAL FUND BALANCE

RESERVES AND DESIGNATIONS

\$ 900,377

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2007

**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 natural disasters. The Township participates in a pool of municipalities within the State of Michigan for self-insuring property and casualty, crime, general liability, errors and omissions insurance and workers' compensation. The Township pays annual premiums to the pool for the respective insurance coverage. In the event the pool's total claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessments to make up the deficiency. The Township has not been informed of any special assessments being required for the current year or the three prior years.

The Township continues to carry insurance for other risks of loss, including fidelity bonds.

**B. Pension Plan**

The Township has a defined contribution Pension Plan which covers the Township's elected officials. For the year ended March 31, 2007, \$900 was contributed to the plan.

**C. Due from Other Governments**

Amounts due from other governments consist of \$15,758 in state-shared revenues.

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN  
REQUIRED SUPPLEMENTARY INFORMATION  
BUDGETARY COMPARISON SCHEDULE  
MAJOR GOVERNMENTAL FUNDS

YEAR ENDED MARCH 31, 2007

	<u>GENERAL FUND</u>			<u>PUBLIC SAFETY FUND</u>			<u>FIRE FUND</u>		
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>
<b><u>REVENUES</u></b>									
Taxes	\$ 81,811	\$ 81,811	\$ 83,813	\$ 0	\$ 0	\$ 0	\$ 93,000	\$ 93,000	\$ 101,164
Licenses and Permits	1,460	1,460	2,260	0	0	0	0	0	0
State Grants	56,000	56,000	81,971	0	0	0	0	0	0
Charges for Services	900	900	9,715	0	0	0	0	0	0
Interest and Rents	10,300	10,300	15,088	0	0	0	600	600	3,907
Other Revenues	25,915	25,915	3,353	0	0	0	0	0	0
Total Revenues	176,386	176,386	196,200	0	0	0	93,600	93,600	105,071
<b><u>EXPENDITURES</u></b>									
Legislative									
Township Board	19,400	19,550	16,859	0	0	0	0	0	0
General Government									
Supervisor	16,000	16,000	11,822	0	0	0	0	0	0
Election	7,000	7,000	19,166	0	0	0	0	0	0
Assessor	20,000	21,000	20,873	0	0	0	0	0	0
Legal Fees	15,250	10,250	4,430	0	0	0	0	0	0
Clerk	19,000	19,000	11,695	0	0	0	0	0	0
Board of Review	2,500	3,000	1,020	0	0	0	0	0	0
Treasurer	25,000	29,000	25,919	0	0	0	0	0	0
Buildings and Grounds	21,000	21,000	17,133	0	0	0	0	0	0
Public Safety	0	0	0	0	0	0	93,000	113,000	109,067
Community and Economic Development	13,700	13,700	10,978	0	0	0	0	0	0
Other Functions	12,500	12,500	12,963	0	0	0	0	0	0
Contingency	5,000	4,350	0	0	0	0	0	0	0
Total Expenditures	176,350	176,350	152,858	0	0	0	93,000	113,000	109,067
Excess (Deficiency) of Revenues Over Expenditures	36	36	43,342	0	0	0	600	(19,400)	(3,996)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>									
Transfers In (Out)	0	0	(15,995)	0	0	15,995	0	0	0
Net Change in Fund Balance	36	36	27,347	0	0	15,995	600	(19,400)	(3,996)
<b><u>FUND BALANCE</u></b> - Beginning of Year (Deficit)	0	0	422,451	0	0	(15,995)	7,298	7,298	60,288
<b><u>FUND BALANCE</u></b> - End of Year - (Deficit)	\$ 36	\$ 36	\$ 449,798	\$ 0	\$ 0	\$ 0	\$ 7,898	\$ (12,102)	\$ 56,292

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN  
REQUIRED SUPPLEMENTARY INFORMATION  
BUDGETARY COMPARISON SCHEDULE  
MAJOR GOVERNMENTAL FUNDS

YEAR ENDED MARCH 31, 2007

	CEMETERY FUND			REFUSE FUND			LIBRARY FUND		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
<u>REVENUES</u>									
Taxes	\$ 47,000	\$ 47,000	\$ 50,576	\$ 0	\$ 0	\$ 0	\$ 40,000	\$ 40,000	\$ 50,576
State Grants	0	0	0	0	0	0	3,500	3,500	5,741
Charges for Services	5,000	5,000	2,950	0	0	0	1,400	1,400	756
Fines and Forfeitures	0	0	0	0	0	0	43,400	43,400	37,202
Interest and Rents	2,000	2,000	11,490	5,000	5,000	10,994	3,500	3,500	1,519
Other Revenues	0	0	0	92,000	92,000	91,980	44,500	44,500	7,912
Total Revenues	54,000	54,000	65,016	97,000	97,000	102,974	136,300	136,300	103,706
<u>EXPENDITURES</u>									
General Government									
Cemetery	26,000	26,000	19,413	0	0	0	0	0	0
Public Works	0	0	0	93,800	116,000	115,948	0	0	0
Culture and Recreation	0	0	0	0	0	0	136,300	136,300	110,788
Total Expenditures	26,000	26,000	19,413	93,800	116,000	115,948	136,300	136,300	110,788
Net Change in Fund Balance	28,000	28,000	45,603	3,200	(19,000)	(12,974)	0	0	(7,082)
<u>FUND BALANCE</u> - Beginning of Year	304,617	304,617	310,420	332,964	332,964	322,566	123,684	123,684	58,475
<u>FUND BALANCE</u> - End of Year	\$ 332,617	\$ 332,617	\$ 356,023	\$ 336,164	\$ 313,964	\$ 309,592	\$ 123,684	\$ 123,684	\$ 51,393

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

NONMAJOR SPECIAL REVENUE FUNDS

COMBINING BALANCE SHEET  
MARCH 31, 2007

	ROAD AND BRIDGE FUND	STREET LIGHTING FUND	BUDGET STABILIZATION FUND	DISASTER FUND	TRANSPORTATION FUND	TOTAL
<u>ASSETS</u>						
Cash	\$ 18,495	\$ 60,525	\$ 17,275	\$ 104	\$ 8,518	\$ 104,917
Receivables	4,030	8,542	0	0	0	12,572
Due from Other Funds	63	0	0	0	9	72
<b>TOTAL ASSETS</b>	<b>\$ 22,588</b>	<b>\$ 69,067</b>	<b>\$ 17,275</b>	<b>\$ 104</b>	<b>\$ 8,527</b>	<b>\$ 117,561</b>
<u>LIABILITIES AND FUND BALANCE</u>						
Liabilities						
Due to Other Funds	\$ 0	\$ 1,167	\$ 0	\$ 0	\$ 0	\$ 1,167
<u>FUND BALANCE</u>						
Reserved for:						
Roads and Bridges	22,588	0	0	0	0	22,588
Street Lighting	0	67,900	0	0	0	67,900
Transportation	0	0	0	0	8,527	8,527
Unreserved, Designated For:						
Budget Stabilization	0	0	17,275	0	0	17,275
Disaster	0	0	0	104	0	104
<b>Total Fund Balance</b>	<b>22,588</b>	<b>67,900</b>	<b>17,275</b>	<b>104</b>	<b>8,527</b>	<b>116,394</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 22,588</b>	<b>\$ 69,067</b>	<b>\$ 17,275</b>	<b>\$ 104</b>	<b>\$ 8,527</b>	<b>\$ 117,561</b>

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

NONMAJOR SPECIAL REVENUE FUNDS

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED MARCH 31, 2007

	ROAD AND BRIDGE FUND	STREET LIGHTING FUND	BUDGET STABILIZATION FUND	DISASTER FUND	TRANSPORTATION FUND	TOTAL
<u>REVENUES</u>						
Taxes	\$ 21,221	\$ 0	\$ 0	\$ 0	\$ 0	\$ 21,221
Interest and Rents	733	2,054	794	1	246	3,828
Other Revenue	0	25,928	0	0	0	25,928
Total Revenues	21,954	27,982	794	1	246	50,977
<u>EXPENDITURES</u>						
Public Works	32,146	16,600	0	0	500	49,246
Other Functions	0	0	500	0	0	500
Total Expenditures	32,146	16,600	500	0	500	49,746
Net change in fund balance	(10,192)	11,382	294	1	(254)	1,231
<u>FUND BALANCE</u> - Beginning of Year	32,780	56,518	16,981	103	8,781	115,163
<u>FUND BALANCE</u> - End of Year	\$ 22,588	\$ 67,900	\$ 17,275	\$ 104	\$ 8,527	\$ 116,394

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES - ALL AGENCY FUNDS  
MARCH 31, 2007

CURRENT TAX COLLECTION FUND

	BALANCE		BALANCE	
	4/1/2006	ADDITIONS	DEDUCTIONS	3/31/2007
<u>ASSETS</u>				
Cash	\$ 195,371	\$ 1,875,238	\$ 2,059,144	\$ 11,465
<u>LIABILITIES</u>				
Due to Other Funds	\$ 195,371	\$ 314,568	\$ 502,123	\$ 7,816
Due to Other Organizations and Individuals	0	4,933	3,804	1,129
Due to Other Governments	0	1,555,737	1,553,217	2,520
Total Liabilities	\$ 195,371	\$ 1,875,238	\$ 2,059,144	\$ 11,465

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES - ALL AGENCY FUNDS  
MARCH 31, 2007

DELINQUENT TAX COLLECTION FUND

	BALANCE		BALANCE
	4/1/2006	ADDITIONS	3/31/2007
	DEDUCTIONS		
<u>ASSETS</u>			
Cash	\$ 6,264	\$ 5,934	\$ 5,488
	\$ 6,710		\$ 6,710
<u>LIABILITIES</u>			
Due to Other Funds	\$ 1,470	\$ 2,977	\$ 442
Due to Other Governments	4,794	2,957	5,046
	\$ 6,264	\$ 5,934	\$ 5,488
Total Liabilities	\$ 6,710		\$ 6,710

PLEASANT PLAINS TOWNSHIP, LAKE COUNTY  
BALDWIN, MICHIGAN

COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES - ALL AGENCY FUNDS  
MARCH 31, 2007

TOTALS - ALL AGENCY FUNDS

	BALANCE 4/1/2006	ADDITIONS	DEDUCTIONS	BALANCE 3/31/2007
<u>ASSETS</u>				
Cash	\$ 201,635	\$ 1,881,172	\$ 2,064,632	\$ 18,175
<u>LIABILITIES</u>				
Due to Other Funds	\$ 196,841	\$ 317,545	\$ 502,565	\$ 11,821
Due to Other Organizations and Individuals	0	4,933	3,804	1,129
Due to Other Governments	4,794	1,558,694	1,558,263	5,225
Total Liabilities	\$ 201,635	\$ 1,881,172	\$ 2,064,632	\$ 18,175

# *Baird, Cotter and Bishop, P.C.*

## CERTIFIED PUBLIC ACCOUNTANTS

134 WEST HARRIS STREET CADILLAC, MICHIGAN 49601  
PHONE: 231-775-9789 FAX: 231-775-9749  
www.bcbcpa.com

September 26, 2007

### LETTER OF COMMENTS AND RECOMMENDATIONS

To the Township Board  
Pleasant Plains Township  
Lake County  
Baldwin, Michigan

During the course of our audit of the financial statements of Pleasant Plains Township for the year ended March 31, 2007 we noted the following items:

#### Payroll Net Check Posting

While posting payroll expense to the proper expenditure accounts, the Township should charge the gross wage to each expense account and record the payroll tax withholding on the balance sheet.

#### Budgeting

The Township should budget estimated beginning and ending Fund Balance for all funds with a budget to be in compliance with P.A. 621.

#### Reconciliation of Cash

The Township had major improvement throughout the year in its reconciliations between its books and the bank. However, there is still room for improvement and better coordination between the Clerk and Treasurer. The Michigan Department of Treasury Account Procedures Manual requires that this be done on a monthly basis, and that the Clerk and Treasurer reconcile to each other at least monthly.

#### Trial Balances

During the year as the Clerk and Treasurer coordinate and compare their records to each other, care must be taken to ensure each individual funds debits and credits equal each other. Because the Township uses a common cash checking account for multiple funds, when transactions are corrected for posting errors, the applicable accounting entries must be made to move the cash between funds, or to record a due to or due from other funds to keep each fund in balance.

#### Balance between Funds

Throughout the year, balances were owed from certain funds to other funds. To simplify the recordkeeping, we recommend that these balances be cleared out monthly by one fund actually writing a check to another fund.

We would like to thank the board for awarding our firm the audit assignment of the Township and to thank the Township officers for their cooperation.

If you have any questions relative to the above comments and recommendations or other areas of your annual accounting, please feel free to call on us.

BAIRD, COTTER AND BISHOP, P.C.

*Baird, Cotter & Bishop, P.C.*

*Baird, Cotter and Bishop, P.C.*

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PHONE: 231-775-9789 FAX: 231-775-9749  
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September 26, 2007

To the Township Board  
Pleasant Plains Township  
Baldwin, Michigan

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Pleasant Plains Township as of and for the year ended March 31, 2007, in accordance with auditing standards generally accepted in the United States of America, we considered Pleasant Plains Township's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the a governmental unit's internal control. Accordingly, we do not express an opinion on the effectiveness of the governmental unit's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies and deficiencies that we consider to be material weaknesses.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did identify deficiencies in internal control that we consider to be material weaknesses, as defined above. We identified the following deficiencies in internal control that we consider to be significant deficiencies.

1) Lack of Segregation of Duties

The relatively small number of people involved in the accounting functions of the Township and the design of the accounting system as developed by the state make it difficult to adequately segregate duties. Segregation of accounting duties is a fundamental method of strengthening internal control. However, in deciding what internal control procedures should be implemented, the Board must consider the costs of implementing them and weigh those costs against the benefits to be derived from their implementation.

2) Lack of Adequate Controls to Produce Full Disclosure GAAP Basis Financial Statements.

All Michigan governments are required to prepare financial statements in accordance with generally accepted accounting principals (GAAP). This is a responsibility of the government's management. The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data (i.e., maintaining internal books and records), and (2) reporting government-wide and fund financial statements, including the related footnotes (i.e., external financial reporting).

As is the case with many smaller and medium-sized entities, the government has historically relied on its independent external auditors to assist in the preparation of the government-wide financial statements and footnotes as part of its external financial reporting process. Accordingly, the government's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its *external* auditors, who cannot by definition be considered a part of the government's *internal* controls.

This condition was caused by the government's decision that it is more cost effective to outsource the preparation of its annual financial statements to the auditors than to incur the time and expense of obtaining the necessary training and expertise required for the government to perform this task internally. As a result of this condition, the government lacks internal controls over the preparation of financial statements in accordance with GAAP, and instead relies, in part, on its external auditors for assistance with this task.

The government has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interests of the government to outsource this task to its external auditors, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

We believe the significant deficiency described in (1) above (Lack of Segregation of Duties) is a material weakness.

This report is intended solely for the information and use of the Township Board and others within the organization. This restriction is not intended to limit the distribution of the report, which is a matter of public record.

BAIRD, COTTER AND BISHOP, P.C.

*Baird, Cotter & Bishop, P.C.*