

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY

MCBAIN, MICHIGAN

MARCH 31, 2014



Baird, Cotter & Bishop, P.C.
SERVING YOUR PAST, PRESENT & FUTURE

CERTIFIED PUBLIC ACCOUNTANTS
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RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

MARCH 31, 2014

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May 14, 2014

INDEPENDENT AUDITOR'S REPORT

To the Township Board
Riverside Township
Missaukee County
McBain, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Riverside Township, Missaukee County, McBain, Michigan as of and for the year ended March 31, 2014, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Riverside Township, Missaukee County, McBain, Michigan as of March 31, 2014, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages iii through ix and 18 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2014

As management of Riverside Township (“the Township”), we offer readers of the Township’s financial statements this narrative overview and analysis of the financial activities of the Township for the fiscal year ended March 31, 2014. We encourage readers to consider the information presented here in conjunction with the financial statements as a whole, which can be found in this report.

This reporting model was adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34 Basic Financial Statements – and Management Discussion and Analysis (MD&A) – for State and Local Governments issued in June of 2000. Certain comparative information between the current year and the prior year is required to be presented in the MD&A. However, because the audit of the Township is only required every other year, certain necessary comparative information of the previous year was not prepared. Considering the financial resources necessary to prepare this information for the prior year, the Township has elected to exclude the comparative information. We expect this situation to continue due to the every other year audit requirement.

Financial Highlights

- ❖ The assets of the Township exceeded its liabilities at the close of the fiscal year by \$800,806. Of this amount, \$331,400 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 \$480,775, of which \$291,255 is unassigned.

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 consist of three components. 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements. This report also includes supplementary information intended to furnish additional details to support the basic financial statements themselves.

Government-Wide Financial Statements 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.

The *Statement of Net Position* presents financial information on all of the Township’s assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Township is improving or deteriorating.

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

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2014

Both of the government-wide financial statements distinguish functions of the Township that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Township include general government, public safety, public works, and other functions. The Township does not have any business type activities.

The government-wide financial statements can be found on pages 1-2 of this report.

Fund Financial Statements A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Riverside Township, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Township can be divided into two categories: governmental funds and fiduciary funds.

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, governmental fund financial statements focus on *near-term inflows and outflows 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 assessing a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, 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 fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Township maintains three individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Road Fund, and Fire Fund, which are considered to be major funds.

The Township adopts an annual budget for all major funds. A budgetary comparison has been provided for to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 3-6 of this report.

Fiduciary Funds Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Township's own programs. The Township maintains one type of fiduciary fund. The Agency Fund reports resources held by the Township in a custodial capacity for other governments.

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2014

The fiduciary fund financial statement can be found on page 7 of this report.

Notes to Financial Statements The notes provide additional information that is necessary to acquire a full understanding of the data provided in the governmental-wide and fund financial statements. The notes can be found on pages 8-17 of this report.

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

Government-Wide Overall Financial Analysis

As noted earlier, net position over time, may serve as a useful indicator of a government's financial position. In the case of Riverside Township, assets exceeded liabilities by \$800,806, at the close of the most recent fiscal year.

Riverside Township
Net Position as of March 31, 2014

	<u>Governmental Activities</u>
Assets	
Current Assets	<u>\$ 484,197</u>
Non Current Assets	
Capital Assets	405,597
Less: Accumulated Depreciation	<u>(85,566)</u>
Total Non Current Assets	<u>320,031</u>
Total Assets	<u>804,228</u>
Liabilities	
Current Liabilities	<u>3,422</u>
Net Position	
Net Investment in Capital Assets	320,031
Restricted for Specific Purposes	149,375
Unrestricted	<u>331,400</u>
Total Net Position	<u><u>\$ 800,806</u></u>

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2014

A portion of the Township's net position (40%) reflects its net investment in capital assets (e.g. land, buildings, equipment, infrastructure, and others), less any related outstanding debt that was used to acquire those assets. The Township uses these capital assets to provide a variety of services to its citizens. Accordingly, these assets are not available for future spending.

An additional portion of the Township's net position (19%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$331,400 is unrestricted, which may be used to meet the government's ongoing obligations to its citizens and creditors.

At the end of the current fiscal year, the Township is able to report positive balances in all categories of net position. The same situation held true for the prior fiscal year.

Riverside Township's overall net position increased by \$44,083 from the prior fiscal year. The reasons for this overall increase are discussed in the following sections for the governmental activities.

Riverside Township
Change in Net Position
for the Fiscal Year Ended March 31, 2014

	Governmental Activities
<u>Revenues</u>	
Program Revenues	
Charges for Services	\$ 2,478
Operating Grants and Contributions	2,777
General Revenues	
Taxes	139,749
State Grants	88,236
Interest Earnings	371
Other	122
Total Revenues	233,733
<u>Expenses</u>	
General Government	64,188
Public Safety	24,126
Public Works	91,783
Other Functions	9,553
Total Expenses	189,650
Change in Net Position	44,083
<u>NET POSITION</u> - Beginning of Year	756,723
<u>NET POSITION</u> - End of Year	\$ 800,806

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2014

Governmental Activities

The most significant part of the revenue for all governmental activities of Riverside Township comes from property taxes. The Township levied a millage for road improvements and fire protection, in addition to the operating millages, this fiscal year. The Township levied 1.4625 mills for operating purposes, 1.000 mills for road improvements, and 1.000 mills for fire protection. State-shared revenue is collected by the State of Michigan and distributed to local governments by formula allocation of portions of the State sales tax.

The Township's governmental activities expenses are dominated by general governmental expenses that total \$64,188 and public works expenses at \$91,783 followed by public safety at \$24,126.

Financial Analysis of the Governmental Funds

As noted earlier, the Township uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds The focus of Riverside 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 requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for discretionary use as they represent the portion of fund balance which has not yet been limited to use for a particular purpose by either an external party, the Township itself, or a group or individual that has been delegated authority to assign resources for use for particular purposes by the Township Board.

At March 31, 2014, Riverside Township's governmental funds reported a fund balance of \$480,775, an increase of \$63,505 in comparison with the prior year. Approximately 61% of this amount (\$291,255) constitutes *unassigned fund balance*, which is available for spending at the government's discretion. The remainder of the fund balance is either *nonspendable*, *restricted*, *committed*, or *assigned* to indicate that it is 1) not in spendable form, 2) legally required to be maintained intact, 3) restricted for particular purposes (\$149,375), 4) committed for particular purposes, or 5) assigned for particular purposes (\$40,145).

General Fund – The General Fund increased its fund balance by \$49,515 which brings the fund balance to \$331,400. Taxes amounted to \$65,197. State grants were collected in the amount of \$91,013. The increase in fund balance is due to taxes and state-shared revenues increasing.

Road Fund – The Road Fund increased its fund balance by \$626 which brings the fund balance to \$37,248. This balance is restricted and must be used for road maintenance. Property taxes collected amounted to \$37,276 and road improvement expenditures amounted to \$36,666.

Fire Fund – The Fire Fund increased its fund balance by \$13,364 which brings the fund balance to \$112,127. Property taxes collected amounted to \$37,276 and contributions to local units for fire protection amounted to \$24,000.

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2014

General Fund Budgetary Highlights

During the year the Township did not amend its budget. Original and amended amounts are shown in detail on page 18 of this report. Below shows a comparison of the original budget, the final budget, and the actual amounts spent.

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
Total Revenues	\$ 125,500	\$ 125,500	\$ 159,077
Total Expenditures	\$ 472,462	\$ 472,462	\$ 109,562

The reason for variance between budgeted revenues and actual revenues was that the property taxes and state-shared revenues increased this year and the Township had anticipated an amount similar to prior year. The reason for the variance between budgeted expenditures and actual expenditures is because the Township budgeted for a large amount of road expenditures in the general fund during fiscal year 2013-14 and did not spend the budgeted amount in expenditures in the general fund related to roads.

Capital Assets

Capital Assets The Township's investment in capital assets for governmental activities as of March 31, 2014, amounted to \$320,031 net of accumulated depreciation.

Capital assets summarized below include any items purchased with a cost greater than \$5,000 individually and that have a useful life greater than one year. A summary of capital asset categories is illustrated below:

Riverside Township
Capital Assets as of March 31, 2014

	Governmental Activities
Equipment	\$ 5,000
Land Improvements	14,617
Public Domain Infrastructure	385,980
	405,597
Less: Accumulated Depreciation	(85,566)
Net Capital Assets	\$ 320,031

The Township had no major capital purchases during the fiscal year 2013-14.

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED MARCH 31, 2014

Economic Condition and Outlook

It appears that state-shared revenues have stabilized.

This factor was considered in preparing the Township's budgets for the 2014-15 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 Riverside Township at 9351 S. Call Road, McBain, Michigan 49657.

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

STATEMENT OF NET POSITION
MARCH 31, 2014

	<u>GOVERNMENTAL ACTIVITIES</u>
<u>ASSETS</u>	
<u>CURRENT ASSETS</u>	
Cash and Cash Equivalents	\$ 463,429
Receivables	
Due from Other Governments	20,768
	<hr/>
Total Current Assets	484,197
	<hr/>
<u>CAPITAL ASSETS</u>	
Equipment	5,000
Land Improvements	14,617
Public Domain Infrastructure	385,980
	<hr/>
	405,597
Less Accumulated Depreciation	85,566
Net Capital Assets	<hr/>
	320,031
	<hr/>
Total Assets	804,228
	<hr/>
<u>LIABILITIES</u>	
<u>CURRENT LIABILITIES</u>	
Due to Other Governments	2,500
Payroll Liabilities	922
	<hr/>
Total Current Liabilities	3,422
	<hr/>
<u>NET POSITION</u>	
Net Investment in Capital Assets	320,031
Restricted for Roads	37,248
Restricted for Fire Protection	112,127
Unrestricted	331,400
	<hr/>
TOTAL NET POSITION	<hr/>
	\$ 800,806
	<hr/>

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

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

STATEMENT OF ACTIVITIES
YEAR ENDED MARCH 31, 2014

FUNCTIONS/PROGRAMS	EXPENSES	PROGRAM REVENUES			NET (EXPENSES) REVENUES AND CHANGE IN NET POSITION
		CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	TOTAL GOVERNMENTAL ACTIVITIES
<u>GOVERNMENTAL ACTIVITIES</u>					
General Government	\$ 64,188	\$ 2,478	\$ 0	\$ 0	\$ (61,710)
Public Safety	24,126	0	0	0	(24,126)
Public Works	91,783	0	2,777	0	(89,006)
Other Functions	9,553	0	0	0	(9,553)
TOTAL GOVERNMENTAL ACTIVITIES	\$ 189,650	\$ 2,478	\$ 2,777	\$ 0	(184,395)
<u>GENERAL REVENUES</u>					
					139,749
Taxes					88,236
State Grants					371
Interest Earnings					122
Other					228,478
Total General Revenues					
Change in Net Position					44,083
<u>NET POSITION</u> - Beginning of Year					756,723
<u>NET POSITION</u> - End of Year					\$ 800,806

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

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

GOVERNMENTAL FUNDS

BALANCE SHEET
MARCH 31, 2014

	<u>GENERAL</u> <u>FUND</u>	<u>ROAD</u> <u>FUND</u>	<u>FIRE</u> <u>FUND</u>	<u>TOTALS</u>
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 311,554	\$ 37,248	\$ 114,627	\$ 463,429
Due From Other Governments	20,768	0	0	20,768
TOTAL ASSETS	<u>\$ 332,322</u>	<u>\$ 37,248</u>	<u>\$ 114,627</u>	<u>\$ 484,197</u>
<u>LIABILITIES AND FUND BALANCE</u>				
<u>LIABILITIES</u>				
Due to Other Governments	\$ 0	\$ 0	\$ 2,500	\$ 2,500
Payroll Liabilities	922	0	0	922
Total Liabilities	<u>922</u>	<u>0</u>	<u>2,500</u>	<u>3,422</u>
<u>FUND BALANCE</u>				
Restricted for Road Improvements	0	37,248	0	37,248
Restricted for Fire Protection	0	0	112,127	112,127
Assigned for Subsequent Year Shortfall	40,145	0	0	40,145
Unassigned	291,255	0	0	291,255
Total Fund Balance	<u>331,400</u>	<u>37,248</u>	<u>112,127</u>	<u>480,775</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 332,322</u>	<u>\$ 37,248</u>	<u>\$ 114,627</u>	<u>\$ 484,197</u>

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

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

GOVERNMENTAL FUNDS

RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET POSITION
MARCH 31, 2014

Total Fund Balances for Governmental Funds	\$	480,775
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		
Equipment	\$	5,000
Land Improvements		14,617
Public Domain Infrastructure		385,980
Accumulated Depreciation		(85,566)
		<hr/> 320,031
NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<hr/> <hr/> 800,806

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

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
YEAR ENDED MARCH 31, 2014

	GENERAL FUND	ROAD FUND	FIRE FUND	TOTALS
<u>REVENUES</u>				
Taxes	\$ 65,197	\$ 37,276	\$ 37,276	\$ 139,749
State Grants	91,013	0	0	91,013
Charges for Services	2,478	0	0	2,478
Interest and Rents	267	16	88	371
Other Revenues	122	0	0	122
	<hr/>			
Total Revenues	159,077	37,292	37,364	233,733
<hr/>				
<u>EXPENDITURES</u>				
General Government	62,226	0	0	62,226
Public Safety	126	0	24,000	24,126
Public Works	37,657	36,666	0	74,323
Other Functions	9,553	0	0	9,553
	<hr/>			
Total Expenditures	109,562	36,666	24,000	170,228
<hr/>				
Net Change in Fund Balance	49,515	626	13,364	63,505
<hr/>				
<u>FUND BALANCE</u> - Beginning of Year	281,885	36,622	98,763	417,270
<hr/>				
<u>FUND BALANCE</u> - End of Year	\$ 331,400	\$ 37,248	\$ 112,127	\$ 480,775
<hr/>				

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

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

GOVERNMENTAL FUNDS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
MARCH 31, 2014

Net Change in Fund Balance - Total Governmental Funds	\$ 63,505
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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	<u>(19,422)</u>
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CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 44,083</u></u>
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The accompanying notes are an integral part of the financial statements.

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

STATEMENT OF FIDUCIARY NET POSITION
MARCH 31, 2014

	<u>TAX COLLECTION FUND</u>
<u>ASSETS</u>	
Cash	\$ 0
 <u>LIABILITIES</u>	
Due to General Fund	<u> 0</u>
 <u>NET POSITION</u>	 <u><u>\$ 0</u></u>

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

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2014

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of Government-Wide Financial Statements

The government-wide financial statements (i.e., the *Statement of Net Position* and the *Statement of Activities*) report the information on all of the nonfiduciary activities of the primary government and its component units. All fiduciary activities are reported only in the fund financial statements. *Governmental activities*, which normally are supported by taxes, intergovernmental revenues, and other nonexchange transactions, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges to external customers for support. Likewise, the *primary government* is reported separately from certain legally separate *component units* for which the primary government is financially accountable. Riverside Township does not have any *business-type activities* or *component units*.

B. Reporting Entity

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

C. Basis of Presentation – Government-Wide Financial Statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from the governmental funds. Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements.

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

D. Basis of Presentation – Fund Financial Statements

The fund financial statements provide information about the government's funds, including its fiduciary funds. Separate statements for each fund category – governmental and fiduciary – are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column.

Riverside 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 *Fire Fund* accounts for revenue sources that are legally restricted to expenditure for fire protection.

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2014

The *Road Fund* accounts for revenue sources that are legally restricted to expenditure for road maintenance.

Additionally, Riverside Township reports the following fund types:

Fiduciary funds are accounted for using the accrual method of accounting. Fiduciary funds account for assets held by the Township in a trustee capacity or as an agent on behalf of others. This fund is custodial in nature and does not involve measurement of results of operations. Accordingly, it presents only a *Statement of Fiduciary Net Position* and does not present a *Statement of Changes in Fiduciary Net Position*. Fiduciary funds are not included in the government-wide statements.

During the course of operations the government has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities are eliminated so that only the net amount is included as internal balances in the governmental activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column.

E. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. 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.

The 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. General capital asset acquisitions are reported as expenditures in governmental funds.

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

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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. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue resource (within 60 days of year end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). All other revenue items are considered to be measurable and available only when cash is received by the government.

F. Budgetary Information

1. Budgetary Basis of Accounting

The annual budget is adopted on the modified accrual basis in accordance with the requirements of Michigan Public Act 621 of 1978 “The Uniform Budgeting and Accounting Act”. A public hearing is held to obtain taxpayer comments. Appropriations lapse at year end. Budget amounts are as originally adopted on March 21, 2013.

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 expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Township because it is, at present, not considered necessary to assure effective budgetary control or to facilitate effective cash planning and control.

2. Excess of Expenditures Over Appropriations

	<u>APPROPRIATION</u>	<u>EXPENDITURE</u>
General Fund		
General Government		
Township Board	\$ 6,000	\$ 7,404

The Township had additional accounting expenses this year due to the board voted installation and setup of computer software for record keeping purposes. These overages were covered by available fund balance and greater than anticipated revenues.

G. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance

1. Cash and Cash Equivalents

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

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

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The Township's investment policy states that the treasurer may invest township funds in certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank but only if the bank, savings and loan association, or credit union meets all the criteria as a depository of public funds contained in state law.

In addition, the prior approval of the Township board shall be required for the treasurer to invest in any other lawful investment instruments. The Township board may authorize the 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. Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and which matures not more than 270 days after the date of purchase.
- c. Repurchase agreements consisting of instruments listed in subdivision (a).
- d. Bankers' acceptance of United States banks.
- e. Obligations of this state or any of its political subdivision that at the time of purchase are rated as investment grade by not less than one standard rating service.
- f. 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 public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
 - (i) The purchase of securities on a when-issue or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- g. Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- h. Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.11 to 129.118.
- i. The investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2014

2. *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.

3. *Capital Assets*

Riverside 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 April 1, 2004, in accordance with the Township's capitalization policy.

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (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.

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 primary government are depreciated using the straight line method over the following estimated useful lives:

<u>ASSETS</u>	<u>YEARS</u>
Buildings	50
Building and Land Improvements	20
Equipment and Furniture	5-10
Public Domain Infrastructure	20

4. *Deferred Outflows/Inflows of Resources*

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Township does not have any deferred outflows of resources.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. The separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

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be recognized as an inflow of resources (revenue) until that time. The Township does not have any deferred inflows of resources.

5. *Net Position Flow Assumption*

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government’s policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

6. *Fund Balance Flow Assumption*

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the government’s policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

7. *Fund Balance Policies*

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The government itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government’s highest level of decision-making authority. The governing board is the highest level of decision-making authority for the government that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year’s appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
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8. *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.

H. Revenues and Expenditures/Expenses

1. *Program Revenues*

Amounts reported as program revenue 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 (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes and other internally dedicated resources are reported as general revenues rather than as program revenues.

2. *Property Taxes*

Property taxes attach as an enforceable lien on the property as of the date they are levied. State education taxes and county taxes are levied and due July 1, and become delinquent after September 14. The remaining millages are levied and due December 1, and become delinquent after February 28. 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.

The 2013 taxable valuation of Riverside Township totaled \$37,424,221, on which ad valorem taxes levied consisted of 1.4625 mills for Riverside Township operating purposes, 1.000 mills for road maintenance and 1.000 mills for fire protection. The levies raised \$54,462 for operating purposes, \$37,239 for road improvements and \$37,239 for fire protection.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Violations of Legal or Contractual Provisions

Note I.F.2, on the Excess of Expenditures Over Appropriations, describes a budgetary violation that occurred for the year ended March 31, 2014.

The Township adopted a budget that resulted in a deficit ending fund balance. The budget violates Public Act 621 of 1978 and is unlawful in the state of Michigan.

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2014

III. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS

A. Deposits with Financial Institutions

Custodial Credit Risk – Deposits. In the case of deposits, this is the risk that in the event of a bank failure, the Township’s deposits may not be returned to it. As of March 31, 2014, \$11,348 of the Township’s bank balance of \$469,230 was exposed to custodial credit risk because it was uninsured and uncollateralized. Although it is not specifically addressed in the Township’s investment policy, the Township typically limits its exposure to this type of risk by controlling who holds its deposits.

Foreign Currency Risk. The Township is not authorized to invest in investments which have this type of risk; therefore, it is not addressed in the investment policy.

B. Receivables

Receivables as of year-end for the government’s individual major funds are as presented in the statement of net position.

By ordinance, the Township can place substantially all of its delinquent receivables on the tax rolls as a lien against real property. As a result, its uncollectible accounts are virtually nil.

C. Capital Assets

	Beginning Balance	Increases	Decreases	Ending Balance
<u>Government activities:</u>				
Capital assets, being depreciated				
Equipment	\$ 5,000	\$ 0	\$ 0	\$ 5,000
Land Improvements	14,617	0	0	14,617
Public Domain Infrastructure	385,980	0	0	385,980
Total capital assets, being depreciated	405,597	0	0	405,597
Less accumulated depreciation for:				
Equipment	4,000	500	0	4,500
Land Improvements	2,680	1,462	0	4,142
Public Domain Infrastructure	59,464	17,460	0	76,924
Total accumulated depreciation	66,144	19,422	0	85,566
Governmental activities capital assets, net	\$339,453	\$ (19,422)	\$ 0	\$320,031

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2014

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

Governmental activities:	
General Government	\$ 1,962
Public Works	17,460
	<hr/>
Total Depreciation Expense	\$ 19,422
	<hr/>

D. Interfund Receivables, Payables and Transfers

There were no individual fund interfund receivable or payable balances at March 31, 2014.

Transfers are used to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and to use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. The Township has no interfund transfers.

E. 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, workers compensation insurance and errors and omissions insurance. 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.

F. Retirement Plan

The Township has a defined contribution pension plan with John Hancock Insurance Company which covers all members of the Township board, the deputy supervisor, the deputy clerk and the deputy treasurer. The annual contribution is 15% of compensation of which 7.5% is paid by the Township and 7.5% by the participant. Participants may make voluntary after-tax contributions, ranging from 1% to 10% of compensation. The Township's 2013-2014 contribution amounted to \$4,711, including plan administration fees.

There are no age or service requirements to participate in the plan. Participants are immediately vested in all contributions made by the Township. Normal retirement age under the plan is 65. Early retirement is permitted at any time after attainment of age 55.

For purposes under the plan, including the allocation of employer contributions, compensation means the basic annual rate of compensation in effect at the beginning of each plan year, not including overtime and bonuses. For the 2013-2014 year, covered compensation was \$52,540 and total of all wages including noncovered wages was \$54,222.

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2014

IV. OTHER INFORMATION

A. Fire Protection Contract

The Township contracts with the McBain Community Fire Department for fire protection services. The City of McBain maintains the records for the fire department. The Township's contracted amount for 2013-2014 was \$21,500. Additionally, the Township pays the City \$2,500 per year for rent.

A copy of the City of McBain's audited financial statements may be obtained upon request from the City's treasurer.

B. Property Tax Administration Fee

The Township passed a resolution on June 7, 1983, to charge a 1% administration fee on all ad valorem taxes levied after this date. The resolution is to continue in force and effect until revoked by the Township board.

The Township has determined that authorized costs of tax collection will be repeatedly in excess of the revenue generated by the administration fee so that a restricted earnings account is not reflected in these statements.

RIVERSIDE TOWNSHIP, MISSAUKEE COUNTY
MCBAIN, MICHIGAN

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE

MAJOR GOVERNMENTAL FUNDS
YEAR ENDED MARCH 31, 2014

	GENERAL FUND			ROAD FUND			FIRE FUND		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
REVENUES									
Taxes	\$ 43,000	\$ 43,000	\$ 65,197	\$ 38,976	\$ 38,976	\$ 37,276	\$ 38,976	\$ 38,976	\$ 37,276
State Grants	70,000	70,000	91,013	0	0	0	0	0	0
Charges for Services	12,000	12,000	2,478	0	0	0	0	0	0
Interest and Rents	500	500	267	25	25	16	100	100	88
Other Revenues	0	0	122	0	0	0	0	0	0
Total Revenues	125,500	125,500	159,077	39,001	39,001	37,292	39,076	39,076	37,364
EXPENDITURES									
General Government									
Township Board	6,000	6,000	7,404	0	0	0	0	0	0
Supervisor	8,000	8,000	7,958	0	0	0	0	0	0
Assessor	22,000	22,000	18,481	0	0	0	0	0	0
Clerk	13,000	13,000	11,936	0	0	0	0	0	0
Board of Review	2,500	2,500	1,800	0	0	0	0	0	0
Treasurer	17,000	17,000	12,656	0	0	0	0	0	0
Elections	1,000	1,000	121	0	0	0	0	0	0
Building and Grounds	2,000	2,000	936	0	0	0	0	0	0
Cemetery	3,500	3,500	934	0	0	0	0	0	0
Public Safety									
Fire Protection	500	500	126	0	0	0	121,000	121,000	24,000
Public Works									
Highways, Roads and Bridges	380,662	380,662	37,657	65,000	65,000	36,666	0	0	0
Other Functions									
Insurance and Bonds	5,500	5,500	3,574	0	0	0	0	0	0
Employee Benefits	8,300	8,300	5,979	0	0	0	0	0	0
Contingency	2,500	2,500	0	0	0	0	0	0	0
Total Expenditures	472,462	472,462	109,562	65,000	65,000	36,666	121,000	121,000	24,000
Excess (Deficiency) of Revenues Over Expenditures	(346,962)	(346,962)	49,515	(25,999)	(25,999)	626	(81,924)	(81,924)	13,364
FUND BALANCE - Beginning of Year	253,790	253,790	281,885	31,756	31,756	33,761	93,891	93,891	98,763
FUND BALANCE - End of Year	\$ (93,172)	\$ (93,172)	\$ 331,400	\$ 5,757	\$ 5,757	\$ 34,387	\$ 11,967	\$ 11,967	\$112,127



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May 14, 2014

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE AT THE CONCLUSION OF THE AUDIT

To the Township Board
Riverside Township
Missaukee County
McBain, Michigan

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Riverside Township for the year ended March 31, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 2, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Riverside Township are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2013-2014. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting Riverside Township's financial statements was:

Management's estimates of the useful lives of capital assets which is based on previous history. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. No material misstatements were noted. We proposed several adjusting journal entries that were accepted and recorded by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 14, 2014.

Management Consultations with Other Independent Accountants 2014

In some cases, management may decide to consult with other accountants about audit and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Township's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Riverside Township's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

During the course of our audit of the basic financial statements of Riverside Township for the year ended March 31, 2014, we noted the following items which we feel deserve comment:

Budgeting

Pertaining to the Township's compliance with the Uniform Budgeting Act, the following items are noted:

The Township adopted a budget for the general fund, which created a negative fund balance, which is a violation of the Act. Also, township board expenditures exceeded appropriations in the general fund within the Township.

Condition of Accounting Records and Accounting Controls

We would like to thank the accounting personnel for their efforts in accumulating the information needed for our audit. We encourage you to review your internal and accounting controls on an annual basis to ensure they are adequate and operating as intended.

Other Matters

We applied certain limited procedures to the Management Discussion and Analysis and the Budgetary Comparison Schedule, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquires of management regarding the methods of preparing the information and comparing information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the Township Board and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

BAIRD, COTTER AND BISHOP, P.C.

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May 14, 2014

COMMUNICATION OF MATERIAL WEAKNESSES

To the Township Board
Riverside Township
Missaukee County
McBain, 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 Riverside Township as of and for the year ended March 31, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered Riverside Township's internal control over financial reporting (internal control) as a basis for designing audit 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 Riverside Township's internal control. Accordingly, we do not express an opinion on the effectiveness of Riverside Township'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 material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiencies in Riverside Township's internal control to be material weaknesses:

1) Segregation of Incompatible Duties and Documented Independent Review

Criteria: Management is responsible for establishing and maintaining internal controls in order to safeguard the assets of the government. A key element of internal control is the segregation of incompatible duties.

Condition: The government has several accounting functions that are performed by the same individual and are not subject to a documented independent review and approval.

Cause: This condition is primarily the result of staffing constraints typical of smaller governmental units. Some of the control activities may be occurring on a routine basis, but are not being documented.

Effect: As a result of this condition, the government is exposed to an increased risk that misstatements (whether caused by error or fraud) may occur and not be prevented or detected by management on a timely basis.

Recommendation: There are, of course, no easy answers to the challenge of balancing the costs and benefits of internal controls and the segregation of incompatible duties. Recognizing this fact, we encourage the government to mitigate this risk by requiring as much independent review, reconciliation, and approval of accounting functions by qualified members of management as possible.

View of Responsible Officials: Management recognizes that this limitation is a natural outgrowth of the small number of full-time staff, and applies its judgment in determining how best to allocate the government's resources to provide and appropriate balance between sound internal controls and fiscal prudence.

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

Criteria: All Michigan governments are required to prepare financial statements in accordance with generally accepted accounting principles (GAAP). This is the 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 related footnotes (i.e., external financial reporting).

Condition: As is the case with many smaller and medium-sized entities, the government has historically relied on its independent external auditor 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.

Cause: This condition was caused by the government's decision that it is more cost effective to outsource the preparation of its 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.

Effect: As a result of this condition, the government's internal controls over the preparation of financial statements in accordance with GAAP are incomplete. Instead, the government relies, in part, on its external auditors for assistance with this task.

Recommendation: Due to the size and minimal activity, we recommend that the government continue to outsource financial statement preparation.

View of Responsible Officials: 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 noted prior to approving them and accepting responsibility for their content and presentation.

Riverside Township's response to the material weaknesses identified in our audit has not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of the Township Board and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.