

**VILLAGE OF MANCHESTER**  
**WASHTENAW COUNTY, MICHIGAN**  
AUDITED FINANCIAL STATEMENTS  
WITH SUPPLEMENTAL INFORMATION  
FISCAL YEAR ENDING JUNE 30, 2017

**VILLAGE OF MANCHESTER**  
**FINANCIAL STATEMENTS**  
JUNE 30, 2017

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**INDEPENDENT AUDITOR'S REPORT**

Village Council  
Village of Manchester  
Washtenaw County, Michigan

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit and each major fund of the Village of Manchester, State of Michigan, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Village'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 from material misstatement.

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

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

Village of Manchester  
Washtenaw County, Michigan

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component unit and each major fund of the Village of Manchester, State of Michigan, as of June 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3-6 and 34-44 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.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Manchester, State of Michigan's, basic financial statements. The schedule of indebtedness is presented for purposes of additional analysis and is not a required part of the basic financial statements.

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

Yours truly,

*Markowski & Company, CPAs*

MARKOWSKI & COMPANY, CPAs  
November 13, 2017

**VILLAGE OF MANCHESTER**  
**BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

## Management's Discussion and Analysis

### Using this Annual Report

As management of the Village of Manchester, we offer the readers of these financial statements this narrative overview and analysis of the financial activities of the Village of Manchester for the fiscal year ended June 30, 2017. We encourage readers to consider the information presented here.

This annual report consists of a series of financial statements. The Statement of Net Position and Statement of Activities provide information about the activities of the Village as a whole and present a longer-term view of the Village's finances. Fund financial statements tell how these services were financed in the short-term, as well as what remains for future spending. Fund financial statements also report the Village's operations in more detail than the government-wide financial statements.

### The Village as a Whole

The Village has a combined net position of \$13,622,553. Of this amount, \$3,203,797 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors. An additional \$9,836,890 reflects the Village's investment in capital assets (e.g. land, buildings, machinery and equipment and infrastructures consisting of water and sewer lines and roads and streets); less any related debt used to acquire those assets still outstanding. The remaining \$581,866 of net position is restricted for various uses as determined by external constraints by grantors, contributors, or laws or regulations.

The Village's total net position increased by \$363,227 in 2017. Governmental activities net position increased \$372,841 primarily to Federal and State grants to rebuild the Village's Main Street Bridge. Business-Type activities decreased \$9,614.

In a condensed format, the following table shows the net position as of June 30, 2017 and 2016:

	Governmental Activities		Business-Type Activities		Total	
	2017	2016	2017	2016	2017	2016
Current Assets	\$ 2,428,837	\$ 2,428,868	\$ 1,606,464	\$ 1,558,123	\$ 4,035,301	\$ 3,986,991
Noncurrent Assets	7,447,110	7,192,034	4,127,804	4,451,523	11,574,914	11,643,557
<b>Total Assets</b>	<b>9,875,947</b>	<b>9,620,902</b>	<b>5,734,268</b>	<b>6,009,646</b>	<b>15,610,215</b>	<b>15,630,548</b>
Current Liabilities	339,880	322,843	149,758	173,379	489,638	496,222
Long-Term Debt	731,192	866,025	766,832	1,008,975	1,498,024	1,875,000
<b>Total Liabilities</b>	<b>1,071,072</b>	<b>1,188,868</b>	<b>916,590</b>	<b>1,182,354</b>	<b>1,987,662</b>	<b>2,371,222</b>
<b>Net Position</b>						
Invested in Capital Assets - Net of Related Debt	6,581,085	6,199,503	3,255,805	3,339,054	9,836,890	9,538,557
Restricted For:						
Highways and Streets	452,017	650,972	-	-	452,017	650,972
Debt Service	-	153,119	7,913	132,813	7,913	285,932
Recreational and Cultural	90,639	74,210	-	-	90,639	74,210
Inventory	-	-	31,297	33,907	31,297	33,907
Unrestricted	1,681,134	1,354,230	1,522,663	1,321,518	3,203,797	2,675,748
<b>Total Net Position</b>	<b>\$ 8,804,875</b>	<b>\$ 8,432,034</b>	<b>\$ 4,817,678</b>	<b>\$ 4,827,292</b>	<b>\$ 13,622,553</b>	<b>\$ 13,259,326</b>

## Management's Discussion and Analysis

In a condensed format, the following table shows the changes of the net position as of June 30, 2017 and 2016:

	Governmental		Business-Type		Total	
	Activities		Activities			
	2017	2016	2017	2016	2017	2016
Program Revenues						
Charges for Services	\$ 284,565	\$ 266,629	\$ 737,810	\$ 712,440	\$ 1,022,375	\$ 979,069
Operating Grants and Contributions	443,389	366,507	67,973	19,399	511,362	385,906
Capital Grants and Contributions	545,772	2,731,408	199,567	167,991	745,339	2,899,399
General Revenues						
Property Taxes	658,451	705,606	-	-	658,451	705,606
State-Shared Revenues	321,670	194,445	-	-	321,670	194,445
Interest Income	18,442	13,008	9,245	6,217	27,687	19,225
Franchise Fees	29,449	28,961	-	-	29,449	28,961
Other Income	5,985	43,327	-	-	5,985	43,327
Total Revenues	<u>2,307,723</u>	<u>4,349,891</u>	<u>1,014,595</u>	<u>906,047</u>	<u>3,322,318</u>	<u>5,255,938</u>
Program Expenses						
Legislative	59,172	54,609	-	-	59,172	54,609
General Government	388,902	401,672	-	-	388,902	401,672
Public Safety	502,181	504,092	-	-	502,181	504,092
Public Works	376,685	311,687	-	-	376,685	311,687
Recreational and Cultural	49,383	61,962	-	-	49,383	61,962
Interest on Long-Term Debt	26,130	29,307	-	-	26,130	29,307
Depreciation	532,429	419,714	-	-	532,429	419,714
Water and Sewer	-	-	1,024,209	947,879	1,024,209	947,879
Total Expenses	<u>1,934,882</u>	<u>1,783,043</u>	<u>1,024,209</u>	<u>947,879</u>	<u>2,959,091</u>	<u>2,730,922</u>
Change in Net Position	<u>\$ 372,841</u>	<u>\$ 2,566,848</u>	<u>\$ (9,614)</u>	<u>\$ (41,832)</u>	<u>\$ 363,227</u>	<u>\$ 2,525,016</u>

### Government Activities

The Village's total governmental revenues decreased by \$2,042,168. The primary reason for the decrease was the decrease in State and Federal funding as the Main Street Bridge capital project was completed.

State shared revenues increased as the State of Michigan began replacing personal property tax revenues with a reimbursement from the State.

The Village's expenditures increased 8%. Increase is primarily due to increased depreciation on Village capital improvements, and capital purchases.

### Business Type Activities

The Village's business-type activities consist of its Water and Sewer funds. During 2017, the net position decreased by \$9,614. The decrease was due primarily to depreciation expense in the amount of \$358,784.

## Management's Discussion and Analysis

### The Village's Funds

The fund financial statements provide a more detailed analysis of the Village's operations, which are focused primarily on the current use of available resources. The Village maintains several funds to help manage money designated for special purposes, as well as to show accountability for certain activities.

The General Fund, the major governmental fund, relates to the general governmental activities for the Village, which is financed by property tax levies, by distribution of state shared revenues, and from fees charged for various municipal activities and services. The General Fund's fund balance increased by \$87,400 as increases in state shared revenues helped maintain fund levels.

The Water and Sewer Funds are used to account for business-like activities provided to the Village's residents. The Village charges for water and sewer service and other related goods and services. Net position decreased by \$9,614 primarily the result of depreciation expense. Revenues have stabilized and operating expenditures decreased. Depreciation expense in the enterprise funds totaled \$358,784.

The Village maintains several Special Revenue Funds to account for resources set aside for specific purposes, as well as Expendable Trust Funds to account for assets held for individuals in a trustee capacity. Principally among these funds are the Major and Local Street funds used to account for Village roads and street activity. The Village levies a municipal street tax in order to maintain the stability of these funds.

### General Fund Budgetary Highlights

The original budget adopted for the Village's General Fund projected a \$7,858 increase in fund balance, primarily by budgeting for operating expenditures. The final General Fund amended budget projected a \$65,633 crease in fund balance. Actual fund balance increased by \$87,400.

The administration believes taxable values have stabilized along with state shared revenues. Council has met the criteria proposed by the State of Michigan in order to receive the maximum amount of State Shared Revenue available.

### Capital Asset and Debt Administration

The Village continues to maintain and improve the sewer and water infrastructure, street systems, fleets of vehicles and buildings and grounds while reducing its debt obligations.

A summary of capital assets follows:

	Governmental Activities	Business-Type Activities	Total
	(Net of Accumulated Depreciation)		
Land and land improvements	\$ 1,227,999	\$ 30,005	\$ 1,258,004
Buildings and improvements	1,258,875	42,506	1,301,381
Equipment, furniture and fixtures	262,125	251,124	513,249
Infrastructure	4,698,111	-	4,698,111
Distribution and collection system	-	3,804,169	3,804,169
Total	<u>\$ 7,447,110</u>	<u>\$ 4,127,804</u>	<u>\$ 11,574,914</u>

At the end of the year the Village had total debt outstanding of \$1,738,025.

## **Management's Discussion and Analysis**

### **Economic Factors and Next Year's Budgets and Rates**

The leveraging of village funds continued into 2016/2017 with the Safe Routes to School sidewalk program, continuation of the Sewer Asset Management program, and, a Michigan DNR grant to develop the River Raisin Park.

Focus also continues on the central business district with the Village approving DDA Liquor Licenses for two downtown businesses. The Village is working with Manchester Township on a joint Parks Master Plan so that goals common to both entities can be worked toward. Village streets will receive attention with an improvement and maintenance program targeting streets with the lowest ratings while maintaining the more highly rated streets. Retirements in key positions will also present challenges and opportunities beginning next year.

Tax revenue for next fiscal year was impacted by the business personal property tax exemptions. The State has said they will reimburse the lost revenues at 100% for FY-17/18 but the reimbursement will be phased out over the next several years.

Millage assessments, rates and revenues are capped in the State of Michigan by the Proposal A and Headlee systems. Sewer and water rates are reviewed each year. For 2017/2018 a 3% rate increase is planned. This increase finances the ongoing operations, maintains fund balance and funds a detailed capital improvement plan.

Village Council and administration is committed to maintaining the Village's financial stability. Working from a position of fiscal strength, the Village of Manchester can better serve the residents and make positive impacts on the community.

### **Contacting the Village's Management**

This financial report is intended to provide our citizens, taxpayers, customers and investors with a general overview of the Village's finances and to show the Village's accountability for the money it receives. Additionally, a Citizen's Guide to Village Finances and Dashboard are available on the Village website, [www.vil-manchester.org](http://www.vil-manchester.org). If you have questions about this report or need additional information, we welcome you to contact the Village Manager at 912 City Road, Manchester, MI 48158.

**VILLAGE OF MANCHESTER**  
**GOVERNMENT-WIDE STATEMENT OF NET POSITION**  
**JUNE 30, 2017**

<b>ASSETS</b>	<b>GOVERNMENTAL ACTIVITIES</b>	<b>BUSINESS-TYPE ACTIVITIES</b>	<b>TOTAL</b>	<b>COMPONENT UNIT</b>
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	\$ 163,673	\$ 91,666	\$ 255,339	\$ 1,031
Investments	2,108,882	1,377,297	3,486,179	13,278
Accounts receivable:				
Taxes	3,819	-	3,819	-
Customers	13,831	103,457	117,288	-
Other	8,349	-	8,349	-
Prepaid expenses	27,771	2,747	30,518	-
Due from other governments	102,512	-	102,512	-
Inventory	-	31,297	31,297	-
Total current assets	<u>2,428,837</u>	<u>1,606,464</u>	<u>4,035,301</u>	<u>14,309</u>
<b>NONCURRENT ASSETS</b>				
Capital assets:				
Land and land improvements	1,573,217	30,005	1,603,222	35,500
Buildings and improvements	2,300,421	130,548	2,430,969	-
Equipment, furniture and fixtures	1,057,307	835,968	1,893,275	-
Infrastructure - roads	7,826,634	-	7,826,634	-
Distribution and collection system	-	9,883,388	9,883,388	-
Less - Accumulated depreciation	(5,310,469)	(6,752,105)	(12,062,574)	(6,750)
Total noncurrent assets	<u>7,447,110</u>	<u>4,127,804</u>	<u>11,574,914</u>	<u>28,750</u>
Total assets	<u>9,875,947</u>	<u>5,734,268</u>	<u>15,610,215</u>	<u>43,059</u>
<b>LIABILITIES AND NET POSITION</b>				
<b>CURRENT LIABILITIES</b>				
Accounts payable	120,914	30,307	151,221	-
Accrued interest payable	3,953	5,387	9,340	-
Accrued payroll	9,247	8,896	18,143	-
Accrued leave payable	42,956	-	42,956	-
Deposits	27,977	-	27,977	-
Bonds, notes, and loans payable	134,833	105,168	240,001	-
Total current liabilities	<u>339,880</u>	<u>149,758</u>	<u>489,638</u>	<u>-</u>
<b>NONCURRENT LIABILITIES</b>				
Bonds, notes, and loans payable	731,192	766,832	1,498,024	-
Total liabilities	<u>1,071,072</u>	<u>916,590</u>	<u>1,987,662</u>	<u>-</u>
<b>NET POSITION</b>				
Invested in capital assets - net of related debt	6,581,085	3,255,805	9,836,890	28,750
Restricted for:				
Highways and streets	452,017	-	452,017	-
Debt service	-	7,913	7,913	-
Recreational and cultural	90,639	-	90,639	-
Inventory	-	31,297	31,297	-
Unrestricted	1,681,134	1,522,663	3,203,797	14,309
Total net position	<u>\$ 8,804,875</u>	<u>\$ 4,817,678</u>	<u>\$ 13,622,553</u>	<u>\$ 43,059</u>

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

**VILLAGE OF MANCHESTER**  
**GOVERNMENT-WIDE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2017**

Functions/Programs	Program Revenues					Net (Expenses) Revenue and Changes in Net Position		Component Units
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total	
Governmental activities								
Legislative	\$ 59,172	\$ -	\$ -	\$ -	\$ (59,172)	\$ -	\$ (59,172)	\$ -
General government	388,902	250,222	-	95,975	(42,705)	-	(42,705)	-
Public safety	502,181	6,108	-	-	(496,073)	-	(496,073)	-
Public works	376,685	7,663	400,099	414,260	445,337	-	445,337	-
Recreational and cultural	49,383	20,572	43,290	35,537	50,016	-	50,016	-
Interest on long-term debt	26,130	-	-	-	(26,130)	-	(26,130)	-
Depreciation	532,429	-	-	-	(532,429)	-	(532,429)	-
Total governmental activities	1,934,882	284,565	443,389	545,772	(661,156)	-	(661,156)	-
Business-type activities								
Water and sewer	1,024,209	737,810	67,973	199,567	-	(18,859)	(18,859)	-
Total primary government	\$ 2,959,091	\$ 1,022,375	\$ 511,362	\$ 745,339	(661,156)	(18,859)	(680,015)	-
Component Unit:								
Downtown Development Authority	\$ 16,153	\$ -	\$ 15,593	\$ -	-	-	-	(560)
General revenues								
Property taxes					658,451	-	658,451	-
State-shared revenues					321,670	-	321,670	-
Interest income					18,442	9,245	27,687	93
Franchise fees					29,449	-	29,449	-
Other income					5,985	-	5,985	-
Total general revenues					1,033,997	9,245	1,043,242	93
<b>Change in net position</b>					372,841	(9,614)	363,227	(467)
<b>Net position - Beginning</b>					8,432,034	4,827,292	13,259,326	43,526
<b>Net position - Ending</b>					\$ 8,804,875	\$ 4,817,678	\$ 13,622,553	\$ 43,059

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

**VILLAGE OF MANCHESTER**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**JUNE 30, 2017**

	<b>GENERAL</b>	<b>MAJOR STREET</b>	<b>LOCAL STREET</b>	<b>MUNICIPAL STREET</b>	<b>PARKS &amp; RECREATION</b>	<b>TOTAL GOVERNMENTAL FUNDS</b>
<b>ASSETS</b>						
Cash and cash equivalents	\$ 69,105	\$ 27,584	\$ 12,395	-	\$ 47,426	\$ 156,510
Investments	1,335,204		18,658	378,176	61,165	1,793,203
Accounts receivable:			-			
Taxes	3,819	-	-	-	-	3,819
Customers	12,942	-	889	-	-	13,831
Other	7,494	-	-	-	-	7,494
Prepaid expenses	17,090	1,221	2,441	-	1,221	21,973
Due from other governments	62,576	28,880	11,056	-	-	102,512
Total assets	<u>\$ 1,508,230</u>	<u>\$ 57,685</u>	<u>\$ 45,439</u>	<u>\$ 378,176</u>	<u>\$ 109,812</u>	<u>\$ 2,099,342</u>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Accounts payable	\$ 75,704	\$ 20,013	\$ 2,855	\$ -	\$ 18,354	\$ 116,926
Accrued interest payable	1,793	2,160	-	-	-	3,953
Accrued payroll	3,521	2,446	1,809	-	819	8,595
Deposits	27,977	-	-	-	-	27,977
Total liabilities	<u>108,995</u>	<u>24,619</u>	<u>4,664</u>	<u>-</u>	<u>19,173</u>	<u>157,451</u>
<b>FUND BALANCES</b>						
Restricted for:						
Highways and streets	-	33,066	40,775	378,176	-	452,017
Recreational and cultural	-	-	-	-	90,639	90,639
Assigned for capital improvements	178,504	-	-	-	-	178,504
Unassigned	1,220,731	-	-	-	-	1,220,731
Total fund balances	<u>1,399,235</u>	<u>33,066</u>	<u>40,775</u>	<u>378,176</u>	<u>90,639</u>	<u>1,941,891</u>
Total liabilities and fund equity	<u>\$ 1,508,230</u>	<u>\$ 57,685</u>	<u>\$ 45,439</u>	<u>\$ 378,176</u>	<u>\$ 109,812</u>	<u>\$ 2,099,342</u>

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

**VILLAGE OF MANCHESTER**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO**  
**THE STATEMENT OF NET POSITION**  
**JUNE 30, 2017**

Total fund balance - total governmental funds	\$ 1,941,891
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the governmental funds balance sheet. Includes capital assets of the Internal Service Fund. (Net of accumulated depreciation).	7,447,110
The Internal Service Fund is used by management to charge the cost of equipment to individual funds. The assets and liabilities of the Internal Service Fund are included in governmental activities in the statement of net position.	324,855
Long-term liabilities are not due and payable in the current period and, therefore, they are not reported in the governmental funds balance sheet.	(866,025)
Accrued leave is not due and payable in the current period and, therefore, is not reported in the governmental funds balance sheet.	<u>(42,956)</u>
Net position of governmental activities	<u><u>\$ 8,804,875</u></u>

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

**VILLAGE OF MANCHESTER**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**YEAR ENDED JUNE 30, 2017**

	<b>GENERAL FUND</b>	<b>MAJOR STREET</b>	<b>LOCAL STREET</b>	<b>MUNICIPAL STREET</b>	<b>PARKS &amp; RECREATION</b>	<b>TOTAL</b>
<b>REVENUES:</b>						
Taxes and penalties	\$ 740,679	\$ 91,371	\$ 31,000	\$ 139,647	\$ 37,168	\$ 1,039,865
Franchise fee	29,449	-	-	-	-	29,449
Licenses and permits	5,970	-	-	-	-	5,970
Fees and fines	6,108	-	-	-	-	6,108
Intergovernmental - State	337,856	155,099	57,156	22,999	6,122	579,232
Charges for services	114,412	-	-	-	-	114,412
Rental income	96,225	-	-	-	-	96,225
Interest income	11,612	542	154	3,911	483	16,702
Farmers market	20,372	-	-	-	-	20,372
Federal Grants - Main Street Bridge	-	269,524	-	-	-	269,524
State Grants - Main Street Bridge	-	47,563	-	-	-	47,563
Contributions	-	-	-	-	35,537	35,537
Other revenues	5,985	4,701	2,962	-	200	13,848
Total revenues	<u>1,368,668</u>	<u>568,800</u>	<u>91,272</u>	<u>166,557</u>	<u>79,510</u>	<u>2,274,807</u>
<b>EXPENDITURES:</b>						
Legislative	59,172	-	-	-	-	59,172
General government	473,147	-	-	-	-	473,147
Public safety	502,181	-	-	-	-	502,181
Public works	103,205	853,660	134,864	-	-	1,091,729
Recreational & cultural	10,637	-	-	-	80,431	91,068
Debt service	89,179	63,457	-	-	-	152,636
Total expenditures	<u>1,237,521</u>	<u>917,117</u>	<u>134,864</u>	<u>-</u>	<u>80,431</u>	<u>2,369,933</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>131,147</u>	<u>(348,317)</u>	<u>(43,592)</u>	<u>166,557</u>	<u>(921)</u>	<u>(95,126)</u>
<b>OTHER FINANCING SOURCES (USES):</b>						
Operating transfers in	-	200,562	48,735	-	17,350	266,647
Operating transfers (out)	(43,747)	-	-	(222,900)	-	(266,647)
Total other financing sources (uses)	<u>(43,747)</u>	<u>200,562</u>	<u>48,735</u>	<u>(222,900)</u>	<u>17,350</u>	<u>-</u>
<b>NET CHANGES IN FUND BALANCES</b>	87,400	(147,755)	5,143	(56,343)	16,429	(95,126)
<b>FUND BALANCE - Beginning of year</b>	<u>1,311,835</u>	<u>180,821</u>	<u>35,632</u>	<u>434,519</u>	<u>74,210</u>	<u>2,037,017</u>
<b>FUND BALANCE - End of year</b>	<u>\$ 1,399,235</u>	<u>\$ 33,066</u>	<u>\$ 40,775</u>	<u>\$ 378,176</u>	<u>\$ 90,639</u>	<u>\$ 1,941,891</u>

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

**VILLAGE OF MANCHESTER**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2017**

Net change in fund balances - total governmental funds	\$ (95,126)
Amounts reported for governmental activities in the statement of activities are different because:	
Government funds report capital outlay as expenditures. However, in the government-wide statement of activities and changes in net position, the cost of those assets are allocated over their estimated useful lives as depreciation expense. This is the amount of capital assets recorded in the current period.	787,504
Depreciation expense on capital assets is reported in the government-wide statement of activities and changes in net position, but they do not require the use of current financial resources. Therefore, depreciation expense is not reported as an expenditure in governmental funds. Includes Internal Service Funds depreciation expense.	(532,429)
The Internal Service Fund is used by management to charge the cost of equipment to individual funds. The net revenue of the Internal Service Fund is included in governmental activities.	87,936
Earned leave expenses reported in the statement of activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds.	(1,551)
The payments of long-term debt consumes the current financial resources of governmental funds.	126,507
Change in net position of governmental activities	<u>\$ 372,841</u>

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

**VILLAGE OF MANCHESTER**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUNDS**  
**JUNE 30, 2017**

<b>ASSETS</b>	<b>ENTERPRISE FUNDS</b>			<b>INTERNAL</b>
	<b>WATER</b>	<b>SEWER</b>	<b>TOTAL</b>	<b>SERVICE</b>
				<b>FUND</b>
<b>CURRENT ASSETS:</b>				
Cash and cash equivalents	\$ 46,988	\$ 44,678	\$ 91,666	\$ 7,163
Investments	721,652	655,645	1,377,297	315,679
Accounts receivable:				
Customers	28,294	75,163	103,457	855
Prepaid expenses	1,831	916	2,747	5,798
Inventory	31,297	-	31,297	-
Total current assets	<u>830,062</u>	<u>776,402</u>	<u>1,606,464</u>	<u>329,495</u>
<b>NONCURRENT ASSETS:</b>				
Capital assets:				
Land and land improvements	3,005	27,000	30,005	-
Buildings and improvements	121,148	9,400	130,548	-
Equipment, furniture and fixtures	388,294	447,674	835,968	799,548
Distribution and collection system	3,554,202	6,329,186	9,883,388	-
Less - Accumulated depreciation	(1,396,126)	(5,355,979)	(6,752,105)	(613,245)
Total noncurrent assets	<u>2,670,523</u>	<u>1,457,281</u>	<u>4,127,804</u>	<u>186,303</u>
Total assets	<u>3,500,585</u>	<u>2,233,683</u>	<u>5,734,268</u>	<u>515,798</u>
<b>LIABILITIES AND NET POSITION</b>				
<b>CURRENT LIABILITIES:</b>				
Accounts payable	3,562	26,745	30,307	3,988
Accrued interest payable	4,485	902	5,387	-
Accrued payroll	3,209	5,687	8,896	652
Bonds, notes, and loans payable	65,000	40,168	105,168	-
Total current liabilities	<u>76,256</u>	<u>73,502</u>	<u>149,758</u>	<u>4,640</u>
<b>NONCURRENT LIABILITIES:</b>				
Bonds, notes, and loans payable	653,024	113,808	766,832	-
Total liabilities	<u>729,280</u>	<u>187,310</u>	<u>916,590</u>	<u>4,640</u>
<b>NET POSITION:</b>				
Invested in capital assets - net of related debt	1,952,499	1,303,306	3,255,805	186,303
Restricted for inventory	31,297	-	31,297	-
Restricted for debt service	-	7,913	7,913	-
Unrestricted	787,509	735,154	1,522,663	324,855
Total net position	<u>\$ 2,771,305</u>	<u>\$ 2,046,373</u>	<u>\$ 4,817,678</u>	<u>\$ 511,158</u>

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

**VILLAGE OF MANCHESTER**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION**  
**PROPRIETARY FUNDS**  
**YEAR ENDED JUNE 30, 2017**

	<b>ENTERPRISE FUNDS</b>			<b>INTERNAL</b>
	<b>WATER</b>	<b>SEWER</b>	<b>TOTAL</b>	<b>SERVICE</b>
				<b>FUND</b>
<b>OPERATING REVENUES:</b>				
Charges for services	\$ 277,994	\$ 407,905	\$ 685,899	\$ 149,655
Charges for services - Bridgewater Township	-	31,200	31,200	-
Contributions - State Grants	151,360	67,973	219,333	-
Connection fees and other charges	8,128	12,583	20,711	-
Total operating revenues	<u>437,482</u>	<u>519,661</u>	<u>957,143</u>	<u>149,655</u>
<b>OPERATING EXPENSES:</b>				
Salaries and wages	82,197	142,581	224,778	20,615
Payroll taxes	6,057	10,343	16,400	1,532
Employee benefits	27,473	47,960	75,433	6,566
Chemicals	2,529	11,475	14,004	-
Operating supplies	8,403	11,595	19,998	8,599
Uniforms	-	1,038	1,038	-
Gasoline and oil	93	311	404	10,588
Postage	1,000	1,405	2,405	-
Purchased services - other	11,698	13,549	25,247	-
Purchased services - SAW grant	-	76,312	76,312	-
Purchased services - water testing	893	1,800	2,693	-
Purchased services - rodding	-	6,102	6,102	-
Purchased services - sludge removal	-	33,532	33,532	-
Purchased services - audit	2,300	2,840	5,140	420
Permits and fees	1,950	5,816	7,766	-
Telephone	775	4,244	5,019	-
Public utilities	22,897	48,799	71,696	-
Training, education and seminars	210	811	1,021	-
Memberships	3,005	1,228	4,233	-
Repairs and maintenance	3,129	4,589	7,718	5,836
Insurance	1,704	852	2,556	5,396
Printing	116	-	116	-
Miscellaneous expense	4,641	750	5,391	3,907
Allocation of equipment costs	17,695	13,481	31,176	-
Depreciation	131,355	227,429	358,784	46,413
Total operating expenses	<u>330,120</u>	<u>668,842</u>	<u>998,962</u>	<u>109,872</u>
<b>OPERATING INCOME (LOSS)</b>	<u>107,362</u>	<u>(149,181)</u>	<u>(41,819)</u>	<u>39,783</u>
<b>NON-OPERATING REVENUES (EXPENSES):</b>				
Interest income	4,834	4,411	9,245	1,740
Collection of tax assessments	-	41,300	41,300	-
Personal property tax reimbursement	-	6,907	6,907	-
Interest expense	(18,870)	(6,377)	(25,247)	-
Total non-operating revenues (expenses)	<u>(14,036)</u>	<u>46,241</u>	<u>32,205</u>	<u>1,740</u>
Net change in net position	93,326	(102,940)	(9,614)	41,523
<b>NET POSITION - Beginning of year</b>	<u>2,677,979</u>	<u>2,149,313</u>	<u>4,827,292</u>	<u>469,635</u>
<b>NET POSITION - End of year</b>	<u>\$ 2,771,305</u>	<u>\$ 2,046,373</u>	<u>\$ 4,817,678</u>	<u>\$ 511,158</u>

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

**VILLAGE OF MANCHESTER**  
**PROPRIETARY FUNDS STATEMENT OF CASH FLOWS**  
**YEAR ENDED JUNE 30, 2017**

	<b>ENTERPRISE FUNDS</b>			<b>INTERNAL SERVICE FUND</b>
	<b>WATER FUND</b>	<b>SEWER FUND</b>	<b>TOTAL</b>	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Receipts from customers	\$ 440,157	\$ 517,129	\$ 957,286	\$ 149,111
Payments to suppliers	(80,373)	(266,884)	(347,257)	(31,335)
Payments to employees	(115,078)	(200,064)	(315,142)	(28,713)
Net cash provided (used) by operating activities	<u>244,706</u>	<u>50,181</u>	<u>294,887</u>	<u>89,063</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>				
Purchase of capital assets	(16,218)	(18,847)	(35,065)	-
Principal and interest paid on capital debt	(221,005)	(45,065)	(266,070)	-
Proceeds from tax collections	-	48,207	48,207	-
Net cash provided (used) by capital and related financing activities	<u>(237,223)</u>	<u>(15,705)</u>	<u>(252,928)</u>	<u>-</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Interest/miscellaneous income	4,834	4,411	9,245	1,740
<b>Net increase (decrease) in cash and cash equivalents</b>	12,317	38,887	51,204	90,803
<b>Balances - beginning of year</b>	<u>756,323</u>	<u>661,436</u>	<u>1,417,759</u>	<u>232,039</u>
<b>Balances - end of year</b>	<u>\$ 768,640</u>	<u>\$ 700,323</u>	<u>\$ 1,468,963</u>	<u>\$ 322,842</u>
<b>Reconciliation of operating income (loss) to net cash provided (used) by operating activities</b>				
Operating income (loss)	\$ 107,362	\$ (149,181)	\$ (41,819)	\$ 39,783
Adjustments to reconcile operating income to net cash provided (used) by operating activities				
Depreciation expense	131,355	227,429	358,784	46,413
Change in assets and liabilities				
Receivables - net	2,675	(2,532)	143	(544)
Prepaid expenses	74	37	111	234
Inventories	2,610	-	2,610	-
Accounts and other payables	630	(25,572)	(24,942)	3,177
<b>Net cash provided by operating activities</b>	<u>\$ 244,706</u>	<u>\$ 50,181</u>	<u>\$ 294,887</u>	<u>\$ 89,063</u>

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

**VILLAGE OF MANCHESTER**  
**STATEMENT OF FIDUCIARY NET POSITION**  
**JUNE 30, 2017**

	<b>EMPLOYEE INSURANCE FUND</b>	<b>SICK PAY BENEFIT FUND</b>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 4,820	\$ 5,713
Investments	45,109	48,886
Total assets	49,929	54,599
<b>LIABILITIES</b>		
Accounts payable	232	-
Accrued leave time	-	32,883
Total liabilities	232	32,883
<b>NET POSITION</b>		
Held in trust for employee benefits	\$ 49,697	\$ 21,716

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

**VILLAGE OF MANCHESTER**  
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**  
**FIDUCIARY FUNDS**  
**YEAR ENDED JUNE 30, 2017**

	<b>EMPLOYEE INSURANCE FUND</b>	<b>SICK PAY BENEFIT FUND</b>
<b>ADDITIONS</b>		
Employer/Employee contributions	\$ 14,535	\$ -
Interest income	315	364
Total additions	14,850	364
 <b>DEDUCTIONS</b>		
Benefits	12,530	1,501
 <b>Change in net position</b>	2,320	(1,137)
 <b>Net position - beginning of year</b>	47,377	22,853
 <b>Net position - end of year</b>	\$ 49,697	\$ 21,716

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

**VILLAGE OF MANCHESTER**  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017

**VILLAGE OF MANCHESTER**  
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**JUNE 30, 2017**

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**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

The accounting methods and procedures adopted by the Village of Manchester, (the Village), conform to accounting principles generally accepted in the United States of America (GAAP) as applied to governmental entities. The following is a summary of the significant accounting policies used by the Village of Manchester.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

**A. DESCRIPTION OF VILLAGE OPERATIONS -**

The Village of Manchester was organized in 1874 and is located in the southwestern portion of Washtenaw County. The Village operates under an elected Village Council and provides services to more than 2,000 residents. These services include law enforcement, water and sewer, and community enrichment and development.

**B. REPORTING ENTITY -**

As required by generally accepted accounting principles, the financial statements of the Village of Manchester include its primary government, its component unit, organizations for which the primary government is financially accountable, and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Based on the criteria established by the Governmental Accounting Standards Board (GASB), the Downtown Development Authority (DDA) has been included in the reporting entity as a discretely presented component unit. The DDA was created by the Village in a resolution in March 21, 2005, under the authority of Michigan Public ACT 197.

The Downtown Development Authority (DDA) is governed by a separate nine-member board. The DDA's primary function is to provide for the acquisition, construction and financing of necessary street, sidewalk, streetscape, parking improvements and other facilities needed in the Downtown District to achieve the objectives of the Authority and to prevent further deterioration of the Downtown District while promoting economic growth to all taxing units located within and benefitting from the Downtown District.

There are no separately issued financial statements for the Downtown Development Authority. No reconciliation for GASB 34 is necessary for the DDA.

**C. GOVERNMENT-WIDE FINANCIAL STATEMENTS -**

The Government-Wide Financial Statements report information on all of the nonfiduciary activities of the Village of Manchester. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is 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 revenue.

Separate financial statements are provided for Governmental Funds, Proprietary Funds and Fiduciary Funds, even though the latter are excluded from the Government-Wide Financial Statements. Major individual Governmental Funds and major individual Enterprise Funds are reported as a separate column in the fund financial statements.

**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

D. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION -

The Government-Wide Financial Statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the Proprietary Fund and Fiduciary Fund Financial Statements. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue 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. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Village 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, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due. All other revenue items are considered to be available only when cash is received by the government.

The Village 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 Major Street Fund accounts for the resources of state gas and weight tax revenues that are restricted for use on major streets.
- The Local Street Fund accounts for the resources of state gas and weight tax revenues that are restricted for use on local streets.
- The Municipal Street Fund accounts for resources received from special assessment taxes levied for street purposes by making contributions to the Major and Local Street Funds.
- The Parks and Recreation Fund accounts for resources received from special assessment taxes levied for the purpose of operating and maintaining the Village's parks and recreational activities.

The Village reports the following Major Proprietary Funds:

The Water and Sewer Funds are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges and focus on net income similar to the private sector.

**VILLAGE OF MANCHESTER**  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

D. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION - (Continued)

Additionally, the Village reports the following fund types:

- The Equipment Internal Service funds account for major machinery and equipment purchases and maintenance, as well as risk management services provided to other departments of the government on a cost reimbursement basis.

The Village reports the following Fiduciary Funds (not included in Government-Wide Financial Statements)

- Expendable Trust Funds are funds whose entire resources, principal and income, may be expended in the course of their designated operations. The Village has two expendable trust funds:
- The Employee Insurance Fund accounts for resources contributed by the general fund to reimburse Village employees for dental, prescription, and optical charges which they incur.
- The DPW Benefit Fund accounts for resources set aside to pay employees accumulated leave time when they leave employment. (Employees hired prior to a new policy were allowed to retain accumulated earned but unused leave time).

Agency funds account for assets held by the Village in a purely custodial capacity, the reporting entity includes three agency funds. Since agency funds are custodial in nature, they do not involve the measurement of results of operations. The Agency Fund is as follows:

- The Payroll Fund accounts for taxes and other employee deductions which are to be distributed to organizations and other government units.

As a general rule, the effect of interfund activity has been eliminated from the Government-Wide Financial Statements. Exceptions to this general rule are charges between the government's water and sewer functions and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenue include: (1) charges to customers or applicants for goods, services or privileges provided; (2) operating grants and contributions; (3) capital grants and contributions, including special assessments and (4) property taxes levied to pay debt. Internally dedicated resources are reported as general revenue rather than as program revenue. Likewise, general revenue includes all taxes not levied for a specific purpose.

Proprietary Funds distinguish operating revenue and expenses from non-operating items. Operating revenue and expenses generally result from providing services. The principal operating revenue of our Proprietary Funds relate to charges to customers for sales and services. Operating expenses for Proprietary Funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenue and expenses not meeting this definition are reported as non-operating revenues and expenses.

**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

E. CASH AND CASH EQUIVALENTS -

The Village has classified cash on hand in checking accounts as cash for balance sheet purposes. Cash in excess of current requirements is invested by the Treasurer in government pooled accounts. Because these accounts have liquidity similar to a regular checking account, they are presented as a cash equivalent in the financial statements.

F. RECEIVABLES -

The Village of Manchester records various receivables which are listed and described as follows:

- 1) Accounts Receivable - This account is for charges for services which have been billed but not yet received in both the Governmental and Proprietary Fund Types, and for amounts due from Fiduciary Funds as of June 30, 2017.
- 2) Due From Other Governments - This account is for amounts due from the State of Michigan for State shared revenue in the General Fund, and Fuel Tax revenues in the Major and Local Street Funds.

G. INVENTORIES -

Inventories are valued at the lower of cost or market. The inventories in the Water and Sewer Enterprise Funds consist of parts and supplies which are available to be sold or used by the Village.

H. PREPAID EXPENSES -

Expenses, material in amount, which provide benefits in a future period have been set up as prepaid. They will be recognized as an expense in the period receiving the benefit. The reserve for prepaid items in the governmental funds has been recorded to signify that a portion of fund balance is not available for other subsequent expenditures.

I. 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 governmental or business-type activities column 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 and an estimated useful life in excess of one year. Such assets are valued at cost. Donated capital assets are recorded at estimated fair market value at the date of donation.

Interest incurred during the construction of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

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

Buildings	40 years
Building improvements	15 to 30 years
Water and Sewer lines	30 to 50 years
Roads	10 to 30 years
Vehicles and equipment	5 to 10 years

**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

J. FUND EQUITY -

Governmental funds report nonspendable fund balance for amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Restricted fund balance is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws or regulations of other governments. Committed fund balance is reported for amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, the Village Council. A formal resolution of the Village Council is required to establish, modify, or rescind a fund balance commitment. The Village reports assigned fund balance for amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed. Unassigned fund balance is the residual classification for the general fund.

K. ACCUMULATED UNPAID LEAVE PAY -

It is the Village's policy to permit employees to accumulate earned but unused leave time up to 40 hours. At June 30, 2017, the liability included \$42,956 unpaid leave benefits reported in the Governmental Funds. All leave pay is accrued when incurred in the Government-Wide and Fiduciary Fund Financial Statements.

L. LONG-TERM OBLIGATIONS -

In the Government Wide Financial Statements and Proprietary Fund types in the Fund Financial Statements, long-term debt and other long-term obligations are reported as liabilities in the applicable Governmental Activities, Business-type Activities, or Proprietary Fund type statement of net position. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

M. ESTIMATES -

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

N. INTERFUND TRANSACTIONS -

During the course of normal operations, the Village has numerous transactions between funds, including expenditures and transfers of resources to provide services. The accompanying financial statements generally reflect such transactions as transfers. Operating subsidies are also recorded as transfers.

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY:

BUDGETARY INFORMATION -

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all Governmental Funds.

The budget document presents information by fund, function, department and line item. The legal level of budgetary control adopted by the governing body is the department level.

**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**BUDGET VIOLATIONS -**

During the year, the Village incurred expenditures in certain budgeted funds which were in excess of the amounts appropriated, as follows:

<u>FUND/DEPARTMENT</u>	<u>FINAL AMENDED BUDGET</u>	<u>ACTUAL</u>	<u>(EXCESS BUDGET VARIANCE)</u>
<b>MAJOR STREET FUND</b>			
Administration	\$ 41,085	\$ 41,789	\$ (704)
Bridge Maintenance	3,425	9,778	(6,353)
Street/Bridge Construction	345,150	661,859	(316,709)
	<u>\$ 389,660</u>	<u>\$ 713,426</u>	<u>\$ (323,766)</u>
<b>LOCAL STREET FUND</b>			
Traffic Services	\$ 20,250	\$ 23,545	\$ (3,295)
Street Construction	-	9,497.00	(9,497)
	<u>\$ 20,250</u>	<u>\$ 33,042</u>	<u>\$ (12,792)</u>
<b>PARKS AND RECREATION FUND</b>			
Expenditures	\$ 63,370	\$ 80,431	\$ (17,061)

**NOTE 3 - PROPERTY TAXES:**

Real and personal property taxes are levied on each July 1st on the property located in the Village as of the preceding December 31, the lien date. These taxes are due to the Village by the first day of the following March. Real property taxes not paid by this date are considered delinquent, and are sent over to Washtenaw County for collection. Delinquent real property taxes are paid to the Village by Washtenaw County; therefore, the General Fund reflects as revenue the full amount of real taxes levied during the year. The personal property taxes are reflected as revenues in the year collected.

The Village's operating tax rate is currently 16.4896 mills and is distributed as follows:

General Operation	10.6496
Highways and Streets	2.2612
Parks and Recreation	0.6019
Debt Service	2.9769
Total	<u>16.4896</u>

The taxable value of real and personal property located in the Village was \$64,152,256.

**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**NOTE 4 - CASH AND INVESTMENTS:**

The Village Treasurer is authorized by state law and a resolution from the Board of Trustees to invest surplus funds as follows:

- 1) Bonds or other direct obligations of the United States.
- 2) Certificates of deposit, savings accounts, deposit accounts or depository receipts of a federally insured bank or credit union.
- 3) Commercial paper rated at the time of purchase within the three highest classifications established by not less than two standard rating services. The maturity date of the commercial paper must not be longer than 270 days from the purchase date, and no more than 50% of any fund may be invested in commercial paper at any time.
- 4) United States government or federal agency obligations repurchase agreements.
- 5) Bankers' acceptances of United States banks.
- 6) Mutual funds composed of investment vehicles which are legal for direct investments by the Village.

Cash and cash equivalents of the Village can be categorized as follows:

	Carrying Amount
Cash on hand	\$ 245
Insured (FDIC)	250,000
Collateralized	16,658
	\$ 266,903
Reported in financial statements:	
Governmental funds	\$ 163,673
Proprietary funds (Business-type)	91,666
Fiduciary funds	10,533
	265,872
Component Unit: DDA	1,031
	\$ 266,903

The Village investments consist of certificates of deposit (CDs) with a maturity of greater than 90 days. The Village has chosen to disclose its investments by specifically identifying each. As of June 30, 2017, the Village had the following investments:

<u>Investment Type</u>	<u>Maturity</u>	<u>Market Value</u>	<u>Rating</u>
Ann Arbor State Bank	10/12/17	67,524	N/A
Ann Arbor State Bank	12/23/17	303,950	N/A
Ann Arbor State Bank	11/9/17	377,483	N/A
Ann Arbor State Bank	12/22/17	506,903	N/A
Ann Arbor State Bank	1/8/18	254,692	N/A
Comerica Bank	5/20/18	252,757	N/A
Huntington Bank	11/8/17	104,768	N/A
Huntington Bank	11/8/17	55,521	N/A
Flagstar Bank - CD	6/20/18	257,583	N/A
Ann Arbor State Bank - CDARS Accounts	Various	1,412,271	N/A
Total		\$ 3,593,452	

\*The CDARS accounts purchase CDs with varying maturities, each individually below the \$250,000 FDIC insurance limit.

**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

NOTE 4 - CASH AND INVESTMENTS: (Continued)

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Village minimizes this risk by investing in shorter term securities and holding them to maturity.

Concentration of Credit Risk

The Village's investment policy contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by Michigan law.

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in possession of an outside party. Deposits are exposed to custodial credit risk if they are not covered by depository insurance and are uncollateralized; collateralized with securities held by the pledging financial institution; or collateralized with securities held by the pledging financial institution's trust department or agent but not in the Village's name.

The custodial credit risk for investments is that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, the Village will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Michigan law and the Village's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits and investments, other than the following provision for deposits: Michigan law (MCL 129.33) requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law. The market value of the pledged securities in the collateral pool must equal at least 100% of the total amount deposited by public agencies.

**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**NOTE 5 – CAPITAL ASSETS**

Capital asset activity of the Village of Manchester for the current year was as follows:

	<u>07/01/16</u>	<u>INCREASES</u>	<u>DECREASES</u>	<u>06/30/17</u>
<b><u>GOVERNMENTAL ACTIVITIES</u></b>				
Capital assets not being depreciated				
Land	\$ 132,591	\$ -	\$ -	\$ 132,591
Capital assets being depreciated				
Land improvements	1,303,373	137,253	-	1,440,626
Buildings and improvements	2,300,421	-	-	2,300,421
Equipment, furniture and fixtures	1,057,307	-	-	1,057,307
Infrastructure - roads	7,176,383	650,251	-	7,826,634
Subtotal	<u>11,837,484</u>	<u>787,504</u>	<u>-</u>	<u>12,624,988</u>
Less accumulated depreciation for				
Land improvements	289,163	56,055	-	345,218
Buildings and improvements	973,810	67,736	-	1,041,546
Equipment, furniture and fixtures	736,937	58,245	-	795,182
Infrastructure - roads	<u>2,778,131</u>	<u>350,392</u>	<u>-</u>	<u>3,128,523</u>
Subtotal	<u>4,778,041</u>	<u>532,428</u>	<u>-</u>	<u>5,310,469</u>
Net capital assets being depreciated	<u>7,059,443</u>	<u>255,076</u>	<u>-</u>	<u>7,314,519</u>
Capital assets - net of depreciation	<u>\$ 7,192,034</u>	<u>\$ 255,076</u>	<u>\$ -</u>	<u>\$ 7,447,110</u>

**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

NOTE 5 – CAPITAL ASSETS: (Continued)

Capital asset activity of the Village of Manchester for the current year was as follows: (Continued)

	<u>07/01/16</u>	<u>INCREASES</u>	<u>DECREASES</u>	<u>06/30/17</u>
<b>BUSINESS-TYPE ACTIVITIES</b>				
Capital assets not being depreciated				
Land	\$ 30,005	\$ -	\$ -	\$ 30,005
Capital assets being depreciated				
Buildings and improvements	130,548	-	-	130,548
Equipment, furniture and fixtures	835,968	-	-	835,968
Distribution and collections system	9,848,323	35,065	-	9,883,388
Subtotal	<u>10,814,839</u>	<u>35,065</u>	<u>-</u>	<u>10,849,904</u>
Less accumulated depreciation for				
Buildings and improvements	76,831	11,211	-	88,042
Equipment, furniture and fixtures	533,564	51,280	-	584,844
Distribution and collection system	5,782,926	296,293	-	6,079,219
Subtotal	<u>6,393,321</u>	<u>358,784</u>	<u>-</u>	<u>6,752,105</u>
Net capital assets being depreciated	<u>4,421,518</u>	<u>(323,719)</u>	<u>-</u>	<u>4,097,799</u>
Capital assets - net of depreciation	<u>\$ 4,451,523</u>	<u>\$ (323,719)</u>	<u>\$ -</u>	<u>\$ 4,127,804</u>

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

GOVERNMENTAL ACTIVITIES	<u>\$ 532,428</u>
BUSINESS TYPE ACTIVITIES	
Water	\$ 131,355
Sewer	<u>227,429</u>
Total business type activities	<u>\$ 358,784</u>

**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**NOTE 6 – EMPLOYEES' PENSION PLAN:**

The Village contributes to a contributory money purchase retirement plan, administered by CUNA Mutual Retirement Solutions, which covers all eligible employees.

A defined contribution pension plan provides pension benefits in return for service rendered, provides an individual account for each participant, and specifies how contributions to the individual's account are to be determined instead of specifying the amount of benefits the individual is to receive. Under a defined contribution pension plan, the benefits a participant will receive depend solely on the amount contributed to a participant's account and the returns on investments of these contributions. Contributions made by the Village vest over a five-year period at 20% annually. The Village is required to match the employees' voluntary contributions to their Section 457 Deferred Compensation Plan. The Village will match up to 6% of the employees' gross earnings.

During the year ending June 30, 2017, the Village's required contributions amounted to \$24,895 which was 6.00% of its current year covered payroll.

Total payroll for the fiscal year ending June 30, 2017, was \$516,476 and total payroll subject to retirement benefits was \$431,539.

The pension plan held no securities on the Village or other related parties during the year or as of the close of the fiscal year.

The Village of Manchester also offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Village employees at their option, permits participants to defer a portion (up to 75%) of their salary until future years.

**NOTE 8 – OTHER POST RETIREMENT BENEFITS:**

The Village provides post-employment health care benefits to eligible retirees. Employees who obtain the age of 62 with 20 years of service are eligible for 70/30 (70% covered by the Village and 30% by the employee), or age 62 with 30 years of service are eligible for 80/20 insurance coverage. Coverage of the retiree's spouse and/or dependants is the responsibility of the employee.

For the year ended June 30, 2017, the Village has estimated the cost of providing retiree healthcare benefits through an actuarial valuation as of July 1, 2015. The valuation computes an annual required contribution (ARC), which represents a level of funding that, if paid on an ongoing basis, is projected to cover normal costs each year and amortized any unfunded actuarial liabilities over a period not to exceed thirty years.

**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**NOTE 7 – OTHER POST RETIREMENT BENEFITS: (Continued)**

The valuation's computed contribution is summarized as follows:

Annual required contribution (recommended)	<u>\$ 17,650</u>
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The annual required contribution was allocated with other employee benefits in the financial statements.

The Village contributed 100% of the ARC for the year ended June 30, 2017.

The funding progress of the Plan as of the most recent valuation date is as follows:

Valuation as of July 1, 2015:

Present Value of Future Benefits:	\$ 316,482
Actuarial Accrued Liability	\$ 221,552
Actuarial Value of Assets	<u>142,550</u>
Unfunded Actuarial Accrued Liability	<u>\$ 79,002</u>

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and healthcare cost trends. Amounts determined regarding the funding status of the Plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Projections for benefits for financial reporting purposes are based on the substantive plan and include the types of benefits provided at the time of each valuation. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2017, actuarial valuation, the actuarial assumptions include the following:

Discount Rate	5.50%
Investment Rate of Return	7.50%
Cost of Living Adjustment	3.00%

**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**NOTE 8 - CHANGES IN LONG-TERM DEBT:**

The general long-term debt and other long-term obligations of the Village of Manchester, and the changes therein, may be summarized as follows:

	DEBT OUT- STANDING 07/01/16	ADDITIONS OF NEW DEBT	RETIREMENTS AND REPAYMENTS	DEBT OUT- STANDING 06/30/17
<b><u>GOVERNMENTAL ACTIVITIES</u></b>				
2010 General Obligation Bonds, \$795,000 maturing serially in annual amounts ranging from \$56,458 to \$86,485 at an interest rate of 2.0% to 4.0%.	\$ 382,531	\$ -	\$ (76,506)	\$ 306,025
2015 General Obligation Bonds, \$635,000 maturing serially in annual amounts ranging from \$25,000 to \$80,000 at an interest rate of 0.75% to 2.85%.	610,000	-	(50,000)	560,000
	\$ 992,531	\$ -	\$ (126,506)	\$ 866,025
<b><u>BUSINESS-TYPE ACTIVITIES</u></b>				
2010 General Obligation Bonds, \$400,000 maturing serially in annual amounts ranging from \$28,452 to \$43,515 at an interest rate of 2.0% to 4.0%.	192,470	-	(38,494)	153,976
1998 Michigan Drinking Water Revolving Fund program bonds, \$620,000 maturing serially in annual amounts ranging from \$25,000 to \$40,000 at an interest rate of 2.5%.	115,000	-	(35,000)	80,000
2015 Act 94 - Water Supply System Revenue Bonds, \$668,024 maturing serially in annual amounts ranging from \$30,000 to \$40,000 at an interest rate of 2.50%.	668,024	-	(30,000)	638,024
Total business type activities	\$ 975,494	\$ -	\$ (103,494)	\$ 872,000

**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**NOTE 8 - CHANGES IN LONG-TERM DEBT: (Continued)**

The Governmental Activities Debt Bonds were issued to finance the purchase of a new community center and reconstruction of the main street bridge. Repayment of the bonds is to be made from taxes assessed. The annual requirements to maturity for principal and interest are as follows:

FISCAL YEAR DUE	PRINCIPAL	INTEREST
2018	\$ 134,833	\$ 23,717
2019	143,159	20,351
2020	151,485	16,444
2021	126,548	11,954
2022	75,000	8,153
Thereafter	235,000	13,073
	\$ 866,025	\$ 93,692

The Business Type Bonds were issued to finance construction of the Village's Water & Sewer System. Repayment of the bonds is to be made from revenues generated by the system and from taxes assessed. The remaining annual requirements to maturity for principal and interest are as follows:

FISCAL YEAR DUE	PRINCIPAL	INTEREST
2018	\$ 105,167	\$ 23,047
2019	106,841	20,162
2020	73,515	17,052
2021	58,453	14,714
2022	30,000	12,826
Thereafter	498,024	92,957
	\$ 872,000	\$ 180,758

**VILLAGE OF MANCHESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**NOTE 9 – RISK MANAGEMENT:**

The Village is exposed to various risks of loss related to property loss, torts, errors and omissions and employee injuries (workers' compensation), as well as medical benefits provided to employees. The Village has purchased commercial insurance for claims.

**NOTE 10 – JOINT VENTURE:**

The Western Washtenaw Construction Authority was organized in January 2000. The Authority operates under an operating agreement between the Village of Manchester and the Townships of Manchester, Freedom and Bridgewater to provide for joint enforcement and administration of construction codes. The agreement provides that if for any reason the expenditures exceed the revenues during any fiscal year, the Authority may require a contribution from the participants.

**NOTE 11 – INTERFUND TRANSFERS:**

Fund	Transfers In	Transfers Out
General Fund	\$ -	\$ 43,747
Major Street	14,662	-
Local Street	11,735	
Parks	17,350	-
	<u>\$ 43,747</u>	<u>\$ 43,747</u>
Municipal Street	\$ -	\$ 222,900
Major Street	185,900	-
Local Street	37,000	-
Total	<u>\$ 222,900</u>	<u>\$ 222,900</u>

Transfers are used to move revenues from the fund that is required to collect them to the funds that are required or allowed to expend them.

**NOTE 12 – GRANTS:**

The Village was approved for several Federal and State grants and that had capital and operating expenditures relating to these funds. The Village did not exceed \$750,000 in Federal grant expenditures for the year ended June 30, 2017 and therefore no Single Audit was required.

**NOTE 13 – TAX ABATEMENTS:**

The Village entered into property tax abatement agreements with local businesses under the Plant Rehabilitation and Industrial Development Districts Act, (known as the Industrial Facilities Exemption) PA 198 of 1974, as amended, provides a tax incentive to manufacturers to enable renovation and expansion of aging facilities, assist in the building of new facilities, and to promote the establishment of high tech facilities. An Industrial Facilities Exemption (IFE) certificate entitles the facility to exemption from ad valorem real and/or personal property taxes for a period of years as determined by the local unit of government. The IFT on a new plant and non-industrial property, such as some high-tech personal property, is computed at half the local property tax millage rate. This amounts to a reduction in property taxes of approximately 50%.

For the year ended June 30, 2017, the Township abated property tax revenues totaling \$38,806 under this program.

**VILLAGE OF MANCHESTER**  
REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

**VILLAGE OF MANCHESTER**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**YEAR ENDED JUNE 30, 2017**

	<b>BUDGETED AMOUNTS</b>		<b>ACTUAL</b>	<b>VARIANCE WITH</b>
	<b>ORIGINAL</b>	<b>FINAL</b>	<b>AMOUNTS</b>	<b>FINAL BUDGET</b> <b>POSITIVE (NEGATIVE)</b>
<b>REVENUES:</b>				
Property taxes	\$ 740,606	\$ 740,606	\$ 740,679	\$ 73
Franchise fees	28,900	28,900	29,449	549
Licenses and permits	1,150	4,900	5,970	1,070
Fees and fines	4,400	5,700	6,108	408
Intergovernmental				
Sales tax	191,225	191,225	192,658	1,433
Personal property tax reimbursement	66,592	123,492	123,541	49
State liquor control	1,800	11,800	12,920	1,120
State Metro Act	6,650	8,900	8,737	(163)
Total	<u>266,267</u>	<u>335,417</u>	<u>337,856</u>	<u>2,439</u>
Charges for services				
Reimbursed services	2,600	15,200	15,622	422
Garbage pickup	97,975	97,975	98,790	815
Total	<u>100,575</u>	<u>113,175</u>	<u>114,412</u>	<u>1,237</u>
Rental income	95,993	95,993	96,225	232
Interest income	3,239	6,539	11,612	5,073
Farmers Market	13,708	12,208	20,372	8,164
Other revenues	175	3,975	5,985	2,010
<b>Total Revenues</b>	<u>\$ 1,255,013</u>	<u>\$ 1,347,413</u>	<u>\$ 1,368,668</u>	<u>\$ 21,255</u>

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

**VILLAGE OF MANCHESTER**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**YEAR ENDED JUNE 30, 2017**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL</u>	<u>VARIANCE WITH</u>
	<u>ORIGINAL</u>	<u>FINAL</u>	<u>AMOUNTS</u>	<u>FINAL BUDGET</u> <u>POSITIVE (NEGATIVE)</u>
<b>EXPENDITURES:</b>				
LEGISLATIVE:				
VILLAGE COUNCIL:				
Salaries and wages	\$ -	\$ -	\$ 38,118	\$ -
Payroll taxes	-	-	2,812	-
Employee benefits	-	-	8,270	-
Operating supplies	-	-	1,356	-
Printing	-	-	50	-
Memberships	-	-	1,874	-
Senior Citizens	-	-	1,000	-
Community Resource Center	-	-	2,000	-
Miscellaneous	-	-	3,692	-
Total legislative	<u>57,600</u>	<u>61,100</u>	<u>59,172</u>	<u>1,928</u>
GENERAL GOVERNMENT:				
ADMINISTRATION:				
Salaries and wages	-	-	91,715	-
Payroll taxes	-	-	6,929	-
Employee benefits	-	-	22,800	-
Operating supplies	-	-	3,348	-
Postage	-	-	4,343	-
Telephone	-	-	3,610	-
Memberships	-	-	328	-
Purchased services - legal	-	-	2,967	-
Purchased services - audit	-	-	3,570	-
Purchased services - other	-	-	4,241	-
Garbage services	-	-	94,119	-
Internet	-	-	1,748	-
Printing	-	-	320	-
Insurance	-	-	8,520	-
Travel	-	-	1,511	-
Repairs and maintenance	-	-	6,533	-
Miscellaneous	-	-	798	-
Tax refunds	-	-	616	-
Total	<u>275,900</u>	<u>268,900</u>	<u>258,016</u>	<u>10,884</u>

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

**VILLAGE OF MANCHESTER**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**YEAR ENDED JUNE 30, 2017**

	<b>BUDGETED AMOUNTS</b>		<b>ACTUAL</b>	<b>VARIANCE WITH</b>
	<b>ORIGINAL</b>	<b>FINAL</b>	<b>AMOUNTS</b>	<b>FINAL BUDGET</b> <b>POSITIVE (NEGATIVE)</b>
<b>EXPENDITURES: (Continued)</b>				
<b>BUILDING AND GROUNDS:</b>				
Salaries and wages	-	-	12,196	-
Payroll taxes	-	-	933	-
Employee benefits	-	-	2,446	-
Operating supplies	-	-	6,325	-
Public utilities	-	-	46,421	-
Insurance	-	-	7,384	-
Purchased services - cleaning	-	-	21,614	-
Purchased services - other	-	-	13,137	-
Repairs and maintenance	-	-	13,899	-
Allocation of equipment costs	-	-	16,313	-
Capital outlay	-	-	74,463	-
Total	<u>166,275</u>	<u>221,600</u>	<u>215,131</u>	<u>6,469</u>
Total general government	<u>442,175</u>	<u>490,500</u>	<u>473,147</u>	<u>17,353</u>
<b>PUBLIC WORKS:</b>				
<b>DEPARTMENT OF PUBLIC WORKS:</b>				
Operating supplies	-	-	1,984	-
Uniforms	-	-	1,588	-
Purchased services - other	-	-	532	-
Telephone	-	-	1,974	-
Miscellaneous	-	-	102	-
Total	<u>7,775</u>	<u>6,675</u>	<u>6,180</u>	<u>495</u>
<b>TREE REMOVAL AND REPLACEMENT:</b>				
Salaries and wages	-	-	2,522	-
Payroll taxes	-	-	192	-
Employee benefits	-	-	856	-
Trees/plant material	-	-	3,984	-
Purchased services - other	-	-	1,385	-
Allocation of equipment costs	-	-	1,863	-
Total	<u>15,300</u>	<u>11,300</u>	<u>10,802</u>	<u>498</u>
<b>SIDEWALK CONSTRUCTION:</b>				
Allocation of equipment costs	-	-	125	-
Total	<u>2,700</u>	<u>700</u>	<u>125</u>	<u>575</u>
<b>LIGHTING:</b>				
Street lighting	<u>56,250</u>	<u>48,250</u>	<u>46,757</u>	<u>1,493</u>

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

**VILLAGE OF MANCHESTER**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**YEAR ENDED JUNE 30, 2017**

	<b>BUDGETED AMOUNTS</b>		<b>ACTUAL</b>	<b>VARIANCE WITH</b>
	<b>ORIGINAL</b>	<b>FINAL</b>	<b>AMOUNTS</b>	<b>FINAL BUDGET POSITIVE (NEGATIVE)</b>
<b>EXPENDITURES:</b> (Continued)				
<b>PUBLIC WORKS:</b> (Continued)				
<b>RECYCLING:</b>				
Salaries and wages	-	-	11,173	-
Payroll taxes	-	-	844	-
Employee benefits	-	-	2,738	-
Purchased services - other	-	-	1,509	-
Allocation of equipment costs	-	-	23,077	-
Total	<u>30,250</u>	<u>42,200</u>	<u>39,341</u>	<u>2,859</u>
Total public works	<u>112,275</u>	<u>109,125</u>	<u>103,205</u>	<u>5,920</u>
<b>PUBLIC SAFETY:</b>				
<b>POLICE ADMINISTRATION:</b>				
Purchased services - Police	-	-	489,290	-
Purchased services - Legal	-	-	510	-
Total	<u>501,175</u>	<u>491,175</u>	<u>489,800</u>	<u>1,375</u>
<b>PLANNING COMMISSION:</b>				
Salaries and wages	-	-	4,050	-
Payroll taxes	-	-	310	-
Employee benefits	-	-	73	-
Purchased services - planning	-	-	7,948	-
Total	<u>14,125</u>	<u>14,125</u>	<u>12,381</u>	<u>1,744</u>
Total public safety	<u>515,300</u>	<u>505,300</u>	<u>502,181</u>	<u>3,119</u>
<b>RECREATION AND CULTURE:</b>				
<b>FARMERS MARKET:</b>				
Purchased services	-	-	5,166	-
Printing	-	-	2,125	-
Community promotion	-	-	1,614	-
Miscellaneous	-	-	1,732	-
Total recreation and culture	<u>12,142</u>	<u>10,642</u>	<u>10,637</u>	<u>5</u>
<b>DEBT SERVICE:</b>				
<b>MUNICIPAL BOND EXPENDITURES:</b>				
Bond principal payments	-	-	76,506	-
Interest	-	-	12,673	-
Tax refunds	-	-	-	-
Total debt service	<u>89,663</u>	<u>89,663</u>	<u>89,179</u>	<u>484</u>
Total expenditures	<u>1,229,155</u>	<u>1,266,330</u>	<u>1,237,521</u>	<u>28,809</u>

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

**VILLAGE OF MANCHESTER**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**YEAR ENDED JUNE 30, 2017**

	<b>BUDGETED AMOUNTS</b>		<b>ACTUAL</b>	<b>VARIANCE WITH</b>
	<b>ORIGINAL</b>	<b>FINAL</b>	<b>AMOUNTS</b>	<b>FINAL BUDGET POSITIVE (NEGATIVE)</b>
Excess of revenues over expenditures before other financing sources (uses)	25,858	81,083	131,147	50,064
<b>Other financing sources (Uses)</b>				
Operating transfers (out)	<u>(18,000)</u>	<u>(15,450)</u>	<u>(43,747)</u>	<u>(28,297)</u>
<b>Net change in fund balances</b>	7,858	65,633	87,400	21,767
<b>Fund balance, beginning of year</b>	<u>1,311,835</u>	<u>1,311,835</u>	<u>1,311,835</u>	<u>-</u>
<b>Fund balance, end of year</b>	<u><u>\$ 1,319,693</u></u>	<u><u>\$ 1,377,468</u></u>	<u><u>\$ 1,399,235</u></u>	<u><u>\$ 21,767</u></u>

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

**VILLAGE OF MANCHESTER**  
**BUDGETARY COMPARISON SCHEDULE**  
**MAJOR STREET FUND**  
**YEAR ENDED JUNE 30, 2017**

	<b>BUDGETED AMOUNTS</b>		<b>ACTUAL AMOUNTS</b>	<b>VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)</b>
	<b>ORIGINAL</b>	<b>FINAL</b>		
<b>REVENUES:</b>				
Motor Vehicle Highway Fund payments	\$ 157,500	\$ 157,500	\$ 149,297	\$ (8,203)
Property taxes	60,432	60,432	60,371	(61)
Personal property tax reimbursement	3,127	5,777	5,802	25
PA 283 County road millage	-	31,000	31,000	-
Reimbursed services	1,950	4,650	4,701	51
Interest income	-	-	542	542
Federal Grants - Main Street Bridge	-	-	269,524	269,524
State Grants - Main Street Bridge	-	-	47,563	47,563
Total revenues	<u>223,009</u>	<u>259,359</u>	<u>568,800</u>	<u>309,441</u>
<b>EXPENDITURES:</b>				
<b>GENERAL GOVERNMENT:</b>				
<b>ADMINISTRATION:</b>				
Salaries and wages	-	-	28,098	-
Payroll taxes	-	-	2,104	-
Employee benefits	-	-	9,543	-
Memberships	-	-	100	-
Insurance	-	-	1,136	-
Purchased services - audit	-	-	630	-
Repairs and maintenance	-	-	178	-
Total General Government	<u>36,585</u>	<u>41,085</u>	<u>41,789</u>	<u>(704)</u>
<b>PUBLIC WORKS:</b>				
<b>STREET MAINTENANCE:</b>				
Salaries and wages	-	-	24,718	-
Payroll taxes	-	-	1,805	-
Employee benefits	-	-	8,300	-
Operating supplies	-	-	2,349	-
Purchased services - sealcoating	-	-	8,107	-
Purchased services - crack sealing	-	-	25,610	-
Allocation of equipment costs	-	-	24,827	-
Total	<u>81,550</u>	<u>98,200</u>	<u>95,716</u>	<u>2,484</u>
<b>BRIDGE MAINTENANCE:</b>				
Salaries and wages	-	-	33	-
Payroll taxes	-	-	2	-
Employee benefits	-	-	11	-
Purchased services - Engineering	-	-	9,480	-
Allocation of equipment costs	-	-	252	-
Total	<u>925</u>	<u>3,425</u>	<u>9,778</u>	<u>(6,353)</u>

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

**VILLAGE OF MANCHESTER**  
**BUDGETARY COMPARISON SCHEDULE**  
**MAJOR STREET FUND**  
**YEAR ENDED JUNE 30, 2017**

	<b>BUDGETED AMOUNTS</b>		<b>ACTUAL AMOUNTS</b>	<b>VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)</b>
	<b>ORIGINAL</b>	<b>FINAL</b>		
<b>EXPENDITURES</b> (Continued):				
PUBLIC WORKS: (Continued)				
WINTER MAINTENANCE:				
Salaries and wages	-	-	2,739	-
Payroll taxes	-	-	207	-
Employee benefits	-	-	910	-
Operating supplies	-	-	7,570	-
Purchased services - other	-	-	157	-
Allocation of equipment costs	-	-	6,270	-
Total	<u>24,125</u>	<u>20,825</u>	<u>17,853</u>	<u>2,972</u>
TRAFFIC SERVICES:				
Salaries and wages	-	-	4,462	-
Payroll taxes	-	-	353	-
Employee benefits	-	-	1,649	-
Operating supplies	-	-	10,881	-
Purchased services - other	-	-	3,403	-
Allocation of equipment costs	-	-	5,917	-
Total	<u>19,525</u>	<u>29,950</u>	<u>26,665</u>	<u>3,285</u>
STREET/BRIDGE CONSTRUCTION:				
Capital outlay - Main Street Bridge	-	-	650,250	-
Capital outlay - Safe Routes to School	-	-	11,609	-
Total	<u>-</u>	<u>345,150</u>	<u>661,859</u>	<u>(316,709)</u>
Total public works	<u>126,125</u>	<u>497,550</u>	<u>811,871</u>	<u>(314,321)</u>
DEBT SERVICE:				
Bond principal payments	-	-	50,000	-
Interest	-	-	13,457	-
Tax refunds	-	-	-	-
Total debt service	<u>63,558</u>	<u>63,558</u>	<u>63,457</u>	<u>101</u>
Total expenditures	<u>226,268</u>	<u>602,193</u>	<u>917,117</u>	<u>(314,924)</u>
Excess of revenues over expenditures before other financing sources (uses)	(3,259)	(342,834)	(348,317)	(5,483)
<b>OTHER FINANCING SOURCES (USES) -</b>				
Operating transfers in (out)	<u>30,000</u>	<u>189,050</u>	<u>200,562</u>	<u>11,512</u>
<b>NET CHANGE IN FUND BALANCE</b>	26,741	(153,784)	(147,755)	6,029
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<u>180,821</u>	<u>180,821</u>	<u>180,821</u>	<u>-</u>
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ 207,562</u>	<u>\$ 27,037</u>	<u>\$ 33,066</u>	<u>\$ 6,029</u>

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

**VILLAGE OF MANCHESTER**  
**BUDGETARY COMPARISON SCHEDULE**  
**LOCAL STREET FUND**  
**YEAR ENDED JUNE 30, 2017**

	<b>BUDGETED AMOUNTS</b>		<b>ACTUAL AMOUNTS</b>	<b>VARIANCE WITH</b>
	<b>ORIGINAL</b>	<b>FINAL</b>		<b>FINAL BUDGET</b>
				<b>POSITIVE (NEGATIVE)</b>
<b>REVENUES:</b>				
Motor Vehicle Highway Fund payments	\$ 60,300	\$ 60,300	\$ 57,156	\$ (3,144)
PA 283 County road millage	-	31,000	31,000	-
Interest income	-	-	154	154
Other revenues	-	8,950	2,962	(5,988)
Total revenues	<u>60,300</u>	<u>100,250</u>	<u>91,272</u>	<u>(8,978)</u>
<b>EXPENDITURES:</b>				
<b>GENERAL GOVERNMENT:</b>				
<b>ADMINISTRATION:</b>				
Salaries and wages	-	-	9,176	-
Payroll taxes	-	-	683	-
Employee benefits	-	-	3,115	-
Memberships	-	-	100	-
Purchased services - audit	-	-	420	-
Insurance	-	-	2,272	-
Repairs and maintenance	-	-	118	-
Total General Government	<u>21,925</u>	<u>16,525</u>	<u>15,884</u>	<u>641</u>
<b>PUBLIC WORKS:</b>				
<b>STREET MAINTENANCE:</b>				
Salaries and wages	-	-	22,638	-
Payroll taxes	-	-	1,639	-
Employee benefits	-	-	7,574	-
Operating supplies	-	-	1,925	-
Purchased services - other	-	-	5,874	-
Crack Sealing	-	-	7,890	-
Allocation of equipment costs	-	-	22,040	-
Total	<u>72,050</u>	<u>70,300</u>	<u>69,580</u>	<u>720</u>
<b>WINTER MAINTENANCE:</b>				
Salaries and wages	-	-	2,185	-
Payroll taxes	-	-	165	-
Employee benefits	-	-	693	-
Operating supplies	-	-	7,470	-
Allocation of equipment costs	-	-	5,766	-
Total	<u>24,275</u>	<u>19,975</u>	<u>16,279</u>	<u>3,696</u>
<b>BRIDGE MAINTENANCE:</b>				
Salaries and wages	-	-	45	-
Payroll taxes	-	-	3	-
Employee benefits	-	-	12	-
Allocation of equipment costs	-	-	19	-
Total	<u>230</u>	<u>230</u>	<u>79</u>	<u>151</u>

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

**VILLAGE OF MANCHESTER**  
**BUDGETARY COMPARISON SCHEDULE**  
**LOCAL STREET FUND**  
**YEAR ENDED JUNE 30, 2017**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL AMOUNTS</u>	<u>VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
<b>EXPENDITURES:</b> (Continued)				
PUBLIC WORKS: (Continued)				
TRAFFIC SERVICES:				
Salaries and wages	-	-	4,917	-
Payroll taxes	-	-	372	-
Employee benefits	-	-	1,735	-
Operating supplies	-	-	10,509	-
Allocation of equipment costs	-	-	6,012	-
Total	<u>9,450</u>	<u>20,250</u>	<u>23,545</u>	<u>(3,295)</u>
STREET CONSTRUCTION:				
Capital outlay - Safe Routes to School	-	-	9,497	(9,497)
Total public works	<u>106,005</u>	<u>110,755</u>	<u>118,980</u>	<u>(8,225)</u>
Total expenditures	<u>127,930</u>	<u>127,280</u>	<u>134,864</u>	<u>(7,584)</u>
Excess of revenues over expenditures before other financing sources (uses)	<u>(67,630)</u>	<u>(27,030)</u>	<u>(43,592)</u>	<u>(16,562)</u>
<b>OTHER FINANCING SOURCES (USES) -</b>				
Operating transfers in (out)	<u>67,630</u>	<u>27,030</u>	<u>48,735</u>	<u>21,705</u>
<b>NET CHANGE IN FUND BALANCE</b>	-	-	5,143	5,143
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<u>35,632</u>	<u>35,632</u>	<u>35,632</u>	<u>-</u>
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ 35,632</u>	<u>\$ 35,632</u>	<u>\$ 40,775</u>	<u>\$ 5,143</u>

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

**VILLAGE OF MANCHESTER**  
**BUDGETARY COMPARISON SCHEDULE**  
**MUNICIPAL STREET FUND**  
**YEAR ENDED JUNE 30, 2017**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL AMOUNTS</u>	<u>VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
<b>REVENUES:</b>				
Property taxes	\$ 139,786	\$ 139,786	\$ 139,647	\$ (139)
Personal property tax reimbursement	12,397	22,997	22,999	2
Interest income	1,000	1,000	3,911	2,911
Total revenues	<u>153,183</u>	<u>163,783</u>	<u>166,557</u>	<u>2,774</u>
<b>OTHER FINANCING SOURCES (USES) -</b>				
Operating transfers in (out)	<u>(97,630)</u>	<u>(210,630)</u>	<u>(222,900)</u>	<u>(12,270)</u>
<b>NET CHANGE IN FUND BALANCE</b>	55,553	(46,847)	(56,343)	(9,496)
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<u>434,519</u>	<u>434,519</u>	<u>434,519</u>	<u>-</u>
<b>FUND BALANCE, END OF YEAR</b>	<u><u>\$ 490,072</u></u>	<u><u>\$ 387,672</u></u>	<u><u>\$ 378,176</u></u>	<u><u>\$ (9,496)</u></u>

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

**VILLAGE OF MANCHESTER**  
**BUDGETARY COMPARISON SCHEDULE**  
**PARKS AND RECREATION FUND**  
**YEAR ENDED JUNE 30, 2017**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL AMOUNTS</u>	<u>VARIANCE WITH</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		<u>FINAL BUDGET</u>
				<u>POSITIVE (NEGATIVE)</u>
<b>REVENUES:</b>				
Property taxes	\$ 37,209	\$ 37,209	\$ 37,168	\$ (41)
Personal property tax reimbursement	3,300	6,100	6,122	22
Interest income	310	310	483	173
Other revenues	100	100	200	100
Contributions	41,000	34,000	35,537	1,537
Total revenues	<u>81,919</u>	<u>77,719</u>	<u>79,510</u>	<u>1,791</u>
<b>EXPENDITURES:</b>				
Salaries and wages	-	-	17,787	-
Payroll taxes	-	-	1,353	-
Employee benefits	-	-	2,919	-
Operating supplies	-	-	641	-
Purchased services - other	-	-	2,847	-
Purchased services - audit	-	-	320	-
Public utilities	-	-	2,609	-
Insurance	-	-	1,136	-
Repairs and maintenance	-	-	3,134	-
Miscellaneous	-	-	-	-
Allocation of equipment costs	-	-	6,000	-
Capital outlay	-	-	41,685	-
Total expenditures	<u>77,320</u>	<u>63,370</u>	<u>80,431</u>	<u>(17,061)</u>
Excess of revenues over expenditures before other financing sources (uses)	<u>4,599</u>	<u>14,349</u>	<u>(921)</u>	<u>(15,270)</u>
<b>OTHER FINANCING SOURCES (USES) -</b>				
Operating transfers in (out)	<u>-</u>	<u>-</u>	<u>17,350</u>	<u>17,350</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>4,599</u>	<u>14,349</u>	<u>16,429</u>	<u>2,080</u>
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<u>74,210</u>	<u>74,210</u>	<u>74,210</u>	<u>-</u>
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ 78,809</u>	<u>\$ 88,559</u>	<u>\$ 90,639</u>	<u>\$ 2,080</u>

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

**VILLAGE OF MANCHESTER**

**OTHER INFORMATION**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**VILLAGE OF MANCHESTER**  
**SCHEDULE OF INDEBTEDNESS**  
**JUNE 30, 2017**

	<u>DATE OF ISSUE</u>	<u>AMOUNT OF ISSUE</u>	<u>INTEREST RATE</u>	<u>DATE OF MATURITY</u>	<u>PRINCIPLE</u>	<u>INTEREST</u>
<b><u>BUSINESS TYPE ACTIVITIES</u></b>						
<b>UNLIMITED TAX GENERAL OBLIGATION BONDS -</b>						
Sewer - Series 2010	06/22/10	\$ 400,000	3.15%	05/01/18	\$ 40,167	\$ 5,414
			3.40%	05/01/19	41,841	4,149
			3.65%	05/01/20	43,515	2,726
			4.00%	05/01/21	28,453	1,138
<b>Total</b>					<u>\$ 153,976</u>	<u>\$ 13,427</u>
<b><u>MICHIGAN MUNICIPAL BOND AUTHORITY</u></b>						
Michigan Drinking Water Revolving Fund	09/29/98	\$ 620,000	2.50%	04/01/18	\$ 40,000	\$ 2,000
			2.50%	04/01/19	40,000	1,000
<b>Total</b>					<u>\$ 80,000</u>	<u>\$ 3,000</u>
Michigan Drinking Water Revolving Fund	06/25/15	\$ 688,024	2.50%	10/01/17	\$ 25,000	\$ 15,633
			2.50%	10/01/18	25,000	15,013
			2.50%	10/01/19	30,000	14,326
			2.50%	10/01/20	30,000	13,576
			2.50%	10/01/21	30,000	12,826
			2.50%	10/01/22	30,000	12,076
			2.50%	10/01/23	30,000	11,326
			2.50%	10/01/24	30,000	10,576
			2.50%	10/01/25	30,000	9,826
			2.50%	10/01/26	35,000	9,013
			2.50%	10/01/27	35,000	8,138
			2.50%	10/01/28	35,000	7,263
			2.50%	10/01/29	35,000	6,388
			2.50%	10/01/30	35,000	5,513
			2.50%	10/01/31	40,000	4,576
			2.50%	10/01/32	40,000	3,576
			2.50%	10/01/33	40,000	2,576
			2.50%	10/01/34	40,000	1,576
			2.50%	10/01/35	43,024	534
<b>Total</b>					<u>\$ 638,024</u>	<u>\$ 164,331</u>
<b>Total Water and Sewer Enterprise Funds</b>					<u><u>\$ 872,000</u></u>	<u><u>\$ 180,758</u></u>

**VILLAGE OF MANCHESTER**  
**SCHEDULE OF INDEBTEDNESS (Continued)**  
**JUNE 30, 2017**

	<u>DATE OF ISSUE</u>	<u>AMOUNT OF ISSUE</u>	<u>INTEREST RATE</u>	<u>DATE OF MATURITY</u>	<u>PRINCIPLE</u>	<u>INTEREST</u>
<b><u>GOVERNMENTAL ACTIVITIES</u></b>	06/22/10	\$ 795,000	3.15%	05/01/18	\$ 79,833	\$ 10,761
<b>UNLIMITED TAX GENERAL OBLIGATION BONDS</b>			3.40%	05/01/19	83,159	8,246
			3.65%	05/01/20	86,485	5,419
			4.00%	05/01/21	56,548	2,261
<b>Total</b>					<b>\$ 306,025</b>	<b>\$ 26,687</b>
<b>UNLIMITED TAX GENERAL OBLIGATION BONDS</b>	06/10/15	\$ 635,000	1.55%	05/01/18	55,000	12,956
			1.80%	05/01/19	60,000	12,105
			2.05%	05/01/20	65,000	11,025
			2.20%	05/01/21	70,000	9,693
			2.40%	05/01/22	75,000	8,153
			2.55%	05/01/23	75,000	6,353
			2.70%	05/01/24	80,000	4,440
			2.85%	05/01/25	80,000	2,280
<b>Total</b>					<b>\$ 560,000</b>	<b>\$ 67,005</b>
<b>Total Governmental Activities</b>					<b>\$ 866,025</b>	<b>\$ 93,692</b>

# MARKOWSKI & COMPANY

## CERTIFIED PUBLIC ACCOUNTANTS

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AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

MICHIGAN ASSOCIATION OF  
CERTIFIED PUBLIC ACCOUNTANTS

### COMMUNICATION OF AUDITOR/VILLAGE RESPONSIBILITY

Village Council  
Village of Manchester  
Washtenaw County, Michigan

We have audited the financial statements of the government activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the Village of Manchester for the year ended June 30, 2017, and have issued our report thereon dated November 13, 2017. Professional standards require that we provide you with the following information related to our audit.

#### **Our Responsibility under Generally Accepted Auditing Standards**

As stated in our engagement letter dated October 2, 2017, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

#### **Significant Audit Findings**

##### **Qualitative Aspects of Accounting Practices**

Management is responsible for selection and use of appropriate accounting policies. The significant accounting policies used by the Village of Manchester are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2017. We noted no transactions entered into by the Village of Manchester during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

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 estimates affecting the financial statements were:

The postretirement benefit obligations and annual expense under the accrual accounting standards of GASB 45.

The depreciable lives of the capital assets. We evaluated the lives of each of the assets to determine that they are being expensed over the proper period of time.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

#### **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 trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

#### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as 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 November 13, 2017.

Village Council  
Village of Manchester  
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### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Village of Manchester’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 the Village of Manchester’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Village Council and management of the Village of Manchester and should not be used for any other purpose.

Very truly yours,

*Markowski & Company, CPAs*

**MARKOWSKI & COMPANY CPAs**

November 13, 2017

# MARKOWSKI & COMPANY

## CERTIFIED PUBLIC ACCOUNTANTS

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AICPA GOVERNMENTAL AUDIT  
QUALITY CENTER

Manchester Village Council  
Manchester, Michigan

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Village of Manchester as of and for the year ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered Village of Manchester'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 Village of Manchester's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Manchester's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

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 did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. Our identification of significant deficiencies that were identified during the audit are found in the Schedule of Findings and Responses attached.

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

*Markowski & Company, CPAs*

Markowski & Company, CPAs  
November 13, 2017

VILLAGE OF MANCHESTER  
SCHEDULE OF FINDINGS AND RESPONSES  
JUNE 30, 2017

Findings considered a significant deficiency

Criteria

Statement on Auditing Standards No. 115 titled *Communicating Internal Control Related Matters Identified in an Audit* requires us to communicate in writing, to management and those charged with governance, significant deficiencies and material weaknesses identified in an audit.

Condition 2017 – 1

Because of the limited size of the Village's accounting staff, proper segregation of duties cannot be accomplished.

Cause

The Village has a lack of staff allowing for separation of duties.

Effect

The Village has staff performing conflicting internal control duties (such as preparing cash disbursements and reconciling the bank).

Recommendation

The Village's board needs to continue to exercise management oversight to help compensate for the lack of staff.

Client Response

We are aware of this deficiency; management and the board will continue to exercise oversight to reduce the risks associated with the lack of staff size.