

CHARTER TOWNSHIP OF PORTAGE
REPORT ON FINANCIAL STATEMENTS
(with required supplementary and additional information)
YEAR ENDED DECEMBER 31, 2016

CHARTER TOWNSHIP OF PORTAGE

December 31, 2016

ELECTED OFFICIALS

Supervisor.....	Bruce Peterson
Clerk.....	Heidi Paoli Riutta
Treasurer.....	Carol Little
Trustee.....	Peggy Anderson
Trustee.....	John Ollila
Trustee.....	William Bingham
Trustee.....	William Fink

TABLE OF CONTENTS

	Page
INDEPENDENT AUDITOR'S REPORT.....	4
MANAGEMENT'S DISCUSSION AND ANALYSIS.....	6
BASIC FINANCIAL STATEMENTS	
Statement of Net Position.....	11
Statement of Activities.....	12
Balance Sheet - Governmental Funds.....	13
Reconciliation of the Balance Sheet to the Statement of Net Position - Governmental Funds.....	14
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds.....	15
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities - Governmental Funds.....	16
Combining Statement of Net Position - Proprietary Funds.....	17
Combining Statement of Revenues, Expenditures, and Changes in Net Position - Proprietary Funds.....	18
Combining Statement of Cash Flows - Proprietary Funds.....	19
Statement of Fiduciary Net Position.....	20
Notes to Financial Statements.....	21
REQUIRED SUPPLEMENTARY INFORMATION	
Budgetary Comparison Schedule - General Fund.....	40
Budgetary Comparison Schedule - Fire Protection Fund.....	41
Budgetary Comparison Schedule - Cemetery Fund.....	42
SUPPLEMENTARY INFORMATION	
Detailed Statement of Expenditures - General Fund.....	44
Combining Balance Sheet - Special Revenue Funds.....	47
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - Special Revenue Funds.....	48
Combining Balance Sheet - Enterprise Funds.....	49
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - Enterprise Funds.....	51
Combining Statement of Cash Flows - Enterprise Funds.....	51
COMMUNICATIONS SECTION	
Communication with Those Charged With Governance.....	53

RUKKILA I NEGRO AND ASSOCIATES

Certified Public Accountants, PC

310 Sheldon Avenue, Houghton, Michigan 49931
906.482.6601 906.482.9046 fax www.rukkilanegro.com

INDEPENDENT AUDITOR'S REPORT

Members of the Township Board
Charter Township of Portage
Houghton, Michigan

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Charter Township of Portage as of and for the year then ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the government activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Charter Township of Portage as of December 31, 2016, 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 6 through 10 and 40 through 42 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 Township's basic financial statements. The additional information on pages 44 to 51 are presented for purposes of additional analysis and is not a required part of the basic financial statements.

The additional information on pages 44 to 51 are the responsibility of management and were derived from and relate 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 information is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Rukkila, Negro and Associates,
Certified Public Accountants, PC*

July 13, 2017

CHARTER TOWNSHIP OF PORTAGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2016

This section of Charter Township of Portage's annual financial report presents management's discussion and analysis of the Township's financial activities during the fiscal year ended December 31, 2016. The analysis focuses on the Township's financial performance as a whole. It is intended to be read as part of the Township's financial statements, which immediately follow this section.

Overview of the Financial Statements

The annual report consists of a series of financial statements including other requirements as follows:

- Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of the Township's financial activities.
- The Government-wide Financial Statements consists of a Statement of Net Position and a Statement of Activities. These provide information about the activities of the Township as a whole and represent an overall view of the Township's finances.

Statement of Net Position and the Statement of Activities

These statements provide information that help determine how the Township is doing financially as a result of the year's activities. The statements are shown using a full accrual basis.

The Township's net position and the changes in the net position during the year are reported by these two statements. Increases or decreases in the Township's net position are one way to determine if the financial position of the Township is improving or deteriorating. However, non-financial factors will need to be considered as well to determine the overall financial position of the Township.

There are two kinds of activities in the Statement of Net Position and the Statement of Activities:

Governmental Activities - Most of the Township's basic services are reported here, including general administration, fire, public works, and parks and recreation. These activities are financed primarily by property taxes, intergovernmental revenues, and charges for services.

Major Funds: Under GASB Statement 34, the audit focus has shifted from governmental type funds to major funds. Major funds are the largest funds in terms of assets, liabilities, revenues or expenses/expenditures. This allows the reader to see more detailed activity of the major funds. For the Township the General Fund, Fire Protection Fund, and Cemetery Operating Fund meet this requirement.

Non-major Funds: In the basic financial statements, non-major funds are consolidated into one column. These are smaller, less active funds. Detailed information about non-major funds can be found after the notes to the financial statements.

Overview of the Financial Statements - (Continued)

Business-Type Activities - The Township's sewer and water activities are reported here. A fee is charged to customers to help defray the cost of these services.

- Fund Financial Statements tell how governmental services were financed in the short term as well as what remains for future spending. These statements also report the Township's operations in more detail than the Government-wide Financial Statements by providing information about the most significant funds.
- Notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the basic financial statements.
- Required supplementary information, other than Management Discussion and Analysis, provides information about the required budgetary comparison information.
- Other supplementary information provides detailed information about the non major governmental funds and Water Funds.

Governmental Funds - The Township's basic services are mainly reported in this type of fund, which concentrates on how money goes into and out of those funds and the balances left at year end that are available for spending. Modified accrual accounting is the reporting method used for these funds. These statements provide a short-term view of the Township's general governmental operations and the basic services it provides in detail. Information in these statements help determine whether there are more or fewer financial resources that can be spent in the future to finance the Township's programs.

Governmental funds are essentially the same as the governmental activities with the exception that internal services are included in governmental activities but not as governmental funds. Governmental funds use a modified accrual basis of accounting and focus on near-term inflows and outflows of spendable resources and on the balances of spendable resources.

In governmental funds, capital outlay and debt principal are reported on the Statement of Revenues, Expenditures and Changes in Fund Balance and depreciation is not recorded. The rule for reporting accrued vacation is more restrictive. The Balance Sheet for governmental funds does not include any capital assets or long-term debt.

Proprietary Funds - Proprietary funds use a full accrual method of accounting for both government-wide statements and fund level statements.

- Enterprise funds are used to report business like activities. In general, these funds charge a fee for their services. The Township uses enterprise funds for water and sewer. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. The Township's enterprise funds are the same as the business-type activities we report in the government-wide statements but provide more detail and additional information, such as cash flows for proprietary funds. All Enterprise funds qualify as major funds.

CHARTER TOWNSHIP OF PORTAGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2016

Overview of the Financial Statements - (Continued)

Summary of Net Position

	Governmental Activities		Business-Type Activities	
	2016	2015	2016	2015
Assets				
Current and other assets	\$ 1,961,325	\$ 1,846,771	\$ 435,325	\$ 363,918
Capital assets - net	913,073	964,101	3,755,062	3,933,501
Total assets	<u>2,874,398</u>	<u>2,810,872</u>	<u>4,190,387</u>	<u>4,297,419</u>
Liabilities				
Current liabilities	8,053	6,184	14,549	10,144
Non-current liabilities	5,140	5,731	1,319,170	1,376,170
Total liabilities	<u>13,193</u>	<u>11,915</u>	<u>1,333,719</u>	<u>1,386,314</u>
Deferred inflow of resources	<u>90,268</u>	<u>99,119</u>	<u>-</u>	<u>-</u>
Net position				
Net investment in capital assets	913,073	964,101	2,436,062	2,557,501
Restricted	273,999	1,307,358	-	-
Unrestricted	1,583,865	428,379	420,606	353,604
Total net position	<u>\$ 2,770,937</u>	<u>\$ 2,699,838</u>	<u>\$ 2,856,668</u>	<u>\$ 2,911,105</u>

Results of Operations

	Governmental Activities		Business-Type Activities	
	2016	2015	2016	2015
Program Revenue:				
Charges for services	\$ 87,087	\$ 66,098	\$ 448,752	\$ 450,637
Grants and contributions	-	-	-	-
Capital grants and contributions	6,600	15,000	-	-
General Revenue:				
Taxes	248,403	229,595	-	-
State shared revenue	247,928	245,399	-	-
Realized gain (loss)	6,790	(13,370)	-	-
Unrealized gain (loss)	(326)	(991)	-	-
Other income	56,394	43,370	1,971	2,431
Total revenues	<u>652,876</u>	<u>585,101</u>	<u>450,723</u>	<u>453,068</u>
Functions/program expenses				
General government	351,643	343,138	-	-
Public Safety	84,654	83,674	-	-
Public Works	127,030	94,419	505,160	554,618
Recreation and culture	18,450	24,114	-	-
Total expenses	<u>581,777</u>	<u>545,345</u>	<u>505,160</u>	<u>554,618</u>
Change in net position	71,099	39,756	(54,437)	(101,550)
Net position - Beginning, as restated	<u>2,699,838</u>	<u>2,660,082</u>	<u>2,911,105</u>	<u>3,012,655</u>
Net position - Ending	<u>\$ 2,770,937</u>	<u>\$ 2,699,838</u>	<u>\$ 2,856,668</u>	<u>\$ 2,911,105</u>

CHARTER TOWNSHIP OF PORTAGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2016

Overview of the Financial Statements - (Continued)

The following two charts highlight the Township's governmental activities by revenues and expenses.

	<u>2016</u>	<u>% of total</u>	<u>2015</u>	<u>% of total</u>
Revenues				
Charges for services	\$ 87,087	13.4	\$ 66,098	11.4
Taxes	248,403	38.0	229,595	39.2
State shared revenue	247,928	38.0	245,399	41.9
Contributions	6,600	1.0	15,000	2.6
Realized gain (loss)	6,790	1.0	(13,370)	(2.3)
Unrealized gain (loss)	(326)	-	(991)	(0.2)
Other income	56,394	8.6	43,370	7.4
Total revenues	<u>\$ 652,876</u>	<u>100.0</u>	<u>\$ 585,101</u>	<u>100.0</u>
Expenditures				
General government	\$ 351,643	60.4	\$ 343,138	63.0
Public Safety	84,654	14.6	83,674	15.3
Public Works	127,030	21.8	94,419	17.3
Recreation and culture	18,450	3.2	24,114	4.4
Total expenditures	<u>\$ 581,777</u>	<u>100.0</u>	<u>\$ 545,345</u>	<u>100.0</u>

The following two charts highlight the Township's business-type activities by revenues and expenses and net position.

<u>ENTERPRISE FUNDS</u>	<u>2016</u>	<u>2015</u>	<u>Change</u>
PORTAGE SEWER			
Revenues/Transfers	\$ 184,353	\$ 176,549	\$ 7,804
Expenditures/Transfers	\$ 220,612	\$ 246,525	\$ (25,913)
Net Position	\$ 1,010,861	\$ 1,047,120	\$ (36,259)
DAKOTA SEWER			
Revenues/Transfers	\$ 35,354	\$ 39,226	\$ (3,872)
Expenditures/Transfers	\$ 50,225	\$ 49,749	\$ 476
Net Position	\$ 613,937	\$ 628,808	\$ (14,871)
PORTAGE WATER			
Revenues/Transfers	\$ 169,598	\$ 168,468	\$ 1,130
Expenditures/Transfers	\$ 166,732	\$ 184,885	\$ (18,153)
Net Position	\$ 626,447	\$ 623,581	\$ 2,866
DAKOTA HEIGHTS WATER			
Revenues/Transfers	\$ 22,674	\$ 26,737	\$ (4,063)
Expenditures/Transfers	\$ 35,028	\$ 35,194	\$ (166)
Net Position	\$ 340,724	\$ 353,078	\$ (12,354)
WOODLAND ROAD WATER			
Revenues/Transfers	\$ 38,744	\$ 42,088	\$ (3,344)
Expenditures/Transfers	\$ 32,563	\$ 38,265	\$ (5,702)
Net Position	\$ 264,699	\$ 258,518	\$ 6,181

**CHARTER TOWNSHIP OF PORTAGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2016**

Financial Analysis

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

The General Fund is the main operating fund of the Township. At the end of the current fiscal year fund balance of the General Fund was \$499,405. As a measure of the General Fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance represents 121% of the total General Fund expenditures.

The fund balance of the Township's General Fund increased by \$65,295 during the fiscal year. Revenues increased by \$26,924 and expenditures increased by \$3,356 overall. Major decreases occurred in general services for professional fees and recreation. Major increases in the areas of town hall, other activities for insurance, and elections.

Proprietary Funds - The Township's proprietary funds provides the same type of information found in the government-wide financial statements, but in more detail. Net position at the end of the year amounted to \$2,856,668.

Budgetary Highlights

During the year ended December 31, 2016, the Township revised the budget three times.

Capital Assets and Debt Administration

The Township's investment in capital assets net of accumulated depreciation for the governmental and business-type activities as of December 31, 2016, amounts to \$4,668,135. The investment in capital assets includes land, buildings, system improvements, machinery, and equipment.

Additional information on the Township's capital assets can be found on page 30 of this report.

Long-term Debt

At the end of the current fiscal year, the Township had total debt in bonds and loans in the amount of \$1,319,000. This total amount is backed by the full faith and credit of the Township. The Township's overall debt decreased by \$57,000 during the fiscal year.

Additional information on the Township's long-term debt can be found starting on page 34 of this report.

Request for Information

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Township's finances. If you have questions about this report or need additional information, contact the Township Supervisor at the Portage Township, 47420 Green Acres Road, Houghton, Michigan 49931 or call (906) 482-4310 and e-mail address supervisor@charterportagetwp.org.

CHARTER TOWNSHIP OF PORTAGE
STATEMENT OF NET POSITION
December 31, 2016

	Primary Government		
	Governmental	Business-Type	Total
	Activities	Activities	
Assets			
Cash and cash equivalents	\$ 748,692	\$ 215,960	\$ 964,652
Accounts receivable	-	6,712	6,712
Inventory	-	56,330	56,330
Internal balances	66,320	(66,320)	-
Due from fiduciary fund	9,277	921	10,198
Due from other governmental units	43,025	-	43,025
Prepays	7,361	1,727	9,088
Restricted cash	49,227	219,995	269,222
Restricted investment	1,037,423	-	1,037,423
Capital assets - net	913,073	3,755,062	4,668,135
Total assets	<u>2,874,398</u>	<u>4,190,387</u>	<u>7,064,785</u>
Liabilities			
Accounts payable	2,173	12,906	15,079
Accrued expenses	5,880	1,643	7,523
Bonds, due within one year	-	24,000	24,000
Bonds, due in more than one year	-	1,295,000	1,295,000
Accrued vacation payable	5,140	-	5,140
User deposits	-	170	170
Total liabilities	<u>13,193</u>	<u>1,333,719</u>	<u>1,346,912</u>
Deferred inflow of resources			
Property taxes levied for the following year	<u>90,268</u>	<u>-</u>	<u>90,268</u>
Net position			
Net investment in capital assets	913,073	2,436,062	3,349,135
Restricted			
Fire Protection Fund	262,404	-	262,404
Liquor Law Fund	72	-	72
Cemetery Operating Fund	9,162	-	9,162
Cemetery Perpetual Care	2,361	-	2,361
Debt Service	-	219,995	219,995
Unrestricted	1,583,865	200,611	1,784,476
Total net position	<u>\$ 2,770,937</u>	<u>\$ 2,856,668</u>	<u>\$ 5,627,605</u>

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

CHARTER TOWNSHIP OF PORTAGE
STATEMENT OF ACTIVITIES
Year Ended December 31, 2016

Functions/Programs	Program Revenues				Net (Expense) Revenues and Changes in Net Position		
	Expenses	Charges for Services	Grants and Contributions		Governmental	Business- Type	Total
			Operating	Capital			
Government Activities							
General government	\$ 351,643	\$ 87,087	\$ -	\$ -	\$ (264,556)	\$ -	\$ (264,556)
Public safety	84,654	-	-	-	(84,654)	-	(84,654)
Public works	127,030	-	3,600	-	(123,430)	-	(123,430)
Recreation	18,450	-	3,000	-	(15,450)	-	(15,450)
Total governmental activities	581,777	87,087	6,600	-	(488,090)	-	(488,090)
Business-type activities:							
Water	234,323	229,624	-	-	-	(4,699)	(4,699)
Sewer	270,837	219,128	-	-	-	(51,709)	(51,709)
Total business-type activities	505,160	448,752	-	-	-	(56,408)	(56,408)
Total primary government	\$ 1,086,937	\$ 535,839	\$ 6,600	\$ -	(488,090)	(56,408)	(544,498)
General revenues:							
Taxes, levied for general operations					248,403	-	248,403
State shared revenue					247,928	-	247,928
Interest and investment earnings					33,337	1,080	34,417
Realized gain (loss)					6,790	-	6,790
Unrealized gain (loss)					(326)	-	(326)
Other income					23,057	891	23,948
Total general revenues, transfers, and special items					559,189	1,971	561,160
Change in net position					71,099	(54,437)	16,662
Net position - Beginning of year					2,699,838	2,911,105	5,610,943
Net position - End of year					\$ 2,770,937	\$ 2,856,668	\$ 5,627,605

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

CHARTER TOWNSHIP OF PORTAGE
GOVERNMENTAL FUNDS
BALANCE SHEET
December 31, 2016

	Major Governmental Funds			Non-major Fund	Total Governmental Funds
	General Fund	Fire Protection Fund	Cemetery Operating Fund	Liquor Law Fund	
Assets					
Cash and cash equivalents	\$ 433,626	\$ 298,562	\$ 16,468	\$ 36	\$ 748,692
Due from other funds	70,401	-	-	-	75,712
Due from fiduciary fund	9,277	-	-	-	9,277
Due from other governmental units	43,025	-	-	-	43,025
Prepays	3,690	1,454	2,181	36	7,361
Restricted cash	-	-	-	-	49,227
Restricted investment	-	-	-	-	1,037,423
Total assets	\$ 560,019	\$ 300,016	\$ 18,649	\$ 72	\$ 1,970,717
Liabilities					
Accounts payable	\$ 1,196	\$ 977	\$ -	\$ -	\$ 2,173
Accrued expenses	5,785	-	95	-	5,880
Due to other funds	-	-	9,392	-	9,392
Deferred revenue	53,633	36,635	-	-	90,268
Total liabilities	60,614	37,612	9,487	-	107,713
Fund balances					
Nonspendable:					
Prepays	3,690	1,454	2,181	36	7,361
Restricted	-	260,950	6,981	36	1,359,928
Unrestricted	495,715	-	-	-	495,715
Total fund balances	499,405	262,404	9,162	72	1,863,004
Total liabilities and fund balances	\$ 560,019	\$ 300,016	\$ 18,649	\$ 72	\$ 1,970,717

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

CHARTER TOWNSHIP OF PORTAGE
GOVERNMENTAL FUNDS
RECONCILIATION OF THE BALANCE SHEET
TO THE STATEMENT OF NET POSITION
December 31, 2016

Fund Balance Reported in Governmental Funds	\$ 1,863,004
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	913,073
Long-term liabilities, including bonds payable are not due and payable in the current period and therefore are not reported in the funds.	<u>(5,140)</u>
Net position of governmental activities	<u><u>\$ 2,770,937</u></u>

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

CHARTER TOWNSHIP OF PORTAGE
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
Year Ended December 31, 2016

	Major Funds			Non-major Fund	Total Governmental Funds
	General Fund	Fire Protection Fund	Cemetery Operating Fund	Liquor Law Fund	
Revenues					
Taxes	\$ 133,623	\$ 92,028	\$ -	\$ -	\$ 225,651
Commercial Forest	22,752	-	-	-	22,752
State Revenue	245,829	-	-	2,099	247,928
Charges for services	63,292	-	23,795	-	87,087
Interest	1,994	446	-	-	33,337
Contributions	3,000	-	-	-	3,000
Other income	4,557	-	3,500	-	23,057
Total revenues	475,047	92,474	27,295	2,099	642,812
Expenditures					
General government	327,442	-	-	-	327,442
Public Safety	3,135	51,501	-	2,176	56,812
Public Works	60,675	-	64,361	-	125,036
Recreation and culture	18,450	-	-	-	18,450
Total expenditures	409,702	51,501	64,361	2,176	527,740
Excess (deficiency) of revenues over expenditures	65,345	40,973	(37,066)	(77)	115,072
Other financing sources (uses)					
Realized gain (loss)	-	-	-	-	6,790
Unrealized gain (loss)	-	-	-	-	(326)
Operating transfers in/out	(50)	-	50,000	50	-
Total other financing sources (uses)	(50)	-	50,000	(50)	6,464
Net change in fund balances	65,295	40,973	12,934	(27)	121,536
Fund balances - Beginning of year	434,110	221,431	(3,772)	99	1,741,468
Fund balances - End of year	\$ 499,405	\$ 262,404	\$ 9,162	\$ 72	\$ 1,863,004

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

CHARTER TOWNSHIP OF PORTAGE
GOVERNMENTAL FUNDS
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
Year Ended December 31, 2016

Net Change in Fund Balances - Total Governmental Funds	\$ 121,536
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds do not record depreciation and report capital outlays as expenditures; in the statement of activities, these costs are capitalized and allocated over their estimated useful lives as depreciation	(51,028)
Accrued sick pay recorded in the statement of activities is not recorded as expenditures in the governmental funds until they are incurred.	<u>591</u>
Change in net position of governmental activities	<u><u>\$ 71,099</u></u>

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

CHARTER TOWNSHIP OF PORTAGE
PROPRIETARY FUNDS
COMBINING STATEMENT OF NET POSITION
December 31, 2016

	Business-Type Activities Enterprise Funds		
	Sewer System	Water System	Total
Assets			
Cash and cash equivalents	\$ 40,265	\$ 175,695	\$ 215,960
Accounts receivable	4,466	2,246	6,712
Inventory	12,648	43,682	56,330
Due from other funds	-	-	-
Due from fiduciary fund	581	340	921
Prepays	454	1,273	1,727
Restricted cash	71,826	148,169	219,995
Capital assets - net	<u>2,087,680</u>	<u>1,667,382</u>	<u>3,755,062</u>
Total assets	<u>2,217,920</u>	<u>2,038,787</u>	<u>4,256,707</u>
Liabilities			
Accounts payable	8,710	4,196	12,906
Due to other funds	39,710	26,610	66,320
Accrued expenses	702	941	1,643
Bonds, due within one year	10,000	14,000	24,000
Bonds, due in more than one year	534,000	761,000	1,295,000
User deposits	-	170	170
Total liabilities	<u>593,122</u>	<u>806,917</u>	<u>1,400,039</u>
Net Position			
Restricted	71,826	148,169	219,995
Unrestricted	<u>1,552,972</u>	<u>1,083,701</u>	<u>2,636,673</u>
Total net position	<u>\$ 1,624,798</u>	<u>\$ 1,231,870</u>	<u>\$ 2,856,668</u>

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

CHARTER TOWNSHIP OF PORTAGE
PROPRIETARY FUNDS
COMBINING STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN NET POSITION
Year Ended December 31, 2016

	Business-Type Activities Enterprise Funds		
	Sewer System	Water System	Total
Operating revenues			
Charges for services	\$ 215,803	\$ 222,033	\$ 437,836
Parts, meters, hook-up fees	3,325	7,591	10,916
Other income	579	312	891
Total operating revenues	<u>219,707</u>	<u>229,936</u>	<u>449,643</u>
Operating expenses			
Salaries	16,194	23,277	39,471
Payroll taxes	1,999	2,915	4,914
Employee benefits	5,415	10,344	15,759
Supplies	1,475	6,753	8,228
Utilities	8,634	-	8,634
Insurance	2,413	4,550	6,963
Repairs and maintenance	1,057	1,330	2,387
Professional services	456	684	1,140
Printing and publishing	-	1,080	1,080
Dues and membership	-	424	424
Depreciation	95,311	83,132	178,443
Purchase services	124,453	64,246	188,699
Miscellaneous	-	1,004	1,004
Total operating expenses	<u>257,407</u>	<u>199,739</u>	<u>457,146</u>
Operating income (loss)	(37,700)	30,197	(7,503)
Non-operating revenues (expenses)			
Interest income	-	1,080	1,080
Interest	(13,430)	(34,584)	(48,014)
Total non-operating revenues (expenses)	<u>(13,430)</u>	<u>(33,504)</u>	<u>(46,934)</u>
Net income (loss)	(51,130)	(3,307)	(54,437)
Net position, beginning of the year	<u>1,675,928</u>	<u>1,235,177</u>	<u>2,911,105</u>
Net position, end of year	<u>\$ 1,624,798</u>	<u>\$ 1,231,870</u>	<u>\$ 2,856,668</u>

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

CHARTER TOWNSHIP OF PORTAGE
ENTERPRISE FUNDS
COMBINING STATEMENT OF CASH FLOWS
Year Ended December 31, 2016

	Sewer System	Water System	Total
Cash flows from operating activities			
Receipts from customers	\$ 219,713	\$ 231,321	\$ 451,034
Payments to suppliers	(140,048)	(96,225)	(236,273)
Internal activity - receipts (payments) to other funds	-	-	-
Payments to employees	(16,230)	(23,472)	(39,702)
Net cash provided by operating activities	<u>63,435</u>	<u>111,624</u>	<u>175,059</u>
Cash flows from noncapital financing activities			
Operating subsidies and transfers to other funds	<u>(8,863)</u>	<u>(13,329)</u>	<u>(22,192)</u>
Cash flows from capital and related financing activities			
Principal paid on capital debt	(9,000)	(48,000)	(57,000)
Interest paid on capital debt	(13,430)	(34,584)	(48,014)
Net cash (used) by capital and related financing activities	<u>(22,430)</u>	<u>(82,584)</u>	<u>(105,014)</u>
Cash flows from investing activities			
Interest and dividends	<u>-</u>	<u>1,080</u>	<u>1,080</u>
Net (decrease) in cash	32,142	16,791	48,933
Balances - beginning of the year	79,949	307,073	387,022
Balances - end of the year	<u>\$ 112,091</u>	<u>\$ 323,864</u>	<u>\$ 435,955</u>
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:			
Operating income (loss)	\$ (37,700)	\$ 30,197	\$ (7,503)
Adjustments to reconcile operating income to net cash provided (used) by operating activities:			
Depreciation expense	95,311	83,132	178,443
Change in assets and liabilities			
Receivables, net	6	1,385	1,391
Inventory	-	50	50
Prepaid expenses	(454)	(1,273)	(1,727)
Accounts and other payables	6,308	(1,672)	4,636
Accrued expenses	(36)	(195)	(231)
Net cash provided by operating activities	<u>\$ 63,435</u>	<u>\$ 111,624</u>	<u>\$ 175,059</u>

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

CHARTER TOWNSHIP OF PORTAGE
STATEMENT OF FIDUCIARY NET POSITION
December 31, 2016

	Tax Collection Fund
Assets	
Cash and cash equivalents	\$ 375,963
Total assets	<u>\$ 375,963</u>
Net Position	
Due to other funds	\$ 10,277
Due to other governmental units	365,686
Total liabilities	<u>\$ 375,963</u>

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

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

The Charter Township of Portage is a Charter Township located in Houghton County, Michigan and encompasses an area of 113.35 square miles. The Township operates under an elected Board of Trustees (seven members, including the Township Supervisor, Township Clerk, Township Treasurer, and four trustees) and provides services to a population of approximately 3,150 Township residents.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Charter Township of Portage conform to generally accepted accounting principles for local governmental units as prescribed by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants. The following is a summary of the more significant policies:

REPORTING ENTITY

The Charter Township of Portage is incorporated under the laws of the State of Michigan and operates under an elected council form of government.

There are no other governmental units within the Township that are controlled by, or dependent upon the Township's Board of Trustees. Control by, or dependence on the Township, was determined on the basis of appointment of the governing body or governing authority budget adoption, taxing authority, outstanding debt secured by revenues or general obligations of the Township, obligation of the Township to finance any deficits that may occur, surplus funds, and scope of public service.

MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION

Government-Wide Financial Statements - The statement of net position and the statement of activities display information about the Township as a whole. These statements distinguish between activities that are governmental and those that are considered business-type. The Statement of Net Position and Statement of Activities report information on all of the non-fiduciary activities of the primary government and its component unit. These statements exclude fiduciary activities such as trust and agency funds.

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting as further defined under proprietary funds below. This is the same approach used in the preparation of the proprietary fund financial statements but differs from the manner in which governmental fund financial statements are prepared. Therefore, governmental fund financial statements include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements of governmental funds.

The government-wide statement of activities presents a comparison between expenses and program revenues for each different identifiable activity of the business-type activities of the Township and for each governmental program. Expenses are those that are specifically associated with a service or program and are therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipients of the goods or services offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Revenues which are not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each function is self-financing or draws from the general revenues of the Township.

Internal activity is limited to inter-fund transfers which are eliminated to avoid "doubling up" revenues and expenses. Net position are reported as restricted when constraints placed on net position use are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. The net position restricted for other purposes result from special revenue and capital projects and the restrictions on their net asset use.

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Financial Statements - Fund financial statements report detailed information about the Township. The focus of governmental and enterprise fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column. The major governmental funds are each presented in a single column on the financial statements.

The following fund types are used by the Township:

Governmental Funds – The focus of the governmental funds’ measurement (in the fund statements) is upon determination

of the financial position (sources, uses, and balances of financial resources) rather than upon net income.

The following is a description of the major governmental funds of the Township:

General Fund - The General Fund is the government’s primary operating fund. It is used to account for all financial resources of the general government, except those required to be accounted for in another fund.

Fire Protection Fund - The Fire Fund accounts for fire protection by special assessment under Act 33, 1951, as amended.

Cemetery Fund - The Cemetery Fund accounts for all operations of cemetery activities.

Permanent Fund Type - The Cemetery Perpetual Care Fund is the Township’s only permanent fund. The principal portion of the fund must stay intact, but the interest earnings are used to provide care for the cemetery.

The following is a description of the non major governmental fund of the Township:

→ Liquor Law Fund - This fund accounts for all activity in connection with liquor law enforcement as required by the State of Michigan and is funded by the same.

Enterprise Funds- Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Sewer and Water funds are major enterprise funds of the Township.

Fiduciary Funds - Fiduciary funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support Township programs. The agency fund is custodial in nature and does not present results of operations or have a measurement focus. Fiduciary funds are not included in the government-wide statements.

The following is a description of the fiduciary fund:

Current Tax Collection Fund - The Current Tax Collection Fund accounts for collection and disbursement of property tax collections to all taxing agencies.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus

On the government-wide statement of net position and the statement of activities, both governmental and business-type activities are presented using the economic resource measurement focus as defined below.

In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate:

- All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable resources at the end of the period.
- The proprietary funds utilize an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets, financial position and cash flows. All assets and liabilities, whether current or noncurrent, associated with their activities are reported. Proprietary fund equity is classified as net assets.
- Agency funds are not involved in the measurement of results of operations; therefore, measurement focus is not applicable to them.

Other Accounting Policies

Cash and cash equivalents - The Township’s cash and cash equivalents as reported in the statement of cash flows and the statement of net position are considered to include cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value. Pooled investment income is generally allocated to each fund using a weighted average of balance for the principal.

Restricted assets - Certain cash accounts are classified as restricted assets on the balance sheet because their use is limited. In the enterprise funds, the “Bond Requirements” accounts are used for the payment of current debt obligations.

Receivables and Payables - In general, outstanding balances between funds are reported as “due to/from other funds.” All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible. The Township has not recorded an allowance for uncollectible as the Township does not anticipate any material uncollectible accounts.

Inventory - Inventory is valued at cost as determined on the first-in, first-out method for the Sewer and Water Funds. For all other funds the Township utilizes the purchase method of recording inventories of materials and supplies. Under the purchase method, inventories are recorded as expenditures when they are purchased.

Property Taxes - Property taxes are accrued in the year they are levied. The tax levy is recorded as deferred revenue until the subsequent year when it becomes available for use. Properties are assessed as of December 31 and the related property taxes become a lien on December 1 of the following year. These taxes are due on February 14 with the final collection date of February 28 before they are added to the county delinquent tax rolls.

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

For the year ended December 31, 2016, the Township levied the following amounts per \$1,000 of assessed valuation:

Fund	Mills
Township Operating	1.2945
Fire Operating	.9958

Capital Assets – Capital assets, which include land, buildings, equipment, site improvements, and vehicles are reported in the applicable governmental activities column in the government-wide financial statements. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. All costs relating to construction of facilities are capitalized, including salaries, employee benefits, and bond interest costs. Donated capital assets are recorded at estimated fair market value at the date of donation. Costs of normal repair & maintenance that do not add to the value or materially extend asset lives are not capitalized. Capital assets are defined by the Township as assets with an initial individual cost of more than \$3,000 and an estimated useful life of more than one year.

In the government-wide financial statements, capital assets are accounted for as capital assets. All capital assets are valued at historical cost or estimated historical cost if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the asset's estimated useful lives using the straight-line method of depreciation.

The range of estimated useful lives by type of assets is as follows:

Buildings and additions	20-50 years
Vehicles	5-10 years
Furniture and other equipment	5-10 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide financial statements.

Restricted Assets - Restricted assets include cash and equivalents, which have been reserved for the principal portion of the cemetery perpetual care fund non-expendable cash.

Long-term Debt - The accounting treatment of long-term debt depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term debt to be repaid from governmental and business-type resources is reported as liabilities in the government-wide statements. The long-term debt consists of bonds payable.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures as it is in the government-wide statements.

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Compensated Absences - The Township's policies regarding vacation and sick time permit employees to accumulate vacation and sick time. The liability for vacation compensated absences is recorded as long-term debt in the government-wide statements. In the fund financial statements, governmental funds report only the compensated liability payable from expendable available financial resources, while proprietary funds report the liability as it is incurred.

Deferred Outflows of Resources and Deferred Inflows of Resources - Deferred outflows are reported in a separate section following assets and represents a consumption of net position applying to a future period and therefore will not be recognized as an outflow of resources (expense/expenditure) until then. The Township has no deferred outflows in the current year.

Deferred inflows are reported in a separate section following liabilities and represents an acquisition of net position applying to a future period and therefore will not be recognized as an inflow of resources (revenue) in the current year. The Township has reported \$99,119 in property taxes and special assessments levied for the following year, and therefore not available in the current year under the governmental fund basis of accounting, as a deferred inflow.

Fund	Property Taxes
General	\$ 53,633
Fire Protection	36,635
Totals	<u>\$ 90,268</u>

Equity Classification

Government-Wide Statements

Equity is classified as net position and displayed in three components:

1. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes or other borrowing that are attributable to the acquisition, construction or improvement of those assets.
2. Restricted net position - Consist of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors or laws or regulations of other governments; or (2) law through constitutional provisions of enabling legislation.
3. Unrestricted net position - All other net position that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

Fund Statements – Governmental fund equity is classified as fund balance. Fund balance is further classified as described on page 27. Proprietary fund equity is classified the same as in the government-wide statements.

Revenues

Government-Wide Statements

In the government-wide statement of activities, revenues are segregated by activity (governmental or business-type), and are classified as either a program revenue or a general revenue. Program revenues include charges to customers or applicants for goods or services, operating grants and contributions and capital grants and contributions. General revenues, includes all revenues which do not meet the criteria of program revenues and included revenues such as property taxes, state revenue sharing payments and interest earnings.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Statements

In the governmental fund statements revenues are reported by source, such as federal sources, state sources and taxes. Revenues consist of general purpose revenues and restricted revenues. General purpose revenues are available to fund any activity reported in that fund, while restricted revenues are available for a specific purpose or activity and the restrictions are typically required by law or a grantor agency. When both general purpose and restricted revenues are available for use, it is the Township's policy to use restricted resources first.

Expenses/Expenditures

Government-Wide Statements

In the government-wide statement of activities, expenses are segregated by activity (governmental or business-type), and are classified by function.

Fund Statements

The governmental fund financial statements are classified by character: current, debt service, and capital outlay.

In the proprietary fund financial statements expenses are classified by operating and nonoperating and sub-classified by function such as salaries, supplies and contracted services.

Operating Revenues and Expenses

Operating revenues and expenses for proprietary funds are those that result from providing services and producing and delivering goods and/or services. It also includes all revenue and expenses not related to capital and related financing, noncapital financing or investing activities.

Other Financing Sources (Uses)

The transfers of cash between the various Township funds are budgeted but reported separately from revenues and expenditures as operating transfers in or (out), unless they represent temporary advances that are to be repaid, in which case, they are carried as assets and liabilities of the advancing or borrowing funds.

Interfund Activity

As a general rule, the effect of interfund activity has been eliminated from the government-wide statements. Exceptions to this rule are: 1) activities between funds reported as governmental activities and funds reported as business-type activities, and 2) activities between funds that are reported in different functional categories in either the governmental or business-type activities column. Elimination of these activities would distort the direct cost and program revenues for the functions concerned.

In the fund financial statements, transfers represent flows of assets without equivalent flows of assets in return or a requirement for repayment.

Interfund receivables and payables have been eliminated from the statement of net position, except for the residual amounts due between governmental and business-type activities.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance - 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 the resources by grantors, contributors, laws or regulations of other governments. *Committed fund balance*, if any, is reported from amounts that can be used for specific purposes pursuant to constraints imposed by formal action by the government's highest level of decision making authority, the Board. A formal resolution of the Board is required to establish, modify or rescind a fund balance commitment. The Township 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.

When the Township incurs an expenditure for purposes for which various fund balance classifications can be used, it is the Township's policy to use restricted fund balance first, then committed fund balance, assigned fund balance, and finally unassigned balance.

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

Encumbrances - Encumbrances are defined as commitments related to unperformed contracts for goods and services. The Township does not record encumbrances in the normal course of operating its accounting system and none are recorded in the accompanying financial statements.

NOTE B - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

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

- Each October, the Township Supervisor prepares a proposed operating budget for the fiscal year commencing the following January 1, and submits this proposed budget to the Township Board of trustees at the annual meeting in January.
- The Township Board of Trustees reviews the proposed budget, which includes proposed expenditures and the means of financing them.
- Pursuant to the statute, the proposed budget as approved by the Board of Trustees, is submitted to the Township at a public hearing, at which time public comment is invited. The final budget is formally adopted at the next board meeting.
- The Board of Trustees reviews the budget quarterly during the fiscal year and makes formal amendments when appropriate.
- Budget appropriation's lapse at the end of the fiscal year.

Budgetary amounts reported herein are as originally adopted, or as amended by the Township Board throughout the operating year.

In accordance with the State of Michigan Budgeting and Accounting Act, the Township must adopt an annual operating budget for the General and Special Revenue. In the body of the financial statements, the Township's actual expenditures and budgeted expenditures for the budgetary funds have been shown on a functional basis. Violations, if any, for the General, Fire Protection, and Cemetery Funds are noted in the required supplementary information section.

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

NOTE C - CASH

At year-end, the Township's cash deposits (checking, savings and certificates of deposit) were reported in the basic financial statements in the following categories:

	Governmental Activities	Enterprise Funds	Total Government	Fiduciary Funds
Unrestricted Cash	\$ 748,692	\$ 215,960	\$ 964,652	\$ -
Restricted cash	49,227	219,995	269,222	375,963
Total cash	<u>\$ 797,919</u>	<u>\$ 435,955</u>	<u>\$ 1,233,874</u>	<u>\$ 375,963</u>

NOTE D - INVESTMENTS

The cost, market value, and unrealized appreciation (depreciation) of investment securities are as follows:

Description	December 31, 2016			December 31, 2015		
	Costs	Fair Value	Unrealized Appreciation (Depreciation)	Cost	Fair Value	Unrealized Appreciation (Depreciation)
Short-term investment	\$ 55,186	\$ 55,186	\$ -	\$ 284,336	\$ 284,336	\$ -
Certificates of deposit	-	-	-	50,000	50,362	362
U.S. Government and Agencies	445,845	455,593	9,749	576,117	615,673	39,556
Mutual funds/Exchange traded funds	524,512	526,644	2,132	-	-	-
Total Investments	<u>\$ 1,025,543</u>	<u>\$ 1,037,423</u>	<u>\$ 11,880</u>	<u>\$ 910,453</u>	<u>\$ 950,371</u>	<u>\$ 39,918</u>

The following table presents information about the Township's investments measured at fair value on a recurring basis and the valuation techniques used by the Township to determine those fair values. The FASB ASC 820 Fair Value Measurements establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy consists of three broad levels: Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and have the highest priority; Level 2 inputs consist of observable inputs other than quoted prices for identical assets; Level 3 inputs consist of unobservable inputs and have the lowest priority. The Township uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments.

		Fair Value Measurements at Reporting Date Using:		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
December 31, 2016	Fair Value			
Short-term investment	\$ 55,186	\$ 55,186	\$ -	\$ -
Certificates of deposit	-	-	-	-
U.S. Government and Agencies	455,593	-	455,593	-
Mutual funds/Exchange traded funds	526,644	526,644	-	-
Total Investments	<u>\$ 1,037,423</u>	<u>\$ 581,830</u>	<u>\$ 455,593</u>	<u>\$ -</u>
December 31, 2015	Fair Value			
Short-term investment	\$ 284,336	\$ 284,336	\$ -	\$ -
Certificates of deposit	50,362	-	50,362	-
U.S. Government and Agencies	615,673	-	615,673	-
Total Investments	<u>\$ 950,371</u>	<u>\$ 284,336</u>	<u>\$ 666,035</u>	<u>\$ -</u>

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

NOTE D - INVESTMENTS (Continued)

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

Credit Risk - State law limits investments in commercial paper corporate bonds to a prime or better rating issued by nationally recognized statistical rating organizations (NRSROs).

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

Custodial Credit Risk - Deposits - In the case of deposits, this is the risk that in the event of a bank failure, the Township's deposits may not be returned to it. As of December 31, 2016, \$203 of the Township's bank balance of \$1,791,997 was exposed to custodial credit risk because it was uninsured and uncollateralized with securities held by the pledging financial institution's trust department or agent, but not in the Township's name.

Custodial Credit Risk - Investments - For an investment, this is the risk that, in the event of the failure of the counterparty, the Township will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

The Township will minimize custodial credit risk, which is the risk of loss due to the failure of the security issuer or backer, by; limiting investments to the types of securities allowed by law; and pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the Township will do business.

NOTE E - INTER-FUND RECEIVABLES AND PAYABLES/TRANSFERS

The amounts of inter-fund receivables and payables at December 31, 2016 are as follows:

Fund	Interfund Receivable	Fund	Interfund Payable	Not expected to be paid back within one year
General Fund	\$ 70,401	General Fund	\$ -	\$ -
Water Funds	-	Water Funds	26,610	-
Sewer Funds	-	Sewer Funds	39,710	-
Perpetual Care Fund	5,311	Cemetery Fund	9,392	9,392
Total	<u>\$ 75,712</u>	Total	<u>\$ 75,712</u>	<u>\$ 9,392</u>

- The tax collection fund owed the General Fund \$9,277, Portage Water Fund \$340, and \$581 to Portage Sewer Fund at December 31, 2016.
- Perpetual Care Fund transferred \$50,000 to the Cemetery Fund.
- General Fund transferred \$50 to the Liquor Law Fund.

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

NOTE F - CAPITAL ASSETS

Capital Asset activity of the Township's governmental activities was as follows:

	Balance 1/1/2016	Additions	Deletions	Balance 12/31/2016
Capital assets, not being depreciated				
Land	\$ 580,954	\$ 3,600	\$ -	\$ 584,554
Capital assets, being depreciated				
Buildings	634,652	\$ -	\$ -	634,652
Equipment	132,098	-	-	132,098
Machinery	91,614	-	-	91,614
Office equipment	30,916	-	-	30,916
Street signs	6,569	-	-	6,569
Vehicles	536,529	-	-	536,529
Subtotal	1,432,378	\$ -	\$ -	1,432,378
Accumulated depreciation				
Building	351,894	\$ 19,114	\$ -	371,008
Equipment	101,127	5,413	-	106,540
Machinery	91,224	391	-	91,615
Office equipment	28,589	1,164	-	29,753
Street signs	6,569	-	-	6,569
Vehicles	469,828	28,546	-	498,374
Subtotal	1,049,231	\$ 54,628	\$ -	1,103,859
Net capital assets being depreciated	383,147			328,519
Net capital assets	\$ 964,101			\$ 913,073

Depreciation expense was charged to governmental activities of the Township as follows:

General government	\$ 24,201
Public safety	27,842
Public works	2,585
Total governmental activities	\$ 54,628

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

NOTE F - CAPITAL ASSETS (Continued)

The property, plant, and equipment in Township business-type funds at December 31, 2016 are summarized as follows:

SEWER FUNDS

Portage Sewer	Balance 1/1/2016	Additions	Deletions	Balance 12/31/2016
Capital assets, being depreciated				
Buildings	\$ 2,611,618	\$ -	\$ -	\$ 2,611,618
Utility system	42,384	-	-	42,384
Equipment/Vehicles/Machinery	10,462	-	-	10,462
Subtotal	<u>2,664,464</u>	<u>\$ -</u>	<u>\$ -</u>	<u>2,664,464</u>
Less accumulated depreciation	<u>1,333,589</u>	<u>\$ 70,425</u>	<u>\$ -</u>	<u>1,404,014</u>
Net capital assets	<u>\$ 1,330,875</u>			<u>\$ 1,260,450</u>

Dakota Heights Sewer	Balance 1/1/2016	Additions	Deletions	Balance 12/31/2016
Capital assets, being depreciated				
Utility system	\$ 930,019	\$ -	\$ -	\$ 930,019
Equipment/Vehicles/Machinery	15,855	-	-	15,855
Subtotal	<u>945,874</u>	<u>\$ -</u>	<u>\$ -</u>	<u>945,874</u>
Less accumulated depreciation	<u>93,760</u>	<u>\$ 24,884</u>	<u>\$ -</u>	<u>118,644</u>
Net capital assets	<u>\$ 852,114</u>			<u>\$ 827,230</u>

WATER FUNDS

Portage Water	Balance 1/1/2016	Additions	Deletions	Balance 12/31/2016
Capital assets, being depreciated				
Buildings	\$ 2,224,491	\$ -	\$ -	\$ 2,224,491
Utility system	115,971	-	-	115,971
Equipment/Vehicles/Machinery	-	-	-	-
Equipment/Vehicles/Machinery	4,537	-	-	4,537
Subtotal	<u>2,344,999</u>	<u>\$ -</u>	<u>\$ -</u>	<u>2,344,999</u>
Less accumulated depreciation	<u>1,136,444</u>	<u>\$ 59,161</u>	<u>\$ -</u>	<u>1,195,605</u>
Net capital assets	<u>\$ 1,208,555</u>			<u>\$ 1,149,394</u>

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

NOTE F - CAPITAL ASSETS (Continued)

	Balance 1/1/2016	Additions	Deletions	Balance 12/31/2016
<u>Dakota Heights Water</u>				
Capital assets, being depreciated				
Utility system	\$ 668,918	\$ -	\$ -	\$ 668,918
Equipment/Vehicles/Machinery	23,063	-	-	23,063
Subtotal	691,981	\$ -	\$ -	691,981
Less accumulated depreciation	258,081	\$ 18,240	\$ -	276,321
Net capital assets	<u>\$ 433,900</u>			<u>\$ 415,660</u>
	Balance 1/1/2016	Additions	Deletions	Balance 12/31/2016
<u>Woodland Road Water</u>				
Capital assets, being depreciated				
Utility system	\$ 133,312	\$ -	\$ -	\$ 133,312
Equipment/Vehicles/Machinery	29,842	-	-	29,842
Subtotal	163,154	\$ -	\$ -	163,154
Less accumulated depreciation	55,097	\$ 5,729	\$ -	60,826
Net capital assets	<u>\$ 108,057</u>			<u>\$ 102,328</u>

NOTE G - ACCUMULATED UNPAID VACATION

Township full time employees accumulate vacation days and will be compensated upon leaving the township's employment. The maximum vacation accrual is thirty (30) days. Vacation days are earned on an annual basis at the following rate, per every 160 hours worked:

<u>Years of Employment</u>	<u>Vacation Days</u>
One year	1/2
Two through seven	1
Eight through ten	1 1/4
Eleven or more	1 1/2

Accumulated unpaid vacation at December 31, 2016 was \$5,140.

NOTE H - BOND PAYMENT AND RESERVE REQUIREMENTS - PROPRIETARY FUNDS

PORTAGE SEWER DISPOSAL SYSTEM REVENUE BONDS, SERIES 2010

Bond and Interest Redemption Account - The Township is required to set aside each quarter on or after July 1, an amount not less than ½ of the amount of interest due on the next two interest payments and next principal payment date.

Bond Reserve Account - The Township is required to deposit \$362.50 per quarter into a bond reserve account until an amount of \$14,500 is accumulated, to be used for payment on the bonds in the event of default.

Repair, Replacement, and Improvement Account - The Township is required to deposit into a repair, replacement, and improvement account (RRI) at least \$1,362.50 per quarter, less the amount, if any, deposited in the Bond Reserve Account.

NOTE H - BOND PAYMENT AND RESERVE REQUIREMENTS - PROPRIETARY FUNDS (Continued)

DAKOTA HEIGHTS SEWAGE DISPOSAL SYSTEM REVENUE BOND, SERIES 2011

Bond and Interest Redemption Account - The Township is required to set aside each quarter on or after July 1, 2011 an amount not less than $\frac{1}{2}$ of the amount of interest due on the next interest payment and $\frac{1}{4}$ of the amount of principal due on the next principal payment date.

Bond Reserve Account - The Township is required to deposit \$275 per quarter, commencing October 1, 2011, into a bond reserve account to be used for payment on the bonds in the event of default.

Repair, Replacement, and Improvement Account - The Township is required to deposit into a repair, replacement, and improvement account (RRI) at least \$775 per quarter, less the amount, if any, deposited in the Bond Interest Redemption and Reserve Accounts.

PORTAGE WATER - 2008 WATER SUPPLY AND DISTRIBUTION SYSTEM JUNIOR LIEN REVENUE BOND

Bond and Interest Redemption Account - The Township is required to set aside each quarter on or after April 1, an amount not less than $\frac{1}{2}$ of the amount of interest due on the next interest payment and $\frac{1}{4}$ the amount of principal due on the next principal payment date.

Bond Reserve Account - The Township is required to establish a bond reserve account to be used for payment on the bonds in the event of default.

Repair, Replacement, and Improvement Account - The Township is required to deposit into a repair, replacement, and improvement account (RRI) at least \$1,725 per quarter, less the amount, if any, deposited in the Bond Reserve Account.

DAKOTA HEIGHTS WATER SUPPLY SYSTEM REVENUE BONDS, SERIES 2000

Bond and Interest Redemption Account - The Township is required to set aside each quarter on or after April 1, an amount not less than $\frac{1}{2}$ of the amount of interest due on the next interest payment and $\frac{1}{4}$ of the amount of principal due on the next principal payment date.

Bond Reserve Account - The Township is required to deposit \$275 per quarter into a bond reserve account to be used for payment on the bonds in the event of default.

Repair, Replacement, and Improvement Account - The Township is required to deposit into a repair, replacement, and improvement account (RRI) at least \$2,100 per quarter, less the amount, if any, deposited in the Bond Reserve Account.

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

NOTE H - BOND PAYMENT AND RESERVE REQUIREMENTS - PROPRIETARY FUNDS (Continued)

At December 31, 2016, the Township had established these accounts and had restricted cash, as required, as follows:

	<u>Required</u>	<u>Amount Funded</u>
<u>Portage Sewer Fund</u>		
Bond Reserve	\$ 7,975	\$ 10,787
Repair and Replacement	22,000	27,000
Bond and Interest	7,276	10,914
	<u>\$ 37,251</u>	<u>\$ 48,701</u>
<u>Dakota Heights Sewer Fund</u>		
Bond Reserve	\$ 6,875	\$ 5,775
Repair and Replacement	12,500	12,100
Bond and Interest	5,149	5,250
	<u>\$ 24,524</u>	<u>\$ 23,125</u>
<u>Portage Water Fund</u>		
Bond Reserve	\$ 33,763	\$ 34,799
Repair and Replacement	27,718	28,260
Bond and Interest	17,891	17,893
	<u>\$ 79,371</u>	<u>\$ 80,952</u>
<u>Dakota Heights Water Fund</u>		
Bond Reserve	\$ 11,000	\$ 11,000
Repair and Replacement	24,175	50,567
Bond and Interest	2,688	5,650
	<u>\$ 37,863</u>	<u>\$ 67,217</u>

NOTE I - LONG TERM DEBT

PORTAGE WATER FUND

2007 Water Supply and Distribution System Junior Lien Revenue Bond was issued on August 16, 2007 in the amount of \$700,000 for the purpose of acquiring and constructing additions and improvements to the Township Water distribution system.

The bonds are self-liquidating and are not general obligations of the Township, but are payable both as to principal and interest solely from the revenues of the Water Supply and Distribution System. The bonds bear an interest rate not to exceed 4.125% per annum. The payment schedule for the bonds is as follows:

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

NOTE I - LONG TERM DEBT (Continued)

PORTAGE WATER FUND (Continued)

Year	January 1	July 1		Total
	Interest	Interest	Principal	
2017	12,891	12,891	10,000	35,782
2018	12,684	12,684	11,000	36,368
2019	12,458	12,458	11,000	35,916
2020	12,231	12,231	12,000	36,462
2021	11,983	11,983	12,000	35,966
2022	11,736	11,736	13,000	36,472
2023-2027	54,512	54,512	71,000	180,024
2028-2032	46,571	46,571	87,000	180,142
2033-2037	36,836	36,836	106,000	179,672
2038-2042	24,956	24,956	130,000	179,912
2043-2047	10,395	10,395	162,000	182,790
Totals	<u>\$ 247,253</u>	<u>\$ 247,253</u>	<u>\$ 625,000</u>	<u>\$ 1,119,506</u>

DAKOTA HEIGHTS WATER FUND - Water Supply System Revenue Bonds, Series 2000 were issued on September 12, 2000 in the amount of \$196,000 for the purpose of acquiring and constructing additions and improvements to the Township water distribution system. The bonds are self-liquidating and are not general obligations of the Township, but are payable both as to principal and interest solely from the revenues of the water supply and distribution system. The bonds bear an interest rate not to exceed 4.50% per annum. The payment schedule for the bonds is as follows:

Year	February 1	August 1		Total
	Interest	Interest	Principal	
2017	3,375	3,375	4,000	10,750
2018	3,285	3,285	4,000	10,570
2019	3,195	3,195	4,000	10,390
2020	3,105	3,105	4,000	10,210
2021	3,015	3,015	4,000	10,030
2022	2,925	2,925	4,000	9,850
2023-2027	13,050	13,050	26,000	52,100
2028-2032	9,878	9,878	32,000	51,756
2033-2037	5,940	5,940	40,000	51,880
2038-2040	1,283	1,283	28,000	30,566
Totals	<u>\$ 49,051</u>	<u>\$ 49,051</u>	<u>\$ 150,000</u>	<u>\$ 248,102</u>

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

NOTE I - LONG TERM DEBT (Continued)

PORTAGE SEWER FUND - Sewage Disposal System (Dodgeville/Hurontown) Revenue Bonds were issued on June 14, 2010 in the amount of \$341,000 for the purpose of acquiring, constructing, and installing major improvements to the Township sewer disposal system. The bonds are self-liquidating and are not general obligations of the Township, but are payable both as to principal and interest solely from the revenues of the sewer disposal system. The bonds bear an interest rate not to exceed 2.75 percent per annum. The payment schedule for the bonds is as follows:

Year	January 1	July 1		Total
	Interest	Interest	Principal	
2017	4,276	4,276	6,000	14,552
2018	4,194	4,194	6,000	14,388
2019	4,111	4,111	6,000	14,222
2020	4,029	4,029	6,000	14,058
2021	3,946	3,946	6,000	13,892
2022	3,864	3,864	6,000	13,728
2023-2027	17,944	17,944	35,000	70,888
2028-2032	15,400	15,400	40,000	70,800
2033-2037	12,513	12,513	46,000	71,026
2038-2042	9,200	9,200	52,000	70,400
2043-2047	5,417	5,417	60,000	70,834
2048-2050	1,197	1,197	42,000	44,394
Totals	<u>\$ 86,091</u>	<u>\$ 86,091</u>	<u>\$ 311,000</u>	<u>\$ 483,182</u>

DAKOTA HEIGHTS SEWER FUND – The Dakota Heights Sewage Disposal System Revenue Bonds were issued on July 19, 2010 in the amount of \$249,000 for the purpose of acquiring, constructing, and installing major improvements to the Township sewage disposal system. The bonds are self-liquidating and are not general obligations of the Township, but are payable both as to principal and interest solely from the revenues of the sewer disposal system. The bonds bear an interest rate of 2.75 percent per annum. The payment schedule for the bonds is as follows:

Year	January 1	July 1		Total
	Interest	Interest	Principal	
2017	3,204	3,204	4,000	10,408
2018	3,149	3,149	4,000	10,298
2019	3,094	3,094	4,000	10,188
2020	3,039	3,039	4,000	10,078
2021	2,984	2,984	5,000	10,968
2022	2,915	2,915	5,000	10,830
2023-2027	13,544	13,544	25,000	52,088
2028-2032	11,743	11,743	29,000	52,486
2033-2037	9,653	9,653	33,000	52,306
2038-2042	7,248	7,248	38,000	52,496
2043-2047	4,498	4,498	43,000	51,996
2048-2050	1,362	1,362	39,000	41,724
Totals	<u>\$ 66,433</u>	<u>\$ 66,433</u>	<u>\$ 233,000</u>	<u>\$ 365,866</u>

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

NOTE I - LONG TERM DEBT (Continued)

Long-term liabilities activity, as reported in and liquidated through the each of the following funds for the fiscal year ended December 31, 2016, was as follows:

	Balance 1/1/2016	Increase	Decrease	Balance 12/31/2016	Current Portion
<i>Enterprise</i>					
Portage Water Supply Bond 2007	\$ 635,000	\$ -	\$ 10,000	\$ 625,000	\$ 10,000
Portage Water Supply Bond 2005	35,000	-	35,000	-	-
Portage Sewer 2010 Bond	316,000	-	5,000	311,000	6,000
Dakota Heights Sewer 2011 Bond	237,000	-	4,000	233,000	4,000
Dakota Heights Water 2000 Bond	153,000	-	3,000	150,000	4,000
Sub-total	1,376,000	-	57,000	1,319,000	24,000
Accrued compensated absences	5,731	-	591	5,140	-
Totals	<u>\$ 1,381,731</u>	<u>\$ -</u>	<u>\$ 57,591</u>	<u>\$ 1,324,140</u>	<u>\$ 24,000</u>

SUMMARY SCHEDULE OF LONG-TERM DEBT

Year	Interest	Principal	Total
2017	47,492	24,000	71,492
2018	46,624	25,000	71,624
2019	45,716	25,000	70,716
2020	44,808	26,000	70,808
2021	43,856	27,000	70,856
2022	42,880	28,000	70,880
2023-2027	198,100	157,000	355,100
2028-2032	167,184	188,000	355,184
2033-2037	129,884	225,000	354,884
2038-2042	85,374	248,000	333,374
2043-2047	40,620	265,000	305,620
2048-2050	5,118	81,000	86,118
Totals	<u>\$ 897,656</u>	<u>\$ 1,319,000</u>	<u>\$ 2,216,656</u>

NOTE J - DEFINED CONTRIBUTION PLAN

The Township has a Defined Contribution Pension Plan for Michigan Township Employees and provides pension benefits for all of its eligible employees through this plan managed by Burnham & Flower Insurance Group. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Full-time and seasonal employees are eligible to participate from their date of employment. The Township policy requires that the Township contribute an amount equal to 5% of the employee's compensation. No contribution is required by any employee, although an employee may contribute. Township contributions for each employee and allocated to the employee's account are fully vested. Any amount contributed voluntarily by the employee under the plan, plus any earnings, are fully vested at the time of the contribution or crediting of investment earnings. The Township's contributions were calculated using the eligible wage amount of \$217,850. The Township made the required 5% contribution amounting to \$10,893.

CHARTER TOWNSHIP OF PORTAGE
NOTES TO FINANCIAL STATEMENTS - December 31, 2016

NOTE K - SEGMENT INFORMATION FOR ENTERPRISE FUNDS

The Township maintains five Enterprise Funds which provide water and sewer services. Segment information for the year ended December 31, 2016 is as follows:

	Portage Sewer	Dakota Heights Sewer	Portage Water	Dakota Heights Water	Woodland Road Water
Operating revenues	\$ 184,353	\$ 35,354	\$ 169,495	\$ 22,595	\$ 37,846
Depreciation	\$ 70,426	\$ 24,885	\$ 59,162	\$ 18,240	\$ 5,730
Operating income (loss)	\$ (28,754)	\$ (8,946)	\$ 30,462	\$ (5,548)	\$ 5,283
Non-operating revenues (expenses)	\$ (7,505)	\$ (5,925)	\$ (27,596)	\$ (6,806)	\$ 898
Net income (loss)	\$ (36,259)	\$ (14,871)	\$ 2,866	\$ (12,354)	\$ 6,181
Net working capital (deficit)	\$ 6,710	\$ (7,418)	\$ 11,101	\$ 3,847	\$ 162,371
Total Assets	\$ 1,361,727	\$ 856,193	\$ 1,281,200	\$ 491,051	\$ 266,536
Total Equity	\$ 1,010,861	\$ 613,937	\$ 626,447	\$ 340,724	\$ 264,699

NOTE L - CONTINGENT LIABILITY

The Township has received financial assistance from federal and state agencies. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreement and are subject to audit by the grantor agency. Any disallowed claims resulting from such audits could become a liability of the applicable fund of the Township. However, in the opinion of management, any such disallowed claims will not have a material effect on any of the financial statements or on the overall financial position of the Township at December 31, 2016.

NOTE M - RISK MANAGEMENT

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Township continues to carry commercial insurance for property, liability, wrongful acts, crime inland marine, and other risks of loss including worker's compensation and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three calendar years.

NOTE N - SUBSEQUENT EVENTS

Management evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that affect the financial statements. Subsequent events have been evaluated through the date of the accompanying independent auditor's report, which is the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

CHARTER TOWNSHIP OF PORTAGE
GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
Year Ended December 31, 2016

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance Final to Actual</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Local sources	\$ 226,971	\$ 239,241	\$ 229,218	\$ (10,023)
State and federal sources	256,000	256,000	245,829	(10,171)
Total revenues	<u>482,971</u>	<u>495,241</u>	<u>475,047</u>	<u>(20,194)</u>
Expenditures				
Assessor	34,650	36,450	35,626	824
Supervisor	21,050	21,050	20,527	523
Clerk	28,750	31,250	27,757	3,493
Treasurer	30,300	30,300	29,099	1,201
Zoning and planning	3,300	4,280	4,257	23
General services	27,100	39,600	38,505	1,095
Township board	8,400	9,300	9,070	230
Town hall	9,750	20,070	18,329	1,741
Other activities	112,550	134,250	128,992	5,258
Recreation	25,900	20,400	18,450	1,950
Motor vehicle pool	14,850	14,850	12,372	2,478
Constable	3,250	3,250	3,135	115
Elections	14,000	20,800	19,537	1,263
Maintenance building	40,400	42,200	41,566	634
Roads and repairs	-	2,715	2,480	235
Total expenditures	<u>374,250</u>	<u>430,765</u>	<u>409,702</u>	<u>21,063</u>
Excess (deficiency) of revenues over expenditures	108,721	64,476	65,345	869
Other financing sources (uses)				
Transfer	<u>-</u>	<u>-</u>	<u>(50)</u>	<u>(50)</u>
Net change in fund balance	<u>\$ 108,721</u>	<u>\$ 64,476</u>	65,295	<u>\$ 819</u>
Fund balances - Beginning of year			<u>434,110</u>	
Fund balances - End of year			<u>\$ 499,405</u>	

CHARTER TOWNSHIP OF PORTAGE
FIRE PROTECTION FUND
BUDGETARY COMPARISON SCHEDULE
Year Ended December 31, 2016

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance Final to Actual</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Local sources	<u>\$ 96,450</u>	<u>\$ 96,450</u>	<u>\$ 92,474</u>	<u>\$ (3,976)</u>
Expenditures				
Huron town Fire Department	26,800	36,800	32,679	4,121
Otter Lake Fire Department	<u>16,800</u>	<u>18,800</u>	<u>18,822</u>	<u>(22)</u>
Total expenditures	<u>43,600</u>	<u>55,600</u>	<u>51,501</u>	<u>4,099</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 52,850</u>	<u>\$ 40,850</u>	40,973	<u>\$ 123</u>
Fund balances - Beginning of year			<u>221,431</u>	
Fund balances - End of year			<u>\$ 262,404</u>	

CHARTER TOWNSHIP OF PORTAGE
CEMETERY FUND
BUDGETARY COMPARISON SCHEDULE
Year Ended December 31, 2016

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance Final to Actual</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Local sources	\$ 23,750	\$ 27,295	\$ 27,295	\$ -
Expenditures				
Operating expenses	63,850	67,675	64,361	3,314
Excess (deficiency) of revenues over expenditures	(40,100)	(40,380)	(37,066)	3,314
Other financing sources (uses)				
Transfer from perpetual care	30,000	50,000	50,000	-
Net change in fund balance	<u>\$ (10,100)</u>	<u>\$ 9,620</u>	12,934	<u>\$ 3,314</u>
Fund balances - Beginning of year			<u>(3,772)</u>	
Fund balances - End of year			<u>\$ 9,162</u>	

SUPPLEMENTAL FINANCIAL INFORMATION

CHARTER TOWNSHIP OF PORTAGE
GENERAL FUND
DETAILED STATEMENT OF EXPENDITURES
Year Ended December 31, 2016

Expenditures		
Assessor		
Salaries	\$	31,500
Fringe benefits		1,354
Supplies		2,721
Repairs and maintenance		51
Total Assessor		<u>35,626</u>
Supervisor		
Salaries		20,225
Supplies		89
Travel		213
Total supervisor		<u>20,527</u>
Clerk		
Salaries		25,532
Supplies		627
Equipment		1,538
Conferences/workshops		60
Total clerk		<u>27,757</u>
Treasurer		
Salaries		26,470
Supplies		26
Tax supplies		2,551
Equipment		52
Total treasurer		<u>29,099</u>
Zoning and Planning		
Salaries		3,830
Supplies		186
Travel expenses		241
Total zoning and planning		<u>4,257</u>
General Services		
Professional services		31,272
Supplies		115
Tower Rent and expenses		1,655
Miscellaneous		5,463
Total zoning and planning		<u>38,505</u>

CHARTER TOWNSHIP OF PORTAGE
GENERAL FUND
DETAILED STATEMENT OF EXPENDITURES (CONTINUED)
For the Year Ended December 31, 2016

Township Board	
Salaries	7,470
Supplies	88
Contributions	600
Conferences/workshops	856
Miscellaneous	56
Total township board	<u>9,070</u>
 Town Hall	
Salaries	5,695
Supplies	2,863
Utilities	7,594
Repairs and maintenance	2,177
Total town hall	<u>18,329</u>
 Other Activities	
Salaries	13,605
Payroll taxes	19,310
Employee benefits	41,990
Printing and publishing	1,950
Insurance	30,541
Board of review	1,113
Street lights	19,739
Miscellaneous	744
Total other activities	<u>128,992</u>
 Recreation	
Salaries	11,810
Supplies	419
Utilities	2,447
Repairs and maintenance	3,774
Total recreation	<u>18,450</u>
 Motor vehicle pool	
Salaries	3,263
Supplies	177
Repairs and maintenance	1,330
Fuel	7,602
Total recreation	<u>12,372</u>
 Constable	
Salaries	3,036
Insurance	99
Total constable	<u>3,135</u>

CHARTER TOWNSHIP OF PORTAGE
GENERAL FUND
DETAILED STATEMENT OF EXPENDITURES (CONTINUED)
For the Year Ended December 31, 2016

Elections	
Salaries	12,570
Supplies	5,296
Printing and publishing	348
Travel	1,323
Total elections	<u>19,537</u>
 Roads and Streets	
Salaries	617
Supplies	408
Signs	12
Paving	1,443
Total elections	<u>2,480</u>
 Maintenance building	
Salaries	26,674
Supplies	6,943
Utilities	3,829
Repairs and maintenance	900
Capital outlay	2,325
Miscellaneous	895
Total maintenance building	<u>41,566</u>
 Total expenditures	<u><u>\$ 409,702</u></u>

CHARTER TOWNSHIP OF PORTAGE
SPECIAL REVENUE FUNDS
COMBINING BALANCE SHEET
December 31, 2016

	Fire Protection Fund	Cemetery Operating Fund	Liquor Law Fund	Total
Assets				
Cash and cash equivalents	\$ 298,562	\$ 16,468	\$ 36	\$ 315,066
Prepays	1,454	2,181	36	3,671
Total assets	<u>\$ 300,016</u>	<u>\$ 18,649</u>	<u>\$ 72</u>	<u>\$ 318,737</u>
Liabilities				
Accounts payable	\$ 977	\$ -	\$ -	\$ 977
Accrued expenses	-	95	-	95
Due to other funds	-	9,392	-	9,392
Deferred Revenue	36,635	-	-	36,635
Total liabilities	<u>37,612</u>	<u>9,487</u>	<u>-</u>	<u>47,099</u>
Fund balance				
Restricted	262,404	9,162	72	271,638
Total fund balance	<u>262,404</u>	<u>9,162</u>	<u>72</u>	<u>271,638</u>
Total liabilities and fund balances	<u>\$ 300,016</u>	<u>\$ 18,649</u>	<u>\$ 72</u>	<u>\$ 318,737</u>

CHARTER TOWNSHIP OF PORTAGE
SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
Year Ended December 31, 2016

	Fire Protection Fund	Cemetery Operating Fund	Liquor Law Fund	Total
Revenues				
Taxes	\$ 92,028	\$ -	\$ -	\$ 92,028
Commercial Forest	-	-	2,099	2,099
State Revenue	-	23,795	-	23,795
Interest	446	-	-	446
Other income	-	3,500	-	3,500
Total revenues	<u>92,474</u>	<u>27,295</u>	<u>2,099</u>	<u>121,868</u>
Expenditures				
Salaries	6,055	42,135	1,944	50,134
Payroll taxes	239	4,430	149	4,818
Employee benefits	-	4,533	-	4,533
Contract labor	602	800	-	1,402
Supplies	3,454	1,584	-	5,038
Utilities	8,723	2,755	-	11,478
Insurance	10,497	4,652	83	15,232
Professional services	-	229	-	229
Education	1,465	-	-	1,465
Printing and publishing	-	119	-	119
Repairs and maintenance	13,034	2,258	-	15,292
Fuel	799	866	-	1,665
Interest	-	-	-	-
Principal payments	-	-	-	-
Capital outlay	2,360	-	-	2,360
Miscellaneous	4,273	-	-	4,273
Total expenditures	<u>51,501</u>	<u>64,361</u>	<u>2,176</u>	<u>118,038</u>
Excess (deficiency) of revenues over expenditures	<u>40,973</u>	<u>(37,066)</u>	<u>(77)</u>	<u>3,830</u>
Other financing sources (uses)				
Operating transfers in/out	-	50,000	50	50,050
Total other financing sources (uses)	<u>-</u>	<u>50,000</u>	<u>(50)</u>	<u>50,050</u>
Net change in fund balance	40,973	12,934	(27)	53,880
Fund balance - Beginning of year	<u>221,431</u>	<u>(3,772)</u>	<u>99</u>	<u>217,758</u>
Fund balance - End of year	<u>\$ 262,404</u>	<u>\$ 9,162</u>	<u>\$ 72</u>	<u>\$ 271,638</u>

CHARTER TOWNSHIP OF PORTAGE
ENTERPRISE FUNDS
COMBINING BALANCE SHEET
December 31, 2016

	Portage Sewer	Dakota Heights Sewer	Portage Water	Dakota Heights Water	Woodland Road Water	Total
Assets						
Cash and cash equivalents	\$ 34,785	\$ 5,480	\$ 3,171	\$ 8,017	\$ 164,507	\$ 215,960
Accounts receivable	4,199	267	2,661	66	(481)	6,712
Inventory	12,648	-	43,682	-	-	56,330
Due from other funds	-	-	-	-	-	-
Due from fiduciary fund	581	-	340	-	-	921
Prepays	363	91	1,000	91	182	1,727
Restricted cash	48,701	23,125	80,952	67,217	-	219,995
Capital assets - net	1,260,450	827,230	1,149,394	415,660	102,328	3,755,062
Total assets	<u>1,361,727</u>	<u>856,193</u>	<u>1,281,200</u>	<u>491,051</u>	<u>266,536</u>	<u>4,256,707</u>
Liabilities						
Accounts payable	7,409	1,301	2,372	173	1,651	12,906
Due to other funds	31,864	7,846	26,610	-	-	66,320
Current maturities	6,000	4,000	10,000	4,000	-	24,000
User deposits	-	-	170	-	-	170
Accrued expenses	593	109	601	154	186	1,643
Bonds payable	305,000	229,000	615,000	146,000	-	1,295,000
Total liabilities	<u>350,866</u>	<u>242,256</u>	<u>654,753</u>	<u>150,327</u>	<u>1,837</u>	<u>1,400,039</u>
Net Position						
Restricted	48,701	23,125	80,952	67,217	-	219,995
Unrestricted	962,160	590,812	545,495	273,507	264,699	2,636,673
Total net position	<u>1,010,861</u>	<u>613,937</u>	<u>626,447</u>	<u>340,724</u>	<u>264,699</u>	<u>2,856,668</u>

CHARTER TOWNSHIP OF PORTAGE
ENTERPRISE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
Year Ended December 31, 2016

	Portage Sewer	Dakota Heights Sewer	Portage Water	Dakota Heights Water	Woodland Road Water	Total
Revenues						
Charges for services	\$ 180,572	\$ 35,231	\$ 162,558	\$ 21,984	\$ 37,491	\$ 437,836
Parts, meters, hook-up fees	3,202	123	6,625	611	355	10,916
Other income	579	-	312	-	-	891
Total revenues	184,353	35,354	169,495	22,595	37,846	449,643
Expenses						
Salaries	13,094	3,100	17,198	4,200	1,879	39,471
Payroll taxes	1,648	351	2,239	473	203	4,914
Employee benefits	4,797	618	8,950	666	728	15,759
Supplies	1,269	206	5,464	778	511	8,228
Utilities	6,371	2,263	-	-	-	8,634
Insurance	2,110	303	3,525	550	475	6,963
Repairs and maintenance	1,057	-	501	552	277	2,387
Professional services	228	228	228	228	228	1,140
Printing and publishing	-	-	1,080	-	-	1,080
Dues and membership	-	-	424	-	-	424
Depreciation	70,426	24,885	59,162	18,240	5,730	178,443
Purchase services	112,107	12,346	39,258	2,456	22,532	188,699
Miscellaneous	-	-	1,004	-	-	1,004
Total expenditures	213,107	44,300	139,033	28,143	32,563	457,146
Operating income (loss)	(28,754)	(8,946)	30,462	(5,548)	5,283	(7,503)
Non-operating revenues (expenses)						
Interest income	-	-	103	79	898	1,080
Interest expense	(7,505)	(5,925)	(27,699)	(6,885)	-	(48,014)
Total non-operating revenues (expenses)	(7,505)	(5,925)	(27,596)	(6,806)	(898)	(46,934)
Net income (loss)	(36,259)	(14,871)	2,866	(12,354)	6,181	(54,437)
Retained earnings, beginning of year	1,047,120	628,808	623,581	353,078	258,518	2,911,105
Retained earnings, end of year	\$ 1,010,861	\$ 613,937	\$ 626,447	\$ 340,724	\$ 264,699	\$ 2,856,668

CHARTER TOWNSHIP OF PORTAGE
ENTERPRISE FUNDS
COMBINING STATEMENT OF CASH FLOWS
Year Ended December 31, 2016

	Portage Sewer	Dakota Heights Sewer	Portage Water	Dakota Heights Water	Woodland Road Water	Total
Reconciliation of operating income to net cash provided by operating activities						
Operating Income (Loss)	\$ (28,754)	\$ (8,946)	\$ 30,462	\$ (5,548)	\$ 5,283	\$ (7,503)
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:						
Depreciation	70,426	24,885	59,162	18,240	5,730	178,443
(Increase) Decrease in accounts receivable	(235)	241	408	62	915	1,391
(Increase) Decrease in inventory	-	-	50	-	-	50
(Increase) Decrease in due from other funds	(894)	31	144	-	-	(719)
(Increase) Decrease in prepaid expenses	(363)	(91)	(1,000)	(91)	(182)	(1,727)
Increase (Decrease) in accounts payable	6,049	259	(1,621)	173	(224)	4,636
Increase (Decrease) in due to other funds	(6,000)	(2,000)	(3,868)	(3,440)	(6,165)	(21,473)
Increase (Decrease) in accrued expenses	(4)	(32)	(323)	7	121	(231)
Increase (Decrease) in deferred revenue	-	-	-	-	-	-
Net cash provided by operating activities	40,225	14,347	83,414	9,403	5,478	152,867
Cash flows from capital and related financing activities						
Reductions of long-term debt	(5,000)	(4,000)	(45,000)	(3,000)	-	(57,000)
Interest paid on long-term debt	(7,505)	(5,925)	(27,699)	(6,885)	-	(48,014)
Net cash (used) by capital and related financing activities	(12,505)	(9,925)	(72,699)	(9,885)	-	(105,014)
Cash flows from investing activities						
Interest on investments and deposits	-	-	103	79	898	1,080
Net increase (decrease) in cash and restricted cash	27,720	4,422	10,818	(403)	6,376	48,933
Cash and restricted cash - beginning of the year	55,766	24,183	73,305	75,637	158,131	387,022
Cash and restricted cash - end of the year	\$ 83,486	\$ 28,605	\$ 84,123	\$ 75,234	\$ 164,507	\$ 435,955

COMMUNICATIONS SECTION

RUKKILA I NEGRO AND ASSOCIATES

Certified Public Accountants, PC

310 Sheldon Avenue, Houghton, Michigan 49931
906.482.6601 906.482.9046 fax www.rukkilanegro.com

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

Members of the Township Board
Charter Township of Portage
Houghton, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Charter Township of Portage for the year ended December 31, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and, Government Auditing Standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 6, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Charter Township of Portage are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2016. We noted no transactions entered into by the Charter Township of Portage during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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

Management's estimate of the useful lives of fixed assets, used to calculate depreciation, is based on the estimated useful lives of certain classes of assets. We evaluated the key factors and assumptions used to develop the useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 13, 2017.

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 Charter Township of Portage'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 Charter Township of Portage's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the budgetary comparison schedules and pension requirements which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on RSI.

We were engaged to report on the supplemental financial information, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Charter Township of Portage board and management and is not intended to be and should not be used for anyone other than these specified parties.

It has been a pleasure to provide audit services to the Charter Township of Portage. Management was prepared for the audit, providing us with all supporting documents requested. Management was friendly, conscientious and very helpful.

We appreciate your business, thank you.

*Rukkila, Negro & Associates,
Certified Public Accountants, PC*

July 13, 2017

CHARTER TOWNSHIP OF PORTAGE
COMMENTS AND RECOMMENDATIONS

During our audit we became aware of opportunities for strengthening internal controls and operating efficiencies. The following items summarize our comments and suggestions regarding those matters.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

2016-001 ENTERPRISE FUNDS

Enterprise Funds are used to report an activity for which a fee is charged to external users for goods or services. Laws or regulations require that the activity's costs of providing services, including capital costs (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues.

The Township's fees and charges are not recovering the costs for all Enterprise Funds. We recommend that the Township review revenues and expenses of these funds and adjust their pricing policies/rates to recover the costs accordingly so operations of these funds are recovering, at a minimum, their costs of operations.