# TOWN OF MITCHELL, GEORGIA

## FINANCIAL STATEMENTS

## For the Year Ended December 31, 2017

## TABLE OF CONTENTS


| | PAGE |
|---|---|
| **INDEPENDENT AUDITOR'S REPORT** | 1 - 3 |
| **BASIC FINANCIAL STATEMENTS:** | |
| *Government-wide Financial Statements:* | |
| Statement of Net Position | 4 |
| Statement of Activities | 5 |
| *Fund Financial Statements:* | |
| Balance Sheet - Governmental Funds | 6 |
| Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds | 7 - 8 |
| Statement of Net Position - Proprietary Funds | 9 |
| Statement of Revenues, Expenses and Changes in Fund Net Assets - Proprietary Funds | 10 |
| Statement of Cash Flows - Proprietary Funds | 11 |
| *Notes to Basic Financial Statements* | 12 - 24 |
| **REQUIRED SUPPLEMENTARY INFORMATION:** | |
| Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual - General Fund | 25 - 26 |
| Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual - Transportation Special Revenue Fund | 27 |
| **OTHER SUPPLEMENTARY INFORMATION:** | |
| Statement of Expenditures Compared to Budget (GAAP Basis) - General Fund | 28 |
| Schedule of Projects Constructed with Special Sales Tax Proceeds | 29 |
| Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* | 30 - 31 |
| Schedule of Findings and Responses | 32 - 33 |

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# INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council
Town of Mitchell, Georgia

## Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities and each major fund of the Town of Mitchell, Georgia, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Town'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 and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

*Opinions*

In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities and each major fund of the Town of Mitchell, Georgia, as of December 31, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Other Matters*

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that budgetary comparison information on pages 23 through 25 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.

The Town of Mitchell, Georgia has not presented management's discussion and analysis that governmental accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financials 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. Our opinion on the basic financial statements is not affected by this missing information.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Mitchell, Georgia's basic financial statements. The schedule of projects constructed with special sales tax proceeds and the other schedules included in other supplementary information as described in the accompanying table of contents, are presented for the purpose of additional analysis and are not a required part of the basic financial statements.

The schedule of projects constructed with special sales tax proceeds and the other schedules included in other supplementary information as described in the accompanying table of contents are the responsibility of management and were derived from and relate 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 financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have issued our report dated June 1, 2018 on our consideration of the Town of Mitchell, Georgia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Mitchell, Georgia's internal control over financial reporting and compliance.

Wright & Wright, P.C.

June 1, 2018

## BASIC FINANCIAL STATEMENTS

The basic financial statements include integrated sets of financial statements as required by the Governmental Accounting Standards Board ("GASB"). The sets of statements include:

- Government-wide financial statements
- Fund financial statements:
  - Governmental funds
  - Proprietary (enterprise) funds

In addition, the notes to the financial statements are included to provide information that is essential to a user's understanding of the basic financial statements.

# TOWN OF MITCHELL, GEORGIA
# STATEMENT OF NET POSITION
# DECEMBER 31, 2017

| | Primary Government | | |
|---|---|---|---|
| | Governmental Activities | Business-type Activities | Total |
| **ASSETS:** | | | |
| Current assets: | | | |
| Cash and cash equivalents | $ 275,173 | $ 50,180 | $ 325,353 |
| Accounts receivable, net | 4,027 | 5,369 | 9,396 |
| Receivable from other governments | 2,173 | - | 2,173 |
| Internal balances | 680 | (680) | - |
| Total current assets | 282,053 | 54,869 | 336,922 |
| Noncurrent assets: | | | |
| Land | 17,967 | - | 17,967 |
| Depreciable capital assets, net of accumulated depreciation | 166,574 | 453,320 | 619,894 |
| Total assets | 466,594 | 508,189 | 974,783 |
| **LIABILITIES:** | | | |
| Current liabilities: | | | |
| Accounts payable | 768 | 240 | 1,008 |
| Current portion of note payable | - | 10,080 | 10,080 |
| Customer deposits | - | 6,374 | 6,374 |
| Other accrued liabilities | - | - | - |
| Total current liabilities | 768 | 16,694 | 17,462 |
| Noncurrent liabilities | | | |
| Note payable, net of current portion | - | 22,680 | 22,680 |
| Total liabilities | 768 | 39,374 | 40,142 |
| **NET POSITION:** | | | |
| Invested in capital assets | 184,541 | 420,560 | 605,101 |
| Restricted for: | | | |
| Capital projects | 44,017 | - | 44,017 |
| Public safety | 7,752 | - | 7,752 |
| Transportation improvements | 26,864 | - | 26,864 |
| Parks and recreation | 24,383 | - | 24,383 |
| Unrestricted | 178,269 | 48,255 | 226,524 |
| | $ 465,826 | $ 468,815 | $ 934,641 |

See accompanying notes to the basic financial statements

# TOWN OF MITCHELL, GEORGIA
# STATEMENT OF ACTIVITIES
# FOR THE YEAR ENDED DECEMBER 31, 2017

| Functions/Programs | Expenses | Program Revenues: Charges for Services | Program Revenues: Operating Grants and Contributions | Program Revenues: Capital Grants and Contributions | Net (Expense) Revenue and Changes in Net Position: Primary Government: Governmental Activities | Net (Expense) Revenue and Changes in Net Position: Primary Government: Business-type Activities | Net (Expense) Revenue and Changes in Net Position: Primary Government: Total |
|---|---|---|---|---|---|---|---|
| **Primary government:** | | | | | | | |
| Governmental activities: | | | | | | | |
| General government | $ 24,066 | $ 1,830 | $ - | $ - | $ (22,236) | $ - | $ (22,236) |
| Public works | 28,451 | 8,016 | 7,216 | 9,043 | (4,176) | - | (4,176) |
| Public safety | 12,748 | - | - | - | (12,748) | - | (12,748) |
| Parks and recreation | 25,903 | 1,100 | - | - | (24,803) | - | (24,803) |
| Interest on long-term debt | - | - | - | - | - | - | - |
| Total governmental activities | 91,168 | 10,946 | 7,216 | 9,043 | (63,963) | - | (63,963) |
| Business-type activities: | | | | | | | |
| Water fees | 48,163 | 48,413 | - | - | - | 250 | 250 |
| Total business-type activities | 48,163 | 48,413 | - | - | - | 250 | 250 |
| Total primary government | $ 139,331 | $ 59,359 | $ 7,216 | $ 9,043 | (63,963) | 250 | (63,713) |
| General revenues: | | | | | | | |
| Taxes: | | | | | | | |
| Property taxes | | | | | 19,235 | - | 19,235 |
| General sales and use tax | | | | | 15,264 | - | 15,264 |
| Insurance company premium tax | | | | | 13,226 | - | 13,226 |
| Other taxes | | | | | 13,471 | - | 13,471 |
| Grants and contributions | | | | | - | - | - |
| Interest and dividend earnings | | | | | 1,227 | 143 | 1,370 |
| Miscellaneous | | | | | 48,045 | - | 48,045 |
| Transfers | | | | | - | - | - |
| Total general revenues and transfers | | | | | 110,468 | 143 | 110,611 |
| Change in net position | | | | | 46,505 | 393 | 46,898 |
| Net position, beginning | | | | | 419,321 | 468,422 | 887,743 |
| Net position, ending | | | | | $ 465,826 | $ 468,815 | $ 934,641 |

See accompanying notes to the basic financial statements

# TOWN OF MITCHELL, GEORGIA
## BALANCE SHEET
## GOVERNMENTAL FUNDS
## DECEMBER 31, 2017

| | General Fund | Capital Projects Fund III | Transportation Special Revenue Fund | Total Governmental Funds |
|---|---|---|---|---|
| **ASSETS:** | | | | |
| Cash and cash equivalents | $ 205,012 | $ 44,017 | $ 26,144 | $ 275,173 |
| Accounts receivable, net | 4,027 | - | - | 4,027 |
| Interfund receivables | 680 | - | - | 680 |
| Intergovernmental receivables | 1,453 | - | 720 | 2,173 |
| Total assets | $ 211,172 | $ 44,017 | $ 26,864 | $ 282,053 |
| **LIABILITIES, DEFERRED INFLOWS OF RESOURCES & FUND BALANCES:** | | | | |
| Accounts payable | $ 768 | $ - | $ - | $ 768 |
| Other liabilities | - | - | - | - |
| Total liabilties | 768 | - | - | 768 |
| **DEFERRED INFLOWS OF RESOURCES:** | | | | |
| Property taxes | 2,415 | - | - | 2,415 |
| **FUND BALANCES:** | | | | |
| Non-spendable fund balance | - | - | - | - |
| Restricted fund balance: | | | | |
| Capital projects | - | 44,017 | - | 44,017 |
| Transportation costs | - | - | 26,864 | 26,864 |
| Public safety | 7,752 | - | - | 7,752 |
| Committed fund balance | - | - | - | - |
| Assigned fund balance: | - | - | - | - |
| Parks and recreation | 24,383 | - | - | 24,383 |
| Unassigned fund balance | 175,854 | - | - | 175,854 |
| Total fund balances | 207,989 | 44,017 | 26,864 | 278,870 |
| Total liabilities, deferred inflows of resources & fund balances | $ 211,172 | $ 44,017 | $ 26,864 | |

Amounts reported for governmental activities in the Statement of Net Position are different because:

| | |
|---|---|
| Capital assets used in governmental activities are not financial resources & therefore are not reported in the funds, net of accumulated depreciation of $286,911 | 184,541 |
| Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in the funds: | |
| Accounts receivable, net of allowance for doubtful accounts of $0 | 2,415 |
| Net position of governmental activities | $ 465,826 |

See accompanying notes to the basic financial statements

TOWN OF MITCHELL, GEORGIA
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2017

| | General Fund | Capital Projects Fund III | Transportation Special Revenue Fund | Total Governmental Funds |
|---|---|---|---|---|
| **REVENUES:** | | | | |
| Taxes | $ 62,531 | $ - | $ - | $ 62,531 |
| Licenses and permits | 1,830 | - | - | 1,830 |
| Intergovernmental | - | 9,043 | 7,177 | 16,220 |
| Charges for services | 8,016 | - | - | 8,016 |
| Other | 50,372 | - | 39 | 50,411 |
| Total revenues | 122,749 | 9,043 | 7,216 | 139,008 |
| **EXPENDITURES:** | | | | |
| Current operating: | | | | |
| General government | 21,685 | - | - | 21,685 |
| Public works | 37,406 | - | 863 | 38,269 |
| Public safety | 13,683 | - | - | 13,683 |
| Parks and recreation | 21,115 | - | - | 21,115 |
| Debt service: | | | | |
| Principal | - | - | - | - |
| Interest and other charges | - | - | - | - |
| Capital outlays | - | 995 | 6,010 | 7,005 |
| Total expenditures | 93,889 | 995 | 6,873 | 101,757 |
| Excess (deficiency) of revenues over expenditures | 28,860 | 8,048 | 343 | 37,251 |
| **OTHER FINANCING SOURCES (USES):** | | | | |
| Loan proceeds | - | - | - | - |
| Transfers in (out) | - | - | - | - |
| Total other financing sources and uses | - | - | - | - |
| Net change in fund balance | 28,860 | 8,048 | 343 | 37,251 |
| **FUND BALANCE, beginning of year** | 179,129 | 35,969 | 26,521 | 241,619 |
| **FUND BALANCE, end of year** | $ 207,989 | $ 44,017 | $ 26,864 | $ 278,870 |

(Continued)

See accompanying notes to the basic financial statements

TOWN OF MITCHELL, GEORGIA

STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

FOR THE YEAR ENDED DECEMBER 31, 2017

| | |
|---|---|
| Net change in fund balances - total governmental funds | $ 37,251 |
| Amounts reported for governmental activities in the Statement of Activities are different because: | |
| Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets: | |
| Capital outlays | 27,066 |
| Depreciation | (16,477) |
| | 10,589 |
| Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds: | |
| Receivables, net of deferred revenue | (1,335) |
| | $ 46,505 |

See accompanying notes to the basic financial statements

# TOWN OF MITCHELL, GEORGIA
# STATEMENT OF NET POSITION
# PROPRIETARY FUNDS
# DECEMBER 31, 2017

| | Water Fund |
|---|---|
| **ASSETS** | |
| **CURRENT ASSETS:** | |
| Cash in bank | $ 50,180 |
| Accounts receivable, net of allowance of $0 | 5,369 |
| Total current assets | 55,549 |
| **NONCURRENT ASSETS:** | |
| Capital Assets: | |
| Equipment | 54,305 |
| Distribution system | 784,236 |
| | 838,541 |
| Less accumulated depreciation | (385,221) |
| Total capital assets | 453,320 |
| Total assets | 508,869 |
| **LIABILITIES** | |
| **CURRENT LIABILITIES:** | |
| Accounts payable | 240 |
| Current portion of note payable | 10,080 |
| Interfund payable | 680 |
| Customer deposits | 6,374 |
| Other accrued liabilities | - |
| Total current liabilities | 17,374 |
| **NONCURRENT LIABILITIES:** | |
| Note payable, less current portion | 22,680 |
| Total liabilities | 40,054 |
| **NET POSITION** | |
| **NET INVESTMENT IN CAPITAL ASSETS** | 420,560 |
| **RESTRICTED** | - |
| **UNRESTRICTED** | 48,255 |
| Total net position | $ 468,815 |

See accompanying notes to the basic financial statements

# TOWN OF MITCHELL, GEORGIA
## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
## PRORIETARY FUNDS
## FOR THE YEAR ENDED DECEMBER 31, 2017

| | Water Fund |
|---|---|
| **OPERATING REVENUES:** | |
| Water sales | $ 45,913 |
| Miscellaneous income | 2,500 |
| Total operating revenue | 48,413 |
| **OPERATING EXPENSES:** | |
| Personal services and employee benefits: | |
| Salaries | 10,900 |
| Payroll taxes | 933 |
| Purchased/contracted services: | |
| Insurance | 2,293 |
| Repairs and replacement | 1,903 |
| Dues | 570 |
| Testing | 1,030 |
| Supplies: | |
| Chemicals and supplies | 5,882 |
| Office supplies | 953 |
| Utilities and communication | 5,380 |
| Depreciation | 17,938 |
| Miscellaneous | 381 |
| Total operating expenses | 48,163 |
| **OPERATING LOSS** | 250 |
| **NON-OPERATING REVENUES (EXPENSES):** | |
| Interest income | 143 |
| Interest expense | - |
| Total non-operating revenues (expenses) | 143 |
| **NET LOSS BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS** | 393 |
| **CAPITAL CONTRIBUTIONS:** | |
| Contribution from Capital Projects Funds | - |
| **NET LOSS BEFORE TRANSFERS** | 393 |
| **TRANSFERS FROM (TO) GENERAL FUND** | - |
| **NET INCOME** | 393 |
| **NET POSITION, beginning of year** | 468,422 |
| **NET POSITION, end of year** | $ 468,815 |

See accompanying notes to the basic financial statements

# TOWN OF MITCHELL, GEORGIA
# STATEMENT OF CASH FLOWS
# PROPRIETARY FUNDS
# FOR THE YEAR ENDED DECEMBER 31, 2017

| | Water Fund |
|---|---|
| **CASH FLOWS FROM OPERATING ACTIVITIES:** | |
| Cash received from customers | $ 49,204 |
| Cash paid to suppliers for goods and services | (19,360) |
| Cash paid to employees | (11,920) |
| Other receipts (payments) | - |
| Net cash provided by (used for) operating activities | 17,924 |
| **CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:** | |
| Transfer from (to) other funds | - |
| Net cash provided by (used for) noncapital financing activities | - |
| **CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:** | |
| Purchase of capital assets | - |
| Principal paid on capital debt | (10,080) |
| Interest paid on capital debt | - |
| Net cash provided by (used for) capital and related financing activities | (10,080) |
| **CASH FLOWS FROM INVESTING ACTIVITIES:** | |
| Interest received | 143 |
| Net cash provided by (used for) investing activities | 143 |
| **NET INCREASE (DECREASE) IN CASH** | 7,987 |
| **CASH AND CASH EQUIVALENTS, beginning of year** | 42,193 |
| **CASH AND CASH EQUIVALENTS, end of year** | $ 50,180 |
| **RECONCILIATION OF NET INCOME (LOSS) TO NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES:** | |
| Net operating income (loss) | $ 250 |
| Adjustments to reconcile net operating income (loss) to net cash provided by operating activities: | |
| Cash flows reported in other categories: | |
| Depreciation expense | 17,938 |
| Changes in assets and liabilities: | |
| Accounts receivable | 791 |
| Accounts payable | (760) |
| Due to other funds | - |
| Customer deposits | (208) |
| Other accrued liabilities | (87) |
| Net cash provided by (used for) operating activities | $ 17,924 |

See accompanying notes to the basic financial statements

# 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

## A. Reporting Entity

The financial statements of Town of Mitchell (the "Town ") have been prepared in conformity with accounting principles generally accepted in the United States of America ("GAAP") as applied to government units. As required by GAAP, these financial statements present the Town and its component units, entities for which the Town is considered to be financially accountable. Blended component units, although legally separate entities are, in substance, part of the Town's operations and so data from these units are combined with data of the primary government. Discretely presented component units, on the other hand, are reported in a separate column in the combined financial statements to emphasize they are legally separate from the Town.

Currently, the Town has no blended component units or discretely presented component units

## B. Government-wide and Fund Financial Statements

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

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

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

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

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

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, including accrued interest on general long-term debt, is recognized when due, and certain compensated absences and claims and judgments are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Those revenues susceptible to accrual are property taxes, interest, and charges for services. Other receipts and taxes become measurable and available when cash is received by the Town and are recognized as revenue at that time.

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

The Town reports the following major governmental funds:

> The General Fund is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
>
> The Capital Projects Fund III accounts for capital outlay and other transactions related to the additional one-percent local option sales tax in effect for the period April 1, 2015 to March 31, 2021.

The Transportation Special Revenue Fund accounts for capital outlay and other transportation improvements related to the additional one-percent local option sales tax in effect for the period January 1, 2014 to December 31, 2022.

The Town reports the following major proprietary fund:

The Water Fund is used to account for the provision of water services to businesses and residents of the Town. All activities necessary to provide such services are accounted for in the fund, including but not limited to, administration, operation, financing and related debt services, and billing and collections.

The Town complies with Governmental Accounting Standards Board ("GASB") Statement No. 20, Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting. This Statement requires the Town to apply all applicable GASB pronouncements as well as the following pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements, Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins (ARB's). As permitted by GASB No. 20, the Town has elected not to comply with the FASB Statements and Interpretations issued after November 30, 1989.

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

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

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Town's proprietary funds are charges to customers for sales and services; operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

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

## D. Cash and Investments

Cash includes amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the Town.

Investments, if any, are stated at fair market value with unrealized holding gains and losses reported as the "Change in fair market value of investments" in the Statement of Revenues, Expenses and Changes in Retained Earnings.

## E. Inventory

The cost of inventories are recorded as expenditures when acquired and are not inventoried at year end due to lack of materiality.

## F. Prepaid Items

Prepaid balances, if any, are for payments made by the Town in the current year to provide services occurring in the subsequent fiscal year, and a reserve for prepaid items is recognized to signify that a portion of fund balance is not available for other subsequent expenditures.

## G. Capital Assets and Depreciation

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., streets, sidewalks, distribution systems and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Town as assets with an estimated useful life in excess of two years and an original cost of more than $1,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Prior to July 1, 2003, governmental funds' infrastructure assets were not capitalized. No infrastructure assets were completed during the year ended December 31, 2017. At December 31, 2017, there was no construction-in-progress related to infrastructure assets.

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

Depreciation of capital assets is computed and recorded by the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows

| | |
|---|---|
| Buildings | 30-40 years |
| Depreciable land improvements | 8 - 20 years |
| Machinery and equipment | 5 - 25 years |
| Infrastructure | 40 – 50 years |

## H. Compensated Absences

Accumulated leave of governmental funds that is expected to be liquidated with expendable available financial resources is reported as an expenditure in the fund financial statements. All accumulated leave, including that which is not expected to be liquidated with expendable available financial resources, is reported in the government-wide-financial statements. Accumulated leave of Enterprise Funds is recorded as an expense and liability of the respective fund as the benefits accrue to employees. Liabilities for

compensated absences are recorded as other liabilities and accrued expenses in the Enterprise Funds. In accordance with the provisions of Governmental Accounting Standards Board Statement No. 16, Accounting for Compensated Absences, no liability is recorded for nonvesting accumulating rights to receive sick pay benefits.

The Town does not allow accumulated vacation pay beyond one year; therefore there is no significant unrecorded balances at December 31, 2017.

## I. Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method.

Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charged and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

## J. Fund Equity

The Town implemented GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, as of January 1, 2017. This new standard changed the overall definitions and classifications of governmental fund balances.

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Fund equity for all other reporting is classified as "net position."

### Fund Balance

Generally, fund balance represents the difference between the assets and liabilities under the current financial resources measurement focus of accounting. In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balances are classified as follows:

**Nonspendable** - Fund balances are reported as nonspendable when amounts cannot be spent because they are either (a) not in spendable form (i.e. items that are not expected to be converted to cash) or (b) legally or contractually required to be maintained intact.

**Restricted** – Fund balances are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

**Committed** – Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by formal action of the Town Council through the adoption of a resolution. Only the Town Council may modify or rescind the commitment.

**Assigned** – Fund balances are reported as assigned when amounts are constrained by the Town's intent to be used for specific purposes, but are neither restricted nor committed.

**Unassigned** – Fund balances are reported as unassigned when the balances do not meet any of the above criterion. The Town reports positive unassigned fund balance only in the General Fund. Negative unassigned balances may be reported in all funds.

The Town uses restricted amounts to be spent first when both restricted and unrestricted fund balances are available, unless there are legal documents/contracts that prohibit the use of restricted fund balances, such as grant agreements that require a dollar match. Additionally, the Town would then use committed, assigned and lastly unassigned amounts from the unrestricted fund balance when expending funds.

The Town does not have a formal minimum fund balance policy; however, the Town Council addresses various target reserve positions which are reviewed periodically.

**Net Position**

**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, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

**Restricted net position** – Consists 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 or enabling legislation.

**Unrestricted net position** – All other net position that do not meet the definition of "restricted" or "net investment in capital assets."

## K. Interfund Transactions

Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly chargeable to another fund, are recorded as expenditures/ expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers.

## 2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

### Budgetary Basis

GAAP is the budgetary basis used in the preparation of these statements.

### Budget Requirements, Accounting and Reporting

The Town follows these procedures in establishing the budgetary data reflected in the financial statements.

1. Prior to year end the Town Clerk submits to the Council a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
2. The Council holds a public hearing on the budget, giving notice thereof at least ten days in advance by publication in the official organ of Glascock County.
3. The budget is then revised and adopted or amended by the Council at a regular meeting early in the year to which it applies.
4. The budget so adopted may be revised during the year only by formal action of the Council in a regular meeting and no increase shall be made therein without provision also being made for financing same.
5. The legal level of budgetary control is the department level within the General Fund. Increases in the total appropriations of a department, whether accomplished through an increase in estimated revenues or through a transfer of appropriations among departments, require the approval of the Mayor and Council.
6. Formal budgetary integration is employed as a management control device during the year for the General Fund. The budgets for the General Fund and Special Revenue Funds are adopted on a basis consistent with GAAP.
7. Budgeted amounts are as originally adopted, or as amended by the Council. Individual amendments were not material in relation to the original appropriations which were amended.

### Excesses of Expenditures over Appropriations in Individual Funds

The following general fund departments had excesses of actual expenditures over appropriations in the amount shown for the year ended December 31, 2017:

| | |
|---|---|
| General government | $ 1,314 |
| Public works | 715 |
| Public safety | 439 |
| Parks and recreation | 3,342 |
| Parks and recreation – capital outlays | 5,978 |

These overexpenditures were funded by greater than anticipated revenues and by available fund balance. The Mayor and Council plan in the future to more closely monitor expenditures to determine if budget amendments need to be made or if cost cutting measures need to be formulated.

## 3. DEPOSITS AND INVESTMENTS

Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town does not have a deposit policy for custodial credit risk. As of December 31, 2017, none of the Town's $174,114 was exposed to custodial credit risk.

The Town had on deposit at December 31, 2017, $151,239 in the Georgia Fund 1, which is a combination local and state government investment pool. Georgia Fund 1 is a stable net asset value investment pool which follows Standard and Poor's criteria for AAAm rated money market funds. The pool is not registered with Rule 2a-7 of the Investment Company Act of 1940 and is considered to be a Rule 2a-7 like pool. The pool's primary objectives are safety of capital, investment income, liquidity and diversification while maintaining principal ($1.00 per share value). Net asset value is calculated weekly to ensure stability. The pool distributes earnings (net of management fees) on a monthly basis and values participant's shares sold and redeemed based on $1.00 per share. Pooled cash and cash equivalents and investments are reported at cost which approximates fair value. The pool does not issue any legally binding guarantees to support the value of the shares. Participation in the pool is voluntary and deposits consist of funds from local governments; operating and trust funds of Georgia's state agencies, colleges and universities; and current operating funds of the State of Georgia's General Fund. The Office of State Treasurer is the oversight agency for Georgia Fund I.

Investments in Georgia Fund 1 are directed toward short-term instruments such as U.S. treasury obligations, securities issued or guaranteed as to principal and interest by the U.S.

Government or any of its agencies or instrumentalities, banker's acceptances and repurchase agreements. The weighted average maturity of Georgia Fund 1 may not exceed 60 days.

Investing is performed in accordance with investment policies complying with State Statutes. According to State Statutes, funds may be invested in (1) obligations of this state or of other states, (2) obligations issued by the Unites States Government, (3) obligations fully insured or guaranteed by the United States Government or by a government agency of the United States, (4) obligations of any corporation of the United States Government, (5) prime bankers acceptances, (6) the Local government investment Pool established by the Georgia Code, (7) repurchase agreements, and (8) obligations of other political subdivisions of this state.

## 4. PROPERTY TAXES

The value of all real and business personal property located in the Town is assessed (appraised) as of each January 1. Taxable assessed value represents the appraisal value less applicable exemptions authorized by the Town Council. Appraised values are established by the Glascock County Tax Assessors at 40% of estimated fair market value. Taxes were levied when the milleage rate was set on or about August 10, 2017. The tax bills were mailed on or about October 7, 2017 and are due on December 20, 2017.

Property taxes are recorded as receivables and deferred at the time the tax levy is billed. Revenues are recognized as the related ad valorem taxes are collected. Additional amounts estimated to be collectible within sixty days following the close of the fiscal year, and therefore susceptible to accrual in accordance with GAAP, have been recognized as revenue.

## 5. ACCOUNTS RECEIVABLE

At December 31, 2017, accounts receivable consisted of the following:

| | Governmental Activities | Business-type Activities | Total |
|---|---|---|---|
| General Fund: | | | |
| Property tax | $ 4,027 | $ - | $ 4,027 |
| Local option sales tax | 1,453 | - | 1,453 |
| Garbage fees | - | - | - |
| Transportation Special Revenue Fund: | | | |
| Special local option sales tax | 720 | | 720 |
| Water Fund: | | | |
| Water fees | - | 5,369 | 5,369 |
| | 6,200 | 5,369 | 11,569 |
| Allowance for doubtful accounts | - | - | - |
| | $ 6,200 | $ 5,369 | $ 11,569 |

## 6. CAPITAL ASSETS AND DEPRECIATION

Capital asset activity for the year ended December 31, 2017 was as follows:

| | Beginning Balance | Increases | Decreases | Ending Balance |
|---|---|---|---|---|
| **Governmental activities:** | | | | |
| Not being depreciated: | | | | |
| Land | $ 17,967 | $ - | $ - | $ 17,967 |
| Other capital assets: | | | | |
| Buildings | 326,897 | 16,152 | - | 343,049 |
| Equipment | 99,521 | 10,915 | - | 110,436 |
| Subtotal | 444,385 | 27,067 | - | 471,452 |
| Accumulated depreciation: | | | | |
| Buildings | 179,558 | 13,414 | - | 192,972 |
| Equipment | 90,875 | 3,064 | - | 93,939 |
| Subtotal | 270,433 | 16,478 | - | 286,911 |
| Net capital assets | $ 173,952 | $ 10,589 | $ - | $ 184,541 |

Governmental activities depreciation expense:

| | |
|---|---|
| General government | $ 2,381 |
| Public works | 324 |
| Public safety | 3,007 |
| Parks and recreation | 10,766 |
| | $ 16,478 |

| | Beginning Balance | Increases | Decreases | Ending Balance |
|---|---|---|---|---|
| **Business-type activities:** | | | | |
| Not being depreciated: | | | | |
| Land | $ - | $ - | $ - | $ - |
| Construction-in-progress | - | - | - | - |
| Subtotal | - | - | - | - |
| Other capital assets: | | | | |
| Equipment | 54,305 | - | - | 54,305 |
| Infrastructure | 784,236 | - | - | 784,236 |
| Subtotal | 838,541 | - | - | 838,541 |
| Accumulated depreciation: | | | | |
| Equipment | 26,666 | 4,093 | - | 30,759 |
| Infrastructure | 340,617 | 13,845 | - | 354,462 |
| Subtotal | 367,283 | 17,938 | - | 385,221 |
| Net capital assets | $ 471,258 | $ (17,938) | $ - | $ 453,320 |

## 8. DEFICIT FUND EQUITY

No fund had a deficit fund balance at December 31, 2017.

## 9. COMMITMENTS AND CONTINGENCIES

### Contingent Liabilities

There were no contingent liabilities at December 31, 2017.

### Litigation

According to Town's attorneys, there are no contingent liabilities or other litigation in progress for which the Town may be liable as of December 31, 2017.

## 10. LONG-TERM DEBT

### Business-Type Activities Note Payable

The Enterprise Fund has a note payable to the Georgia Environmental Facilities Authority (GEFA) in the amount of $32,760 at December 31, 2017 with no interest accruing on the note because of the negative interest rate feature of the GEFA Disavantaged Subsidy Program. The original borrowings under this agreement were $210,600, which was used to finance various improvements to the Town's water system. The note is due in quarterly principal payments of $2,520 to January 1, 2021.

| | |
|---|---|
| Note payable, December 31, 2016 | $ 42,840 |
| Principal payments | (10,080) |
| Note payable, December 31, 2017 | $ 32,760 |

Annual Requirements to Retire Debt Obligations:

The annual maturities for the years subsequent to December 31, 2017 are as follows:

| Year Ending December 31 | Principal | Interest | Total |
|---|---|---|---|
| 2018 | $ 10,080 | $ - | $ 10,080 |
| 2019 | 10,080 | - | 10,080 |
| 2020 | 10,080 | - | 10,080 |
| 2021 | 2,520 | - | 2,520 |
| | $ 32,760 | $ - | $ 32,760 |

## 11. RETIREMENT PLAN

The Town does not have a retirement or pension plan.

## 12. RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors of omissions, job related illnesses or injuries to employees; natural disaster; and unemployment compensation.

There were no significant reductions of insurance coverage in the prior year. Management believes that the coverage is adequate to preclude any significant uninsured risk exposure to the Town. Settled claims have not exceeded the commercial excess coverage in any of the past three fiscal years.

### Risk Pool

The Town has elected to be a member of the Georgia Municipal Association Workers' Compensation Self-Insurance Fund (GMAWCSIF) and Georgia Interlocal Risk Management Agency (GIRMA), risk management agencies created under Georgia law. As a participant in the GMAWCSIF and GIRMA, the Town has no legal obligation to pay its own workers' compensation claims or general liability claims. The Town is required to make an annual contribution to the funds in an amount that is determined on the basis of actuarial projections of losses. With payment of the Town's annual contribution, the Town

has effectively transferred the risk and responsibility for payment of its workers' compensation claims and general liability claims. However, the enabling statute creating the GMAWCSIF and GIRMA permits the funds to levy an assessment upon its members to make up any deficiency the fund may have in surplus or reserves. Since excess insurance is purchased by the GMASCSIF and GIRMA to protect the funds from catastrophic losses, no amount has been recorded in the financial statements for this contingency as management believes the likelihood for assessment is remote.

### Self Insurance

The Town is self-insured with regard to unemployment compensation claims. The Town accounts for claims with expenditures and liabilities being reported when it is probable that a loss has occurred, and the amount of that loss can be reasonably estimated. The Town has not experienced any claims related to unemployment compensation in the past three years.

## 13. JOINT VENTURE

Under Georgia law, the Town in conjunction with other cities and counties in the fourteen Town east central Georgia area, is a member of the Central Savannah River Area Regional Commission and is required to pay annual dues thereto. During its year ended December 31, 2017, the Town paid $199 in such dues. Membership in a Regional Commission is required by the OCGA Section 50-8-34 which provides for the organizational structure of the Regional Commission in Georgia. The Regional Commission Board membership includes the chief elected official of each Town and municipality of the area. OCGA 50-8-39.1 provides that the member governments are liable for any debts or obligations of a Regional Commission. Separate financial statements may be obtained from:

Central Savannah River Area Regional Commission
PO Box 2800
Augusta, Georgia 30914-2800

## 14. INTERFUND TRANSACTIONS AND BALANCES

| | Due From | Due To |
|---|---|---|
| General Fund | $ - | $ 680 |
| Water Fund | 680 | |
| | $ 680 | $ 680 |

The outstanding balances between funds result mainly from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made. The interfund balances from the proprietary fund to the general fund are for garbage revenues. The garbage revenues are fees collected monthly in the proprietary funds and then transferred to the general fund.

Transfers are used to report revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them and unrestricted revenues collected in the water fund to finance various programs accounted for in other funds in accordance with budgetary authorizations; and to return money to the fund from which it was originally provided, once a project is completed. There were no transfers between funds during the year ended December 31, 2017.

## 15. SUBSEQUENT EVENTS

Management has evaluated subsequent events through June 1, 2018, the date the financial statements were available to be issued.

## REQUIRED SUPPLEMENTARY INFORMATION

Required supplementary information includes financial information and disclosures that are required by the GASB but are not considered a part of the basic financial statements. Such information includes:

- Budgetary Comparison Schedules – General Fund and Transportation Special Revenue Fund

TOWN OF MITCHELL, GEORGIA
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET (GAAP) BASIS AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 2017

| | Original Budget | Final Budget | Actual | Variance with Final Budget |
|---|---|---|---|---|
| REVENUES: | | | | |
| Taxes: | | | | |
| Ad valorem | $ 18,857 | $ 18,857 | $ 20,570 | $ 1,713 |
| Vehicle | 4,500 | 4,500 | 3,629 | (871) |
| Local option sales tax | 15,000 | 15,000 | 15,264 | 264 |
| Franchise tax | 9,569 | 9,569 | 9,266 | (303) |
| Insurance company premium | 13,226 | 13,226 | 13,226 | - |
| Other | 599 | 599 | 576 | (23) |
| | 61,751 | 61,751 | 62,531 | 780 |
| Licenses and Permits: | | | | |
| Business licenses | 2,200 | 2,200 | 1,830 | (370) |
| | 2,200 | 2,200 | 1,830 | (370) |
| Intergovernmental | | | | |
| Safety grant | - | - | - | - |
| LMIG revenue | - | - | - | - |
| | - | - | - | - |
| Charges for services: | | | | |
| Garbage fee | 8,500 | 8,500 | 8,016 | (484) |
| | 8,500 | 8,500 | 8,016 | (484) |
| Miscellaneous: | | | | |
| Rental income | 1,000 | 1,000 | 1,100 | 100 |
| Donations and fundraising | 4,620 | 4,620 | 46,986 | 42,366 |
| Interest income | 1,200 | 1,200 | 1,227 | 27 |
| Other | 974 | 974 | 1,059 | 85 |
| | 7,794 | 7,794 | 50,372 | 42,578 |
| Total revenues | 80,245 | 80,245 | 122,749 | 42,504 |

# TOWN OF MITCHELL, GEORGIA
## GENERAL FUND
## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET (GAAP) BASIS AND ACTUAL
## FOR THE YEAR ENDED DECEMBER 31, 2017

| | Original Budget | Final Budget | Actual | Variance with Final Budget |
|---|---|---|---|---|
| **EXPENDITURES:** | | | | |
| **Current Operating:** | | | | |
| General government | $ 20,371 | $ 20,371 | $ 21,685 | $ (1,314) |
| Public works | 26,550 | 26,550 | 27,265 | (715) |
| Public safety | 9,302 | 9,302 | 9,741 | (439) |
| Parks and recreation | 11,795 | 11,795 | 15,137 | (3,342) |
| Total operating expenditures | 68,018 | 68,018 | 73,828 | (5,810) |
| **Capital Outlays:** | | | | |
| General government | - | - | - | - |
| Public works | 10,225 | 10,225 | 10,141 | 84 |
| Public safety | 3,942 | 3,942 | 3,942 | - |
| Parks and recreation | - | - | 5,978 | (5,978) |
| Total capital expenditures | 14,167 | 14,167 | 20,061 | (5,894) |
| **Debt Service:** | | | | |
| Principal | - | - | - | - |
| Interest | - | - | - | - |
| Total debt service | - | - | - | - |
| Total expenditures | 82,185 | 82,185 | 93,889 | (11,704) |
| Excess (deficiency) of revenues over expenditures | (1,940) | (1,940) | 28,860 | 30,800 |
| **OTHER FINANCING SOURCES (USES):** | | | | |
| Loan proceeds | - | - | - | - |
| Transfers in (out) | - | - | - | - |
| | - | - | - | - |
| Excess (deficiency) of revenues over expenditures and other financing sources | (1,940) | (1,940) | 28,860 | 30,800 |
| **FUND BALANCE, beginning of year** | 179,129 | 179,129 | 179,129 | - |
| **FUND BALANCE, end of year** | $ 177,189 | $ 177,189 | $ 207,989 | $ 30,800 |

# TOWN OF MITCHELL, GEORGIA
# TRANSPORTATION SPECIAL REVENUE FUND
# SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET (GAAP) BASIS AND ACTUAL
# FOR THE YEAR ENDED DECEMBER 31, 2017

| | Original Budget | Final Budget | Actual | Variance with Final Budget |
|---|---|---|---|---|
| **REVENUES:** | | | | |
| Intergovernmental: | | | | |
| Special local option sales tax | $ 6,500 | $ 6,500 | $ 7,177 | $ 677 |
| Intergovernmental grant revenue | 4,192 | 4,192 | - | (4,192) |
| Miscellaneous revenue | - | - | 39 | 39 |
| | 10,692 | 10,692 | 7,216 | (3,476) |
| **EXPENDITURES:** | | | | |
| Current operating: | | | | |
| Transportation improvements | 4,681 | 4,681 | 863 | 3,818 |
| Capital outlays | 6,011 | 6,011 | 6,010 | 1 |
| Total expenditures | 10,692 | 10,692 | 6,873 | 3,819 |
| Excess revenues over (under) expenditures | - | - | 343 | 343 |
| **OTHER FINANCING SOURCES (USES)** | | | | |
| Transfers out | - | - | - | - |
| Excess revenues and other financing sources (uses) over (under) expenditures | - | - | 343 | 343 |
| **FUND BALANCE, beginning of year** | 26,521 | 26,521 | 26,521 | - |
| **FUND BALANCE, end of year** | $ 26,521 | $ 26,521 | $ 26,864 | $ 343 |

## OTHER SUPPLEMENTARY INFORMATION

Other supplementary information includes financial statements and schedules not required by the GASB, nor are a part of the basic financial statements, but are presented for purposes of additional analysis. Such information includes:

- General Fund Statement of Expenditures (Final Budget to Actual) Detailed by Department
- Schedule of Projects Constructed with Special Sales Tax Proceeds
- Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

TOWN OF MITCHELL, GEORGIA

GENERAL FUND

SCHEDULE OF EXPENDITURES COMPARED TO BUDGET (GAAP BASIS)

FOR THE YEAR ENDED DECEMBER 31, 2017

| | Original Budget | Final Budget | Actual | Variance with Final Budget |
|---|---|---|---|---|
| OPERATING EXPENDITURES: | | | | |
| **General Government:** | | | | |
| Personal services and employee benefits: | | | | |
| Salaries | $ 7,000 | $ 7,000 | $ 7,236 | $ (236) |
| Payroll taxes | 540 | 540 | 742 | (202) |
| Purchased/contracted services: | | | | |
| Accounting and legal | 2,850 | 2,850 | 2,750 | 100 |
| Insurance | 1,155 | 1,155 | 1,093 | 62 |
| Utilities and communication | 4,080 | 4,080 | 4,637 | (557) |
| Repairs and maintenance | 200 | 200 | 407 | (207) |
| Dues | 600 | 600 | 669 | (69) |
| Advertising | 496 | 496 | 488 | 8 |
| Supplies: | | | | |
| Office supplies | 2,110 | 2,110 | 2,342 | (232) |
| Other costs: | | | | |
| Travel and training | 1,340 | 1,340 | 1,321 | 19 |
| Miscellaneous | - | - | - | - |
| Total General Government | $ 20,371 | $ 20,371 | $ 21,685 | $ (1,314) |
| **Public safety:** | | | | |
| Fire: | | | | |
| Insurance | $ 1,884 | $ 1,884 | $ 2,694 | $ (810) |
| Maintenance and repairs | 300 | 300 | 230 | 70 |
| Supplies | 5,043 | 5,043 | 3,640 | 1,403 |
| Miscellaneous | 2,075 | 2,075 | 3,177 | (1,102) |
| Total Public Safety | $ 9,302 | $ 9,302 | $ 9,741 | $ (439) |
| **Public Works** | | | | |
| Maintenance and repairs | $ 12,500 | $ 12,500 | $ 12,900 | $ (400) |
| Street lights | 8,000 | 8,000 | 8,231 | (231) |
| Supplies | 150 | 150 | 234 | (84) |
| Garbage collection | 5,900 | 5,900 | 5,900 | - |
| Total Public Works | $ 26,550 | $ 26,550 | $ 27,265 | $ (715) |
| **Parks and Recreation** | | | | |
| Maintenance and repairs | $ 675 | $ 675 | $ 621 | $ 54 |
| Insurance | 1,116 | 1,116 | 1,116 | - |
| Springfest expenses | 7,804 | 7,804 | 11,122 | (3,318) |
| Supplies | 325 | 325 | 359 | (34) |
| Utilities | 1,875 | 1,875 | 1,919 | (44) |
| Total Parks and Recreation | $ 11,795 | $ 11,795 | $ 15,137 | $ (3,342) |

TOWN OF MITCHELL, GEORGIA
SCHEDULE OF PROJECTS CONSTRUCTED WITH
SPECIAL SALES TAX PROCEEDS
For the Year Ended December 31, 2017

| Project | Original Estimated Cost | Revised Estimated Cost | Expenditures | | | Estimated Percentage of Completion |
|---|---|---|---|---|---|---|
| | | | Prior Years | Current Year | Total | |
| **SPLOST III (2015 - 2020):** | | | | | | |
| Capital and water infrastructure improvements; vehicles and equipment | 50,000 | 50,000 | 4,988 | 995 | 5,983 | 12.0% |

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# INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Mayor and Council
Town of Mitchell, Georgia

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business type activities and each major fund of the Town of Mitchell, Georgia as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Town of Mitchell's basic financial statements and have issued our report thereon dated June 1, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Town of Mitchell, Georgia's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Mitchell, Georgia's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Mitchell's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that were considered to be material weaknesses.

We did identify certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings and questioned costs, that we consider to be significant deficiencies noted as items 17-1 through 17-2.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Mitchell Georgia's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as item 17-3.

**Town of Mitchell's Response to Findings**

Town of Mitchell, Georgia's response to the findings identified in our audit are described in the accompanying schedule of findings and responses. The Town of Mitchell, Georgia's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Wright & Wright, P.C.

June 1, 2018

TOWN OF MITCHELL, GEORGIA
SCHEDULE OF FINDINGS AND RESPONSES
For the Year Ended December 31, 2017

## SIGNIFICANT DEFICIENCIES

### 17-1 Segregation of Duties

**Condition**

Due to the small size of the Town's staff, controls are not practical to provide adequate segregation of duties in the cash receipts and disbursements functions.

**Effect**

Because of the failure to separate control over cash, errors or fraud that might avoid detection are possible.

**Recommendation**

The Town Council should implement other internal controls in areas where segregation of duties is not practical.

**Views of Responsible Officials**

We concur and will continue to require dual signatures on checks and council approval for non recurring expenditures.

### 17-2 Controls Over Financial Statement Presentation

**Condition**

Town personnel do not currently possess the professional skills necessary to prepare the year end financial statements in sufficient detail to detect material misstatements in the financial statements and related footnotes.

**Effect**

The deficiency identified above could result in a material misstatement to the Town's financial statements that would not be prevented or detected on a timely basis.

**Recommendation**

The Town should consider additional training that would provide accounting personnel with the skills to detect and correct misstatements in the financial statements.

**Views of Responsible Officials**

We concur. We will evaluate the cost effectiveness of implementing the control and act accordingly.

## COMPLIANCE AND OTHER MATTERS

### 17-3 Budgetary

**Condition**

In the Town's General Fund, actual expenditures exceeded budget appropriations in several departments. This is a violation of state law.

**Effect**

Fiscal control and accountability over departmental expenditures may be jeopardized.

**Recommendation**

The Town should monitor the budget and amend it when appropriate.

**Views of Responsible Officials**

Our Town Council will analyze budgetary financial data periodically and amend the budget when appropriate.

# TOWN OF MITCHELL

12152 Main St
Mitchell, GA 30820
706-598-2004

Georgia Department of Audits & Accounts
270 Washington Street, S.W., Suite 1-156
Atlanta, Georgia 30334-8400

Gentlemen:

The following constitutes our corrective action plan regarding the findings and recommendations in our audit report for the year ended December 31, 2017.

With respect to the finding regarding segregation of duties in the "Independent Auditor's Report on Internal Control Structure Based on an Audit of General Purpose Financial Statements Performed in Accordance with Government Auditing Standards," we submit the following comments:

1. We annually review our system of internal control after our audited financial statements are received, along with any suggestions from the accounting firm as to improvements that can be made to strengthen controls.

2. We are a small municipal government with a part-time clerk as the only office employee. We have separated accounting duties as much as possible, but because of two sets of books, one for general fund and one for water fund, this is difficult to do. The mayor and a council member co-signs checks after council approves the bills for payment.

3. We do not feel that it would be cost effective to hire additional personnel only for the purpose of internal control duty separations.

4. The following general fund departments had excesses of actual expenditures over appropriations in the amount shown for the year ended December 31, 2017:

| | |
|---|---|
| General government | $ 1,314 |
| Public works | 715 |
| Public safety | 439 |
| Parks and recreation | 3,342 |
| Parks and recreation - capital outlays | 5,978 |

These overexpenditures were funded by greater than anticipated revenues and by available fund balance. The Mayor and Council plan in the future to more closely monitor expenditures to determine if budget amendments need to be made or if cost cutting measures need to be formulated.

5. Town personnel do not currently possess the professional skills necessary to prepare the year end financial statements and related footnotes. The Town will consider additional training that would provide accounting personnel with the skills to detect and correct misstatements in the financial statements.

We feel that our internal control system is as strong as possible in the above described situation with the limited number of personnel involved. As indicated in the auditor's report, no significant errors or irregularities were found because of our lack of segregation of duties.

Should you need any further explanation of this matter please contact us.

Sincerely,

Scott Lamb
Mayor, Town of Mitchell