

**OSHTEMO CHARTER TOWNSHIP BOARD**  
**7275 West Main Street**  
**Kalamazoo, MI 49009**

**June 11, 2024**

*Refer to page 3 for Virtual Meeting Information*

**REGULAR MEETING**  
**5:30 P.M.**  
**AGENDA**

1. Call to Order
2. Remote Location Identification (for remote attendance when permitted by statute)
3. Pledge of Allegiance
4. Township Mission/Vision/Core Values
5. Public Comment on Non-Regular Session Items
6. Public Officials Updates
7. Consent Agenda
  - a. Meeting Minutes [[Minutes of Regular Meeting May 28, 2024](#)]
  - b. Receipts and Disbursements [[Receipts and Disbursements May 2024](#)]
  - c. Budget Amendments
8. Seber Tans Draft Audit Presentation by Ben Walker
9. Understanding the General Ledger Presentation by Dusty Farmer
10. Department Accomplishments, Goals, and Visions – Human Resources, Information Technology, Legal, Media & Communications
11. Public Comment
12. Board Member Comments & Committee Updates
13. Other Updates & Business
14. Adjournment

**Policy for Public Comment  
Township Board Regular Meetings, Planning Commission & ZBA Meetings**

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email ([oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org)), walk-in visits, or by appointment.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name, but it is not required.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which does not follow these guidelines.

(adopted 5/9/2000)  
(revised 5/14/2013)  
(revised 1/8/2018)

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8 a.m.-1 p.m. and 2-5 p.m., and on Friday, 8 a.m.–1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at [www.oshtemo.org](http://www.oshtemo.org), email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to [oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org) and it will be directed to the appropriate person.

<b>Oshtemo Township Board of Trustees</b>		
<b><u>Supervisor</u></b>		
Cheri Bell	216-5220	<a href="mailto:cbell@oshtemo.org">cbell@oshtemo.org</a>
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	<a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>
<b><u>Treasurer</u></b>		
Clare Buszka	216-5260	<a href="mailto:cbuszka@oshtemo.org">cbuszka@oshtemo.org</a>
<b><u>Trustees</u></b>		
Neil Sikora	760-6769	<a href="mailto:nsikora@oshtemo.org">nsikora@oshtemo.org</a>
Kristin Cole	375-4260	<a href="mailto:kcole@oshtemo.org">kcole@oshtemo.org</a>
Zak Ford	271-5513	<a href="mailto:zford@oshtemo.org">zford@oshtemo.org</a>
Michael Chapman	375-4260	<a href="mailto:mchapman@oshtemo.org">mchapman@oshtemo.org</a>

<b>Township Department Information</b>			
<b><u>Assessor:</u></b>			
Kristine Biddle	216-5225	<a href="mailto:assessor@oshtemo.org">assessor@oshtemo.org</a>	
<b><u>Fire Chief:</u></b>			
Greg McComb	375-0487	<a href="mailto:gmccomb@oshtemo.org">gmccomb@oshtemo.org</a>	
<b><u>Ordinance Enforcement:</u></b>			
Rod Rought	216-5222	<a href="mailto:rrought@oshtemo.org">rrought@oshtemo.org</a>	
<b><u>Parks Director:</u></b>			
Vanessa Street	216-5233	<a href="mailto:vstreet@oshtemo.org">vstreet@oshtemo.org</a>	
Rental Info	216-5224	<a href="mailto:oshtemo@oshtemo.org">oshtemo@oshtemo.org</a>	
<b><u>Planning Director:</u></b>			
Jodi Stefforia	375-4260	<a href="mailto:jstefforia@oshtemo.org">jstefforia@oshtemo.org</a>	
<b><u>Public Works Director:</u></b>			
Anna Horner	216-5228	<a href="mailto:ahorner@oshtemo.org">ahorner@oshtemo.org</a>	

## Zoom Instructions for Participants

### Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

### To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this Meeting ID: **836 7398 7592**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet, or smartphone then you can join via conference call by following instructions below.

### To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **836 7398 7592#**

### Participant controls in the lower-left corner of the Zoom screen:



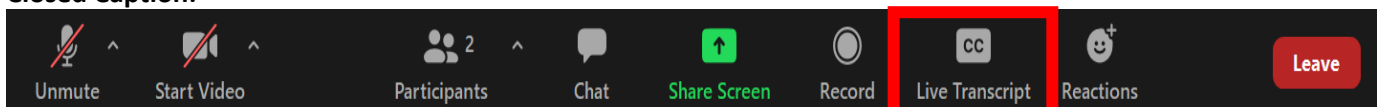
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press \*9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

### Closed Caption:



### Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

## **Mission:**

*To advance the quality of life of all residents through a commitment to responsible growth, and value-driven municipal services that promote the relationships among economic vitality, environmental stewardship, and social equity.*

## **Vision:**

*A sustainable and innovative community built through a legacy of planned, responsible growth and rural preservation.*

## **Core Values:**

### **PUBLIC SERVICE**

- Fair treatment to all people.
  - Each customer is welcomed and that their input is wanted.
    - Difficult questions are not marginalized.
- Allow residents to interact directly with the township staff and officials.
- Decisions are made based on the value to our Township and residents.

### **SUSTAINABILITY**

- Meet the needs of the present without compromising future generations.
  - Consider the environment through practices that reduce impacts.
    - Value conscious decision making.
  - Committing to quality Fire and Police protection.

### **INNOVATION**

- Providing the best value-conscious technology currently available.
- Leverage new technologies and ways of doing business to increase accessibility and improve services.

### **PROFESSIONALISM**

- Hire staff with strong core competencies within their given profession.
  - Commitment to continuous improvement to government operations.
- Dedicated to open communication to improve productivity and effectiveness.

### **INTEGRITY**

- Decisions are made logically through the collection of evidence, facts, and public input.
  - When promises are made, we follow through.
    - We do not obfuscate – we say what we mean and do what we say.
    - Transparent governmental practices are of the highest priority.

### **FISCAL STEWARDSHIP**

- Ensure that taxpayer investments are spent wisely, effectively and efficiently.

# Memorandum & Request



**Date:** June 5, 2024  
**To:** Township Board  
**From:** Sierra Lucas, Paralegal – Legal Department  
**Subject:** Contract Services: Junk Removal - Budget Amendment Request

## Objective

That the Board would approve a budget amendment to account for unexpected costs incurred in this fiscal year.

**From:** GL 207-000-40000 Police General Fund Carryover  
**To:** GL 207-301-96300 Contracted Services

**Proposed Motion:** Motion to approve a budget amendment in the amount of \$9,000.00 to cover the cost of contracted junk removal services.

## Background

Over the course of two years and facing numerous complaints from neighbors, a Township resident was issued a citation by our Ordinance Enforcement Department for failing to adhere to the Township’s Blight Ordinance. Subsequently, the case proceeded to the 8th District Court, resulting in a default judgment against the defendant. On March 25, 2024, Township Counsel attended a show cause hearing for another violation of the Township Blight Ordinance. The violation occurred on April 12, 2023, with respect to litter, junk, and debris at a subject property situated within the Township. Pursuant to the 8th District Court Order, the defendant was ordered to remove the litter, junk, and debris from the subject property no later than June 1, 2024. The defendant failed to abide by the provisions of the Court Order and the Township was granted permission to enter upon the subject property to remove all the remaining litter, junk, and debris from the subject property.

We scheduled three companies to accompany our Ordinance Enforcement Officer for a site inspection at the subject property. Each company provided its estimate for the junk removal services, see attached.

Exclusive Lawn Care – Estimate total \$8,800.00  
College Hunks- Estimate total \$12,725.00  
Fast Act Junk Removal- Estimate total \$22,700.00

I propose that we hire Exclusive Lawn Care based on the following factors:

- The company is located within the Township at 7656 West Main St.
- All scrap metal removed from the subject property will be done free of charge
- The estimate provided is the most cost-efficient of all three companies

**Core Values**  
Public Service



Exclusive Lawn Care  
 269-998-1212  
 7656 w main st  
 Kalamazoo, MI 49009

Prepared For  
 Rod Rought  
 Oshtemo Township Ordinance  
 Enforcement Officer  
 7275 W Main St  
 Kalamazoo, MI 49009

Estimate Date  
 06/04/2024

Estimate Number  
 0000431

Description	Rate	Qty	Line Total
<b>Property Cleanup</b> Cleanup of residential property of random debris and cluster. Including trash, different forms of metal and plastic items. Demo of small building attachment add on. Possible boat that needs to removed. Site was inspected Via Scotty and Rod from the township. Job will consist of loading up items with Skid steer and grapple and also a Mini X to pack down and crush items in the dumpsters. A deputy and or Rod will be needed on site to allow for a safe work zone for employees to accomplish the task needed and to communicate with property owner on items that will be staying or being removed. Job will be priced on Per day that equipment is on site and a price per load of material removed.	\$0.00	0	\$0.00
<b>Dumpster/Disposal</b> This is a price Per dumpster load. Includes labor, equipment and cost to dispose at the transfer station. No roll off dumpster will be used or left onsite. Material loaded will be removed immediately. Loads sheets will be kept for the billing process. We will be using two trucks with dumpster trailers. Round trip from the above Address for each truck will be approx 1hr. We will be able to complete 10-12 trips in a 8hr day. 5-6 loads per truck given some time at the property to load and sort through material to be removed.	\$425.00	12	\$5,100.00
<b>Labor</b> All Scrap metal removed off the property will be done free of charge.	\$0.00	0	\$0.00
<b>Equipment</b> Equipment used onsite will in a Mini x and Skid steer with a grapple at tachment. This price is for both machines and a operator for each unit Per 8HR day on site	\$3,700.00	0	\$3,700.00
<u>Subtotal</u>			\$8,800.00
Tax			0.00

#### Terms

- [www.exclusivelawncarekalamazoo.com](http://www.exclusivelawncarekalamazoo.com)
- All services will be done in a professional manner according to standard practices.
- If for any reason you are not satisfied, notify us within (3) days and we will review the issue and correct if necessary.
- Additional services from the above specifications will be an extra charge.
- A 25.00\$ late fee will be applied to all overdue accounts and service will be discontinued until invoices and fees are paid.
- All invoices must be paid via cash or check within 15 days of the statement date.
- There will be a \$25.00 service charge for all returned checks

# ESTIMATE

Estimate #3023421

DOT #3014914 MC #64517 CVED #37327



**College HUNKS Hauling Junk & Moving**  
269-215-8000  
www.CollegeHunks.com

2927 Millcork St , Kalamazoo, MI, 49001

Name:	Origin Address:	Estimate Date:
Sierra Lucas	Kalamazoo, MI, 49009	06/05/2024
Phone:	1st Floor via Front Door (<50 ft)	Move Date:
269-375-4260		06/05/2024
Email:	Destination Address:	
slucas@oshtemo.org	Kalamazoo, MI, 49009	
	1st Floor via Front Door (<50 ft)	

Dear Sierra,

Thank you for contacting College Hunks Moving in regards to your upcoming move. This estimate is based on the information provided and assumes items are packed, boxed and ready to load. Please review the estimate below for accuracy.

At the time of booking, we take a prepayment which reserves the HUNK team & Truck for your requested move date and covers the truck, fuel, equipment, and travel times from office. That is refundable if you cancel or reschedule 8 days or more in advance of the scheduled move date.

Changes to inventory, addresses or your target date may affect this estimate. Please contact us if there are any changes to your move details.

## INVENTORY

Room	Item	Quantity	Cubic feet	Weight
Unassigned	Boat & Trailer Removal @ \$1,500.00	1	0	0
Unassigned	Hot Tub Removal @ \$425.00	1	0	0
Unassigned	Removal Per Full Truckload @ \$500.00	12	0	0

## MOVING

Description	Amount
Loading Services (Labor): 10 hours with 6 HUNKS at \$480.00 per hour	\$4,800.00
Boat & Trailer Removal	\$1,500.00
Hot Tub Removal	\$425.00
Removal Per Full Truckload	\$6,000.00
<b>TOTAL:</b>	<b>\$12,725.00</b>








# Fast Act Junk Removal And Dumpster Service LLC sent you an estimate

We look forward to working with you.

Show full details 

## Property Cleanup At 9574 West H Ave. Kalamazoo, Michigan

### Property Cleanup Services

\$22,700.00

*The estimated pricing is for the total property cleanup at Kalamazoo, Michigan. The cleanup includes the removal of all outside debris, such as organ wood and logs, general junk items, tires, pallets, tools, hot tubs, trailers, lawn equipment, construction debris, demolition debris, shingles, trash, fencing, wiring, plastics, etc.*

*The estimated cost does not include the removal of items that we weren't sure about during the time of estimation, such as the propane tanks, hazardous chemicals that may be found on-site, or metal items that may need to be cut up with a torch due to weight or size such as the truck frame or the metal A-frame at the back of the garage area. (If the cutting of heavy metal is required, we can handle that task) Pricing also does not include the digging out of the fire pit with heavy equipment, although this can be done by our teams as we will have leaders on-site with buckets, forks, and claw attachments.*

*Pricing also does not include the debris located under the added-on lean-to attached to the garage/barn area, as Rod was not sure at the time of estimation if that debris was to be cleared.*

*The estimated cost of this job includes fuel, equipment (tractor loaders with attachments, dump trailers, roll-off dumpsters, trucks for transport), manual labor (7-9 team members), disposal costs, recycling costs, and other associated costs that may be required to complete it.*

*As a local junk removal and dumpster rental company, we are fully insured for your peace of mind. If you would like to check us out further, you can read over 400 reviews about our services on Google. We appreciate the opportunity to quote this job. Thank you and have a great day ahead!*

**Subtotal** \$22,700.00

**Total** **\$22,700.00**

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**Fast Act Junk Removal And Dumpster Service LLC**

info@nilesjunkremoval.com

+1 (269) 808-1170

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# SEBER TANS, PLC

CONSULTANTS & CERTIFIED PUBLIC ACCOUNTANTS

June 11, 2024

To the Township Board  
Charter Township of Oshtemo, Michigan

We have audited the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Charter Township of Oshtemo (the Township) for the year ended December 31, 2023, and have issued our report thereon dated June 11, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 10, 2024. Professional standards also require that we communicate to you the following information related to our audit.

## Significant Audit Matters

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Township are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Township 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 Township's financial statements was:

- Management's estimate of depreciation is based on the economic useful lives of capital and infrastructure assets. We evaluated the key factors and assumptions used to develop this estimate in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of net OPEB assets and deferred outflows of resources recorded on the government-wide financial statements is based on actuarial assumptions described in Note 11 to the financial statements. We evaluated the key factors and assumptions used to develop this estimate and believe it is reasonable in relation to the financial statements as a whole.

The disclosures in the financial statements are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

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

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. No such misstatements were identified during our audit.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' 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 June 11, 2024.

*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 Township's financial statements or a determination of the type of auditors' 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 Township's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management discussion and analysis, budget comparison schedules, and schedule of funding progress for the postemployment healthcare plan, 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 the RSI.

Township Board  
The Charter Township of Oshtemo, Michigan  
June 11, 2024

We were engaged to report on the supplementary information, as noted in the table of contents, 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 Township Board and management of the Township and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Seber Tans, PLC

DRAFT

*Charter Township of Oshtemo  
Kalamazoo County, Michigan*

**FINANCIAL STATEMENTS**

*Year ended December 31, 2023*

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DRAFT

# SEBER TANS, PLC

## CONSULTANTS & CERTIFIED PUBLIC ACCOUNTANTS

### INDEPENDENT AUDITOR'S REPORT

Members of the Board  
Charter Township of Oshtemo, Kalamazoo County, Michigan

#### **Report on the Audit of the Financial Statements**

##### **Opinions**

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Charter Township of Oshtemo (the Township) as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Township, as of December 31, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

##### **Basis for Opinions**

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Township, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

##### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

##### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve

collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Township's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and schedule of funding progress for the postemployment healthcare plan as noted on the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

#### **Supplementary 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 accompanying combining and individual nonmajor fund financial statements and schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

## **Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

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

In accordance with Government Auditing Standards, we have also issued our report dated June 11, 2024, on our consideration of the Township'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 solely 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 effectiveness of the Township's 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 Township's internal control over financial reporting and compliance.

Seber Tans, PLC  
Kalamazoo, Michigan  
June 11, 2024

DRAFT

Our discussion and analysis of the Charter Township of Oshtemo's (the Township) financial performance provides a narrative overview of the Township's financial activities for the fiscal year ended December 31, 2023. Please read it in conjunction with the Township's financial statements.

**FINANCIAL HIGHLIGHTS**

- The Township's total net position increased by \$5,490,795 (approximately 13 percent) as a result of this year's activities.
- Of the \$46,169,082 total net position reported, \$13,723,258 (30 percent) is available to be used to meet future operating and capital improvement needs, without constraints established by debt covenants, enabling legislation, or other legal requirements. (Please refer to the Township's CIP plan for the intended uses of unrestricted net position).
- The General Fund's unassigned fund balance at the end of the fiscal year was \$4,353,143, which represents 102 percent of the actual total General Fund expenditures for the current fiscal year.

**Overview of the financial statements**

The Township's annual report is comprised of four parts: management's discussion and analysis, the basic financial statements, required supplementary information, and an optional section that presents combining statements for nonmajor governmental funds and statements for component units. The basic financial statements include two kinds of statements that present different views of the Township:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Township's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Township government, reporting the Township's operations in more detail than the government-wide financial statements.
  - Governmental funds statements explain how government services, like general government, public safety, and public works, were financed in the short-term, as well as what remains for future spending.
  - Fiduciary funds statements provide information about the financial relationships in which the Township acts solely as a custodian for the benefit of others to whom the resources in question belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The financial statements are followed by sections of required supplementary information and other supplementary information that further explain and support the information in the financial statements.

A comparative analysis of the government-wide financial statements for 2023 and 2022 is also presented.

**Government-wide financial statements**

The government-wide financial statements report information about the Township as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the Township's assets, liabilities, and deferred inflows of resources. All of the current year's revenues and expenses are accounted for in the Statement of Activities, regardless of when cash is received or paid.

The two government-wide statements report the Township's net position and how it has changed. Net position (the difference between the Township's assets and liabilities and deferred inflows of resources) is one way to measure the Township's financial health, or position.

- Over time, increases or decreases in the Township's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the Township, you need to consider additional nonfinancial factors, such as changes in the Township's property tax base and the condition of the Township's capital assets.

The government-wide financial statements are divided into two categories:

- *Governmental activities* - Most of the Township's basic services are included here, such as police, fire, and general government activities. Property taxes, assessments, and state grants finance most of these activities.
- *Component units* - The Township includes two other entities in its report - the Downtown Development Authority and the South Drake Road Corridor Improvement Authority. Although legally separate, these "component units" are important because the Township is financially accountable for both Authorities.

#### **Fund financial statements**

The fund financial statements provide more detailed information about the Township's most significant funds - not the Township as a whole. Funds are accounting devices that the Township uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by state law.
- The Township Board establishes other funds to control and manage money for particular purposes or to show that it is properly using certain other revenues.

The Township has two types of funds:

- *Governmental funds*. Most of the Township's basic services are included in its governmental funds, which focus on (1) how cash, and other financial assets that can be readily converted to cash, flows in and out, and (2) the balances left at year end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Township's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information that explains the relationship between them.
- *Fiduciary funds*. These funds are used to account for the collection and disbursement of resources, primarily taxes, for the benefit of parties outside the Township. The Township is responsible for ensuring that the assets reported in the fiduciary funds are used for their intended purposes. The Township's fiduciary balances and activities are reported in the Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position. We exclude these activities from the Township's government-wide financial statements because the Township cannot use these assets to finance its operations.

FINANCIAL ANALYSIS OF THE TOWNSHIP AS A WHOLE

Net position

Total net position at the end of the fiscal year was \$46,169,082. Of this total, \$25,723,007 is invested in capital assets, \$5,721,873 is restricted for public safety, \$1,000,944 is restricted for public works and \$13,723,258 is unrestricted.

Condensed financial information

Net position

	<i>Governmental activities</i>	
	<u>2023</u>	<u>2022</u>
Current and other assets	<b>\$ 29,820,247</b>	\$ 27,556,806
Capital assets	<b>25,723,007</b>	24,109,982
<b>Total assets</b>	<b><u>55,543,254</u></b>	<u>51,666,788</u>
Deferred outflows of resources	<b>20,845</b>	37,921
Current and other liabilities	<b>1,098,391</b>	3,628,171
Deferred inflows of resources	<b>8,296,626</b>	7,398,251
Net position:		
Net investment in capital assets	<b>25,723,007</b>	24,109,982
Restricted	<b>6,722,817</b>	3,619,579
Unrestricted	<b>13,723,258</b>	12,948,726
<b>Total net position</b>	<b><u>\$ 46,169,082</u></b>	<u>\$ 40,678,287</u>

**Changes in net position**

The Township's total revenues were \$15,138,159. For 2023, charges for services were 44 percent of the Township's revenues, 18 percent comes from state grants, and 16 percent comes from property taxes.

The total cost of the Township's programs and services was \$9,647,364. Approximately 50 percent of the Township's costs are related to public safety activities, general government is 23 percent, and public works is 21 percent of expenses.

*Condensed financial information  
Changes in net position*

	<u>Governmental activities</u>	
	<u>2023</u>	<u>2022</u>
Program revenues:		
Charges for services	\$ 6,686,645	\$ 6,554,121
Operating grants	136,799	60,650
Capital grants	2,309,701	504,290
General revenues:		
Property taxes	2,476,378	1,827,209
State grants	2,678,026	2,702,808
Franchise fees	150,558	160,776
Investment income	700,052	85,778
	<u>15,138,159</u>	<u>11,895,632</u>
Total revenues		
Expenses:		
General government	2,188,084	2,076,530
Public safety	4,802,519	4,228,549
Public works	2,013,834	1,750,525
Community and economic development	354,934	266,435
Culture and recreation	287,993	457,688
	<u>9,647,364</u>	<u>8,779,727</u>
Total expenses		
Changes in net position	<u>\$ 5,490,795</u>	<u>\$ 3,115,905</u>
Net position, end of year	<u>\$ 46,169,082</u>	<u>\$ 40,678,287</u>



**Governmental activities**

The net position increased \$5,490,795 for 2023 compared to a \$3,115,905 increase in the prior year. The increase can be attributed primarily to an increase in revenues of \$3,242,527, mainly a \$1,805,411 increase in capital grants, net of a \$867,637 increase in expenses.

The total cost of governmental activities this year was \$9,647,364. After subtracting the direct charges to those who directly benefited from the programs (\$6,686,645) and operating grants (\$136,799) and capital grants (\$2,309,701), the "public benefit" portion covered by taxes, state revenue sharing, and other general revenues was \$514,219.

**FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS**

**Governmental funds**

As of the end of the current year, the Township's governmental funds reported combined ending fund balances of \$19,318,265, an increase of \$3,821,736 from last year.

The General Fund is the primary operating fund of the Township. Its fund balance increased by \$1,399,967 during the year, as revenues of \$7,388,576 were higher than current expenditures of \$4,288,609 and transfers to other funds of \$1,700,000. The fund balance was \$6,349,367 at the end of the year.

The Road Fund, increased fund balance by \$298,442 as revenues of \$1,092,122 exceeded expenditures of \$443,680 and transfers out of \$350,000, the fund balance was \$889,156 at the end of the year.

The Fire Fund experienced an increase in fund balance of \$513,225 for 2023, as revenues of \$3,649,433 were more than current expenditures of \$3,136,208 including \$311,166 in capital outlay. The ending fund balance was \$3,130,761.

The Police Fund experienced a \$250,209 increase in fund balance, which reflects police service expenditures of \$1,382,449 that were less than revenues of \$1,632,658. The fund balance at the end of the year was \$2,476,768.

The General Sewer Fund experienced a \$1,209,799 increase in fund balance for 2023, as revenues of \$860,716 and transfers in of \$1,800,000 were more than current year's expenditures of \$1,450,917. The fund balance at the end of the year was \$3,725,189.

The General Water Fund experienced a \$172,730 increase in fund balance for 2023, as revenues of \$234,333, were more than current year's expenditures of \$61,603. The fund balance at the end of the year was \$2,246,131.

**General Fund budgetary highlights**

The Township amended the General Fund expenditures budget for anticipated increases in expenditures. Total revenues were \$2,052,278 more than anticipated, primarily due to federal grant revenues that were higher than anticipated. Total expenditures were \$1,600,742 less than the amounts appropriated, primarily due to capital outlay, public works and general government costs which were \$910,675, \$91,657 and \$386,231 respectively, less than projected due to planned projects not occurring and cost reductions in the current year.

These variances resulted in a positive budget variance of \$3,498,020, with a \$1,399,967 increase in fund balance compared to a budget that anticipated a decrease of \$2,098,053 in the current year.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital assets**

The Township's investment in capital assets as of December 31, 2023, was \$25,723,007 (net of accumulated depreciation). This investment includes buildings and improvements, equipment and vehicles, sewer, and water infrastructure. The \$1,613,025 increase in the Township's investment in capital assets for the current fiscal year includes \$2,853,930 in capital asset additions, less \$1,240,905 in depreciation expense for the year.

Major capital asset additions during the current fiscal year include:

- \$113,645 for building improvements
- \$1,223,663 for a non-motorized path and trail projects
- \$171,985 for fire equipment
- \$1,290,408 for sewer improvements
- \$54,228 for office and election equipment

More detailed information about the Township's capital assets is presented in Note 6 of the notes to the basic financial statements.

**Debt**

The Township's long-term obligation consists of \$84,000 in accrued compensated absences.

More detailed information about the Township's long-term obligation is presented in Note 8 of the notes to the basic financial statements.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Township expects to be able to use current revenues to provide essential services that will allow current fund balances to be maintained. The Township plans to maintain all ongoing programs for 2024. The ongoing costs of providing essential services for the citizens of the Township will need to be closely monitored in order to maintain the financial condition and operational capabilities of the Township.

**CONTACTING THE TOWNSHIP'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the Township's finances and to demonstrate the Township's accountability for the resources it receives. Questions regarding any information provided in this report or requests for additional financial information should be addressed to:

Cheri Bell, Supervisor  
Charter Township of Oshtemo  
7275 West Main Street  
Oshtemo, MI 49009

Phone: (269) 375-4260  
Email: [cbell@oshtemo.org](mailto:cbell@oshtemo.org)

**BASIC FINANCIAL STATEMENTS**

DRAFT

*Charter Township of Oshtemo*  
**STATEMENT OF NET POSITION**  
*December 31, 2023*

	<i>Primary government</i>	<i>Component units</i>	
	<i>Governmental activities</i>	<i>Downtown Development Authority</i>	<i>South Drake Road Corridor Improvement Authority</i>
<b>ASSETS</b>			
Current assets:			
Cash	\$ 16,835,723	\$ 260,800	\$ 170,520
Investments	3,896,915	-	-
Receivables, net	7,877,404	206,979	36,448
Total current assets	<u>28,610,042</u>	<u>467,779</u>	<u>206,968</u>
Noncurrent assets:			
Receivables, net	784,732	-	-
Beneficial interest in assets held by foundation	61,840	-	-
Net OPEB assets	363,633	-	-
Capital assets not being depreciated	3,931,722	704,901	-
Capital assets, net of accumulated depreciation	21,791,285	1,577,036	-
Total noncurrent assets	<u>26,933,212</u>	<u>2,281,937</u>	<u>-</u>
Total assets	<u>55,543,254</u>	<u>2,749,716</u>	<u>206,968</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
OPEB	20,845	-	-
<b>LIABILITIES</b>			
Current liabilities:			
Payables	1,014,391	3,123	-
Current portion of long-term debt	-	58,433	-
Total current liabilities	1,014,391	61,556	-
Noncurrent liabilities - compensated absences			
Compensated absences	84,000	-	-
Debt	-	671,567	-
Total noncurrent current liabilities	84,000	671,567	-
Total liabilities	<u>1,098,391</u>	<u>733,123</u>	<u>-</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Property tax revenues levied for the subsequent year	2,840,679	211,824	43,221
Special assessment levied for the subsequent year	5,455,947	-	-
Total deferred inflows of resources	<u>8,296,626</u>	<u>211,824</u>	<u>43,221</u>
<b>NET POSITION</b>			
Investment in capital assets	25,723,007	1,551,937	-
Restricted for public safety	5,721,873	-	-
Restricted for public works	1,000,944	-	-
Unrestricted	13,723,258	252,832	163,747
Total net position	<u>\$ 46,169,082</u>	<u>\$ 1,804,769</u>	<u>\$ 163,747</u>

*See notes to financial statements*

**STATEMENT OF ACTIVITIES**

Year ended December 31, 2023

Functions/Programs	Program revenues			Net (expenses) revenues and changes in net position			
	Expenses	Charges for services	Operating grants and contributions	Capital grants and contributions	Governmental activities	Component units	
						Downtown Development Authority	South Drake Road Corridor Improvement Authority
Governmental activities:							
General government	\$ 2,188,084	\$ 481,738	\$ -	\$ -	\$ (1,706,346)		
Public safety	4,802,519	4,977,066	-	77,456	252,003		
Public works	2,013,834	1,130,821	99,295	2,216,257	1,432,539		
Community and economic development	354,934	33,592	-	-	(321,342)		
Culture and recreation	287,993	63,428	37,504	15,988	(171,073)		
Total governmental activities	<u>9,647,364</u>	<u>6,686,645</u>	<u>136,799</u>	<u>2,309,701</u>	<u>(514,219)</u>		
Component units:							
Downtown Development Authority	\$ 103,359	\$ -	\$ -	\$ -	\$ (103,359)	\$ -	
South Drake Road Corridor Improvement Authority	34,802	-	-	-	-	(34,802)	
Total component units	<u>\$ 138,161</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (103,359)</u>	<u>\$ (34,802)</u>	
General revenues:							
Taxes					2,476,378	226,874	67,456
State grants					2,678,026	-	-
Franchise fees					150,558	-	-
Investment income					700,052	7,024	2,844
Total general revenues					<u>6,005,014</u>	<u>233,898</u>	<u>70,300</u>
Changes in net position					5,490,795	130,539	35,498
Net position - beginning					<u>40,678,287</u>	<u>1,674,230</u>	<u>128,249</u>
Net position - ending					<u>\$ 46,169,082</u>	<u>\$ 1,804,769</u>	<u>\$ 163,747</u>

See notes to financial statements

Charter Township of Oshtemo  
**BALANCE SHEET - governmental funds**  
 December 31, 2023

	General	Roads	Fire	Police	General Sewer	General Water	Nonmajor funds	Total governmental funds
<b>ASSETS</b>								
Cash	\$ 3,374,166	\$ 1,091,877	\$ 3,842,368	\$ 2,932,860	\$ 3,607,314	\$ 1,527,213	\$ 459,925	\$ 16,835,723
Investments	3,216,241	-	-	-	-	680,674	-	3,896,915
Receivables	1,800,910	1,118,247	3,640,936	1,036,720	935,207	130,116	-	8,662,136
Beneficial interest in assets held by foundation	-	-	-	-	-	-	61,840	61,840
<b>Total assets</b>	<b>\$ 8,391,317</b>	<b>\$ 2,210,124</b>	<b>\$ 7,483,304</b>	<b>\$ 3,969,580</b>	<b>\$ 4,542,521</b>	<b>\$ 2,338,003</b>	<b>\$ 521,765</b>	<b>\$ 29,456,614</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>								
<b>Liabilities:</b>								
Payables	\$ 518,168	\$ 4,071	\$ 74,299	\$ 315,109	\$ 81,872	\$ -	\$ 20,872	\$ 1,014,391
<b>Deferred inflows of resources:</b>								
Property tax revenues levied for the subsequent year	1,523,782	1,316,897	-	-	-	-	-	2,840,679
Special assessment levied for the subsequent year	-	-	4,278,244	1,177,703	-	-	-	5,455,947
Unavailable special assessment revenues	-	-	-	-	735,460	91,872	-	827,332
<b>Total deferred inflows of resources</b>	<b>1,523,782</b>	<b>1,316,897</b>	<b>4,278,244</b>	<b>1,177,703</b>	<b>735,460</b>	<b>91,872</b>	<b>-</b>	<b>9,123,958</b>
<b>Fund balances:</b>								
<b>Restricted for:</b>								
Public safety	295,411	-	3,130,761	2,295,701	-	-	-	5,721,873
Public works	-	889,156	-	-	-	-	111,788	1,000,944
<b>Assigned for:</b>								
Public safety	-	-	-	181,067	-	-	-	181,067
Public works	-	-	-	-	3,725,189	2,246,131	-	5,971,320
Culture and recreation	-	-	-	-	-	-	389,105	389,105
Subsequent year expenditures	1,700,813	-	-	-	-	-	-	1,700,813
Unassigned	4,353,143	-	-	-	-	-	-	4,353,143
<b>Total fund balances</b>	<b>6,349,367</b>	<b>889,156</b>	<b>3,130,761</b>	<b>2,476,768</b>	<b>3,725,189</b>	<b>2,246,131</b>	<b>500,893</b>	<b>19,318,265</b>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<b>\$ 8,391,317</b>	<b>\$ 2,210,124</b>	<b>\$ 7,483,304</b>	<b>\$ 3,969,580</b>	<b>\$ 4,542,521</b>	<b>\$ 2,338,003</b>	<b>\$ 521,765</b>	<b>\$ 29,456,614</b>
<b>Reconciliation of the balance sheet to the statement of net position:</b>								
Total fund balance - total governmental funds								\$ 19,318,265
Amounts reported for <i>governmental activities</i> in the statement of net position (page 11) are different because:								
Capital assets used in <i>governmental activities</i> are not financial resources and, therefore, are not reported in the funds.								
								25,723,007
Net OPEB assets								
								363,633
Deferred outflows of resources, related to the OPEB plan, relate to future years and, therefore, are not reported in the funds.								
								20,845
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds - compensated absences.								
								(84,000)
Special assessments receivable and unavailable grant revenue are not available to pay for the current period's expenditures and, therefore, are deferred in the funds.								
								827,332
Net position of <i>governmental activities</i>								\$ 46,169,082

## STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - governmental funds

Year ended December 31, 2023

	General	Roads	Fire	Police	General Sewer	General Water	Nonmajor fund	Total governmental funds
<b>REVENUES</b>								
Taxes	\$ 1,847,945	\$ 1,056,011	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,903,956
Special assessment	-	-	3,428,817	1,497,683	44,777	12,193	180,979	5,164,449
Licenses and permits	189,556	-	-	-	-	-	-	189,556
Federal grant	2,216,257	-	-	-	-	-	15,988	2,232,245
State grants	2,658,678	-	822	28,148	-	-	-	2,687,648
Intergovernmental	30,000	-	-	-	-	-	-	30,000
Charges for services	91,337	-	-	-	696,872	148,880	-	937,089
Fines and forfeitures	-	-	21,800	13,435	-	-	-	35,235
Interest and rentals	252,190	36,111	120,539	93,392	119,067	73,260	97,680	792,239
Other	102,613	-	77,455	-	-	-	7,504	187,572
Total revenues	7,388,576	1,092,122	3,649,433	1,632,658	860,716	234,333	302,151	15,159,989
<b>EXPENDITURES</b>								
Current:								
General government	2,293,708	-	-	-	-	-	-	2,293,708
Public safety	100,575	-	2,825,042	1,382,401	-	-	-	4,308,018
Public works	296,210	84,927	-	-	238,766	61,603	147,033	828,539
Community and economic development	354,934	-	-	-	-	-	-	354,934
Culture and recreation	-	-	-	-	-	-	314,086	314,086
Capital outlay	1,243,182	358,753	311,166	48	1,212,151	-	113,668	3,238,968
Total expenditures	4,288,609	443,680	3,136,208	1,382,449	1,450,917	61,603	574,787	11,338,253
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	3,099,967	648,442	513,225	250,209	(590,201)	172,730	(272,636)	3,821,736
<b>OTHER FINANCING SOURCES (USES)</b>								
Transfers in	-	-	-	-	1,800,000	-	250,000	2,050,000
Transfers out	(1,700,000)	(350,000)	-	-	-	-	-	(2,050,000)
Net other financing sources (uses)	(1,700,000)	(350,000)	-	-	1,800,000	-	250,000	-
<b>NET CHANGES IN FUND BALANCES</b>	1,399,967	298,442	513,225	250,209	1,209,799	172,730	(22,636)	3,821,736
<b>FUND BALANCES - BEGINNING</b>	4,949,400	590,714	2,617,536	2,226,559	2,515,390	2,073,401	523,529	15,496,529
<b>FUND BALANCES - ENDING</b>	\$ 6,349,367	\$ 889,156	\$ 3,130,761	\$ 2,476,768	\$ 3,725,189	\$ 2,246,131	\$ 500,893	\$ 19,318,265

See notes to financial statements

Reconciliation of the statement of revenues, expenditures and changes in fund balances to the statement of activities:

Net change in fund balance - total governmental funds (page 15) \$ 3,821,736

Amounts reported for *governmental activities* in the statement of activities (page 13) are different because:

Capital assets:

Assets acquired	2,853,930
Provision for depreciation	(1,240,905)

Long-term obligations:

Net change in liability for compensated absences	(25,450)
Net increase in OPEB assets	65,856

Changes in deferred inflows and outflow of resources:

Net decrease in deferred inflows of resources	32,704
Net decrease in deferred outflows of resources	<u>(17,076)</u>

Change in net position of *governmental activities* \$ 5,490,795

DRAFT



**STATEMENT OF FIDUCIARY NET POSITION - custodial funds**

December 31, 2023

	<i>Retiree Medical Trust</i>	<i>Tax</i>	<i>Custodial</i>
<b>ASSETS</b>			
Cash	\$ -	\$ 2,871,035	\$ 206,945
Investments	<u>396,680</u>	<u>-</u>	<u>-</u>
Total assets	396,680	2,871,035	206,945
<b>LIABILITIES</b>			
Due to others	<u>-</u>	<u>2,871,035</u>	<u>206,945</u>
<b>NET POSITION</b>			
Held in trust for retirees' health benefits	<u>\$ 396,680</u>	<u>\$ -</u>	<u>\$ -</u>
Total net position	<u><u>\$ 396,680</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

DRAFT

**STATEMENT OF CHANGES IN FIDUCIARY NET POSTION - *custodial funds***

December 31, 2023

	<b>Retiree Medical Trust</b>	<b>Tax</b>	<b>Custodial</b>
<b>ADDITIONS</b>			
Property taxes collected for other governments	\$ -	\$ 38,205,740	\$ 52,354
Collection of PILT	-	-	109,386
Collection of county fees	-	-	34,578
Investment income (loss)	44,612	-	-
Contributions	4,500	-	-
	<hr/>	<hr/>	<hr/>
Total additions	49,112	38,205,740	196,318
<b>DEDUCTIONS</b>			
Property taxes distributed to other governments	-	38,205,740	52,354
Payment of county collections	-	-	34,578
Distributions to others	4,500	-	-
Distributions of PILT	-	-	109,386
Administration fees	827	-	-
Other changes	48,457	-	-
	<hr/>	<hr/>	<hr/>
Total deductions	53,784	38,205,740	196,318
<b>NET CHANGE IN FIDUCIARY NET POSITION</b>	(4,672)	-	-
<b>NET POSITION - BEGINNING</b>	<hr/> 401,352	<hr/> -	<hr/> -
<b>NET POSTION - ENDING</b>	<hr/> <u>\$ 396,680</u>	<hr/> <u>\$ -</u>	<hr/> <u>\$ -</u>

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

The accounting policies of the Charter Township of Oshtemo, Michigan (the Township), conform to accounting principles generally accepted in the United States of America (hereinafter referred to as generally accepted accounting principles) as applicable to governmental units. The following is a summary of the more significant accounting policies.

*Reporting entity:*

As required by generally accepted accounting principles, these financial statements present the Township (the primary government, located in Kalamazoo County) and its component units described below, for which the Township is financially accountable. Active discretely presented component units are reported in separate columns in the government-wide financial statements to emphasize that they are legally separate from the primary government.

*Discretely presented component units:*

*Downtown Development Authority* - The Authority was established pursuant to Public Act 197 of 1975, as amended, to correct and prevent deterioration and promote economic growth within the downtown district.

*South Drake Road Corridor Improvement Authority* - The Authority was established pursuant to Public Act 280 of 2005, as amended, to correct and prevent deterioration and promote economic growth within the corridor business district.

*Government-wide and fund financial statements:*

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Township. The effect of interfund activity has been removed from these statements. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. 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; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

*Measurement focus, basis of accounting, and financial statement presentation:*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary funds 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 revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental funds 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 if they are collected within the current period, or soon enough thereafter, to pay liabilities of the current period. For this purpose, the Township generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

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

*Measurement focus, basis of accounting, and financial statement presentation (continued):*

State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenues of the current period. All other revenue items are considered to be measurable and available only when cash is received by the Township.

The Township reports the following major governmental funds:

The General Fund is the Township's primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund. Revenues are primarily derived from property taxes and state shared revenue.

The Road Fund accounts for financial resources used for road and public works projects. Revenues are primarily derived from property taxes.

The Fire Fund accounts for financial resources used for fire protection. Revenues are primarily derived from special assessments.

The Police Fund accounts for financial resources used for police protection. Revenues are primarily derived from special assessments.

The General Sewer Fund accounts for financial resources used for sewer facilities capital improvements and maintenance. Revenues are primarily derived from connection fees and special assessments.

The General Water Fund accounts for financial resources used for water facilities capital improvements and maintenance. Revenues are primarily derived from connection fees and special assessments.

The Township reports the following nonmajor governmental funds:

The Parks Fund accounts for financial resources used for recreational park facilities improvements and maintenance. Revenues are primarily derived from donations and grants.

The Street Lighting Fund accounts for financial resources used for street lighting and improvements. Revenues are primarily derived from assessments.

The Township also reports fiduciary funds, which account for assets held by the Township as an agent for individuals, private organizations, and other governments. The Township currently reports the following fiduciary fund types:

The Custodial Funds (tax and general custodial) account for the collection and disbursement of taxes and other monies due to other units of government and individuals. Custodial funds are custodial in nature (assets equal liabilities).

The Retiree Medical Trust Fund accounts for assets held to provide medical benefits to eligible retiree participants and their dependents.

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.

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

*Assets, liabilities, deferred inflows of resources, and equity:*

*Bank deposits* - Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Pooled interest income is proportionately allocated to all funds.

*Investments* - Investments are reported at fair value.

*Receivables* - In general, outstanding balances between funds are reported as “due to/from other funds.” No allowance for uncollectible accounts has been recorded, as the Township considers all receivables to be fully collectible.

*Prepaid items* - Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in both government-wide and fund financial statements.

*Capital assets* - Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., sewer and water systems and similar items), are reported in the government-wide financial statements. Capital assets are defined by the Township as assets with an initial, individual cost of greater than \$2,000 (\$10,000 for infrastructure assets) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value as of the date received. Governments can elect to account for infrastructure assets either retroactively to June 15, 1980, or prospectively. The Township has elected to account for infrastructure assets prospectively, beginning January 1, 2004.

Capital assets are depreciated using the straight-line method over the following useful lives:

Land improvements	15 - 30 years
Buildings and improvements	15 - 60 years
Equipment	3 - 7 years
Infrastructure	10 - 50 years

*Deferred inflows of resources* - The statement of net position and the governmental funds balance sheet include a separate section for deferred inflows of resources. This separate financial statement element reflects an increase in net position that applies to a future period. The related revenues will not be recognized until a future event occurs. Included in this category are property taxes and special assessments revenues. Property tax revenue and special assessment, which are levied to finance the following period's budget, is deferred and recognized as an inflow of resources in the period that it was intended to finance. Special assessment revenues, which are not available (collected later than 60 days after the end of the Township's fiscal year) are deferred in the governmental funds and recognized as an inflow of resources in the period that the revenues become available,

*Net position* - Net position represents the difference between assets, and liabilities and deferred inflows of resources. The Township reports three categories of net position, as follows: (1) *Net investment in capital assets* consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets; (2) *Restricted net position* is considered restricted if its use is constrained to a particular purpose. Restrictions are imposed by external organizations, such as federal or state laws or buyers of the Township's debt. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets; (3) *Unrestricted net position* consists of all other net position that does not meet the definition of the above components and is available for general use by the Township.

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

*Assets, liabilities, deferred inflows of resources, and equity (continued):*

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

*Postemployment benefits other than pensions* - For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Oshtemo Charter Township OPEB plan for Non-union employees and additions to/deductions from the plan fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

*Fund equity* - In the fund financial statements, governmental funds report nonspendable fund balance for amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Restricted fund balance is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws and regulations of other governments. The Township Board retains the authority to assign fund balances. Unassigned fund balances are 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 the restricted fund balance first, followed by assigned fund balance, and, finally, unassigned fund balance.

*Property tax revenue recognition* - Property taxes are levied each December 1 (lien date) on the taxable valuation of property as of the preceding December 31. Property taxes are considered delinquent on March 1 of the following year, at which time interest and penalties are assessed. Although the Township’s 2023 ad valorem taxes were levied and collectible on December 1, 2023, it is the Township’s policy to recognize revenue from that tax levy in the current year, when the proceeds are budgeted and made available for the financing of operations.

*Use of 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 period. Accordingly, actual results could differ from those estimates.

**NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

*Budgetary information* - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for general and special revenue funds. The budget document presents information by fund, function, and department. The legal level of budgetary control adopted by the governing body is the activity level. All annual appropriations lapse at the end of the fiscal year.

<u>Entity</u>	<u>Fund</u>	<u>Function</u>	<u>Activity</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance</u>
Primary government:						
	General	Other financing uses	Transfer out	\$ 1,545,000	\$ 1,700,000	\$ (155,000)

**NOTE 3 - CASH AND INVESTMENTS**

Cash and investments, as presented in the accompanying financial statements, consisted of the following:

	<u>Primary governmental activities</u>	<u>Component units</u>	<u>Fiduciary activities</u>	<u>Totals</u>
Cash	\$ 16,835,723	\$ 431,320	\$ 3,077,980	\$ 20,345,023
Investments	<u>3,896,915</u>	<u>-</u>	<u>396,680</u>	<u>4,293,595</u>
	<u>\$ 20,732,638</u>	<u>\$ 431,320</u>	<u>\$ 3,474,660</u>	<u>\$ 24,638,618</u>

*Deposits* - Michigan Compiled Laws, Section 129.91 (Public Act 20 of 1943, as amended) and the Township’s investment policy authorize the Township to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations that have an office in Michigan. The Township’s deposits are in accordance with statutory authority.

Custodial credit risk is the risk that, in the event of the failure of a financial institution, the Township will not be able to recover its deposits. The Township’s investment policy does not specifically address custodial credit risk for deposits. At December 31, 2023, \$1,677,000 of the Township’s bank balances of approximately \$20,253,000 was exposed to custodial credit risk because it was uninsured and uncollateralized.

*Investments, primary government and component unit* - State statutes and the Township’s investment policy authorize the Township to invest in a) obligations of the U.S. Treasury, agencies, and instrumentalities; b) commercial paper rated within the two highest rate classifications, which mature not more than 270 days after the date of purchase; c) repurchase agreements, collateralized by U.S. governmental securities; d) bankers' acceptances; e) mutual funds composed of otherwise legal investments; and f) investment pools organized under the local government investment pool act.

<u>Investment</u>	<u>Fair value</u>	<u>Maturity</u>	<u>Rating</u>	<u>Source</u>
U.S. government securities:				
United States Agencies	\$ 314,721	2023 - 2024	AAA	S&P
United States Treasury	365,953	2023 - 2024	AAA	S&P
MBIA CLASS Fund	<u>3,216,241</u>	Various	AAAm	S&P
	<u>\$ 3,896,915</u>			

*Fair value measurement* - The Township categorizes its fair value measurements of investments within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the assets. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The U.S. government securities were valued using observable fair values of similar assets (Level 2). The MBIA CLASS Fund was measured at net asset value (or its equivalent) as a practical expedient, and, accordingly, has not been classified in the fair value hierarchy.

**NOTE 3 - CASH AND INVESTMENTS (Continued)**

*Investments, retiree health plan* - The investments of the Township’s other postemployment benefit (OPEB) trust fund are maintained separately from the Township’s pooled cash and investments, and are subject to separate investment policies and state statutes. Accordingly, the required disclosures for the OPEB trust fund investments are presented separately.

The Michigan Public Employees Retirement Systems’ Investment Act, Public Act 314 of 1965, as amended, authorizes the other postemployment benefit trust to invest in stocks, governmental and corporate securities, mortgages, real estate, and various other investment instruments, subject to certain limitation. The Township Board has the responsibility and authority to oversee the investment portfolio. The Township has contracted the Municipal Employees’ Retirement System of Michigan (MERS) to assist in managing the OPEB trust fund’s assets. The investments are held by MERS, within its Retiree Health Funding Vehicle (RHFV), an employer savings trust that allows employers to advance fund their retiree healthcare liability. As a governmental plan, MERS is exempted by state and federal law from registration with the SEC. The funds held consist of portfolios of assets, in separate accounts, in a collective trust. Specific fund holdings at December 31, 2023, consisted of the following:

<u>Investment type</u>	<u>Fair value</u>
MERS Total Market Portfolio	\$ 198,340
MERS Est Market Portfolio	<u>198,340</u>
	<u>\$ 396,680</u>

The Townships investments are subject to several types of risk, which are discussed below:

*Custodial credit risk.* Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, the Township will not be able to recover the value of its investment or collateral securities that are in the possession of an outside party. State statutes and the Township’s OPEB investment policy require that investment securities be held in trust by a third-party institution, in the name of the benefit trust. The RHFV fund holdings are not exposed to custodial credit risk because their existence is not evidenced by securities that exist in physical form.

*Credit risk.* Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This risk is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investments in mutual funds and qualified investment pools, including those within the RHFV, are not considered to have credit risk.

*Concentration of credit risk.* Concentration of credit risk is the risk of loss attributable to the magnitude of the Township’s investment in a single holding. The Township’s OPEB investment policy places no limitations on the amount that can be invested in any one issuer.

*Interest rate risk.* Interest rate risk is the risk that the value of an investment will decrease as a result of an increase in market interest rates. Generally, longer investment maturities generate more sensitivity to changes in an investment’s fair value due to changes in market interest rates. The Township’s OPEB investment policy has no specific limitations with respect to maturities of investments. The RHFV holdings have no maturities.

*Fair value measurement* - The Township categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Township has the following recurring fair value measurements as of December 31, 2023:

- Municipal Employees’ Retirement System of Michigan - RHFV, with a balance of \$396,680 at December 31, 2023, which is valued using observable fair values of similar assets (Level 2).



**NOTE 4 - RECEIVABLES**

Receivables as of December 31, 2023, for the Township’s individual major funds and nonmajor funds, in the aggregate, were as follows:

<u>Fund</u>	<u>Property taxes</u>	<u>Accounts</u>	<u>Special assessments</u>	<u>Inter-governmental</u>	<u>Totals</u>
<i>Primary government:</i>					
<i>Governmental:</i>					
General	\$ 1,289,483	\$ 46,109	\$ -	\$ 465,318	\$ 1,800,910
Roads	1,118,247	-	-	-	1,118,247
Fire	-	-	3,640,936	-	3,640,936
Police	-	-	1,036,720	-	1,036,720
General Sewer	-	-	783,180	152,027	935,207
General Water	-	-	102,912	27,204	130,116
Total governmental	<u>\$ 2,407,730</u>	<u>\$ 46,109</u>	<u>\$ 5,563,748</u>	<u>\$ 644,549</u>	<u>\$ 8,662,136</u>
Noncurrent portion	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 784,732</u>	<u>\$ -</u>	<u>\$ 784,732</u>
<i>Component units:</i>					
Downtown Development Authority	\$ 206,979	\$ -	\$ -	\$ -	\$ 206,979
South Drake Road Corridor Improvement Authority	36,448	-	-	-	36,448
Total component units	<u>\$ 243,427</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 243,427</u>

All receivables are considered fully collectible.

**NOTE 5 - BENEFICIAL INTEREST IN ASSETS HELD BY FOUNDATION**

The amount shown as beneficial interest in assets held by foundation represents monies placed with the Kalamazoo Community Foundation (the Foundation) by the Township, specifying itself as the beneficiary. The Foundation maintains variance power and legal ownership of such funds and, as such, continues to report the funds as assets of the Foundation, with a corresponding liability, the agency endowment fund. The Township reports this asset at the present value of future payments expected to be received.

The Foundation also holds monies, placed by donors for the benefit of the Township’s parks and recreation activities, to generate investment return that, based on the Foundation’s spending guidelines, can be made available to the Township. Such monies are not considered assets of the Township. At December 31, 2023, the Foundation held \$643,515 in this account.

**NOTE 6 - CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2023, was as follows:

	<u>Beginning balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Primary government:				
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 587,728	\$ -	\$ -	\$ 587,728
Construction in progress	804,407	2,539,587	-	3,343,994
Subtotal	<u>1,392,135</u>	<u>2,539,587</u>	<u>-</u>	<u>3,931,722</u>
Capital assets being depreciated:				
Buildings and improvements	9,292,285	74,316	-	9,366,601
Equipment	2,011,572	226,213	-	2,237,785
Vehicles	3,718,348	-	-	3,718,348
Infrastructure	19,659,315	13,814	-	19,673,129
Subtotal	<u>34,681,520</u>	<u>314,343</u>	<u>-</u>	<u>34,995,863</u>
Less accumulated depreciation for:				
Buildings and improvements	(4,259,968)	(387,226)	-	(4,647,194)
Equipment	(1,576,784)	(137,562)	-	(1,714,346)
Vehicles	(1,532,224)	(206,155)	-	(1,738,379)
Infrastructure	(4,594,697)	(509,962)	-	(5,104,659)
Subtotal	<u>(11,963,673)</u>	<u>(1,240,905)</u>	<u>-</u>	<u>(13,204,578)</u>
Total capital assets being depreciated, net	<u>22,717,847</u>	<u>(926,562)</u>	<u>-</u>	<u>21,791,285</u>
Governmental activities capital assets, net	<u>\$ 24,109,982</u>	<u>\$ 1,613,025</u>	<u>\$ -</u>	<u>\$ 25,723,007</u>
Component unit - DDA:				
Capital assets not being depreciated:				
Land	\$ 313,595	\$ 391,306	\$ -	\$ 704,901
Capital assets being depreciated:				
Buildings and improvements	1,168,208	613,388	-	1,781,596
Less accumulated depreciation for:				
Buildings and improvements	(128,653)	(75,907)	-	(204,560)
Total capital assets being depreciated, net	<u>1,039,555</u>	<u>537,481</u>	<u>-</u>	<u>1,577,036</u>
Component unit capital assets, net	<u>\$ 1,353,150</u>	<u>\$ 928,787</u>	<u>\$ -</u>	<u>\$ 2,281,937</u>

**NOTE 6 - CAPITAL ASSETS (Continued)**

Depreciation expense was charged to governmental activities functions, as follows:

General government	\$ 98,894
Public safety	356,123
Public works	462,466
Culture and recreation	<u>323,422</u>
Total	<u>\$ 1,240,905</u>

**NOTE 7 - PAYABLES**

Payables as of December 31, 2023, for the Township’s individual major funds and nonmajor funds, in the aggregate, were as follows:

<u>Fund</u>	<u>Accounts</u>	<u>Accrued liabilities</u>	<u>Inter-governmental</u>	<u>Deposits</u>	<u>Totals</u>
Primary government:					
Governmental:					
General	\$ 152,181	\$ 34,564	\$ 39,014	\$ 292,409	\$ 518,168
Roads	4,071	-	-	-	4,071
Fire	33,814	40,485	-	-	74,299
Police	-	-	315,109	-	315,109
General Sewer	18,875	-	62,997	-	81,872
Nonmajor	19,769	1,103	-	-	20,872
Total governmental	<u>\$ 228,710</u>	<u>\$ 76,152</u>	<u>\$ 417,120</u>	<u>\$ 292,409</u>	<u>\$ 1,014,391</u>
Component unit:					
Downtown Development Authority	<u>\$ 3,123</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,123</u>

**NOTE 8 - LONG-TERM OBLIGATION**

Long-term obligation activity (excluding postemployment benefits other than pensions) for the year ended December 31, 2023, was as follows:

	<u>Beginning balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Net Change</u>	<u>Ending balance</u>	<u>Due in one year</u>
Primary government:						
Governmental activities:						
Compensated absences	<u>58,550</u>	<u>-</u>	<u>-</u>	<u>25,450</u>	<u>84,000</u>	<u>-</u>
Component unit:						
DDA						
Installment purchase agreement	<u>-</u>	<u>730,000</u>	<u>-</u>	<u>-</u>	<u>730,000</u>	<u>58,433</u>

**NOTE 8 - LONG-TERM OBLIGATION (continued)**

Year ended December 31:	Component unit	
	Other borrowing	
	Principal	Interest
2024	\$ 58,433	\$ 33,414
2025	61,270	30,577
2026	64,244	27,602
2027	67,363	24,483
2028	70,633	21,213
2029-2033	408,057	51,176
Total	<u>730,000</u>	<u>188,465</u>

**NOTE 9 - PROPERTY TAXES**

The 2022 taxable valuation of the Township approximated \$976,118,000, on which ad valorem taxes levied, consisted of 1.5000 mills for operating purposes and 1.0800 for road improvements, raising approximately \$1,417,000 for operating and \$1,054,000 for road improvements. This amount is recognized in the General Fund financial statements as property tax revenue.

The 2023 taxable valuation of the Township approximated \$1,050,776,000, on which ad valorem taxes levied, consisted of 1.5000 mills for operating purposes and 1.2500 for road improvements, raising approximately \$1,524,000 for operating and \$1,317,000 for road improvements. These amounts are recognized in the General Fund and Road Fund financial statements as deferred inflows, based upon the period for which the proceeds are budgeted and will be made available for the financing of operations.

**NOTE 10 - DEFINED CONTRIBUTION AND MONEY PURCHASE PLAN**

The Township and its employees contribute to the Township of Oshtemo Group Pension Plan, a defined contribution pension plan, which is administered by a third-party administrator. The plan covers three classes of employees, as allowed under Internal Revenue Code Section 401(a). The first class of employees includes paid on-call firefighters, the second class of employees includes all full-time or part-time employees, and the third class of employees includes elected officials.

Benefit terms, including contribution requirements, for the Plan are established, and may be amended, by the Township Board. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate as described above. The Township contributes 10% of covered payroll to the first class of qualifying employees. The Township contributes 4% of covered payroll to the second and third classes of qualifying employees. Employees are permitted to make contributions to the Plan, up to applicable Internal Revenue Code limits, and the Township also matches voluntary contributions made by officials, full-time employees, and permanent part-time employees, up to a limit of 4%. For the year ended December 31, 2023, the Township made the required and matching contribution of \$243,997 and eligible employees made contributions of \$104,483. At December 31, 2023, the Township reported no accrued liability as part of the contributions to the plan.

The Township’s contributions for each paid on-call firefighter (and investment earnings allocated to the employee’s account) are fully vested immediately, while contributions for participating full-time or part-time employees and officials are fully vested after two years of continuous service.

The Township is not a trustee of the defined contribution pension plan, nor is the Township responsible for investment management of the pension plan assets. Accordingly, plan assets, and changes therein, are not reported in these financial statements.

**NOTE 11 - DEFINED BENEFIT POSTEMPLOYMENT HEALTHCARE PLAN**

*Plan description:*

Oshtemo Charter Township OPEB Plan is a single employer plan established and administered by Oshtemo Charter Township and can be amended at its discretion.

*Benefits provided:*

Benefit eligibility - Participation limited to four current retirees

Benefit - Reimbursement of premiums for retiree and spouse, for the life of the retiree, up to an annual reimbursement cap, determined annually. \$4,500 for 2023 and 2022.

Retiree contributions - Balance of premium in excess of the employer contribution

*Balance of premium in excess of the employer contribution:*

As of December 31, 2023, Plan membership consisted of the following:

Retirees and beneficiaries	1
Active participants	<u>-</u>
Total participants	<u><u>1</u></u>

*Contributions:*

The Oshtemo Charter Township OPEB Plan was established and is being funded under the authority of the Township. The plan's funding policy is that the employer will not make future contributions. Currently, benefit payments are made from general operating funds. There are no long-term contracts for contributions to the plan. The plan has no legally required reserves.

*Actuarial Assumptions:*

The total OPEB liability was determined by an actuarial valuation as of December 31, 2023, rolled forward to the measurement date. The following actuarial assumptions were used in the measurement:

Inflation	2.50%
Investment rate of return	7.00% (including inflation)
20-year Aa Municipal bond rate	4.00%
Mortality	Public General Healthy Retiree, Headcount weighted
Improvement Scale	IRS 2024 Adjusted Scale MP-2021

The long-term expected rate of return on Plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of Plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the Plan's target asset allocation as of December 31, 2023, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global equity	60.00%	4.50%
Global fixed income	20.00%	2.00%
Private assets	20.00%	7.00%

The sum of each target allocation times its long-term expected real rate is 7.00%.

**NOTE 11 - DEFINED BENEFIT POSTEMPLOYMENT HEALTHCARE PLAN (Continued)**

*Discount rate:*

The discount rate used to measure the total OPEB liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that no further contributions will be made. Based on those assumptions, the retirement plan’s fiduciary net position was projected to be sufficient to make all projected future benefit payments of current plan members. For projected benefits that are covered by projected assets, the long-term expected rate was used to discount the projected benefits. From the year that benefit payments were not projected to be covered by the projected assets (the “depletion date”), projected benefits were discounted at a discount rate reflecting a 20-year AA/Aa tax-exempt municipal bond yield. A single equivalent discount rate that yields the same present value of benefits is calculated. This discount rate is used to determine the Total OPEB Liability. The discount rate used for December 31, 2022, was 7.00%.

*Changes in the net OPEB liability:*

	<i>Increase (decrease)</i>		
	<i>Total OPEB liability</i>	<i>Plan fiduciary net position</i>	<i>Net OPEB liability (asset)</i>
	<i>(a)</i>	<i>(b)</i>	<i>(a) - (b)</i>
Balances at December 31, 2022	\$ 103,575	\$ 401,352	\$ (297,777)
Changes for the year:			
Interest	7,092	-	7,092
Experience (Gains)/Losses	(71,666)	-	(71,666)
Change in plan terms	8,626	-	8,626
Change in assumptions	(10,080)	-	(10,080)
Contributions - from operating fund	-	4,500	(4,500)
Net investment income	-	44,612	(44,612)
Benefit payments			
Benefit payments; including refunds of Employee Contributions	(4,500)	(4,500)	-
Administrative expenses	-	(827)	827
Other changes	-	(48,457)	48,457
Net changes	(70,528)	(4,672)	(65,856)
Balances at December 31, 2023	\$ 33,047	\$ 396,680	\$ (363,633)

*Sensitivity of the net OPEB liability to changes in the discount rate:*

The following schedule presents the net OPEB liability of the Township, calculated using the discount rates 1% higher and lower than the current rate:

	<u>1% decrease</u>	<u>Current rate</u>	<u>1% increase</u>
Net OPEB liability (asset)	\$ (362,032)	\$ (363,633)	\$ (365,093)

*Because the benefit is a stipend, medical trend is not applicable*

**NOTE 11 - DEFINED BENEFIT POSTEMPLOYMENT HEALTHCARE PLAN (Continued)**

*OPEB expense, deferred outflows of resources, and deferred inflows of resources related to OPEB Plan:*

Components of Township’s OPEB Expense for the Fiscal Year Ending December 31, 2023

Below are the components of the Total OPEB Expense:

	<i>Fiscal Year</i> <u>Ending 12/31/2023</u>
Interest on Total OPEB Liability	\$ 7,092
Experience (Gains)/Losses	(71,666)
Change in plan terms	8,626
Change in assumptions	(10,080)
Projected earnings on OPEB plan investments	(26,370)
Investments earnings (gains)/losses	(1,166)
Administrative expenses	827
Other changes in fiduciary net position	<u>48,457</u>
	<u>\$ (44,280)</u>

*OPEB Plan Fiduciary Net Position:*

The OPEB Plan Fiduciary Net Position as of December 31, 2023 is \$396,680.

*Deferred Inflows and Outflows of Resources Related to OPEB Plan:*

	<i>Deferred Outflows</i> <u>of Resources</u>
Investment earnings (gains)/losses	<u>\$ 20,845</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<i>Year Ended</i> <u>December 31,</u>	<i>Amount</i> <u>Recognized</u>
2024	\$ 4,198
2025	8,005
2026	12,292
2027	(3,650)
Thereafter	<u>-</u>
	<u>\$ 20,845</u>

**NOTE 11 - DEFINED BENEFIT POSTEMPLOYMENT HEALTHCARE PLAN (Continued)**

Reconciliation of Net OPEB Liability (Asset):

	<i>Net OPEB Liability (Asset)</i>
Net OPEB Liability December 31, 2022	\$ (297,777)
Total OPEB expense	(44,280)
Contributions	(4,500)
Change in deferred outflows of resources	<u>(17,076)</u>
 Net OPEB Liability (Asset) December 31, 2023	 <u>\$ (363,633)</u>

Net OPEB liability by participant status:

	<i>Total OPEB Liability</i>
Retirees and beneficiaries	\$ <u>33,047</u>
Total	<u>\$ 33,047</u>

**NOTE 12 - DEFINED CONTRIBUTION POSTEMPLOYMENT HEALTHCARE SAVINGS PLAN**

The Township established a non-contributory defined contribution plan (Retiree Health Care Defined Contribution Plan) in 2013 through which it provides retiree health insurance benefits to its employees. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Eligible current employees began participating on the date the plan started and were given credit for each year employed by the Township since 2000 (up to 12 years), the date retiree healthcare benefits were initially provided by the Township. The plan covers all full-time employees. The plan is administered by MERS.

The Township contributed \$136,800 to the plan to fund the current year’s contribution for employees in 2023. All of the Township's contributions for participating full-time employees and officials (and interest allocated to the participants' accounts) are fully vested immediately.

**NOTE 13 - INTERFUND BALANCES AND TRANSFERS**

A summary of interfund transfers for the year ended December 31, 2023, is as follows:

<u>Fund</u>	<u>Transfers in</u>	<u>Fund</u>	<u>Transfers out</u>
Nonmajor	\$ 250,000		
General Sewer	<u>1,450,000</u>	General	\$ 1,700,000
	1,700,000		
General Sewer	<u>350,000</u>	Roads	<u>350,000</u>
Total	<u>\$ 2,050,000</u>	Total	<u>\$ 2,050,000</u>

The transfers from the General Fund to the nonmajor fund represents transfers to cover project costs and improvements.



**NOTE 14 - JOINT VENTURE**

The Township is a member of the Southwest Michigan Building Authority (the Authority), which is a joint venture of the Charter Townships of Oshtemo, and Cooper. The administrative board of the Authority consists of members appointed by each participating unit and a member at-large. The Authority was established to administer and enforce the Michigan State Construction Code within its constituent municipalities. The Township does not expect to receive residual equity from the joint venture. The Township is unaware of any indication that the joint venture is accumulating significant financial resources or is experiencing fiscal stress that may cause an additional financial benefit or burden on the Township in the near future. Audited financial statements for the Authority are available at the Oshtemo Township Municipal Building.

The Authority was disbanded in November 2023 and the Township is now performing the duties internally.

**NOTE 15 - RISK MANAGEMENT**

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The risks of loss arising from general liability, property and casualty, and workers' compensation are managed through purchased commercial insurance. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

**NOTE 16 - CONTINGENCIES**

The Township has been named in various litigation and claims during the year. Management and the Township's legal advisors do not believe that any known circumstances or ongoing claims will result in significant financial losses for the Township.

The Township has indicated there is potential to continue expansion of water service to additional township residents due to the previously closed KL Landfill. The Landfill has been capped and per prior judgments, outside entities have been named to be responsible for any clean-up related to the Landfill. However, the Township could have continued expenses in the future to install water service to its residents that are not already connected to the Township water lines. As of the date of the audit, expansion discussions are ongoing and likely, and actual costs cannot be estimated but could significantly impact the Township.

**NOTE 17 - NEW ACCOUNTING PRONOUNCEMENT**

In May 2020, the GASB issued Statement No. 96, Subscription-based Information Technology Arrangements. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended.

**NOTE 18 - SUBSEQUENT EVENTS**

Management has evaluated subsequent events through June 11, 2024, the date on which the financial statements were available to be issued.

**REQUIRED SUPPLEMENTARY INFORMATION**

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Charter Township of Oshtemo

**BUDGETARY COMPARISON SCHEDULE - General Fund**

Year ended December 31, 2023

	<i>Original budget</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance with final budget positive (negative)</i>
<b>REVENUES</b>				
Taxes	\$ 1,895,640	\$ 1,895,640	\$ 1,847,945	\$ (47,695)
Licenses and permits	240,100	240,100	189,556	(50,544)
Federal grants	-	-	2,216,257	2,216,257
State grants	2,553,768	2,553,768	2,658,678	104,910
Intergovernmental	-	-	30,000	30,000
Charges for services	54,750	74,750	91,337	16,587
Interest and rentals	3,000	3,000	252,190	249,190
Other	562,888	569,040	102,613	(466,427)
Total revenues	<u>5,310,146</u>	<u>5,336,298</u>	<u>7,388,576</u>	<u>2,052,278</u>
<b>EXPENDITURES</b>				
General government:				
Legislative	37,800	37,800	28,428	9,372
Supervisor	191,305	214,955	219,798	(4,843)
Elections	68,000	129,700	114,697	15,003
Assessor	308,295	308,495	273,916	34,579
Clerk	192,919	192,919	182,523	10,396
Treasurer	143,389	143,389	128,641	14,748
Professional services	407,722	472,722	376,423	96,299
Data processing	309,519	375,919	294,274	81,645
General operations	803,190	804,040	675,008	129,032
Total general government	<u>2,462,139</u>	<u>2,679,939</u>	<u>2,293,708</u>	<u>386,231</u>
Public safety - code enforcement	<u>120,388</u>	<u>131,683</u>	<u>100,575</u>	<u>31,108</u>
Public works:				
Cemetery	125,450	145,450	111,648	33,802
Other	215,317	155,317	100,566	54,751
Waste collection	80,100	87,100	83,996	3,104
Total public works	<u>420,867</u>	<u>387,867</u>	<u>296,210</u>	<u>91,657</u>
Community and economic development - planning and zoning	<u>500,605</u>	<u>536,005</u>	<u>354,934</u>	<u>181,071</u>

**BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)**

Year ended December 31, 2023

	<u>Original budget</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance with final budget positive (negative)</u>
<b>EXPENDITURES (Continued)</b>				
Capital outlay	\$ 1,679,700	\$ 2,153,857	\$ 1,243,182	\$ 910,675
Total expenditures	<u>5,183,699</u>	<u>5,889,351</u>	<u>4,288,609</u>	<u>1,600,742</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>126,447</u>	<u>(553,053)</u>	<u>3,099,967</u>	<u>3,653,020</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers out	<u>(1,545,000)</u>	<u>(1,545,000)</u>	<u>(1,700,000)</u>	<u>(155,000)</u>
<b>NET CHANGES IN FUND BALANCES</b>	<u>(1,418,553)</u>	<u>(2,098,053)</u>	<u>1,399,967</u>	<u>3,498,020</u>
<b>FUND BALANCES - BEGINNING</b>	<u>4,949,400</u>	<u>4,949,400</u>	<u>4,949,400</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 3,530,847</u>	<u>\$ 2,851,347</u>	<u>\$ 6,349,367</u>	<u>\$ 3,498,020</u>

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Charter Township of Oshtemo

**BUDGETARY COMPARISON SCHEDULE - Fire Fund**

Year ended December 31, 2023

	<u>Original budget</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance with final budget positive (negative)</u>
<b>REVENUES</b>				
Special assessments	\$ 3,355,000	\$ 3,441,690	\$ 3,428,817	\$ (12,873)
State grants	-	-	822	822
Fines and forfeitures	25,000	25,000	21,800	(3,200)
Interest	2,200	2,200	120,539	118,339
Other:				
Donations	-	-	70,000	70,000
Miscellaneous	60,000	134,500	7,455	(127,045)
Total revenues	<u>3,442,200</u>	<u>3,603,390</u>	<u>3,649,433</u>	<u>46,043</u>
<b>EXPENDITURES</b>				
Public safety	2,956,493	3,043,183	2,825,042	218,141
Capital outlay	366,900	441,400	311,166	130,234
Total expenditures	<u>3,323,393</u>	<u>3,484,583</u>	<u>3,136,208</u>	<u>348,375</u>
<b>NET CHANGES IN FUND BALANCES</b>	118,807	118,807	513,225	394,418
<b>FUND BALANCES - BEGINNING</b>	<u>2,617,536</u>	<u>2,617,536</u>	<u>2,617,536</u>	-
<b>FUND BALANCES - ENDING</b>	<u>\$ 2,736,343</u>	<u>\$ 2,736,343</u>	<u>\$ 3,130,761</u>	<u>\$ 394,418</u>

Charter Township of Oshtemo

**BUDGETARY COMPARISON SCHEDULE - Police Fund**

Year ended December 31, 2023

	<i>Original budget</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance with final budget positive (negative)</i>
<b>REVENUES</b>				
Special assessments	\$ 1,468,000	\$ 1,468,000	\$ 1,497,683	\$ 29,683
State grants	25,000	25,000	28,148	3,148
Fines and forfeitures	37,000	37,000	13,435	(23,565)
Interest and rentals	5,000	5,000	93,392	88,392
Other - special assessments	-	752	-	(752)
	<u>1,535,000</u>	<u>1,535,752</u>	<u>1,632,658</u>	<u>96,906</u>
Total revenues				
<b>EXPENDITURES</b>				
Public safety	1,475,088	1,475,840	1,382,401	93,439
Capital outlay	3,000	3,000	48	2,952
	<u>1,478,088</u>	<u>1,478,840</u>	<u>1,382,449</u>	<u>96,391</u>
Total expenditures				
<b>NET CHANGES IN FUND BALANCES</b>	56,912	56,912	250,209	193,297
<b>FUND BALANCES - BEGINNING</b>	<u>2,226,559</u>	<u>2,226,559</u>	<u>2,226,559</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 2,283,471</u>	<u>\$ 2,283,471</u>	<u>\$ 2,476,768</u>	<u>\$ 193,297</u>

Charter Township of Oshtemo

**BUDGETARY COMPARISON SCHEDULE - Road Fund**

Year ended December 31, 2023

	<u>Original budget</u>	<u>Final budget</u>	<u>Actual</u>	<i>Variance with final budget positive (negative)</i>
<b>REVENUES</b>				
Taxes	\$ 1,034,000	\$ 1,034,000	\$ 1,056,011	\$ 22,011
Interest and rentals	<u>1,200</u>	<u>1,200</u>	<u>36,111</u>	<u>34,911</u>
Total revenues	1,035,200	1,035,200	1,092,122	56,922
<b>EXPENDITURES</b>				
Public works - roads	218,757	142,257	84,927	57,330
Capital outlay	<u>500,000</u>	<u>367,434</u>	<u>358,753</u>	<u>8,681</u>
Total expenditures	<u>718,757</u>	<u>509,691</u>	<u>443,680</u>	<u>66,011</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	316,443	525,509	648,442	122,933
<b>OTHER FINANCING USES</b>				
Operating transfers out - Sewer capital	<u>(350,000)</u>	<u>(350,000)</u>	<u>(350,000)</u>	<u>-</u>
<b>NET CHANGES IN FUND BALANCES</b>	(33,557)	175,509	298,442	122,933
<b>FUND BALANCES - BEGINNING</b>	<u>590,714</u>	<u>590,714</u>	<u>590,714</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 557,157</u>	<u>\$ 766,223</u>	<u>\$ 889,156</u>	<u>\$ 122,933</u>

## SCHEDULE OF CHANGES IN THE TOWNSHIP'S NET OPEB LIABILITY AND RELATED RATIOS

Year Ended December 31, 2023

	2023	2022	2021	2020	2019	2018	2017
Total OPEB asset (liability):							
Interest	\$ 7,092	\$ 7,581	\$ 9,985	\$ 10,035	\$ 14,312	\$ 15,489	\$ 15,380
Changes in benefits	8,626	-	-	-	-	-	-
Difference between expected and actual experience	(71,666)	(6,928)	(13,959)	(6,385)	(63,968)	(6,724)	-
Changes in plan terms	-	-	(27,054)	-	-	-	-
Changes in assumptions	(10,080)	2,033	(2,826)	(1,860)	6,589	(493)	-
Benefit payments, including refunds	(4,500)	(4,500)	(5,582)	(7,772)	(8,160)	(12,198)	(15,753)
Net change in total OPEB asset (liability)	(70,528)	(1,814)	(39,436)	(5,982)	(51,227)	(3,926)	(373)
Total OPEB asset (liability), beginning of year	103,575	105,389	144,825	150,807	202,034	205,960	206,333
Total OPEB asset (liability), end of year	\$ 33,047	\$ 103,575	\$ 105,389	\$ 144,825	\$ 150,807	\$ 202,034	\$ 205,960
Plan fiduciary net position:							
Contributions - employer							
Employee	\$ 4,500	\$ 4,500	\$ 13,123	\$ 6,301	\$ 8,160	\$ 12,198	\$ 15,753
Employer	-	-	-	7,772	-	-	-
Net investment income (loss)	44,612	(46,738)	49,288	42,746	48,236	(14,732)	37,865
Benefit payments, including refunds	(4,500)	(4,500)	(5,582)	(7,772)	(8,160)	(12,198)	(15,753)
Administrative expenses	(827)	(738)	(767)	(620)	(581)	(761)	(704)
Other	(48,457)	-	-	-	-	-	-
Net change in plan fiduciary net position	(4,672)	(47,476)	56,062	48,427	47,655	(15,493)	37,161
Plan fiduciary net position, beginning of year	401,352	448,828	392,766	344,339	296,684	312,176	275,015
Plan fiduciary net position, end of year	\$ 396,680	\$ 401,352	\$ 448,828	\$ 392,766	\$ 344,339	\$ 296,683	\$ 312,176
Township's net OPEB liability (asset), end of year	\$ (363,633)	\$ (297,777)	\$ (343,439)	\$ (247,941)	\$ (193,532)	\$ (94,649)	\$ (106,216)
Plan fiduciary net position as a percent of total OPEB liability	1200.35%	387.50%	425.88%	271.20%	228.33%	146.85%	151.57%
Covered payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Township's net OPEB liability as a percentage of covered payroll	NA	NA	NA	NA	NA	NA	NA

Note: This schedule is being built prospectively after the implementation of GASB 75 in 2018.

Ultimately, ten years of data will be presented.



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**SCHEDULE OF EMPLOYER CONTRIBUTIONS**

Year Ended December 31, 2023

Actuarially Recommended Contribution (ARC)	Fiscal Year Ending December 31,						
	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Normal costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization of unfunded liability	(48,386)	(42,715)	(46,290)	(30,939)	(22,602)	(11,250)	(11,698)
Interest cost	<u>(3,387)</u>	<u>(2,990)</u>	<u>(3,420)</u>	<u>(2,175)</u>	<u>(1,544)</u>	<u>(813)</u>	<u>(906)</u>
Actuarial determined employer contribution	(51,773)	(45,705)	(49,710)	(33,114)	(24,146)	(12,063)	(12,604)
Employer contributions (benefit payment)	<u>TBD</u>	<u>TBD</u>	<u>TBD</u>	<u>TBD</u>	<u>TBD</u>	<u>(8,160)</u>	<u>(12,198)</u>
Contribution deficiency/(excess)	<u>TBD</u>	<u>TBD</u>	<u>TBD</u>	<u>TBD</u>	<u>TBD</u>	<u>\$ 3,903</u>	<u>\$ (24,802)</u>
Covered payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution as a percentage of covered payroll	NA	NA	NA	NA	NA	NA	NA

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**COMBINING BALANCE SHEET - nonmajor governmental funds**

December 31, 2023

	<u>Special Revenue</u>		
	<u>Parks</u>	<u>Street Lighting</u>	<u>Totals</u>
<b>ASSETS</b>			
Cash	\$ 335,809	\$ 124,116	\$ 459,925
Beneficial interest in assets held by foundation	<u>61,840</u>	<u>-</u>	<u>61,840</u>
Total assets	<u>\$ 397,649</u>	<u>\$ 124,116</u>	<u>\$ 521,765</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>			
Liabilities - payables	<u>\$ 8,544</u>	<u>\$ 12,328</u>	<u>\$ 20,872</u>
Fund balances:			
Restricted for public works	-	111,788	111,788
Assigned for recreation and culture	<u>389,105</u>	<u>-</u>	<u>389,105</u>
Total fund balances	<u>389,105</u>	<u>111,788</u>	<u>500,893</u>
Total deferred inflows of resources and fund balances	<u>\$ 397,649</u>	<u>\$ 124,116</u>	<u>\$ 521,765</u>

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Charter Township of Oshtemo

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES - nonmajor governmental funds**

Year ended December 31, 2023

	<u>Special revenue</u>		
	<u>Parks</u>	<u>Street Lighting</u>	
<b>REVENUES</b>			
Special assessments	\$ -	\$ 180,979	\$ 180,979
Federal grants	15,988	-	15,988
Interest and rentals	91,773	5,907	97,680
Other	7,504	-	7,504
	<u>115,265</u>	<u>186,886</u>	<u>302,151</u>
Total revenues			
<b>EXPENDITURES</b>			
Current:			
Public works	-	147,033	147,033
Recreation and culture	314,086	-	314,086
Capital outlay	113,168	500	113,668
	<u>427,254</u>	<u>147,533</u>	<u>574,787</u>
Total expenditures			
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(311,989)	39,353	(272,636)
<b>OTHER FINANCING SOURCES</b>			
Transfers in	250,000	-	250,000
<b>NET CHANGES IN FUND BALANCES</b>	(61,989)	39,353	(22,636)
<b>FUND BALANCES - BEGINNING</b>	<u>451,094</u>	<u>72,435</u>	<u>523,529</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 389,105</u>	<u>\$ 111,788</u>	<u>\$ 500,893</u>

**BALANCE SHEET - component units**

December 31, 2023

	<u>Downtown Development Authority</u>	<u>South Drake Road Corridor Improvement Authority</u>
<b>ASSETS</b>		
Cash	\$ 260,800	\$ 170,520
Receivables	<u>206,979</u>	<u>36,448</u>
Total assets	<u>\$ 467,779</u>	<u>\$ 206,968</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>		
Liabilities - payables	\$ 3,123	\$ -
Deferred inflows of resources - property tax revenues levied for the subsequent year	211,824	43,221
Fund balance - unassigned	<u>252,832</u>	<u>163,747</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 467,779</u>	<u>\$ 206,968</u>
Reconciliation of the balance sheet to the statement of net position:		
Total fund balances - <i>component units</i>	\$ 252,832	\$ 163,747
Amounts reported for the <i>component units</i> in the statement of net position (page 11) are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	2,281,937	-
Long term debt used in governmental activities are not financial resources and, therefore, are not reported in the funds.	<u>(730,000)</u>	<u>-</u>
Net position of <i>component units</i>	<u>\$ 1,804,769</u>	<u>\$ 163,747</u>

Charter Township of Oshtemo

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND**

**BALANCES - component units**

Year ended December 31, 2023

	<u>Downtown Development Authority</u>	<u>South Drake Road Corridor Improvement Authority</u>
<b>REVENUES</b>		
Property taxes	\$ 226,874	\$ 67,456
Interest	<u>7,024</u>	<u>2,844</u>
Total revenues	<u>233,898</u>	<u>70,300</u>
<b>EXPENDITURES</b>		
Current - public works	26,784	3,000
Capital outlay	<u>1,005,362</u>	<u>31,802</u>
Total expenditures	<u>1,032,146</u>	<u>34,802</u>
<b>OTHER FINANCING SOURCES</b>		
Loan proceeds	<u>730,000</u>	<u>-</u>
<b>NET CHANGES IN FUND BALANCES</b>	(68,248)	35,498
<b>FUND BALANCES - BEGINNING</b>	<u>321,080</u>	<u>128,249</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 252,832</u>	<u>\$ 163,747</u>
Reconciliation of the statement of revenues, expenditures, and changes in fund balances to the statement of activities:		
Net changes in fund balances - <i>component units</i>	\$ (68,248)	\$ 35,498
Amounts reported for the <i>component units</i> in the statement of activities (page 12) are different because:		
Capital assets:		
Asset acquisitions	1,004,694	-
Depreciation provision	(75,907)	-
Increase in long-term debt	<u>(730,000)</u>	<u>-</u>
Changes in net position of <i>component units</i>	<u>\$ 130,539</u>	<u>\$ 35,498</u>

**BUDGETARY COMPARISON SCHEDULE - Downtown Development Authority - component unit**

Year ended December 31, 2023

	<i>Original budget</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance with final budget positive (negative)</i>
<b>REVENUES</b>				
Property taxes	\$ 190,000	\$ 190,000	\$ 226,874	\$ 36,874
Interest	1,000	1,000	7,024	6,024
Other	-	179,694	-	(179,694)
Total revenues	<u>191,000</u>	<u>370,694</u>	<u>233,898</u>	<u>(136,796)</u>
<b>EXPENDITURES</b>				
Public works	84,750	84,750	26,784	57,966
Capital outlay	105,000	284,694	1,005,362	(720,668)
Total expenditures	<u>189,750</u>	<u>369,444</u>	<u>1,032,146</u>	<u>(662,702)</u>
<b>OTHER FINANCING SOURCES</b>				
Loan proceeds	-	-	730,000	-
<b>NET CHANGES IN FUND BALANCES</b>	1,250	1,250	(68,248)	525,906
<b>FUND BALANCES - BEGINNING</b>	<u>321,080</u>	<u>321,080</u>	<u>321,080</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 322,330</u>	<u>\$ 322,330</u>	<u>\$ 252,832</u>	<u>\$ 525,906</u>

Charter Township of Oshtemo

**BUDGETARY COMPARISON SCHEDULE - South Drake Road Corridor Improvement Authority -  
component unit**

Year ended December 31, 2023

	<u>Original budget</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance with final budget positive (negative)</u>
<b>REVENUES</b>				
Property taxes	\$ 75,000	\$ 75,000	\$ 67,456	\$ (7,544)
Interest	100	100	2,844	2,744
Total revenues	<u>75,100</u>	<u>75,100</u>	<u>70,300</u>	<u>(4,800)</u>
<b>EXPENDITURES</b>				
Public works	9,000	9,000	3,000	6,000
Capital outlay	<u>65,000</u>	<u>65,000</u>	<u>31,802</u>	<u>33,198</u>
<b>NET CHANGES IN FUND BALANCES</b>	1,100	1,100	35,498	34,398
<b>FUND BALANCES - BEGINNING</b>	<u>128,249</u>	<u>128,249</u>	<u>128,249</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 129,349</u>	<u>\$ 129,349</u>	<u>\$ 163,747</u>	<u>\$ 34,398</u>

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**CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN**

**FEDERAL AWARD SUPPLEMENTARY INFORMATION**

**For the Year Ended December 31, 2023**

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# SEBER TANS, PLC

CONSULTANTS & CERTIFIED PUBLIC ACCOUNTANTS

## Report on the Schedule of Expenditures of Federal Awards—Stand-alone Report Under AU-C 805

### INDEPENDENT AUDITOR'S REPORT

To the Members of the Board  
Charter Township of Oshtemo

#### Report on the Audit of the Schedule of Expenditures of Federal Awards

##### **Opinion**

We have audited the schedule of expenditures of federal awards of the Charter Township of Oshtemo (the Township for the year ended December 31, 2023, and the related notes (the schedule).

In our opinion, the accompanying schedule of expenditures of federal awards presents fairly, in all material respects, the expenditures of federal awards of the Township for the year ended December 31, 2023, in accordance with accounting principles generally accepted in the United States of America.

##### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of the Schedule section of our report.

We are required to be independent of the Township and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

##### **Responsibilities of Management for the Schedule**

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

##### **Auditor's Responsibilities for the Audit of the Schedule**

Our objectives are to obtain reasonable assurance about whether the schedule as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the schedule.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the schedule, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the schedule.
- Obtain an understanding of internal control relevant to the audit 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 Township's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the schedule.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Seber Tans, PLC  
Kalamazoo, Michigan

June 11, 2024

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**Charter Township of Oshtemo  
Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2023**

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<u>Federal Grantor/Pass-through Grantor/Program Title/Assistance Listing Number</u>	<u>Federal Expenditures</u>
COVID Relief Funds U.S. Department of Treasury: Coronavirus State and Local Fiscal Recovery, 21.027	<u>\$ 2,232,245</u>

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**Charter Township of Oshtemo  
Notes to Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2023**

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**NOTE A – Summary of Significant Accounting Policies**

The accompany Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal grant activity of the Charter Township of Oshtemo (the Township) under programs of the federal government for the year ended December 31, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Township, it is not intended to and does not present the net position or changes in fund balances of the Township.

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule, if any, represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

The Township has elected not to use the 10 percent *de minimis* indirect cost rate allowed under the Uniform Guidance. The Township rather uses an indirect cost rate as approved by the applicable federal grantor.

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# SEBER TANS, PLC

CONSULTANTS & CERTIFIED PUBLIC ACCOUNTANTS

## 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 Members of the Board  
Charter Township of Oshtemo

We have audited, in accordance with the 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, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Township of Oshtemo, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Township of Oshtemo's basic financial statements, and have issued our report thereon dated June 11, 2024.

### Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Township of Oshtemo'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness the Township of Oshtemo's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township of Oshtemo'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Township of Oshtemo'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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **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.

Seber Tans, PLC  
Kalamazoo, Michigan

June 11, 2024

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# SEBER TANS, PLC

CONSULTANTS & CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Members of the Board  
Charter Township of Oshtemo

### Report on Compliance for Each Major Federal Program

#### ***Opinion on Each Major Federal Program***

We have audited the Township of Oshtemo's (the Township) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Township's major federal programs for the year ended December 31, 2023. The Township's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Township complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023.

#### ***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Township and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Township's compliance with the compliance requirements referred to above.

#### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Township's federal programs.

#### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Township's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that,

individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Township's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Township's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Township's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

#### **Report on Internal Control over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Seber Tans, PLC  
Kalamazoo, Michigan  
June 11, 2024

**Charter Township of Oshtemo  
Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2023**

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**SUMMARY OF AUDITOR'S RESULTS**

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness identified? No

Significant deficiency identified that is not considered to be a material weakness? No

Noncompliance material to financial statements noted? No

Federal Awards

Type of auditor's report issued on compliance for major programs: Unmodified

Internal control over major programs:

Material weakness identified? No

Significant deficiency identified that is not considered to be a material weakness? No

Any audit findings disclosed that are required to be reported in accordance with section 2 CFR Section 500.516(a)? No

**Major programs:**

AL Number

21.027

Name of Federal Program or Cluster

Coronavirus State and Local Fiscal Recovery

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? No

Section II. Financial Statement Findings

None

Section III. Federal Award Findings

None

**Charter Township of Oshtemo  
Schedule of Prior Year Findings and Questioned Costs  
For the Year Ended December 31, 2023**

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**PRIOR YEAR FINANCIAL STATEMENT AND FEDERAL AWARD FINDINGS**

<b>Audit Finding</b>	<b>Current Status</b>
Not applicable, no single audit was required in the prior year	Not applicable

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