

**HILLSBORO FIRE PROTECTION DISTRICT**  
**ANNUAL FINANCIAL REPORT**  
**YEAR ENDED DECEMBER 31, 2018**

**DRAFT**

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**INDEPENDENT AUDITORS' REPORT**

Board of Directors  
Hillsboro Fire Protection District  
120 Fifth Street  
Hillsboro, Missouri 63050

We have audited the accompanying modified cash basis financial statements of the governmental activities and each major fund of

**HILLSBORO FIRE PROTECTION DISTRICT**

as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1(D); this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible 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.

**Auditor's Responsibility**

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

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

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

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities and each major fund of Hillsboro Fire Protection District, as of December 31, 2018, and the respective changes in modified cash basis financial position thereof for the year then ended in accordance with the modified cash basis of accounting as described in Note 1(D).

## **Basis of Accounting**

We draw attention to Note 1(D) of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

## **Other Matters**

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole that collectively comprise Hillsboro Fire Protection District's basic financial statements. The management's discussion and analysis and budgetary comparison information, as stated in the table of contents, which are the responsibility of management, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Certified Public Accountants  
Saint Louis, Missouri

January 10, 2019  
GS/cp

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

An objective and easily readable analysis of the District's financial activities. The Management's Discussion and Analysis presents an analytical overview of both short-term and long-term financial information.

## HILLSBORO FIRE PROTECTION DISTRICT

### MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED DECEMBER 31, 2018

The discussion and analysis of the Hillsboro Fire Protection District's financial performance provides an overview of the District's financial activities for the year ended December 31, 2018, within the limitations of the District's modified cash basis of accounting. Please read it in conjunction with the District's financial statements.

### FINANCIAL HIGHLIGHTS

**Key financial highlights for the year ended December 31, 2018 are as follows:**

- The net position for the Governmental Activities decreased by \$16,684.
- Governmental Activities revenue was \$1,079,344.
- Property taxes represented \$754,338 of the Governmental Activities revenue or 70%.
- Expenses for the Governmental Activities were \$1,096,028.

### USING THIS ANNUAL FINANCIAL REPORT

This annual report is presented in a format consistent with the presentation requirements of the Governmental Accounting Standards Board (GASB) Statement No. 34, as applicable to the District's modified cash basis of accounting. Please read it in conjunction with the District's financial statements.

#### Report Components

This annual report consists of four parts as follows:

**Government-wide Financial Statements:** The Statement of Net Position and the Statement of Activities provide information about the activities of the District government-wide (or "as a whole") and present a longer-term view of the District's finances.

**Fund Financial Statements:** Fund financial statements focus on the individual parts of the District's government. Fund financial statements also report the District's operations in more detail than the government-wide statements by providing information about the District's most significant ("major") funds. For *governmental activities*, these statements tell how these services were financed in the short term as well as what remains for future spending.

**Notes to the Financial Statements:** The notes to the financial statements are an integral part of the government-wide and fund financial statements and provide expanded explanation and detail regarding the information reported in the statements.

**Other Information:** This Management Discussion and Analysis and the General Fund Budgetary Comparison Schedule represent other information presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information provides users of this report with additional data that supplements the government-wide statements, fund financial statements, and notes (referred to as "the basic financial statements").

#### Basis of Accounting

The District has elected to present its financial statements on a modified cash basis of accounting. This modified cash basis of accounting is a basis of accounting other than generally accepted accounting principles. Basis of accounting is a reference to *when* financial events are recorded, such as the timing for recognizing revenues, expenses and their related assets and liabilities. Under the District’s modified cash basis of accounting, revenues and expenses and related assets and liabilities are recorded when they result from cash transactions, except for the recording of depreciation expense on capital assets in the government-wide financial statements for all activities.

As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (*such as accounts receivable and revenue for billed or provided services not yet collected*) and certain liabilities and their related expenses (*such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities*) are not recorded in these financial statements. Therefore, when reviewing the financial information and discussion within this annual report, the reader should keep in mind the limitations resulting from the use of the modified cash basis of accounting.

## **Reporting the District as a Whole**

### ***The District’s Reporting Entity Presentation***

This annual report includes all activities for which the Hillsboro Fire Protection District is fiscally responsible.

The primary government includes the following legal entity:

- The Hillsboro Fire Protection District

### ***The Government-wide Statement of Net Position and the Statement of Activities***

One of the most important questions asked about the District’s finances is “Is the District as a whole better off or worse off as a result of the year’s activities?” The Statement of Net Position and the Statement of Activities report information about the District as a whole and about its activities in a way that helps answer this question. These statements include all of the District’s assets and liabilities resulting from the use of the modified cash basis of accounting.

These two statements report the District’s net position and changes in them. Keeping in mind the limitations of the modified cash basis of accounting, you can think of the District’s net position - the difference between assets and liabilities - as one way to measure the District’s financial health or financial position. Over time, increases or decreases in the District’s net position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the District’s real estate tax base.

In the Statement of Net Position and the Statement of Activities, we have one kind of activity:

*Governmental activities* - All of the District’s basic services are reported here. Property taxes and permit fees finance most of the activities.

## **Reporting the District’s Most Significant Funds**

**The Fund Financial Statements**

The fund financial statements provide detailed information about the most significant funds - not the District as a whole. Some funds are required to be established by State law and by bond covenants. However, the Board of Directors establishes certain other funds to help control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money.

**Governmental fund** - All of the District’s basic services are reported in the governmental fund, which focuses on how money flows into and out of this fund and the balance left at year-end that is available for spending. This fund reports the acquisition of capital assets and payments for debt principal as expenditures and not as changes to asset and debt balances. The governmental fund statement provides a detailed short-term view of the District’s general government operations and the basic services it provides. Governmental fund information helps you determine (through a review of changes to fund balance) whether there are more or fewer financial resources that can be spent in the near future to finance the District’s program. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in a reconciliation at the bottom of the fund financial statements. The District considers the General Fund to be its significant or major governmental fund.

The District currently has no fiduciary funds. *Fiduciary funds* are often used to account for assets that are held in a trustee or fiduciary capacity such as pension plan assets, assets held per trust agreements and similar arrangements.

**A FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE**

**Net Position - Modified Cash Basis**

The District’s net position, resulting from modified cash basis transactions, decreased from approximately \$1,405,726 to \$1,389,042 between 2017 and 2018.

	<b><u>Governmental Activities</u></b>		<b><u>Total</u></b>
	<b><u>2018</u></b>	<b><u>2017</u></b>	<b><u>Percentage Change</u></b>
			<b><u>2018 - 2017</u></b>
Current and other assets	\$ 950,205.	\$ 905,995.	5%
Capital assets	<u>842,464.</u>	<u>911,120.</u>	(8%)
Total assets	<u>\$ 1,792,669.</u>	<u>\$ 1,817,115.</u>	(1%)
Other liabilities	<u>\$ 1,997.</u>	<u>\$ 0.</u>	-
Total liabilities	<u>\$ 1,997.</u>	<u>\$ 0.</u>	-
Deferred inflows of resources	<u>\$ 401,630.</u>	<u>411,389.</u>	(2%)
Net position			
Net investment in capital assets	\$ 842,464.	\$ 911,120.	(8%)
Unrestricted	<u>546,578.</u>	<u>494,606.</u>	11%
Total net position	<u>\$ 1,389,042.</u>	<u>\$ 1,405,726.</u>	(1%)

Net position of the District’s governmental activities decreased 1% to \$1,389,042. However, \$842,464 of the net position is invested in capital assets (buildings, vehicles, equipment and so on). Consequently,

unrestricted net position showed \$546,578 at the end of this year. Changes in unrestricted net position between 2017 and 2018 reflect an increase of 11%.

**Changes in Net Position - Modified Cash Basis**

For the year ended December 31, 2018, net position of the primary government (resulting from modified cash basis transactions) changed as follows:

	<b><u>Governmental Activities</u></b>		<b><u>Total</u></b>
	<b><u>2018</u></b>	<b><u>2017</u></b>	<b><u>Percentage Change</u></b>
			<b><u>2018 - 2017</u></b>
<b><u>Revenues -</u></b>			
Program revenues			
Permits	\$ 28,573.	\$ 14,313.	100%
Capital grant revenue	19,140.	142,641.	(87%)
General revenues			
Property taxes	754,338.	831,239.	(8%)
Sales tax	266,807.	250,724.	6%
Interest revenue	7,747.	3,482.	122%
Miscellaneous revenue	<u>2,739.</u>	<u>2,228.</u>	23%
Total revenues	<u>\$ 1,079,344.</u>	<u>\$ 1,244,627.</u>	(13%)
<b><u>Expenses -</u></b>			
Public safety - fire protection	<u>\$ 1,096,028.</u>	<u>\$ 891,847.</u>	23%
Total expenses	<u>\$ 1,096,028.</u>	<u>\$ 891,847.</u>	23%
Increase (decrease) in net position	<u>\$ (16,684.)</u>	<u>\$ 352,780.</u>	(95%)

**Governmental Activities**

To aid in the understanding of the Statement of Activities, some additional explanation is given. Of particular interest is the format that is significantly different from a typical Statement of Revenues, Expenses, and Changes in Fund Balance. You will notice that expenses are listed first with revenues from that particular program reported below it. The result is a Net (Expense)/Revenue. This type of format highlights the relative financial burden of each of the functions on the District’s taxpayers. It also identifies how much each function draws from the general revenues or if it is self-financing through fees and grants or contributions. All other governmental revenues are reported as general. It is important to note that all taxes are classified as general revenue, even if restricted for a specific purpose.

For the year ended December 31, 2018, total expenses for governmental activities, resulting from modified cash basis transactions, amounted to \$1,096,028. Of these total expenses, taxpayers and other general revenues funded \$1,048,315, while those directly benefiting from the program funded \$19,140 from grants and other contributions and \$28,573 from charges for services.

**Net Cost of Hillsboro Fire Protection District's Governmental Activities - Modified Cash Basis**

	<u>Total Cost of Services</u>		<u>Percentage</u>	<u>Net Cost of Services</u>		<u>Percentage</u>
	<u>2018</u>	<u>2017</u>	<u>Change</u>	<u>2018</u>	<u>2017</u>	<u>Change</u>
			<u>2018 - 2017</u>			<u>2018 - 2017</u>
Public safety	\$ <u>1,096,028.</u>	\$ <u>891,847.</u>	23%	\$ <u>1,048,315.</u>	\$ <u>734,893.</u>	43%

**A FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS**

Certain funds experienced noteworthy changes from the prior year and are highlighted as follows:

- The General Fund reported revenues of \$1,079,344 and expenditures of \$1,027,372 resulting in an increase in fund balance of \$51,972.

**General Fund Budgetary Highlights**

Over the course of the year, the Board of Directors revised the General Fund budget at various times. The final adjusted budget, however, was consistent with the prior year budget.

For the year ended December 31, 2018, General Fund expenditures were \$546,778 below the final appropriations, while actual resources available for appropriation were \$200 below the final budgeted amount.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital Assets - Modified Cash Basis**

At December 31, 2018, the District had \$842,464 invested in capital assets, net of depreciation, including buildings, equipment and vehicles. This represents a net decrease of \$68,656 or 8% above last year.

**Primary Government Capital Assets - Modified Cash Basis**  
(Net of accumulated depreciation)

	<u>Governmental Activities</u>	
	<u>Year Ended</u>	<u>Year Ended</u>
	<u>December 31, 2018</u>	<u>December 31, 2017</u>
Land	\$ 28,812.	\$ 28,812.
Buildings	422,371.	452,020.
Vehicles	301,833.	326,146.
Equipment	<u>89,448.</u>	<u>104,142.</u>
TOTALS	\$ <u>842,464.</u>	\$ <u>911,120.</u>

There were no significant capital asset additions for the year ended December 31, 2018.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

For the year ending December 31, 2019, the budget is fairly consistent with the December 31, 2018 budget.

On December 12, 2018, the District approved the purchase of a 2019 Chevy Tahoe for \$41,692.00 from Don Brown Chevrolet. The District is expecting delivery in March 2019.

On January 9, 2019, the Board approved the purchase of a new telephone system for \$13,850.00 from Archie Communications.

## **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions concerning this report or need additional information, contact Fire Chief David Scott at 120 Fifth Street, Hillsboro, Missouri 63050.

## **BASIC FINANCIAL STATEMENTS**

The basic financial statements include integrated sets of financial statements as required by the GASB. The sets of statements include:

- Government-wide financial statements
- Fund financial statements
  - Governmental funds

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

**HILLSBORO FIRE PROTECTION DISTRICT**

**STATEMENT OF NET POSITION - MODIFIED CASH BASIS  
GOVERNMENTAL ACTIVITIES  
DECEMBER 31, 2018**

**ASSETS**

Cash and cash equivalents	\$ 916,805.44
Restricted assets:	
Cash and cash equivalents	33,400.00
Capital assets:	
Land	28,812.00
Capital assets, net of accumulated depreciation	<u>813,651.85</u>
TOTAL ASSETS	<u>\$ 1,792,669.29</u>

**LIABILITIES**

Payroll withholding payable	<u>\$ 1,997.38</u>
TOTAL LIABILITIES	<u>\$ 1,997.38</u>

**DEFERRED INFLOWS OF RESOURCES**

Deferred tax revenue	\$ 368,229.72
Deferred grant revenue	<u>33,400.00</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>\$ 401,629.72</u>

**NET POSITION**

Net investment in capital assets	\$ 842,463.85
Unrestricted	<u>546,578.34</u>
TOTAL NET POSITION	<u>\$ 1,389,042.19</u>

See accompanying notes to the basic financial statements.

**HILLSBORO FIRE PROTECTION DISTRICT**

**STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS  
GOVERNMENTAL ACTIVITIES  
YEAR ENDED DECEMBER 31, 2018**

**EXPENSES**

Public safety - fire protection:

Personnel services - wages and fringe benefits	\$ 653,841.15
Materials, supplies and maintenance	257,264.47
Depreciation	68,655.92
Insurance	55,487.90
Communications - dispatching, telephone and paging	9,796.59
General and administrative	<u>50,982.28</u>

TOTAL PROGRAM EXPENSES \$ 1,096,028.31

**PROGRAM REVENUES**

Charges for services	\$ 28,573.00
Capital grant revenue	<u>19,140.00</u>

TOTAL PROGRAM REVENUES \$ 47,713.00

NET PROGRAM EXPENSE \$ 1,048,315.31

**GENERAL REVENUES**

Property taxes	\$ 754,337.69
Sales tax	266,807.39
Interest earned	7,747.20
Miscellaneous	<u>2,739.29</u>

TOTAL GENERAL REVENUES \$ 1,031,631.57

CHANGE IN NET POSITION \$ (16,683.74)

**NET POSITION - Beginning of year** 1,405,725.93

**NET POSITION - End of year** \$ 1,389,042.19

See accompanying notes to the basic financial statements.

**HILLSBORO FIRE PROTECTION DISTRICT**

**BALANCE SHEET - MODIFIED CASH BASIS  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2018**

	<b><u>General Fund</u></b>
<b><u>ASSETS</u></b>	
Cash and cash equivalents	\$ 916,805.44
Restricted assets:	
Cash and cash equivalents	<u>33,400.00</u>
TOTAL ASSETS	<u>\$ 950,205.44</u>
<b><u>LIABILITIES</u></b>	
Payroll withholding payable	<u>\$ 1,997.38</u>
TOTAL LIABILITIES	<u>\$ 1,997.38</u>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>	
Deferred tax revenue	\$ 368,229.72
Deferred grant revenue	<u>33,400.00</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>\$ 401,629.72</u>
<b><u>FUND BALANCE</u></b>	
Committed	\$ 41,692.00
Unassigned	<u>504,886.34</u>
TOTAL FUND BALANCE	<u>\$ 546,578.34</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	<u>\$ 950,205.44</u>
<b><u>RECONCILIATION TO STATEMENT OF NET POSITION</u></b>	
Fund Balance	\$ 546,578.34
Amounts reported for governmental activities in the statement of the net position are different because:	
Capital assets used in governmental activities of \$2,327,493.38 are not financial resources and, therefore, are not reported in the funds, net of accumulated depreciation of \$1,485,029.53.	<u>842,463.85</u>
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ 1,389,042.19</u>

See accompanying notes to the basic financial statements.

**HILLSBORO FIRE PROTECTION DISTRICT**

**STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - MODIFIED CASH BASIS  
GOVERNMENTAL FUNDS  
YEAR ENDED DECEMBER 31, 2018**

	<b><u>General Fund</u></b>
<b><u>REVENUES</u></b>	
Taxes, penalties and interest (less fees)	\$ 754,337.69
Sales tax	266,807.39
Permit and fees	28,573.00
Interest revenue	7,747.20
Grant revenue	19,140.00
Miscellaneous revenue	<u>2,739.29</u>
TOTAL REVENUES	<u>\$ 1,079,344.57</u>
<b><u>EXPENDITURES</u></b>	
Current:	
General and administration	\$ 1,027,372.39
Capital outlay:	
Current expenditures	<u>0.00</u>
TOTAL EXPENDITURES	<u>\$ 1,027,372.39</u>
<b><u>NET CHANGE IN FUND BALANCE</u></b>	<b>\$ 51,972.18</b>
<b><u>FUND BALANCE - Beginning of year</u></b>	<b><u>494,606.16</u></b>
<b><u>FUND BALANCE - End of year</u></b>	<b><u>\$ 546,578.34</u></b>

See accompanying notes to the basic financial statements.

**HILLSBORO FIRE PROTECTION DISTRICT**

**STATEMENT OF REVENUES, EXPENDITURES AND**

**CHANGES IN FUND BALANCE - MODIFIED CASH BASIS  
GOVERNMENTAL FUNDS  
YEAR ENDED DECEMBER 31, 2018**

**Reconciliation to the Statement of Activities**

**NET CHANGE IN FUND BALANCE - GOVERNMENTAL FUND** \$ 51,972.18

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

Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense as to allocate those expenditures over the life of the assets:

Capital asset purchases capitalized	0.00
Depreciation expense	<u>(68,655.92)</u>

**CHANGES IN NET POSITION OF GOVERNMENTAL ACTIVITIES** \$ (16,683.74)

See accompanying notes to the basic financial statements.

**NOTES TO FINANCIAL STATEMENTS**

**HILLSBORO FIRE PROTECTION DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Financial Reporting Entity**

The District's financial reporting entity is comprised of the following:

Primary Government:	Hillsboro Fire Protection District
Component Units:	None

In determining the financial reporting entity, the District complies with the provisions of GASB Statement No. 14, *The Financial Reporting Entity*.

**B. Implementation of New Accounting Principles**

The District has adopted the provision of Government Accounting Standards Board (GASB) Statement No. 68, entitled *Accounting and Financial Reporting for Pensions, an amendment of GASB Statement No. 27*.

**C. Basis of Presentation**

Government-Wide Financial Statements

The Statement of Net Position and Statement of Activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements represent the District's governmental activities. Governmental activities generally are financed through taxes, intergovernmental revenues and other non-exchange revenues.

Fund Financial Statement

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. An emphasis is placed on major funds. A fund is considered major if it is the primary operating fund of the District or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund are at least 10% of the corresponding total for all funds of that category or type, and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund are at least 5% of the corresponding total for all governmental funds combined.

The funds of the financial report entity are described as follows:

## **Governmental Funds**

### **General Fund**

The General Fund is the primary operating fund of the District and always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds. The General Fund had a deficit fund balance of \$

#### **D. Measurement Focus and Basis of Accounting**

Measurement focus is a term used to describe “how” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

##### **Measurement Focus**

In the government-wide Statement of Net Position and the Statement of Activities, governmental activities are presented using the economic resources measurement focus, within the limitations of the modified cash basis of accounting, as defined in item (b) following.

In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus, as applied to the modified cash basis of accounting, is used as appropriate:

- a. All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. Governmental activities utilize an “economic resources” measurement focus in the Statement of Net Position and in the Statement of Activities. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position and cash flows. All assets and liabilities (whether current or non-current, financial or non-financial) associated with their activities are reported.

##### **Basis of Accounting**

In the government-wide Statement of Net Position and Statement of Activities and the fund financial statements, governmental activities are presented using a modified cash basis of accounting. This basis recognizes assets, liabilities, net position/fund equity, revenues and expenditures/expenses when they result from cash transactions with a provision for depreciation in the government-wide statements. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) *are not recorded* in these financial statements.

If the District utilized the basis of accounting recognized as generally accepted, the fund financial statements for governmental funds would use the modified accrual basis of accounting. All government-wide financials would be presented on the accrual basis of accounting.

**E. Assets, Liabilities and Equity**

Cash and Cash Equivalents

“Cash and cash equivalents” includes all demand and savings accounts, and certificates of deposit.

Capital Assets

The District’s modified cash basis of accounting reports capital assets resulting from cash transactions and reports depreciation where appropriate. The accounting treatment over property, plant and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

*Government-Wide Statements*

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

Depreciation of all exhaustible capital assets arising from cash transactions is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets’ estimated useful lives using the straight-line method of depreciation. A capitalization threshold of \$10,000.00 is used to report capital assets. The range of estimated useful lives by type of asset is as follows:

- Buildings	30 years
- Equipment	5 - 10 years
- Vehicles	7 - 20 years

*Fund Financial Statements*

In the fund financial statements, capital assets arising from cash transactions acquired for use in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Long-Term Debt

All long-term debt arising from cash basis transactions to be repaid from governmental resources are reported as liabilities in the government-wide statements.

Long-term debt arising from cash basis transactions of governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures.

Compensated Absences

As a result of the use of the modified cash basis of accounting, liabilities related to accrued compensated absences are not recorded in the government-wide or fund financial statements. Expenditures/expenses related to compensated absences are recorded when paid. Employees must use accrued vacation leave. If not used during the year, the vacation time will be lost. Employees are paid 100% of their accumulated vacation pay when they terminate their employment for any reason. Accumulated sick leave is not paid upon termination of employment.

### Equity Classification

#### *Government-Wide Statements:*

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

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

It is the District’s policy to first use restricted net positions prior to the use of unrestricted net position when an expense is incurred for purposes for which both restricted and unrestricted net positions are available.

### Fund Balances

The District adopted GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). The statement is designed to improve financial reporting by establishing fund balance classifications that are easier to understand and apply. GASB 54 establishes the following classifications depicting the relative strength of the constraints that control how specific amounts can be spent:

Non-spendable – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).

Restricted – Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions or by enabling legislation.

Committed – Amounts constrained to specific purposes by the District itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest-level action to remove or change the constraint. The District’s highest level of decision-making authority is the Board of Directors. The formal action that is required to be taken to establish committed fund balances is either by ordinance or resolution.

Assigned – Amounts the District intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

Unassigned – Amounts that are available for any purpose; these amounts are reported only in the General Fund.

The District’s policy is to spend the most restricted resources first before less restricted resources in the following order: Non-spendable (if funds become spendable), restricted, committed, assigned, then unassigned.

The District’s fund balance policy was enacted in an effort to ensure financial security through the maintenance of a healthy reserve fund that guides the creation, maintenance, and use of resources for financial stabilization purposes. The District’s primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The District also seeks to maintain the highest possible credit ratings which are dependent, in part, on the District’s maintenance of a healthy fund balance. The unrestricted fund balances of the General Fund has been accumulating to meet this purpose to provide stability and flexibility in order to respond to unexpected adversity and/or opportunities. The target is to maintain an unrestricted fund balance of not less than 15% of annual operating expenditures in order to provide adequate funding to cover approximately two months of operating expenditures, provide the liquidity necessary to accommodate the District’s uneven cash flow, which is inherent in its periodic tax collection schedule, and provide liquidity to respond to contingent liabilities.

#### **F. Property Tax**

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on October 15 and payable by December 31. Taxes paid after December 31 are subject to penalties. Jefferson County bills, collects and remits the taxes to the District. The District records the revenues from property taxes when they are received, since the District uses the modified cash basis of accounting.

#### **G. Revenues, Expenditures and Expenses**

##### Program Revenues

In the Statement of Activities, modified cash basis revenues that are derived directly from each activity or from parties outside the District’s taxpayers are reported as program revenues. The District has the following program revenues in each activity:

Public Safety

Permits and inspections; operating and capital grants

All other governmental revenues are reported as general. All taxes are classified as general revenue even if restricted for a specific purpose.

##### Operating Revenue and Expenses

Operating revenue and expenses include all revenues and expenses not related to capital and related financing, noncapital financing, or investing activities.

#### **H. Use of Estimates**

The preparation of financial statements in conformity with the other comprehensive basis of accounting (OCBOA) used by the District requires management to make estimates and assumptions that

affect certain reported amounts and disclosures (such as estimated useful lives in determining depreciation expense). Accordingly, actual results could differ from those estimates.

**I. Post - Employment Health Care Benefits**

The District provides health care benefits to eligible former employees and eligible dependents as required by Missouri Statute. There is no associated cost to the District under this program, and there are no participants in this program as of December 31, 2018.

**2. CASH AND CASH EQUIVALENTS**

The District’s investment policy states that interest-bearing checking accounts, certificates of deposit, repurchase agreements, United States Government Obligations, bonds, notes and any other securities or investments that are lawful for the investment of monies held in such funds or accounts under the law of the State of Missouri are appropriate types of deposits and investments for its needs.

<b><u>Depository Account</u></b>	<b><u>Bank Balance</u></b>
Insured	\$ 250,000.00
Collateralized:	
Collateral held by District’s agent in the District’s name	0.00
Collateral held by pledging bank’s trust department in the District’s name	709,760.27
Collateral held by pledging bank’s trust department not in the District’s name	0.00
Uninsured and uncollateralized	<u>0.00</u>
Total	<u>\$ 959,760.27</u>

**Custodial Credit Risk - Deposits**

Custodial credit risk is the risk that in the event of a bank failure, the District’s deposits may not be returned to it. The District does not have a deposit policy for custodial credit risk. As of December 31, 2018, \$0.00 of the District’s bank balance of \$959,760.27 was exposed to credit risk as follows:

<b><u>Type of Deposit</u></b>	<b><u>Custody Credit Risk Amount</u></b>
Uninsured and uncollateralized	\$ 0.00
Uninsured and collateralized by pledging bank’s trust department not in the District’s name	<u>0.00</u>
Total	<u>\$ 0.00</u>

### 3. RESTRICTED ASSETS

The amount of restricted assets, for deferred grant revenue, is as follows:

#### Governmental Activities:

Cash	\$ 33,400.00
Less: Deferred grant revenue	<u>(33,400.00)</u>
Net Position - Restricted	<u>\$ 0.00</u>

#### Governmental Fund:

Cash and other assets	\$ 33,400.00
Less: Deferred grant revenue	<u>(33,400.00)</u>
Fund Balance - Restricted	<u>\$ 0.00</u>

#### General Fund

### 4. CAPITAL ASSETS

Capital asset activity resulting from modified cash basis transactions for the fiscal year ended December 31, 2018 was as follows:

<u>Governmental Activities:</u>	<u>Balance Jan. 1, 2018</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance Dec. 31, 2018</u>
Capital assets not being depreciated:				
Land	\$ 28,812.00	\$ 0.00	\$ 0.00	\$ 28,812.00
Total capital assets not being depreciated	\$ 28,812.00	\$ 0.00	\$ 0.00	\$ 28,812.00
Capital assets being depreciated:				
Buildings and improvements	\$ 1,004,129.88	\$ 0.00	\$ 0.00	\$ 1,004,129.88
Firefighting equipment	219,212.06	0.00	0.00	219,212.06
Vehicles	<u>1,075,339.44</u>	<u>0.00</u>	<u>0.00</u>	<u>1,075,339.44</u>
Total capital assets being depreciated	\$ 2,298,681.38	\$ 0.00	\$ 0.00	\$ 2,298,681.38
Less accumulated depreciation:				
Buildings and improvements	\$ 552,110.27	\$ 29,648.40	\$ 0.00	\$ 581,758.67
Firefighting equipment	115,069.61	14,694.46	0.00	129,764.07
Vehicles	<u>749,193.73</u>	<u>24,313.06</u>	<u>0.00</u>	<u>773,506.79</u>
Total accumulated depreciation	\$ 1,416,373.61	\$ 68,655.92	\$ 0.00	\$ 1,485,029.53
Total capital assets being depreciated, net	\$ 882,307.77	\$ 68,655.92	\$ 0.00	\$ 813,651.85
Governmental activities capital assets, net	<u>\$ 911,119.77</u>	<u>\$ 68,655.92</u>	<u>\$ 0.00</u>	<u>\$ 842,463.85</u>

Depreciation expense was charged to the public safety function in the Statement of Activities.

Depreciation expense totaled \$68,655.92 for the year ended December 31, 2018.

### 5. COMMITTED FUND BALANCE

The District has committed \$41,692.00 of the fund balance for the purchase of a 2019 Chevy Tahoe.

	<u>General Fund</u>
Cash	\$ 41,692.00
Less: Liabilities	<u>0.00</u>
Fund Balance - committed	<u>\$ 41,692.00</u>

## 6. PENSION PLAN

### A. LAGERS

The District participates in the Missouri Local Government Employees Retirement System (LAGERS), an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for local government entities in Missouri. LAGERS is a defined benefit pension plan which provides retirement, disability, and death benefits to plan members and beneficiaries.

#### **General Information about the Plan**

**Plan description.** The Hillsboro Fire Protection District defined benefit pension plan provides certain retirement, disability and death benefits to plan members and beneficiaries. The District participates in the Missouri Local Government Employees Retirement System (LAGERS). LAGERS is an agent multiple-employer, statewide public employee pension plan established in 1967 and administered in accordance with RSMo.70.600-70.755. As such, it is the system's responsibility to administer the law in accordance with the expressed intent of the General Assembly. The plan is qualified under the Internal Revenue Code Section 401(a) and it is tax-exempt. The responsibility for the operations and administration of LAGERS is vested in the LAGERS Board of Trustees consisting of seven persons. LAGERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained by accessing the LAGERS website at [www.molagers.org](http://www.molagers.org).

**Benefits provided.** LAGERS provides retirement, death and disability benefits. Benefit provisions are adopted by the governing body of the employer, within the options available in the state statutes governing LAGERS. All benefits vest after 5 years of credited service. Employees who retire on or after age 55 with 5 or more years of service are entitled to an allowance for life based upon the benefit program information provided below. Employees may retire with an early retirement benefit with a minimum of 5 years of credited service and after attaining age 50 and receive a reduced allowance.

#### 2018 Valuation

Benefit Multiplier:	1.25%
Final Average Salary:	5 years
Member Contributions:	0%
Rule of 80 adopted:	Yes
Contribution refund adopted:	No

Benefit terms provide for annual post-retirement adjustments to each member's retirement allowance subsequent to the member's retirement date. The annual adjustment is based on the increase in the Consumer Price Index and is limited to 4% per year.

**Contributions.** The employer is required to contribute amounts at least equal to the actuarially determined rate, as established by LAGERS. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance an unfunded accrued liability. Full-time employees of the employer do not contribute to the pension plan. The

employer contribution rate varied from 18.0% to 18.1% of annual covered payroll. Contributions to the pension plan from the District were \$84,015.44 for the year ended December 31, 2018.

**B. DEFERRED COMPENSATION PLAN**

Employees of the Hillsboro Fire Protection District may participate in a deferred compensation plan adopted under the provisions of Internal Revenue Code Section 457 (Deferred Compensation Plans with Respect to Service for State and Local Governments).

The deferred compensation plan is available to all employees of the District. Under the plan, employees may elect to defer a portion of their salaries and avoid paying taxes on the deferred portion until the withdrawal date. The deferred compensation amount is not available for withdrawal by employees until termination, retirement, death, or unforeseeable emergency.

The plan assets are held in trust by Nationwide Retirement Solutions. Presently, the District does not contribute to the plan.

**7. RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employees’ health and life; and natural disasters.

The District manages these various risks of loss as follows:

<u>Type of Loss</u>	<u>Method Managed</u>	<u>Risk of Loss Retained</u>
a. Torts, errors, and omissions	Purchased commercial insurance	None
b. Workers compensation, health and life	Purchased commercial insurance	None
c. Physical property loss and natural disasters	Purchased commercial insurance	None

Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

**8. ASSESSED VALUATION AND TAX LEVY**

	<u>2 0 1 8</u>	<u>2 0 1 7</u>
Aggregate Assessed Valuation	\$ 141,841,965.00	\$ 137,930,586.00
	<u>Tax Levy Per \$100.00 of Assessed Valuation</u>	<u>Tax Levy Per \$100.00 of Assessed Valuation</u>
General Fund	\$ .5198	\$ .5409
Total taxes assessed (excluding TIF)	\$ 737,294.53	\$ 746,066.54
Less - 1.6% collection fee	<u>(11,796.71)</u>	<u>(11,937.06)</u>
	<u>\$ 725,497.82</u>	<u>\$ 734,129.48</u>
Total tax collections (including delinquent taxes and interest, and net of fees)	<u>\$ 368,229.72</u>	<u>\$ 342,949.07</u>

The receipts of current and delinquent property taxes during the year ended December 31, 2018 aggregated 50.8% of the 2018 assessed taxes and 46.7% of the 2017 assessed taxes. Taxes collected on the 2018 assessment are considered deferred revenue and will be recognized as revenue in 2019.

**9. COMMITMENT**

On December 12, 2018, the District approved the purchase of a 2019 Chevy Tahoe for \$41,692.00 from Don Brown Chevrolet. The District is expecting delivery in March 2019.

**10. SUBSEQUENT EVENT**

On January 9, 2019, the Board approved the purchase of a new telephone system for \$13,850.00 from Archie Communications.

**11. TAX ABATEMENT AGREEMENTS**

The cities/counties served by the District utilize two types of tax abatement programs to attract jobs and industrial investments to their cities/counties. They are Chapter 100 and Chapter 353.

**Chapter 100** - At December 31, 2018, the cities/counties served by the District had no Chapter 100 projects. Chapter 100 is a means of using bonds to purchase the building and equipment with the city/county holding title to the property and the company paying a PILOT (payment in lieu of taxes) or a grant to the city/county each year. The cities/counties share a portion of these taxes with the District. At December 31, 2018, \$0.00 of the District's share of the real estate property taxes were abated through the Chapter 100 program.

**Chapter 353** - At December 31, 2018, the cities/counties served by the District had two active Chapter 353 projects. Chapter 353 is taking a blighted piece of property and giving tax abatement for a limited number of years to a company who will improve the property and bring in jobs. At December 31, 2018, \$3,747.24 of the District's share of the real estate property taxes were abated through the Chapter 353 program.

**12. DISTRICT OFFICIALS**

**2 0 1 8**

Director/President	Donald F. Brown
Director/Treasurer	Matt Woods
Director/Secretary	Gary Boyer
Fire Chief	David Scott
Fire Marshal/Assistant Chief	Brian Gaudet

## **OTHER INFORMATION**

Other information includes financial information and disclosures that are presented for purposes of additional analysis but are not considered a part of the basic financial statements. Such information includes:

- Budgetary Comparison Schedule - Modified Cash Basis - General Fund
- Notes to Other Information - Budgetary Comparison Schedule

**HILLSBORO FIRE PROTECTION DISTRICT**

**BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS  
GENERAL FUND  
YEAR ENDED DECEMBER 31, 2018**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>
	<u>Original</u>	<u>Final</u>	
<b><u>BEGINNING BUDGETARY FUND BALANCE</u></b>	\$ 494,606.16	\$ 494,606.16	\$ 494,606.16
<b><u>RESOURCES (inflows):</u></b>			
Taxes, penalties and interest (less collector & assessor fees)	736,535.81	754,337.69	754,337.69
Sales tax revenue	225,000.00	266,807.39	266,807.39
Permits and fees	5,700.00	28,573.00	28,573.00
Interest revenue	2,000.00	7,747.20	7,747.20
Grant revenue	1,000.00	19,140.00	19,140.00
Miscellaneous revenue	<u>1,000.00</u>	<u>2,939.29</u>	<u>2,739.29</u>
AMOUNT AVAILABLE FOR APPROPRIATION	<u>\$ 1,465,841.97</u>	<u>\$ 1,574,150.73</u>	<u>\$ 1,573,950.73</u>
<b><u>CHARGES TO APPROPRIATIONS (outflows):</u></b>			
Current:			
Telephone	\$ 8,696.00	\$ 8,834.84	\$ 8,834.84
Ameren MO	7,660.00	7,069.61	7,069.61
Heating fuel	5,500.00	4,354.83	4,354.83
Water & sewer	3,400.00	2,037.51	2,037.51
Insurance	55,200.00	55,487.90	55,487.90
Legal	500.00	118.75	118.75
Operating expenses	7,000.00	3,972.57	3,972.57
Truck maintenance	17,250.00	36,789.94	36,789.94
Truck - fuel & oil	13,000.00	12,139.67	12,139.67
Communications	2,000.00	961.75	961.75
Building maintenance	7,400.00	6,820.74	6,820.74
Training	12,900.00	11,480.23	11,480.23
Building supplies	200.00	1,124.16	1,124.16
Organization dues	4,250.00	1,720.00	1,720.00
Accounting fees	7,000.00	7,176.00	7,176.00
EMS supplies	1,000.00	470.32	470.32
Clothing allowance	4,000.00	3,998.40	3,998.40
Salaries	467,640.00	457,891.57	457,891.57
Payroll taxes	35,774.46	35,187.42	35,209.76
Health insurance	74,000.00	68,131.56	68,131.56
Uniforms	2,500.00	2,302.43	2,302.43
Pension expense	84,642.84	84,015.44	84,015.44
Disability insurance	4,000.00	3,721.08	3,894.42
Fire Marshal's office	500.00	1,495.00	1,495.00
Volunteer recruitment	0.00	700.00	700.00

See accompanying notes to the Budgetary Comparison Schedule.

**HILLSBORO FIRE PROTECTION DISTRICT**

**BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS**

**GENERAL FUND**

**YEAR ENDED DECEMBER 31, 2018**

	<b><u>Budgeted Amounts</u></b>		<b><u>Actual Amounts</u></b>
	<b><u>Original</u></b>	<b><u>Final</u></b>	
<b><u>CHARGES TO APPROPRIATIONS (outflows) cont:</u></b>			
Current (cont.):			
Fire prevention	\$ 200.00	\$ 0.00	\$ 0.00
Firefighting equipment expense	26,800.00	19,698.26	180,460.00
Building equipment expense	4,200.00	238.90	0.00
Firefighting equipment maintenance	5,750.00	983.45	983.45
Special assessments	600.00	0.00	0.00
Grant expense	1,000.00	19,459.64	19,459.64
Miscellaneous	1,000.00	205.74	205.74
Office expense	6,600.00	7,596.95	7,596.95
Trash service	360.00	229.21	229.21
Alarm service	<u>400.00</u>	<u>240.00</u>	<u>240.00</u>
TOTAL CURRENT	<u>\$ 872,923.30</u>	<u>\$ 866,653.87</u>	<u>\$ 1,027,372.39</u>
Capital outlay:			
Firefighting equipment	\$ 156,859.21	\$ 160,522.84	\$ 0.00
Capital improvements - reserves	<u>436,059.45</u>	<u>546,974.02</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	<u>\$ 592,918.66</u>	<u>\$ 707,496.86</u>	<u>\$ 0.00</u>
TOTAL CHARGES TO APPROPRIATIONS	<u>\$ 1,465,841.96</u>	<u>\$ 1,574,150.73</u>	<u>\$ 1,027,372.39</u>
<b><u>ENDING BUDGETARY FUND BALANCE</u></b>	<u>\$ 0.01</u>	<u>\$ 0.00</u>	<u>\$ 546,578.34</u>

See accompanying notes to the Budgetary Comparison Schedule.

**HILLSBORO FIRE PROTECTION DISTRICT**

**NOTES TO OTHER INFORMATION**  
**BUDGETARY COMPARISON SCHEDULE**  
**DECEMBER 31, 2018**

**Budgets and Budgetary Practices**

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

- a. Prior to October 1, the Board of Directors prepares a proposed operating budget for the upcoming year. The operating budget includes proposed expenditures and the means of financing them.
- b. Open meetings of the Board of Directors are held to obtain taxpayer comments.
- c. Prior to December 31, the budget for the upcoming year is adopted by the Board of Directors.
- d. Budgets are adopted on a basis consistent with the modified cash basis of accounting.
- e. Any revisions that alter the total expenditures must be approved by the Board of Directors.
- f. Prior to year-end, the Board of Directors adopts an amended budget approving any additional expenditures.
- g. The amended budget for the District is presented in the Budgetary Comparison Schedule-General Fund.
- h. All annual appropriations lapse at fiscal year-end.

**Basis of Accounting**

The budget is prepared on the same modified cash basis of accounting as applied to the governmental funds in the basic financial statements. Revenues and expenditures are reported when they result from cash transactions.