

**SISTERS URBAN RENEWAL AGENCY**  
(A Component Unit of the City of Sisters, Oregon)

**Annual Financial Report**

**For the Fiscal Year Ended June 30, 2016**

**SISTERS URBAN REWAL AGENCY**  
(A Component Unit of the City of Sisters, Oregon)

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# **SISTERS URBAN RENEWAL AGENCY**

(A COMPONENT UNIT OF THE CITY OF SISTERS, OREGON)

## **OFFICIALS OF THE AGENCY**

### **JUNE 30, 2016**

### **BOARD OF DIRECTORS**

<b><u>Name</u></b>		<b><u>Term Expires</u></b>
Chris Frye	Chairman	December, 2016
Nancy Connolly	Board Member	December, 2018
David Asson	Board Member	December, 2018
Andrea Blum	Board Member	December, 2016
Amy Burgstahler	Board Member	December, 2016

**AGENCY ADDRESS**  
**SISTERS URBAN RENEWAL AGENCY**  
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P.O. Box 39  
Sisters, Oregon 97759

[www.ci.sisters.or.us](http://www.ci.sisters.or.us)



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Certified Public Accountants and Business Advisors

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## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Sisters Urban Renewal Agency  
Sisters, Oregon

We have audited the accompanying financial statements of the governmental activities and each major fund of Sisters Urban Renewal Agency (*a component unit of the City of Sisters, Oregon*) as of and for the year ended, June 30, 2016, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

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

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

### **Auditor's Responsibility**

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

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

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

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Sisters Urban Renewal Agency (a component unit of the City of Sisters, Oregon), as of June 30, 2016, and the respective changes in financial position, and the budgetary comparison for the Urban Renewal Project Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplemental Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages a through f be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Sisters – Urban Renewal Agency, Oregon's basic financial statements. The supplemental budgetary schedule for the Debt Service Fund is presented for purposes of additional analysis and is not a required part of the financial statements.

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

## Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have also issued our report dated January 27, 2017, on our consideration of the City of Sisters' internal control over financial reporting and on tests of its compliance with the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules OAR 162-10-000 to 162-10-320. 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.

*Dickey and Tremper, LLP*

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Dickey and Tremper, LLP  
Certified Public Accountants and Consultants

January 27, 2017

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

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**SISTERS URBAN RENEWAL AGENCY**  
**Management's Discussion and Analysis**  
**For the Year Ended June 30, 2016**

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The Management's Discussion and Analysis (MD&A) section of the Agency of Sisters Urban Renewal Agency (Agency) financial statements presents a narrative overview and analysis of the financial activities for the fiscal year ending June 30, 2016.

**OVERVIEW OF FINANCIAL STATEMENTS**

The following discussion and analysis is intended to serve as an introduction to the Agency's basic financial statements which include three components:

1. Government-wide financial statements;
2. Fund financial statements; and
3. Notes to the financial statements.

This report also contains other supplementary information in addition to the basic financial statement themselves.

***Government-wide Financial Statements.*** The government-wide financial statements are designed to provide readers with a broad overview of the Agency's finances, in a manner that is similar to a private-sector business. These statements are reported on the full accrual basis of accounting. Under the full accrual basis, revenues and expenses are reported in the year earned or obligated.

The *statement of net position* presents information of the Agency's assets and liabilities, with the difference between the two reported as net position. Evaluating increases or decreases in net position over time can serve as a useful indicator of whether the financial position of the Agency is improving or deteriorating.

The *statement of activities* presents information on how the Agency's net position has changed during the fiscal year. All changes in net position are reported as soon as the underlying event occurs, regardless of the timing of related cash flows. Revenues and expenses are reported in the statement for some items that will result in cash flows in a future period. An example of this is earned, but uncollected property taxes.

Both of the government-wide statements distinguish functions of the Agency that are principally supported by taxes and intergovernmental revenues, referred to as governmental activities. The Agency does not have other business-type activities.

***Fund Financial Statements.*** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or functions. The Agency, like other state and local governments, uses fund accounting to demonstrate compliance with legal requirements. All of the funds of the Agency are considered governmental funds.



**SISTERS URBAN RENEWAL AGENCY**  
**Management's Discussion and Analysis**  
**For the Year Ended June 30, 2016**

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*Governmental Funds* are used to account for Agency functions that are supported primarily by taxes and intergovernmental revenues. Governmental fund financial statements focus on the inflows and outflows of spendable resources, as well as available resources at the end of the fiscal year. Such information is useful in evaluating a government's near-term requirements.

Because the focus of government funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financial decisions. Both the Balance Sheet and the Statement of Revenues, Expenditures, and Changes in Fund Balances include a reconciliation to facilitate the comparison between the governmental fund statements and governmental activities.

The Agency maintains two individual governmental funds, the Urban Renewal Project Fund and Urban Renewal Debt Service Fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balance.

The Agency adopts an annual appropriated budget for both funds. A budgetary comparison has been provided for each fund to demonstrate compliance with the adopted budget.

***Notes to the Basic Financial Statements.*** The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements.

***Other Information.*** In addition to the basic financial statements and accompanying notes, this report also presents supplementary information including budgetary to actual comparisons for the Agency's two funds.

**SISTERS URBAN RENEWAL AGENCY**  
**Management's Discussion and Analysis**  
**For the Year Ended June 30, 2016**

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**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

**Statement of Net Position:**

The following table reflects a summary of Net Position compared to prior fiscal year.

**Table 1**  
**Urban Renewal Agency - Net Position**  
**as of June 30**

	Governmental Activities		Total Change
	<u>2016</u>	<u>2015</u>	+ (-)
Current and other assets	\$ 376,915	\$ 767,565	\$ (390,650)
Capital Assets	<u>281,386</u>	<u>314,610</u>	<u>(33,224)</u>
Total assets	<u>658,301</u>	<u>1,082,175</u>	<u>(423,874)</u>
Noncurrent liabilities	1,040,318	1,231,340	(191,022)
Other liabilities	<u>7,852</u>	<u>67,049</u>	<u>(59,197)</u>
Total liabilities	<u>1,048,170</u>	<u>1,298,389</u>	<u>(250,219)</u>
Net position:			
Unrestricted	<u>(389,869)</u>	<u>(216,214)</u>	<u>(173,655)</u>
Total net position	<u>\$ (389,869)</u>	<u>\$ (216,214)</u>	<u>\$ (173,655)</u>

**SISTERS URBAN RENEWAL AGENCY**  
**Management's Discussion and Analysis**  
**For the Year Ended June 30, 2016**

**Statement of Activities:**

The following table compares revenues and expenses for the government activities.

**Table 2**  
**Urban Renewal Agency - Changes in Net Position**  
**as of June 30**

	Governmental Activities		Total Change
	2016	2015	+ (-)
Revenues:			
General revenues:			
Taxes	\$ 129,125	\$ 121,427	\$ 7,698
Interest and investment earnings	2,650	2,623	27
Other revenue	122,830	65,583	57,247
Total revenues	<u>254,605</u>	<u>189,633</u>	<u>64,972</u>
Expenses:			
Community development	392,240	555,019	(162,779)
Interest on long-term debt	36,020	28,263	7,757
Total expenses	<u>428,260</u>	<u>583,282</u>	<u>(155,022)</u>
Change in net position	(173,655)	(393,649)	219,994
Net position, July 1	(216,214)	177,435	(393,649)
Net position, June 30	<u>\$ (389,869)</u>	<u>\$ (216,214)</u>	<u>\$ (173,655)</u>

**FINANCIAL HIGHLIGHTS**

The *Urban Renewal Debt Service Fund* accounts for the accumulation of resources and payments for long-term debt related to the Urban Renewal Plan. Tax increment revenues are deposited to the debt service fund. Consistent with state law, the tax revenues are used to leverage debt proceeds, which are placed in the project fund for project construction.

The *Urban Renewal Project Fund* accounts for the accumulation of resources and payments for the project construction costs related to the Urban Renewal Plan.

The Agency's net position decreased by \$173,655 during the fiscal year primarily due to the completion of the Village Green and Clemens Park restroom projects and subsequent transfer as contributed asset to the City of Sisters. The Agency also issued \$27,288 in façade grants.

As of the end of the current fiscal year, the Agency's funds reported combined ending fund balance of \$365,846. The fund balance is restricted for capital projects (\$187,239) and debt service (\$178,607) and not available for future discretionary spending.

**SISTERS URBAN RENEWAL AGENCY**  
**Management's Discussion and Analysis**  
**For the Year Ended June 30, 2016**

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The combined ending fund balance decreased \$319,527 from the prior year. The Project Fund decreased by \$246,267 primarily due to a capital improvement project at Village Green and Clemens Park. The Debt Service Fund decreased by \$73,260 primarily due to the accelerated debt service principal payments.

**BUDGETARY HIGHLIGHTS**

The Project Fund prepared supplemental budgets for Clemens Park Restroom. A positive variance in Intergovernmental Revenue is due to a greater than expected share of property tax revenue.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital assets.** The Agency's investment in capital assets for June 30, 2016 is \$281,386 which includes construction in progress for Clemens Park Restroom.

**Long-term debt.** The Agency continues to service a loan originated in November 2014. In addition to the current construction in progress, the Agency plans to complete improvements to the building currently rented by the Sisters Area Chamber of Commerce and to issue additional small business improvement grants.

The outstanding balance of the note payable at the end of the fiscal year is \$1,040,318. All scheduled debt service payments were met.

**Table 3**  
**Urban Renewal Agency - Outstanding Debt**  
**as of June 30**

	Government Activities		Total Change
	<u>2016</u>	<u>2015</u>	+ (-)
Notes Payable	\$ 1,040,318	\$ 1,231,240	\$ (190,922)
Total	<u>\$ 1,040,318</u>	<u>\$ 1,231,240</u>	<u>\$ (190,922)</u>

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

After an adjustment to property values within the district in FY 15/16, the Agency expects property tax revenues to increase slightly in FY 16/17.

**SISTERS URBAN RENEWAL AGENCY  
Management's Discussion and Analysis  
For the Year Ended June 30, 2016**

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**REQUESTS FOR INFORMATION**

The Agency's financial statements are designed to provide readers with a general overview of the Agency's finances. For questions about the report or additional information, contact the City of Sisters' Finance Officer, at City of Sisters, P.O. Box 39, Sisters, Oregon 97759 or visit the City's website at [www.ci.sisters.or.us](http://www.ci.sisters.or.us).

## **BASIC FINANCIAL STATEMENTS**

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**SISTERS URBAN RENEWAL AGENCY**  
**(A Component Unit of the City of Sisters, Oregon)**

**STATEMENT OF NET POSITION**  
**June 30, 2016**

	<b>Governmental Activities</b>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 372,315
Receivables:	
Property taxes	4,600
Capital assets:	
Construction in progress	281,386
Total assets	658,301
 <b>LIABILITIES</b>	
Accounts payable and accrued expenses	7,393
Accrued interest payable	459
Long-term obligations:	
Due within one year	73,034
Due in more than one year	967,284
Total liabilities	1,048,170
 <b>NET POSITION</b>	
Unrestricted	(389,869)
Total net position	\$ (389,869)

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

**SISTERS URBAN RENEWAL AGENCY**  
(A Component Unit of the City of Sisters, Oregon)

**STATEMENT OF ACTIVITIES**  
**For the Fiscal Year Ended June 30, 2016**

Functions/Programs	Expenses	Program Revenues			Net (Expenses) and Changes
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
Community development	\$ 392,240	\$ -	\$ -	\$ 122,830	\$ (269,410)
Interest on long-term obligations	36,020	-	-	-	(36,020)
<b>Total governmental activities</b>	<b>\$ 428,260</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122,830</b>	<b>(305,430)</b>
General revenues:					
Property taxes levied for:					
Debt service					
					129,125
Interest and investment earnings					
					2,650
Total general revenues, special items, and transfers					
					131,775
Change in net position					
					(173,655)
Net position, beginning					
					(216,214)
Net position, ending					
					<u>\$ (389,869)</u>

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



**SISTERS URBAN RENEWAL AGENCY**  
(A Component Unit of the City of Sisters, Oregon)

**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**June 30, 2016**

	Urban Renewal Project Fund	Urban Renewal Debt Service Fund	Totals
<b>ASSETS</b>			
Cash and cash equivalents	\$ 194,632	\$ 177,683	\$ 372,315
Receivables:			
Property taxes	-	4,600	4,600
Total assets	\$ 194,632	\$ 182,283	\$ 376,915
<b>LIABILITIES</b>			
Accounts payable and accrued liabilities	\$ 7,393	\$ -	\$ 7,393
Total liabilities	7,393	-	7,393
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unavailable revenue	-	3,676	3,676
Total deferred inflows of resources	-	3,676	3,676
<b>FUND BALANCES (DEFICIT)</b>			
Restricted	187,239	178,607	365,846
Total fund balances	187,239	178,607	365,846
Total liabilities, deferred inflows of resources, and fund balances	\$ 194,632	\$ 182,283	\$ 376,915
Fund balance (deficit) at end of year - governmental funds			\$ 365,846
Amounts reported for governmental activities in the Statement of Net Position are different because:			
Capital assets reported in the governmental activities are not financial resources, and, therefore, are not reported in the funds.			281,386
Long-term assets that are not available to pay for current-period expenditures are deferred in the funds.			3,676
Long-term liabilities, including notes payable and accrued interest are not due in the current period and are not reported in the funds.			(1,040,777)
Net position of governmental activities			\$ (389,869)

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

**SISTERS URBAN RENEWAL AGENCY**  
(A Component Unit of the City of Sisters, Oregon)

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

**GOVERNMENTAL FUNDS**

**For the Fiscal Year Ended June 30, 2016**

	Urban Renewal Project Fund	Urban Renewal Debt Service Fund	Totals
<b>REVENUES</b>			
Property taxes	\$ -	\$ 152,423	\$ 152,423
Intergovernmental	111,375	-	111,375
Interest on investments	1,374	1,276	2,650
<b>TOTAL REVENUES</b>	<u>112,749</u>	<u>153,699</u>	<u>266,448</u>
<b>EXPENDITURES</b>			
Current:			
Community development	4,352	-	4,352
Capital outlay	354,664	-	354,664
Debt service	-	226,959	226,959
<b>TOTAL EXPENDITURES</b>	<u>359,016</u>	<u>226,959</u>	<u>585,975</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(246,267)</u>	<u>(73,260)</u>	<u>(319,527)</u>
<b>NET CHANGE IN FUND BALANCE</b>	(246,267)	(73,260)	(319,527)
<b>FUND BALANCE (DEFICIT), Beginning</b>	<u>433,506</u>	<u>251,867</u>	<u>685,373</u>
<b>FUND BALANCE (DEFICIT), Ending</b>	<u>\$ 187,239</u>	<u>\$ 178,607</u>	<u>\$ 365,846</u>

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

**SISTERS URBAN RENEWAL AGENCY**  
(A Component Unit of the City of Sisters Oregon)

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
For the Fiscal Year Ended June 30, 2016**

**Net change in fund balance - governmental funds** \$ (319,527)

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

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.

Property taxes	(388)
Intergovernmental revenue	(11,455)

Repayment of long-term obligations principal is an expenditure in the governmental funds, but the repayment reduces long-term obligations in the Statement of Net Position. 191,023

Some expenses reported in the Statement of Activities do not require the use of current financial resources, and are not reported as expenditures in governmental funds.

Change in accrued interest payable	(84)
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Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of the construction in progress for assets reverting to the City is capitalized until completed and contributed to the City. The cost of assets contributed to the City is expensed in the year construction is completed.

Additions to capital assets	327,167
Capital assets contributed to the City	<u>(360,391)</u>

**Change in net position - governmental activities** \$ (173,655)

**SISTERS URBAN RENEWAL AGENCY**  
(A Component Unit of the City of Sisters, Oregon)

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -  
BUDGET AND ACTUAL  
URBAN RENEWAL PROJECT FUND  
For the Fiscal Year Ended June 30, 2016**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive / (Negative)
	Original	Final		
<b>REVENUES</b>				
Intergovernmental	\$ 111,375	\$ 111,375	\$ 111,375	\$ -
Interest on investments	500	500	1,374	874
<b>TOTAL REVENUES</b>	<u>111,875</u>	<u>111,875</u>	<u>112,749</u>	<u>874</u>
<b>EXPENDITURES</b>				
Current:				
Community development:				
Materials and services	4,200	4,200	4,352	(152)
Capital outlay	350,250	380,250	354,664	25,586
Contingency	141,151	111,151	-	111,151
<b>TOTAL EXPENDITURES</b>	<u>495,601</u>	<u>495,601</u>	<u>359,016</u>	<u>136,585</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(383,726)</u>	<u>(383,726)</u>	<u>(246,267)</u>	<u>137,459</u>
<b>NET CHANGE IN FUND BALANCE</b>	(383,726)	(383,726)	(246,267)	137,459
<b>FUND BALANCE, Beginning</b>	<u>383,726</u>	<u>383,726</u>	<u>433,506</u>	<u>49,780</u>
<b>FUND BALANCE, Ending</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 187,239</u>	<u>\$ 187,239</u>

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

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**SISTERS URBAN RENEWAL AGENCY**  
(A Component Unit of the City of Sisters, Oregon)

**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2016**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Organization**

The Sisters Urban Renewal Agency (the Agency), a component unit of the City of Sisters, Oregon, is the urban renewal agency of, and controlled by, the City of Sisters (the City). It was established on July 24, 2003 to assist in the redevelopment of blighted and deteriorated areas within the City through tax increment financing. The governing body consists of a five member advisory committee, which makes its recommendations to the Board of Directors. The Board of Directors is composed of the Mayor and City Council of the City of Sisters.

**B. Inclusion of the Agency in Sisters, Oregon, Comprehensive Annual Financial Report**

All significant activities and organizations for which the City exercises oversight responsibility have been included in the City's combined financial statements. The following criteria from Governmental Accounting Standards Board (GASB) Statement No. 14, "The Financial Reporting Entity" as amended by GASB Statement No. 34 and 61, regarding manifestation of oversight were considered by the City in its evaluation of City organizations and activities:

- Financial interdependency – the City provides a financial benefit or burden relationship to the organization.
- Authoritative appointment of governing authority – Sisters City Council is the organization's governing authority.

City management has determined that the Agency meets the criteria set forth above, and, therefore, is a component unit of the City. This report is issued solely to meet a State of Oregon, Department of Revenue interpretation of Oregon Revised Statutes that requires a separate audit report.

**C. Agency-wide and Fund Financial Statements**

The agency-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all activities of the Agency. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities* are supported by taxes and intergovernmental revenues.

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

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

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

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

Governmental Funds are funded by a variety of resources, which include Restricted, Committed, Assigned, and Unassigned sources. Unless specifically tracked, expenditures are assumed to begin with Restricted, Committed, Assigned, and lastly, Unassigned.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 30 days of the end of the current fiscal period. Significant revenues, which are susceptible to accrual under the modified accrual basis of accounting, include property taxes and federal and state grants. Other revenue items are considered to be measurable and available when received by the Agency. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to claims and judgment, are recorded only when payment is due.

The Agency reports the following major governmental funds:

The *Project Fund* is the Agency's primary operation fund. It accounts for all financial resources of the Agency, which could be restricted, committed, or assigned, except those required to be accounted for in another fund. Principal sources of revenue are Bond/Loan Proceeds. Expenditures are primarily for construction projects related to the downtown core area of the Urban Renewal District.

The *Debt Service* fund accounts for the financial resources that are restricted, committed, or assigned to expenditures for repayment of principal and interest on long-term obligations used to finance construction projects related to the downtown core area of the Urban Renewal District. The principal source of revenue is Urban Renewal Tax collections.

#### **E. Use of Estimates**

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

## **F. Cash and Cash Equivalents**

The Agency's 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.

The Agency's bank accounts and investments are maintained in a central pool of cash and investments with the City of Sisters that is available for use by all funds. Each fund's portion of this pool is reported on the combined balance sheet as cash and cash equivalents.

The investment policy of the Agency is to invest in the Local Government Investment Pool (LGIP), U.S. Government Obligations, and interest bearing demand deposits with local banks and to transfer resources to the general checking account as the need arises. This policy is in accordance with ORS 294.035, which specifies the types of investments, authorized for municipal corporations. The Agency allocates earnings on investments to each fund based on the average monthly balances throughout the year.

Investments in the LGIP are reported at amortized cost, which approximates fair value in accordance with GASB Statement Number 31, and are considered cash equivalents for financial reporting purposes. All other investments are reported at fair value.

## **G. Receivables and Payables**

Receivables including property taxes, accounts, entitlements, and shared revenues are reported in accordance with the policies enumerated in paragraph D above.

## **H. Fund Equity**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that met the definition of GASB 54: Nonspendable, Restricted, Committed, Assigned, and Unassigned.

In the fund financial statements, the fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Fund balance is reported as nonspendable when the resources cannot be spent because they are either in a nonspendable form or legally or contractually required to be maintained intact. Nonspendable items are not expected to be converted to cash and include inventories and prepaid amounts.

Fund balance is reported as restricted when the constraints placed on the use of resources are either: (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Fund balance is reported as committed when the Board passes a resolution that places specific constraints on how the resources may be used. The Board can modify or rescind the resolution at any time through passage of an additional resolution.



Fund balance is reported as assigned when resources are constrained by the government's intent to use them for a specific purpose, but are neither restricted nor committed. Intent is expressed when the Board approves which resources should be assigned to expenditures of particular purposes during the adoption of the annual budget. The City Manager uses that information to determine whether those resources should be classified as assigned or unassigned for presentation in the Agency's fund financial statements.

Unassigned fund balance is the residual classification for the General Fund. This classification represents fund balance that has not been restricted, committed, or assigned.

### **I. Long-Term Obligation**

In the agency-wide financial statements, long-term debt obligations are reported as liabilities in the Statement of Net Position.

In the fund financial statements, governmental fund types report the face amount of debt issued as other financing sources.

## **II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

### **A. Budgetary Information**

Generally, Oregon Local Budget Law requires annual budgets be adopted for all funds. The modified accrual basis of accounting is used for all budgets. All annual appropriations lapse at fiscal year end.

The Agency begins its budgeting process by appointing Budget Committee members in the fall of each year. Budget recommendations are developed by management through early spring, with the Budget Committee meeting and approving the budget document in late spring. Public notices of the budget hearing are generally published in May or June and the hearing is held in June. The Board of Directors adopts the budget, makes appropriations, and declares the tax levy no later than June 30. Expenditure appropriations may not be legally over-expended, except in the case of grant receipts and bond sale proceeds which could not be reasonably estimated at the time the budget was adopted.

The resolution authorizing appropriations for each fund sets the level at which expenditures cannot legally exceed appropriations. The Agency established the levels of budgetary control at the materials and services, capital outlay, debt service, and all other requirement levels for all funds.

Unexpected additional resources may be added to the budget and appropriated for expenditure by using a supplemental budget. The supplemental budget process requires a hearing before the public, publication in the newspaper, and approval by the Board. Oregon Local Budget Law also provides certain specific exceptions to the supplemental budget process to increase appropriations. Management must obtain Board authorization for all appropriation transfers and supplementary budgetary appropriations.

During the year ended June 30, 2016, appropriation increases and transfers were approved, and supplemental budgets were adopted. Appropriations are limited to a single fiscal year; therefore, all spending authority of the Agency lapses as of year-end.

**B. Excess of Expenditures over Appropriations**

Expenditures exceeded appropriations in the following amount:

<b>Urban Renewal Project Fund</b>	
Materials and Services	<u>\$ 152</u>
<b>Urban Renewal Debt Service Fund</b>	
Debt Service	<u>\$ 2,145</u>

**III. DETAILED NOTES ON ALL FUNDS**

**A. Deposits and Investments**

**Deposits.** The Governmental Accounting Standards Board has adopted accounting principles generally accepted in the United States of America (GAAP), which includes standards to categorize deposits to give an indication of the level of custodial credit risk assumed by the Agency at June 30, 2016. If bank deposits at year end are not entirely insured or collateralized with securities held by the district or by its agent in the Agency’s name, the Agency must disclose the custodial credit risk that exists.

The Agency maintains a cash pool with the City of Sisters that is available for use by all funds. Each fund type’s portion of this pool is reported on the combined balance sheet as cash and cash equivalents. Please refer to the City’s basic financial statements, issued under a separate cover, for additional information pertaining to the nature and collateralization of the City’s deposits and investments.

Custodial credit risk for deposits is the risk that, in the event of a bank failure, a government’s deposits may not be returned to it. The Agency does not have a formal policy for custodial credit risk.

**Investments.** In connection with their shared funds with the City of Sisters, the Agency has invested funds in the State Treasurer’s Oregon Short-Term Fund Local Government Investment Pool during the year. The Oregon Short-Term Fund is the local government investment pool for local governments and was established by the State Treasurer. It was created to meet the administrative responsibilities of federal arbitrage regulations. The investments are regulated by the Oregon Short-Term Fund Board and approved by the Oregon Investment Council (ORS 294.805 to 294.895). Local Government Investment Pool (LGIP) is an unrated external investment pool managed by the State Treasurer’s office, which allows governments within the state to pool their funds for investment purposes. The amounts invested in the pool are not classified by risk categories because they are not evidenced by securities that exist in physical or book entry form as defined by GASB Statement No. 40.

In addition, the Oregon State Treasury LGIP distributes investment income on an amortized cost basis and the participant’s equity in the pool is determined by the amount of participant deposits, adjusted for withdrawals and distributed income. Accordingly,

the adjustment to fair value would not represent an expendable increase in the Agency's cash position.

Investments in the Oregon State Treasury LGIP are made under the provision of ORS 194.180. These funds are held in the Agency's name and are not subject to collateralization requirements or ORS 295.015. Investments are stated at cost, which approximates fair value.

Credit risk. State statutes authorize the Agency to invest primarily in general obligations of the US Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers' acceptances, certain commercial papers, and the State Treasurer's investment pool, among others. The Agency has no formal investment policy that further restricts its investment choices.

Concentration of Credit Risk. The Agency is required to provide information about the concentration of credit risk associated with its investments in one issuer that represents 5 percent or more of the total investments, excluding investments in external investment pools or those issued and explicitly guaranteed by the U.S. Government. The Agency has no such investments.

Interest Rate Risk. The Agency has no formal investment policy that explicitly limits investment maturities as a means of managing its exposure to fair value loss arising from increasing interest rates.

The Agency's cash and cash equivalents by fund at June 30, 2016 are shown below:

Governmental activities:	
Urban Renewal Project	\$ 194,632
Debt service	<u>177,683</u>
Total cash and cash equivalents	<u>\$ 372,315</u>

**B. Receivables**

At June 30, 2016 the Agency's receivables are as follows:

Property taxes	<u>\$ 4,600</u>
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Property taxes are assessed and attach as an enforceable lien on property as of July 1. Taxes are levied on July 1 and are payable on November 15. They may be paid in installments due November 15, February 15, and May 15. Taxes are billed and collected by Deschutes County and remittance to the Agency is made at periodic intervals. The Agency levied taxes at its maximum taxing authority. After reductions for offsets and additional taxes and penalties, this resulted in a net levy of \$157,139.

Following is a summary of property tax transactions for the year ended June 30, 2016:

Agency	Balances July 1, 2015	2015-16 Levy	Adjustments	Interest (Discounts)	Collections	Balances June 30, 2016
2015-16	\$ -	\$ 157,139	\$ (1,413)	\$ (3,897)	\$ (149,545)	\$ 2,284
2014-15	1,991	-	(12)	70	(1,299)	750
2013-14	1,215	-	(17)	98	(756)	540
2012-13	688	-	(19)	112	(594)	187
2011-12	184	-	(13)	37	(172)	36
2010-11	70	-	(19)	9	(30)	30
2009-10	38	-	(14)	5	(15)	14
2008-09	30	-	(13)	3	(9)	11
2007-08	9	-	(1)	-	(1)	7
2006-07	2	-	-	-	-	2
2005-06	3	-	-	1	(2)	2
Prior years	1	-	-	1	(2)	-
	<u>\$ 4,231</u>	<u>\$ 157,139</u>	<u>\$ (1,521)</u>	<u>\$ (3,561)</u>	<u>\$ (152,425)</u>	<u>3,863</u>
					Cash with County	<u>737</u>
					Total receivable	<u>\$ 4,600</u>

**C. Deferred Outflows/Inflows of Resources**

In addition to liabilities, the statement of financial position and or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The government has only one type of item, which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item unavailable revenue is reported only in the governmental fund balance sheet. The amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The unavailable revenues reported in the governmental funds included \$3,676 in property taxes.

**D. Fund Balance**

Restricted Fund Balance represents amounts that are constrained for Urban Renewal capital projects and the Urban Renewal Debt Service Fund. Generally the purpose for each is indicated by the account title on the face of the balance sheet.

When the option is available to use restricted or unrestricted resources for any purpose, the Agency expends restricted resources first. When the option is available to use committed, assigned, or unassigned resources for any purpose, the Agency expends committed resources before assigned resources, and assigned resources before unassigned resources. Fund balance by classification for the year ended June 30, 2016 is as follows:

<b>Fund Balance</b>	<u>URA Project Fund</u>	<u>URA Debt Service Fund</u>
<b>Restricted for:</b>		
Capital Projects	\$ 187,239	\$ -
Debt Service	<u>-</u>	<u>178,607</u>
<b>Total Fund Balance</b>	<u>\$ 187,239</u>	<u>\$ 178,607</u>

**E. Capital Assets**

The Agency constructs and refurbishes assets for the benefit of the City and businesses in the local area, and any assets constructed or improved would be property of the benefiting entity. During the current year, the Agency completed the construction of the Village Green Parking project and Restrooms and contributed the asset to the City at a value of \$360,391. Work continued on the East Cascade Improvements and the Chamber of Commerce project. The City incurred costs of \$281,386. The projects are still in construction in process and the Agency will contribute the asset to the City upon project completion. The Agency's portion of the design of the projects is about 98% complete.

**F. Long – Term Obligations**

A Full Faith and Credit loan was issued on November 24, 2014 to repay prior interfund loans from the City and to provide additional funding for Urban Renewal Agency projects. Security for the loan is the full faith and credit of the City, and the obligation is payable in monthly payments of \$8,788.87 for seven years with a balloon payment of \$751,763 due February 25, 2022, including interest at 3.22%. The Urban Renewal Agency paid an additional principal payment of \$121,492 to reduce the outstanding balance of the loan.

Changes in long-term obligations for the fiscal year ended June 30, 2016, are as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
FF&C Loan					
2016	<u>\$1,231,340</u>	<u>\$ -</u>	<u>\$ 191,022</u>	<u>\$ 1,040,318</u>	<u>\$ 73,034</u>

Future maturities of the loan are as follows:

<u>Year Ending June 30</u>	<u>Principal</u>	<u>Interest</u>
2017	\$ 73,034	\$ 32,432
2018	75,421	30,045
2019	77,886	27,581
2020	80,363	25,103
2021	83,057	22,410
2022	650,557	13,526
	<u>\$ 1,040,318</u>	<u>\$ 151,097</u>

#### **G. Risk Management**

The Agency is exposed to various risks of loss related to torts; theft or damage to and destruction of assets; errors and omissions; and natural disasters for which the Agency carries commercial insurance coverage in the name of the City. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage for the past three years.

#### **H. Commitments and Contingencies**

The URA has previously awarded outstanding grants of \$162,107, of which \$27,288 was paid in the current year. The Agency awarded an additional \$18,264, leaving an unpaid balance of \$31,666 at June 30, 2016.

#### **I. Subsequent Events**

No significant subsequent events occurred after fiscal year-end through the date of issuance of financial statements.

## **SUPPLEMENTAL INFORMATION**

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**SISTERS URBAN RENEWAL AGENCY**  
(A Component Unit of the City of Sisters, Oregon)

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -  
BUDGET AND ACTUAL  
URBAN RENEWAL DEBT SERVICE FUND  
For the Fiscal Year Ended June 30, 2016**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive / (Negative)
	Original	Final		
<b>REVENUES</b>				
Property taxes	\$ 125,000	\$ 125,000	\$ 152,423	\$ 27,423
Interest on investments	2,000	2,000	1,276	(724)
<b>TOTAL REVENUES</b>	<u>127,000</u>	<u>127,000</u>	<u>153,699</u>	<u>26,699</u>
<b>EXPENDITURES</b>				
Debt service	<u>224,814</u>	<u>224,814</u>	<u>226,959</u>	<u>(2,145)</u>
<b>TOTAL EXPENDITURES</b>	<u>224,814</u>	<u>224,814</u>	<u>226,959</u>	<u>(2,145)</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(97,814)</u>	<u>(97,814)</u>	<u>(73,260)</u>	<u>24,554</u>
<b>NET CHANGE IN FUND BALANCE</b>	(97,814)	(97,814)	(73,260)	24,554
<b>FUND BALANCE, Beginning</b>	<u>255,187</u>	<u>255,187</u>	<u>251,867</u>	<u>(3,320)</u>
<b>FUND BALANCE, Ending</b>	<u>\$ 157,373</u>	<u>\$ 157,373</u>	<u>\$ 178,607</u>	<u>\$ 21,234</u>

See auditor's report.



**AUDITOR'S COMMENTS AND REPORTS**

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## **Independent Auditor's Report Required by Oregon State Regulations**

We have audited the basic financial statements of Sisters Urban Renewal Agency as of and for the year ended June 30, 2016, and have issued our report thereon dated January 27, 2017. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

### **Compliance**

As part of obtaining reasonable assurance about whether the Sisters Urban Renewal Agency financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements 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.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

In connection with our testing nothing came to our attention that caused us to believe the the City of Sisters Urban Renewal Agency was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, except as follows:

Expenditures exceeded appropriations in the following amount:

<b>Urban Renewal Project Fund</b>	
Materials and Services	<u>\$ 152</u>
<b>Urban Renewal Debt Service Fund</b>	
Debt Service	<u>\$ 2,145</u>

The District did not publish a notice of Budget Hearing and Budget Summary for the 2016-17 budget.

**OAR 162-10-0230 Internal Control**

In planning and performing our audit, we considered the Agency internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Agency internal control over financial reporting.

This report is intended solely for the information and use of the board of directors/council members/commissioners and management of the Agency and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

Dickey and Tremper, LLP

*Dickey and Tremper, LLP*  
January 27, 2017