

**City of Kalamazoo, Michigan  
Economic Development Corporation**

**FINANCIAL STATEMENTS**

**December 31, 2016**

City of Kalamazoo, Michigan  
Economic Development Corporation

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Principals

Dale J. Abraham, CPA  
Steven R. Kirinovic, CPA  
Aaron M. Stevens, CPA  
Eric J. Glashouwer, CPA  
Alan D. Panter, CPA  
William I. Tucker IV, CPA



3511 Coolidge Road  
Suite 100  
East Lansing, MI 48823  
(517) 351-6836  
FAX: (517) 351-6837

INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Economic Development Corporation of the  
City of Kalamazoo, Michigan

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the major fund of the Economic Development Corporation (EDC) of the City of Kalamazoo, Michigan, (a component unit of the City of Kalamazoo, Michigan) as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the EDC'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 an opinion 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 opinion.

## **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 the major fund of the Economic Development Corporation of the City of Kalamazoo, Michigan, as of December 31, 2016, and the respective changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as identified in the table of contents, 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.

*Abraham & Gaffney, P.C.*

ABRAHAM & GAFFNEY, P.C.  
Certified Public Accountants

June 28, 2017

City of Kalamazoo, Michigan  
Economic Development Corporation

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2016

This section for the Economic Development Corporation's (the EDC) financial report presents a discussion and analysis of the EDC's financial performance for the fiscal year ended December 31, 2016. This discussion has been prepared by management along with financial statements and related footnote disclosures and should be read in conjunction with, and is qualified in its entirety by, the financial statements and footnotes. This discussion and analysis is designed to focus on current activities, resulting change, and currently known facts.

**Using this Annual Report**

This annual report consists of a series of financial statements, and notes to those statements, that focus on the financial condition of the unit of government and the results of its operations as a whole.

One of the most important questions asked about governmental finances is whether the unit of government as a whole is better off or worse off as a result of the year's activities. The key to understanding this question is the Statement of Net Position and Statement of Activities that present financial information in a form similar to the private sector.

The Statement of Net Position includes the EDC's assets, liabilities, and net position. It is prepared under the accrual basis of accounting, whereby revenues and assets are recognized when levied or the service is provided and expenses and liabilities are recognized when others provide the service, regardless of when cash is exchanged. The EDC's net position is one indicator of the EDC's financial health. Over time, increases or decreases in net position indicate the improvement or erosion of the EDC's financial health.

Condensed Statement of Net Position  
December 31, 2016 and 2015

	<u>2016</u>	<u>2015</u>	<u>% Change</u>
Current and Other Assets	\$ 753,033	\$ 611,644	23.12%
Current Liabilities	17,995	20,526	-12.33%
Noncurrent Liabilities	<u>109,726</u>	<u>119,982</u>	-8.55%
Total Liabilities	<u>127,721</u>	<u>140,508</u>	-9.10%
Net Position Unrestricted	<u>\$ 625,312</u>	<u>\$ 471,136</u>	32.72%

**Current and Other Assets**

The 32.72% increase in current and other assets is due to the increases in cash and notes receivable at December 31, 2016. The components of this category are:

**Cash**

The EDC maintains a checking account for payments and receipts from operations.

**Notes Receivable**

These are funds loaned to businesses within the City to help strengthen and revitalize the economy of the City of Kalamazoo. The current portion represents amounts that are due and payable to the EDC within one year. The noncurrent portion represents amounts that are due and payable to the EDC beyond one year. The loans are secured by the mortgages on the property.

**Due from Other Governmental Units**

Represents amounts due from the City of Kalamazoo for various purposes.

City of Kalamazoo, Michigan  
Economic Development Corporation

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2016

**Current Liabilities**

The 12.33% decrease in current liabilities was due to a decrease in compensated absences. This category is composed of:

**Accounts Payable**

This amount is made up of amounts due for goods and services received, but not paid for by the end of the fiscal year. There were no accounts payable as of December 31, 2016.

**Due to Other Governmental Units**

Represents amounts due to the City of Kalamazoo for various purposes. The decrease is primarily due to timing of payments to the City's Economic Development Programs Fund.

**Advances from Other Governmental Units**

This amount represents the amount owed to the City of Kalamazoo's Economic Development Programs Fund that is payable within one year.

**Compensated Absences, due within one year**

This represents the amount of earned and vested vacation and sick leave that the EDC expects to pay to employees within one year.

**Noncurrent Liabilities**

The decrease in this category is due to decreases in compensated absences due to employees and advances from other governmental units.

**Advances from Other Governmental Units, due in more than one year**

This amount represents the amount owed to the City of Kalamazoo's Economic Development Programs Fund that is due and payable beyond one year. Advances from the City's Economic Development Programs Fund were used to fund loan agreements between the EDC and businesses within Kalamazoo for purposes of strengthening and revitalizing the economy of the City.

**Compensated Absences, due in more than one year**

This represents the amount of earned and vested vacation and sick leave that the EDC expects to pay employees beyond one year.

**Net Position**

Net position represents the difference between the EDC's assets and liabilities.

**Unrestricted Net Position**

Unrestricted net position is the portion of net position that is available for future spending. All of the EDC's Net Position was unrestricted as of December 31, 2016.

	<u>2016</u>	<u>2015</u>
Revenues	\$ 276,762	\$ 1,055,524
Expenses	<u>122,586</u>	<u>1,018,051</u>
Change in net position	154,176	37,473
Net position, beginning of year	<u>471,136</u>	<u>433,663</u>
Net position, end of year	<u><u>\$ 625,312</u></u>	<u><u>\$ 471,136</u></u>

City of Kalamazoo, Michigan  
Economic Development Corporation

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2016

**Revenues**

The decrease in revenues is primarily due to an decrease in intergovernmental revenue. Revenues are composed of:

**Intergovernmental**

This represents revenue received from the Local Development Finance Authority (a Component Unit of the City of Kalamazoo) and the Economic Development Programs Fund. In 2016, the revenues decreased by approximately 74% due to receiving only a \$276,732 transfer from the Local Development Finance Authority.

**Interest**

This is the revenue generated by the interest earnings on deposit accounts.

**Expenses**

The decrease in expenses is primarily due to not having any bad debt expenses in the fiscal year as well as a decrease in other miscellaneous expenses. Expenses are composed of:

**Wages and fringes**

This is the cost of wages and fringe benefits of the EDC employees. Employees of the EDC are shared with other economic development programs of the City of Kalamazoo, including the City's General Fund and the Brownfield Redevelopment Authority (a Component Unit of the City). Wages and fringes remained consistent with the prior year.

**Contractual services**

This is the cost of contractual and professional fees.

**Other**

This is the cost of miscellaneous expenses incurred by the EDC including the purchase and maintenance of property held for resale.

**Budgetary Highlights**

The EDC's budgetary comparison is presented in this annual report.

The EDC had final budgeted revenues of \$382,049 and final budgeted expenditures of \$244,595, netting to a budgeted increase in fund balance of \$137,854. There were no changes in revenues and expenditures from the original budget to the final amended budget. Actual revenues and expenses were lower than anticipated in the budget, but remained favorable to overall fund balance. The actual result for the year was a \$146,126 increase in fund balance.

**Economic Factors and Next Year's Budget**

The fiscal year 2017 budget anticipates to use \$121,587 of fund balance, which is recognized as assigned on the balance sheet. The EDC will no longer receive intergovernmental revenue from the Local Development Finance Authority (a Component Unit of the City of Kalamazoo) and are only anticipating to receive \$32,000 from the Economic Initiative Fund. Expenditures will decrease by \$90,608 over the 2016 adopted budget due to staffing decreases and a decrease in outside services for economic development strategy and incentives.

**Contacting the EDC's Management**

This financial report is designed to provide the EDC's citizens, taxpayers, and customers with a general overview of the EDC's finances and to demonstrate their accountability for the money it receives. If you have questions about this report or need additional information, contact the Kalamazoo EDC office at 241 W. South Street, Kalamazoo, MI 49007.

## **BASIC FINANCIAL STATEMENTS**

City of Kalamazoo, Michigan  
Economic Development Corporation

STATEMENT OF NET POSITION

December 31, 2016

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Current assets	
Cash	\$ 623,634
Current portion of notes receivable	5,906
Due from other governmental units	<u>23,091</u>
Total current assets	652,631
Noncurrent assets	
Noncurrent portion of notes receivable	<u>100,402</u>
<b>TOTAL ASSETS</b>	<b>753,033</b>
<b>LIABILITIES</b>	
Current liabilities	
Due to other governmental units	4,779
Current portion of advances from other governmental units	5,906
Current portion of compensated absences	<u>7,310</u>
Total current liabilities	17,995
Noncurrent liabilities	
Noncurrent portion of advances from other governmental units	100,402
Noncurrent portion of compensated absences	<u>9,324</u>
Total noncurrent liabilities	<u>109,726</u>
<b>TOTAL LIABILITIES</b>	<b><u>127,721</u></b>
<b>NET POSITION</b>	
Unrestricted	<u><u>\$ 625,312</u></u>

See accompanying notes to financial statements.

City of Kalamazoo, Michigan  
Economic Development Corporation

STATEMENT OF ACTIVITIES

Year Ended December 31, 2016

Functions/Programs	Expenses	Program Revenues Operating Grants and Contributions	Net Revenue (Expense) and Changes in Net Position
Governmental activities			
Community and economic development	\$ 122,586	\$ 276,732	\$ 154,146
	General revenues		
	Interest		30
	CHANGE IN NET POSITION		154,176
	Net position, beginning of the year		471,136
	Net position, end of the year		\$ 625,312

See accompanying notes to financial statements.

City of Kalamazoo, Michigan  
Economic Development Corporation

Governmental Fund

BALANCE SHEET

December 31, 2016

	General Fund
ASSETS	
Cash	\$ 623,634
Notes receivable	106,308
Due from other governmental units	<u>23,091</u>
TOTAL ASSETS	<u>\$ 753,033</u>
LIABILITIES	
Due to other governmental units	\$ 4,779
Advances from other governmental units	<u>106,308</u>
TOTAL LIABILITIES	111,087
FUND BALANCE	
Assigned	
Subsequent year's expenditures	121,587
Unassigned	<u>520,359</u>
TOTAL FUND BALANCE	<u>641,946</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 753,033</u>

See accompanying notes to financial statements.

City of Kalamazoo, Michigan  
Economic Development Corporation

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET  
TO THE STATEMENT OF NET POSITION

December 31, 2016

**Fund balance - governmental fund** \$ 641,946

Amounts reported for the governmental activities in the statement of net position are different because:

Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental fund balance sheet. Long-term liabilities at year-end consist of:

Compensated absences (16,634)

**Net position of governmental activities** \$ 625,312

City of Kalamazoo, Michigan  
Economic Development Corporation

Governmental Fund

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Year Ended December 31, 2016

	<u>General Fund</u>
REVENUES	
Intergovernmental - local	\$ 276,732
Interest	<u>30</u>
TOTAL REVENUES	276,762
EXPENDITURES	
Current	
Community and economic development	
Wages and fringes	122,890
Contractual services	7,476
Other	<u>270</u>
TOTAL EXPENDITURES	<u>130,636</u>
NET CHANGE IN FUND BALANCE	146,126
Fund balance, beginning of year	<u>495,820</u>
Fund balance, end of year	<u><u>\$ 641,946</u></u>

See accompanying notes to financial statements.

City of Kalamazoo, Michigan  
Economic Development Corporation

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE OF THE GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES

Year Ended December 31, 2016

**Net change in fund balance - governmental fund** \$ 146,126

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

Some items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental fund. These activities consist of:

Decrease in accrued compensated absences 8,050

**Change in net position of governmental activities** \$ 154,176

City of Kalamazoo, Michigan  
Economic Development Corporation

NOTES TO FINANCIAL STATEMENTS

December 31, 2016

**NOTE A: DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Economic Development Corporation (EDC) of the City of Kalamazoo, Michigan, was incorporated by the City of Kalamazoo, Michigan, (the City) on March 7, 1977. Its purpose is to provide means and methods for the encouragement and assistance to industrial and commercial enterprises in relocating, purchasing, constructing, improving, or expanding within the City so as to provide needed services and facilities of such commercial enterprises to the residents of the City. The EDC is governed by a Board of Directors of at least nine (9) members, with no more than three (3) members being employed by the City. In certain situations, members of the Board of Directors may be removed by a majority vote of the Kalamazoo City Commission.

The financial statements of the EDC have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The EDC's more significant accounting policies are described below.

1. Reporting Entity

As required by accounting principles generally accepted in the United States of America, these financial statements are exclusive presentations of the financial condition and results of operations of the Economic Development Corporation of the City of Kalamazoo, Michigan. The EDC is discretely presented in the City of Kalamazoo's (the primary government) financial statements. A copy of the City's audited financial statements may be obtained at the City Hall.

2. Basis of Presentation

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The statement of net position and the statement of activities (the government-wide financial statements) present information for the EDC as a whole.

The statement of activities presents the direct functional expenses of the EDC and the program revenues that support them. Direct expenses are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. Program revenues are associated with specific functions and include grants and contributions that are restricted to meeting the operational or capital requirements of that function. Revenues that are not required to be presented as program revenues are general revenues. This includes interest and miscellaneous income and shows how governmental functions are either self-financing or supported by the general revenues of the EDC.

FUND FINANCIAL STATEMENTS

The EDC uses one fund to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The governmental fund financial statements present the EDC's major fund.

The major fund of the EDC is the General Fund. The General Fund is used to account for the daily activity of the EDC related to community and economic development.

3. Measurement Focus

The government-wide financial statements are presented using the economic resources measurement focus, similar to that used by business enterprises or not-for-profit organizations. Because another measurement focus is used in the governmental fund financial statements, reconciliations are provided that explain the differences in detail.

City of Kalamazoo, Michigan  
Economic Development Corporation

NOTES TO FINANCIAL STATEMENTS

December 31, 2016

**NOTE A: DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**- CONTINUED**

3. Measurement Focus - continued

All governmental funds are presented using the current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

4. Basis of Accounting

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All governmental funds are accounted for using the modified accrual basis of accounting. Under this method, revenues are recognized when they become susceptible to accrual (when they become both "measurable" and "available to finance expenditures of the current period"). The length of time used for "available" for purposes of revenue recognition in the governmental fund financial statements is 60 days. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for interest on long-term debt which is recorded when due.

5. Budgets and Budgetary Accounting

The budget of the EDC is prepared and adopted as part of the City's budgetary process. The City Charter requires that the City Manager submit to the City Commission an estimate of revenues and contemplate expenditures for the following calendar year by December 1. An interim appropriation resolution is passed by January 1 to continue normal operations and by February 1 of each year the City Commission passes an annual appropriation resolution approving the estimated expenditures. The City Manager is authorized to transfer budgeted amounts between expenditure control accounts within a department as long as the budgeted excess of revenues and other sources over (under) expenditures and other uses stays constant. Capital outlay expenditures in excess of the greater of \$10,000 or in amounts greater than 10 percent of any project cost, interdepartmental transfers, use of contingency funds and position classification changes require prior City Commission approval.

Formal budgetary integration is employed as a management control device during the year. Supplemental appropriations were approved by the City Commission in the form of budget amendment resolutions or as part of special authorizing motions for grants, bonds or notes, the total of which was not significant in relation to the original budget appropriation valuations. Appropriations lapse at each year end, except for those approved for carry forward by the City Commission.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in all governmental funds.

The budget has been prepared in accordance with U.S. generally accepted accounting principles (GAAP).

6. Cash

Cash consists of the EDC's checking account.

7. Notes Receivable

Notes receivable consist of amounts loaned to businesses within the City that are due and payable to the EDC.

City of Kalamazoo, Michigan  
Economic Development Corporation

NOTES TO FINANCIAL STATEMENTS

December 31, 2016

**NOTE A: DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**- CONTINUED**

8. Advances from Other Governmental Units

Advances from other governmental units consist of amounts advanced to the EDC to fund notes receivable issued by the EDC to businesses located within the City that are due and payable to the EDC.

9. Deferred Outflows/Inflows of Resources

In addition to assets, the balance sheet/statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of fund balance/net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expenditure/expense) until then.

In addition to liabilities, the balance sheet/statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of fund balance/net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Currently, the EDC does not have any items meeting the recognition criteria for classification as deferred outflows of resources or deferred inflows of resources.

10. Compensated Absences

Amounts of vested or accumulated vacation and sick leave are accrued in the government-wide financial statements. No liability is recorded for nonvesting accumulating rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulating sick leave benefits that is estimated will be taken as "termination leave" prior to retirement. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

11. Comparative Data

Comparative data for the prior year has not been presented in the accompanying financial statements since their inclusion would make the statements unduly complex and difficult to read.

**NOTE B: DEPOSITS**

In accordance with Michigan Compiled Laws, the EDC is authorized to invest in the following investment vehicles:

1. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
2. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a State or nationally chartered bank or a State or Federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office located in this State under the laws of this State or the United States, but only if the bank, savings and loan association, savings bank or credit union is eligible to be a depository of surplus funds belonging to the State under Section 6 of 1855 PA 105, MCL 21.146.
3. Commercial paper rated at the time of purchase within the three (3) highest classifications established by not less than two (2) standard rating services and which matures not more than 270 days after the date of purchase.

City of Kalamazoo, Michigan  
Economic Development Corporation

NOTES TO FINANCIAL STATEMENTS

December 31, 2016

**NOTE B: DEPOSITS - CONTINUED**

4. The United States government or Federal agency obligations repurchase agreements.
5. Bankers acceptances of United States Banks.
6. Mutual funds composed of investment vehicles, which are legal for direct investment by local units of government in Michigan.

Deposits

There is a custodial credit risk as it relates to deposits. In the case of deposits, this is the risk that in the event of a bank failure, the EDC's deposits may not be returned to it. As of December 31, 2016, the carrying amount and bank balance of the EDC's deposits were both \$623,634, respectively. The EDC's deposits are held at the same financial institution as the City. As a result, the insured and uninsured amounts specific to the EDC cannot be determined.

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the EDC's deposits may not be returned to it. The EDC's banking and investment policy does not specifically address this risk, although the EDC believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all bank deposits. As a result, the EDC evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated level risk level are used as depositories.

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of the EDC's deposits in a single issuer. The EDC's banking and investment policy does not specifically address this risk, although the EDC believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all bank deposits. As a result, the EDC evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated level risk level are used as depositories.

**NOTE C: NOTES RECEIVABLE**

At December 31, 2016, the EDC had notes receivable totaling \$106,308 from local businesses for purposes of redeveloping certain properties in downtown Kalamazoo. Of this amount, \$5,906 is expected to be collected within one year. Under the terms of the agreements, the loans are secured by mortgages on the properties and personal guarantees from applicants. Loan repayment terms have been structured on a case-by-case basis, with certain loans amortized with principal and interest payments beginning immediately, and others beginning with interest-only payments. Certain loans have a balloon payment structure.

The funding for these loans was derived from an advance from the City of Kalamazoo under its Economic Development Programs Fund. Principal and interest payments from loan recipients are transferred to the Economic Development Programs Fund upon receipt; however, no interest is charged directly by the City of Kalamazoo to the EDC for the advance.

City of Kalamazoo, Michigan  
Economic Development Corporation

NOTES TO FINANCIAL STATEMENTS

December 31, 2016

**NOTE D: LONG-TERM OBLIGATIONS**

The following is a summary of changes in long-term obligations (including the current portion) for the year ended December 31, 2016:

	Balance Jan. 1, 2016	Additions	Deletions	Balance Dec. 31, 2016	Due Within One Year
Compensated absences	\$ 24,684	\$ -	\$ 8,050	\$ 16,634	\$ 7,310

**Compensated Absences**

In accordance with City personnel policies and/or contracts negotiated with various employee groups of the City, individual employees have vested rights upon termination of employment to receive payment for unused vacation and sick leave under formulas and conditions specified in their respective personnel policies and/or contracts. As a component unit of the City, the EDC follows those policies. The dollar amount of these vested rights, including related payroll taxes, amounted to \$16,634 for vacation and sick leave at December 31, 2016. Of that total amount, \$7,310 has been recorded as a current liability.

**Bond and Note Issues**

The EDC issues tax-exempt revenue bonds and notes under authority of the Michigan Economic Development Corporation Act. Proceeds of the debt issues are used to purchase or construct facilities that are leased to industrial and commercial enterprises under contracts which provide for sufficient revenue to satisfy principal and interest obligations of the debt issues. The property is transferred to the lessee at the time the indebtedness is paid in full.

The structure of the aforementioned “lease” transactions is such that the leased property and the related debt are not considered to be assets or general obligations of the EDC and, accordingly, are not recognized in the financial statements of the EDC.

As of December 31, 2016, there were two series of Economic Development Corporation bonds outstanding, with an aggregate principal amount payable of \$25,700,000.

**NOTE E: RISK MANAGEMENT**

The EDC is exposed to various risks of loss related to torts, errors, and omissions. The EDC participates in the City of Kalamazoo’s risk management program for all these exposures. The City’s risk management program is primarily a self-insured program with reinsurance for amounts in excess of aggregate loss funds. The City estimates the liability for unpaid claims (including claims incurred but not reported) and allocates the cost to all appropriate entities and funds. There is no further exposure to the EDC that would require a liability to be recorded in the financial statements. There has been no indication of amounts of settlements that have exceeded insurance coverages for each of the past three years.

**NOTE F: DETAILS OF FUND BALANCE CLASSIFICATIONS**

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, established fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The following are the five classifications of fund balance under this standard:

City of Kalamazoo, Michigan  
Economic Development Corporation

NOTES TO FINANCIAL STATEMENTS

December 31, 2016

**NOTE F: DETAILS OF FUND BALANCE CLASSIFICATIONS - CONTINUED**

*Nonspendable* - assets that are not available in a spendable form such as inventory, prepaid expenditures, and long-term receivables not expected to be converted to cash in the near term. It also includes funds that are legally or contractually required to be maintained intact such as the corpus of a permanent fund or foundation.

*Restricted* - amounts that are required by external parties to be used for a specific purpose. Constraints are externally imposed by creditors, grantors, contributors or laws, regulations or enabling legislation

*Committed* - amounts constrained on use imposed by formal action of the government's highest level of decision making authority (i.e., Board, Council, etc.).

*Assigned* - amounts intended to be used for specific purposes. This is determined by the governing body, the budget or finance committee or a delegated municipality official.

*Unassigned* - all other resources; the remaining fund balance after non-spendable, restrictions, commitments, and assignments. This class only occurs in the General Fund, except for cases of negative fund balances. Negative fund balances are always reported as unassigned, no matter which fund the deficit occurs in.

Fund Balance Classification Policies and Procedures

For committed fund balance, the EDC of the City of Kalamazoo, Michigan's highest level of decision-making authority is the Board of Directors of the EDC. The formal action that is required to be taken to establish (and modify or rescind) a fund balance commitment is a Board Resolution.

For assigned fund balance, the Board of Directors has not approved a policy indicating who is to assign amounts to a specific purpose. As a result, this authority is retained by the Board of Directors.

The EDC of the City of Kalamazoo has not adopted a policy that defines the order of usage for fund balance amounts classified as restricted, committed, assigned, or unassigned. Therefore, restricted resources will be used first, then unrestricted resources as they are needed.

**REQUIRED SUPPLEMENTARY INFORMATION**

City of Kalamazoo, Michigan  
Economic Development Corporation

BUDGETARY COMPARISON SCHEDULE

Year Ended December 31, 2016

	Original Budget	Final Amended Budget	Actual	Variance with Final Budget Positive (Negative)
<b>REVENUES</b>				
Intergovernmental - local	\$ 382,049	\$ 382,049	\$ 276,732	\$ (105,317)
Interest	400	400	30	(370)
<b>TOTAL REVENUES</b>	<b>382,449</b>	<b>382,449</b>	<b>276,762</b>	<b>(105,687)</b>
<b>EXPENDITURES</b>				
Current				
Community and economic development				
Wages and fringes	137,548	137,548	122,890	14,658
Contractual services	100,124	100,124	7,476	92,648
Other	6,923	6,923	270	6,653
<b>TOTAL EXPENDITURES</b>	<b>244,595</b>	<b>244,595</b>	<b>130,636</b>	<b>113,959</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>137,854</b>	<b>137,854</b>	<b>146,126</b>	<b>8,272</b>
Fund balance, beginning of year	495,820	495,820	495,820	-0-
Fund balance, end of year	<u>\$ 633,674</u>	<u>\$ 633,674</u>	<u>\$ 641,946</u>	<u>\$ 8,272</u>