

HAMILTON COMMUNITY SCHOOLS

REPORT ON FINANCIAL STATEMENTS
(with required supplementary and
additional supplementary information)

YEAR ENDED JUNE 30, 2013

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INDEPENDENT AUDITOR'S REPORT

To the Board of Education
Hamilton Community Schools

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Hamilton Community Schools, as of and for the year ended June 30, 2013, 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 accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issue by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 District'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 District'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 financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Hamilton Community Schools as of June 30, 2013, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter - Change in Accounting Principle

As discussed in Note 11 to the financial statements, Hamilton Community Schools implemented Governmental Accounting Standards Board Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989, FASB and AICPA Pronouncements*, and Governmental Accounting Standards Board Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and Statement No. 65, *Items Previously Reported as Assets and Liabilities*. Our opinion is not modified with respect to these matters.

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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Hamilton Community Schools basic financial statements. The additional supplementary information, as identified in the table of contents, and schedule of expenditures of federal awards as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The additional supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. 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 financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 1, 2013 on our consideration of Hamilton Community Schools' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Hamilton Community Schools' internal control over financial reporting and compliance.

Maney Costeiran PC

November 1, 2013

Hamilton Community Schools

Management's Discussion and Analysis

For the Fiscal Year Ended June 30, 2013

This section of the Hamilton Community Schools' ("District") annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year ended on June 30, 2013. Please read it in conjunction with the District's financial statements which immediately follow this section.

District-Wide Financial Statements

The first two statements are district-wide financial statements that provide short-term and long-term financial information about the District's overall financial status. These statements are required by generally accepted accounting principles (GAAP) as described in the Government Accounting Standards Board (GASB) Statement No. 34. The statements are compiled using the full accrual basis of accounting and more closely represent financial statements presented by business and industry. All of the District's assets, liabilities and deferred inflows of resources, both short- and long-term, are reported. As such, these statements include capital assets, net of related depreciation, as well as the bonded debt and other long-term obligations of the District resulting in total net position.

Over time, increases or decreases in the District's net position is one indicator of whether its financial position is improving or deteriorating. To assess the District's overall financial health, one should consider additional factors which may include the State's and/or region's economic condition, changes in the District's property tax base, and age and condition of its capital assets.

Fund Financial Statements

For the most part, the fund financial statements are comparable to financial statements for the previous fiscal year. The fund level statements are reported on a modified accrual basis in that only those assets that are deemed "measurable" and "currently available" are reported. Liabilities are recognized to the extent that they are normally expected to be paid with current financial resources.

The formats of the fund statements comply with requirements of the Michigan Department of Education's "Accounting Manual". In the state of Michigan, school districts' major instructional and instructional support activities are reported in the General Fund. Additional activities are reported in various other funds categorized as Special Revenue, Debt Service, and Capital Projects Funds.

In addition to the governmental fund types mentioned above, the District is the trustee, or fiduciary, for assets that belong to others. The District is responsible for ensuring that the assets reported in these accounts are used only for their intended purposes by the groups to whom the assets belong. These monies are accounted for in the agency and private purpose trust funds, and the related financial activity is appropriately excluded from the district-wide financial statements as the assets do not belong to the District.

In the fund financial statements, capital assets purchased are considered expenditures in the year of acquisition with no asset being reported. The issuance of debt is treated as a financial resource. The current year's payments of principal and interest on long-term obligations are recorded as expenditures. The obligations for future years' debt service are not recorded in the fund financial statements.

Hamilton Community Schools **Management's Discussion and Analysis** **For the Fiscal Year Ended June 30, 2013**

Summary of Net Position

The following schedule summarizes the net position for the fiscal years ended June 30, 2013 and 2012:

Hamilton Community Schools		
	<u>2013</u>	<u>Restated 2012</u>
Current assets and other assets	\$ 12,385,765	\$ 14,080,186
Capital assets	<u>43,507,052</u>	<u>44,423,673</u>
Total assets	<u>55,892,817</u>	<u>58,503,859</u>
Deferred outflows of resources	<u>504,285</u>	<u>589,352</u>
Long-term liabilities outstanding	29,951,209	32,268,950
Other liabilities	<u>3,341,428</u>	<u>3,220,859</u>
Total liabilities	<u>33,292,637</u>	<u>35,489,809</u>
Net position:		
Net investment in capital assets	16,790,730	16,364,684
Restricted for debt service	989,420	718,705
Restricted for recreation	-	67,694
Restricted for food service	48,349	18,381
Restricted for capital projects	38,350	38,323
Unrestricted	<u>5,237,616</u>	<u>6,395,615</u>
Total net position	<u>\$ 23,104,465</u>	<u>\$ 23,603,402</u>

Hamilton Community Schools

Management's Discussion and Analysis

For the Fiscal Year Ended June 30, 2013

Analysis of Net Position

During the fiscal year ended June 30, 2013, the District's net position decreased by \$498,937. A few of the more significant factors affecting net position during the year are discussed below:

➤ **Cash Equivalents, Deposits and Investments**

At June 30, 2013, the District's cash equivalents, deposits and investments amounted to \$8,755,129 (including fiduciary funds). This represented a decrease of \$1,910,430 over the previous year, primarily as a result of spending occurring in the capital projects funds.

➤ **Capital Outlay Acquisitions**

For the fiscal year ended June 30, 2013, \$894,734 of expenditures were capitalized and recorded as assets of the District. These additions to the District's capital assets will be depreciated over time as explained below.

The net effect of the new capital assets, assets disposed of during the fiscal year, and the current year's depreciation is a net decrease to capital assets in the amount of \$916,621 for the fiscal year ended June 30, 2013.

➤ **Depreciation Expense**

GASB 34 requires school districts to maintain records of annual depreciation expense and the accumulation of depreciation expense over time. The net increase in accumulated depreciation expense is a reduction in the net position.

➤ **Bonded Debt**

For the fiscal year ended June 30, 2013, the District's bonded debt decreased by \$2,280,139 as a result of repayment of bonded debt issued in prior years.

➤ **Accumulated Compensated Absences and Termination Benefits**

At June 30, 2013, the District had an obligation to employees for the portion of earned compensated absences and termination benefits that they would be entitled to upon separation in the amount of \$513,835.

Hamilton Community Schools

Management's Discussion and Analysis

For the Fiscal Year Ended June 30, 2013

Results of Operations

For the fiscal years ended June 30, 2013 and 2012, the results of operations, on a District-wide basis, were:

Changes in Hamilton Community Schools' Net Position				
	Fiscal year ended June 30, 2013		Fiscal year ended June 30, 2012 (as restated)	
	Amount	%	Amount	%
Revenues:				
Program revenues:				
Charges for services	\$ 536,067	1.95%	\$ 824,267	3.01%
Operating grants	4,583,308	16.66%	4,603,404	16.84%
General revenues:				
Property taxes	6,542,900	23.78%	6,125,978	22.41%
Investment	51,325	0.19%	81,733	0.30%
State aid - unrestricted	15,520,396	56.42%	13,586,124	49.69%
Intermediate sources	-	0.00%	2,118,046	7.75%
Other	275,385	1.00%	-	0.00%
Total revenues	<u>27,509,381</u>	100.00%	<u>27,339,552</u>	100.00%
Expenses:				
Instruction	14,714,705	52.54%	16,806,921	57.25%
Support services	8,824,121	31.51%	8,491,953	28.93%
Community services	315,854	1.13%	238,341	0.81%
Food services	821,803	2.93%	799,808	2.72%
Interest on long-term debt	1,530,480	5.46%	1,677,800	5.72%
Unallocated depreciation	1,801,355	6.43%	1,340,599	4.57%
Total expenses	<u>28,008,318</u>	100.00%	<u>29,355,422</u>	100.00%
Change in net position	<u>\$ (498,937)</u>		<u>\$ (2,015,870)</u>	

Hamilton Community Schools

Management's Discussion and Analysis

For the Fiscal Year Ended June 30, 2013

Analysis of Significant Revenues and Expenses

Significant revenues and expenditures are discussed in the segments below:

➤ **Property Taxes**

The District levied 18.0 mills of property taxes for operations on non-principal residence exempt property for the 2012 tax year. According to Michigan law, the tax levy is based on the taxable valuation of properties. The annual taxable valuation increases are capped at the rate of increase in the prior year's Consumer Price Index or 5%, whichever is less. At the time that property is sold, its taxable valuation is readjusted to the State Equalized Value, which in theory is one half of the property's market value. At June 30, 2013, there were no significant unpaid property taxes.

➤ **State Sources**

The majority of the unrestricted state sources of revenues is comprised of the per student foundation allowance. The State of Michigan funds school districts based on a blended student enrollment which is calculated using 90% of the current year's fall count (October) and 10% of the prior year's spring count (February). For the 2012-2013 fiscal year, the District received \$6,966 per student full time equivalent. The student foundation allowance amount increased by \$86 when compared to the 2011-2012 fiscal year.

➤ **Operating Grants**

The District receives a significant portion of its operating revenue from categorical grants. For the fiscal year ended June 30, 2013, federal, state, and other grants amounted to \$4,208,392. This represents a 2.80% decrease over the \$4,329,490 received for the 2011-2012 fiscal year. The main reason for this decrease was due to no Education Jobs federal funds being received during the current year as that program has come to an end.

Hamilton Community Schools

Management's Discussion and Analysis

For the Fiscal Year Ended June 30, 2013

Comparative Expenditures

A comparison of the expenditures reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances is shown below:

Expenditures	2012 - 2013	2011 - 2012	Increase (decrease)
Instruction	\$ 14,752,307	\$ 14,470,876	\$ 281,431
Supporting services	8,454,940	8,443,320	11,620
Food service activities	821,803	801,283	20,520
Community service activities	315,854	337,516	(21,662)
Capital outlay	1,198,535	4,757,161	(3,558,626)
Debt service	3,747,144	4,884,659	(1,137,515)
Outgoing transfers and other	36,136	-	36,136
Total expenditures	<u>\$ 29,326,719</u>	<u>\$ 33,694,815</u>	<u>\$ (4,368,096)</u>

General Fund Budgetary Highlights

The Uniform Budgeting Act of the State of Michigan requires that the local Board of Education approve the annual operating budget prior to the start of the fiscal year on July 1. Any amendments to the original budget must be approved by the Board prior to the close of the fiscal year on June 30, 2013.

The following schedule shows a comparison of the original general fund budget, the final amended budget, and actual totals from operations for the fiscal year ending June 30, 2013.

	Original budget	Final budget	Actual	Final variance with budget	% variance
Total revenues	<u>\$ 22,552,800</u>	<u>\$ 22,963,500</u>	<u>\$ 22,532,138</u>	<u>\$ (431,362)</u>	<u>(0.03%)</u>
Expenditures:					
Instruction	\$ 14,621,600	\$ 15,239,600	\$ 14,752,307	\$ 487,293	3.20%
Supporting services	8,811,400	8,478,800	8,454,940	23,860	(0.55%)
Community services	269,400	167,400	167,041	359	0.21%
Outgoing transfers and other	-	7,700	36,136	(28,436)	-369.30%
Total expenditures	<u>\$ 23,702,400</u>	<u>\$ 23,893,500</u>	<u>\$ 23,410,424</u>	<u>\$ 483,076</u>	<u>2.02%</u>
Other financing sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (5,350)</u>	<u>\$ (5,350)</u>	<u>(14.36%)</u>

The original budget adopted by the Board in June 2012 was amended twice during the year. The amendments, approved in February and June 2013, reflected necessary changes to both revenues and expenditures based on projections made by the Chief Financial Officer.

Hamilton Community Schools

Management's Discussion and Analysis

For the Fiscal Year Ended June 30, 2013

Capital Asset and Debt Administration

Capital Assets

By the end of the 2012-2013 fiscal year, the District had invested approximately \$63.5 million as the original cost in a broad range of capital assets, including land, school buildings and facilities, school buses and other vehicles, and various types of equipment. Depreciation expense for the year amounted to \$1,801,355, bringing the accumulated depreciation to roughly \$20.0 million as of June 30, 2013. This represents a net decrease of \$916,621 over the prior fiscal year.

Hamilton Community Schools				
	2013			2012
	Cost	Accumulated depreciation	Net book value	Net book value
Land	\$ 1,255,880	\$ -	\$ 1,255,880	\$ 1,255,880
Work in process	-	-	-	257,437
Buildings and improvements	56,407,615	15,910,297	40,497,318	41,264,479
Furniture and fixtures	2,570,864	2,079,378	491,486	662,956
Vehicles	3,025,802	1,905,473	1,120,329	832,527
Transportation equipment	208,879	66,840	142,039	150,394
Total	<u>\$ 63,469,040</u>	<u>\$ 19,961,988</u>	<u>\$ 43,507,052</u>	<u>\$ 44,423,673</u>

Long-term Debt

At June 30, 2013, the District had approximately \$30.0 million in long-term obligations which included \$29,437,374 in outstanding bonded debt. The bonded debt obligation was reduced during the year as \$2,280,139 of previously outstanding bonds were redeemed. In addition to the bonded debt, the District has obligation for compensated absences is estimated at roughly \$514,000 at the end of the fiscal year.

Hamilton Community Schools

Management's Discussion and Analysis

For the Fiscal Year Ended June 30, 2013

Factors Bearing on the District's Future

At the time these financial statements were prepared and audited, the District was aware of the following items that could significantly affect its financial health in the future:

- The uncertainty of student foundation funding levels, as well as funding for other K-12 education programs, reflects the economic difficulties faced by the State of Michigan. Michigan continues to trail the national averages in most economic indicators. Analysts are predicting a slow recovery to the situation.
- With relatively flat enrollment, lack of stability in the funding stream from the State, and rising costs in many areas including employee health insurance, retirement contribution costs, and utilities, District administration continues to be diligent in maintaining a reasonable level of reserves (fund balance). Measures to accomplish this include, but are not limited to, cooperative agreements with Ottawa Area Intermediate School District, as well as neighboring public schools, and strategic utilization of its fund balance.
- In September 2012, the Governor signed P.A. 300 of 2012 – MPSERS Reform into law. This bill is the first step by the lawmakers to reform the Michigan Public Schools Employee Retirement System (MPSERS) in order to make it affordable and sustainable into the future. This law requires current school employees to make choices regarding their pension and retiree healthcare which could impact the District's and employee's contributions. It also sets the stage for addressing the ever-growing unfunded liability that MPSERS is facing. It is expected that there will be additional legislative action to fully deal with the unfunded liability and that, to some degree, the cost of addressing the issue will fall upon system participants, school districts, and possibly the State's School Aid Fund.
- In 2010, Congress enacted the Patient Protection and Affordable Care Act (PPACA) in order to increase the number of Americans covered by health insurance and decrease the cost of health care. The law puts in place comprehensive health insurance reforms that will roll out over four years and beyond, with most changes taking place by 2014. The economic impact of healthcare cost increases continue to be a challenge for the District and its employees. District administration will continue working with its healthcare providers to implement provisions of the PPACA as they become required.

District administration will closely monitor this decision in order to determine the impact and will make any modifications to contract and/or practices as they may become necessary.

Contacting the District's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report, or need additional information, please contact the Chief Financial Officer at Hamilton Community Schools, 4815 136th Ave., Hamilton, MI 49419-9604.

BASIC FINANCIAL STATEMENTS

**HAMILTON COMMUNITY SCHOOLS
STATEMENT OF NET POSITION
JUNE 30, 2013**

	Governmental activities
ASSETS	
CURRENT ASSETS:	
Cash and cash equivalents	\$ 2,838,937
Investments	2,999,349
Receivables:	
Accounts receivable	10,240
Interest receivable	57,498
Intergovernmental	3,777,837
Due from student activities	76,241
Inventories	8,105
Prepays	684
Restricted investments - capital projects	2,616,874
Capital assets not being depreciated	1,255,880
Capital assets, net of accumulated depreciation	<u>42,251,172</u>
TOTAL ASSETS	<u>55,892,817</u>
DEFERRED OUTFLOWS OF RESOURCES:	
Deferred charge on refunding	<u>504,285</u>
LIABILITIES:	
Accounts payable	383,376
Due to student activities	51,852
Accrued interest	239,577
Accrued salaries and related items	2,589,992
Unearned revenue	76,631
Noncurrent liabilities:	
Due within one year	2,332,614
Due in more than one year	<u>27,618,595</u>
TOTAL LIABILITIES	<u>33,292,637</u>
NET POSITION	
Net investment in capital assets	16,790,730
Restricted for food service	48,349
Restricted for debt service	989,420
Restricted for capital projects	38,350
Unrestricted	<u>5,237,616</u>
TOTAL NET POSITION	<u>\$ 23,104,465</u>

**HAMILTON COMMUNITY SCHOOLS
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2013**

Functions/programs	Expenses	Program revenues		Governmental activities
		Charges for services	Operating grants	Net (expense) revenue and changes in net position
Governmental activities:				
Instruction	\$ 14,714,705	\$ -	\$ 3,032,200	\$ (11,682,505)
Support services	8,824,121	-	878,795	(7,945,326)
Community services	315,854	65,204	-	(250,650)
Food services	821,803	470,863	382,937	31,997
Interest on long-term debt	1,530,480	-	289,376	(1,241,104)
Unallocated depreciation	1,801,355	-	-	(1,801,355)
Total governmental activities	<u>\$ 28,008,318</u>	<u>\$ 536,067</u>	<u>\$ 4,583,308</u>	<u>(22,888,943)</u>
General revenues:				
Property taxes, levied for general purposes				2,824,490
Property taxes, levied for debt service				3,718,410
Investment earnings				51,325
State sources				15,520,396
Other				<u>275,385</u>
Total general revenues				<u>22,390,006</u>
CHANGE IN NET POSITION				(498,937)
NET POSITION, beginning of year (as restated)				<u>23,603,402</u>
NET POSITION, end of year				<u><u>\$ 23,104,465</u></u>

**HAMILTON COMMUNITY SCHOOLS
BALANCE SHEET
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013**

		General Fund	2010 Capital projects fund	Total nonmajor funds	Total governmental funds
ASSETS:	ASSETS				
Cash and cash equivalents		\$ 1,300,418	\$ -	\$ 1,538,519	\$ 2,838,937
Investments		2,999,349	-	-	2,999,349
Receivables:					
Accounts receivable		5,175	-	5,065	10,240
Interest receivable		35,272	22,226	-	57,498
Intergovernmental		3,741,144	-	36,693	3,777,837
Due from other funds		872,676	279,747	327,331	1,479,754
Due from student activities		76,241	-	-	76,241
Inventories		-	-	8,105	8,105
Prepays		684	-	-	684
Restricted investments		-	2,616,874	-	2,616,874
TOTAL ASSETS		\$ 9,030,959	\$ 2,918,847	\$ 1,915,713	\$ 13,865,519
LIABILITIES:					
Payables:					
Accounts payable		\$ 378,744	\$ 1,725	\$ 2,907	\$ 383,376
Due to other funds		460,230	700,355	319,169	1,479,754
Due to student activities		4,147	-	47,705	51,852
Accrued salaries and related items		2,589,992	-	-	2,589,992
Unearned revenue		56,265	-	20,366	76,631
TOTAL LIABILITIES		3,489,378	702,080	390,147	4,581,605
DEFERRED INFLOWS OF RESOURCES:					
Unavailable revenue - property taxes		-	-	31,830	31,830
FUND BALANCES:					
Nonspendable:					
Inventories		-	-	8,105	8,105
Prepays		684	-	-	684

See notes to financial statements.

	General Fund	2010 Capital projects fund	Total nonmajor funds	Total governmental funds
FUND BALANCES:				
Restricted for:				
Capital projects	\$ -	\$ 2,216,767	\$ 38,350	\$ 2,255,117
Food service	-	-	48,349	48,349
Debt service	-	-	1,228,997	1,228,997
Committed:				
Equipment and maintenance projects (EMP)	1,220,455	-	-	1,220,455
Capital projects	-	-	169,935	169,935
Assigned for:				
Subsequent year expenditures	1,303,900	-	-	1,303,900
Compensated absences	513,835			513,835
Unassigned:				
General fund	2,502,707	-	-	2,502,707
TOTAL FUND BALANCES	5,541,581	2,216,767	1,493,736	9,252,084
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 9,030,959	\$ 2,918,847	\$ 1,915,713	\$ 13,865,519
Total governmental fund balances				\$ 9,252,084
Amounts reported for governmental activities in the statement of net position are different because:				
Deferred charge on refunding, net of amortization				504,285
Capital assets used in governmental activities are not financial resources and are not reported in the funds				
The cost of the capital assets is			\$ 63,469,040	
Accumulated depreciation is			(19,961,988)	
				43,507,052
Long-term liabilities are not due and payable in the current period and are not reported in the funds:				
Bonds payable				(29,437,374)
Compensated absences				(513,835)
Accrued interest is not included as a liability in governmental funds, it is recorded when paid				(239,577)
Unavailable revenue at June 30, 2013, expected to be collected after September 1, 2013				31,830
Net position of governmental activities				\$ 23,104,465

See notes to financial statements.

HAMILTON COMMUNITY SCHOOLS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013

	<u>General Fund</u>	<u>2010 Capital projects fund</u>	<u>Total nonmajor funds</u>	<u>Total governmental funds</u>
REVENUES:				
Local sources:				
Property taxes	\$ 2,824,490	\$ -	\$ 3,686,580	\$ 6,511,070
Sales and admissions	-	-	541,640	541,640
Investment earnings	30,867	7,338	13,120	51,325
Other	259,470	-	10,342	269,812
Total local sources	3,114,827	7,338	4,251,682	7,373,847
State sources	16,761,867	-	40,851	16,802,718
Federal sources	803,139	-	645,542	1,448,681
Intermediate school districts	1,852,305	-	-	1,852,305
Total revenues	22,532,138	7,338	4,938,075	27,477,551
EXPENDITURES:				
Current:				
Instruction	14,752,307	-	-	14,752,307
Supporting services	8,454,940	-	-	8,454,940
Food service activities	-	-	821,803	821,803
Community service activities	167,041	-	148,813	315,854
Outgoing transfers and other transactions	36,136	-	-	36,136

See notes to financial statements.

	<u>General Fund</u>	<u>2010 Capital projects fund</u>	<u>Total nonmajor funds</u>	<u>Total governmental funds</u>
EXPENDITURES (Concluded):				
Debt service:				
Principal repayment	\$ -	\$ -	\$ 2,213,440	\$ 2,213,440
Interest	-	-	1,532,828	1,532,828
Other	-	-	876	876
Capital outlay	-	1,198,535	-	1,198,535
Total expenditures	<u>23,410,424</u>	<u>1,198,535</u>	<u>4,717,760</u>	<u>29,326,719</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER)				
EXPENDITURES	<u>(878,286)</u>	<u>(1,191,197)</u>	<u>220,315</u>	<u>(1,849,168)</u>
OTHER FINANCING SOURCES (USES):				
Transfers in	-	-	5,350	5,350
Transfers out	<u>(5,350)</u>	<u>-</u>	<u>-</u>	<u>(5,350)</u>
Total other financing sources (uses)	<u>(5,350)</u>	<u>-</u>	<u>5,350</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	<u>(883,636)</u>	<u>(1,191,197)</u>	<u>225,665</u>	<u>(1,849,168)</u>
FUND BALANCES:				
Beginning of year	<u>6,425,217</u>	<u>3,407,964</u>	<u>1,268,071</u>	<u>11,101,252</u>
End of year	<u>\$ 5,541,581</u>	<u>\$ 2,216,767</u>	<u>\$ 1,493,736</u>	<u>\$ 9,252,084</u>

See notes to financial statements.

**HAMILTON COMMUNITY SCHOOLS
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2013**

Net change in fund balances total governmental funds \$ (1,849,168)

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

Governmental funds report capital outlays as expenditures. In the statement of activities these costs are allocated over their estimated useful lives as depreciation.

Depreciation expense	(1,801,355)
Capital outlay	894,734
Loss on disposal of capital assets	(10,000)

Long-term receivables are reported as revenue when earned on the statement of activities while the governmental funds report these balances as revenue when the availability criteria for revenue recognition is met.

Change in unearned revenue on long-term receivable	(13,440)
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Accrued interest on bonds is recorded in the statement of activities when incurred; it is not recorded in governmental funds until it is paid:

Accrued interest payable, beginning of the year	255,365
Accrued interest payable, end of the year	(239,577)

The issuance of long-term debt (e.g., bonds) provides current financial resources to governmental funds, while the repayment of principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums and discounts, whereas these amounts are deferred and amortized in the statement of activities. The effect of these differences is the the treatment of long-term debt and related items and are as follows:

Payments on bonded debt	2,213,440
Amortization of deferred loss on refunding	(85,067)
Amortization of bond premium	66,699

Revenue is recorded on the accrual method in the statement of activities; in the governmental funds it is recorded on the modified accrual method and not considered available:

Unavailable revenue - property taxes, end of the year	31,830
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Compensated absences are reported on the accrual method in the statement of activities, and recorded as an expenditure when financial resources are used in the governmental funds:

Accrued compensated absences, beginning of the year	551,437
Accrued compensated absences, end of the year	(513,835)

Change in net position of governmental activities	\$ (498,937)
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**HAMILTON COMMUNITY SCHOOLS
STATEMENT OF FIDUCIARY NET POSITION
JUNE 30, 2013**

	Agency fund	Private Purpose Trust Fund	Totals
ASSETS:			
Cash and cash equivalents	\$ 248,349	\$ 51,620	\$ 299,969
Due from primary government	51,852	-	51,852
	<u>300,201</u>	<u>51,620</u>	<u>351,821</u>
LIABILITIES:			
Accounts payable	2,684	-	2,684
Due to primary government	76,241	-	76,241
Due to student and other groups	221,276	-	221,276
	<u>300,201</u>	<u>-</u>	<u>300,201</u>
NET POSITION:			
Restricted for trust activities	<u>\$ -</u>	<u>\$ 51,620</u>	<u>\$ 51,620</u>

**HAMILTON COMMUNITY SCHOOLS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
YEAR ENDED JUNE 30, 2013**

	<u>Private Purpose Trust Fund</u>
ADDITIONS:	
Interest earnings	\$ 113
DEDUCTIONS:	
Other	<u>36</u>
CHANGE IN NET POSITION	77
NET POSITION:	
Beginning of year	<u>51,543</u>
End of year	<u><u>\$ 51,620</u></u>

HAMILTON COMMUNITY SCHOOLS NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of Government-wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the District. All fiduciary activities are reported only in the fund financial statements. *Governmental activities* normally are supported by taxes and intergovernmental revenues.

B. Reporting Entity

The Hamilton Community Schools (the “District”) is governed by the Hamilton Community Schools Board of Education (the “Board”), which has responsibility and control over all activities related to public school education within the District. The District receives funding from local, state, and federal sources and must comply with all of the requirements of these funding source entities. However, the District is not included in any other governmental reporting entity as defined by the accounting principles generally accepted in the United States of America. Board members are elected by the public and have decision-making authority, the power to designate management, the ability to significantly influence operations, and the primary accountability for fiscal matters. In addition, the District’s reporting entity does not contain any component units as defined in Governmental Accounting Standards Board (GASB) Statements.

C. Basis of Presentation - Government-wide Financial Statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from the governmental funds. Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements.

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

D. Basis of Presentation - Fund Financial Statements

The fund financial statements provide information about the District’s funds, including its fiduciary funds. Separate statements for each fund category - governmental and fiduciary - are presented. The emphasis of fund financial statements is on major governmental funds. All remaining governmental funds are aggregated and reported as nonmajor funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Basis of Presentation - Fund Financial Statements (Continued)

The District reports the following major governmental funds:

The *general fund* is the District's primary operating fund. It accounts for all financial resources of the District, except those required to be accounted for in another fund.

The *2010 capital projects fund* accounts for the proceeds of certain bonds payable that are restricted to expenditure for capital outlays for voter-approved purposes.

The capital projects funds include capital project activities funded with bonds issued after May 1, 1994. For these capital projects, the District has complied with the applicable provisions of §1351a of the Revised School Code.

The following is a summary of the cumulative revenue and expenditures for the 2010 school bonds' activity:

	<u>Capital projects</u>
Revenue and other financing sources	<u>\$ 18,799,510</u>
Expenditures	<u>\$ 16,582,743</u>

Other non-major funds

The *special revenue funds* account for revenue sources that are legally restricted to expenditures for specific purposes (not including expendable trusts or major capital projects). The District accounts for its food service and recreation activities in the special revenue fund.

The *Capital projects fund* – the building and site and 1998 Durant funds account for financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

The *debt service funds* account for the resources accumulated and payments made for principal and interest on long-term general obligation debt of governmental funds.

HAMILTON COMMUNITY SCHOOLS NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Basis of Presentation - Fund Financial Statements (Concluded)

Fiduciary Funds account for assets held by the District in a trustee capacity or as an agent on behalf of others. Trust funds account for assets held by the District under the terms of a formal trust agreement. Fiduciary funds are not included in the government-wide statements.

The *agency fund* is custodial in nature and does not present results of operations or have a measurement focus. Agency funds are accounted for using the accrual basis of accounting. This fund is used to account for assets that the District holds for others in an agency capacity (primarily student activities).

The *private purpose trust fund* is accounted for using the accrual method of accounting. Private purpose trust funds account for assets where both the principal and interest may be spent. These funds are not reported on the District financial statements.

During the course of operations the District has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, they are eliminated in the preparation of the government-wide financial statements.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, they are eliminated in the preparation of the government-wide financial statements.

E. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

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

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Measurement Focus and Basis of Accounting (Continued)

The 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 District considers revenues to be available if they are generally collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Property taxes, state and federal aid, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end).

The State of Michigan utilizes a foundation grant approach which provides for a specific annual amount of revenue per pupil based on a statewide formula. The Foundation is funded from state and local sources. Revenues from state sources are primarily governed by the School Aid Act and the School Code of Michigan. The Michigan Department of Education administers the allocation of state funds to school districts based on information supplied by the districts. For the current year ended, the foundation allowance was based on pupil membership counts taken in February and October of the previous calendar year.

The state portion of the Foundation is provided primarily by a state education property tax millage of 6 mills on Principal Residence Exemption (PRE) property and an allocated portion of state sales and other taxes. The local portion of the Foundation is funded primarily by Non-PRE property taxes which may be levied at a rate of up to 18 mills as well as 6 mills for Commercial Personal Property Tax. The state revenue is recognized during the foundation period and is funded through payments from October to August. Thus, the unpaid portion at June 30 is reported as an intergovernmental receivable.

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Measurement Focus and Basis of Accounting (Concluded)

The District also receives revenue from the state to administer certain categorical education programs. State rules require that revenue earmarked for these programs be used for its specific purpose. Certain governmental funds require an accounting to the state of the expenditures incurred. For categorical funds meeting this requirement, funds received and accrued, which are not expended by the close of the fiscal year are recorded as unearned revenue.

All other revenue items are generally considered to be measurable and available only when cash is received by the District.

F. Budgetary Information

Budgetary basis of accounting:

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund and special revenue funds. The capital projects fund is appropriated on a project-length basis. Other funds do not have appropriated budgets.

Appropriations in all budgeted funds lapse at the end of the fiscal year even if they have related encumbrances. Encumbrances are commitments related to unperformed (executor) contracts for goods or services (i.e., purchase orders, contracts, and commitments). The District does not utilize encumbrance accounting.

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

1. The Superintendent submits to the School Board a proposed operating budget for the fiscal year commencing on July 1. The operating budget includes proposed expenditures and the means of financing them. The level of control for the budgets is at the functional level as set forth and presented as required supplementary information.
2. Public hearings are conducted to obtain taxpayer comments.
3. Prior to July 1, the budget is legally adopted by School Board resolution pursuant to the Uniform Budgeting and Accounting Act (1968 PA 2). The Act requires that the budget be amended prior to the end of the fiscal year when necessary to adjust appropriations if it appears that revenues and other financing sources will be less than anticipated or so that expenditures will not be in excess of original estimates. Expenditures shall not be made or incurred, unless authorized in the budget, in excess of the amount appropriated. Violations, if any, in the general fund are noted in the required supplementary information section.

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Budgetary Information (Concluded)

4. Transfers may be made for budgeted amounts between major expenditure functions within any fund; however, these transfers and any revisions that alter the total expenditures of any fund must be approved by the School Board.
5. The budget was amended during the year with supplemental appropriations, the last one approved prior to year end June 30, 2013. The District does not consider these amendments to be significant.

G. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance

1. Cash and cash equivalents

The District'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.

2. Investments

Certain investments are valued at fair value as determined by quoted market prices, or by estimated fair values when quoted market prices are not available. Standards also provide that certain investments are valued at cost (or amortized cost) when they are of a short-term duration, the rate of return is fixed, and the District intends to hold the investment until maturity.

State statutes authorize the District to invest in bonds and other direct and certain indirect obligations of the U.S. Treasury; certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank, savings and loan association, or credit union, which is a member of the Federal Deposit Insurance Corporation, Federal Savings and Loan Insurance Corporation, or National Credit Union Administration, respectively; in commercial paper rated at the time of purchase within the three highest classifications established by not less than two standard rating services and which matures not more than 270 days after the date of purchase. The District is also authorized to invest in U.S. District or federal agency obligation repurchase agreements, bankers' acceptances of U.S. banks, and mutual funds composed of investments as outlined above.

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance (Continued)

3. Inventories and prepaids

Inventories are valued at cost using the first-in/first-out (FIFO) method and consist of expendable supplies. The cost of such inventories is recorded as expenditures/expenses when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

4. Capital assets

Capital assets, which include property, plant, equipment, and transportation vehicles, are reported in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Group purchases are evaluated on a case by case basis. Donated capital assets are recorded at their estimated fair value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets.

Land and construction in progress are not depreciated. The other property, plant, and equipment of the District are depreciated using the straight line method over the following estimated useful lives:

	<u>Years</u>
Building and improvements	20 - 50
Furniture and equipment	5 - 10
Vehicles	5 - 10
Infrastructure	25

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance (Continued)

5. Deferred outflows/inflows of resources

In addition to assets, the 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 net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The District only has one item that qualifies for reporting in this category. It is the deferred charge on refunding reported in the government-wide statement of net position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

In addition to liabilities, the 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 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 governmental funds report unavailable revenues primarily from one source: receipts that exceeded 60 days of year end. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

6. Net position flow assumption

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

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance (Continued)

7. Fund balance flow assumptions

Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

8. Fund balance policies

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The District itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the District's highest level of decision-making authority. The board of education is the highest level of decision-making authority for the District that can, by adoption of a board action prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the board action remains in place until a similar action is taken (the adoption of another board action) to remove or revise the limitation.

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance (Concluded)

8. Fund balance policies (Concluded)

Equipment and Maintenance Projects (EMP) Committed Fund Balance

In 1992, Hamilton voters approved 1.00 mills of property tax for equipment and maintenance projects (EMP) for five years. In 1994, Proposal A included this revenue in the District's foundation grant. The Board of Education determines on annual basis whether to designate a portion of its State School Aid to continue these projects. A subcommittee of the Board of Education serves as an EMP Committee to discuss projects with members of the Administrative staff.

The EMP balance is reported as committed fund balance in the General Fund. The following information provides detail on EMP activity for the year ended June 30, 2013:

Fund Balance, July 1, 2012	\$ 1,291,693
Revenue designated for EMP	-
EMP expenditures	<u>(71,238)</u>
Fund Balance, June 30, 2013	<u><u>\$ 1,220,455</u></u>

Amounts in the assigned fund balance classification are intended to be used by the District for specific purposes but do not meet the criteria to be classified as committed. The board of education has by resolution authorized the superintendent and finance director to assign fund balance. The board of education may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

H. Revenues and Expenditures/Expenses

1. Program revenues

Amounts reported as *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 requirements of a particular function or segment. All taxes, including those dedicated for specific purposes, unrestricted state aid, interest, and other internally dedicated resources are reported as general revenues rather than as program revenues.

2. Property taxes

Property taxes levied by the District are collected by various municipalities and periodically remitted to the District. The taxes are levied and become a lien as of July 1 and December 1 and are due upon receipt of the billing by the taxpayer and become a lien on the first day of the levy year. The actual due dates are September 14 and February 14, after which time the bills become delinquent and penalties and interest may be assessed by the collecting entity.

For the year ended June 30, 2013, the District levied the following amounts per \$1,000 of assessed valuation:

Fund	Mills
General fund:	
Non-Principal Residence Exemption (PRE)	18.00
Commercial Personal Property	6.00
Debt service fund:	
PRE, Non-PRE, Commercial Personal Property	5.31

3. Compensated absences

The District's policy permits employees to accumulate earned but unused vacation and sick leave benefits, which are eligible for payment upon separation from service. The liability for such leave is reported as incurred in the government- wide financial statements. A liability for those amounts is recorded in the governmental funds only if the liability has matured as a result of employee resignations or retirements. The liability for compensated absences includes salary-related benefits, where applicable.

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Concluded)

H. Revenues and Expenditures/Expenses (Concluded)

4. Long-term obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities on the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight line method which approximates the effective interest method over the term of the related debt. Bond issuance costs are reported as expenditures in the year in which they are incurred.

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

NOTE 2 - DEPOSITS AND INVESTMENTS

As of June 30, 2013, the District had the following investments:

Investment Type	Fair value	Weighted average maturity (years)	Rating	%
MILAF External Investment pool - MIMAX	\$ 12	0.0027	AAAm	0.00%
MILAF Cash Management - CLASS	889,038	0.0027	AAAm	15.83%
Federal Agency Notes	3,990,833	0.8257	AA+	71.06%
Government and Agency - Money Market	<u>736,340</u>	0.0027	AAA	<u>13.11%</u>
Total fair value	<u>\$ 5,616,223</u>			<u>100.0%</u>
Portfolio weighted average maturity		<u>0.2085</u>		
1 day maturity equals 0.0027, one year equals 1.00				

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 2 - DEPOSITS AND INVESTMENTS (Continued)

Interest rate risk. In accordance with its investment policy, the District will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by; structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market; and, investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investment pools and limiting the average maturity in accordance with the District's cash requirements.

Credit risk. State law limits investments in commercial paper and corporate bonds to a prime or better rating issued by nationally recognized statistical rating organizations (NRSROs). As of June 30, 2013, the District did not have investments in commercial paper and corporate bonds.

Concentration of credit risk. The District will minimize concentration of credit risk, which is the risk of loss attributed to the magnitude of the District's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

Custodial credit risk - deposits. In the case of deposits, this is the risk that in the event of a bank failure, the District's deposits may not be returned to it. As of June 30, 2013, \$2,743,275 of the District's bank balance of \$3,344,750 was exposed to custodial credit risk because it was uninsured and uncollateralized. The carrying amount is \$3,138,906.

Custodial credit risk - investments. For an investment, this is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

The District will minimize custodial credit risk, which is the risk of loss due to the failure of the security issuer or backer, by; limiting investments to the types of securities allowed by law; and pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the District will do business.

Foreign currency risk. The District is not authorized to invest in investments which have this type of risk.

At June 30, 2013, the carrying amount is as follows:

Deposits - including fiduciary funds of \$299,969	\$ 3,138,906
Investments	<u>5,616,223</u>
	<u><u>\$ 8,755,129</u></u>

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 2 - DEPOSITS AND INVESTMENTS (Concluded)

The above amounts are reported in the financial statements as follows:

Fiduciary fund:	
Cash and cash equivalents	\$ 299,969
District wide:	
Current assets:	
Cash and cash equivalents	2,838,937
Investments	2,999,349
Restricted investments - capital projects	2,616,874
	<u>\$ 8,755,129</u>

NOTE 3 - CAPITAL ASSETS

A summary of changes in the District's capital assets follows:

	Balance July 1, 2012	Additions	Deletions/ reclassification	Balance June 30, 2013
Assets not being depreciated:				
Land	\$ 1,255,880	\$ -	\$ -	\$ 1,255,880
Work in process	257,437	-	257,437	-
Subtotal	<u>1,513,317</u>	<u>-</u>	<u>257,437</u>	<u>1,255,880</u>
Other capital assets:				
Building and improvements	55,702,416	705,199	-	56,407,615
Furniture and equipment	2,472,469	167,225	68,830	2,570,864
Vehicles	3,013,667	279,747	267,612	3,025,802
Infrastructure	208,879	-	-	208,879
Subtotal	<u>61,397,431</u>	<u>1,152,171</u>	<u>336,442</u>	<u>62,213,160</u>
Accumulated depreciation:				
Building and improvements	14,437,937	1,472,360	-	15,910,297
Furniture and equipment	2,014,528	133,680	68,830	2,079,378
Vehicles	1,976,125	186,960	257,612	1,905,473
Infrastructure	58,485	8,355	-	66,840
Total accumulated depreciation	<u>18,487,075</u>	<u>1,801,355</u>	<u>326,442</u>	<u>19,961,988</u>
Net capital assets being depreciated	<u>42,910,356</u>	<u>(649,184)</u>	<u>10,000</u>	<u>42,251,172</u>
Net governmental capital assets	<u>\$ 44,423,673</u>	<u>\$ (649,184)</u>	<u>\$ 267,437</u>	<u>\$ 43,507,052</u>

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 3 - CAPITAL ASSETS (Concluded)

Depreciation expense for the fiscal year ended June 30, 2013 amounted to \$1,782,698. The District determined that it was impractical to allocate depreciation to the various governmental activities as the assets serve multiple functions.

NOTE 4 - INTERGOVERNMENTAL RECEIVABLES

Intergovernmental receivables at June 30, 2013 consist of the following:

	Governmental funds
Other governmental units:	
State aid	\$ 3,262,532
Federal revenue	290,368
ISD and other	224,937
	<u>\$ 3,777,837</u>

Amounts due from other intergovernmental units include amounts due from federal, state and local sources for various projects and programs.

No allowance for doubtful accounts is considered necessary.

NOTE 5 - LONG-TERM DEBT

The District issues general obligation bonds to provide funds for the acquisition, construction and improvement of major capital facilities. General obligation bonds are direct obligations and pledge the full faith and credit of the District.

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 5 - LONG-TERM DEBT (Continued)

The following is a summary of governmental long-term obligations for the District for the year ended June 30, 2013:

	General obligation bonds	Limited obligation bonds	Compensated absences	Total
Balance July 1, 2012 (as restated)	\$ 31,704,073	\$ 13,440	\$ 551,437	\$ 32,268,950
Additions	-	-	-	-
Deletions	(2,266,699)	(13,440)	(37,602)	(2,317,741)
Balance June 30, 2013	29,437,374	-	513,835	29,951,209
Total due within one year	2,215,000	-	117,614	2,332,614
Total due in more than one year	<u>\$ 27,222,374</u>	<u>\$ -</u>	<u>\$ 396,221</u>	<u>\$ 27,618,595</u>

Bonds payable at June 30, 2013 is comprised of the following issues:

2005 refunding bonds due in annual installments of \$1,490,000 to \$1,540,000 through May 1, 2018 with interest from 4.00% to 5.00%.	\$ 7,570,000
2008 refunding bonds, due in annual installments of \$1,560,000 to \$1,745,000 through May 1, 2022 with interest from 3.25% to 4.00%.	6,615,000
2010 building and site bonds, due in annual installments of \$675,000 to \$4,000,000 through May 1, 2030 with interest from 3.30% to 6.20%.	14,875,000
Plus: premium on bond refunding	<u>377,374</u>
Total bonded debt and other long-term obligations	29,437,374
Compensated absences	<u>513,835</u>
Total general long-term debt	<u><u>\$ 29,951,209</u></u>

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 5 - LONG-TERM DEBT (Concluded)

In prior years, the District defeased certain general obligation bonds by placing the proceeds of new bonds in an irrevocable trust to provide for all future debt service payments on the old bonds. Accordingly, the trust account, assets and liabilities for the defeased bonds are not included in the District's financial statements. At June 30, 2013, \$19,525,000 bonds outstanding are considered defeased.

The annual requirements to amortize debt outstanding as of June 30, 2013, including interest payments of \$10,723,883 are as follows:

Year ending June 30,	Principal	Interest	Total
2014	\$ 2,215,000	\$ 1,387,825	\$ 3,602,825
2015	2,230,000	1,286,813	3,516,813
2016	2,245,000	1,189,632	3,434,632
2017	2,265,000	1,088,363	3,353,363
2018	2,290,000	976,050	3,266,050
2019 - 2023	10,815,000	3,285,200	14,100,200
2024 - 2028	3,000,000	1,386,000	4,386,000
2029 - 2030	4,000,000	124,000	4,124,000
	29,060,000	10,723,883	39,783,883
Premium on bond refunding	377,374		377,374
Compensated absences	513,835	-	513,835
	<u>\$ 29,951,209</u>	<u>\$ 10,723,883</u>	<u>\$ 40,675,092</u>

NOTE 6 - INTERFUND RECEIVABLES AND PAYABLES

Interfund payable and receivable balances at June 30, 2013 are as follows:

Receivable fund		Payable fund	
General fund	\$ 872,676	General fund	\$ 460,230
Capital project fund	279,747	Capital project fund	700,355
Debt service	143,637	Special revenue	319,169
Special revenue	183,694		
	<u>\$ 1,479,754</u>	Food service	<u>\$ 1,479,754</u>

The outstanding balances between funds result mainly from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

HAMILTON COMMUNITY SCHOOLS NOTES TO FINANCIAL STATEMENTS

NOTE 7 - DEFINED BENEFIT PLAN AND POST RETIREMENT BENEFITS

Plan Description - The District participates in the statewide Michigan Public School Employees' Retirement System (System) which is a cost-sharing, multiple employer, state-wide, defined benefit public employee retirement plan governed by the State of Michigan (State) originally created under Public Act 136 of 1945, recodified and currently operating under the provisions of Public Act 300 of 1980, as amended. Section 25 of this act establishes the board's authority to promulgate or amend the provisions of the System. The System's pension plan was established by the State to provide retirement, survivor, and disability benefits to public school employees. In addition, the System's health plan provides all retirees with the option of receiving health, dental and vision coverage under the Michigan Public School Employees' Retirement Act.

The System's financial statements are included as a pension and other employee benefit trust fund in the State of Michigan Comprehensive Annual Financial Report. The MPSERS issues a publicly available financial report that includes financial statements and required supplementary information for MPSERS. That report may be obtained by writing to Michigan Public School Employees Retirement System, P.O. Box 30171, Lansing, Michigan 48909-7671 or by calling (800) 381-5111. It is also available at <http://www.michigan.gov/orsschools>.

The System is administered by the Office of Retirement Services within the Michigan Department of Technology, Management & Budget. The Department Director appoints the Office Director who serves as Executive Secretary to the System's Board, with whom the general oversight of the System resides. The State Treasurer serves as the investment officer and custodian for the System.

Benefit Provisions - Pension

Introduction

Benefit provisions of the defined benefit pension plan are established by State statute, which may be amended. Public Act 300 of 1980, as amended, establishes eligibility and benefit provisions for the defined benefit (DB) pension plan. Retirement benefits for DB plan members are determined by final average compensation and years of service. DB members are eligible to receive a monthly benefit when they meet certain age and service requirements. The System also provides disability and survivor benefits to DB plan members. A DB member or Pension Plus hybrid plan member who leaves Michigan public school employment may request a refund of his or her member contributions to the retirement system account. A refund cancels a former member's rights to future benefits. However, returning members who previously received a refund of their contributions may reinstate their service through repayment of the refund upon satisfaction of certain requirements.

HAMILTON COMMUNITY SCHOOLS NOTES TO FINANCIAL STATEMENTS

NOTE 7 - DEFINED BENEFIT PLAN AND POST RETIREMENT BENEFITS (Continued)

Benefit Provisions - Pension (Continued)

Pension Reform 2010

On May 19, 2010, the Governor signed Public Act 75 of 2010 into law. As a result, any member of the Michigan Public School Employees' Retirement System (MPERS) who became a member of MPERS after June 30, 2010 is a Pension Plus member. Pension Plus is a hybrid plan that contains a pension component with an employee contribution (graded, up to 6.4% of salary) and a flexible and transferable defined contribution (DC) tax-deferred investment account that earns an employer match of 50% (up to 1% of salary) on employee contributions. Retirement benefits for Pension Plus members are determined by final average compensation and years of service. Disability and survivor benefits are available to Pension Plus members.

Pension Reform 2012

On September 4, 2012, the Governor signed Public Act 300 of 2012 into law. The legislation grants all active members who first became a member before July 1, 2010 and who earned service credit in the 12 months ending September 3, 2012, or were on an approved professional services or military leave of absence on September 3, 2012, a voluntary election regarding their pension. Any changes to a member's pension are effective as of the member's *transition date*, which is defined as the first day of the pay period that begins on or after December 1, 2012, subsequently amended to February 1, 2013. Under the reform, members voluntarily chose to increase, maintain, or stop their contributions to the pension fund.

Option 1 - members voluntarily elected to increase their contributions to the pension fund as noted below, and retain the 1.5% pension factor in their pension formula. The increased contribution would begin as of their transition date and continue until they terminate public school employment.

- Basic Plan members: 4% contribution
- MIP-Fixed, MIP-Graded, and MIP-Plus members: a flat 7% contribution

Option 2 -members voluntarily elected to increase their contribution to the pension fund as stated in Option 1 and retain the 1.5% pension factor in their pension formula. The increased contribution would begin as of their transition date and continue until they reach 30 years of service. If and when they reach 30 years of service, their contribution rates will return to the previous level in place as of the day before their transition date (0% for Basic Plan members, 3.9% for MIP-Fixed, up to 4.3% for MIP-Graded, or up to 6.4% for MIP-Plus). The pension formula for any service thereafter would include a 1.25% pension factor.

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 7 - DEFINED BENEFIT PLAN AND POST RETIREMENT BENEFITS (Continued)

Benefit Provisions - Pension (Concluded)

Option 3 - members voluntarily elected not to increase their contribution to the pension fund and maintain their current level of contribution to the pension fund. The pension formula for their years of service as of the day before their transition date will include a 1.5% pension factor. The pension formula for any service thereafter will include a 1.25% pension factor.

Option 4 - members voluntarily elected to no longer contribute to the pension fund and therefore are switched to the Defined Contribution plan for future service as of their transition date. As a DC participant they receive a 4% employer contribution to a tax-deferred 401(k) account and can choose to contribute up to the maximum amounts permitted by the IRS to a 457 account. They vest in employer contributions and related earnings in their 401(k) account based on the following schedule: 50% at 2 years, 75% at 3 years, and 100% at 4 years of service. They are 100% vested in any personal contributions and related earnings in their 457 account. Upon retirement, if they meet age and service requirements (including their *total* years of service), they would also receive a pension (calculated based on years of service and Final Average Compensation as of the day before their transition date and a 1.5% pension factor).

Members who did not make an election before the deadline defaulted to Option 3 as described above. Deferred or nonvested public school employees on September 3, 2012, who return to public school employment on or after September 4, 2012, will be considered as if they had elected Option 3 above. Returning members who made the retirement plan election will retain whichever option they chose.

Employees who first work on or after September 4, 2012, choose between two retirement plans: the Pension Plus hybrid plan described above and a Defined Contribution (DC) plan that provides a 50% employer match (up to 3% of salary) on employee contributions. New employees are automatically enrolled as members in the Pension Plus plan as of their date of hire. They have 75 days from the last day of their first pay period to elect to opt out of the Pension Plus hybrid plan and become a qualified participant in the DC plan; if no election is made they will remain in the Pension Plus hybrid plan. If they elect to opt out of the Pension Plus hybrid plan, their participation in the DC plan will be retroactive to their date of hire.

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 7 - DEFINED BENEFIT PLAN AND POST RETIREMENT BENEFITS (Continued)

Funding Policy

Member Contributions

Mandatory member contributions were phased out between 1974 and 1977, with the plan remaining noncontributory until January 1, 1987, when the Member Investment Plan (MIP) was enacted. MIP members enrolled prior to January 1, 1990, contribute at a permanently fixed rate of 3.9% of gross wages. The MIP contribution rate was 4.0% from January 1, 1987, the effective date of the MIP, until January 1, 1990, when it was reduced to 3.9%. Members first hired between January 1, 1990 and June 30, 2008, and returning members who did not work between January 1, 1987 through December 31, 1989, contribute at the following graduated permanently fixed contribution rates: 3% of the first \$5,000; 3.6% of \$5,001 through \$15,000; 4.3% of all wages over \$15,000. Members first hired July 1, 2008, or later including Pension Plus Plan members, contribute at the following graduated permanently fixed contribution rates: 3% of the first \$5,000; 3.6% of \$5,001 through \$15,000; 6.4% of all wages over \$15,000.

Basic Plan members make no contributions. For a limited period ending December 31, 1992, an active Basic Plan Member could enroll in the MIP by paying the contributions that would have been made had enrollment occurred initially on January 1, 1987, or on the date of hire, plus interest. MIP contributions at the rate of 3.9% of gross wages begin at enrollment. Actuarial rate of interest is posted to member accounts on July 1st on all MIP monies on deposit for 12 months. If a member leaves public school service and no pension is payable, the member's accumulated contributions plus interest, if any, are refundable.

Under Public Act 300 of 2012, eligible members voluntarily chose between increasing, maintaining, or stopping their contributions to the pension fund as of the transition date. Members who elected to increase their level of contribution contribute 4% (Basic Plan) or 7% (MIP); by doing so they maintain a 1.5% pension factor in their pension formula. Members who elected to maintain their level of contribution will receive a 1.25% pension factor in their pension formula for their years of service as of their transition date. Their contribution rates are described above. Members who elected to stop their contributions became participants in the Defined Contribution plan as of their transition date.

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 7 - DEFINED BENEFIT PLAN AND POST RETIREMENT BENEFITS (Continued)

Employer Contributions

Each school district or reporting entity is required to contribute the full actuarial funding contribution amount to fund pension benefits, plus an additional amount to fund retiree health care benefit amounts on a cash disbursement basis. For the period October 1 through September 30, the School District pays an amount equal to a percentage of its employees' wages to the Michigan Public School Employees Retirement System ("MPERS"), which is administered by the State of Michigan. These contributions are required by law and are calculated by using the contribution rates and periods provided in the table below of the employees' wages. In addition, the District is required to match 50% up to 1% of the employee's contribution in the Pension Plus plan. The contribution requirements of plan members and the District are established and may be amended by the MPERS Board of Trustees. The District contributions to MPERS were equal to the required contribution for those years.

The School District's contributions to MPERS are as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Contributions to MPERS</u>
2013	\$ 3,443,588
2012	3,074,280
2011	2,765,756

Included in the amounts paid above, the District received \$252,193 of section 147(c) State Aid for the sole purpose of making supplemental payments to MPERS. The District has recorded this amount as state revenue and additional pension expenditures/expenses for the year ended June 30, 2013.

PA 464 Retirees Returning to Work, effective December 27, 2012 also requires applicable employer contributions to the defined benefit and defined contribution plans. These amounts if any are included in the amounts paid above.

HAMILTON COMMUNITY SCHOOLS NOTES TO FINANCIAL STATEMENTS

NOTE 7 - DEFINED BENEFIT PLAN AND POST RETIREMENT BENEFITS (Continued)

		Fiscal Year 2013					
		Effective February 1, 2013					
Public School Employee	Pension Rates	Basic MIP	Pension Plus	Pension Plus PHF - First worked after 9/3/12	Pension Plus to DC with PHF First worked after 9/3/12	Basic MIP DB to DC with DB Health	Basic MIP DB to DC with PHF
(FYE Sept. 30th)							Basic MIP with PHF
Pension Normal Cost		2.43%	2.24%	2.24%	0.00%	0.00%	2.43%
Pension UAL		11.42%	11.42%	11.42%	11.42%	11.42%	11.42%
Pension Early Retirement Incentive		1.36%	1.36%	1.36%	1.36%	1.36%	1.36%
Pension Contributions - Total Rate		15.21%	15.02%	15.02%	12.78%	12.78%	15.21%
Health Normal Cost		0.93%	0.93%	0.00%	0.00%	0.93%	0.00%
Health UAL		8.18%	8.18%	8.18%	8.18%	8.18%	8.18%
Health Contributions - Total Rate		9.11%	9.11%	8.18%	8.18%	9.11%	8.18%
Total		24.32%	24.13%	23.20%	20.96%	21.89%	23.39%
		DC Contributions					
DC Employer Contributions		0.00%	1.00%	1.00%	3.00%	4.00%	0.00%
Personal Healthcare Fund		0.00%	0.00%	2.00%	2.00%	0.00%	2.00%
Total		0.00%	1.00%	3.00%	5.00%	4.00%	2.00%

		4 months ended 1/31/2013			
Public School Employee	Pension Rates	First worked before 7/1/10	First worked between 6/30/10 and 9/3/12	Pension Plus and First worked after 9/3/12	Elected DC and First worked after 9/3/12
(FYE Sept. 30th)					
Pension Normal Cost (Prefunded)		3.47%	2.24%	2.24%	0.00%
Pension Unfunded Accrued Liability		11.42%	11.42%	11.42%	11.42%
Early Retirement Incentive Program		1.36%	1.36%	1.36%	1.36%
Pension Total Rate		16.25%	15.02%	15.02%	12.78%
Retiree Health Care Contribution (Cash basis)		0.93%	0.93%	0.00%	0.00%
Surcharge due to Injunction		8.18%	8.18%	8.18%	8.18%
Health Total Rate		9.11%	9.11%	8.18%	8.18%
Total		25.36%	24.13%	23.20%	20.96%

		Fiscal Years 2012 and 2011			
		FY 2011 - 2012		11 months ended 9/30/11	
Public School Employee	Pension Rates	First worked before 7/1/10	First worked after 6/30/10	First worked before 7/1/10	First worked after 6/30/10
(FYE Sept. 30th)					
Pension Normal Cost (Prefunded)		3.47%	2.24%	3.74%	2.24%
Pension Unfunded Accrued Liability		12.49%	12.49%	8.42%	8.42%
Early Retirement Incentive Program		0.00%	0.00%	N/A	N/A
Pension Total Rate		15.96%	14.73%	12.16%	10.66%
Retiree Health Care Contribution (Cash basis)		5.50%	5.50%	5.50%	5.50%
Surcharge due to Injunction		3.00%	3.00%	3.00%	3.00%
Health Total Rate		8.50%	8.50%	8.50%	8.50%
Total		24.46%	23.23%	20.66%	19.16%

		1 month ended 10/31/10	
Public School Employee	Pension Rates	First worked before 7/1/10	First worked after 6/30/10
(FYE Sept. 30th)			
Pension Normal Cost (Prefunded)		3.74%	2.24%
Pension Unfunded Accrued Liability		8.42%	8.42%
Early Retirement Incentive Program		N/A	N/A
Pension Total Rate		12.16%	10.66%
Retiree Health Care Contribution (Cash basis)		7.25%	7.25%
Surcharge due to Injunction		N/A	N/A
Health Total Rate		7.25%	7.25%
Total		19.41%	17.91%

HAMILTON COMMUNITY SCHOOLS NOTES TO FINANCIAL STATEMENTS

NOTE 7 - DEFINED BENEFIT PLAN AND POST RETIREMENT BENEFITS (Continued)

Benefit Provisions - Other Postemployment

Introduction

Benefit provisions of the postemployment healthcare plan are established by State statute, which may be amended. Public Act 300 of 1980, as amended, establishes eligibility and benefit provisions. Retirees have the option of health coverage, which, through 2012, is currently funded on a cash disbursement basis. Beginning fiscal year 2013, it will be funded on a prefunded basis. The System has contracted to provide the comprehensive group medical, hearing, dental and vision coverage for retirees and beneficiaries. A subsidized portion of the premium is paid by the System with the balance deducted from the monthly pension of each retiree health care recipient. For members who first worked before July 1, 2008, (Basic, MIP-Fixed, and MIP-Graded plan members), the subsidy is the maximum allowed by statute. To limit future liabilities of Other Postemployment Benefits, members who first worked on or after July 1, 2008, (MIP-Plus plan members), have a graded premium subsidy based on career length where they accrue credit towards their insurance premiums in retirement, not to exceed the maximum allowable by statute. Public Act 300 of 2012 sets the maximum subsidy at 80% beginning January 1, 2013; 90% for those Medicare eligible and enrolled in the insurances as of that date.

Public Act 75 of 2010 requires each actively employed member of MPSERS after June 30, 2010 to annually contribute 3% of their compensation to offset employer contributions for health care benefits of current retirees. Dependents are eligible for health care coverage if they meet the dependency requirements set forth in Public Act 300 of 1980, as amended.

Retiree Healthcare Reform of 2012

Public Act 300 of 2012 granted all active members of the Michigan Public School Employees Retirement System, who earned service credit in the 12 months ending September 3, 2012, or were on an approved professional services or military leave of absence on September 3, 2012, a voluntary election regarding their retirement healthcare. Any changes to a member's healthcare benefit are effective as of the member's *transition date*, which is defined as the first day of the pay period that begins on or after December 1, 2012.

Under Public Act 300 of 2012, members were given the choice between continuing the 3% contribution to retiree healthcare and keeping the premium subsidy benefit described above, or choosing not to pay the 3% contribution and instead opting out of the subsidy benefit and becoming a participant in the Personal Healthcare Fund (PHF), a portable, tax-deferred fund that can be used to pay healthcare expenses in retirement. Participants in the PHF are automatically enrolled in a 2% employee contribution into their 457 account as of their transition date, earning them a 2% employer match into a 401(k) account. Members who selected this option stop paying the 3% contribution to retiree healthcare as of the day before their transition date, and their prior contributions will be deposited into their 401(k) accounts.

HAMILTON COMMUNITY SCHOOLS NOTES TO FINANCIAL STATEMENTS

NOTE 7 - DEFINED BENEFIT PLAN AND POST RETIREMENT BENEFITS (Continued)

Benefit Provisions - Other Postemployment (Continued)

Members who did not make an election before the deadline retain the subsidy benefit and continue making the 3% contribution toward retiree healthcare. Deferred or nonvested members on September 3, 2012 who are rehired on or after September 4, 2012, will contribute 3% contribution to retiree healthcare and will retain the subsidy benefit. Returning members who made the retirement healthcare election will retain whichever option they chose.

Those who elected to retain the premium subsidy continue to annually contribute 3% of compensation into the health care funding account. A member or former member age 60 or older, who made the 3% healthcare contributions but who does not meet eligibility requirements may request a refund of their contributions. Similarly, if a retiree dies before the total value of the insurance subsidy paid equals the total value of the contributions the member made, and there are no eligible dependents, the beneficiary may request a refund of unused funds. Refunds of member contributions to the healthcare funding account are issued as a supplemental benefit paid out over a 60 month period.

1. Retirees with at least 21 years of service, who terminate employment after October 31, 1980, with vested deferred benefits, are eligible for subsidized employer paid health benefit coverage.
2. A delayed subsidy applies to retirees who became a member of the retirement system before July 1, 2008 and who purchased service credit on or after July 1, 2008. Such individuals are eligible for premium subsidy benefits at age 60 or when they would have been eligible to retire without having made a service purchase, whichever comes first. They may enroll in the insurances earlier, but are responsible for the full premium until the premium subsidy begins.

Under Public Act 300 of 2012, the state no longer offers an insurance premium subsidy in retirement for public school employees who first work on or after September 4, 2012. Instead, all new employees will be placed into the Personal Healthcare Fund where they will have support saving for retirement healthcare costs in the following ways:

- They will be automatically enrolled in a 2% employee contribution into a 457 account as of their date of hire, earning them a 2% employer match into a 401(k) account.
- They will receive a credit into a Health Reimbursement Account (HRA) at termination if they have at least 10 years of service at termination. The credit will be \$2,000 for participants who are at least 60 years of age at termination or \$1,000 for participants who are less than 60 years of age at termination.

HAMILTON COMMUNITY SCHOOLS NOTES TO FINANCIAL STATEMENTS

NOTE 7 - DEFINED BENEFIT PLAN AND POST RETIREMENT BENEFITS (Concluded)

Benefit Provisions - Other Postemployment (Concluded)

Participants in the Personal Healthcare Fund, who become disabled for any reason, are not eligible for any employer funded health insurance premium subsidy. If a PHF participant suffers a non-duty related death, his or her health benefit dependents are not eligible to participate in any employer funded health insurance premium subsidy. If a PHF participant suffers a duty death, the state will pay the maximum health premium allowed by statute for the surviving spouse and health benefit dependents. The spouses' insurance subsidy may continue until his or her death, the dependents' subsidy may continue until their eligibility ends (through marriage, age, or other event). Upon eligibility for a duty death benefit, the 2% employer matching contributions and related earnings in the PHF 401(k) are forfeited and the state will pay for the subsidy payments. The beneficiaries receive the member's personal contributions and related earnings in the PHF 457 account.

Other Information

On June 28, 2010, the Michigan Court of Claims issued an injunction in response to a challenge to the authority of the State to require employees who began working before July 1, 2010, to contribute 3% of reportable wages to the retiree health care trust at MPSERS. As a result, the State has adjusted the contribution rate due on employees' wages paid between November 1, 2010 and September 30, 2011 to 20.66% for members who first worked prior to July 1, 2010 and 19.16% for Pension Plus members. In March 2011, the Court of Claims granted the plaintiffs' motions for summary disposition finding that the mandatory 3% contribution violated both the U.S. and Michigan constitutions. The State appealed the ruling to the Michigan Court of Appeals. The Court of Appeals accepted the appeal and ordered an expedited review. The Court of Appeals also granted the State's motion for a stay of proceedings and ordered that the 3% deduction continue to be collected and placed into an escrow account until further order of the Court.

On August 16, 2012 the State of Michigan Court of Appeals affirmed the trial court's orders granting summary dispositions in favor of the plaintiffs in each of the cases before it, terminating the stay ordered by this Court on March 18, 2011. The State of Michigan has appealed the decision to the Michigan Supreme Court. The Office of Retirement Services is instructing Michigan public school employers to continue withholding the 3% contribution. Should the plaintiffs prevail, the escrowed funds will be returned to the employees.

HAMILTON COMMUNITY SCHOOLS NOTES TO FINANCIAL STATEMENTS

NOTE 8 - RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omission; injuries to employees and natural disasters. The District is a member of the West Michigan Risk Management Trust (Trust), a self-insurance program with 32 districts pooling together to insure property, liability and auto exposures. Premiums from members of the Trust are arrived at through standard underwriting procedures. The members of the Trust have contributed amounts sufficient to fund individual and aggregate losses up to \$250,000 and \$1,295,405, respectively, on an annual basis. Excess insurance has been purchased to cover claims exceeding those amounts. A \$1,000 per occurrence deductible for property losses is maintained to place the responsibility for small charges with the members of the Trust.

The District carries commercial insurance for all other risks of loss, including employee life, health and accident insurance. Settled claims resulting from these risks have not exceeded commercial coverage in any of the past three fiscal years.

NOTE 9 - TRANSFERS

The general fund transferred \$5,350 to the food service fund. The transfer from the general fund was made to cover allowable costs for the at-risk breakfast program.

NOTE 10 - CONTINGENT LIABILITIES

Amounts received or receivable from grant agencies are subject to audit and adjustments by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time, although the government expects such amounts, if any, to be immaterial.

HAMILTON COMMUNITY SCHOOLS NOTES TO FINANCIAL STATEMENTS

NOTE 11 - NEW ACCOUNTING STANDARDS

For the year end June 30, 2013 the District implemented the following new pronouncements:

GASB Statement 62 - Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements.

Summary:

The objective of this Statement is to incorporate into the GASB's authoritative literature certain accounting and financial reporting guidance that is included in the following pronouncements issued on or before November 30, 1989, which does not conflict with or contradict GASB pronouncements:

1. Financial Accounting Standards Board (FASB) Statements and Interpretations
2. Accounting Principles Board Opinions
3. Accounting Research Bulletins of the American Institute of Certified Public Accountants (AICPA) Committee on Accounting Procedure

GASB Statements 63 - Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position and GASB Statement 65 - Items Previously Reported as Assets and Liabilities.

Summary:

These Statements provide financial reporting guidance for deferred outflows of resources and deferred inflows of resources. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined those elements as a consumption of net position by the government that is applicable to a future reporting period, and an acquisition of net position by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial statement elements, which are distinct from assets and liabilities.

Concepts Statement No. 4 also identifies net position as the residual of all other elements presented in a statement of financial position. This Statement amends the net asset reporting requirements in Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net position.

**HAMILTON COMMUNITY SCHOOLS
NOTES TO FINANCIAL STATEMENTS**

NOTE 11 - NEW ACCOUNTING STANDARDS (Concluded)

GASB Statement 65 also states that bond issuance costs should be expensed in the year which they are incurred. As a result, the remaining unamortized bond issuance costs were written off as of July 1, 2012. The restatement of the beginning of the year net position is follows:

	<u>Governmental activities</u>
Net assets, as previously stated July 1, 2012	\$ 23,955,634
Adoption of GASB statement 65	<u>(352,232)</u>
Net position, as restated July 1, 2012	<u><u>\$ 23,603,402</u></u>

NOTE 12 - UPCOMING ACCOUNTING PRONOUNCEMENT

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, was issued by the GASB in June 2012 and will be effective for the District's 2015 fiscal year. The Statement requires governments that participate in defined benefit pension plans to report in their statement of net position a net pension liability. The net pension liability is the difference between the total pension liability (the present value of projected benefit payments to employees based on their past service) and the assets (mostly investments reported at fair value) set aside in a trust and restricted to paying benefits to current employees, retirees, and their beneficiaries. Statement 68 requires cost-sharing employers to record a liability and expense equal to their proportionate share of the collective net pension liability and expense for the cost-sharing plan. The Statement also will improve the comparability and consistency of how governments calculate the pension liabilities and expense.

REQUIRED SUPPLEMENTARY INFORMATION

**HAMILTON COMMUNITY SCHOOLS
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
YEAR ENDED JUNE 30, 2013**

	Original budget	Final budget	Actual	Variance with final budget
REVENUES:				
Local sources	\$ 3,317,900	3,140,500	\$ 3,114,827	\$ (25,673)
State sources	16,436,000	16,909,600	16,761,867	(147,733)
Federal sources	785,400	915,400	803,139	(112,261)
Intermediate school districts	2,013,500	1,998,000	1,852,305	(145,695)
Total revenues	<u>22,552,800</u>	<u>22,963,500</u>	<u>22,532,138</u>	<u>(431,362)</u>
EXPENDITURES:				
Current:				
Instruction:				
Basic programs	13,400,100	12,639,500	12,515,667	123,833
Added needs	1,221,500	2,600,100	2,236,640	363,460
Total instruction	<u>14,621,600</u>	<u>15,239,600</u>	<u>14,752,307</u>	<u>487,293</u>
Supporting services:				
Pupil	1,131,200	1,212,200	1,256,162	(43,962)
Instructional staff	800,500	714,800	744,553	(29,753)
General administration	410,200	323,100	316,356	6,744
School administration	1,379,900	1,361,900	1,360,965	935
Business	371,300	420,000	414,816	5,184
Operation/maintenance	2,339,200	2,290,300	2,248,314	41,986
Pupil transportation	1,468,100	1,350,300	1,329,878	20,422
Central	222,600	193,600	184,206	9,394
Athletics	688,400	612,600	599,690	12,910
Total supporting services	<u>8,811,400</u>	<u>8,478,800</u>	<u>8,454,940</u>	<u>23,860</u>
Community services	269,400	167,400	167,041	359
Outgoing transfers and other transactions	-	7,700	36,136	(28,436)
Total expenditures	<u>23,702,400</u>	<u>23,893,500</u>	<u>23,410,424</u>	<u>483,076</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>(1,149,600)</u>	<u>(930,000)</u>	<u>(878,286)</u>	<u>51,714</u>
OTHER FINANCING USES:				
Transfers out	-	-	(5,350)	(5,350)
Total other financing uses	-	-	(5,350)	(5,350)
NET CHANGE IN FUND BALANCE	<u>\$ (1,149,600)</u>	<u>\$ (930,000)</u>	<u>(883,636)</u>	<u>\$ 46,364</u>
FUND BALANCE:				
Beginning of year			6,425,217	
End of year			<u>\$ 5,541,581</u>	

ADDITIONAL SUPPLEMENTARY INFORMATION

**HAMILTON COMMUNITY SCHOOLS
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUND TYPES
JUNE 30, 2013**

	<u>Special revenue funds</u>		<u>Capital project funds</u>			
	<u>Food Service</u>	<u>Recreation</u>	<u>Building and Site</u>	<u>1998 Durant</u>	<u>Debt service funds</u>	<u>Total nonmajor funds</u>
ASSETS						
ASSETS:						
Cash and cash equivalents	\$ 180,906	\$ 63,968	\$ 169,935	\$ 38,350	\$ 1,085,360	\$ 1,538,519
Receivables:						
Accounts receivable	5,065	-	-	-	-	5,065
Intergovernmental	4,863	-	-	-	31,830	36,693
Due from other funds	142,480	41,214	-	-	143,637	327,331
Inventories	8,105	-	-	-	-	8,105
TOTAL ASSETS	<u>\$ 341,419</u>	<u>\$ 105,182</u>	<u>\$ 169,935</u>	<u>\$ 38,350</u>	<u>\$ 1,260,827</u>	<u>\$ 1,915,713</u>
LIABILITIES:						
Payables:						
Accounts payable	\$ 334	\$ 2,573	\$ -	\$ -	\$ -	\$ 2,907
Due to other funds	264,265	54,904	-	-	-	319,169
Unearned revenue	20,366	-	-	-	-	20,366
TOTAL LIABILITIES	<u>284,965</u>	<u>105,182</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>390,147</u>
DEFERRED INFLOWS:						
Unavailable revenue - property taxes	-	-	-	-	31,830	31,830
FUND BALANCES:						
Nonspendable for inventories	8,105	-	-	-	-	8,105
Restricted for:						
Debt service	-	-	-	-	1,228,997	1,228,997
Food service	48,349	-	-	-	-	48,349
Capital projects	-	-	-	38,350	-	38,350
Committed for capital projects	-	-	169,935	-	-	169,935
TOTAL FUND BALANCES	<u>56,454</u>	<u>-</u>	<u>169,935</u>	<u>38,350</u>	<u>1,228,997</u>	<u>1,493,736</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES	<u>\$ 341,419</u>	<u>\$ 105,182</u>	<u>\$ 169,935</u>	<u>\$ 38,350</u>	<u>\$ 1,260,827</u>	<u>\$ 1,915,713</u>

**HAMILTON COMMUNITY SCHOOLS
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUND TYPES
YEAR ENDED JUNE 30, 2013**

	<u>Special revenue funds</u>		<u>Capital project funds</u>			<u>Total nonmajor funds</u>
	<u>Food Service</u>	<u>Recreation</u>	<u>Building and Site</u>	<u>1998 Durant</u>	<u>Debt service funds</u>	
REVENUES:						
Local sources:						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ 3,686,580	\$ 3,686,580
Sales, registration fees and admissions	468,293	73,347	-	-	-	541,640
Investment earnings	726	-	332	27	12,035	13,120
Other	2,570	7,772	-	-	-	10,342
State sources	26,771	-	-	-	14,080	40,851
Federal sources	356,166	-	-	-	289,376	645,542
Total revenues	854,526	81,119	332	27	4,002,071	4,938,075
EXPENDITURES:						
Current:						
Special revenue activities:						
Salaries	264,417	5,516	-	-	-	269,933
Benefits	95,753	422	-	-	-	96,175
Purchased services	-	34,422	-	-	-	34,422
Supplies and materials	447,180	47,874	-	-	-	495,054
Other expenses	14,453	60,579	-	-	-	75,032
Debt service:						
Principal repayment	-	-	-	-	2,213,440	2,213,440
Interest	-	-	-	-	1,532,828	1,532,828
Other expenses	-	-	-	-	876	876
Total expenditures	821,803	148,813	-	-	3,747,144	4,717,760
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	32,723	(67,694)	332	27	254,927	220,315
OTHER FINANCING SOURCES (USES):						
Transfers in	5,350	-	-	-	-	5,350
NET CHANGE IN FUND BALANCES	38,073	(67,694)	332	27	254,927	225,665
FUND BALANCES:						
Beginning of year	18,381	67,694	169,603	38,323	974,070	1,268,071
End of year	\$ 56,454	\$ -	\$ 169,935	\$ 38,350	\$ 1,228,997	\$ 1,493,736

**HAMILTON COMMUNITY SCHOOLS
DEBT SERVICE FUNDS
COMBINING BALANCE SHEET
JUNE 30, 2013**

	2005	2008	2010	
ASSETS	Refunding	Refunding	Building & Site	Totals
ASSETS:				
Cash and cash equivalents	\$ 130,158	\$ 202,185	\$ 753,017	\$ 1,085,360
Intergovernmental	31,830	-	-	31,830
Due from other funds	143,637	-	-	143,637
TOTAL ASSETS	\$ 305,625	\$ 202,185	\$ 753,017	\$ 1,260,827
DEFERRED INFLOWS:				
Unavailable revenue - property taxes	\$ 31,830	\$ -	\$ -	\$ 31,830
FUND BALANCES:				
Restricted for debt service	273,795	202,185	753,017	1,228,997
TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES	\$ 305,625	\$ 202,185	\$ 753,017	\$ 1,260,827

**HAMILTON COMMUNITY SCHOOLS
DEBT SERVICE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2013**

	2005	2008	2009		
	Refunding	Refunding	Refunding	Durant	Totals
			Series A		
REVENUES:					
Property taxes	\$ 1,968,741	\$ 261,023	\$ 1,456,816	\$ -	\$ 3,686,580
Investment earnings	12,035	-	-	-	12,035
State sources	-	-	-	14,080	14,080
Federal sources	-	-	289,376	-	289,376
Total revenues	<u>1,980,776</u>	<u>261,023</u>	<u>1,746,192</u>	<u>14,080</u>	<u>4,002,071</u>
EXPENDITURES:					
Principal repayment	1,550,000	-	650,000	13,440	2,213,440
Interest	440,800	264,600	826,788	640	1,532,828
Other expenses	363	363	150	-	876
Total expenditures	<u>1,991,163</u>	<u>264,963</u>	<u>1,476,938</u>	<u>14,080</u>	<u>3,747,144</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>(10,387)</u>	<u>(3,940)</u>	<u>269,254</u>	<u>-</u>	<u>254,927</u>
FUND BALANCES:					
Beginning of year	284,182	206,125	483,763	-	974,070
End of year	<u>\$ 273,795</u>	<u>\$ 202,185</u>	<u>\$ 753,017</u>	<u>\$ -</u>	<u>\$ 1,228,997</u>

**HAMILTON COMMUNITY SCHOOLS
LONG TERM DEBT
BONDED DEBT - PRINCIPAL AND INTEREST REQUIREMENTS
JUNE 30, 2013**

2005 Refunding Bonds

Calendar year	Interest rate	Principal due May 1,	Interest due		Total due annually
			May 1	November 1	
2014	5.00%	\$ 1,540,000	\$ 181,650	\$ 143,150	\$ 1,864,800
2015	5.00%	1,530,000	143,150	104,900	1,778,050
2016	4.00%	1,520,000	104,900	74,500	1,699,400
2017	5.00%	1,490,000	74,500	37,250	1,601,750
2018	5.00%	1,490,000	37,250	-	1,527,250
Total 2005 bonded debt		<u>\$ 7,570,000</u>	<u>\$ 541,450</u>	<u>\$ 359,800</u>	<u>\$ 8,471,250</u>

The above bonds dated March 30, 2005 were issued for the purpose of refunding that portion of the District's outstanding 1998 School Building & Site Bonds, dated November 1, 1998, which were due and payable on May 1, 2010 (\$1,475,000 only), May 1, 2011 (\$1,605,000 only), May 1, 2012 through May 1, 2018 and to pay the costs of issuing the bonds. The amount of the original bond issue was \$14,245,000.

**HAMILTON COMMUNITY SCHOOLS
LONG TERM DEBT
BONDED DEBT - PRINCIPAL AND INTEREST REQUIREMENTS
JUNE 30, 2013**

2008 Refunding Bonds

Calendar year	Interest rate	Principal due May 1,	Interest due		Total due annually
			May 1	November 1	
2014	3.25%	\$ -	\$ 132,300	\$ 132,300	\$ 264,600
2015	3.25%	-	132,300	132,300	264,600
2016	3.25%	-	132,300	132,300	264,600
2017	3.25%	-	132,300	132,300	264,600
2018	3.25%	-	132,300	132,300	264,600
2019	4.00%	1,560,000	132,300	101,100	1,793,400
2020	4.00%	1,625,000	101,100	68,600	1,794,700
2021	4.00%	1,685,000	68,600	34,900	1,788,500
2022	4.00%	1,745,000	34,900	-	1,779,900
Total 2008 bonded debt		<u>\$ 6,615,000</u>	<u>\$ 998,400</u>	<u>\$ 866,100</u>	<u>\$ 8,479,500</u>

The above bonds dated March 27, 2008 were issued for the purpose of refunding that portion of the District's outstanding 1998 School Building & Site Bonds, dated November 1, 1998, which were due and payable on May 1, 2010 (\$645,000 only), May 1, 2011 (\$630,000 only), May 1, 2019 through May 1, 2024 and to pay the costs of issuing the bonds. The amount of the original bond issue was \$8,985,000.

**HAMILTON COMMUNITY SCHOOLS
LONG TERM DEBT
BONDED DEBT - PRINCIPAL AND INTEREST REQUIREMENTS
JUNE 30, 2013**

2010 Building and Site Bonds

Calendar year	Interest rate	Principal due May 1,	Interest due		Total due annually
			May 1	November 1	
2014	3.30%	\$ 675,000	\$ 404,781	\$ 393,644	\$ 1,473,425
2015	3.75%	700,000	393,644	380,519	1,474,163
2016	4.25%	725,000	380,519	365,113	1,470,632
2017	4.70%	775,000	365,113	346,900	1,487,013
2018	4.90%	800,000	346,900	327,300	1,474,200
2019	5.00%	800,000	327,300	307,300	1,434,600
2020	5.20%	800,000	307,300	286,500	1,393,800
2021	5.40%	800,000	286,500	264,900	1,351,400
2022	5.60%	800,000	264,900	242,500	1,307,400
2023	5.70%	1,000,000	242,500	214,000	1,456,500
2024	(t1) 6.00%	-	214,000	184,000	398,000
2025	(t1) 6.00%	-	184,000	154,000	338,000
2026	(t1) 6.00%	3,000,000	154,000	124,000	3,278,000
2027	(t2) 6.20%	-	124,000	93,000	217,000
2028	(t2) 6.20%	-	93,000	62,000	155,000
2029	(t2) 6.20%	-	62,000	31,000	93,000
2030	(t2) 6.20%	4,000,000	31,000	-	4,031,000
Total 2010 bonded debt		<u>\$ 14,875,000</u>	<u>\$ 4,181,457</u>	<u>\$ 3,776,676</u>	<u>\$ 22,833,133</u>

The above bonds dated January 27, 2010 were issued for the purpose of acquiring, furnishing and equipping additions to and partially remodeling, refurbishing and equipping school district building; acquiring and installing education technology improvements and energy conservation improvements; purchasing school buses and acquiring, developing and improving playgrounds, athletic fields, facilities and sites; and to pay the costs of issuing the bonds. The amount of the original bond issue was \$18,490,000.

Note: (t1) and (t2) are term bonds for 3 and 4 years, respectively. Term bonds are issued as equal denominations at an equivalent interest rate for the years in the term.

HAMILTON COMMUNITY SCHOOLS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2013

Federal grantor/pass-through grantor/ program title	Federal CFDA number	Pass- through grantor's number	Approved grant award amount	Accrued revenue July 1, 2012	(Memo only) Prior year expenditures	Adjustments	Current year expenditures	Current year cash receipts	Accrued revenue June 30, 2013
<u>U.S. Department of Agriculture:</u>									
Passed through Michigan Department of Education:									
Child Nutrition Cluster:									
Non-cash assistance (donated foods):									
National School Program - Non-bonus	10.555		\$ 47,119	\$ -	\$ -	\$ -	\$ 47,119	\$ 47,119	\$ -
Non-Cash Assistance Subtotal			47,119	-	-	-	47,119	47,119	-
National School Lunch Program - Breakfast	10.553	121970	3,865	-	27,430	-	3,865	3,865	-
National School Lunch Program - Breakfast	10.553	131970	34,415	-	-	-	34,415	34,415	-
			38,280	-	27,430	-	38,280	38,280	-
Cash assistance									
National School Lunch Program - Section 11	10.555	121960	32,055	-	223,410	-	32,055	32,055	-
National School Lunch Program - Section 11	10.555	131960	238,712	-	-	-	238,712	238,712	-
			270,767	-	223,410	-	270,767	270,767	-
Cash Assistance Subtotal			309,047	-	250,840	-	309,047	309,047	-
Total Child Nutrition Cluster			356,166	-	250,840	-	356,166	356,166	-
Total U.S. Department of Agriculture			356,166	-	250,840	-	356,166	356,166	-

The accompanying notes are an integral part of this schedule.

**HAMILTON COMMUNITY SCHOOLS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2013**

Federal grantor/pass-through grantor/ program title	Federal CFDA number	Pass- through grantor's number	Approved grant award amount	Accrued revenue July 1, 2012	(Memo only) Prior year expenditures	Adjustments	Current year expenditures	Current year cash receipts	Accrued revenue June 30, 2013
<u>U.S. Department of Education:</u>									
Passed through Michigan Department of Education:									
Title I Cluster:									
E.C.I.A. Title I	84.010	121530-1112	\$ 219,436	\$ 11,138	\$ 197,495	\$ -	\$ -	\$ 11,138	\$ -
E.C.I.A. Title I	84.010	131530-1213	228,646	-	-	-	191,074	164,279	26,795
Total Title I			448,082	11,138	197,495	-	191,074	175,417	26,795
Title IIA, Improving Teacher Quality	84.367	120520-1112	58,226	92	15,977	-	-	92	-
Title IIA, Improving Teacher Quality	84.367	130520-1213	97,970	-	-	-	39,548	-	39,548
			156,196	92	15,977	-	39,548	92	39,548
Total passed through Michigan Department of Education			604,278	11,230	213,472	-	230,622	175,509	66,343

The accompanying notes are an integral part of this schedule.

**HAMILTON COMMUNITY SCHOOLS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2013**

Federal grantor/pass-through grantor/ program title	Federal CFDA number	Pass- through grantor's number	Approved grant award amount	Accrued revenue July 1, 2012	(Memo only) Prior year expenditures	Adjustments	Current year expenditures	Current year cash receipts	Accrued revenue June 30, 2013
<u>U.S. Department of Education:</u>									
Passed through Ottawa Area Intermediate School District:									
Special Education Cluster:									
IDEA	84.027	120450-1112	\$ 543,137	\$ 217,172	\$ 543,137	\$ -	\$ -	\$ 217,172	\$ -
IDEA	84.027	130450-1213	548,597	-	-	-	548,597	336,212	212,385
			<u>1,091,734</u>	<u>217,172</u>	<u>543,137</u>	<u>-</u>	<u>548,597</u>	<u>553,384</u>	<u>212,385</u>
Pre School Incentive	84.173	120460-1112	17,457	8,002	17,457	-	-	8,002	-
Pre School Incentive	84.173	130460-1213	17,001	-	-	-	17,001	8,821	8,180
			<u>34,458</u>	<u>8,002</u>	<u>17,457</u>	<u>-</u>	<u>17,001</u>	<u>16,823</u>	<u>8,180</u>
Total Special Education Cluster			<u>1,126,192</u>	<u>225,174</u>	<u>560,594</u>	<u>-</u>	<u>565,598</u>	<u>570,207</u>	<u>220,565</u>
McKinney Vento	84.196A	122320-1112	203	-	203	-	-	-	-
McKinney Vento	84.196A	132320-1213	4,449	-	-	-	287	287	-
			<u>4,652</u>	<u>-</u>	<u>203</u>	<u>-</u>	<u>287</u>	<u>287</u>	<u>-</u>
Total U.S. Department of Education passed through Ottawa Area Intermediate School District			<u>1,130,844</u>	<u>225,174</u>	<u>560,797</u>	<u>-</u>	<u>565,885</u>	<u>570,494</u>	<u>220,565</u>

The accompanying notes are an integral part of this schedule.

**HAMILTON COMMUNITY SCHOOLS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2013**

Federal grantor/pass-through grantor/ program title	Federal CFDA number	Pass- through grantor's number	Approved grant award amount	Accrued revenue July 1, 2012	(Memo only) Prior year expenditures	Adjustments	Current year expenditures	Current year cash receipts	Accrued revenue June 30, 2013
<u>U.S. Department of Education:</u>									
Passed through Zeeland Public Schools:									
English Language Acquisition	84.365		\$ 3,460	\$ -	\$ -	\$ -	\$ 3,460	\$ -	\$ 3,460
Total U.S. Department of Education			1,738,582	236,404	774,269	-	799,967	746,003	290,368
<u>U.S. Department of Health and Human Services:</u>									
Passed through Michigan Department of Community Health									
Passed through Ottawa Area Intermediate School District:									
Medicaid - Administrative Outreach Claiming	93.778		2,449	1,588	2,449	-	-	1,588	-
Medicaid - Administrative Outreach Claiming	93.778		3,172	-	-	-	3,172	3,172	-
			5,621	1,588	2,449	-	3,172	4,760	-
TOTAL FEDERAL AWARDS			\$ 2,100,369	\$ 237,992	\$ 1,027,558	\$ -	\$ 1,159,305	\$ 1,106,929	\$ 290,368

The accompanying notes are an integral part of this schedule.

HAMILTON COMMUNITY SCHOOLS
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2013

1. Basis of Presentation - The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal grant activity of Hamilton Community Schools under programs of the federal government for the year ended June 30, 2013. The information in this schedule is presented in accordance with the requirements of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Government, and Non-Profit Organizations*. Because the schedule presents only a selected portion of the operations of Hamilton Community Schools, it is not intended to and does not present the net position or changes in net position of Hamilton Community Schools.
2. Summary of Significant Accounting Policies - Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-87, *Cost Principles for States, Local and Indian Tribal Governments*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts (if any) shown on the schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available.
3. National School Lunch cluster (CFDA #10.553 and #10.555), and the Special Education cluster (CFDA #84.027 and #84.173) were audited as the major programs, representing 80% of expenditures.
4. The threshold for distinguishing Type A and Type B programs was \$300,000.
5. Management has utilized the Grant Audit Report in preparing the Schedule of Expenditures of Federal Awards.
6. Federal expenditures are reported as revenue in the following funds in the financial statements:

General fund	\$ 803,139
Other nonmajor governmental funds	645,542
	1,448,681
Less: Federal subsidy for Build America Bonds, not subject to audit in accordance with OMB Circular A-133	(289,376)
Total expenditures reported on the Schedule of Expenditures of Federal Awards	\$ 1,159,305

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

INDEPENDENT AUDITOR'S REPORT

To the Board of Education
Hamilton Community Schools

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Hamilton Community Schools as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Hamilton Community Schools basic financial statements and have issued our report thereon dated November 1, 2013.

Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as described as 2013-001 and 2013-002 that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Hamilton Community Schools' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Hamilton Community Schools' Response to Findings

Hamilton Community Schools response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Hamilton Community Schools response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

Manes Costeiran PC

November 1, 2013

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND
ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133**

INDEPENDENT AUDITOR'S REPORT

To the Board of Education
Hamilton Community Schools

Report on Compliance for Each Major Federal Program

We have audited Hamilton Community Schools' compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Hamilton Community Schools' major federal programs for the year ended June 30, 2013. Hamilton Community Schools' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Hamilton Community Schools' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Hamilton Community Schools' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Hamilton Community Schools' compliance.

Opinion on Each Major Federal Program

In our opinion, Hamilton Community Schools complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

Report on Internal Control Over Compliance

Management of Hamilton Community Schools is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Hamilton Community Schools' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Hamilton Community Schools' internal control over compliance.

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Maney Costeiran PC

November 1, 2013

**HAMILTON COMMUNITY SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013**

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:

Unmodified

Internal control over financial reporting:

➤	Material weakness(es) identified?	<u> </u>	Yes	<u> </u>	No
➤	Significant deficiency(ies) identified?	<u> X </u>	Yes	<u> </u>	None reported
	Noncompliance material to financial statements noted?	<u> </u>	Yes	<u> X </u>	No

Federal Awards

Internal control over major programs:

➤	Material weakness(es) identified?	<u> </u>	Yes	<u> X </u>	No
➤	Significant deficiency(ies) identified?	<u> </u>	Yes	<u> X </u>	None reported

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

Unmodified

Any audit findings disclosed that are required to be reported with Section 510(a) of Circular A-133?

 Yes X No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
10.553 & 10.555	National School Lunch Cluster
84.027 & 84.173	Special Education Cluster

Dollar threshold used to distinguish between Type A and Type

\$300,000

Auditee qualified as low-risk auditee?

 Yes X No

**HAMILTON COMMUNITY SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013**

Section II - Financial Statement Findings

Finding 2013-001

Considered a significant deficiency

Criteria: Hamilton Community Schools should complete monthly bank reconciliations in a timely manner.

Condition: The District completed bank reconciliations; however the reconciliations were not completed in a timely manner.

Context: The District's staff is working to improve the process of preparing monthly reconciliations.

Questioned Costs: \$0

Cause: The District's experienced turnover in the business office and the transition delayed the preparation of the monthly bank reconciliations.

Effect: Bank reconciliations were not completed timely.

Recommendation: We recommend Hamilton Community Schools establish improved controls for preparing and reviewing bank reconciliations. The District should ensure that reconciliations are completed in a timely manner on a monthly basis.

Finding 2013-002

Considered a significant deficiency

Criteria: Hamilton Community Schools should reconcile significant balance sheet accounts on a monthly basis.

Condition: The District recorded numerous adjusting journal entries to balance sheet accounts after year-end.

Context: Failure to make significant adjustments increases the risk that the financial statements will be materially misstated.

Questioned Costs: \$0

Cause: The District's experienced turnover in the business office and the transition delayed the preparation of the monthly account reconciliations.

Effect: Inaccurate financial information may be used for management decisions and reporting.

**HAMILTON COMMUNITY SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013**

Finding 2013-2 (Concluded)

Recommendation: We recommend Hamilton Community Schools establish improved controls for preparing and reviewing account reconciliations. The District should ensure that reconciliations are completed in a timely manner on a monthly basis.

Section III - Federal Award Findings and Questioned Costs

None noted.

**HAMILTON COMMUNITY SCHOOLS
CORRECTIVE ACTION PLAN
CONTACT PERSON: SCOTT POWERS
OVERSIGHT AGENCY: U.S. DEPARTMENT OF EDUCATION**

Hamilton Community Schools respectfully submits the following corrective action plan for the year ended June 30, 2013.

Auditor: Maner Costerisan
2425 E. Grand River Avenue, Suite 1
Lansing, Michigan 48912

Audit Period: Year ended June 30, 2013

The findings from the June 30, 2013 schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the number assigned in the schedule.

Finding - Financial statement audit

Finding 2013-001

Recommendation: We recommend Hamilton Community Schools establish improved controls for preparing and reviewing bank reconciliations. The District should ensure that reconciliations are completed in a timely manner on a monthly basis.

Action to be taken: The District will strive to improve controls and to ensure that monthly reconciliations are completed timely. The District is working to improve the bank reconciliation process.

Finding 2013-002

Recommendation: We recommend Hamilton Community Schools establish improved controls for preparing and reviewing account reconciliations. The District should ensure that reconciliations are completed in a timely manner on a monthly basis.

Action to be taken: The District will strive to improve controls and to ensure that monthly reconciliations are completed timely. The District is working to improve the account reconciliation process.

**HAMILTON COMMUNITY SCHOOLS
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2013**

Section III - Federal Award Findings and Questioned Costs

Finding 2012-SA-1 Finding considered a material weakness.

Federal Program: Special Education Cluster; U.S. Department of Education; CFDA Numbers 84.027A and 84.173A; Passed through Ottawa Area Intermediate School District; Award Numbers 120450-1112 and 120460-1112.

Criteria: Office of Management and Budget (OMB) Circular No. A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, requires that charges to federal awards for personnel costs (i.e., salaries, wages and employee benefits) be documented in accordance with specific guidelines. For employees charged entirely to a single Federal cost objective, the use of a semi-annual certification is permissible.

Condition: The predecessor auditor noted that the individuals who worked 100 percent on a single Federal cost objective completed semi-annual certifications, as permitted. However, four out of eight certifications for the second semester were signed and dated prior to the end of the period being certified. These certifications were signed at the beginning of the semester and were not re-evaluated at the end of semester.

Context: This condition was caused by the District's good-faith effort to complete the necessary documentation prior to the end of the semester, given that teachers are not easily accessible after the end of the academic year.

Questioned Costs: The total amount of teachers' wages and related benefits which did not fully meet the necessary documentation requirements was \$152,099.

Cause: The District's compliance staff was aware of the specific federal timekeeping requirements but did not adequately train employees in the accuracy needed when reporting their daily activity hours when completing their personal activity reports.

Effect: As a result of this condition, the District failed to fully comply with the documentation requirements of OMB Circular A-87, which requires that semi-annual certifications represent an after-the-fact reporting of the time actually worked by the employees.

Recommendation: We recommend that the District provide necessary personnel with time certification forms along with the last payroll period of the semester. The responsibility for ensuring that forms are distributed to appropriate personnel and returned timely should be assigned to a specific individual.

Status: The District improved the process over time and effort reporting and was in compliance for the year ended June 30, 2013.

**HAMILTON COMMUNITY SCHOOLS
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2013**

Finding 2012-SA-2

Federal Program: Child Nutrition Cluster; U.S. Department of Agriculture; CFDA Numbers 10.553 and 10.555; Passed through the Michigan Department of Education; Award Numbers 111970, 121970, 111960, and 121960.

Criteria: Recipients of federal awards are responsible for compliance with various requirements in accordance with the OMB Circular A-133 Compliance Supplement and the award agreement. The Child Nutrition Cluster requires that students receiving free or reduced rate meals meet certain income guidelines, or be categorically eligible by meeting other criteria. Eligibility determinations should be supported by an application or other documentation.

Condition: In our sample of 40 students receiving free or reduced rate meals, we noted one instance in which the family's annual income was calculated using year-to-date payroll information from a current employer, rather than the current wage rate. The MDE has specified in its guide, *Eligibility Manual for School Meals*, that "... the household must provide their current income which is based on the most recent information available." Using the current income data on an annualized basis, the student qualified for reduced-rate meals. However, based on the District's calculation, the student received free meals.

Context: The District's compliance staff was unaware that these grants were required to be offered to private schools.

Questioned Costs: No costs were required to be questioned as a result of this finding inasmuch as the projected incremental cost of providing free meals versus reduced-cost meals over the program year did not meet the threshold for reporting.

Cause: This condition appears to have been caused by an error in processing the information and documenting the circumstances. Management was unable to provide further details on the application process for this family, nor were any clarifying details noted on the application itself.

Effect: As a result of this condition, the District provided free meals to a certain student who apparently did not qualify to receive this benefit, or for which appropriate documentation of eligibility was not available.

Recommendation: We recommend that the District review its existing procedures for obtaining and processing applications to determine whether procedures are adequate to prevent similar instances in the future. Whenever possible, eligibility determinations should be reviewed for accuracy by an independent individual or administrator.

Status: The District is aware of the food service eligibility guidelines and will continue to monitor eligibility and the application process.

**HAMILTON COMMUNITY SCHOOLS
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2013**

Finding 2012-SA-3

Federal Program: Child Nutrition Cluster; U.S. Department of Agriculture; CFDA Numbers 10.553 and 10.555; Passed through the Michigan Department of Education; Award Numbers 111970, 121970, 111960, and 121960.

Criteria: A recipient of federal awards is required to determine that vendors being paid with federal funds are not suspended or debarred from doing business with the federal government. Such procedures are required whenever the amount disbursed to a single vendor in a given fiscal year is expected to be at least \$25,000.

Condition: The District appears to have adequate internal controls in place over determining whether vendors paid from the General Fund are suspended or debarred. However, our discussions with management indicate that these controls do not extend to the food service fund, which accounts for grant activity related to the Child Nutrition Cluster.

Questioned Costs: No costs were required to be questioned as a result of this finding inasmuch as none of the vendors involved were actually suspended or debarred.

Cause: This condition appears to be caused by an oversight in designing procedures and assigning responsibility for compliance, as the District has experienced staffing changes and has recently outsourced its business functions to the local intermediate school district.

Effect: As a result of this condition, the District was exposed to an increased risk that disbursements of federal awards could be made to vendors or subrecipients suspended or debarred by the federal government.

Recommendation: We recommend that management review its existing procedures over suspension and debarment to ensure that all applicable federal awards are being monitored for continued compliance. One potential control is to generate year-to-date expenditure reports by vendor each quarter and have an employee search on the federal excluded parties website for any vendor with expenditures of \$25,000 or more. A checkmark or other designation next to the vendor name could serve as indication of a clean search (i.e., vendor is not listed as suspended or debarred). Upon completion, any potential discrepancies should be investigated either centrally or by management of the specific grant. In order to document this control process, the vendor reports should be signed and dated by the individual performing the checks and submitted to a supervisor for approval. The supervisor should ensure that all vendors of \$25,000 or more have been marked off, sign and date the report as evidence of the review, and retain the documentation in accordance with applicable record retention policies.

Status: The District updated its controls over food service disbursements and is in compliance with the suspension and debarment requirements.

**HAMILTON COMMUNITY SCHOOLS
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2013**

Finding 2012-SA-4

Federal Program: Special Education Cluster; U.S. Department of Education; CFDA Numbers 84.027A and 84.173A; passed through Ottawa Area Intermediate School District; Award Numbers 120450-1112 and 120460-1112.

Education Jobs Funds; U.S. Department of Education; CFDA Numbers 84.410; Passed through the Michigan Department of Education; Award Numbers 112545-1011 and 112545-1112.

Criteria: Recipients of federal awards are required to report periodically on financial and programmatic information, as specified by OMB Circular A-133 Compliance Supplement or grant agreement. Reported information should be accumulated in accordance with the grantor agency guidelines, supported by the entity's accounting records, and subjected to an independent review and approval prior to submission in order to detect and correct any errors or omissions.

Condition: For the Special Education Cluster, the District submits an annual special education report (SE-4096) which details special education expenditures. In preparing this report, certain expenditures were reported in different functions than recorded in the accounting records. For the Education Jobs Fund, the District was required to submit quarterly information on jobs retained/created with grant funds. The methodology utilized to calculate this information was inconsistent with the guidance provided by OMB and the pass-through grantor agency. Grant reports are not consistently subjected to a document review and approval prior to submission.

Questioned Costs: No costs were required to be questioned as a result of this finding inasmuch as no unallowable costs were noted, and the reports filed were not the basis for requesting cash draws.

Cause: The condition related to the SE-4096 appears to have been caused by the District's review of expenditures at the time of report preparation and failure to post journal entries to move expenditures to the proper reporting functions to agree to the SE-4096. The condition related to the jobs created/retained reports appears to be related to a misunderstanding in the specific methodology required for calculating this data.

Effect: As a result of this condition, the District did not fully comply with reporting requirements.

Recommendation: Given the heightened scrutiny over federal awards, we recommend that all grant reports be subjected to review and agreement by an individual independent of the preparation prior to submission. General ledger reports and other calculations used to prepare the report should be attached to a copy of the submitted report, signed/initiated and dated by the preparer and reviewer, and retained as evidence of the control process.

Status: The District updated its controls over this process and is in compliance with these requirements.