

Auditing Procedures Report

Issued under Public Act 2 of 1968, as amended.

Local Unit Basic Information

County:	CHARLEVOIX	Type:	Township	Local Unit Name:	ST JAMES
Municode:	15-1-130	FY Ending:	2016	Year End Month:	3
Form ID: 7449			Submission successful on Aug 16 2016 9:12PM Confirmation #: 7449		

Questions:

Enter Opinion Date:

Governmental activities:

Business-type activities:

Aggregate discretely presented component units:

Major fund(s):

Aggregate remaining fund information:

Has the local unit complied with generally accepted accounting principles (GAAP)?

Are all required component units/funds/significant others of the local unit included in the financial statements and disclosed in the reporting entity notes to the financial statements when applicable?

Is this unit in compliance with the Uniform Chart of Accounts issued by the Department of Treasury?

Nothing came to my attention that caused me to believe that the local unit failed to comply with guidance issued by the Local Government Financial Services Division (ie., Uniform Reporting Format, Accounting Manual, Audit Manual, Budget Manual, Numbered Letters, MCGAA Statements). If nothing came to your attention, mark yes.

Nothing came to my attention that caused me to believe that the local unit failed to comply with charters or ordinances. If nothing came to your attention, mark yes.

Does the local unit have a court ordered judgment tax levy or judgment bond?

Responses:

07/19/2016

Unmodified

Unmodified

N/A

Unmodified

Unmodified

Yes

Yes

Yes

Yes

Yes

No

Has the local unit distributed tax revenues that were collected for another taxing unit timely as required by the general property tax act?	Yes
Has the current year pension actuarially determined contribution been paid by the unit required by the State Constitution Article 9, Section 24?	NA
Is the local unit free of illegal or unauthorized expenditures that came to your attention as defined in the manual for Audits of Local Units of Government in Michigan, as revised (see Appendix H of manual)?	Yes
Is the unit free of any indications of fraud or illegal acts that came to your attention during the course of the audit that have not been previously communicated to the Local Government Financial Services Division?	Yes
Does the audit report identify violations of other statutes not described in above?	No
Does the local unit have a negative fund balance in any of its unrestricted (unassigned, assigned and committed) fund balances/unrestricted fund net position (not government-wide statements)?	Yes
Is the local unit in compliance with Public Act 34 of 2001, Revised Municipal Finance Act (ie., authorized borrowing, annual filing of a qualifying statement, filing of a security report within 15 days of any issuance)?	Yes
Is the local unit in compliance with orders issued under Public Act 243 of 1980, Emergency Municipal Loan Act?	NA
Did the local unit adopt a budget for all required funds (MCL 141.436)?	Yes
Was a public hearing on the budget held in accordance with State statute?	Yes
Were the local unit's actual expenditures within the amounts authorized in the budget?	No
Are there any individual expenditures or other financing uses that exceed 10% of total expenditures?	No
Has the board or council approved all disbursements prior to payment as required by charter or statute?	Yes
Do all deposits/investments comply with statutory requirements including the adoption of an investment policy?	Yes
To your knowledge, were the bank reconciliations performed timely?	Yes

Are there any reported deficiencies other than segregation of duties and/or the preparation of financial statements?	No
General Fund Revenue:	\$385,394.00
General Fund Expenditure (Must be positive):	\$329,464.00
General Fund Other financing net sources/(uses) (Can be positive or negative):	-\$4,200.00
General Fund Beginning Balance:	\$307,180.00
General Fund Ending Balance:	\$358,910.00
Calculated General Fund Ending Balance:	\$358,910.00
Governmental net position:	\$1,633,263.00
Business type net position:	\$859,139.00
Component units total net position:	\$0.00
Governmental Activities Long-Term Debt:	\$0.00
Major Fund Deficit Amount:	\$137,051.00
Fund Type	ENTERPRISE
Fund Name	Sewer Fund
Unrestricted Fund Balance/Net Position (Deficit)	-\$79,707.00
Deferred Inflows of Resources	\$0.00
Taxes and Special Assessments Receivable	\$2,624.00
Deferred Inflows-Taxes and Special Assessments	\$0.00
Total Net Position (Deficit)/Surplus	\$378,552.00
Current Assets	\$124,254.00
Current Liabilities	\$239,895.00
CA-CL Deficit	-\$115,641.00
Deficit To Be Eliminated	-\$79,707.00
Fund Type	ENTERPRISE
Fund Name	Yacht Dock Fund
Unrestricted Fund Balance/Net Position (Deficit)	-\$57,344.00
Deferred Inflows of Resources	\$0.00
Taxes and Special Assessments Receivable	\$0.00
Deferred Inflows-Taxes and Special Assessments	\$0.00

Total Net Position (Deficit)/Surplus	\$480,587.00
Current Assets	\$3,520.00
Current Liabilities	\$60,864.00
CA-CL Deficit	-\$57,344.00
Deficit To Be Eliminated	-\$57,344.00

Were there any reported deficiencies including those that would be related to internal controls, statutory compliance, or other areas of concern?

Yes

Attachments:

Please attach Audit Report

St James audit 2016.pdf

Please attach reported deficiencies

St James mat weakness letter 2016.pdf

Certification:

We affirm that we are certified public accountants licensed to practice in Michigan.

CHECKED

We affirm that all answers are correct to the best of our knowledge.

CHECKED

We further affirm that all material weaknesses, significant deficiencies, and statutory noncompliance violations as well as all budget violations that were reported to the auditee are reported to the Michigan Department of Treasury.

CHECKED

CPA Name:

Douglas J. Vredeveld

Ten Digit License Number:

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Please provide a primary email address for the local unit contact:

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