

Board of Trustees and Management
Town of Cunningham
Urbana, Illinois

In planning and performing our audit of the financial statements of the governmental activities and each major fund of Town of Cunningham as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the entity's internal control over financial reporting (internal control) as a basis for designing 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 entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to fraud or error may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

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 entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Material weakness

We consider the following deficiency in the entity's internal control to be a material weakness.

The following material weakness was identified and communicated in a prior period; remedial action has not yet been taken:

Financial Statement Preparation

The Board of Trustees and management share the ultimate responsibility for the entity's internal control system. While it is acceptable to outsource various accounting functions, the responsibility for internal control cannot be outsourced. The entity engages CliftonLarsonAllen LLP to assist in preparing its financial statements and accompany disclosures and the depreciation schedules. However, as independent auditors, CliftonLarsonAllen LLP cannot be considered part of the entity's internal control system. To establish proper internal control over the preparation of its financial statements, including disclosures, and the depreciation schedules, the entity should design and implement a comprehensive review procedure to ensure that the financial statements, including disclosures, and depreciation schedules, are complete and accurate.

Such review procedures should be performed by an individual possessing a thorough understanding of applicable accounting principles and knowledge of the entity's activities and operations. Currently, the entity's personnel have not monitored recent accounting developments to the extent necessary to enable them to prepare the entity's financial statements, related disclosures, and depreciation schedules to provide a high level of assurance that any potential material omissions or other errors would be identified and corrected. This condition puts management at risk of not detecting material errors in the financial statements. Under generally accepted auditing standards, we are required to inform you of this. We make no recommendation as to whether management should or should not invest in additional personnel or additional training for existing personnel to acquire the capacity to maintain the level of expertise necessary to prepare financial statements, including all disclosures and the depreciation schedules.

Other deficiencies in internal control and other matters

During our audit, we became aware of deficiencies in internal control and others matter that are opportunities to strengthen your internal control and improve the efficiency of your operations. While the nature and magnitude of the other deficiencies in internal control were not considered important enough to merit the attention of the Board of Trustees, they are considered of sufficient importance to merit management's attention and are included herein to provide a single, comprehensive communication for both those charged with governance and management.

Review Process

During our audit, we noted bank reconciliations are not documented as reviewed and are not reviewed in detail, rather at a summary level. In addition, manual journal entries are not reviewed. Lack of a detailed review over bank reconciliations and journal entries can lead to errors or irregularities not being detected in a timely manner. We recommend maintaining detailed support in these areas, including the review and approval by a qualified person, other than the preparer.

Undeposited Revenue

During our audit, we noted an instance of personal property replacement tax revenue received in April 2018 not being deposited until August 2018. Lack of internal controls over receipts can lead to loss of interest earnings and errors in revenue and cash account balances. We recommend the Township strengthen its internal control processes over receipts to ensure all deposits are made and recorded timely.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various entity personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

* * *

This communication is intended solely for the information and use of management, the Board of Trustees, and others within the entity, and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Champaign, Illinois
November 27, 2018



Board of Trustees
Town of Cunningham
Urbana, Illinois

We have audited the financial statements of the governmental activities and each major fund of Town of Cunningham as of and for the year ended June 30, 2018, and have issued our report thereon dated November 27, 2018. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Cunningham are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during 2018.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Corrected misstatements

The attached schedule summarizes all misstatements (material and immaterial) detected as a result of audit procedures that were corrected by management.

Disagreements with management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the management representation letter dated November 27, 2018.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other audit findings or issues

We have provided a separate letter to you dated November 27, 2018, communicating internal control related matters identified during the audit.

Other information in documents containing audited financial statements

With respect to the supplementary information accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated November 27, 2018.

The statistical data accompanying the financial statements, which is the responsibility of management, was prepared for purposes of additional analysis and is not a required part of the financial statements. Such information was not subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we did not express an opinion or provide any assurance on it.

Our auditor’s opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

* * *

This communication is intended solely for the information and use of the Board of Trustees and management of Town of Cunningham and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Champaign, Illinois
November 27, 2018

Client: **004-00475200 - Town of Cunningham, Illinois**
 Engagement: **AUD 2018 - Town of Cunningham**
 Period Ending: **6/30/2018**
 Trial Balance: **0900 - Town Fund TB**
 Workpaper: **0921.00 - Town Fund - Adjusting Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1		4000.10		
To record PPRT revenue for October and April Disbursements				
1030	SAVINGS		4,264.00	
4012	PPRT			4,264.00
Total			<u><u>4,264.00</u></u>	<u><u>4,264.00</u></u>
Adjusting Journal Entries JE # 2		1100.07		
To correct interest revenue incorrectly recorded to bank account.				
4020	INTEREST INCOME		1,873.00	
1020	INTERIM CKG			1,873.00
Total			<u><u>1,873.00</u></u>	<u><u>1,873.00</u></u>
Adjusting Journal Entries JE # 3		2300.01		
To reduce payroll liabilities to zero at year end				
2110	STATE W/H TAX		114.00	
2111	Direct Deposit Liabilities		1,967.00	
2410	IMRF W/H		3,742.00	
6013	SALARIES - OTHERS			114.00
6013	SALARIES - OTHERS			1,931.00
6013	SALARIES - OTHERS			1,967.00
6013-02	SALARIES - OTHERS			1,811.00
Total			<u><u>5,823.00</u></u>	<u><u>5,823.00</u></u>

Client: 004-00475200 - Town of Cunningham, Illinois
 Engagement: AUD 2018 - Town of Cunningham
 Period Ending: 6/30/2018
 Trial Balance: 0901 - General Assistance Fund TB
 Workpaper: 0921.05 - General Asst Fund - Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1		4000.10		
To record PPRT revenue for October and April Disbursements				
1030	SAVINGS		4,265.00	
4012	PPRT			4,265.00
Total			<u>4,265.00</u>	<u>4,265.00</u>
Adjusting Journal Entries JE # 2		1100.07		
To correct interest revenue incorrectly recorded to bank account.				
4020	INTEREST INCOME		1,873.00	
1020	INTERIM CKG			1,873.00
Total			<u>1,873.00</u>	<u>1,873.00</u>
Adjusting Journal Entries JE # 3		2300.01		
To reduce payroll liabilities to zero at year end				
2110	STATE W/H TAX		119.00	
2410	IMRF W/H		1,187.00	
6013	SALARIES - OTHERS			1,306.00
Total			<u>1,306.00</u>	<u>1,306.00</u>

TOWN OF CUNNINGHAM
BASIC FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION
YEAR ENDED JUNE 30, 2018

CliftonLarsonAllen LLP



WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING



**TOWN OF CUNNINGHAM
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YEAR ENDED JUNE 30, 2018**

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INDEPENDENT AUDITORS' REPORT

Board of Trustees
Town of Cunningham
Urbana, Illinois

Report on the Financial Statements

We have audited the accompanying modified cash basis financial statements of the governmental activities and each major fund of the Town of Cunningham, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Cunningham's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities and each major fund of the Town of Cunningham, as of June 30, 2018, and the respective changes in modified cash basis financial position, thereof for the year then ended in accordance with the basis of accounting described in Note 1.

Basis of Accounting

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

Other Matters

Report on Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Cunningham's basic financial statements. The statements of receipts, disbursements, and changes in fund balance, budget to actual, and statistical data, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The budget to actual information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, these statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole on the basis of accounting described in Note 1.

The schedule of assessed valuations, rates, extensions, and collections listed in the table of contents has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.



CliftonLarsonAllen LLP

Champaign, Illinois
November 27, 2018

TOWN OF CUNNINGHAM
STATEMENT OF NET POSITION – MODIFIED CASH BASIS
JUNE 30, 2018

	<u>Governmental Activities</u>
ASSETS	
Cash and Cash Equivalents	\$ 3,441,965
Capital Assets, Net	<u>56,888</u>
Total Assets	<u>3,498,853</u>
LIABILITIES	
	<u>-</u>
NET POSITION	
Investment in Capital Assets	56,888
Restricted for General Assistance	2,063,732
Unrestricted	<u>1,378,233</u>
Total Net Position	<u><u>\$ 3,498,853</u></u>

See accompanying Notes to Basic Financial Statements.

**TOWN OF CUNNINGHAM
STATEMENT OF ACTIVITIES – MODIFIED CASH BASIS
YEAR ENDED JUNE 30, 2018**

		Program Revenues			Net (Expense) Revenue and Change in Net Position
PROGRAMS	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities:					
General Government	\$ 558,206	\$ -	\$ -	\$ -	\$ (558,206)
Social Services	642,043	15,434	-	-	(626,609)
	<u>\$ 1,200,249</u>	<u>\$ 15,434</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(1,184,815)</u>
		General Revenues:			
					1,121,401
					25,213
					2,821
					21,401
					<u>1,170,836</u>
					(13,979)
					<u>3,512,832</u>
					<u>\$ 3,498,853</u>

See accompanying Notes to Basic Financial Statements.

**TOWN OF CUNNINGHAM
BALANCE SHEET – MODIFIED CASH BASIS
GOVERNMENTAL FUNDS
JUNE 30, 2018**

	Town Fund	General Assistance Fund	Total Governmental Funds
ASSETS			
Cash and Cash Equivalents	\$ 1,378,233	\$ 2,063,732	\$ 3,441,965
LIABILITIES AND FUND BALANCES			
Liabilities	-	-	-
Fund Balances			
Restricted for:			
General Assistance	-	2,063,732	2,063,732
Assigned to:			
Contingent Repayment of Property Tax	330,509	-	330,509
Unassigned	1,047,724	-	1,047,724
Total Fund Balances	1,378,233	2,063,732	3,441,965
Total Liabilities and Fund Balances	\$ 1,378,233	\$ 2,063,732	

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

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

	56,888
Net Position of Governmental Activities	\$ 3,498,853

See accompanying Notes to Basic Financial Statements.

**TOWN OF CUNNINGHAM
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE –
MODIFIED CASH BASIS
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2018**

	Town Fund	General Assistance Fund	Total Governmental Funds
RECEIPTS			
Property Taxes	\$ 779,519	\$ 341,882	\$ 1,121,401
Replacement Taxes	12,606	12,607	25,213
Interest	10,701	10,700	21,401
SSI Reimbursements	-	15,434	15,434
Miscellaneous	2,709	112	2,821
Total Receipts	<u>805,535</u>	<u>380,735</u>	<u>1,186,270</u>
DISBURSEMENTS			
Current			
General Government	558,206	-	558,206
Social Services	199,025	449,219	648,244
Total Disbursements	<u>757,231</u>	<u>449,219</u>	<u>1,206,450</u>
CHANGE IN FUND BALANCE	48,304	(68,484)	(20,180)
Fund Balance - Beginning of Year	<u>1,329,929</u>	<u>2,132,216</u>	<u>3,462,145</u>
FUND BALANCE - END OF YEAR	<u><u>\$ 1,378,233</u></u>	<u><u>\$ 2,063,732</u></u>	<u><u>\$ 3,441,965</u></u>

See accompanying Notes to Basic Financial Statements.

TOWN OF CUNNINGHAM
RECONCILIATION OF THE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN
FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES –
MODIFIED CASH BASIS
YEAR ENDED JUNE 30, 2018

Net Changes in Fund Balance - Total Governmental Funds	\$ (20,180)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as disbursements. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	<u>6,201</u>
Change in Net Position of Governmental Activities	<u><u>\$ (13,979)</u></u>

See accompanying Notes to Basic Financial Statements.

TOWN OF CUNNINGHAM
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Town of Cunningham (the Township) operates under the Township organization article of 60 ILCS. The Township provides the following services as authorized by statute: general assistance, property tax assessment, health and social services, and general administrative services. Since the Township is coterminous with the city of Urbana, duties that would normally be associated with a Township Road District or Highway Commissioner are not applicable to the Township.

These financial statements are presented on a modified cash basis of accounting. This modified cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements.

Principles Used to Determine the Scope of the Reporting Entity

The definition of the reporting entity is based primarily on the notion of financial accountability. A primary government is financially accountable for the organizations that make up its legal entity. It is also financially accountable for legally separate organizations if its officials appoint a voting majority of an organization's governing body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government. A primary government may also be financially accountable for governmental organizations that are fiscally dependent on it.

The Township's reporting entity includes the Township's governing board and all related organizations for which the Township is financially accountable.

The Township is not aware of any entity which would be financially accountable to the Township to the extent that they would be considered a component unit of the entity.

Government-Wide and Fund Financial Statements

The government-wide focus is on the sustainability of the Township as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The statement of net position and statement of activities display information about the Township as a whole. The effect of interfund activity has been removed from these statements. The government-wide statement of activities reflects both disbursements and net cost of each function of the Township's governmental activities. Program receipts include charges paid by a recipient for the goods or services offered by the program, grants, and contributions that are restricted to meeting operational or capital requirements of a particular program, and interest earned on grants that is required to be used to support a particular program. Receipts, which are not classified as program receipts, such as property taxes, are presented as general receipts of the Township. The comparison of direct disbursements with program receipts identifies the extent to which each Township function is self-financing or draws from the general receipts of the Township.

TOWN OF CUNNINGHAM
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government–Wide and Fund Financial Statements (Continued)

The financial transactions of the Township are recorded in individual funds. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, receipts, and disbursements. Fund financial statements are provided for the governmental funds. The emphasis of fund financial statements is on major governmental funds; therefore, each is displayed in a separate column.

Measurement Focus, Basis of Accounting, and Basis of Presentation

The government-wide statements report using the economic resources measurement focus.

Governmental fund financial statements report using the current financial resources measurement focus. Since the governmental fund financial statements are presented on a different measurement focus than the government-wide statements (due mainly to inclusion of capital assets activity in the government-wide presentation) a reconciliation is presented, which briefly explains the adjustments necessary to transform the fund based financial statements into the governmental column of the government-wide presentation.

Basis of accounting refers to when receipts received and disbursements disbursed are recognized in the accounts and how they are reported on the financial statements. The Township maintains its accounting records for all funds on the modified cash basis of accounting. Accordingly, receipts are recognized and recorded in the accounts when cash is received. In the same manner, disbursements are recognized and recorded upon the disbursement of cash. Assets of a fund are only recorded when a right to receive cash exists which arises from a previous cash transaction. Liabilities of a fund, similarly, result from previous cash transactions.

Modified cash basis financial statements omit recognition of receivables and payables and other accrued and deferred items that do not arise from previous cash transactions.

Governmental funds are those through which governmental functions of the Township are financed. The acquisition, use, and balances of the Township's expendable resources and the related liabilities are accounted for through governmental funds. The Township reports the following major governmental funds:

Town Fund – Reports as the primary fund (or the General Fund) of the Township. This fund is used to account for all financial resources not reported in other funds.

General Assistance Fund – Accounts for the accumulation of financial resources for assistance provided to Township residents who meet certain requirements. The Township annually levies a tax restricted for the payment of these costs.

TOWN OF CUNNINGHAM
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

The preparation of financial statements in conformity with the modified cash basis of accounting requires management to make estimates and assumptions that affect certain reported amounts and disclosures at the date of the financial statements. Actual results could differ from those estimates.

Cash and Cash Equivalents

The Township maintains cash balances to meet current operating requirements. The Township maintains pooled cash accounts for its funds which are used to account for all cash transactions. Cash in excess of current requirements is invested in interest bearing deposit accounts and is included in the financial statements as cash and cash equivalents.

Capital Assets and Depreciation

Capital assets, which include property, equipment, and software are reported in the government-wide financial statements. The Township currently has no infrastructure assets. Capital assets are defined by the Township as individual assets with an initial, individual cost of more than \$5,000 and an estimated useful life of one year or more, with the exception of buildings and improvements, which are defined as capital assets with an individual cost of more than \$10,000. Such assets are recorded at historical costs if purchased or constructed, except for assets acquired before January 1, 2004, for which historical cost was not available which are valued based on insured value at that date, adjusted for inflation to the date of acquisition. Donated capital assets are not recorded because they did not result from a cash transaction.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Buildings	40
Building Improvements	20
Vehicles	5
Software	5

Fund Balance

Fund balance is categorized based on the nature and extent of the constraints placed on the fund balance. The following classifications describe the relative strengths of the spending constraints:

Nonspendable

This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually to be maintained intact.

TOWN OF CUNNINGHAM
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Balance (Continued)

Restricted

This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws and regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

Committed

This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board of Trustees. These amounts cannot be used for any other purpose unless the Board of Trustees removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed.

Assigned

This classification includes amounts that are constrained by the Township's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board of Trustees or through delegating this responsibility to the Township Supervisor or other official. This classification also includes the remaining positive fund balance for all governmental funds, except for the Town Fund.

Unassigned

This classification includes the residual fund balance for the Town Fund and includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of assigned fund balance amounts.

The Township would typically use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

Net Position

Net position represents the difference between assets and liabilities in the government-wide statements. Net position in investment in capital assets consist of capital assets, net of accumulated depreciation. Net position is reported as restricted when there are limitations imposed on their use through enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations. Any remaining amounts are reported as unrestricted.

TOWN OF CUNNINGHAM
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Property Taxes

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied in November of the prior year and are payable in two installments on June 1st and September 1st. Property taxes are billed and collected by Champaign County, which in turn, remits them to the appropriate taxing authorities. Payments are typically made by Champaign County during the period June through November. This fiscal year includes property taxes received from the 2017 levy and the 2016 levy.

NOTE 2 CASH AND CASH EQUIVALENTS

The deposit of Township monies is governed by the provisions of the Illinois Compiled Statutes. In accordance with these provisions, all Township monies must be invested in one or more of the following:

- Interest bearing savings accounts, interest bearing certificates of deposit, or interest bearing time deposits constituting direct obligations of any bank as shall have been selected and designated under the terms of the Statutes and as shall have complied with the requirements thereof;
- Shares or other forms of securities legally issuable by savings and loan associations incorporated under the laws of this state or any other state or under the laws of the United States, provided such shares or securities are insured by the Federal Savings and Loan Insurance Corporation;
- Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest; and
- Short term discount obligations of the Federal National Mortgage Association.

Deposits

Custodial Credit Risk – The risk that a government will not be able to recover deposits if the depository financial institution fails or will not be able to recover collateral securities that are in the possession of an outside party. The Township has an investment policy which requires deposits in excess of the federally insured amount to be collateralized, in the Township's name.

The Township's cash deposits consist of checking, savings, and money market accounts. The carrying amount of the Township's bank deposits was \$3,441,965, and the respective bank balances totaled \$3,515,478 at June 30, 2018. As of June 30, 2018, the Township's bank deposits were fully insured or collateralized.

**TOWN OF CUNNINGHAM
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2018**

NOTE 3 CHANGES IN CAPITAL ASSETS

A summary of changes in capital assets is as follows:

	Balance July 01, 2017	Additions	Deletions	Balance June 30, 2018
Depreciable Capital Assets				
Buildings	\$ 159,173	\$ -	\$ -	\$ 159,173
Vehicles	19,127	-	-	19,127
Software	22,000	12,500	-	34,500
Total	<u>200,300</u>	<u>12,500</u>	<u>-</u>	<u>212,800</u>
Less: Accumulated Depreciation				
Buildings	108,486	4,007	-	112,493
Vehicles	19,127	-	-	19,127
Software	22,000	2,292	-	24,292
Total	<u>149,613</u>	<u>6,299</u>	<u>-</u>	<u>155,912</u>
Total Depreciable Capital Assets	<u>\$ 50,687</u>	<u>\$ 6,201</u>	<u>\$ -</u>	<u>\$ 56,888</u>

Depreciation expense of \$6,299 for governmental activities is charged to general government expenses in the statement of activities.

NOTE 4 PENSION PLAN

Plan Description

The Township's defined benefit pension plan for regular employees provides retirement and disability benefits, post retirement increases, and death benefits to plan members and beneficiaries. The Township's plan is affiliated with the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer plan. Benefit provisions are established by statute and may only be changed by the General Assembly of the state of Illinois. IMRF issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained on-line at www.imrf.org.

Funding Policy

As set by statute, the Township's regular plan members are required to contribute 4.50% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The annual required contribution rate for calendar year 2018 and 2017 was 13.24% and 12.92%, respectively. The Township also contributes for disability benefits, death benefits, and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

TOWN OF CUNNINGHAM
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 4 PENSION PLAN (CONTINUED)

Contributions Made

The District contributed \$43,944 for fiscal year 2018. The amount contributed for fiscal years 2017 and 2016 was \$52,508 and \$57,408, respectively.

The required contribution for 2017 was determined as part of the December 31, 2015, actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions at December 31, 2015, included (a) 7.5% investment rate of return (net of administrative and direct investment disbursements), (b) projected salary increases of 3.50% a year, attributable to inflation, (c) additional projected salary increases ranging from 0.4% to 10% per year depending on age and service, attributable to seniority/merit, and (d) postretirement benefit increases of 3% annually.

NOTE 5 OTHER POST-EMPLOYMENT BENEFITS (OPEB)

The Township provides limited health care coverage for eligible retired employees (employees are eligible after working for at least 10 continuous years) by allowing these retired employees to remain on the Township's health insurance plan. These employees are required to pay 100% of the current premium cost. The benefit levels are the same as provided to active employees.

The Township's health care coverage was historically under the city of Urbana's health care plan. As of January 1, 2017, the Township has its own small group plan, except for the dental plan, which is still through the City of Urbana.

NOTE 6 RISK MANAGEMENT

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Township is a member of a public entity risk pool which is described below that provided insurance coverage for those risks.

The Township is a member of the Township Officials of Illinois Risk Management Association (TOIRMA), an insurance pool whose members are all Illinois townships. TOIRMA provides risk management services and insures all the Township's property, general liability, automobile, employee dishonesty, and excess liability claims up to specified limits.

TOIRMA is a separate entity which sets rates and purchases commercial excess and stop loss coverage for townships electing excess and stop loss coverage. The Township pays annual premiums to TOIRMA for coverage. Supplementary payments may also be required by TOIRMA's Board of Directors should the premiums paid be insufficient to fund operations. No such supplemental payments have been required. Settled claims have not exceeded the coverage in any of the past three years and there has not been a significant reduction in coverage during the year ended June 30, 2018.

**TOWN OF CUNNINGHAM
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2018**

NOTE 7 STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

There were no funds which incurred disbursements in excess of their appropriations.

NOTE 8 RELATED GOVERNMENT

As described in Note 1, the Township is coterminous with the city of Urbana. The City Council of Urbana also serves ex-officio as the governing board of the Township. In addition, the City Clerk of Urbana serves as the Town Clerk of Cunningham and the mayor of the city of Urbana serves as Chair of the Board of Trustees. During the year ended June 30, 2018, the Township paid \$1,241 for data processing to the city of Urbana.

NOTE 9 COMMITMENTS AND CONTINGENCIES

On April 29, 2016, the Township entered into a computer lease for a copier. Payments are \$200 a month for 60 months. The Township paid \$2,400 on the lease in fiscal year 2018. Total owed by fiscal year on the lease as of June 30, 2018 was as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2019	\$ 2,400
2020	2,400
2021	2,000
Total	<u>\$ 6,800</u>

The Carle Foundation has paid real estate taxes to Champaign County under protest for the years 2004 to 2011. The Carle Foundation (Carle) maintains that certain properties should be exempt from real estate taxes due to its charitable status. If Carle's case were to prevail, the Township could be required to repay up to an estimated \$593,791 for its share of property taxes collected by the County of Champaign. On March 7, 2013, the Illinois Department of Revenue ruled that Carle Foundation will not be required to pay future real estate taxes to Champaign County beginning with the 2012 tax year. The Township has assigned \$330,509 of the Town Fund fund balance and has earmarked \$263,282 of the General Assistance Fund fund balance for this potential repayment.

NOTE 10 TAX ABATEMENTS

The Township has not entered into an intergovernmental agreements for direct tax abatements. The Township tax base is, however, affected by certain tax abatement agreements entered into by other taxing bodies.

TOWN OF CUNNINGHAM
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 10 TAX ABATEMENTS (CONTINUED)

For the fiscal year ended June 30, 2018, various tax abatement agreements were entered into for a five year period beginning 2018 at various percentages ranging from 20% - 100%. The amount of the Township's property tax abated in fiscal year 2018 under these agreements totaled \$8,534.

The accompanying notes are an integral part of the financial statements.

TOWN OF CUNNINGHAM
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE –
MODIFIED CASH BASIS – BUDGET TO ACTUAL
TOWN FUND
YEAR ENDED JUNE 30, 2018

	Original Budget	Final Budget	Actual	Variance with Final Budget
RECEIPTS				
Property Taxes	\$ 769,473	\$ 769,473	\$ 779,519	\$ 10,046
Replacement Taxes	14,000	14,000	12,606	(1,394)
Interest	2,300	2,300	10,701	8,401
Miscellaneous	1,300	1,300	2,709	1,409
Total Receipts	<u>787,073</u>	<u>787,073</u>	<u>805,535</u>	<u>18,462</u>
DISBURSEMENTS				
General Government				
Supervisor's Office:				
Salaries	104,154	104,154	101,069	3,085
Employee Benefits	38,881	45,188	44,427	761
Office Supplies	2,900	3,584	2,902	682
Computer Software	1,500	1,500	1,390	110
Dues and Subscriptions	600	1,322	1,322	-
Travel and Training	4,100	600	501	99
Miscellaneous	5,000	5,000	4,508	492
Legal Services	30,000	38,462	38,462	-
Administrative Services	11,900	5,752	5,752	-
Accounting Services	8,000	8,000	7,616	384
Repairs and Maintenance	6,800	7,220	1,528	5,692
Janitor Services	4,800	4,800	3,253	1,547
Build Urbana	4,500	-	-	-
Computer Services	1,950	2,070	1,920	150
Telephone	7,600	7,600	6,651	949
Utilities	5,500	5,500	5,452	48
Insurance	4,750	4,750	4,468	282
Emergency Assistance	50,000	42,000	43,089	(1,089)
Noncapital Equipment	500	1,023	1,023	-
Total Supervisor's Office	<u>293,435</u>	<u>288,525</u>	<u>275,333</u>	<u>13,192</u>
Assessor's Office:				
Salaries	197,369	197,685	189,141	8,544
Employee Benefits	83,401	73,371	66,337	7,034
Office Supplies	4,100	5,092	3,328	1,764
Dues and Subscriptions	3,500	3,500	2,137	1,363
Travel and Training	4,250	4,947	4,059	888
Miscellaneous	500	500	-	500
Administrative Services	-	8,025	8,025	-
Repairs and Maintenance	500	500	-	500
Computer Services	6,150	6,150	5,691	459
Appraisals	4,500	4,500	3,375	1,125
Noncapital Equipment	2,250	2,250	780	1,470
Total Assessor's Office	<u>306,520</u>	<u>306,520</u>	<u>282,873</u>	<u>23,647</u>
Total General Government	<u>599,955</u>	<u>595,045</u>	<u>558,206</u>	<u>36,839</u>

See accompanying Note to Supplementary Information.

TOWN OF CUNNINGHAM
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE –
MODIFIED CASH BASIS – BUDGET TO ACTUAL
TOWN FUND (CONTINUED)
YEAR ENDED JUNE 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
Social Services				
Grants	\$ 195,000	\$ 199,910	\$ 199,025	\$ 885
Total Disbursements	<u>794,955</u>	<u>794,955</u>	<u>757,231</u>	<u>37,724</u>
CHANGE IN FUND BALANCE	<u>\$ (7,882)</u>	<u>\$ (7,882)</u>	48,304	<u>\$ 56,186</u>
Fund Balance - Beginning of Year			<u>1,329,929</u>	
FUND BALANCE - END OF YEAR			<u><u>\$ 1,378,233</u></u>	

See accompanying Note to Supplementary Information.

TOWN OF CUNNINGHAM
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE –
MODIFIED CASH BASIS – BUDGET TO ACTUAL
GENERAL ASSISTANCE FUND
YEAR ENDED JUNE 30, 2018

	Original Budget	Final Budget	Actual	Variance with Final Budget
RECEIPTS				
Property Taxes	\$ 329,418	\$ 329,418	\$ 341,882	\$ 12,464
Replacement Taxes	14,000	14,000	12,607	(1,393)
Interest	1,700	1,700	10,700	9,000
SSI Reimbursements	15,000	15,000	15,434	434
Miscellaneous	-	-	112	112
Total Receipts	<u>360,118</u>	<u>360,118</u>	<u>380,735</u>	<u>20,617</u>
DISBURSEMENTS				
Social Services:				
Salaries	58,000	58,000	60,511	(2,511)
Employee Benefits	25,293	31,048	29,355	1,693
Office Supplies	4,100	4,281	1,151	3,130
Computer Software	8,000	13,324	13,324	-
Work/Training Supplies	36,100	36,100	12,087	24,013
Dues and Subscriptions	-	150	150	-
Travel and Training	4,200	4,200	1,086	3,114
Medical Care	5,000	5,000	-	5,000
Personal Allowances	318,000	266,572	251,112	15,460
Computer Services	-	150	150	-
Client Employment Verification	1,305	1,305	985	320
Noncapital Equipment	6,800	6,800	5,552	1,248
Emergency Assistance	-	39,868	40,167	(299)
General Insurance	4,750	4,750	4,468	282
Miscellaneous Expense	22,620	22,620	835	21,785
Legal Services	30,000	30,000	28,286	1,714
Total Social Services	<u>524,168</u>	<u>524,168</u>	<u>449,219</u>	<u>74,949</u>
Total Disbursements	<u>524,168</u>	<u>524,168</u>	<u>449,219</u>	<u>74,949</u>
CHANGE IN FUND BALANCE	<u>\$ (164,050)</u>	<u>\$ (164,050)</u>	(68,484)	<u>\$ 95,566</u>
Fund Balance - Beginning of Year			<u>2,132,216</u>	
FUND BALANCE - END OF YEAR			<u>\$ 2,063,732</u>	

See accompanying Note to Supplementary Information.

**TOWN OF CUNNINGHAM
NOTE TO SUPPLEMENTARY INFORMATION
JUNE 30, 2018**

NOTE 1 BUDGETS AND BUDGETARY ACCOUNTING

The Township follows these procedures in establishing the budgetary data reflected in the financial statements, which is on the modified cash basis of accounting:

1. The Supervisor submits to the Township Board of Trustees a proposed operating budget, for the fiscal year commencing July 1.
2. A public hearing is conducted at an advertised location to obtain taxpayer comments.
3. The budget must be adopted in ordinance form by the end of the first quarter of the fiscal year.

TOWN OF CUNNINGHAM
SCHEDULE OF ASSESSED VALUATIONS, RATES, EXTENSIONS, AND COLLECTIONS
YEAR ENDED JUNE 30, 2018
(UNAUDITED)

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Assessed Valuations	<u>\$ 557,884,512</u>	<u>\$ 545,974,455</u>	<u>\$ 523,103,317</u>	<u>\$ 523,905,080</u>	<u>\$ 527,290,271</u>
Rates Extended					
Town Fund	0.1404	0.1435	0.1497	0.1452	0.1248
General Assistance Fund	<u>0.0616</u>	<u>0.0629</u>	<u>0.0657</u>	<u>0.1036</u>	<u>0.1224</u>
Total Rate	<u>0.2020</u>	<u>0.2064</u>	<u>0.2154</u>	<u>0.2488</u>	<u>0.2472</u>
Tax Extensions					
Town Fund	\$ 783,270	\$ 783,473	\$ 783,086	\$ 760,710	\$ 658,058
General Assistance Fund	<u>343,657</u>	<u>343,418</u>	<u>343,679</u>	<u>542,766</u>	<u>645,403</u>
Total Extensions	<u>\$ 1,126,927</u>	<u>\$ 1,126,891</u>	<u>\$ 1,126,765</u>	<u>\$ 1,303,476</u>	<u>\$ 1,303,461</u>