

***CITY OF HUBBARD, OREGON  
ANNUAL FINANCIAL REPORT  
YEAR ENDED JUNE 30, 2020***

**CITY OF HUBBARD, OREGON**  
**CITY OFFICIALS**  
**JUNE 30, 2020**

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<u>Name</u>	<b>MAYOR</b>	<u>Term</u>
Charles Rostocil		December 31, 2020

**CITY COUNCIL MEMBERS**

James Audritsh, President		December 31, 2020
Michelle Dodge		December 31, 2022
Robert Prinslow		December 31, 2022
Tyler Thomas		December 31, 2020

The above individuals may be contacted at the address below.

3720 2nd Street  
Hubbard, Oregon 97032

**DIRECTOR OF ADMINISTRATION / CITY RECORDER**

Vickie Nogle

**FINANCE DIRECTOR**

Judy Smith

**CITY OF HUBBARD, OREGON**  
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***FINANCIAL SECTION***



## GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

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475 Cottage Street NE, Suite 200 • Salem, Oregon 97301-3814

### ***INDEPENDENT AUDITOR'S REPORT***

Honorable Mayor and Council Members  
City of Hubbard  
3720 Second Street  
Hubbard, Oregon 97032

#### ***Report on the Financial Statements***

We have audited the accompanying modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining funds of the City of Hubbard, Oregon (the City), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City'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 as described in the notes to the financial statements. 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 opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City'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 City'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 modified cash basis financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining funds of the City of Hubbard, Oregon as of June 30, 2020, and the respective changes in modified cash basis financial position and, where applicable, cash flows, thereof for the year then ended in accordance with the modified cash basis of accounting described in the summary of significant accounting policies in the notes to the financial statements.

## ***Basis of Accounting***

We draw attention to the notes of the financial statements that describes the basis of accounting. The financial statements are prepared on a 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 this matter.

## ***Other Matters***

### ***Report on Supplemental and Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole that collectively comprise the City's basic financial statements. Management's discussion and analysis and the supplemental information, which are the responsibility of management, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplemental information as listed in the table of contents 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. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole on the basis of accounting described in notes to the financial statements.

Management's discussion and analysis 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 such information.

### ***Report on Other Legal and Regulatory Requirements***

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated October 14, 2020, on our consideration of the City's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

*GROVE, MUELLER & SWANK, P.C.*  
*CERTIFIED PUBLIC ACCOUNTANTS*

By: \_\_\_\_\_



Ryan T. Pasquarella, A Shareholder

October 14, 2020

CITY OF HUBBARD  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2020

As management of the City of Hubbard, we offer readers of the financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2020.

FINANCIAL HIGHLIGHTS

	June 30,		change
	2020	2019	
Net position	\$ 5,599,160	\$ 4,844,511	\$ 754,649
Change in net position	754,649	891,913	(137,264)
Governmental net position	2,329,945	2,116,697	213,248
Proprietary net position	3,269,215	2,727,814	541,401
Change in governmental net position	213,248	489,856	(276,608)
Change in proprietary net position	541,401	402,057	139,344

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves.

*Government-wide Financial Statements.* The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business. These statements include:

*Statement of Net Position (Modified Cash Basis).* The *statement of net position (modified cash basis)* presents information on all of the assets and liabilities of the City as of the date on the statement. Net position is what remains after the liabilities have been paid off or otherwise satisfied. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

*Statement of Activities (Modified Cash Basis).* The *statement of activities (modified cash basis)* presents information showing how the net position of the City changed over the most recent fiscal year by tracking revenues, expenditures and other transactions that increase or reduce net position. All changes in net position are reported as soon as funds are received or paid. Thus, revenues and expenditures are reported in this statement as cash flows occur.

In the government-wide financial statements, the City's activities are shown as governmental and business-type activities. All basic governmental functions are shown here, such as police and court, streets, parks, community development and administration. These activities are primarily financed through property taxes and other intergovernmental revenues. The City's business-type (water and sewer) activities are primarily financed through user charges.

*Fund Financial Statements.* The fund financial statements provide more detailed information about the City's funds, focusing on its most significant or "major" funds - not the City as a whole. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories: governmental funds and proprietary funds.

*Governmental Funds.* The governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements.

*Proprietary Funds.* The City charges customers for the services it provides. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the City's enterprise funds (a component of proprietary funds) are the same as the business-type activities reported in the government-wide statements, but provide more detail and additional information.

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

*Other Information.* In addition to the basic financial statements and accompanying notes, this report also presents certain *supplemental information* including combining reconciliations, schedules of revenues, expenditures and changes in fund balance - budget and actual for all funds.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS

*Statement of Net Position (Modified Cash Basis).* The statement of net position (modified cash basis) is provided on a comparative basis.

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets exceeded liabilities by \$5,599,160 as of June 30, 2020.

Net position - restricted represent resources that are subject to external restrictions on their use, such as debt service payments or capital acquisitions.

Net position - unrestricted are available for general operations of the City.

**City of Hubbard**  
**Statements of Net Position (Modified Cash Basis)**  
**June 30,**

	2020			2019		
	Governmental Activities	Business-type Activities	Total	Governmental Activities	Business-type Activities	Total
<i>Assets</i>						
Cash and cash equivalents	\$ 2,343,529	\$ 3,292,297	\$ 5,635,826	\$ 2,135,673	\$ 2,751,416	\$ 4,887,089
<i>Liabilities</i>						
Payroll withholdings	13,056	-	13,056	15,251	-	15,251
Deposits	528	23,082	23,610	3,725	23,602	27,327
Total liabilities	13,584	23,082	36,666	18,976	23,602	42,578
<i>Net Position</i>						
Restricted	697,752	2,638,235	3,335,987	746,495	2,262,206	3,008,701
Unrestricted	1,632,193	630,980	2,263,173	1,370,202	465,608	1,835,810
Total net position	<u>\$ 2,329,945</u>	<u>\$ 3,269,215</u>	<u>\$ 5,599,160</u>	<u>\$ 2,116,697</u>	<u>\$ 2,727,814</u>	<u>\$ 4,844,511</u>

*Statement of Activities.* During the current fiscal year, the City's net position increased by \$754,649. The key elements of the change in the City's net position for the year ended June 30, 2020 are as follows:

- Capital grants and contributions decreased by \$283,821 primarily due to a decrease in building projects within the City which resulted in decreased SDC revenue.
- Intergovernmental revenues increased \$26,411 during the year as a result of an increase in state shared revenue received during the current year.
- Police and court expenses increased by \$66,446 as a result of having more staff in comparison to the prior year.
- Street expenses increased by \$56,169 as a result of significant capital improvements and equipment purchases made during the year.
- Charges for services from Water and Sewer operations increase \$52,782 as a result of increased utility fees.
- Water expenses decreased \$76,672 as a result of significant capital acquisitions in the prior year.
- Sewer expenses decreased \$38,460 as a result of reduction of personnel costs as compared to the prior year.

**City of Hubbard**  
**Statements of Activities (Modified Cash Basis)**  
**Year Ended June 30,**

	2020			2019		
	Governmental Activities	Business- type Activities	Total	Governmental Activities	Business- type Activities	Total
Revenues						
Program Revenues						
Charges for services	\$ 439,380	\$ 1,230,299	\$ 1,669,679	\$ 464,116	\$ 1,177,517	\$ 1,641,633
Operating grants	251,211	20,000	271,211	248,953	-	248,953
Capital grants	98,008	102,909	200,917	306,094	178,644	484,738
General Revenues						
Property taxes	900,135	-	900,135	897,259	-	897,259
Franchise and other taxes	225,167	-	225,167	216,922	-	216,922
Intergovernmental	122,647	-	122,647	96,236	-	96,236
Miscellaneous	118,035	52,910	170,945	98,828	49,338	148,166
<i>Total Revenues</i>	<u>2,154,583</u>	<u>1,406,118</u>	<u>3,560,701</u>	<u>2,328,408</u>	<u>1,405,499</u>	<u>3,733,907</u>
Expenses						
General government	221,236	-	221,236	236,312	-	236,312
Police and court	1,023,802	-	1,023,802	957,356	-	957,356
Community development	112,672	-	112,672	164,986	-	164,986
Parks	170,491	-	170,491	146,526	-	146,526
Streets	529,267	-	529,267	473,098	-	473,098
Water	-	409,030	409,030	-	485,702	485,702
Sewer	-	339,554	339,554	-	378,014	378,014
<i>Total Expenses</i>	<u>2,057,468</u>	<u>748,584</u>	<u>2,806,052</u>	<u>1,978,278</u>	<u>863,716</u>	<u>2,841,994</u>
Transfers	116,133	(116,133)	-	139,726	(139,726)	-
Change in net position	213,248	541,401	754,649	489,856	402,057	891,913
Net position, beginning of year	2,116,697	2,727,814	4,844,511	1,626,841	2,325,757	3,952,598
Net position, end of year	<u>\$ 2,329,945</u>	<u>\$ 3,269,215</u>	<u>\$ 5,599,160</u>	<u>\$ 2,116,697</u>	<u>\$ 2,727,814</u>	<u>\$ 4,844,511</u>

**FINANCIAL ANALYSIS OF THE CITY'S FUNDS**

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements,

*Governmental Funds.* The focus of the City's governmental funds is to provide information on relatively short-term cash flow and funding for future basic services on a fund basis. Such information is useful in assessing the City's financing requirements. In particular, *fund balance* may serve as a useful measure of net resources available for spending at the end of a fiscal year.

At June 30, 2020, the City's governmental funds reported combined ending fund balances of \$2,329,945, an increase of \$213,248 in comparison with prior year.

*General Fund* - The General Fund is the primary operating fund of the City. The fund balance was \$1,355,473 as of June 30, 2020. The fund balance increased by \$244,671 during the current fiscal year, primarily due to increases in taxes and assessments and intergovernmental revenue. As a measure of the fund's liquidity, it may be useful to compare total fund balance to total fund expenditures. Fund balance represents 89 percent of the total of General Fund expenditures.

*Street Fund* - Fund balance increased by \$27,082 during the current fiscal year primarily due to increases in charges for services and intergovernmental revenue.

*Street Construction Fund* - Fund balance decreased by \$121,540 during the current fiscal year. The nature of this fund is such that fund balance increases, sometimes for several years, until the funds are available to pay for a major project. Significant street construction projects were performed in the current year.

*Park Improvement Fund* - Fund balance increased by \$45,715 during the current fiscal year as a result of system development charges with limited expenditures to offset the revenue.

*Enterprise Funds* - The City’s enterprise funds provide water and sanitary sewer services to customers. As with the governmental funds, net position may serve as a useful measure of net resources available for spending at the end of a fiscal year.

*Water Operations* – Net position increased by \$210,819 during the current fiscal year. This was due primarily to an increase in charges for services and system development charges without a significant increase in operational expenses.

*Sewer Operations* – Net position increased by \$330,582 during the current fiscal year. This was due primarily to an increase in charges for services and system development charges and decreases in operational expenses.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The City Council approved two budget modifications for the fiscal year ended June 30, 2020. Appropriations were transferred from the General Fund contingency to meet requirements within the fund.

**LONG-TERM DEBT**

The City had total debt outstanding of \$523,648 at the end of the current fiscal year. During the current fiscal year, the City's total debt decreased by \$131,522 (20 percent).

State statutes limit the amount of general obligation debt a governmental entity may issue to 3 percent of its total real market value. The City has no outstanding general obligation debt.

**City of Hubbard  
Outstanding Debt**

	Business-type Activities	
	2020	2019
Oregon DEQ loan	\$ 250,589	\$ 296,242
Water Refunding bonds	273,059	358,928
	\$ 523,648	\$ 655,170

Additional information on the City's long-term debt can be found in the notes to the basic financial statements.

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

The City's Budget Committee considered all the following factors while preparing the budget for the 2020-21 fiscal year.

- Expected rates and consumption for business-type funds
- Staffing requirements and the desired level of service
- Capital outlay

## REQUESTS FOR INFORMATION

This financial report is designed to present the user (citizens, taxpayers, investors, and creditors) with a general overview of the City of Hubbard's finances and to demonstrate the City's accountability. Questions concerning any of the information provided in this report or requests for additional information should be addressed to:

City of Hubbard  
Attn: Finance Director  
P.O. Box 380  
3720 2nd Street  
Hubbard, Oregon 97032  
503-981-9633  
[jsmith@cityofhubbard.org](mailto:jsmith@cityofhubbard.org)

***BASIC FINANCIAL STATEMENTS***

**CITY OF HUBBARD, OREGON**  
**STATEMENT OF NET POSITION (MODIFIED CASH BASIS)**  
**JUNE 30, 2020**

	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Totals</b>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 2,343,529	\$ 3,292,297	\$ 5,635,826
<b>LIABILITIES</b>			
Payroll withholdings	13,056	-	13,056
Deposits	528	23,082	23,610
<i>Total Liabilities</i>	13,584	23,082	36,666
<b>NET POSITION</b>			
Restricted for:			
Capital acquisition	607,859	2,528,492	3,136,351
Debt payments	-	109,743	109,743
Streets	89,893	-	89,893
Unrestricted	1,632,193	630,980	2,263,173
<i>Total Net Position</i>	\$ 2,329,945	\$ 3,269,215	\$ 5,599,160

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

**CITY OF HUBBARD, OREGON**  
**STATEMENT OF ACTIVITIES (MODIFIED CASH BASIS)**  
**YEAR ENDED JUNE 30, 2020**

	<i>Expenses</i>	<i>Program Revenues</i>			<i>Net (Expenses) Revenues and Changes in Net Position</i>		
		<i>Fees, Fines and Charges for Services</i>	<i>Operating Grants and Contributions</i>	<i>Capital Grants and Contributions</i>	<i>Governmental Activities</i>	<i>Business-type Activities</i>	<i>Total</i>
<b>FUNCTIONS/PROGRAMS</b>							
<b>Governmental activities:</b>							
General government	\$ 221,236	\$ 147,385	\$ 2,128	\$ -	\$ (71,723)	\$ -	\$ (71,723)
Police and court	1,023,802	89,265	-	-	(934,537)	-	(934,537)
Community development	112,672	100,558	15,000	-	2,886	-	2,886
Parks	170,491	-	-	46,871	(123,620)	-	(123,620)
Streets	529,267	102,172	234,083	51,137	(141,875)	-	(141,875)
<i>Total Governmental activities</i>	<i>2,057,468</i>	<i>439,380</i>	<i>251,211</i>	<i>98,008</i>	<i>(1,268,869)</i>	<i>-</i>	<i>(1,268,869)</i>
<b>Business-type activities:</b>							
Water	409,030	577,655	20,000	40,624	-	229,249	229,249
Sewer	339,554	652,644	-	62,285	-	375,375	375,375
<i>Total Business-type activities</i>	<i>748,584</i>	<i>1,230,299</i>	<i>20,000</i>	<i>102,909</i>	<i>-</i>	<i>604,624</i>	<i>604,624</i>
<i>Total Activities</i>	<i>\$ 2,806,052</i>	<i>\$ 1,669,679</i>	<i>\$ 271,211</i>	<i>\$ 200,917</i>	<i>(1,268,869)</i>	<i>604,624</i>	<i>(664,245)</i>
<b>General Revenues:</b>							
Property taxes					900,135	-	900,135
Franchise and other taxes					225,167	-	225,167
Intergovernmental					122,647	-	122,647
Miscellaneous					118,035	52,910	170,945
<i>Total General Revenues</i>					<i>1,365,984</i>	<i>52,910</i>	<i>1,418,894</i>
<b>Transfers</b>					116,133	(116,133)	-
<b>Change in Net Position</b>					213,248	541,401	754,649
<b>Net Position - beginning of year</b>					2,116,697	2,727,814	4,844,511
<b>Net Position - end of year</b>					<u>\$ 2,329,945</u>	<u>\$ 3,269,215</u>	<u>\$ 5,599,160</u>

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

**CITY OF HUBBARD, OREGON**

**BALANCE SHEET (MODIFIED CASH BASIS) - GOVERNMENTAL FUNDS**

**JUNE 30, 2020**

	<u>Special Revenue</u>		<u>Capital Projects</u>			<u>Total</u>
	<u>General</u>	<u>Street</u>	<u>Street Construction</u>	<u>Parks Improvement</u>	<u>(Nonmajor) Reserve</u>	
<b>ASSETS</b>						
Cash and cash equivalents	\$ 1,367,795	\$ 91,155	\$ 256,495	\$ 351,364	\$ 276,720	\$ 2,343,529
<b>LIABILITIES AND FUND BALANCE</b>						
<b>Liabilities:</b>						
Payroll withholdings	\$ 11,794	\$ 1,262	\$ -	\$ -	\$ -	\$ 13,056
Deposits	528	-	-	-	-	528
<i>Total Liabilities</i>	12,322	1,262	-	-	-	13,584
<b>Fund Balance:</b>						
Restricted for:						
Capital acquisitions	-	-	256,495	351,364	-	607,859
Streets	-	89,893	-	-	-	89,893
Committed to:						
Capital acquisitions	-	-	-	-	276,720	276,720
Unassigned	1,355,473	-	-	-	-	1,355,473
<i>Total Fund Balance</i>	1,355,473	89,893	256,495	351,364	276,720	2,329,945
<i>Total Liabilities and Fund Balance</i>	\$ 1,367,795	\$ 91,155	\$ 256,495	\$ 351,364	\$ 276,720	\$ 2,343,529

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

**CITY OF HUBBARD, OREGON**

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

**(MODIFIED CASH BASIS) - GOVERNMENTAL FUNDS**

**YEAR ENDED JUNE 30, 2020**

	<i>Special Revenue</i>		<i>Capital Projects</i>			<i>Total</i>
	<i>General Fund</i>	<i>Street</i>	<i>Street Construction</i>	<i>Parks Improvement</i>	<i>(Nonmajor) Reserve</i>	
<b>REVENUES</b>						
Taxes and assessments	\$ 937,050	\$ -	\$ -	\$ -	\$ -	\$ 937,050
Fines and forfeitures	231,474	-	-	-	-	231,474
Licenses and permits	105,734	4,320	51,137	46,871	-	208,062
Charges for services	188,252	97,852	-	-	-	286,104
Intergovernmental	139,775	175,562	58,521	-	-	373,858
Miscellaneous	94,699	12,887	8,630	865	954	118,035
<i>Total Revenues</i>	1,696,984	290,621	118,288	47,736	954	2,154,583
<b>EXPENDITURES</b>						
General government	221,236	-	-	-	-	221,236
Police and court	1,023,802	-	-	-	-	1,023,802
Community development	112,672	-	-	-	-	112,672
Parks	170,351	-	-	-	-	170,351
Streets	-	238,408	-	-	-	238,408
Capital acquisitions	-	-	237,294	140	53,565	290,999
<i>Total Expenditures</i>	1,528,061	238,408	237,294	140	53,565	2,057,468
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	168,923	52,213	(119,006)	47,596	(52,611)	97,115
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers in	123,479	-	-	-	69,931	193,410
Transfers out	(47,731)	(25,131)	(2,534)	(1,881)	-	(77,277)
<i>Total Other Financing Sources (Uses)</i>	75,748	(25,131)	(2,534)	(1,881)	69,931	116,133
<b>NET CHANGE IN FUND BALANCE</b>	244,671	27,082	(121,540)	45,715	17,320	213,248
<b>FUND BALANCE, beginning of year</b>	1,110,802	62,811	378,035	305,649	259,400	2,116,697
<b>FUND BALANCE, end of year</b>	\$ 1,355,473	\$ 89,893	\$ 256,495	\$ 351,364	\$ 276,720	\$ 2,329,945

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

**CITY OF HUBBARD, OREGON**

**STATEMENT OF FUND NET POSITION (MODIFIED CASH BASIS) - PROPRIETARY FUNDS**

**JUNE 30, 2020**

	<u>Water Operations</u>	<u>Sewer Operations</u>	<u>Total</u>
<b>ASSETS</b>			
<b>Current assets:</b>			
Cash and cash equivalents	\$ 1,465,976	\$ 1,826,321	\$ 3,292,297
<b>LIABILITIES</b>			
<b>Current liabilities:</b>			
Deposits	19,210	3,872	23,082
<b>NET POSITION</b>			
Restricted for:			
Capital acquisition	964,161	1,564,331	2,528,492
Debt payments	82,500	27,243	109,743
Unrestricted	400,105	230,875	630,980
	<u>          </u>	<u>          </u>	<u>          </u>
<i>Total Net Position</i>	<u>\$ 1,446,766</u>	<u>\$ 1,822,449</u>	<u>\$ 3,269,215</u>

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

**CITY OF HUBBARD, OREGON****STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION****(MODIFIED CASH BASIS) - PROPRIETARY FUNDS****YEAR ENDED JUNE 30, 2020**

	<u>Water Operations</u>	<u>Sewer Operations</u>	<u>Total</u>
<b>OPERATING REVENUES</b>			
Charges for services	\$ 577,655	\$ 652,644	\$ 1,230,299
Miscellaneous	33,228	2,755	35,983
<i>Total Operating Revenues</i>	610,883	655,399	1,266,282
<b>OPERATING EXPENSES</b>			
Personnel services	147,209	145,514	292,723
Materials and services	149,633	134,749	284,382
<i>Total Operating Expenses</i>	296,842	280,263	577,105
<b>OPERATING INCOME</b>	314,041	375,136	689,177
<b>NONOPERATING REVENUES (EXPENSES)</b>			
Intergovernmental	20,000	-	20,000
Proceeds from sale of capital assets	894	-	894
Interest revenue	8,486	7,547	16,033
Capital acquisitions	(16,461)	(4,805)	(21,266)
Debt payments			
Principal	(85,869)	(45,653)	(131,522)
Interest	(9,858)	(8,833)	(18,691)
<i>Total Nonoperating Revenues (Expenses)</i>	(82,808)	(51,744)	(134,552)
<b>NET INCOME BEFORE CONTRIBUTIONS AND TRANSFERS</b>	231,233	323,392	554,625
Capital contributions	40,624	62,285	102,909
Transfers out	(61,038)	(55,095)	(116,133)
<b>CHANGE IN NET POSITION</b>	210,819	330,582	541,401
<b>NET POSITION, beginning of year</b>	1,235,947	1,491,867	2,727,814
<b>NET POSITION, end of year</b>	\$ 1,446,766	\$ 1,822,449	\$ 3,269,215

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

**CITY OF HUBBARD, OREGON****STATEMENT OF CASH FLOWS (MODIFIED CASH BASIS) - PROPRIETARY FUNDS**

YEAR ENDED JUNE 30, 2020

	<i>Water Operations</i>	<i>Sewer Operations</i>	<i>Total</i>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Cash received from customers	\$ 577,127	\$ 652,652	\$ 1,229,779
Cash received from other sources	33,228	2,755	35,983
Cash paid to employees and others for salaries and benefits	(147,209)	(145,514)	(292,723)
Cash paid to suppliers and others	(149,633)	(134,749)	(284,382)
<i>Net Cash Provided by Operating Activities</i>	313,513	375,144	688,657
<b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES</b>			
Intergovernmental	20,000	-	20,000
Transfers out	(61,038)	(55,095)	(116,133)
<i>Net Cash Used in Non-Capital Financing Activities</i>	(41,038)	(55,095)	(96,133)
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Purchase of capital assets	(16,461)	(4,805)	(21,266)
Principal paid on debt	(85,869)	(45,653)	(131,522)
Interest paid on debt	(9,858)	(8,833)	(18,691)
Capital contributions	40,624	62,285	102,909
<i>Net Cash Provided by (Used for) Capital and Related Financing Activities</i>	(71,564)	2,994	(68,570)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of capital assets	894	-	894
Interest received	8,486	7,547	16,033
<i>Net Cash Provided by Investing Activities</i>	9,380	7,547	16,927
<i>Increase (Decrease) in Cash and Cash Equivalents</i>	210,291	330,590	540,881
<b>CASH AND CASH EQUIVALENTS, Beginning of year</b>	1,255,685	1,495,731	2,751,416
<b>CASH AND CASH EQUIVALENTS, End of year</b>	\$ 1,465,976	\$ 1,826,321	\$ 3,292,297
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES</b>			
Operating income	\$ 314,041	\$ 375,136	689,177
Adjustments			
Increase (decrease) in:			
Customer deposits	(528)	8	(520)
<i>Net Cash Provided by (Used for) Operating Activities</i>	\$ 313,513	\$ 375,144	\$ 688,657

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

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The City of Hubbard, Oregon was incorporated in 1878 under the provisions of the Oregon Statutes. The City is governed by a City Council and Mayor who are responsible for rule-making, budget preparation and enforcement, expenditure approval, and hiring of the City management personnel. The Mayor and four Councilors are elected by vote of the general public. The Councilors are elected for four years, the Mayor for two years.

There are certain governmental agencies and various service districts which provide services within the City. These agencies have independently elected governing boards and the City is not financially accountable for these organizations. Therefore, financial information for these agencies is not included in the accompanying basic financial statements.

As discussed further under *Measurement Focus and Basis of Accounting*, these financial statements are presented on a modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) established by the Governmental Accounting Standards Board (GASB). These modified cash basis financial statements generally meet the presentation and disclosure requirements applicable to GAAP, in substance, but are limited to the elements presented in the financial statements and the constraints of the measurement and recognition criteria of the modified cash basis of accounting.

*Basic Financial Statements*

Basic financial statements are presented at both the government-wide and fund financial level. Both levels of statements categorize primary activities as either governmental or business-type. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

*Government-wide financial statements* display information about the reporting government as a whole. For the most part, the effect of interfund activity has been removed from these statements. These statements focus on the sustainability of the City as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. These aggregated statements consist of the Statement of Net Position (Modified Cash Basis) and the Statement of Activities (Modified Cash Basis).

The Statement of Net Position (Modified Cash Basis) presents information on all of the assets and liabilities of the City of Hubbard as of the date on the statement. Net position is what remains after the liabilities have been paid off or otherwise satisfied. Net position is shown as restricted and unrestricted.

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

*Fund financial statements* display information at the individual fund level. Each fund is considered to be a separate accounting entity. Funds are classified and summarized as governmental, proprietary, or fiduciary. Currently, the City has governmental funds (general, special revenue, and capital projects) and proprietary type funds (enterprise). Major individual governmental funds and major individual proprietary funds are reported as separate columns in the fund financial statements.

**CITY OF HUBBARD, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2020

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Basis of Presentation*

The financial transactions of the City are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

Accounting principles generally accepted in the United States of America set forth minimum criteria (percentage of the assets liabilities, revenues or expenditures/expenses of either fund category or the government and enterprise combined) for the determination of major funds.

The City reports the following governmental funds as major:

*General Fund*

This fund accounts for the financial operations of the City not accounted for in any other fund. Principal sources of revenue are property taxes, licenses and permits, franchise fees and State shared revenues. Primary expenditures are for administration, police and courts, parks, streets and community development.

*Street Fund*

Gas tax apportionments received from the State are recorded in this fund. Expenditures are for road construction and maintenance.

*Street Construction Fund*

This fund is for construction of major roadway projects. Revenues are from gas tax apportionments, development fees and grants.

*Park Improvement Fund*

This fund is used to accumulate resources for future improvements to the City's parks. Primary resources are system development charges and transfers from other funds.

*Reserve Fund*

This fund is used to accumulate resources to purchase equipment by transfers from other funds.

The proprietary funds are used to account for the acquisition, operation, and maintenance of the sewer and water systems. These funds are entirely or predominantly self-supported through user charges to customers. The City reports the following major proprietary funds:

*Water Operations* - accounts for the operations, maintenance, debt service, and capital construction projects for water system, which is funded through utility fees, construction fees, and debt proceeds.

*Sewer Operations* - accounts for the operations, maintenance, and capital construction projects for wastewater system, which is funded through utility fees, construction fees, and debt proceeds.

**CITY OF HUBBARD, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2020

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Fund Balance*

Fund balance is reported as nonspendable when the resources cannot be spent because they are either in a nonspendable form or legally or contractually required to be maintained intact. Resources in nonspendable form include inventories, prepaids and deposits, and assets held for resale.

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

Fund balance is reported as committed when the City Council takes formal action that places specific constraints on how the resources may be used. The City Council can modify or rescind the commitment at any time through taking a similar formal action.

Resources that are constrained by the City's intent to use them for a specific purpose, but are neither restricted nor committed, are reported as assigned fund balance. Intent is expressed when the City Council approves which resources should be "reserved" during the adoption of the annual budget. The City uses that information to determine whether those resources should be classified as assigned or unassigned for presentation in the City's Annual Financial Report.

Unassigned fund balance is the residual classification for the General Fund. This classification represents fund balance that has not been restricted, committed, or assigned within the General Fund. This classification is also used to report any negative fund balance amounts in other governmental funds.

*Definitions of Governmental Fund Types*

The General Fund is used to account for all financial resources not accounted for in another fund.

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term "proceeds of specific revenues sources" means that the revenue sources for the fund must be from restricted or committed sources, specifically that a substantial portion of the revenue must be from these sources and be expended in accordance with those requirements.

Capital Projects Funds are utilized to account for financial resources to be used for the acquisition or construction of capital equipment and facilities.

*Measurement Focus and Basis of Accounting*

Measurement focus is a term used to describe what transactions or events are recorded within the various financial statements. Basis of accounting refers to when and how transactions or events are recorded, regardless of the measurement focus applied.

In the government-wide Statement of Net Position (Modified Cash Basis) and Statement of Activities (Modified Cash Basis), both governmental and business-type activities are presented using the economic resource measurement focus, within the limitations of the modified cash basis of accounting, as defined below.

**CITY OF HUBBARD, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2020

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement Focus and Basis of Accounting (Continued)*

In the fund financial statements, the current financial resources measurement focus or the economic resources measurement focus is applied to the modified cash basis of accounting, is used as appropriate:

- a. All governmental funds utilize a current financial resources measurement focus within the limitations of the modified cash basis of accounting. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. The proprietary funds utilize an economic resource measurement focus within the limitations of the modified cash basis of accounting. The accounting objectives of this measurement focus are the determination of operating income, change in net position (or cost recovery), net financial position, and cash flows. All assets, deferred outflows, liabilities, and deferred inflows (whether current or noncurrent or financial or nonfinancial) associated with their activities are generally reported within the limitations of the modified cash basis of accounting.
- c. The financial statements are presented on a modified cash basis of accounting, which is a basis of accounting other than GAAP as established by GASB. This basis of accounting involves modifications to the cash basis of accounting to report in the statements of net position or balance sheets cash transactions or events that provide a benefit or result in an obligation that covers a period greater than the period in which the cash transaction or event occurred. Such reported balances include:
  1. Interfund receivables and payables that are temporary borrowing and result from transactions involving cash or cash equivalents are recognized.
  2. Assets that normally convert to cash or cash equivalents (e.g., certificates of deposit, external cash pools, and marketable investments) that arise from transactions and events involving cash or cash equivalents are recognized.
  3. Liabilities for cash (or cash equivalents) held on behalf of others or held in escrow are recognized.

The modified cash basis of accounting differs from GAAP primarily because certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected and other accrued revenue and receivables) and certain liabilities and their related expenses or expenditures (such as accounts payable and expenses for goods and services received but not yet paid and other accrued expenses and liabilities) are not recorded in these financial statements. In addition, other economic assets, deferred outflows, liabilities, and deferred inflows that do not arise from a cash transaction or event are not reported, and the measurement of reported assets and liabilities does not involve adjustment to fair value. Additionally, long-term liabilities such as debt are only reported in the notes to the financial statements.

If the City utilized the basis of accounting recognized as generally accepted in the United States of America, the fund financial statements for the governmental funds would use the modified accrual basis of accounting, and the fund financial statements for the proprietary funds would use the accrual basis of accounting. All government-wide financial statements would be presented on the accrual basis of accounting.

The City's policy, although not in accordance with accounting principles generally accepted in the United States of America, is acceptable under Oregon Law (ORS 294.333), which leaves the selection of the method of accounting to the discretion of the municipal corporation.

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement Focus and Basis of Accounting (Continued)*

Proprietary funds distinguish between operating revenues and expenses and nonoperating items. Operating revenues and expenses result from providing services to customers in connection with ongoing utility operations. The principal operating revenues are charges to customers for service. Operating expenses include payroll and related costs, and materials and supplies. All revenues not considered operating are reported as nonoperating items.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

*Cash and Cash Equivalents*

The City maintains cash and cash equivalents in a common pool that is available for use by all funds. Each fund type's portion of this pool is displayed as cash and cash equivalents. The City considers cash on hand, demand deposits and savings accounts, and short-term investments with an original maturity of three months or less from the date of acquisition to be cash and cash equivalents.

Oregon Revised Statutes authorize the City to invest in certificates of deposit, savings accounts, bank repurchase agreements, bankers' acceptances, general obligations of U.S. Government and its agencies, certain bonded obligations of Oregon municipalities and the State Treasurer's Local Government Investment Pool, among others.

For the purpose of financial reporting, cash and cash equivalents includes all demand and savings accounts and certificates of deposit or short-term investments with an original maturity of three months or less.

Investments are stated at cost, which approximates fair value.

*Property Taxes*

Property taxes are levied by the County Assessor and collected by the County Tax Collector. The taxes are levied and become a lien as of July 1. They may be paid in three installments payable in equal payments due November 15, February 15, and May 15. The City's property tax collection records show that most of the property taxes due are collected during the year of levy and delinquent taxes are collected in the next few years.

*Capital Assets*

The City does not maintain historical cost or depreciation records for capital assets. Therefore, capital assets are not reported on the government-wide Statement of Net Position, the Proprietary Fund Statement of Net Position, or in the notes to the financial statements.

*Long-Term Debt*

Long-term debt is presented only in the notes to the financial statements. Payments of principal and interest are recorded as expenditures/expenses when paid.

**CITY OF HUBBARD, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2020

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Accrued Compensated Absences*

Accumulated unpaid vacation pay is not accrued. Earned but unpaid sick pay is recorded as an expenditure when paid.

*Budget and Budgetary Accounting*

The City adopts the budget on a function basis in the General Fund and an object basis in other funds, therefore, cash expenditures of a specific function or object within a fund may not legally exceed that function or object’s appropriations for cash expenditures. The City Council may amend the budget to expend unforeseen revenues by supplemental appropriations. All supplemental appropriations are included in the budget comparison statements. Appropriations lapse at year-end and may not be carried over. The City does not use encumbrance accounting.

*Use of Estimates*

The preparation of basic financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that effect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the basic financial statements and reported amounts of revenues and expenditures during the reporting period. Actual results may differ from those estimates.

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents are comprised of the following at June 30, 2020:

	<i>Carrying Value</i>
<b>Cash</b>	
Cash on hand	\$ 250
Deposits with Xpress pay	3,023
Cash in checking accounts	232,539
<b>Investments</b>	
Local Government Investment Pool	5,400,014
	\$ 5,635,826

*Deposits*

The book balance of the City’s bank deposits (checking accounts) was \$232,539 and the bank balance was \$282,447 at year end. The difference is due to transactions in process. Bank deposits are secured to legal limits by federal deposit insurance. The remaining amount is secured in accordance with ORS 295 under a collateral program administered by the Oregon State Treasurer.

**CITY OF HUBBARD, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2020

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**CASH AND CASH EQUIVALENTS (Continued)**

*Custodial Credit Risk – Deposits*

This is the risk that in the event of a bank failure, the City's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for the City's deposits with financial institutions for up to \$250,000 each for the aggregate of all demand accounts and the aggregate of all time and savings deposits accounts at each institution. Deposits in excess of FDIC coverage are with institutions participating in the Oregon Public Funds Collateralization Program (PFCP). The PFCP is a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100% protected. Barring any exceptions, a bank depository is required to pledge collateral valued at least 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of the State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities. As of June 30, 2020, \$32,447 of the City's bank balances were covered by the PFCP.

*Local Government Investment Pool*

The State Treasurer of the State of Oregon maintains the Oregon Short-Term Fund, of which the Local Government Investment Pool is part. Participation by local governments is voluntary. The State of Oregon investment policies are governed by statute and the Oregon Investment Council. In accordance with Oregon Statutes, the investment funds are invested as a prudent investor would do, exercising reasonable care, skill and caution. The Oregon Short-Term Fund is the LGIP for local governments and was established by the State Treasurer. It was created to meet the financial and administrative responsibilities of federal arbitrage regulations. The investments are regulated by the Oregon Short-Term Fund Board and approved by the Oregon Investment Council. At June 30, 2020, the fair value of the position in the Oregon State Treasurer's Short-Term Investment Pool was approximately equal to the value of the pool shares. The investment in the Oregon Short-Term Fund is not subject to risk evaluation. LGIP is not rated for credit quality. Separate financial statements for the Oregon Short-Term Fund are available from the Oregon State Treasurer.

*Deposits with Xpress pay*

The City contracts with Xpress pay to facilitate online payments for water and sewer customers. The amounts in this account are those payments received by Xpress pay.

*Interest Rate Risk*

In accordance with its investment policy, the City manages its exposure to declines in fair value of its investments by limiting the weighted average maturity of its investments through use of the Local Government Investment Pool.

*Custodial Risk - Investments*

For an investment, this is the risk that, in the event of a failure of the counterparty, the City will not be able to recover the value of its investments or collateralized securities that are in the possession of an outside party. The City's investment policy limits the types of investments that may be held and does not allow securities to be held by the counterparty.

**CITY OF HUBBARD, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2020

**CASH AND CASH EQUIVALENTS (Continued)**

*Custodial Risk – Investments (Continued)*

The LGIP is administered by the Oregon State Treasury with the advice of other state agencies and is not registered with the U.S. Securities and Exchange Commission. The LGIP is an open-ended no-load diversified portfolio offered to any agency, political subdivision, or public corporation of the state that by law is made the custodian of, or has control of any fund. The LGIP is commingled with the State's short-term funds. In seeking to best serve local governments of Oregon, the Oregon Legislature established the Oregon Short Term Fund Board, which has established diversification percentages and specifies the types and maturities of the investments. The purpose of the Board is to advise the Oregon State Treasury in the management and investment of the LGIP. These investments within the LGIP must be invested and managed as a prudent investor would, exercising reasonable care, skill and caution. Professional standards indicate that the investments in external investment pools are not subject to custodial risk because they are not evidenced by securities that exist in physical or book entry form. Nevertheless, management does not believe that there is any substantial custodial risk related to investments in the LGIP.

**LONG-TERM DEBT**

As a result of the use of the modified cash basis of accounting in this report, obligations related to long-term debt and other obligations are not reported as liabilities in the financial statements. Long-term debt transactions for the year were as follows:

	<i>Original Issue</i>	<i>Outstanding July 1, 2019</i>	<i>Issued</i>	<i>Matured/ Redeemed During Year</i>	<i>Outstanding June 30, 2020</i>	<i>Due within One Year</i>
<i>Business-type activities</i>						
2006 Clean Water Revolving Fund Loan with annual payments of \$54,486 and interest of 3.1%.	\$ 1,076,123	\$ 296,242	\$ -	\$ (45,653)	\$ 250,589	\$ 47,080
2013 Water Refunding Bonds with annual payments of \$95,727 with interest of 2.92%.	825,000	358,928	-	(85,869)	273,059	88,394
	<u>\$ 1,901,123</u>	<u>\$ 655,170</u>	<u>\$ -</u>	<u>\$ (131,522)</u>	<u>\$ 523,648</u>	<u>\$ 135,474</u>

*Notes from Direct Borrowings – Business-Type Activities*

The 2006 Clean Water Revolving Fund loan is paid from the Sewer Bond Fund. The note is secured by the full faith and credit of the City. In the event of default, the note becomes immediately due and payable. The loan agreement requires a restricted reserve account to be maintained in the amount of \$27,243. The City was in compliance with this requirement at June 30, 2020.

**CITY OF HUBBARD, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2020

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**LONG-TERM DEBT** (Continued)

*Bonds Payable – Business-Type Activities*

2013 Water Refunding Bonds are paid from the Water Bond Fund. The note is secured by the full faith and credit of the City. In addition, net revenues of the system have been pledged as payment for the obligation. In the event of default, the note becomes immediately due and payable. The bond agreement requires a restricted reserve account be maintained in the amount of \$82,500. The City was in compliance with this requirement at June 30, 2020.

Future debt service requirements are as follows:

<i>Fiscal Year</i> <i>Ending</i> <i>June 30,</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2021	\$ 135,474	\$ 14,739	\$ 150,213
2022	139,545	10,668	150,213
2023	143,738	6,475	150,213
2024	51,631	2,855	54,486
2025	53,260	1,226	54,486
	<u>\$ 523,648</u>	<u>\$ 35,963</u>	<u>\$ 559,611</u>

**PENSION PLAN**

Plan Description – City employees are provided pension benefits through the Oregon Public Employees Retirement System (PERS). PERS is a cost-sharing multiple-employer defined benefit pension plan for units of state and local government in Oregon, containing multiple actuarial pools. Benefits are established and amended by the Oregon State Legislature pursuant to ORS Chapters 238 and 238A. The legislature has delegated the authority to administer and manage PERS to the Public Employees Retirement Board. PERS issues a publicly available financial report that can be found at:

<https://www.oregon.gov/pers/Pages/Financials/Actuarial-Financial-Information.aspx>

Benefits Provided – PERS provides retirement, disability, and death benefits which vary based on a qualified employee’s hiring date and employment class (general service or police/fire). All City employees are eligible to participate after six months of covered employment. Details applicable to police/fire employees are noted in [square brackets] where different.

The Tier One/Tier Two Retirement Plan applies to qualifying employees hired before August 29, 2003 and is closed to new members.

Monthly retirement benefits are based on final 3-year average salary multiplied by years of service and a factor of 1.67% [2.00%]. Benefits may also be based on a money match computation, or formula plus annuity (for members contributing before August 21, 1981), if a greater benefit results. Employees are fully vested after making contributions in each of five calendar years, and are eligible to retire at age 55 [50]. Tier One benefits are reduced if retirement occurs prior to age 58 [55] with less than 30 [25] years of service; Tier Two benefits are reduced for retirement prior to age 60.

**CITY OF HUBBARD, OREGON**  
*NOTES TO BASIC FINANCIAL STATEMENTS (Continued)*  
*YEAR ENDED JUNE 30, 2020*

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**PENSION PLAN (Continued)**

Employees are eligible for service-related disability benefits regardless of length of service; 10 years of service is required for nonservice-related benefits. Disability benefits are determined in the same manner as retirement benefits with service time computed to age 58 [55].

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance. The beneficiary may also receive a matching lump-sum payment from employer funds if the member was in covered employment at the time of death, or if the member died less than 120 days after termination, while on official leave of absence, or as a result of a job-related injury.

Monthly benefits are subject to annual cost-of-living adjustments (COLA). For benefits earned after the relevant effective dates, the COLA is subject to a cap of 1.25% on the first \$60,000 of annual benefits and 0.15% thereafter (ORS 238.360).

The Oregon Public Service Retirement Plan (OPSRP) applies to qualifying employees hired on or after August 29, 2003.

Monthly retirement benefits are based on final 3-year average salary multiplied by years of service and a factor of 1.50% [1.80%]. Employees are fully vested after completing 600 hours of service in each of five calendar years and are eligible to retire at age 58 [53] with 30 [25] years of service, or at age 65 [60] otherwise.

Employees are eligible for service-related disability benefits regardless of length of service; 10 years of service is required for nonservice-related benefits. The benefit is 45% of the employee's salary during the last full month of employment before the disability occurred.

Upon the death of a non-retired member, the beneficiary receives a monthly benefit equal to 50% of the retirement benefit that would have been paid to the member.

Monthly benefits are subject to annual cost-of-living adjustments (COLA). For benefits earned after the relevant effective dates, the COLA is subject to a cap of 1.25% on the first \$60,000 of annual benefits and 0.15% thereafter (ORS 238A.210).

**Contribution Requirements** – As a participating employer, the City is required to make monthly contributions to PERS based on actuarially determined percentages of covered payroll. Rates in effect for fiscal year 2020 were 28.71% for Tier One/Tier Two employees, 19.97% for OPSRP general service employees, and 24.60% for OPSRP police/fire employees. The City's total contributions to PERS were \$207,710 for fiscal year ended June 30, 2020.

Contribution requirements are established by Oregon statute and may be amended by an act of the Oregon State Legislature. Employer contribution rates for fiscal year 2020 were based on the December 31, 2017 actuarial valuation using the entry age normal actuarial cost method. It is important to note that the actuarial valuations used for rate setting are based on different methods and assumptions than those used for financial reporting which are described later in this note.

Employee contributions are set by statute at 6% of salary and are remitted by participating employers, who may agree to make employee contributions on the employee's behalf. Prior to January 1, 2004, employee contributions were credited to the defined benefit pension plan. Beginning January 1, 2004, all employee contributions were placed in the OPSRP Individual Account Program (IAP), a defined contribution pension plan described further at the end of this note.

**CITY OF HUBBARD, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2020

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**PENSION PLAN (Continued)**

Pension Assets/Liabilities, Pension Expense, and Pension-Related Deferrals – At June 30, 2020, the City reported a net pension liability of \$1,124,996 as its proportionate share of the collective net pension liability for PERS, measured as of June 30, 2019. The total pension liability used to calculate the net pension liability was based on a December 31, 2017 actuarial valuation, rolled forward to the measurement date. The City’s proportion of the net pension liability was based on a projection of the City’s long-term share of contributions to PERS relative to the projected contributions of all participating employers, as actuarially determined. The City’s proportion was 0.00650377% as of the June 30, 2019 measurement date, compared to 0.00823683% as of June 30, 2018.

Actuarial Methods and Assumptions – The total pension liability in the December 31, 2016 actuarial valuation was determined using the entry age normal method and the following actuarial assumptions, applied to all periods included in the measurement: inflation rate of 2.50%, projected salary increases of 3.50%, investment rate of return of 7.20%, and mortality rates based on the RP-2014 sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs. These assumptions were based on the results of an actuarial experience study for the four-year period ending December 31, 2016.

The long-term expected rate of return on pension plan investments was developed by combining estimated rates of return for each major asset class weighted by target asset allocation percentages and adjusting for inflation.

Target allocations and estimated geometric rates of return for each major asset class are available in the PERS publicly available financial report previously mentioned.

The discount rate used to measure the total pension liability was 7.20%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The following chart shows the sensitivity of the net pension liability (asset) to changes in the discount rate, based on calculations using discount rates of 6.20%, 7.20%, and 8.20%.

	<b>1% Decrease (6.20%)</b>	<b>Discount Rate (7.20%)</b>	<b>1% Increase (8.20%)</b>
Proportionate share of the net pension liability	\$ 1,801,582	\$ 1,124,996	\$ 558,788

Pension Plan Fiduciary Net Position – Detailed information about PERS’ net position is available in its separately issued financial report.

Defined Contribution Plan – PERS-eligible employees are statutorily required to contribute 6% of their annual covered salary to the OPSRP Individual Account Program (IAP), a defined contribution pension plan. Benefits terms, including contribution requirements, are established by the Oregon Legislature. As permitted, the City has opted to pick-up the contributions on behalf of employees. Employees are fully vested after completing 600 hours of service in each of five calendar years. PERS contracts with VOYA Financial to administer the IAP. Total paid on behalf of employees for the fiscal year was \$43,306.

**CITY OF HUBBARD, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2020

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**INTERFUND TRANSFERS**

Interfund transfers for the year were as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General	\$ 123,479	\$ 47,731
Reserve	69,931	-
Street	-	25,131
Street Construction	-	2,534
Parks Improvement	-	1,881
Sewer	-	105,557
Sewer Construction	-	4,024
Sewer Bond	54,486	-
Water	-	152,917
Water Construction	-	3,848
Water Bond	95,727	-
	<u>\$ 343,623</u>	<u>\$ 343,623</u>

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move revenues restricted to debt service from the funds collecting the revenues to the debt service fund as debt service payments become due, and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

**CONTINGENCIES**

The City purchases commercial insurance to cover all commonly insurable risks, which includes property damage, liability and employee bonds. Most policies carry a small deductible amount. No insurance claims settled in each of the prior three years have exceeded policy coverage.

From time to time, the City is a defendant in various litigation proceedings. Management believes any losses arising from these actions will not materially affect the City’s financial position.

**CITY OF HUBBARD, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2020

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**EXPENDITURES IN EXCESS OF APPROPRIATIONS**

Oregon law prohibits disbursements of a fund in excess of Council approved appropriations. Disbursements in excess of appropriations in individual funds occurred as follows:

<u>Fund/Appropriation Category</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<i>Street Construction</i>			
Transfers out	\$ (1,940)	\$ (2,534)	\$ (594)
<i>Parks Improvement</i>			
Transfers out	(1,710)	(1,881)	(171)
<i>Sewer Construction</i>			
Transfers out	(3,220)	(4,024)	(804)
<i>Water Construction</i>			
Transfers out	(3,090)	(3,848)	(758)

**SUBSEQUENT EVENTS**

Management has evaluated subsequent events through October 14, 2020, the date on which the financial statements were available to be issued. As a result of the recent coronavirus pandemic (COVID-19), numerous sectors of the economy are suffering damage and the long-term economic and business consequences of this remain unknown. The extent to which this will impact the City is uncertain.

***SUPPLEMENTAL INFORMATION***

**CITY OF HUBBARD, OREGON****SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE****(MODIFIED CASH BASIS) - BUDGET AND ACTUAL - GENERAL FUND****YEAR ENDED JUNE 30, 2020**

	<b>Budget Amounts</b>		<b>Actual</b>	<b>Variance</b>
	<b>Original</b>	<b>Final</b>		
<b>REVENUES</b>				
Taxes and assessments	\$ 959,880	\$ 959,880	\$ 937,050	\$ (22,830)
Fines and forfeitures	229,700	229,700	231,474	1,774
Licenses and permits	102,465	102,465	105,734	3,269
Charges for services	184,200	184,200	188,252	4,052
Intergovernmental	105,200	105,200	139,775	34,575
Miscellaneous	94,250	94,250	94,699	449
<i>Total Revenues</i>	1,675,695	1,675,695	1,696,984	21,289
<b>EXPENDITURES</b>				
Administration	219,310	240,060	215,399	24,661
Court	66,455	67,955	45,559	22,396
Council	20,190	20,190	5,837	14,353
Community development	179,133	180,383	112,672	67,711
Police	1,171,371	1,193,121	978,243	214,878
Parks	183,826	184,326	170,351	13,975
Contingency	818,410	696,410	-	696,410
<i>Total Expenditures</i>	2,658,695	2,582,445	1,528,061	1,054,384
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(983,000)	(906,750)	168,923	1,075,673
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	140,287	140,287	123,479	(16,808)
Transfers out	(47,731)	(123,981)	(47,731)	76,250
<i>Total Other Financing Sources (Uses)</i>	92,556	16,306	75,748	59,442
<b>NET CHANGE IN FUND BALANCE</b>	(890,444)	(890,444)	244,671	1,135,115
<b>FUND BALANCE, beginning of year</b>	890,444	890,444	1,110,802	220,358
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 1,355,473	\$ 1,355,473

**CITY OF HUBBARD, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**(MODIFIED CASH BASIS) - BUDGET AND ACTUAL - STREET FUND**

**YEAR ENDED JUNE 30, 2020**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Charges for services	\$ 93,104	\$ 93,104	\$ 97,852	\$ 4,748
Licenses and permits	3,600	3,600	4,320	720
Intergovernmental	184,766	184,766	175,562	(9,204)
Miscellaneous	9,100	9,100	12,887	3,787
<i>Total Revenues</i>	<u>290,570</u>	<u>290,570</u>	<u>290,621</u>	<u>51</u>
<b>EXPENDITURES</b>				
Street	256,904	260,654	238,408	22,246
Contingency	51,100	51,100	-	51,100
<i>Total Expenditures</i>	<u>308,004</u>	<u>311,754</u>	<u>238,408</u>	<u>73,346</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(17,434)	(21,184)	52,213	73,397
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	3,750	-	(3,750)
Transfers out	(31,022)	(31,022)	(25,131)	5,891
<i>Total Other Financing Sources (Uses)</i>	<u>(31,022)</u>	<u>(27,272)</u>	<u>(25,131)</u>	<u>2,141</u>
<b>NET CHANGE IN FUND BALANCE</b>	(48,456)	(48,456)	27,082	75,538
<b>FUND BALANCE, beginning of year</b>	48,456	48,456	62,811	14,355
<b>FUND BALANCE, end of year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 89,893</u>	<u>\$ 89,893</u>

**CITY OF HUBBARD, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**(MODIFIED CASH BASIS) - BUDGET AND ACTUAL - STREET CONSTRUCTION FUND**

**YEAR ENDED JUNE 30, 2020**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Licenses and permits	\$ 40,330	\$ 40,330	\$ 51,137	\$ 10,807
Intergovernmental	161,589	161,589	58,521	(103,068)
Miscellaneous	8,400	8,400	8,630	230
<i>Total Revenues</i>	210,319	210,319	118,288	(92,031)
<b>EXPENDITURES</b>				
Street construction	200,900	265,900	237,294	28,606
Contingency	325,412	325,412	-	325,412
<i>Total Expenditures</i>	526,312	591,312	237,294	354,018
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(315,993)	(380,993)	(119,006)	261,987
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	65,000	-	(65,000)
Transfers out	(1,940)	(1,940)	(2,534)	(594)
<i>Total Other Financing Sources (Uses)</i>	(1,940)	63,060	(2,534)	(65,594)
<b>NET CHANGE IN FUND BALANCE</b>	(317,933)	(317,933)	(121,540)	196,393
<b>FUND BALANCE, beginning of year</b>	317,933	317,933	378,035	60,102
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 256,495	\$ 256,495

**CITY OF HUBBARD, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
(MODIFIED CASH BASIS) - BUDGET AND ACTUAL - PARKS IMPROVEMENT FUND  
YEAR ENDED JUNE 30, 2020**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Licenses and permits	\$ 42,610	\$ 42,610	\$ 46,871	\$ 4,261
Intergovernmental	20,000	20,000	-	(20,000)
Miscellaneous	700	700	865	165
<i>Total Revenues</i>	63,310	63,310	47,736	(15,574)
<b>EXPENDITURES</b>				
Parks improvement	226,000	226,000	140	225,860
Contingency	136,228	136,228	-	136,228
<i>Total Expenditures</i>	362,228	362,228	140	362,088
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(298,918)	(298,918)	47,596	346,514
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	(1,710)	(1,710)	(1,881)	(171)
<b>NET CHANGE IN FUND BALANCE</b>	(300,628)	(300,628)	45,715	346,343
<b>FUND BALANCE, beginning of year</b>	300,628	300,628	305,649	5,021
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 351,364	\$ 351,364

**CITY OF HUBBARD, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**(MODIFIED CASH BASIS) - BUDGET AND ACTUAL - RESERVE FUND**

**YEAR ENDED JUNE 30, 2020**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Miscellaneous	\$ 1,000	\$ 1,000	\$ 954	\$ (46)
<b>EXPENDITURES</b>				
Capital outlay	156,859	156,859	53,565	103,294
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(155,859)	(155,859)	(52,611)	103,248
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	69,931	69,931	69,931	-
<b>NET CHANGE IN FUND BALANCE</b>	(85,928)	(85,928)	17,320	103,248
<b>FUND BALANCE, beginning of year</b>	170,914	170,914	259,400	88,486
<b>FUND BALANCE, end of year</b>	\$ 84,986	\$ 84,986	\$ 276,720	\$ 191,734

**CITY OF HUBBARD, OREGON****COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE****(MODIFIED CASH BASIS) - WATER OPERATIONS****YEAR ENDED JUNE 30, 2020**

	<u>Water</u>	<u>Water Construction</u>	<u>Water Bond</u>	<u>Total Water Operations</u>
<b>REVENUES</b>				
Charges for services	\$ 467,423	\$ 110,232	\$ -	\$ 577,655
Licenses and permits	-	40,624	-	40,624
Intergovernmental	-	20,000	-	20,000
Miscellaneous	34,433	7,070	211	41,714
<i>Total Revenues</i>	501,856	177,926	211	679,993
<b>EXPENDITURES</b>				
Water	296,842	-	-	296,842
Debt service				
Principal	-	-	85,869	85,869
Interest	-	-	9,858	9,858
Capital outlay	-	16,461	-	16,461
<i>Total Expenditures</i>	296,842	16,461	95,727	409,030
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	205,014	161,465	(95,516)	270,963
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	-	95,727	95,727
Transfers out	(152,917)	(3,848)	-	(156,765)
Proceeds from sale of assets	894	-	-	894
<i>Total Other Financing Sources (Uses)</i>	(152,023)	(3,848)	95,727	(60,144)
<b>CHANGE IN FUND BALANCE</b>	52,991	157,617	211	210,819
<b>FUND BALANCE, beginning of year</b>	346,476	806,544	82,927	1,235,947
<b>FUND BALANCE, end of year</b>	<u>\$ 399,467</u>	<u>\$ 964,161</u>	<u>\$ 83,138</u>	<u>\$ 1,446,766</u>

**CITY OF HUBBARD, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**(MODIFIED CASH BASIS) - BUDGET AND ACTUAL - WATER FUND**

**YEAR ENDED JUNE 30, 2020**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Charges for services	\$ 480,625	\$ 480,625	\$ 467,423	\$ (13,202)
Miscellaneous	33,740	33,740	34,433	693
<i>Total Revenues</i>	514,365	514,365	501,856	(12,509)
<b>EXPENDITURES</b>				
Water	379,681	383,431	296,842	86,589
Contingency	301,483	301,483	-	301,483
<i>Total Expenditures</i>	681,164	684,914	296,842	388,072
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(166,799)	(170,549)	205,014	375,563
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	3,750	-	(3,750)
Transfers out	(161,126)	(161,126)	(152,917)	8,209
Proceeds from sale of assets	-	-	894	894
<i>Total Other Financing Sources (Uses)</i>	(161,126)	(157,376)	(152,023)	5,353
<b>CHANGE IN FUND BALANCE</b>	(327,925)	(327,925)	52,991	380,916
<b>FUND BALANCE, beginning of year</b>	327,925	327,925	346,476	18,551
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 399,467	\$ 399,467

**CITY OF HUBBARD, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
(MODIFIED CASH BASIS) - BUDGET AND ACTUAL - WATER CONSTRUCTION FUND  
YEAR ENDED JUNE 30, 2020**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Charges for services	\$ 110,000	\$ 110,000	\$ 110,232	\$ 232
Licenses and permits	32,510	32,510	40,624	8,114
Intergovernmental	-	-	20,000	20,000
Miscellaneous	8,400	8,400	7,070	(1,330)
<i>Total Revenues</i>	150,910	150,910	177,926	27,016
<b>EXPENDITURES</b>				
Water construction	150,000	150,000	16,461	133,539
Contingency	742,327	742,327	-	742,327
<i>Total Expenditures</i>	892,327	892,327	16,461	875,866
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(741,417)	(741,417)	161,465	902,882
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	(3,090)	(3,090)	(3,848)	(758)
<b>CHANGE IN FUND BALANCE</b>	(744,507)	(744,507)	157,617	902,124
<b>FUND BALANCE, beginning of year</b>	744,507	744,507	806,544	62,037
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 964,161	\$ 964,161

**CITY OF HUBBARD, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**(MODIFIED CASH BASIS) - BUDGET AND ACTUAL - WATER BOND FUND**

**YEAR ENDED JUNE 30, 2020**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Miscellaneous	\$ 200	\$ 200	\$ 211	\$ 11
<b>EXPENDITURES</b>				
Debt service				
Principal	85,869	85,869	85,869	-
Interest	9,858	9,858	9,858	-
<i>Total Expenditures</i>	<i>95,727</i>	<i>95,727</i>	<i>95,727</i>	<i>-</i>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(95,527)</b>	<b>(95,527)</b>	<b>(95,516)</b>	<b>11</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	95,727	95,727	95,727	-
<b>CHANGE IN FUND BALANCE</b>	<b>200</b>	<b>200</b>	<b>211</b>	<b>11</b>
<b>FUND BALANCE, beginning of year</b>	<b>82,852</b>	<b>82,852</b>	<b>82,927</b>	<b>75</b>
<b>FUND BALANCE, end of year</b>	<b>\$ 83,052</b>	<b>\$ 83,052</b>	<b>\$ 83,138</b>	<b>\$ 86</b>

**CITY OF HUBBARD, OREGON****COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE****(MODIFIED CASH BASIS) - SEWER OPERATIONS****YEAR ENDED JUNE 30, 2020**

	<u>Sewer</u>	<u>Sewer Construction</u>	<u>Sewer Bond</u>	<u>Total Sewer Operations</u>
<b>REVENUES</b>				
Charges for services	\$ 494,588	\$ 158,056	\$ -	\$ 652,644
Licenses and permits	-	62,285	-	62,285
Miscellaneous	2,755	6,900	647	10,302
<i>Total Revenues</i>	497,343	227,241	647	725,231
<b>EXPENDITURES</b>				
Sewer	280,263	-	-	280,263
Debt service				
Principal	-	-	45,653	45,653
Interest	-	-	8,833	8,833
Capital outlay	-	4,805	-	4,805
<i>Total Expenditures</i>	280,263	4,805	54,486	339,554
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	217,080	222,436	(53,839)	385,677
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	-	54,486	54,486
Transfers out	(105,557)	(4,024)	-	(109,581)
<i>Total Other Financing Sources (Uses)</i>	(105,557)	(4,024)	54,486	(55,095)
<b>CHANGE IN FUND BALANCE</b>	111,523	218,412	647	330,582
<b>FUND BALANCE, beginning of year</b>	106,316	1,345,919	39,632	1,491,867
<b>FUND BALANCE, end of year</b>	<u>\$ 217,839</u>	<u>\$ 1,564,331</u>	<u>\$ 40,279</u>	<u>\$ 1,822,449</u>

**CITY OF HUBBARD, OREGON****SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE****(MODIFIED CASH BASIS) - BUDGET AND ACTUAL - SEWER FUND****YEAR ENDED JUNE 30, 2020**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Charges for services	\$ 479,266	\$ 479,266	\$ 494,588	\$ 15,322
Miscellaneous	150	150	2,755	2,605
<i>Total Revenues</i>	479,416	479,416	497,343	17,927
<b>EXPENDITURES</b>				
Sewer	379,397	383,147	280,263	102,884
Contingency	74,731	74,731	-	74,731
<i>Total Expenditures</i>	454,128	457,878	280,263	177,615
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	25,288	21,538	217,080	195,542
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	3,750	-	(3,750)
Transfers out	(110,592)	(110,592)	(105,557)	5,035
<i>Total Other Financing Sources (Uses)</i>	(110,592)	(106,842)	(105,557)	1,285
<b>CHANGE IN FUND BALANCE</b>	(85,304)	(85,304)	111,523	196,827
<b>FUND BALANCE, beginning of year</b>	85,304	85,304	106,316	21,012
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 217,839	\$ 217,839

**CITY OF HUBBARD, OREGON****SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
(MODIFIED CASH BASIS) - BUDGET AND ACTUAL - SEWER CONSTRUCTION FUND  
YEAR ENDED JUNE 30, 2020**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Charges for services	\$ 156,532	\$ 156,532	\$ 158,056	\$ 1,524
Licenses and permits	49,830	49,830	62,285	12,455
Miscellaneous	7,800	7,800	6,900	(900)
<i>Total Revenues</i>	214,162	214,162	227,241	13,079
<b>EXPENDITURES</b>				
Sewer construction	130,000	130,000	4,805	125,195
Contingency	1,418,929	1,418,929	-	1,418,929
<i>Total Expenditures</i>	1,548,929	1,548,929	4,805	1,544,124
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(1,334,767)	(1,334,767)	222,436	1,557,203
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	(3,220)	(3,220)	(4,024)	(804)
<b>CHANGE IN FUND BALANCE</b>	(1,337,987)	(1,337,987)	218,412	1,556,399
<b>FUND BALANCE, beginning of year</b>	1,337,987	1,337,987	1,345,919	7,932
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 1,564,331	\$ 1,564,331

**CITY OF HUBBARD, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**(MODIFIED CASH BASIS) - BUDGET AND ACTUAL - SEWER BOND FUND**

**YEAR ENDED JUNE 30, 2020**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Miscellaneous	\$ 800	\$ 800	\$ 647	\$ (153)
<b>EXPENDITURES</b>				
Debt service				
Principal	45,653	45,653	45,653	-
Interest	8,833	8,833	8,833	-
<i>Total Expenditures</i>	54,486	54,486	54,486	-
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(53,686)	(53,686)	(53,839)	(153)
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	54,486	54,486	54,486	-
<b>CHANGE IN FUND BALANCE</b>	800	800	647	(153)
<b>FUND BALANCE, beginning of year</b>	39,464	39,464	39,632	168
<b>FUND BALANCE, end of year</b>	\$ 40,264	\$ 40,264	\$ 40,279	\$ 15

***COMPLIANCE SECTION***



## GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

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### ***INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS***

Honorable Mayor and Members of the City Council  
City of Hubbard  
3720 Second Street  
Hubbard, Oregon 97026

We have audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the City of Hubbard, Oregon as of and for the year ended June 30, 2020, and have issued our report thereon dated October 14, 2020.

#### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

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

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Highway revenues used for public highways, roads, and streets.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**
- **Accountability for collecting or receiving money by elected officials - no money was collected or received by elected officials.**

In connection with our testing nothing came to our attention that caused us to believe the City was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations except for expenditures in excess of appropriations as detailed in the notes to the financial statements.

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

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting 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 City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

***Restriction on Use***

This report is intended solely for the information and use of the City Council and management of the City of Hubbard, Oregon and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

*GROVE, MUELLER & SWANK, P.C.*  
*CERTIFIED PUBLIC ACCOUNTANTS*

By:   
\_\_\_\_\_  
Ryan T. Pasquarella, A Shareholder  
October 14, 2020