

Johnson & Block
AND COMPANY, INC.

Certified Public Accountants

TOWN OF COTTAGE GROVE
FINANCIAL STATEMENTS WITH
AUDITOR'S REPORT

For the Year Ended December 31, 2012

Quality service through our commitment to clients and staff.

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December 31, 2012

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INDEPENDENT AUDITOR'S REPORT

March 22, 2013

To the Town Board
Town of Cottage Grove
Cottage Grove, Wisconsin

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Cottage Grove, Wisconsin, as of and for the year ended December 31, 2012, which collectively comprise the Town's basic financial statements as listed in the table of contents, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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



Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Cottage Grove, as of December 31, 2012, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

New Accounting Policies

As discussed in Note 1 to the financial statements, in 2012 the Town of Cottage Grove adopted new accounting guidance. Our opinion is not modified with respect to this matter.

Report on Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages i through ix and 25 through 26 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Report on Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Cottage Grove, Wisconsin's financial statements as a whole. The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Johnson Block & Company, Inc.
Certified Public Accountants
Madison, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS

TOWN OF COTTAGE GROVE

MANAGEMENT'S DISCUSSION AND ANALYSIS December 31, 2012

The management of the Town of Cottage Grove offers all persons interested in the financial position of the town this narrative overview and analysis of the town's financial performance during the fiscal years ending December 31, 2012. You are invited to read this narrative in conjunction with the town's financial statements.

FINANCIAL HIGHLIGHTS

- The General fund is the primary fund used by the town. Within this fund, the normal day-to-day activity is recorded. The fund balance decreased in 2012 by \$42,900, decreasing the fund balance from \$697,151 to \$655,051. The following revenues exceeded budget expectations: Building Permits income by \$22,947 and Cable Television Fees \$6,012. Due to the cancellation of the Cottage Grove Baptist Church contract, Town Hall Rent was \$2,575 under budget. The following expenditures were under budget: Highway Maintenance contracts by \$18,518 Culvert expense by \$5,432 and fuel by \$6,731
- Several additional Government Elections were added in 2012, which increased Election related expenses. Election related expense accounts exceeded budget expectations by \$2,265.92.
- In 2012, Revenue payment in the amount of \$4,000 was received from American Transmission Company for use of our Roads during the construction of Rockdale – Middleton transmission line project.
- In 2012, Town of Cottage Grove included the cost of the new Dane COM Radio System in their budget. The Dane-Com Radio System is a new Emergency Communications radio network, which will seamlessly connect emergency responders and public works officials across Dane county. The Town of Cottage Grove incurred costs of \$2,479 towards the maintenance of the new Radio system.
- We are seeing an increase in revenue due to building permits, title search requests and interest revenue. Building permits for business, residential and remodeling more than doubled from 2011 to \$32,947 in 2012. Our title search requests which include home loans and refinancing continues to show increase in requests and revenue. In 2012, we received \$1,385 in title search requests. For the first time in several years, our interest revenue exceeded our budget expectations. We exceeded our budget expectations by \$1,264
- Public Works purchased a 2012 New Holland Tractor in September at a cost of \$26,500. This will replace the 1998 Case tractor, which was traded in and removed from the Capital Assets Data Base.
- In 2012, Revenue payments in the amount of \$67,464 were received from the Town of Pleasant Springs. This revenue was used for Fire Department maintenance expense and also towards principal and interest payments for the Village and Town shared Fire Truck.
- Overall, the departments responsible for the operational budget for the Town of Cottage Grove did an excellent job in maintaining and operating within the budget approved by the Town Board.

TOWN OF COTTAGE GROVE

MANAGEMENT'S DISCUSSION AND ANALYSIS December 31, 2012

OVERVIEW OF FINANCIAL STATEMENTS

This annual report consists of two parts: Management's Discussion and Analysis and the basic financial statements. The basic financial statements include two kinds of statements that present different views of the town:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the town's overall financial status.
- The remaining statements are fund financial statements that focus on individual accounts of the town's government, reporting the town's operations in more detail than the government-wide statements.
- The governmental fund statements tell how general government services were financed in the short-term as well as what remains for future spending.

These financial statements also include notes that explain some of the information in the financial statements and provide more detail data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements.

GOVERNMENT-WIDE STATEMENTS

The government-wide statements report information about the town as a whole using accounting methods similar to those used by private-sector companies. They include all funds with the exception of the fiduciary funds.

The statement of net position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid. Governmental activities generally are financed through taxes, intergovernmental revenues and other non-exchange revenues

The two government-wide statements report the town's net position and how they have changed. Net Position – the difference between the town's assets and liabilities – is one way to measure the town's financial health, or position. Over time, increases or decreases in the town's net position are an indicator of whether its financial health is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the cash flows. Thus, revenue and expenses reported in this statement for some items will only result in cash flows in future fiscal periods.

TOWN OF COTTAGE GROVE

MANAGEMENT'S DISCUSSION AND ANALYSIS December 31, 2012

OVERVIEW OF FINANCIAL STATEMENTS (cont.)

FUND FINANCIAL STATEMENTS

In this section of the audit report, individual funds are identified and reported in greater detail. Individual funds provide for an accounting mechanism that allows the town to keep track of revenues and expenditures by a specific purpose or type. Each of these funds is considered a separate accounting entity. Each has its own account structure including assets, liabilities, equity, revenue and expenditure accounts.

In the most recent updates to accounting and audit practices the audit report recognizes major and non-major governmental funds.

Major Governmental Funds

- *General Fund* – This fund accounts for the town's primary operating activities. It is comprised of all the day-to-day operational revenue and expenditure accounts of the town. The town maintains and adopts budgets for each of the funds listed in the financial statements.

Non-Major Governmental Funds

Special Revenue Funds

- *Cemetery Trust Fund* – This fund is used to account for specific revenue sources that are restricted to expenditures for Liberty Cemetery.

Fiduciary Funds

- *Fiduciary Funds* – These funds are held as an obligation to another municipal body, taxing jurisdiction or entity. In the Town of Cottage Grove financial statements the tax collection fund is considered a fiduciary fund.

FINANCIAL ANALYSIS OF THE TOWN AS A WHOLE

An analysis of the town's financial position begins with a review of the Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position. These two statements report the town's net position and changes therein. It should be noted that the financial position could also be affected by non-financial factors, including economic conditions, population growth and new regulations.

TOWN OF COTTAGE GROVE

MANAGEMENT'S DISCUSSION AND ANALYSIS December 31, 2012

NET POSITION

A summary of the town's Statement of Net Position for fiscal years 2011 and 2012 are presented below in Table 1.

Table 1
Condensed Statements of Net Position

	<u>2011</u>	<u>2012</u>	<u>Dollar Change</u>
Current and Other Assets	2,669,516	\$ 2,676,631	\$ 7,115
Capital Assets	<u>7,960,842</u>	<u>7,744,433</u>	<u>(216,409)</u>
Total Assets	<u>10,630,358</u>	<u>10,421,064</u>	<u>(209,294)</u>
Long-term Debt Outstanding	472,479	185,683	(286,796)
Other Liabilities	443,618	486,859	43,241
Total Liabilities	<u>916,097</u>	<u>672,542</u>	<u>(243,555)</u>
Deferred Inflows	<u>1,450,229</u>	<u>1,466,727</u>	<u>16,498</u>
Net Investment in Capital Assets	7,293,056	7,349,336	56,280
Restricted	18,656	16,629	(2,027)
Unrestricted	<u>952,320</u>	<u>915,830</u>	<u>(36,490)</u>
Total Net Position	<u>\$ 8,264,031</u>	<u>\$ 8,281,795</u>	<u>\$17,764</u>

TOWN OF COTTAGE GROVE

MANAGEMENT'S DISCUSSION AND ANALYSIS December 31, 2011 and 2012

NET POSITION (cont.)

Table 2
Condensed Statement of Revenues,
Expenses and Changes in Net Position

	2011	2012	Dollar Change
Revenues			
Program Revenues			
Charges for services	\$443,922	467,563	23,641
Operating grants	196,900	160,621	(36,279)
Capital grants	24,421	3,940	(20,481)
General Revenues			
Property taxes	1,441,917	1,447,619	5,702
Other taxes	15,869	16,461	592
Intergovernmental	73,661	58,719	(14,942)
Investment income	8191	8,162	(29)
Gain on sale of assets		-	-
Miscellaneous	61,297	4,990	(56,307)
Total Revenues	2,266,178	2,168,075	(98,103)
Expenses			
General government	238,467	245,348	6,881
Public safety	800,546	783,633	(16,913)
Public works	993,336	1,093,084	99,748
Health and human services	6,982	8,276	1,294
Culture, education and recreation	20,230	19,022	(1,208)
Interest and fiscal charges	33,189	16,862	(16,327)
Total Expenses	2,066,308	2,166,225	99,917
Change in Net Assets	199,870	1,850	(198,020)
NET POSITION – Beginning of Year	8,064,162	8,264,031	199,869
NET POSITION – END OF YEAR	\$ 8,264,031	8,281,795	\$ 17,764

TOWN OF COTTAGE GROVE

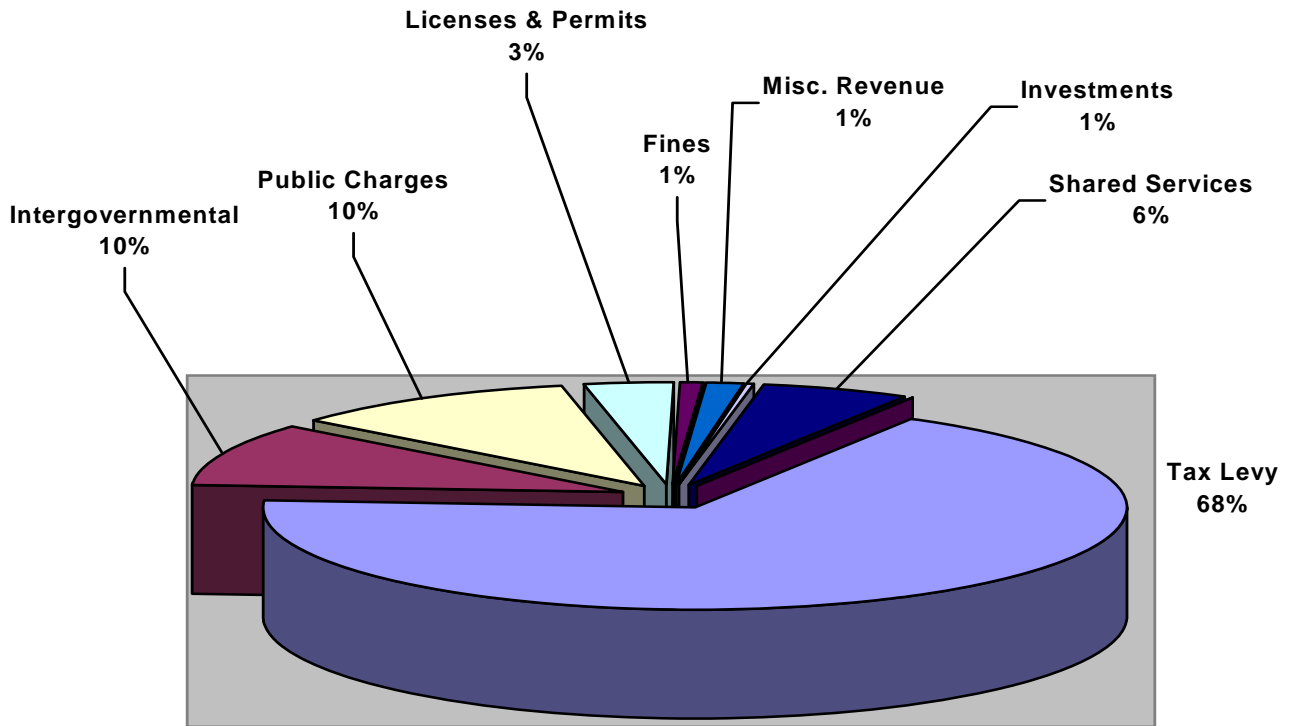
MANAGEMENT'S DISCUSSION AND ANALYSIS December 31, 2011 and 2012

GENERAL FUND

The General fund is the primary fund used by the town. Within this fund, the normal day-to-day activity is recorded. The fund balance decreased in 2012 by \$42,900.00 decreased the fund balance from \$697,951 to \$655,051.

GENERAL FUND BUDGETARY HIGHLIGHTS

2012 Revenue



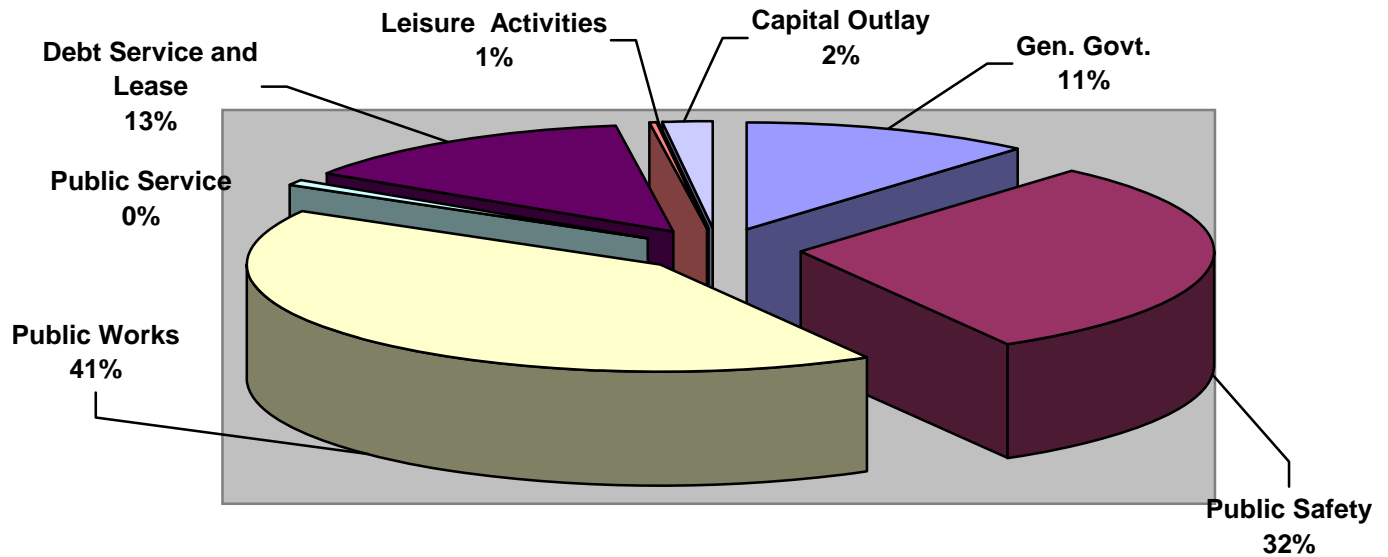
TOWN OF COTTAGE GROVE

MANAGEMENT'S DISCUSSION AND ANALYSIS December 31, 2011 and 2012

GENERAL FUND (cont.)

GENERAL FUND BUDGETARY HIGHLIGHTS (cont.)

2012 Expenditure Breakdown



General Government

This section of the General fund budget relates to administration costs associated with management of the town, such as the town board, clerk/treasurer and staff, elections, legal, insurances and town and emergency building maintenance. At year-end, the general government fund budget reflected a variance of being under budget \$20,637. The majority of the departments were within budget with the exception of Emergency Bldg Maintenance, which was under budget by \$9,742. The decrease is due to decrease in operating expenses for in the Emergency Building. General Administration did exceed the budget by \$2,266, which is due to an increase in Government Elections for 2012.

Public Safety

This section of the budget pertains to law enforcement, fire department, EMS, building and fire inspections. Town of Cottage Grove has a joint agreement with the Village of Cottage Grove for Fire and Police Services. The costs for the Fire Department are split proportionately based upon equalized value. The costs for the Police Department are split based on equalized value and population. Town of Cottage Grove also has a joint agreement with the Village of Cottage Grove, Village of Deerfield and Town of Deerfield for EMS. The costs are split based on equalized value only. At year-end, this section of the general fund budget shows a variance of \$34,656 under budget. The majority of this is due to the increase in Building permits for 2012.

TOWN OF COTTAGE GROVE

MANAGEMENT'S DISCUSSION AND ANALYSIS December 31, 2010 and 2011

GENERAL FUND (cont.)

GENERAL FUND BUDGETARY HIGHLIGHTS (cont.)

Public Works

This section or department pertains to the administration of the department, maintenance of roads and other municipally owned infrastructure, street lighting, refuse collection, and landfill. At year-end, this department reflected a variance being under budget \$42,590. The majority of this was due to lower fuel costs, highway maintenance contracts and culvert expenses. The fuel account was \$6,731 under budget; highway maintenance contracts were under budget by \$18,519 and Culvert expense was under budget by \$5,433. We also had seen an increase in cost in the sand and salt account, which exceeded their budget by \$3,394.

Leisure Activities

This section of the budget pertains to parks, playgrounds, and senior outreach program. At year-end this section reflected a variance being under budget \$419 for the year. This is due to below budget expense for the parks department.

Public Services Enterprises

This section of the budget pertains to soldier's graves. At year-end, this section reflected a variance of being on budget.

Capital Outlay

This section of the budget pertains to payments for purchases of capital assets for the town. In 2012, the town purchased a 2012 New Holland Tractor for the Public Works Department. At year-end this section reflected a variance of being under budget by \$12,880.00. This is due to reduced cost in the capital outlay purchases.

General Debt Service

The town's debt service accounts for payments of both principal and interest of our general obligation debt, promissory notes and capital lease. Reimbursements from the village for the ladder truck offset the capital lease principal and interest payments.

TOWN OF COTTAGE GROVE

MANAGEMENT'S DISCUSSION AND ANALYSIS December 31, 2011 and 2012

CAPITAL ASSETS

At the end of 2012, the town had invested a total of \$7,744,433 in capital assets. This investment in capital assets includes land, buildings, machinery and equipment, and infrastructure.

**Table 3
Capital Assets**

	<u>2011</u>	<u>2012</u>	<u>Dollar Change</u>
Land	\$ 3,700,102	\$ 3,700,102	\$ -
Buildings	2,594,795	2,594,795	-
Machinery and equipment	1,831,267	1,822,967	(8,300)
Infrastructure	<u>3,711,210</u>	<u>3,711,210</u>	<u>-</u>
Total Capital Assets	11,837,374	11,829,074	(8,300)
Less: Accumulated Depreciation	<u>3,876,532</u>	<u>4,084,641</u>	<u>208,109</u>
Net Capital Assets	<u><u>\$7,960,842</u></u>	<u><u>\$ 7,744,433</u></u>	<u><u>(216,409)</u></u>

LONG-TERM DEBT

At December 31, 2012, the town had \$326,378 of long-term bonds and notes outstanding, \$205,000 of which is general obligation debt. This is a decrease of \$240,294 from the prior year.

In accordance with the Wisconsin statutes, total general obligation debt of the town may not exceed five percent of the equalized value of taxable property within the town's jurisdiction. The debt limit as of December 31, 2012 was \$18,734,045. Total general obligation debt outstanding at year-end was \$205,000.

INFRASTRUCTURE ASSETS

The Town of Cottage Grove uses the Pavement Surface Evaluation and Rating (PASER) system to evaluate the surface condition of concrete and asphalt streets.

REQUESTS FOR INFORMATION

If you have questions about this report, or need additional financial information, contact Deborah Simonson, Treasurer, and Town of Cottage Grove.

Town of Cottage Grove

**Statement of Net Position
December 31, 2012**

	Governmental Activities
ASSETS	
Cash and investments	\$ 798,582
Receivables	
Taxes	1,697,741
Accounts	36,472
Delinquent personal property taxes	1,291
Delinquent special assessments	3,565
Investment in EMS joint venture	136,308
Capital Assets (net of accumulated depreciation)	
Land	3,700,102
Other capital assets, net of depreciation	4,044,331
Net capital assets	<u>7,744,433</u>
 Total Assets	 <u><u>\$ 10,418,392</u></u>
LIABILITIES	
Accounts payable	\$ 166,617
Accrued liabilities and deposits	18,714
Long-term liabilities	
Due within one year	
Bonds, notes, and capital leases	278,499
Compensated absences	23,029
Due in more than one year	
Bonds, notes, and capital leases	116,598
Compensated absences	69,085
Total liabilities	<u>672,542</u>
DEFERRED INFLOWS	
Deferred Tax Levy	1,466,727
Total Deferred Inflows	<u>1,466,727</u>
NET POSITION	
Net investment in capital assets	7,349,336
Restricted for:	
Road Maintenance	9,060
Cemetery	7,569
Unrestricted	913,158
Total net position	<u>8,279,123</u>
 Total Liabilities, Deferred Inflows and Net Position	 <u><u>\$ 10,418,392</u></u>

See accompanying notes to the basic financial statements.

Town of Cottage Grove

**Statement of Activities
For the Year Ended December 31, 2012**

Functions/Programs	Expenses	Program Revenue			Net (Expense) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Primary government					
Governmental Activities					
General Government	\$ 245,348	\$ 43,136	\$ -	\$ -	\$ (202,212)
Public Safety	786,305	158,239	12,646	3,940	(611,480)
Public Works	1,093,084	260,624	147,661	-	(684,799)
Health and Human Services	8,276	78	202	-	(7,996)
Culture, Education and Recreation	19,022	50	-	-	(18,972)
Conservation and Development	-	5,436	112	-	5,548
Interest and Fiscal Charges	16,862	-	-	-	(16,862)
Total primary government	<u>\$ 2,168,897</u>	<u>\$ 467,563</u>	<u>\$ 160,621</u>	<u>\$ 3,940</u>	<u>(1,536,773)</u>
General revenues:					
Taxes:					
Property taxes, levied for general purposes					1,447,619
Other taxes					16,461
Intergovernmental revenues not restricted to specific programs					58,719
Investment income					8,162
Miscellaneous					4,990
Total general revenues					<u>1,551,865</u>
Change in net position					15,092
Net position - beginning					8,264,031
Net position - ending					<u>\$ 8,279,123</u>

See accompanying notes to the basic financial statements.

Town of Cottage Grove

**Balance Sheet
Governmental Funds
December 31, 2012**

	General Fund	Nonmajor Governmental Fund Cemetery Fund	Total Governmental Funds
ASSETS			
Cash and Investments	\$ 791,013	\$ 7,569	\$ 798,582
Receivables:			
Taxes	1,697,741	-	1,697,741
Delinquent Personal Property Taxes	1,291	-	1,291
Delinquent Special Assessments	3,565	-	3,565
Accounts	36,472	-	36,472
Total Assets	\$ 2,530,082	\$ 7,569	\$ 2,537,651
LIABILITIES			
Accounts Payable	\$ 168,249	\$ -	\$ 168,249
Other Accrued Liabilities	9,031	-	9,031
Total Liabilities	177,280	-	177,280
DEFERRED INFLOWS OF RESOURCES			
Tax Revenue	1,697,751	-	1,697,751
FUND BALANCES			
Nonspendable	4,855	-	4,855
Restricted	16,776	7,569	24,345
Committed	90,170	-	90,170
Assigned	2,851	-	2,851
Unassigned	540,399	-	540,399
Total Fund Balances	655,051	7,569	662,620
Total Liabilities and Fund Balances	\$ 2,530,082	\$ 7,569	\$ 2,537,651

See accompanying notes to the basic financial statements.

Town of Cottage Grove

**Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
December 31, 2012**

Total fund balance, governmental funds	\$ 662,620
Amounts reported for governmental activities in the statement of net position are different because:	
Some receivables that are not currently available are reported as deferred inflows in the fund financial statements but are recognized as revenue when earned in the government-wide statements.	231,024
Capital assets used in governmental activities are not current financial resources and therefore are not reported in this fund financial statement, but are reported in the governmental activities of the statement of net position.	7,744,433
The Town's investment in the EMS joint venture is not a financial resource and, therefore, is not reported in the funds.	136,308
Some liabilities are not due and payable in the current period and are not included in the fund financial statement, but are included in the governmental activities of the statement of net position.	
Compensated absences	(92,114)
Accrued interest	(8,049)
Capital lease	(68,755)
Bonds and notes payable	<u>(326,344)</u>
Net assets of governmental activities in the statement of net position	<u>\$ 8,279,123</u>

See accompanying notes to the basic financial statements.

Town of Cottage Grove

**Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Fund:
For the Year Ended December 31, 2012**

	<u>General Fund</u>	<u>Nonmajor Governmental Fund Cemetery Fund</u>	<u>Total Governmental Funds</u>
REVENUES			
Taxes	\$ 1,464,080	\$ -	\$ 1,464,080
Intergovernmental	220,366	-	220,366
Licenses and Permits	73,536	-	73,536
Fines, Forfeitures and Penalties	17,983	-	17,983
Public Charges for Services	231,689	26	231,715
Intergovernmental Charges for Services	121,217	-	121,217
Investment Income	5,764	47	5,811
Miscellaneous Income	27,438	-	27,438
Total Revenues	<u>2,162,073</u>	<u>73</u>	<u>2,162,146</u>
EXPENDITURES			
Current:			
General Government	253,818	-	253,818
Public Safety	693,355	-	693,355
Public Works	915,435	-	915,435
Leisure Activities	20,581	-	20,581
Public Service Enterprises	176	2,100	2,276
Capital Outlay	45,500	-	45,500
Debt Service			
Principal Repayment	272,689	-	272,689
Interest and Fiscal Charges	22,969	-	22,969
Total Expenditures	<u>2,224,523</u>	<u>2,100</u>	<u>2,226,623</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(62,450)</u>	<u>(2,027)</u>	<u>(64,477)</u>
OTHER FINANCING SOURCES (USES)			
Property Sales	19,550	-	19,550
Total Other Financing Sources and Uses	<u>19,550</u>	<u>-</u>	<u>19,550</u>
Net Change in Fund Balances	(42,900)	(2,027)	(44,927)
Fund Balances - Beginning	697,951	9,596	707,547
Fund Balances - Ending	<u>\$ 655,051</u>	<u>\$ 7,569</u>	<u>\$ 662,620</u>

See accompanying notes to the basic financial statements.

Town of Cottage Grove

**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of
Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2012**

Net change in fund balances - total governmental funds: \$ (44,927)

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

Receivables not currently available are reported as revenue when collected or currently available in the fund financial statements but are recognized as revenue when earned in the government-wide financial statements

Garbage/recycling fees 5,380

Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the statement of activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period.

This is the amount by which capital outlays (\$26,500) were less than depreciation (\$239,823) in the current period. (213,323)

Net book value of assets retired (3,086)

The issuance of long-term debt (e.g. bonds, leases) provides current financial resources to governmental funds while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. The issuance of long-term debt increases long-term liabilities on the statement of net assets and the repayment of principal on long-term debt reduces long-term liabilities on the statement of net assets.

Principal payments on long-term debt 272,689

Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Accrued interest on debt 6,107

Compensated absences (5,076)

The proportionate share of the change in net assets related to joint ventures reported in the statement of activities neither provides nor uses current financial resources and is not reported in the fund financial statements. (2,672)

Change in net assets of governmental activities \$ 15,092

See accompanying notes to the basic financial statements.

Town of Cottage Grove

**Statement of Fiduciary Net Position
Fiduciary Fund
December 31, 2012**

	<u>Tax Agency</u>
ASSETS	
Cash and Investments	\$ 4,265,419
Taxes Receivable	2,594,353
Total Assets	<u>\$ 6,859,772</u>
LIABILITIES	
Due to Other Governments	\$ 6,859,772
Total Liabilities	<u>\$ 6,859,772</u>

See accompanying notes to the basic financial statements.

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

1. Summary of Significant Accounting Policies

The accounting policies of the Town of Cottage Grove, Wisconsin conform to generally accepted accounting principles in the United States of America as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB).

A. Reporting Entity

This report includes all of the funds of the Town of Cottage Grove. The reporting entity for the Town consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to or burdens on the primary government. The primary government may be financially accountable if an organization is fiscally dependent on the primary government. This report does not contain any component units.

B. Government-Wide and Fund Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues.

The statement of activities 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. The Town does not allocate indirect expenses to functions in the statement of activities. 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 included among program revenues are reported instead as general revenues. Internally dedicated resources are reported as general revenues rather than as program revenues.

Fund Financial Statements

Fund financial statements of the reporting entity are organized into individual funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, fund equity, revenues and expenditures.

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

1. Summary of Significant Accounting Policies (Continued)
B. Government-Wide and Fund Financial Statements (Continued)

Funds are organized as major funds or non-major funds within the governmental statements. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the Town or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type and
- b. Total assets, liabilities, revenues or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.
- c. In addition, any other governmental or proprietary fund that the Town believes is particularly important to financial statement users may be reported as a major fund.

The Town reports the following major governmental fund:

Major Governmental Fund

General Fund – accounts for the Town’s primary operating activities. It is used to account for all financial resources except those required to be accounted for in another fund.

The Town reports the following non-major fund:

Special Revenue Funds – used to account for the proceeds of specific revenue sources (other than major capital projects) that is legally restricted to expenditures for specific purposes.

Cemetery Fund

In addition, the Town reports the following fund type:

Fiduciary funds - used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, and/or other governmental units. The Town reports its Tax Agency activity in the Fiduciary Funds.

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

1. Summary of Significant Accounting Policies (Continued)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Measurement focus refers to what is being measured, basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

Government-Wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenues in the year for which they are levied. Taxes receivable for the following year are recorded as receivables and deferred inflows. Grants and similar items are recognized as revenue when earned. Unbilled receivables are recorded as revenues when services are provided.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. "Measurable" means the amount of the transaction can be determined. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences, and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Property taxes are recorded in the year levied as receivables and deferred inflows. They are recognized as revenues in the succeeding year when services financed by the levy are being provided.

Intergovernmental aids and grants are recognized as revenues in the period the Town is entitled to the resources and the amounts are available. Amounts owed to the Town, which are not available, are recorded as receivables and deferred inflows. Amounts received prior to the entitlement period are also recorded as deferred inflows.

Special assessments are recognized as revenues when they become measurable and available as current assets. Annual installments due in future years are reflected as receivables and deferred inflows. Delinquent special assessments being held for collection by the county are reported as receivables and reserved fund balance in the general fund.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, public charges for services, special assessments, and interest. Other general revenues such as fines and forfeitures, inspection fees, recreation fees, and miscellaneous revenues are recognized when received in cash or when measurable and available under the criteria described above.

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

1. Summary of Significant Accounting Policies (Continued)
C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

The Town reports deferred inflows on its governmental funds balance sheet. Deferred inflows arise from taxes levied in the current year, which are for subsequent year's operations. For governmental fund financial statements, deferred inflows arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred inflows also arise when resources are received before the Town has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Town has a legal claim to the resources, the liability for deferred inflows is removed from the balance sheet and revenue is recognized.

Proprietary and fiduciary fund financial statements are reported using the economic resources measurement focus and accrual basis of accounting, as described previously in this note.

All Financial Statements

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

D. New Accounting Pronouncements

GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position, effective for periods beginning after December 15, 2011, provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources. *GASB Statement No. 65, Items Previously Reported as Assets and Liabilities*, effective for periods beginning after December 15, 2012, clarifies the appropriate reporting of deferred outflows of resources and deferred inflows of resources to ensure consistency in financial reporting. The Town has implemented the provisions of these statements as reflected in the 2012 financial statements.

E. Assets, Liabilities, and Net Position or Equity

1) Cash and Cash Equivalents/Investments

All deposits of the Town are made in board designated official depositories and are secured as required by State Statute. The Town may designate, as an official depository, any bank or savings association. Also, the Town may establish time deposit accounts such as NOW and SuperNOW accounts, money market accounts, and certificates of deposit.

Investments with remaining maturities at the time of purchase of one year or less are stated at amortized cost which approximates fair value. Investments with a maturity of more than one year at acquisition and non money market investments are carried at fair value as determined by quoted market prices.

See Footnote 2 for additional information.

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

1. Summary of Significant Accounting Policies (Continued)
E. Assets, Liabilities, and Net Position or Equity (Continued)

2) Taxes Receivable

Property taxes are levied prior to the end of the calendar year and are due and collectible in the following year. Property taxes attach as an enforceable lien as of January 1. The Town's portion of taxes is recorded as a receivable in the general fund. Since Town property taxes are not considered available until January 1 of the year following the levy, they are recorded as deferred inflows in the funds budgeted therefore. Taxes are levied in December on the assessed value as of the prior January 1.

Property tax calendar – 2012 tax roll

Lien date and levy date	December, 2012
Tax Bills mailed	December, 2012
Payment in full, or	January 31, 2013
First installment due	January 31, 2013
Second installment due	July 31, 2013
Personal property taxes in full	January 31, 2013
Tax sale – 2012 delinquent real estate taxes	October, 2015

Delinquent real estate taxes as of July 31 are paid in full by the county, which assumes the collection thereof.

3) Inventories and Prepaid Items

Governmental fund inventory items are charged to expenditure accounts when purchased. Year-end inventory was not significant.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

4) Capital Assets

Government-Wide Statements

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets are defined by the government as assets with an initial cost of more than \$5,000 for general capital assets and \$25,000 for infrastructure assets, and an estimated useful life in excess of 1 year. All capital assets are valued at historical cost or estimated historical cost if actual amounts are unavailable. Donated fixed assets are recorded at their estimated fair value at the date of donation.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Buildings	40 years
Machinery and Equipment	4-25 years
Infrastructure	25 years

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

- 1. Summary of Significant Accounting Policies (Continued)**
- E. Assets, Liabilities, and Net Position or Equity (Continued)**
- 4) Capital Assets (Continued)**

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

5) Compensated Absences

Under terms of employment, Town employees are granted vacations and sick leave in varying amounts. Only benefits considered to be vested are disclosed in these statements.

All vested vacation and sick leave pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements, and are payable with expendable resources. The total sick leave considered a long-term liability at December 31, 2012 is \$88,787 and the total vacation pay is \$3,327.

Payments for vacation and sick leave will be made at rates in effect when the benefits are used. Accumulated vacation and sick leave liabilities at December 31, 2012 are determined on the basis of current salary rates and include salary related payments.

6) Deferred Outflows and Inflows of Resources

Deferred outflow of resources represent a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

Deferred inflow of resources represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

7) Long-Term Obligations

All long-term obligations to be repaid from governmental resources are reported as liabilities in the government-wide statements. The long-term obligations consist primarily of notes and bond payable and accrued compensated absences.

Long-term obligations for governmental funds are not reported as liabilities in the fund financial statements. The face value of debts (plus any premiums) is reported as other financing sources and payments of principal and interest are reported as expenditures.

8) Claims and Judgments

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. Claims and judgments that would normally be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental funds. If they are not to be liquidated with expendable available financial resources, no liability is recognized in the governmental fund statements. The related expenditure is recognized when the liability is liquidated. Claims and judgments are recorded in the government-wide statements as expenses when the related liabilities are incurred. There were no significant claims or judgments at year-end.

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

1. Summary of Significant Accounting Policies (Continued)
E. Assets, Liabilities, and Net Position or Equity (Continued)

8) Equity Classifications

Government-Wide Statements

Equity is classified as net position and displayed in three components:

- a. Net Investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net positions with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net positions that do not meet the definition of “restricted” or “invested in capital assets, net of related debt”.

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

Fund Statements

In the fund financial statements, governmental fund balance is presented in five possible categories:

Nonspendable – resources which cannot be spent because they are either a) not in spendable form or; b) legally or contractually required to be maintained intact.

Restricted – resources with constraints placed on the use of resources are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws and regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.

Committed – resources which are subject to limitations the government imposes upon itself through formal action of the Town Board, and that remain binding unless removed in the same manner.

Assigned – resources neither restricted nor committed for which a government has stated intended use for a specific purpose. This intent can be expressed through the Town Board or through the Town Board delegating this responsibility to the Town Treasurer through the budgetary process.

Unassigned – resources which cannot be properly classified in one of the other four categories. The General Fund is the only fund that reports a positive unassigned fund balance amount. Unassigned balances also include negative balances in the governmental funds reporting resources restricted for specific programs.

The Town would typically use Restricted fund balances first, followed by Committed resources and then Assigned resources, but reserves the right to selectively spend Unassigned resources first and to defer the use of these other classified funds.

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

1. Summary of Significant Accounting Policies (Continued)
F. Budgetary Information

Budgets

The Town's budget is adopted in accordance with Chapter 65 of the Wisconsin Statutes. Changes to appropriations authorized in the adopted budget generally require a vote of two-thirds of the entire membership of the governing body.

Budget amounts include appropriations authorized in the original budget, any board approved amendments, appropriations of restricted resources received for funding specific expenditures and designated portions of the beginning balance of the general fund's equity expected to finance expenditures of the current fiscal year. Unused appropriations lapse at year-end unless specifically carried over for financing subsequent year expenditures.

Excess Expenditures over Appropriations

Budgetary expenditure control is exercised at the department level. Some individual departments experienced expenditures which exceeded appropriations. The detail of those items can be found in the Town's year-end budget to actual report.

2. Cash and Investments

At December 31, 2012, the Town's cash and investments consist of the following:

Deposits with Financial Institutions	<u>\$ 5,064,001</u>
Total Cash and Investments	<u>\$ 5,064,001</u>

Cash and investments as of December 31, 2012 are classified in the accompanying financial statements as follows:

Statement of Net Assets:	
Cash and Investments	\$ 798,582
Fiduciary Funds:	
Cash and Investments	<u>4,265,419</u>
Total Cash and Investments	<u>\$5,064,001</u>

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

2. Cash and Investments (Continued)

Investments Authorized by Wisconsin Statutes

Investment of Town funds is restricted by State statutes. Available investments are limited to:

- (1) Deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this State if the time deposits mature in not more than three years;
- (2) Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government;
- (3) Bonds or securities of any county, drainage district, VTAE district, village, city, town, district or school district of this State;
- (4) Any security which matures or which may be tendered for purchase at the option of the holder within not more than seven years of the date on which it is acquired, if that security has a rating which is the highest or second highest rating category assigned by Standard & Poor's Corporation, Moody's investor service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating;
- (5) Bonds or securities issued under the authority of the municipality;
- (6) The local government pooled-investment fund as established under Section 25.50 of the Wisconsin Statutes;
- (7) Agreements in which a public depository agrees to repay funds advanced to it by the Town plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government;
- (8) Securities of an open-end management investment company or investment trust, subject to various conditions and investment options;
- (9) Repurchase agreements with public depositories, with certain conditions;
- (10) Bonds issued by the University of Wisconsin Hospital and Clinics Authority.

Also, funds held in a deferred compensation plan, cemetery perpetual care funds or endowment funds, including gifts, where the principal is to be kept intact may be invested under provisions of Section 881.01 of the Wisconsin Statutes (prudent person rule).

The Town has adopted an investment policy. That policy contains the following guidelines for allowable deposits and investments:

Custodial Credit Risk – all financial institutions acting as a depository for the Town must enter into a depository agreement requiring the depository to pledge collateral to secure amounts over and above the guaranteed amounts in the cases of certificates of deposits. Collateral shall be held by a third party.

Credit Risk – the Town will minimize credit risk by diversifying the investment portfolio so that the impact of potential losses from one individual issuer will be minimized.

Interest Rate Risk – the Town will minimize interest rate risk by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, therefore avoiding the need to sell securities on the open market prior to maturity. The Town will also invest operating funds primarily in shorter-term securities, money markets, mutual funds or similar investment pools and limiting the average maturity of the portfolio.

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

2. Cash and Investments (Continued)

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Town would not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial risk for investments is the risk that, in the event of failure of the counterparty (e.g. broker-dealer) to a transaction, the Town would not be able to recover the value of its investment of collateral securities that are in the possession of another party.

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000 for interest bearing accounts and \$250,000 for non-interest bearing accounts in the amount of \$400,000. However, due to the relatively small size of the Guarantee Fund in relationship to the total deposits covered and other legal implications, recovery of material principal losses may be significant to individual organizations.

Fluctuating cash flows during the year due to tax collections, receipt of state aids and/or proceeds from borrowing may have resulted in temporary balances exceeding insured amounts by substantially higher amounts.

As of December 31, 2012, \$4,107,296 of the Town's deposits with financial institutions in excess of federal depository insurance limits were exposed to custodial credit risk as follows:

Collateralized by securities held by the pledging financial institution	\$ 3,684,189
Uninsured/Uncollateralized	423,107
Total	\$ 4,107,296

3. Receivables

All of the receivables on the balance sheet are expected to be collected within one year.

Governmental funds report deferred inflows in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Property taxes levied for the subsequent year are not earned and cannot be used to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of deferred inflows and unearned revenue reported in the governmental funds were as follows:

	Unavailable	Unearned	Totals
Property taxes receivable for subsequent year	\$ -	\$ 1,463,550	\$ 1,463,550
Garbage/recycling fees	231,024	-	231,024
Total Deferred/Unearned Revenue for Governmental Funds	\$ 231,024	\$ 1,463,550	\$ 1,694,574

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

4. Capital Assets

Capital asset activity in the governmental activities for the year ended December 31, 2012 was as follows:

	Balance 1/1/12	Additions	Retirements	Balance 12/31/12
Governmental Activities				
Non-Depreciable Capital Assets:				
Land	\$ 3,700,102	\$ -	\$ -	\$ 3,700,102
Total Non-Depreciable Capital Assets	<u>3,700,102</u>	<u>-</u>	<u>-</u>	<u>3,700,102</u>
Capital Assets Being Depreciated:				
Buildings	2,594,795	-	-	2,594,795
Machinery and equipment	1,831,267	26,500	(34,800)	1,822,967
Streets	3,711,210	-	-	3,711,210
Total Capital Assets Being Depreciated	<u>8,137,272</u>	<u>26,500</u>	<u>(34,800)</u>	<u>8,128,972</u>
Total Capital Assets	<u>11,837,374</u>	<u>26,500</u>	<u>(34,800)</u>	<u>11,829,074</u>
Less: Accumulated Depreciation for				
Buildings	874,247	44,859	-	919,106
Machinery and equipment	922,447	78,622	(31,714)	969,355
Streets	2,079,838	116,342	-	2,196,180
Total Accumulated Depreciation	<u>3,876,532</u>	<u>239,823</u>	<u>(31,714)</u>	<u>4,084,641</u>
Net Capital Assets Being Depreciated	<u>4,260,740</u>	<u>(213,323)</u>	<u>(3,086)</u>	<u>4,044,331</u>
Total Capital Assets, Net of Accumulated Depreciation	<u>\$ 7,960,842</u>	<u>\$ (213,323)</u>	<u>\$ (3,086)</u>	<u>\$ 7,744,433</u>

Depreciation expense was charged to functions as follows:

Governmental Activities	
General Government	\$ 849
Public Safety	90,278
Public Works, including infrastructure	144,255
Culture, Recreation and Education	4,441
Total Governmental Activities Depreciation Expense	<u>\$ 239,823</u>

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

5. Long-Term Obligations

Long-term obligations activity for the year ended December 31, 2012 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Amounts due within 1 year</u>
Governmental activities:					
Bonds and Notes Payable					
General obligation debt	\$ 395,000	\$ -	\$ 190,000	\$ 205,000	\$ 205,000
Promissory notes	171,672	-	50,294	121,378	39,812
Total Bonds and Notes Payable	<u>566,672</u>	<u>-</u>	<u>240,294</u>	<u>326,378</u>	<u>244,812</u>
Other Liabilities					
Vested compensated absences	87,039	5,075		92,114	23,029
Capital leases	101,114	-	32,395	68,719	33,687
Total Other Liabilities	<u>188,153</u>	<u>5,075</u>	<u>32,395</u>	<u>160,833</u>	<u>56,716</u>
Total Governmental Long-term Liabilities	<u>\$ 754,825</u>	<u>\$ 5,075</u>	<u>\$ 272,689</u>	<u>\$ 487,211</u>	<u>\$ 301,528</u>

In accordance with Wisconsin Statutes, total general obligation indebtedness of the Town may not exceed five percent of the equalized value of taxable property within the Town's jurisdiction. The debt limit as of December 31, 2012 was \$18,734,085. Total general obligation debt outstanding at year end was \$205,000.

General Obligation Debt

All general obligation notes and bond payable are backed by the full faith and credit of the Town. Notes and bonds will be retired by future property tax levies.

<u>General Obligation Debt</u>	<u>Date of Issue</u>	<u>Final Maturity</u>	<u>Interest Rates</u>	<u>Original Indebtedness</u>	<u>Balance 12/31/2012</u>
2006 G.O. Promissory Note	11/15/2006	4/1/2013	3.60-3.875% \$	1,325,000	<u>\$ 205,000</u>
Total General Obligation Debt					<u>\$ 205,000</u>

Debt service requirements to maturity are as follows:

<u>Years</u>	<u>Governmental Activities General Obligation Debt</u>	
	<u>Principal</u>	<u>Interest</u>
2013	<u>205,000</u>	<u>3,972</u>
Total	<u>\$ 205,000</u>	<u>\$ 3,972</u>

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

5. Long-Term Obligations (Continued)

Promissory Notes

Promissory notes are payable from future property tax levies.

Promissory notes at December 31, 2012 consist of the following:

Promissory Notes	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance 12/31/2012
2008 Promissory Note	12/15/2008	12/15/2018	4.50%	\$ 120,640	\$ 45,672
2010 Promissory Note	6/3/2010	2/3/2015	4.00%	142,650	87,809
Total Promissory Notes					<u>\$ 133,481</u>

Debt service requirements to maturity are as follows:

Years	Principal	Interest
2013	39,812	6,197
2014	41,491	4,525
2015	43,251	2,775
2016	8,927	966
Total	<u>\$ 133,481</u>	<u>\$ 14,463</u>

Capital Leases

In 2004, the Town acquired capital assets through a lease/purchase agreement. The gross amount of these assets under capital leases is \$295,622, which are included in capital assets in the governmental activities. The future minimum lease obligations and the net present value on these minimum lease payments as of December 31, 2012 are as follows:

Years	Governmental Activities Capital Leases	
	Principal	Interest
2013	33,687	2,742
2014	35,032	1,398
Total	<u>\$ 68,719</u>	<u>\$ 4,140</u>

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

5. Long-Term Obligations (Continued)

Other Debt Information

Estimated payments of compensated absences are not included in the debt service requirement schedules. The compensated absences liability attributable to governmental activities will be liquidated primarily by the general fund.

6. Operating Lease

During 2006, the Town of Cottage Grove entered into an operating lease agreement for the use of the police station and storage building to house police vehicles and other items related to the operation of the Cottage Grove Police Department. The Town made payments of \$6,784 in 2012 and expects to make payments at similar rates in the future.

7. Net Position/Fund Balances

Net position reported on the government wide statement of net position at December 31, 2012 includes the following:

Governmental Net Position

Net Investment in Capital Assets	
Land	\$ 3,700,102
Other Capital Assets, net of accumulated depreciation	4,044,331
Less: Long-term debt outstanding	<u>(395,097)</u>
Total Net Investment in Capital Assets	<u>7,349,336</u>
Restricted	
Cemetery trust funds	7,569
Restricted for road maintenance	<u>9,060</u>
Total Restricted	<u>16,629</u>
Unrestricted	<u>913,158</u>
Total Governmental Activities Net Assets	<u><u>\$ 8,279,123</u></u>

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

7. Net Position/Fund Balances (Continued)

Governmental fund balances as of December 31, 2012 include the following items:

Nonspendable

Major Fund

General Fund

Noncurrent receivables \$ 4,855

Total \$ 4,855

Restricted

Major Fund

General Fund

Hydrite \$ 7,716

ATC 9,060

Non-Major Fund

Special Revenue Fund

Cemetery Trust Fund 7,569

Total \$ 24,345

Committed

Major Fund

General Fund

Sick leave liability \$ 90,170

Total \$ 90,170

Assigned

Major Fund

General Fund

Welcome sign \$ 1,428

Pleasant Springs Fire expenses 1,423

Total \$ 2,851

Unassigned

Major Fund

General Fund \$ 540,399

Total \$ 540,399

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

8. Joint Ventures

The Town of Cottage Grove operates the following services: police, emergency building maintenance, fire protection, and emergency government with the Village of Cottage Grove.

The police department is governed by the Law Enforcement Committee, which consists of three appointed board members from each municipality as well as a police commission that consists of three appointed citizens from each municipality.

The fire department and emergency building maintenance are governed by the Joint Fire Protection Committee, which consists of three board members from each municipality. The governing bodies have authority to adopt its own budget and control the financial affairs of the departments. The municipal boards also approve the department budgets. The Town made payments totaling \$466,182 for the police department and \$108,196 for fire protection to the districts for 2012. These payments include grant funded equipment costs, which totaled \$3,362 for police equipment. The Town believes that the districts will continue to provide services in the future at similar rates.

Financial information for the police department as of December 31, 2012 is available at the village hall.

Financial information for the emergency services building and fire department as of December 31, 2012 is available at the town hall.

A capital lease and promissory note are being repaid with resources of the fire district and are secured by the taxing power of the participants. The transactions of the district are not reflected in these financial statements.

Deer-Grove EMS District

The Town of Cottage Grove, Villages of Cottage Grove and Deerfield, and the Town of Deerfield jointly operate the local EMS district, which is called the Deer-Grove EMS District. The district adopts its own budget. The four municipalities approve the district's budget as well. Net operating costs including debt service are shared by the four communities based on the ratio of equalized values. The department is governed by the Deer-Grove EMS Commission. The commission consists of one board member from each community as well as a medical director. Town of Cottage Grove representatives are appointed by the Town Chair, subject to approval by the Town board. The Town made payments to the district in 2012 of \$86,352 for operations. The Town believes that the district will continue to provide services in the future at similar rates.

Financial information of this district as of December 31, 2012 is available directly from the district's office.

The Town's equity interest in the EMS District is equal to its percentage share of participation. The equity interest is reported in the governmental activities column of the government-wide statement of net position. Changes in the equity interest are reported on the statement of activities.

TOWN OF COTTAGE GROVE
Notes to Financial Statements
December 31, 2012

9. Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; workers compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded the commercial coverage in any of the past three years. There were no significant reductions in coverage compared to the prior year.

10. Commitments and Contingencies

From time to time, the Town is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and the town attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Town's financial position or results of operations.

The Town has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

Funding for the operating budget of the Town comes from many sources, including property taxes, grants and aids from other units of government, user fees, fines and permits, and other miscellaneous revenues. The State of Wisconsin provides a variety of aid and grant programs which benefit the Town. Those aid and grant programs are dependent on continued approval and funding by the Wisconsin governor and legislature, through their budget processes. Any changes made by the State to funding or eligibility of local aid programs could have a significant impact on the future operating results of the Town.

In 2013, the Deer Grove EMS purchased a new ambulance for approximately \$208,800, which was financed by contributions from the member municipalities. The Town's portion is about \$60,000 which will be financed with short term debt.

REQUIRED SUPPLEMENTARY INFORMATION

Town of Cottage Grove

**Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual - General Fund
For the Year Ended December 31, 2012**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget - Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Taxes	\$ 1,463,396	\$ 1,463,396	\$ 1,464,080	\$ 684
Intergovernmental	231,804	231,804	220,366	(11,438)
License and Permits	44,025	44,025	73,536	29,511
Fines, Forfeitures and Penalties	20,000	20,000	17,983	(2,017)
Public Charges for Services	226,324	226,324	231,689	5,365
Intergovernmental Charges for Services	159,185	159,596	121,217	(38,379)
Investment Income	4,500	4,500	5,764	1,264
Miscellaneous Income	24,676	24,676	27,438	2,762
Total Revenues	<u>2,173,910</u>	<u>2,174,321</u>	<u>2,162,073</u>	<u>(12,248)</u>
EXPENDITURES				
Current:				
General Government	271,880	274,455	253,818	20,637
Public Safety	654,049	658,699	693,355	(34,656)
Public Works	860,647	958,025	915,435	42,590
Leisure Activities	21,000	21,000	20,581	419
Public Service Enterprises	176	176	176	-
Capital Outlay	58,380	58,380	45,500	12,880
Debt Service				
Principal Repayment	304,251	304,251	272,689	31,562
Interest Expense	27,827	27,827	22,969	4,858
Total Expenditures	<u>2,198,210</u>	<u>2,302,813</u>	<u>2,224,523</u>	<u>78,290</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(24,300)</u>	<u>(128,492)</u>	<u>(62,450)</u>	<u>66,042</u>
OTHER FINANCING SOURCES				
Property sales	23,500	23,500	19,550	(3,950)
Undesignated Funds	-	104,192	-	(104,192)
Total Other Financing Sources	<u>23,500</u>	<u>127,692</u>	<u>19,550</u>	<u>(108,142)</u>
Net Change in Fund Balances	(800)	(800)	(42,900)	(42,100)
Fund Balances - Beginning	697,951	697,951	697,951	-
Fund Balances - Ending	<u>\$ 697,151</u>	<u>\$ 697,151</u>	<u>\$ 655,051</u>	<u>\$ (42,100)</u>

See independent auditor's report and accompanying notes to required supplementary information.

TOWN OF COTTAGE GROVE
Notes to Required Supplementary Information
December 31, 2012

BUDGETARY INFORMATION

Budgetary information is derived from the annual operating budget and is presented using generally accepted accounting principles and the modified accrual basis of accounting.

Excess expenditures over appropriations are as follows:

	<u>Final Budget</u>	<u>Expenditures</u>	<u>Excess</u>
<u>General Fund</u>			
Public Safety	\$ 658,699	\$ 693,356	\$ 34,657

See independent auditor's report.

SUPPLEMENTARY INFORMATION

Town of Cottage Grove

**Detailed Schedule of Revenues
Budget and Actual - General Fund
For the Year Ended December 31, 2012**

	Budgeted Amounts		Actual	Variance with Final Budget - Positive (Negative)
	Original	Final		
TAXES				
Local taxes	\$ 1,447,619	\$ 1,447,619	\$ 1,447,619	\$ -
Occupational taxes	1,600	1,600	2,283	683
Other taxes	14,177	14,177	14,178	1
Total Taxes	1,463,396	1,463,396	1,464,080	684
INTERGOVERNMENTAL				
State shared revenues	55,119	55,119	55,325	206
State aid- Police	-	-	3,940	3,940
State aid- Fire insurance	11,000	11,000	12,646	1,646
State aid- Transportation	140,208	140,208	140,209	1
State aid- In lieu of forest lands	96	96	112	16
Other state payments	319	319	319	-
State aid- Croplands/forest	100	100	188	88
State aid- Recycling	11,500	11,500	7,452	(4,048)
County aid- Highway and bridges	13,292	13,292	-	(13,292)
County aid- Soldiers' graves	170	170	175	5
Total Intergovernmental	231,804	231,804	220,366	(11,438)
LICENSES AND PERMITS				
Business and occupational licenses	4,800	4,800	5,050	250
Dog licenses	1,275	1,275	1,316	41
Building permits and inspections	10,000	10,000	32,947	22,947
Zoning permits and fees	2,000	2,000	1,750	(250)
Cable television franchise fees	25,000	25,000	31,013	6,013
Other permits and fees	950	950	1,460	510
Total Licenses and Permits	44,025	44,025	73,536	29,511
FINES, FORFEITURES AND PENALTIES				
Law and ordinance violations	20,000	20,000	17,983	(2,017)
Total Fines, Forfeitures and Penalties	20,000	20,000	17,983	(2,017)
PUBLIC CHARGES FOR SERVICES				
Refuse collection/curbside	149,826	149,826	149,985	159
Recycling charges	74,913	74,913	75,074	161
Title search	1,000	1,000	1,385	385
Highway maintenance	-	-	4,145	4,145
Street lighting fees	585	585	586	1
Cemetery	-	-	78	78
Parks	-	-	50	50
Other miscellaneous charges	-	-	386	386
Total Public Charges for Services	226,324	226,324	231,689	5,365

Town of Cottage Grove

**Detailed Schedule of Revenues
Budget and Actual - General Fund
For the Year Ended December 31, 2012**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget - Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
INTERGOVERNMENTAL CHARGES				
FOR SERVICES				
Local- Fire services	125,389	125,800	90,960	(34,840)
Local- emergency building maintenance	19,946	19,946	15,086	(4,860)
Local- Landfill charges	8,100	8,100	7,414	(686)
Other charges	4,750	4,750	6,494	1,744
Local- Law enforcement services	1,000	1,000	1,263	263
Total Intergovernmental Charges for Services	<u>159,185</u>	<u>159,596</u>	<u>121,217</u>	<u>(38,379)</u>
INVESTMENT INCOME				
Interest income	4,500	4,500	4,841	341
Interest on special assessments/charges	-	-	923	923
Total Investment Income	<u>4,500</u>	<u>4,500</u>	<u>5,764</u>	<u>1,264</u>
MISCELLANEOUS				
Rent	22,676	22,676	20,651	(2,025)
Dividends	1,500	1,500	2,351	851
Insurance recoveries	-	-	2,411	2,411
Other miscellaneous revenues	500	500	2,025	1,525
Total Miscellaneous	<u>24,676</u>	<u>24,676</u>	<u>27,438</u>	<u>2,762</u>
OTHER FINANCING SOURCES				
Undesignated Funds	-	104,192	-	(104,192)
Property sales	23,500	23,500	19,550	(3,950)
Total Other Financing Sources	<u>23,500</u>	<u>127,692</u>	<u>19,550</u>	<u>(108,142)</u>
Total Revenues and Other Financing Sources	<u>\$ 2,197,410</u>	<u>\$ 2,302,013</u>	<u>\$ 2,181,623</u>	<u>\$ (120,390)</u>

Town of Cottage Grove

**Detailed Schedule of Expenditures
Budget and Actual - General Fund
For the Year Ended December 31, 2012**

	<u>Budgeted Amounts</u>		<u>Actual Amounts, Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
GENERAL GOVERNMENT				
Town board	\$ 29,880	\$ 29,880	\$ 30,264	\$ (384)
Planning committee	1,615	1,615	1,184	431
Town planner	6,000	6,000	-	6,000
Emergency government	1,823	1,823	714	1,109
Clerk/secretarial	43,023	43,023	44,001	(978)
Treasurer	19,419	19,419	18,946	473
Assessor	7,900	7,900	8,000	(100)
Ordinance commission	431	431	269	162
Judicial	20,788	20,788	17,033	3,755
Legal	31,000	31,000	33,099	(2,099)
Elections	8,000	8,000	10,266	(2,266)
Accounting	11,440	11,440	11,173	267
Property and liability insurance	29,669	29,669	28,240	1,429
Town hall	13,000	15,575	13,698	1,877
Flynn hall	6,500	6,500	5,072	1,428
Emergency building	39,892	39,892	30,150	9,742
Other general government	1,500	1,500	1,709	(209)
Total General Government	<u>271,880</u>	<u>274,455</u>	<u>253,818</u>	<u>20,637</u>
PUBLIC SAFETY				
Law enforcement	454,958	454,958	468,661	(13,703)
Fire protection	106,195	106,606	108,194	(1,588)
Ambulance	82,087	86,326	86,352	(26)
Fire inspection	1,809	1,809	1,857	(48)
Building inspection	9,000	9,000	28,291	(19,291)
Total Public Safety	<u>654,049</u>	<u>658,699</u>	<u>693,355</u>	<u>(34,656)</u>
PUBLIC WORKS				
Highway maintenance	429,625	429,625	408,293	21,332
Highway construction	188,183	285,561	267,109	18,452
Garbage and refuse collection	149,826	149,826	147,397	2,429
Recycling	74,913	74,913	73,994	919
Landfill	18,100	18,100	18,642	(542)
Total Public Works	<u>860,647</u>	<u>958,025</u>	<u>915,435</u>	<u>42,590</u>

Town of Cottage Grove

**Detailed Schedule of Expenditures
Budget and Actual - General Fund
For the Year Ended December 31, 2012**

	<u>Budgeted Amounts</u>		<u>Actual Amounts, Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
LEISURE ACTIVITIES				
Parks	15,000	15,000	14,581	419
Outreach	6,000	6,000	6,000	-
Total Leisure Activities	<u>21,000</u>	<u>21,000</u>	<u>20,581</u>	<u>419</u>
PUBLIC SERVICE ENTERPRISES				
Soldiers graves	176	176	176	-
Total Public Service Enterprises	<u>176</u>	<u>176</u>	<u>176</u>	<u>-</u>
CAPITAL OUTLAY				
Fire protection	1,380	1,380	-	1,380
Highway equipment	57,000	57,000	45,500	11,500
Total Capital Outlay	<u>58,380</u>	<u>58,380</u>	<u>45,500</u>	<u>12,880</u>
DEBT SERVICE				
Principal	304,251	304,251	272,689	31,562
Interest and fiscal charges	27,827	27,827	22,969	4,858
Total Debt Service	<u>332,078</u>	<u>332,078</u>	<u>295,658</u>	<u>36,420</u>
Total Expenditures	<u>\$2,198,210</u>	<u>\$2,302,813</u>	<u>\$2,224,523</u>	<u>\$ 78,290</u>