

TOWN OF LIBERTY GROVE ANNUAL MEETING

April 19, 2022 AT 7 PM

LIBERTY GROVE TOWN HALL

**This is a meeting of the Town electors as set by statute. Powers of the Town meeting are as listed in
Ch. 60.10, Wis. Stats.**

Order of business:

1. Call to order
2. Administer oath of office to recently elected or appointed Town officials.
3. Consider approval of meeting minutes:
 - A. Minutes of 4/20/2021 Annual Meeting
 - B. Minutes of 11/29/2021 Special Town Meeting
4. Consider approval of 2021 Annual Report—CLA Accounting Firm
5. Report on Town-wide Broadband Services
6. Business from Town Electors
7. Chairman comments
8. Committee Reports: Economic Development, Highway, Parks and Property, Plan Commission, Sanitary District, Technology
9. Set 2023 Annual Meeting for 7 PM on April 18, 2023.
10. Adjourn

Anastasia Bell, Clerk/Treasurer

POWERS OF A TOWN MEETING – State Statute 60.10

State Statute 60.11(6) Jurisdiction. An annual town meeting may transact any business over which a town meeting has jurisdiction.

Raise money, including levying taxes, to pay for expenses of the town, unless the authority has been delegated to the town board under sub.(2)(a)

Fix the compensation of elective town offices under 60.32, unless the authority has been delegated to the town board under sub.(2)(k).

Combine the offices of town clerk and town treasurer under 60.305(1)

In a town with a population of 2,500 or more, provide for the appointment by the town board of the town clerk, town treasurer, or both, or of the combined office of town clerk and town treasurer under 60.305(1), at a level of compensation to be set by the board that may not be reduced during the term to which the person is appointed.

Combine the offices of town clerk and town assessor under 60.305(2).

Establish or abolish the office of town constable and establish the number of constables. Abolition of the office is effective at the end of the term of the person serving in the office.

Designate the office of town clerk, town treasurer or the combined office of clerk and treasurer as part-time under 60.305(1)(b).

Designate town board supervisors as full-time officers.

Adopt a plan under 5.60(6) to elect town board supervisors to numbered seats.

Provide under 8.05(3)(a) for the nomination of candidates for elective town offices at a nonpartisan primary election.

Authorize the acquisition and conveyance of cemeteries under 157.50(1) and (3).

Approve agreements to employ an administrator for more than 3 years under 60.37(3)(d).

Establish the hourly wage to be paid under 60.37(4) to a town employee who is also an elected town officer, unless the authority has been delegated to the town board under sub.(2)(L).

Directives or grants of authority-can be ongoing or for a single purpose and is in force until rescinded. By resolution the town meeting may:

- Authorize the town board to raise money, including levying taxes, to pay for expenses of the town.
- In a town of 2,500 or more, direct the town board to increase the membership of the board under 60.21(2).

- Authorize the town board to exercise powers of a village board under 60.22(3). A resolution adopted under this paragraph is general and continuing.
- Authorize the town board to issue general obligation bonds in the manner and for the purposes provided by law.
- Authorize the town board to purchase any land within the town for present or anticipated town purposes.
- Authorize the town board to purchase, lease or construct buildings for the use of the town, to combine for this purpose the town's funds with those of a society or corporation doing business or located in the town and to accept contributions of money, labor or space for this purpose.
- Authorize the town board to dispose of town real property, other than property donated to and required to be held by the town for a special purpose.
- In a town located in a county which has enacted a zoning ordinance under 59.69, authorize under 60.62(2), the town board to enact town zoning ordinances under 61.35.
- Authorize the town board to engage in watershed protection, soil conservation or water conservation activities beneficial to the town.
- Authorize the town board to select assessors by appointment under 60.307(2).
- Authorize the town board to fix the compensation of elective town offices under 60.32(1)(b).
- Authorize the town board to establish the hourly wage to be paid under 60.37(4) to a town employee who is also an elected town officer, other than a town board supervisor.

The town meeting may authorize the town board to appropriate money in the next annual budget for:

- The conservation of natural resources by the town or by a bona fide nonprofit organization under 60.23(6).
- Civic and other functions under 60.23(3).
- Control of insect pests, weeds or plant or animal diseases within the town.
- Posting signs and otherwise cooperating with the county in the establishment of a rural numbering system under 59.54(4) and (4m).
- Improve the town cemetery under 157.50(5).

The terms "authorize" and "direct" are not used interchangeably. A town meeting that authorize(s) and act(s) gives the town board permission to do the act within its discretion, but if it "directs" that act be done, the action is mandatory.

MINUTES OF THE ANNUAL TOWN MEETING ON APRIL 20, 2021

John Lowry called the meeting to order at 7:02 p.m. There were 29 electors present and 1 member of the public

Clerk/Treasurer Anastasia Bell swore in the newly elected Town Chairman John Lowry, as well as the newly elected Town Board Supervisors Nancy Goss, and Catherine Ward.

Nancy Goss moved, Tom Goss second to approve the minutes of the Annual meeting held on December 31, 2020. Pass by hand vote 29-0.

Hugh Mulliken moved, Cathy Ward second to approve the minutes of the Special Town meeting held on September 9, 2020. Passed by hand vote 29-0.

Cathy Ward moved, Nancy Goss second to approve the minutes of the Special Town meeting held on November 10, 2020. Passed by hand vote 29-0.

2020 Annual Audit Report – Amber Drewieske from CliftonLarsonAllen LLP presented the annual audit. She highlighted several items within the report and indicated the Town is in good financial condition. She advised that the combined Clerk/Treasurer role decreases the segregation of duties which is quite common for municipalities such as Liberty Grove. Amber also responded to questions of the Electors. **Nancy Goss moved, Paul Schwengel second** to approve the 2020 audit as presented by CliftonLarsonAllen LLP. Passed with hand vote 29-0.

Disposal of Structures at 12695 & 12689 Highway 42 – John Lowry stated that this is before the Electors as a recommendation of the Mariners Park Development Ad hoc Committee which feels the current structures will not fit into any future plans for this park. **Cathy Ward moved, Paul Schwengel second** to approve disposal of the structures at 12695 & 12689 Highway 42. Passed with hand vote 29-0.

Business from Town Electors – No Electors spoke on this topic.

Chairman Comments – John Lowry thanked the administrative workers, Committee members, and the Town Crew. He noted that there are several projects in the works which will affect the budget in the years to come. The 5-year plans have been beneficial to the planning process. Mink River Road is the largest road expenditure in many years and Broadband Expansion and Attainable housing continue to be concerns. Also, the Committees have been revising their mission statements to streamline the government activities.

Committee Reports – *Dale Stewart*, Chair of the Highway Committee reported that Mink River Road will be wider and will have four inches of pavement instead of three. The increase in asphalt will hold up better under the increased traffic and trucks on this road and the extra width will allow for a bike lane which will increase safety. *Cathy Ward*, Chair of the Parks and Property Committee, reported that the Park restrooms will be open this year, commercial launch fees are now per watercraft instead of per trailer, and the Committee is working to update the signage in the parks with a “leave no trace” message. *Cathy Ward* reported on behalf of the Technology Committee that the three towers funded with the 2018 PSC Grant towers are installed and operational. Towers continue to be the best available option for broadband

expansion and the Committee is working to ensure that the Town's historical data is properly archived. *Nancy Goss*, chair of the Plan Commission, reported that it is an honor to serve with the Plan Commissioners. The Commission is drafting a Short-term Rental (STR) ordinance. This is an overly complicated issue because there are several oversight groups that do not typically communicate with each other. The priority of the ordinance will be to balance property rights and the best options for the Town regarding groundwater quality and Private Onsite Waste Treatment Systems (POWTS). The intention is to work DATCP, Door County Tourism Zone Commission, and the Door County Sanitarian to ensure STRs are being rented within the design capacity of the POWTS. *John Lowry*, Chair of the Sanitary District, reported that there will be a rate increase for the Utility District to be effective in the 3rd quarter of 2021. This is necessary to maintain a healthy financial position following an increase of service charges to the Utility District by the Village of Sister Bay. *John Lowry*, Chair of the Economic Development Committee, reported that the Committee is working closely with Door County Economic Development Committee (DCEDC) for County and State projects and available funding. The website is being updated and there is information available in the office for individuals seeking to establish a business within the Town.

Alan Kroll moved, Nancy Goss second to set the 2021 Annual Meeting date to April 19, 2022. Passed by hand vote 29-0.

Hugh Mulliken moved, Nancy Goss second to adjourn the 2020 Annual Meeting at 8:15 pm. Passed by hand vote 29-0.

Respectfully submitted
Anastasia Bell, Clerk/Treasurer

Town of Liberty Grove
Minutes of the Special Town Meeting on November 9, 2021

Chairman John Lowry called the meeting to order at 7:01 pm. There were 14 electors present.

Dave Westen moved, Nancy Goss second to adopt the 2021 Town of Liberty Grove tax levy to be collected in 2022 pursuant to Wis. State Statutes in the amount of \$2,594,734.00. By hand count there were 12 ayes and 0 nays (2 electors did not vote). The motion passed.

Kalms reported that the disposal of land from parcel 018-02-14322831E and the acceptance of land from parcel 018-02-14322832N is a swap so current known graves will be on Town property instead of private property. **Dave Westen moved, Doug Curzon second** to approve Resolution 16-21, Authorizing the Town Board to Dispose of Land from Parcel 018-02-14322831E. By hand count there were 14 ayes and 0 nays. The motion passed. **Nancy Goss moved, Janet Johnson second** to approve Resolution 17-21, Authorizing the Town Board to Acquire Land from Parcel 018-02-14322832N. By hand count there were 13 ayes and 0 nays (1 elector did not vote). The motion passed.

Walter Kalms moved, Cathy Ward second to adjourn the Special Town Meeting at 7:07pm. By hand count there were 14 ayes and 0 nays. The motion passed.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEAR ENDED DECEMBER 31, 2021

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
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DOOR COUNTY, WISCONSIN
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INDEPENDENT AUDITORS' REPORT

Town Board
Town of Liberty Grove
Door County, Wisconsin

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Liberty Grove, Door County, Wisconsin (the Town) as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Town of Liberty Grove's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Liberty Grove, Door County, Wisconsin as of December 31, 2021, and the respective changes in financial position, and, where applicable, cash flows thereof and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Liberty Grove, Door County, Wisconsin and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Liberty Grove, Door County, Wisconsin's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Town of Liberty Grove, Door County, Wisconsin's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Town of Liberty Grove, Door County, Wisconsin's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Matters

Report on Summarized Comparative Information

We have previously audited the Town's 2020 financial statements and we expressed unmodified opinions on the respective financial statements of governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information in our report dated March 30, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2020, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. Our opinions on the basic financial statements are not affected by this missing information.

Supplementary Information

Our audit for the year ended December 31, 2021 was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Liberty Grove, Door County, Wisconsin's basic financial statements. The financial information listed in the table of contents as supplementary information is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. 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 GAAS. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole for the year ended December 31, 2021.

We also previously audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of Town of Liberty Grove, Door County, Wisconsin as of and for the year ended December 31, 2020 (not presented herein), and have issued our report thereon dated March 30, 2021, which contained unmodified opinions on the respective financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information. The 2020 actual amounts included in the detailed comparisons of budget and actual revenues and expenditures – General Fund is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2020 financial statements. The 2020 actual amounts included in the detailed comparisons of budget and actual revenues and expenditures – General Fund have been subjected to the auditing procedures applied in the audit of the 2020 basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the

underlying accounting and other records used to prepare those financial statements or to those financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the comparative actual amounts included in the detailed comparisons of budget and actual revenues and expenditures – General Fund is fairly stated in all material respects in relation to the basic financial statements as a whole for the year ended December 31, 2020.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated REPORT DATE, on our consideration of the Town of Liberty Grove, Door County, Wisconsin's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Liberty Grove, Door County, Wisconsin's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Liberty Grove, Door County, Wisconsin's internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

Green Bay, Wisconsin
REPORT DATE

BASIC FINANCIAL STATEMENTS

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
STATEMENT OF NET POSITION
DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2020)**

	Governmental Activities	Business-Type Activities	Totals	
			2021	2020
ASSETS				
Cash and Investments	\$ 2,534,008	\$ 516,964	\$ 3,050,972	\$ 1,614,033
Receivables:				
Taxes and Special Charges	2,052,160	-	2,052,160	2,527,762
Accounts	21,331	44,422	65,753	70,859
Tower Investment	1,800	-	1,800	1,800
Internal Balances	2,324	(2,324)	-	-
Prepaid Supplies and Items	53,467	-	53,467	51,863
Investment in Joint Venture Fire Department	1,598,818	-	1,598,818	1,030,446
Restricted Assets:				
Cash and Investments	-	71,629	71,629	58,850
Capital Assets, Nondepreciable	3,438,463	8,000	3,446,463	3,446,463
Capital Assets, Depreciable	7,817,331	1,344,632	9,161,963	9,053,887
Total Assets	<u>17,519,702</u>	<u>1,983,323</u>	<u>19,503,025</u>	<u>17,855,963</u>
LIABILITIES				
Accounts Payable	-	53,881	53,881	50,656
Accrued and Other Current Liabilities	24,270	-	24,270	47,463
Accrued Interest Payable	16,170	-	16,170	16,423
Unearned Revenues	91,951	-	91,951	-
Long-Term Obligations:				
Due Within One Year	306,293	-	306,293	301,206
Due in More Than One Year	1,165,926	-	1,165,926	1,482,041
Total Liabilities	<u>1,604,610</u>	<u>53,881</u>	<u>1,658,491</u>	<u>1,897,789</u>
DEFERRED INFLOWS OF RESOURCES				
Property Taxes Levied for Subsequent Year	2,618,629	-	2,618,629	2,598,955
NET POSITION				
Net Investment in Capital Assets	10,130,252	1,342,375	11,472,627	11,211,215
Restricted for Capital Assets	-	71,629	71,629	58,850
Unrestricted	3,166,211	515,438	3,681,649	2,089,154
Total Net Position	<u>\$ 13,296,463</u>	<u>\$ 1,929,442</u>	<u>\$ 15,225,905</u>	<u>\$ 13,359,219</u>

See accompanying Notes to Basic Financial Statements.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2020)**

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
GOVERNMENTAL ACTIVITIES				
General Government	\$ 508,830	\$ 141,895	\$ -	\$ -
Public Safety	409,560	-	-	-
Public Works	1,165,603	8,029	270,437	-
Health and Human Services	12,357	45,268	-	-
Culture and Recreation	153,284	29,262	-	1,000
Conservation and Development	71,057	-	-	-
Interest and Fiscal Charges	47,881	-	-	-
Total Governmental Activities	2,368,572	224,454	270,437	1,000
BUSINESS-TYPE ACTIVITIES				
Water Utility	72,530	85,640	-	-
Sewer Utility	150,273	115,296	-	-
Total Business-Type Activities	222,803	200,936	-	-
Total	\$ 2,591,375	\$ 425,390	\$ 270,437	\$ 1,000

GENERAL REVENUES

Taxes:
Property Taxes
Other Taxes
Federal and State Grants and Other
Contributions Not Restricted to
Specific Functions
Interest And Investment Earnings
Miscellaneous
Total General Revenues

CHANGE IN NET POSITION

Net Position - January 1

NET POSITION - DECEMBER 31

See accompanying Notes to Basic Financial Statements.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
STATEMENT OF ACTIVITIES (CONTINUED)
YEAR ENDED DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2020)**

Functions/Programs	Net (Expense) Revenue and Changes in Net Position			
	Governmental Activities	Business-Type Activities	Totals	
			2021	2020
GOVERNMENTAL ACTIVITIES				
General Government	\$ (366,935)	\$ -	\$ (366,935)	\$ (484,861)
Public Safety	(409,560)	-	(409,560)	(1,060,184)
Public Works	(887,137)	-	(887,137)	(751,250)
Health and Human Services	32,911	-	32,911	11,572
Culture and Recreation	(123,022)	-	(123,022)	(138,197)
Conservation and Development	(71,057)	-	(71,057)	(95,615)
Interest and Fiscal Charges	(47,881)	-	(47,881)	(57,309)
Total Governmental Activities	(1,872,681)	-	(1,872,681)	(2,575,844)
BUSINESS-TYPE ACTIVITIES				
Water Utility	-	13,110	13,110	13,771
Sewer Utility	-	(34,977)	(34,977)	(26,773)
Total Business-Type Activities	-	(21,867)	(21,867)	(13,002)
Total	(1,872,681)	(21,867)	(1,894,548)	(2,588,846)
GENERAL REVENUES				
Taxes:				
Property Taxes	2,574,925	-	2,574,925	2,376,096
Other Taxes	166,199	-	166,199	114,036
Federal and State Grants and Other Contributions Not Restricted to Specific Functions	66,079	-	66,079	63,159
Interest And Investment Earnings	1,304	188	1,492	12,136
Miscellaneous	952,396	143	952,539	11,232
Total General Revenues	3,760,903	331	3,761,234	2,576,659
CHANGE IN NET POSITION	1,888,222	(21,536)	1,866,686	(12,187)
Net Position - January 1	11,408,241	1,950,978	13,359,219	13,371,406
NET POSITION - DECEMBER 31	<u>\$ 13,296,463</u>	<u>\$ 1,929,442</u>	<u>\$ 15,225,905</u>	<u>\$ 13,359,219</u>

See accompanying Notes to Basic Financial Statements.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
BALANCE SHEET
GOVERNMENTAL FUND
DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2020)**

ASSETS	General Fund	
	2021	2020
Cash and Investments	\$ 2,534,008	\$ 1,109,272
Receivables:		
Taxes and Special Charges	2,052,160	2,527,762
Accounts	21,331	40,829
Tower Investment	1,800	1,800
Due from Other Funds	2,324	2,404
Prepaid Supplies and Items	53,467	51,863
	<u>53,467</u>	<u>51,863</u>
Total Assets	<u>\$ 4,665,090</u>	<u>\$ 3,733,930</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE		
LIABILITIES		
Accounts Payable	\$ -	\$ 22,321
Accrued and Other Current Liabilities	24,270	47,463
Unearned Revenues	91,951	-
Total Liabilities	<u>116,221</u>	<u>69,784</u>
DEFERRED INFLOWS OF RESOURCES		
Property Taxes Levied for Subsequent Year	2,618,629	2,598,955
FUND BALANCE		
Nonspendable	53,467	51,863
Committed	628,863	475,304
Assigned	725,649	195,936
Unassigned	522,261	342,088
Total Fund Balance	<u>1,930,240</u>	<u>1,065,191</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	<u>\$ 4,665,090</u>	<u>\$ 3,733,930</u>

See accompanying Notes to Basic Financial Statements.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
RECONCILIATION TO THE STATEMENT OF NET POSITION
GOVERNMENTAL FUND
DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2020)**

	<u>2021</u>	<u>2020</u>
Total Fund Balances as Shown on Previous Page	\$ 1,930,240	\$ 1,065,191
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the funds.	11,255,794	11,112,274
Investment in joint venture related to governmental activities	1,598,818	1,030,446
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.		
Bonds and Notes Payable	(1,393,380)	(1,690,000)
Premium on Debt	(65,542)	(74,902)
Compensated Absences	(13,297)	(18,345)
Accrued Interest on Long-Term Obligations	<u>(16,170)</u>	<u>(16,423)</u>
Net Position of Governmental Activities as Reported on the Statement of Net Position	<u>\$ 13,296,463</u>	<u>\$ 11,408,241</u>

See accompanying Notes to Basic Financial Statements.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
YEAR ENDED DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2020)**

	General Fund	
	2021	2020
REVENUES		
Taxes	\$ 2,741,124	\$ 2,490,132
Intergovernmental	337,516	356,030
Licenses and Permits	101,533	93,263
Public Charges for Services	87,594	56,429
Intergovernmental Charges for Services	4,599	2,826
Miscellaneous	405,856	35,996
Total Revenues	<u>3,678,222</u>	<u>3,034,676</u>
EXPENDITURES		
Current:		
General Government	477,399	512,828
Public Safety	376,361	366,078
Public Works	510,110	561,450
Health and Human Services	12,357	11,604
Culture and Recreation	116,075	131,021
Conservation and Development	71,057	95,615
Debt Service:		
Principal	296,620	135,000
Interest and Fiscal Charges	57,494	67,187
Capital Outlay	896,700	1,772,943
Total Expenditures	<u>2,814,173</u>	<u>3,653,726</u>
Excess (Deficiency) of Revenues Under Expenditures	864,049	(619,050)
OTHER FINANCING SOURCES		
Long-Term Debt Issued	-	500,000
Proceeds from Sale of Capital Assets	1,000	-
Total Other Financing Sources	<u>1,000</u>	<u>500,000</u>
NET CHANGE IN FUND BALANCE	865,049	(119,050)
Fund Balance - January 1	<u>1,065,191</u>	<u>1,184,241</u>
FUND BALANCE - DECEMBER 31	<u>\$ 1,930,240</u>	<u>\$ 1,065,191</u>

See accompanying Notes to Basic Financial Statements.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
RECONCILIATION TO THE STATEMENT OF ACTIVITIES
GOVERNMENTAL FUND
YEAR ENDED DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2020)**

	<u>2021</u>	<u>2020</u>
Net Change in Fund Balances as Shown on Previous Page	\$ 865,049	\$ (119,050)
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital Assets Reported as Capital Outlay in Governmental Fund Statements	584,687	1,010,794
Items Reported as Capital Outlay, but Not Capitalized		
Contributed Capital Assets		
Depreciation Expense Reported in the Statement of Activities	(430,418)	(394,091)
Net Book Value of Disposals	(10,749)	(74,195)
Governmental funds do not present revenues that are not available to pay current obligations. In contrast, such revenues are reported in the Statement of Activities when earned.		
	-	(7,000)
Payments to the Joint Fire District are reported as expenditures in the governmental funds. The Statement of Activities reports the change in the Town's investment in the Fire District at year end. The change in investment increased (decreased) by:		
	568,372	(66,510)
Debt issued provides current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.		
Long-Term Debt Issued	-	(500,000)
Principal Repaid	296,620	135,000
Some expenses reported 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 Long-Term Debt	253	518
Amortization of Premium	9,360	9,360
Compensated Absences	5,048	(714)
Change in Net Position of Governmental Activities as Reported in the Statement of Activities	<u>\$ 1,888,222</u>	<u>\$ (5,888)</u>

See accompanying Notes to Basic Financial Statements.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL – GENERAL FUND
YEAR ENDED DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2020)**

	Original and Final Budget	Actual	Variance Final Budget - Positive (Negative)	2020 Actual
REVENUES				
Taxes	\$ 2,627,675	\$ 2,741,124	\$ 113,449	\$ 2,490,132
Intergovernmental	346,842	337,516	(9,326)	356,030
Licenses and Permits	62,640	101,533	38,893	93,263
Public Charges for Services	36,115	87,594	51,479	56,429
Intergovernmental Charges for Services	2,000	4,599	2,599	2,826
Miscellaneous	17,250	405,856	388,606	35,996
Total Revenues	3,092,522	3,678,222	585,700	3,034,676
EXPENDITURES				
Current:				
General Government	465,211	477,399	(12,188)	512,828
Public Safety	399,741	376,361	23,380	366,078
Public Works	650,215	510,110	140,105	561,450
Health and Human Services	17,097	12,357	4,740	11,604
Culture and Recreation	237,450	116,075	121,375	131,021
Conservation and Development	70,550	71,057	(507)	95,615
Debt Service:				
Principal	296,620	296,620	-	135,000
Interest and Fiscal Charges	57,571	57,494	77	67,187
Capital Outlay	896,875	896,700	175	1,772,943
Total Expenditures	3,091,330	2,814,173	277,157	3,653,726
Excess (Deficiency) of Revenues Under Expenditures	1,192	864,049	862,857	(619,050)
OTHER FINANCING SOURCES				
Long-Term Debt Issued	-	-	-	500,000
Proceeds From Sale of Capital Assets	-	1,000	1,000	-
Total Other Financing Sources	-	1,000	1,000	500,000
NET CHANGE IN FUND BALANCE	1,192	865,049	863,857	(119,050)
Fund Balance - January 1	1,065,191	1,065,191	-	1,184,241
FUND BALANCE - DECEMBER 31	<u>\$ 1,066,383</u>	<u>\$ 1,930,240</u>	<u>\$ 863,857</u>	<u>\$ 1,065,191</u>

See accompanying Notes to Basic Financial Statements.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
STATEMENT OF NET POSITION
PROPRIETARY FUND
DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2020)**

ASSETS	<u>2021</u>	<u>2020</u>
CURRENT ASSETS		
Cash and Investments	\$ 516,964	\$ 504,761
Receivables:		
Customer Accounts	44,422	30,030
Total Current Assets	<u>561,386</u>	<u>534,791</u>
NONCURRENT ASSETS		
Restricted Assets:		
Cash and Investments	71,629	58,850
CAPITAL ASSETS		
Nondepreciable	8,000	8,000
Depreciable	1,344,632	1,380,076
Total Capital Assets	<u>1,352,632</u>	<u>1,388,076</u>
Total Assets	1,985,647	1,981,717
LIABILITIES AND NET POSITION		
CURRENT LIABILITIES		
Accounts Payable	53,881	28,335
Due to Other Funds	2,324	2,404
Total Liabilities	<u>56,205</u>	<u>30,739</u>
NET POSITION		
Net Investment in Capital Assets	1,342,375	1,386,164
Restricted for Capital Assets	71,629	58,850
Unrestricted	<u>515,438</u>	<u>505,964</u>
Total Net Position	<u>\$ 1,929,442</u>	<u>\$ 1,950,978</u>

See accompanying Notes to Basic Financial Statements.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
PROPRIETARY FUND
YEAR ENDED DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2020)**

	Water Utility	Sewer Utility	Totals	
			2020	2020
OPERATING REVENUES				
Charges for Services	\$ 74,354	\$ 113,298	\$ 187,652	\$ 153,153
Other	11,286	1,998	13,284	7,536
Total Operating Revenues	<u>85,640</u>	<u>115,296</u>	<u>200,936</u>	<u>160,689</u>
OPERATING EXPENSES				
Operation and Maintenance	40,002	120,983	160,985	119,634
Administrative and General	10,736	5,298	16,034	14,782
Depreciation	21,709	23,992	45,701	45,611
Taxes	83	-	83	64
Total Operating Expenses	<u>72,530</u>	<u>150,273</u>	<u>222,803</u>	<u>180,091</u>
OPERATING INCOME (LOSS)	<u>\$ 13,110</u>	<u>\$ (34,977)</u>	(21,867)	(19,402)
NONOPERATING REVENUES				
Interest Income			188	6,519
Other Nonoperating Revenues			143	184
Total Nonoperating Revenues			<u>331</u>	<u>6,703</u>
LOSS BEFORE CONTRIBUTIONS			(21,536)	(12,699)
Capital Contributions			<u>-</u>	<u>6,400</u>
CHANGE IN NET POSITION			(21,536)	(6,299)
Net Position - January 1			<u>1,950,978</u>	<u>1,957,277</u>
NET POSITION - DECEMBER 31			<u>\$ 1,929,442</u>	<u>\$ 1,950,978</u>

See accompanying Notes to Basic Financial Statements.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
STATEMENT OF CASH FLOWS
PROPRIETARY FUND
YEAR ENDED DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2020)**

	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Received from Customers	\$ 186,544	\$ 153,636
Cash Paid for Services Provided	(151,556)	(134,055)
Net Cash Provided by Operating Activities	<u>34,988</u>	<u>19,581</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Other Nonoperating Revenues	143	184
Due to/from Other Funds	(80)	2,583
Net Cash Provided by Noncapital Financing Activities	<u>63</u>	<u>2,767</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Acquisition of Capital Assets	(10,257)	(8,311)
Capital Contributions	-	6,400
Net Cash Flows Used by Capital and Related Financing Activities	<u>(10,257)</u>	<u>(1,911)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest Received	<u>188</u>	<u>6,519</u>
CHANGE IN CASH AND INVESTMENTS	24,982	26,956
Cash and Investments - January 1	<u>563,611</u>	<u>536,655</u>
CASH AND INVESTMENTS - DECEMBER 31	<u><u>\$ 588,593</u></u>	<u><u>\$ 563,611</u></u>
RECONCILIATION OF OPERATING LOSS TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
Operating Loss	\$ (21,867)	\$ (19,402)
Adjustments to Reconcile Operating Loss to Net Cash Provided by Operating Activities:		
Depreciation	45,701	45,611
Change In Operating Assets and Liabilities:		
Accounts Receivables	(14,392)	(7,053)
Accounts Payable	25,546	425
Net Cash Provided by Operating Activities	<u><u>\$ 34,988</u></u>	<u><u>\$ 19,581</u></u>
RECONCILIATION OF CASH AND CASH EQUIVALENTS TO THE STATEMENT OF NET POSITION		
Cash and Cash Equivalents In Current Assets	\$ 516,964	\$ 504,761
Cash and Cash Equivalents In Restricted Assets	71,629	58,850
Total Cash and Investments	<u><u>\$ 588,593</u></u>	<u><u>\$ 563,611</u></u>
NONCASH CAPITAL AND RELATED FINANCING ACTIVITIES		
None		

See accompanying Notes to Basic Financial Statements.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
STATEMENT OF NET POSITION
FIDUCIARY FUND
DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2020)**

	Custodial Fund	
	2021	2020
ASSETS		
Cash and Investments	\$ 1,716,143	\$ 219,239
Receivables:		
Taxes and Special Charges	6,206,122	7,772,767
Total Assets	<u>7,922,265</u>	<u>7,992,006</u>
LIABILITIES		
Due to Other Governments	1,716,143	219,239
DEFERRED INFLOWS		
Property Taxes Levied for the Subsequent Year	<u>6,206,122</u>	<u>7,772,767</u>
NET POSITION		
Fiduciary Net Position	<u>\$ -</u>	<u>\$ -</u>

See accompanying Notes to Basic Financial Statements.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUND
YEAR ENDED DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2020)**

	Custodial Fund	
	2021	2020
ADDITIONS		
Taxes and Special Charges Collected	\$ 7,992,005	\$ 7,660,510
DEDUCTIONS		
Payments to Other Taxing Districts	7,992,005	7,660,510
CHANGE IN NET POSITION	-	-
Net Position - January 1	-	-
NET POSITION - DECEMBER 31	<u>\$ -</u>	<u>\$ -</u>

See accompanying Notes to Basic Financial Statements.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Town of Liberty Grove, Door County, Wisconsin (the Town), have been prepared in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the Town are described below:

A. Reporting Entity

The Town is a municipal corporation governed by an elected five member board. In accordance with U.S. GAAP, the basic financial statements are required to include the Town (the primary government) and any separate component units that have a significant operational or financial relationship with the Town. The Town has identified the following component unit that is required to be included in the basic financial statements.

Town of Liberty Grove Sanitary District #1

The Town of Liberty Grove Sanitary District #1 (the District) is governed by a five member Town Board of Liberty Grove. Although legally separate from the Town, the District is reported as if it was part of the primary government because the Town Board is serving as their governing body. The District provides water and sanitary services to parts of the Town.

B. Joint Venture

Sister Bay/Liberty Grove Joint Fire Department

The Town and the Village of Sister Bay formed a joint fire department in the 1930's to provide for services to its citizens. An intergovernmental agreement was adopted in 2010 to provide for the continuing operation of the joint fire department. The agreement creates a Fire Board composed of three members from the Town and two from Sister Bay Boards. All Fire Board members shall be elected officials of the Town and Village. In accordance with the agreement, the costs of these services are shared by the Town and the Village on a basis of 2/3 of the cost being paid by the Town and 1/3 of the cost being paid by the Village. These percentages are based on the approximate percentage of the assessed property value of the Town and the Village to the total assessed property of each entity combined. During 2021, the Town remitted \$295,362 to the joint fire department. The Town has an equity interest in the net position of the Sister Bay/Liberty Grove Joint Fire Department. At December 31, 2021 the Town's equity interest was \$1,580,337. Complete financial information for Sister Bay/Liberty Grove Joint Fire Department can be obtained from the department office in Sister Bay, Wisconsin.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Joint Venture (Continued)

Joint Public Library Facility

The Town and the Village of Sister Bay entered into an agreement on June 12, 2001 for the purpose of constructing and maintaining a building to be used as a joint public library facility. The construction costs and annual building operation and maintenance costs are financed 1/2 by the Town and 1/2 by the Village. The Sister Bay Liberty Grove Library Building Commission is governed by a six member board of commissioners composed of three members from the Town and three members from Sister Bay. During 2021, the Town remitted an operating appropriation of \$36,500 to the joint library facility. The Town accounts for its share of the operations in the general fund. The Town does not have an equity interest in the joint venture. Complete financial statements for the Sister Bay Liberty Grove Library Building Commission can be obtained from the Commission located in Sister Bay, Wisconsin.

The operation of the library is part of the Door County Consolidated Library System in accordance with an agreement with Door County.

C. Jointly Governed Organization

Door County Tourism Zone

The Town is a participant with all other Door County municipalities in a joint venture to create the Door County Tourism Zone as prescribed under Wisconsin Statute 66.0615. The Tourism Zone is responsible for collecting a 5.5% room tax on the gross receipts from retail furnishing of rooms or lodgings over all of the member municipalities. The Tourism Zone pays 66% of the room tax collected to the Door County Visitor Bureau, 30% to the member municipalities and retains 4% for its operations. During 2021, the Town of Liberty Grove received \$162,204 of room tax from the Tourism Zone. Complete financial information for the Door County Tourism Zone Commission can be obtained from their office in Sister Bay, Wisconsin.

D. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for services.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Government-Wide and Fund Financial Statements (Continued)

The statement of activities demonstrates the degree to which the direct expenses of a given function 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. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental, proprietary and fiduciary funds, even though the latter is excluded from the government-wide financial statements. Governmental funds include the general fund. Proprietary funds include the enterprise fund. The Town has no internal service funds. The major individual government fund and major individual enterprise fund are reported as separate columns in the fund financial statements.

The Town reports the following major governmental fund:

General Fund

This is the Town's primary operating fund. It accounts for all financial resources of the general government.

The Town reports the following major enterprise fund:

Water and Sewer Utility Fund

This fund accounts for the operations of the Town of Liberty Grove Sanitary District #1.

The Town also reports the following fiduciary fund:

Custodial Fund

The custodial fund accounts for property taxes and special charges collected on behalf of other governments.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Measurement Focus and Basis of Accounting

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

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Revenues susceptible to accrual include intergovernmental grants, intergovernmental charges for services, public charges for services and interest. Other revenues such as licenses and permits, fines and forfeits and miscellaneous revenues are recognized when received in cash or when measurable and available.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the Town's water and wastewater functions and various other functions of the Town. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, and fees and fines, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Measurement Focus and Basis of Accounting (Continued)

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Town's proprietary funds are charges to customers for services. Operating expenses for proprietary funds include the costs of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

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.

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

1. Cash and Investments

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. Investments are stated at fair value. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. For purposes of the statement of cash flows, all cash deposits and highly liquid investments (including restricted assets) with a maturity of three months or less from date of acquisition are considered to be cash equivalents.

2. Property Taxes and Special Charges Receivable

Property taxes and special charges consist of taxes on real estate and personal property and user charges assessed against Town properties. They are levied during December of the prior year and become an enforceable lien on property the following January 1. Property taxes are payable in various options depending on the type and amount. Personal property taxes and special charges are payable on or before January 31 in full. Real estate taxes are payable in full by January 31 or in two equal installments on or before January 31 and July 31. Real estate taxes not paid by January 31 are purchased by the County as part of the February tax settlement. Delinquent personal property taxes remain the collection responsibility of the Town. Special charges not paid by January 31 are held in trust by the County and remitted to the Town, including interest, when collected by the County.

In addition to its levy, the Town also levies taxes for the Gibraltar School District, Door County, and Northeast Wisconsin Technical College. The Town contracts with Door County to perform the tax collection function.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

3. Accounts Receivable

Accounts receivable are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the basic financial statements.

4. Interfund Receivables and Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" and "due to other funds" in the fund financial statements.

The amount reported on the statement of net position for internal balances represents the residual balance outstanding between the governmental and business-type activities.

5. Prepaid Items

Payments made to vendors that will benefit periods beyond the end of the current fiscal year are recorded as prepaid items and are accounted for on the consumption method.

Prepaid items of governmental funds in the fund financial statements are classified as nonspendable fund balance to indicate that they do not represent spendable available financial resources.

6. Prepaid Supplies

Prepaid supplies are recorded at cost, which approximates market, using the first-in, first-out method. Prepaid supplies consist of expendable supplies held for consumption. The cost is recorded as an expenditure at the time individual supply items are consumed rather than when purchased.

Prepaid supplies of governmental funds in the fund financial statements are classified as nonspendable fund balance to indicate that they do not represent spendable available financial resources.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

7. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. The Town does not have a formal capitalization policy; as a result the Town has been using a threshold of \$5,000. Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets of the Town are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Governmental Activities</u>	<u>Business-Type Activities</u>
Land Improvements	25 - 50 Years	25 - 100 Years
Buildings and Improvements	25 - 40 Years	25 - 40 Years
Machinery and Equipment	10 - 20 Years	3 - 10 Years
Infrastructure	25 - 50 Years	18 -135 Years

8. Compensated Absences

It is the Town's policy to permit employees to accumulate earned but unused sick leave benefits in accordance with employee handbook policy. All sick leave is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds in the fund financial statements only if they have matured, for example, as a result of employee resignations and retirements.

9. Deferred Outflows/Inflows of Resources

Deferred outflows of resources are a consumption of net position by the government that is applicable to a future reporting period. Deferred inflows of resources are an acquisition of net position by the government that is applicable to a future reporting period. The recognition of those outflows and inflows as expenses or expenditures and revenues are deferred until the future periods to which the outflows and inflows are applicable.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

9. Deferred Outflows/Inflows of Resources (Continued)

Governmental funds may report deferred inflows of resources for unavailable revenues. The Town reports unavailable revenues for tower investment receivable and property taxes levied for subsequent year. The tower investment receivable inflows are recognized as revenues in the government-wide financial statements.

10. Long-Term Obligations

In the government-wide financial statements, and proprietary funds in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

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

11. Fund Equity

Governmental Fund Financial Statements

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- **Nonspendable Fund Balance.** Amounts that are not in spendable form (such as inventory, prepaid items, or long-term receivables) or are legally or contractually required to remain intact.
- **Restricted Fund Balance.** Amounts that are constrained for specific purposes by external parties (such as grantor or bondholders), through constitutional provisions, or by enabling legislation.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

11. Fund Equity (Continued)

Governmental Fund Financial Statements (Continued)

- **Committed Fund Balance.** Amounts that are constrained for specific purposes by action of the Town Board. These constraints can only be removed or changed by the Town Board using the same action that was used to create them.
- **Assigned Fund Balance.** Amounts that are constrained for specific purposes by action of Town management. The Town Board has not authorized an employee to assign fund balance.
- **Unassigned Fund Balance.** Amounts that are available for any purpose.

The Town has not adopted a fund balance spend-down policy regarding the order in which fund balance will be utilized. When a policy does not specify the spend-down policy, GASB Statement No. 54 indicates that restricted funds would be spent first, followed by committed funds, and then assigned funds. Unassigned funds would be spent last.

Government-Wide and Proprietary Fund Statements

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

- **Net Investment in Capital Assets.** Amount of capital assets, net of accumulated depreciation, and capital related deferred outflows of resources less outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets and any capital related deferred inflows of resources.
- **Restricted Net Position.** Amount of net position that is subject to restrictions that are imposed 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.
- **Unrestricted Net Position.** Net position that is neither classified as restricted nor as net investment in capital assets.

G. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. Reclassifications

Certain amounts in the prior year financial statements have been reclassified to conform with the presentation in the current year financial statements with no change in previously reported net position, changes in net position, fund balance or changes in fund balance.

I. Prior Year Summarized Financial Information

Comparative amounts for the prior year have been presented in the basic financial statements to provide an understanding of changes in the Town's financial position and operations. The comparative amounts may be summarized in total and not at the level of detail required for a presentation in conformity with general accepted accounting principles. Accordingly, such information should be read in conjunction with the government's financial statements for the year ended December 31, 2020, from which the summarized information was derived.

NOTE 2 STEWARDSHIP AND COMPLIANCE

A. Budgets and Budgetary Accounting

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

1. During November, Town management submits to the Town Board a proposed operating budget for the calendar year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. After submission to the governing body, public hearings are held to obtain taxpayer comments. Following the public hearings, the proposed budget, including authorized additions and deletions, is legally enacted by Town Board action.
2. Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the general fund. Budget is defined as the originally approved budget plus or minus approved amendments. Individual amendments throughout the year were not material in relation to the original budget. Budget appropriations not expended during the year are closed to fund balance unless authorized by the governing body to be forwarded into the succeeding year's budget.
3. During the year, formal budgetary integration is employed as a management control device for the general fund.
4. Expenditures may not exceed appropriations provided in detailed budget accounts maintained for each activity or department of the Town. Amendments to the budget during the year require initial approval by management and are subsequently authorized by the Town Board.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 2 STEWARDSHIP AND COMPLIANCE (CONTINUED)

A. Budgets and Budgetary Accounting (Continued)

5. Encumbrance accounting is not used by the Town to record commitments related to unperformed contracts for goods or services.

The Town did not have any material violation of legal or contractual provisions for the fiscal year ended December 31, 2021.

B. Excess of Expenditures Over Budget Appropriations

The following expenditure accounts of the general fund had actual expenditures in excess of budget appropriations for the year ended December 31, 2021 as follows:

Fund and Function	Excess Expenditures
General Fund:	
General Government:	
Board	\$ 1,545
Legal	11,877
Clerk	40,674
Other General Government	2,358
Hall	989
Insurance	972
Assessment of Property	388
Public Safety:	
Building Inspection	26,706
Conservation and Development:	
Economic Development	507
Debt Service:	
Principal	47
Capital Outlay:	
General Government	17,393
Parks	22,711

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 2 STEWARDSHIP AND COMPLIANCE (CONTINUED)

C. Property Tax Levy Limit

Wisconsin state statutes provide for a limit on the property tax levies for all Wisconsin cities, villages, towns and counties. For the 2021 and 2022 budget years, Wisconsin Statutes limit the increase in the maximum allowable tax levy to the change in the Town's January 1 equalized value as a result of net new construction. The actual limit for the Town for the 2021 budget was 1.03%. The actual limit for the Town for the 2022 budget was 0.37%. Debt service for debt authorized after July 1, 2005 is exempt from the levy limit. In addition, Wisconsin statutes allow the limit to be adjusted for the increase in debt service authorized prior to July 1, 2005 and in certain other situations.

NOTE 3 DETAILED NOTES ON ALL FUNDS

A. Cash and Investments

The Town maintains various cash and investment accounts, including pooled funds that are available for use by all funds. Each fund's portion of these accounts is displayed on the financial statements as "Cash and investments".

Invested cash consists of deposits and investments that are restricted by Wisconsin Statutes to the following:

Time deposits; repurchase agreements; securities issued by federal, state and local governmental entities; statutorily authorized commercial paper and corporate securities; and the Wisconsin local government investment pool.

The carrying amount of the Town's cash and investments totaled \$4,838,744 on December 31, 2021 as summarized below:

Deposits with Financial Institutions	<u>\$ 4,838,744</u>
--------------------------------------	---------------------

Reconciliation to the basic financial statements:

Government-Wide Statement of Net Position:

Cash and investments	\$ 3,050,972
Restricted Cash and Investments	71,629

Fiduciary Fund Statement of Net Position:

Cash and investments	1,716,143
Total	<u>\$ 4,838,744</u>

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 3 DETAILED NOTES ON ALL FUNDS (CONTINUED)

A. Cash and Investments (Continued)

Fair Value Measurements

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant observable inputs; Level 3 inputs are significant unobservable inputs. The Town currently has no investments that are subject to fair value measurement.

Deposits and investments of the Town are subject to various risks. Presented below is a discussion of the Town's deposits and investments and the related risks.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will 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 credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Wisconsin statutes require repurchase agreements to be fully collateralized by bonds or securities issued or guaranteed by the federal government or its instrumentalities. The Town does not have an additional custodial credit policy.

Deposits with financial institutions within the state of Wisconsin are insured by the Federal Deposit Insurance Corporation (FDIC) in the amount of \$250,000 for the combined amount of all time and savings deposits and \$250,000 for interest-bearing and noninterest-bearing demand deposits per official custodian per insured depository institution. Deposits with financial institutions located outside the state of Wisconsin are insured by the FDIC in the amount of \$250,000 for the combined amount of all deposit accounts per official custodian per depository institution. Also, the State of Wisconsin has a State Guarantee Fund which provides a maximum of \$400,000 per public depository above the amount provided by an agency of the U.S. Government. However, due to the relatively small size of the State Guarantee Fund in relation to the Fund's total coverage, total recovery of insured losses may not be available. This coverage has been considered in determining custodial credit risk.

As of December 31, 2021, \$3,435,270 of the Town's deposits with financial institutions were in excess of federal and state depository insurance limits. Uninsured deposits consist primarily of advance tax collections that will be remitted to other local governments in January of 2022. No amounts were collateralized.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 3 DETAILED NOTES ON ALL FUNDS (CONTINUED)

B. Tower Investment Receivable

In 2015, the Town entered into an agreement with a private entity to lease Town property on which a wireless tower will be constructed. Under the terms of the agreement, the Town will receive monthly lease rental payments in various amounts dependent upon certain conditions.

As part of the lease agreement, the Town has provided \$14,000 toward the cost of the tower construction. The Town will own a portion of the tower equal to its initial investment of \$14,000 until the private entity reaches specified number of subscribers. Upon reaching the first level of subscribers, the Town will be repaid \$7,000 of its investment. The remaining \$7,000 will be repaid upon reaching a second level of subscribers.

The Town reached the first level of subscribers during 2017 and \$7,000 was repaid to the Town. During 2020, the Town reached the second level of subscribers and the \$7,000 was repaid. The receivable of \$1,800 represents outstanding base rent since inception.

C. Restricted Assets

Restricted assets on December 31, 2021 totaled \$71,629 and consisted of cash and investments held for the following purposes.

Funds	Amount	Purpose
Enterprise:		
Water and Sewer Utility:		
Impact Fees	<u>\$ 71,629</u>	To account for impact fees collected and held by the utility to finance system improvements

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 3 DETAILED NOTES ON ALL FUNDS (CONTINUED)

D. Capital Assets

Capital asset activity for the year ended December 31, 2021 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital Assets, Nondepreciable:				
Land	\$ 3,438,463	\$ -	\$ -	\$ 3,438,463
Capital Assets, Depreciable:				
Land Improvements	507,058	-	-	507,058
Buildings and Improvements	4,067,511	-	-	4,067,511
Machinery and Equipment	1,669,189	16,655	21,365	1,664,479
Infrastructure	6,114,249	568,032	-	6,682,281
Subtotals	<u>12,358,007</u>	<u>584,687</u>	<u>21,365</u>	<u>12,921,329</u>
Less Accumulated Depreciation for:				
Land Improvements	119,234	12,594	-	131,828
Buildings and Improvements	1,391,795	78,679	-	1,470,474
Machinery and Equipment	1,093,914	47,653	10,616	1,130,951
Infrastructure	2,079,253	291,492	-	2,370,745
Subtotals	<u>4,684,196</u>	<u>430,418</u>	<u>10,616</u>	<u>5,103,998</u>
Total Capital Assets, Being Depreciated, Net	<u>7,673,811</u>	<u>154,269</u>	<u>10,749</u>	<u>7,817,331</u>
Governmental Activities Capital Assets, Net	<u>\$ 11,112,274</u>	<u>\$ 154,269</u>	<u>\$ 10,749</u>	11,255,794
Less: Capital Related Debt				1,060,000
Less: Debt Premium				<u>65,542</u>
Net Investment In Capital Assets				<u>\$ 10,130,252</u>

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 3 DETAILED NOTES ON ALL FUNDS (CONTINUED)

D. Capital Assets (Continued)

	Beginning Balance	Increases	Decreases	Ending Balance
Business-Type Activities:				
Capital Assets, Nondepreciable:				
Land	\$ 8,000	\$ -	\$ -	\$ 8,000
Capital Assets, Depreciable:				
Buildings and Improvements	157,883	-	-	157,883
Machinery and Equipment	2,585	-	-	2,585
Infrastructure	2,665,038	10,257	5,120	2,670,175
Subtotals	2,825,506	10,257	5,120	2,830,643
Less Accumulated Depreciation	1,445,430	45,701	5,120	1,486,011
Total Capital Assets, Being Depreciated, Net	1,380,076	(35,444)	-	1,344,632
Business-Type Activities Capital Assets, Net	<u>\$ 1,388,076</u>	<u>\$ (35,444)</u>	<u>\$ -</u>	1,352,632
Less: Accounts Payable				10,257
Net Investment In Capital Assets				<u>\$ 1,342,375</u>

Depreciation expense was charged to functions of the Town as follows:

Governmental Activities:	
General Government	\$ 18,287
Public Safety	33,199
Public Works	360,073
Culture and Recreation	18,859
Total Depreciation Expense - Governmental Activities	<u>\$ 430,418</u>
Business-Type Activities:	
Water Utility	\$ 21,709
Sewer Utility	23,992
Total Depreciation Expense - Business- Type Activities	<u>\$ 45,701</u>

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 3 DETAILED NOTES ON ALL FUNDS (CONTINUED)

E. Interfund Receivable and Payables

Interfund receivables and payables between individual funds of the Town, as reported in the fund financial statements, as of December 31, 2021 are detailed below:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
Temporary Cash Advances to Finance		
Operating Activities:		
Governmental Fund:		
General	\$ 2,324	\$ -
Proprietary Fund:		
Water and Sewer Utility	-	2,324
Totals	<u>\$ 2,324</u>	<u>\$ 2,324</u>

F. Long-Term Obligations

The following is a summary of changes in long-term obligations of the Town for the year ended December 31, 2021:

	<u>Beginning Balance</u>	<u>Issued</u>	<u>Retired</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental Activities:					
General Obligation Debt:					
Notes	\$ 1,190,000	\$ -	\$ 130,000	\$ 1,060,000	\$ 135,000
Notes from direct borrowings	500,000	-	166,620	333,380	167,969
Total General Obligation Debt	1,690,000	-	296,620	1,393,380	302,969
Debt Premium	74,902	-	9,360	65,542	-
Compensated Absences	18,345	2,674	7,722	13,297	3,324
Total Governmental Activities					
Long-Term Obligations	<u>\$ 1,783,247</u>	<u>\$ 2,674</u>	<u>\$ 313,702</u>	<u>\$ 1,472,219</u>	<u>\$ 306,293</u>

Total interest paid during the year on long-term debt totaled \$57,494.

General Obligation Debt

General obligation debt currently outstanding is detailed as follows:

	<u>Date of Issue</u>	<u>Final Maturity</u>	<u>Interest Rates</u>	<u>Original Indebtedness</u>	<u>Balance 12/31/21</u>
General Obligation Notes:					
GO Promissory Note	12/27/18	9/1/28	4.00%	\$ 1,500,000	\$ 1,060,000
GO Promissory Note from Direct Borrowings	2/21/20	9/20/23	3.36%	500,000	333,380
Total Outstanding					<u>\$ 1,393,380</u>
General Obligation Debt					

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 3 DETAILED NOTES ON ALL FUNDS (CONTINUED)

F. Long-Term Obligations (Continued)

General Obligation Debt (Continued)

Principal and interest maturities of the outstanding general obligation debt of \$1,393,380 on December 31, 2021 is detailed below:

Year Ended December 31,	Bonded		Governmental Activities Direct Borrowings		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2022	\$ 135,000	\$ 42,400	\$ 167,969	\$ 5,632	\$ 302,969	\$ 48,032
2023	140,000	37,000	165,411	8,476	305,411	45,476
2024	145,000	31,400	-	-	145,000	31,400
2025	150,000	25,600	-	-	150,000	25,600
2026	155,000	19,600	-	-	155,000	19,600
2027 - 2028	335,000	20,200	-	-	335,000	20,200
Total	<u>\$ 1,060,000</u>	<u>\$ 176,200</u>	<u>\$ 333,380</u>	<u>\$ 14,108</u>	<u>\$ 1,393,380</u>	<u>\$ 190,308</u>

The Town's outstanding notes from direct borrowings related to governmental activities of \$333,380 contain a provision that in an event of default, outstanding amounts become immediately due if the Town is unable to make payment.

For governmental activities, the other long-term liabilities are generally funded by the general fund.

Legal Margin for New Debt

The Town's legal margin for creation of additional general obligation debt on December 31, 2021 was \$49,897,395 as follows:

Equalized Valuation of the Town	\$ 1,025,815,500
Statutory Limitation Percentage	(x) 5%
General Obligation Debt Limitation, per Section 67.03 of the Wisconsin Statutes	51,290,775
Total Outstanding General Obligation Debt Applicable to Debt Limitation	1,393,380
Legal Margin for New Debt	<u>\$ 49,897,395</u>

G. Fund Equity

Nonspendable Fund Balance

In the fund financial statements, portions of the general fund balance are amounts that cannot be spent because they are either 1) not in spendable form or 2) legally or contractually required to be maintained intact. At December 31, 2021, nonspendable fund balance was as follows:

General Fund:	
Nonspendable:	
Prepaid Supplies and Items	<u>\$ 53,467</u>

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 3 DETAILED NOTES ON ALL FUNDS (CONTINUED)

G. Fund Equity (Continued)

Committed Fund Balance

In the fund financial statements, portions of the general fund balance are committed by Town Board action. At December 31, 2021, General Fund balance was committed as follows:

General Fund:

Committed for:

Capital Reserve	\$ 369,650
Parks	59,938
Library	10,000
Information Technology	25,773
Office	1,019
Fire Equipment	162,483
Total Committed Fund Balance	<u>\$ 628,863</u>

Assigned Fund Balance

Portions of the general fund balance have been assigned to represent tentative management plans that are subject to change. At December 31, 2021, fund balance was assigned as follows:

General Fund:

Culture and recreation	\$ 25,179
Firemen Grant	24,750
Highway/Roads	3,263
Information Technology	180,394
WWTP/Larson Property	365,534
Contingency	126,529
Total	<u>\$ 725,649</u>

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 4 OTHER INFORMATION

A. Retirement Commitments

The Town has a deferred compensation plan for its employees established by Section 457(B) of the Internal Revenue Service (IRS) code. The Town contributes 5% of salary for each full-time employee. Employees are eligible to increase the total contributions up to the IRS limits. In 2021, the maximum contributions for each employee were \$19,500 or \$39,000 for those employees age 50 or older.

B. Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. The Town completes an annual review of its insurance coverage to ensure adequate coverage. Settled claims have not exceeded this coverage in the past three years.

C. Contingencies

From time to time, the Town is party to other various pending claims and legal proceedings. Although the outcome of such matters cannot be forecast with certainty, it is the opinion of management and legal counsel 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.

SUPPLEMENTARY INFORMATION

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
DETAILED COMPARISON OF BUDGET AND ACTUAL REVENUES
GENERAL FUND
YEAR ENDED DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL AMOUNTS FOR YEAR ENDED DECEMBER 31, 2020)**

	Original and Final Budget	Actual	Variance Final Budget - Positive (Negative)	2020 Actual
TAXES				
General Property	\$ 2,574,925	\$ 2,574,925	\$ -	\$ 2,376,096
Delinquent Personal Property	750	496	(254)	-
Managed Forest Lands	12,000	3,499	(8,501)	3,499
Room Tax	40,000	162,204	122,204	110,537
Total Taxes	2,627,675	2,741,124	113,449	2,490,132
INTERGOVERNMENTAL				
State:				
State Shared Taxes	20,927	28,722	7,795	27,029
Fire Insurance Dues	29,000	28,322	(678)	27,328
Tax Exempt Computer Aid	300	4,876	4,576	7,801
Transportation	266,742	266,742	-	266,742
Other Highway Aid	-	-	-	20,000
Recycling Grant	4,000	3,695	(305)	4,170
DNR - in Lieu of Taxes	21,000	3,863	(17,137)	581
Municipal Services	-	296	296	420
Forest Croplands	400	-	(400)	-
Other State Payments	4,473	1,000	(3,473)	1,959
Total Intergovernmental	346,842	337,516	(9,326)	356,030
LICENSES AND PERMITS				
Licenses:				
Liquor and Malt Beverage	10,355	10,485	130	10,415
Dog	375	361	(14)	106
Permits:				
Building	35,000	75,638	40,638	65,446
Franchise Fee - Cable TV	16,510	12,979	(3,531)	15,546
Other	400	2,070	1,670	1,750
Total Licenses and Permits	62,640	101,533	38,893	93,263
PUBLIC CHARGES FOR SERVICES				
General Government	15	11,629	11,614	7,011
Highway	4,100	6,579	2,479	4,079
Docks	17,000	28,717	11,717	24,989
Cemetery	15,000	40,669	25,669	20,350
Total Public Charges for Services	36,115	87,594	51,479	56,429
INTERGOVERNMENTAL CHARGES FOR SERVICES				
Recycling	2,000	4,599	2,599	2,826
MISCELLANEOUS				
Interest on Investments	5,000	1,304	(3,696)	5,617
Rent	11,000	35,607	24,607	20,492
Donations	-	100	100	225
Refunds	750	-	(750)	1,900
Other	500	368,845	368,345	7,762
Total Miscellaneous	17,250	405,856	388,606	35,996
Total Revenues	\$ 3,092,522	\$ 3,678,222	\$ 585,700	\$ 3,034,676

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
DETAILED COMPARISON OF BUDGET AND ACTUAL EXPENDITURES
GENERAL FUND
YEAR ENDED DECEMBER 31, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2020)**

	Original and Final Budget	Actual	Variance Final Budget - Positive (Negative)	2020 Actual
GENERAL GOVERNMENT				
Board	\$ 56,000	\$ 57,545	\$ (1,545)	\$ 62,920
Legal	11,000	22,877	(11,877)	11,071
Clerk	11,761	52,435	(40,674)	56,275
Deputy Clerk	73,670	64,435	9,235	62,585
Treasurer	69,808	54,936	14,872	68,903
Office Wages and Expenses	118,747	107,452	11,295	115,415
Elections	4,725	3,405	1,320	8,450
Assessment of Property	42,050	42,438	(388)	43,604
Hall	17,950	18,939	(989)	18,022
Insurance	40,750	41,722	(972)	36,337
Information Technology	15,000	5,107	9,893	889
Other General Government	3,750	6,108	(2,358)	28,357
Total General Government	465,211	477,399	(12,188)	512,828
PUBLIC SAFETY				
Fire Protection	359,741	309,655	50,086	316,370
Building Inspection	40,000	66,706	(26,706)	49,708
Total Public Safety	399,741	376,361	23,380	366,078
PUBLIC WORKS				
Highway Maintenance	611,415	474,814	136,601	527,305
Street Lighting	13,800	13,098	702	12,977
Recycling	25,000	22,198	2,802	21,168
Total Public Works	650,215	510,110	140,105	561,450
HEALTH AND HUMAN SERVICES				
Animal and Insect Control	250	193	57	-
Cemetery	15,847	12,164	3,683	11,356
Public Health	1,000	-	1,000	248
Total Health and Human Services	17,097	12,357	4,740	11,604
CULTURE AND RECREATION				
Library	41,500	36,500	5,000	35,000
Parks	144,950	75,283	69,667	92,808
Community Center	51,000	4,292	46,708	3,213
Total Culture and Recreation	237,450	116,075	121,375	131,021
CONSERVATION AND DEVELOPMENT				
Economic Development	70,550	71,057	(507)	95,615
DEBT SERVICE				
Principal	296,620	296,620	-	135,000
Interest and Fiscal Charges	57,571	57,494	77	67,187
Total Debt Service	354,191	354,114	77	202,187
CAPITAL OUTLAY				
General Government	-	17,393	(17,393)	138,633
Fire Protection	-	-	-	594,397
Highway Construction	735,925	717,646	18,279	830,141
Highway Equipment	22,000	-	22,000	183,493
Parks	138,950	161,661	(22,711)	26,279
Total Capital Outlay	896,875	896,700	175	1,772,943
Total Expenditures	\$ 3,091,330	\$ 2,814,173	\$ 277,157	\$ 3,653,726

**ADDITIONAL INDEPENDENT AUDITORS' REPORT
FOR BASIC FINANCIAL STATEMENTS**

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

Town Board
Town of Liberty Grove
Door County, Wisconsin

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Liberty Grove, Door County, Wisconsin, (the Town) as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated REPORT DATE.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) as a basis for designing 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 Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying schedule of findings and responses, we did identify certain deficiencies in internal control that we consider to be a material weakness and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and responses as item 2021-001 to be a material weakness.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and responses as items 2021-002 and 2021-003 to be significant deficiencies.

Compliance and Other Matters

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

Town of Liberty Grove's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Town's response to the findings identified in our audit and described in the accompanying schedule of findings and responses. The Town's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

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

CliftonLarsonAllen LLP

Green Bay, Wisconsin
REPORT DATE

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2021**

Section I – Internal Control Over Financial Reporting

2021-001

**Segregation of Duties - Clerk/Treasurer
Repeat of Finding 2020-001**

Type of Finding

Material Weakness in Internal Control over Financial Reporting.

Condition

The Town has a combined clerk/treasurer position to essentially complete all financial and recordkeeping duties of the general Town's operations. Accordingly, this does not allow for a proper segregation of duties for internal control purposes.

Criteria or Specific Requirement

Segregation of duties is an internal control intended to prevent or decrease the occurrence of errors or intentional fraud. Segregation of duties ensures that no single employee has control over all phases of a transaction.

Effect

Errors or intentional fraud could occur and not be detected timely by other employees in the normal course of their responsibilities as a result of the lack of segregation of duties.

Cause

The lack of segregation of duties is due to the limited number of employees and the size of the Town's operations. In addition, the Town has not completed a risk assessment and review of internal controls to identify additional mitigating and compensating controls which could be implemented to reduce the risk of errors or intentional fraud.

Recommendation

We recommend the Town perform a risk assessment of its operations and current procedures to identify and implement mitigating controls to reduce the risk of errors and intentional fraud. We also recommend the Town Board continue to monitor the transactions and the financial records of the Town.

Views of Responsible Officials

Management believes that the cost of segregating cash receipts and cash disbursement duties from the related recording functions outweigh the benefits to be received.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)
YEAR ENDED DECEMBER 31, 2021**

Section I – Internal Control Over Financial Reporting (Continued)

2021-002

**Preparation of Annual Financial Report
Repeat of Finding 2020-002**

Type of Finding

Significant Deficiency in Internal Control over Financial Reporting.

Condition

Current Town staff maintains accounting records which reflect the Town's financial transactions; however, preparing the Town's annual financial report, including note disclosures, involves the selection and application of specific accounting principles which would require additional experience and knowledge. The Town contracts with us and our knowledge of applicable accounting principles, financial statement format, and note disclosures to assist in the preparation of the annual financial report in an efficient manner. However, as independent auditors, CLA cannot be considered part of the Town's internal control system. As part of its internal control over preparation of its financial statements, including disclosures, the Town has implemented a comprehensive review procedure to ensure that the financial statements, including note disclosures, are complete and accurate.

Criteria or Specific Requirement

The preparation and review of the annual financial report by staff with expertise in financial reporting is an internal control intended to prevent, detect and correct a potential omission or misstatement in the financial statements or notes.

Effect

The Town may not be able to completely prepare an annual financial report in accordance with accounting principles generally accepted in the United States of America.

Cause

Town management has determined that the additional costs associated with training staff to become experienced in applicable accounting principles and note disclosures outweigh the derived benefits.

Recommendation

We recommend the Town continue reviewing the annual financial report. Such review procedures should be performed by an individual possessing a thorough understanding of accounting principles generally accepted in the United States of America and knowledge of the Town's activities and operations. While it may not be cost beneficial to train additional staff to completely prepare the report, a thorough review of this information by appropriate staff of the Town is necessary to obtain a complete and adequate understanding of the Town's annual financial report.

Views of Responsible Officials

Management believes the cost for additional staff time and training to prepare year-end closing entries and reports outweigh the benefits to be received. Management has reviewed and approved the annual financial report prior to issuance.

**TOWN OF LIBERTY GROVE
DOOR COUNTY, WISCONSIN
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)
YEAR ENDED DECEMBER 31, 2021**

Section I – Internal Control Over Financial Reporting (Continued)

2021-003

**Adjustments to the Town's Financial Records
Repeat of Finding 2020-003**

Type of Finding

Significant Deficiency in Internal Control over Financial Reporting.

Condition

As part of our audit, we proposed adjusting journal entries to the Town's financial statements.

Criteria or Specific Requirement

Adjusting journal entries proposed by the auditors are considered to be an internal control deficiency.

Effect

Year-end financial records prepared by the Town may contain material misstatements.

Cause

While Town staff maintains financial records which accurately report revenues and expenditures throughout the year, preparing year-end adjusting and closing entries requires additional expertise that would entail additional training and staff time to develop.

Recommendation

We recommend the Town designate an individual to obtain additional training in order to prepare the adjusting and closing entries. We are available to assist the individual in obtaining the understanding to prepare these entries.

Views of Responsible Officials

Management believes the cost for additional staff time and training to record adjusting entries outweighs the benefits to be received. Management will continue to review information reviewed by CliftonLarsonAllen, LLP.

Section II – Compliance and Other Matters

There are no findings related to compliance and other matters that are required to be reported under governmental auditing standards generally accepted in the United States of America for the year ended December 31, 2021.