# Audited Financial Statements and Other Financial Information

# Casco-Naples Transfer Station

June 30, 2013



Proven Expertise and Integrity

# TABLE OF CONTENTS

# JUNE 30, 2013

	PAGE
INDEPENDENT AUDITORS' REPORT	1 - 3
MANAGEMENT'S DISCUSSION AND ANALYSIS	4 - 8
BASIC FINANCIAL STATEMENTS	
GOVERNMENT-WIDE FINANCIAL STATEMENTS	
STATEMENT A - STATEMENT OF NET POSITION	9
STATEMENT B - STATEMENT OF ACTIVITIES	10
STATEMENT C - STATEMENT OF CASH FLOWS	11
NOTES TO FINANCIAL STATEMENTS	12 - 18
OTHER SUPPLEMENTARY INFORMATION	
OTHER SUPPLEMENTARY INFORMATION DESCRIPTION	19
SCHEDULE 1 - BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS - BUDGET AND ACTUAL	20



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#### INDEPENDENT AUDITORS' REPORT

Advisory Board Casco-Naples Transfer Station Naples, Maine

#### Report on the Financial Statements

We have audited the accompanying financial statements of Casco Naples Transfer Station, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Facility's basic financial statements as listed in the table of contents.

# Management's Responsibility for the Financial Statements

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

#### Auditors' Responsibility

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

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

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

#### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position Casco Naples Transfer Station as of June 30, 2013, and the respective changes in financial position and cash flows, thereof for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

#### Other Matters

#### Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 7 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Casco Naples Transfer Station's basic financial statements. The Budgetary Comparison Schedule – Budgetary Basis-Budget and Actual on page 20 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Budgetary Comparison Schedule – Budgetary Basis-Budget and Actual is the responsibility of management and was derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Budgetary Comparison Schedule – Budgetary Basis-Budget and Actual is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Buxton, Maine January 9, 2014

RHRSmith & company

# REQUIRED SUPPLEMENTARY INFORMATION MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2013

The following management's discussion and analysis of Casco-Naples Transfer Station's financial performance provides an overview of the Facility's financial activities for the fiscal year ended June 30, 2013. Please read it in conjunction with the Facility's financial statements.

#### **Financial Statement Overview**

The Casco-Naples Transfer Station's basic financial statements include the following components: 1) government-wide financial statements and 2) notes to the financial statements. This report does not include any required supplementary information as the Facility does not prepare a legally adopted budget.

#### **Basic Financial Statements**

The basic financial statements include financial information in the government-wide financial statements. There are no fund financial statements as the Facility only has one fund. These basic financial statements also include the notes to financial statements that explain in more detail certain information in the financial statements and also provide the user with the accounting policies used in the preparation of the financial statements.

#### **Government-Wide Financial Statements**

The government-wide financial statements provide a broad view of the Facility's operations in a manner that is similar to private businesses. These statements provide both short-term as well as long-term information in regards to the Facility's financial position. These financial statements are prepared using the accrual basis of accounting. This measurement focus takes into account all revenues and expenses associated with the fiscal year regardless of when cash is received or paid. The government-wide financial statements include the following two statements:

The Statement of Net Position – this statement presents *all* of the government's assets, deferred outflows of resources, liabilities and deferred inflows of resources with the difference being reported as net position.

The Statement of Activities – this statement presents information that shows how the government's net position changed during the period. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows.

Both of the above mentioned financial statements have been presented for the Facility's only type of activity:

 Business-type activities – These activities are normally intended to recover all or a significant portion of their costs through user fees and/or charges to external users for goods and/or services. This activity for the Facility includes all the activities of the Transfer Station.

There are no fund financial statements presented as all activity for the Facility is enterprise in nature and are presented for only one activity. The activity of the Facility is presented for the following:

Enterprise Funds: The Casco-Naples Transfer Station maintains one enterprise fund, the Transfer Station General Fund. Enterprise financial statements use the accrual basis of accounting. No reconciliation is needed between the government-wide financial statements for business-type activities and the enterprise fund financial statements as they are presented on the same basis of accounting and therefore only shown in the government-wide financials.

#### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the Government-Wide Statements. The Notes to Financial Statements can be found following the Statement of Cash Flows.

#### The Facility as a Whole

Our analysis below focuses on the net position, and changes in net position of the Facility's business-type activities. The Facility's total net position increased by \$14,147 from \$288,288 to \$302,435.

Unrestricted net position - the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements – increased to a balance of \$128,309.

Table 1
Casco-Naples Transfer Station
Net Position
June 30,

	2013	2012
Assets:		
Current and Other Assets	\$ 246,154	\$ 210,191
Capital Assets	73,059	79,574
Total Assets	319,213	289,765
Liabilities:		
Current Liabilities	16,778	1,477
Total Liabilities	16,778	1,477
Net Position:		
Invested in Capital Assets,		201.80
Net of Related Debt	73,059	79,574
Restricted	101,067	101,067
Unrestricted	128,309	107,647
Total Net Position	\$ 302,435	\$ 288,288

# **Revenues and Expenses**

Revenues for the Facility's business-type activities decreased by 4.54%, while total expenses increased by 4.32%.

Table 2
Casco-Naples Transfer Station
Change in Net Position
For the Years Ended June 30,

	2013	2012
Revenues		
Town Fees	\$ 155,529	\$ 163,000
Miscellaneous	274	214
Total Revenues	155,803	163,214_
Expenses		
Salaries	64,652	61,696
Contract service	60,342	58,598
Supplies, maintenance and repairs	1,543	1,974
Utilities	2,107	2,906
Depreciation	6,515	5,687
Lease payment	2,000	2,400
Miscellaneous	4,497	2,535
Total Expenses	141,656_	135,796
Change in Net Position	14,147	27,418
Net Position - July 1	288,288	260,870
Net Position - June 30	\$ 302,435	\$ 288,288

The cost of all business-type activities this year was \$141,656 compared to \$135,796 last year. However, as shown in the Statement of Activities on page 9, the total amount was covered by customer user fees.

#### **Capital Asset and Debt Administration**

#### Capital Assets

As of June 30, 2013, the net book value of capital assets recorded by the Facility decreased by \$6,515 from the prior year. This decrease is the result of current year depreciation expense.

# Table 3 Casco-Naples Transfer Station Capital Assets (Net of Depreciation) June 30,

	_	2013	2012		
Buildings and improvements	\$	27,427	\$	31,093	
Furniture, fixtures, equipment and vehicles		45,632		48,481	
Total	\$	73,059	\$	79,574	

#### Debt

As of June 30, 2013, the Facility had no debt.

# **Currently Known Facts, Decisions, or Conditions**

# **Economic Factors and Next Year's Budgets and Rates**

The Facility has steadily maintained a sufficient unrestricted net position to sustain government operations for a period of approximately two months, while also maintaining significant reserve accounts for future capital and program needs.

# Contacting the Facility's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the Facility's finances and to show the Facility's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Facility Treasurer at, P.O. Box 1757, Naples, Maine 04055-1757.

# STATEMENT OF NET POSITION JUNE 30, 2013

ASSETS Current assets:	
Cash and cash equivalents	\$ 246,154
Total current assets	246,154
Noncurrent assets:	
Building and improvements	110,000
Furniture, fixtures, equipment and vehicles	74,301
Total capital assts	184,301
Less: accumulated depreciation	(111,242)
Total noncurrent assets	73,059
TOTAL ASSETS	\$ 319,213
LIABILITIES  Due to other governments  TOTAL LIABILITIES	\$ 16,778 16,778
NET POSITION Invested in capital assets, net of related debt Restricted Unrestricted TOTAL NET POSITION	73,059 101,067 128,309 302,435
TOTAL LIABILITIES AND NET POSITION	\$ 319,213

# STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2013

OPERATING REVENUES		
Town fees - Casco	\$	73,350
Town fees - Naples		82,179
TOTAL OPERATING REVENUES		155,529
OPERATING EXPENSES		
Salaries		64,652
Contract services		60,342
Supplies, maintenance and repairs		1,543
Utilities		2,107
Depreciation		6,515
Lease payment		2,000
Miscellaneous		4,497
TOTAL OPERATING EXPENSES	5 <b>Marian</b>	141,656
OPERATING INCOME (LOSS)	-	13,873
NON-OPERATING REVENUES (EXPENSES)		
Interest income		274
TOTAL NON-OPERATING REVENUES (EXPENSES)		274
CHANGES IN NET POSITION		11117
CHANGES IN NET FOSITION		14,147
NET POSITION - JULY 1		288,288
NET POSITION - JUNE 30	\$	302,435

#### STATEMENT C

# **CASCO-NAPLES TRANSFER STATION**

# STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JUNE 30, 2013

CASH FLOWS FROM OPERATING ACTIVITIES Receipts from customers Other receipts Payments to employees Payments to suppliers Net cash provided (used) by operating activities	\$	155,529 (124,994) 5,154 35,689
Not sash provided (ased) by operating activities	***************************************	35,069
CASH FLOWS FROM INVESTING ACTIVITIES Interest income Net cash provided (used) by investing activities		274 274
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		35,963
CASH AND CASH EQUIVALENTS - JULY 1	-	210,191
CASH AND CASH EQUIVALENTS - JUNE 30	\$	246,154
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:  Operating income (loss)  Adjustment to reconcile operating income to net cash provided (used) by operating activities:	\$	13,873
Depreciation expense Changes in operating assets and liabilities:		6,515
Increase (decrease) in due to other governments		15,301
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	\$	35,689

#### NOTES TO FINANICAL STATEMENTS JUNE 30, 2013

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Reporting Entity

The Facility's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

The Facility's combined financial statements include all accounts and all operations of the Facility. We have determined that the Facility has no component units as described in GASB Statement No. 14 and amended by GASB Statement No. 39.

#### Government-Wide and Fund Financial Statements

The Facility's basic financial statements include government-wide statements (reporting the Facility as a whole).

The government-wide financial statements categorize primary activities as business-type.

In the government-wide Statement of Net Position, the business-type activities columns are (a) presented on a consolidated basis by column, and (b) are reported on a full accrual, economic resources basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Facility's net position is reported in three parts - invested in capital assets, net of related debt; restricted net position; and unrestricted net position. The Facility first utilizes restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net cost of the Facility's business-type activities. The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the business-type activity. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

#### NOTES TO FINANICAL STATEMENTS JUNE 30, 2013

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Measurement Focus - Basic Financial Statements & Fund Financial Statements

#### 1. Proprietary Funds

The focus of Proprietary fund measurement is upon determination of operating income, changes in net position, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Operating revenues include charges for services, intergovernmental reimbursements and other miscellaneous fees which are a direct result of the enterprise activity. Non-operating revenues are any revenues which are generated outside of the general enterprise activity, i.e. interest income. The following is a description of the proprietary funds of the Facility:

a. Enterprise Funds are required to be used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) established fees and charges based on a pricing policy designed to recover similar costs.

#### Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

#### Accrual

Governmental activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

## NOTES TO FINANICAL STATEMENTS JUNE 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Deposits and Investments**

The Facility's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

It is the Facility's policy to value investments at fair value. None of the Facility's investments are reported at amortized cost. For purposes of the statement of cash flows, all highly liquid investments with a maturity of three months or less when purchased are considered to be a cash equivalent. The Facility Treasurer is authorized by State Statutes to invest all excess funds in the following:

- Obligations of the U.S. Government, its agencies and instrumentalities.
- Certificates of deposits and other evidences of deposits at banks, savings and loan associations, and credit unions.
- Repurchase agreements
- Money market mutual funds

The Casco-Naples Transfer Station has no formal investment policy but instead follows the State of Maine Statutes.

#### **Inventories**

Inventories of supplies are considered to be expenditures at the time of purchase and are not included in the general fund balance sheet.

# Allowance for Uncollectible Accounts

The allowance for uncollectible accounts is estimated to be \$0 as of June 30, 2013.

#### Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Infrastructure such as streets, traffic signals, and signs are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the estimated useful lives

#### NOTES TO FINANICAL STATEMENTS JUNE 30, 2013

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The assets are valued at historical cost when available and estimated historical cost where actual invoices or budgetary data was unavailable. Donated fixed assets are valued at their estimated fair market value on the date received. All retirements have been recorded by eliminating the net carrying values.

Infrastructure assets include roads, bridges, underground pipe (other than related to independently owned utilities), traffic signals, etc. These infrastructure assets are likely to be the largest asset class of the Facility.

Estimated useful lives are as follows:

Buildings 20 - 50 years Infrastructure 50 - 100 years Machinery and equipment 3 - 50 years Vehicles 3 - 25 years

#### Long-term Obligations

The accounting treatment of long-term debt depends on whether the assets are used in governmental fund operations or enterprise fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term debt to be repaid from governmental and business-type resources is reported as liabilities in government-wide statements. At June 30, 2013, the Facility had \$0 in long-term debt outstanding.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures. The accounting for enterprise fund is the same in the fund statements as it is in the government-wide statements.

#### **Net Position**

Net position represents the difference between all other elements in a statement of financial position. Net position invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for those assets, and adding back unspent proceeds. Net position is reported as restricted when there are limitations imposed on its use either through enabling legislations adopted by the Facility or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Unrestricted net position is the net amount of the assets, deferred outflows of resources,

#### NOTES TO FINANICAL STATEMENTS JUNE 30, 2013

# NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or restricted net position.

#### **Program Revenues**

Program revenues include all directly related income items applicable to a particular program (grant income/expenses).

# Operating/Non-Operating Enterprise Fund Revenues

Operating revenues consist mainly of direct revenue sources and/or charges for services applicable to that fund.

## **Encumbrance Accounting**

Encumbrances are not liabilities and, therefore, are not recorded as expenditures until receipt of material or service. For budgetary purposes, appropriations lapse at fiscal year-end. The Facility does not utilize encumbrance accounting for its general fund.

# Use of Estimates

During the preparation of the Facility's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets, liabilities and disclosure of contingent items as of the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results may differ from these estimates.

# NOTE 2 - DEPOSITS AND INVESTMENTS

The Facility's investment policies, which follow state statutes, require that all investments be made considering the safe and sound investment of principal and preservation of capital in the overall portfolio, maintenance of sufficient liquidity to meet day-to-day operations and other cash requirements and maximization of income, within established investment risk guidelines, with consistent cash flows throughout the budgetary cycle. These investment policies apply to all Facility funds.

#### NOTES TO FINANICAL STATEMENTS JUNE 30, 2013

#### NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

#### Deposits:

Custodial credit risk for deposits is the risk that, in the event of a failure of a depository financial institution, the Facility will not be able to recover its deposits. The Facility does not have a policy covering custodial credit risk for deposits. However, the Facility maintains deposits in qualifying financial institutions that are a member of the FDIC or NCUSIF as defined in Title 30-A, Section 5706 of the Maine Revised Statutes. At June 30, 2013, the Facility's deposits amounting to \$246,154 were comprised of bank deposits of \$246,154. All of these deposits were fully covered by federal depository insurance.

	Bank
Account Type	Balance
Checking accounts	\$ 246,154
Checking accounts	Ψ 240,134

#### Investments:

Custodial credit risk for investments is that, in the event of failure of the counterparty, the Facility will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. Currently, the Facility does not have a policy for custodial credit risk for investments.

At June, 30, 2013, the Facility had \$0 of investments.

Credit risk – Statutes for the State of Maine authorize the Facility to invest in obligations of the U.S. Treasury, agencies and instrumentalities, other states and Canada, provided such securities are rated within the three highest grades by an approved rating service of the State of Maine, corporate stocks and bonds within statutory limits, financial institutions, mutual funds and repurchase agreements. The Facility does not have an investment policy on credit risk. Generally, the Facility invests excess funds in various savings and money market accounts.

Interest rate risk – is the risk that changes in interest rates will adversely affect the fair value of an investment. The Facility does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from fluctuations in interest rates.

## NOTES TO FINANICAL STATEMENTS JUNE 30, 2013

#### NOTE 3 - CAPITAL ASSETS

	Balance, 7/1/12 Additions			
Depreciated assets:				
Buildings and improvements	\$ 110,000	\$ -	\$ -	\$ 110,000
Equipment	74,301	_	19	74,301
	184,301	_	-	184,301
Less: accumulated depreciation	(104,727)	(6,515)	-	(111,242)
	79,574	(6,515)	-	73,059
Net capital assets	\$ 79,574	\$ (6,515)	\$ -	\$ 73,059

# NOTE 4 - RESTRICTED NET POSITION

The Facility has \$101,067 reserved for capital expenditures at June 30, 2013.

#### NOTE 5 - RISK MANAGEMENT

The Facility 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 Facility carries commercial insurance.

Based on the coverage provided by the commercial insurance purchased, the Facility is not aware of any material actual or potential claim liabilities which should be recorded at June 30, 2013. There were no significant reductions in insurance coverage from that of the prior year. The Facility is not aware of any material actual or potential claim liabilities which should be recorded as of June 30, 2013.

# Other Supplementary Information

Other supplementary information includes financial statements and schedules not required by the Government Accounting Standards Board, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

Budgetary Comparison Schedule - Budgetary Basis – Budget and Actual

# BUDGETARY COMPARISON SCHEDULE – BUDGETARY BASIS BUDGET AND ACTUAL FOR THE YEAR ENDED JUNE 30, 2013

	Budgeted Amounts			Actual		Variance Positive		
		Original		Final	F	mounts	(IV	egative)
Net Position, July 1 Revenues (Inflows):	\$	288,288	\$	288,288	\$	288,288	\$	-%
Town fees - Casco		73,350		73,350		73,350		-
Town fees - Naples		89,650		89,650		82,179		(7,471)
Interest Income		500		500		274		(226)
Miscellaneous		-		-		-		-
Amounts Available for Appropriation		451,788		451,788		444,091		(7,697)
Charges to Appropriations (Outflows): Salaries Contract services Supplies, maintenance and repairs Utilities Depreciation Lease payment		68,000 81,000 5,500 4,100 - 2,400		68,000 81,000 5,500 4,100 - 2,400		64,652 60,342 1,543 2,107 6,515 2,000		3,348 20,658 3,957 1,993 (6,515) 400
Miscellaneous		4,500		4,500		4,497		3
Total Charges to Appropriations		165,500		165,500		141,656		23,844
Net Position, June 30		286,288	\$	286,288	\$	302,435	\$	16,147
Use of unrestricted net position	\$	2,000	\$	2,000	\$	-	\$	(2,000)