

**WOODBURN URBAN RENEWAL AGENCY**  
**(A COMPONENT UNIT OF THE**  
**CITY OF WOODBURN, OREGON)**  
**ANNUAL FINANCIAL REPORT**  
*Year Ended June 30, 2017*

**WOODBURN URBAN RENEWAL AGENCY**  
**(A Component Unit of the City of Woodburn, Oregon)**  
**AGENCY OFFICIALS**  
**JUNE 30, 2017**

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**MAYOR AND COUNCIL MEMBERS**

<u>Name</u>	<u>Term Expires</u>
<i>Mayor</i>	
Kathryn Figley	December 31, 2018
<i>Council Members</i>	
Frank Lonergan, President	December 31, 2018
Robert Carney	December 31, 2018
Lisa Ellsworth	December 31, 2020
Eric Morris	December 31, 2018
Sharon Schaub	December 31, 2018
Juan Serratos	December 31, 2020

The above individuals may be contacted at the address below.

*Staff*

Scott Derickson, City Administrator  
N. Robert Shields, City Attorney  
Sandra Montoya, Finance Director  
Marne Anderson, Accounting Manager

City of Woodburn, Oregon  
270 Montgomery Street  
Woodburn, Oregon 97071

**WOODBURN URBAN RENEWAL AGENCY**  
*(A Component Unit of the City of Woodburn, Oregon)*  
**TABLE OF CONTENTS**  
**JUNE 30, 2017**

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	<u>Page</u>
<b>INDEPENDENT AUDITOR'S REPORT</b>	<i>i-ii</i>
<b>MANAGEMENT'S DISCUSSION AND ANALYSIS</b>	<i>iii-v</i>
<b>BASIC FINANCIAL STATEMENTS</b>	
Government-wide Financial Statement	
Statement of Net Position – Governmental Activities	6
Statement of Activities – Governmental Activities	7
Fund Financial Statements	
Balance Sheet – Governmental Fund	8
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Fund	9
Notes to Basic Financial Statements	10-15
<b>REQUIRED SUPPLEMENTARY INFORMATION</b>	
Schedules of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual Urban Renewal Fund	16
<b>COMPLIANCE SECTION</b>	
Independent Auditor's Report Required by State Regulations	17-18



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

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS  
475 Cottage Street NE, Suite 200, Salem, Oregon 97301  
(503) 581-7788

***INDEPENDENT AUDITOR'S REPORT***

Board of Directors  
City of Woodburn Urban Renewal Agency  
270 Montgomery Street  
Woodburn, Oregon 97071

***Report on the Financial Statements***

We have audited the accompanying financial statements of the governmental activities and each major fund of the Urban Renewal Agency of the City of Woodburn, Oregon (a component unit of the City of Woodburn, Oregon) as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Agency'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.

***Auditor's Responsibility***

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency'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 Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Urban Renewal Agency of the City of Woodburn, as of June 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that management's discussion and analysis (MD&A) (pages iv through vi) and the schedule of revenues, expenditures and changes in fund balances - budget to actual on page 16 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 management's discussion and analysis 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.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Agency's basic financial statements. The budgetary schedule described above was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The budgetary schedule has been subject 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 schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated December 21, 2017, on our consideration of the Agency's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

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

By:   
Ryan T. Pasquarella, A Shareholder  
December 21, 2017

***MANAGEMENT'S DISCUSSION AND ANALYSIS***

**WOODBURN URBAN RENEWAL AGENCY  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the Woodburn Urban Renewal Agency (the Agency), we offer readers of the Agency's basic financial statements this narrative overview and analysis of the financial activities of the Agency as of June 30, 2017 and for the fiscal year then ended. We encourage readers to consider the information presented here in conjunction with the Agency's basic financial statements in the financial section of this report.

**Financial Highlights**

The Agency's assets exceeded liabilities by \$2,102,607.

The Agency has recorded the following assets as of June 30, 2017: Cash and investments of \$2,164,713 and property taxes receivable of \$28,238.

Liabilities are comprised of accounts payable and accrued payroll liabilities of \$90,344 at June 30, 2017.

**Statements of Net Position**

	June 30,	
	2017	2016
<b>ASSETS</b>		
Cash and investments	\$ 2,164,713	\$ 1,753,639
Other assets	28,238	47,592
Total Assets	2,192,951	1,801,231
<b>LIABILITIES</b>		
Other liabilities	90,344	58,823
<b>NET POSITION</b>		
Unrestricted	2,102,607	1,742,408

Property taxes totaling \$615,957 comprise 95% of the Agency's revenue and are derived from the tax increment assessment within the Agency's boundaries. The remaining revenue of \$35,129 is from interest earnings. Expenses for the year ended June 30, 2017 were \$82,805 on personnel costs and \$76,992 on the Agency's Downtown Grant and Loan program.

The Agency maintains a single fund used to account for activities supported by the property tax increment.

## Statements of Activities

	Year Ended June 30,	
	2017	2016
REVENUES		
Property taxes	\$ 615,957	\$ 553,942
Miscellaneous	35,129	28,353
Total Revenues	651,086	582,295
EXPENSES		
Community development	159,797	139,800
Interest on long-term debt	-	562
Total Expenses	159,797	140,362
REVENUES OVER (UNDER) EXPENSES	491,289	441,933
TRANSFERS TO PRIMARY GOVERNMENT	(131,090)	(18,521)
CHANGE IN NET POSITION	360,199	423,412
NET POSITION, beginning of year, as restated	1,742,408	1,318,996
NET POSITION, end of year	\$ 2,102,607	\$ 1,742,408

### Overview of the Basic Financial Statements

The Agency's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

**Government-wide financial statements.** The government-wide financial statements are comprised of the Statement of Net Position and the Statement of Activities. These two statements are designed to provide readers with a broad overview of the Agency's finances utilizing the full accrual method of accounting, in a manner similar to a private-sector business. Under the full accrual method of accounting, transactions are reported as soon as the underlying event(s) giving rise to the change occurs, regardless of the timing of related cash flows. Thus, assets, liabilities, revenues and expenses are reported in these statements for some items that will only result in cash flows in future fiscal periods (i.e. uncollected revenues and accrued but unpaid interest).

The Statement of Net Position presents information on all of the Agency's assets and liabilities, including capital assets and long-term liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Agency as a whole is improving or deteriorating.

The Statement of Activities presents information showing how the Agency's net position changed during the most recent fiscal year.

**Fund financial statements.** The fund financial statements focus on current available resources and are organized on the basis of funds, each of which is defined as a fiscal and accounting entity with a self-balancing set of accounts established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 10-15.

### **Financial Analysis of Funds**

As of June 30, 2017 the Agency's governmental fund reported a fund balance of \$2,077,188 or an increase of \$363,844 over the prior year. This is due mainly to decreases in Downtown Grant and Loan projects and the final payment of long-term debt made in 2016.

### **Budgetary Highlights**

There was one change to the adopted budget in the current year, which increased beginning fund balance, property taxes and miscellaneous revenues in total by \$73,068, and increased capital outlay by \$73,068.

### **Capital Assets and Debt Administration**

The Agency has no capital assets. All assets constructed with urban renewal funds are property of the City (see the City of Woodburn financial statements).

As of June 30, 2017 the Agency has no long-term debt outstanding, as the final payment was made during the 2015-2016 year.

### **Financial Contact**

The Agency's financial statements are designed to present users (citizens, taxpayers, customers, investors, and creditors with a general overview of the Agency's finances and to demonstrate the Agency's accountability.

Any questions or request for additional information should be directed to the City of Woodburn at 270 Montgomery Street, Woodburn, Oregon.

***BASIC FINANCIAL STATEMENTS***

**URBAN RENEWAL AGENCY OF THE CITY OF WOODBURN, OREGON**  
**(A Component Unit of the City of Woodburn, Oregon)**  
**STATEMENT OF NET POSITION – GOVERNMENTAL ACTIVITIES**  
**JUNE 30, 2017**

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**ASSETS**

Cash and investments	\$ 2,164,713
Property taxes receivable	28,238
	<hr/>
<i>Total Assets</i>	2,192,951

**LIABILITIES**

Accounts payable	87,085
Accrued payroll and payroll liabilities	3,259
	<hr/>
<i>Total Liabilities</i>	90,344

**NET POSITION**

Unrestricted	\$ 2,102,607
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*The accompanying notes are an integral part of the financial statements.*

**URBAN RENEWAL AGENCY OF THE CITY OF WOODBURN, OREGON**  
**(A Component Unit of the City of Woodburn, Oregon)**  
**STATEMENT OF ACTIVITIES – GOVERNMENTAL ACTIVITIES**  
**YEAR ENDED JUNE 30, 2017**

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<b>Revenues</b>	
Taxes and assessments	\$ 615,957
Miscellaneous	<u>35,129</u>
<b>Total Revenues</b>	651,086
<b>Expenses</b>	
Community development	<u>159,797</u>
<b>Revenues Over Expenses</b>	491,289
<b>Transfer to Primary Government</b>	<u>(131,090)</u>
<b>CHANGE IN NET POSITION</b>	360,199
<b>NET POSITION, June 30, 2016, as originally stated</b>	1,760,929
<b>Prior period adjustment</b>	<u>(18,521)</u>
<b>NET POSITION, June 30, 2016, as restated</b>	<u>1,742,408</u>
<b>NET POSITION, June 30, 2017</b>	<u><u>\$ 2,102,607</u></u>

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

**URBAN RENEWAL AGENCY OF THE CITY OF WOODBURN, OREGON**  
 (A Component Unit of the City of Woodburn, Oregon)  
 BALANCE SHEET – GOVERNMENTAL FUND  
 JUNE 30, 2017

**ASSETS**

Cash and investments	\$ 2,164,713
Property taxes receivable	28,238
	<hr/>
<i>Total Assets</i>	<b>\$ 2,192,951</b>
	<hr/> <hr/>

**LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE**

**Liabilities**

Accounts payable	\$ 87,085
Accrued payroll and payroll liabilities	3,259
	<hr/>
<i>Total Liabilities</i>	90,344

**Deferred Inflows**

Unavailable revenue	25,419
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**Fund Balance**

Unrestricted	2,077,188
	<hr/>

<i>Total Liabilities, Deferred Inflows, and Fund Balance</i>	<b>\$ 2,192,951</b>
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**RECONCILIATION TO THE STATEMENT OF NET POSITION**

<i>Fund Balance</i>	\$ 2,077,188
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The Statement of Net Position reports receivables at their net realizable value. However, receivables not available to pay for current-period expenditures are reported as unavailable revenue in governmental funds.

25,419

<i>Net Position of Governmental Activities</i>	<b>\$ 2,102,607</b>
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*The accompanying notes are an integral part of the financial statements.*

**URBAN RENEWAL AGENCY OF THE CITY OF WOODBURN, OREGON**  
**(A Component Unit of the City of Woodburn, Oregon)**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –**  
**GOVERNMENTAL FUND**  
**YEAR ENDED JUNE 30, 2017**

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**REVENUES**

Taxes and assessments	\$ 619,602
Miscellaneous	35,129
	<hr/>
<i>Total Revenues</i>	654,731

**EXPENDITURES**

Current	
Personal services	82,805
Materials and services	76,992
Capital outlay	131,090
	<hr/>
<i>Total Expenditures</i>	290,887

**NET CHANGE IN FUND BALANCE** 363,844

**FUND BALANCE, Beginning of year** 

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1,713,344

**FUND BALANCE, End of year** 

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\$ 2,077,188

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

<i>Net Change in Fund Balance</i>	\$ 363,844
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the fund financial statements.	
Property taxes	(3,645)
	<hr/>
<i>Change in Net Position</i>	<hr/> <hr/> \$ 360,199

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

**URBAN RENEWAL AGENCY OF THE CITY OF WOODBURN, OREGON**  
*(A Component Unit of the City of Woodburn, Oregon)*  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2017**

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Reporting Entity*

The City of Woodburn Urban Renewal Agency (the Agency) was created to provide for rehabilitation of blighted and deteriorated areas within the City's designated urban renewal areas. Through the Downtown Grant and Loan program the Agency enables property owners to rehabilitate properties. The Agency is governed by a seven-member board of directors that include the City's mayor and other council members and is included as a component unit in the City's financial statements.

*Urban Renewal Areas*

Tax Allocation bonds for urban renewal plan areas are authorized by state law to 1) "...eliminate and prevent the development or spread of urban blight and deterioration; and 2) encourage needed urban conservation and rehabilitation and provide for redevelopment of blighted or deteriorated areas."

Projects are financed in urban renewal plan areas as follows:

- The Agency (City Council) selects an urban renewal plan area and defines its boundaries.
- The County Assessor "freezes" the assessed value of property within the urban renewal area. This is referred to as the "frozen" value.
- Any increase in assessed value above the frozen value is called the "incremental value." The tax revenue generated by the tax rate times the incremental value is provided for use in paying the principal and interest on any indebtedness incurred to finance the Urban Renewal project.
- Urban Renewal tax increment revenues are used to repay the indebtedness of the Agency. The proceeds of the indebtedness finance the Agency's activities.

As required by ORS 457.190(3)(a), the Agency has included in its current plan the maximum amount of indebtedness that may be issued or incurred under the plan in the amount of \$29,300,000.

*Measurement Focus and Basis of Accounting*

*Basic Financial Statements*

Basic financial statements are presented at both the government-wide and fund financial level. Governmental activities are normally supported by taxes and intergovernmental revenues.

*Government-wide financial statements* display information about the reporting government as a whole. These statements focus on the sustainability of the Agency as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. These aggregated statements consist of the Statement of Net Assets and the Statement of Activities.

The Statement of Net Position presents all the assets and liabilities of the Agency, including related debt. Net position, representing assets less liabilities and is shown as restricted. Restricted represents amounts which must be spent in accordance with legal restrictions.

**URBAN RENEWAL AGENCY OF THE CITY OF WOODBURN, OREGON**  
*(A Component Unit of the City of Woodburn, Oregon)*  
*NOTES TO BASIC FINANCIAL STATEMENTS (Continued)*  
*YEAR ENDED JUNE 30, 2017*

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

*Measurement Focus and Basis of Accounting (Continued)*

*Basic Financial Statements (Continued)*

The Statement of Activities indicates how net position changed during the current period.

*Fund financial statements* display information about the Agency's fund. The single major fund, Urban Renewal fund, accounts for general administration of the Agency's urban renewal areas, for acquisition and rehabilitation of blighted and deteriorated areas within the designated urban renewal areas, and repayment of debt incurred for these activities.

*Basis of Presentation*

The financial transactions of the Agency are recorded in a single fund. The fund's activity is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues and expenditures.

Accounting principles generally accepted in the United States of America, as promulgated by the Governmental Accounting Standards Board, define principles that should be used to report financial transactions. The government-wide financial statements are reported using the economic resources and accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when the liability is incurred.

*Fund Balance*

In the fund financial statements, the fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the Agency is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Although not a major impact on the financial statements, Governmental Fund type fund balances are now reported in the following classifications.

Fund balance is reported as non-spendable when the resources cannot be spent because they are either in a non-spendable form or legally or contractually required to be maintained intact. Resources in non-spendable form include inventories, prepaid amounts, deposits, and assets held for sale.

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

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

Resources that are constrained by the Agency's intent to use them for a specific purpose, but are neither restricted nor committed, are reported as assigned fund balance. Intent is expressed when the Agency approves which resources should be "reserved" during the adoption of the annual budget.

**URBAN RENEWAL AGENCY OF THE CITY OF WOODBURN, OREGON**  
*(A Component Unit of the City of Woodburn, Oregon)*  
*NOTES TO BASIC FINANCIAL STATEMENTS (Continued)*  
*YEAR ENDED JUNE 30, 2017*

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

*Measurement Focus and Basis of Accounting (Continued)*

*Fund Balance (Continued)*

Unassigned fund balance is the residual classification. This classification represents fund balance that has not been restricted, committed or assigned.

*Governmental Fund Financial Statements*

The governmental fund financial statements are reported using the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recorded when they become both measurable and available, while expenditures are recorded when the related liability is incurred.

*Cash and Investments*

The City of Woodburn maintains the Agency's cash and investments in a common pool.

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

Investments are stated at cost, which approximates fair value.

*Receivables and Deferred Inflows*

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

Property tax receivables not available are recognized as deferred inflows in the governmental funds balance sheet.

*Budget and Budgetary Accounting*

The Agency budgets in accordance with requirements of State law. Annual appropriated budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

The Agency begins its budgeting process by appointing budget committee members. The budget officer prepares a budget, which is reviewed by the Budget Committee. The budget is then published in proposed form and is presented for public hearings to obtain taxpayer comments and approval from the Budget Committee. The budget is legally adopted by the Agency's Board by resolution prior to the beginning of the Agency's fiscal year.

The Board resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations. Appropriations are made at the program level. Appropriations lapse at year end.

**URBAN RENEWAL AGENCY OF THE CITY OF WOODBURN, OREGON**  
*(A Component Unit of the City of Woodburn, Oregon)*  
*NOTES TO BASIC FINANCIAL STATEMENTS (Continued)*  
*YEAR ENDED JUNE 30, 2017*

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

*Budget and Budgetary Accounting (Continued)*

Appropriation authority may be transferred from one level of control to another by Board resolution. Supplemental appropriations may occur if the Board approves them due to a need which exists which was not determined at the time the budget was adopted.

*Use of Estimates*

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

**CASH AND INVESTMENTS**

The Agency's deposits with financial institutions and investments are pooled with the City of Woodburn. Cash and investments for the City of Woodburn are disclosed in the City's financial statements. Other disclosures about the City's cash and investment that are applicable to the Agency are as follows.

*Deposits*

Bank deposits are secured to legal limits by federal deposit insurance. The remaining amount is secured in accordance with ORS 295 under a collateral program administered by the Oregon State Treasurer.

*Custodial Credit Risk - Deposits*

This is the risk that in the event of a bank failure, the City's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for the City's deposits with financial institutions up to \$250,000 each for the aggregate of all non-interest bearing accounts and the aggregate of all interest bearing accounts at each institution.

Deposits in excess of FDIC coverage are with institutions participating in the Oregon Public Funds Collateralization Program. The PFCP is a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100% protected. Barring any exceptions, a bank depository is required to pledge collateral valued at least 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized, or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of the State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities.

*Investments*

The State Treasurer of the State of Oregon maintains the Oregon Short-Term Fund, of which the Local Government Investment Pool is part. Participation by local governments is voluntary. The State of Oregon investment policies are governed by statute and the Oregon Investment Council. In accordance with Oregon

**URBAN RENEWAL AGENCY OF THE CITY OF WOODBURN, OREGON**  
*(A Component Unit of the City of Woodburn, Oregon)*  
**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**  
**YEAR ENDED JUNE 30, 2017**

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**CASH AND INVESTMENTS (Continued)**

*Investments (Continued)*

Statutes, the investment funds are invested as a prudent investor would do, exercising reasonable care, skill and caution. The Oregon Short-Term Fund is the LGIP for local governments and was established by the State Treasurer. It was created to meet the financial and administrative responsibilities of federal arbitrage regulations. The investments are regulated by the Oregon Short-Term Fund Board and approved by the Oregon Investment Council (ORS 294.805 to 294.895). At June 30, 2017, the fair value of the position in the Oregon State Treasurer's Short-Term Investment Pool was approximately equal to the value of the pool shares. The investment in the Oregon Short-Term Fund is not subject to risk evaluation. LGIP is not rated for credit quality. Separate financial statements for the Oregon Short-Term Fund are available from the Oregon State Treasurer.

*Interest Rate Risk*

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

*Custodial Risk - Investments*

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

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

**BEGINNING BALANCE ADJUSTMENT**

The beginning net position has been decreased by \$18,521 to recognize transfers of assets to the City of Woodburn as of June 30, 2016.

**CONTINGENCIES**

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

**URBAN RENEWAL AGENCY OF THE CITY OF WOODBURN, OREGON**  
**(A Component Unit of the City of Woodburn, Oregon)**  
**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**  
**YEAR ENDED JUNE 30, 2017**

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***SUBSEQUENT EVENTS***

Management has evaluated subsequent events through December 31, 2017, the date on which the financial statements were available to be issued. Management is not aware of any subsequent events that require recognition or disclosure in the financial statements.

***REQUIRED SUPPLEMENTARY INFORMATION***

**URBAN RENEWAL AGENCY OF THE CITY OF WOODBURN, OREGON**  
(A Component Unit of the City of Woodburn, Oregon)  
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES –  
BUDGET AND ACTUAL - URBAN RENEWAL FUND  
YEAR ENDED JUNE 30, 2017

	<i>Budgeted Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Taxes and assessments	\$ 565,000	\$ 615,989	\$ 619,602	\$ 3,613
Miscellaneous	7,000	12,768	35,129	22,361
<i>Total Revenues</i>	<u>572,000</u>	<u>628,757</u>	<u>654,731</u>	<u>25,974</u>
<b>EXPENDITURES</b>				
Personal services	84,387	84,387	85,774	(1,387) *
Materials and services	84,000	84,000	76,992	7,008
Capital outlay	200,000	273,068	131,090	141,978
Contingency	16,838	16,838	-	16,838
<i>Total Expenditures</i>	<u>385,225</u>	<u>458,293</u>	<u>293,856</u>	<u>164,437</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	186,775	170,464	360,875	190,411
<b>FUND BALANCE, Beginning of year</b>	<u>1,700,000</u>	<u>1,716,311</u>	<u>1,716,313</u>	<u>2</u>
<b>FUND BALANCE, End of year (budgetary basis)</b>	<u>\$ 1,886,775</u>	<u>\$ 1,886,775</u>	<u>\$ 2,077,188</u>	<u>\$ 190,413</u>

\*Budget is appropriated by program, therefore this does not reflect an expenditure in excess of appropriations.

***COMPLIANCE SECTION***



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

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS  
475 Cottage Street NE, Suite 200, Salem, Oregon 97301  
(503) 581-7788

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

Honorable Mayor and Members of the City Council  
City of Woodburn Urban Renewal Agency  
270 Montgomery Street  
Woodburn, Oregon 97071

We have audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the Urban Renewal Agency of the City of Woodburn, Oregon as of and for the year ended June 30, 2017, and have issued our report thereon dated December 21, 2017.

***Compliance and Other Matters***

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

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

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

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

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

***Restriction on Use***

This report is intended solely for the information and use of the governing body and management of the Urban Renewal Agency of the City of Woodburn, Oregon and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

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

By:   
\_\_\_\_\_  
Ryan T. Pasquarella, A Shareholder  
December 21, 2017