



CITY OF BLACK DIAMOND

2013 ANNUAL REPORT

NOTE: The following is an internal compilation of reports submitted to the Washington State Auditor's Office. The annual report was not published at the time of this printing. It should be available in its entirety at www.sao.wa.gov.

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**CITY OF BLACK DIAMOND
NOTES TO FINANCIAL STATEMENTS
January 1, 2013 to December 31, 2013**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Black Diamond reports financial activity using the revenue and expenditure classifications, statements, and schedules contained in the Cash Basis Budgeting, Accounting and Reporting System contained in the *Budgeting, Accounting and Reporting System* (BARS) manual. This basis of accounting and reporting is another comprehensive basis of accounting (OCBOA) that is prescribed by the State Auditor's Office under the authority of Washington State Law, Chapter 43.09 RCW.

The City of Black Diamond was incorporated in 1959, and operates under the laws of the State of Washington applicable to a Non-Charter code City classification adopted in 1990 with a Mayor-Council form of government. The City is a general-purpose governmental entity that provides general government services including law enforcement, fire services, street improvements, parks and recreation, cemetery, and general administrative services. In addition, the City owns and operates Water, Sewer and Stormwater Utilities. The City of Black Diamond uses single-entry, cash basis accounting, which is a departure from generally accepted accounting principles (GAAP).

a. Fund Accounting

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of single-entry accounts that comprise its cash, investments, revenues and expenditures, as appropriate. The City's resources are allocated to and accounted for in individual funds depending on their intended use. The following are the fund types and account groups used by the City.

GOVERNMENTAL FUND TYPES

Governmental Funds are those through which most governmental functions typically are financed.

General (Current Expense) Fund 001

This fund is the general operating fund of the City. It accounts for and reports all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds (Funds in the 100 Series)

These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes of Black Diamond other than debt service or capital projects.

Capital Projects Funds (Funds in the 300 Series)

These funds account for and report financial resources which are restricted, committed or assigned (intended) for capital expenditure for capital outlays including the acquisition or construction of capital facilities or other capital assets. Enterprise funds (400) account for capital projects related to utilities.

Permanent Funds

These Funds account for financial resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support programs for the benefit of the government or its citizenry.

Enterprise Funds (Funds in the 400 Series)

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges. Also provides for debt service and Capital Projects for Utility Funds.

Internal Service Funds (500 Series)

These funds are used to report any activity that provides goods or services to other City funds or departments on a cost reimbursement basis.

FIDUCIARY FUND TYPES (funds in the 600 series)

Fiduciary funds account for assets held by the City in a trustee capacity or as an agent on behalf of others.

Agency Funds (Funds in the 600 Series)

These funds are used to account assets that the City holds for others in an agency capacity.

Fund Reclassification

Per requirements from the State Auditor's office the following funds were reclassified in 2012. Fund 104(Formerly REET I Fund) and Fund 105 (Formerly REET II Fund) have been combined with the Capital Improvement Plan Funds. Fund 104 combined with the 310 Capital Improvement Plan Fund for General Government and Fund 105 is combined with the 320 CIP Fund for Streets.

b. Basis of Accounting

Basis of Accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Revenues are recognized only when cash is received. Expenditures are recognized when paid, including those properly chargeable against the report year budget appropriations as required by state law. In accordance with state law the city also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

Purchases of fixed assets are expensed during the year of acquisition. There is no capitalization of fixed assets, nor allocation of depreciation expense. Inventory is expensed when purchased.

The basis of accounting described above represents a comprehensive basis of accounting other than accounting principles generally accepted in the United State of America.

c. Budgets

Annual appropriated budgets are adopted for all funds except Fiduciary and Agency Funds. Budgets are adopted at the Fund level. The table below shows the 2013 adopted Fund Level budgets and actual expenditures at the fund level.

The budgets constitute the legal authority for expenditures at fund level. Annual appropriations for general, special revenue, capital and proprietary funds lapse at year-end. There were no significant variances in expenditures from the 2013 Budget Ordinances.

The Mayor, City Administrator or Finance Director are authorized to transfer budgeted amounts between departments within any fund and between object classes within departments. However, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours or other conditions of employment must be approved by Ordinance by the City Council. The appropriated and actual expenditures (excluding ending fund balance) for the legally adopted budgets for 2013 were as follows:

Fund	Fund Name	Final Approp. Amount	Actual Expenses	Variance
001	General Fund	5,827,578	4,418,764	1,408,814
101	Street Fund	395,774	210,004	185,770
107	Fire Impact Fee	7,000	0	7,000
310	General Government Capital Fund	1,105,726	209,027	896,699
320	Street & Public Works Capital Fund	880,105	440,037	440,068
401	Water Operating Fund	1,433,820	1,328,968	104,852
402	Water-WSFFA Project Fund	345,011	74,288	270,723
404	Water Capital Project Fund	773,475	298,419	475,056
407	Wastewater Operating fund	916,862	784,890	131,972
408	Wastewater Capital Project Fund	996,334	93,718	902,616
410	Stormwater Operating Fund	510,111	400,408	109,703
510	Equipment Replacement Fund	223,050	38,006	185,044
	Total	13,414,846	8,296,529	5118,317

Funds are budgeted at the city fund level, but are shown as combined funds on the Financial Statements per the Washington State Auditor's reporting requirements. Internal transfers are budgeted and included at the City Fund Level, but are eliminated in the Financial Statements, if they are within combining funds. An example is the funds 401 (Water Operations), 402 Water WSFFA projects) and 404 (Water Capital Projects and Reserves) are all combined and reported as one Water Fund in the Financial Statements such as the state C-4 report.

d. Cash

It is the City's policy to invest all temporary cash surpluses. At December 31, 2013 the City was holding \$406,256.54 in short-term cash at Columbia Bank. This amount is included in the net cash and investments

shown on the statements of fund resources and uses arising from cash transactions. The total includes \$400 in petty cash as authorized by ordinance 08-860 in 2008. Interest earned on bank cash partially offsets bank costs. The remaining bank interest is prorated to the various funds.

e. Deposits

The City's deposits and savings are covered by the Federal Deposit Insurance Corporation and the Washington Public Deposit Protection Commission

f. Investments

All Black Diamond funds are at the General/State Investment Pool (LGIP). Interest earned is distributed to the various funds in proportion to their investment amounts. The balance in the State Local Investment Pool saving account as of December 31, 2013 was \$3,649,146.28. **See Note #3**

g. Derivatives and Similar Transactions

The City does not invest in these types of instruments.

h. Capital or Fixed Assets

General fixed assets are long-lived assets with an initial individual cost of more than \$1,000 and an estimated useful life of more than three years. The Capital Assets of the City and are recorded under cash basis accounting, as expenditures when purchased.

i. Compensated Absences and Future LEOFF 1 Liability

Vacation leave for regular employees may be accumulated based on years of service with the City, and is payable upon separation or retirement.

VACATION LEAVE

Length of Service	Days per Year	Maximum Accrual at any Time*	
0 - 5 Years	12	144 hours	
6 - 9 Years	15	180 hours	* <i>The Mayor may adjust</i>
10-15 Years	18	216 hours	<i>maximum accruals during</i>
16-19 Years	21	252 hours	<i>periods when furlough hours</i>
Over 20 Years	24	288 hours	<i>are used to help balance the</i>
			<i>Budget</i>

Sick leave for regular employees may be accumulated up to 1040 hours. Upon separation or retirement employees are compensated for unused sick leave as follows:

0-1 Year	0%
1-5 Year	10%
6-12 Year	20%
13-20 Year	30%
Over 20 Years	40%

Sick leave for retiring Police Officers Association employees is cashed out at 25% of accumulated hours at their current rate of pay as long as their LEOFF plan requirements are fulfilled.

Comp time is overtime compensated for in time off rather than overtime pay. It can be accrued by non-exempt employees up to 40 hours at any given time and should be taken as time off within 90 days. Any balance of comp time hours remaining at separation or retirement are paid at 100%.

The following table illustrates the potential total liability if all compensated absences were paid as of December 31, 2013. The totals include the liability costs of required Taxes. The total of \$286,199 represents a \$49,454 increase from 2012. Compensated absence liabilities for enterprise funds are shown in Note 1i, and on **Schedule S9**.

Group	Sick Leave	Comp Time	Annual Leave	Total
General Government	23,676	1,649	62,327	87,652
Police Department	35,664	4,507	66,671	106,842
Street	7,778	5	13,591	21,374
GG Total Compensated Absences	67,118	6,161	142,589	215,868
Water	10,998	123	11,094	22,215
Wastewater	12,208	123	11,719	24,050
Stormwater	12,208	140	11,719	24,067
ENTERPRISE FUNDS				
Total Compensated Absences	35,413	386	34,532	70,331
Total Compensated Absences	102,532	6,547	177,121	286,199

The State Actuary tables suggest that the LEOFF 1 retiree will live approximately 14 more years, resulting in an estimated \$318,973 of medical insurance obligation at a 3% annual increase.

j. Long Term Debt See Note #5 (Debt Service Requirements)

k. Other Financing Sources or uses

The Cities other Financing Sources or Uses consists of Internal Transfers and Insurance Refunds.

l. Risk Management

The City of Black Diamond is a member of Cities Insurance Association of Washington. Chapter 48.62 RCW authorizes the governing body of any one or more governmental entities to form together into or join a program or organization for the joint purchasing of insurance, and/or joint self-insuring, and/or joint hiring or contracting for risk management services to the same extent that they may individually purchase insurance, self-insure, or hire or contract for risk management services. An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The program was formed on September 1, 1988, when 34 cities in the state of Washington joined together by signing an Interlocal Governmental Agreement to pool their self-insured losses and jointly purchase insurance and administrative services. As of September 1, 2013, there are 236 members in the program.

The program provides the following forms of joint self-insurance and excess coverage for its members: Property, including Automobile Comprehensive, and Collision; Equipment Breakdown, and Crime

Protection; and Liability, including General, Automobile, and Wrongful Acts, are included to fit members' various needs.

The program acquires liability insurance through their Administrator, Canfield that is subject to a per-occurrence self-insured retention of \$100,000. The standard member deductible is \$1,000 for each claim (deductible may vary per member), while the program is responsible for the \$100,000 self-insured retention. Insurance carriers cover insured losses over \$101,000 to the limits of each policy. Since the program is a cooperative program, there is a joint liability among the participating members towards the sharing of the \$100,000 of the self-insured retention. The program also purchases a Stop Loss Policy, with an attachment point of \$3,247,000, to cap the total claims paid by the program in any one year.

Property insurance is subject to a per-occurrence self-insured retention of \$25,000. Members are responsible for a \$1,000 deductible for each claim. The program bears the \$25,000 self-insured retention, in addition to the deductible.

Equipment Breakdown insurance is subject to a per-occurrence deductible of \$2,500 (\$10,000 for Pumps & Motors). Members are responsible for the deductible amount of each claim. There is no program self-insured retention on this coverage.

Members contract to remain in the program for a minimum of one year, and must give notice before August 31 terminating participation the following September 1. The Interlocal Agreement is renewed automatically each year. In the event of termination, a member is still responsible for contributions to the program for any unresolved, unreported, and in-process claims for the period they were a signatory to the Interlocal Agreement.

A board of ten members is selected by the membership from three geographic areas of the state on a staggered term basis and is responsible for conducting the business affairs of the program. The program has no employees. Claims are filed by members with Canfield, which has been contracted to perform program administration, claims adjustment and administration, and loss prevention for the program. Fees paid to the third party administrator under this arrangement for the year ending August 31, 2013, were \$1,423,059.12.

m. RESERVED FUND BALANCE

Per GASB 54, the State has updated the definitions of Special Revenue Funds to focus on resources received and clarified that if more than 20% of resources received can only be spent for the specific purposed stipulated by enabling legislation, the funds are Special Revenue Funds and the ending Cash & Investment balances are restricted for the uses designated by the legislature. Black Diamond has two Special Revenue Funds, the Street Fund, where Gas Tax Resources can only be used for Street purposed and a Fire Impact Fee Fund for fire Capital Facilities & Equipment. The Fund Balance of \$186,951.79 For Street Fund and \$10,366.05 are designated as Reserved under the resources guidelines.

Per the State Auditor's Office, previous funds 104 REET I and 105 REET II were reclassified in the 2012 Financial Reports from Special Revenue Fund to Capital Project Funds (310 General Government Capital Projects and 320 Street Capital Projects). Their respective Fund Balances were also reclassified as unreserved under the fund resources guidelines.

The Water Utility Fund has one Developer Capital Project 402 WSFFA that retains a reserve of Fund Balance of \$59,850.89.

All Other Funds in the City have unreserved year end Cash & Investment balances per the Washington State Auditor's Office guidelines under GASB 54.

m. OTHER FINANCING RESOURCES AND USES

Other Financing Resources and uses include transfers between funds, primarily from the Street Fund and Utility Funds transfers to the Equipment Replacement Fund as well as REET (Real Estate Excise Tax) Fund transfer to the Utility Capital Project Funds. The total net transfers between funds for 2013 is \$112,200.

NOTE 2 – INVESTMENTS

The City's investments are insured, registered or held by the City or its agent in the City's name. The State Local Governmental Investment Pool (LGIP) holds the cities investments at Cost as of 12-31-2014. All investment interest is allocated to various funds.

Investments by type at December 31, 2013 are as follows:

Type of Investment	Balance
BD General Acct LGIP 00160	3,169,975.75
BD Soos Creek LGIP 00161	479,170.53
Total Investments	<u>3,649,146.28</u>

NOTE 3 – PROPERTY TAXES

The County Treasurer acts as an agent to collect property taxes levied in the county for all taxing authorities. Collections are distributed by King County daily following the receipt of collections. Property tax revenues are recognized when the City receives cash. Delinquent taxes are considered fully collectible because a lien affixes to the property after taxes are levied. The City's levy for 2013 was approximately \$2.83 per \$1,000 of an assessed valuation of \$499,552,614 for a total levy of \$1,400,391.14. The Assessed Valuation decreased by approximately \$370,271, or 7% in 2013. This causing the mil rate to increase from \$2.57 per \$1,000 of Assessed Valuation to \$2.83 in 2013 to received approximately the same amount as the previous year. King County sets assessed valuations and calculates the rate needed to provide each jurisdiction's in Washington State no more than a 1% increase over the previous year's collection.

NOTE 4 – INTER-FUND LOANS AND ADVANCES

In 2008 Council authorized a loan from Sewer Capital to the new Stormwater utility to initially fund the department beginning operation and a loan to the General Government Capital Project for Police Records software . Both loans were paid in full in 2013. All internal loans charge interest at the current LGIP rate at the time of payments.

In 2009 Council authorized Ordinance 09-902 for an additional loan of \$50,000 from Sewer Capital to the Stormwater Utility for needed working cash flow. This is a five year loan with annual payment of \$10,000 per year plus interest at the current LGIP rate at time of payment. In 2010 Council authorized Ordinance 10-953, a \$230,000 loan from the Sewer Capital Fund to the Water Fund to fund the replacement and upgrading of the Water Meter system. The interfund loan will be paid back with five annual installments of \$46,000 plus interest at the current LGIP pool rate.

Loan Originated	Lending Fund	Receiving Fund	Balance of Loan 2012	Repayment 2012	Balance 12/31/13
2008	Sewer	SS Stormwater	20,000	20,000	-
2009	Sewer	Stormwater	20,000	10,000	10,000
2010	Sewer	Water	138,000	46,000	92,000
Total			178,000	76,000	102,000

NOTE 5 – DEBT SERVICE REQUIREMENTS

The City of Black Diamond has no General Obligation or Revenue Bond Debt.

The Water fund has other Long Term Debt for Three Public Works Trust Fund Loans for Water Projects and a debt contract with City of Tacoma for Water Purchase for the Developer, this debt was paid in full in 2013 by the developer. A portion of one of the Public Works Trust Loans is also reimbursed by a developer and the city holds a Bank letter of Credit for their portion.

The accompanying Schedule of Other Long-Term Debt (Schedule 09) provides a listing of the outstanding long term debt of the Water Fund which includes both Principal and Interest and the amount the developer reimbursed toward the debt.

Water Fund Other Long Term Debt is as follows:

Year	Total	Developer Debt Reimbursement	Net City Debt Principal & Interest
2014	335,524	99,383	236,141
2015	333,158	98,891	234,267
2016	320,429	98,419	222,010
2017	318,896	97,948	220,948
2018	317,362	97,948	219,414
2019 - 2023	1,552,554	513,292	1,039,262
2024 - 2025	426,588	205,317	221,272
Total	3,604,511	1,211,198	2,393,313

Private developers reimburse the City annually for their portion of Public Works trust debt payment and for the City of Tacoma debt payment at 100%. This was paid in full in 2013. Developer lines of credit cover their portion of the debt service. The Bank Credit Lines are reduced each year after their portion of the debt is paid. See schedule of debt below.

#	Water Fund Debt	Original Date of	Year of Final	Original Amount	Interest Rate	Purpose of Loan	Principal Only Debt Balance
12/31/2013							
1	PW Trust Loan 5 95 791 ELP 061	1995	2015	200,000	5%	Emergency Water Repair	21,300
2	PW Trust Loan 02 691 005	2006	2022	180,000	0.5%	Corrosion Control	101,250
3	PW Trust Loan 5 691 006	2005	2025	5,447,820	0.5%	\$3,407,063 - 500 mp Tacoma Water \$2,040,757 - Reservoir Pump & Waterline * Developer reimburses \$2,053,160 at \$94,182 per year plus interest for 20 years. Letter of Credit held for security.	3,250,377 *
Total Water Debt (principal only)				\$ 5,827,820			3,372,927
Less * Public Works Trust Fund Loan - Developer Reimbursed						Loan 3	(1,036,002)
Net City Debt Responsibility							2,336,925

NOTE 6- PENSION PLANS

Substantially all City full-time and qualifying part-time employees participate in PERS 1, 2 or 3, or LEOFF 2 as administered by the Department of Retirement Systems, under cost-sharing multiple-employer public employee defined benefit and defined contribution retirement plans.

Actuarial information is on a system-wide basis and is not considered pertinent to the City's financial statements. Contributions to the systems by both employee and employer are based upon gross wages covered by the plan.

The City also has a commitment to pay for post employment medical benefits for one employee belonging to LEOFF1. The amount paid to Regence Insurance in 2013 was \$18,875.

Historical trend information showing each system's progress in accumulating sufficient assets to pay benefits when due is presented in the State of Washington's Comprehensive Annual Financial Report. Please refer to said report for detailed information.

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98504-8380

OTHER DISCLOSURES

In the opinion of the management, the City of Black Diamond has adequate insurance policies to pay all known or pending claims.

COMPLIANCE AND ACCOUNTABILITY

The City of Black Diamond's two year State Audit for 2011 and 2012 was completed in February 2014. The Audit found no material violations of finance related or legal or contractual provisions in any of the funds of the City of Black Diamond.

UTILITY FUNDS- RATE STUDY

On April 5, 2013, per resolution #13-864 the City Council authorized a contract with Ashley M. Emery of Peninsula Financial Consulting to conduct a cost of service study to determine whether existing Water, Sewer and Stormwater Utility rates were adequate to recover the cost of providing their respective utility services. After an extensive review, workstudy meetings and a public hearing, council determined that rates on all three Utility Funds were not adequate to cover costs of their operations.

Council also continued to authorize the Lifeline Utility Discount Program for low income qualifying seniors and disabled residence. This allows a 50% discount on the city share of the Water, Sewer and Stormwater rates. This program helps to alleviate the impact of the increased rates for those residents on modest and fixed income.

STORMWATER RATE INCREASE

On July 11, 2013 Council passed Ordinance #13-1008 authorizing a Stormwater rate increase from \$14.00 per month per ERU to \$16.00 per month beginning January 1, 2014. This rate increase was needed to meet revenue requirements to cover the costs necessary to maintain a self-supporting Stormwater Utility.

The formation of this utility fund in 2009 provides for a stormwater management program as required by the State Department of Ecology. Acquiring a National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II permit is necessary and mandated by the Federal Clean Water Act. Other required components of the stormwater utility program includes public education and outreach, public involvement and participation, illicit discharge detection and elimination, controlling runoff from new development and redevelopment and pollution prevention, maintenance and operation.

SEWER UTILITY

On August 1, 2013 Council passed Ordinance 13-1007 authorized an annual inflationary rate increase on the cities' share of the Sewer Utility rate to increase in January of each year based on past inflationary increases. A 1.9% increase was applied January 1, 2014. This rate increase was needed to meet revenue requirements to cover the costs necessary to maintain a self-supporting Sewer Utility.

WATER UTILITY

On July 11, 2013 Council authorized three rate increases for the Water Utility Fund, a 15% increase August 1, 2013, a 15% increase January 1, 2014 and a third 15% rate increase January 1, 2015. The water rate increases were found to be necessary to meet revenue requirements to cover the costs necessary to maintain a self-supporting Water Utility Fund.

FUNDING AGREEMENT

On June 21, 2007, Council passed ordinance 07-451 authorizing a Funding Agreement between BD Lawson Partners, LP and BD Village Partners, LP and the City of Black Diamond. This was a major implementation step in our "growth pays for growth" philosophy providing funds for Core City staff, modular facilities on Roberts Drive and other resources required to respond to the large developments planned for our community. On April 16, 2009 Council amended ordinance 09-589 clarifying some definitions.

On December 12, 2011, Council passed ordinances 11-970 and 11-971 adopting the Development Agreements for the two Master Planned Developments. This included Exhibit N for the replaced Funding Agreement.

In March 2013, the City of Black Diamond received a proposed funding reduction notice from Master Plan Developer. The notice outlined their proposed reduction of \$20,000 per month beginning July 1, 2013 and an increase in the reduction to \$30,000 a month for 2014. The City has flexibility to achieve this reduction in reimbursement during the cities Fiscal January-December years. The amount will be reviewed annually and may be amended during the budget cycle.

In 2013 the Council met the first \$120,000 reduction by keeping a planner position vacant for one half year, by absorbing the cost of code enforcement, and by having the utility funds absorb the cost of their Administrative Assistant for one half a year. In 2014 Council continued those reductions for a full year plus outsourced Technology and reducing those costs, plus the utility funds absorbed a half year of the Public Works Director. The changes to the Utility funds were anticipated and included in their rate structure. Decreases in future years will continue to need creative solutions until the permitted Master Plan Developments growth generates revenue to help offset a portion of the Funding revenue loss.

SUBSEQUENT CLAIM

In late February 2014, the City Administration failed a complaint against the Mayor. On May 15, 2014 the Council passed resolution #14-950 accepting the City Administrator's resignation with all parties agreeing to stop the investigation. The associated legal cost of Investigation and defense is estimated to cost the City of Black Diamond General Fund approximately \$85,000.00 in 2014. Since this was not budgeted, a budget change will be required to cover the unanticipated legal costs. A portion of the budget change is expected to be covered by leaving the City Administration position vacant in 2014. The balance will be covered by the Ending Fund Balance. It is expected that the remaining General Fund Ending Fund Balance has sufficient funds to cover the budget change and still maintain the 10% amount required in city policy.

City of Black Diamond

FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For the Year Ended December 31, 2013

BARS CODE		Total for	001	101
		New Fund	CURRENT EXPENSE FUND	CITY STREET FUND
		Total Amount	Actual Amount	Actual Amount
Beginning Cash and Investments				
30810	Beg Fund Bal-Reserved	\$382,594.79	\$0.00	\$262,584.28
30880	Beg Fund Bal-Unreserved	\$3,477,596.61	\$659,036.43	\$0.00
38880/58880	Prior Period Adjustments, net	\$0.00	\$0.00	\$0.00
Operating Revenues				
310	Taxes	\$2,446,121.92	\$2,330,263.93	\$0.00
320	Licenses and Permits	\$134,686.56	\$131,603.06	\$3,083.50
330	Intergovernmental Revenues	\$790,621.36	\$219,265.56	\$86,205.83
340	Charges for Goods and Services	\$1,982,215.32	\$478,461.61	\$8,033.38
350	Fines and Penalties	\$109,825.59	\$109,825.59	\$0.00
360	Miscellaneous Revenues	\$1,598,363.76	\$1,433,634.66	\$37,048.36
Total Operating Revenues:		\$7,061,834.51	\$4,703,054.41	\$134,371.07
Operating Expenditures:				
510	General Government	\$1,205,785.66	\$1,205,785.66	\$0.00
520	Public Safety	\$2,004,541.50	\$2,004,541.50	\$0.00
530	Utilities	\$1,509,344.56	\$30,694.02	\$0.00
540	Transportation	\$219,814.15	\$0.00	\$200,003.56
550	Economic Environment	\$1,137,523.72	\$1,124,698.27	\$0.00
560	Social Services	\$939.11	\$939.11	\$0.00
570	Culture And Recreation	\$46,394.21	\$46,394.21	\$0.00
598	Intergovernmental Payments	\$0.00	\$0.00	\$0.00
Total Operating Expenditures:		\$6,124,342.91	\$4,413,052.77	\$200,003.56
Net Operating Increase (Decrease):		\$937,491.60	\$290,001.64	(\$65,632.49)
Nonoperating Revenues				
370,380,395,398	Other Financing Sources	\$829,898.87	\$0.00	\$0.00
391-393	Debt Proceeds	\$0.00	\$0.00	\$0.00
397	Transfers-In	\$112,200.00	\$0.00	\$0.00
Total Nonoperating Revenues:		\$942,098.87	\$0.00	\$0.00
Nonoperating Expenditures				
580,596,599	Other Financing Uses	\$116,000.00	\$0.00	\$0.00
591-593	Debt Service	\$907,390.59	\$0.00	\$0.00
594-595	Capital Expenditures	\$601,930.42	\$5,710.63	\$0.00
597	Transfers-Out	\$112,200.00	\$0.00	\$10,000.00
Total Nonoperating Expenditures:		\$1,737,521.01	\$5,710.63	\$10,000.00
Increase (Decrease in Cash and Investments		\$142,069.46	\$284,291.01	(\$75,632.49)
Ending Cash and Investments				
50810	End Fund Bal-Reserved	\$257,168.73	\$0.00	\$186,951.79
50880	End Fund Balance-Unreserved	\$3,745,092.13	\$943,327.44	\$0.00

1/ This column summarizes ALL reported funds, not just funds listed on this page

The Accompanying Notes Are An Integral Part Of This Statement.

City of Black Diamond

FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For the Year Ended December 31, 2013

BARS CODE		107	310	320
		IMPACT MITIGATION FEE FUND	CIP FUND GENERAL GOVERNMENT	CIP FUND- STREETS
		Actual Amount	Actual Amount	Actual Amount
Beginning Cash and Investments				
30810	Beg Fund Bal-Reserved	\$0.00	\$0.00	\$0.00
30880	Beg Fund Bal-Unreserved	\$0.00	\$545,529.72	\$510,696.07
38880/58880	Prior Period Adjustments, net	\$0.00	\$0.00	\$0.00
Operating Revenues				
310	Taxes	\$0.00	\$57,928.99	\$57,929.00
320	Licenses and Permits	\$0.00	\$0.00	\$0.00
330	Intergovernmental Revenues	\$0.00	\$11,563.61	\$213,558.92
340	Charges for Goods and Services	\$10,366.05	\$0.00	\$0.00
350	Fines and Penalties	\$0.00	\$0.00	\$0.00
360	Miscellaneous Revenues	\$0.00	\$380.70	\$453.43
Total Operating Revenues:		\$10,366.05	\$69,873.30	\$271,941.35
Operating Expenditures:				
510	General Government	\$0.00	\$0.00	\$0.00
520	Public Safety	\$0.00	\$0.00	\$0.00
530	Utilities	\$0.00	\$0.00	\$0.00
540	Transportation	\$0.00	\$0.00	\$19,810.59
550	Economic Environment	\$0.00	\$12,825.45	\$0.00
560	Social Services	\$0.00	\$0.00	\$0.00
570	Culture And Recreation	\$0.00	\$0.00	\$0.00
598	Intergovernmental Payments	\$0.00	\$0.00	\$0.00
Total Operating Expenditures:		\$0.00	\$12,825.45	\$19,810.59
Net Operating Increase (Decrease):		\$10,366.05	\$57,047.85	\$252,130.76
Nonoperating Revenues				
370,380,395,398	Other Financing Sources	\$0.00	\$0.00	\$0.00
391-393	Debt Proceeds	\$0.00	\$0.00	\$0.00
397	Transfers-In	\$0.00	\$0.00	\$0.00
Total Nonoperating Revenues:		\$0.00	\$0.00	\$0.00
Nonoperating Expenditures				
580,596,599	Other Financing Uses	\$0.00	\$40,000.00	\$0.00
591-593	Debt Service	\$0.00	\$64.00	\$0.00
594-595	Capital Expenditures	\$0.00	\$42,987.37	\$264,026.77
597	Transfers-Out	\$0.00	\$10,000.00	\$62,200.00
Total Nonoperating Expenditures:		\$0.00	\$93,051.37	\$326,226.77
Increase (Decrease in Cash and Investments		\$10,366.05	(\$36,003.52)	(\$74,096.01)
Ending Cash and Investments				
50810	End Fund Bal-Reserved	\$10,366.05	\$0.00	\$0.00
50880	End Fund Balance-Unreserved	\$0.00	\$509,526.20	\$436,600.06

1/ This column summarizes ALL reported funds, not just funds listed on this page

City of Black Diamond

FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For the Year Ended December 31, 2013

BARS CODE		401	407	410
		WATER FUND	SEWER FUND	STORMWATER FUND
		Actual Amount	Actual Amount	Actual Amount
Beginning Cash and Investments				
30810	Beg Fund Bal-Reserved	\$120,010.51	\$0.00	\$0.00
30880	Beg Fund Bal-Unreserved	\$612,107.45	\$958,291.74	\$29,185.09
38880/58880	Prior Period Adjustments, net	\$0.00	\$0.00	\$0.00
Operating Revenues				
310	Taxes	\$0.00	\$0.00	\$0.00
320	Licenses and Permits	\$0.00	\$0.00	\$0.00
330	Intergovernmental Revenues	\$146,856.70	\$0.00	\$113,170.74
340	Charges for Goods and Services	\$487,073.06	\$700,353.16	\$297,928.06
350	Fines and Penalties	\$0.00	\$0.00	\$0.00
360	Miscellaneous Revenues	\$40,413.46	\$40,103.48	\$41,780.66
Total Operating Revenues:		\$674,343.22	\$740,456.64	\$452,879.46
Operating Expenditures:				
510	General Government	\$0.00	\$0.00	\$0.00
520	Public Safety	\$0.00	\$0.00	\$0.00
530	Utilities	\$382,340.71	\$777,657.15	\$318,652.68
540	Transportation	\$0.00	\$0.00	\$0.00
550	Economic Environment	\$0.00	\$0.00	\$0.00
560	Social Services	\$0.00	\$0.00	\$0.00
570	Culture And Recreation	\$0.00	\$0.00	\$0.00
598	Intergovernmental Payments	\$0.00	\$0.00	\$0.00
Total Operating Expenditures:		\$382,340.71	\$777,657.15	\$318,652.68
Net Operating Increase (Decrease):		\$292,002.51	(\$37,200.51)	\$134,226.78
Nonoperating Revenues				
370,380,395,398	Other Financing Sources	\$707,498.87	\$122,400.00	\$0.00
391-393	Debt Proceeds	\$0.00	\$0.00	\$0.00
397	Transfers-In	\$62,200.00	\$0.00	\$0.00
Total Nonoperating Revenues:		\$769,698.87	\$122,400.00	\$0.00
Nonoperating Expenditures				
580,596,599	Other Financing Uses	\$46,000.00	\$0.00	\$30,000.00
591-593	Debt Service	\$907,262.59	\$0.00	\$64.00
594-595	Capital Expenditures	\$203,556.92	\$5,951.43	\$41,691.38
597	Transfers-Out	\$10,000.00	\$10,000.00	\$10,000.00
Total Nonoperating Expenditures:		\$1,166,819.51	\$15,951.43	\$81,755.38
Increase (Decrease in Cash and Investments		(\$105,118.13)	\$69,248.06	\$52,471.40
Ending Cash and Investments				
50810	End Fund Bal-Reserved	\$59,850.89	\$0.00	\$0.00
50880	End Fund Balance-Unreserved	\$567,148.94	\$1,027,539.80	\$81,656.49

1/ This column summarizes ALL reported funds, not just funds listed on this page

The Accompanying Notes Are An Integral Part Of This Statement.

City of Black Diamond

FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For the Year Ended December 31, 2013

BARS CODE		510		
		INTERNAL SERVICE FUND		
		Actual Amount	Actual Amount	Actual Amount
Beginning Cash and Investments				
30810	Beg Fund Bal-Reserved	\$0.00	\$0.00	\$0.00
30880	Beg Fund Bal-Unreserved	\$162,750.11	\$0.00	\$0.00
38880/58880	Prior Period Adjustments, net	\$0.00	\$0.00	\$0.00
Operating Revenues				
310	Taxes	\$0.00	\$0.00	\$0.00
320	Licenses and Permits	\$0.00	\$0.00	\$0.00
330	Intergovernmental Revenues	\$0.00	\$0.00	\$0.00
340	Charges for Goods and Services	\$0.00	\$0.00	\$0.00
350	Fines and Penalties	\$0.00	\$0.00	\$0.00
360	Miscellaneous Revenues	\$4,549.01	\$0.00	\$0.00
Total Operating Revenues:		\$4,549.01	\$0.00	\$0.00
Operating Expenditures:				
510	General Government	\$0.00	\$0.00	\$0.00
520	Public Safety	\$0.00	\$0.00	\$0.00
530	Utilities	\$0.00	\$0.00	\$0.00
540	Transportation	\$0.00	\$0.00	\$0.00
550	Economic Environment	\$0.00	\$0.00	\$0.00
560	Social Services	\$0.00	\$0.00	\$0.00
570	Culture And Recreation	\$0.00	\$0.00	\$0.00
598	Intergovernmental Payments	\$0.00	\$0.00	\$0.00
Total Operating Expenditures:		\$0.00	\$0.00	\$0.00
Net Operating Increase (Decrease):		\$4,549.01	\$0.00	\$0.00
Nonoperating Revenues				
370,380,395,398	Other Financing Sources	\$0.00	\$0.00	\$0.00
391-393	Debt Proceeds	\$0.00	\$0.00	\$0.00
397	Transfers-In	\$50,000.00	\$0.00	\$0.00
Total Nonoperating Revenues:		\$50,000.00	\$0.00	\$0.00
Nonoperating Expenditures				
580,596,599	Other Financing Uses	\$0.00	\$0.00	\$0.00
591-593	Debt Service	\$0.00	\$0.00	\$0.00
594-595	Capital Expenditures	\$38,005.92	\$0.00	\$0.00
597	Transfers-Out	\$0.00	\$0.00	\$0.00
Total Nonoperating Expenditures:		\$38,005.92	\$0.00	\$0.00
Increase (Decrease in Cash and Investments		\$16,543.09	\$0.00	\$0.00
Ending Cash and Investments				
50810	End Fund Bal-Reserved	\$0.00	\$0.00	\$0.00
50880	End Fund Balance-Unreserved	\$179,293.20	\$0.00	\$0.00

1/ This column summarizes ALL reported funds, not just funds listed on this page

The Accompanying Notes Are An Integral Part Of This Statement.

MCAG NO. 0379

City of Black Diamond

STATEMENT C-5

FIDUCIARY FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For the Year Ended December 31, 2013

BARS Code		Total for All funds	631 PAYROLL CLEARING FUND	632 CLAIMS CLEARING FUND	633 TREASURER'S TRUST FUND
308	Beginning Cash and Investments	42,285	362	7,835	9,307
388 and 588	Prior Period Adjustments, net	0	0	0	0
310-360	Revenues	41	0	0	0
380-390	Other Increases and Financing Sources	393,671	0	0	156,320
510-570	Expenditures	0	0	0	0
580-590	Other Decreases and Financing Uses	382,855	0	0	157,166
Increase (Decrease) in Cash and Investments		10,857	0	0	-846
508	Ending Cash and Investments	53,142	362	7,835	8,461

BARS Code		634 TREASURER'S TRUST- RETAINAGE	635 TREASURER'S TRUST-COURT
308	Beginning Cash and Investments	22,781	2,000
388 and 588	Prior Period Adjustments, net	0	0
310-360	Revenues	41	0
380-390	Other Increases and Financing Sources	14,142	223,210
510-570	Expenditures	0	0
580-590	Other Decreases and Financing Uses	3,419	222,271
Increase (Decrease) in Cash and Investments		10,764	939
508	Ending Cash and Investments	33,545	2,939

The accompanying notes are an integral part of this Statement.

SCHEDULE OF DISBURSEMENT ACTIVITY**For the Year Ending December 31, 2013**

Fund No.	Fund Title	Beginning Outstanding Items 01/01/2013	Issued During the Year	Redeemed During the Year	Canceled During the Year	Ending Outstanding Items 12/31/2013	Prior Year Open Period Items	Current Year Open Period Items	Disbursements 12/31/2013
001	CURRENT EXPENSE FUND	\$193,895	\$4,507,993	\$4,434,474	\$0	\$267,414	\$0	\$0	\$4,507,993
101	CITY STREET FUND	\$5,839	\$216,417	\$207,920	\$0	\$14,335	\$0	\$0	\$216,417
310	CIP FUND GENERAL GOVERNMENT	\$904	\$55,849	\$43,911	\$0	\$12,843	\$0	\$0	\$55,849
320	CIP FUND-STREETS	\$12,303	\$264,624	\$261,937	\$0	\$14,990	\$0	\$0	\$264,624
401	WATER FUND	\$20,119	\$1,442,818	\$1,409,217	\$0	\$53,719	\$0	\$0	\$1,442,818
407	SEWER FUND	\$11,758	\$721,065	\$717,603	\$0	\$15,221	\$0	\$0	\$721,065
410	STORMWATER FUND	\$39,889	\$287,460	\$298,341	\$0	\$29,008	\$0	\$0	\$287,460
510	INTERNAL SERVICE FUND	\$2,784	\$37,958	\$40,742	\$0	\$0	\$0	\$0	\$37,958
631	PAYROLL CLEARING FUND	\$362	\$0	\$0	\$0	\$362	\$0	\$0	\$0
632	CLAIMS CLEARING FUND	\$7,835	\$0	\$0	\$0	\$7,835	\$0	\$0	\$0
633	TREASURER'S TRUST FUND	\$5,305	\$157,232	\$96,949	\$0	\$65,588	\$0	\$0	\$157,232
634	TREASURER'S TRUST-RETAINAGE	\$0	\$3,487	\$3,487	\$0	\$0	\$0	\$0	\$3,487
635	TREASURER'S TRUST-COURT	\$0	\$222,271	\$222,271	\$0	\$0	\$0	\$0	\$222,271
TOTAL		\$300,994	\$7,917,172	\$7,736,851	\$0	\$481,315	\$0	\$0	\$7,917,172

City of Black Diamond
Schedule of Liabilities
For the Year Ended December 31, 2013

Schedule 9

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligations						
259.11	Compensated Absences		194,043	21,825	-	215,868
263.82	1995 PWFT Loan 595 791	1/1/2015	31,950	-	10,650	21,300
263.82	Water Purchase 2003	1/1/2013	562,730	-	562,730	-
263.82	Water Purchase 2005	1/1/2024	3,545,865	-	295,488	3,250,377
263.82	Corrosiion Control 2006	1/1/2022	112,500	-	11,250	101,250
259.11	Compensated Absences		14,234	7,981	-	22,215
259.11	Compensated Absences		14,234	9,816	-	24,050
259.11	Compensated Absences		14,234	9,832	-	24,066
Total General Obligations:			4,489,790	49,454	880,118	3,659,126
Total Liabilities:			4,489,790	49,454	880,118	3,659,126

City of Black Diamond

SCHEDULE OF CASH ACTIVITY

For the Year Ended December 31, 2013

Fund Number	Fund Title	Beginning Cash and Investments	Receipts	Transfers-In	Other Revenue	Netted Transactions
001	CURRENT EXPENSE FUND	\$659,036.43	\$4,635,052.11	\$0.00	\$164,318.77	\$20,617.38
101	CITY STREET FUND	\$262,584.28	\$127,354.19	\$0.00	\$9,231.34	\$0.00
107	IMPACT MITIGATION FEE FUND	\$0.00	\$8,582.92	\$0.00	\$1,783.13	\$0.00
310	CIP FUND GENERAL GOVERNMENT	\$545,529.72	\$63,534.28	\$0.00	\$6,339.02	\$0.00
320	CIP FUND-STREETS	\$510,696.07	\$266,202.33	\$0.00	\$6,339.02	\$600.00
401	WATER FUND	\$732,117.96	\$1,378,552.78	\$62,200.00	\$7,016.88	\$3,727.57
407	SEWER FUND	\$958,291.74	\$741,859.26	\$0.00	\$122,196.40	\$1,199.02
410	STORMWATER FUND	\$29,185.09	\$450,565.11	\$0.00	\$3,508.44	\$1,194.08
510	INTERNAL SERVICE FUND	\$162,750.11	\$4,549.01	\$50,000.00	\$0.00	\$0.00
631	PAYROLL CLEARING FUND	\$362.24	\$0.00	\$0.00	\$0.00	\$0.00
632	CLAIMS CLEARING FUND	\$7,834.89	\$0.00	\$0.00	\$0.00	\$0.00
633	TREASURER'S TRUST FUND	\$9,307.15	\$156,385.53	\$0.00	\$0.00	\$66.00
634	TREASURER'S TRUST-RETAINAGE	\$22,781.20	\$14,250.45	\$0.00	\$0.00	\$67.69
635	TREASURER'S TRUST-COURT	\$2,000.00	\$223,209.56	\$0.00	\$0.00	\$0.00
TOTAL		\$3,902,476.88	\$8,070,097.53	\$112,200.00	\$320,733.00	\$27,471.74

City of Black Diamond
SCHEDULE OF CASH ACTIVITY

For the Year Ended December 31, 2013

Total Increase (4+5+6-7)	Disbursements	Transfers-Out	Other Expenditures	Total Decrease (9+10+11-7)	Ending Cash & Investments (3+8-12)
\$4,778,753.50	\$4,507,992.60	\$0.00	\$7,087.27	\$4,494,462.49	\$943,327.44
\$136,585.53	\$216,416.65	\$10,000.00	(\$14,198.63)	\$212,218.02	\$186,951.79
\$10,366.05	\$0.00	\$0.00	\$0.00	\$0.00	\$10,366.05
\$69,873.30	\$55,848.70	\$10,000.00	\$40,028.12	\$105,876.82	\$509,526.20
\$271,941.35	\$264,623.85	\$62,200.00	\$19,813.51	\$346,037.36	\$436,600.06
\$1,444,042.09	\$1,442,817.53	\$10,000.00	\$100,070.26	\$1,549,160.22	\$626,999.83
\$862,856.64	\$721,065.05	\$10,000.00	\$63,742.55	\$793,608.58	\$1,027,539.80
\$452,879.47	\$287,460.18	\$10,000.00	\$104,141.97	\$400,408.07	\$81,656.49
\$54,549.01	\$37,957.97	\$0.00	\$47.95	\$38,005.92	\$179,293.20
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$362.24
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,834.89
\$156,319.53	\$157,231.53	\$0.00	\$0.00	\$157,165.53	\$8,461.15
\$14,182.76	\$3,486.72	\$0.00	\$0.00	\$3,419.03	\$33,544.93
\$223,209.56	\$222,270.81	\$0.00	\$0.00	\$222,270.81	\$2,938.75
\$8,475,558.79	\$7,917,171.59	\$112,200.00	\$320,733.00	\$8,322,632.85	\$4,055,402.82

CITY OF BLACK DIAMOND

SCHEDULE 16: FEDERAL GRANT AWARDS

CFDA #	Federal Agency Name	Federal Program Name	Pass-Through Agency Name	Other Award I.D. Number	ARRA	Total	Footnote Ref.
14.218	Dept of Housing and Urban Development	Community Development Block Grant	King County	C12226-1111374		\$145,653.04	1
20.205	US Dept of Transportation/Federal Highway Administration	Federal Highway Safety Improvement Program	Washington Department of Transportation	000S376		8027.39	1
20.600	Dept of Transportation/NHTSA	State and Community Highway Safety/Traffic Safety Equipment Grant	Wa Assoc of Sheriffs and Police Chiefs			\$1,275.32	1
20.601	Dept of Transportation/NHTSA	Alcohol Impaired Driving Countermeasures Incentive Grants I	Wa Traffic Safety Commission			\$744.32	1
20.602	Dept of Transportation/NHTSA	Occupant Protection Incentive Grants	Wa Traffic Safety Commission			\$697.76	1
97.012	US Dept of Homeland Security	US Coast Guard	Marine Law Enforcement Boating Programs	Agree # LE 911-395		\$5,765.00	1
97.036	US Dept of Homeland Security	Disaster Grants-Public Assistance	FEMA	033-6330-00		\$11,408.09	1
16.607	Department of Justice	WASPC/DOJ Bulletproof Vest	Washington State Patrol			381.73	1

BLACK DIAMOND, WASHINGTON

**NOTES TO SCHEDULE 16 –FEDERAL AND STATE GRANTS
For the Year Ended December 31, 2013**

Note 1 is required for all entities. Disclose other notes only if applicable to your circumstances.

NOTE 1 - BASIS OF ACCOUNTING

This schedule is prepared on the same basis of accounting as the City's financial statements. The City uses the Cash Basis of Accounting pursuant to Washington State Law and BARS compliance.

NOTE 2 - PROGRAM COSTS

The amounts shown as current year expenditures represent both the federal grant portion of the program and the city Grant Match if required.

NOTE 3 – INDIRECT COST

If any indirect costs are charged to a Federal or State Grant they use the approved indirect cost rate of 10 percent.

CITY OF BLACK DIAMOND State Agency BARS Account	Schedule 16-State Grantor	WASHINGTON STATE GRANT AWARDS		
		Program Title	Identification #	Amount
3340310	Department of Ecology	Phase II Stormwater Pass- Through Grant	G1000211	60,156
3340380	Transportation Improvement Board	Robert's Drive Sidewalk Project	2-P-800(004)-1	81,923
3340380	Transportation Improvement Board	SE 288th Street Overlay	2-P-800(003)-1	160,482

**Labor Relations Consultant(S)
For the Year Ended December 31, 2012**

Has your government engaged labor relations consultants? X Yes ___ No

If yes, please provide the following information for each consultant:

Name of firm: Summit Law Group, PLLC
Name of consultant: Sofia D. Mabee
Business address: 315 5 th Ave S Suite 1000 Seattle, WA 98104-2682
Amount paid to consultant during fiscal year: \$ 7,876
Terms and conditions, as applicable, including: Rates (e.g., hourly, etc.) \$270.00/hour Maximum compensation allowed: \$7,876 Duration of services: Throughout 2013 Services provided: Police Guild Negotiations & Dispute Resolution

**LOCAL GOVERNMENT RISK-ASSUMPTION
For the Year Ended December 31, 2012**

Program Manager: Brenda Martinez

Address: PO Box 599
Black Diamond, WA 98010

Phone: (360) 886-5700

Email: bmartinez@ci.blackdiamond.wa.us

1. NO Does the entity self-insure for any class of risk, including liability, property, health and welfare, unemployment compensation, workers' compensation? (yes/no)

If NO, STOP, you do not need to complete the rest of this Schedule.

If YES, continue below.

- a. Which class of risk does the entity self-insure? Check all that apply.
- i. ☐ Liability
 - ii. ☐ Property
 - iii. ☐ Health and Welfare (medical, vision, dental, prescription)
 - iv. ☐ Unemployment Compensation
 - v. ☐ Workers' Compensation
 - vi. ☐ Other - please describe: _____
- b. ☐ Does the entity self-insure as an individual program? (yes/no)
- i. ☐ If answered YES, does the entity allow another separate legal entity into its self-insurance program(s)? (yes/no) For example, employees of a different organization participate in a health and welfare program of a city.
If so, list the entity or entities: _____
- c. ☐ Does the entity self-insure as a joint program? (yes/no)
- i. ☐ If answered YES, list the other member(s): _____

2. _____ Does the entity administer its own claims? (yes/no)
3. _____ Does the entity contract with a third party administrator for claims administration? (yes/no)
4. _____ Did the entity receive a claims audit in the last three years, regardless of who administered the claims? (yes/no)
5. _____ Were the program's revenues sufficient to cover the program's expenses? (yes/no)
6. _____ Did the program use an actuary to determine its liabilities? (yes/no)

EXAMPLE

Description of Risk Type	Number of claims received during the period	Number of claims paid during the period	Total amount of claims paid during the period
Liability (automobile)	354	279	\$104,366

Description of Risk Type	Number of claims received during the period	Number of claims paid during the period	Total amount of claims paid during the period