

Audited Financial Statements and  
Other Financial Information

Town of Lyman, Maine

June 30, 2013



*Proven Expertise and Integrity*

TOWN OF LYMAN, MAINE

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JUNE 30, 2013

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## INDEPENDENT AUDITORS' REPORT

Board of Selectmen  
Town of Lyman  
Lyman, Maine

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the aggregate remaining fund information of the Town of Lyman, Maine, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town'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 principle 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 not 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 of the governmental activities and the aggregate remaining fund information of the Town of Lyman, Maine as of June 30, 2013, and the respective changes in financial position and cash flows, where applicable, 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 10 and budgetary comparison information on page 36 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 Town of Lyman, Maine's basic financial statements. The combining and individual non-major fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual non-major fund financial statements are the responsibility of management and were 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 combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*RHR Smith & Company*

Buxton, Maine  
July 18, 2013

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

**(UNAUDITED)**

The following management's discussion and analysis of Town of Lyman, Maine's financial performance provides an overview of the Town's financial activities for the fiscal year ended June 30, 2013. Please read it in conjunction with the Town's financial statements.

**Financial Statement Overview**

The Town of Lyman's basic financial statements include the following components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also includes required supplementary information which consists of the general fund budgetary comparison schedule, and other supplementary information which includes combining and other schedules.

**Basic Financial Statements**

The basic financial statements include financial information in two differing views: the government-wide financial statements and the fund financial statements. 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 Town'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 Town'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 following activity:

- *Governmental activities* – The activities in this section are mostly supported by taxes and intergovernmental revenues (federal and state grants). Most of the Town's basic services are reported in governmental activities, which include general government, public safety, public works, education, solid waste disposal, recreation and other unclassified.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Lyman, like other local governments uses fund accounting to ensure and demonstrate compliance with financial related legal requirements. All of the funds of the Town of Lyman are categorized as governmental funds.

*Governmental funds:* All of the basic services provided by the Town are financed through governmental funds. Governmental funds are used to account for essentially the same functions reported in governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the governmental fund financial statements focus on near-term inflows and outflows of spendable resources. They also focus on the balance of spendable resources available at the end of the fiscal year. Such information will be useful in evaluating the government's near-term financing requirements. This approach is known as the current financial resources measurement focus and the modified accrual basis of accounting. Under this approach revenues are recorded when cash is received or when susceptible to accrual. Expenditures are recorded when liabilities are incurred and due. These statements provide a detailed short-term view of the Town's finances to assist in determining whether there will be adequate financial resources available to meet the current needs of the Town.

Because the focus of governmental funds is narrower than that of government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. These reconciliations are presented on the page immediately following each governmental fund financial statement.



The Town of Lyman presents only two columns in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances. The Town's major governmental fund is the general fund. All other funds are shown as nonmajor and are combined in the "Other Governmental Funds" column on these statements.

The general fund is the only fund for which the Town legally adopted a budget. The Budgetary Comparison Schedule – Budgetary Basis – Budget and Actual – General Fund provides a comparison of the original and final budget and the actual expenditures for the current year.

### **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 the Fund Financial Statements. The Notes to Financial Statements can be found following Statement F.

### **Required Supplementary Information**

The basic financial statements are followed by a section of required supplementary information, which includes a Budgetary Comparison Schedule – Budgetary Basis – Budget and Actual – General Fund.

### **Other Supplementary Information**

Other supplementary information follows the required supplementary information. These combining and other schedules provide information in regards to nonmajor funds, capital asset activity and other detailed budgetary information for the general fund.

### **Government-Wide Financial Analysis**

Our analysis below focuses on the net position, and changes in net position of the Town's governmental activities. The Town's total net position increased by \$430,397 from \$4,625,443 to \$5,055,840.

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 \$2,562,974 at the end of this year.

**Table 1**  
**Town of Lyman, Maine**  
**Net Position**  
**June 30,**

	<u>2013</u>	<u>2012</u>
Assets:		
Current and Other Assets	\$ 2,903,645	\$ 2,794,178
Noncurrent Assets	<u>2,474,360</u>	<u>2,108,196</u>
Total Assets	<u>5,378,005</u>	<u>4,902,374</u>
Liabilities:		
Current Liabilities	<u>314,717</u>	<u>269,873</u>
Total Liabilities	<u>314,717</u>	<u>269,873</u>
Deferred Inflows of Resources:		
Prepaid Taxes	<u>7,448</u>	<u>7,058</u>
Total Deferred Inflows of Resources	<u>7,448</u>	<u>7,058</u>
Net Position:		
Invested in Capital Assets, Net of Related Debt	\$ 2,433,475	\$ 2,035,323
Restricted: General Fund	8,068	6,031
Permanent Fund	51,323	51,207
Unrestricted	<u>2,562,974</u>	<u>2,532,882</u>
Total Net Position	<u><u>\$ 5,055,840</u></u>	<u><u>\$ 4,625,443</u></u>

**Table 2**  
**Town of Lyman, Maine**  
**Change in Net Position**  
**For The Years Ended June 30,**

	<u>2013</u>	<u>2012</u>
<b>Revenues</b>		
<i>Program Revenues:</i>		
Charges for services	\$ 104,550	\$ 72,260
Operating grants and contributions	52,368	52,368
<i>General Revenues:</i>		
Property taxes	5,114,855	4,981,578
Excise taxes	779,259	719,344
Grants and contributions not restricted to specific programs	272,407	245,404
Interest income	29,315	29,368
Miscellaneous	17,462	46,247
Total Revenues	<u>6,370,216</u>	<u>6,146,569</u>
<b>Expenses</b>		
General government	537,175	502,003
Public safety	294,269	232,157
Public works	552,861	948,291
Education	3,868,302	3,666,414
Recreation	55,873	48,105
County tax	256,303	263,075
Solid waste disposal	226,052	229,679
Social services	15,649	12,524
Unclassified	107,672	99,650
Reserve	25,663	46,237
Capital outlay	-	1,110
Total Expenses	<u>5,939,819</u>	<u>6,049,245</u>
Change in Net Position	430,397	97,324
Net Position - July 1	<u>4,625,443</u>	<u>4,528,119</u>
Net Position - June 30	<u>\$ 5,055,840</u>	<u>\$ 4,625,443</u>

**Revenues and Expenses**

Revenues for the Town's governmental activities increased by 3.64%, while total expenses decreased by 1.81%.

## Financial Analysis of the Town's Fund Statements

*Governmental funds:* The financial reporting focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information may be useful in assessing the Town's financial requirements. In particular, unassigned fund balance may serve as a useful measure of a government's financial position at the end of the year, and the net resources available for spending.

**Table 3**  
**Town of Lyman, Maine**  
**Fund Balances - Governmental Funds**  
**June 30,**

	2013	2012
General Fund:		
Nonspendable	\$ 7,344	\$ 11,117
Restricted	8,068	6,031
Committed	-	129,587
Assigned	263,601	384,740
Unassigned	2,063,124	1,763,987
Total General Fund	\$ 2,342,137	\$ 2,295,462
Nonmajor Funds:		
Permanent funds		
Restricted	\$ 51,323	\$ 51,207
Total Nonmajor Funds	\$ 51,323	\$ 51,207

The general fund total fund balance increased by \$46,675 from the prior fiscal year. The non-major fund balances increased by \$116 over the prior fiscal year. Most of the increase in the general fund came as a result of increased revenue from the miscellaneous, interest and charges for services revenues and under-spent appropriations in general. The increase in the non-major fund balances came as a result of interest income less scholarship expenses on permanent funds.

### Budgetary Highlights

Differences between the original and final budget for the general fund primarily resulted from utilization of assigned and unassigned fund balances along with applied revenues.

The general fund actual revenues were over budget by \$283,624. All accounts were over budget.

The general fund actual expenditures were under budget by \$343,041. All accounts were under budget.

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

#### **Capital Assets**

As of June 30, 2013, the net book value of capital assets recorded by the Town increased by \$398,152 over the prior year. The increase is the result of current year additions of \$442,386 less current year depreciation expense of \$44,234.

**Table 4  
Town of Lyman, Maine  
Capital Assets (Net of Depreciation)  
June 30,**

	<b>2013</b>	<b>2012</b>
Land	\$ 854,559	\$ 485,553
Buildings & land improvements	464,031	450,148
Equipment	29,182	31,427
Infrastructure	1,085,703	1,068,195
<b>Total</b>	<b>\$ 2,433,475</b>	<b>\$ 2,035,323</b>

#### **Debt**

At June 30, 2013, the Town had \$0 in long term debt.

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

The Town has steadily maintained a sufficient unassigned fund balance to sustain government operations for a period of approximately two months.

#### **Contacting the Town's Financial Management**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Town Office at 11 South Waterboro Road, Lyman, Maine 04002.

## TOWN OF LYMAN, MAINE

STATEMENT OF NET POSITION  
JUNE 30, 2013

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Current assets:	
Cash and cash equivalents	\$ 2,486,690
Investments	20,000
Receivables (net of allowance for uncollectibles):	
Taxes	285,419
Liens	103,492
Other	700
Tax acquired property	7,344
Total current assets	<u>2,903,645</u>
Noncurrent assets:	
Restricted cash and cash equivalents:	
Subdivision escrow collateral	40,885
Capital assets:	
Land, infrastructure, and other assets not being depreciated	854,559
Buildings and equipment, net of accumulated depreciation	1,578,916
Total noncurrent assets	<u>2,474,360</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 5,378,005</u></u>
<b>LIABILITIES</b>	
Current liabilities:	
Accounts payable	\$ 105,007
Gravel pit escrow deposits	133,000
Subdivision escrow deposits	40,885
Due to other governments	26,468
Other current liabilities	9,357
Total current liabilities	<u>314,717</u>
<b>TOTAL LIABILITIES</b>	<u>314,717</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Prepaid taxes	7,448
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<u>7,448</u>
<b>NET POSITION</b>	
Invested in capital assets, net of related debt	2,433,475
Restricted: General Fund	8,068
Permanent Fund	51,323
Unrestricted	2,562,974
<b>TOTAL NET POSITION</b>	<u>5,055,840</u>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u><u>\$ 5,378,005</u></u>

See accompanying independent auditors' report and notes to financial statements.

## TOWN OF LYMAN, MAINE

STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2013

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			Net (Expense)
		<u>Charges for Services</u>	<u>Operating Grants &amp; Contributions</u>	<u>Capital Grants &amp; Contributions</u>	Revenue & Changes in Net Position
					<u>Total</u>
					<u>Governmental</u>
					<u>Activities</u>
Governmental activities:					
General government	\$ 537,175	\$ 56,828	\$ -	\$ -	\$ (480,347)
Public safety	294,269	12,181	-	-	(282,088)
Public works	552,861	-	52,368	-	(500,493)
Education	3,868,302	-	-	-	(3,868,302)
Recreation	55,873	-	-	-	(55,873)
County tax	256,303	-	-	-	(256,303)
Solid waste disposal	226,052	35,541	-	-	(190,511)
Social services	15,649	-	-	-	(15,649)
Unclassified	107,672	-	-	-	(107,672)
Reserve	25,663	-	-	-	(25,663)
Capital outlay	-	-	-	-	-
Total government	<u>\$ 5,939,819</u>	<u>\$ 104,550</u>	<u>\$ 52,368</u>	<u>\$ -</u>	<u>(5,782,901)</u>

STATEMENT B (CONTINUED)

TOWN OF LYMAN, MAINE

STATEMENT OF ACTIVITIES (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2013

	Governmental Activities
Changes in net position:	
Net (expense) revenue	(5,782,901)
General revenues:	
Taxes:	
Property taxes, levied for general purposes	5,114,855
Excise taxes	779,259
Grants and contributions not restricted to specific programs	272,407
Interest income	29,315
Miscellaneous	17,462
Total general revenues	6,213,298
Change in net position	430,397
NET POSITION - JULY 1	4,625,443
NET POSITION - JUNE 30	\$ 5,055,840

See accompanying independent auditors' report and notes to financial statements.



## STATEMENT C

## TOWN OF LYMAN, MAINE

BALANCE SHEET – GOVERNMENTAL FUNDS  
JUNE 30, 2013

	General Fund	Other Governmental Funds	Totals Governmental Funds
<b>ASSETS</b>			
Cash and cash equivalents	\$ 2,455,238	\$ 31,452	\$ 2,486,690
Investments	-	20,000	20,000
Receivables (net of allowance for uncollectibles):			
Taxes	285,419	-	285,419
Liens	103,492	-	103,492
Other	700	-	700
Tax acquired property	7,344	-	7,344
Due from other funds	129	-	129
Subdivision escrow collateral	40,885	-	40,885
<b>TOTAL ASSETS</b>	<b><u>\$ 2,893,207</u></b>	<b><u>\$ 51,452</u></b>	<b><u>\$ 2,944,659</u></b>
<b>LIABILITIES</b>			
Accounts payable	\$ 105,007	\$ -	\$ 105,007
Gravel pit escrow deposits	133,000	-	133,000
Subdivision escrow deposits	40,885	-	40,885
Due to other governments	26,468	-	26,468
Other current liabilities	9,357	-	9,357
Due to other funds	-	129	129
<b>TOTAL LIABILITIES</b>	<b><u>314,717</u></b>	<b><u>129</u></b>	<b><u>314,846</u></b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred taxes	228,905	-	228,905
Prepaid taxes	7,448	-	7,448
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b><u>236,353</u></b>	<b><u>-</u></b>	<b><u>236,353</u></b>
<b>FUND BALANCES</b>			
Nonspendable	7,344	-	7,344
Restricted	8,068	51,323	59,391
Committed	-	-	-
Assigned	263,601	-	263,601
Unassigned	2,063,124	-	2,063,124
<b>TOTAL FUND BALANCES</b>	<b><u>2,342,137</u></b>	<b><u>51,323</u></b>	<b><u>2,393,460</u></b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b><u>\$ 2,893,207</u></b>	<b><u>\$ 51,452</u></b>	<b><u>\$ 2,944,659</u></b>

See accompanying independent auditors' report and notes to financial statements.

## TOWN OF LYMAN, MAINE

RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE  
STATEMENT OF NET POSITION  
JUNE 30, 2013

	Total Governmental Funds
Total Fund Balances	\$ 2,393,460
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds, net of accumulated depreciation	2,433,475
Other long-term assets are not available to pay for current-period expenditures therefore are deferred in the funds shown above:	
Taxes and liens receivable	228,905
Long-term liabilities shown below, are not due and payable in the current period and therefore are not reported in the funds shown above:	
Bond payable	-
Net position of governmental activities	\$ 5,055,840

See accompanying independent auditor's report and notes to financial statements.

## TOWN OF LYMAN, MAINE

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND  
BALANCES – GOVERNMENTAL FUNDS  
FOR YEAR ENDED JUNE 30, 2013

	General Fund	Other Governmental Funds	Totals Governmental Funds
REVENUES			
Taxes:			
Property taxes	\$ 5,129,401	\$ -	\$ 5,129,401
Excise taxes	779,259	-	779,259
Intergovernmental revenues	324,775	-	324,775
Interest income	28,199	1,116	29,315
Other revenues	122,012	-	122,012
TOTAL REVENUES	<u>6,383,646</u>	<u>1,116</u>	<u>6,384,762</u>
EXPENDITURES			
Current:			
General government	549,693	-	549,693
Public safety	294,269	-	294,269
Public works	781,807	-	781,807
Education	3,868,302	-	3,868,302
Recreation	62,255	-	62,255
County tax	256,303	-	256,303
Solid waste disposal	226,052	-	226,052
Social services	15,649	-	15,649
Unclassified	106,672	1,000	107,672
Reserve accounts	25,663	-	25,663
Capital outlay	150,306	-	150,306
TOTAL EXPENDITURES	<u>6,336,971</u>	<u>1,000</u>	<u>6,187,665</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>46,675</u>	<u>116</u>	<u>46,791</u>
OTHER FINANCING SOURCES (USES)			
Operating transfers in	-	-	-
Operating transfers (out)	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	46,675	116	46,791
FUND BALANCES - JULY 1	<u>2,295,462</u>	<u>51,207</u>	<u>2,346,669</u>
FUND BALANCES - JUNE 30	<u>\$ 2,342,137</u>	<u>\$ 51,323</u>	<u>\$ 2,393,460</u>

See accompanying independent auditors' report and notes to financial statements.

## TOWN OF LYMAN, MAINE

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
 TO THE STATEMENT OF ACTIVITIES  
 FOR THE YEAR ENDED JUNE 30, 2013

Net change in fund balances - total governmental funds (Statement E)	<u>\$</u>	<u>46,791</u>
Amounts reported for governmental activities in the Statement of Activities (Statement B) are different because:		
Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:		
Capital asset purchases capitalized		442,386
Capital asset dispositions		-
Depreciation expense		<u>(44,234)</u>
		<u>398,152</u>
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:		
Taxes and liens receivable		<u>(14,546)</u>
Change in net position of governmental activities (Statement B)	<u>\$</u>	<u>430,397</u>

See accompanying independent auditors' report and notes to financial statements.

TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Reporting Entity**

The Town of Lyman was incorporated under the laws of the State of Maine. The Town operates under the selectmen-treasurer form of government and provides the following services: general government, public safety, public works, recreation, education, and solid waste disposal.

The Town'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). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. Although the Town has the option to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds, the Town has chosen not to do so.

The Town's combined financial statements include all accounts and all operations of the Town. We have determined that the Town 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 Town's basic financial statements include both government-wide (reporting the Town as a whole) and fund financial statements (reporting the Town's major funds).

In the government-wide Statement of Net Position, the governmental 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 Town's net position is reported in three parts - invested in capital assets, net of related debt; restricted net position; and unrestricted net position. The Town first utilizes restricted resources to finance qualifying activities.

Both the government-wide and fund financial statements categorize primary activities as governmental. The Town categorizes all activities of the entity as governmental.

TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The government-wide Statement of Activities reports both the gross and net cost of each of the Town's functions (general government, public safety, etc.). The functions are also supported by general government revenues (property taxes, certain intergovernmental revenues, miscellaneous revenues, etc.). 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 function. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants. For the most part, the interfund activity has been eliminated from these government-wide financial statements.

The net costs (by function) are normally covered by general revenue (taxes, certain intergovernmental revenues and charges for services, etc.).

The Town does not allocate indirect costs. All costs are charged directly to the corresponding department.

The government-wide focus is more on the sustainability of the Town as an entity and the change in the Town's net assets resulting from the current year's activities.

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

The financial transactions of the Town are reported in the individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements. Both fiduciary funds and component units that are fiduciary in nature have been excluded from these financial statements.

The following fund types are used by the Town:

1. Governmental Funds:

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Town:

- a. The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

- b. Permanent Funds are used to account for assets held by the Town in trust for specific purposes.

The emphasis in fund financial statements is on the major funds in governmental activities categories. Non-major funds by category are summarized into a single column, GASB Statement No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenses of either the fund category or the governmental and enterprise combined) for the determination of major funds. The nonmajor funds are combined in a column in the fund financial statements.

**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.

1. Accrual

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

2. Modified Accrual

The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Budget**

The Town's policy is to adopt an annual budget for operations. The budget is presented on the modified accrual basis of accounting which is consistent with generally accepted accounting principles.

The following procedures are followed in establishing budgetary data reflected in the financial statements:

1. Early in the second half of the year the Town prepares a budget for the fiscal year beginning July 1. The operating budget includes proposed expenditures and the means of financing them.
2. A meeting of the inhabitants of the Town was called for the purpose of adopting the proposed budget after public notice of the meeting was given.
3. The budget was adopted subsequent to passage by the inhabitants of the Town.

**Deposits and Investments**

The Town'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 Town's policy to value investments at fair value. None of the Town's investments are reported at amortized cost. The Town 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 Town of Lyman has a 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.



TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**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 \$10,000 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.

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 Town. The Town has not retroactively recorded infrastructure.

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 proprietary 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. Long-term debt generally consists of notes or bonds payable and compensated absences. At June 30, 2013, the Town has \$0 in long-term obligations.

TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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 proprietary fund is the same in the fund statements as it is in the government-wide statements.

**Revenue Recognition - Property Taxes - Modified Accrual Basis**

The Town's property tax for the current year was levied August 27, 2012 on the assessed value listed as of April 1, 2012, for all real and personal property located in the Town. Taxes were due on in two installments on October 1, 2012 and April 3, 2013. Interest on unpaid taxes commenced on October 2, 2012 and April 4, 2013, at 7.00% per annum.

Property tax revenues are recognized when they become available. Available includes those property tax receivables expected to be collected within sixty days after year end. The remaining receivables have been recorded as deferred revenues.

The Town is permitted by the laws of the State of Maine to levy taxes up to 105% of its net budgeted expenditures for the related fiscal period. The amount raised in excess of 100% is referred to as overlay, and amounted to \$111,088 for the year ended June 30, 2013.

Tax liens are placed on real property within twelve months following the tax commitment date if taxes are delinquent. The Town has the authority to foreclose on property eighteen months after the filing of the lien if tax liens and associated costs remain unpaid.

**Program Revenues**

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

**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 Town does not utilize encumbrance accounting for its general fund.

TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Use of Estimates**

During the preparation of the Town'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.

**Net Position**

Net position represents the difference between assets and liabilities. 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 their use either through the enabling legislations adopted by the Town 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, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or restricted net position.

**Fund Balance**

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – nonspendable, restricted, committed, assigned and unassigned.

Nonspendable – This includes amounts that cannot be spent either because they are not in spendable form or because they are legally or contractually required to be maintained intact.

Restricted – This includes amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed – This includes amounts that can be used only for specific purposes determined by a formal action of the inhabitants of the Town. The inhabitants of the Town through Town meetings are the highest level of decision-making authority of the Town. Commitments may be established, modified, or rescinded only through a Town meeting vote.

TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assigned – This includes amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. The authority for assigning fund balance is expressed by the Board of Selectmen.

Unassigned – This includes all other spendable amounts. The general fund is the only fund that reports a positive unassigned fund balance amount. Other governmental funds besides the general fund can only report a negative unassigned fund balance amount.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available, the Town considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Town considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Town meeting vote has provided otherwise in its commitment or assignment actions.

The Town is in the process of adopting a set of financial policies to guide the financial operation of the Town. Included in the policies will be guidelines for accumulating and maintaining an operating position in certain budgeted governmental funds such that annual expenditures shall not exceed annual resources, including fund balances. Other funds shall be fully self-supporting to the extent that the fund balance or retained earnings of each fund shall be zero or greater.

NOTE 2 - DEPOSITS AND INVESTMENTS

The Town'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 Town funds.

**Deposits:**

Custodial credit risk for deposits is the risk that, in the event of a failure of a depository financial institution, the Town will not be able to recover its deposits. The Town does not have a policy covering custodial credit risk for deposits. However, the Town 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 Town's deposits amounting to \$2,486,690 were comprised of bank deposits of \$2,663,913. Of these deposits, \$737,225 was fully covered by

TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

federal depository insurance. The remaining balance of \$1,926,688 was covered with an irrevocable stand by letter of credit and consequently was not exposed to custodial credit risk.

<u>Account Type</u>	<u>Bank Balance</u>
Checking accounts	\$ 1,300,726
Money Market	1,125,962
Certificates of deposit	<u>237,225</u>
	<u>\$ 2,663,913</u>

**Investments:**

Custodial credit risk for investments is that, in the event of failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. Currently, the Town does not have a policy for custodial credit risk for investments. The Town's investment in U.S. Treasury Obligations, for \$20,000, is not exposed to custodial credit risk because that security is registered in the Town's name.

At June 30, 2013, the Town had the following investments and maturities:

<u>Investment Type</u>	<u>Fair Value</u>	<u>N/A</u>	<u>Less than 1 Year</u>	<u>1 - 5 Years</u>
U.S. Treasury Obligation	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>

Credit risk – Statutes for the State of Maine authorize the Town 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 Town does not have an investment policy on credit risk. As of June 30, 2013, the Town's investment in a U. S. Treasury obligation of \$20,000 is rated AA+ by Standard & Poor's, and Aaa by Moody's Investor Service. Generally, the Town invests excess funds in money market accounts and various insured certificates of deposit.

Interest rate risk – is the risk that changes in interest rates will adversely affect the fair value of an investment. The Town 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.

TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 3 - CAPITAL ASSETS

A summary of capital assets is as follows:

	Balance, 7/1/12	Additions	Disposals	Balance, 6/30/13
<u>Governmental activities</u>				
Non-depreciated assets:				
Land	\$ 485,553	\$ -	\$ -	\$ 485,553
Construction in progress	-	369,006	-	369,006
	<u>485,553</u>	<u>369,006</u>	<u>-</u>	<u>854,559</u>
Depreciated assets:				
Land improvements	31,444	7,166	-	38,610
Buildings and Improvements	568,468	17,960	-	586,428
Equipment	70,430	-	-	70,430
Infrastructure	1,229,895	48,254	-	1,278,149
	<u>1,900,237</u>	<u>73,380</u>	<u>-</u>	<u>1,973,617</u>
Less: accumulated depreciation	<u>(350,467)</u>	<u>(44,234)</u>	<u>-</u>	<u>(394,701)</u>
	<u>1,549,770</u>	<u>29,146</u>	<u>-</u>	<u>1,578,916</u>
Net capital assets	<u>\$ 2,035,323</u>	<u>\$ 398,152</u>	<u>\$ -</u>	<u>\$ 2,433,475</u>
 <u>Current year depreciation</u>				
General government				\$ 5,442
Public works/infrastructure				38,008
Parks and recreations				784
Total depreciation expense				<u>\$ 44,234</u>

TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 4 - INTERFUND RECEIVABLES AND PAYABLES

Interfund balances at June 30, 2013 consisted of the following individual fund receivables and payables:

	<u>Receivables (Due From)</u>	<u>Payables (Due To)</u>
General fund	\$ 129	\$ -
Permanent funds	-	129
	<u>\$ 129</u>	<u>\$ 129</u>

NOTE 5 - OVERSPENT APPROPRIATIONS

There were no departmental balances that were overspent at June 30, 2013.

NOTE 6 - RISK MANAGEMENT

The Town is a member of the Maine Municipal Association – Worker Compensation Trust Fund (“Fund”). The Fund was created to formulate, develop and administer a program of modified self-funding for the Fund’s membership, obtain lower costs for worker’s compensation coverage and develop a comprehensive loss control program. The Town pays an annual premium to the fund for its worker’s compensation coverage. The Town’s agreement with the Fund provides that the fund will be self-sustaining through member premiums and will provide, through commercial company’s reinsurance contracts, individual stop loss coverage for member Town’s for claims in excess of \$400,000 with an excess limit of \$2,000,000.

The Town is also a member of the Maine Municipal Association – Property and Casualty Pool (“Pool”). As with the Fund above, the Pool was created to obtain lower rates for its members. The Town pays an annual premium for its property and liability coverage. Under the property coverage portion of the Pool, coverage is provided after the deductible is met, to \$26,000,000. Under the liability portion of the Pool, coverage is provided after the deductible is met, to \$1,000,000.

NOTE 7 – NONSPENDABLE FUND BALANCES

At June 30, 2013, the Town had the following nonspendable fund balances:

Tax acquired property	<u>\$ 7,344</u>
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TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 8 - RESTRICTED FUND BALANCES

At June 30, 2013, the Town had the following restricted fund balances:

Animal Control	\$ 8,068
Nonmajor permanent funds (Schedule D)	51,323
	<u>\$ 59,391</u>

NOTE 9 - ASSIGNED FUND BALANCES

At June 30, 2013, the Town had the following assigned fund balances:

Revaluation account	\$ 57,795
Fire truck account	52,660
Capital improvements fund	37,340
Transfer station improvements fund	59,408
Computer reserve	11,855
Tax map reserves	3,222
Transfer station reserve	25,936
Town hall reserve	15,385
	<u>\$ 263,601</u>

NOTE 10 - CONTINGENCIES

The Town is contingently liable for its proportionate share of any defaulted debt by entities of which it is a member. At June 30, 2013, the Town's share was approximately:

	<u>Outstanding Debt</u>	<u>Town's Percentage</u>	<u>Total Share</u>
County of York	\$ 8,900,000	1.60%	\$ 142,400
RSU No. 57	13,786,781	18.88%	2,602,944
			<u>\$ 2,745,344</u>

NOTE 11 - SUBDIVISION ESCROW COLLATERAL

The Town has instituted a policy of requiring collateral from subdivision contractors desiring to build within the Town. The amount of the collateral is 150% of the estimated cost of the roads to be built within the subdivision.



TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 11 - SUBDIVISION ESCROW COLLATERAL (CONTINUED)

Under this agreement the potential developers are required to deposit into a bank account the required amount of the collateral. Only the Treasurer of the Town has the authority to withdraw funds, and is required to release the funds back to the developer upon receiving confirmation from the Code Enforcement Officer that the Town's consulting engineer has approved the refund payment based upon a site inspection, and has certified that a certain percentage of the required work has been performed by the developer. At June 30, 2013, the Town held such collateral for one developer in the amount of \$40,885.

NOTE 12 - JOINT VENTURES

The Town is a member of a joint venture with 45 other municipalities throughout Cumberland, Oxford and York counties. ecomaine is a solid waste management corporation that creates electricity through its processing of waste and also operates as an extensive recycling program. A joint committee, made up of the Town of Lyman and 20 other member communities owns and controls the corporation. Interlocal (waste handling) agreements between ecomaine and participating communities obligate the members to deliver certain solid waste produced with the community to ecomaine for processing, and to make service payments and pay tipping fees for such processing. The Town has no explicit, measurable equity interest and therefore has not reported an asset in the financial statements in connection with its participation in ecomaine. The Town of Lyman has an owner membership of 1.96% in ecomaine as of June 30, 2012 (the most current period available).

ecomaine has issued bonds to fund the design, construction and start-up of a resource recovery system. The bonds are special revenue obligations of ecomaine, payable from and secured by a pledge of ecomaine revenues. The bonds do not constitute a debt or liability within the meaning of any constitutional or statutory provision of the State of Maine, or a pledge of the full faith and credit of a political subdivision of the State of Maine. ecomaine has no taxing power. The obligations of the participating municipalities under the Waste Handling Agreements are secured by the full faith and credit of the participating municipalities subject to certain limitations. On June 30, 2012 (the most current period available), outstanding "Incinerator Debt" of ecomaine totaled \$2,660,000 and "Material Recycling Facility Debt" of ecomaine totaled \$1,900,000 of which the Town of Lyman's share, based on estimated tonnage to be delivered, amounted to \$55,328 and \$25,650, respectively. Additionally, the Town's share of the projected landfill closure and post closure cost relating to ecomaine is estimated to be \$326,720.

TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 13 - LETTER OF CREDIT

At June 30, 2013, the Town has an outstanding irrevocable stand-by letter of credit issued by the Federal Home Loan Bank of Pittsburgh serving as collateral for its deposits held at TD Bank, N.A. This letter of credit, which expires at the close of business on September 25, 2013, authorizes one draw only up to the amount of \$3,000,000. There were no draws for the year ended June 30, 2013.

NOTE 14 - DEFERRED COMPENSATION PLAN

International City Management Association Retirement Corporation

A. Plan Description

The Town offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457 and maintained by International City Management Association Retirement Corporation (ICMA-RC). The plan permits employees to defer a portion of their salary, in addition to Town contributions, until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are solely the property and rights of the participants. All assets are protected by a trust arrangement from any claims on the Town and from any use by the Town other than paying benefits to employees and their beneficiaries in accordance with the plan.

It is the opinion of the Town's management that the Town has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor.

B. Funding Policy

The contribution requirements of plan members and the Town are established and may be amended by the Town's Board of Selectmen. Generally, the Town will contribute 3% of annual salary for full-time employees that participate in the Town's deferred compensation plan. For a certain employee group, the Town will contribute 6% of annual salary due to a one-time increase in the match given in lieu of a salary increase. For both employee groups, match provisions of 3.00% apply to receive the Town's contributions. The employee's and the Town's matching contribution vests 100% with the employee when contributed.

The Town's contributions to the plan including employee contributions for 2013, 2012, and 2011 were \$12,512, \$12,933, and \$12,981, respectively.

TOWN OF LYMAN, MAINE

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

NOTE 15 – RELATED PARTY TRANSACTIONS

The Deputy Treasurer's husband performs services for the Town and was paid over \$12,000 for those services for the year ended June 30, 2013.

## Required Supplementary Information

Required supplementary information includes financial information and disclosures that are required by the Government Accounting Standards Board but are not considered a part of the basic financial statements. Such information includes:

- Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund

## TOWN OF LYMAN, MAINE

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

	Budgeted Amounts		Actual Amounts	Variance Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ 2,295,462	\$ 2,295,462	\$ 2,295,462	\$ -
Resources (Inflows):				
Taxes:				
Property taxes	5,103,195	5,103,195	5,129,401	26,206
Excise taxes	692,420	691,924	779,259	87,335
Intergovernmental revenues:				
DOT Block Grant	-	52,368	52,368	-
State Revenue Sharing	180,000	180,000	193,918	13,918
Homestead exemption	60,632	60,632	60,911	279
Other intergovernmental	200	200	17,578	17,378
Miscellaneous revenues	-	-	17,462	17,462
Interest income	-	-	28,199	28,199
Charges for service	-	11,703	104,550	92,847
Transfers from other funds	-	-	-	-
Amounts Available for Appropriation	<u>8,331,909</u>	<u>8,395,484</u>	<u>8,679,108</u>	<u>283,624</u>
Charges to Appropriations (Outflows):				
General government	575,336	603,836	549,693	54,143
Public safety	292,610	310,266	294,269	15,997
Public works	664,920	786,875	781,807	5,068
Education	3,868,303	3,868,303	3,868,302	1
Recreation	56,050	63,391	62,255	1,136
County tax	256,304	256,304	256,303	1
Solid waste disposal	258,800	258,800	226,052	32,748
Social services	20,179	20,729	15,649	5,080
Unclassified	221,983	230,866	106,672	124,194
Reserve accounts	65,000	70,928	25,663	45,265
Capital outlay	209,714	209,714	150,306	59,408
Transfers to other funds	-	-	-	-
Total Charges to Appropriations	<u>6,489,199</u>	<u>6,680,012</u>	<u>6,336,971</u>	<u>343,041</u>
Budgetary Fund Balance, June 30	<u>\$ 1,842,710</u>	<u>\$ 1,715,472</u>	<u>\$ 2,342,137</u>	<u>\$ 626,665</u>
Use of Assigned Fund Balance	\$ 209,714	\$ 296,712	\$ -	\$ (296,712)
Use of Unassigned Fund Balance	<u>243,534</u>	<u>283,278</u>	<u>-</u>	<u>(283,278)</u>
	<u>\$ 453,248</u>	<u>\$ 579,990</u>	<u>\$ -</u>	<u>\$ (579,990)</u>

See accompanying independent auditors' report and notes to financial statements.

## 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.

- Schedule of Departmental Operations – General Fund
- Combining Balance Sheet - Nonmajor Governmental Funds
- Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Governmental Funds
- Combining Balance Sheet - Nonmajor Permanent Funds
- Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Permanent Funds
- Schedule of General Capital Assets by Function
- Schedule of Changes in General Capital Assets by Function

TOWN OF LYMAN, MAINE

SCHEDULE OF DEPARTMENTAL OPERATIONS – GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2013

	Original Budget	Budget Adjustments	Final Budget	Actual	Balance Positive (Negative)
General Government					
Wages and salaries	\$ 329,389	\$ -	\$ 329,389	\$ 313,674	\$ 15,715
Selectmen	14,000	-	14,000	14,000	-
Insurance	92,235	-	92,235	87,190	5,045
Audit	6,500	8,250	14,750	12,550	2,200
Operating expenses	87,170	-	87,170	67,152	20,018
Building repair/maintenance	18,000	18,500	36,500	32,508	3,992
Office equipment	5,392	-	5,392	5,239	153
Legal	20,000	-	20,000	12,980	7,020
Tax maps	2,000	1,750	3,750	3,750	-
Town website	650	-	650	650	-
Subtotal General Government	<u>575,336</u>	<u>28,500</u>	<u>603,836</u>	<u>549,693</u>	<u>54,143</u>
Public Safety					
GMFD	43,246	-	43,246	43,246	-
GMFD Personnel	224,674	-	224,674	224,674	-
Fire Chief	-	5,953	5,953	-	5,953
Street lights/Electricity	10,880	-	10,880	9,214	1,666
Street signs	2,500	-	2,500	1,927	573
Animal Control	11,310	7,553	18,863	11,098	7,765
Electrical Inspector	-	4,150	4,150	4,110	40
Subtotal Public Safety	<u>292,610</u>	<u>17,656</u>	<u>310,266</u>	<u>294,269</u>	<u>15,997</u>

TOWN OF LYMAN, MAINE

SCHEDULE OF DEPARTMENTAL OPERATIONS – GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2013

	Original Budget	Budget Adjustments	Final Budget	Actual	Balance Positive (Negative)
Public Works					
Plowing/sanding	269,920	-	269,920	265,264	4,656
Road reconstruction	145,000	121,955	266,955	266,955	-
Road maintenance and repair	75,000	-	75,000	74,588	412
Re-surface town roads	175,000	-	175,000	175,000	-
Subtotal Public Works	<u>664,920</u>	<u>121,955</u>	<u>786,875</u>	<u>781,807</u>	<u>5,068</u>
Education	<u>3,868,303</u>	<u>-</u>	<u>3,868,303</u>	<u>3,868,302</u>	<u>1</u>
County tax	<u>256,304</u>	<u>-</u>	<u>256,304</u>	<u>256,303</u>	<u>1</u>
Recreation					
Recreation Committee	24,010	7,041	31,051	30,205	846
Parks and recreation signs	-	300	300	300	-
Bunganut Lake town park	32,040	-	32,040	31,750	290
Subtotal Recreation	<u>56,050</u>	<u>7,341</u>	<u>63,391</u>	<u>62,255</u>	<u>1,136</u>
Solid Waste Disposal	<u>258,800</u>	<u>-</u>	<u>258,800</u>	<u>226,052</u>	<u>32,748</u>
Social Services					
General Assistance	6,000	-	6,000	920	5,080
Social Service Agencies	14,179	550	14,729	14,729	-
Subtotal Social Services	<u>20,179</u>	<u>550</u>	<u>20,729</u>	<u>15,649</u>	<u>5,080</u>



TOWN OF LYMAN, MAINE

SCHEDULE OF DEPARTMENTAL OPERATIONS – GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2013

	Original Budget	Budget Adjustments	Final Budget	Actual	Balance Positive (Negative)
Capital Outlay					
Transfer station improvements	209,714	-	209,714	150,306	59,408
Subtotal Capital Outlay	<u>209,714</u>	<u>-</u>	<u>209,714</u>	<u>150,306</u>	<u>59,408</u>
Unclassified					
Revaluation expenses	10,000	-	10,000	-	10,000
Twelve-town group	500	-	500	300	200
PSAP	28,236	-	28,236	28,236	-
457 Fees	2,000	-	2,000	1,298	702
Military graves	300	-	300	300	-
Library	67,859	-	67,859	67,859	-
Charter commission	-	8,883	8,883	6,070	2,813
Contingency	2,000	-	2,000	1,907	93
Overlay	111,088	-	111,088	702	110,386
Subtotal Unclassified	<u>221,983</u>	<u>8,883</u>	<u>230,866</u>	<u>106,672</u>	<u>124,194</u>
Reserve Accounts					
Cousens School	30,000	-	30,000	19,735	10,265
Capital improvement account	10,000	-	10,000	-	10,000
Computer reserve account	-	5,928	5,928	5,928	-
Transfer station capital	25,000	-	25,000	-	25,000
Subtotal Reserve Accounts	<u>65,000</u>	<u>5,928</u>	<u>70,928</u>	<u>25,663</u>	<u>45,265</u>
Total Departmental Operations	<u>\$ 6,489,199</u>	<u>\$ 190,813</u>	<u>\$ 6,680,012</u>	<u>\$ 6,336,971</u>	<u>\$ 343,041</u>

See accompanying independent auditors' report and notes to financial statements.

TOWN OF LYMAN, MAINE

COMBINING BALANCE SHEET – NONMAJOR GOVERNMENTAL FUNDS  
 JUNE 30, 2013

	Permanent Funds	Total Nonmajor Governmental Funds
	<u>          </u>	<u>          </u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 31,452	\$ 31,452
Investments	20,000	20,000
<b>TOTAL ASSETS</b>	<u>\$ 51,452</u>	<u>\$ 51,452</u>
<b>LIABILITIES</b>		
Due to other funds	\$ 129	\$ 129
<b>TOTAL LIABILITIES</b>	<u>129</u>	<u>129</u>
<b>FUND BALANCES</b>		
Nonspendable	-	-
Restricted	51,323	51,323
Committed	-	-
Assigned	-	-
Unassigned	-	-
<b>TOTAL FUND BALANCES</b>	<u>51,323</u>	<u>51,323</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ 51,452</u>	<u>\$ 51,452</u>

See accompanying independent auditors' report and notes to financial statements.

TOWN OF LYMAN, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENITURES AND CHANGES IN FUND  
BALANCES – NONMAJOR GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2013

	Permanent Funds	Total Nonmajor Governmental Funds
REVENUES		
Interest	\$ 1,116	\$ 1,116
Other	-	-
TOTAL REVENUES	<u>1,116</u>	<u>1,116</u>
EXPENDITURES		
Capital outlay	-	-
Other	1,000	1,000
TOTAL EXPENDITURES	<u>1,000</u>	<u>1,000</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>116</u>	<u>116</u>
OTHER FINANCING SOURCES (USES)		
Operating Transfers In	-	-
Operating Transfers (Out)	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	116	116
FUND BALANCES, JULY 1	<u>51,207</u>	<u>51,207</u>
FUND BALANCES, JUNE 30	<u>\$ 51,323</u>	<u>\$ 51,323</u>

See accompanying independent auditors' report and notes to financial statements.

## Permanent Funds Description

To account for assets held by Town of Lyman, Maine in trust or as an agent for individuals, private organizations, other governmental units and/or other funds.

TOWN OF LYMAN, MAINE

COMBINING BALANCE SHEET – NONMAJOR PERMANENT FUNDS  
 JUNE 30, 2013

	H. Cousens Educational Fund	J. Emmons Cemetery Fund	E. Rumery Cemetery Fund	J. Littlefield Fund	Totals
<b>ASSETS</b>					
Cash and cash equivalents	\$ 27,027	\$ 223	\$ 2,336	\$ 1,866	\$ 31,452
Investments	20,000	-	-	-	20,000
<b>TOTAL ASSETS</b>	<b>\$ 47,027</b>	<b>\$ 223</b>	<b>\$ 2,336</b>	<b>\$ 1,866</b>	<b>\$ 51,452</b>
<b>LIABILITIES</b>					
Due to other funds	\$ 102	\$ 2	\$ 25	\$ -	\$ 129
<b>TOTAL LIABILITIES</b>	<b>102</b>	<b>2</b>	<b>25</b>	<b>-</b>	<b>129</b>
<b>FUND BALANCES</b>					
Nonspendable	-	-	-	-	-
Restricted	46,925	221	2,311	1,866	51,323
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
Unassigned	-	-	-	-	-
<b>TOTAL FUND BALANCES</b>	<b>46,925</b>	<b>221</b>	<b>2,311</b>	<b>1,866</b>	<b>51,323</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 47,027</b>	<b>\$ 223</b>	<b>\$ 2,336</b>	<b>\$ 1,866</b>	<b>\$ 51,452</b>

See accompanying independent auditors' report and notes to financial statements.

TOWN OF LYMAN, MAINE

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 NONMAJOR PERMANENT FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2013

	H. Cousens Educational Fund	J. Emmons Cemetery Fund	E. Rumery Cemetery Fund	J. Littlefield Fund	Totals
REVENUES					
Interest	\$ 1,103	\$ 1	\$ 9	\$ 3	\$ 1,116
Other	-	-	-	-	-
TOTAL REVENUES	<u>1,103</u>	<u>1</u>	<u>9</u>	<u>3</u>	<u>1,116</u>
EXPENDITURES					
Other	1,000	-	-	-	1,000
TOTAL EXPENDITURES	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>103</u>	<u>1</u>	<u>9</u>	<u>3</u>	<u>116</u>
OTHER FINANCING SOURCES (USES)					
Operating transfers in	-	-	-	-	-
Operating transfers (out)	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	103	1	9	3	116
FUND BALANCES, JULY 1	<u>46,822</u>	<u>220</u>	<u>2,302</u>	<u>1,863</u>	<u>51,207</u>
FUND BALANCES, JUNE 30	<u>\$ 46,925</u>	<u>\$ 221</u>	<u>\$ 2,311</u>	<u>\$ 1,866</u>	<u>\$ 51,323</u>

See accompanying independent auditors' report and notes to financial statements.

## General Capital Assets

General capital assets are those assets related to activities reported in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net assets.

## TOWN OF LYMAN, MAINE

SCHEDULE OF GENERAL CAPITAL ASSETS BY FUNCTION  
JUNE 30, 2013

	Land and Non-depreciable Assets	Buildings Buildings Improvements & Land Improvements	Furniture, Fixtures, Equipment & Vehicles	Infrastructure	Totals
General Government	\$ 183,203	\$ 329,462	\$ 14,310	\$ -	\$ 526,975
Public works/infrastructure	369,006	249,382	56,120	1,278,149	1,952,657
Parks and recreations	300	46,194	-	-	46,494
Town wide	<u>302,050</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>302,050</u>
Total General Capital Assets	854,559	625,038	70,430	1,278,149	2,828,176
Less: Accumulated Depreciation	<u>-</u>	<u>(161,007)</u>	<u>(41,248)</u>	<u>(192,446)</u>	<u>(394,701)</u>
Net General Capital Assets	<u>\$ 854,559</u>	<u>\$ 464,031</u>	<u>\$ 29,182</u>	<u>\$ 1,085,703</u>	<u>\$ 2,433,475</u>

See accompanying independent auditors' report and notes to financial statements.



## TOWN OF LYMAN, MAINE

SCHEDULE OF CHANGES IN GENERAL CAPITAL ASSETS BY FUNCTION  
FOR THE YEAR ENDED JUNE 30, 2013

	General Capital Assets 7/1/12	Additions	Deletions	General Capital Assets 6/30/13
General Government	\$ 509,015	\$ 17,960	\$ -	\$ 526,975
Public works	1,535,397	417,260	-	1,952,657
Parks and recreations	39,328	7,166	-	46,494
Town wide	302,050	-	-	302,050
Total General Capital Assets	<u>2,385,790</u>	<u>442,386</u>	<u>-</u>	<u>2,828,176</u>
Less: Accumulated Depreciation	<u>(350,467)</u>	<u>(44,234)</u>	<u>-</u>	<u>(394,701)</u>
Net General Capital Assets	<u>\$ 2,035,323</u>	<u>\$ 398,152</u>	<u>\$ -</u>	<u>\$ 2,433,475</u>

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