

ANNUAL REPORT CERTIFICATION

**City of Millwood
MCAG #0718**

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended December 31, 2013

GOVERNMENT INFORMATION:

Official Mailing Address 9103 E Frederick Ave., Spokane, WA 99206

Official Website Address City of Millwood.org

Official E-mail Address Info@millwoodwa.us

Official Phone Number (509) 924-0960

PREPARER INFORMATION and CERTIFICATION:

Preparer Name and Title Deborah A. Matkin, City Treasurer

Contact Phone Number (509) 924-0960

Contact E-mail Address treasurer@millwoodwa.us

I do hereby certify 27th day of May, 2014, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification.

Moreover, I acknowledge and understand that management and the governing body are responsible for:

- The design and implementation of policies and procedures to safeguard public resources and ensure compliance with applicable laws and regulations, including internal controls to prevent and detect fraud.
- Compliance with applicable state and local laws and regulations.
- Immediately submitting corrected annual report information if any error in submitted information is subsequently identified.

Preparer Signature:



City of Millwood
Cash Notes to the Financial Statements
For the Year Ended December 31, 2013

The accompanying notes are integral to the financial statements

Note 1 Summary of Significant Accounting Policies

The City of Millwood reports financial activity using the revenue and expenditure classifications, statements, and schedules contained in the *Cash Basis 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 Millwood was incorporated in 1928 and operates under the laws of the state of Washington applicable to a Non-charter Code City. The City is a general purpose government and provides public safety, street improvement, parks and recreation, general administrative services, and a city owned water & sewer utility. The City 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 comprises its cash, investments, revenues and expenditures, as appropriate. The City resources are allocated to and accounted for in individual funds depending on their intended purpose. The following are the fund types used by the City:

GOVERNMENTAL FUND TYPES:

General (Current Expense) Fund

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

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the City.

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

PROPRIETARY FUND TYPES:

Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

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 and expenditures are recognized when paid, including those properly chargeable against the report year(s) 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 capital assets are expensed during the year of acquisition. There is no capitalization of capital 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 States of America.

C. Budgets

The City adopts annual appropriated budgets for all funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end. The expenditures presented may be different from the expenditures in the c4/c5 because interfund transfers are eliminated for funds that are rolled together.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follows:

Fund/Department	Final Appropriated Amounts	Actual Expenses	Variance
001 - General Fund	\$777,384	\$700,534	\$76,850
101 - Street Fund	546,818	262,649	284,169
201 - LTGO Bond Fund	72,443	72,439	4
204 - GO Note Bond Fund	73,665	73,662	3
401 - Water Fund			
Water Fund	243,750	176,277	67,473
Water Reserve Managerial Fund	185,000	134,989	50,011
Total 401 - Water Fund	428,750	311,266	117,484
402 - Sewer Fund			
Sewer Fund	389,254	397,843	-8,589
Revenue Reserve Bond Fund	99,525		99,525
Revenue Debt Service Bond Fund	171,558	171,554	4
Total 402 - Sewer Fund	660,337	569,398	90,939
	\$3,648,484	\$2,870,611	

Budgeted amounts are authorized to be transferred between (departments within any fund/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 the City's legislative body.

D. Cash

It is the City's policy to invest all temporary cash surpluses. The amount is included in the cash and investments shown on the statements of fund resources and uses arising from cash transactions. The interest on these investments is prorated to the various funds.

E. Deposits

The City deposits and certificates of deposit are covered by the Federal Deposit Insurance Corporation and/or the Washington Public Deposit Protection Commission.

F. Investments See Note 2, *Investments*.

G. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5000 and an estimated useful life in excess of 1 year. The capital assets of the City are recorded as expenditures when purchased.

H. Compensated Absences

Vacation leave is accrued monthly and is based upon years of service and hours worked or per contract or specific individuals. Benefit years are based upon hire date. The following table shows the amount earned per years of service.

Years of Service	Vacation Earned
Less than five	Ten days
Five through nine	Fifteen days
Ten through fourteen	Twenty days
Fifteen or more	Twenty-five days

Employees must use half of what they have received during the year. Rollover of unused vacation time is only allowed with the Mayor's approval. Accumulated vacation is paid at 1:1. Upon separation or retirement employees do not receive payment for unused sick leave.

Sick leave may be accumulated up to 720 hours and accrues at 8 hours per month. Upon separation or retirement employees do not receive payment for unused sick leave.

I. Long-Term Debt See Note 4, *Debt Service Requirements*.

J. Other Financing Sources or Uses

The City's *Other Financing Sources or Uses* consist of Interfund transfers, utility capital connection charges, and lease receipts.

K. Risk Management

The City of Millwood is a member of the Washington Cities Insurance Authority (WCIA).

Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 162 Members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, public officials' errors or omissions, stop gap, and employee benefits liability. Limits are \$4 million per occurrence self insured layer, and \$16 million per occurrence in the re-insured excess layer. The excess layer is insured by the purchase of reinsurance and insurance and is subject to aggregate limits. Total limits are \$20 million per occurrence subject to aggregate sublimits in the excess layers. The Board of Directors determines the limits and terms of coverage annually.

Insurance coverage for property, automobile physical damage, fidelity, inland marine, and boiler and machinery are purchased on a group basis. Various deductibles apply by type of coverage. Property insurance and auto physical damage are self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that amount by the purchase of insurance.

In-house services include risk management consultation, loss control field services, claims and litigation administration, and loss analyses. WCIA contracts for the claims investigation consultants for personnel issues and land use problems, insurance brokerage, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, and administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

L. Reserved Fund Balance

The City has reserved the following funds balances for future capital improvements.

- \$46,959 reserved in the Water Fund # 401
- \$45,487 reserved in the Sewer Fund # 402.

The City has reserved the following funds balances for debt service reserves.

- \$185,910 reserved in the Sewer Fund # 402

The City has reserved the following funds balances for restricted source revenues.

- \$569,042 reserved in the Street Fund #101

Note 2 – Investments

The City's investments are either insured, registered, or held by the City or its agent in the City's name.

Investments are presented at cost.

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

<u>Type of Investment</u>	<u>①</u>	<u>②</u>	<u>③</u>
	District's own investments	Investments held by the District as an agent for other local governments, individuals or private organizations.	<u>Total</u>
Certificate of Deposit	\$ 1,006,549		\$ 1,006,549

Note 3 Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month.

Property tax revenues are recognized when cash is received by the City. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The City's regular levy for the year 2013 was \$1.60 per \$1,000 on an assessed valuation of \$219,168,601 for a total regular levy of \$351,940.

Note 4 – Debt Service Requirements

The accompanying Schedule of Long-Term Liabilities (09) provides more details of the outstanding debt and liabilities of the City and summarizes the City's debt transactions for year ended December 31, 2013

The debt service requirements for general obligation bonds and revenue bonds, including both principle and interest, are as follows:

Year	General Obligation Bonds	Revenue Bonds	Other Debt	Total Debt
2013	\$145,497.50	\$171,252.50		\$316,750.00
2014	\$150,400.00	\$174,975.00		\$325,375.00
2015	\$114,680.00	\$73,045.00		\$187,725.00
2016	\$75,070.00			\$75,070.00
2017	\$71,820.00			\$71,820.00
2018	<u>\$73,570.00</u>			<u>\$73,570.00</u>
Totals	\$631,037.50	\$419,272.50		\$1,050,310.00

Note 5 Pension Plans

Substantially all City full-time and qualifying part-time employees participate in the PERS 2 plan, administered by the Washington State 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 plan benefits.

Historical trend or other information regarding each plan is presented in the Washington State Department of Retirement Systems annual financial report. A copy of this report may be obtained by writing to:

Department of Retirement Systems
 Communications Unit
 PO Box 48380
 Olympia, WA 985048380

Note 6 - Other Disclosures

Interlocal Agreements

The City has an Interlocal Agreement with the Spokane Aquifer Joint Board, and is assessed a portion of it’s of its operating costs. This board oversees the water quality in the Spokane Aquifer. As the City’s water utility draws its water from the Aquifer, decisions & resolutions of this board impact the operations of the City’s utility.

The City has Interlocal Agreement(s) with the Spokane County, including Building Plan Review and Inspection services, care & custody of prisoners, prosecutorial and public defender services, and SCRAPS for animal control service. The City pays for these services as needed.

The City has an Interlocal Agreement with the Spokane County Sheriff to provide public safety services in lieu of a City police force. The City maintains an annual contract and pays for service on a monthly basis.

The City has an Interlocal Agreement with the Department of Emergency Management to be member of the Department's Emergency Management System. .

The City leases two public properties to Spokane County for public safety purposes. A portion of the Town Hall is leased to Sheriff Community Oriented Policing Effort (SCOPE). This lease is renewed yearly. The City also leases land to the Spokane Valley Fire District. The City issued G.O. Bonds to build the station. The SVFD, as part of their lease, pays all G.O. Bond Payments as rent to the City. The City then makes the appropriate payment for the bond. The SVFD lease term is 150 years. The building reverts to the possession of the SVFD at the end of the bond payment obligation.

Subsequent Events

The City was awarded a DWSRF loan in September of 2013 in the amount of \$448,000. This grant is a cost reimbursement type grant and had neither expenditures nor any reimbursements in 2013. \$8,003 has been expended and reimbursed in 2014 as the City begins work on the Buckeye water main.

The City was awarded a TIB grant in July 2013 for \$261,345. This grant is a cost reimbursement type grant and had neither expenditures nor any reimbursements in 2013. Work is planned to complete sidewalk replacements on Buckeye avenue during summer of 2014.

City Of Millwood

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STATEMENT C-4

FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For Year Ending: December 31, 2013

1 Of 3

BARS CODE		Total For All Funds Total Amount	001 - General Fund Actual Amount	101 - Street Fund Actual Amount
Beginning Cash and Investments:				
308.10	Reserved	412,867.39	0.00	0.00
308.80	Unreserved	2,067,910.83	1,085,240.86	562,956.40
	Prior Period Adjustments (388.80 or 588.80)	0.00	0.00	0.00
Operating Revenues:				
310	Taxes	988,070.88	737,440.38	230,540.52
320	Licenses and Permits	25,208.76	25,158.76	0.00
330	Intergovernmental	63,958.99	27,057.93	36,901.06
340	Charges for Goods and Services	650,943.86	659.25	0.00
350	Fines and Penalties	423.33	423.33	0.00
360	Miscellaneous	10,574.06	8,652.71	1,292.75
	Total Operating Revenues	1,739,179.88	799,392.36	268,734.33
Operating Expenditures				
510	General Government	316,682.85	316,682.85	0.00
520	Public Safety	232,832.41	232,832.41	0.00
530	Physical Environment	393,373.81	0.00	0.00
540	Transportation	150,830.24	0.00	150,830.24
550	Economic Environment	72,602.40	72,602.40	0.00
560	Mental and Physical Health	3,425.62	3,425.62	0.00
570	Culture and Recreational	32,157.53	32,157.53	0.00
	Operating Expenditures	1,201,904.86	657,700.81	150,830.24
	Net Operating Increase (Decrease)	537,275.02	141,691.55	117,904.09
Non Operating Revenues:				
391-393	Debt Proceeds	0.00	0.00	0.00
37X,380,395,398	Other Financing Sources	76,901.83	1,267.42	0.00
397	Transfers-In	94,771.75	0.00	0.00
	Total Non Operating Revenues	171,673.58	1,267.42	0.00
Non Operating Expenditures				
591-593	Debt Service	317,655.25	0.00	0.00
594-595	Capital Expenditures	202,566.92	20,402.99	39,077.27
580, 596, 599	Other Financing uses	1,192.33	399.24	0.00
597	Transfers-out	94,771.75	22,030.75	72,741.00
	Total Non Operating Expenditures	616,186.25	42,832.98	111,818.27
	Increase (Decrease) in Cash and investments	92,762.35	100,125.99	6,085.82
Ending Cash and Investments				
508.10	Reserved	878,184.42	0.00	569,042.22
508.80	Unreserved	1,695,356.15	1,185,366.85	0.00

The accompanying notes are an integral part of this Statement

City Of Millwood

MCAG #: 0718

STATEMENT C-4

FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For Year Ending: December 31, 2013

2 Of 3

BARS CODE		201 - LTGO Bond Fund Actual Amount	204 - GO Note Bond Fund Actual Amount	301 - Capital Projects Fund Actual Amount
Beginning Cash and Investments:				
308.10	Reserved	0.00	0.00	0.00
308.80	Unreserved	1,174.75	11.50	3,604.29
	Prior Period Adjustments (388.80 or 588.80)	0.00	0.00	0.00
Operating Revenues:				
310	Taxes	0.00	0.00	10,045.01
320	Licenses and Permits	0.00	0.00	0.00
330	Intergovernmental	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	0.00	0.00	0.00
	Total Operating Revenues	0.00	0.00	10,045.01
Operating Expenditures				
510	General Government	0.00	0.00	0.00
520	Public Safety	0.00	0.00	0.00
530	Physical Environment	0.00	0.00	0.00
540	Transportation	0.00	0.00	0.00
550	Economic Environment	0.00	0.00	0.00
560	Mental and Physical Health	0.00	0.00	0.00
570	Culture and Recreational	0.00	0.00	0.00
	Operating Expenditures	0.00	0.00	0.00
	Net Operating Increase (Decrease)	0.00	0.00	10,045.01
Non Operating Revenues:				
391-393	Debt Proceeds	0.00	0.00	0.00
37X,380,395,398	Other Financing Sources	0.00	73,360.00	0.00
397	Transfers-In	72,741.00	301.75	0.00
	Total Non Operating Revenues	72,741.00	73,661.75	0.00
Non Operating Expenditures				
591-593	Debt Service	72,439.25	73,661.75	0.00
594-595	Capital Expenditures	0.00	0.00	0.00
580, 596, 599	Other Financing uses	0.00	0.00	0.00
597	Transfers-out	0.00	0.00	0.00
	Total Non Operating Expenditures	72,439.25	73,661.75	0.00
	Increase (Decrease) in Cash and investments	301.75	0.00	10,045.01
Ending Cash and Investments				
508.10	Reserved	1,476.50	11.50	13,649.30
508.80	Unreserved	0.00	0.00	0.00

The accompanying notes are an integral part of this Statement

City Of Millwood

MCAG #: 0718

STATEMENT C-4

FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For Year Ending: December 31, 2013

3 Of 3

BARS CODE		302 - Special Capital Projects Fund Actual Amount	401 - Water Fund Actual Amount	402 - Sewer Fund Actual Amount
Beginning Cash and Investments:				
308.10	Reserved	0.00	181,948.44	230,918.95
308.80	Unreserved	5,604.24	218,390.68	190,928.11
	Prior Period Adjustments (388.80 or 588.80)	0.00	0.00	0.00
Operating Revenues:				
310	Taxes	10,044.97	0.00	0.00
320	Licenses and Permits	0.00	0.00	50.00
330	Intergovernmental	0.00	0.00	0.00
340	Charges for Goods and Services	0.00	244,935.95	405,348.66
350	Fines and Penalties	0.00	0.00	0.00
360	Miscellaneous	0.00	150.83	477.77
	Total Operating Revenues	10,044.97	245,086.78	405,876.43
Operating Expenditures				
510	General Government	0.00	0.00	0.00
520	Public Safety	0.00	0.00	0.00
530	Physical Environment	0.00	175,837.62	217,536.19
540	Transportation	0.00	0.00	0.00
550	Economic Environment	0.00	0.00	0.00
560	Mental and Physical Health	0.00	0.00	0.00
570	Culture and Recreational	0.00	0.00	0.00
	Operating Expenditures	0.00	175,837.62	217,536.19
	Net Operating Increase (Decrease)	10,044.97	69,249.16	188,340.24
Non Operating Revenues:				
391-393	Debt Proceeds	0.00	0.00	0.00
37X,380,395,398	Other Financing Sources	0.00	2,274.41	0.00
397	Transfers-In	0.00	0.00	21,729.00
	Total Non Operating Revenues	0.00	2,274.41	21,729.00
Non Operating Expenditures				
591-593	Debt Service	0.00	0.00	171,554.25
594-595	Capital Expenditures	0.00	134,989.47	8,097.19
580, 596, 599	Other Financing uses	0.00	439.09	354.00
597	Transfers-out	0.00	0.00	0.00
	Total Non Operating Expenditures	0.00	135,428.56	180,005.44
	Increase (Decrease) in Cash and investments	10,044.97	(63,904.99)	30,063.80
Ending Cash and Investments				
508.10	Reserved	15,649.21	46,958.97	231,396.72
508.80	Unreserved	0.00	289,475.16	220,514.14

The accompanying notes are an integral part of this Statement

SCHEDULE OF DISBURSEMENT ACTIVITY
For Year Ending: December 31, 2013

1	2	3	4	5	6	7	8	9	10
Fund	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 3+4-5-6	Prior Yr Open Period Items	Curr Yr Open Period Items	Disbursements 12/31/2013 4-6-8+9
001	General Fund	78,947.97	678,495.91	701,000.79		56,443.09	0.00	0.00	678,495.91
101	Street Fund	16,428.71	190,423.71	193,010.09	516.20	13,326.13	0.00	0.00	189,907.51
201	LTGO Bond Fund		72,439.25	72,439.25			0.00	0.00	72,439.25
204	GO Note Bond Fund		73,661.75	73,661.75			0.00	0.00	73,661.75
401	Water Fund	26,858.01	311,266.18	313,010.27		25,113.92	0.00	0.00	311,266.18
402	Sewer Fund	23,805.76	397,541.63	402,127.18		19,220.21	0.00	0.00	397,541.63
TOTALS:		146,040.45	1,723,828.43	1,755,249.33	516.20	114,103.35			1,723,312.23

ID. No.	Description	Maturity/Payment Due Date __/__/20__	Beginning Balance 01/01/ 20__	Additions	Reductions	BARS Code for Redemption of Debt Only	Ending Balance 12/31/20__
251.11	LTGO Bond	12/1/2015	175,000		55,000	5919571	120,000
251.11	GO Bond	12/21/2018	375,000		65,000	5912271	310,000
259.11	Compensated Absenses		5,305		2,877		2,428
251.13	Revenue Bond	12/1/2015	390,000		158,139	5913572	231,861
259.12	Compensated Absenses		3,895		3,393		502

**LABOR RELATIONS CONSULTANT(S)
For the Year Ended December 31, 2013**

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

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

Name of Firm
Name of Consultant
Business Address
Amount Paid to Consultant During Fiscal Year
Terms and Conditions, as Applicable, Including: Rates (E.g., Hourly, etc.) _____ Maximum Compensation Allowed _____ Duration of Services _____ Services Provided _____ _____

Certified Correct this <u>27</u> day of <u>MAY</u> , 20 <u>14</u> to the best of my knowledge and belief:
Signature <u>Deborah A. Matkin</u>
Name <u>DEBORAH A MATKIN</u>
Title <u>CITY TREASURER</u>

**LOCAL GOVERNMENT RISK-ASSUMPTION
For the Year Ended December 31, 2013**

Program Manager: Deborah Matkin, City Treasurer
Address: 9103 E. Frederick Ave., Spokane, WA 99206
Phone: (509) 024-0960
Email: millwoodtreasurer@comcast.net

I. YES 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. YES Does the entity self-insure as an individual program? (yes/no)

i. NO 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. NO Does the entity self-insure as a joint program? (yes/no)

i. If answered YES, list the other member(s): _____

2. NO Does the entity administer its own claims? (yes/no)
3. YES Does the entity contract with a third party administrator for claims administration? (yes/no)
4. NO Did the entity receive a claims audit in the last three years, regardless of who administered the claims? (yes/no)
5. YES Were the program's revenues sufficient to cover the program's expenses? (yes/no)
6. NO 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
Unemployment Insurance	1	1	\$11,310