



**CITY OF RICHLAND HILLS, TEXAS  
COMPREHENSIVE ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED  
SEPTEMBER 30, 2012**



**CITY OF RICHLAND HILLS, TEXAS**  
**COMPREHENSIVE ANNUAL FINANCIAL REPORT**  
**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

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# **INTRODUCTORY SECTION**

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# CITY OF RICHLAND HILLS, TEXAS

3200 DIANA DRIVE · RICHLAND HILLS, TX 76118

March 28, 2013

The Honorable Mayor, Members of the City Council,  
and Citizens of Richland Hills (the "City")

Submitted herewith is the Comprehensive Annual Financial Report (CAFR) of the City of Richland Hills, Texas, for the fiscal year ended September 30, 2012. The purpose of the CAFR is to provide the City Council, management, staff, the citizens and other interested parties with detailed information reflecting the City's financial condition.

The CAFR satisfies Chapter 103 of the Texas Local Government Code requiring annual audits of all municipalities. The CAFR consists of management's representations concerning the finances of the City of Richland Hills, consequently, responsibility for the accuracy of the data and completeness and reliability of the information presented in this CAFR, including all disclosures, rests with the City. To the best of our knowledge and belief, the enclosed data is complete and reliable in all material respects and is reported in a manner designed to present fairly the financial position and results of operation of the City, on a government-wide and fund basis. All disclosures necessary to enable the reader to gain an understanding of the City's financial activities have been included.

## **The Reporting Entity**

The City of Richland Hills is a political subdivision of the state, incorporated as a municipal corporation in 1950. The City operates under the laws of the state and the City's home rule charter, approved by the citizens in 1985 as a Council-Manager form of government. Policy-making and legislative authority are vested in a governing City Council consisting of the Mayor and five other members. The City Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring the government's City Manager. The City Manager is responsible for carrying out the policies and ordinances of the Council, for overseeing the day-to-day operations of the government, and for appointing the heads of the various departments. Council members serve two-year staggered terms with three Council members elected in odd-numbered years and the Mayor and two Council members elected in even-numbered years. The Mayor and Council members are elected from the community at large. The City is empowered to levy a property tax on both real and personal properties located within its boundaries. The City of Richland Hills' voters approved a one percent local sales and use tax at an election held on December 5, 1967.

The City provides a full range of municipal services that include police and fire protection, emergency medical services, animal control services, municipal court, construction and maintenance of streets and drainage infrastructure, planning and zoning, economic development, code enforcement, library services, parks and recreational activities and cultural events, and general administrative services. Water and wastewater services and sanitation services are provided as an operation of the City and therefore have been included as an integral part of the City's financial statements. The Richland Hills Development Corporation (a Type B Economic Development Corporation) and Richland Hills Crime Control and Prevention District are legally separate entities but are in substance part of the government's operation and are included in the CAFR.

## **Accounting System and Budgetary Control**

To provide a reasonable basis for making these representations, the City has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City's financial statements in conformity with generally accepted accounting principles (GAAP) for local governments, as prescribed by the Governmental Accounting Standards Board (GASB) and other recognized professional standards. Because the cost of internal controls should not outweigh their benefits, the City's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that assets are safeguarded and that the financial statements will be free from material misstatement.

The City's accounting records for general governmental operations are maintained on a modified accrual basis. Under this method of accounting, expenditures are recognized when the services or goods are received and the liability is incurred. Revenues are recognized when measurable and available. Accounting records for the proprietary funds are maintained on the accrual basis.

The annual budget serves as the foundation for the City's financial planning and control. All City departments are required to submit requests for appropriation to the City Manager in May of each year. The City Manager uses these requests as the starting point for developing a proposed budget. The City Manager then presents this proposed budget to the Council for review by at least 60 days prior to October 1. The Council is required to hold a public hearing on the proposed budget and to adopt a final budget by no later than September 30, the close of the City's fiscal year. The appropriated budget is prepared by fund and department. The City Manager is authorized to transfer budgeted amounts between line items within any fund. Any revisions that alter the total expenditures of any fund require special approval of the Council.

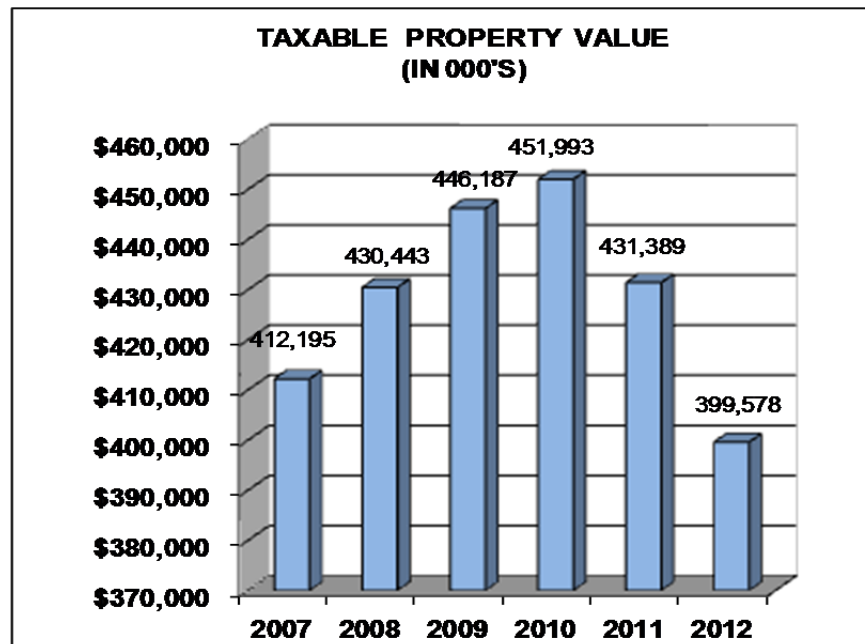
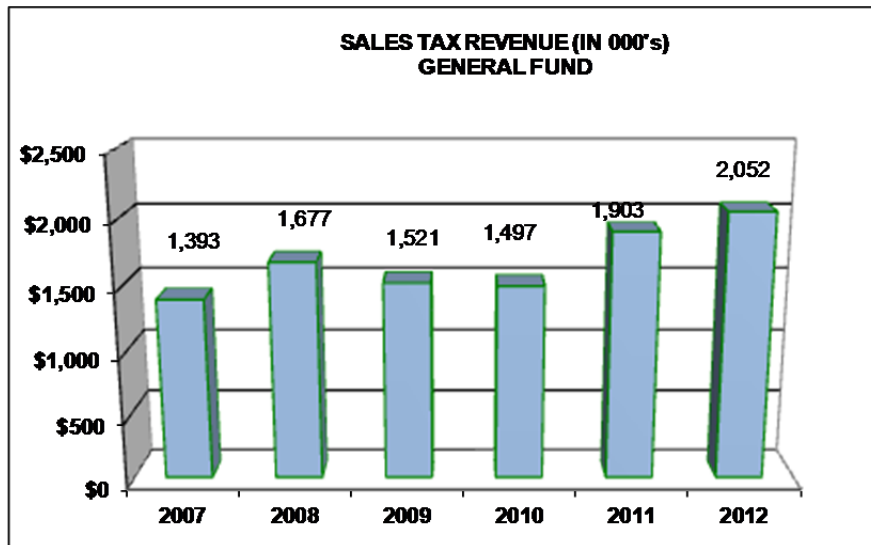
Budget-to-actual comparisons are provided in the CAFR for each individual governmental fund for which an appropriated annual budget has been adopted. For governmental funds other than the General Fund, with appropriated annual budgets, this comparison is presented in the governmental fund subsection of this report.

To meet GASB requirements, the CAFR is organized into three major sections: Introductory, Financial and Statistical. The Introductory Section contains a list of principal City officials, an organizational chart of the City government, and this letter of transmittal. The Financial Section includes the management's discussion and analysis (MD&A), basic financial statements, and the opinion of the independent auditor and supplementary information. The MD&A is a narrative introduction, overview, and analysis to accompany the basic financial statements. This letter of transmittal is designed to complement and should be read in conjunction with the MD&A. The Statistical Section, through the use of tables, presents comparative economic and financial data to give users of the report a perspective of the City's performance over a number of years. The City's MD&A can be found immediately following the independent auditor's report.

## **Economic Outlook and Financial Condition**

The City of Richland Hills is situated Northeast Tarrant County in the middle of the Dallas/Fort Worth Metroplex, the major metropolitan area in the north central part of the state, and is approximately 7 miles from downtown Fort Worth, 30 miles from downtown Dallas, and is approximately 15 miles from DFW International Airport. Richland Hills is served by three state-numbered highways, SH 121, SH 26, and SH 10 (Baker Blvd. in Richland Hills), as well as the Trinity Railway Express (TRE), a commuter rail line between Fort Worth and Dallas operated jointly by Dallas Area Rapid Transit (DART) and the Fort Worth Transit Authority (The T). The City of Richland Hills occupies a land area of 3.9 square miles, is approximately 98% developed, and serves a population of 7,800.

In 2012, the City of Richland Hills experienced a 7% decline in assessed taxable value due to economic recession and the reappraisal of the residential housing base. The property tax base remains diverse with the top 10 taxpayers accounting for 12.2% of the total assessed value. Property tax and sales tax revenue are the City's principal income sources. Property tax revenues account for 39.99% of budgeted revenues and sales tax account for 30.58% of budgeted revenues for the General Fund. Sales tax revenue increased 7.82% from fiscal year 2011, which is indicative of an improving economy. Richland Hills continues to support an aggressive marketing campaign to attract commercial development in the City. New commercial businesses in 2012 include Wilson Supply Company – oilfield supply company, Moore Supply Company – plumbing supplies distributor, Professional Safety Systems – sales and installation of emergency equipment, Red Hawk Security, Inc. – sales and installation of security systems.



## **Independent Audit**

The Richland Hills City Charter requires an annual audit by an independent certified public accountant. Pattillo, Brown & Hill, L.L.P., a firm of licensed certified public accountants, was selected by the City Council to audit the City's financial statements. The audit report will be available for public inspection and the original copy will be kept as a permanent record of the City.

The goal of the independent audit was to provide reasonable assurance that the financial statements of the City for the fiscal year ended September 30, 2012, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation.

The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unqualified opinion that the City's financial statements for the fiscal year ended September 30, 2012, are fairly presented in conformity with GAAP. The independent auditors' report is presented as the first component of the financial section of this report.

## **Certificate of Achievement**

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for excellence in Financial Reporting to the City of Richland Hills for its comprehensive annual financial report for the fiscal year ended September 30, 2011. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate. The City of Richland Hills has received the Certificate of Achievement for the past 13 years.

## **Acknowledgments**

The preparation of this report could not have been accomplished without the cooperation of City employees throughout the organization. Sincere appreciation is also expressed to the Mayor and City Council for their continued interest and support in the conduct of the financial operations of the City in a responsible and progressive manner.

Respectfully submitted,



Barbara Mann  
Finance/Accounting Manager

# Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of Richland Hills  
Texas

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended  
September 30, 2011

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



*Christopher P. Morrell*

President

*Jeffrey R. Emer*

Executive Director

**CITY OF RICHLAND HILLS, TEXAS**

**LIST OF PRINCIPAL OFFICIALS**

**SEPTEMBER 30, 2012**

**CITY COUNCIL**

Bill Agan, Mayor

Roland Goveas, Place 1

Toya Norton, Place 2

Robert DeSoto, Place 3

Beverly Williams, Place 4

Edward Lopez, Mayor Pro Tem, Place 5

**CITY STAFF**

Curtis Hawk, City Manager

Eric Strong, Assistant City Manager

Barbara Childress, Chief of Police

William Bell, Fire Chief

Michael Barnes, Director of Public Works

Lisa Wood, Library Director

Linda Cantu, City Secretary

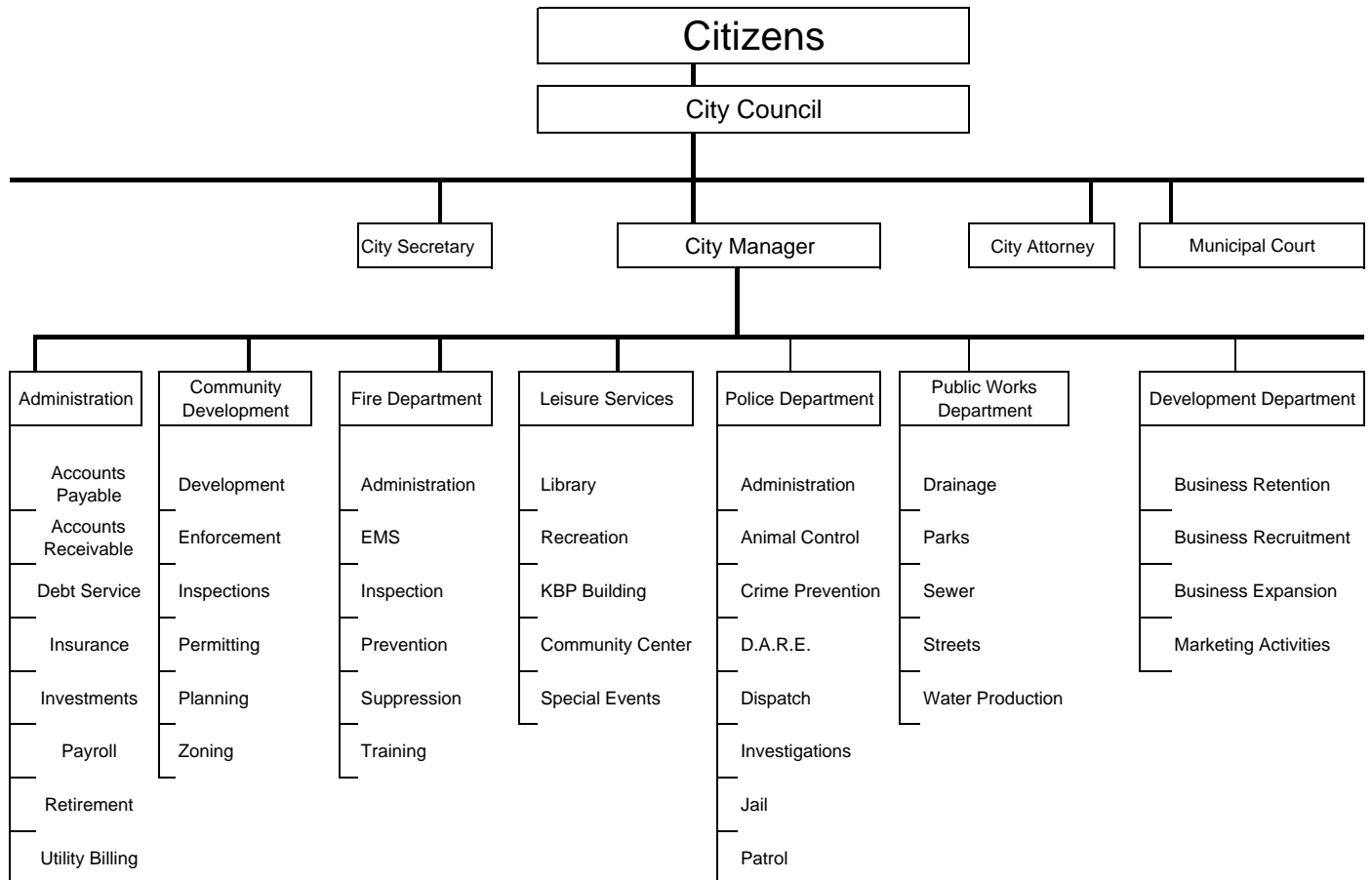
Alicia St. Cyr, Municipal Court Clerk

Liz Kennedy, Administrative Assistant

Barbara J. Mann, Finance/Accounting Manager



# CITY OF RICHLAND HILLS ORGANIZATION CHART



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# **FINANCIAL SECTION**

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## INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and  
Members of City Council  
City of Richland Hills, Texas

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Richland Hills, Texas (the "City") as of and for the year ended September 30, 2012, which collectively comprise the City's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the City of Richland Hills, Texas' management. 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Richland Hills, Texas, as of September 30, 2012, 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.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 28, 2013, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*, and should be considered in conjunction with this report in considering the results of our audit.

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and budgetary comparison information on pages 3 through 16 and pages 57 through 59, be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by Governmental Accounting Standards Board, who considers it to be an essential part of the financial statements 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.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Richland Hills, Texas' basic financial statements as a whole. The introductory section, combining and individual nonmajor fund financial statements and schedules, and statistical section, are presented for purposes of additional analysis and are not a required part of the financial statements. The combining and individual nonmajor fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole. The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

*Pattillo, Brown & Hill, L.L.P.*

March 28, 2013

**MANAGEMENT'S  
DISCUSSION AND ANALYSIS**

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## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Richland Hills, Texas, we offer readers of the City of Richland Hills' financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended September 30, 2012. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal, which can be found in the introductory section of this report.

### Financial Highlights

- The assets of the City exceeded its liabilities at the close of the most recent fiscal year by \$21,413,116 (net assets) compared to \$20,349,465 for the prior year. Of this amount, \$5,104,963 represents unrestricted net assets that may be used to meet the City's ongoing obligations to citizens and creditors.
- The City's total net assets increased by \$1,063,651. The City's governmental activities net assets decreased by \$148,402 and the business-type activities net assets increased by \$1,212,053.
- As of the close of the current year, the City of Richland Hills' governmental funds reported combined ending fund balances of \$3,863,644 compared to \$3,965,365 for the prior year. Approximately \$1,357,193 is available for spending at the City's discretion (unassigned fund balance).
- At the end of the current year, unassigned fund balance for the General Fund was \$1,404,689, or 24% of total General Fund expenditures.

### Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the City's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the City's net assets changed during the most recent year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (e.g., uncollected taxes and fees).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, legislative, municipal court, police, fire and ambulance, code enforcement, animal control, clean city, streets and highways, library, community center, parks and beautification and economic development. The business-type activities of the City include water production and distribution, sewer collection and treatment and drainage utility.

The government-wide financial statements can be found on pages 17 through 19 of this report.

**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 City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories: governmental funds and proprietary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Unlike the government-wide financial statements, however, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the City's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the 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 the comparison between governmental funds and governmental activities.

The City maintains 12 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, which is considered a major fund. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The basic governmental fund financial statements can be found on pages 20 through 23 of this report.

**Proprietary funds.** Proprietary funds can be further classified into two different types of funds. Enterprise Funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses Enterprise Funds to account for its water and sewer operations and drainage utility operations.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Water and Sewer Fund and Drainage Utility Fund.

The proprietary fund financial statements can be found on pages 24 through 27 of this report.

**Notes to the basic financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and funds financial statements. The notes to the financial statements can be found on pages 28 through 56 of this report.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information that further explains and supports the information in the financial statements. The required supplementary information can be found on pages 57 through 59 of this report.

The individual major governmental funds and combining and individual nonmajor governmental funds are presented immediately following the required supplementary information. These statements can be found on pages 60 through 73 of this report.

## **Government-wide Financial Analysis**

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the City, assets exceeded liabilities by \$21,413,116 as of September 30, 2012.

The largest portion of the City's net assets (68%) reflects its investment in capital assets (e.g. land, improvements other than buildings, buildings, machinery and equipment, streets and construction in progress); less any related debt used to acquire those assets that are still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net assets (8%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets (\$5,104,963) may be used to meet the City's ongoing obligations to citizens and creditors.

At the end of the current year, the City is able to report positive balances in all three categories of net assets for the government as a whole, as well as for its separate governmental activities.

Following are summaries of the City's statement of net assets and statement of activities.

### Condensed Statement of Net Assets

	Governmental Activities		Business-type Activities		Totals	
	2012	2011	2012	2011	2012	2011
Current and other assets	\$ 5,393,418	\$ 5,424,406	\$ 4,299,237	\$ 5,076,255	\$ 9,692,655	\$ 10,500,661
Capital assets	<u>8,840,320</u>	<u>9,273,044</u>	<u>13,417,510</u>	<u>11,907,033</u>	<u>22,257,830</u>	<u>21,180,077</u>
Total assets	<u>14,233,738</u>	<u>14,697,450</u>	<u>17,716,747</u>	<u>16,983,288</u>	<u>31,950,485</u>	<u>31,680,738</u>
Current liabilities	619,134	570,292	664,056	459,320	1,283,190	1,029,612
Long-term liabilities	<u>1,839,917</u>	<u>2,204,069</u>	<u>7,414,262</u>	<u>8,097,592</u>	<u>9,254,179</u>	<u>10,301,661</u>
Total liabilities	<u>2,459,051</u>	<u>2,774,361</u>	<u>8,078,318</u>	<u>8,556,912</u>	<u>10,537,369</u>	<u>11,331,273</u>
Net assets:						
Invested in capital assets, net of related debt	7,603,080	7,815,576	6,893,293	7,255,716	14,496,373	15,071,292
Restricted	1,811,780	1,542,536	-	-	1,811,780	1,542,536
Unrestricted	<u>2,359,827</u>	<u>2,564,977</u>	<u>2,745,136</u>	<u>1,170,660</u>	<u>5,104,963</u>	<u>3,735,637</u>
Total net assets	<u>\$ 11,774,687</u>	<u>\$ 11,923,089</u>	<u>\$ 9,638,429</u>	<u>\$ 8,426,376</u>	<u>\$ 21,413,116</u>	<u>\$ 20,349,465</u>

## Changes in Net Assets

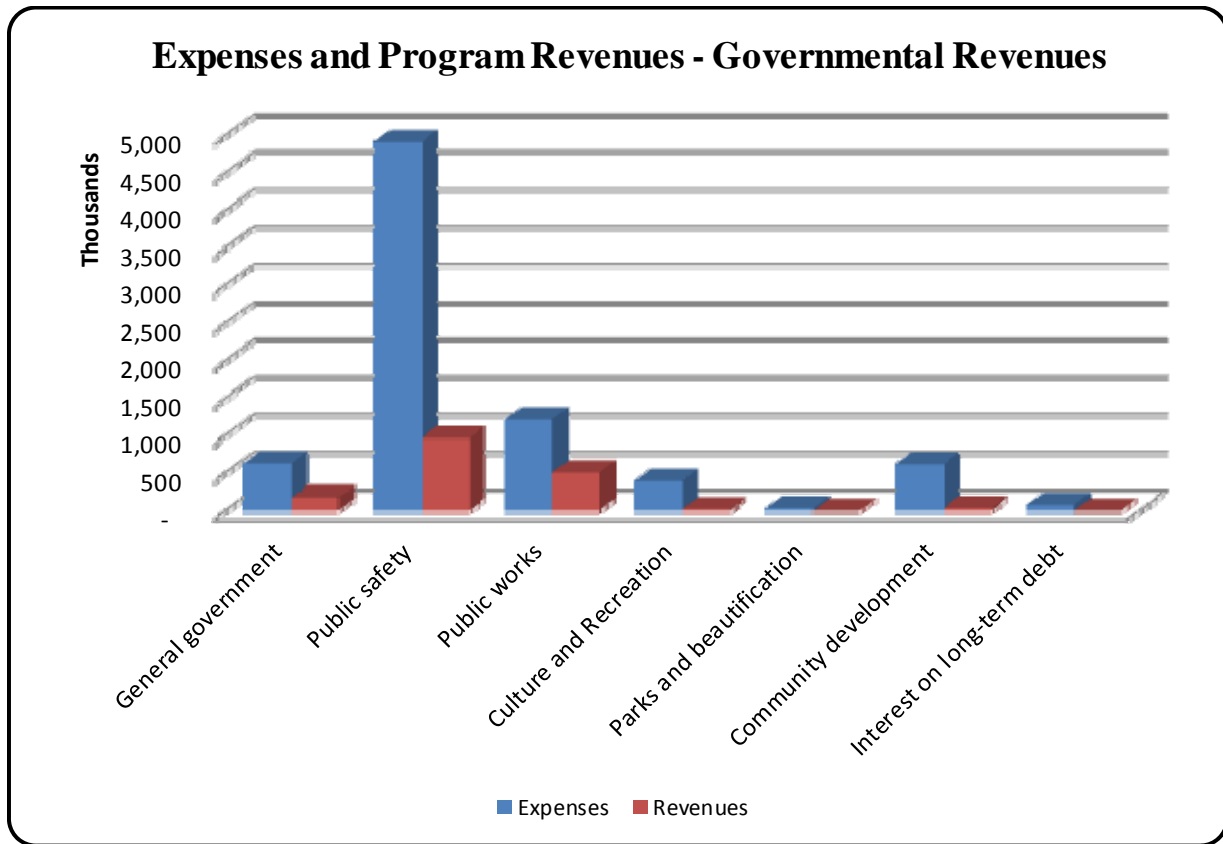
	Governmental Activities		Business-type Activities		Totals	
	2012	2011	2012	2011	2012	2011
Revenues:						
Program revenues:						
Charges for services	\$ 1,040,455	\$ 1,309,146	\$ 5,058,622	\$ 5,283,041	\$ 6,099,077	\$ 6,592,187
Operating grants and contributions	377,544	268,290	-	-	377,544	268,290
Capital grants and contributions	280,848	393,993	-	-	280,848	393,993
General revenues:						
Property taxes	2,204,507	2,197,570	-	-	2,204,507	2,197,570
Sales taxes	3,077,839	2,593,770	-	-	3,077,839	2,593,770
Franchise taxes	651,374	509,015	-	-	651,374	509,015
Hotel occupancy taxes	182,112	152,597	-	-	182,112	152,597
Investment earnings	2,416	3,806	4,618	6,347	7,034	10,153
Miscellaneous	12,053	97,145	7,925	5,728	19,978	102,873
Transfers	( 116,198)	( 300,788)	116,198	300,788	-	-
Total revenues	<u>7,712,950</u>	<u>7,224,544</u>	<u>5,187,363</u>	<u>5,595,904</u>	<u>12,900,313</u>	<u>12,820,448</u>
Expenses:						
General government	628,950	452,544	-	-	628,950	452,544
Public safety	4,903,622	5,032,257	-	-	4,903,622	5,032,257
Public works	1,211,553	1,151,899	-	-	1,211,553	1,151,899
Culture and recreation	389,982	453,741	-	-	389,982	453,741
Parks and beautification	34,013	21,182	-	-	34,013	21,182
Community development	614,100	612,100	-	-	614,100	612,100
Interest on long-term debt	79,132	56,979	-	-	79,132	56,979
Water sewer	-	-	3,647,012	3,845,749	3,647,012	3,845,749
Drainage utility	-	-	328,298	440,644	328,298	440,644
Total expenses	<u>7,861,352</u>	<u>7,780,702</u>	<u>3,975,310</u>	<u>4,286,393</u>	<u>11,836,662</u>	<u>12,067,095</u>
Increase (decrease) in net assets	( 148,402)	( 556,158)	1,212,053	1,309,511	1,063,651	753,353
Net assets, beginning	11,923,089	12,745,347	8,426,376	7,116,865	20,349,465	19,862,212
Change in accounting estimate	-	( 266,100)	-	-	-	( 266,100)
Net assets, beginning, as restated	<u>11,923,089</u>	<u>12,479,247</u>	<u>8,426,376</u>	<u>7,116,865</u>	<u>20,349,465</u>	<u>19,596,112</u>
Net assets, ending	<u>\$ 11,774,687</u>	<u>\$ 11,923,089</u>	<u>\$ 9,638,429</u>	<u>\$ 8,426,376</u>	<u>\$ 21,413,116</u>	<u>\$ 20,349,465</u>

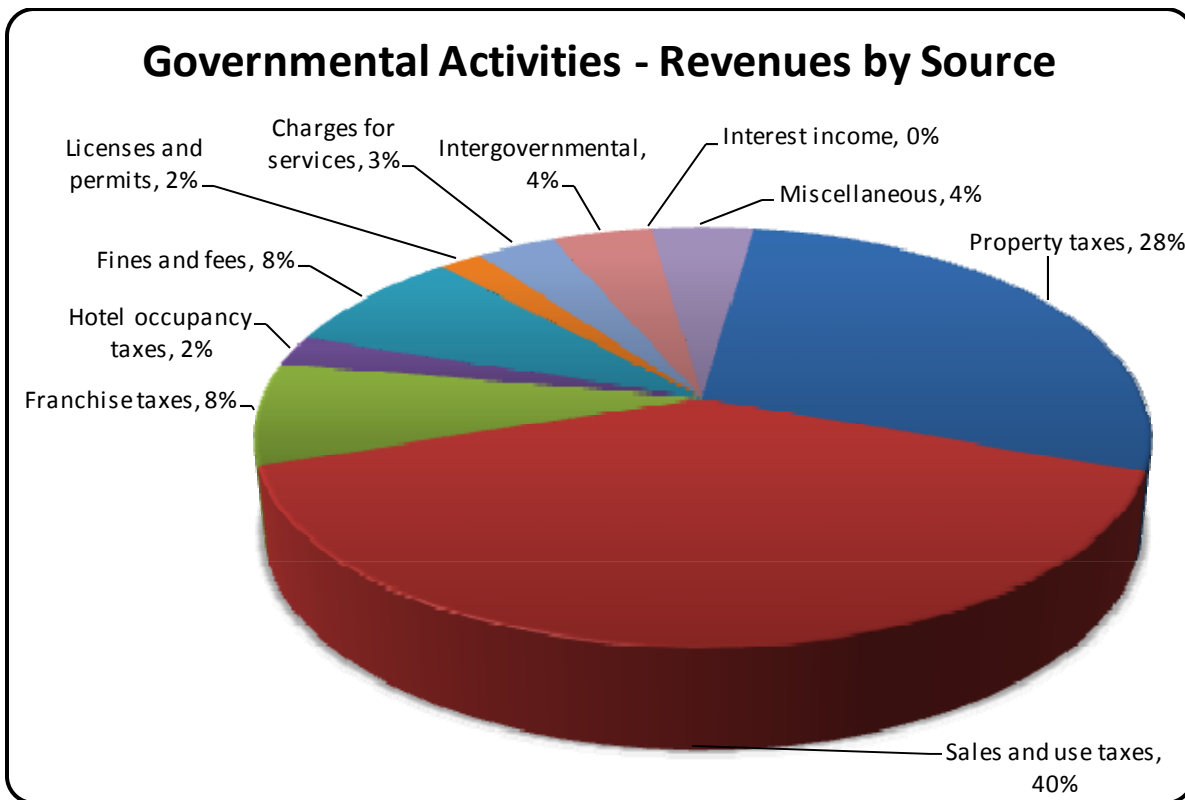
**Governmental activities.** Governmental activities decreased the City's net assets by \$148,402 in the current year compared with a \$556,158 decrease in the prior year. Total governmental activities revenues increased \$488,406 (7%) to \$7,712,950. Total governmental activities expenses increased \$80,650 (1.0%) from the prior year. Key elements of these changes are as follows:

- The Capital Grant Safe Routes to School Non-infrastructure program started in 2011. Total expense for this program totaled \$338,763.25.
- Property Tax revenue increased due to a rate increase from \$.518012 in 2011 to \$.551757.

- Municipal Court fine revenue decreased from \$257,808 to \$253,326 (a \$4,482, or 2% decrease). This decrease can be attributed to a decrease in the number of citations issued during the year.
- Licenses and permit revenue decreased from \$274,680 to \$144,736 ( a \$129,944, or 47% decrease) due to a decrease in the issuance of gas drilling permits.

Below are two graphs summarizing governmental activities revenues and expenses:

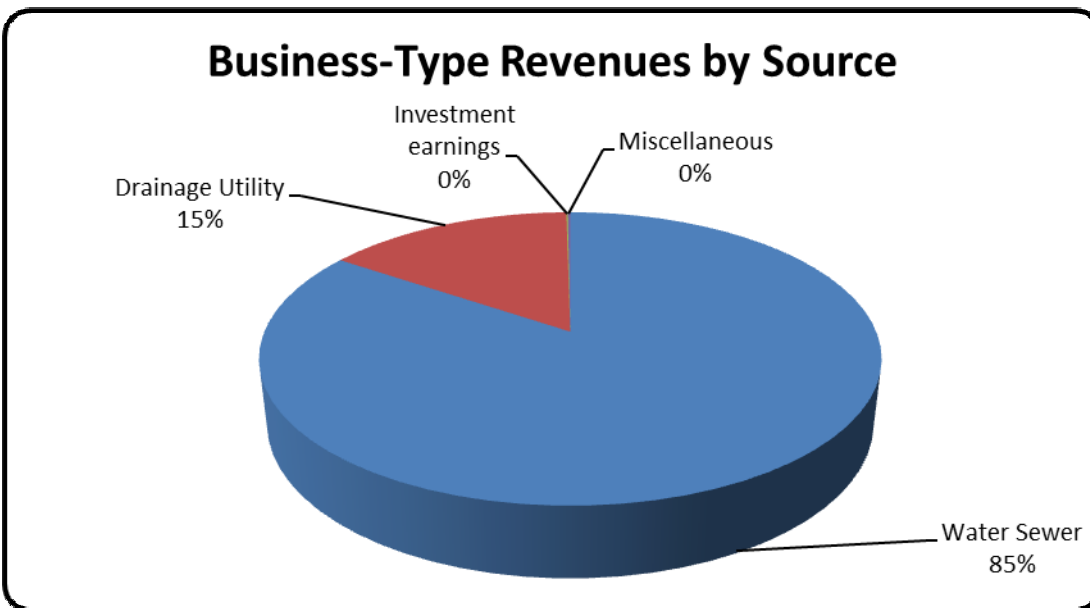
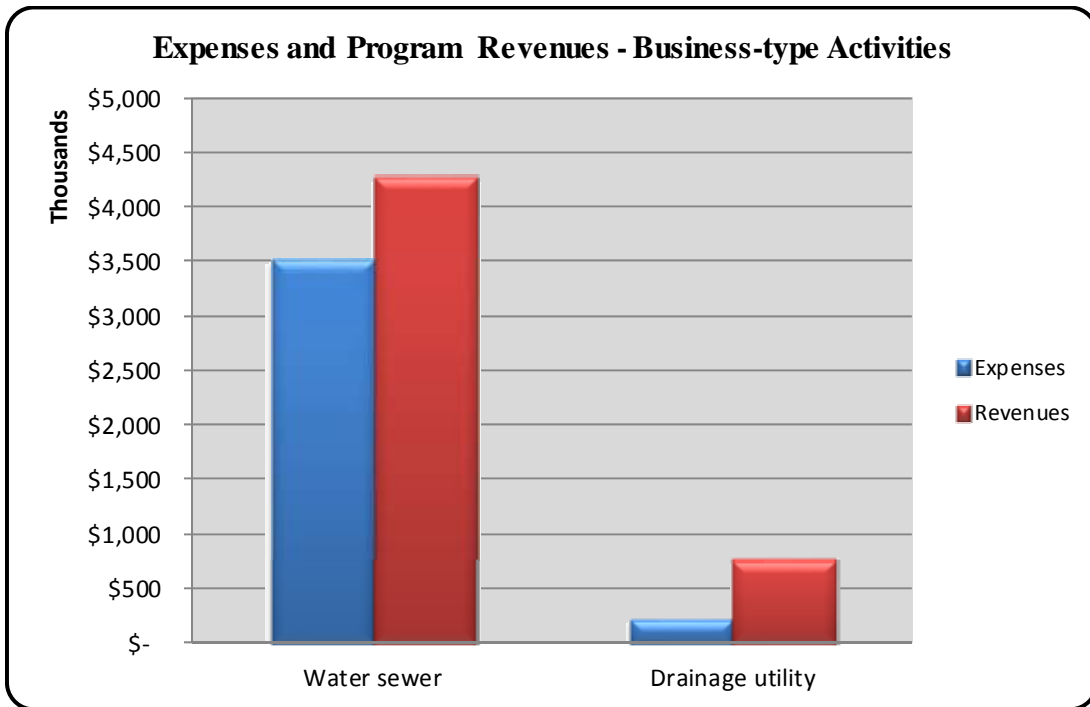




**Business-type activities.** Business-type activities increased the City’s net assets by \$1,212,053 in the current year compared to a increase in net assets of \$1,309,511 in the prior year. The business-type activities total revenues decreased \$408,541 (7%) to \$5,187,363, and total expenses decreased \$311,083 (7%) to \$3,975,310. Key elements of these changes are as follows:

- Charges for services decreased \$224,419 due to a decrease in wastewater rates. The rate decreased 25% and went into effect on October 1, 2011.
- The water purchased from the City of Fort Worth decreased \$8,109.64 due to a decrease in the amount of water purchased. Water purchased in 2011 totaled 311,825,300 gallons where the 2012 total reached 271,996,420 gallons.
- Fort Worth wastewater charged decreased from \$338,376 to \$250,440.95. Charges from Hurst increased from \$87,093 to \$90,522.38.
- Drainage System expense decreased due to decrease in drainage system maintenance and operation expense.

Below are two graphs summarizing business-type activities revenues and expenses:





## Financial Analysis of the Government's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

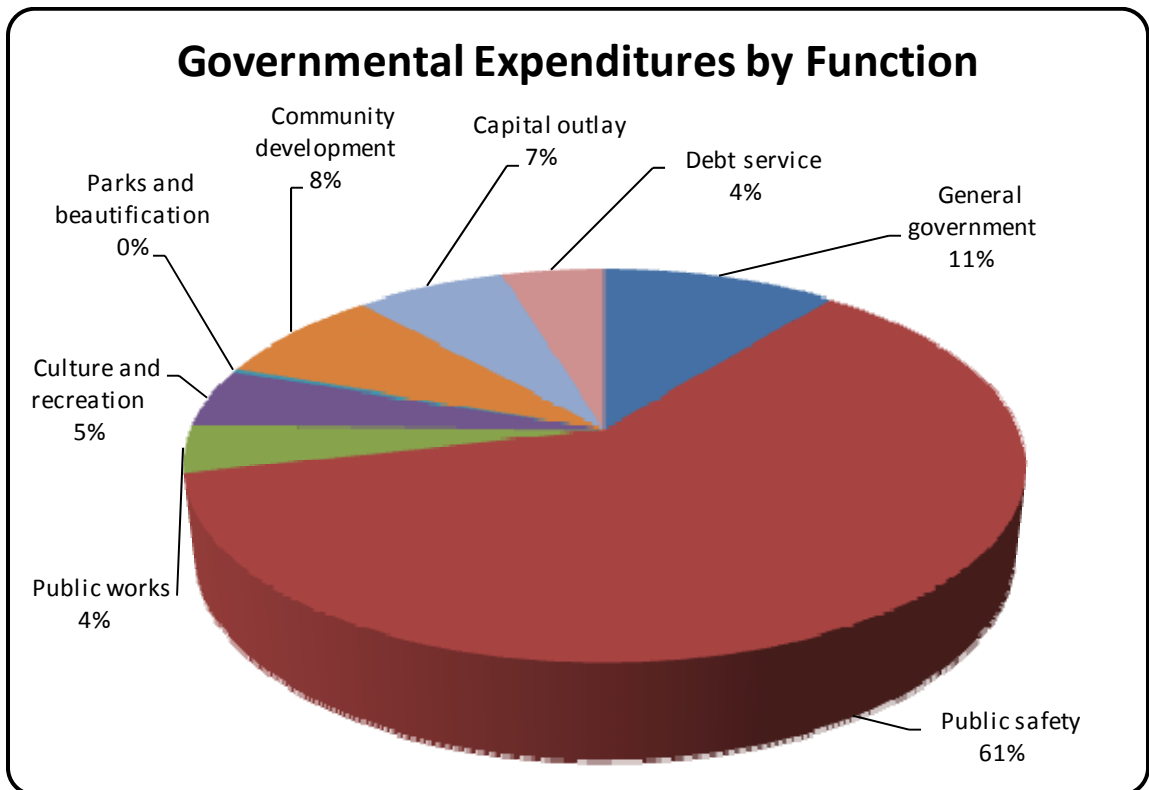
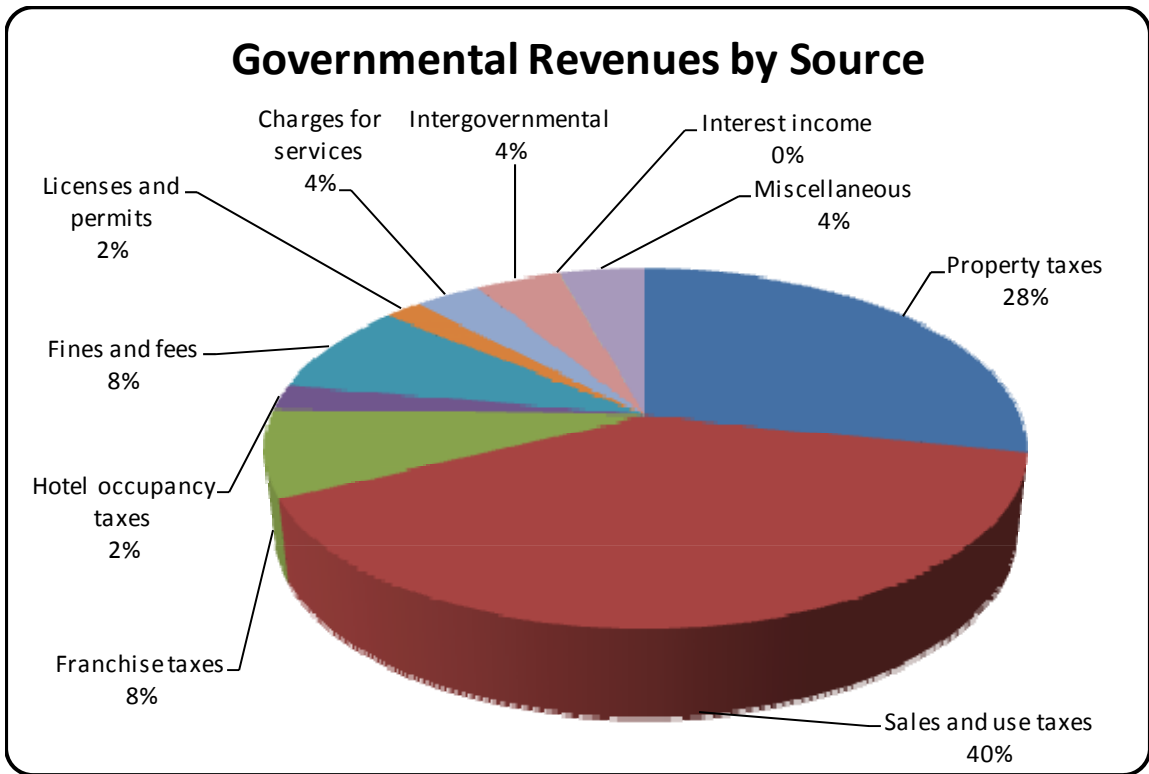
**Governmental funds.** The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure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

At year-end, the City's governmental funds reported combined ending fund balances of \$3,863,644. \$1,357,193 (35%) constitutes unassigned fund balance, which is available for spending at the government's discretion. The remainder of fund balance is restricted or committed to indicate that it is not available for new spending because of external and internal restrictions on its use.

The General Fund is the chief operating fund of the City. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$1,404,689. Fund balance of the General Fund decreased \$257,871 compared to a increase of \$251,696 in the prior year. Key factors in this decrease are as follows:

- Revenues increased \$94,309 (2%). General Fund property taxes decreased \$35,739 due to a \$31,811,159 decrease in assessed property tax values. Sales and franchise taxes increased \$240,855. Fines and fees revenue decreased \$28,036 (8%) because tickets issued decreased from prior year. Licenses and permits revenue decreased \$129,844, Intergovernmental revenue increased \$53,414.
- Expenditures increased \$522,177 (10%). The increase is due to property acquisition and capital outlay expenditures.
- During the year, expenditures were more than budgetary estimates, with the general government, public works, parks and beautification, and community development exceeding budgeted amounts.

Below are two graphs summarizing governmental fund revenues and expenditures.



**Proprietary funds.** The City’s proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net assets of the Water and Sewer Fund at the end of the year amounted to \$1,391,387 and those for the Drainage Utility Fund amounted to \$1,353,749. The total change in net assets for both funds was \$675,973 and \$536,080, respectively. Other factors concerning the finances of these two funds have already been addressed in the discussion of the City’s business-type activities.

### **General Fund Budgetary Highlights**

The City amended its General Fund budget twice. Differences between the original budget and the final budget totaled a \$732,121 increase in appropriations.

During the year, expenditures were more than budgetary estimates, with the general government, culture and recreation, community development, and capital outlay expenditures exceeding budgeted amounts.

### **Capital Assets**

The City’s investment in capital assets for its governmental and business-type activities as of September 30, 2012, amounts to \$22,257,830 (net of accumulated depreciation). This investment in capital assets includes land, buildings, water and sewer systems, improvements other than buildings, machinery and equipment, and infrastructure.

Major capital asset events during the current fiscal year included the following:

#### Governmental Activities:

• Council Chamber Camera	\$ 5,045
• City Server System	41,529
• Diesel Exhaust System	43,695
• Motorola Portable Radios	21,545
• Mobile Camera System	48,000
• Animal Shelter Fence	16,380
• Air Conditioning Units	32,173
• City Hall Roof Replacement	29,220
• Property, 3272 Diana	222,832

#### Business-type Activities:

• Sewer Metering Station	23,906
• SCADA System	9,929
• Sewer Line Rehab	185,361
• Loader Extender	69,500

**City of Richland Hills' Capital Assets  
(Net of Depreciation)**

	Governmental Activities		Business-type Activities		Totals	
	2012	2011	2012	2011	2012	2011
Land	\$ 548,175	\$ 325,343	\$ 256,267	\$ 256,267	\$ 804,442	\$ 581,610
Construction in progress	342,763	366,034	2,590,784	822,974	2,933,547	1,189,008
Improvements other than buildings	227,314	191,878	147,478	152,533	374,792	344,411
Buildings	1,190,451	1,102,813	7,403	9,634	1,197,854	1,112,447
Water and sewer system	-	-	10,272,364	10,445,698	10,272,364	10,445,698
Machinery and equipment	956,512	1,042,891	143,214	219,927	1,099,726	1,262,818
Infrastructure	<u>5,575,105</u>	<u>6,244,085</u>	<u>-</u>	<u>-</u>	<u>5,575,105</u>	<u>6,244,085</u>
Total	<u>\$ 8,840,320</u>	<u>\$ 9,273,044</u>	<u>\$ 13,417,510</u>	<u>\$ 11,907,033</u>	<u>\$ 22,257,830</u>	<u>\$ 21,180,077</u>

Additional information on the City's capital assets can be found in Note F on pages 43 – 44 of this report.

**Long-term Debt**

**City of Richland Hills' Outstanding Debt**

	Governmental Activities		Business-type Activities		Totals	
	2012	2011	2012	2011	2012	2011
Certificates of obligation	\$ 475,000	\$ 580,000	\$ 4,315,000	\$ 6,360,000	\$ 4,790,000	\$ 6,940,000
Tax notes	-	77,000	-	-	-	77,000
Contractual obligation	787,000	898,000	-	-	787,000	898,000
Capital leases payable	-	-	209,025	255,780	209,025	255,780
Revenue bonds	<u>-</u>	<u>-</u>	<u>2,740,000</u>	<u>1,340,000</u>	<u>2,740,000</u>	<u>1,340,000</u>
Total	<u>\$ 1,262,000</u>	<u>\$ 1,555,000</u>	<u>\$ 7,264,025</u>	<u>\$ 7,955,780</u>	<u>\$ 8,526,025</u>	<u>\$ 9,510,780</u>

The City's outstanding debt continues to have favorable ratings. The ratings are as follows:

	<u>Moody's Investor Service</u>	<u>Standard &amp; Poor's</u>
Combination Tax and Revenue Certificates of Obligation, Series 2001	A3	
Combination Tax and Water and Sewer Revenue Certificates of Obligation, Series 2007	A1	
Combination Tax and Water and Sewer Revenue Certificates of Obligation, Series 2010		AA-
Combination Tax and Water and Sewer Revenue Refunding Bonds, Series 2011		AA-

No direct funded debt limitation is imposed on the City under current state law or the City's Home Rule Charter. However, bond covenant requirements of the revenue bonds require that the City maintain a coverage ratio of 1.25 times the annual debt service. The measure of adequacy of service liability of this debt is the revenue bond coverage factor (net revenues available for debt service divided by the current debt service requirements). For the current fiscal year, this ratio is measured at 1.93, meaning sufficient net revenues were available to comply with this bond covenant. Comparative data for the Water and Sewer Fund for the past three fiscal years is presented in the following schedule.

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Gross revenues	\$ 4,290,606	\$ 4,552,311	\$ 3,316,466
Direct operating expenses	3,056,183	3,092,724	3,158,012
Net revenue available for debt	1,234,423	1,459,587	158,454
Debt service	639,174	675,146	670,610
Debt coverage ratio (Revenue available for debt service divided by current year debt service)	1.93	2.16	0.24

More detailed information about the City's debt is presented in Note III.F. in the financial statements.

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

The property tax rate for the City was decreased \$.551757 to \$.528094 per \$100 taxable value for the 2013 fiscal year. The taxable assessed value for the 2013 fiscal year increased from approximately \$400 million to \$415 million.

The most significant budgeted increase in General Fund revenues is approximately \$148,113 in Sales and Use Tax.

Total expenditures for the General Fund are budgeted to decrease by approximately \$379,261 from 2012 actual expenditures. The largest decrease is due to expense for purchase of property and capital outlay.

Water and wastewater billing revenues are expected to remain flat due to no changes in the billing rates for fiscal year 2012-2013.

### **Requests for Information**

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Department, 3200 Diana Drive, Richland Hills, Texas 76118.

**BASIC  
FINANCIAL STATEMENTS**

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# CITY OF RICHLAND HILLS, TEXAS

## STATEMENT OF NET ASSETS

SEPTEMBER 30, 2012

	Primary Government		
	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 2,711,247	\$ 3,131,287	\$ 5,842,534
Investments	164,501	176,424	340,925
Receivables, net of allowance for uncollectibles			
Taxes	999,538	-	999,538
Accounts	538,313	920,709	1,459,022
Intergovernmental	82,793	-	82,793
Internal balances	197,664	( 197,664)	-
Inventories	-	22,820	22,820
Restricted assets:			
Cash and cash equivalents	-	732,691	732,691
Internal balances due in more than one year	663,958	( 663,958)	-
Deferred charges	35,404	176,928	212,332
Capital assets:			
Land	548,175	256,267	804,442
Construction in progress	342,763	2,590,784	2,933,547
Buildings	2,346,271	174,022	2,520,293
Improvements other than buildings	1,079,840	182,792	1,262,632
Water and sewer systems	-	16,409,385	16,409,385
Machinery and equipment	4,073,180	1,166,604	5,239,784
Infrastructure	19,846,778	-	19,846,778
Less: accumulated depreciation	( 19,396,687)	( 7,362,344)	( 26,759,031)
Total capital assets	8,840,320	13,417,510	22,257,830
Total assets	14,233,738	17,716,747	31,950,485
<b>LIABILITIES</b>			
Accounts payable	545,701	493,007	1,038,708
Accrued liabilities	61,969	28,035	90,004
Unearned revenue	4,955	-	4,955
Current liabilities payable from restricted assets:			
Interest payable	6,509	34,770	41,279
Customer deposits	-	108,244	108,244
Noncurrent liabilities:			
Due within one year - unrestricted	296,465	16,292	312,757
Due within one year - restricted	-	603,858	603,858
Due in more than one year	1,543,452	6,794,112	8,337,564
Total liabilities	2,459,051	8,078,318	10,537,369
<b>NET ASSETS</b>			
Invested in capital assets, net of related debt	7,603,080	6,893,293	14,496,373
Restricted for:			
Debt service	140,997	-	140,997
Public works	335,379	-	335,379
Public safety	816,819	-	816,819
Economic development	518,585	-	518,585
Unrestricted	2,359,827	2,745,136	5,104,963
Total net assets	\$ 11,774,687	\$ 9,638,429	\$ 21,413,116

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

**CITY OF RICHLAND HILLS, TEXAS**

**STATEMENT OF ACTIVITIES**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary government				
Governmental activities				
General government	\$ 628,950	\$ 150,242	\$ 27,500	\$ -
Public safety	4,903,622	869,715	51,887	41,442
Public works	1,211,553	-	262,638	239,406
Culture and recreation	389,982	-	20,318	-
Parks and beautification	34,013	-	-	-
Community development	614,100	20,498	15,201	-
Interest on long-term debt	<u>79,132</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total governmental activities	<u>7,861,352</u>	<u>1,040,455</u>	<u>377,544</u>	<u>280,848</u>
Business-type activities				
Water sewer	3,647,012	4,280,409	-	-
Drainage utility	<u>328,298</u>	<u>778,213</u>	<u>-</u>	<u>-</u>
Total business-type activities	<u>3,975,310</u>	<u>5,058,622</u>	<u>-</u>	<u>-</u>
Total primary government	<u>\$ 11,836,662</u>	<u>\$ 6,099,077</u>	<u>\$ 377,544</u>	<u>\$ 280,848</u>
General revenues:				
Taxes				
Property, levied for general purposes				
Property, levied for debt service				
Sales				
Franchise				
Hotel occupancy				
Investment earnings				
Miscellaneous revenues				
Transfers				
Total general revenues and transfers				
Changes in net assets				
Net assets, beginning				
Net assets, ending				

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

Net (Expense) Revenue and Changes in Net Assets

Primary Government		
Governmental Activities	Business-type Activities	Total
\$( 451,208)	\$ -	\$( 451,208)
( 3,940,578)	-	( 3,940,578)
( 709,509)	-	( 709,509)
( 369,664)	-	( 369,664)
( 34,013)	-	( 34,013)
( 578,401)	-	( 578,401)
( 79,132)	-	( 79,132)
<u>( 6,162,505)</u>	<u>-</u>	<u>( 6,162,505)</u>
-	633,397	633,397
<u>-</u>	<u>449,915</u>	<u>449,915</u>
<u>-</u>	<u>1,083,312</u>	<u>1,083,312</u>
<u>( 6,162,505)</u>	<u>1,083,312</u>	<u>( 5,079,193)</u>
1,953,316	-	1,953,316
251,191	-	251,191
3,077,839	-	3,077,839
651,374	-	651,374
182,112	-	182,112
2,416	4,618	7,034
12,053	7,925	19,978
( 116,198)	116,198	-
<u>6,014,103</u>	<u>128,741</u>	<u>6,142,844</u>
( 148,402)	1,212,053	1,063,651
<u>11,923,089</u>	<u>8,426,376</u>	<u>20,349,465</u>
<u>\$ 11,774,687</u>	<u>\$ 9,638,429</u>	<u>\$ 21,413,116</u>

**CITY OF RICHLAND HILLS, TEXAS**

**BALANCE SHEET**

**GOVERNMENTAL FUNDS**

**SEPTEMBER 30, 2012**

	<u>General</u>	<u>Other Governmental</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 1,010,154	\$ 1,701,093	\$ 2,711,247
Investments	164,501	-	164,501
Receivables (net of allowances for uncollectibles)			
Taxes	772,620	226,918	999,538
Accounts	481,239	57,074	538,313
Intergovernmental	28,580	54,213	82,793
Due from other funds	340,946	146,936	487,882
Advances to other funds	<u>663,958</u>	<u>-</u>	<u>663,958</u>
 Total assets	 <u>\$ 3,461,998</u>	 <u>\$ 2,186,234</u>	 <u>\$ 5,648,232</u>
<b>LIABILITIES AND FUND BALANCE</b>			
Liabilities:			
Accounts payable	\$ 312,513	\$ 233,188	\$ 545,701
Accrued liabilities	61,969	-	61,969
Due to other funds	145,976	144,242	290,218
Deferred revenue	<u>872,893</u>	<u>13,807</u>	<u>886,700</u>
Total liabilities	<u>1,393,351</u>	<u>391,237</u>	<u>1,784,588</u>
Fund balance:			
Nonspendable	663,958	-	663,958
Restricted	-	1,819,068	1,819,068
Assigned	-	23,425	23,425
Unassigned	<u>1,404,689</u>	<u>( 47,496)</u>	<u>1,357,193</u>
Total fund balance	<u>2,068,647</u>	<u>1,794,997</u>	<u>3,863,644</u>
 Total liabilities and fund balance	 <u>\$ 3,461,998</u>	 <u>\$ 2,186,234</u>	 <u>\$ 5,648,232</u>

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

**CITY OF RICHLAND HILLS, TEXAS**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET ASSETS**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

Total fund balances - governmental funds	\$ 3,863,644
Capital assets used in governmental activities are not financial resources and therefore are reported in the governmental funds.	8,840,320
Long-term liabilities, including bonds payable (net of unamortized costs), are not due and payable in the current period and, therefore, are not reported in the funds.	( 1,811,022)
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds.	<u>881,745</u>
Net assets of governmental activities	<u>\$ 11,774,687</u>

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

**CITY OF RICHLAND HILLS, TEXAS**

**STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

**GOVERNMENTAL FUNDS**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	<u>General</u>	<u>Other Governmental</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>			
Taxes:			
General property	\$ 1,943,002	\$ 262,030	\$ 2,205,032
Sales and use	2,053,482	1,024,357	3,077,839
Franchise	609,470	-	609,470
Hotel occupancy	-	182,112	182,112
Fines and fees	342,783	295,455	638,238
Licenses and permits	144,736	-	144,736
Charges for services	263,253	-	263,253
Intergovernmental	159,375	177,888	337,263
Interest income	1,276	1,140	2,416
Miscellaneous	<u>78,319</u>	<u>262,638</u>	<u>340,957</u>
Total revenues	<u>5,595,696</u>	<u>2,205,620</u>	<u>7,801,316</u>
<b>EXPENDITURES</b>			
General government	838,508	-	838,508
Public safety	3,738,984	989,387	4,728,371
Public works	296,169	2,000	298,169
Culture and recreation	370,103	-	370,103
Parks and beautification	26,991	-	26,991
Community development	330,094	290,485	620,579
Capital outlay	244,374	293,553	537,927
Debt service:			
Principal	-	293,000	293,000
Interest and fiscal charges	<u>-</u>	<u>73,191</u>	<u>73,191</u>
Total expenditures	<u>5,845,223</u>	<u>1,941,616</u>	<u>7,786,839</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>( 249,527)</u>	<u>264,004</u>	<u>14,477</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	7,854	136,256	144,110
Transfers out	<u>( 16,198)</u>	<u>( 244,110)</u>	<u>( 260,308)</u>
Total other financing sources (uses)	<u>( 8,344)</u>	<u>( 107,854)</u>	<u>( 116,198)</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>( 257,871)</u>	156,150	<u>( 101,721)</u>
<b>FUND BALANCES, BEGINNING</b>	<u>2,326,518</u>	<u>1,638,847</u>	<u>3,965,365</u>
<b>FUND BALANCES, ENDING</b>	<u>\$ 2,068,647</u>	<u>\$ 1,794,997</u>	<u>\$ 3,863,644</u>

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

**CITY OF RICHLAND HILLS, TEXAS**

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

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds \$( 101,721)

Governmental funds report all capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This reconciling item represents the amount by which capital outlay exceeded depreciation in the current period. ( 432,724)

The issuance of long-term debt (e.g., bonds, notes payable) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This reconciling item represents the net effect of these differences in the treatment of long-term debt and related items. 283,394

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. This reconciling item reflects the net of such expenses. 74,817

Some revenues in the statement of activities do not provide current financial resources and are not included in the governmental funds. 27,832

Change in net assets of governmental activities - statement of activities \$( 148,402)

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

**CITY OF RICHLAND HILLS, TEXAS**  
**STATEMENT OF NET ASSETS**  
**PROPRIETARY FUNDS**  
**SEPTEMBER 30, 2012**

	Water and Sewer	Drainage Utility	Totals
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 1,867,687	\$ 1,263,600	\$ 3,131,287
Investments	176,274	150	176,424
Accounts receivable, net of allowances	920,709	-	920,709
Due from other funds	-	295,140	295,140
Inventory	22,820	-	22,820
Restricted assets:			
Cash and cash equivalents	39,979	692,712	732,691
Total current assets	3,027,469	2,251,602	5,279,071
Noncurrent assets:			
Deferred charges	132,378	44,550	176,928
Capital assets:			
Land	207,267	49,000	256,267
Construction in progress	-	2,590,784	2,590,784
Buildings	174,022	-	174,022
Improvements other than buildings	22,704	160,088	182,792
Waterworks and sewer system	16,409,385	-	16,409,385
Equipment	1,059,743	106,861	1,166,604
Less: accumulated depreciation	( 7,266,836)	( 95,508)	( 7,362,344)
Total noncurrent assets	10,738,663	2,855,775	13,594,438
Total assets	\$ 13,766,132	\$ 5,107,377	\$ 18,873,509
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable	\$ 281,805	\$ 211,202	\$ 493,007
Accrued liabilities	25,440	2,595	28,035
Due to other funds	441,905	18,195	460,100
Compensated absences payable	16,292	-	16,292
Current liabilities payable from restricted assets:			
Interest payable	23,258	11,512	34,770
Due to other funds	32,704	-	32,704
Capital leases payable	48,858	-	48,858
Revenue bonds payable	450,000	105,000	555,000
Customer deposits payable	108,244	-	108,244
Total current liabilities	1,428,506	348,504	1,777,010
Noncurrent liabilities:			
Advances from other funds	663,958	-	663,958
Compensated absences payable	65,169	-	65,169
Net pension obligation	69,706	6,187	75,893
Capital leases payable	160,168	-	160,168
Revenue bonds payable	3,997,882	2,495,000	6,492,882
Total noncurrent liabilities	4,956,883	2,501,187	7,458,070
Total liabilities	6,385,389	2,849,691	9,235,080
<b>NET ASSETS</b>			
Investment in capital assets, net of debt	5,989,356	903,937	6,893,293
Unrestricted	1,391,387	1,353,749	2,745,136
Total net assets	\$ 7,380,743	\$ 2,257,686	\$ 9,638,429

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



**CITY OF RICHLAND HILLS, TEXAS**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

**PROPRIETARY FUNDS**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	<u>Water and Sewer</u>	<u>Drainage Utility</u>	<u>Totals</u>
<b>OPERATING REVENUES</b>			
Charges for services	\$ 4,280,409	\$ 778,213	\$ 5,058,622
Miscellaneous	<u>7,925</u>	<u>-</u>	<u>7,925</u>
Total operating revenues	<u>4,288,334</u>	<u>778,213</u>	<u>5,066,547</u>
<b>OPERATING EXPENSES</b>			
Personnel services	1,240,983	152,089	1,393,072
Contractual services	306,130	1,885	308,015
Repairs and maintenance	174,772	33,027	207,799
Other supplies and expenses	1,334,298	29,704	1,364,002
Depreciation	<u>462,866</u>	<u>13,664</u>	<u>476,530</u>
Total operating expenses	<u>3,519,049</u>	<u>230,369</u>	<u>3,749,418</u>
<b>OPERATING INCOME</b>	<u>769,285</u>	<u>547,844</u>	<u>1,317,129</u>
<b>NONOPERATING REVENUES AND EXPENSES</b>			
Interest and investment income	2,272	2,346	4,618
Interest expense and fiscal charges	<u>( 127,963)</u>	<u>( 97,929)</u>	<u>( 225,892)</u>
Total nonoperating revenues and expenses	<u>( 125,691)</u>	<u>( 95,583)</u>	<u>( 221,274)</u>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>			
	<u>643,594</u>	<u>452,261</u>	<u>1,095,855</u>
Transfers in	116,198	83,819	200,017
Transfers out	<u>( 83,819)</u>	<u>-</u>	<u>( 83,819)</u>
<b>CHANGE IN NET ASSETS</b>	675,973	536,080	1,212,053
<b>NET ASSETS, BEGINNING</b>	<u>6,704,770</u>	<u>1,721,606</u>	<u>8,426,376</u>
<b>NET ASSETS, ENDING</b>	<u>\$ 7,380,743</u>	<u>\$ 2,257,686</u>	<u>\$ 9,638,429</u>

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

**CITY OF RICHLAND HILLS, TEXAS**

**STATEMENT OF CASH FLOWS**

**PROPRIETARY FUNDS**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	<u>Water and Sewer</u>	<u>Drainage Utility</u>	<u>Totals</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Cash received from customers	\$ 4,100,636	\$ 778,213	\$ 4,878,849
Cash paid to suppliers for goods and services	( 1,227,240)	( 152,112)	( 1,379,352)
Cash paid to employees for services	( 1,747,214)	83,664	( 1,663,550)
Net cash provided by operating activities	<u>1,126,182</u>	<u>709,765</u>	<u>1,835,947</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>			
Cash received from other funds	( 437,937)	-	( 437,937)
Cash paid to other funds	-	95,237	95,237
Transfers from other funds	116,198	83,819	200,017
Transfers to other funds	( 83,819)	-	( 83,819)
Net cash provided (used) by noncapital financing activities	<u>( 405,558)</u>	<u>179,056</u>	<u>( 226,502)</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Principal repayments on debt	( 598,872)	( 100,000)	( 698,872)
Interest and fiscal charges on debt	( 189,893)	( 95,829)	( 285,722)
Proceeds from sale of capital assets	( 219,197)	( 1,767,810)	( 1,987,007)
Net cash flows used by capital and related financing activities	<u>( 1,007,962)</u>	<u>( 1,963,639)</u>	<u>( 2,971,601)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale and maturities of investments	199,966	2,699,808	2,899,774
Earnings on investments	2,272	2,346	4,618
Net cash provided by investing activities	<u>202,238</u>	<u>2,702,154</u>	<u>2,904,392</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	( 85,100)	1,627,336	1,542,236
<b>CASH AND CASH EQUIVALENTS, BEGINNING</b>	<u>1,990,284</u>	<u>328,976</u>	<u>2,319,260</u>
<b>CASH AND CASH EQUIVALENTS, ENDING</b>	<u>\$ 1,905,184</u>	<u>\$ 1,956,312</u>	<u>\$ 3,861,496</u>
<b>RECONCILIATION OF CASH AND CASH EQUIVALENTS PER STATEMENT OF CASH FLOWS TO THE STATEMENT OF NET ASSETS</b>			
Cash and cash equivalents	\$ 1,867,687	\$ 1,263,600	\$ 3,131,287
Restricted cash	39,979	692,712	732,691
Total cash and cash equivalents	<u>\$ 1,907,666</u>	<u>\$ 1,956,312</u>	<u>\$ 3,863,978</u>

(continued)

**CITY OF RICHLAND HILLS, TEXAS**

**STATEMENT OF CASH FLOWS**

**PROPRIETARY FUNDS**

**(Continued)**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	<u>Water and Sewer</u>	<u>Drainage Utility</u>	<u>Totals</u>
<b>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>			
Operating income	\$ 769,285	\$ 547,844	\$ 1,317,129
Adjustments to reconcile operating loss to net cash used by operating activities:			
Depreciation and amortization expense	462,866	13,664	476,530
Changes in assets and liabilities:			
Increase in accounts receivable	( 191,936)	-	( 191,936)
Increase in inventory	839	-	839
Decrease in accounts payable	67,147	148,280	215,427
Increase in accrued liabilities	( 983)	( 839)	( 1,822)
Decrease in compensated absences	7,242	-	7,242
Increase in customer deposits	4,238	-	4,238
Increase in net pension obligation	<u>7,484</u>	<u>816</u>	<u>8,300</u>
 Net cash provided by operating activities	 <u>\$ 1,126,182</u>	 <u>\$ 709,765</u>	 <u>\$ 1,835,947</u>

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

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# CITY OF RICHLAND HILLS, TEXAS

## NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2012

### I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Reporting Entity

The City of Richland Hills is a municipal corporation governed by an elected mayor and five-member council. The financial statements of the City of Richland Hills, Texas (the “City”) include all governmental activities, organizations, and functions for which the City exercises significant oversight responsibility. The criteria considered in determining governmental activities to be reported within the City’s financial statements included: the City’s accountability for the entity’s fiscal matters; the scope of public service of the entity; and the nature of any special financing relationships which may exist between the City and a given governmental entity. Blended component units, although legally separate entities, are, in substance, part of the government’s operations and so data from these units are combined with data of the primary government. The City has two blended component units. Separate financial information for each can be obtained from the City.

#### **Blended Component Units**

The Richland Hills Development Corporation (a nonprofit development corporation formed under the Development Corporation Act of 1979, Texas Rev Civil Statute) was incorporated June 28, 1996. The Corporation serves all citizens of the City and is governed by a Board of seven directors appointed by the City Council. Four of the directors are Council Member directors and three are citizen member directors. The purpose of the Corporation is to promote infrastructure improvements, parks and park facilities and economic development within the City and the State of Texas in order to eliminate unemployment and underemployment and to promote and encourage employment and the public welfare of, for and on behalf of the City by developing, implementing, providing, and financing projects. Operation of the Corporation is funded by a 0.125 percent sales tax approved by the voters. The Corporation is reported as a Special Revenue Fund.

On November 8, 2005, citizens of the City of Richland Hills voted to create the Richland Hills Crime Control and Prevention District (the “District”) dedicated to crime reduction programs. The City Council serves as the Board of Directors for the District. Operation of the District is funded by a 0.375 percent sales tax approved by the voters. The District is also reported as a Special Revenue Fund.

(continued)

## **I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **B. Government-wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual funds and individual Enterprise Funds are reported as separate columns in the fund financial statements.

### **C. Measurement Focus, Basis of Accounting and Basis of Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized as soon as they are measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The government considers all revenues available if they are collected within 60 days after year-end. Expenditures generally are recorded when the related fund liability is incurred, as under accrual accounting; however, debt service expenditures and expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property, franchise, and sales taxes, along with interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when the City receives payment.

**(continued)**

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

**C. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)**

The accounts of the City are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

**Governmental Funds** are those through which most functions of the City are financed. The acquisition, use, and balances of the City's expendable financial resources and the related liabilities (except those accounted for in the proprietary fund type) are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position, rather than upon net income determination.

The City reports the following major governmental fund:

The **General Fund** is the government's primary operating fund. It accounts for the resources used to finance the basic operations of the City and covers all activities for which a separate fund has not been established.

The City reports the following major proprietary funds:

The **Water and Sewer Fund** is used to account for the operation of the water and sewage systems for the City.

The **Drainage Utility Fund** is used to account for the construction and maintenance of the drainage system for the City.

Additionally, the government reports the following fund and fund types:

The **Special Revenue Funds** are governmental funds that account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditure for specific purposes.

The **Debt Service Fund** accounts for the servicing of general long-term debt not being financed by proprietary or nonexpendable trust funds.

The **Capital Projects Funds** account for the acquisition of capital assets or construction of major capital projects not being financed by proprietary funds.

(continued)

## **I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **C. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)**

The accounting and reporting policies of the City relating to the funds included in the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America applicable to state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants in the publication entitled, *Audits of State and Local Governmental Units* and by the Financial Accounting Standards Board (when applicable). As allowed in Section P80 of GASB's Codification of Governmental Accounting and Financial Reporting Standards, the City has elected not to apply Financial Accounting Board Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins of the Committee of Accounting Procedures issued after November 30, 1989.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges and transfers between the governmental activities and the business-type activities. Elimination of these charges would distort the direct costs and program revenue reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's Enterprise Funds are charges to customers for sales and services. Operating expenses for the Enterprise Funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

### **D. Assets, Liabilities and Net Assets or Equity**

#### ***1. Deposits and Investments***

The government's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments that are highly liquid with maturity within three months or less when purchased. Assets reported as cash and cash equivalents and investments are considered cash and cash equivalents for the statement of cash flows.

(continued)



## I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### D. Assets, Liabilities and Net Assets or Equity (Continued)

#### 2. *Receivables and Payables*

All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as “due to/due from other funds.” Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as “internal balances.”

#### 3. *Property Taxes*

Ad valorem property taxes are levied each October 1 from valuations assessed as of the prior January 1 and are recognized as revenue beginning on the date of levy, October 1, when they become available. “Available” means collected within the current period or expected to be collected soon thereafter to be used to pay current liabilities. Taxes not expected to be collected within 60 days of the fiscal year ending are recorded as deferred revenue and are recognized when they become available. Taxes collected prior to the levy date to which they apply are recorded as deferred revenue and recognized as revenue of the period to which they apply. Taxes are due on October 1 immediately following the levy date and are delinquent after the following January 31. Tax liens are automatic on January 1 each year.

#### 4. *Inventory*

The inventory of supplies held by the Enterprise Funds is valued at cost using the first-in first-out (“FIFO”) method. The costs of governmental fund type inventories are recorded as expenditures when consumed rather than when purchased.

#### 5. *Capital Assets*

Capital assets, which include property, plant and equipment, and infrastructure assets, are reported in the applicable governmental activities or business-type activities columns in the government-wide financial statements and in the proprietary funds financial statements. The City defines capital assets as assets with an initial, individual cost of \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at their estimated fair value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

(continued)

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

**D. Assets, Liabilities and Net Assets or Equity (Continued)**

**5. *Capital Assets* (Continued)**

Property, plant and equipment of the primary government and proprietary funds are depreciated using the straight-line method over the following estimated useful lives.

Buildings and improvements	20-40 years
Office equipment	5-20 years
Autos and trucks	4-5 years
Equipment	3-20 years
Waterworks and sewer system	5-40 years
Infrastructure	20-40 years

The City has reported infrastructure capital assets acquired prior to the implementation of GASB Statement No. 34 at estimated historical cost.

**6. *Compensated Absences***

It is the City's policy to permit employees to accumulate earned but unused vacation, compensatory time, and sick pay benefits. Sick pay benefits are not paid upon separation; therefore no liability is reported for unpaid accumulated sick leave. Vacation and compensatory time is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

**7. *Long-term Obligations***

The government-wide financial statements and proprietary fund type financial statements report long-term debt and other long-term obligations as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statements of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**(continued)**

## I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### D. Assets, Liabilities and Net Assets or Equity (Continued)

#### 8. *Fund Balance Classification*

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- **Nonspendable:** This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. Nonspendable items are not expected to be converted to cash or are not expected to be converted to cash within the next year.
- **Restricted:** This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
- **Committed:** This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by board resolution of the City Council, the City's highest level of decision making authority. The City Council is the highest level of decision-making authority for the government that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, these amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed (adoption of another ordinance). This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.
- **Assigned:** This classification includes amounts that are constrained by the City's intent to be used for a specific purpose but do not meet the criteria to be classified as restricted nor committed. The City Council has by resolution authorized the City Manager to assign fund balance. The Council may also assign fund balance as it does when appropriating fund balance to cover the gap between estimated revenues and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments only exist temporarily. In other words, an additional action does not normally have to be taken for removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.
- **Unassigned:** This classification includes the residual fund balance for the General Fund. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of assigned fund balance amounts.

(continued)

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

**D. Assets, Liabilities and Net Assets or Equity (Continued)**

**8. *Fund Balance Classification* (Continued)**

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the City considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the City considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds.

**9. *Net Assets***

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consist of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvements of those assets, and adding back unspent proceeds. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislations adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

**10. *Use of Estimates***

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual amounts could differ from those estimates.

**II. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

**Explanation of Certain Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Assets**

The fund financial statements includes a reconciliation between *fund balance – total governmental funds* and *net assets – governmental activities* as reported in the government-wide statement of net assets. One element of that reconciliation explains, “Long-term liabilities, including bonds payable (net of amortized costs) are not due and payable in the current period and, therefore, are not reported in the funds.” The details of this \$(1,811,022) difference are as follows:

(continued)

**II. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**  
(Continued)

**Explanation of Certain Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Assets** (Continued)

Certificates of obligation	\$( 475,000)
Contractual obligations	( 787,000)
Deferred charges - bond costs	35,404
Accrued interest payable	( 6,509)
Compensated absences	( 292,323)
Net pension obligations	<u>( 285,594)</u>
Net adjustment to reduce <i>fund balance - total governmental funds</i> to arrive at <i>net assets - governmental activities</i>	<u><u>\$( 1,811,022)</u></u>

The governmental fund balance sheet includes a reconciliation between *fund balance - total governmental funds* and *net assets - governmental activities* as reported in the government-wide statement of net assets. One element of that reconciliation explains, “Other long-term assets are not available to pay for current period expenditures and, therefore are deferred in the funds.” The details of this \$881,745 difference are as follows:

Property taxes receivable	\$ 115,702
Court fines receivable	433,587
Franchise taxes receivable	284,804
Ambulance receivable	<u>47,652</u>
Net adjustment to reduce <i>fund balance - total governmental funds</i> to arrive at <i>net assets - governmental activities</i>	<u><u>\$ 881,745</u></u>

**Explanation of Certain Differences Between the Governmental Fund Statement of Revenue, Expenditures and Changes in Fund Balances and the Government-wide Statement of Activities**

The governmental fund statement of revenue, expenditures and changes in fund balances includes a reconciliation between *net changes in fund balances - total governmental fund* and *changes in net assets of governmental activities* as reported in the government-wide statement of activities. One element of that reconciliation explains, “Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.” The details of this \$(432,724) difference are as follows:

Capital outlay	\$ 810,566
Depreciation expense	<u>( 1,243,290)</u>
Net adjustment to increase <i>net changes in fund balances - total governmental funds</i> to arrive at <i>changes in net assets of governmental activities</i>	<u><u>\$( 432,724)</u></u>

(continued)

**II. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**  
(Continued)

**Explanation of Certain Differences Between the Governmental Fund Statement of Revenue, Expenditures and Changes in Fund Balances and the Government-wide Statement of Activities**  
(Continued)

Another element of that reconciliation states, “Some revenues in the statement of activities do not provide current financial resources and are not included in the governmental funds.” The details of this \$27,832 difference are as follows:

Property taxes	\$( 525)
Court fines receivable	11,100
Franchise taxes receivable	41,904
Other receivables	<u>( 24,647)</u>
Net adjustment to increase <i>net changes in fund balances - total governmental funds</i> to arrive at <i>changes in net assets of governmental activities</i>	<u>\$ 27,832</u>

Another element of that reconciliation states, “The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets.” The details of this \$283,394 difference are as follows:

Principal repayments	\$ 293,000
Bond issuance costs	<u>( 9,606)</u>
Net adjustment to decrease <i>net changes in fund balances - total governmental funds</i> to arrive at <i>changes in net assets of governmental activities</i>	<u>\$ 283,394</u>

**III. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

At September 30, 2012, the Red Light Camera Enforcement Fund, a nonmajor governmental fund, had a deficit fund balance of \$47,496. The deficit occurred because expenditures in this fund exceeded available resources. The deficit will be eliminated as additional revenues are collected in the subsequent year.

**IV. DETAILED NOTES ON ALL FUNDS**

**A. Deposits and Investments**

As of September 30, 2012, the City had the following investments:

<u>Investment</u>	<u>Credit Rating</u>	<u>Weighted Average Maturities</u>	<u>Percentage of Total Investments</u>	<u>Cost</u>	<u>Fair Value</u>
TexPool	AAAm	40 days	100.00%	\$ 3,616	\$ 3,616
				<u>\$ 3,616</u>	<u>\$ 3,616</u>
 <u>Reconciliation to financial statements</u>					
				\$ 340,925	
				<u>337,309</u>	
				<u>\$ 3,616</u>	

The Public Funds Investment Act (Government Code Chapter 2256) contains specific provisions in the areas of investment practices, management reports and establishment of appropriate policies. Among other things, it requires the City to adopt, implement and publicize an investment policy. That policy must address the following areas: (1) safety of principal and liquidity, (2) portfolio diversification, (3) allowable investments, (4) acceptable risk levels, (5) expected rates of return, (6) maximum allowable stated maturity of portfolio investments, (7) maximum average dollar-weighted maturity allowed based on the stated maturity date for the portfolio, (8) investment staff quality and capabilities, and (9) bid solicitation preferences for certificates of deposit. Statutes authorize the City to invest in (1) obligations of the U. S. Treasury, certain U. S. agencies, and the State of Texas; (2) certificates of deposit, (3) certain municipal securities, (4) money market savings accounts, (5) repurchase agreements, (6) bankers’ acceptances, (7) Mutual Funds, (8) investment pools, (9) guaranteed investment contracts, and (10) common trust funds. The Act also requires the City to have independent auditors perform test procedures related to investment practices as provided by the Act. The City is in substantial compliance with the requirements of the Act and with local policies.

The City’s investment pool is a 2a7-like pool. A 2a7-like pool is one which is not registered with the Securities and Exchange Commission (“SEC”) as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC’s Rule 2a7 of the Investment Company Act of 1940. The City uses the following external investment pool:

**TexPool**

Under the TexPool Participation Agreement, administrative and investment services to TexPool are provided by Lehman Brothers, Inc. and Federated Investors, Inc. through an agreement with the State of Texas Comptroller of Public Accountants. The State Comptroller is the sole officer, director, and shareholder of the Texas Treasury Safekeeping Trust Company authorized to operate TexPool.

(continued)

#### **IV. DETAILED NOTES ON ALL FUNDS (Continued)**

##### **A. Deposits and Investments (Continued)**

TexPool is rated AAAM by Standard & Poor's. As a requirement to maintain the rating, weekly portfolio information must be submitted to Standard & Poor's, as well as the Office of the Comptroller of Public Accounts for review. TexPool uses amortized cost rather than market value to report net assets to compute share prices. Accordingly, the fair value of the position in TexPool is the same as the value of TexPool shares.

##### ***Custodial Credit Risk – Deposits***

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. State statutes require that all deposits in financial institutions be fully collateralized by U. S. Government Obligations or its agencies and instrumentalities or direct obligations of Texas or its agencies and instrumentalities that have a fair value of not less than the principal amount of deposits. As of September 30, 2012, the City's \$7,028,425 deposit balance was collateralized with securities held by the pledging financial institution or covered by FDIC insurance.

##### ***Credit Risk – Investments***

The City controls credit risk by limiting its investments to those instruments allowed by the State Public Funds Investment Act described above.

##### ***Interest Rate Risk – Investments***

The City manages interest rate risk by structuring its portfolio so that it will experience minimal volatility during economic cycles. This is accomplished by purchasing high quality, short to medium term securities which will complement each other. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity date of each security.

(continued)



**IV. DETAILED NOTES ON ALL FUNDS (Continued)**

**B. Restricted Assets**

Certain proceeds of the City's Enterprise Fund revenue bonds, as well as certain resources set aside for their repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond ordinances and other legal restrictions. Enterprise Funds restricted assets are held for the following purposes in accordance with bond ordinances or other legal restrictions:

Current		
Revenue Bond Reserve		
Cash	\$	37,409
2007 Revenue Bonds Construction		
Cash		2,373
2007 Revenue Bonds I&S		
Cash		197
2010 Revenue Bonds Construction		
Cash		684,185
2010 Revenue Bonds I&S		
Cash		<u>8,527</u>
	\$	<u>732,691</u>

**C. Property Taxes**

Property tax rates, established in accordance with state law, are levied on real and personal property within the City for use in financing and general and debt service expenditures for the 2012 fiscal year (2011 tax year), resulting in an adjusted tax levy of approximately \$2.2 million based on an assessed property valuation of approximately \$453.3 million were as follows:

		Tax Rate per \$100 of <u>Assessed Value</u>
General fund	\$	0.485915
Debt service fund		<u>0.065842</u>
Total tax rate	\$	<u>0.551757</u>

(continued)

**IV. DETAILED NOTES ON ALL FUNDS (Continued)**

**D. Receivables**

Amounts recorded as receivable as of September 30, 2012, for the City's individual major and nonmajor funds, including the applicable allowances for uncollectible accounts, are as follows:

	<u>General</u>	<u>Water and Sewer</u>	<u>Nonmajor Governmental</u>	<u>Total</u>
Receivables:				
Taxes	\$ 816,289	\$ -	\$ 232,835	\$ 1,049,124
Intergovernmental	28,580	-	54,213	82,793
Fines	1,445,291	-	-	1,445,291
Accounts	-	1,431,563	57,074	1,488,637
Ambulance	<u>2,360,284</u>	<u>-</u>	<u>-</u>	<u>2,360,284</u>
Gross receivables	4,650,444	1,431,563	344,122	6,426,129
Less: allowance for uncollectibles	<u>3,368,005</u>	<u>510,854</u>	<u>5,917</u>	<u>3,884,776</u>
Net total receivables	<u>\$ 1,282,439</u>	<u>\$ 920,709</u>	<u>\$ 338,205</u>	<u>\$ 2,541,353</u>

Governmental funds report deferred revenue in connection with receivables for revenue that is not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of deferred revenue and unearned revenue reported in the governmental funds were as follows:

	<u>Unavailable</u>	<u>Unearned</u>
Delinquent property taxes receivable (general)	\$ 101,895	\$ -
Delinquent property taxes receivable (debt service)	13,807	-
Franchise tax receivable	284,804	-
Court fines	433,587	-
Ambulance charges receivable	47,652	-
Other	<u>-</u>	<u>4,955</u>
Total governmental funds	<u>\$ 881,745</u>	<u>\$ 4,955</u>

(continued)

**IV. DETAILED NOTES ON ALL FUNDS (Continued)**

**E. Interfund Receivable, Payables and Transfers**

The composition of interfund balances for the City’s individual major funds and nonmajor funds as of September 30, 2012, is as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General	Other governmental funds	\$ 143,282
	Water and sewer	843,427
	Drainage utility	18,195
Other governmental funds	Other governmental funds	960
Other governmental funds	General	<u>145,976</u>
Total governmental funds		<u>\$ 1,151,840</u>
Drainage utility	Water and sewer	<u>\$ 295,140</u>

The General Fund paid expenditures for the other governmental funds and the Water and Sewer Fund but was not reimbursed before year-end. The revenue of other governmental funds was deposited into the General Fund but not transferred to the appropriate other governmental funds before year-end. The Water and Sewer Fund collected customer billing on behalf of the Drainage Utility Fund but did not transfer it before year-end.

\$663,958 of the interfund balance between the General Fund and the Water and Sewer Fund is not expected to be repaid within the next year. The General Fund has reported nonspendable fund balance and the payable has been reported as a noncurrent liability in the proprietary funds statement of net assets.

The composition of interfund transfers for the City’s individual major funds and nonmajor funds at September 30, 2012, is as follows:

<u>Transfers in</u>	<u>Transfers out</u>	<u>Amount</u>	<u>Purpose</u>
Other governmental funds	Other governmental funds	\$ 136,256	Debt service
General	Other governmental funds	<u>7,854</u>	Debt service
Total governmental funds		<u>\$ 144,110</u>	
Water and sewer	Other governmental funds	\$ 100,000	Increased water sewer costs
	Drainage utility	83,819	Debt covenant requirements
	General	<u>16,198</u>	Equipment purchase
Total enterprise funds		<u>\$ 200,017</u>	

**(continued)**

#### IV. DETAILED NOTES ON ALL FUNDS (Continued)

##### F. Capital Assets

Capital asset activity for the year ended September 30, 2012, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities				
Capital assets, not being depreciated:				
Land	\$ 325,343	\$ 222,832	\$ -	\$ 548,175
Construction in progress	366,034	123,698	146,969	342,763
Total capital assets not being depreciated	<u>691,377</u>	<u>346,530</u>	<u>146,969</u>	<u>890,938</u>
Capital assets, being depreciated:				
Improvements other than buildings	1,002,066	77,774	-	1,079,840
Buildings	2,199,302	146,969	-	2,346,271
Machinery and equipment	3,913,366	159,814	-	4,073,180
Streets	19,620,330	226,448	-	19,846,778
Total capital assets, being depreciated	<u>26,735,064</u>	<u>611,005</u>	<u>-</u>	<u>27,346,069</u>
Less: accumulated depreciated for:				
Improvements other than buildings	( 810,188)	( 42,338)	-	( 852,526)
Buildings	( 1,096,489)	( 59,331)	-	( 1,155,820)
Machinery and equipment	( 2,870,475)	( 246,193)	-	( 3,116,668)
Streets	( 13,376,245)	( 895,428)	-	( 14,271,673)
Total capital assets being depreciated	<u>( 18,153,397)</u>	<u>( 1,243,290)</u>	<u>-</u>	<u>( 19,396,687)</u>
Total capital assets being depreciated, net	<u>8,581,667</u>	<u>( 632,285)</u>	<u>-</u>	<u>7,949,382</u>
Total governmental activities, net	<u>\$ 9,273,044</u>	<u>\$ ( 285,755)</u>	<u>\$ 146,969</u>	<u>\$ 8,840,320</u>
Business-type activities				
Capital assets, not being depreciated:				
Land	\$ 256,267	\$ -	\$ -	\$ 256,267
Construction in progress	822,974	1,767,810	-	2,590,784
Total capital assets not being depreciated	<u>1,079,241</u>	<u>1,767,810</u>	<u>-</u>	<u>2,847,051</u>
Capital assets, being depreciated:				
Improvements other than buildings	182,792	-	-	182,792
Buildings	174,022	-	-	174,022
Water and sewer systems	16,190,188	219,197	-	16,409,385
Machinery and equipment	1,166,604	-	-	1,166,604
Total capital assets, being depreciated	<u>17,713,606</u>	<u>219,197</u>	<u>-</u>	<u>17,932,803</u>
Less: accumulated depreciated for:				
Improvements other than buildings	( 30,259)	( 5,056)	-	( 35,315)
Buildings	( 164,388)	( 2,232)	-	( 166,620)
Water and sewer systems	( 5,744,490)	( 392,532)	-	( 6,137,022)
Machinery and equipment	( 946,677)	( 76,710)	-	( 1,023,387)
Total capital assets being depreciated	<u>( 6,885,814)</u>	<u>( 476,530)</u>	<u>-</u>	<u>( 7,362,344)</u>
Total capital assets being depreciated, net	<u>10,827,792</u>	<u>( 257,333)</u>	<u>-</u>	<u>10,570,459</u>
Total business-type activities, net	<u>\$ 11,907,033</u>	<u>\$ 1,510,477</u>	<u>\$ -</u>	<u>\$ 13,417,510</u>

(continued)

#### IV. DETAILED NOTES ON ALL FUNDS (Continued)

##### F. Capital Assets (Continued)

Depreciation expense was charged to functions of the primary government as follows:

Governmental activities:	
General government	\$ 21,742
Public Safety	274,005
Public Works	916,497
Culture and recreation	23,743
Parks and beautification	<u>7,303</u>
Total depreciation expense- governmental activities	<u>\$ 1,243,290</u>
Business-type activities:	
Water/sewer	\$ 462,866
Drainage utility	<u>13,664</u>
Total depreciation expense - business-type activities	<u>\$ 476,530</u>

##### G. Long-term Liabilities

###### **Governmental Activities**

###### Combination Tax and Revenue Certificates of Obligation, Series 2001

A series of certificates of obligation totaling \$1,325,000 were issued on May 15, 2001, for the construction of street improvements and to pay the costs of issuing the certificates. The City reserves the right to redeem the certificates maturing on and after August 15, 2011, in whole or in part, in principal amounts of \$5,000 or any integral multiple thereof, on August 15, 2009, or any date thereafter, at a redemption price of par plus accrued interest. Interest rates range from 4.25% to 5.6%. Total maturity of this series is on August 15, 2016. The obligations and interest are direct, and general obligations of the City and are payable from collection of ad valorem taxes and limited surplus net revenues derived from operation of the water and sewer system, if any. The balance of this obligation at September 30, 2012, is \$475,000.

###### City of Richland Hills, Texas Tax Note Series 2006

A tax note dated February 1, 2006, totaling \$415,000 was purchases by Bank of America, N.A. on February 15, 2006. The tax note was issued to purchase computer equipment and software for the police and finance departments of the City, police and fire department equipment, imaging equipment for the City Secretary's office, vehicles for the police, fire and community development departments of the City, a backhoe for the public works department of the City, library equipment and the legal and fiscal fees in connection with such projects. The interest rate is 3.50% and the obligations mature through August 15, 2012. Principal installments of this note are not subject to redemption in whole or in part prior to their scheduled payment dates. Principal and interest are payable from ad valorem taxes. The remaining balance of this obligation, \$77,000, was paid during fiscal year 2012.

(continued)

#### IV. DETAILED NOTES ON ALL FUNDS (Continued)

##### G. Long-term Liabilities (Continued)

###### City of Richland Hills, Public Property Finance Contractual Obligation Series 2007

A series of contractual obligations totaling \$535,000 dated February 1, 2007, were issued for the purpose of paying all or a portion of the Issuer's contractual obligations to be incurred in connection with the acquisition or purchase of personal property, in accordance with the provisions of the Public Property Finance Act, and to pay the costs incurred in connection with the issuance of the contractual obligation. The interest rate is 3.825% and the obligation matures through August 15, 2022. Principal and interest are payable from ad valorem taxes. The balance of this obligation at September 30, 2012, is \$395,000.

###### City of Richland Hills, Public Property Finance Contractual Obligation Series 2011

A series of contractual obligations totaling \$473,000 dated February 1, 2011, were issued for the purpose of paying all or a portion of the Issuer's contractual obligations to be incurred in connection with the acquisition or purchase of personal property, in accordance with the provisions of the Public Property Finance Act, and to pay the costs incurred in connection with the issuance of the contractual obligation. The interest rate is 3.64% and the obligation matures through August 15, 2016. Principal and interest are payable from ad valorem taxes. The balance of this obligation at September 30, 2012, is \$392,000.

##### **Business-type Activities**

###### Combination Tax and Water and Sewer Revenue Certificates of Obligation, Series 2007

Certificates of Obligation dated March 15, 2007, were issued for paying all or a portion of the City's contractual obligations incurred in connection with (i) acquiring, constructing, installing and equipping additions, extensions and improvements to the City's waterworks and sewer system, and the acquisition of land and interests in land as necessary; and (ii) legal, fiscal, design and engineering fees in connection with such projects. On August 15, 2017, or on any date thereafter, the certificates of this series having stated maturities on and after August 15, 2018, may be redeemed prior to their scheduled maturities, at the option of the issuer with funds derived from any available and lawful source, as a whole, or in part, in principal amounts of \$5,000 or any integral multiple thereof, at a redemption price of par plus accrued interest. Interest rates range from 3.6% to 4.0%. Total maturity of this series is on August 15, 2027. Ad valorem taxes and the surplus revenues of the Water and Sewer Fund are pledged to the payment of the certificates, however, if surplus revenues or other lawfully available funds of the City are actually on deposit in the Interest and Sinking Fund in advance of the time when ad valorem taxes are scheduled to be levied for any year, then the amount of taxes required to be levied may be reduced by the revenues on deposit in the Interest and Sinking Fund. The balance of these certificates at September 30, 2012, is \$1,715,000.

(continued)

#### **IV. DETAILED NOTES ON ALL FUNDS (Continued)**

##### **G. Long-term Liabilities (Continued)**

###### **Business-type Activities (Continued)**

###### Combination Tax and Water and Sewer Revenue Certificates of Obligation, Series 2010

Certificates of Obligation dated March 1, 2010, were issued for paying all or a portion of the City's contractual obligations incurred in connection with (i) acquiring, constructing, installing and equipping improvements to the City's storm water and drainage utility system, and the acquisition of land and interests in land as necessary therefore; and (ii) legal, fiscal, design and engineering fees in connection with such projects. On February 15, 2020, or on any date thereafter, the certificates of this series having stated maturities on and after August 15, 2020, may be redeemed prior to their scheduled maturities, at the option of the issuer with funds derived from any available and lawful source, as a whole, or in part, in principal amounts of \$5,000 or any integral multiple thereof, at a redemption price of par plus accrued interest. Interest rates range from 3.000% to 4.125%. Total maturity of this series is on August 15, 2030. Ad valorem taxes and the surplus revenues of the Drainage Utility Fund are pledged to the payment of the certificates, however, if surplus revenues or other lawfully available funds of the City are actually on deposit in the Interest and Sinking Fund in advance of the time when ad valorem taxes are scheduled to be levied for any year, then the amount of taxes required to be levied may be reduced by the revenues on deposit in the Interest and Sinking Fund. The balance of these certificates at September 30, 2012, is \$2,600,000.

###### Combination Tax and Water and Sewer Revenue Refunding Bonds, Series 2011

\$3,110,000 of Revenue Refunding Bonds dated November 11, 2011, were issued to refund \$1,340,000 of Waterworks and Sewer System Revenue Bonds, Series 2002 and \$1,860,000 of Combination Tax and Water and Sewer Revenue Certificates of Obligation, Series 1998 and to pay costs related to the issuance of the bonds. The bonds are not subject to redemption prior to stated maturity. Interest rates range from 2.000% to 2.500%. Total maturity of this series is on August 15, 2022. The bonds constitute direct obligations of the City and are payable as to principal and interest from an annual ad valorem tax levied against all taxable property therein, within the limits prescribed by law, and by a lien on pledge of surplus net revenues of the City's combined waterworks and sewer system, as provided in the bond ordinance. The balance of these certificates at September 30, 2012, is \$2,740,000.

(continued)

#### IV. DETAILED NOTES ON ALL FUNDS (Continued)

##### G. Long-term Liabilities (Continued)

###### Future Requirements

The annual requirements to amortize all certificates of obligation, tax notes, contractual obligations and revenue bonds outstanding as of September 30, 2012, are as follows:

Fiscal Year Ending	Governmental Activities		Business-type Activities		Totals	
	Principal	Interest	Principal	Interest	Principal	Interest
2013	\$ 238,000	\$ 50,383	\$ 555,000	\$ 222,443	\$ 793,000	\$ 272,826
2014	246,000	40,434	570,000	208,912	816,000	249,346
2015	255,000	30,065	580,000	195,049	835,000	225,114
2016	268,000	19,272	595,000	180,634	863,000	199,906
2017	40,000	9,754	615,000	165,969	655,000	175,723
2018-2022	215,000	25,245	2,070,000	601,206	2,285,000	626,451
2023-2027	-	-	1,495,000	298,925	1,495,000	298,925
2028-2030	-	-	575,000	47,725	575,000	47,725
Totals	<u>\$ 1,262,000</u>	<u>\$ 175,153</u>	<u>\$ 7,055,000</u>	<u>\$ 1,920,863</u>	<u>\$ 8,317,000</u>	<u>\$ 2,096,016</u>

The following is a summary of long-term debt transactions of the City for the year ended September 30, 2012.

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
Governmental activities:					
Certificates of obligation	\$ 580,000	\$ -	\$ 105,000	\$ 475,000	\$ 110,000
Tax notes	77,000	-	77,000	-	-
Contractual obligation bonds	898,000	-	111,000	787,000	128,000
Compensated absences	390,674	250,124	348,475	292,323	58,465
Net pension obligation	258,395	27,199	-	285,594	-
Total governmental activities	<u>2,204,069</u>	<u>277,323</u>	<u>641,475</u>	<u>1,839,917</u>	<u>296,465</u>
Business-type activities:					
Combination tax and revenue certificates	\$ 6,360,000	\$ -	\$ 2,045,000	\$ 4,315,000	\$ 190,000
Waterworks and sewer system revenue bonds	1,340,000	3,110,000	1,710,000	2,740,000	365,000
Premium on bonds	-	105,509	9,592	95,917	-
Deferred loss on refunding	-	( 113,338)	( 10,303)	( 103,035)	-
Capital lease payable	255,780	-	46,754	209,026	48,858
Compensated absences	74,219	33,975	26,733	81,461	16,292
Net pension obligation	67,593	8,300	-	75,893	-
Total business-type activities	<u>8,097,592</u>	<u>3,144,446</u>	<u>3,827,776</u>	<u>7,414,262</u>	<u>620,150</u>
	<u>\$ 10,301,661</u>	<u>\$ 3,421,769</u>	<u>\$ 4,469,251</u>	<u>\$ 9,254,179</u>	<u>\$ 916,615</u>

(continued)



#### IV. DETAILED NOTES ON ALL FUNDS (Continued)

##### G. Long-term Liabilities (Continued)

###### Advance refunding

The City issued \$3,110,000 in Combination Tax and Water and Sewer Revenue Refunding Bonds, Series 2011 on November 11, 2011. The proceeds were used to advance refund \$1,340,000 of Waterworks and Sewer System Revenue Bonds, Series 2002 and \$1,860,000 of Combination Tax and Water and Sewer Revenue Certificates of Obligation, Series 1998 and to pay costs related to the issuance of the bonds. The net proceeds were deposited in an irrevocable trust with an escrow agent to provide funds for the future debt service payments on the refunded bonds. As a result, the refunded bonds are considered defeased and the liability for those bonds has been removed from the statement of net assets.

The reacquisition price exceeded the net carrying amount of the old debt by \$113,338. This amount is being netted against the new debt and amortized over the remaining life of the refunding debt. The government advance refunded the bonds to reduce its total debt service payments over 10 years by \$476,067 and to obtain an economic gain (difference between the present values of the debt service payments on the old and new debt) of \$188,028.

###### Compensated Absences

Compensated absences and the net pension obligations of the governmental activities and business-type activities are paid by the General Fund and Water and Sewer Fund, respectively.

##### H. Capital Leases Payable

On November 3, 2006, the City entered into a lease-purchase agreement with Chase Equipment Leasing, Inc. to finance an electronic meter read project for the Water and Sewer Fund. The total cost of the project was \$581,801. The interest rate is 4.5% per annum. The \$478,191 proceeds of the lease-purchase agreement were deposited into an escrow account with the Bank of New York Trust Company, N.A. During the fiscal year ending September 30, 2009, the remaining lease proceeds of \$129,404 were received. Future minimum lease-purchase commitments are as follows:

<u>Fiscal Year Ending</u>	<u>Business-type Activities</u>
2013	\$ 58,265
2014	58,265
2015	58,265
2016	<u>58,265</u>
Total debt service requirements	233,060
Less: interest portion	<u>24,034</u>
Debt principal	<u>\$ 209,026</u>

(continued)

**IV. DETAILED NOTES ON ALL FUNDS (Continued)**

**H. Capital Leases Payable (Continued)**

Assets under lease-purchase agreements and the related accumulated depreciation are reported as follows:

	<u>Business-type Activities</u>
Water and sewer systems	\$ 581,801
Less: accumulated depreciation	<u>152,723</u>
Net	<u>\$ 429,078</u>

**I. Fund Balance**

As of September 30, 2012, governmental fund balance is composed of the following:

<u>Fund Balance Classification</u>	<u>General</u>	<u>Other Governmental</u>	<u>Totals</u>
Nonspendable:			
Advances to other funds	\$ 663,958	\$ -	\$ 663,958
Restricted:			
Retirement of long-term debt	-	123,525	123,525
Capital acquisition and construction	-	360,139	360,139
Tourism activities	-	96,545	96,545
Economic development	-	422,040	422,040
Crime control district	-	816,819	816,819
Assigned:			
Capital acquisition and construction	-	23,425	23,425
Unassigned	<u>1,404,689</u>	<u>( 47,496)</u>	<u>1,357,193</u>
Total governmental fund balance	<u>\$ 2,068,647</u>	<u>\$ 1,794,997</u>	<u>\$ 3,863,644</u>

## V. OTHER INFORMATION

### A. Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City's risk management program encompasses obtaining property and liability insurance through Texas Municipal League (TML), an Intergovernmental Risk-Pool. The City has not had any significant reduction in insurance coverage and the amounts of insurance settlements have not exceeded insurance coverage for any of the last three years. The participation of the City in TML is limited to payment of premiums. During the year ended September 30, 2012, the City paid premiums to TML for provisions of various liability, property and casualty insurance. The City has various deductible amounts ranging from \$250 to \$25,000 on various policies. At year-end, the City did not have any significant claims. TML will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of specified dollar amounts for each insured event.

The City also provides workers' compensation insurance on its employees through TML. Workers' compensation is subject to change when audited by TML. At year-end, September 30, 2012, the City believed the amounts paid on workers' compensation would not change significantly from the amounts recorded.

### B. Deferred Compensation Plan

The City offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all fulltime government employees at their option, permits participant to defer a portion of their salary until future years. The plan is administered by the Public Employees Benefit Services Corporation (PEBSCO). The City does not contribute to this plan nor does it have any liability for this plan.

### C. Retirement Plan

#### **Plan Description**

The City provides pension benefits for all of its eligible employees through a nontraditional, joint contributory, hybrid defined benefit plan in the statewide Texas Municipal Retirement System (TMRS) an agent multiple-employer public employee retirement system. The plan provisions that have been adopted by the City are within the options available in the governing state statutes of TMRS.

TMRS issues a publicly available comprehensive annual financial report that includes financial statements and required supplementary information (RSI) for TMRS; the report also provides detailed explanations of the contributions, benefits and actuarial methods and assumptions used by the System. This report may be obtained by writing to TMRS, P. O. Box 149153, Austin, Texas 78714-9153 or by calling 800-924-8677; in addition, the report is available on TMRS' website at [www.TMRS.com](http://www.TMRS.com).

(continued)

V. **OTHER INFORMATION** (Continued)

C. **Retirement Plan** (Continued)

The plan provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS. Plan provisions for the City for 2012 and 2011, were the same and were as follows:

	Plan Year <u>2011</u>	Plan Year <u>2012</u>
Employee deposit rate	7%	7%
Matching ratio (City to employee)	2 to 1	2 to 1
Years required for vesting	5 years	5 years
Service retirement eligibility (expressed as age/years of service)	60/5, 0/20	60/5, 0/20
Updated service credit	100% repeating, transfers	100% repeating, transfers
Annuity increase (to retirees)	70% of CPI repeating	70% of CPI repeating

**Contributions**

Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Projected Unit Credit actuarial cost method. This rate consists of the normal cost contribution rate and the prior service cost contribution rate, which is calculated to be a level percent of payroll from year to year. The normal cost contribution rate finances the portion of an active member's projected benefit allocated annually; the prior service contribution rate amortizes the unfunded (overfunded) actuarial liability (asset) over the applicable period for that city. Both the normal cost and prior service contribution rates include recognition of the projected impact of annually repeating benefits, such as Updated Service Credits and Annuity Increases.

The City contributes to the TMRS plan at an actuarially determined rate. Both the employees and the City make contributions monthly. Since the City needs to know its contribution rate in advance for budgetary purposes, there is a one-year delay between the actuarial valuation that serves as the basis for the rate and the calendar year when the rate goes into effect. The annual pension cost and net pension obligation/(asset) are as follows:

(continued)

V. **OTHER INFORMATION** (Continued)

C. **Retirement Plan** (Continued)

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Annual required contribution (ARC)	\$ 717,708	\$ 782,362	\$ 747,806
Interest on net pension obligation	22,819	15,838	6,421
Adjustment to ARC	<u>( 19,615)</u>	<u>( 13,104)</u>	<u>( 5,228)</u>
Annual pension cost (APC)	720,912	785,096	748,999
Contributions made	<u>685,414</u>	<u>670,281</u>	<u>623,444</u>
Increase (decrease) in NPO	35,498	114,815	125,555
Net pension obligation/(asset), beginning	<u>325,988</u>	<u>211,173</u>	<u>85,618</u>
Net pension obligation/(asset), ending	<u>\$ 361,486</u>	<u>\$ 325,988</u>	<u>\$ 211,173</u>
Contributions as a percentage of APC	95.08%	85.38%	83.24%

**Actuarial Assumptions**

The required contribution rates for fiscal year 2012 were determined as part of the December 31, 2009 and 2010 actuarial valuations. Additional information as of the latest actuarial valuation, December 31, 2011, also follows:

Actuarial valuation date	12/31/2009	12/31/2010	12/31/2011
Actuarial cost method	Projected unit credit	Projected unit credit	Projected unit credit
Amortization method	Level percent of payroll	Level percent of payroll	Level percent of payroll
GASB 25 Equivalent single amortization period	28.1 years - Closed period	27.2 years; Closed period	26.2 years; Closed period
Amortization period for new gains/losses	30 years	30 years	30 years
Asset valuation method	10-year smoothed market	10-year smoothed market	10-year smoothed market
Actuarial assumptions:			
Investment rate of return*	7.50%	7.00%	7.00%
Projected salary increases*	Varies by age and service	Varies by age and service	Varies by age and service
*Includes inflation at:	3.00%	3.00%	3.00%
Cost-of-living adjustments	2.10%	2.10%	2.10%

(continued)

V. **OTHER INFORMATION** (Continued)

C. **Retirement Plan** (Continued)

**Funded Status**

The funded status as of December 31, 2011, under the two separate actuarial valuations, is presented as follows:

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets</u>	<u>Actuarial Accrued Liability (AAL)</u>	<u>Funded Ratio</u>	<u>Unfunded AAL (UAAL)</u>	<u>Covered Payroll</u>	<u>UAAL as a Percentage of Covered Payroll</u>
12/31/2011	19,416,364	23,636,356	82.1%	4,219,992	3,982,846	106.0%

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

Actuarial calculations are based on the benefits provided under the terms of the substantive plan in effect at the time of each valuation, and reflect a long-term perspective. Consistent with that perspective, actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets. The Schedule of Funding Progress, presented as Required Supplementary Information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability of benefits.

D. **Other Postemployment Benefits**

**Supplemental Death Benefits Fund**

The City also participates in the cost sharing multiple-employer defined benefit group-term life insurance plan operated by the Texas Municipal Retirement System (TMRS) known as the Supplemental Death Benefits Fund (SDBF). The City elected, by ordinance, to provide group term life insurance coverage to both current and retired employees. The City may terminate coverage under and discontinue participation in the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

The death benefit for active employees provides a lump sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings, for the 12-month period preceding the month of death); retired employees are insured for \$7,500; this coverage is an "other postemployment benefit," or OPEB.

(continued)

V. **OTHER INFORMATION** (Continued)

D. **Other Postemployment Benefits** (Continued)

**Supplemental Death Benefits Fund** (Continued)

The City contributes to the SDBF at a contractually required rate as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year; the intent is not to pre-fund retiree term life insurance during employees' entire careers.

The City's contributions to the TMRS SDBF for the years ended 2012, 2011 and 2010 were \$9,974, \$11,610, and \$10,786, respectively, which equaled the required contributions each year.

<b>Schedule of Contribution Rates (retiree-only portion of rates)</b>			
<u>Plan/ Calendar Year</u>	<u>Required Contribution Rate</u>	<u>Actual Contribution Rate</u>	<u>Percentage of ARC Contributed</u>
2012	0.04%	0.04%	100%
2011	0.04%	0.04%	100%
2010	0.05%	0.05%	100%

E. **Cost-sharing Arrangements**

**Community Development Block Grants**

The City participates with Tarrant County in construction projects that are federally funded through annual Community Development Block Grants to the County. The grant amount available to Tarrant County and allocated to the 37<sup>th</sup> Year project for curb, gutter and street reconstruction was \$86,200. Project construction and engineering costs for the current fiscal year were \$56,749 and \$10,000, respectively.

F. **Contingent Liabilities**

**Federal and State Programs**

Federal and state funding received related to various grant programs are based upon periodic reports detailing reimbursable expenditures made, in compliance with program guidelines, to the grantor agency.

(continued)

**V. OTHER INFORMATION (Continued)**

**F. Contingent Liabilities (Continued)**

**Federal and State Programs (Continued)**

These programs are governed by various statutory rules and regulations of the grantors. Amounts received and receivable under these various funding programs are subject to periodic audit and adjustment by the funding agencies. To the extent, if any, the City has not complied with all the rules and regulations with respect to performance, financial or otherwise, adjustment to or return of fund monies may be required.

As it pertains to other matters of compliance, in the opinion of the City's administration, there are no significant contingent liabilities relating to matters of compliance and accordingly, no provision has been made in the accompanying financial statements for such contingencies.

**G. Contracts and Commitments**

**Wastewater Treatment**

On June 8, 1987, the City entered into a 30-year agreement with the City of Fort Worth whereby Fort Worth agreed to provide wastewater treatment to the City. The agreement allows the City to connect its wastewater system to the Fort Worth wastewater system. Charges to the City are based upon cost of service rate studies performed by independent utility rate consultants. This contract has been amended various times during the years. Charges during 2012 for the treatment of wastewater by the City of Fort Worth were \$250,441.

**Water Treatment**

The City entered into a 20-year agreement with the City of Fort Worth effective January 1, 2011, through September 30, 2031, whereby Fort Worth agreed to provide treated water to the City. Rates to purchase the water will be based upon a cost-of-service rate study conducted every three years by independent utility rate consultants. Charges during 2012 for the purchase of treated water from the City of Fort Worth were \$590,105.

**Transportation of Sewerage**

On May 13, 1986, the City entered into an agreement with the City of Hurst to allow sewerage to be metered to Hurst then transported through the Trinity River Authority Calloway Branch sewer line to the City of Fort Worth. Charges to the City are based upon current sewer rates charged to Hurst by the Trinity River Authority and a \$75.00 per month meter service charge. Charges during 2012 from the City of Hurst were \$90,523.

(continued)



**V. OTHER INFORMATION (Continued)**

**H. Subsequent Events**

On October 4, 2012, the City issued Public Property Finance Contractual Obligation, Series 2012 in the amount of \$415,000. The obligation was issued to purchase vehicles and other equipment as well as make various capital improvements for departments across the City . The obligation proceeds will also be used to pay the costs incurred in connection with the issuance of the obligation. Payments will be made semi-annually on each August 15 and February 15 beginning February 15, 2013.

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**REQUIRED  
SUPPLEMENTARY INFORMATION**

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**CITY OF RICHLAND HILLS, TEXAS**

**STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**GENERAL FUND**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	Budgeted Amounts		Actual	Variance With Final Budget Favorable (Unfavorable)
	Original	Final		
<b>REVENUES</b>				
Taxes:				
General property	\$ 2,010,766	\$ 2,010,766	\$ 1,943,002	\$( 67,764)
Sales and use	1,539,357	1,967,982	2,053,482	85,500
Franchise	538,750	538,750	609,470	70,720
Fines and fees	474,466	484,166	342,783	( 141,383)
Licenses and permits	103,792	103,792	144,736	40,944
Charges for services	256,253	256,253	263,253	7,000
Intergovernmental	111,183	196,604	159,375	( 37,229)
Interest income	2,755	2,755	1,276	( 1,479)
Miscellaneous	119,297	119,297	78,319	( 40,978)
Total revenues	<u>5,156,619</u>	<u>5,680,365</u>	<u>5,595,696</u>	<u>( 84,669)</u>
<b>EXPENDITURES</b>				
Current:				
General government	379,878	773,801	838,508	( 64,707)
Public safety	3,741,753	3,756,453	3,738,984	17,469
Public works	222,244	256,568	296,169	( 39,601)
Culture and recreation	366,613	381,613	370,103	11,510
Parks and beautification	23,250	23,250	26,991	( 3,741)
Community development	311,508	311,886	330,094	( 18,208)
Capital outlay	16,198	289,994	244,374	45,620
Total expenditures	<u>5,061,444</u>	<u>5,793,565</u>	<u>5,845,223</u>	<u>( 51,658)</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>95,175</u>	<u>( 113,200)</u>	<u>( 249,527)</u>	<u>( 136,327)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Proceeds from sale of general capital assets	<u>25,626</u>	<u>25,626</u>	<u>-</u>	<u>( 25,626)</u>
Total other financing sources (uses)	<u>35,154</u>	<u>243,529</u>	<u>( 8,344)</u>	<u>( 251,873)</u>
<b>NET CHANGE IN FUND BALANCE</b>	130,329	130,329	( 257,871)	( 388,200)
<b>FUND BALANCE, BEGINNING</b>	<u>2,326,518</u>	<u>2,326,518</u>	<u>2,326,518</u>	<u>-</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ 2,456,847</u>	<u>\$ 2,456,847</u>	<u>\$ 2,068,647</u>	<u>\$( 388,200)</u>

**CITY OF RICHLAND HILLS, TEXAS**

**TEXAS MUNICIPAL RETIREMENT SYSTEM**

**SCHEDULE OF FUNDING PROGRESS**

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets</u>	<u>Actuarial Accrued Liability (ALL)</u>	<u>Funded Ratio</u>	<u>Unfunded AAL (UAAL)</u>	<u>Covered Payroll</u>	<u>UAAL as a Percentage of Covered Payroll</u>
12/31/09	\$ 11,470,121	\$ 16,892,517	67.9%	\$ 5,422,396	\$ 3,898,255	139.1%
12/31/10	17,870,012	22,113,696	80.8%	4,243,684	3,927,117	108.1%
12/31/11	19,416,364	23,636,356	82.1%	4,219,992	3,982,846	106.0%

# CITY OF RICHLAND HILLS, TEXAS

## NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

SEPTEMBER 30, 2012

### 1. **STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

#### A. **Budgetary Information**

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the General Fund, Richland Hills Development Corporation, Crime Control and Prevention District, Red Light Enforce, and Hotel Occupancy Tax Special Revenue Funds, Debt Service Fund, and all the Capital Projects Funds. All annual appropriations lapse at fiscal year-end.

At least 35 days prior to the beginning of the budget year, October 1, the City Manager will submit the proposed City budget for the ensuing year to the City Council. From its date of submission, the proposed budget shall be a public record. The City Council shall hold a public hearing on the proposed budget at least 14 days before the beginning of the budget year. At least 10 days' notice of such public hearing will be given by notice in the official newspaper. After a hearing, the City Council may make such changes it deems proper in the proposed budget and adopt a final budget prior to the beginning of the budget year. All budget hearings and actions on the budget shall be open to the public. If a final budget is not adopted by the beginning of the budget year, the proposed budget of the City Manager shall be deemed to have been approved. The budget shall go into effect on the first day of the budget year. The budget may be amended during the year only after complying with the notice procedure called for above for adoption of the budget. The City Manager is authorized to transfer budgeted amounts between line items and departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the City Council.

Encumbrances for goods or purchased services are documented by purchase orders or contracts. Under Texas law, appropriations lapse at September 30, and encumbrances outstanding at the time are to be either canceled or appropriately provided for in the subsequent year's budget. There were no outstanding encumbrances at the end of the year that were provided for in the subsequent year's budget.

The City's budget was properly amended throughout the year as needed.

#### B. **Excess of Expenditures Over Appropriations**

The Red Light Camera Enforcement Fund had expenditures in excess of appropriations of \$81,522.

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**COMBINING AND INDIVIDUAL  
FUND STATEMENTS AND SCHEDULES**

# **NONMAJOR GOVERNMENTAL FUNDS**

## **SPECIAL REVENUE FUNDS**

*Special Revenue Funds* are used to account for the proceeds of specific revenue sources (other than major capital projects or proprietary funds) that are legally restricted to expenditures for specified purposes.

*Richland Hills Development Corporation* – is a blended component unit which accounts for the promotion of infrastructure improvements, parks and park facilities and economic development within the City and the State of Texas in order to eliminate unemployment and underemployment and to promote and encourage employment and the public welfare of, for and on behalf of the City.

*Crime Control and Prevention District* – is a blended component unit accounted for in a Special Revenue Fund. The Crime District accounts for the proceeds of a .325 percent sales tax and crime reduction programs.

*Red Light Camera Enforce Fund* – accounts for all revenues and expenditures related to red light cameras placed at intersections in the City.

*Hotel Occupancy Tax Fund* – accounts for the proceeds of a 7 percent hotel occupancy tax and expenditures related to tourism.

## **DEBT SERVICE FUNDS**

*Debt Service Funds* are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

## CAPITAL PROJECTS FUNDS

*Capital Projects Funds* account for all resources used for the acquisition and/or construction of capital facilities by the City, except those financed by the Enterprise Funds.

*Road and Street Fund* – is used to account for intergovernmental revenue received from the Fort Worth Transportation Authority and improvements made to the City's infrastructure.

*2001 Certificates of Obligation Fund* – is used to account for the proceeds of the Certificates of Obligation and future expenditures for the Burns Road project.

*Oil and Gas Lease Fund* – is used to account for the proceeds of the oil and gas lease bonus and future expenditures for capital projects.

*Capital Projects Fund* – accounts for the purchase of equipment by the City.

*2011 PPFCO Fund* – accounts for the 2011 Public Property Financial Contractual Obligation, which will be used to purchase an ambulance, patrol vehicles, service trucks, tractor and equipment.

*Safe Routes to School Fund* – is used to account for the Safe Routes to School grant, which will be used to construct sidewalks at Richland Elementary School, Jack Binion Elementary School, and Richland Middle School.

## **ENTERPRISE FUNDS**

*Enterprise Funds* are used to account for the acquisition, operation and maintenance of governmental facilities and services which are entirely or predominantly self-supported by user charges. The operations of the Enterprise Funds are accounted for in such a manner as to show a profit or loss similar to comparable private enterprises. The following activities of the City are reported as Enterprise Funds.

*Water and Sewer Fund* – is used to account for the operation of the water and sewage systems for the City. This fund's operations and debt retirements are financed by service charges to users.

*Drainage Utility Fund* – is used to account for the construction and maintenance of the drainage system for the City. This fund's operations are financed by service charges to users.

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**CITY OF RICHLAND HILLS, TEXAS**

**NONMAJOR FUNDS**

**COMBINING BALANCE SHEET**

**SEPTEMBER 30, 2012**

	Special Revenues				
	Richland Hills Development Corporation	Crime Control District	Red Light Camera Enforce	Hotel Occupancy Tax	Total Special Revenue Funds
<b>ASSETS</b>					
Cash	\$ 393,308	\$ 714,777	\$ -	\$ 97,637	\$ 1,205,722
Receivables (net of allowances for uncollectibles):					
Taxes	48,240	150,862	-	14,009	213,111
Accounts	-	-	25,631	-	25,631
Intergovernmental	-	-	-	-	-
Due from other funds	<u>960</u>	<u>-</u>	<u>145,976</u>	<u>-</u>	<u>146,936</u>
Total assets	<u>\$ 442,508</u>	<u>\$ 865,639</u>	<u>\$ 171,607</u>	<u>\$ 111,646</u>	<u>\$ 1,591,400</u>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Accounts payable	\$ 861	\$ 2,222	\$ 219,103	\$ 5,957	\$ 228,143
Due to other funds	19,607	46,598	-	9,144	75,349
Deferred and unearned revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities	<u>20,468</u>	<u>48,820</u>	<u>219,103</u>	<u>15,101</u>	<u>303,492</u>
Fund balances:					
Restricted	422,040	816,819	-	96,545	1,335,404
Assigned	-	-	-	-	-
Unassigned	<u>-</u>	<u>-</u>	<u>( 47,496)</u>	<u>-</u>	<u>( 47,496)</u>
Total fund balances	<u>422,040</u>	<u>816,819</u>	<u>( 47,496)</u>	<u>96,545</u>	<u>1,287,908</u>
Total liabilities and fund balances	<u>\$ 442,508</u>	<u>\$ 865,639</u>	<u>\$ 171,607</u>	<u>\$ 111,646</u>	<u>\$ 1,591,400</u>

Capital Projects

Debt Service	Road and Street	2001 Certificates of Obligation	Oil and Gas Lease	Capital Projects	2011 PPFCO	Safe Routes to School	Total Capital Projects Funds	Total Nonmajor Funds
130,855	\$ 18,857	\$ 21,353	\$ 294,501	\$ -	\$ 29,805	\$ -	\$ 364,516	\$ 1,701,093
13,807	-	-	-	-	-	-	-	226,918
-	-	-	31,443	-	-	-	31,443	57,074
-	-	-	-	23,425	-	30,788	54,213	54,213
-	-	-	-	-	-	-	-	146,936
<u>\$ 144,662</u>	<u>\$ 18,857</u>	<u>\$ 21,353</u>	<u>\$ 325,944</u>	<u>\$ 23,425</u>	<u>\$ 29,805</u>	<u>\$ 30,788</u>	<u>\$ 450,172</u>	<u>\$ 2,186,234</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,045	\$ -	\$ 5,045	\$ 233,188
7,330	6,863	21,353	2,559	-	-	30,788	61,563	144,242
13,807	-	-	-	-	-	-	-	13,807
<u>21,137</u>	<u>6,863</u>	<u>21,353</u>	<u>2,559</u>	<u>-</u>	<u>5,045</u>	<u>30,788</u>	<u>66,608</u>	<u>391,237</u>
123,525	11,994	-	323,385	-	24,760	-	360,139	1,819,068
-	-	-	-	23,425	-	-	23,425	23,425
-	-	-	-	-	-	-	-	( 47,496)
<u>123,525</u>	<u>11,994</u>	<u>-</u>	<u>323,385</u>	<u>23,425</u>	<u>24,760</u>	<u>-</u>	<u>383,564</u>	<u>1,794,997</u>
<u>\$ 144,662</u>	<u>\$ 18,857</u>	<u>\$ 21,353</u>	<u>\$ 325,944</u>	<u>\$ 23,425</u>	<u>\$ 29,805</u>	<u>\$ 30,788</u>	<u>\$ 450,172</u>	<u>\$ 2,186,234</u>

**CITY OF RICHLAND HILLS, TEXAS**

**NONMAJOR FUNDS**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	Special Revenues				Total Special Revenue Funds
	Richland Hills Development Corporation	Crime Control District	Red Light Camera Enforce	Hotel Occupancy Tax	
<b>REVENUES</b>					
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Sales and use taxes	256,509	767,848	-	-	1,024,357
Hotel occupancy tax	-	-	-	182,112	182,112
Fines and fees	-	-	295,455	-	295,455
Intergovernmental	-	-	-	-	-
Interest	297	467	-	69	833
Other	-	-	-	-	-
Total revenues	<u>256,806</u>	<u>768,315</u>	<u>295,455</u>	<u>182,181</u>	<u>1,502,757</u>
<b>EXPENDITURES</b>					
Current:					
Public safety	-	568,491	420,896	-	989,387
Public works	-	-	-	-	-
Community development	134,222	-	-	156,263	290,485
Capital outlay	-	-	48,000	-	48,000
Debt service:					
Principal	-	-	-	-	-
Interest and fiscal charges	-	-	-	-	-
Total expenditures	<u>134,222</u>	<u>568,491</u>	<u>468,896</u>	<u>156,263</u>	<u>1,327,872</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>122,584</u>	<u>199,824</u>	<u>( 173,441)</u>	<u>25,918</u>	<u>174,885</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	960	-	-	-	960
Transfers out	( 135,296)	-	-	( 8,814)	( 144,110)
Total other financing sources (uses)	<u>( 134,336)</u>	<u>-</u>	<u>-</u>	<u>( 8,814)</u>	<u>( 143,150)</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>( 11,752)</u>	<u>199,824</u>	<u>( 173,441)</u>	<u>17,104</u>	<u>31,735</u>
<b>FUND BALANCES, BEGINNING</b>	<u>433,792</u>	<u>616,995</u>	<u>125,945</u>	<u>79,441</u>	<u>1,256,173</u>
<b>FUND BALANCES, ENDING</b>	<u>\$ 422,040</u>	<u>\$ 816,819</u>	<u>\$ ( 47,496)</u>	<u>\$ 96,545</u>	<u>\$ 1,287,908</u>



Capital Projects

Debt Service	Road and Street	2001 Certificates of Obligation	Oil and Gas Lease	Capital Projects	2011 PPFCO	Safe Routes to School	Total Capital Projects Funds	Total Nonmajor Funds
\$ 262,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 262,030
-	-	-	-	-	-	-	-	1,024,357
-	-	-	-	-	-	-	-	182,112
-	-	-	-	-	-	-	-	295,455
-	113,539	-	-	-	-	64,349	177,888	177,888
81	51	48	127	-	-	-	226	1,140
-	-	-	<u>262,638</u>	-	-	-	<u>262,638</u>	<u>262,638</u>
<u>262,111</u>	<u>113,590</u>	<u>48</u>	<u>262,765</u>	-	-	<u>64,349</u>	<u>440,752</u>	<u>2,205,620</u>
-	-	-	-	-	-	-	-	989,387
-	-	-	2,000	-	-	-	2,000	2,000
-	-	-	-	-	-	-	-	290,485
-	108,088	67,775	296	-	5,045	64,349	245,553	293,553
293,000	-	-	-	-	-	-	-	293,000
<u>73,191</u>	-	-	-	-	-	-	-	<u>73,191</u>
<u>366,191</u>	<u>108,088</u>	<u>67,775</u>	<u>2,296</u>	-	<u>5,045</u>	<u>64,349</u>	<u>247,553</u>	<u>1,941,616</u>
( 104,080)	<u>5,502</u>	( 67,727)	<u>260,469</u>	-	( 5,045)	-	<u>193,199</u>	<u>264,004</u>
135,296	-	-	-	-	-	-	-	136,256
-	-	-	( 100,000)	-	-	-	( 100,000)	( 244,110)
<u>135,296</u>	-	-	<u>( 100,000)</u>	-	-	-	<u>( 100,000)</u>	<u>( 107,854)</u>
31,216	5,502	( 67,727)	160,469	-	( 5,045)	-	93,199	156,150
<u>92,309</u>	<u>6,492</u>	<u>67,727</u>	<u>162,916</u>	<u>23,425</u>	<u>29,805</u>	-	<u>290,365</u>	<u>1,638,847</u>
<u>\$ 123,525</u>	<u>\$ 11,994</u>	<u>\$ -</u>	<u>\$ 323,385</u>	<u>\$ 23,425</u>	<u>\$ 24,760</u>	<u>\$ -</u>	<u>\$ 383,564</u>	<u>\$ 1,794,997</u>

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# **SPECIAL REVENUE FUNDS**

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**CITY OF RICHLAND HILLS, TEXAS**

**RICHLAND HILLS DEVELOPMENT CORPORATION**

**SPECIAL REVENUE FUND**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	<u>Budgeted Amounts</u>			Variance
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	Favorable (Unfavorable)
<b>REVENUES</b>				
Sales and use tax	\$ 199,384	\$ 199,384	\$ 256,509	\$ 57,125
Interest income	<u>2,250</u>	<u>2,250</u>	<u>297</u>	<u>( 1,953)</u>
Total revenues	<u>201,634</u>	<u>201,634</u>	<u>256,806</u>	<u>55,172</u>
<b>EXPENDITURES</b>				
Current:				
Community development	254,521	254,521	134,222	120,299
Capital outlay	<u>256,500</u>	<u>256,500</u>	<u>-</u>	<u>256,500</u>
Total expenditures	<u>511,021</u>	<u>511,021</u>	<u>134,222</u>	<u>376,799</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>( 309,387)</u>	<u>( 309,387)</u>	<u>122,584</u>	<u>431,971</u>
<b>OTHER FINANCING SOURCES AND (USES)</b>				
Transfers in	960	960	960	-
Transfers out	<u>( 132,528)</u>	<u>( 132,528)</u>	<u>( 135,296)</u>	<u>( 2,768)</u>
Total other financing sources and uses	<u>( 131,568)</u>	<u>( 131,568)</u>	<u>( 134,336)</u>	<u>( 2,768)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>( 440,955)</u>	<u>( 440,955)</u>	<u>( 11,752)</u>	429,203
<b>FUND BALANCE, BEGINNING</b>	<u>433,792</u>	<u>433,792</u>	<u>433,792</u>	<u>-</u>
<b>FUND BALANCE, ENDING</b>	<u><u>\$ ( 7,163)</u></u>	<u><u>\$ ( 7,163)</u></u>	<u><u>\$ 422,040</u></u>	<u><u>\$ 429,203</u></u>

**CITY OF RICHLAND HILLS, TEXAS**

**CRIME CONTROL DISTRICT**

**SPECIAL REVENUE FUND**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	Budgeted Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final		
<b>REVENUES</b>				
Sales and use tax	\$ 509,670	\$ 540,188	\$ 767,848	\$ 227,660
Interest	<u>590</u>	<u>590</u>	<u>467</u>	<u>( 123)</u>
Total revenues	<u>510,260</u>	<u>540,778</u>	<u>768,315</u>	<u>227,537</u>
<b>EXPENDITURES</b>				
Current:				
Public safety	<u>547,084</u>	<u>577,602</u>	<u>568,491</u>	<u>9,111</u>
Total expenditures	<u>547,084</u>	<u>577,602</u>	<u>568,491</u>	<u>9,111</u>
<b>NET CHANGE IN FUND BALANCE</b>	( 36,824)	( 36,824)	199,824	236,648
<b>FUND BALANCE, BEGINNING</b>	<u>616,995</u>	<u>616,995</u>	<u>616,995</u>	<u>-</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ 580,171</u>	<u>\$ 580,171</u>	<u>\$ 816,819</u>	<u>\$ 236,648</u>

**CITY OF RICHLAND HILLS, TEXAS**

**RED LIGHT CAMERA ENFORCEMENT**

**SPECIAL REVENUE FUND**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	Budgeted Amounts		Actual	Variance
	Original	Final		Favorable (Unfavorable)
<b>REVENUES</b>				
Fines and fees	\$ 464,697	\$ 580,080	\$ 295,455	\$ ( 284,625)
Total revenues	<u>464,697</u>	<u>580,080</u>	<u>295,455</u>	<u>( 284,625)</u>
<b>EXPENDITURES</b>				
Current:				
Public safety	271,991	387,374	420,896	( 33,522)
Capital outlay	<u>-</u>	<u>-</u>	<u>48,000</u>	<u>( 48,000)</u>
Total expenditures	<u>271,991</u>	<u>387,374</u>	<u>468,896</u>	<u>( 81,522)</u>
<b>NET CHANGE IN FUND BALANCE</b>	192,706	192,706	( 173,441)	( 366,147)
<b>FUND BALANCE, BEGINNING</b>	<u>125,945</u>	<u>125,945</u>	<u>125,945</u>	<u>-</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ 318,651</u>	<u>\$ 318,651</u>	<u>\$ ( 47,496)</u>	<u>\$ ( 366,147)</u>

**CITY OF RICHLAND HILLS, TEXAS**

**HOTEL OCCUPANCY TAX**

**SPECIAL REVENUE FUND**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	Budgeted Amounts		Actual	Variance
	Original	Final		Favorable (Unfavorable)
<b>REVENUES</b>				
Hotel occupancy tax	\$ 147,312	\$ 167,495	\$ 182,112	\$ 14,617
Interest income	<u>306</u>	<u>306</u>	<u>69</u>	<u>( 237)</u>
Total revenues	<u>147,618</u>	<u>167,801</u>	<u>182,181</u>	<u>14,380</u>
<b>EXPENDITURES</b>				
Current:				
Community development	<u>138,804</u>	<u>158,987</u>	<u>156,263</u>	<u>2,724</u>
Total expenditures	<u>138,804</u>	<u>158,987</u>	<u>156,263</u>	<u>2,724</u>
<b>EXCESS (DEFICIENCIES OVER (UNDER) EXPENDITURES</b>	<u>8,814</u>	<u>8,814</u>	<u>25,918</u>	<u>17,104</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	<u>( 8,814)</u>	<u>( 8,814)</u>	<u>( 8,814)</u>	<u>-</u>
Total other financing sources (uses)	<u>( 8,814)</u>	<u>( 8,814)</u>	<u>( 8,814)</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	-	-	17,104	17,104
<b>FUND BALANCE, BEGINNING</b>	<u>79,441</u>	<u>79,441</u>	<u>79,441</u>	<u>-</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ 79,441</u>	<u>\$ 79,441</u>	<u>\$ 96,545</u>	<u>\$ 17,104</u>



# **DEBT SERVICE FUNDS**

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**CITY OF RICHLAND HILLS, TEXAS**

**DEBT SERVICE FUND**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	Budgeted Amounts		Actual	Variance
	Original	Final		Favorable (Unfavorable)
<b>REVENUES</b>				
Property taxes	\$ 234,033	\$ 234,377	\$ 262,030	\$ 27,653
Interest income	<u>1,106</u>	<u>1,106</u>	<u>81</u>	( 1,025)
Total revenues	<u>235,139</u>	<u>235,483</u>	<u>262,111</u>	<u>26,628</u>
<b>EXPENDITURES</b>				
Debt service:				
Principal	293,000	293,000	293,000	-
Interest and fiscal charges	<u>73,285</u>	<u>72,819</u>	<u>73,191</u>	( 372)
Total expenditures	<u>366,285</u>	<u>365,819</u>	<u>366,191</u>	( 372)
<b>EXCESS (DEFICIENCIES OVER (UNDER) EXPENDITURES</b>	<u>( 131,146)</u>	<u>( 130,336)</u>	<u>( 104,080)</u>	<u>26,256</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	<u>132,528</u>	<u>162,455</u>	<u>135,296</u>	( 27,159)
Total other financing sources (uses)	<u>132,528</u>	<u>162,455</u>	<u>135,296</u>	( 27,159)
<b>NET CHANGE IN FUND BALANCE</b>	1,382	32,119	31,216	( 903)
<b>FUND BALANCE, BEGINNING</b>	<u>92,309</u>	<u>92,309</u>	<u>92,309</u>	-
<b>FUND BALANCE, ENDING</b>	<u>\$ 93,691</u>	<u>\$ 124,428</u>	<u>\$ 123,525</u>	<u>\$( 903)</u>

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# **CAPITAL PROJECTS FUNDS**

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**CITY OF RICHLAND HILLS, TEXAS**

**ROAD AND STREET**

**CAPITAL PROJECTS FUND**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	Budgeted Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final		
<b>REVENUES</b>				
Intergovernmental	\$ 124,829	\$ 130,560	\$ 113,539	\$( 17,021)
Interest	<u>10</u>	<u>10</u>	<u>51</u>	<u>41</u>
Total revenues	<u>124,839</u>	<u>130,570</u>	<u>113,590</u>	<u>( 16,980)</u>
<b>EXPENDITURES</b>				
Capital outlay	<u>130,570</u>	<u>130,570</u>	<u>108,088</u>	<u>22,482</u>
Total expenditures	<u>130,570</u>	<u>130,570</u>	<u>108,088</u>	<u>22,482</u>
<b>EXCESS (DEFICIENCIES OVER (UNDER) EXPENDITURES</b>	( 5,731)	-	5,502	5,502
<b>FUND BALANCE, BEGINNING</b>	<u>6,492</u>	<u>6,492</u>	<u>6,492</u>	<u>-</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ 761</u>	<u>\$ 6,492</u>	<u>\$ 11,994</u>	<u>\$ 5,502</u>

**CITY OF RICHLAND HILLS, TEXAS**

**2001 CERTIFICATES OF OBLIGATION**

**CAPITAL PROJECTS FUND**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Interest	\$( 100)	\$( 100)	\$ 48	\$ 148
Total revenues	<u>( 100)</u>	<u>( 100)</u>	<u>48</u>	<u>148</u>
<b>EXPENDITURES</b>				
Capital outlay	<u>-</u>	<u>67,809</u>	<u>67,775</u>	<u>34</u>
Total expenditures	<u>-</u>	<u>67,809</u>	<u>67,775</u>	<u>34</u>
<b>EXCESS (DEFICIENCIES OVER (UNDER) EXPENDITURES</b>	( 100)	( 67,909)	( 67,727)	182
<b>FUND BALANCE, BEGINNING</b>	<u>67,727</u>	<u>67,727</u>	<u>67,727</u>	<u>-</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ 67,627</u>	<u>\$( 182)</u>	<u>\$ -</u>	<u>\$ 182</u>



**CITY OF RICHLAND HILLS, TEXAS**

**OIL AND GAS LEASE**

**CAPITAL PROJECTS FUND**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	Budgeted Amounts		Actual	Variance
	Original	Final		Favorable (Unfavorable)
<b>REVENUES</b>				
Interest	\$ 607	\$ 607	\$ 127	\$( 480)
Other	<u>82,716</u>	<u>84,938</u>	<u>262,638</u>	<u>177,700</u>
Total revenues	<u>83,323</u>	<u>85,545</u>	<u>262,765</u>	<u>177,220</u>
<b>EXPENDITURES</b>				
Public works	-	-	2,000	( 2,000)
Capital outlay	<u>-</u>	<u>2,222</u>	<u>296</u>	<u>1,926</u>
Total expenditures	<u>-</u>	<u>2,222</u>	<u>2,296</u>	<u>( 74)</u>
<b>EXCESS (DEFICIENCIES OVER (UNDER) EXPENDITURES</b>	83,323	83,323	260,469	177,146
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	<u>-</u>	<u>-</u>	<u>( 100,000)</u>	<u>( 100,000)</u>
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>( 100,000)</u>	<u>( 100,000)</u>
<b>NET CHANGE IN FUND BALANCE</b>	83,323	83,323	160,469	77,146
<b>FUND BALANCE, BEGINNING</b>	<u>162,916</u>	<u>162,916</u>	<u>162,916</u>	<u>-</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ 246,239</u>	<u>\$ 246,239</u>	<u>\$ 323,385</u>	<u>\$ 77,146</u>

**CITY OF RICHLAND HILLS, TEXAS**

**2011 PPFCO**

**CAPITAL PROJECTS FUND**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	Budgeted Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final		
<b>REVENUES</b>	\$ -	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>				
Capital outlay	-	29,805	5,045	24,760
Total expenditures	-	29,805	5,045	24,760
<b>EXCESS (DEFICIENCIES OVER (UNDER) EXPENDITURES</b>	-	( 29,805)	( 5,045)	24,760
<b>NET CHANGE IN FUND BALANCE</b>	-	( 29,805)	( 5,045)	24,760
<b>FUND BALANCE, BEGINNING</b>	29,805	29,805	29,805	-
<b>FUND BALANCE, ENDING</b>	<u>\$ 29,805</u>	<u>\$ -</u>	<u>\$ 24,760</u>	<u>\$ 24,760</u>

**CITY OF RICHLAND HILLS, TEXAS**

**SAFE ROUTES TO SCHOOL**

**CAPITAL PROJECTS FUND**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012**

	Budgeted Amounts		Actual	Variance
	Original	Final		Favorable (Unfavorable)
<b>REVENUES</b>				
Intergovernmental	\$ -	\$ 75,000	\$ 64,349	\$( 10,651)
Total revenues	<u>-</u>	<u>75,000</u>	<u>64,349</u>	<u>( 10,651)</u>
<b>EXPENDITURES</b>				
Capital outlay	<u>-</u>	<u>75,000</u>	<u>64,349</u>	<u>10,651</u>
Total expenditures	<u>-</u>	<u>75,000</u>	<u>64,349</u>	<u>10,651</u>
<b>EXCESS (DEFICIENCIES OVER (UNDER) EXPENDITURES</b>	-	-	-	-
<b>FUND BALANCE, BEGINNING</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCE, ENDING</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

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**STATISTICAL DATA  
(UNAUDITED)**

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# Statistical Section

(Unaudited)

This part of the City of Richland Hills, Texas' comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City's overall financial health.

	<b><u>Page Number</u></b>
<b>Financial Trends</b> These schedules contain trend information to help the reader understand how the City's financial performance has changed over time.	74 – 82
<b>Revenue Capacity</b> These schedules contain information to help the reader assess the factors affecting the City's most significant local revenue source – tax revenue, as well as its ability to generate its property taxes.	83 – 88
<b>Debt Capacity</b> These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.	89 – 95
<b>Demographic and Economic Information</b> These schedules offer demographics and economic indicators to help the reader understand the environment within which the City's financial activities take place.	96 – 97
<b>Operating Information</b> These schedules contain information about the City's operations and resources to help the reader understand how the City's financial information relates to the services the City provides and the activities it performs.	98 – 100

**Sources:** Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial report for the relevant year. The City implemented Statement 34 in 2004; schedules presenting government-wide information include information beginning in that year.

# CITY OF RICHLAND HILLS, TEXAS

## NET ASSETS BY COMPONENT

### LAST NINE FISCAL YEARS

	Fiscal Year		
	2004	2005	2006
<b>Governmental activities:</b>			
Invested in capital assets, net of related debt	\$ 9,760,325	\$ 10,116,134	\$ 9,609,930
Restricted	57,000	58,177	56,693
Unrestricted	4,947,499	4,364,948	4,303,817
Total governmental activities net assets	\$ 14,764,824	\$ 14,539,259	\$ 13,970,440
<b>Business-type activities:</b>			
Invested in capital assets, net of related debt	\$ 4,943,841	\$ 5,382,901	\$ 5,599,182
Restricted	791,426	871,988	955,912
Unrestricted	1,418,343	1,113,198	1,092,985
Total business-type activities net assets	\$ 7,153,610	\$ 7,368,087	\$ 7,648,079
<b>Primary government:</b>			
Invested in capital assets, net of related debt	\$ 14,704,166	\$ 15,499,035	\$ 15,209,112
Restricted	848,426	930,165	1,012,605
Unrestricted	6,365,842	5,478,146	5,396,802
Total primary government net assets	\$ 21,918,434	\$ 21,907,346	\$ 21,618,519

Note:

The City began to report accrual information when it implemented GASB Statement 34 in fiscal year 2004.



TABLE 1

Fiscal Year					
2007	2008	2009	2010	2011	2012
\$ 8,973,364	\$ 8,565,062	\$ 8,108,808	\$ 8,215,829	\$ 7,815,576	\$ 7,603,080
384,137	412,610	439,715	375,753	1,542,536	1,811,780
<u>4,765,358</u>	<u>4,888,559</u>	<u>5,273,862</u>	<u>4,153,765</u>	<u>2,564,977</u>	<u>2,359,827</u>
<u>\$ 14,122,859</u>	<u>\$ 13,866,231</u>	<u>\$ 13,822,385</u>	<u>\$ 12,745,347</u>	<u>\$ 11,923,089</u>	<u>\$ 11,774,687</u>
\$ 5,705,248	\$ 5,945,512	\$ 6,093,323	\$ 6,194,852	\$ 7,255,716	\$ 6,893,293
1,026,423	1,011,985	1,039,337	1,212,169	-	-
<u>413,272</u>	<u>( 212,675)</u>	<u>18,269</u>	<u>( 290,156)</u>	<u>1,170,660</u>	<u>2,745,136</u>
<u>\$ 7,144,943</u>	<u>\$ 6,744,822</u>	<u>\$ 7,150,929</u>	<u>\$ 7,116,865</u>	<u>\$ 8,426,376</u>	<u>\$ 9,638,429</u>
\$ 14,678,612	\$ 14,510,574	\$ 14,202,131	\$ 14,410,681	\$ 15,071,292	\$ 14,496,373
1,410,560	1,424,595	1,479,052	1,587,922	1,542,536	1,811,780
<u>5,178,630</u>	<u>4,675,884</u>	<u>5,292,131</u>	<u>3,863,609</u>	<u>3,735,637</u>	<u>5,104,963</u>
<u>\$ 21,267,802</u>	<u>\$ 20,611,053</u>	<u>\$ 20,973,314</u>	<u>\$ 19,862,212</u>	<u>\$ 20,349,465</u>	<u>\$ 21,413,116</u>

# CITY OF RICHLAND HILLS, TEXAS

## CHANGES IN NET ASSETS

### LAST NINE FISCAL YEARS

	Fiscal Year		
	2004	2005	2006
<b>EXPENSES</b>			
Governmental activities:			
General government	\$ 370,519	\$ 457,179	\$ 442,659
Public safety	3,288,139	3,364,721	3,719,164
Public works	1,156,453	1,128,504	1,147,289
Culture and recreation	279,752	292,394	295,554
Parks and beautification	23,299	51,542	39,120
Community development	188,511	83,218	70,075
Interest on long-term debt	<u>74,690</u>	<u>75,836</u>	<u>83,135</u>
Total governmental activities expenses	<u>5,381,363</u>	<u>5,453,394</u>	<u>5,796,996</u>
Business-type activities:			
Water and sewer	2,835,131	2,989,931	3,139,909
Drainage utility	<u>100,884</u>	<u>96,559</u>	<u>88,518</u>
Total business-type activities expenses	<u>2,936,015</u>	<u>3,086,490</u>	<u>3,228,427</u>
 Total primary government program expenses	 <u>\$ 8,317,378</u>	 <u>\$ 8,539,884</u>	 <u>\$ 9,025,423</u>
<b>PROGRAM REVENUES</b>			
Governmental activities:			
Charges for services:			
General government	\$ 248,913	\$ 297,003	\$ 314,430
Public safety	808,397	773,493	595,129
Public works	-	-	-
Community development	-	-	-
Operating grants and contributions	165,002	107,719	183,081
Capital grants and contributions	<u>130,963</u>	<u>150,505</u>	<u>61,929</u>
Total governmental activities program revenues	<u>1,353,275</u>	<u>1,328,720</u>	<u>1,154,569</u>
Business-type activities:			
Charges for services:			
Water and sewer	2,693,304	2,902,880	3,088,235
Drainage utility	151,488	154,060	152,743
Capital grants and contributions	<u>-</u>	<u>126,000</u>	<u>134,492</u>
Total business-type activities program revenues	<u>2,844,792</u>	<u>3,182,940</u>	<u>3,375,470</u>
 Total primary government program revenues	 <u>\$ 4,198,067</u>	 <u>\$ 4,511,660</u>	 <u>\$ 4,530,039</u>

Note:

The City began to report accrued information when it implemented GASB Statement 34 in fiscal year 2004.

TABLE 2

Fiscal Year					
2007	2008	2009	2010	2011	2012
\$ 431,748	\$ 381,991	\$ 396,736	\$ 409,627	\$ 452,544	\$ 628,950
4,179,157	4,548,288	4,727,024	5,269,229	5,032,257	4,903,622
1,203,362	1,277,037	1,445,582	1,339,330	1,151,899	1,211,553
302,913	329,331	317,101	364,142	453,741	389,982
40,783	43,290	46,457	26,670	21,182	34,013
100,409	83,792	135,632	126,422	612,100	614,100
92,682	91,450	82,847	74,760	56,979	79,132
<u>6,351,054</u>	<u>6,755,179</u>	<u>7,151,379</u>	<u>7,610,180</u>	<u>7,780,702</u>	<u>7,861,352</u>
3,472,363	3,519,155	3,564,422	3,904,845	3,845,749	3,647,012
118,124	250,726	134,218	153,742	440,644	328,298
<u>3,590,487</u>	<u>3,769,881</u>	<u>3,698,640</u>	<u>4,058,587</u>	<u>4,286,393</u>	<u>3,975,310</u>
<u>\$ 9,941,541</u>	<u>\$ 10,525,060</u>	<u>\$ 10,850,019</u>	<u>\$ 11,668,767</u>	<u>\$ 12,067,095</u>	<u>\$ 11,836,662</u>
\$ 266,339	\$ 257,878	\$ 174,566	\$ 189,645	\$ 279,595	\$ 150,242
1,271,650	804,512	772,830	816,496	972,419	869,715
-	-	-	-	34,245	-
-	-	-	-	22,887	20,498
152,616	179,182	164,926	230,056	268,290	377,544
130,204	97,423	352,102	226,239	393,993	280,848
<u>1,820,809</u>	<u>1,338,995</u>	<u>1,464,424</u>	<u>1,462,436</u>	<u>1,971,429</u>	<u>1,698,847</u>
2,712,339	3,133,427	3,167,127	3,313,932	4,544,897	4,280,409
155,034	177,406	662,405	691,018	738,144	778,213
-	-	-	-	-	-
<u>2,867,373</u>	<u>3,310,833</u>	<u>3,829,532</u>	<u>4,004,950</u>	<u>5,283,041</u>	<u>5,058,622</u>
<u>\$ 4,688,182</u>	<u>\$ 4,649,828</u>	<u>\$ 5,293,956</u>	<u>\$ 5,467,386</u>	<u>\$ 7,254,470</u>	<u>\$ 6,757,469</u>

(continued)

**CITY OF RICHLAND HILLS, TEXAS**

**CHANGES IN NET ASSETS  
(Continued)  
LAST NINE FISCAL YEARS**

	Fiscal Year		
	2004	2005	2006
<b>NET (EXPENSE) REVENUES</b>			
Governmental activities	\$( 4,028,088)	\$( 4,124,674)	\$( 4,642,427)
Business-type activities	( 91,223)	96,450	147,043
Total primary government net expense	<u>( 4,119,311)</u>	<u>( 4,028,224)</u>	<u>( 4,495,384)</u>
 <b>GENERAL REVENUES AND OTHER CHANGES IN NET ASSETS</b>			
Governmental activities:			
Taxes			
Property	1,651,585	1,706,980	1,772,300
Sales	1,380,471	1,456,326	1,601,495
Franchise	652,268	436,661	598,861
Hotel occupancy	-	-	-
Investment earnings	41,932	76,521	136,546
Miscellaneous	-	288,683	-
Transfers	-	( 66,062)	( 35,594)
Total governmental activities	<u>3,726,256</u>	<u>3,899,109</u>	<u>4,073,608</u>
 Business-type activities:			
Investment earnings	27,137	51,965	97,355
Miscellaneous	-	-	-
Transfers	-	66,062	35,594
Total business-type activities	<u>27,137</u>	<u>118,027</u>	<u>132,949</u>
 Total primary government	<u>3,753,393</u>	<u>4,017,136</u>	<u>4,206,557</u>
 <b>CHANGE IN NET ASSETS</b>			
Governmental activities	( 301,832)	( 225,565)	( 568,819)
Business-type activities	( 64,086)	214,477	279,992
Total primary government	<u>\$( 365,918)</u>	<u>\$( 11,088)</u>	<u>\$( 288,827)</u>

TABLE 2

Fiscal Year					
2007	2008	2009	2010	2011	2012
\$( 4,530,245)	\$( 5,416,184)	\$( 5,686,955)	\$( 6,147,744)	\$( 5,809,273)	\$( 6,162,505)
( 723,114)	( 459,048)	130,892	( 53,637)	996,648	1,083,312
( 5,253,359)	( 5,875,232)	( 5,556,063)	( 6,201,381)	( 4,812,625)	( 5,079,193)
1,858,628	1,927,273	2,083,969	2,119,563	2,197,570	2,204,507
2,067,016	2,457,930	2,262,356	2,210,327	2,593,770	3,077,839
552,072	543,654	562,590	480,222	509,015	651,374
-	-	52,079	121,561	152,597	182,112
159,705	64,126	9,476	3,925	3,806	2,416
61,441	166,573	938,837	151,306	97,145	12,053
( 16,198)	-	( 266,198)	( 16,198)	( 300,788)	( 116,198)
4,682,664	5,159,556	5,643,109	5,070,706	5,253,115	6,014,103
203,780	58,927	9,017	3,375	6,347	4,618
-	-	-	-	5,728	7,925
16,198	-	266,198	16,198	300,788	116,198
219,978	58,927	275,215	19,573	312,863	128,741
4,902,642	5,218,483	5,918,324	5,090,279	5,565,978	6,142,844
152,419	( 256,628)	( 43,846)	( 1,077,038)	( 556,158)	( 148,402)
( 503,136)	( 400,121)	406,107	( 34,064)	1,309,511	1,212,053
\$( 350,717)	\$( 656,749)	\$ 362,261	\$( 1,111,102)	\$ 753,353	\$ 1,063,651

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**CITY OF RICHLAND HILLS, TEXAS**

**FUND BALANCES  
GOVERNMENTAL FUNDS**

**LAST TEN FISCAL YEARS**

	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
General fund										
Reserved	\$ 99,187	\$ 64,074	\$ 65,997	\$ 70,206	\$ 88,573	\$ 94,104	\$ 83,381	\$ 959,203	\$ -	\$ -
Nonspendable	-	-	-	-	-	-	-	-	830,477	663,958
Unassigned	-	-	-	-	-	-	-	-	1,496,041	1,404,689
Unreserved	<u>2,356,934</u>	<u>2,385,941</u>	<u>2,343,951</u>	<u>2,511,373</u>	<u>2,753,628</u>	<u>2,789,037</u>	<u>2,483,768</u>	<u>1,115,619</u>	-	-
Total general fund	<u>\$ 2,456,121</u>	<u>\$ 2,450,015</u>	<u>\$ 2,409,948</u>	<u>\$ 2,581,579</u>	<u>\$ 2,842,201</u>	<u>\$ 2,883,141</u>	<u>\$ 2,567,149</u>	<u>\$ 2,074,822</u>	<u>\$ 2,326,518</u>	<u>\$ 2,068,647</u>
All other governmental funds										
Reserved	\$ 44,807	\$ 54,928	\$ 50,235	\$ 49,069	\$ 376,513	\$ 403,585	\$ 408,406	\$ 351,107	\$ -	\$ -
Restricted	-	-	-	-	-	-	-	-	1,615,422	1,819,068
Assigned	-	-	-	-	-	-	-	-	23,425	23,425
Unassigned	-	-	-	-	-	-	-	-	-	( 47,496)
Unreserved, reported in:										
Special revenue funds	1,837,296	1,591,364	628,864	721,920	815,053	1,041,506	1,002,259	1,004,795	-	-
Capital projects funds	<u>146,531</u>	<u>132,004</u>	<u>543,732</u>	<u>306,243</u>	<u>780,342</u>	<u>209,354</u>	<u>1,033,429</u>	<u>552,409</u>	-	-
Total all other governmental funds	<u>\$ 2,028,634</u>	<u>\$ 1,778,296</u>	<u>\$ 1,222,831</u>	<u>\$ 1,077,232</u>	<u>\$ 1,971,908</u>	<u>\$ 1,654,445</u>	<u>\$ 2,444,094</u>	<u>\$ 1,908,311</u>	<u>\$ 1,638,847</u>	<u>\$ 1,794,997</u>

**CITY OF RICHLAND HILLS, TEXAS**

**CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS**

**LAST TEN FISCAL YEARS**

	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>REVENUES</b>										
Taxes	\$ 3,671,817	\$ 3,695,904	\$ 3,607,405	\$ 3,963,676	\$ 4,420,262	\$ 4,942,857	\$ 4,945,924	\$ 4,935,890	\$ 5,683,400	\$ 6,074,453
Fines and fees	457,871	628,542	601,459	407,187	1,015,339	722,672	614,228	654,673	623,663	638,238
Licenses, permits, fees	67,451	93,345	89,062	109,134	135,319	136,745	69,108	111,859	274,680	144,736
Charges for services	128,366	157,989	270,299	285,603	249,631	237,077	237,184	240,425	253,010	263,253
Intergovernmental	289,046	295,965	258,224	182,962	168,050	166,444	426,644	382,703	499,954	337,263
Investment earnings	58,816	41,932	76,521	136,546	159,705	64,126	9,476	3,925	3,806	2,416
Other	72,626	64,393	378,990	73,952	105,921	231,634	984,144	194,319	191,828	340,957
Total revenues	<u>4,745,993</u>	<u>4,978,070</u>	<u>5,281,960</u>	<u>5,159,060</u>	<u>6,254,227</u>	<u>6,501,555</u>	<u>7,286,708</u>	<u>6,523,794</u>	<u>7,530,341</u>	<u>7,801,316</u>
<b>EXPENDITURES</b>										
General government	354,734	321,629	421,849	535,853	339,869	338,417	358,134	378,811	424,446	838,508
Public safety	2,846,957	3,168,141	3,277,700	3,451,450	3,941,780	4,306,075	4,325,390	4,900,216	4,575,681	4,728,371
Public works	771,691	688,937	1,428,254	326,348	349,109	493,330	656,433	510,250	276,251	298,169
Culture and recreation	252,289	254,129	262,553	276,603	284,706	308,140	293,622	329,463	382,008	370,103
Parks and beautification	13,669	72,567	58,976	40,649	9,311	11,818	16,005	4,256	10,378	26,991
Community and developme	39,791	184,174	78,523	68,552	91,984	75,688	154,213	197,391	592,442	620,579
Capital outlay	1,055,859	269,334	396,212	707,548	321,570	954,855	472,993	913,798	1,235,800	537,927
Debt service										
Principal	373,664	200,000	210,000	200,000	191,000	223,000	242,000	251,000	331,000	293,000
Interest	100,380	75,603	66,662	78,471	83,867	99,393	79,663	71,249	83,958	73,191
Bond issuance costs	-	-	11,401	12,069	13,500	-	-	-	-	-
Total expenditures	<u>5,809,034</u>	<u>5,234,514</u>	<u>6,212,130</u>	<u>5,697,543</u>	<u>5,626,696</u>	<u>6,810,716</u>	<u>6,598,453</u>	<u>7,556,434</u>	<u>7,911,964</u>	<u>7,786,839</u>

(continued)



**CITY OF RICHLAND HILLS, TEXAS**

**CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
(Continued)  
LAST TEN FISCAL YEARS**

	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ ( 1,063,041)</u>	<u>\$ ( 256,444)</u>	<u>\$ ( 930,170)</u>	<u>\$ ( 538,483)</u>	<u>\$ 627,531</u>	<u>\$ ( 309,161)</u>	<u>\$ 688,255</u>	<u>\$ ( 1,032,640)</u>	<u>\$ ( 381,623)</u>	<u>\$ 14,477</u>
<b>OTHER FINANCING SOURCES (USES)</b>										
Proceeds from sale of general capital assets	8,805	-	700	25,546	8,955	32,648	51,600	20,728	40,709	-
Proceeds from issuance of bonds	-	-	400,000	415,000	535,000	-	-	-	473,000	-
Proceeds from insurance 1	-	-	-	-	-	-	-	-	50,146	-
Operating transfers in	617,143	179,153	181,130	122,863	259,808	244,780	260,887	320,113	133,006	144,110
Operating transfers out	<u>( 737,729)</u>	<u>( 179,153)</u>	<u>( 247,192)</u>	<u>( 158,457)</u>	<u>( 276,006)</u>	<u>( 244,780)</u>	<u>( 527,085)</u>	<u>( 336,311)</u>	<u>( 333,006)</u>	<u>( 260,308)</u>
Total other financing sources (uses)	<u>( 111,781)</u>	<u>-</u>	<u>334,638</u>	<u>404,952</u>	<u>527,757</u>	<u>32,648</u>	<u>( 214,598)</u>	<u>4,530</u>	<u>363,855</u>	<u>( 116,198)</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>\$ ( 1,174,822)</u>	<u>\$ ( 256,444)</u>	<u>\$ ( 595,532)</u>	<u>\$ ( 133,531)</u>	<u>\$ 1,155,288</u>	<u>\$ ( 276,513)</u>	<u>\$ 473,657</u>	<u>\$ ( 1,028,110)</u>	<u>\$ ( 17,768)</u>	<u>\$ ( 101,721)</u>
<b>DEBT SERVICE AS A PERCENTAGE OF NONCAPITAL EXPENDITURES</b>	<u>9.97%</u>	<u>5.55%</u>	<u>4.76%</u>	<u>5.58%</u>	<u>5.18%</u>	<u>5.77%</u>	<u>5.40%</u>	<u>5.02%</u>	<u>6.12%</u>	<u>5.25%</u>

## CITY OF RICHLAND HILLS, TEXAS

## GENERAL GOVERNMENTAL TAX REVENUES BY SOURCE

## LAST TEN FISCAL YEARS (UNAUDITED)

<u>Fiscal Year</u>	<u>Property Tax</u>	<u>Sales Tax</u>	<u>Beverage Tax</u>	<u>Franchise Tax</u>	<u>Hotel Occupancy Tax</u>	<u>Total</u>
2003	\$ 1,579,915	\$ 1,510,424	\$ 1,830	\$ 579,648	\$ -	\$ 3,671,817
2004	1,646,132	1,438,350	2,216	609,206	-	3,695,904
2005	1,704,550	1,410,246	1,902	490,707	-	3,607,405
2006	1,775,844	1,611,844	1,746	574,242	-	3,963,676
2007	1,861,429	1,997,967	2,102	558,764	-	4,420,262
2008	1,918,082	2,470,907	2,140	551,728	-	4,942,857
2009	2,079,168	2,252,568	1,955	560,154	52,079	4,945,924
2010	2,101,899	2,194,903	1,716	515,811	121,561	4,935,890
2011	2,194,904	2,816,917	1,661	517,321	152,597	5,683,400
2012	2,205,032	3,076,426	1,413	609,470	182,112	6,074,453

**TABLE 6**

**CITY OF RICHLAND HILLS, TEXAS**  
**APPRAISED AND TAXABLE VALUE PROPERTY (1)**  
**LAST TEN FISCAL YEARS**

Fiscal Year	Appraised Property Value					Less: Tax-exempt Property	Net Taxable Value	Total Direct Tax Rate
	Residential Property	Commercial Property	Industreial Property	Other Property	Personal Property			
2003	\$ 212,954,732	\$ 72,288,710	\$ 10,362,209	\$ 4,668,596	\$ 88,393,600	\$ 16,568,803	\$ 372,099,044	\$ 0.417333
2004	232,221,028	71,893,437	10,370,809	4,362,796	84,216,038	16,367,789	386,696,319	0.428441
2005	238,701,345	74,988,130	10,289,818	3,687,521	75,910,560	16,398,666	387,178,708	0.436297
2006	257,185,035	79,703,585	11,691,714	3,273,159	78,292,805	23,779,179	406,367,119	0.435898
2007	267,292,330	76,414,116	9,490,948	3,081,828	86,566,380	24,127,523	418,718,079	0.442094
2008	263,989,606	84,778,256	9,904,412	578,752	87,309,399	22,812,614	423,747,811	0.456700
2009	277,842,821	88,909,432	10,479,108	272,405	95,675,055	25,027,659	448,151,162	0.459202
2010	284,264,270	105,533,139	10,743,321	237,868	90,162,865	35,902,483	455,038,980	0.473042
2011	268,570,340	114,245,698	10,064,358	507,056	73,756,974	35,562,818	431,581,608	0.518012
2012	245,970,064	108,710,252	10,440,987	435,104	71,202,225	35,315,955	401,442,677	0.551757

Source: (1) Tarrant Appraisal District

CITY OF RICHLAND HILLS, TEXAS

PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS  
LAST TEN FISCAL YEARS

Fiscal Year	City of Richland Hills			Birdville Independent School District	Tarrant County	Hospital District	Junior College	Total Levy
	Operations	Debt Service	Total					
2003	\$ 0.375221	\$ 0.042112	\$ 0.417333	\$ 1.617000	\$ 0.272500	\$ 0.232400	\$ 0.139380	\$ 2.678613
2004	0.388374	0.040067	0.428441	1.617000	0.292500	0.235400	0.139580	2.712921
2005	0.398093	0.038204	0.436297	1.617000	0.272500	0.235397	0.139380	2.700574
2006	0.398218	0.037680	0.435898	1.617000	0.272500	0.235397	0.139380	2.700175
2007	0.401180	0.040914	0.442094	1.565000	0.217500	0.235397	0.139383	2.599374
2008	0.398000	0.052670	0.450670	1.405000	0.264000	0.227897	0.139600	2.487167
2009	0.408773	0.050429	0.459202	1.410000	0.264000	0.227897	0.137960	2.499059
2010	0.423707	0.049335	0.473042	1.405000	0.264000	0.227897	0.137670	2.507609
2011	0.466951	0.051061	0.518012	1.425000	0.264000	0.227897	0.137640	2.572549
2012	0.485915	0.065842	0.551757	1.435000	0.264000	0.227897	0.148970	2.627624

## CITY OF RICHLAND HILLS, TEXAS

## TOP TEN TAXPAYERS

## CURRENT YEAR AND NINE YEARS AGO

Taxpayer	Nature of Business	2012			2003		
		2012 Taxable Assessed Valuation	Rank	Percentage of Total City Taxable Assessed Valuation (1)	2003 Taxable Assessed Valuation*	Rank	Percentage of Total City Taxable Assessed Valuation (1)
First Industrial, LP	Real estate/commercial	\$ 12,941,545	1	3.2%	\$ 7,394,326	3	2.0%
Southwestern Bell	Utility	7,469,005	2	1.9%	14,208,106	1	3.8%
CNN Churchill III	Hotel	4,852,226	3	1.2%	-	-	- %
Oncor Electric Delivery Co.	Utility	4,430,944	4	1.1%	3,816,309	6	1.0%
Stuart C Irby Company	Retailer	3,948,765	5	1.0%	-	-	- %
Regency Raintree	Apartments	3,775,000	6	0.9%	4,136,728	5	- %
AHC Richland Hills	Apartments	3,198,197	7	0.8%	-	-	- %
Hung Properties #1, LP	Apartments	3,000,000	8	0.7%	-	-	- %
Composites One LLC	Retailer	2,632,582	9	0.7%	-	-	- %
Rewal Corp II	Real estate/commercial	2,549,700	10	0.6%	3,000,000	9	- %
Enkel International, Inc.	Retailer	-	-	- %	4,335,256	4	- %
Edward L. Baker	Real estate/commercial	-	-	- %	3,295,968	7	0.9%
NH Texas Properties Ltd	Real estate/commercial	-	-	- %	3,083,000	8	0.8%
Carlyle/Dr Investors, LLC	Real estate/commercial	-	-	- %	10,609,056	2	2.8%
South Central Pool Supply	Retailer	-	-	- %	2,538,865	10	0.7%
Total assessed value of ten largest taxpayers		48,797,964		12.2%	56,417,614		15.2%
Total assessed value of other taxpayers		352,644,713		87.8%	315,681,430		84.8%
Total assessed value of all taxpayers		\$ 401,442,677		100.0%	\$ 372,099,044		100.0%

Note: (1) Calculated based on net taxable value.

Source: Tarrant Appraisal District  
Taxpayers assessed on January 1, 2011 (2011 tax year for the 2011-2012 fiscal year).

TABLE 9

**CITY OF RICHLAND HILLS, TEXAS**  
**PROPERTY TAX LEVIES AND COLLECTIONS**  
**LAST TEN FISCAL YEARS**

<u>Fiscal Year</u>	<u>Total Tax Levy</u>	<u>Current Tax Collections</u>	<u>Percent of Levy Collected</u>	<u>Delinquent Tax Collections</u>	<u>Total Tax Collections</u>	<u>Percent of Total Tax Collections to Tax Levy</u>	<u>Outstanding Delinquent Collections</u>	<u>Delinquent Taxes to Tax Levy</u>
2003	\$ 1,561,856	\$ 1,532,064	98.1%	\$ 27,069	\$ 1,559,133	99.8%	\$ 105,475	6.8%
2004	1,644,836	1,603,413	97.5%	23,543	1,626,956	98.9%	122,599	7.5%
2005	1,689,249	1,655,590	98.0%	27,702	1,683,292	99.6%	126,072	7.5%
2006	1,751,452	1,723,421	98.4%	26,851	1,750,272	99.9%	121,009	6.9%
2007	1,844,254	1,819,972	98.7%	19,966	1,839,938	99.8%	116,610	6.3%
2008	1,910,234	1,879,312	98.4%	17,681	1,896,993	99.3%	129,927	6.8%
2009	2,064,779	2,030,068	98.3%	22,357	2,052,425	99.4%	136,798	6.6%
2010	2,134,498	2,086,380	97.7%	( 9,828)	2,076,552	97.3%	162,118	7.6%
2011	2,177,631	2,138,363	98.2%	29,056	2,167,419	99.5%	166,039	7.6%
2012	2,183,418	2,155,888	98.7%	23,722	2,179,610	99.8%	165,288	- %

**CITY OF RICHLAND HILLS, TEXAS**

**TAXABLE SALES BY CATEGORY**

**LAST NINE YEARS (UNAUDITED)**

	Calendar Year								
	2003	2004	2005	2006	2007	2008	2009	2010	2011
Construction	\$ 20,021,534	\$ 22,892,652	\$ 17,936,621	\$ 20,794,398	\$ 18,374,108	\$ 23,881,380	\$ 18,886,577	\$ 11,828,234	\$ 11,249,406
Manufacturing	4,423,652	7,812,885	11,187,900	10,257,696	7,914,159	6,347,714	5,661,817	5,675,971	4,665,073
Wholesale trade	21,497,139	19,761,013	29,854,627	38,193,847	41,068,220	50,674,366	38,372,556	43,096,545	39,795,387
Retail trade	13,340,753	11,954,491	11,342,161	10,063,701	8,905,776	8,887,046	8,542,823	8,262,102	9,910,698
Transportation/warehousing	2,377	8,706	12,063	7,006	3,389	-	8,824	5,502	9,048
Information	1,619,087	790,851	2,118,919	513,669	67,028	1,085,520	5,565,666	6,666,544	7,706,160
Real estate/rental/leasing	-	-	10,319	9,732	11,003	40,147	39,202	175,225	-
Professional/scientific/ technical services	2,667,761	2,346,570	2,891,198	3,963,816	4,413,397	3,306,050	3,225,222	1,863,805	1,741,002
Administrative/waste management/ remediation services	41,394,904	36,258,379	24,200,832	5,720,616	44,681,341	41,635,997	43,055,087	43,444,315	46,392,940
Educational services	-	83	5,085	282	459	-	1,721	5,830	1,940
Health care/social assistance	-	-	-	1,761	72,425	85,876	28,975	13,583	19,692
Arts/entertainment/recreation	85,447	-	-	23,821	32,869	9,816	-	-	-
Accommodation/food services	6,162,115	5,881,429	5,476,129	5,520,323	5,855,259	5,918,261	5,800,883	5,661,702	5,975,350
Other services	4,003,424	3,913,483	3,855,000	3,046,218	3,670,592	5,752,124	6,835,836	7,748,713	11,699,691
Other	75,154	138,434	-	-	-	-	-	1,397,279	-
<b>Total</b>	<b>\$ 115,293,347</b>	<b>\$ 111,758,976</b>	<b>\$ 108,890,854</b>	<b>\$ 98,116,886</b>	<b>\$ 135,070,025</b>	<b>\$ 147,624,297</b>	<b>\$ 136,025,189</b>	<b>\$ 135,845,350</b>	<b>\$ 139,166,387</b>
City direct sales tax rate	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%

Source: Texas Comptroller of Public Accounts

**CITY OF RICHLAND HILLS, TEXAS**

**RATIOS OF OUTSTANDING DEBT BY TYPE**

**LAST TEN FISCAL YEARS**

Fiscal Year	Governmental Activities					Business-type Activities		
	General Obligation Bonds	Combination Tax and Revenue Certificates of Obligation	Public Property Finance Contractual Obligations	Tax Note	Lease/Purchases	Revenue Bonds	Combination Tax and Revenue Certificates of Obligation	Lease/Purchases
2003	\$ 125,000	\$ 1,225,000	\$ 230,000			\$ 1,975,000	\$ 3,335,000	
2004	65,000	1,160,000	155,000	-	-	1,910,000	3,180,000	-
2005	-	1,090,000	80,000	400,000	-	1,840,000	3,020,000	-
2006	-	1,015,000	-	770,000	-	1,765,000	2,850,000	-
2007	-	935,000	535,000	659,000	-	1,690,000	4,780,000	423,513
2008	-	855,000	515,000	536,000	-	1,610,000	4,515,000	384,306
2009	-	770,000	485,000	409,000	-	1,525,000	4,245,000	343,336
2010	-	680,000	455,000	278,000	-	1,435,000	6,710,000	300,521
2011	-	580,000	898,000	77,000	-	1,340,000	6,360,000	255,780
2012	-	475,000	787,000	-	-	-	7,055,000	209,026



**TABLE 11**

<u>Total Government- Wide Indebtedness</u>	<u>Estimated Population</u>	<u>Total Debt Per Capita</u>	<u>Per Capita Income</u>	<u>Per Capita Debt as Percent of Per Capita Income</u>
\$ 6,890,000	N/A	N/A	N/A	N/A
6,470,000	8,300	779.52	20,247	3.85%
6,430,000	8,300	774.70	20,247	3.83%
6,400,000	8,300	771.08	20,247	3.81%
9,022,513	8,300	1,087.05	20,247	5.37%
8,415,306	8,300	1,007.82	20,247	4.98%
7,777,336	8,300	931.42	20,247	4.60%
9,858,521	8,094	1,218.00	22,682	5.37%
9,510,780	7,800	1,158.69	22,682	5.11%
8,526,026	7,801	1,092.94	22,682	4.82%

## CITY OF RICHLAND HILLS, TEXAS

RATIOS OF GENERAL BONDED DEBT ASSESSED VALUE  
AND NET GENERAL BONDED DEBT PER CAPITA

## LAST TEN FISCAL YEARS

Fiscal Year	Estimated Population**	Assessed Value *(1)	Gross Bonded Debt	Less Debt Service Funds	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
2003	8,132	\$ 372,099,044	\$ 355,000	\$ 44,807	\$ 310,193	0.08%	\$ 38.14
2004	8,132	386,696,319	220,000	48,976	171,024	0.04%	21.03
2005	8,300	387,178,708	480,000	50,235	429,765	0.11%	51.78
2006	8,300	406,367,119	770,000	49,069	720,931	0.18%	86.86
2007	8,300	418,718,079	1,194,000	75,409	1,118,591	0.27%	134.77
2008	8,300	423,747,811	1,051,000	100,322	950,678	0.22%	114.54
2009	8,300	448,151,016	894,000	132,211	761,789	0.17%	91.78
2010	8,094	455,038,980	733,000	134,841	598,159	0.13%	73.90
2011	7,801	431,581,608	502,000	92,309	409,691	0.09%	52.52
2012	7,801	401,442,677	787,000	123,525	663,475	0.17%	85.05

\*Source: Tarrant Appraisal District

\*\*Source: North Central Texas Council of Governments

Note: (1) Excludes revenue bonds

## CITY OF RICHLAND HILLS, TEXAS

RATIO OF ANNUAL DEBT SERVICE EXPENDITURES  
FOR GENERAL BONDED DEBT TO GENERAL EXPENDITURES

## LAST TEN FISCAL YEARS

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest and Fees</u>	<u>Total Debt Service</u>	<u>Total General Expenditures (1)</u>	<u>Ratio of Debt Service to Total General Expenditures</u>
2003	\$ 373,664	\$ 100,380	\$ 474,044	\$ 5,672,587	8.36%
2004	200,000	75,603	275,603	5,234,514	5.27%
2005	210,000	66,662	276,662	6,212,130	4.45%
2006	200,000	78,471	278,471	5,697,543	4.89%
2007	191,000	83,867	274,867	5,626,696	4.89%
2008	223,000	99,393	322,393	6,810,716	4.73%
2009	242,000	79,663	321,663	6,598,453	4.87%
2010	251,000	71,249	322,249	7,556,434	4.26%
2011	331,000	60,958	391,958	7,911,964	4.95%
2012	293,000	73,191	366,191	7,786,839	4.70%

Note: (1) Includes general, special revenue, debt service, and capital projects funds.

**CITY OF RICHLAND HILLS, TEXAS**  
**COMPUTATION OF DIRECT AND OVERLAPPING DEBT**  
**SEPTEMBER 30, 2012 (UNAUDITED)**

<u>Government Unit</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable</u>	<u>Estimated Share of Direct and Overlapping Debt</u>
City of Richland Hills	\$ 787,000	100.00%	\$ <u>787,000</u>
Total direct debt			<u>787,000</u>
Birdville Independent School District	215,568,154	7.40%	15,952,043
Tarrant County Junior College	20,765,026	0.66%	137,049
Tarrant County Hospital District	56,385,000	0.66%	372,141
Tarrant County	315,898,924	0.66%	<u>2,084,933</u>
Total overlapping debt			<u>18,546,166</u>
Total direct and overlapping debt			<u>\$ <u>19,333,166</u></u>

**CITY OF RICHLAND HILLS, TEXAS**  
**SCHEDULE OF REVENUE BOND COVERAGE**  
**LAST TEN FISCAL YEARS**

Fiscal Year	Gross Revenues (1)	Direct Operating Expenses (2)	Net Revenue Available for Debt Service	Debt Service Requirements			Coverage
				Principal	Interest	Total	
2003	\$ 2,927,497	\$ 2,393,652	\$ 533,845	\$ 170,000	\$ 272,333	\$ 442,333	1.21
2004	2,871,929	2,458,949	412,980	220,000	222,484	442,484	0.93
2005	3,108,905	2,616,366	492,539	230,000	213,775	443,775	1.11
2006	3,343,333	2,060,334	1,282,999	245,000	204,527	449,527	2.85
2007	2,944,485	2,889,517	54,968	309,678	225,955	535,633	0.10
2008	3,184,647	2,833,896	350,751	384,207	284,618	668,825	0.52
2009	3,175,814	2,865,189	310,625	395,971	269,079	665,050	0.47
2010	3,316,466	3,158,012	158,454	417,814	252,796	670,610	0.24
2011	4,552,311	3,092,824	1,459,487	439,741	235,405	675,146	2.16
2012	4,290,606	3,056,183	1,234,423	501,754	137,420	639,174	1.93

Notes: (1) Includes operating revenue, interest on investments, loss on sale and/or gain on disposal of property, plant and equipment.

(2) Excludes depreciation

**CITY OF RICHLAND HILLS, TEXAS**  
**COMPUTATION OF LEGAL DEBT MARGIN**  
**SEPTEMBER 30, 2012 (UNAUDITED)**

Article XI, Section 5 of the State of Texas Constitution states in part:

"...no tax for any purpose shall ever be lawful for any one year, which shall exceed two and one-half percent of the taxable property of such city."

As a home rule city, the City of Richland Hills is not limited by the law in the amount of debt it may issue. The City's charter provides that general property taxes are limited to \$1.50 per \$100 of assessed valuation for general governmental services including the payment of principal and interest on general obligation bonds.

The tax rate for fiscal year 2012 was established at \$.551757 per \$100 of assessed valuation based on 100% of appraised value.

**CITY OF RICHLAND HILLS, TEXAS**  
**DEMOGRAPHIC AND ECONOMIC STATISTICS**  
**LAST NINE FISCAL YEARS**

<u>Year</u>	<u>Estimated Population</u>	<u>Median Household Income</u>	<u>Per Capita Personal Income</u>	<u>School Enrollment</u>	<u>Unemployment Rate</u>
2004	8,132	\$ 43,377	\$ 20,247	1,593	3.8%
2005	8,300	43,377	20,247	1,593	4.5%
2006	8,300	43,377	20,247	1,593	4.2%
2007	8,300	43,377	20,247	1,593	3.8%
2008	8,350	43,377	20,247	1,593	5.8%
2009	8,350	43,377	20,247	1,593	8.0%
2010	8,094	46,918	22,682	1,441	8.0%
2011	7,801	46,918	22,682	1,441	7.8%
2012	7,801	50,788	22,682	1,441	6.0%

Source: U. S. Census Bureau  
North Central Texas Council of Governments  
Texas Workforce Commission  
Birdville ISD

Note: Information unavailable for years prior to 2004

## CITY OF RICHLAND HILLS, TEXAS

## PRINCIPAL EMPLOYERS

## CURRENT YEAR AND NINE YEARS AGO

Name of Company	Nature of Business	2012			2003		
		Number of Employees	Rank	Percentage of Total City Employment	Number of Employees	Rank	Percentage of Total City Employment
Birdville ISD (3 schools)	Independent School District	178	1	3.5%	150	2	1.9%
Harris Packaging	Corrugated boxes	120	2	2.4%	90	6	1.1%
Lexington Place Nursing and Rehabilitation Services	Nursing and personal care	101	3	2.0%	-		- %
Valley Dynamo	Table top games	100	4	2.0%	-		- %
Hamilton Form Company	Industrial machinery and equipment	100	5	2.0%	100	4	1.3%
City of Richland Hills	Municipality	78	6	1.5%	81	8	1.0%
Royal Bath	Plastic plumbing fixture manufacturir	72	7	1.4%	-		- %
Sterling House Nursing Home	Nursing and personal care	65	8	1.3%			
Trugreen Chemlawn	Landscape and horticulture	60	9	1.2%	65	10	0.8%
Richland Hills Nursing Home	Nursing and personal care	59	10	1.2%	85	9	1.1%
Dyna Ten Company	Plumbing, heating, air conditioning	-		- %	275	1	3.5%
Nesbitt Building Maintenance, Inc.	Cleaning, maintenance service	-		- %	125	3	1.6%
Security Link	Business services, miscellaneous	-		- %	100	5	1.3%
Dynamo Limited	Video games manufacturer	-		- %	85	7	1.1%
		<u>933</u>		<u>18.5%</u>	<u>1,156</u>		<u>14.7%</u>

Sources: City records  
North Central Texas Council of Governments



## CITY OF RICHLAND HILLS, TEXAS

## OPERATING INDICATORS BY FUNCTION/PROGRAM

## LAST NINE FISCAL YEARS

Function/Program	Fiscal Year								
	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Police</b>									
Physical arrests	702	699	621	683	500	503	597	542	327
Number of law violations	555	470	271	539	3,396	3,885	3,511	3,693	1,090
<b>Fire</b>									
Number of fire runs	595	569	475	613	612	541	543	480	477
Number of EMS runs	1,064	1,252	897	807	845	813	920	889	898
<b>Public Works - Streets</b>									
Street resurfacing (miles)	0.5	0.6	0.5	0.3	0.3	0.2	1.4	23.0	0.33
Potholes repaired	130	132	128	134	118	123	123	184	517
<b>Public Works - Water/Wastewater</b>									
New connections	293	374	396	477	468	453	414	21	1
Water main breaks	22	19	24	23	26	25	43	18	30
Average daily consumption (thousand of gallons)	893	1,023	831	806	925	921	836	955	879
Peak daily consumption (thousand of gallons)	0.976	1.13	1.43	1.22	1.80	1.61	1.552	1,670.000	1,716.000
Average daily sewer treatment (thousand of gallons)	991	1,120	977	1,381	902	880	1,499	688	897
<b>Library</b>									
Volumes collection	37,042	38,858	38,476	38,721	39,393	37,954	37,562	41,310	36,346
Total volumes borrowed	48,300	45,816	41,544	35,004	40,056	42,288	36,398	39,208	34,678

Source: Various City departments

Information unavailable for years prior to 2004

## CITY OF RICHLAND HILLS, TEXAS

## CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM

## LAST NINE FISCAL YEARS

Function/Program	Fiscal Year								
	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Police</b>									
Stations	1	1	1	1	1	1	1	1	1
Patrol units	10	10	11	11	11	11	11	11	11
<b>Fire</b>									
Stations	1	1	1	1	1	1	1	1	1
Fire trucks	2	2	2	2	2	2	2	2	2
Ambulances	1	1	1	1	1	1	1	1	1
<b>Public Works - Streets</b>									
Streets (miles)	43.51	43.51	43.51	43.51	43.51	43.51	43.51	43.51	43.51
Street lights	462	462	462	462	462	462	462	462	462
Traffic signals	9	9	9	9	9	9	9	9	9
<b>Public Works - Water/Wastewater</b>									
Water mains (miles)	47	47	47	47	47	47	47	47	47
Fire hydrants	350	350	350	350	350	350	350	350	350
Storage capacity (thousand of gallons)	2,360	2,360	2,360	2,360	2,360	2,360	2,360	2,360	2,360
Sanitary sewer (miles)	60	60	60	60	60	60	60	60	60
Storm sewers (miles)	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
<b>Culture and Recreation</b>									
Parks	4	4	4	4	4	4	4	4	4
Parks acreage	12.1	12.1	12.1	12.1	12.1	12.1	12.1	12.1	12.1
Community center	1	1	1	1	1	1	1	1	1
Playgrounds	3	3	3	3	3	3	3	3	3

Source: Various City departments

Note: Information unavailable for years prior to 2004

TABLE 21

CITY OF RICHLAND HILLS, TEXAS

FULLTIME EQUIVALENT CITY GOVERNMENT EMPLOYEES  
BY FUNCTION/PROGRAM

LAST TEN FISCAL YEARS

Function/Program	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
General government										
Administration	5	5	5	6	6	6	6	6	6	6
City secretary	1	1	1	1	1	1	1	1	1	1
Community development	3	3	3	2	2	2	2	3	3	3
Economic development	1	1	1	-	-	-	1	1	1	1
Animal services	2	2	2	2	2	2	2	2	2	2
Public safety										
Police	26	27	27	29	29	29	29	29	30	30
Fire	17	17	17	17	17	17	17	17	16	16
Municipal court	3	3	3	3	3	3	3	3	2	2
									2	2
Streets	3	3	3	2	3	3	3	3	-	-
Culture and recreation										
Library	7	7	7	7	7	7	7	7	7	7
Community center	1	1	1	1	1	1	1	1	1	1
Water and sewer	10	10	10	10	10	10	10	10	10	10
Drainage	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>
Total	<u>81</u>	<u>82</u>	<u>82</u>	<u>82</u>	<u>83</u>	<u>83</u>	<u>84</u>	<u>85</u>	<u>84</u>	<u>84</u>

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**OVERALL COMPLIANCE AND  
INTERNAL CONTROL SECTION**

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Honorable Mayor and  
Members of City Council  
City of Richland Hills, Texas

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Richland Hills, Texas, as of and for the year ended September 30, 2012, which collectively comprise the City's basic financial statements and have issued our report thereon dated March 28, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

Management of the City of Richland Hills, Texas is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the City of Richland Hills' internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings and Responses to be material weaknesses, 2012-1 and 2012-2.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Richland Hills' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The City of Richland Hills' responses to the findings identified in our audit is described in the accompanying Schedule of Findings and Responses. We did not audit the City's responses and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of management, City Council, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Pattillo, Brown & Hill, L.L.P.

March 28, 2013



**CITY OF RICHLAND HILLS**

**SCHEDULE OF FINDINGS AND RESPONSES**

**FOR THE YEAR ENDED SEPTEMBER 30, 2012**

<b>Item 2012-1:</b>	Purchase Order Use
<u>Condition:</u>	Purchase orders are not being used throughout the City. Per adopted purchasing policy, all purchases of \$100 and up generally require a purchase order.
<u>Criteria:</u>	Proper review of requested purchases helps prevent unauthorized purchases and misuse of funds.
<u>Cause:</u>	In the absence of a purchasing department or purchasing agent, individual departments are in charge of their own purchasing.
<u>Effect:</u>	Misuse of funds, fraudulent activity can go undetected for a period of time
<u>Recommendation:</u>	PBH recommends purchase orders be used on a consistent basis for purchases of \$100 and up per the purchasing policy. PBH also recommends finance to review and approve purchase orders prior to purchase for budgeted funds and reasonableness of purchase.
<u>Management's Response:</u>	The City agreed that procedures should be using purchase orders to deter misuse of funds. The City has issued new purchasing policies and procedures for the City on January 15, 2013.
<u>Contact Person Responsible for Corrective Action:</u>	Barbara Mann, Finance/Accounting Manager
<u>Anticipated Completion Date:</u>	January 15, 2013

**(continued)**

## CITY OF RICHLAND HILLS

### SCHEDULE OF FINDINGS AND RESPONSES (Continued) FOR THE YEAR ENDED SEPTEMBER 30, 2012

<b>Item 2012-2:</b>	Segregation of Duties
<u>Condition:</u>	<p>During PBH's walkthrough of controls over accounts payable, PBH noted some areas in which proper segregation of duties can be improved:</p> <ol style="list-style-type: none"><li>1. The accounting clerk prepares all deposits for the city and takes in payments for the utility department as needed.</li><li>2. The accounting manager who makes all entries to the GL has the ability to take in payments for the utility department.</li><li>3. The accounting manager prints all checks and also has the ability to input new vendors.</li></ol>
<u>Criteria:</u>	An essential element of any preventive control system is a segregation of duties in such a manner so that no single individual could perpetrate an error and conceal it without being discovered on a timely basis.
<u>Cause:</u>	Due to the size and nature of the entity, proper segregation of duties can be difficult to achieve.
<u>Effect:</u>	Without proper segregation of duties, the City is increasing its exposure to fraud risk.
<u>Recommendation:</u>	<p>For the protection of the City and the City's personnel, PBH recommends:</p> <ol style="list-style-type: none"><li>1. The accounting clerk, who prepares all deposits, should not accept payments from customers.</li><li>2. The accounting manager, who posts all entries to the GL, should be removed from the cash handling process.</li><li>3. Access to input new vendors should be limited to the accounting clerk.</li></ol>
<u>Management's Response:</u>	The City agreed that policies should be implemented to improve segregation of duties and decrease exposure to risks.
<u>Contact Person Responsible for Corrective Action:</u>	Barbara Mann, Finance/Accounting Manager
<u>Anticipated Completion Date:</u>	September 2013

**CITY OF RICHLAND HILLS**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

**FOR THE YEAR ENDED SEPTEMBER 30, 2012**

<b>Item 2011-1:</b>	Security of Signature Stamp
<u>Condition:</u>	During PBH's walkthrough of controls for Municipal Court, PBH noted that judgments for dismissals and judgments in which the defendant pleads guilty are stamped with the judge's signature. Upon further review, PBH noted the signature stamp is located in the marshal's office unsecured. The marshal has access to the municipal court system and all cases as he collects payment when the municipal court clerk is out of the office.
<u>Criteria:</u>	Signature stamps should be properly safeguarded with limited access to personnel.
<u>Cause:</u>	During court, the volume of signatures necessary requires the use of a stamp which is used in the judge's presence.
<u>Effect:</u>	Unauthorized use of the signature stamp can result in fraudulent activity
<u>Recommendation:</u>	PBH recommends the signature stamp should be kept in a secured location with limited access by office personnel. A signature stamp should only be available to the person whose signature is on the stamp. This control will help prevent unauthorized use of the signature stamp for court documents.
<u>Current Status:</u>	This matter has been resolved

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**CITY OF RICHLAND HILLS**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
(Continued)  
FOR THE YEAR ENDED SEPTEMBER 30, 2012**

<b>Item 2011-2:</b>	Purchase Order Use
<u>Condition:</u>	Purchase orders are not being used throughout the City. Per adopted purchasing policy, all purchases of \$100 and up generally require a purchase order.
<u>Criteria:</u>	Proper review of requested purchases helps prevent unauthorized purchases and misuse of funds.
<u>Cause:</u>	In the absence of a purchasing department or purchasing agent, individual departments are in charge of their own purchasing.
<u>Effect:</u>	Misuse of funds, fraudulent activity can go undetected for a period of time
<u>Recommendation:</u>	PBH recommends purchase orders be used on a consistent basis for purchases of \$100 and up per the purchasing policy. PBH also recommends finance to review and approve purchase orders prior to purchase for budgeted funds and reasonableness of purchase.
<u>Current Status:</u>	This matter was not resolved for fiscal year 2012. However, the City did approve new purchasing policies and procedures at the January 15, 2013 City Council meeting. See current year finding 2012-1.

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## CITY OF RICHLAND HILLS

### SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS (Continued) FOR THE YEAR ENDED SEPTEMBER 30, 2012

<b>Item 2011-3:</b>	Segregation of Duties
<u>Condition:</u>	<p>During PBH's walkthrough of controls over accounts payable, PBH noted some areas in which proper segregation of duties can be improved:</p> <ol style="list-style-type: none"><li>1. The accounting clerk prepares all deposits for the city and takes in payments for the utility department as needed.</li><li>2. The accounting manager who makes all entries to the GL has the ability to take in payments for the utility department.</li><li>3. The accounting manager prints all checks and also has the ability to input new vendors.</li></ol>
<u>Criteria:</u>	<p>An essential element of any preventive control system is a segregation of duties in such a manner so that no single individual could perpetrate an error and conceal it without being discovered on a timely basis.</p>
<u>Cause:</u>	<p>Due to the size and nature of the entity, proper segregation of duties can be difficult to achieve.</p>
<u>Effect:</u>	<p>Without proper segregation of duties, the City is increasing its exposure to fraud risk.</p>
<u>Recommendation:</u>	<p>For the protection of the City and the City's personnel, PBH recommends:</p> <ol style="list-style-type: none"><li>1. The accounting clerk, who prepares all deposits, should not accept payments from customers.</li><li>2. The accounting manager, who posts all entries to the GL, should be removed from the cash handling process.</li><li>3. Access to input new vendors should be limited to the accounting clerk.</li></ol>
<u>Current Status:</u>	<p>Unchanged see current year finding 2012-2.</p>

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**CITY OF RICHLAND HILLS**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
(Continued)  
FOR THE YEAR ENDED SEPTEMBER 30, 2012**

<b>Item 2011-4:</b>	Capital Assets
<u>Condition:</u>	A listing of capital assets and related accumulated depreciation should be maintained by the City's management to ensure accurate information is available for financial reporting in accordance with generally accepted accounting standards.
<u>Criteria:</u>	A listing of capital assets and related accumulated depreciation was available from the prior year auditors, but was not available from the City's management.
<u>Cause:</u>	The City relied on their previous auditors to maintain their capital asset listing.
<u>Effect:</u>	A listing of capital assets and related accumulated depreciation was not maintained by the City's management to throughout the fiscal year to ensure accurate information is available for financial reporting in accordance with generally accepted accounting standards.
<u>Recommendation:</u>	The City should implement procedures to ensure a capital asset listing is maintained by the City's management. Additionally, an inventory of capital assets should be performed at least every two years and reconciled to the capital asset listing.
<u>Current Status:</u>	This matter has been resolved