



March 22, 2023

Anderson, Tackman & Company, PLC  
102 W. Washington Street, Suite 109  
Marquette, Michigan 49855

This representation letter is provided in connection with your audit of the financial statements of the Downtown Development Authority (DDA), a component unit of the City of Marquette, Michigan, which comprises the respective financial position of the governmental activities and the aggregate remaining fund information as of September 30, 2022, and the respective changes in financial position and the disclosures (collectively, the “financial statements”), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of March 22, 2023, the following representations made to you during your audit.

### **Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter to the City of Marquette, Michigan, dated January 4, 2023, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) We are in agreement with the closing journal entries you have proposed, and they have been posted to the accounts.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the DDA is contingently liable, if any, have been properly recorded or disclosed.

#### **Information Provided**

- 11) We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the DDA from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of the Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the DDA and involves:
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the DDA's financial statements communicated by employees, former employees, regulators, or others.

- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
- 17) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 18) We have disclosed to you the identity of the DDA's related parties and all the related party relationships and transactions of which we are aware.

**Government—specific**

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
- 21) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
- 22) The DDA has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- 23) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- 24) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
- 25) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 26) As part of your audit, you assisted with preparation of the financial statements and related disclosures. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related disclosures.

- 27) In regard to the consulting services related to maintaining capital assets schedules and the adoption of any new GASB standards performed by you, we have—
  - a) Assumed all management responsibilities.
  - b) Designated an individual within senior management, who has suitable skill, knowledge, or experience to oversee the services.
  - c) Evaluated the adequacy and results of the services performed.
  - d) Accepted responsibility for the results of the services.
- 28) The DDA has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 29) The DDA has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 30) The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34, as amended.
- 31) All funds that meet the quantitative criteria in [GASBS Nos. 34](#) and [37](#) for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 32) Components of net position (net investment in capital assets; restricted; and unrestricted) , and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 33) Investments, derivative instrument transactions, and land and other real estate held by endowments are properly valued.
- 34) Provisions for uncollectible receivables have been properly identified and recorded.
- 35) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 36) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 37) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 38) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 39) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 40) We have appropriately disclosed the DDA's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted

and unrestricted net position is available and have determined that net position is properly recognized under the policy.

- 41) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 42) With respect to the government-wide and individual fund financial statements (supplementary information):
- a) We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
  - b) If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Signature: Tara Laase-McKinney

Title: Executive Director

**CITY OF MARQUETTE, MICHIGAN**

NON-MAJOR COMPONENT UNIT - DOWNTOWN DEVELOPMENT AUTHORITY

STATEMENT OF NET POSITION

September 30, 2022

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Current assets:	
Cash and cash equivalents	\$ 1,505,774
Taxes receivable, net	111,639
Accounts receivable, net	47,681
Due from Federal government	-
Due from primary government	-
Other assets	-
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<b>TOTAL CURRENT ASSETS</b>	<b>1,665,094</b>
Non-current assets:	
Land and construction in progress	-
Other capital assets, net of depreciation	3,069,231
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<b>TOTAL NON-CURRENT ASSETS</b>	<b>3,069,231</b>
<b>TOTAL ASSETS</b>	<b>4,734,325</b>
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<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<b>-</b>
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<b>LIABILITIES</b>	
Current liabilities:	
Accounts payable	3,792
Accrued liabilities	10,266
Accrued interest	1,595
Grants received in advance	3,000
Compensated absences	11,933
Bonds payable - due in one year	127,000
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<b>TOTAL CURRENT LIABILITIES</b>	<b>157,586</b>
Non-current liabilities:	
Bonds payable - due in more than one year	654,000
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<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>654,000</b>
<b>TOTAL LIABILITIES</b>	<b>811,586</b>
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<b>DEFERRED INFLOWS OF RESOURCES</b>	
Taxes levied for a subsequent period	742,518
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<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>742,518</b>
<b>NET POSITION</b>	
Net investment in capital assets	2,288,231
Restricted	3,000
Unrestricted	888,990
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<b>TOTAL NET POSITION</b>	<b>\$ 3,180,221</b>
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CITY OF MARQUETTE, MICHIGAN

NON-MAJOR COMPONENT UNIT - DOWNTOWN DEVELOPMENT AUTHORITY

STATEMENT OF ACTIVITIES

For the Fiscal Year Ended September 30, 2022

Function / Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	
<b>Governmental Activities:</b>				
General government	\$ 1,249,296	\$ 491,582	\$ 45,000	\$ (712,714)
Interest on long-term debt	21,920	-	-	(21,920)
<b>TOTAL GOVERNMENTAL ACTIVITIES</b>	<u>\$ 1,271,216</u>	<u>\$ 491,582</u>	<u>\$ 45,000</u>	<u>(734,634)</u>
		<b>General revenues:</b>		
		Property taxes		904,314
		Interest and investment earnings		565
		Gain on the sale of capital assets		-
		Miscellaneous		66,155
				<u>971,034</u>
		Total General Revenues		<u>971,034</u>
		<b>CHANGE IN NET POSITION</b>		236,400
		Net position, beginning of year		<u>2,943,821</u>
		<b>NET POSITION, END OF YEAR</b>		<u>\$ 3,180,221</u>

**CITY OF MARQUETTE, MICHIGAN**  
**NON-MAJOR COMPONENT UNIT - DOWNTOWN DEVELOPMENT AUTHORITY**  
**GOVERNMENTAL FUNDS**  
**BALANCE SHEET**  
September 30, 2022

	<b>General Fund</b>	<b>Total Governmental Funds</b>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 1,505,774	\$ 1,505,774
Taxes receivable, net	111,639	111,639
Accounts receivable, net	47,681	47,681
Grants receivable, net	-	-
Other assets	-	-
	<b>TOTAL ASSETS</b>	<b>1,665,094</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
	-	-
	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>\$ 1,665,094</b>
	<b>\$ 1,665,094</b>	<b>\$ 1,665,094</b>
<b>LIABILITIES</b>		
Accounts payable	\$ 3,792	\$ 3,792
Accrued salaries and wages	10,266	10,266
Grants received in advance	3,000	3,000
	<b>TOTAL LIABILITIES</b>	<b>17,058</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Taxes levied for a subsequent period	742,518	742,518
	<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>742,518</b>
<b>FUND BALANCE</b>		
Restricted	-	-
Unassigned	905,518	905,518
	<b>TOTAL FUND BALANCE</b>	<b>905,518</b>
	<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE</b>	<b>\$ 1,665,094</b>
	<b>\$ 1,665,094</b>	<b>\$ 1,665,094</b>



**CITY OF MARQUETTE, MICHIGAN**  
**NON-MAJOR COMPONENT UNIT - DOWNTOWN DEVELOPMENT AUTHORITY**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS - BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
September 30, 2022

Total Fund Balances for Governmental Funds	\$	905,518
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*Amounts reported for governmental activities in the statement of net position are different because:*

Capital assets used in governmental activities are not financial resources and therefore are not reported in those funds

	6,115,708	
Cost of capital assets		
Accumulated depreciation	<u>(3,046,477)</u>	3,069,231

Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds

	(127,000)	
Current portion of bonds payable		
Bonds payable	(654,000)	
Compensated absences	(11,933)	
Accrued interest on bonds	<u>(1,595)</u>	

<b>NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b>\$</b>	<b><u>3,180,221</u></b>
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**CITY OF MARQUETTE, MICHIGAN**  
NON-MAJOR COMPONENT UNIT - DOWNTOWN DEVELOPMENT AUTHORITY  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
For the Fiscal Year Ended September 30, 2022

	<b>General Fund</b>	<b>Total Governmental Funds</b>
<b>REVENUES</b>		
Property taxes	\$ 904,314	\$ 904,314
Federal sources	20,000	20,000
State sources	25,000	25,000
Intergovernmental revenues	-	-
Charges for services	437,356	437,356
Rentals	54,226	54,226
Investment income	565	565
Other	66,155	66,155
	<b>1,507,616</b>	<b>1,507,616</b>
<b>TOTAL REVENUES</b>		
<b>EXPENDITURES</b>		
Current operations:		
General government	980,389	980,389
Capital outlay	488,179	488,179
Debt service		
Principal retirement	124,000	124,000
Interest and fiscal charges	22,173	22,173
	<b>1,614,741</b>	<b>1,614,741</b>
<b>TOTAL EXPENDITURES</b>		
<b>NET REVENUES OVER EXPENDITURES</b>	<b>(107,125)</b>	<b>(107,125)</b>
<b>OTHER FINANCING SOURCES (USES)</b>		
Transfers in	-	-
Transfers (out)	-	-
Bond issuance	-	-
Refunding bonds	-	-
Payment to refunded bond escrow agent	-	-
	<b>-</b>	<b>-</b>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>		
<b>NET CHANGE IN FUND BALANCE</b>	<b>(107,125)</b>	<b>(107,125)</b>
Fund balance, beginning of year	1,012,643	1,012,643
<b>FUND BALANCE, END OF YEAR</b>	<b>\$ 905,518</b>	<b>\$ 905,518</b>

**CITY OF MARQUETTE, MICHIGAN**

NON-MAJOR COMPONENT UNIT - DOWNTOWN DEVELOPMENT AUTHORITY

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

For the Fiscal Year Ended September 30, 2022

Net Change in Fund Balances - Total Governmental Funds \$ (107,125)

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

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 as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

	Capital outlays	\$ 442,498	
	Depreciation expense	(244,949)	
	Net book value of disposals	<u>-</u>	197,549

Proceeds from debt issues are an other financing resource in the funds, but a debt issue increases long-term liabilities in the statement of net position -

Interest on long-term debt is recorded as an expenditure in the funds when it is due, and thus requires the use of current financial resources. In the Statement of Activities, however, interest expense is recognized as the interest accrues, regardless of when it is due. This is the amount of accrued interest recognized in the Statement of Activities. 253

Repayment of principal on long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of net Position. 124,000

Some expenses reported in the statement of activities, such as compensated absences, do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.

Compensated absences 21,723

**CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES \$ 236,400**