

**GLADSTONE URBAN RENEWAL AGENCY**

**FINANCIAL STATEMENTS**

For the Fiscal Year Ended  
June 30, 2008

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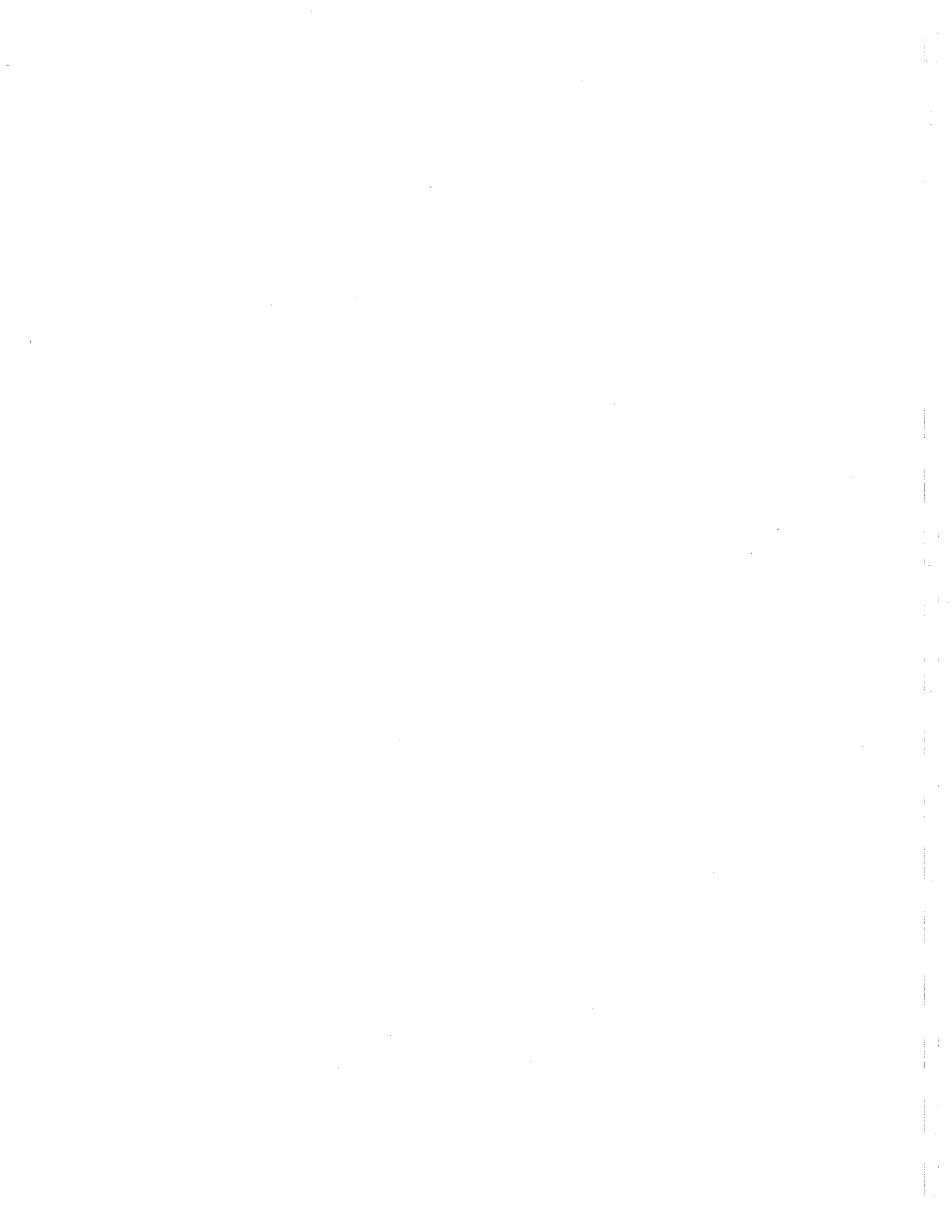
Independent Auditor's  
Report

**MERINA**  
& COMPANY, LLP

**CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS**

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**GLADSTONE URBAN RENEWAL AGENCY**  
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**GLADSTONE URBAN RENEWAL AGENCY  
LIST OF PRINCIPAL OFFICIALS  
June 30, 2008**

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Officials

Term Expires

Wade Byers, Mayor  
Gladstone, Oregon 97027

December 31, 2010

Tom Pagh, President  
Gladstone, Oregon 97027

December 31, 2008

Ray Jaren  
Gladstone, Oregon 97027

December 31, 2010

Kari Martinez  
Gladstone, Oregon 97267

December 31, 2010

Judith Ervin  
Gladstone, Oregon 97027

December 31, 2008

Carl Gardner  
Gladstone, Oregon 97027

December 31, 2008

Hal Busch  
Gladstone, Oregon 97027

December 31, 2010

Administrator

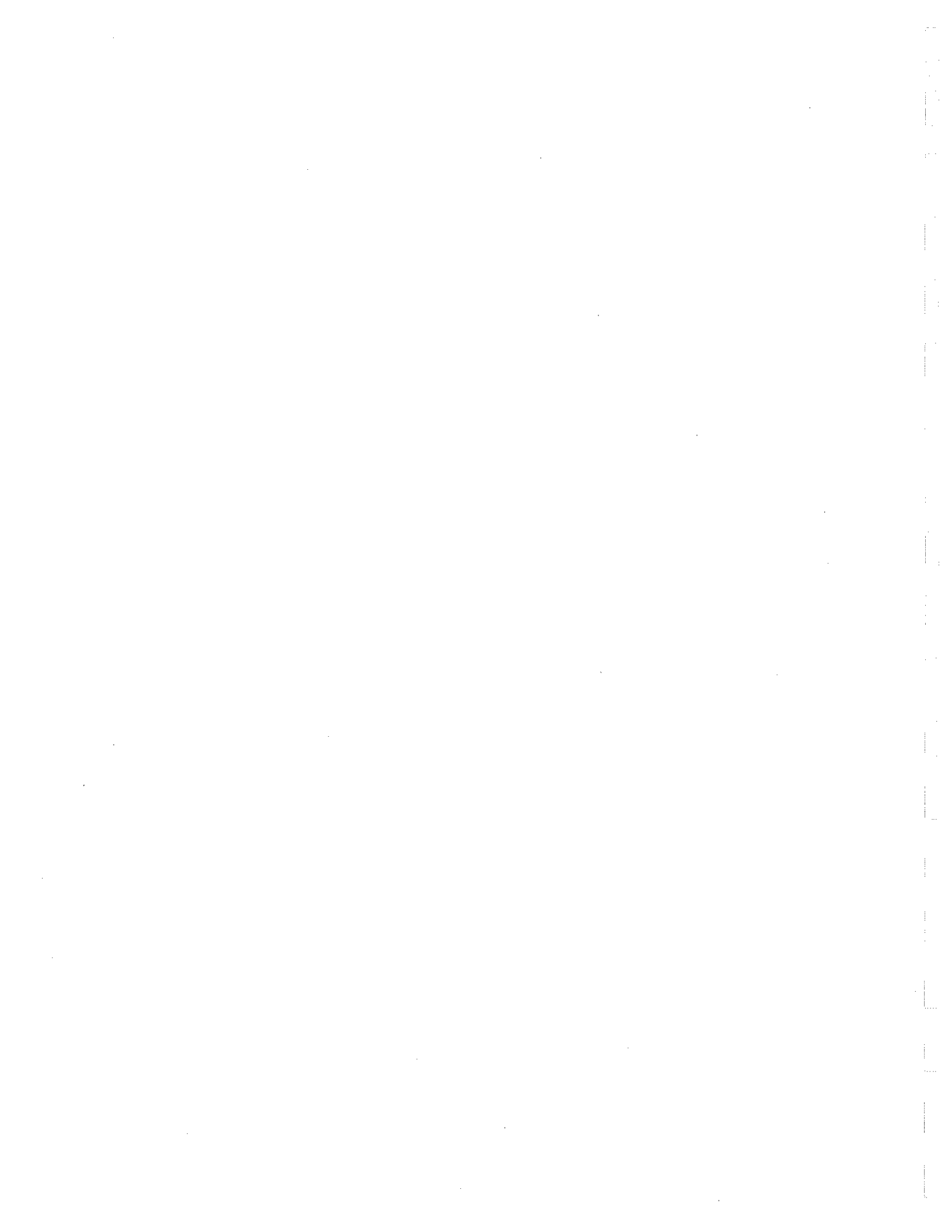
Ronald J. Partch  
Gladstone, Oregon 97027

Recorder

Jonathan Block  
Gladstone, Oregon 97027

Attorney

John H. Hammond  
Portland, Oregon 97201



**INDEPENDENT AUDITORS' REPORT**

City Council  
Gladstone Urban Renewal Agency  
Gladstone, Oregon

We have audited the accompanying financial statements of the governmental activities and each major fund of the Gladstone Urban Renewal Agency, a component unit of the City of Gladstone, Oregon, (the Agency) as of and for the year ended June 30, 2008, which collectively comprise the Agency's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Agency's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic 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 and each major fund of the Agency, as of June 30, 2008, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis as listed in the table of contents are not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures to the management's discussion and analysis which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.



Merina & Company, LLP  
West Linn, Oregon  
December 18, 2008





## **Gladstone Urban Renewal Agency Management's Discussion and Analysis**

Management staff of the Gladstone Urban Renewal Agency offers this executive summary of the financial activities of the Gladstone Urban Renewal Agency for the fiscal year ended June 30, 2008.

### **Financial Highlights**

The assets of the Gladstone Urban Renewal Agency exceeded its liabilities at the close of the most recent fiscal year by \$316,440 (net assets). This amount may be used to meet the Agency's ongoing obligations to citizens and creditors.

The Gladstone Urban Renewal Agency's total net assets increased by \$50,455 from the fiscal year ending in 2007 due to the Agency initiating fewer capital projects and, instead, saving some of its assets for possible future construction of a new library or streetscape improvements on Portland Avenue.

As of the close of the current fiscal year, the Gladstone Urban Renewal Agency's governmental fund reported a total ending fund balance of \$283,774. The difference between \$316,440 unrestricted net assets and the ending fund balance of \$283,774 is due to uncollected property tax.

### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Gladstone Urban Renewal Agency's basic financial statements. Included are Government-wide financial statements and notes to the financial statements.

**Government-wide Financial Statements.** Government-wide financial statements are designed to provide readers with a broad overview of the Gladstone Urban Renewal Agency's finances in a manner similar to a private-sector business.

A statement of net assets presents information on all of the Agency'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 Agency is improving or deteriorating. The financial position of the Agency is best indicated by changes in cash flow and cash reserve as shown the Agency's most recent budget.

A statement of activities in this discussion and analysis presents information showing how the Agency's net assets changed during the most recent fiscal 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 only result in cash flows in future fiscal periods (e.g. uncollected taxes). Governmental activity of the Urban Renewal Agency includes community development. There are no affiliated business type activities.

**Fund Financial Statements.** A fund is a group of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Gladstone Urban Renewal Agency, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund of the Gladstone Urban Renewal Agency is in the governmental funds category.



**Governmental Funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, 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 a government's near-term financial 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 Agency's near term financial decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and change in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Gladstone Urban Renewal Agency maintains one individual governmental fund. 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 Urban Renewal Fund. The Agency adopts an annual appropriate budget for the governmental fund. A budgetary comparison has been provided to demonstrate compliance with the adopted budget.

**Notes to the Basic Financial Statements.** Notes to the basic financial statements provide additional information that is essential to a full understanding of the information provided in the government-wide and fund financial statements.

**Required Supplementary Information.** Required supplementary information includes financial information and disclosures that are required by the GASB but are not considered part of basic financial statements.

### **Government-wide Financial Analysis**

With this fifth year implementation of GASB 34, the Agency is presenting comparable columns for the previous year.

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. Assets exceeded liabilities by \$316,440 at the close of the most recent fiscal year.

By far the largest portion of the Gladstone Urban Renewal Agency's assets is cash and investments which have financial liquidity easily available for future spending.



The following table reflects a Summary of Net Assets for fiscal years 2007-2008 and 2006-2007.

**Table 1**  
**Summary of Net Assets**

	<u>2008</u>	<u>2007</u>	<u>Total Change</u>
Cash and investments	\$ 276,006	233,653	\$42,353
Due from other governments	4,960	4,501	459
Property taxes receivable	35,474	27,831	7,643
Total assets	<u>\$316,440</u>	<u>\$ 265,985</u>	<u>\$50,455</u>
Net assets:			
Unrestricted	<u>\$316,440</u>	<u>\$265,985</u>	<u>\$50,455</u>
Total net assets	<u>\$316,440</u>	<u>\$265,985</u>	<u>\$50,455</u>

The following table summarizes revenues and expenses for fiscal years 2007-2008 and 2006-2007.

**Table 2**  
**Governmental Activities**

<b>REVENUES</b>	<u>2008</u>	<u>2007</u>	<u>Total Change</u>
General Revenues:			
Property taxes	\$702,914	\$665,653	\$ 37,261
Misc.	10		10
Interest	12,901	16,867	(3,966)
Transfer capital assets	<u>(102,700)</u>	<u>(355,009)</u>	<u>252,309</u>
Total revenues	<u>\$613,125</u>	<u>\$ 327,511</u>	<u>\$285,614</u>
<b>EXPENSES</b>			
Community development	<u>\$ 562,670</u>	<u>\$402,112</u>	<u>\$160,558</u>
Increase in net assets	50,455	(74,601)	125,056
Beginning net assets	<u>265,985</u>	<u>340,586</u>	<u>(74,601)</u>
Ending net assets	<u>\$ 316,440</u>	<u>\$ 265,985</u>	<u>\$ 50,455</u>

**Governmental Activities.** Governmental activities increased the Gladstone Urban Renewal Agency's net assets by \$50,455.



## **Financial Analysis of the Agency's funds**

**Governmental Fund.** The focus of the Gladstone Urban Renewal Agency's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Agency's financial requirements. In particular, unreserved fund balance may serve as useful measure of a government's net resources available for spending at the end of the fiscal year. The \$316,440 ending net assets represents spendable income.

**Capital Assets.** The Gladstone Urban Renewal Agency has no capital assets. Upon completion of street improvements construction, the assets are transferred to the City of Gladstone.

**Long-term Debt.** At the end of the fiscal year, the Gladstone Urban Renewal Agency had no long-term debt outstanding. In response to 1997 state legislation, the Gladstone City Council, acting as officials of the Gladstone Urban Renewal Agency, at its April 1998 meeting, authorized \$23,000,000 in maximum indebtedness (adjusted for future inflation) for projects that could be financed over the next 30 years.

**Economic Factors and Next Year's Budget.** The future finances of the Agency will largely be determined by pending decisions of its governing board regarding the inclusion of additional streets within the Agency's boundary and possible exclusion of land and increment value from existing renewal boundary. This could include inclusion of Portland Avenue from Gloucester Street to Clackamas Boulevard for possible streetscape improvements. Also, with formation of a library district, approved by voters in November, 2008, the Agency may use urban renewal monies to fund 50% of the cost of a new library building.

**Requests for Information.** This report was modeled after "Management's Discussion and Analysis" prepared by other cities, based on figures furnished by the Gladstone Urban Renewal Agency's auditors. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to City staff at 525 Portland Avenue, Gladstone, 97027 or call 503-557-2766. Staff may consult with the City's auditor, Merina and Company.





**GLADSTONE URBAN RENEWAL AGENCY**  
**STATEMENT OF NET ASSETS**  
**June 30, 2008**

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	<u>Governmental Activities</u>
<b>ASSETS:</b>	
Cash and cash equivalents	\$ 276,006
Due from other governments	4,960
Property taxes receivable	<u>35,474</u>
Total assets	<u><u>\$ 316,440</u></u>
 <b>NET ASSETS:</b>	
Unrestricted	<u>316,440</u>
Total net assets	<u>316,440</u>
Total liabilities and net assets	<u><u>\$ 316,440</u></u>

The accompanying notes are an integral part of these financial statements



**GLADSTONE URBAN RENEWAL AGENCY**  
**STATEMENT OF ACTIVITIES**  
**For the Fiscal Year Ended June 30, 2008**

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	<u>Expenses</u>	<u>Net Revenue (Expenses) and Changes in Net Assets</u>
<b>EXPENSES:</b>		
Governmental activities:		
Community development	\$ 562,670	\$ (562,670)
		<u>(562,670)</u>
Total program expenses		<u>(562,670)</u>
Net program expense		<u>(562,670)</u>
<b>GENERAL REVENUES:</b>		
Property taxes		702,914
Interest		12,901
Miscellaneous		10
Transfer of capital assets to the enterprise funds		<u>(102,700)</u>
		<u>613,125</u>
Total general revenues		<u>613,125</u>
Change in net assets		50,455
<b>NET ASSETS, BEGINNING</b>		<u>265,985</u>
<b>NET ASSETS, ENDING</b>		<u><u>\$ 316,440</u></u>

The accompanying notes are an integral part of these financial statements



**GLADSTONE URBAN RENEWAL AGENCY**  
**BALANCE SHEET - GOVERNMENTAL FUND**  
**June 30, 2008**

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**ASSETS:**

Cash and cash equivalents	\$ 276,006
Due from other governments	4,960
Property taxes receivable	<u>35,474</u>
 Total assets	 <u><u>\$ 316,440</u></u>

**LIABILITIES:**

Deferred revenue	<u>\$ 32,666</u>
 Total liabilities	 <u>32,666</u>

**FUND BALANCE:**

Unreserved	<u>283,774</u>
 Total fund balance	 <u>283,774</u>
 Total liabilities and fund balance	 <u><u>\$ 316,440</u></u>

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

Total fund balance	\$ 283,774
Other long-term assets are not available to pay for current-period expenditures and, therefore, are deferred in the fund	<u>32,666</u>
 Net assets of governmental activities	 <u><u>\$ 316,440</u></u>



**GLADSTONE URBAN RENEWAL AGENCY  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCE - GOVERNMENTAL FUND  
For the Fiscal Year Ended June 30, 2008**

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**REVENUES:**

Property taxes	\$ 695,990
Interest on investments	12,901
Miscellaneous	<u>10</u>
Total revenues	<u>708,901</u>

**EXPENDITURES:**

Materials and services	25,505
Capital outlay	<u>639,865</u>

Total expenditures 665,370

Revenues over (under) expenditures 43,531

Net change in fund balance 43,531

**FUND BALANCE, BEGINNING** 240,243

**FUND BALANCE, ENDING** \$ 283,774





**GLADSTONE URBAN RENEWAL AGENCY  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUND  
TO THE STATEMENT OF ACTIVITIES  
For the Fiscal Year Ended June 30, 2008**

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

Net change in fund balance - total governmental fund	\$ 43,531
Some revenue reported in the statement of activities do not provide current financial resources in the government fund	<u>6,924</u>
Changes in net assets of governmental activity	<u><u>\$ 50,455</u></u>



**GLADSTONE URBAN RENEWAL AGENCY**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**For the Fiscal Year Ended June 30, 2008**

	Budget		Actual	Variance
	Original	Final		Positive (Negative)
<b>REVENUES:</b>				
Property taxes	\$ 619,363	\$ 619,363	\$ 695,990	\$ 76,627
Interest on investments	18,000	18,000	12,901	(5,099)
Miscellaneous	500	500	10	(490)
Loan Proceeds	1,000,000	1,000,000	-	(1,000,000)
Total revenues	1,637,863	1,637,863	708,901	(928,962)
<b>EXPENDITURES:</b>				
Materials and services	104,000	104,000	25,505	78,495
Capital outlay	1,882,430	1,882,430	639,865	1,242,565
Contingency	5,000	5,000	-	5,000
Total expenditures	1,991,430	1,991,430	665,370	1,326,060
Net change in fund balances	(353,567)	(353,567)	43,531	397,098
<b>FUND BALANCES, BEGINNING</b>	353,567	353,567	240,243	(113,324)
<b>FUND BALANCES, ENDING</b>	\$ -	\$ -	\$ 283,774	\$ 283,774

The accompanying notes are an integral part of these financial statements



**GLADSTONE URBAN RENEWAL AGENCY**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2008**

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**(1) Description of the Agency and Summary of Significant Accounting Policies**

The financial statements of the Agency have been prepared in accordance with Generally Accepted Accounting Principles (GAAP). GAAP statements include all relevant Governmental Accounting Standards Board (GASB) pronouncements.

**A. Description of Reporting Entity**

The Gladstone Urban Renewal Agency (the Agency) (a component unit of the City of Gladstone) was organized October 11, 1988 under the provisions of Oregon Revised Statutes, Chapter 457, to provide rehabilitation of blighted and deteriorated areas within the Agency's designated urban renewal area. The fiscal year ended June 30, 1998 was the first year property taxes were levied by the Agency. As provided by ORS 457, the City Council of the City of Gladstone is designated as the governing body and the Gladstone Urban Renewal Agency. Principle funding sources are property tax revenues and interest earnings. Fiscal and accounting functions are handled by personnel of the City of Gladstone.

The Agency is a legally separate entity governed by the City Council. The Agency Board of Directors is not financially accountable for any other governmental entity. Financial accountability is determined in accordance with criteria set forth in accounting principles generally accepted in the United States of America, primarily on the basis of authority to appoint voting majority of an organization's governing board, ability to impose its will on that organization, the potential for that organization to provide specific benefits or impose specific financial burdens and that organization's fiscal dependency. The Agency is a component unit of the City of Gladstone and, as such is included in the financial statements of the City of Gladstone for the year ended June 30, 2008.

The Agency has no component units.

**B. Basic Financial Statements**

The Agency's financial operations are presented at both the agency-wide and fund financial levels. All activities on the Agency are categorized as governmental.

**Agency-wide financial statements**

The statement of net assets and the statement of activities display information about the Agency as a whole.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Agency's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Taxes and other items not properly included among program revenues are reported instead as general revenues.



**GLADSTONE URBAN RENEWAL AGENCY**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2008**

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Fund financial statements

These statements display information at the individual fund level. Each fund is considered to be a separate accounting entity. Funds are classified and summarized as governmental, proprietary, and fiduciary. Currently the Agency has only governmental fund types.

**C. Basis of Presentation**

The financial transactions of the Agency are recorded in the General fund. The fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses.

The new GASB 34 model sets forth minimum criteria (percentage of the assets liabilities, revenues or expenditures/expenses of either fund category or the governmental and proprietary combined) for the determination of major funds. For purposes of presentation, the Agency's fund is presented as a major fund.

*General Fund* - The General Fund is used to record expenditures related to capital improvements projects. Major sources of revenue and other financing sources are specific taxes that are legally restricted to expenditures for specific purposes.

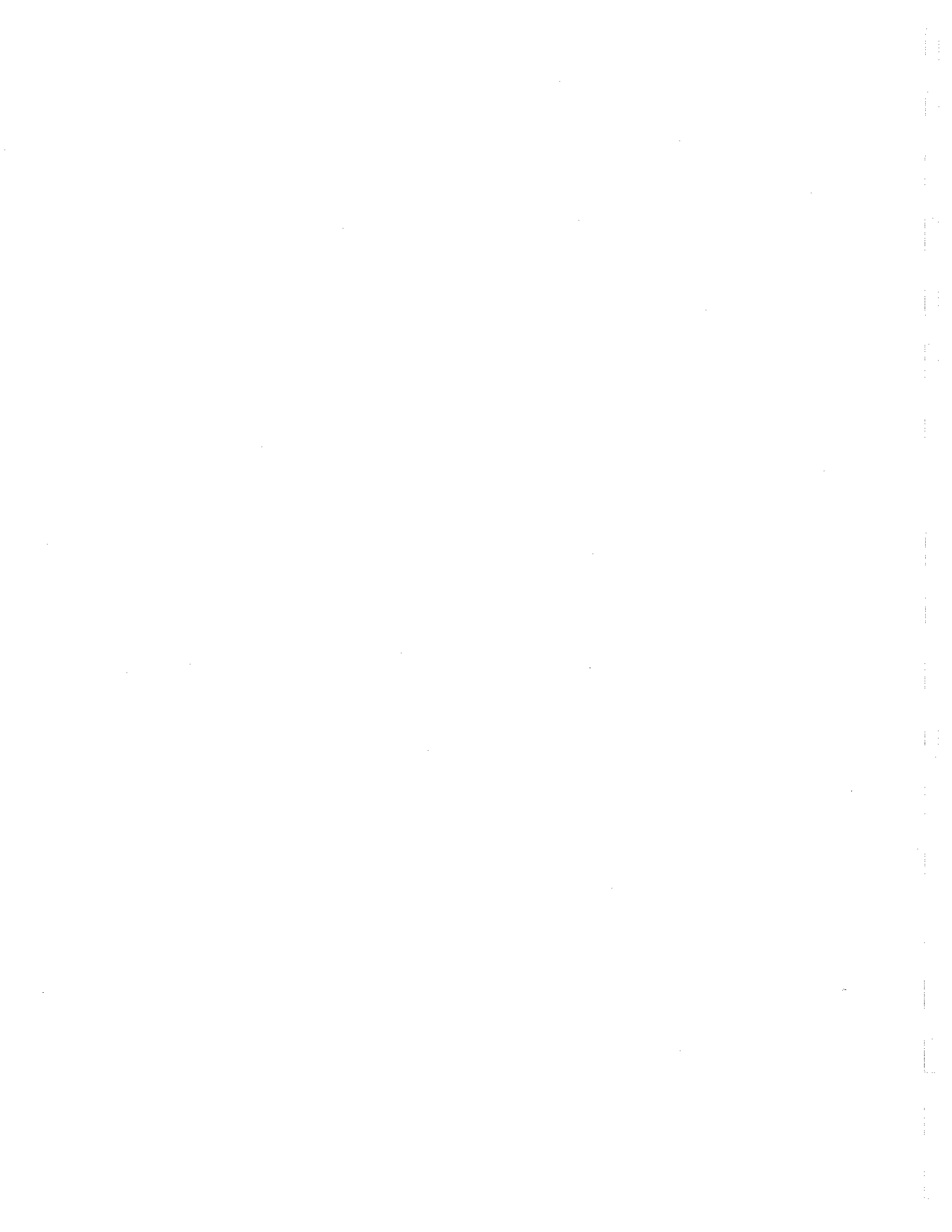
**D. Measurement Focus and Basis of Accounting**

Measurement focus is a term used to describe which transactions are recorded with the various financial statements. Basis of accounting refers to when transactions are recorded regardless of the measurement focus.

The Agency-wide financial statements are reported using the *economic resources measurement focus* and the *full accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. 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*. Revenues are recognized as soon as they are both 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. For this purpose, the Agency considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, long-term compensated absences are recorded only when payment is due.

Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the agency-wide statements, a reconciliation is necessary to explain the adjustments needed to transform the fund based financial statements into the agency-wide presentation.





**GLADSTONE URBAN RENEWAL AGENCY**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2008**

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**E. Cash and Investments**

The Agency considers cash equivalents as all highly liquid investments with maturity of three months or less. Investments include in cash and cash equivalents are reported at fair value.

**F. Receivables and Property Tax Calendar**

Uncollected property taxes receivable, which have been collected within sixty days following year-end are considered measurable and available and are recognized as revenue. The remaining balance is recorded as deferred revenue because it is not deemed available to finance operations of the current period. Real and personal property taxes are levied in July of each fiscal year. Property taxes attach as an enforceable lien on property as of July 1, and are payable in three installments on November 15, February 15, and May 15. All property taxes are billed and collected by Clackamas County and remitted to the Agency. Uncollected taxes, including delinquent amounts, are considered substantially collectible or recoverable through liens, and accordingly no allowance for uncollected taxes has been established. All property taxes receivable are due from property owners within the Agency's boundaries.

**G. Fund Equity**

Tentative plans for utilization of fund balances in future periods are recorded as designations of fund balance in the fund-level financial statements. Planned expenditures primarily include future capital projects and debt service.

**H. Use of Estimates**

In preparing the Agency's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**(2) Stewardship, Compliance, and Accountability**

**A. Budgetary Information**

On or before June 30 of each year, the Agency enacts a resolution approving the budget, appropriating the expenditures, and levying the property taxes. Prior to enacting this resolution, the proposed budget is presented to a budget committee consisting of members of the Agency Board of Directors and a like number of interested citizens. The budget committee presents the budget to the Agency Board of Directors for budget hearings prior to enactment of the resolution. The Agency budgets all funds as required by Oregon Local Budget Law.

The resolution authorizing appropriations for each fund sets the legal level of control by which expenditures cannot legally exceed appropriations. Expenditure categories of personal services, materials and services, capital outlay, debt service transfers, and contingency are the legal level of control for all other funds. The detail budget document, however, is required to contain more specific information for the above mentioned expenditure categories. Unexpected additional resources may be added to the budget through the use of a supplemental budget. A supplemental budget requires hearings before the public, publications in newspapers, and adoption by the



**GLADSTONE URBAN RENEWAL AGENCY**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2008**

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Agency Council. Management may modify original and supplemental budgets by the use of appropriation transfers between the legal levels of control within a fund. Such transfers require approval by the Agency Council. Management may not amend the budget without seeking the approval of the Council. Appropriations lapse as of year-end.

**(3) Cash and Cash Equivalents**

At June 30, 2008 investments included in cash and cash equivalents of the Gladstone Urban Renewal Agency consist of the following:

	<u>Weighted Average Maturity (Years)</u>	<u>Fair Value</u>
Investments in the State Treasurer's Local Government Investment Pool	0.00	\$ 151,174

**A. Interest rate risk**

The Agency does not have a formal investment policy that limits investments maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

**B. Credit risk**

State statutes authorize the Gladstone Urban Renewal Agency to invest in general obligations of the U.S. Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers' acceptances, and the State Treasurer's Oregon Local Government Investment Pool, among others. The Agency has no investment policy that would further limit its investment choices.

**C. Concentration of credit risk**

The Gladstone Urban Renewal Agency does not currently have an investment policy for concentration of credit risk.

The State Treasurer's Investment Pool operates in accordance with appropriate state laws and regulations, but is not regulated by other laws, organizations or regulations. The reported value of the Pool is the same as the fair value of Pool shares. Investments are regulated by the Oregon Short-Term Fund Board and approved by the Oregon Investment Council (ORS 294.805 to 294.895). The Pool is not registered with the SEC as an investment company.



**GLADSTONE URBAN RENEWAL AGENCY**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2008**

**D. Custodial credit risk – deposits**

In the case of deposits, this is the risk that in the event of a bank failure, the government's deposits may not be returned. Oregon Revised Statutes require the depository institution to maintain on deposit with a collateral pool manager security having a value of not less than 25% of the outstanding certificates of participation issued by the pool manager. However, in accordance with State statutes, the State Treasurer allows certain depository banks to be the custodian with respect to their own pledged collateral securities. For these institutions, the State Treasurer is the collateral pool manager. The total bank balance at June 30, 2008 shown on the bank statement was \$1,833. Of this deposit, \$1,833 was covered by federal depository insurance.

**(4) Property Taxes**

Property tax transactions for the year ended June 30, 2008, were as follows:

Tax Year	Taxes Receivable July 1, 2007	2007-08 Levy	Adjustments and Discounts	Collections	Taxes Receivable June 30, 2008
2007-08	\$ -	\$ 718,994	\$ (18,414)	\$ (675,836)	\$ 24,744
2006-07	18,560	-	(207)	(12,102)	6,251
2005-06	5,136	-	(358)	(2,180)	2,598
2004-05	2,361	-	(50)	(1,410)	901
2003-04	919	-	(35)	(566)	318
2002-03	361	-	(15)	(72)	274
Prior	494	-	(12)	(94)	388
	<u>\$ 27,831</u>	<u>\$ 718,994</u>	<u>\$ (19,091)</u>	<u>\$ (692,260)</u>	<u>\$ 35,474</u>

**(5) Deferred Revenue**

Deferred revenue as of June 30, 2008 consists of uncollected property taxes not deemed available to finance operations of the current period.

**(6) Risk Management**

The Agency is exposed to various risks of loss related to: torts, theft, damage or destruction of assets, errors and omissions, injuries to employees, and natural disasters. Except for unemployment compensation, the Agency purchases commercial insurance to minimize its exposure to these risks. There has been no reduction in commercial insurance coverage from fiscal year 2007 to 2008.



**GLADSTONE URBAN RENEWAL AGENCY  
AUDIT COMMENTS AND DISCLOSURES  
REQUIRED BY STATE REGULATION**

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Introduction

Oregon Administrative Rules 162-10-000 through 162-10-320 incorporates the Minimum Standards for Audits of Oregon Municipal Corporations. These standards, prescribed by the Secretary of State in cooperation with the Oregon State Board of Accountancy, enumerate the financial statements, schedules, comments, and disclosures required in audit reports. The required statements and schedules are set forth in the preceding section of this report. Required comments and disclosures related to our audit of such statements and schedules are contained in this section.

Internal Accounting Control

We have audited the basic financial statements of the Gladstone Urban Renewal Agency (the Agency) for the year ended June 30, 2008 and have issued our report, thereon, December 18, 2008.

The management of the Agency is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of basic financial statements in accordance with accounting principles generally accepted in the United States of America. Because of inherent limitations in any internal control structure, errors or irregularities may still occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions, or that the effectiveness of the design and operations of policies and procedures may deteriorate.

In planning and performing our audit, we considered the Gladstone Urban Renewal Agency's internal control over financial reporting as a basis for designing our audit 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 Gladstone Urban Renewal Agency's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Gladstone Urban Renewal Agency's internal control over financial reporting.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Gladstone Urban Renewal Agency's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Gladstone Urban Renewal Agency's financial statements that is more than inconsequential will not be prevented or detected by the Gladstone Urban Renewal Agency's internal control.





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A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Gladstone Urban Renewal Agency's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies and material weaknesses and have communicated them in writing to management and those charged with governance in a separate letter dated December 22, 2008.

This report is intended solely for the information and use of the management, the Mayor, City Council, and the State of Oregon, Secretary of State Audits Division.

Other Comments and Disclosures

We have audited the basic financial statements for the Gladstone Urban Renewal Agency as of and for the year ended June 30, 2008, and our report thereon is included on Page 1 of this report. Our audit was made in accordance with auditing standards generally accepted in the United States of America.

In connection with our audit:

Accounting Records

We found the accounting records of the Agency to be adequate for audit purposes.

Collateral

The Agency was in compliance with ORS Chapter 295 regarding collateral securing deposits for fiscal year ended June 30, 2008.

Indebtedness

The Agency does not hold any debt.

Budgets

We reviewed budgets adopted by the Agency for the current and ensuing fiscal year. Budget preparation and adoption procedures followed by the Agency appear to be in compliance with Oregon Local Budget Law, with the following exceptions: prior year actual amounts on the budget were based on unaudited numbers rather than audited numbers.

Insurance and Fidelity Bonds

We reviewed policies relating to insurance and fidelity bond coverage and ascertained that such policies appeared to be in force. We are not competent by training to state whether the insurance policies covering Agency-owned property in force at June 30, 2008 are adequate.



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Programs Funded from Outside Sources

We reviewed and tested, to the extent we considered necessary in the circumstances, transactions and reports relative to federal and state grant programs. The Agency appeared to have appropriate procedures for making expenditures on behalf of, and reporting for, such programs.

Highway Funds

The Agency does not receive highway funds.

Investments

The Agency's investments for the year ended June 30, 2008 were reviewed and appear to be in compliance with Oregon Revised Statutes with regard to legal restrictions pertaining to the investment of public funds.

Public Contracts and Purchasing

We reviewed and tested the Agency's procedures for awarding public contracts. The Agency appears to be in compliance with the cost accounting guidelines developed by the State of Oregon Executive Department with regard to the Agency's construction projects and ORS Chapter 279 in the awarding of public contracts and the construction of public improvements.

Independently Elected Officials

The Independently Elected Officials of the Agency do not receive and disburse funds. Accordingly a Schedule of Accountability for Independently Elected Officials is not included.

*Merina & Company*

Merina & Company, LLP  
West Linn, Oregon  
December 18, 2008

