

Michigan Department of Treasury  
Office of Revenue and Tax Analysis  
PO Box 30722  
Lansing MI 48909

**RE: Compliance Form 4886 for Royal Oak Charter Township, MI Transparency & Accountability**

The Royal Oak Charter Township is pleased to submit form 4886 with the required documents per Public Act 252, in compliance with the State of Michigan's Transparency and Accountability Initiative.

The Royal Oak Charter Township has chosen to use a web-service for this requirement, and has partnered with Munetrix to showcase our data.

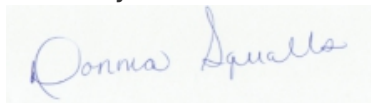
**Included with this letter are the required documents for Royal Oak Charter Township's:**

- Citizen's Guide to Finances including our Pension and OPEB status
- Performance Dashboard
- Debt Service Report
- Projected Budget Report

We have made the data available to the public via a link on our website; as well we will make available limited quantities of paper copies in our municipality lobby. You will find the confirmation of our website link and various supporting transparency documentation included with this letter.

We look forward to receiving these important funds from the State of Michigan and trust you will contact us if there are any questions or concerns.

Sincerely,



Donna Squalls  
Supervisor

Michigan Department of Treasury  
(Recreated) 4886 (Rev 08-14)

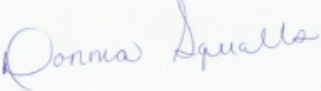
### City, Village, and Township Revenue Sharing/County Incentive Program Certification of Accountability and Transparency

Issued under authority of 2014 Public Act 252. Filing is mandatory to qualify for payments.

Each city/village/township/county applying for City, Village, and Township Revenue Sharing/County Incentive Program payments must:

1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below has produced and made readily available to the public, a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report as required by 2014 Public Act 252. The Citizen's Guide, Performance Dashboard, Debt Service Report, and Projected Budget Report shall be made available for public viewing in the clerk's office or posted on a publicly accessible Internet site.
2. Submit to Treasury a Citizen's Guide, Performance Dashboard, Debt Service Report, and Projected Budget Report.

This certification, along with a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report, **must be received by December 1, 2014** (or the first day of payment month) in order to qualify for that month's payment. Post mark date will not be considered. For questions, call (517) 373-2697.

| PART 1: LOCAL UNIT INFORMATION   |                             |  |           |
|--|-----------------------------|--|-----------|
| Local Unit Name<br>Royal Oak Charter Township  |                             | Local Unit County Name<br>Oakland County   |           |
| Local Unit Code<br>631190  |                             | Contact E-Mail Address<br>supervisor@royaloaktwp.com                                       |           |
| Contact Name<br>Donna Squalls  | Contact Title<br>Supervisor | Contact Phone Number<br>248-542-7540   | Extension |
| Website Address, if reports are available online<br><a href="http://munetrix.com/sections/data/municipal.php?MuniID=1840&amp;Type=Township">http://munetrix.com/sections/data/municipal.php?MuniID=1840&amp;Type=Township</a>  |                             |  |           |
| PART 2: CERTIFICATION  |                             |  |           |
| <i>In accordance with 2014 Public Act 252, the undersigned hereby certifies to Treasury that the above mentioned local unit has produced a Citizen's Guide, Performance Dashboard, Debt Service Report, and a Projected Budget Report and has made them available for public viewing in the city, village, township, or county clerk's office or has posted them on a publicly accessible Internet site. The Citizen's Guide, Performance Dashboard, Debt Service Report, and Projected Budget Report are attached to this signed certification.</i> |                             |  |           |
| Chief Administrative Officer Signature (as defined in MCL 141.422b)<br>   |                             | Printed Name of Chief Administrative Officer (as defined in MCL 141.422b)<br>Donna Squalls |           |
| Title<br>Supervisor  |                             | Date<br>December 01, 2014  |           |

Completed and signed form (including required attachments) should be e-mailed to: **TreasRevenueSharing@michigan.gov**  
If you are unable to submit via e-mail, fax to (517) 335-3298 or mail the completed form and required attachments to:

Michigan Department of Treasury  
Office of Revenue and Tax Analysis  
PO Box 30722  
Lansing MI 48909

| TREASURY USE ONLY         |                                  |                 |
|---------------------------|----------------------------------|-----------------|
| CVTRS/CIP Eligible<br>Y N | Certification Received           | CVTRS/CIP Notes |
| Final Certification       | Citizens Guide Received          |                 |
|                           | Performance Dashboard Received   |                 |
|                           | Debt Service Report Received     |                 |
|                           | Projected Budget Report Received |                 |

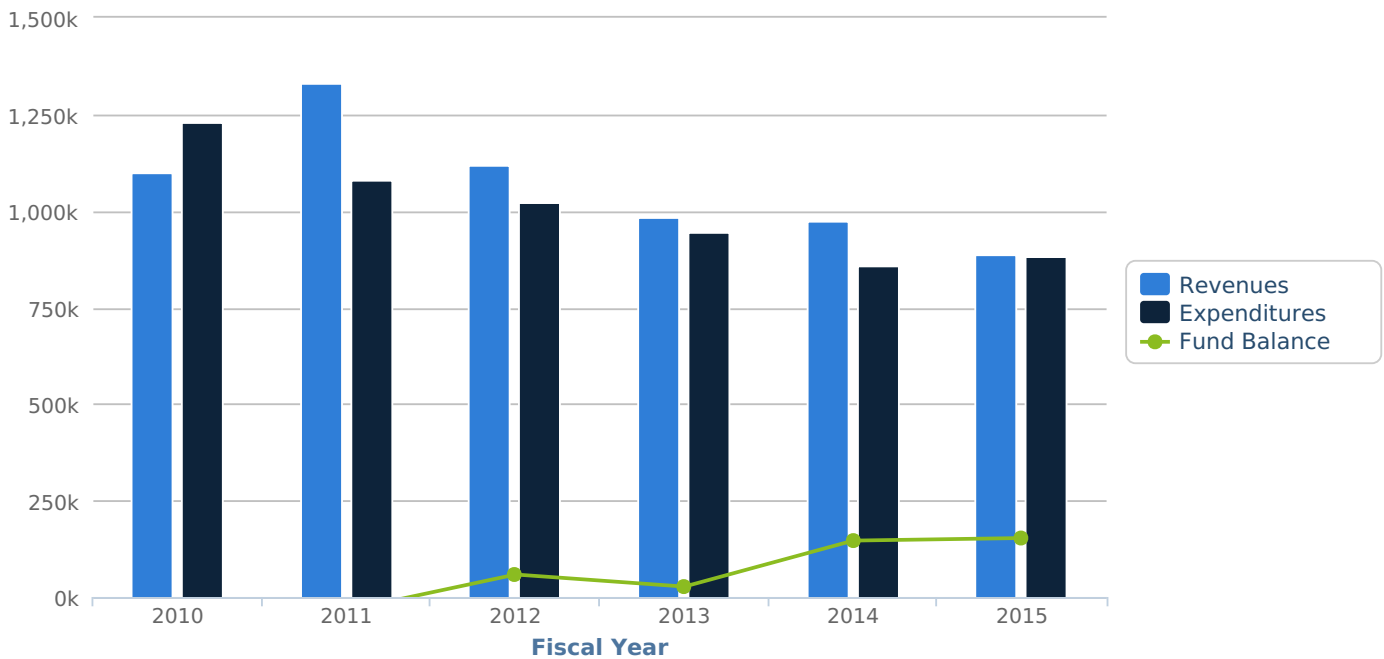
# General Info

| Name               | Type     | Fiscal Year End | Population (2010) | Phone          | Website                     |
|--------------------|----------|-----------------|-------------------|----------------|-----------------------------|
| Royal Oak Township | Township | December        | 2,419             | (248) 547-9804 | http://www.royaloaktwp.com/ |

# Multi-Year General Fund Only

| Year | Data Status | Fiscal Score | Population | Operating Millage | General Fund Revenues | General Fund Expenditures | Available Fund Balance | Taxable Value |
|------|-------------|--------------|------------|-------------------|-----------------------|---------------------------|------------------------|---------------|
| 2015 | Forecast    | 3            | 2,443      | 0.0000            | \$889,282             | \$882,645                 | \$152,709              | \$33,000,000  |
| 2014 | Budget      | 3            | 2,443      | 8.7102            | \$975,996             | \$856,869                 | \$146,072              | \$33,478,650  |
| 2013 | Audited     | 5            | 2,443      | 8.7102            | \$983,931             | \$945,561                 | \$26,945               | \$34,215,060  |
| 2012 | Historic    | 6            | 2,443      | 4.2102            | \$1,117,632           | \$1,021,995               | \$58,254               | \$36,646,060  |
| 2011 | Historic    | 7            | 2,435      | 4.2102            | \$1,332,678           | \$1,081,082               | \$-34,821              | \$40,399,890  |
| 2010 | Historic    | 8            | 2,419      | 4.2102            | \$1,100,075           | \$1,231,697               | \$-286,416             | \$42,280,370  |

How We Have Managed Our Resources



# Fiscal Year Assumptions Notes

2015 Notes:

## **Revenues**

- Property Tax Values: Taxable values for 2013 (2014 Revenues) was \$33,886,840 compared to 2012 (2013 revenues) taxable value of \$35,555,710. This is a 4.7% decline.
- State Revenue Sharing: Going up. FY2014: \$491,040 FY2015: \$505,200
- All Other revenue sources: Going down

## **Expenditures**

- Salaries: Going down as the township has less employees (Finance director only worked half the year).
- Benefits: Going down as the township eliminated health care coverage.
- All Other: Going down as the State Police provided services at no cost to the Township

# Financial Statement

Including General Fund and All Other Governmental Funds but excludes Enterprise and Component Unit funds

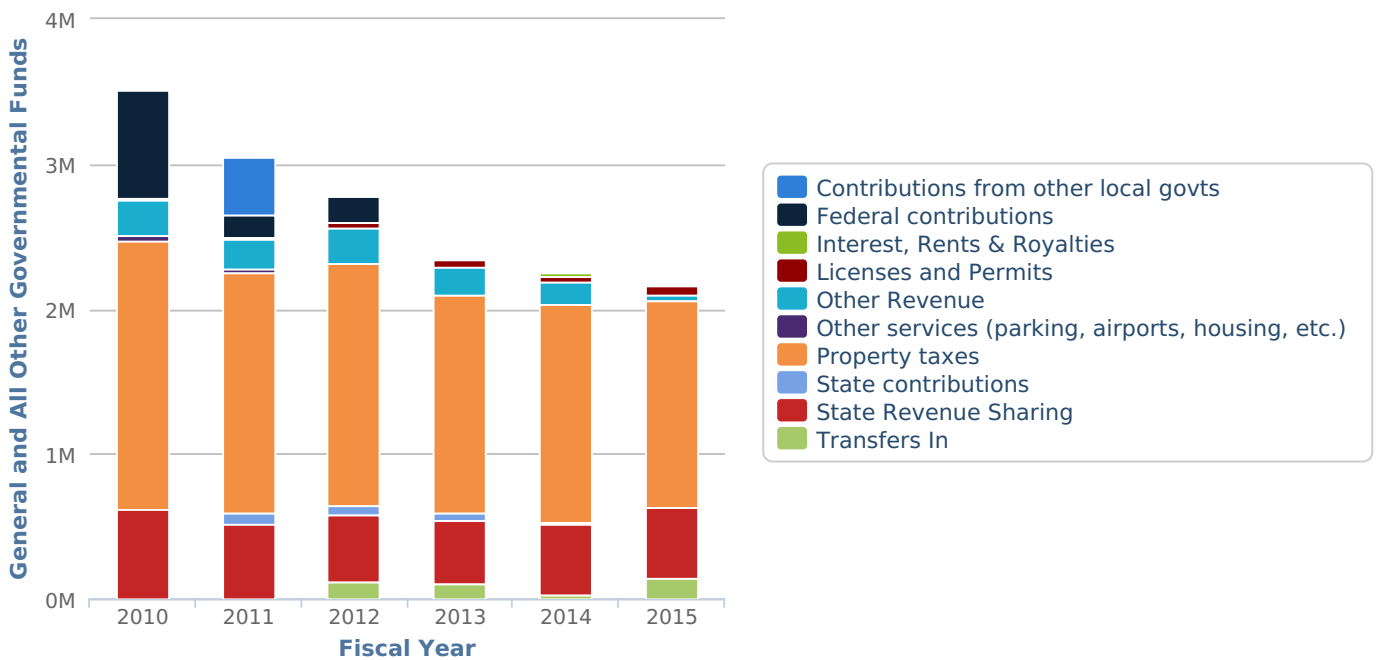
## Balance Sheet

| Category Name     | 2015      | 2014      | 2013        | 2012        | 2011        | 2010        |
|-------------------|-----------|-----------|-------------|-------------|-------------|-------------|
| Fund Equity       | \$152,709 | \$146,072 | \$-447,750  | \$-398,709  | \$58,903    | \$5,489     |
| Total Assets      |           |           | \$2,370,882 | \$2,790,177 | \$2,601,495 | \$1,609,072 |
| Total Liabilities | \$0       | \$0       | \$2,818,632 | \$2,888,886 | \$2,542,592 | \$1,603,583 |

## Revenues

| Category Name                                     | 2015               | 2014               | 2013               | 2012               | 2011               | 2010               |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Contributions from other local govts              |                    |                    |                    |                    | \$397,439          |                    |
| Federal contributions                             |                    |                    |                    | \$173,981          | \$154,461          | \$753,501          |
| Interest, Rents & Royalties                       | \$6,200            | \$15,480           | \$4,194            | \$6,188            | \$138              | \$300              |
| Licenses and Permits                              | \$61,650           | \$44,725           | \$50,641           | \$28,745           | \$18,855           | \$4,518            |
| Other Revenue                                     | \$30,927           | \$154,493          | \$192,493          | \$245,881          | \$207,932          | \$248,904          |
| Other services (parking, airports, housing, etc.) |                    |                    |                    |                    | \$24,898           | \$38,122           |
| Property taxes                                    | \$1,427,363        | \$1,498,732        | \$1,503,590        | \$1,674,732        | \$1,657,112        | \$1,856,703        |
| State contributions                               |                    | \$11,749           | \$55,324           | \$59,000           | \$79,246           | \$562              |
| State Revenue Sharing                             | \$496,000          | \$490,589          | \$430,513          | \$471,809          | \$508,845          | \$612,413          |
| Transfers In                                      | \$140,560          | \$30,000           | \$109,219          | \$113,388          |                    |                    |
| <b>Total</b>                                      | <b>\$2,162,700</b> | <b>\$2,245,768</b> | <b>\$2,345,974</b> | <b>\$2,773,724</b> | <b>\$3,048,926</b> | <b>\$3,515,023</b> |

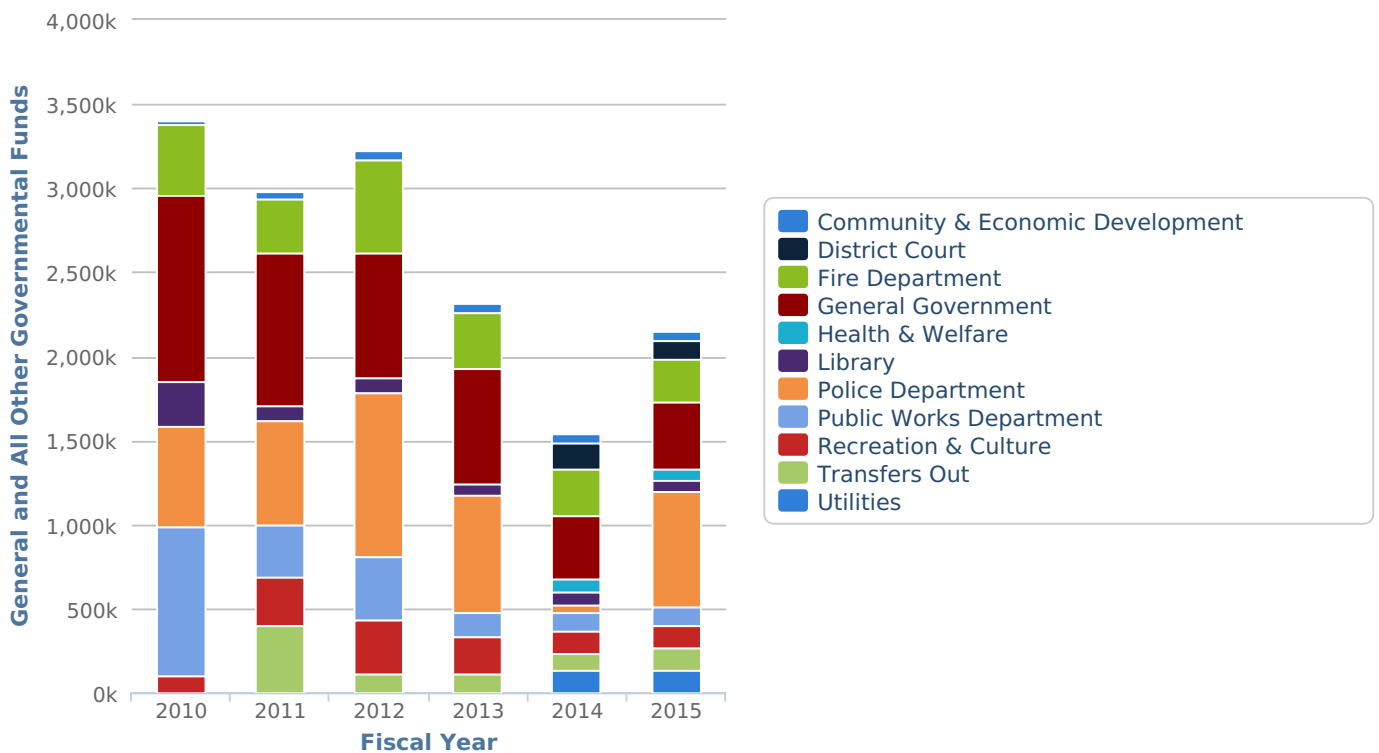
Where The Money Comes From



## Expenses

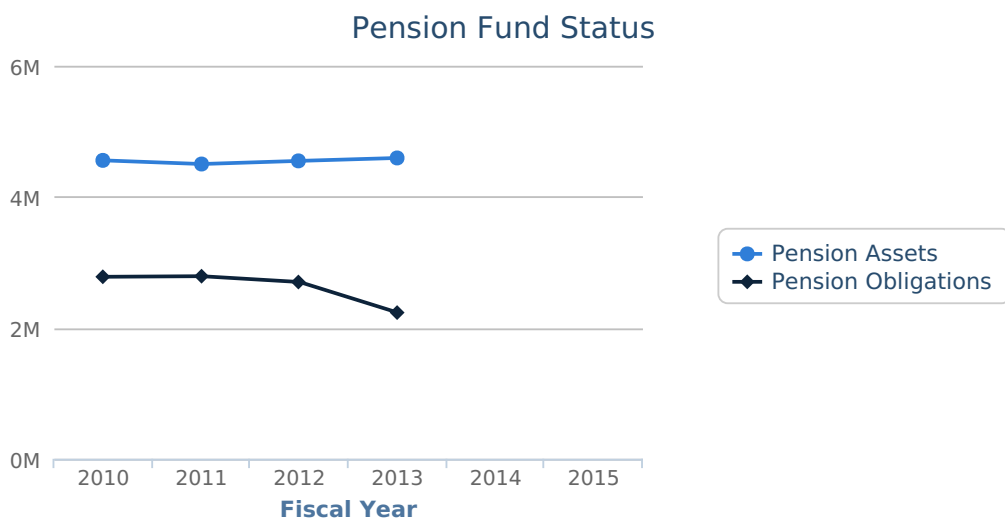
| Category Name                    | 2015               | 2014               | 2013               | 2012               | 2011               | 2010               |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Community & Economic Development | \$52,180           | \$54,480           | \$57,518           | \$58,613           | \$43,005           | \$30,480           |
| District Court                   | \$117,000          | \$155,545          |                    |                    |                    |                    |
| Fire Department                  | \$258,400          | \$271,327          | \$336,291          | \$551,588          | \$321,572          | \$419,798          |
| General Government               | \$394,252          | \$377,721          | \$681,443          | \$750,166          | \$912,597          | \$1,102,155        |
| Health & Welfare                 | \$70,115           | \$75,763           |                    |                    |                    |                    |
| Library                          | \$67,948           | \$83,976           | \$67,809           | \$85,486           | \$80,570           | \$269,714          |
| Police Department                | \$683,600          | \$35,872           | \$698,281          | \$970,558          | \$625,150          | \$598,790          |
| Public Works Department          | \$108,538          | \$111,349          | \$144,405          | \$383,173          | \$308,822          | \$885,519          |
| Recreation & Culture             | \$130,000          | \$134,596          | \$223,165          | \$315,802          | \$290,133          | \$99,062           |
| Transfers Out                    | \$140,560          | \$102,011          | \$109,219          | \$113,388          | \$397,439          |                    |
| Utilities                        | \$129,162          | \$133,200          |                    |                    |                    |                    |
| <b>Total</b>                     | <b>\$2,151,755</b> | <b>\$1,535,840</b> | <b>\$2,318,131</b> | <b>\$3,228,774</b> | <b>\$2,979,288</b> | <b>\$3,405,518</b> |

### How The Money Is Spent



## Supplementary Information (Pension / OPEB)

| Category Name                | 2015 | 2014 | 2013        | 2012        | 2011        | 2010        |
|------------------------------|------|------|-------------|-------------|-------------|-------------|
| Pensions Actuarial Liability | N/A  | N/A  | \$2,231,966 | \$2,698,705 | \$2,787,594 | \$2,778,622 |
| Pension Fund Assets          | N/A  | N/A  | \$4,592,652 | \$4,548,137 | \$4,500,152 | \$4,555,826 |
| OPEB Actuarial Liability     | N/A  | N/A  | N/A         | N/A         | N/A         | \$106,004   |
| OPEB Fund Assets             | N/A  | N/A  | N/A         | N/A         | N/A         | \$106,004   |





## Other Post-Employment Benefit Fund Status



**All Years Notes:**

OPEB - The Charter Township of Royal Oak provided health insurance benefits to its retirees as the only post employment benefit. The health insurance cost was paid annually as a budgeted line item. Therefore, there was no requirement to establish a fund to cover these costs. Effective May 2011 the Township no longer provides health insurance benefits to its retirees.

## Fund Equity Detail

| Category Name                            | 2015      | 2014      | 2013       | 2012       | 2011     | 2010    |
|--|-----------|-----------|------------|------------|----------|---------|
| Assigned                                 | \$0       | \$0       |            |            |          |         |
| Committed                                | \$0       | \$0       |            |            |          |         |
| Nonspendable                             | \$0       | \$0       |            | \$-398,709 | \$58,903 |         |
| Restricted                               | \$0       | \$0       |            |            |          |         |
| Unassigned/Unrestricted                  | \$152,709 | \$146,072 | \$-447,750 |            |          |         |
| Undesignated / Unreserved / Unrestricted |           |           |            |            |          | \$5,489 |

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| Fiscal Stability                                      | 2012   | 2013   | Progress |
|---|--------|--------|----------|
| Fiscal Distress Indicator Score                       | 6      | 5      | ▲        |
| Annual General Fund expenditures per capita           | \$418  | \$387  | ▲        |
| Fund balance as % of annual General Fund expenditures | 5.7%   | 2.8%   | ▼        |
| Other Post Employment Benefits % Funded               | -      | -      | ↔        |
| Pension % Funded                                      | 168.5% | 205.8% | ▲        |
| Debt burden per capita                                | \$439  | \$407  | ▲        |

| Economy & Financial Health | 2012  | 2013  | Progress |
|----------------------------|-------|-------|----------|
| Population                 | 2,443 | 2,443 | ↔        |

| Public Safety                                  | 2012 | 2013 | Progress |
|--|------|------|----------|
| Crimes against persons per thousand residents  | 32.7 | 35.2 | ▼        |
| Crimes against property per thousand residents | 89.2 | 77.4 | ▲        |
| Crimes against society per thousand residents  | 44.6 | 32.7 | ▲        |
| Other crimes per thousand residents            | 34.8 | 85.1 | ▼        |

| School District Enrollment              | 2012  | 2013  | Progress |
|---|-------|-------|----------|
| Ferndale Public Schools                 | 3,734 | 3,487 | ▼        |
| School District of the City of Oak Park | 4,103 | 4,387 | ▲        |

| Culture & Lifestyle   | 2012 | 2013  | Progress |
|---|------|-------|----------|
| Percent of General Fund budget committed to arts culture and recreation | 9.8% | 10.3% | ▲        |

**OPEB Notes:**

OPEB - The Charter Township of Royal Oak provided health insurance benefits to its retirees as the only post employment benefit. The health insurance cost was paid annually as a budgeted line item. Therefore, there was no requirement to establish a fund to cover these costs. Effective May 2011 the Township no longer provides health insurance benefits to its retirees.

**Royal Oak Charter Township**  
**Local Code: 63-1190**  
**Debt Service Summary Report**

**Bonds & contracts payable**

**Fiscal Years**

| Name  | 2013            | 2014            | 2015            | 2016            |
|---|-----------------|-----------------|-----------------|-----------------|
| George W Kuhn District of Oakland County:         | 77,828          | 79,813          | 81,739          | 84,292          |
| <b>Subtotal for Bonds &amp; contracts payable</b> | <b>\$77,828</b> | <b>\$79,813</b> | <b>\$81,739</b> | <b>\$84,292</b> |
| <b>Total Principal &amp; Interest</b>             | <b>\$77,828</b> | <b>\$79,813</b> | <b>\$81,739</b> | <b>\$84,292</b> |

**Royal Oak Charter Township  
Complete Debt Report for  
George W Kuhn District of Oakland County:**

**Issuance Information**

**Debt Type:** Bonds & contracts payable  
**Activity Type:** Government  
**Repayment Source:** Revenue - Sewer  
**Issuance Date:** 2002-12-31  
**Issuance Amount:** \$1,600,000  
**Interest Rate:** 3.5 to 4.25 percent  
**Maturing Through:** 2025  
**Principal Maturity Range:** \$53,232 - \$85,957  
**Purpose:** Water/Drain Debt

**Comments:** The Township is part of the George W. Kuhn drainage District of Oakland County. Oakland County has seven outstanding bond issues, which the township is responsible for a percentage of the principal and interest payments.

**Payment Schedule**

| <u>Date Due</u> | <u>Interest Rate</u> | <u>Principal</u> | <u>Interest</u> | <u>Payment</u> | <u>Balance</u> |
|-----------------|----------------------|------------------|-----------------|----------------|----------------|
| 2013-06-30      | 4.00%                |                  |                 | 0.00           | \$893,631.00   |
| 2013-12-30      | 4.00%                | 55,399.00        | 22,429.00       | 77,828.00      | \$838,232.00   |
| 2014-06-30      | 4.00%                |                  |                 | 0.00           | \$838,232.00   |
| 2014-12-30      | 4.00%                | 57,656.00        | 22,157.00       | 79,813.00      | \$780,576.00   |
| 2015-06-30      | 4.00%                |                  |                 | 0.00           | \$780,576.00   |
| 2015-12-30      | 4.00%                | 57,656.00        | 24,083.00       | 81,739.00      | \$722,920.00   |
| 2016-06-30      | 4.00%                |                  |                 | 0.00           | \$722,920.00   |
| 2016-12-30      | 4%                   | 60,005.00        | 24,287.00       | 84,292.00      | \$662,915.00   |
| 2017-06-30      | 4.00%                |                  |                 | 0.00           | \$662,915.00   |
| 2017-12-30      | 4.00%                | 62,451.00        | 24,062.00       | 86,513.00      | \$600,464.00   |
| 2018-06-30      | 4.00%                |                  |                 | 0.00           | \$600,464.00   |
| 2018-12-30      | 4.00%                | 64,995.00        | 23,312.00       | 88,307.00      | \$535,469.00   |
| 2019-06-30      | 4.00%                |                  |                 | 0.00           | \$535,469.00   |
| 2019-12-30      | 4.00%                | 67,643.00        | 21,418.00       | 89,061.00      | \$467,826.00   |
| 2020-06-30      | 4.00%                |                  |                 | 0.00           | \$467,826.00   |
| 2020-12-30      | 4.00%                | 70,399.00        | 20,015.00       | 90,414.00      | \$397,427.00   |
| 2021-06-30      | 4.00%                |                  |                 | 0.00           | \$397,427.00   |
| 2021-12-30      | 4.00%                | 73,267.00        | 17,858.00       | 91,125.00      | \$324,160.00   |
| 2022-06-30      | 4.00%                |                  |                 | 0.00           | \$324,160.00   |
| 2022-12-30      | 4.00%                | 76,252.00        | 15,852.00       | 92,104.00      | \$247,908.00   |

|            |       |              |              |                |              |
|------------|-------|--------------|--------------|----------------|--------------|
| 2023-06-30 | 4.00% |              |              | 0.00           | \$247,908.00 |
| 2023-12-30 | 4.00% | 79,359.00    | 13,585.00    | 92,944.00      | \$168,549.00 |
| 2024-06-30 | 4.00% |              |              | 0.00           | \$168,549.00 |
| 2024-12-30 | 4.00% | 82,592.00    | 11,191.00    | 93,783.00      | \$85,957.00  |
| 2025-06-30 | 4.00% |              |              | 0.00           | \$85,957.00  |
| 2025-12-30 | 4.00% | 85,957.00    | 9,015.00     | 94,972.00      |              |
| Totals     |       | \$893,631.00 | \$249,264.00 | \$1,142,895.00 |              |

