



Financial Statements
September 30, 2018

City of Caldwell Employee Benefit Plan Trust

City of Caldwell Employee Benefit Plan Trust

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Independent Auditor's Report

To the Board of Trustees
City of Caldwell Employee Benefit Plan Trust
Caldwell, Idaho

Report on the Financial Statements

We have audited the accompanying financial statements of the City of Caldwell Employee Benefit Plan Trust (the Plan), as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Plan's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

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 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Plan's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the City of Caldwell Employee Benefit Plan Trust as of September 30, 2018, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as noted on the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting 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.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated December 12, 2018, on our consideration of the Plan's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely 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 effectiveness of the Plan's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Plan's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Boise, Idaho
December 12, 2018

Trustees of the City of Caldwell Employee Benefit Plan Trust (the Plan) offer readers of these financial statements this narrative overview and analysis of the financial transactions and affairs of the Plan for the fiscal year ended September 30, 2018.

This report has been prepared in compliance with Idaho Code Section 41-4011 in which “within ninety (90) days after close of a fiscal year of the plan, the trustee shall prepare an annual statement in writing summarizing the financial transactions of the Plan for such fiscal year and the financial condition of the Plan at the end of such year in accordance with the requirements of this chapter and with generally accepted accounting principles”.

In addition to the above stated requirement, “the plan's annual statement shall be accompanied by the certified actuarial opinion described in section 41-4010”.

The independent audit firm of Eide Bailly LLP completed the 2018 fiscal year audit. This audit is available in the office of the City Clerk, 411 Blaine Street, Caldwell, Idaho.

This audit report presents a Statement of Fiduciary Net Position and a Statement of Changes in Fiduciary Net Position. Total plan contributions and other revenues reduced by total deductions yield the change in fiduciary net position which determines if plan funding adequately covers plan deductions each year. Over time, the Statement of Fiduciary Net Position measures the financial health of the plan. Fiduciary net position is simply assets minus liabilities. The results of the 2018 fiscal year audit for the Plan are included within the financial statements, footnotes and audit opinion presented in this annual report.

FINANCIAL HIGHLIGHTS

- **Statement of Fiduciary Net Position:** Assets of the Plan exceeded its liabilities at September 30, 2018, resulting in fiduciary net position of \$1,925,164 compared to prior year fiduciary net position of \$1,885,481. Fiduciary net position is made up entirely of cash.
- **Statement of Changes in Fiduciary Net Position:** At September 30, 2018, plan contributions from all sources totaled \$3,539,664 compared to prior year contributions of \$3,871,714. Plan deductions at September 30, 2018, totaled \$3,521,691 compared to prior year deductions of \$3,106,644. Current year changes in fiduciary net position totaled \$39,683 compared to prior year changes in fiduciary net position of \$771,469.
- **Reserves and Surplus:** The plan is required to maintain reserves in an amount as certified by a qualified actuary as being necessary for payment of claims liability and the equivalence of three (3) months of contributions for the plan year. Claims liability certified by the actuary total \$272,000 while three (3) months of contributions for the plan year total \$963,418. As of September 30, 2018, plan reserves and surplus (fiduciary net position) are \$1,925,164 which covers 54.6% of annual deductions and provides a surplus of \$961,746. Trustees desire to maintain an annual minimum cash surplus equal to required reserves of \$963,418, which is three months of contributions. The minimum surplus calculation for 2019 as performed by the actuary is \$957,215. The 2019 minimum surplus is 1% less than the 2018 minimum surplus.
- Medical claims and accruals are up by \$468,706, which is a 19.32% increase from last year, with three reported claims over \$100,000. There were three reported claims over \$75,000 in the prior year.
- Reinsurance and administrative expenses are up by \$20,341, which represents a 3.00% increase.

- Contributions from all sources, including rebates, decreased by \$316,739, which represents an 8.16% decrease over prior year. Overall, contributions exceeded deductions (change in fiduciary net position) by \$39,683 as of September 30, 2018.

CONDENSED FINANCIAL INFORMATION

Statement of Fiduciary Net Position

	2018	2017
Current Assets	\$ 2,290,863	\$ 2,131,027
Current Liabilities	365,699	245,546
Fiduciary Net Position	\$ 1,925,164	\$ 1,885,481

Statement of Changes in Fiduciary Net Position

	2018	2017
Revenues		
Contributions	\$ 3,539,664	\$ 3,871,714
Rebates	21,710	6,399
Total additions	3,561,374	3,878,113
Deductions		
Claims and administrative expenses	3,521,691	3,106,644
Net Change in Net Position	\$ 39,683	\$ 771,469

CURRENTLY KNOWN FACTS AND DECISIONS

Background

The City of Caldwell Employee Health Trust Plan was established April 1, 2008 as a self-funded plan and is registered with the State of Idaho Department of Insurance # 3926.

The Plan provides payment of “Eligible Expenses” incurred by plan participants for medical, dental, pharmacy, vision and other expenses incurred in the administration of the plan.

As of September 30, 2018 the plan covered 735 eligible members and dependents.

Trustees meet once each quarter and include: Carol Mitchell, Finance Director & Deputy Treasurer, and Monica Jones, Human Resource Director.

Initiatives and Activities

- Plan contribution rates did not increase 2018. Health rates will remain the same in 2019, with only small increases to Dental Rates.
- Employees will pay up to \$90 per month for health insurance in 2018 which is 15% of the cost of employee insurance.
- The City of Caldwell (the City) has contracted with H2U and West Valley Medical Center to provide wellness measures and administer an Employee Premium Discount Program. Employees may earn premium discounts up to or equal to the additional \$90 premium by meeting program goals. Wellness includes education to assist employees in managing their health and promoting healthy eating and exercise programs. Wellness initiatives and goals include lowering future medical expenses through employee participation in healthy lifestyle changes and early detection and elimination of many preventable illnesses and diseases.
- Contracts with health care providers under the Plan meet or exceed requirements placed on health care plans under the Affordable Health Care Act.
- The City provides a Fitness Reimbursement Program that promotes and encourages employees to be active and maintain healthy lifestyles.
- Regence Blue Shield reported that 90.14% of employees are using generic prescriptions, which significantly affects the overall prescription costs to the plan.
- Out of the 214 employees, 206 participated in the Wellness Discount program.
- Fire Fighters opted to not participate in the Wellness Discount program since they will be exiting the self-funded plan on January 1, 2019.
- In an effort to reduce costs and maintain long-term stability of the Plan, trustees increased the annual reinsurance specific deductible from \$75,000 to \$100,000 in 2018. This plan change reduced fixed costs by \$84,851.
- In March 2018, Trustee ElJay Waite retired and Carol Mitchell became the new Trustee.

FINANCIAL STATEMENTS

The financial statements of the Plan have been prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

City of Caldwell Employee Benefit Plan Trust
Statement of Fiduciary Net Position
September 30, 2018

Assets	
Cash	<u>\$ 2,290,863</u>
Total assets	<u>2,290,863</u>
Liabilities	
Claims payable	93,699
Health claims incurred but not paid	<u>272,000</u>
Total liabilities	<u>365,699</u>
Fiduciary Net Position	<u><u>\$ 1,925,164</u></u>

City of Caldwell Employee Benefit Plan Trust
Statement of Changes in Fiduciary Net Position
Year Ended September 30, 2018

Additions	
Contributions	
Employer	\$ 3,247,688
Employees	270,032
COBRA	<u>21,944</u>
	3,539,664
Rebates	<u>21,710</u>
Total additions	<u>3,561,374</u>
Deductions	
Insurance claim benefits	2,823,806
Change in health claims incurred but not paid	70,000
Stop loss premiums	399,906
Administrative expenses	<u>227,979</u>
Total deductions	<u>3,521,691</u>
Net Change in Net Position	39,683
Fiduciary Net Position, Beginning of Year	<u>1,885,481</u>
Fiduciary Net Position, End of Year	<u><u>\$ 1,925,164</u></u>

Note 1 - Plan Description

The following description of the City of Caldwell Employee Benefit Plan Trust (the Plan) provides only general information. The Plan Agreement and Summary Plan Documents should be referred to for a more complete description of the Plan's provisions.

General

The Plan provides optional health care benefits to all full-time employees of the City of Caldwell (the City) who regularly work at least 30 hours per week, their dependents, or Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) eligible participants from the City. Coverage commences on the first day of the month following a thirty-day waiting period.

Benefits

Medical and dental coverage is available to participants of the Plan. Medical coverage includes prescription drugs and vision coverage. Full time employees separated from the City may continue their coverage under the Plan for a fixed monthly contribution.

Self-Insured

All Plan benefits are self-insured. Regence Blue Shield of Idaho (contract administrator) and Delta Dental of Idaho (contract administrator), selected by the Plan Trustees, administer the benefits and receive a fee per covered employee for processing and paying benefit claims. Despite the Plan's utilization of third-party claims processors, ultimate responsibility for payments to providers and participants is retained by the Plan.

The Plan utilizes a pharmacy benefit manager which periodically makes monthly refunds to the Plan based on the Plan's actual utilization pattern of specific drugs.

Contributions received for the Plan are used to pay administrative fees and expenses incurred by the plan. Certain managerial and administrative services performed by the City are provided to the Plan without charge. In future years, the Plan may be charged an administrative fee for administrative services performed by the City.

Insurance Premiums

The Plan is insured by Regence Blue Shield of Idaho against specific excess losses greater than \$100,000 and aggregate excess losses based on a set factor multiplied by the number of enrollees over twelve months.

Contributions

The coverages are funded through contributions from the City, participating employees and other past employees under COBRA which related to the continuation of coverage under group health plans. Plan trustees set funding requirements each year. City Council determines City and employee contribution rates to meet funding requirements.

Approved employee contributions shall not exceed 15% of the additional contribution for dependent coverage over the base rate for employee coverage.

Plan Termination

Although the City has expressed no intent to do so, the Plan gives the City the right to terminate the Plan at any time. In the event of termination, the Plan's net assets would be paid out, as directed by the City, after providing for unpaid claims and expenses.

Note 2 - Summary of Significant Accounting Policies

Basis of Accounting

The accounting and reporting policies of the Plan included in the accompanying financial statements conform to generally accepted accounting principles applicable to state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Government Accounting Standards Board (GASB), the American Institute of Certified Public Accountants in the publication entitled *Audits of State and Local Governmental Units*.

The Plan is accounted for and reported as a fiduciary fund using the accrual basis of accounting. Under this method, revenues are recognized when they are earned, and expenses are recognized when they are incurred. The statements of fiduciary net position and the statement of changes in fiduciary net position display information about the Plan.

Use of Estimates

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Significant estimates used in preparing these financial statements include those assumed in determining the incurred, but not paid claims liability. It is at least reasonably possible that the significant estimates used will change within the next year.

Cash

Cash represents cash on hand and in banks.

Prescription Rebates

Prescription rebates are recorded as revenue when received.

Payments for Benefits

Claim payments are recorded when paid by the third-party claims processor. Amounts due to claims processors that have yet to be reimbursed by the Plan are recorded as claims payable in the accompanying statement of fiduciary net position.

Re-insurance premiums paid by the Plan are recorded as administrative expenses in the accompanying statement of changes in fiduciary net position.

Expenses

Expenses of administering the Plan are the responsibility of the Plan.

Note 3 - Cash

Deposit and Investment Policies

The City of Caldwell Employee Benefit Plan Trust Agreement allows investments in securities that are legal for investment of Plan funds under Idaho Code 50-1013 and Idaho Code 41-4009 and authorized in writing by a Trustee.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover the value of its deposits or collateral securities that are in the possession of an outside party. Cash assets are insured by Federal Depository Insurance Corporation up to \$250,000 and collateralized for any additional amounts. As of September 30, 2018, the bank balance was \$2,290,863 of which \$250,000 was covered by FDIC and \$2,040,863 was collateralized by a letter of credit from the Federal Home Loan Bank of Cincinnati held by U. S. Bank for \$2,500,000.

Note 4 - Estimated Health Claims Incurred but Not Paid

Health claims incurred but not paid (IBNP) are claims that have occurred but are not settled and claims incurred but not paid. The liability is actuarially estimated based on historical claims experience and industry accepted actuarial methods and assumptions. The estimate is prepared by an independent actuarial firm, based on historical claims experience, plan enrollment, and processing lag times. Claims payable includes additional amounts separate from the incurred but not paid estimate as the claims payable relates to benefit payments known and processed by the contract administrator which are to be paid from the Plan following fiscal year-end. All unpaid claims as of September 30, 2018, are expected to be resolved in the subsequent year.

Changes in the unpaid health claims incurred but not paid in the year ended September 30, 2018 were:

<u>Fiscal Year</u>	<u>Balance October 1</u>	<u>Claims and Changes in Estimates</u>	<u>Claims Payments</u>	<u>Balance September 30</u>
2018	\$ 202,000	\$ 2,893,806	\$ 2,823,806	\$ 272,000

Note 5 - Funding Policy

The City's policy is to make sufficient contributions to the Plan to pay the total claim obligations incurred during the plan year. As required by State of Idaho code, the Plan is required to maintain a surplus of at least a) the equivalence of three months of contributions for the current plan year; or b) 110% of the difference between the total dollar aggregate stop-loss attachment point plus costs of operation and the total dollar expected contributions for the current plan year. Fiduciary net position at year end exceeds the requirement listed in a) above and therefore the Plan is compliant with statutorily mandated reserve requirements.

Note 6 - Subsequent Events

Caldwell Firefighters IAFF Local #1821 have elected to exit the City's self-funded Health Trust Plan effective January 1, 2019. It is agreed that should the Union determine that it would prefer for its Members to return to the City sponsored healthcare plan in the future, the City and the Union will meet and confer to determine the feasibility and timing of that return.



Other Information
September 30, 2018

City of Caldwell Employee Benefit Plan Trust



Independent Auditor’s 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 Board of Trustees
City of Caldwell Employee Benefit Plan Trust
Caldwell, Idaho

We have audited, 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, the financial statements of City of Caldwell Employee Benefit Plan Trust (the Plan) as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise Plan’s basic financial statements, and have issued our report thereon dated December 12, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Plan's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances 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 Plan’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Plan’s internal control.

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. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Plan's financial statements are free from 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*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Plan's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Plan's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Eide Sully LLP". The signature is written in a cursive, flowing style.

Boise, Idaho
December 12, 2018