

# HCB

2018 ANNUAL REPORT



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TO OUR SHAREHOLDERS FROM THE DESK OF MARK A. KOLANOWSKI

### On behalf of our directors and officers, it is my pleasure to present to you the HCB Financial Corp. 2018 Annual Report.

The report reflects positive operating results along with a continued investment in the future of our independently owned and operated community bank. The financial highpoints include continued improvement in earnings, record loan balances, a stable core deposit base, a strong capital position and exceptional credit quality.

For the twelve months ended December 31, 2018, net income was \$2,166,209 or \$2.03 per common share. This equates to a four percent improvement over our 2017 earnings of \$2,081,721 or \$1.95 per share. Total assets at year-end were \$318,732,836, two percent less than the prior year record high of \$326,104,665. Total deposits stood at \$260,122,807 and shareholders' equity grew to \$30,640,936.

Several factors have allowed for our improved performance in 2018. Continued quality loan growth has contributed to higher earning assets and improved net interest income. In addition, we were able to maintain our non-interest income at a level similar to that of the prior year. What makes this significant is that, for the second consecutive year, we were able to offset a continued decline in income from slowing mortgage refinances with stronger fee and trust income. Finally, we were able to keep all of our other expenses to a modest six percent increase while making significant investments in technology, marketing and rebranding.

Over the past year, the board and management have continued working on an aggressive strategic plan for the bank. We recognize that the business of banking has changed—and it will continue to change as technology and consumer behaviors dictate a new course for our industry. We, too, must continue to evolve with the industry. The most notable acknowledgment of our work in this direction was the announcement on January 21, 2019 that we effectively amended the articles of incorporation to reflect our new name for the bank—Highpoint Community Bank. As much as the industry has changed, we believe strongly that there is a viable future for well-run community banks that have the ability to grow, compete with technology, and provide an exceptional customer experience. Our new name and brand add to our strengths for today and for the future. They are more reflective and inclusive of the communities we have grown to serve in West Michigan and speak positively to the banking experience we intend to provide our customers. We've also created a couple of great benefits by keeping the "HCB" acronym as part of our name. First, it means that the HCB Financial Corp. name remains relevant and requires no changes at the holding company level. Second, and most important of all, it ties us forever to the rich history of this bank, keeping us mindful of the traditions and core values that we intend never to change.

There have been a couple of important changes within our leadership team, and it is my pleasure to bring them to your attention. In July of 2018, Nancy A. Goodin was promoted to Vice President, Marketing Director. Nancy began her career with us in 2004 as Training and Marketing Supervisor. She was promoted to Marketing and Training Director in 2005, and then to AVP, Marketing Director in 2012. Nancy has an associate degree in Visual Communications from the Art Institute of Pittsburgh. She has also earned the Bank Marketing Diploma from The American Bankers Association and achieved Certified Financial Marketing Professional (CFMP) designation from The Institute of Certified Bankers. In January of 2019, Brian N. Calley was appointed to both the Highpoint Community Bank and the HCB Financial Corp. Boards of Directors. Brian had the honor of serving as Michigan's 63rd Lieutenant Governor from 2011-2018. He has also served two terms in the Michigan House of Representatives and, prior to holding elected office, he worked for over a decade as a community banker. Brian holds degrees from Michigan State University, Grand Valley State University and the John F. Kennedy School of Government at Harvard University.

Our Annual Meeting will be held on Wednesday, April 17, 2019, at 1:00 p.m. in the Main Office of Highpoint Community Bank. Whether or not you are able to attend, please complete and return the enclosed proxy in advance of the meeting. This will allow us to tally the votes prior to the meeting and proceed without undue delay. Our directors, officers and I look forward to seeing as many of you there as possible.

Yours truly,

Mark A. Kolanowski

President and Chief Executive Officer

Tall a Kolonomski

## financial highlights

AT YEAR-END	2018	2017	% CHANGE
Assets	\$318,733	\$326,105	-2%
Deposits	260,123	264,807	-2%
Loans, net	202,704	195,440	4%
Investments	79,654	101,368	-21%
Stockholders' Equity	30,641	29,914	2%
FOR THE YEAR	2018	2017	% CHANGE
FOR THE TEAK	2016	2017	% CHANGE
Net income	\$2,166	\$2,082	4%
Return on average assets	0.67%	0.66%	2%
Return on average equity	7.22%	6.99%	3%
Net charge-offs to avg loans	0.08%	0.00%	2386%
PER SHARE			
Dividends per share	\$0.72	\$0.70	3%
Net income per share	2.03	1.95	4%
Book value at year end	28.74	28.06	2%

# key graphs

#### TOTAL ASSETS (MILLIONS)

2014	2015	2016	2017	2018
			•	
\$304	\$302	\$310	\$326	\$319

#### TOTAL DEPOSITS (MILLIONS

2014	2015	2016	2017	2018
			•	
_				
\$258	\$261	\$261	\$265	\$260

#### BOOK VALUE (PER SHARE IN DOLLARS

2014	2015	2016	2017	2018
				•
			•	
•	•		•	•
•	•		•	•
25.44	26.44	26.84	28.06	28.74

#### **NET LOANS (MILLIONS)**

2014	2015	2016	2017	2018
			•	
	•			
\$152	\$162	\$174	\$195	\$203

#### **EARNINGS (THOUSANDS)**

2014	2015	2016	2017	2018
				•
•	•			•
\$1,544	\$1,725	\$1,784	\$2,082	\$2,166

#### **DIVIDEND PAYOUT RATIO**

2014	2015	2016	2017	2018
•	•		•	
39%	37%	37%	36%	35%







## this way up

With over 130 years of experience to guide us, and growth beyond anything our founders could ever have imagined, we are happy to announce that HCB is moving up!

Your HCB is now Highpoint Community Bank. The important things haven't changed. We're still the same locally owned and operated community bank, committed to our customers and the communities we serve, and, as always, our goal is your financial well-being.

# raising expectations

#### For all the communities we serve, Highpoint Community Bank strives to help you feel energized by the idea of a better financial future.

We care about the banking experience we provide, and we believe in a banking relationship that is different—that is personal. When you walk into our bank, you are instantly welcomed. When you call, you talk to a real person who can assist with your questions.

We think and act differently, putting our customers at the center of everything we do, to provide a genuine experience, because we are much more than a bank; we are your trusted advisors, neighbors and friends.





Crowe LLP

#### INDEPENDENT AUDITOR'S REPORT

Board of Directors and Stockholders HCB Financial Corp. Hastings, Michigan

#### Report on the Financial Statements

We have audited the accompanying consolidated financial statements of HCB Financial Corp., which comprise the consolidated balance sheets as of December 31, 2018 and 2017, and the related consolidated statements of income, comprehensive income, stockholders' equity and cash flows for the years then ended, and the related notes to the financial statements.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated 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 consolidated financial statements based on our audits. We conducted our audits 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 consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated 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 entity'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 consolidated 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 consolidated financial statements referred to above present fairly, in all material respects, the financial position of HCB Financial Corp. as of December 31, 2018 and 2017, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

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Crowe LLP

Grand Rapids, Michigan February 20, 2019

#### HCB Financial Corp. Consolidated Balance Sheets December 31, 2018 and 2017

		2018	2017
Assets			
Cash and cash equivalents:			
Cash and due from banks	\$	16,622,069	\$ 10,028,704
		16,622,069	10,028,704
Interest-bearing time deposits in other financial institutions		19,056,000	28,181,000
Securities available for sale		58,931,939	71,281,075
Securities held to maturity (fair value of \$88,156 in 2018 and			
\$332,884 in 2017)		85,186	325,049
Restricted investment in Federal Home Loan Bank stock		1,580,800	1,580,800
Loans, net of allowance of \$1,269,122 in 2018 and			
\$1,375,019 in 2017		202,704,063	195,439,526
Premises and equipment, net		8,122,329	7,975,847
Other real estate owned, net		200,000	-
Bank owned life insurance		6,620,694	6,447,989
Accrued interest receivable and other assets		4,809,756	 4,844,675
Total assets	\$	318,732,836	\$ 326,104,665
Liabilities and Stockholders' Equity			
Liabilities:			
Deposits:			
Non-interest-bearing	\$	51,797,409	\$ 48,450,889
Interest-bearing		208,325,398	 216,355,755
		260,122,807	264,806,644
Federal Home Loan Bank advances		26,000,000	30,000,000
Accrued interest payable and other liabilities		1,969,093	 1,383,886
Total Liabilities		288,091,900	296,190,530
Stockholders' equity:			
Common stock, no par value - 1,500,000 shares authorized; issued			
and outstanding of 1,066,000 in 2018 and 2017		1,623,800	1,623,800
Capital surplus		2,601,641	2,601,641
Retained earnings		26,779,108	25,380,419
Accumulated other comprehensive income/(loss)		(363,613)	 308,275
Total stockholders' equity	_	30,640,936	 29,914,135
Total liabilities and stockholders' equity	\$	318,732,836	\$ 326,104,665

### HCB Financial Corp. Consolidated Statements of Income Years ended December 31, 2018 and 2017

	2018	2017
Interest income		
Loans, including fees	\$ 8,671,539	\$ 7,629,042
Investment securities:		
Taxable	1,266,530	1,295,570
Tax-exempt	480,854	
Federal funds sold and other	516,258	
	10,935,181	9,985,439
Interest expense		
Deposits	268,331	
Federal Home Loan Bank advances and other debt	548,167	. ————
	816,498	587,875
Net interest income	10,118,683	
Provision for loan losses	60,000	
Net interest income after provision for loan losses	10,058,683	9,302,564
Other income		
Service charges and fees	1,627,126	1,549,397
Trust income	509,490	485,527
Net gain (loss) on securities	(11,815	21,140
Net gain on sale of loans	113,736	221,570
Earnings from bank owned life insurance	188,070	208,639
Other income	266,188	226,857
	2,692,795	2,713,130
Other expenses		
Salaries and employee benefits	5,629,288	
Occupancy and equipment	1,317,285	
Data processing	1,588,832	
Professional fees	498,246	,
FDIC Insurance	93,004	
Other operating expenses	1,213,614	
	10,340,269	
Income before federal income taxes	2,411,209	
Federal income taxes	245,000	
Net income	\$ 2,166,209	\$ 2,081,721
Basic and Diluted earnings per share	\$ 2.03	\$ 1.95

### HCB Financial Corp. Consolidated Statements of Comprehensive Income Years ended December 31, 2018 and 2017

	 2018	2017
Net income	\$ 2,166,209	\$ 2,081,721
Available-for-sale securities		
Unrealized holding gains (losses) arising during the year	(821,976)	(51,046)
Reclassification adjustment for net realized gains (losses) included in net income (A)	(4,515)	21,140
Defined Benefit Plans		
Net unrealized loss on defined benefit plan	(24,000)	 (24,000)
Other comprehensive loss before income tax benefit	(850,491)	(53,906)
Income tax benefit related to other comprehensive loss (B)	 178,603	18,328
Other comprehensive loss	 (671,888)	 (35,578)
Comprehensive Income	\$ 1,494,321	\$ 2,046,143

<sup>(</sup>A) - Included in net gain (loss) on securities

<sup>(</sup>B) - Federal Income Tax expense in 2018 and 2017 includes (\$948) and \$7,188 related to reclassification adjustments

### HCB Financial Corp. Consolidated Statements of Stockholders' Equity Years Ended December 31, 2018 and 2017

	(	Common Stock	Capital Surplus		Retained Earnings	С	Accumulated Other omprehensive ncome (Loss)		Total
Balance at January 1, 2017	\$	1,623,800	\$ 2,601,641	\$	24,095,627	\$	293,124	\$	28,614,192
Net income		-	-		2,081,721		-		2,081,721
Other comprehensive income (loss)		-	-		-		(35,578)		(35,578)
Reclassification of disproportionate tax effects (note 1)		-	-		(50,729)		50,729		-
Dividends declared - \$.62 per share	_		 	_	(746,200)	_			(746,200)
Balance at December 31, 2017		1,623,800	2,601,641		25,380,419		308,275		29,914,135
Net income		-	-		2,166,209		-		2,166,209
Other comprehensive income (loss)		-	-		-		(671,888)		(671,888)
Dividends declared - \$.72 per share			 		(767,520)	_	<u>-</u>	_	(767,520)
Balance at December 31, 2018	\$	1,623,800	\$ 2,601,641	\$	26,779,108	\$	(363,613)	\$	30,640,936

### HCB Financial Corp. Consolidated Statements of Cash Flows Years Ended December 31, 2018 and 2017

		2018		2017
Cash flows from operating activities				
Net income	\$	2,166,209	\$	2,081,721
Adjustments to reconcile net income to net cash provided by operating				
activities:				
Provision for loan losses		60,000		95,000
Depreciation		493,166		472,454
Net amortization of securities		156,969		216,736
Earnings on bank owned life insurance, net		(172,705)		(173,080)
Loans originated for sale		(4,264,885)		(7,963,905)
Proceeds from sale of loans		4,378,621		8,185,475
Net (gain)/loss on sales of other real estate		-		8
Net gain on sales of loans		(113,736)		(221,570)
Net (gain)/loss on securities		4,515		(21,140)
Net loss on disposal of assets		-		8,926
Net change in:				
Accrued interest receivable and other assets		213,522		(484,935)
Accrued interest payable and other liabilities		539,887		280,158
Net cash from operating activities	·	3,461,563		2,475,848
Cash flows for investing activities				
Net change in interest-bearing deposits in other financial institutions		9,125,000		2,681,000
Activity in available-for-sale securities:				
Sales		6,840,783		10,551,247
Maturities, prepayments, calls		6,975,378		11,027,459
Purchases		(2,455,000)		(20,572,455)
Activity in held-to-maturity securities:				
Maturities, prepayments, calls		1,906,863		2,515,265
Purchases		(1,667,000)		(1,785,000)
Loan originations and payments, net		(7,524,537)		(12,248,876)
Purchase of mortgage loans		(000.040)		(9,709,497)
Purchases of premises and equipment, net		(639,648)		(386,989)
Proceeds from sales of other real estate owned		-		11,992 300
Proceeds from sales of assets  Net cash for investing activities		12,561,839	-	(17,915,554)
Cash flows from financing activities		12,501,059		(17,910,004)
Net change in deposits		(4,683,837)		3,548,408
Proceeds from Federal Home Loan Bank advances		12,000,000		19,000,000
Repayments of Federal Home Loan Bank advances		(16,000,000)		(7,663,000)
Cash dividends paid		(746,200)		(692,900)
Net cash from financing activities		(9,430,037)		14,192,508
Net change in cash and cash equivalents		6,593,365	-	(1,247,198)
Cash and cash equivalents at beginning of year		10,028,704		11,275,902
Cash and cash equivalents at end of year	\$	16,622,069	\$	10,028,704
Supplemental disclosures of cash flow information	-			
Cash paid for interest	\$	815,439	\$	579,577
Cash paid for income taxes		<b>-</b>		399,238
Supplemental non-cash disclosures				
Dividends declared and not paid	\$	287,820	\$	266,500
Transfer of loans to other real estate owned		200,000		-

### HCB Financial Corp. Notes to Consolidated Financial Statements December 31, 2018 and 2017

#### **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Operations:** HCB Financial Corp. (the Company) is a bank holding company headquartered in Hastings, Michigan. The Company's wholly owned subsidiary, Highpoint Community Bank, formerly Hastings City Bank, (the Bank) operates seven full-service banking offices in and around Barry County. The Bank offers a variety of deposit and lending services.

**Principles of Consolidation:** The consolidated financial statements include the accounts and operations of HCB Financial Corp. and its wholly owned subsidiaries, Highpoint Community Bank, Banin Corp., Citybanc Insurance Services, HCB Real Estate Holdings, LLC and Court Street Financial, Inc. All significant inter-company balances and transactions have been eliminated in consolidation.

**Subsequent Events:** The Company has evaluated subsequent events for recognition and disclosure through February 20, 2019, which is the date the financial statements were available to be issued.

**Use of Estimates:** To prepare financial statements in conformity with accounting principles generally accepted in the United States of America, management makes estimates and assumptions based on available information. These estimates and assumptions affect the amounts reported in the financial statements and the disclosures provided, and future results could differ.

**Cash Flows:** Cash and cash equivalents include cash, deposits with other financial institutions and federal funds sold. Net cash flows are reported for customer loan and deposit transactions and for interest bearing time deposits with other financial institutions.

**Cash and Cash Equivalents:** The Company maintains deposit accounts with other financial institutions which generally exceed federally insured limits or are uninsured.

**Interest-Bearing Time Deposits in other Financial Institutions:** Interest-bearing time deposits in other financial institutions consist of fully insured certificates of deposits with \$7,445,000 maturing within 1 year, \$10,618,000 maturing within 2-5 years and \$993,000 maturing within 6-10 years.

**Restricted Investments:** The Bank is a member of the Federal Home Loan Bank (FHLB) System and is required to invest in capital stock of the FHLB of Indianapolis. The amount of the required investment is determined and adjusted periodically by the FHLB.

**Securities:** Debt securities are classified as held to maturity and carried at amortized cost when management has the positive intent and ability to hold them to maturity. Debt securities are classified as available for sale when they might be sold before maturity. Equity securities with readily determinable fair values are classified as available for sale. Securities available for sale are carried at fair value, with unrealized holding gains and losses reported in other comprehensive income, net of tax.

Interest income includes amortization of purchase premium or discount. Premiums and discounts are amortized on the level yield method. Gains and losses on sales are based on the amortized cost of the security sold. Gains and losses on sales are recorded on the trade date and determined using the specific identification method.

Management evaluates securities for other-than-temporary impairment ("OTTI") on at least a quarterly basis, and more frequently when economic or market conditions warrant such an evaluation. For securities in an unrealized loss position, management considers the extent and duration of the unrealized loss, and the financial condition and near-term prospects of the issuer. Management also assesses whether it intends to sell, or it is more likely than not that it will be required to sell, a security in an unrealized loss position before recovery of its amortized cost basis. If either of the criteria regarding intent or requirement to sell is met, the entire difference between amortized cost and fair value is recognized as

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

impairment through earnings. For debt securities that do not meet the aforementioned criteria, the amount of impairment is split into two components as follows: 1) OTTI related to credit loss, which must be recognized in the income statement and 2) OTTI related to other factors, which is recognized in other comprehensive income. The credit loss is defined as the difference between the present value of the cash flows expected to be collected and the amortized cost basis.

**Loans:** Loans that management has the intent and ability to hold for the foreseeable future or until maturity or payoff are reported at the principal balance outstanding, net of unearned interest, deferred loan fees and costs, and an allowance for loan losses. The Bank's loans are generally secured by specific items of collateral including real property, consumer assets, and business assets.

Interest income is reported on the interest method. Interest income on loans is generally discontinued at the time the loan is 90 days delinquent unless the credit is well-secured and in process of collection. In all cases, loans are placed on nonaccrual or charged-off at an earlier date if collection of principal or interest is considered doubtful.

All interest accrued but not received, for loans placed on nonaccrual, is reversed against interest income. Interest received on such loans is accounted for on the cash-basis or cost-recovery method until qualifying for return to accrual. Loans are returned to accrual status when all the principal and interest amounts contractually due are brought current and future payments are reasonably assured.

Loans held for sale are reported at the lower of cost or market, on an aggregate basis. Mortgage loans held for sale are generally sold with servicing rights retained; the carrying value of mortgage loans sold is reduced by the amount allocated to the servicing right. Gains and losses on sales of mortgage loans are based on the difference between the selling price and the carrying value of the related loan sold.

Allowance for Loan Losses: The allowance for loan losses is a valuation allowance for probable incurred credit losses, increased by the provision for loan losses and decreased by charge-offs less recoveries. Management estimates the allowance balance required using past loan loss experience, the nature and volume of the portfolio, information about specific borrower situations and estimated collateral values, economic conditions, and other factors. Allocations of the allowance may be made for specific loans, but the entire allowance is available for any loan that, in management's judgment, should be charged off. Loan losses are charged against the allowance when management believes the uncollectibility of a loan balance is confirmed.

The allowance consists of specific and general components. The specific component relates to loans that are individually classified as impaired. A loan is impaired when, based on current information and events, it is probable that the Company will be unable to collect all amounts due according to the contractual terms of the loan agreement. Loans, for which the terms have been modified, and for which the borrower is experiencing financial difficulties, are considered troubled debt restructurings and classified as impaired. Commercial and commercial real estate loans are individually evaluated for impairment if outstanding loans to a borrower are, in aggregate, over \$150,000 and the risk rating assigned to a loan is a non-pass rating. If a loan is impaired, a portion of the allowance is allocated so that the loan is reported net at the present value of estimated future cash flows using the loan's existing rate or at the fair value of collateral if repayment is expected solely from the collateral.

Troubled debt restructurings are also considered impaired and are measured at the present value of estimated future cash flows using the loan's effective rate at inception. If a troubled debt restructuring is considered to be a collateral dependent loan, the loan is reported, net, at the fair value of the collateral. For troubled debt restructurings that subsequently default, the Company determines the amount of reserve in accordance with the accounting policy for the allowance for loan losses.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The general component of the Allowance for Loan Losses covers non-impaired loans and large groups of homogeneous loans and is based on historical loss experience, over the last three years, adjusted for current risk factors. The following portfolio segments have been identified and the risk factors listed below are considered in determining the allowance for loan loss:

**Residential real estate loans** are evaluated for impairment using various economic indicators. Environmental factors that may impact collateral value on residential real estate loans include data on average local home sales, national and local economic conditions, and local employment rates. These factors are used to calculate an adjustment for current economic conditions. Other residential real estate loans with additional risk factors are loans where the payment is more than 30 days past due.

**Commercial loans** are evaluated for impairment using the following risk classification codes assigned to commercial credits internally:

- Risk Ratings 1-5 are considered to be within an acceptable risk tolerance to the bank.
- Risk Rating 6 is considered special mention. Typically, these loans are inadequately protected by the current net worth or paying capacity of the obligor, even though the value of underlying collateral may be sufficient to protect against loss. These loans are included on the watch list.
- Risk Rating 7 is considered substandard. Typically, these loans have well-defined weaknesses, normal repayment is in jeopardy.
- Risk Rating 8 is considered impaired non-accrual. All the weaknesses of a 7 rating exist plus the loan is in non-accrual status. These loans have significant weaknesses making full collection of interest unlikely.
- Risk Rating 9 is considered doubtful. All the weaknesses of an 8 rating exist, however, these weaknesses now make collection or liquidation in full, based on existing conditions, improbable.
- Risk Rating 10 is considered loss. The bank recognizes loss credits by recording the charge-off in a timely manner.

These risk codes are reviewed and adjusted as appropriate in several circumstances. A formal loan review process is conducted on loans above various dollar thresholds based on the type of collateral securing the credit. The loan reviewer will either affirm that the risk rating is appropriate or recommend a change. Risk codes are also adjusted upon loan renewals, additional requests, and upon receipt of knowledge that an event has caused a change in apparent risk of an individual credit. In addition, business loan charge-offs are evaluated annually to assess the likelihood of deteriorating to charge-off before the determination that an allocated reserve is required. That additional loss factor is applied to non-impaired loans with a 5 and 6 rating. Any loans that are not individually evaluated for impairment are assigned an additional risk factor if they become past due by 30 days or more.

**Consumer loans** are both secured and unsecured and an additional risk factor is applied to loans that are past due by 30 days or more.

**Bank-Owned Life Insurance:** The Company has purchased life insurance policies on certain key executives. Bank owned life insurance is recorded at the amount that can be realized under the insurance contracts at the balance sheet date, which is the cash surrender value adjusted for other charges or other amounts that are probable at settlement.

**Transfers of Financial Assets:** Transfers of financial assets are accounted for as sales, when control over the assets has been surrendered. Control over transferred assets is deemed to be surrendered when (1) the assets have been isolated from the Company, (2) the transferree obtains the right (free of conditions that constrain it from taking advantage of that right) to pledge or exchange the transferred assets, and (3) the Company does not maintain effective control over the transferred assets through an agreement to repurchase them before their maturity.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

**Servicing Rights:** Servicing rights represent the fair value of retained servicing rights on loans sold. Servicing assets are expensed in proportion to, and over the period of, estimated net servicing revenues. Impairment is evaluated based on the fair value of the assets, using groupings of the underlying loans as to interest rates and then, secondarily, as to prepayment characteristics. Fair value is determined using prices for similar assets with similar characteristics, when available, or based upon discounted cash flows using market-based assumptions. Any impairment is reported as a valuation allowance to the extent that fair value is less than the capitalized amount.

Servicing fee income, which is reported on the income statement as *other income*, is recorded for fees earned for servicing loans. The fees are based on a contractual percentage of the outstanding principal and are recorded as income when earned. The amortization of mortgage servicing rights is netted against loan servicing fee income. Servicing fees total \$133,000 and \$135,000 for the years ended December 31, 2018 and 2017, respectively. Late fees and ancillary fees related to loan servicing are not material.

**Premises and Equipment:** Land is stated at cost. Premises and equipment are stated at cost, less accumulated depreciation. The provision for depreciation is computed principally using the straight-line method over the estimated lives of the related assets. Expenditures for normal repair and maintenance are charged to expenses as incurred.

Other Real Estate Owned: Real estate properties acquired through or in lieu of loan foreclosure are initially recorded at the fair value less estimated selling cost at the date of foreclosure. Any write-downs based on the asset's fair value at the date of acquisition are charged to the allowance for loan losses. If fair value declines, a valuation allowance is recorded through expense. Costs after acquisition are expensed.

**Long-Term Assets:** Premises and equipment and other long-term assets are reviewed for impairment when events indicate their carrying amount may not be recoverable from future undiscounted cash flows. If impaired, the assets are recorded at fair value.

**Post Retirement Benefit**: The Bank sponsors a post retirement benefit plan that provides medical and life insurance benefits to eligible retirees, who retired prior to 2004, for life. At year-end 2018, the plan provided benefits to 11 participants. At year-end 2018 and 2017, the accrued benefit obligation recognized in the consolidated balance sheet and the unrecognized actuarial gain were \$210,827 and \$40,050 and \$246,851 and \$64,050, respectively. Additional disclosures related to the post retirement health care plan are not material to the financial statements.

**Income Taxes:** Income tax expense is the total of the current year income tax due or refundable and the change in deferred tax assets and liabilities. Deferred tax assets and liabilities are the expected future tax amounts for the temporary differences between carrying amounts and tax basis of assets and liabilities, computed using enacted tax rates. A valuation allowance, if needed, reduces deferred tax assets to the amount expected to be realized.

A tax position is recognized as a benefit only if it is "more likely than not" that the tax position would be sustained in a tax examination, with a tax examination being presumed to occur. The amount recognized is the largest amount of tax benefit that is greater than 50% likely of being realized on examination. For tax positions not meeting the "more likely than not" test, no tax benefit is recorded.

The Company recognizes interest and/or penalties related to income tax matters in income tax expense.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

During December 2017, the federal legislature approved new corporate tax rates which are effective in 2018 and, among other changes, reduced the maximum federal corporate tax rate from 34% to 21%. As a result of this change, the Company revalued its net deferred tax liability and recorded a gain, included in the 2017 tax expense, of approximately \$28,000.

**Earnings Per Share:** Basic earnings per common share is net income divided by the weighted average number of common shares outstanding during the period, which were 1,066,000 for both 2018 and 2017. There were no potentially dilutive common stock equivalents for 2018 or 2017.

**Off-Balance Sheet Financial Instruments:** Financial instruments include off-balance sheet credit instruments, such as commitments to make loans and standby letters of credit, issued to meet customer financing needs. The face amount for these items represents the exposure to loss before considering customer collateral or ability to repay. Such financial instruments are recorded when they are funded.

**Comprehensive Income:** Comprehensive income consists of net income and other comprehensive income. Other comprehensive income includes unrealized gains and losses on securities available for sale and changes in the funded status of the Company's post retirement benefit plans, which are also recognized as separate components of equity.

In February 2018, the FASB issued ASC 2018-02 "Income Statement-Reporting Comprehensive Income." The tax law enacted in December 2017 required the re-measurement of all deferred tax assets and liabilities, including those related to adjustments that arose through comprehensive income. This ASC, which entities could adopt for financial statements not yet issued, was adopted by the Company as of December 31, 2017 and provided the disproportionate tax effects resulting from adjustments made upon enactment of the tax law should be reclassified into or out of accumulated other comprehensive income (AOCI), with an offsetting adjustment to retained earnings. Accordingly, the Company recorded an adjustment of \$50,729 to decrease retained earnings and increase AOCI at December 31, 2017.

**Loss Contingencies:** Loss contingencies, including claims and legal actions arising in the ordinary course of business, are recorded as liabilities when the likelihood of loss is probable and an amount or range of loss can be reasonably estimated. Management does not believe there are such matters that will have a material effect on the financial statements.

Fair Value of Financial Instruments: Fair values of financial instruments are estimated using relevant market information and other assumptions, as more fully disclosed in a separate note. Fair value estimates involve uncertainties and matters of significant judgment regarding interest rates, credit risk, prepayments, and other factors, especially in the absence of broad markets for particular items. Changes in assumptions or in market conditions could significantly affect the estimates.

**Dividend Restriction:** Banking regulations require maintaining certain capital levels and may limit the dividends paid by the bank to the holding company or by the holding company to shareholders.

**Reclassifications:** Certain items in the prior year financial statements were reclassified to conform to the current presentation.

#### **Adoption of New Accounting Standards:**

**Revenue Recognition:** Effective January 1, 2018, the Company adopted ASU 2014-09, Revenue from Contracts with Customers (ASC Topic 606), and subsequent related Updates (collectively, ASU 2014-09). ASU 2014-09 modifies the guidance used to recognize revenue from contracts with customers for

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

transfers of goods or services and transfers of non-financial assets, unless those contracts are within the scope of other guidance. The Company elected the modified retrospective approach for adoption of this standard which had no impact to its financial condition upon adoption. The Company determined that all interest revenues from loans and investments should be excluded from ASU 2014-09, as guidance from ASC Topic 310, Receivables (ASC Topic 310), and ASC Topic 320, Investments-Debt and Equity Securities (ASC Topic 320), respectively, address these revenues. Non-interest revenues from loan fees, bank-owned life insurance (BOLI), and gains and losses were also excluded, as guidance from ASC Topic 310, ASC Topic 325, and ASC Topic 360, Property, Plant, and Equipment, respectively, address these revenues. The Company's principal revenue streams that are within the scope of ASC 606 include service charges and fees and trust income. These revenues are generally recognized immediately upon the completion of the service or over time as services are performed. Any services performed over time generally require that the Company renders services each period, for example monthly, therefore the Company measures progress in completing these services based upon the passage of time. Adoption of the new standard did not change the manner or timing of revenue recognition with respect to these services as the Company's performance obligations are completed at the time that revenue is recognized.

**Financial Instruments:** Effective January 1, 2018, the Company adopted ASU 2016-01, Financial Instruments - Overall (Subtopic 825-10): Recognition and Measurement of Financial Assets and Liabilities, and related Updates (collectively, ASU 2016-01). ASU 2016-01 makes revisions to several elements of Subtopic 825-10, which include: (1) equity investments with readily determinable fair values are to be measured at fair value with changes in fair value recognized in net income, (2) the impairment assessment of equity investments without readily determinable fair values is simplified, and (3) public business entities are required to use the exit price notion when measuring the fair value of financial instruments for disclosure purposes. Adoption of this standard had no impact on the Company's financial condition or results of operations. The requirement to utilize the exit price notion affected the Company's fair value disclosures which are presented in Note 11.

**Leases:** Effective January 1, 2019, the Company was required to adopt ASU 2016-02 (Topic 842). This standard requires lessees to recognize a lease liability and a right of use asset for all leases, other than short-term leases. As the Company determined it had no leases affected by this standard, its adoption did not have any impact on the Company's financial condition on January 1, 2019.

#### **NOTE 2 - SECURITIES**

The fair value of available-for-sale securities and the related gross unrealized gains and losses recognized in accumulated other comprehensive income were as follows:

Available-for-sale

			Gro	ss Unrealized	Gro	ss Unrealized	
<u>2018</u>	Am	ortized Cost		Gains		Losses	Fair Value
U.S. Government and federal agency	\$	7,033,714	\$	14,545	\$	94,049	\$ 6,954,210
State and municipal		41,498,195		351,614		514,937	41,334,872
Mortgage-backed, residential		6,651,089		16,284		178,504	6,488,869
Corporate		4,228,480		-		95,257	4,133,223
Asset-backed securities		20,781				16	20,765
Total	\$	59,432,259	\$	382,443	\$	882,763	\$ 58,931,939
2017							
U.S. Government and federal agency	\$	8,030,201	\$	62,813	\$	35,437	\$ 8,057,577
State and municipal		50,118,833		735,829		352,038	50,502,624
Mortgage-backed, residential		8,487,401		14,921		73,791	8,428,531
Corporate		4,223,667		1,072		26,643	4,198,096
Asset-backed securities		94,802				555	 94,247
Total	\$	70,954,904	\$	814,635	\$	488,464	\$ 71,281,075

The carrying amount, unrecognized gains and losses, and fair value of securities held-to-maturity were as follows:

Held-to-maturity

<u>2018</u>	Amo	rtized Cost	U	Gross nrecognized Gains	Gross Unrecognized Losses	F	-air Value
State and municipal	\$	85,186	\$	2,970	\$	<u>-</u> \$	88,156
<u>2017</u>							
State and municipal	\$	325,049	\$	7,835	\$	- \$	332,884

The fair value of debt securities and carrying amount, if different, at year-end 2018 by contractual maturity were as follows: Securities not due at a single maturity date, primarily consisting of mortgage-backed securities, are shown separately.

		Held-to-	-mat	turity		r-sale		
	Amor	tized Cost		Fair Value	Am	nortized Cost		Fair Value
Due in one year or less	\$	21,186	\$	21,186	\$	6,785,886	\$	6,767,833
Due after one through five years		64,000		66,970		34,115,927		33,757,856
Due after five through ten years		-		-		11,459,357		11,476,659
Due after ten years		-		-		420,000		440,722
Mortgage-backed, residential		-				6,651,089		6,488,869
	\$	85,186	\$	88,156	\$	59,432,259	\$	58,931,939

#### NOTE 2 - SECURITIES (Continued)

Securities pledged at year-end 2018 and 2017 had a carrying amount of \$4,165,000 and \$4,758,000 respectively, and were pledged to secure public deposits and other purposes as required or permitted by law.

Securities with unrealized losses at year-end 2018 and 2017, aggregated by investment category and length of time that individual securities have been in a continuous unrealized loss position, are as follows:

	Less than 12 Months					12 Month	More		<u>Total</u>			
<u>2018</u>		Fair Value	Uı	nrealized Loss		Fair Value	ι	Inrealized Loss		Fair Value	ι	Inrealized Loss
U.S. Govt. and federal agency	\$	497,815	\$	2,473	\$	4,890,867	\$	91,576	\$	5,388,682	\$	94,049
State and municipal		6,842,726		25,887		20,691,332		489,050		27,534,058		514,937
Mortgage-backed, residential		-		-		5,866,301		178,504		5,866,301		178,504
Corporate		249,672		323		3,883,551		94,934		4,133,223		95,257
Asset-backed securities		-				20,765		16		20,765		16
	\$	7,590,213	\$	28,683	\$	35,352,816	\$	854,080	\$	42,943,029	\$	882,763
2017 U.S. Govt. and federal agency	\$	4,940,061	\$	35,437	\$	-	\$	-	\$	4,940,061	\$	35,437
State and municipal		9,512,382	·	61,426		8,252,003		290,612	•	17,764,385	·	352,038
Mortgage-backed, residential		4,654,171		38,407		3,120,926		35,384		7,775,097		73,791
Corporate		3,459,488		26,643		-		-		3,459,488		26,643
Asset-backed securities						94,248		555		94,248		555
	\$	22,566,102	\$	161,913	\$	11,467,177	\$	326,551	\$	34,033,279	\$	488,464

Unrealized losses have not been recognized into income because the securities are of high credit quality, management does not intend to sell and it is not likely that management would be required to sell the securities prior to their anticipated recovery, and the decline in fair value is largely due to changes in market interest rates. The fair value is expected to recover as the securities approach their maturity date and/or market rates decline.

Sales of available-for-sale securities were as follows:

	 2018	2017					
Proceeds	\$ 6,840,783	\$	10,551,247				
Gross gains	9,710		23,902				
Gross losses	(14,225)		(4,710)				

In 2018, the Company realized a \$7,300 loss on the sale of time deposits in other financial institutions. In 2017 the Company had an additional net gain of \$1,948 on the call of available-for-sale securities.

#### **NOTE 3 - LOANS**

Loans at year-end were as follows:	2018	2017			
Residential real estate:					
Residential mortgages	\$ 65,075,708	\$	65,189,984		
Home equity loans	14,749,043		12,506,908		
Commercial:					
Real estate secured	56,850,924		51,079,811		
Non real estate secured	20,295,699		20,858,857		
Municipal	36,133,311		37,035,639		
Consumer	10,868,500		10,143,346		
Subtotal	203,973,185		196,814,545		
Allowance for loan losses	(1,269,122)		(1,375,019)		
	\$ 202,704,063	\$	195,439,526		

Mortgage loans serviced for others are not reported as assets. Such loans aggregated to \$51,211,000 and \$53,814,000 at year-end 2018 and 2017, respectively. Capitalized mortgage servicing rights were \$345,000 and \$386,000 at year-end 2018 and 2017, respectively.

Certain directors and executive officers of the Company, including their associates, were loan customers of the Bank during 2018 and 2017. The outstanding loan balances for these persons at December 31, 2018 and 2017 amounted to \$1,823,000 and \$2,089,000, respectively. During 2018, new loans to these persons amounted to \$457,000 and payments amounted to \$723,000, compared to new loans of \$260,000 and payments of \$321,000 during 2017.

Activity in the allowance for loan losses for 2018 and 2017, by portfolio segment, was as follows:

December 31, 2018		Residential Real Estate		Commercial		Consumer		Total
Allowance for loan losses:								
Beginning balance	\$	421,541	\$	899,105	\$	54,373	\$	1,375,019
Provision for loan losses		(38,528)		16,250		82,278		60,000
Loans charged-off		-		(142,821)		(27,488)		(170,309)
Recoveries	_			580		3,832	_	4,412
Ending balance:	\$	383,013	\$	773,114	\$	112,995	\$	1,269,122
December 31, 2017  Allowance for loan losses:								
Beginning balance	\$	441,895	\$	784,306	\$	59,888	\$	1,286,089
Provision for loan losses	Ψ	(14,845)	Ψ	112,933	Ψ	(3,088)	Ψ	95,000
Loans charged-off		(5,509)		-		(7,436)		(12,945)
Recoveries		-		1,866		5,009		6,875
Ending balance:	\$	421,541	\$	899,105	\$	54,373	\$	1,375,019

#### NOTE 3 - LOANS (Continued)

The following table presents the balance in the allowance for loan losses and the recorded investment in loans by portfolio segment and based on impairment method as of December 31, 2018 and 2017:

	R	Residential					
<u>December 31, 2018</u>	R	leal Estate	С	ommercial	(	Consumer	Total
Allowance for loan losses:							
Individually evaluated for impairment	\$	255,378	\$	208,794	\$	61,562	\$ 525,734
Collectively evaluated for impairment		127,635		564,320		51,433	743,388
Ending allowance balance attributable to loans:	\$	383,013	\$	773,114	\$	112,995	\$ 1,269,122
Loan balances:							
Individually evaluated for impairment	\$	772,655	\$	337,989	\$	75,084	\$ 1,185,728
Collectively evaluated for impairment		79,052,096	_	112,941,945		10,793,416	202,787,457
Total ending loan balances:	\$	79,824,751	\$	113,279,934	\$	10,868,500	\$ 203,973,185
<u>December 31, 2017</u>							
Allowance for loan losses:							
Individually evaluated for impairment	\$	305,652	\$	454,486	\$	11,020	\$ 771,158
Collectively evaluated for impairment		115,889		444,619		43,353	 603,861
Ending allowance balance attributable to loans:	\$	421,541	\$	899,105	\$	54,373	\$ 1,375,019
Loan balances:							
Individually evaluated for impairment	\$	1,162,090	\$	991,632	\$	39,430	\$ 2,193,152
Collectively evaluated for impairment		76,534,802		107,982,675		10,103,916	 194,621,393
Total ending loan balances:	\$	77,696,892	\$	108,974,307	\$	10,143,346	\$ 196,814,545

The following table presents information related to impaired loans by class of loans as of and for the year ended December 31, 2018 and 2017:

#### December 31, 2018

		Unpaid Principal Balance	Recorded nvestment	Loa	owance for an Losses Illocated	F	Average Recorded ovestment	 est Income cognized	li	sh Basis nterest cognized
With no related allowance re	corde	d:								
Residential real estate										
Residential mortgages	\$	139,459	\$ 139,459	\$	-	\$	141,837	\$ 7,749	\$	7,870
Home equity loans		85,616	85,616		-		84,536	3,818		4,065
Commercial										
Real estate secured		-	-		-		-	-		-
Non-real estate secured		<del>.</del>	<del>.</del>		-		<del>.</del>			-
Consumer		12,287	 12,287				16,966	 85		67
Subtotal		237,362	237,362		-		243,339	11,652		12,002
With related allowance recor	ded:									
Residential real estate										
Residential mortgages		547,580	547,580		255,378		554,215	26,491		26,548
Home equity loans		-	-		-		-	-		-
Commercial										
Real estate secured		337,989	337,989		208,794		347,761	17,879		18,108
Non-real estate secured		-	-		-		-	-		-
Consumer		62,797	62,797		61,562		65,143	184		180
Subtotal		948,366	948,366		525,734		967,119	44,554		44,836
Total	\$	1,185,728	\$ 1,185,728	\$	525,734	\$	1,210,458	\$ 56,206	\$	56,838

NOTE 3 - LOANS (Continued)

<u>December 31, 2017</u>		Unpaid Principal Balance	_	Recorded ovestment	Loa	owance for an Losses Illocated	•		Interest Income Recognized		ļ	nsh Basis Interest ecognized
With no related allowance re	corc	led:										
Residential real estate												
Residential mortgages	\$	144,367	\$	144,367	\$	-	\$	146,442	\$	7,975	\$	7,876
Home equity loans		-		-		-		-		-		-
Commercial												
Real estate secured		-		-		-		-		-		-
Non-real estate secured		-		-		-		-		-		-
Consumer		868		868				1,551		82		82
Subtotal		145,235		145,235		-		147,993		8,057		7,958
With related allowance reco	rded	:										
Residential real estate												
Residential mortgages		1,017,723		1,017,723		305,652		1,030,142		46,894		46,985
Home equity loans		-		-		-		-		-		-
Commercial												
Real estate secured		991,632		991,632		454,486		1,014,912		26,539		24,096
Non-real estate secured		-		-		-		-		-		-
Consumer		38,562		38,562		11,020		40,231		265		204
Subtotal		2,047,917		2,047,917		771,158		2,085,285		73,698		71,285
Total	\$	2,193,152	\$	2,193,152	\$	771,158	\$	2,233,278	\$	81,755	\$	79,243

The recorded investment in loans excludes accrued interest receivable and loan origination fees, net due to immateriality. For purposes of this disclosure, the unpaid principal balance is not reduced for partial charge-offs.

Non-accrual loans and loans past due 90 days still on accrual include both smaller balance homogeneous loans that are collectively evaluated for impairment and individually classified impaired loans.

The following tables present the recorded investment in non-accrual and loans past due over 90 days still on accrual by class of loans as of December 31, 2018 and December 31, 2017:

		<u>20</u>		ns Past		17 Loans Past		
			Due	Over 90			Due (	Over 90
			Day	ys Still			Day	s Still
	Nor	n-Accrual	Ac	cruing	Noi	n-Accrual	Acc	ruing
Residential real estate								
Residential mortgages	\$	46,619	\$	-	\$	51,900	\$	-
Home equity		-		-		-		-
Commercial								
Real estate secured		29,172		-		564,146		-
Non-real estate secured		-		-		-		-
Municipal Ioans		-		-		-		-
Consumer						5,845		-
	\$	75,791	\$		<u>\$</u>	621,891	\$	

#### NOTE 3 - LOANS (Continued)

The following table presents the aging of the recorded investment in past due loans by class of loans as of December 31, 2018 and 2017:

December 31, 2018		· 89 Days ast Due		er than 89 Past Due	Total	Past Due	Loans Not Past Due	
Residential real estate		uot Buc	Dayo	T dot Duc	Total	T uot Duc	Duc	
Residential mortgages	\$	-	\$	46,619	\$	46,619	\$ 65,029,089	
Home equity		12,423		-		12,423	14,736,620	
Commercial								
Real estate secured		120,000		29,172		149,172	56,701,752	
Non-real estate secured		-		-		-	20,295,699	
Municipal loans		-		-		-	36,133,311	
Consumer		13,935		-		13,935	10,854,565	
	\$	146,358	\$	75,791	\$	222,149	\$ 203,751,036	
December 31, 2017								
Residential real estate	\$	_	\$	51,900	\$	51,900	\$ 65,138,084	
Residential mortgages  Home equity	Ψ	39,331	Ψ	-	Ψ	39,331	12,467,577	
Commercial		00,00				33,33	,,	
Real estate secured		1,012,338		564,146		1,576,484	49,503,327	
Non-real estate secured		-		-		_	20,858,857	
Municipal loans		-		-		-	37,035,639	
Consumer		25,979		5,845		31,824	10,111,522	
	\$	1,077,648	\$	621,891	\$	1,699,539	\$ 195,115,006	

#### **Troubled Debt Restructurings:**

The Company has allocated \$487,000 and \$505,000 of specific reserves to customers whose loan terms have been modified in troubled debt restructurings as of December 31, 2018 and 2017. Of these reserves, \$431,000 and \$380,000 represent reserves on collateral dependent troubled debt restructures. The outstanding balance of such loans was \$754,000 and \$732,000 at year-end 2018 and 2017. The Company committed to lending no additional amounts, as of December 31, 2018 and 2017 respectively, to customers with outstanding loans that are classified as troubled debt restructurings.

The modifications of the terms of such loans included one or a combination of the following: a reduction of the stated interest rate of the loan, an extension of the maturity date at a stated rate of interest lower than the market rate for new debt with similar risk, capitalization of interest due or a nominal principal advance to enhance collectability of the debt.

Modifications involving a reduction of the stated interest rate of the loan were for periods ranging from 12 months to 30 years. Modifications involving an extension of the maturity date were for periods ranging from 12 months to 30 years.

During 2018, 1 consumer loan and 1 home equity loan were modified. The pre-modification outstanding recorded investment on this modified loans were \$105,000 and the post-modification outstanding recorded investment was \$143,000. This troubled debt restructuring increased the allowance for loan losses by \$52,000 and resulted in a charge-off of \$0 during the year ending December 31, 2018. During 2017 there were no troubled debt restructures.

There were no troubled debt restructurings in payment default within twelve months following the modification during the year ending December 31, 2018 or December 31, 2017. A loan is considered to be in payment default once it is 90 days contractually past due under the modified terms.

#### NOTE 3 - LOANS (Continued)

Credit Quality Indicators:

The Company categorizes loans into risk categories based on relevant information about the ability of borrowers to service their debt such as: current financial information, historical payment experience, credit documentation, public information, and current economic trends, among other factors. The Company analyzes loans individually by classifying the loans as to credit risk. This analysis includes credit relationships with an outstanding balance greater than \$150,000 and non-homogeneous loans, such as commercial and commercial real estate loans. This analysis is performed annually, at renewals, and when new information on a credit is learned. The Company uses the following definitions for risk ratings:

**Special Mention:** Loans classified as special mention are included on the watch list, have identifiable weaknesses and are reviewed quarterly for impairment. If left uncorrected, these potential weaknesses may result in deterioration of the repayment prospects for the loan or of the institution's credit position at some future date. Not rated loans that are past due 30-89 days are also included in this category.

**Substandard:** Loans classified as substandard are considered very high risk, included on watch list, have well-defined weaknesses, normal repayment is in jeopardy and they are reviewed quarterly for impairment. Not rated loans that are more than 89 days past due are included in this category.

**Impaired Non-Accrual:** Loans classified as impaired non-accrual are very high risk and are in non-accrual status. These loans have significant weaknesses making full collection of interest unlikely.

**Doubtful:** Loans classified as doubtful have all the weaknesses inherent in those classified as impaired non-accrual, plus significant weaknesses making full collection through payment or liquidation questionable and improbable. The bank had no doubtful loans in 2018 and 2017.

Loans not meeting the criteria above, that are analyzed individually as part of the above described process, are considered to be pass rated loans. Municipal loans are primarily short-moderate term loans to municipalities related to maintenance or improvement projects that are funded by approved special tax assessments. The Company reviews updated financial information on long-term issues periodically. Groups of homogeneous loans and municipal loans are not rated and are listed as pass.

Based on the most recent analysis performed, the risk category of loans by class of loans is as follows:

						l I	mpaired	
December 31, 2018	Pass	Spe	ecial Mention	S	Substandard	No	n-Accrual	Total
Residential real estate								
Residential mortgages	\$ 64,342,049	\$	687,040	\$	-	\$	46,619	\$ 65,075,708
Home equity	14,651,004		98,039		-		-	14,749,043
Commercial								
Real estate secured	56,392,935		120,000		308,817		29,172	56,850,924
Non-real estate secured	20,288,996		6,703		-		-	20,295,699
Municipal loans	36,133,311		-		-		-	36,133,311
Consumer	 10,779,482		89,018		-			10,868,500
Total	\$ 202,587,777	\$	1,000,800	\$	308,817	\$	75,791	\$ 203,973,185

							impaired	
December 31, 2017	Pass	Spe	ecial Mention	S	ubstandard	No	on-Accrual	Total
Residential real estate								
Residential mortgages	\$ 63,975,994	\$	1,162,090	\$	-	\$	51,900	\$ 65,189,984
Home equity	12,467,577		39,331		-		-	12,506,908
Commercial								
Real estate secured	48,224,781		1,963,378		327,506		564,146	51,079,811
Non-real estate secured	20,858,857		-		-		-	20,858,857
Municipal loans	37,035,639		-		-		-	37,035,639
Consumer	 10,072,092		65,409		-		5,845	10,143,346
Total	\$ 192,634,940	\$	3,230,208	\$	327,506	\$	621,891	\$ 196,814,545

Impaired

#### **NOTE 4 - PREMISES AND EQUIPMENT**

Premises and equipment are summarized as follows:

	2018	2017
Land	\$ 1,785,136	\$ 1,785,136
Buildings	9,586,460	9,534,803
Furniture and equipment	 3,462,043	 2,877,860
	14,833,639	14,197,799
Less: Accumulated depreciation	 (6,711,310)	 (6,221,952)
	\$ 8,122,329	\$ 7,975,847

#### **NOTE 5 - DEPOSITS**

Time deposits of \$250,000 or more were \$1,369,000 and \$1,682,000 at year-end 2018 and 2017, respectively. Scheduled maturities of all time deposits for the next five years and thereafter are as follows:

2019	\$ 10,941,458
2020	2,417,759
2021	385,722
2022	1,442,219
2023	1,223,652
Thereafter	95,518

The Company held deposits of approximately \$2,546,000 and \$2,221,000 for related parties at December 31, 2018 and 2017, respectively.

#### **NOTE 6 - FEDERAL HOME LOAN BANK ADVANCES**

Advances from the Federal Home Loan Bank were \$26,000,000 and \$30,000,000 at year-end 2018 and 2017, respectively. The weighted average fixed interest rate of outstanding advances was 2.20% and 1.76% at year-end 2018 and 2017, respectively. Advances are payable at maturity dates, or prior with penalty for prepayment. The advances were collateralized by \$55,536,000 and \$55,460,000 of first mortgage loans under a blanket lien arrangement at year-end 2018 and 2017, respectively.

Scheduled maturities and required payments over the next five years and thereafter:

2019 \$	9,000,000
2020	-
2021	-
2022	5,000,000
2023	-
Thereafter	12 000 000

\$12,000,000 of advances are "Putable" advances which provide the Federal Home Loan Bank ("FHLB") the option to convert the entire advance to an Adjustable Rate Advance at certain dates beginning in 2021. The advances are fixed rate advances until that time. If the FHLB exercises its option, the Company may pay off the advance without penalty. These advances have final maturity dates in 2026 and 2028.

The Company's Federal Home Loan Bank Overdraft Line of Credit had a balance of \$0 at year-end 2018 and 2017.

#### **NOTE 7 - RETIREMENT PLAN**

The Bank sponsors a 401(k) savings plan that allows eligible employees to contribute a percentage of their annual compensation. The Bank matches a portion of the participant's contribution, up to plan-specified maximums. The Bank contributed \$73,000 and \$71,000 to the plan during 2018 and 2017, respectively. The Bank may also elect to make a profit-sharing contribution to the Plan.

Additionally, retirement benefits are provided to substantially all employees under a discretionary profit-sharing and employee stock ownership plan (ESOP). The Bank recognized expense of \$210,000 and \$205,000 during 2018 and 2017, respectively, related to the profit-sharing plan, which includes contributions to the ESOP of \$130,000 and \$130,000 in 2018 and 2017, respectively.

#### **NOTE 8 - FEDERAL INCOME TAXES**

On December 22, 2017, H.R.1, commonly known as the Tax Cuts and Jobs Act (the "Act") was signed into law. Among other things, the Act reduces the Bank's corporate federal tax rate from 34% to 21% effective January 1, 2018. As a result, the Bank is required to re-measure all of the deferred tax assets and liabilities using the enacted rate at which it expects them to be recovered or settled which is now the reduced federal tax rate. The adjustment required from that re-measurement resulted in a benefit of \$28,000 in 2017.

The provision for income taxes is summarized as follows:

income taxes is summarized as follows:	Year ended	Decemb	er 31
	2018		2017
Current	\$ 153,000	\$	286,241
Deferred	92,000		(56,000)
Benefit due to enactment of federal tax reform	 -		(28,000)
	\$ 245,000	\$	202,241

Deferred income taxes reflect the net tax effects of temporary differences between the carrying amounts of assets and liabilities for financial reporting purposes and the amounts used for income tax purposes. Significant components of the Bank's deferred tax assets and liabilities are as follows:

		31	
		2018	2017
Deferred income tax assets:			
Allowance for loan losses in excess of deductible amounts	\$	204,000 \$	205,000
Post retirement benefits		44,000	52,000
Accrued liabilities		89,000	86,000
Unrealized losses on securities		105,000	-
Other		12,000	27,000
		454,000	370,000
Deferred income tax liabilities:			
Prepaid expenses		(43,000)	(29,000)
Book-tax basis differences on property and equipment		(273,000)	(208,000)
Unrealized gains on securities		-	(68,000)
Mortgage servicing rights		(72,000)	(81,000)
Other		(24,000)	(29,000)
		(412,000)	(415,000)
Net deferred income tax assets/(liabilities)	\$	42,000 \$	(45,000)

At December 31, 2018 and December 31, 2017 there were no unrecognized tax benefits recorded. The Bank does not expect the amount of unrecognized tax benefits to significantly change within the next twelve months. There were no interest or penalties recorded during 2018 or 2017. The Company is subject to U.S. federal income tax and is no longer subject to examination by taxing authorities for years before 2015. At December 31, 2018 and December 31, 2017, the Company has \$2,238,000 and \$2,328,000 of alternative minimum tax credit (AMTC) carryforwards which do not expire and are now carried as tax receivables on the balance sheet since, under the new federal law, the Company expects to recover the entire amount by 2022 via reduction of regular tax liability or refund. Pursuant to the new tax law, the Company expects to receive a refund of AMTC of approximately \$1,100,000 in 2019.

A reconciliation of the difference between federal income taxes and the amount computed by applying the statutory rate are as follows:

	Year ended December 31				
		2018		2017	
Taxes at statutory rate (2018: 21%; 2017: 34%)	\$	506,000	\$	777,000	
Effect of tax-exempt interest		(297,000)		(460,000)	
Effect of BOLI income		(36,000)		(59,000)	
Benefit due to enactment of federal tax reform		-		(28,000)	
Other		72,000		(27,759)	
	\$	245,000	\$	202,241	

#### NOTE 9 - LOAN COMMITMENTS AND STANDBY LETTERS OF CREDIT

Some financial instruments, such as loan commitments, credit lines, letters of credit, and overdraft protection, are issued to meet customer financing needs. These are agreements to provide credit or to support the credit of others, as long as conditions established in the contract are met, and usually have expiration dates. Commitments may expire without being used. Off-balance sheet risk to credit loss exists up to the face amount of these instruments, although material losses are not anticipated. The same credit policies are used to make such commitments as are used for loans, including obtaining collateral at exercise of the commitment.

At December 31, 2018 and 2017, the Bank had commitments to fund loans to customers and available unused lines of credit of \$21,547,000 and \$19,752,000, respectively. Commitments under outstanding standby letters of credit amounted to \$337,000 and \$337,000 at December 31, 2018 and 2017, respectively.

#### **NOTE 10 - REGULATORY MATTERS**

Banks are subject to regulatory capital requirements administered by federal banking agencies. Capital adequacy guidelines and prompt corrective action regulations involve quantitative measures of assets, liabilities, and certain off-balance sheet items calculated under regulatory accounting practices. Capital amounts and classifications are also subject to qualitative judgments by regulators. Failure to meet capital requirements can initiate regulatory action. The final rules implementing Basel Committee on Banking Supervision's capital guidelines for U.S. banks (Basel III rules) became effective for the Bank on January 1, 2015 with full compliance with all of the requirements being phased in over a multi-year schedule, and fully phased in by January 1, 2019. The net unrealized gain or loss on available-for-sale securities is not included in computing regulatory capital. The table below presents capital adequacy information assuming full phase-in of these new requirements, which includes the full 2.50% capital conservation buffer which will be required as of January 1, 2019. Management believes, as of December 31, 2018 and December 31 2017, the Bank meets all capital adequacy requirements to which it is subject.

Prompt corrective action regulations provide five classifications: well capitalized, adequately capitalized, undercapitalized, significantly undercapitalized, and critically undercapitalized, although these terms are not used to represent overall financial condition. If adequately capitalized, regulatory approval is required to accept brokered deposits. If undercapitalized, capital distributions are limited, as is asset growth and expansion, and capital restoration plans are required. At year-end 2018 and 2017, the most recent regulatory notifications categorized the Bank as well capitalized under the regulatory framework for prompt corrective action. There are no conditions or events since that notification that management believes have changed the institution's category.

To Be Well

Actual and required capital amounts (000's omitted) and ratios at year-end are presented below:

	Actua	al	Required For Capital Adequacy Purposes			F	Capitalized Prompt Co Action Reg	orrective	
	Amount	Ratio		Amount Ratio		Amount		Ratio	
<u>2018</u>									
Total capital to risk-weighted assets:	\$ 32,263	17.34%	\$	19,531	10.50%	\$	18,601	10.00%	
Tier 1 (Core) Capital to risk-weighted assets:	30,994	16.66		15,811	8.50		14,881	8.00	
Common Tier 1 to risk-weighted assets (CET1)	30,994	16.66		13,021	7.00		12,091	6.50	
Tier 1 (Core) Capital to average assets:	30,994	9.73		20,697	4.00		15,920	5.00	
<u>2017</u>									
Total capital to risk-weighted assets:	\$ 30,987	17.19%	\$	18,926	10.50%	\$	18,025	10.00%	
Tier 1 (Core) Capital to risk-weighted assets:	29,612	16.43		15,321	8.50		14,420	8.00	
Common Tier 1 to risk-weighted assets (CET1)	29,612	16.43		12,617	7.00		11,716	6.50	
Tier 1 (Core) Capital to average assets:	29,612	9.33		20,633	4.00		15,872	5.00	

#### **NOTE 11 - FAIR VALUE**

Fair value is the exchange price that would be received for an asset or paid to transfer a liability (exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. There are three levels of inputs that may be used to measure fair values:

- **Level 1** Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.
- **Level 2** Significant other observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data.
- **Level 3** Significant unobservable inputs that reflect a company's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

The Company used the following methods and significant assumptions to estimate the fair value of each type of financial instrument:

Securities: The fair value for securities are determined by quoted market prices, if available (Level 1). For securities where quoted prices are not available, fair values are calculated based on market prices of similar securities (Level 2). For securities where quoted prices or market prices of similar securities are not available, fair values are calculated using discounted cash flows or other market indicators (Level 3). Discounted cash flows are calculated using spread to swap and Treasury curves that are updated to incorporate loss severities, volatility, credit spread and optionality. During times when trading is more liquid, broker quotes are used (if available) to validate the model. Rating agency and industry research reports as well as defaults and deferrals on individual securities are reviewed and incorporated into the calculations. The Company had no securities designated as Level 3 securities at year-end 2018 and 2017.

Impaired Loans: The fair value of collateral dependent impaired loans with specific allocations of the allowance for loan losses is generally based on recent real estate valuations. These valuations may utilize a single valuation approach or a combination of approaches including comparable sales and the income approach. Adjustments are routinely made in the appraisal process by the appraisers to adjust for differences between the comparable sales and income data available. Such adjustments are usually significant and typically result in a Level 3 classification of the inputs for determining fair value. Impaired loans are evaluated on a quarterly basis for additional impairment and adjusted accordingly.

Other Real Estate Owned: Assets acquired through or instead of loan foreclosure are initially recorded at fair value less costs to sell when acquired, establishing a new cost basis. These assets are subsequently accounted for at lower of cost or fair value less estimated costs to sell. Fair value is commonly based on recent real estate valuations which are updated no less frequently than annually. These valuations may utilize a single valuation approach or a combination of approaches including comparable sales and the income approach. Adjustments are routinely made in the appraisal process by the independent appraisers to adjust for differences between the comparable sales and income data available. Such adjustments are usually significant and typically result in a Level 3 classification of the inputs for determining fair value. Real estate owned properties are evaluated on a quarterly basis for additional impairment and adjusted accordingly.

Valuations for both collateral-dependent impaired loans and real estate owned are performed by certified general appraisers (for commercial properties), certified residential appraisers, state licensed appraisers or licensed realtors (for residential properties) whose qualifications and licenses have been reviewed and verified by the Company. Once received, an administrator level or higher reviews the assumptions and approaches utilized in the valuation as well as the overall resulting fair value in comparison with independent data sources such as recent market data or industry-wide statistics. On an annual basis, the Company compares the actual selling price of collateral that has been sold to the most recent valuation to determine what additional adjustment should be made to the valuation to arrive at fair value. The most recent analysis performed indicated that a discount of 20% should be applied.

#### NOTE 11 - FAIR VALUE (Continued)

Assets and liabilities measured at fair value on a recurring basis are summarized below:

Fair Value Measurements at December 31 using:

<u>2018</u>	Ca	rrying Value	Level 1	Level 2	Level 3
U.S. Government and federal agency	\$	6,954,210	\$ -	\$ 6,954,210	\$ -
State and municipal		41,334,872	-	41,334,872	-
Mortgage-backed, residential		6,488,869	-	6,488,869	-
Corporate		4,133,223	-	4,133,223	-
Asset-backed securities		20,765	 	 20,765	 
Available-for-sale securities	\$	58,931,939	\$ 	\$ 58,931,939	\$ -
<u>2017</u>					
U.S. Government and federal agency	\$	8,057,577	\$ -	\$ 8,057,577	\$ -
State and municipal		50,502,624	-	50,502,624	-
Mortgage-backed, residential		8,428,531	-	8,428,531	-
Corporate		4,198,096	-	4,198,096	-
Asset-backed securities		94,247	 	 94,247	 
Available-for-sale securities	\$	71,281,075	\$ 	\$ 71,281,075	\$ -

Assets measured at fair value on a non-recurring basis are summarized below:

<u>December 31, 2018</u>	Leve	el 1 Le	vel 2	Level 3	
Impaired Loans	-				
Residential mortgages	\$	\$	\$	164,811	
Commercial					
Real estate secured		-	-	129,195	
Non-real estate secured		<u> </u>	<u>-</u>	-	
Total impaired loans		<del>_</del>	<u>-</u>	294,006	
Other Real Estate Owned					
Commercial real estate		<u> </u>	<u> </u>	-	
Total impaired loans / other real estate owned	\$	- \$	- \$	294,006	

#### NOTE 11 - FAIR VALUE (Continued)

<u>December 31, 2017</u>	Level 1	Level 2		Level 3
Impaired Loans				
Residential real estate				
Residential mortgages	\$	\$	\$	174,371
Commercial				
Real estate secured		-	-	443,650
Non-real estate secured		<u>-</u>	<u>-</u>	-
Total impaired loans		<u>-</u>	<u>-</u>	618,021
Other Real Estate Owned				
Commercial real estate		<u>-</u>	<u>-</u>	<u> </u>
Total impaired loans / other real estate owned	\$	<u>\$</u>	\$	618.021

As discussed previously, the fair values of impaired loans carried at fair value are determined by third party appraisals. Management makes adjustments to these appraised values based on the age of the appraisal. Quantitative information about level 3 fair value measurements is presented if there are large or complex classes of financial instruments measured at fair value on a non-recurring basis. No such information is deemed significant for 2018 or 2017.

Impaired loans, which are measured for impairment using the fair value of the collateral for collateral dependent loans, a level 3 value, had a carrying amount of \$755,000 prior to a valuation allowance of \$461,000 at December 31, 2018, resulting in an additional allocation for loan losses of \$0 for the year ending December 31, 2018. At December 31, 2017, impaired loans had a carrying amount of \$1,264,000, prior to a valuation allowance of \$646,000, resulting in a reduction of allocation for loan losses of \$90,000 for the year ending December 31, 2017.

#### NOTE 11 - FAIR VALUE (Continued)

The methods and assumptions, not previously presented, used to estimate fair value are described as follows:

Carrying amount is the estimated fair value for cash and cash equivalents, interest-bearing deposits, short-term borrowings and accrued interest receivable and payable. The methods for determining the fair values for securities were described previously. For fixed and variable rate loans, fair value for 2018 was based upon the exit price notion where projected cash flows are discounted using interest rates and credit adjustments from a market participants' perspective. For 2017, discount rates applied to determine fair value were determined with reference to current market offering rates (entrance price). For interest-bearing deposits and for deposits with infrequent repricing or repricing limits, fair value is based on discounted cash flows using current market rates applied to the estimated life. Fair value of debt is based on current rates for similar financing. It was not practicable to determine the fair value of FHLB stock due to restrictions placed on its transferability. The fair value of off-balance sheet items is not considered material.

The carrying amounts, estimated fair values of financial instruments and fair value level are summarized as follows:

	<u>2018</u>					<u>2017</u>			
	Fair Value		Carrying		Estimated		Carrying	Estimated	
	Level		Amount		Fair Value		Amount	Fair Value	
Assets:									
Cash and cash equivalents	1	\$	16,622,069	\$	16,622,000	\$	10,028,704	\$ 10,029,000	
Interest-bearing deposits	2		19,056,000		18,783,000		28,181,000	28,075,000	
Securities - held-to-maturity	2		85,186		88,000		325,049	333,000	
Securities - available-for-sale	2		58,931,939		58,932,000		71,281,075	71,281,000	
Federal Home Loan Bank stock	N/A		1,580,800		NA		1,580,800	NA	
Loans, net	3		203,447,451		197,524,000		196,814,545	195,362,000	
Accrued interest receivable	2		1,264,885		1,265,000		1,344,219	1,344,000	
Liabilities:									
Deposits (Non Time Deposits)	1	\$	243,510,467	\$	243,510,000	\$	244,319,675	\$ 244,320,000	
Time Deposits	2		16,612,340		16,602,000		20,486,969	20,504,000	
Federal Home Loan Bank advances	2		26,000,000		25,880,000		30,000,000	29,538,000	
Accrued interest payable	2		46.687		47.000		45.628	46.000	

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# locations

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