

**TOWN OF MELBOURNE BEACH, FLORIDA
FINANCIAL STATEMENTS
SEPTEMBER 30, 2018**



TOWN COMMISSION

*Jim Simmons, Mayor
Tom Davis, Vice Mayor
Wyatt Hoover
Sherri Quarrie
Steve Walters*

TOWN CLERK

Nancy Wilson

FINANCE MANAGER

Elizabeth Mascaro

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INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor, Town Commission, and Town Manager,
Town of Melbourne Beach, Florida:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Melbourne Beach, Florida, (the Town), as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Town's 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.

Auditors' Responsibility

Our responsibility is to express opinions 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 entity'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 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 financial statements.

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town, as of September 30, 2018, and the respective changes in financial position thereof and the respective budgetary comparison for the General and Building Department funds 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 and required supplementary information, as listed in 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.

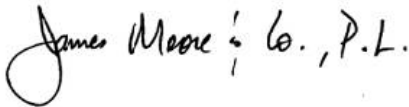
Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The combining nonmajor governmental funds financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining nonmajor governmental funds financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor governmental funds financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 12, 2019, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 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 Town's internal control over financial reporting and compliance.

James Moore & Co., P.L.

Daytona Beach, Florida
April 12, 2019

Town of Melbourne Beach, Florida Management's Discussion and Analysis

As management of the Town of Melbourne Beach (the Town), we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended September 30, 2018.

Financial Highlights

- The assets of the Town of Melbourne Beach exceeded its liabilities at the close of the 2018 fiscal year by \$7,419,511 (net position). Of this amount, \$5,741,753 is net investment in capital assets while restricted net position is \$73,732. \$1,604,026 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.
- The total net position increased \$791,799 from the previous year.
- As of the close of fiscal year 2018, the Town's governmental funds reported combined ending fund balances of \$3,519,330, an increase of \$703,212 in comparison with the prior year. While \$1,264,849 represents the portion restricted by outside parties, \$35,220 is committed by ordinance, and \$220,952 is assigned for capital improvements, \$1,961,866 of the governmental funds balance is available for spending at the government's discretion (unassigned fund balance). An additional \$36,443 of governmental fund balance is non-spendable for current obligations.
- At the end of the 2018 fiscal year, unassigned fund balance for the general fund was \$1,961,866 or 68.7% of total general fund expenditures.
- The Town's total long term liabilities decreased by \$311,409 during the 2018 fiscal year. This reflects the repayment of outstanding balances for bonds, notes and capital leases.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Town's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave). The governmental activities of the Town include general government, public safety, physical environment, and recreation. The government-wide financial statements can be found on pages 12-13 of this report.

Fund financial statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into two categories: governmental funds and fiduciary funds.

Governmental funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town maintains 13 individual governmental funds, including the General Fund, Capital Projects Fund, two Debt Service Funds (combined), Building Department, Police Education, Police Donations, Law Enforcement Forfeiture, Building Education, Stormwater Utility, Historic Preservation, and Old Town Hall. The General Fund, Stormwater Utility Fund, two Debt Service Funds (combined), Building Department, and Capital Projects Fund are reported as major funds.

Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the major funds. Data from the non-major governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

The Town adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget. The basic governmental fund financial statements can be found on pages 14-17 of this report.

Fiduciary funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The basic fiduciary fund financial statements can be found on pages 20-21 of this report.

Notes to the financial statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 22-4 of this report.

Other information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Town's progress in funding its obligation to provide pension benefits and other post-employment benefits to its employees. Required supplementary information can be found on pages 47-52 of this report.

The combining statements referred to earlier in connection with non-major governmental funds are presented immediately following the required supplementary information. Combining and individual fund statements and schedules can be found on pages 53-54 of this report.

Government-wide Financial Analysis

The following is a summary of the Town's governmental activities net position for each of the past two years:

	<u>2018</u>	<u>2017</u>
Assets		
Current and other assets	\$ 3,759,195	\$ 2,968,374
Capital assets, net	<u>8,491,547</u>	<u>8,624,784</u>
	<u>\$ 12,250,742</u>	<u>\$ 11,593,158</u>
Total assets		
Deferred outflows of resources	<u>\$ 577,380</u>	<u>\$ 397,812</u>
Liabilities		
Current liabilities	\$ 223,810	\$ 114,564
Noncurrent liabilities	<u>5,077,450</u>	<u>5,148,373</u>
Total liabilities	<u>\$ 5,301,260</u>	<u>\$ 5,262,937</u>
Deferred inflows of resources	<u>\$ 107,351</u>	<u>\$ 85,867</u>
Net position		
Net investment in capital assets	\$ 5,741,753	\$ 5,562,346
Restricted	73,732	61,026
Unrestricted	<u>1,604,026</u>	<u>1,018,794</u>
Total net position	<u>\$ 7,419,511</u>	<u>\$ 6,642,166</u>

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town, assets exceeded liabilities by \$7,419,511 at the close of the 2018 fiscal year. By far the largest portion of the Town's net position (77.395% percent) reflects its investment in capital assets (e.g., land, buildings, machinery and equipment, infrastructure and improvements), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's net investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Of the remaining net position, \$73,732 represents resources that are subject to external restrictions on how they may be used. These restrictions relate primarily to externally imposed restrictions on funding for debt and capital purposes. The remaining balance of the net position which represents amounts available to meet the Town's ongoing obligations to citizens and creditors at the discretion of the Commission is \$1,604,026 for the 2018 fiscal year.

The following is a summary of the changes in the Town's governmental activities net position for each of the past two years:

	<u>2018</u>	<u>2017</u>
Revenues:		
Program Revenues:		
Charges for Services	\$ 316,402	\$ 384,841
Operating Grants	647,223	60,379
Capital Grants	7,957	9,029
General Revenues:		
Property taxes	1,878,423	1,757,888
Sales and use taxes	322,780	304,906
Franchise and utility taxes	235,169	237,202
Public services taxes	312,940	304,862
Insurance premium taxes	78,809	36,787
State revenue sharing	83,448	80,766
Investment earnings (loss)	14,659	4,722
Miscellaneous revenues	13,392	22,351
Total Revenues	<u>3,911,202</u>	<u>3,203,733</u>
Expenses:		
General government	967,806	898,463
Public safety	1,483,816	1,444,594
Physical environment	401,647	400,301
Culture/recreation	107,539	95,907
Interest on long-term debt	158,595	183,099
Total Expenses	<u>3,119,403</u>	<u>3,022,364</u>
Changes in net position	791,799	181,369
Beginning net position	<u>6,627,712</u>	<u>6,460,797</u>
Ending net position	<u>\$ 7,419,511</u>	<u>\$ 6,642,166</u>

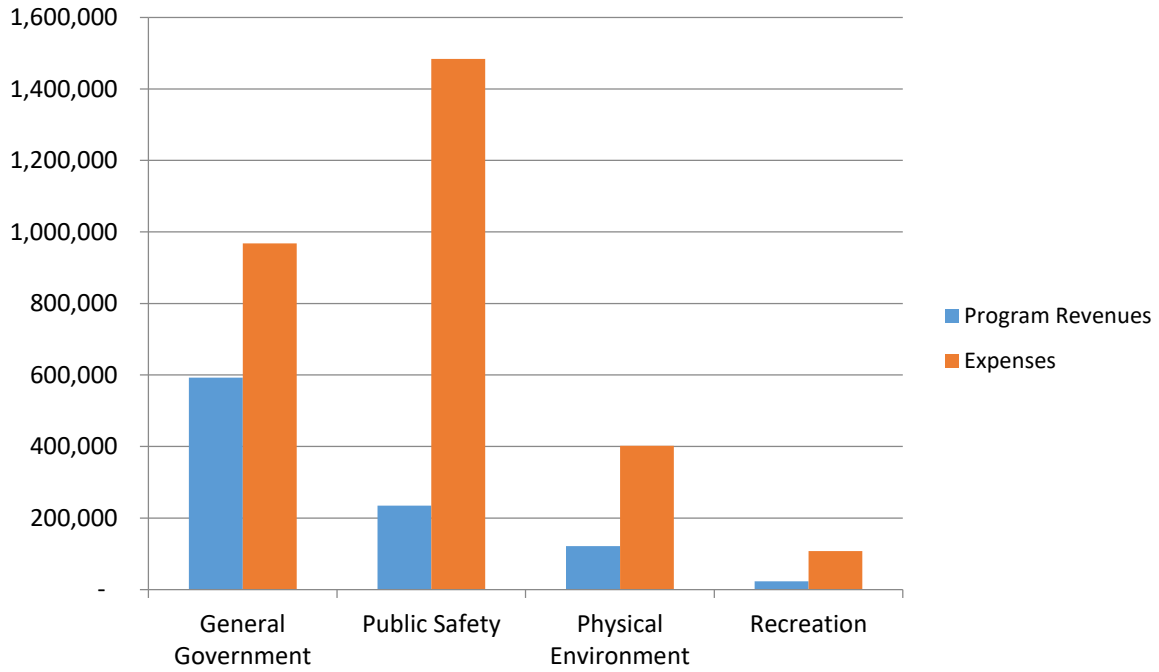
Governmental activities

Governmental activities increased the Town's net position by \$791,799. This amount is primarily attributable to increases in general revenues including property and charges for other services for special events, public safety services and fines.

- The Town's total revenues related to governmental activities increased by approximately \$707,379 from the prior year. Factors that contributed to an increase in revenues are an increase in property taxes of \$120,535 and a grant from FEMA stormwater repairs from Hurricane Irma of \$586,844.
- Expenses related to governmental activities increased by \$97,039 from the prior year. This is related to an increase in public safety for radios for the Police and Fire Departments, along with a new Police server and camera system. The Fire Department purchased turnout gear and an air compressor. The Town contributed funds to upgrade the pier along with the funds received by the F.I.N.D. grant. Town Hall also had the electronic controls upgraded for the HVAC.

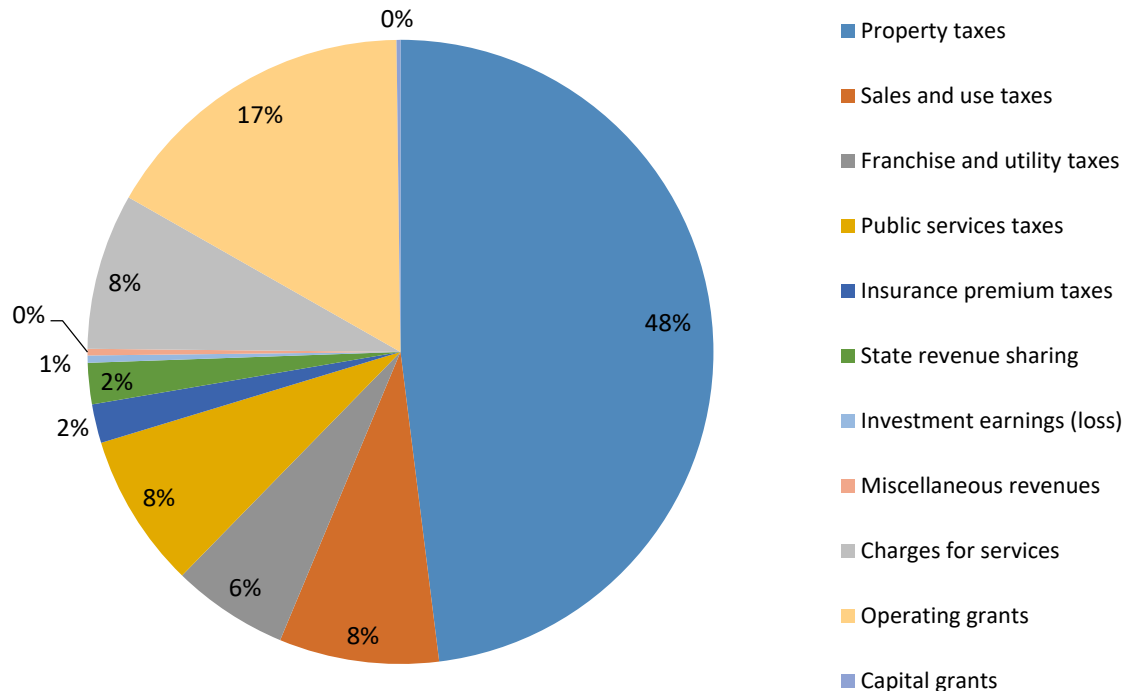
Expenses and Program Revenues - Governmental Activities

The following chart summarizes the Town's program revenues and expenses by function:



Revenues by Source - Governmental Activities

The following chart summarizes the Town's revenues by source:



Financial Analysis of the Government's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds

The focus of the Town's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the fiscal year 2018, the Town's governmental funds reported combined ending fund balances of \$3,519,330, an increase of \$703,212 in comparison with the prior year. As of the end of fiscal year 2018, \$36,443 of the fund balance is designated as non-spendable to indicate that it is not available for new spending because it has already been spent on prepaid items. A portion of the fund balances is restricted in use by outside parties for the following: \$58,680 for debt purposes; \$6,232 for historic preservation; \$1,167,968 for stormwater construction; \$13,098 for education; \$1,429 for law enforcement; and \$17,442 building department operations. \$35,220 is committed by ordinance for stormwater utility management. Additionally, \$220,902 has been assigned by the Town Commission for capital improvements. The remaining amount, \$1,961,866 constitutes unassigned fund balance, which is available for spending at the government's discretion.

The General Fund is the chief operating fund of the Town. At the end of the 2018 fiscal year, unassigned fund balance of the general fund was \$1,961,866 while total general fund balance was \$1,998,309. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. An excess of revenues over expenditures of \$548,143 was offset by \$129,616 of transfers to the debt service fund for debt payments and transfers of \$272,136 to the capital projects fund for capital improvements.

The Stormwater Utility Fund has a fund balance of \$35,220. The net change in fund balance during the current year in the stormwater utility fund was \$(101,799). The decrease was related to several stormwater projects completed in Fiscal year 2018 on Ocean Ave, Oak & Cherry, Dogwood & Rosewood, Riverside & Avenue A, and Rosewood & Elm. Total construction costs and related constructions cost totaled \$286,602. \$90,590 was transferred from the Town's reserve account and an additional \$126,037 was obligated by FEMA to fund the stormwater projects.

The Capital Projects Fund has a fund balance of \$1,395,152. The net change in fund balance during the current year in the capital projects fund was \$647,314. The Capital Projects Funds was obligated by FEMA for \$647,223, which allowed the fund to remain fairly constant, even though the fund used \$566,195 last year for paving. An additional \$52,000 was allocated toward paving but was later moved into long term capital to allow for a larger paving project in the future.

The Debt Service Fund has a fund balance of \$58,680. The net change during the current year in the debt service fund was \$11,930. The increase was due to the collection funds greater than the amount due for FY2018. The additional monies collected will be used to prepay the debt.

The Nonmajor Funds have a fund balance of \$31,969 at the end of the year. The net change during the current year in the funds was (\$624). The decrease was due to expenses in the Police Donation Fund and Historic Preservation. The expenses in the Historic Preservation Fund were offset by revenues generated from their lecture series.

General Fund Budgetary Highlights

Although the Town inputs the budget by line item, the tracking of the budget is done at the department level. Department budgeting allows management to check budgets for negatives by classifications in accordance with the State of Florida's Uniform Accounting System Manual.

Capital Asset and Debt Administration

Capital assets. The Town's investment in capital assets for its governmental funds as of September 30, 2018, amounts to \$8,491,547 (net of accumulated depreciation). This represents a net decrease of \$133,237. The current year additions include \$113,216 of buildings and improvements, \$62,871 of equipment, and \$21,986 of infrastructure. The Town had one project under construction at the end of 2018 totaling \$4,337. These additions were offset by current year depreciation expense which totaled \$528,647.

The following summaries the Town's capital assets as of September 30, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
Capital assets, not being depreciated –		
Land	\$ 897,742	\$ 897,742
Construction in progress	4,337	-
Total capital assets, not being depreciated	<u>902,079</u>	<u>897,742</u>
Capital assets, being depreciated –		
Buildings and improvements	4,474,299	4,361,083
Equipment	2,074,584	2,112,763
Infrastructure	6,283,041	6,068,055
Total capital assets, being depreciated	<u>12,831,924</u>	<u>12,541,901</u>
Less: accumulated depreciation	<u>(5,242,456)</u>	<u>(4,814,859)</u>
Total capital assets, being depreciated, net	<u>7,589,468</u>	<u>7,727,042</u>
Governmental activities capital assets, net	<u>\$ 8,491,547</u>	<u>\$ 8,624,784</u>

Additional information on the Town's capital assets can be found in Note 6 on page 32 of this report.

Long-term Debt. At the end of the 2018 fiscal year, the Town had total bonded debt and notes payable principal outstanding of \$3,272,748.

The following summaries the Town's long-term debt (excluding the net pension liability and total OPEB liability) as of September 30, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
Notes and bonds payable	\$ 3,169,000	\$ 3,412,000
Les deferred amounts:		
Original issue premium	141,417	155,470
Original issue (discount)	(37,669)	(43,609)
Total notes and bonds payable	<u>3,272,748</u>	<u>3,523,861</u>
Capital leases	180,064	249,396
Compensated absences	191,026	181,990
Total	<u>\$ 3,643,838</u>	<u>\$ 3,955,247</u>

The Town's long-term liabilities decreased by \$311,409 during the current fiscal year. This decrease was attributable to repayment of bonds, notes, and capital leases.

Additional information on the Town's long-term liabilities can be found in Notes 7 and 8 on pages 33-34 of this report.

Economic Factors and Next Year's Budgets and Rates

The Town Commission approved a millage rate of 4.2766 for Fiscal Year 2018. The millage rate for Fiscal Year 2017 was 4.2750. The taxable value of real property increased by 6.88% percent for Fiscal Year 2018 and is expected to increase in Fiscal Year 2019.

Other Factors

The Town continues to experience major remodeling and rebuilding on existing home sites. The Town had 9 new homes constructed, 14 renovations of \$25,000-\$50,000 and 12 renovations over \$50,000. The Town issued 817 permits and increase of 38% over FY2018. Inspections increased 74% generating \$175,758 in building department revenue, an increase of 39% over last year. We anticipate these trends to continue into FY2019.

Cost increases are anticipated for FY2019 with stormwater projects given a high priority. The general operating expense of the Town will increase slightly. The Town's capital expenditures will increase over last year with a major focus on the playground in Ryckman Park. The Town will reserve an additional \$50,000 toward the park makeover. Public Works is in need of a truck and the Police Department needs to replace an aging vehicle. The Town will continue rebuilding two dune crossovers and has committed to mil and pave one additional mile of road. The Police and Fire Departments will continue to purchase radios for dispatch and communication as their current radios will soon become obsolete. The Town will move funds into long term capital for the refurbishment of engine 58, bunker gear for fire fighters, town hall painting, town hall roof replacement and painting the community center.

Requests for Information

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Manager, 507 Ocean Avenue, Melbourne Beach, Florida 32951.

TOWN OF MELBOURNE BEACH, FLORIDA
STATEMENT OF NET POSITION - GOVERNMENTAL ACTIVITIES
SEPTEMBER 30, 2018

ASSETS	
Cash and cash equivalents	\$ 2,502,052
Investments	438,374
Receivables, net	119,982
Due from other governments	662,344
Prepays	36,443
Capital assets:	
Non-depreciable capital assets	902,079
Other capital assets, net of depreciation	7,589,468
Total assets	<u>\$ 12,250,742</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to pensions	<u>\$ 577,380</u>
LIABILITIES	
Accounts payable	\$ 143,712
Accrued payroll and employee benefits	41,217
Customer deposits	6,357
Unearned revenue	9,375
Accrued interest payable	23,149
Noncurrent liabilities:	
Due within one year:	
Bonds and notes payable	181,000
Capital leases	62,047
Compensated absences	95,513
Due in more than one year:	
Bonds and notes payable	3,091,748
Capital leases	118,017
Compensated absences	95,513
Total OPEB liability	24,888
Net pension liability	1,408,724
Total liabilities	<u>\$ 5,301,260</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows related to pensions	<u>\$ 107,351</u>
NET POSITION	
Net investment in capital assets	\$ 5,741,753
Restricted for:	
Debt service	35,531
Capital projects	23,674
Law enforcement	12,244
Building department education	2,283
Unrestricted	1,604,026
Total net position	<u>\$ 7,419,511</u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
Governmental activities:					
General government	\$ 967,806	\$ 18,276	\$ 574,164	\$ -	\$ (375,366)
Public safety	1,483,816	220,484	13,121	1,100	(1,249,111)
Physical environment	401,647	56,167	58,416	6,857	(280,207)
Culture and recreation	107,539	21,475	1,522	-	(84,542)
Interest on long-term debt	158,595	-	-	-	(158,595)
Total governmental activities	<u>\$ 3,119,403</u>	<u>\$ 316,402</u>	<u>\$ 647,223</u>	<u>\$ 7,957</u>	<u>(2,147,821)</u>
General revenues:					
Property taxes					1,878,423
Sales and use taxes					322,780
Franchise and utility taxes					235,169
Public service taxes					312,940
Insurance premium taxes					78,809
State revenue sharing					83,448
Investment earnings (loss)					14,659
Miscellaneous revenues					13,392
Total general revenues and transfers					<u>2,939,620</u>
Change in net position					791,799
Net position - beginning of year, as restated					6,627,712
Net position - end of year					<u>\$ 7,419,511</u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2018**

	<u>General</u>	<u>Stormwater Utility</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Nonmajor Governmental</u>	<u>Total Governmental Funds</u>
ASSETS						
Cash and cash equivalents	\$ 1,370,144	\$ 109,820	\$ 58,680	\$ 931,439	\$ 31,969	\$ 2,502,052
Investments	438,374	-	-	-	-	438,374
Receivables, net	119,982	-	-	-	-	119,982
Due from other governments	71,357	126,037	-	464,950	-	662,344
Due from other funds	90,590	-	-	-	-	90,590
Prepaid items	36,443	-	-	-	-	36,443
Total assets	<u>\$ 2,126,890</u>	<u>\$ 235,857</u>	<u>\$ 58,680</u>	<u>\$ 1,396,389</u>	<u>\$ 31,969</u>	<u>\$ 3,849,785</u>
LIABILITIES						
Accounts payable	\$ 32,428	\$ 110,047	\$ -	\$ 1,237	\$ -	\$ 143,712
Accrued liabilities	41,217	-	-	-	-	41,217
Customer deposits	6,357	-	-	-	-	6,357
Unearned revenue	9,375	-	-	-	-	9,375
Due to other funds	-	90,590	-	-	-	90,590
Total liabilities	<u>89,377</u>	<u>200,637</u>	<u>-</u>	<u>1,237</u>	<u>-</u>	<u>291,251</u>
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenues	39,204	-	-	-	-	39,204
FUND BALANCES						
Nonspendable:						
Prepaid items	36,443	-	-	-	-	36,443
Restricted for:						
Debt service	-	-	58,680	-	-	58,680
Historic preservation	-	-	-	6,232	-	6,232
Stormwater construction	-	-	-	1,167,968	-	1,167,968
Law enforcement	-	-	-	-	1,429	1,429
Law enforcement education	-	-	-	-	10,815	10,815
Building department education	-	-	-	-	2,283	2,283
Old Town Hall	-	-	-	-	17,442	17,442
Committed to:						
Stormwater utility	-	35,220	-	-	-	35,220
Assigned to:						
Capital improvements	-	-	-	220,952	-	220,952
Unassigned	1,961,866	-	-	-	-	1,961,866
Total fund balances	<u>1,998,309</u>	<u>35,220</u>	<u>58,680</u>	<u>1,395,152</u>	<u>31,969</u>	<u>3,519,330</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 2,126,890</u>	<u>\$ 235,857</u>	<u>\$ 58,680</u>	<u>\$ 1,396,389</u>	<u>\$ 31,969</u>	<u>\$ 3,849,785</u>

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF MELBOURNE BEACH, FLORIDA
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2018

Fund balances - total governmental funds \$ 3,519,330

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

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

Total governmental capital assets	13,734,003	
Less: accumulated depreciation	<u>(5,242,456)</u>	8,491,547

On the governmental fund statements, a net pension liability is not recorded until an amount is due and payable and the pension plan's fiduciary net position is not sufficient for payment of those benefits (no such liability exists at the end of the current fiscal year). On the Statement of Net Position, the Town's net pension liability of the defined benefit pension plans is reported as a noncurrent liability. Additionally, deferred outflows and deferred inflows related to pensions are also reported.

Net pension liability	(1,408,724)	
Deferred outflows related to pensions	577,380	
Deferred inflows related to pensions	<u>(107,351)</u>	(938,695)

Because some of the Town's revenues will not be collected for several months after the close of the Town's fiscal year end, they are not considered as "available" revenues in the governmental funds, and therefore, reported as deferred inflows of unavailable revenues. In the statement of net position, which is presented on an accrual basis, no deferral is reported since the revenue is fully recognized in the statement of activities.

39,204

Long-term liabilities, including bonds payable and notes payable, are not due and payable in the current period and, therefore, are not reported in the funds. These liabilities and other long-term liabilities consist of the following:

Bonds and notes payable	(3,169,000)	
Discounts (premiums) on bonds and notes payable	(103,748)	
Capital leases payable	(180,064)	
Accrued interest payable	(23,149)	
Total OPEB liability	(24,888)	
Compensated absences	<u>(191,026)</u>	(3,691,875)

Net position of governmental activities \$ 7,419,511

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF MELBOURNE BEACH, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2018

	General	Stormwater Utility	Debt Service	Capital Projects	Nonmajor Governmental	Total Governmental Funds
Revenues						
Taxes	\$ 2,413,531	\$ -	\$ 281,047	\$ -	\$ -	\$ 2,694,578
Licenses and permits	13,561	-	-	-	544	14,105
Intergovernmental	305,416	126,037	-	464,950	-	896,403
Charges for services	203,573	56,167	-	-	-	259,740
Fines and forfeitures	13,912	-	-	-	437	14,349
Interest revenues (loss)	14,659	-	-	-	-	14,659
Miscellaneous	37,749	-	-	1,881	1,204	40,834
Total revenues	<u>3,002,401</u>	<u>182,204</u>	<u>281,047</u>	<u>466,831</u>	<u>2,185</u>	<u>3,934,668</u>
Expenditures						
Current:						
General government	651,240	-	-	-	-	651,240
Public safety	1,348,971	-	-	-	2,471	1,351,442
Parks and recreation	10,468	-	-	-	338	10,806
Physical environment	264,409	71,218	-	4,074	-	339,701
Capital outlay	95,046	212,785	-	87,579	-	395,410
Debt service						
Principal	69,332	-	243,000	-	-	312,332
Interest and fiscal charges	14,792	-	154,983	-	-	169,775
Other costs	-	-	750	-	-	750
Total expenditures	<u>2,454,258</u>	<u>284,003</u>	<u>398,733</u>	<u>91,653</u>	<u>2,809</u>	<u>3,231,456</u>
Excess (deficiency) of revenues over (under) expenditures	<u>548,143</u>	<u>(101,799)</u>	<u>(117,686)</u>	<u>375,178</u>	<u>(624)</u>	<u>703,212</u>
Other financing sources (uses)						
Transfers in	-	-	129,616	272,136	-	401,752
Transfers out	(401,752)	-	-	-	-	(401,752)
Total other financing sources (uses)	<u>(401,752)</u>	<u>-</u>	<u>129,616</u>	<u>272,136</u>	<u>-</u>	<u>-</u>
Net change in fund balances	<u>146,391</u>	<u>(101,799)</u>	<u>11,930</u>	<u>647,314</u>	<u>(624)</u>	<u>703,212</u>
Fund balances, beginning of year	1,851,918	137,019	46,750	747,838	32,593	2,816,118
Fund balances, end of year	<u>\$ 1,998,309</u>	<u>\$ 35,220</u>	<u>\$ 58,680</u>	<u>\$ 1,395,152</u>	<u>\$ 31,969</u>	<u>\$ 3,519,330</u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

Net change in fund balances - total governmental funds	\$	703,212
Differences in amounts reported for governmental activities in the statement of activities are:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.		
Capital outlay expenditures		395,410
Depreciation expense		(528,647)
Bond and loan proceeds are reported as financing sources in the governmental funds. However, the issuance of debt is reported as long-term debt payable in the statement of net position. Repayment of bond and note principal is an expenditure in the governmental funds, but the repayment of debt principal reduces long-term liabilities in the statement of net position. These amounts are as follows:		
Principal repayment of general long-term debt		312,332
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the fund statements:		
Collection of grant receivable reported as deferred inflow in prior year		(23,466)
Governmental funds report contributions to defined benefit pension plans as expenditures. However, in the Statement of Activities, the amount contributed to defined benefit pension plans reduces future net pension liability. Also included in pension expense in the Statement of Activities are amounts required to be amortized.		
Change in net pension liability and deferred inflows/outflows related to pensions		(63,514)
Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available financial resources. In the statement of activities, however, which is presented on the accrual basis, expenses and liabilities are reported regardless of when financial resources are available. These adjustments are as follows:		
Change in accrued interest on long-term debt and amortization of discounts (premiums)		9,942
Change in compensated absences liability		(9,036)
Change in net position of governmental activities	\$	<u>791,799</u>

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF MELBOURNE BEACH, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2018

	<u>Budgeted Amounts</u>			Variance with
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	Final Budget - Positive (Negative)
REVENUES				
Taxes	\$ 2,344,391	\$ 2,344,391	\$ 2,413,531	\$ 69,140
Licenses and permits	15,050	15,050	13,561	(1,489)
Intergovernmental	260,700	260,700	305,416	44,716
Charges for services	141,949	141,949	203,573	61,624
Fines and forfeitures	15,750	15,750	13,912	(1,838)
Interest revenues	3,700	3,700	14,659	10,959
Miscellaneous	37,835	37,835	37,749	(86)
Total revenues	<u>2,819,375</u>	<u>2,819,375</u>	<u>3,002,401</u>	<u>183,026</u>
Expenditures				
Current:				
General Government:				
Legislative	112,313	110,313	102,737	7,576
Executive	138,594	126,594	124,537	2,057
Finance	111,196	107,196	99,474	7,722
Legal	77,575	77,575	70,743	6,832
Grants and special projects	26,000	26,000	8,280	17,720
Contingency and other	403,521	429,521	246,468	183,053
Public Safety:				
Police	1,088,769	1,092,769	1,123,604	(30,835)
Fire	207,266	201,266	194,172	7,094
Building	128,514	128,514	149,918	(21,404)
Code enforcement	9,040	9,040	7,643	1,397
Parks and recreation	111,650	113,650	62,273	51,377
Physical environment	326,386	324,386	264,409	59,977
Total expenditures	<u>2,740,824</u>	<u>2,746,824</u>	<u>2,454,258</u>	<u>292,566</u>
Excess (deficiency) of revenues over (under) expenditures	<u>78,551</u>	<u>72,551</u>	<u>548,143</u>	<u>475,592</u>
Other financing sources (uses)				
Transfers out	(129,553)	(129,553)	(401,752)	(272,199)
Net change in fund balances	<u>(51,002)</u>	<u>(57,002)</u>	<u>146,391</u>	<u>203,393</u>
Fund balances, beginning of year	1,851,918	1,851,918	1,851,918	-
Fund balances, end of year	<u>\$ 1,800,916</u>	<u>\$ 1,794,916</u>	<u>\$ 1,998,309</u>	<u>\$ 203,393</u>

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF MELBOURNE BEACH, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - STORMWATER UTILITY FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget - Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Intergovernmental	\$ -	\$ -	\$ 126,037	\$ 126,037
Charges for services	55,000	55,000	56,167	1,167
Total revenues	<u>55,000</u>	<u>55,000</u>	<u>182,204</u>	<u>127,204</u>
Expenditures				
Current:				
Physical environment	55,000	55,000	284,003	(229,003)
Total expenditures	<u>55,000</u>	<u>55,000</u>	<u>284,003</u>	<u>(229,003)</u>
Net change in fund balances	<u>-</u>	<u>-</u>	<u>(101,799)</u>	<u>(101,799)</u>
Fund balances, beginning of year	137,019	137,019	137,019	-
Fund deficits, end of year	<u>\$ 137,019</u>	<u>\$ 137,019</u>	<u>\$ 35,220</u>	<u>\$ (101,799)</u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA
 STATEMENT OF FIDUCIARY NET POSITION
 FIDUCIARY FUNDS
 SEPTEMBER 30, 2018**

	Municipal Police Officers' Retirement Trust Fund
ASSETS	
Cash and cash equivalents with trustee	\$ 29,257
Investments, at fair value	
Mutual and pooled funds	3,308,165
Total assets	\$ 3,338,137
 NET POSITION	
Restricted for pensions	\$ 3,338,137

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF MELBOURNE BEACH, FLORIDA
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2018

	Municipal Police Officers' Retirement Trust Fund
Additions	
Contributions:	
Employer	\$ 196,123
Plan members	28,500
State - insurance premium taxes	78,809
Total contributions	303,432
Investment earnings:	
Net appreciation (depreciation) in fair value of investments	205,798
Total additions	568,738
Deductions	
Benefit payments	297,428
Administrative expenses	24,645
Total deductions	322,073
Change in net position	246,665
Net position restricted for pensions, beginning of year	3,091,472
Net position restricted for pensions, end of year	\$ 3,338,137

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(1) **Summary of Significant Accounting Policies:**

The financial statements of the Town of Melbourne Beach, Florida (the Town), have been prepared in accordance with accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted body for promulgating governmental accounting and financial reporting principles. The following is a summary of the Town's significant accounting policies:

(a) **Reporting entity**—The Town is a municipal corporation created by the Laws of Florida, located in Brevard County. The Town was originally incorporated under the general Laws of Florida in 1923, and adopted its first charter in November 1973, under the provisions of Chapter 9833, Laws of Florida, Acts of 1923. The legislative branch of the Town is composed of an elected five-member Town Commission consisting of the Mayor and four commissioners. The Town Commission is governed by the Town Charter and by state and local laws and regulations. The Town Commission is responsible for the establishment and adoption of policy. The execution of such policy is the responsibility of the Commission-appointed Town Manager.

The accompanying financial statements present the financial position, results of operations, and cash flows of the applicable funds governed by the Town Commission of the Town, the reporting entity of government for which the Town Commission is considered to be financially accountable. In evaluating the Town as a reporting entity, management has addressed all potential component units that may or may not fall within the Town's oversight and control, and thus, be included in the Town's financial statements. No such entities or component units have been identified.

(b) **Government-wide and fund financial statements**—The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as either governmental or business-type. In the government-wide statement of net position, the governmental activities are presented on a consolidated basis and are reflected, on a full accrual, economic resource basis, which incorporates long term assets and receivables as well as long term debt and obligations. The Town has no business-type activities.

The government-wide statement of activities reflects both the gross and net costs per functional category (public safety, physical environment, etc.), which are otherwise being supported by general government revenues (property, sales taxes, certain intergovernmental revenues, etc.). The statement of activities reduces gross expenses (including depreciation) by the related program revenues, operating and capital grants. The program revenues must be directly associated with the function or a business-type activity. The operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

The net cost (by function) is normally covered by general revenue (property, sales taxes, intergovernmental revenues, interest income, etc.). This government-wide focus is more on the sustainability of the Town as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The fund financial statements emphasize the major funds of the Town.

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(1) **Summary of Significant Accounting Policies:** (Continued)

The governmental funds' major fund statements in the fund financial statements are presented on a current financial resource and modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. This presentation is deemed most appropriate to demonstrate legal compliance and demonstrate how the Town's actual experience conforms to the budgeted fiscal plan. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statement, a reconciliation is presented on the page following the Governmental Funds – Balance Sheet and the Governmental Funds – Statement of Revenues, Expenditures, and Changes in Fund Balances, which briefly explains the adjustments necessary to transform the fund-based financial statements into the government-wide presentation.

The Town's fiduciary fund is presented in the fund financial statements by type (pension). Since, by definition, these assets are being held for the benefit of a third party (other local governments, private parties, pension participants, etc.) and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements.

As a general rule, the effect of interfund Town activities has been eliminated from the government-wide financial statements.

(c) **Measurement focus and basis of accounting**—The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using *the current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and pensions, are recorded only when payment is due.

Taxes, intergovernmental revenue, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. All other revenue items are considered to be measurable and available only when cash is received by the government.

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(1) **Summary of Significant Accounting Policies:** (Continued)

(d) **Financial statement presentation**—The financial transactions of the Town are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, deferred outflows, liabilities, deferred inflows, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The GASB Codification sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of all funds combined) for the determination of major funds.

The Town reports the following major governmental funds:

The **General Fund** accounts for all financial transactions not accounted for in other funds. The majority of current operating expenditures of the Town are financed through revenues received by the General Fund.

The **Stormwater Utility Fund** is a special revenue fund which accounts for the financial resources related to the Town's stormwater utility system.

The **Debt Service Fund** is used to account for the accumulation of resources for, and payment of, general long-term debt principal, interest, and related costs. This fund type is used to provide for the debt service requirements of the Town's governmental long-term debt. The Town operates multiple debt service funds that account for all general fund debt service expenses.

The **Capital Projects Fund** is used to account for financial resources that are restricted, committed, or assigned to expenditure for capital outlay, including the acquisition or construction of capital facilities or other capital assets. The Town operates multiple capital projects funds that account for all general fund capital outlay expenses.

Additionally, the Town reports the following fiduciary fund:

The **Pension Trust Fund** accounts for the financial activities of the Police Officers' Retirement Trust Fund, which accumulates financial resources to pay pension benefits to qualified police officers.

(e) **Budgets and budgetary accounting**—Annual budgets for all governmental funds were adopted in compliance with Florida law. The basis on which the budgets are prepared is consistent with the basis of accounting utilized by the various fund types. The governmental funds' budgets are prepared on the modified accrual basis of accounting. The Town uses the following procedures in establishing the budgetary data reflected in the accompanying financial statements:

- i. Prior to September 1st, the Town Manager submits a preliminary budget to the Town Commission for the ensuing fiscal year.
- ii. Budget workshop sessions are scheduled by the Town Commission, as needed.
- iii. A general summary of the budget and notice of public hearing is published in a local newspaper.

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(1) **Summary of Significant Accounting Policies:** (Continued)

- iv. Prior to October 1st, the budget is legally enacted through passage of a resolution.
- v. The Town Commission, by resolution, may make supplemental appropriations in excess of those estimated for the year up to the amount of available revenue. Prior to the end of the fiscal year, supplemental appropriations are made for unanticipated spending requirements by the Commission.
- vi. The Town Manager may make transfers within a department as long as the total budget for the department is not increased. Transfers of appropriations between departments require the approval of the Commission. The Town's Ordinance establishes the level at which expenditures may not exceed appropriations at the department level.
- vii. Every appropriation lapses at the close of the fiscal year.

The budgets for governmental funds that were either adopted or amended during the year by the Town Commission were prepared using the modified accrual basis of accounting in accordance with generally accepted accounting principles. Each of the Town's governmental funds have legally adopted budgets.

(f) **Use of estimates**—Management uses estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could vary from the estimates assumed in preparing the financial statements.

(g) **Deposits and investments**—The Town's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Investments are recorded at fair value in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income.

(h) **Receivables and payables**—Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

All trade and property tax receivables are reported net of an allowance for uncollectible accounts, which is based upon management's analysis of historical trends. All unpaid property taxes receivable at year end are at least 180 days past due, at which time the applicable property is subject to lien, and penalties and interest are assessed; therefore, these amounts are fully allowed for an no provision for taxes receivable has been made on the Town's financial statements.

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(1) **Summary of Significant Accounting Policies:** (Continued)

(i) **Capital assets**—Capital assets include property, plant, equipment and infrastructure assets. The terms general capital assets and general infrastructure assets relate only to the assets associated with governmental activities, whereas the terms capital assets and infrastructure assets relate to all such assets belonging to the Town.

Capital assets are defined by the Town as assets with an initial individual cost of \$1,000 or more and an estimated useful life of more than one year. Such assets are recorded at historical cost, if purchased or constructed. Contributed assets, including donations and easements or other intangible rights of use, are recorded at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are only capitalized if they meet the dollar threshold above for capitalization. Maintenance and repairs of capital assets are charged to operating expenses.

Depreciation is reported for the primary government using the straight-line method calculated on a service-life basis to amortize the cost of the asset over their estimated economic useful lives, which are as follows:

Assets	Years
Building Improvements	7-30 years
Buildings	25-40 years
Equipment	3-18 years
Infrastructure	20-50 years
Leased Property	3-12 years
Vehicles	5-15 years

(j) **Compensated absences**—It is the Town’s policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vacation and a portion of sick pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

(k) **Long-term obligations**—In the government-wide financial statements, long-term debt obligations are reported as liabilities, net of any outstanding premiums or discounts. Debt issuance costs are expensed when paid.

(l) **Deferred outflows/inflows of resources**—In addition to assets, the statement of financial position will, if required, report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the only item in this category consisted of deferred amounts related to pension, as discussed further in Note (10).

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Currently, the two items in this category are unavailable revenues, which will be recognized as inflows of resources in the period that the amounts become available, and deferred inflows of resources related to pensions, as discussed further in Note (10).

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(1) **Summary of Significant Accounting Policies:** (Continued)

(m) **Fund equity**—In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Those classifications are as follows:

Nonspendable – The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash such as inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property held for sale unless the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned.

Restricted – Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation (i.e. when the government assesses, levies, charges, or otherwise mandates payment of resources from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation.

Committed – Fund balance amounts that can only be used for specific purposes pursuant to constraints imposed by ordinance of the Town Commission are reported as committed fund balance. Those committed amounts cannot be used for any other purpose unless the Town removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

Assigned – Fund balance amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed, are reported as assigned fund balance, except for stabilization arrangements. Assignments can be made by the Town Commission or the Town Manager.

Unassigned – Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

For spendable resources, is the Town’s policy to use its resources in the following order as needed to fund expenses: restricted, committed, assigned, unrestricted.

(n) **Net position flow assumption**—Sometimes the Town will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to determine amounts reported as restricted and unrestricted net position, it is the Town’s policy to consider restricted net position to have been used before unrestricted net position is applied.

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
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(2) **Reconciliation of Government-Wide and Fund Financial Statement:**

(a) **Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position**—Following the governmental fund balance sheet is a reconciliation between fund balance – total governmental funds and net position – governmental activities as reported in the government-wide statement of net position. A detailed explanation of these differences is provided in this reconciliation.

(b) **Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities**—Following the governmental fund statement of revenues, expenditures, and changes in fund balances, there is a reconciliation between net changes in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. A detailed explanation of these differences is provided in this reconciliation.

(3) **Property Tax Calendar:**

Under Florida law, the assessment of all properties and collection of all county, municipal and school board property taxes are consolidated in the offices of the County Property Appraiser. State laws regulating tax assessment are designed to ensure a consistent property valuation method statewide and permit municipalities to levy property taxes at a rate of up to 10 mills. For the fiscal year ended September 30, 2018, the millage rate assessed by the Town was 4.2766 per \$1,000.

All property is assessed according to its fair market value on January 1 of each year. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of State statutes.

The current year taxes for the fiscal year, beginning October 1, are billed in the month of November and are due no later than March 31. On April 1, all unpaid amounts become delinquent and are subject to interest and penalties.

Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January, 1% in the month of February, and without discount in March.

The Town recognizes property tax revenues on an accrual basis. Delinquent taxes on real property bear interest of 18% per year. On or prior to June 1 following the tax year, certificates are sold for all delinquent taxes on real property. After sale, tax certificates bear interest of 18% per year or any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years. The Town tax calendar is as follows:

Valuation Date:	January 1, 2017
Preliminary Tax Roll Date:	July 1, 2017
Commission Tax Rate Hearings:	September 2017
Levy Date:	November 1, 2017
Due Date:	March 31, 2018
Lien Date:	June 1, 2018

TOWN OF MELBOURNE BEACH, FLORIDA
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(4) Deposits and Investments:

The Town, for accounting and investment purposes, maintains a pooled noninterest-bearing banking account for substantially all Town funds. Additional accounts are held for various other purposes, or to segregate cash balances for amounts which are restricted or held on behalf of others.

State statutes authorize the Town to invest excess funds in time deposits, obligations of, or obligations the principal and interest of which are unconditionally guaranteed by, the United States Government, commercial paper, corporate bonds, repurchase agreements and/or the State Board of Administration (SBA) Local-Government Surplus Trust Fund Investment Pool or other investment vehicles authorized by local ordinance.

As of September 30, 2018, all Town deposits were covered by private bank acquired insurance, Securities Investor Protection Corporation (SIPC) insurance, private broker/dealer acquired insurance, Federal Depository Insurance Corporation (FDIC) insurance, and/or the State of Florida collateral pool established under the Florida Security for Public Deposits Act (the Act). The Act established guidelines for qualification and participation by banks and savings associations, procedures for administration of the collateral requirements and characteristics of eligible collateral. Under the Act, the qualified depository must pledge at least 50% of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance. Additional collateral, up to 125% may be required if deemed necessary.

Obligations pledged to secure deposits must be delivered to the State Treasurer, or with the approval of the State Treasurer to a bank, savings association, or trust company provided a power of attorney is delivered to the Treasurer. Under the Act, the Town is authorized to deposit funds only in Qualified Public Depositories.

The Town is a member of Florida PRIME, the Local Government Surplus Funds Trust Fund Investment Pool (the Pool), that is administered by the State Board of Administration of Florida (SBA). This pool is a “2a-7 like” pool, which has the characteristics of a money market fund. Therefore, the fair value of investments held at the State Board of Administration Pool is the same as the fair value of the pooled shares. The Regulatory Oversight of the Local Government Surplus Funds Trust fund is governed by Ch. 19-7 of the Florida Administrative Code, which identifies the Rules for the State Board of Administration. These rules provide guidance and establish the general procedure for the administration of the Local Government Surplus Funds Trust Fund. The Local Government Surplus Trust Fund is not a registrant with the Securities and Exchange Commission (SEC); however, the Board has adopted operating procedure consistent with the requirements for a 2a-7 fund. As of September 30, 2018, the investment pool had a weighted average of 33 days to maturity.

The Town held no assets or investments carried at fair value at September 30, 2018, and subject to the required disclosures of GASB 72.

Town Investment Portfolio

As of September 30, 2018, the Town’s governmental investment portfolio is composed of the following investments:

<u>Investment Type</u>	<u>Credit Quality Rating (S&P)</u>	<u>Carrying Value</u>	<u>Maturities (in Years)</u>		
			<u>Less Than 1</u>	<u>1-5</u>	<u>Over 5</u>
SBA funds	AAAm	\$ 438,374	\$ 438,374	\$ -	\$ -

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(4) **Deposits and Investments:** (Continued)

Interest Rate Risk: The Town limits its exposure to fair value losses arising from increases in interest rates by limiting the investment of its operating funds in investments with maturities of less than one year. Substantially all of the Town’s surplus funds are invested in the Local Government Surplus Trust Fund. Investments held in the Town’s Police pension trust fund are generally held to maturity to provide a stable investment interest rate platform which is vital to the projection of actuarial pension costs in the future. Interest rate risk exists when there is a possibility that changes in interest rates could adversely affect an investment’s fair value. The Town’s bank deposits are held in noninterest-bearing accounts.

Credit Risk: Credit risk is the risk that a debt issuer or other counter-party to an investment will not fulfill its obligations. The Town’s portfolio is held entirely with public depositories and is invested in SBA funds, as described above.

Concentration of Credit Risk: In addition to describing the credit risk of investments in the portfolio, governmental entities will need to disclose the concentration of credit risk with a single issuer, if 5 or more percent of the total assets of the portfolio are invested with one issuer. The Town’s policy limits certain type of investments to no more than 5% of the total portfolio. Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools and other pooled investments are excluded from the concentration of credit risk disclosure requirements.

Custodial Credit Risk: All demand deposits are held with qualified public depositories, as defined above. In the case of investments, this is the risk that, in the event of the failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. As of September 30, 2018, the Town’s investment of \$438,374 in SBA funds are backed by the full faith and credit of the State of Florida, or explicitly guaranteed by the State of Florida.

Municipal Police Officers’ Retirement Trust Fund Investment Portfolio

The Municipal Police Officers’ Retirement Trust Fund has adopted an investment policy which authorizes the pension manager to invest in equities, fixed income investments, money market funds, and pooled funds.

The Plan is subject to using fair value measurement guidelines established by GASB Statement No. 72. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- *Level 1:* Quoted prices for identical investments in active markets;
- *Level 2:* Observable inputs other than quoted market prices; and,
- *Level 3:* Unobservable inputs.

The following chart shows the Municipal Police Officers’ Retirement Trust Fund investment accounts by investment portfolios and their respective maturities (in years) and fair value measurement levels:

Investment Type	Carrying Value	Maturities (in years) Less Than 1	Credit Rating Range (S&P)	Fair Value Hierarchy Classification
Mutual funds – fixed income	\$ 999,825	\$ 999,825	NR	Level 1
Mutual funds – equity	2,308,340	2,308,340	NR	Level 1
Total Portfolio	<u>\$ 3,308,165</u>	<u>\$ 3,308,165</u>		

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(4) **Deposits and Investments:** (Continued)

Interest Rate Risk: Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. Generally, the longer the time to maturity, the greater the exposure to interest rate risk. The established performance objectives of the Pension Plan require investment maturities to provide sufficient liquidity to pay obligations as they become due. At September 30, 2018, all investments were held in cash or other assets that could be liquidated at any time.

Credit Risk: Credit risk is the risk that a debt issuer or other counter-party to an investment will not fulfill its obligations. The Pension Plan utilizes portfolio diversification in order to limit investments to the highest rated securities as rated by nationally recognized rating agencies. All investments are rated within the investment policy guidelines at September 30, 2018.

Concentration of Credit Risk: Concentration of credit risk is the risk of loss attributed to the magnitude of an investment in a single issuer. The Police Pension trust fund policy does not allow more than five (5) percent of its assets in the common stock, capital stock, or convertible securities of any one issuing company. At September 30, 2018, the investment portfolios met these limitations.

Custodial Credit Risk: Custodial credit risk is the risk that the Town may not recover cash and investments held by another party in the event of financial failure. Custodial credit risk is limited since investments are held in independent custodial safekeeping accounts or mutual funds.

Foreign Currency Risk: Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment. At September 30, 2018, the investment portfolio had no foreign investments.

(5) **Accounts Receivable:**

The Town's receivables consists \$119,982 at September 30, 2018, all of which was included in the general fund and governmental activities. There was no allowance for doubtful accounts at September 30, 2018.

Of the above amount, \$39,204 is due from the Melbourne Beach Volunteer Fire Department, Inc. for their share of the total purchase price and debt requirements for a vehicle (50-percent share) and fire truck (100-percent share). These receivables are scheduled out relative to the respective capital lease obligations and were not received within 60 days of year-end and therefore have been considered unavailable and recorded as deferred inflows in the general fund.

TOWN OF MELBOURNE BEACH, FLORIDA
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(6) Capital Assets:

Capital asset activity for the fiscal year ended September 30, 2018, is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets, not being depreciated –				
Land	\$ 897,742	\$ -	\$ -	\$ 897,742
Construction in progress	-	4,337	-	4,337
Total capital assets, not being depreciated	<u>897,742</u>	<u>4,337</u>	<u>-</u>	<u>902,079</u>
Capital assets, being depreciated –				
Buildings and improvements	4,361,083	113,216	-	4,474,299
Equipment	2,112,763	62,871	(101,050)	2,074,584
Infrastructure	6,068,055	214,986	-	6,283,041
Total capital assets, being depreciated	<u>12,541,901</u>	<u>391,073</u>	<u>(101,050)</u>	<u>12,831,924</u>
Less: accumulated depreciation	<u>(4,814,859)</u>	<u>(528,647)</u>	<u>101,050</u>	<u>(5,242,456)</u>
Total capital assets, being depreciated, net	<u>7,727,042</u>	<u>(137,574)</u>	<u>-</u>	<u>7,589,468</u>
Governmental activities capital assets, net	<u>\$ 8,624,784</u>	<u>\$ (133,237)</u>	<u>\$ -</u>	<u>\$ 8,491,547</u>

Depreciation expense was charged to functions/programs as follows:

Governmental activities:	
General governmental	\$ 239,582
Public safety	130,386
Physical environment	61,946
Culture and recreation	96,733
Total depreciation expense - governmental activities	<u>\$ 528,647</u>

(7) Capital Leases:

The Town has entered into certain lease agreements as a lessee for financing the acquisition of certain vehicles. The lease agreements qualify as capital leases for accounting purposes, and therefore, have been recorded at the present value of their future minimum lease payments as of the inception date. The assets acquired through capital leases are as follows:

Asset:	
Equipment	\$ 612,883
Accumulated depreciation	(444,503)
Net book value of leased assets	<u>\$ 168,380</u>

The future minimum lease obligations and the net present value of these minimum lease payments were as follows:

<u>Year Ending September 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 62,047	\$ 9,776	\$ 71,823
2020	42,234	6,242	48,476
2021	44,459	4,017	48,476
2022	31,324	1,676	33,000
Total	<u>\$ 180,064</u>	<u>\$ 21,711</u>	<u>\$ 201,775</u>

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
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(8) Long-Term Debt:

Notes and bonds payable at September 30, 2018, are comprised of the following obligations:

Series 2017 Florida Municipal Loan Council Revenue Refunding Bonds, dated September 20, 2017, originally issued to partially defease the Florida Municipal Loan Council Revenue Bonds, Series 2005B, due in payments of principal plus interest ranging from 3.00% to 5.00% semiannually on April 1 and October 1 each year until final maturity on October 1, 2029.	\$ 980,000
Series 2009 Stormwater Improvement note payable, dated August 20, 2009, due in payments of principal plus interest at 4.23% semiannually on January 1 and July 1 through July 1, 2028. Repayment of loan balance is secured by a pledge of real property ad valorem tax revenues assessed at 0.9999 mills on all property within the Town.	2,189,000
Total long-term debt, governmental activities	<u>\$ 3,169,000</u>

The Town was in compliance with all applicable debt covenants as of and for the year ended September 30, 2018.

Annual debt service requirements to maturity for the Town's notes and bonds payable are as follows:

Year Ending September 30	Principal	Interest	Total
2019	\$ 181,000	\$ 92,595	\$ 273,595
2020	258,000	129,638	387,638
2021	271,000	118,411	389,411
2022	284,000	106,245	390,245
2023	298,000	93,491	391,491
2024-2028	1,662,000	258,523	1,920,523
2029-2032	215,000	7,575	222,575
Total	<u>\$ 3,169,000</u>	<u>\$ 806,478</u>	<u>\$ 3,975,478</u>

For the fiscal year ended September 30, 2018, a summary of the long-term liability transactions for the Town is as follows:

	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Governmental activities:					
Notes and bonds payable	\$ 3,412,000	\$ -	\$ (243,000)	\$ 3,169,000	\$ 181,000
Less deferred amounts:					
Original issue premium	155,470	-	(14,053)	141,417	-
Original issue (discount)	(43,609)	-	5,940	(37,669)	-
Total notes and bonds payable	3,523,861	-	(251,113)	3,272,748	181,000
Capital leases	249,396	-	(69,332)	180,064	62,047
Compensated absences	181,990	74,848	(65,812)	191,026	95,513
Governmental activities –					
Total long-term liabilities	\$ 3,955,247	\$ 74,848	\$ (386,257)	\$ 3,643,838	\$ 338,560

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
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(9) Interfund Loans, Advances, Fees and Transfers:

The outstanding balances between funds are short-term loans to cover short-term cash flow needs and expected to be repaid in full over the course of the next fiscal year. Individual fund interfund receivables and payables for the primary government at September 30, 2018, are comprised of the following:

	Due From Other Funds	Due to Other Funds
Governmental Activities:		
Stormwater Utility Fund:		
General Fund	\$ 90,590	\$ -
General Fund:		
Stormwater Utility Fund	-	90,590
Total – All Funds	\$ 90,590	\$ 90,590

For the year ended September 30, 2018, interfund transfers consisted of the following:

	Transfer From	Transfer To
Governmental Activities:		
General Fund:		
Debt Service Fund	\$ -	\$ 129,616
Capital Projects Fund	-	272,136
Debt Service Fund:		
General Fund	129,616	-
Capital Projects Fund:		
General Fund	272,136	-
Total – All Funds	\$ 401,752	\$ 401,752

The transfer from the general fund to the debt service fund represents the requirements for debt service. The transfer from the general fund to the capital projects fund represents capital expenditures paid for by the general fund.

(10) Employees' Retirement Plans:

A. Deferred Compensation Plan

The Town offers employees' participation in an unqualified deferred compensation plan created in accordance with Internal Revenue Code Section 457 to receive employee contributions, which is administered by Nationwide Retirement Solutions, P.O. Box 182797, Columbus, OH, 43218-2797. Annual contributions are limited to the amount allowed by federal tax laws. Employees immediately vest in the elective deferral contributions made to the 457 plan. The Town may also contribute to the plan for participants; these contributions vest at the time such contributions are made to the plan. For the year ended September 30, 2018, employee contributions were \$29,394 and employer contributions were \$5,501 to the 457 plan.

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(10) **Employees' Retirement Plans:** (Continued)

B. Florida Retirement System

Plan Description and Administration

The Town participates in the Florida Retirement System (FRS), a multiple-employer, cost sharing defined public employee retirement system which covers all of the Town's full-time employees. The System is a noncontributory retirement plan, administered by the State of Florida, Department of Administration, Division of Retirement to provide retirement and survivor benefits to participating public employees. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. The FRS is a single retirement system administered by the Department of Management Services, Division of Retirement, and consists of two cost-sharing, multiple-employer retirement plans and other nonintegrated programs. These include a defined-benefit pension plan (Plan), with a Deferred Retirement Option Program (DROP), and a defined-contribution plan, referred to as the FRS Investment Plan (Investment Plan).

In addition, all regular employees of the Town are eligible to enroll as members of the Retiree Health Insurance Subsidy (HIS) Program. The HIS is a cost-sharing, multiple-employer defined benefit pension plan established and administered in accordance with section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of the state-administered retirement systems in paying their health insurance costs. For the fiscal year ended September 30, 2018, eligible retirees and beneficiaries received a monthly HIS payment equal to the number of years of service credited at retirement multiplied by \$5. The minimum payment is \$30 and the maximum payment is \$150 per month, pursuant to section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under one of the state-administered retirement systems must provide proof of eligible health insurance coverage, which can include Medicare.

Benefits Provided and Employees Covered

Employees enrolled in the Plan prior to July 1, 2011, vest at six years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at eight years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Members of both Plans may include up to four years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement plan and/or class to which the member belonged when the service credit was earned.

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest.

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(10) **Employees' Retirement Plans:** (Continued)

Employees may elect to participate in the Investment Plan in lieu of the FRS defined-benefit plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. The Investment Plan is funded by employer and employee contributions that are based on salary and membership class (Regular, DROP, etc.). Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Employees in the Investment Plan vest at one year of service.

Financial Statements

Financial statements and other supplementary information of the FRS are included in the State's Comprehensive Annual Financial Report, which is available from the Florida Department of Financial Services, Bureau of Financial Reporting Statewide Financial Reporting Section by mail at 200 E. Gaines Street, Tallahassee, Florida 32399-0364; by telephone at (850) 413-5511; or at the Department's Web site (www.myfloridacfo.com). An annual report on the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from:

Florida Department of Management Services
 Division of Retirement, Research and Education Services
 P.O. Box 9000
 Tallahassee, FL 32315-9000

Contributions

The Town participates in certain classes of FRS membership. Each class has descriptions and contribution rates in effect at September 30, 2018, as follows (contribution rates are in agreement with the actuarially determined rates):

FRS Membership Plan & Class	Through June 30, 2018	After June 30, 2018
Regular Class	7.92%	8.26%

Current-year employer HIS contributions were made at a rate of 1.66% of covered payroll.

For the plan year ended June 30, 2018, actual contributions made for Council employees participating in FRS and HIS were as follows:

Town Contributions – FRS	\$ 16,920
Town Contributions – HIS	5,971
Employee Contributions – FRS	10,791

TOWN OF MELBOURNE BEACH, FLORIDA
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SEPTEMBER 30, 2018

(10) **Employees' Retirement Plans:** (Continued)

Net Pension Liability, Pension Expense, and Deferred Outflows and Inflows of Resources Related to Pensions

At September 30, 2018, the Town reported a liability related to FRS and HIS as follows:

<u>Plan</u>	<u>Net Pension Liability</u>
FRS	\$ 178,823
HIS	116,537
Total	<u>\$ 295,360</u>

The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating governmental entities, as actuarially determined. At June 30, 2018 and June 30, 2017, the Town's proportionate share of the FRS and HIS net pension liabilities were as follows:

<u>Plan</u>	<u>2018</u>	<u>2017</u>
FRS	0.000593693%	0.000525938%
HIS	0.001101056%	0.001179170%

For the plan year ended June 30, 2018, pension expense was recognized related to the FRS and HIS plans as follows:

FRS	\$ 31,977
HIS	11,512
Total	<u>\$ 43,489</u>

Deferred outflows/inflows related to pensions:

At September 30, 2018, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>FRS</u>		<u>HIS</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 15,149	\$ (550)	\$ 1,784	\$ (198)
Changes of assumptions	58,431	-	12,960	(12,321)
Net difference between projected and actual investment earnings	-	(13,816)	70	-
Change in Town's proportionate share	11,592	(4,729)	14,817	(6,209)
Contributions subsequent to measurement date	4,138	-	1,351	-
	<u>\$ 89,310</u>	<u>\$ (19,095)</u>	<u>\$ 30,982</u>	<u>\$ (18,728)</u>

The above amounts for deferred outflows of resources for contributions related to pensions resulting from Town contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the year ended September 30, 2019. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions being amortized for a period of greater than one year will be recognized in pension expense in succeeding years as follows:

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(10) **Employees' Retirement Plans:** (Continued)

2019	\$	28,776
2020		21,206
2021		5,403
2022		11,479
2023		5,646
Thereafter		4,470
Total	<u>\$</u>	<u>76,980</u>

Actuarial assumptions:

The Actuarial assumptions for both defined benefit plans are reviewed annually by the Florida Retirement System Actuarial Assumptions Conference. The FRS has a valuation performed annually. The HIS Program has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the FRS was completed in 2014 for the period July 1, 2008, through June 30, 2013. Because HIS is funded on a pay-as-you-go basis, no experience study has been completed.

The total pension liability for each of the defined benefit plans was determined by an actuarial valuation, using the entry age normal actuarial cost method. Inflation increases for both plans is assumed at 2.60%. Payroll growth, including inflation, for both plans is assumed at 3.25%. Both the discount rate and the long-term expected rate of return used for FRS investments is 7.00%. This rate decreased from the prior year rate, which was 7.10%. The plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Because HIS Program uses a pay-as-you-go funding structure, a municipal bond rate of 3.87% was used to determine was used to determine the total pension for the program. This rate increased from the prior year rate, which was 3.58%. Mortality assumptions for both plans were based on the Generational RP-2000 with Projection Scale BB tables.

Long-term expected rate of return:

October 2018, the FRS Actuarial Assumptions conference reviewed long-term assumptions developed by both Milliman's capital market assumptions team and by a capital market assumptions team from Aon Hewitt Investment Consulting, which consults to the Florida State Board of Administration. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the long-term target asset allocation. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

Asset Class	Target Allocation	Long-Term Arithmetic Expected Rate of Return
Cash	1.0%	2.9%
Fixed income	18.0%	4.4%
Global equities	54.0%	7.6%
Real estate	11.0%	6.6%
Private equity	10.0%	10.7%
Strategic investments	6.0%	6.0%
Total	100.0%	

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(10) **Employees' Retirement Plans:** (Continued)

Sensitivity of the net pension liability to changes in the discount rate:

The following presents the proportionate shares of the FRS and HIS net pension liability of the Town calculated using the current discount rates, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current rate:

Plan	Current Discount Rate	NPL with 1% Decrease	NPL at Current Discount Rate	NPL with 1% Increase
FRS	7.00%	\$ 326,360	\$ 178,823	\$ 56,285
HIS	3.87%	132,729	116,537	103,040

C. Municipal Police Officers' Retirement Trust Fund

The town maintains a separate single-employer defined benefit pension plan for Police officers.

Plan Description and Administration

All full-time police officers are eligible to participate in the Police Officers' Pension Plan (the Plan). This is a single employer, defined benefit pension plan. Benefit provisions and other requirements of the plan are established by Florida Statutes and Town Ordinance 2012-02. They are accounted for as pension trust funds and reported on herein as part of the Town's reporting entity. The plan is administered through its own Board of Trustees. Pension plan data is provided from the respective actuarial reports as of October 1, 2015.

Benefits Provided and Employees Covered

The Plan provides retirement, disability and death benefits to plan participants and beneficiaries. No cost of living adjustments are provided to retirees and beneficiaries. The Plan's Board of Trustees has contracted with an actuary to provide an actuarial valuation of each plan as of October 1 of every other year. Current membership in the Plan was composed of the following at October 1, 2017:

Inactive participants	-
Active participants	10
Retired participants	9
Total current membership	19

Benefits vest after ten years of service. Participants may retire upon attainment of the earlier of, age 55 and completion of ten years of credited service, or age 52 and 20 years of credited service. Retirees are entitled to 3.0% of average monthly earnings times years of credited service. The plan also provides service-incurred disability compensation and early retirement. Early retirement may be taken at age 50 and 10 years of credited service with reduced benefits.

Financial Statements

The financial statements of the Plan are prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due. The government's contributions are recognized when due and a formal commitment to provide the contributions has been made. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. All plan investments are reported at fair value. Separate financial statements have not been prepared for the Plan.

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(10) **Employees' Retirement Plans:** (Continued)

Contributions

The participant contribution rates for the Plan are established by and may be amended by the Town Commission. Employees covered under the plan are required to make contributions of 5% of their compensation. The Town's annual required contribution for the current year was determined as part of the October 1, 2017 actuarial valuations. The Town is required under the Florida Protection of Public Employee Retirement Benefits Act to contribute a payment which represents annual normal cost plus amortization of the unfunded actuarial accrued liability over various periods as prescribed by law. The Town's contributions (and if applicable, any liquidations of a net pension obligation) to the Plan are funded by the General Fund.

The State of Florida also makes contributions to the Plan in accordance with Chapter 185 of the Florida Statutes as amended by the State Legislature. This contribution by the State of Florida is first recognized as revenue in the General Fund before being transferred to the Pension Fund. The Town's actual annual contribution for the plan is determined by subtracting estimated employee contributions and actual State of Florida contributions from the total annual required contribution as determined by the actuary.

Contributions to the Plan for the year ended September 30, 2018, were as follows:

Employee contributions	\$ 28,500
Town contributions	196,123
State contributions	<u>78,809</u>
Total contributions	<u>\$ 303,432</u>

Investment Policy

See Note (4) for additional discussion of the investment policies for the Plan.

Net Pension Liability

At September 30, 2018, the components of the net pension liability for the Plan were as follows:

Total pension liability	\$ 4,451,501
Plan fiduciary net position	<u>(3,338,137)</u>
Net pension liability	<u>\$ 1,113,364</u>
Plan fiduciary net position as percentage of total pension liability	74.99%

The total pension liability was determined by an actuarial valuation as of October 1, 2017, with a measurement date of September 30, 2018, using the following actuarial assumptions to all measurement periods.

Inflation	2.50%
Salary increases	Service based
Discount rate	7.50%
Investment rate of return	7.50%

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(10) **Employees' Retirement Plans:** (Continued)

Mortality rates for the Plan were based on the RP-2000 Mortality Table with no projection. The most recent actuarial experience study used to review the other significant assumptions was March 10, 2008.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic real rates of return for each major class included in the pension plan's target asset allocation as of September 30, 2018, are summarized in the following table:

Asset Class	Target Allocation	Long-Term Arithmetic Expected Rate of Return
Domestic Equity	55%	7.50%
International Equity	10%	8.50%
Broad Market Fixed Income	30%	2.50%
TIPS	5%	2.50%
Total	100.0%	

Discount rate:

The discount rate used to measure the total pension liability for the pension plan was 8.00%. The projection of cash flows used to determine the discount rate assumed the plan member contributions will be made at the current contribution rate and that Town contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(10) **Employees' Retirement Plans:** (Continued)

Changes in net pension liability:

Changes in the plan's net pension liability were as follows:

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a - b)
Beginning Balance	\$ 4,002,987	\$ 3,091,472	\$ 911,515
Changes for year:			
Service cost	142,520	-	142,520
Interest	305,755	-	305,755
Differences between expected/actual experience	228,539	-	228,539
Change in assumptions	69,128	-	69,128
Contributions – employer	-	196,123	(196,123)
Contributions – state	-	78,809	(78,809)
Contributions – employee	-	28,500	(28,500)
Net investment income	-	265,306	(265,306)
Benefit payments, including refunds	(297,428)	(297,428)	-
Administrative expenses	-	(24,645)	24,645
Net changes	<u>448,514</u>	<u>246,665</u>	<u>201,849</u>
Ending Balance	<u>\$ 4,451,501</u>	<u>\$ 3,338,137</u>	<u>\$ 1,113,364</u>

Sensitivity of the net pension liability to changes in the discount rate:

The following presents the net pension liability (asset) of the Town calculated using the discount rate of 7.00%, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is 1% lower (6.50%) or 1% higher (8.50%) than the current rate:

Town's Net Pension Liability (Asset)	1% Decrease 6.50%	Current Discount Rate 7.50%	1% Increase 8.50%
Municipal Police Officers' Retirement Trust Fund	\$ 1,625,384	\$ 1,113,364	\$ 682,588

Money-weighted rate of return:

For the year ended September 30, 2018, the annual money-weighted rate of return on Plan investments, net of pension plan investment expense was as follows:

Annual money-weighted rate of return 8.59%

The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Pension Expense and Deferred Outflows and Inflows of Resources Related to Pensions

For the year ended September 30, 2018, the Town recognized pension expense of \$317,040 in the Plan.

At September 30, 2018, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(10) **Employees' Retirement Plans:** (Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 239,166	\$ (20,118)
Changes of assumptions	217,922	-
Net difference between projected and actual investment earnings	-	(49,410)
	\$ 457,088	\$ (69,528)

Amounts reported as deferred outflows and deferred inflows of resources related to pensions being amortized for a period of greater than one year will be recognized in pension expense in succeeding years as follows:

2019	\$	122,827
2020		62,171
2021		65,618
2022		87,333
2023		49,611
Total	\$	387,560

(11) **Other Post-Employment Benefits (OPEB):**

Plan Description—Effective October 1, 2017, the Town implemented GASB Statement No. 75, *Accounting and Reporting for Post-Employment Benefits Other Than Pensions*, for certain post-employment healthcare benefits provided by the Town. The Town elected to implement the requirements of this statement prospectively. No assets are held in trust for payment of the OPEB liability as the Town had no OPEB liability other than as arising from the implicit rate subsidy, as discussed in the following paragraph.

Retirees and their dependents are permitted to remain covered under the Town's respective health care plans as long as they pay a full premium applicable to the coverage elected. This conforms to the minimum required of Florida governmental employers per Chapter 112.08, Florida Statutes. The Other Post-Employment Benefit Plan does not issue a stand-alone report

Benefits Provided—The Other Post Employment Benefit Plan is a single-employer benefit plan administered by the Town. Retirees are charged whatever the insurance company charges for the type of coverage elected, however, the premiums charged by the insurance company are based on a blending of the experience among younger active employees and older retired employees. The older retirees actually have a higher cost which means the Town is actually subsidizing the cost of the retiree coverage because it pays all or a significant portion of the premium on behalf of the active employee. GASB No. 75 calls this the "implicit rate subsidy."

Plan Membership—At October 1, 2017, the date of the latest actuarial valuation, plan participation consisted of the following:

Active Employees		17
Inactive Employees		-
		17

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(11) **Other Post-Employment Benefits (OPEB):** (Continued)

Total OPEB Liability—The Town’s total OPEB liability of \$24,888 was measured as of September 30, 2018, and was determined by an actuarial valuation as of that date utilizing the Alternative Measurement Method for small plans.

Actuarial Assumptions and Other Inputs—The total OPEB liability in the September 30, 2017 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods in the measurement, unless otherwise specified:

Inflation	3.00%
Salary increases	3.00%
Discount rate	3.64%
Healthcare cost trend rate	8.00%
Retirees’ share of benefit-related costs	100.00%

The Town does not have a dedicated Trust to pay retiree healthcare benefits. The discount rate was based on the S&P Municipal Bond 20 Year High Grade Rate Index as of September 30, 2018.

Mortality rates were based on the RP-2000 Combined Mortality Table for males and females with mortality improvement projected to 2016 using Scale AA to the RP-2014 Combined Annuitant Mortality Table for males and females.

For the fiscal year ended September 30, 2018, changes in the OPEB liability were as follows:

	Total OPEB Liability
Balance at September 30, 2017	\$ 20,454
Changes for a year:	
Service cost	3,584
Interest	875
Differences between expected and actual experience	-
Changes of assumptions	-
Benefit payments – implicit rate subsidy	(25)
Other changes	-
Net changes	4,434
Balance at September 30, 2018	\$ 24,888

Sensitivity of the total OPEB liability to changes in the discount rate:

The following presents the total OPEB liability of the Town calculated using the discount rate of 3.64%, as well as what the Town’s total OPEB liability would be if it were calculated using a discount rate that is 1% lower (2.64%) or 1% higher (4.64%) than the current rate:

	1% Decrease	Current Discount Rate	1% Increase
Total OPEB Liability	\$ 27,938	\$ 24,888	\$ 22,227

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rate:

The following presents the total OPEB liability of the Town as well as what the Town’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1% lower or 1% higher than the current healthcare cost trend rates (8.00% graded down to 5.00%):

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(11) **Other Post-Employment Benefits (OPEB):** (Continued)

	<u>1% Decrease</u>	<u>Current Trend Rates</u>	<u>1% Increase</u>
Total OPEB Liability	\$ 21,224	\$ 24,888	\$ 29,343

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources

At September 30, 2018, the Town reported no deferred outflows of resources and no deferred inflows of resources related to OPEB as under the Alternative Measurement Method, changes in the Total OPEB Liability are not permitted to be included in deferred outflows of resources or deferred inflows of resources related to OPEB. These changes will be immediately recognized through OPEB Expense.

Service cost		\$ 3,584	
Interest		875	
Benefit payments – implicit rate subsidy		(25)	
Total OPEB Expense		\$ 4,434	

(12) **Risk Management:**

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years. There were no significant reductions in coverage from the prior year.

The Town is engaged in routine litigation incidental to the conduct of its municipal affairs. In the opinion of the Town’s legal counsel, no legal proceedings are pending which would have a material adverse effect on the financial position or results of operations of the Town.

(13) **Commitments and Contingencies:**

The Town is engaged in various liability claims incidental to the conduct of its general government operations at September 30, 2018. The outcomes of established claims are included in these financial statements. In the opinion of the Town’s legal counsel, no legal proceedings are pending or threatened against the Town which are not covered by applicable insurance which would inhibit its ability to perform its operations or materially affect its financial condition.

(14) **Reclassification of Fund Balance:**

The Town combined the financial reporting of the General Fund and Building fund in the current year, after previously reporting the Building Fund and its associated deficit fund balance in a separate fund. As this deficit will ultimately be funded by the General Fund, these funds have been combined for reporting purposes. The impact of the restatement on the beginning fund balances at September 30, 2018, are as follows:

General Fund balance – September 30, 2017, as originally reported		\$ 1,903,993	
Building Department Fund balance – September 30, 2017, as originally reported		(52,075)	
General Fund balance – September 30, 2017, as restated		\$ 1,851,918	

TOWN OF MELBOURNE BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

(15) Restatement of Net Position:

Government Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*; was issued June 2015 and was implemented for the Town, beginning with its year ending September 30, 2018. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions. This Statement replaces the requirements of GASB Statement No. 45, *Accounting for Postemployment Benefits Other Than Pensions*, as well as the requirements of GASB Statement No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plan, for OPEB*, as they relate to OPEB liabilities being recorded in the statements of net position.

The Town’s implementation of this Statement has required the restatement of certain liabilities as deferred outflows or deferred inflows of resources in the Statement of Net Position. Statement No. 75 established standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expenses. Recognition of these liabilities requires a restatement to the prior year’s net position in governmental activities. The impact of the restatement on the governmental activities beginning net position at September 30, 2018, are as follows:

Net position – September 30, 2017, as originally reported	\$ 6,642,166
Recording of beginning OPEB liability	(14,454)
Net position – September 30, 2017, as restated	\$ 6,627,712

(16) Recent Accounting Pronouncements:

The Governmental Accounting Standards Board (“GASB”) has issued several pronouncements that have effective dates that may impact future financial statements. Listed below are pronouncements with required implementation dates effective for subsequent fiscal years that have not yet been implemented. Management has not currently determined what, if any, impact implementation of the following will have on the Town’s financial statements:

- (a) GASB issued Statement No. 84, *Fiduciary Activities*, in January 2017. GASB 84 improves guidance regarding the identification and reporting of fiduciary activities. The provisions in GASB 84 are effective for periods beginning after December 15, 2018.
- (b) GASB issued Statement No. 87, *Leases*, in June 2017. GASB 87 increases the usefulness of governments’ financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The provisions in GASB 87 are effective for periods beginning after December 15, 2019.
- (c) GASB issued Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, in April 2018. GASB 88 requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses. The provisions in GASB 88 are effective for periods beginning after June 15, 2018.
- (d) GASB issued Statement No. 90, *Majority Equity Interests-an amendment of GASB Statements No. 14 and No. 61*, in August 2018. GASB 90 improves the consistency and comparability of reporting a government’s majority equity interest in a legally separate organization and improves the relevance of financial statement information for certain component units. The provisions in GASB 90 are effective for periods beginning after December 15, 2018.

TOWN OF MELBOURNE BEACH, FLORIDA
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY
AND RELATED RATIOS
LAST 10 FISCAL YEARS
(UNAUDITED)

	2018
Total OPEB Liability	
Service cost	\$ 3,584
Interest	875
Difference between expected and actual experience	-
Changes of assumptions	-
Benefit payments - implicit rate subsidy	(25)
Net change in total OPEB liability	4,434
Total OPEB liability - beginning of year	20,454
Total OPEB liability - end of year	\$ 24,888

Notes to Schedule

Valuation date: 10/1/2017

Changes of assumptions. Changes of assumptions and other changes reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

2018	3.64%
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Note 1: GASB 75 requires information for 10 years. However, until a full 10-year trend is compiled, information is presented for only those years for which information is available.

TOWN OF MELBOURNE BEACH, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
MUNICIPAL POLICE OFFICERS' RETIREMENT TRUST FUND
SEPTEMBER 30, 2018

For the year ended September 30,	2018	2017	2016	2015	2014
Total Pension Liability					
Service cost	\$ 142,520	\$ 92,471	\$ 90,773	\$ 95,129	\$ 92,542
Interest	305,755	287,077	274,273	266,454	257,604
Differences between expected and actual experience	228,539	73,071	(80,473)	(3,954)	-
Changes of assumptions	69,128	188,677	138,126	-	-
Benefit payments, including refunds of employee	(297,428)	(268,593)	(260,105)	(250,963)	(233,262)
Net change in total pension liability	448,514	372,703	162,594	106,666	116,884
Total pension liability – beginning	4,002,987	3,630,284	3,467,690	3,361,024	3,244,140
Total pension liability – ending (a)	<u>\$ 4,451,501</u>	<u>\$ 4,002,987</u>	<u>\$ 3,630,284</u>	<u>\$ 3,467,690</u>	<u>\$ 3,361,024</u>
Total Fiduciary Net Position					
Contributions – employer	\$ 196,123	\$ 223,500	\$ 186,596	\$ 222,353	\$ 200,907
Contributions – state	78,809	36,787	32,271	-	32,044
Contributions – employee	28,500	28,084	23,298	22,464	21,403
Net investment income	265,306	329,348	221,491	(22,583)	255,971
Benefit payments, including refunds of employee	(297,428)	(268,593)	(260,105)	(250,963)	(233,262)
Administrative expense	(24,645)	(14,945)	(16,803)	(23,280)	(8,111)
Net change in plan fiduciary net position	246,665	334,181	186,748	(52,009)	268,952
Plan fiduciary net position – beginning	3,091,472	2,757,291	2,570,543	2,622,552	2,353,600
Plan fiduciary net position – ending (b)	<u>\$ 3,338,137</u>	<u>\$ 3,091,472</u>	<u>\$ 2,757,291</u>	<u>\$ 2,570,543</u>	<u>\$ 2,622,552</u>
Net pension liability – ending (a) - (b)	<u>\$ 1,113,364</u>	<u>\$ 911,515</u>	<u>\$ 872,993</u>	<u>\$ 897,147</u>	<u>\$ 738,472</u>
Plan fiduciary net position as a percentage of the total pension liability	74.99%	77.23%	75.95%	74.13%	78.03%
Covered payroll	\$ 569,999	\$ 561,681	\$ 465,956	\$ 467,561	\$ 428,060
Net pension liability as a percentage of covered payroll	195.33%	162.28%	187.36%	191.88%	172.52%

*10 years of data will be presented as it becomes available

**TOWN OF MELBOURNE BEACH, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CONTRIBUTIONS
MUNICIPAL POLICE OFFICERS' RETIREMENT TRUST FUND
SEPTEMBER 30, 2018**

	2018	2017	2016	2015	2014
Actuarially determined contribution	\$ 274,568	\$ 259,272	\$ 218,394	\$ 222,353	\$ 232,950
Contributions in relation to the actuarially determined	274,932	260,287	218,867	222,353	232,950
Contribution deficiency (excess)	<u>\$ (364)</u>	<u>\$ (1,015)</u>	<u>\$ (473)</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 569,999	\$ 561,681	\$ 465,956	\$ 467,561	\$ 428,060
Contributions as a percentage of covered payroll	48.23%	46.34%	46.97%	47.56%	54.42%

Notes to Schedule:

Valuation Date: 10/1/2016

Methods and assumptions used to determine contribution rates:

Mortality:

Healthy Lives:

Female: RP2000 Generational, 100% Annuitant White Collar, Scale BB.

Male: RP2000 Generational, 10% Annuitant White Collar / 90% Annuitant Blue Collar, Scale BB.

Disabled Lives:

Female: 60% RP2000 Disabled Female set forward two years / 40% Annuitant White Collar with no setback, no projection scale.

Male: 60% RP2000 Disabled Male setback four years / 40% Annuitant White Collar with no setback, no projection scale.

It is assumed that 75% of deaths are duty related.

The above assumption rates were mandated by Chapter 2015-157, Laws of Florida.

This law mandates the use of the assumptions used in either of the two most recent valuations of the Florida Retirement System (FRS). The above rates are those outlined in Milliman's July 1, 2015 FRS valuation report for special risk employees. We feel this assumption sufficiently accommodates future mortality improvements.

Interest Rate:

8.00% per year compounded annually, net of investment related expenses. This is supported by the target asset allocation of the trust and the expected long-term return by asset class.

Retirement Age:

Earlier of: 1) age 55 and 10 years of credited service, or 2) age 52 and 20 years of credited service, regardless of age. Also, any member who has reached Normal Retirement is assumed to continue employment for one additional year. We feel this assumption is reasonable based upon the plan provisions.

Early Retirement:

Commencing at the assumed Early Retirement Age (50), members are assumed to retire with an immediate subsidized benefit at the rate of 5% per year. We feel this assumption is reasonable based upon the plan provisions.

Disability Rates:

See table on following page (1205). It is assumed that 75% of disabilities and active Member deaths are service related. This assumption was developed from those used by other plans containing Florida municipal Police Officers.

Termination Rates:

See table below (1305). This assumption was developed from those used by other plans containing Florida municipal Police Officers.

Salary Increases:

6.00% per year until the assumed retirement age; see table below. In addition, the projected salary at retirement is increased 15% to account for lump sum payments. The assumed rates of salary increase are in line with the national average utilized for public pension programs.

Payroll Growth:

0.90% for amortization of all UAAL bases prior to the 2011 benefit change. All bases after that point will be amortized using level-dollar amortization. This complies with Part VII of Chapter 112, Florida Statutes.

Cost of Living:

3.00% per year from retirement to age 62.

Funding Method:

Entry Age Normal Actuarial Cost Method.

Asset Valuation Method:

Each year, the prior Actuarial Value of Assets is brought forward utilizing the historical geometric four-year average Market Value return (net of fees). It is possible that over time this technique will produce an insignificant bias above or below Market Value of Assets.

Termination and Disability Rate Tables:

Age	% Becoming Disabled During the Year	% Terminating During the Year
	20	0.14%
30	0.18%	15.00%
40	0.30%	8.20%
50	1.00%	1.70%

*10 years of data will be presented as it becomes available.

**TOWN OF MELBOURNE BEACH, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULES OF INVESTMENT RETURNS
MUNICIPAL POLICE OFFICERS' RETIREMENT TRUST FUND
SEPTEMBER 30, 2018**

<u>For the Year Ended September 30,</u>	<u>Annual Money-Weighted Rate of Return</u>
2018	8.59%
2017	11.96%
2016	8.64%
2015	-0.87%
2014	10.99%

*10 years of data will be presented as it becomes available.

TOWN OF MELBOURNE BEACH, FLORIDA
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
LAST 10 FISCAL YEARS
(UNAUDITED)

	As of the Plan Year Ended June 30,				
	2018	2017	2016	2015	2014
Florida Retirement System (FRS)					
Proportion of the net pension liability	0.000593693%	0.000525938%	0.000564726%	0.000570663%	0.000546111%
Proportionate share of the net pension liability	\$ 178,823	\$ 155,569	\$ 142,594	\$ 73,709	\$ 33,581
Covered payroll	359,702	358,623	352,113	362,777	245,833
Proportionate share of the net pension liability as a percentage of covered payroll	49.71%	43.38%	40.50%	20.32%	13.66%
Plan fiduciary net position as a percentage of the total pension liability	84.26%	83.89%	84.88%	92.00%	96.09%
Health Insurance Subsidy Program (HIS)					
Proportion of the net pension liability	0.001101056%	0.001122682%	0.001179170%	0.001038277%	0.000861064%
Proportionate share of the net pension liability	\$ 116,537	\$ 120,042	\$ 137,427	\$ 105,888	\$ 80,512
Covered payroll	359,702	358,623	352,113	362,777	245,833
Proportionate share of the net pension liability as a percentage of covered payroll	32.40%	33.47%	39.03%	29.19%	32.75%
Plan fiduciary net position as a percentage of the total pension liability	2.15%	1.64%	0.97%	0.50%	0.99%

Note 1: GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, information is presented for only those years for which information is available.

TOWN OF MELBOURNE BEACH, FLORIDA
SCHEDULE OF CONTRIBUTIONS
LAST 10 FISCAL YEARS
(UNAUDITED)

	As of the Plan Year Ended June 30,				
	2018	2017	2016	2015	2014
Florida Retirement System (FRS)					
Contractually required contribution	\$ 16,920	\$ 13,691	\$ 13,772	\$ 13,913	\$ 11,962
Contributions in relation to the contractually required contribution	16,920	13,691	13,772	13,913	11,962
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 359,702	\$ 358,623	\$ 352,113	\$ 362,777	\$ 245,833
Contributions as a percentage of covered payroll	4.70%	3.82%	3.91%	3.84%	4.87%
Health Insurance Subsidy Program (HIS)					
Contractually required contribution	\$ 5,971	\$ 5,942	\$ 6,044	\$ 3,969	\$ 2,950
Contributions in relation to the contractually required contribution	5,971	5,942	6,044	3,969	2,950
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 359,702	\$ 358,623	\$ 352,113	\$ 362,777	\$ 245,833
Contributions as a percentage of covered payroll	1.66%	1.66%	1.72%	1.09%	1.20%

Note 1: GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, information is presented for only those years for which information is available.

**TOWN OF MELBOURNE BEACH, FLORIDA
COMBINING BALANCE SHEET
NONMJAOR GOVERNMENTAL FUNDS
SEPTEMBER 30, 2018**

	Law Enforcement Forfeiture	Police Education	Police Donations	Building Education	Old Town Hall	Total Nonmajor Governmental Funds
ASSETS						
Cash and cash equivalents	\$ 1,429	\$ 9,246	\$ 1,569	\$ 2,283	\$ 17,442	\$ 31,969
Total assets	<u>\$ 1,429</u>	<u>\$ 9,246</u>	<u>\$ 1,569</u>	<u>\$ 2,283</u>	<u>\$ 17,442</u>	<u>\$ 31,969</u>
LIABILITIES						
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
FUND BALANCES						
Restricted for:						
Law enforcement	\$ 1,429	\$ -	\$ -	\$ -	\$ -	\$ 1,429
Law enforcement education	-	9,246	1,569	-	-	10,815
Building Department Education	-	-	-	2,283	-	2,283
Old Town Hall	-	-	-	-	17,442	17,442
Total fund balances	<u>\$ 1,429</u>	<u>\$ 9,246</u>	<u>\$ 1,569</u>	<u>\$ 2,283</u>	<u>\$ 17,442</u>	<u>\$ 31,969</u>

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF MELBOURNE BEACH, FLORIDA
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2018

	Law Enforcement Forfeiture	Police Education	Police Donations	Building Education	Old Town Hall	Total Nonmajor Governmental Funds
Revenues						
Licenses and permits	\$ -	\$ -	\$ -	\$ 544	\$ -	\$ 544
Fines and forfeitures	-	437	-	-	-	437
Miscellaneous	-	-	121	-	1,083	1,204
Total revenues	-	437	121	544	1,083	2,185
Expenditures						
Current:						
Public safety	-	-	2,471	-	-	2,471
Parks and recreation	-	-	-	-	338	338
Total expenditures	-	-	2,471	-	338	2,809
Net change in fund balances	-	437	(2,350)	544	745	(624)
Fund balances, beginning of year	1,429	8,809	3,919	1,739	16,697	32,593
Fund balances, end of year	\$ 1,429	\$ 9,246	\$ 1,569	\$ 2,283	\$ 17,442	\$ 31,969

The accompanying notes to financial statements are an integral part of this statement.

**INDEPENDENT AUDITORS' 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 Honorable Mayor, Town Commission, and Town Manager,
Town of Melbourne Beach, Florida:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Melbourne Beach, Florida, (the Town) as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated April 12, 2019.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Town'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 Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town'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 first paragraph of this section 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 over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control. We did identify certain deficiencies in internal control that we consider to be a significant deficiency, as described in the following paragraph.

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Gainesville, FL 32607-2063
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2477 Tim Gamble Place, Suite 200
Tallahassee, FL 32308-4386
Telephone: 850-386-6184

2018-001 – Reconciliation of Account Balances and Accruals

Various audit adjustments were required to correct account balances due to misclassifications in the original posting, reversal of prior year entries, or missing current-year accruals related to capital assets, receivables, and accrued payroll. The Town's controls should include periodic reconciliations of significant account balances, including full accrual-based reconciliations at fiscal-year end to ensure all amounts have been appropriately recorded and budgeted for. We recommend the Town increase its review of such transactions, including a review for proper cutoff at the fiscal year-end, to help ensure completeness and accuracy of all financial reporting.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town'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 the following instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Town of Melbourne Beach, Florida's Response to Findings

The Town's responses to the findings identified in our audit are described starting on page 60. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Daytona Beach, Florida
April 12, 2019

**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED
BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA
OFFICE OF THE AUDITOR GENERAL**

To the Honorable Mayor, Town Commission, and Town Manager,
Town of Melbourne Beach, Florida:

Report on the Financial Statements

We have audited the financial statements of the Town of Melbourne Beach, Florida, as of and for the fiscal year ended September 30, 2018, and have issued our report thereon dated April 12, 2019.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards; and Independent Accountant's Report on an examination conducted in accordance with AICPA Professional Standards, Section 601, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated April 12, 2019, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. No findings exist from the second preceding audit report. The following is a summary of all findings and recommendations reported in our preceding annual financial audit report:

2017-001 Journal Entry Approvals – Corrective action taken.

2017-002 Capital Asset Inventory – Corrective action taken.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the primary government of the reporting entity is disclosed in Note 1 of the basic financial statements.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and report the results of our determination as to whether or not the Town has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the Town did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the Town's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we had the following recommendation:

2018-002 – Budgetary Compliance

During our audit, we noted the expenditures in several departments within the General Fund and in the Stormwater fund exceeded the budgeted amounts as approved by the Town Commission, resulting in the Town not being within legal budgetary compliance. To avoid such instances in the future, we recommend the Town actively monitor budget-to-actual comparisons of expenditures throughout the year and ensure that any necessary budget amendments are brought to the Town Commission on a timely basis. We also recommend the Town ensure its legal level of budget compliance (i.e. fund level) be documented in the Town Charter, investment policy, or other formal document.

Additionally, we also recommend the Town formally clarify the legal level of budgetary control. Section 15-7 of the Town's Code of Ordinances states "the Town Manager may, with the approval of the Town Commission, transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within any office, department, or agency." However, no definition is provided as to what level of detail is applicable in considering transfers between "general classifications".

Additional Matters

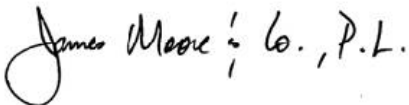
Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Town of Melbourne Beach, Florida's Response to Findings

The Town's responses to the findings identified in our audit are described starting on page 60. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and State granting agencies, the Town Commission, management, and others within the Town and is not intended to be and should not be used by anyone other than these specified parties.



Daytona Beach, Florida
April 12, 2019

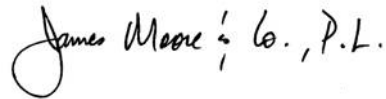
INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

To the Honorable Mayor, Town Commission, and Town Manager,
Town of Melbourne Beach, Florida

We have examined the Town of Melbourne Beach, Florida's (the Town) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2018. Management is responsible for the Town's compliance with those requirements. Our responsibility is to express an opinion on the Town's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Town complied with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2018, in all material respects. An examination involves performing procedures to obtain evidence about the Town's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of risks of material noncompliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the Town of Melbourne Beach, Florida complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2018.



Daytona Beach, Florida
April 12, 2019



Town of Melbourne Beach

Brevard County's Oldest Beach Community * Established 1883

April 12, 2019

MANAGEMENT'S RESPONSE TO FINDINGS

2018-001 Reconciliation of Account Balances: The Town will set up a review system to monitor the timely recording of accruals, reversals, journal postings, and adjustments.

2018-002 Budgetary Compliance: The Finance Department will bring budgetary adjustments to the Commission for approval timely for all funds. The Commission will be tasked with developing more concise language regarding the legal level of budgetary control required within a department and within a fund.

Elizabeth Mascaro
Finance Manager