

**TOWN OF
PALM SHORES,
FLORIDA**

**Basic
Financial Statements
and Supplementary
Information**

**Year ended
September 30, 2018**

TOWN OF PALM SHORES, FLORIDA

Official Directory

September 30, 2018

Carol McCormack	Mayor
Frank Falcone	Vice-Mayor
Chase Chambliss	Councilman
Paul Bonville	Councilman
Sharon Secord	Councilwoman

TABLE OF CONTENTS

	Page
INDEPENDENT AUDITOR'S REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS	4
BASIC FINANCIAL STATEMENTS	
Government-wide Financial Statements:	
Statement of Net Position	10
Statement of Activities	11
Fund Financial Statements:	
Balance Sheet - Governmental Funds	12
Reconciliation of the Balance Sheet - Governmental Funds to the Statement of Net Position	13
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	14
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds to the Statement of Activities	15
Notes to Financial Statements	16
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual - General Fund	27
Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual - Community Redevelopment Fund	28
Note to Required Supplementary Information	29

TABLE OF CONTENTS (continued)

	Page
SUPPLEMENTAL COMBINING FUND FINANCIAL STATEMENTS	
Nonmajor Governmental Funds	
Nonmajor Governmental Funds - Combining Balance Sheet	32
Nonmajor Governmental Funds - Combining Statement of Revenues, Expenditures and Changes in Fund Balances	33
Nonmajor Governmental Funds - Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual	34
COMPLIANCE SECTION	
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	36
Management Letter	38
Independent Accountant's Report on Investment Compliance	40

INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and Town Council
Town of Palm Shores, 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 Palm Shores, 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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express 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 of Palm Shores, Florida as of September 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and budgetary comparison 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 an opinion on the financial statements that collectively comprise the Town's basic financial statements. The accompanying supplemental information, as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The combining and individual nonmajor fund 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 and individual nonmajor fund 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 May 23, 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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

May 23, 2019
Melbourne, Florida

Berman Hopkins Wright & LaHam
CPAs and Associates, LLP

**TOWN OF PALM SHORES
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018**

As management of the Town of Palm Shores, Florida (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. Consideration should be given to the information presented here in conjunction with information that has been furnished in the basic financial statements and notes, as listed on the table of contents.

FINANCIAL HIGHLIGHTS

- The assets of the Town exceeded its liabilities at the close of the most recent fiscal year by \$2,685,775 (Net Position). Of this amount, \$943,690 is unrestricted and may be used to meet the Town's ongoing obligations to citizens and creditors.
- During the fiscal year the Town's total net position decreased by \$133,321. The Town continues to monitor expenses closely.
- The Town has not received any Community Redevelopment funds in FY 18. Per the ordinance No. 2017-05 adopted on July 5, 2017, the Town has rescinded its powers for the Community Redevelopment Agency (the "CRA"). The remaining CRA funds showing as restricted fund balance for the purpose of the underground rewiring of FDOT lights of \$99,398 in FY 17 were returned to Brevard County Board of County Commissioners on May 3, 2018.
- As of the close of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$973,863, a decrease of \$100,524 from the previous fiscal year. Of this amount, \$944,835 is available for spending at the Town's discretion (unassigned).

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.

1) 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, deferred outflows, liabilities, deferred inflows, and 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.

OVERVIEW OF THE FINANCIAL STATEMENTS (continued)

- The statement of activities presents information showing how the Town'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 result in cash flows in future fiscal periods.

The government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues from other functions that are intended to recover all or a significant portion of their costs through user fees and charges. The governmental activities of the Town include general government, public safety, transportation, economic development, and recreation. The Town has no business type activities.

The government-wide financial statements can be found on pages as listed on the table of content of this report.

2) 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. The Town has only one category of funds - governmental 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 expendable resources, as well as on balances of expendable 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 four individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures, and changes in fund balances for the General Fund and Community Redevelopment Fund, both identified as major funds.

The basic governmental fund financial statements can be found on pages as listed on the table of contents of this report.

3) Notes to the financial statements. The notes provide additional information 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 as listed on the table of contents of this report.

Government-wide Financial Analysis

Comparison of the condensed statement of net position is provided below.

Town of Palm Shores Statement of Net Position

	Governmental Activities		
	2018	2017	Variance
ASSETS			
Current assets	\$ 1,014,707	\$ 1,111,349	\$ (96,642)
Capital assets	1,718,690	1,750,314	(31,624)
Total assets	<u>2,733,397</u>	<u>2,861,663</u>	<u>(128,266)</u>
LIABILITIES			
Current liabilities	40,844	36,962	3,882
Noncurrent liabilities	6,778	5,605	1,173
Total liabilities	<u>47,622</u>	<u>42,567</u>	<u>5,055</u>
NET POSITION			
Net investment in capital assets	1,718,690	1,750,314	(31,624)
Restricted for recreation	23,395	136,113	(112,718)
Unrestricted	943,690	932,669	11,021
Total net position	<u>\$ 2,685,775</u>	<u>\$ 2,819,096</u>	<u>\$ (133,321)</u>

Current assets decreased by approximately \$97k due primarily to the return of the CRA funds to Brevard County of approximately \$99k. The Town's capital assets decrease relates to current year depreciation expense of approximately \$72k offset by current year additions. Total liabilities remained in line with the prior year.

The Town's net investment in capital assets, e.g., land, buildings and improvements, improvements other than buildings, furniture and equipment, and infrastructure; represent 64% of the Town's net position.

Comparison of the Town's statement of activities for the years ended September 30 is provided below.

**Town of Palm Shores
Statement of Activities**

	Governmental Activities		
	2018	2017	Variance
Revenues:			
Program revenues:			
Charges for services	\$ 119,159	\$ 142,407	\$ (23,248)
Operating grants and contributions	-	113,560	(113,560)
Total program revenues	<u>119,159</u>	<u>255,967</u>	<u>(136,808)</u>
General revenues:			
Franchise fees	71,422	69,356	2,066
Utility and communication service taxes	125,321	83,754	41,567
Local option gas tax	24,238	24,816	(578)
State revenue sharing	88,175	77,800	10,375
Interest income	1,524	1,441	83
Miscellaneous	36,211	11,909	24,302
Loss on disposal	(646)	(1,539)	893
Total general revenues	<u>346,245</u>	<u>267,537</u>	<u>78,708</u>
Total revenues	<u>465,404</u>	<u>523,504</u>	<u>(58,100)</u>
Expenses:			
General government	432,946	507,940	(74,994)
Public safety	195	-	195
Transportation	64,020	53,693	10,327
Economic development	1,347	12,382	(11,035)
Recreation	819	2,037	(1,218)
Other	99,398	-	99,398
Total expenses	<u>598,725</u>	<u>576,052</u>	<u>22,673</u>
Change in net position	(133,321)	(52,548)	(80,773)
Net position, beginning	<u>2,819,096</u>	<u>2,871,644</u>	<u>(52,548)</u>
Net position, ending	<u>\$ 2,685,775</u>	<u>\$ 2,819,096</u>	<u>\$ (133,321)</u>

Charges for services decreased by approximately \$23k mostly due to the issuance of fewer permits in the current year in comparison to the prior year, which had both, a new subdivision and Wawa service station construction. Operating grants and contributions decreased by \$113K as a result of the Town not receiving any more of the CRA funds.

Utility and communication service taxes increased by approximately \$42k due to higher FPL utility tax in comparison to the prior year. Miscellaneous revenues increased approximately \$24K primarily due to insurance reimbursements for Hurricane Irma and for damage to a light pole by a motorist.

General government expenses decreased by approximately \$75k primarily due to the closure of the CRA fund this year. Because it was closed there were no additional expenses beyond the repayment to the County for the money given previously and held as restricted fund balance that was not used before the Community Redevelopment Agency dissolution in July 2017. The other expenses variance of \$99k represents the unused funds returned to the County at the closure of the CRA fund.

Fund Financial Statements

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 of Palm Shores, Florida'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 of Palm Shores, Florida's financing requirements. In particular, the 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 current fiscal year, the Town's governmental funds reported combined fund balances of \$973,863, a decrease of \$100,524 in comparison with the prior year. The combined fund balance amount is comprised of non-spendable funds of \$5,633, restricted funds of \$23,395 for recreation, and unassigned funds of \$944,835 which is available for spending at the Town's discretion. At the year end, there were no outstanding contracts or purchase orders.

The general fund is the chief operating fund of the Town. At the end of the current fiscal year, total fund balance of the General Fund was \$950,468, of which \$5,633 is non-spendable fund balance, and \$944,835 is unassigned fund balance.

General Fund Budgetary Highlights

The following information is presented to assist the reader in comparing actual results with budgetary amounts. The general fund budgetary highlights can be found as listed on the table of contents of this report.

The actual revenues exceeded budgeted revenues by \$139. The actual expenditures were less than budgeted expenditures by \$12,055.

Capital Assets and Debt Administration

- Capital Assets: The Town's total capital assets for its governmental activities as of September 30, 2018, amounts to \$1,718,690 (net of accumulated depreciation). The Town purchased capital assets in 2018 for \$40,603, which relates to the acquisition of new truck, air conditioning unit, and computers and server. This investment in capital assets includes land, buildings and improvements, improvements other than buildings, furniture and equipment, and infrastructure.
- At the end of the current fiscal year, the Town had no outstanding debt.

Additional information on the Town's capital assets can be found in Note C to the financial statements.

Economic Factors and Next Year's Budgets and Rates

- The Town does not assess property tax.
- The Town has budgeted for \$571,810 in expenditures for fiscal year ending September 30, 2019.

Request for information

This financial report is designed to provide a general overview of the Town of Palm Shores, Florida's finances for 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 management staff of the Town of Palm Shores, 5030 Paul Hurtt Lane, Palm Shores, FL 32940.

Town of Palm Shores, Florida

STATEMENT OF NET POSITION

September 30, 2018

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 999,060
Receivables	7,203
Taxes receivable	2,811
Prepaid expenses	5,633
Total current assets	1,014,707
Capital assets, not being depreciated	
Land	881,602
Capital assets, net of accumulated depreciation	
Buildings and improvements	319,476
Improvements other than buildings	233,935
Furniture and equipment	69,733
Infrastructure	213,944
Total capital assets	1,718,690
Total assets	2,733,397
LIABILITIES	
Accounts payable	19,418
Accrued wages payable	7,724
Unearned revenue	13,125
Other liabilities	577
Noncurrent liabilities	
Due in more than one year - compensated absences	6,778
Total liabilities	47,622
NET POSITION	
Net investment in capital assets	1,718,690
Restricted for recreation	23,395
Unrestricted	943,690
Total net position	\$ 2,685,775

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

Town of Palm Shores, Florida

STATEMENT OF ACTIVITIES

Year ended September 30, 2018

Function/Program	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
General government	\$ 432,946	\$ 40,399	\$ -	\$ -	\$ (392,547)
Public safety	195	41,316	-	-	41,121
Transportation	64,020	37,444	-	-	(26,576)
Economic development	1,347	-	-	-	(1,347)
Recreation	819	-	-	-	(819)
Other	99,398	-	-	-	(99,398)
Total	<u>\$ 598,725</u>	<u>\$ 119,159</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(479,566)</u>

General revenues:

Taxes:

Franchise fees	71,422
Utility and communications service taxes	125,321
Local option gas tax	24,238
State revenue sharing	88,175
Interest income	1,524
Miscellaneous	36,211
Loss on disposal	(646)
Total general revenues	<u>346,245</u>
Change in net position	(133,321)
Net position, beginning	<u>2,819,096</u>
Net position, ending	<u>\$ 2,685,775</u>

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

Town of Palm Shores, Florida

BALANCE SHEET - GOVERNMENTAL FUNDS

September 30, 2018

	General Fund	Community Redevelopment Fund	Other Governmental Funds	Total Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 999,060	\$ -	\$ -	\$ 999,060
Receivables	7,203	-	-	7,203
Prepaid expenses	5,633	-	-	5,633
Taxes Receivable	2,811	-	-	2,811
Due from other funds	-	-	23,395	23,395
Total assets	<u>\$ 1,014,707</u>	<u>\$ -</u>	<u>\$ 23,395</u>	<u>\$ 1,038,102</u>
LIABILITIES AND FUND BALANCES				
Liabilities				
Accounts payable	\$ 19,418	\$ -	\$ -	\$ 19,418
Accrued wages payable	7,724	-	-	7,724
Unearned revenue	13,125	-	-	13,125
Due to other funds	23,395	-	-	23,395
Other liabilities	577	-	-	577
Total liabilities	<u>64,239</u>	<u>-</u>	<u>-</u>	<u>64,239</u>
Fund balances				
Non-spendable - prepaid expenses	5,633	-	-	5,633
Restricted for recreation	-	-	23,395	23,395
Unassigned	944,835	-	-	944,835
Total fund balances	<u>950,468</u>	<u>-</u>	<u>23,395</u>	<u>973,863</u>
Total liabilities and fund balances	<u>\$ 1,014,707</u>	<u>\$ -</u>	<u>\$ 23,395</u>	<u>\$ 1,038,102</u>

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

Town of Palm Shores, Florida

RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION

September 30, 2018

Fund balances - total governmental funds		\$	973,863
The net position 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 governmental funds. Those assets consist of:			
Land	\$	881,602	
Buildings and improvements, net		319,476	
Improvements other than buildings, net		233,935	
Furniture and equipment, net		69,733	
Infrastructure, net		213,944	
			1,718,690
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds. Those liabilities consist of:			
Compensated absences			<u>(6,778)</u>
Total net position of governmental activities		\$	<u>2,685,775</u>

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

Town of Palm Shores, Florida

STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS

Year ended September 30, 2018

	General Fund	Community Redevelopment Fund	Other Governmental Funds	Total Governmental Funds
REVENUES				
Taxes	\$ 220,981	\$ -	\$ -	\$ 220,981
Licenses and permits	36,288	-	-	36,288
Intergovernmental	88,175	-	-	88,175
Charges for services	45,427	-	-	45,427
Transportation	37,444	-	-	37,444
Interest income	1,524	-	-	1,524
Miscellaneous	36,211	-	-	36,211
Total revenues	<u>466,050</u>	<u>-</u>	<u>-</u>	<u>466,050</u>
EXPENDITURES				
Current				
General government	358,243	-	1,949	360,192
Public safety	195	-	-	195
Transportation	64,020	-	-	64,020
Economic development	1,347	-	-	1,347
Recreation	819	-	-	819
Other	-	99,398	-	99,398
Capital outlay	29,232	-	11,371	40,603
Total expenditures	<u>453,856</u>	<u>99,398</u>	<u>13,320</u>	<u>566,574</u>
Excess (deficiency) of revenues over (under) expenditures	12,194	(99,398)	(13,320)	(100,524)
Fund balances at October 1, 2017	<u>938,274</u>	<u>99,398</u>	<u>36,715</u>	<u>1,074,387</u>
Fund balances at September 30, 2018	<u>\$ 950,468</u>	<u>\$ -</u>	<u>\$ 23,395</u>	<u>\$ 973,863</u>

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

Town of Palm Shores, Florida

RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL
FUNDS TO THE STATEMENT OF ACTIVITIES

Year ended September 30, 2018

Net change in fund balances - total governmental funds \$ (100,524)

The change in net position reported for governmental activities
in the statement of activities is different because:

Governmental funds report capital outlays as expenditures.

However, in the statement of activities, the cost of those
assets are allocated over their estimated useful lives and
reported as depreciation expense:

Capital outlay	\$ 40,603	
Depreciation expense	<u>(71,581)</u>	(30,978)

In the statement of activities, only the loss on the sale of capital
assets is reported. However, in the governmental funds, the
proceeds from the sale increase financial resources. Thus, the
change in net position differs from the change in fund balance.

Loss on disposal of capital assets	(646)
------------------------------------	-------

Some expenses reported in the statement of activities do not
require the use of current financial resources and, therefore, are
not reported as expenditures in governmental funds. These
expenses consist of:

Compensated absences	<u>(1,173)</u>
----------------------	----------------

Change in net position of governmental activities	<u>\$ (133,321)</u>
---	---------------------

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

Town of Palm Shores, Florida

NOTES TO FINANCIAL STATEMENTS

September 30, 2018

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town of Palm Shores, Florida (the "Town") have been prepared in conformity with accounting principles generally accepted in the United States of America ("GAAP") as applied to government units. The Governmental Accounting Standards Board ("GASB") is the accepted standard-setting body establishing governmental accounting and financial reporting principles. The more significant accounting policies of the Town are described below.

1. Reporting entity

The Town was incorporated and organized by a special act of the Florida legislator in 1959 as a municipality with a Mayor and a four-member Council. Both the Mayor and Council are elected by the registered voters of the Town. The Council elects a Vice-Mayor from among its members annually. The Town provides a wide range of services as directed by the Town Charter, including general government, inspections, planning and zoning, and other related general and administrative services for its approximately 1000 residents.

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, as defined in Governmental Accounting Standards Board ("GASB") *Codification of Governmental Accounting and Financial Reporting Standards*, Section 2100, *Defining the Financial Reporting Entity*. There were no component units to be reported by the Town in FY 18 financial statements.

2. Government-wide and fund financial statements

The government-wide financial statements consist of a statement of net position and a statement of activities. These statements report information on all of the nonfiduciary activities of the primary government as a whole. As part of the consolidation process, all interfund activities are eliminated from these statements.

Net position, the difference between assets and liabilities, as presented in the statement of net position, is subdivided into three categories: net investments in capital assets; restricted net position; and unrestricted net position. Net position is reported as restricted when constraints are imposed on the use of the amounts either externally by creditors, grantors, contributors, or laws and regulations of other governments, or by law through constitutional provisions or enabling legislation. Net investment in capital assets is the component of net position that consists of capital assets, net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes of other borrowings that are attributable to the acquisition, construction and improvements of those assets. Unrestricted net position is the component of net position that does not meet the definition of the other two components.

Town of Palm Shores, Florida

NOTES TO FINANCIAL STATEMENTS

September 30, 2018

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

2. Government-wide and fund financial statements (continued)

The statement of activities presents a comparison between the direct and indirect expenses of a given function or segment and its program revenues, and displays the extent to which each function or segment contributes to the change in net position for the fiscal year. Direct expenses are those that are clearly identifiable to a specific function or segment. Program revenues consist of charges for services, operating grants and contributions, and capital grants and contributions. Charges for services refer to amounts received from those who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment. Grants and contributions consist of revenues that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenues are reported instead as general revenues.

Separate fund financial statements report detailed information about the Town's governmental funds. The focus of governmental fund financial statements is on major funds. Therefore, major funds are reported as separate columns in the fund financial statements and non-major funds are aggregated and presented as a single column on each statement. Reconciliation is provided that converts the results of governmental fund accounting to the government-wide presentation.

3. Measurement focus, basis of accounting and financial statement presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town 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 claims and judgments, are recorded only when payment is due.

Franchise and utility taxes, state revenue sharing and charges for services (except for investment earnings) associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenue of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Investment earnings are recorded when earned.

Town of Palm Shores, Florida
NOTES TO FINANCIAL STATEMENTS

September 30, 2018

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

3. Measurement focus, basis of accounting and financial statement presentation

The Town reports the following major governmental funds:

General Fund - The general fund is the general operating fund of the Town and is used to account for all financial resources except those required to be accounted for in another fund.

Community Redevelopment Fund - This special revenue fund accounts for the Town's community redevelopment revenues, which are restricted by law or administrative action to expenditures for community redevelopment. The fund was closed in FY 18 upon the return of the remaining funds to Brevard County.

4. Cash, cash equivalents, and investments

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits, and pooled investments with the State Board of Administration.

Florida Statutes authorize the Town to invest in the Local Government Surplus Funds Trust Fund, which is administered by the State Board of Administration; obligations of, or obligations where the principal and interest of which are unconditionally guaranteed by the United States Government; interest bearing time deposits or savings accounts in banks and savings and loan organized under Laws of the United States; obligations of the Federal Farm Credit Banks, the Federal Home Loan Mortgage Corporation, the Federal Home Loan Bank, or obligations guaranteed by the Government National Mortgage Association; and obligations of the Federal National Mortgage Association.

5. Receivables

After reviewing the individual account balances, the Town's management has determined that 100% of the receivables are fully collectible. Therefore, no allowance for doubtful accounts has been provided.

6. Capital assets

Capital assets, which include land, buildings and improvements, improvements other than buildings, furniture and equipment, and infrastructure assets (i.e. park rehabilitation) are reported in the government-wide financial statements. The Town defines capital assets as assets with an initial, individual cost of more than \$500 and an estimated useful life in excess of one year. Such assets are recorded at cost when purchased. Contributed capital assets are capitalized at their fair value at the date received. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Town of Palm Shores, Florida
NOTES TO FINANCIAL STATEMENTS

September 30, 2018

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

6. Capital assets (continued)

Pursuant to GASB *Codification of Governmental Accounting and Financial Reporting Standards*, Section 1400.162, *Reporting Capital Assets*, the Town has elected not to record and depreciate infrastructure assets placed in service prior to the fiscal year ended September 30, 2006. Current year additions are placed in service and recorded as a capital asset.

Depreciation is provided using the straight-line method over the estimated useful lives of the various classes of depreciable assets. The estimated useful lives of the various classes of depreciable assets are as follows:

Asset class	Estimated useful lives (years)
Buildings and improvements	10-40
Improvements other than buildings	10-40
Furniture and equipment	5-7
Infrastructure	40

7. Compensated absences

The Town records the vested portion of accumulated unused compensated absences, if material, at year-end based on each employee's unused hours and rate of pay, including the Town's share of payroll taxes. All compensated absences are accrued when incurred in the governmental-wide financial statements as accrued liabilities. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations or retirements.

8. Long-term obligations

In the government-wide financial statements, long-term obligations are reported as liabilities in the applicable governmental activities.

9. Income tax

The Town qualifies as a tax-exempt entity and is, therefore, exempt from income tax. Accordingly, no tax provision has been made in the accompanying financial statements.

Town of Palm Shores, Florida
NOTES TO FINANCIAL STATEMENTS

September 30, 2018

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

10. Use of estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions. This will affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures/expenses during the reported year. Actual results could differ from these estimates.

11. Fund balance classification

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Fund Balance - The difference between assets and all current operational commitments and liabilities reported in a governmental fund.

Non-spendable Fund Balance - Amounts that are (a) not in spendable form or (b) legally or contractually required to be maintained intact. "Not in spendable form" includes items that are not expected to be converted to cash (inventories, prepaid expenditures) and items such as long-term amount of loans, property acquired for resale, as well as unrealized gains.

Restricted Fund Balance - Amounts that have externally enforceable limitations on use of resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance - Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Town Council, the Town's highest level of decision making authority. Commitments may only be removed or changed by the Town Council taking the same formal action (resolution) that imposed the constraint originally.

Town of Palm Shores, Florida
NOTES TO FINANCIAL STATEMENTS

September 30, 2018

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

11. Fund balance classification (continued)

Assigned Fund Balance - Amounts that are constrained by the Town's intent to be used for specific purposes that are neither considered restricted nor committed. The authority to assign fund balance lies with the Mayor.

Unassigned Fund Balance - The residual classification for the General Fund resources. 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. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

Restricted amounts shall be spent first unless there are legal documents/contracts prohibiting this, such as grant agreements. Further, the order of priority shall be Committed Fund Balance, followed by Assigned Fund Balance, and then Unassigned Fund Balance when expenditures are incurred for purposes for which amounts in any of classifications could be used.

12. Property tax

The Town of Palm Shores derives no revenue from property taxes. Therefore, a millage rate is not applicable.

NOTE B - CASH, CASH EQUIVALENTS AND INVESTMENTS

The Town's cash, cash equivalents and investments at September 30, 2018 consisted of the following:

	<u>Fair Value</u>	<u>Duration</u>	<u>Rating</u>
Cash	\$ 940,616	N/A	Not rated
Local government pooled investment accounts:			
Florida PRIME	<u>58,444</u>	33	AAAm
Total cash and cash equivalents and investments	<u>\$ 999,060</u>		

Town of Palm Shores, Florida

NOTES TO FINANCIAL STATEMENTS

September 30, 2018

NOTE B - CASH, CASH EQUIVALENTS AND INVESTMENTS (continued)

The Town maintains its cash and cash equivalent balances in financial institutions that are insured by the Federal Deposit Insurance Corporation (“FDIC”) for up to \$250,000 per depositor. At September 30, 2018, the Town’s cash and cash equivalent balances were fully insured. In the event of a default or insolvency of a qualified public depositor, the State Treasurer will implement procedures for payment of losses according to the validated claims of the Town pursuant to Section 280.08, Florida Statutes. Financial institutions must meet the criteria of being a Qualified Public Depository as described in the Florida Security for Public Deposits Act, under Chapter 280, Florida Statutes, before any investments are made with those institutions.

The local government pooled investment account is administered by the State Board of Administration and is composed of local government surplus funds deposited therein by units of local government. The investing of public funds with the State Board of Administration is governed by Section 218.407, Florida Statutes. The investments with the State Board of Administration consist largely of federal agency obligations, repurchase agreements, banker’s acceptance, and commercial paper.

In adherence with GASB's *Codification of Governmental Accounting and Financial Reporting Standard, Section In5, Investment Pools (External)*, Certain External Investment Pools and Pool Participants, the Town reports its investments in Florida PRIME at amortized cost because Florida PRIME is an external investment pool that report their investments at amortized cost.

On December 23, 2008, all Local Government Investment Pool (“LGIP”) fund balances became 100% liquid. The LGIP was given a new name, “Florida PRIME”, on August 3, 2009. The Florida PRIME is operated as a “2a7-like” money market fund. As of September 30, 2018, the Town had \$58,444 in Florida PRIME.

Credit risk - The Town’s adopted investment guidelines require that the investments of the Town be limited to those investments contained in Florida Statutes 218.415(17) subparagraphs (a) through (d), which allow investments in the local government pooled investment account, securities and exchange commission required money market funds with the highest credit quality rating from a nationally recognized rating agency, interest-bearing time deposits or savings accounts in qualified public depositories, and direct obligations of the U.S. Treasury. The Town’s investment policy does not further limit its investment choices. As of September 30, 2018, the Florida Prime Fund was rated by S&P, nationally recognized statistical rating organization, as noted on the previous page.

Town of Palm Shores, Florida
NOTES TO FINANCIAL STATEMENTS
September 30, 2018

NOTE C - CAPITAL ASSETS

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

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets, not being depreciated:				
Land	\$ 881,602	\$ -	\$ -	\$ 881,602
Capital assets, being depreciated:				
Building and improvements	559,856	-	-	559,856
Improvements other than buildings	414,243	19,500	5,898	427,845
Furniture and equipment	150,822	21,103	36,567	135,358
Infrastructure	502,679	-	-	502,679
Total capital assets being depreciated	<u>1,627,600</u>	<u>40,603</u>	<u>42,465</u>	<u>1,625,738</u>
Less accumulated depreciation for:				
Buildings and improvements	225,810	14,570	-	240,380
Improvements other than buildings	173,795	20,115	-	193,910
Furniture and equipment	87,655	13,891	35,921	65,625
Infrastructure	271,628	23,005	5,898	288,735
Total accumulated depreciation	<u>758,888</u>	<u>71,581</u>	<u>41,819</u>	<u>788,650</u>
Total capital assets, being depreciated, net	<u>868,712</u>	<u>(30,978)</u>	<u>646</u>	<u>837,088</u>
Governmental activities capital assets, net	<u>\$ 1,750,314</u>	<u>\$ (30,978)</u>	<u>\$ 646</u>	<u>\$ 1,718,690</u>

Depreciation expense of \$71,581 was charged to the general government function.

Town of Palm Shores, Florida
NOTES TO FINANCIAL STATEMENTS
September 30, 2018

NOTE D - INTERFUND ACTIVITY

Due to/from other funds at September 30, 2018 is summarized as follows:

Fund	Due from other funds	Due to other funds
General	\$ -	\$ 23,395
Recreation	23,395	-
	\$ 23,395	\$ 23,395

The due to/from balances resulted from the time lag between the dates that transactions are recorded in the accounting system and payments between funds are made.

NOTE E - LONG-TERM LIABILITIES

Compensated absences in the governmental activities are classified as noncurrent liabilities and are typically liquidated by the general fund.

Changes in long-term liabilities

	Balance at October 1, 2017	Additions	Reductions	Balance at September 30, 2018	Due within one year
Compensated absences	\$ 5,605	\$ 4,408	\$ 3,235	\$ 6,778	\$ -

NOTE F - OPERATING LEASE

The Town leases a copier under an operating lease. For the year ended September 30, 2018, total costs for the copier lease was \$2,690.

The future minimum lease payments for these leases are as follows:

Year ending September 30,	Copier
2019	\$ 1,716
2020	1,716
2021	1,573
Total	\$ 5,005

Town of Palm Shores, Florida

NOTES TO FINANCIAL STATEMENTS

September 30, 2018

NOTE G - COMMITMENTS AND CONTINGENCIES

During the ordinary course of its operations, the Town is party to various claims, legal actions, and complaints. Some of these matters are covered by the Town's insurance program. While the ultimate effect of any litigation cannot be ascertained at this time, management believes, based on the advice of legal counsel, that there will be no material effect on the Town's financial position and/or that the Town has sufficient insurance coverage to cover any claims.

NOTE H - 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; injuries to employees; and natural disasters. The Town has obtained insurance from commercial underwriters for all the aforementioned risks except workers' compensation. For workers' compensation, the Town has joined with other local governments in the State participating in the Florida League of Cities Municipal Self-Insurance Program ("Program"), a public entity risk pool currently operating as a common risk management and insurance program.

The interlocal agreement with the Program provides that the Program will be self-sustaining through member premiums and will reinsure through commercial companies. There have been no significant reductions in insurance coverage from the prior year. No settlements have exceeded the Town's insurance coverage for each of the past three fiscal years.

NOTE I - SUBSEQUENT EVENTS

The Town has evaluated subsequent events through May 23, 2019; the date on which the financial statements were available for issuance, and has determined that no material events occurred that would require additional disclosure in the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

Town of Palm Shores, Florida

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCES - BUDGET AND ACTUAL - GENERAL FUND**

Year ended September 30, 2018

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
REVENUES				
Taxes	\$ 177,000	\$ 219,300	\$ 220,981	\$ 1,681
Licenses and permits	20,200	36,200	36,288	88
Intergovernmental	86,500	88,000	88,175	175
Charges for services	46,100	46,100	45,427	(673)
Transportation	36,000	36,000	37,444	1,444
Interest income	600	600	1,524	924
Miscellaneous	10,111	39,711	36,211	(3,500)
Total revenues	<u>376,511</u>	<u>465,911</u>	<u>466,050</u>	<u>139</u>
EXPENDITURES				
Current				
General government	319,011	368,569	358,243	10,326
Public safety	-	195	195	-
Transportation	56,500	65,500	64,020	1,480
Economic development	-	1,347	1,347	-
Recreation	1,000	1,000	819	181
Capital outlay	-	29,300	29,232	68
Total expenditures	<u>376,511</u>	<u>465,911</u>	<u>453,856</u>	<u>12,055</u>
Excess (deficiency) of revenues over (under) expenditures	-	-	12,194	12,194
Fund balances at October 1, 2017	<u>938,274</u>	<u>938,274</u>	<u>938,274</u>	-
Fund balances at September 30, 2018	<u>\$ 938,274</u>	<u>\$ 938,274</u>	<u>\$ 950,468</u>	<u>\$ 12,194</u>

See accompanying note to required supplementary information.

Town of Palm Shores, Florida

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - BUDGET AND ACTUAL - COMMUNITY REDEVELOPMENT FUND**

Year ended September 30, 2018

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
REVENUES				
Total revenues	\$ -	\$ -	\$ -	\$ -
EXPENDITURES				
Other	-	99,398	99,398	-
Total expenditures	-	99,398	99,398	-
Excess (deficiency) of revenues over (under) expenditures	-	(99,398)	(99,398)	-
Fund balances at October 1, 2017	-	99,398	99,398	-
Fund balances at September 30, 2018	\$ -	\$ -	\$ -	\$ -

See accompanying note to required supplementary information.

Town of Palm Shores, Florida

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION

September 30, 2018

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Budgets and budgetary accounting

The Town's annual budget is adopted for the entire operations at the combined governmental level and may be amended by the Town Council. Although budgets are adopted for the entire operation, budgetary comparisons have been presented for the general fund and the major special revenue fund.

The budgets are integrated into the accounting system, and the budgetary data, as presented in the financial statements for all funds with annual budgets, compare the expenditures with the budget. All budgets are presented on the modified accrual basis of accounting. Accordingly, the accompanying Budgetary Comparison Schedules for the General and Special Revenue Fund present actual expenditures in accordance with accounting principles generally accepted in the United States of America on a basis consistent with the legally adopted budgets as amended. Unexpended appropriations on annual budgets lapse at the end of each fiscal year.

**SUPPLEMENTAL COMBINING FUND
FINANCIAL STATEMENTS**

NONMAJOR GOVERNMENTAL FUNDS

Nonmajor governmental funds are special revenue funds which are used to account for specific revenues that are legally restricted to expenditure for particular purposes and are funds that were not deemed a major fund.

Public Facilities Impact Fund is used to account for revenues obtained by the Town through impact fees imposed on new businesses within the Town and spent for the purposes of improving public facilities.

Recreation Impact Fund is used to account for revenues obtained by the Town through recreation impact fees imposed on newly constructed residential construction and a renovation of a home. The purpose of these fees is to improve the Town's recreational functions.

Town of Palm Shores, Florida

NONMAJOR GOVERNMENTAL FUNDS -
COMBINING BALANCE SHEET

September 30, 2018

	<u>Public Facilities Impact Fund</u>	<u>Recreation Fund</u>	<u>Total Other Governmental Funds</u>
ASSETS			
Due from other funds	<u>\$ -</u>	<u>\$ 23,395</u>	<u>\$ 23,395</u>
FUND BALANCES			
Restricted	<u>\$ -</u>	<u>\$ 23,395</u>	<u>\$ 23,395</u>

See Independent Auditor's Report.

Town of Palm Shores, Florida

**NONMAJOR GOVERNMENTAL FUNDS -
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES**

Year ended September 30, 2018

	Public Facilities Impact Fund	Recreation Fund	Total Other Governmental Funds
	<u> </u>	<u> </u>	<u> </u>
REVENUES			
Total revenues	\$ -	\$ -	\$ -
	<u> </u>	<u> </u>	<u> </u>
EXPENDITURES			
Current			
General government	-	1,949	1,949
Capital outlay	11,371	-	11,371
Total expenditures	<u>11,371</u>	<u>1,949</u>	<u>13,320</u>
Excess (deficiency) of revenues over (under) expenditures	(11,371)	(1,949)	(13,320)
Fund balances at October 1, 2017	<u>11,371</u>	<u>25,344</u>	<u>36,715</u>
Fund balances at September 30, 2018	<u>\$ -</u>	<u>\$ 23,395</u>	<u>\$ 23,395</u>

See Independent Auditor's Report.

Town of Palm Shores, Florida

**NONMAJOR GOVERNMENTAL FUNDS -
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL**

Year ended September 30, 2018

	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
REVENUES				
Miscellaneous	\$ -	\$ 8,000	\$ -	\$ (8,000)
Total revenues	<u>-</u>	<u>8,000</u>	<u>-</u>	<u>(8,000)</u>
EXPENDITURES				
Current				
General government	-	-	1,949	(1,949)
Capital outlay	-	8,000	11,371	(3,371)
Total expenditures	<u>-</u>	<u>8,000</u>	<u>13,320</u>	<u>(5,320)</u>
Excess (deficiency) of revenues over (under) expenditures	-	-	(13,320)	(13,320)
Fund balances at October 1, 2017	<u>-</u>	<u>36,715</u>	<u>36,715</u>	<u>-</u>
Fund balances at September 30, 2018	<u>\$ -</u>	<u>\$ 36,715</u>	<u>\$ 23,395</u>	<u>\$ (13,320)</u>

See Independent Auditor's Report.

COMPLIANCE SECTION

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Mayor and the Town Council
Town of Palm Shores, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Palm Shores, 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 May 23, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, 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 was for the limited purpose described in the first paragraph of this section and was not designed to identify deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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

May 23, 2019
Melbourne, Florida

Berman Hopkins Wright & Latham
CPAs and Associates, LLP

MANAGEMENT LETTER

The Honorable Mayor and Town Council
Town of Palm Shores, Florida

Report on the Financial Statements

We have audited the financial statements of the Town of Palm Shores, Florida (the "Town"), as of and for the fiscal year ended September 30, 2018, and have issued our report thereon dated May 23, 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 on 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*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated May 23, 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. There were no findings or associated recommendations made in the preceding annual financial audit.

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 Town of Palm Shores, Florida was established by and is governed per the special law 54-1407 Laws of Florida. Additional legal entity disclosures are included in Note A-1 of the financial statements. The Town of Palm Shores, Florida has the Community Redevelopment Agency listed as the blended component unit however this component unit was dissolved in July 2018.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.566(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate 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 to identify 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.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the Town. 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 did not have any such recommendations.

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 warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

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 other granting agencies, the Council Members, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

May 23, 2019
Melbourne, Florida

Berman Hopkins Wright & LaHam
CPAs and Associates, LLP

255 S. Orange Ave. Suite 1545
Orlando, FL 32801
Phone: 407-841-8841
Fax: 407-841-8849

www.bermanhopkins.com

8035 Spyglass Hill Road
Melbourne, FL 32940
Phone: 321-757-2020
Fax: 321-242-4844

1415 S. Washington Ave.
Titusville, FL 32780
Phone: 321-267-2190
Fax: 321-268-2272

INDEPENDENT ACCOUNTANT'S REPORT ON INVESTMENT COMPLIANCE

The Honorable Mayor and Town Council
Town of Palm Shores, Florida

We have examined Town of Palm Shores, Florida's (the "Town") compliance with Section 218.415, Florida Statutes, regarding the investment of public funds during the year ended September 30, 2018. Management of the Town is responsible for the Town's compliance with the specified 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, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Town complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, 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.

Our examination does not provide a legal determination on the Town's compliance with specified requirements.

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

This report is intended solely for the information and use of the Town and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.

May 23, 2019
Melbourne, Florida

Berman Hopkins Wright & LaHam
CPAs and Associates, LLP