



# **TOWN OF SOUTH PALM BEACH, FLORIDA**

## **COMPREHENSIVE ANNUAL FINANCIAL REPORT**

### **FISCAL YEAR ENDED SEPTEMBER 30, 2019**



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# **The Town of South Palm Beach, Florida**

## **COMPREHENSIVE ANNUAL FINANCIAL REPORT**

**Fiscal Year Ended September 30, 2019**

PREPARED BY:  
FINANCE DEPARTMENT

TOWN OF SOUTH PALM BEACH, FLORIDA  
COMPREHENSIVE ANNUAL FINANCIAL REPORT  
FISCAL YEAR ENDED SEPTEMBER 30, 2019  
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# TOWN OF SOUTH PALM BEACH

3577 South Ocean Boulevard, South Palm Beach, Florida 33480  
(561) 588-8889 • Fax (561) 588-6632

May 26, 2020

To the Honorable Mayor, Members of the Town  
Council and Citizens of the Town of South Palm Beach:

The Government Finance Officers Association (GFOA) recommends that all units of local government publish, within six months of the close of each fiscal year, a complete set of financial statements presented in conformity with Generally Accepted Accounting Principles (GAAP) and audited in accordance with auditing standards generally accepted in the United States and in accordance with Government Auditing Standards by a firm of licensed certified public accountants. Pursuant to that recommendation, we hereby issue the comprehensive annual financial report of the Town of South Palm Beach for the fiscal year ended September 30, 2019.

This report consists of management's representation concerning the finances of the Town of South Palm Beach. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, management of the Town of South Palm Beach has established a comprehensive internal framework that is designed both to protect the Town's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the Town of South Palm Beach's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the Town of South Palm Beach's comprehensive framework of internal controls has been designed to provide reasonable, rather than absolute, assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The firm of Grau and Associates, licensed certified public accountants, has audited the Town of South Palm Beach's financial statements. The goal of the independent audit was to provide reasonable assurance that the basic financial statements of the Town of South Palm Beach for the fiscal year ended September 30, 2019, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amount and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation.

The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unqualified opinion that the Town of South Palm Beach's financial statements for the fiscal year ended September 30, 2019, are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The Town of South Palm Beach's MD&A can be found immediately following the report of the independent certified public accountants in the financial section and provides a narrative introduction, overview and analysis of the basic financial statements.

## **Profile of the Government**

The Town of South Palm Beach, incorporated in 1955, is a small community on one of South Florida's barrier islands five eighths of a mile in length located on US Highway A1A. The Town is comprised of 1,859 housing units, of which only 4 are single family homes, the balance are condominium apartments. Because of the Town's unique location and beauty, its own police force and a dedicated and well-trained professional staff, property values in the Town are above average for Palm Beach County. Local access to the Town is by two nearby bridges across the intra coastal waterway; Ocean Avenue to the south, and Lake Worth Road to the north.

The Town of South Palm Beach began operating with a Town administrator in 1982 and changed the form of government to a Town Manager in 2000. Policymaking and legislative authority are vested in a governing council consisting of the mayor and four other council members. The Council is responsible among other things, for passing ordinances and resolutions, adopting the annual budget and appointing the Town Manager. The Town Manager is responsible for carrying out the policies and ordinances of the Council and overseeing the daily operations of the government.

The Town of South Palm Beach offers a range of services, including police protection, building, zoning and planning, code enforcement and cultural activities. County wide services include fire rescue, corrections rehabilitation, judicial administration, Palm Tran, public health, air quality resources, human and social services, the airport, and the Sheriff's office. Palm Beach County is the regional government for all county residents.

The annual budget serves as a foundation for the Town of South Palm Beach's financial planning and control. Departments of the Town are required to submit requests for appropriations to the Town Manager and these requests are the initiation of developing the proposed budget. The Town Manager then presents a proposed budget to the Council for review. The Council is required to hold public hearings on the proposed budget and to adopt a final budget no later than September 30, the close of the Town's fiscal year. The appropriated budget is prepared by fund and department. The Town Council approves supplemental appropriations. Budget to actual comparisons are provided in this report for the general fund for which an appropriated annual budget has been adopted. The general fund, budget to actual report, is presented in the required supplemental information section of this report.

## **Local Economy**

The Town of South Palm Beach suffered the same economic issues that have affected all of Florida during the recession. As the economy has recovered, the Town has also experienced an increase in assessed taxable value of property. However, this exclusive community is comprised of well-educated and involved citizens who take a genuine interest in the governing aspects of their Town. The Town is comprised of exclusive residential housing stock. There are no industrial or commercial uses in the community. The previously nonconforming site of the 58 unit motel and restaurant on the ocean has been redevelopment to 30 condominium units. The completion of the project took place during the summer of 2019.

## **Long-Term Financial Planning**

The Town works to project into the future to assess revenue trends and expenditure needs to assure a balanced stable financial program while addressing the various goals and objectives of the community.

## **Risk Management**

The Town is exposed to various risks of loss related to torts, theft or damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town participates in the Florida League of Cities Municipal Insurance Trust for workers' compensation, liability and property insurance with deductibles of up to \$500 per claim.

## **Pension and Other Post-Employment Benefits.**

The Town joined the Florida Retirement System (FRS) on January 1, 2005 to provide post employment retirement benefits to its employees. The Town's required contribution ranges from 8.26% to 24.06% of covered payroll, based on employee risk groups. In addition, the Town sponsors a 401(k) defined contribution plan and a 457 deferred compensation plan in which any employee may contribute on a voluntary basis. Although the Town implemented GASB 75 on October 1, 2017, actuaries have determined that based on the Town's current employee data and expected patterns, the liability for the implicit rate subsidy is not material. The Town has not reported any OPEB costs or net obligations.

## **Awards and Acknowledgements**

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town of South Palm Beach for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2018. This was the thirteenth year that the Town received this prestigious award. In order to be awarded a Certificate of Achievement, the government published an easily readable and efficiently organized CAFR. This report satisfied both GAAP and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. I believe the current CAFR continues to meet the Certificate of Achievement Program's requirements and am submitting it to the GFOA to determine its eligibility for another certificate.

The preparation of this report would not have been possible without the efficient and dedicated services of the entire staff of the Town of South Palm Beach. I would like to express my appreciation to all members of the Town staff who assisted and contributed to the preparation of this report. Appreciation is also extended to the Mayor and the Town Council for their unfailing support for maintaining the highest standards of professionalism in the management of the Town of South Palm Beach's finances.

Respectfully submitted,

  
Robert Kellogg  
Town Manager





Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Town of South Palm Beach  
Florida**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**September 30, 2018**

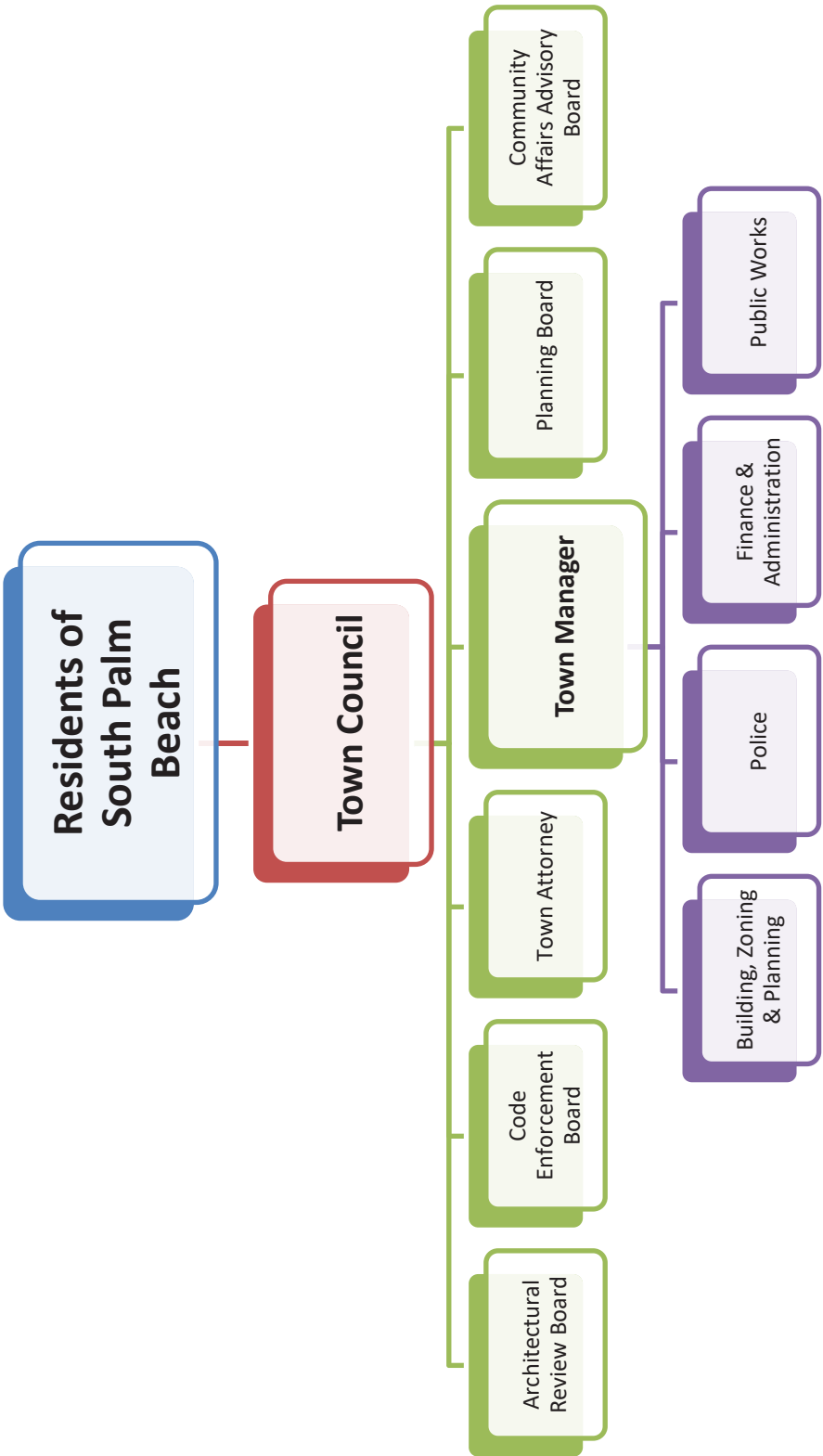
*Christopher P. Morill*

Executive Director/CEO

**TOWN OF SOUTH PALM BEACH, FLORIDA**

**ORGANIZATION CHART**

SEPTEMBER 30, 2019



# **TOWN OF SOUTH PALM BEACH, FLORIDA**

## **LIST OF PRINCIPAL OFFICIALS**

### **TOWN COUNCIL**

Bernice Fischer	Mayor
Robert Gottlieb	Vice-Mayor
Stella Jordan	Council Member
Mark Weissman	Council Member
Bill LeRoy	Council Member

### **TOWN OFFICIALS**

Robert Kellogg	Town Manager
Yude Alvarez	Town Clerk
Glen Torcivia	Town Attorney

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# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

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Fax (561) 994-5823  
[www.graucpa.com](http://www.graucpa.com)

## Independent Auditor's Report

To the Honorable Mayor and  
Members of the Town Council  
Town of South Palm Beach, Florida

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Town of South Palm Beach, Florida, (the "Town") as of and for the fiscal year ended September 30, 2019, 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, the business-type activities and each major fund of the Town as of September 30, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the fiscal 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, budgetary comparison information, and other required supplementary information 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 introductory section and statistical section are presented for purposes of additional analysis and are not a required part of the financial statements. The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated May 26, 2020 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, 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 26, 2020

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of South Palm Beach, we offer readers of the Town of South Palm Beach's (the Town) financial statements this narrative overview and analysis of the financial activities of the Town of South Palm Beach for the fiscal year ended September 30, 2019.

### Financial Highlights

- The assets and deferred outflow of resources of the Town of South Palm Beach exceeded its liabilities and deferred inflow of resources at the close of the most recent fiscal year resulting in a net position balance of \$6,203,354.
- The Town's total net position increased by \$347,889. The key components of the Town's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- As of the close of the current fiscal year, the Town's governmental funds reported an ending fund balance of \$4,910,556, an increase of \$544,191 in comparison with the prior year.
- At the end of the current fiscal year, the unassigned fund balance for the General Fund was \$2,300,577, or 143% of total General Fund expenditures for the current year.
- Total governmental revenues decreased \$143,448, or 6% in comparison the prior year.
- Total governmental expenditures decreased by \$163,808, or 9% in comparison the prior year.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town of South Palm Beach's basic financial statements. The Town of South Palm Beach'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 of South Palm Beach's finances, in a manner similar to a private sector business.

The *Statement of Net Position* presents information on all the Town's *asset, deferred outflow of resources, liabilities, and deferred inflow of resources at the end of fiscal year*. The difference between assets and deferred outflow of resources and its liabilities and deferred inflow of resources is 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 periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Town of South Palm Beach that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business type activities*). The governmental activities of the Town of South Palm Beach include general government, public safety, public works and culture and community recreation.

**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 of South Palm Beach, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Town of South Palm Beach has two fund categories: (a) the governmental fund and (b) the enterprise fund.

**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 statement 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 of South Palm Beach maintains three governmental funds, the General Fund, the Building Fund, and the Capital Projects Fund. A new sale surtax was levied beginning January 1, 2017. This voter approved one cent sales tax is levied countywide to fund infrastructure projects. A Capital Projects fund has been established with the South Palm Beach share of proceeds of this tax in the amount of \$262,000. The Town uses the Special Revenue Fund to account for its building and code enforcement activities.

The Town of South Palm Beach adopts an annual appropriated budget for the General Fund and Building Fund. A budgetary comparison schedule has been provided for these funds to demonstrate compliance with the budget.

**Proprietary Funds.** The Town maintains one type of proprietary fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Town uses the Sewer Fund to account for its sewer utility operations.

**Notes to the basic 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.

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In this case, the Town's assets plus deferred outflows of resources exceeded liabilities plus deferred inflows of resources by \$6,203,354 at the close of the most recent fiscal year.

A portion of the Town's net position, \$987,176 reflects its investment in capital assets (e.g., land and equipment). The Town of South Palm Beach uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending.

The Statement of Net Position and the Statement of Activities report information about the Town's activities that will help answer questions about the position of the Town. A comparative analysis is provided with prior year information.

### **Net Position**

There are six basic transactions that affect the comparability of the Statement of Net Position summary presentation as reflected below:

1. Net results of activities will impact (increase or decrease) current assets and unrestricted and/or restricted assets.
2. Borrowing for capital will increase current assets and long-term debt.
3. Spending borrowed proceeds on new capital will reduce current assets and increase capital assets. There is a second impact, an increase in investment in capital assets and an increase in related debt, which will not change the investment in capital assets, net of debt.
4. Spending of non-borrowed current assets on new capital will reduce current assets and increase capital assets and will also reduce unrestricted net position and increase investment in capital assets, net of debt.
5. Principal payment on debt will reduce current assets, reduce long-term debt, also reduce unrestricted net position, and increase investments in capital assets, net of debt.
6. Reduction of capital assets through depreciation will reduce capital assets and investment in capital assets, net of debt.

As illustrated in Table A-1 below, at the close of the most recent fiscal year, assets plus deferred outflows of resources of the Town of South Palm Beach exceeded liabilities plus deferred inflows of resources by \$6,203,354.

**Table A-1**  
**Town of South Palm Beach**  
**Net Position**

	<u>Government Activities</u>		<u>Business-type Activities</u>		<u>Total</u>	
	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>
Current assets	\$ 4,981,455	\$ 4,465,811	\$ 1,728,878	\$ 1,652,341	\$ 6,710,333	\$ 6,118,152
Capital assets, net	<u>678,949</u>	<u>793,391</u>	<u>308,227</u>	<u>318,012</u>	<u>987,176</u>	<u>1,111,403</u>
Total assets	<u>5,660,404</u>	<u>5,259,202</u>	<u>2,037,105</u>	<u>1,970,353</u>	<u>7,697,509</u>	<u>7,229,555</u>
Deferred Outflow of Resources	<u>673,914</u>	<u>905,297</u>	<u>-</u>	<u>-</u>	<u>673,914</u>	<u>905,297</u>
Current liabilities	90,353	103,646	-	16,876	90,353	120,522
Non-current liabilities	<u>1,741,456</u>	<u>1,929,058</u>	<u>-</u>	<u>-</u>	<u>1,741,456</u>	<u>1,929,058</u>
Total liabilities	<u>1,831,809</u>	<u>2,032,704</u>	<u>-</u>	<u>16,876</u>	<u>1,831,809</u>	<u>2,049,580</u>
Deferred Inflow of Resources	<u>336,260</u>	<u>229,807</u>	<u>-</u>	<u>-</u>	<u>336,260</u>	<u>229,807</u>
Net Position:						
Net investment in capital assets	678,949	793,391	308,227	318,012	987,176	1,111,403
Restricted for:						
Infrastructure	262,000	158,435	-	-	262,000	158,435
Building code enforcement	891,181	841,344	-	-	891,181	841,344
Unrestricted	<u>2,334,119</u>	<u>2,108,818</u>	<u>1,728,878</u>	<u>1,635,465</u>	<u>4,062,997</u>	<u>3,744,283</u>
Total net position	<u>\$ 4,166,249</u>	<u>\$ 3,901,988</u>	<u>\$ 2,037,105</u>	<u>\$ 1,953,477</u>	<u>\$ 6,203,354</u>	<u>\$ 5,855,465</u>

The largest portion of the Town of South Palm Beach's total net position was the unrestricted net position of \$4,062,997, or 65%, which represent the resources that are available to provide services and/or additional capital assets to the citizens of the Town and meet the Town's obligations to its creditors. The balance of net position is composed of investments in capital assets (land, buildings, etc.) in the amount of \$987,176, and restrictions for infrastructure and building code enforcement totaling \$1,153,181. The Town uses the capital assets to provide services to its citizens and consequently these assets are not available for future spending.

At the end of its most recent fiscal year, the Town of South Palm Beach is able to report positive balances in all categories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities. The same situation held true for the prior fiscal year.

The Town's total net position increased by \$347,889 in comparison to the prior year.



Generally, the following impacts can significantly affect annual revenues and by extension change net position:

1. ***Economic conditions*** can reflect a growing, stable or declining overall economic environment and those conditions can have a significant impact on property, non-ad valorem assessments, sales and use taxes, fees and other revenues derived from the community as well as received from other governments,
2. ***Changes in tax, assessment, and fee rates by elected officials*** directly affect the revenue streams and have the most direct and immediate impact of all changes.
3. ***Changing patterns in intergovernmental and grant revenues*** cause measurable deviations and make annual comparisons less meaningful.
4. ***Market impact on investment income*** might cause investment revenues to fluctuate widely from year to year.

Some other basic impacts are responsible for changes in annual expenditures:

1. ***Introduction of new programs*** can have substantial impact on department/program expenditures by requiring new personnel, capital, and operating funds.
2. ***Changes in service levels*** impacts expenditures by changing the levels of already appropriated expenditures.
3. ***Salary/contract pricing increases*** can be a factor contributing to the increase in appropriations. Most contracts entered into by the Town of South Palm Beach have provisions for increases, either automatic or negotiated each year.
4. While ***inflation*** generally appears to be at low levels, it still always affects the prices the Town pays for commodities, supplies, fuels, parts and miscellaneous services it requires through the year. It is common that such goods may increase in price affecting expenditures.

As illustrated by Table A-2, Changes in Net Position below, the Town's revenues during the current fiscal year reached \$2,691,482 and exceeded expenses by \$428,823.

**Table A-2**  
**Town of South Palm Beach**  
**Changes in Net Position**

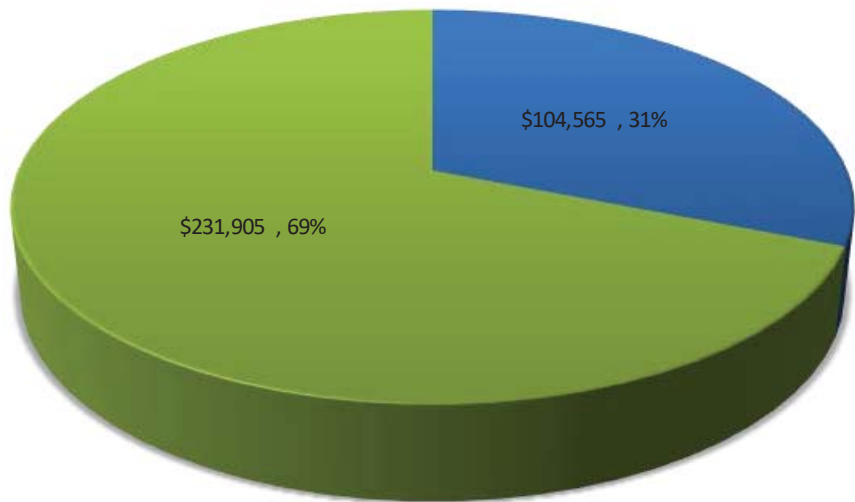
	<u>Government Activities</u>		<u>Business-type Activities</u>		<u>Total</u>	
	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>
Revenues:						
Program revenues:						
Charges for services	\$ 231,905	\$ 440,460	\$ 443,685	\$ 437,591	\$ 675,590	\$ 878,051
Capital grants	104,565	98,778	-	-	104,565	98,778
General revenues:						
Property taxes	1,262,753	1,261,393	-	-	1,262,753	1,261,393
Other taxes	376,537	358,674	-	-	376,537	358,674
Franchise fees	112,194	112,149	-	-	112,194	112,149
Intergovernmental	43,233	42,079	-	-	43,233	42,079
Investment income	69,287	37,070	24,462	5,648	93,749	42,718
Miscellaneous	22,861	16,180	-	-	22,861	16,180
Total revenues	<u>2,223,335</u>	<u>2,366,783</u>	<u>468,147</u>	<u>443,239</u>	<u>2,691,482</u>	<u>2,810,022</u>
Expenses:						
Government Activities:						
General government	560,716	726,145	-	-	560,716	726,145
Public safety	1,277,297	1,085,393	-	-	1,277,297	1,085,393
Public works	55,123	126,174	-	-	55,123	126,174
Culture and recreation	65,004	25,982	-	-	65,004	25,982
Utilities	-	-	304,519	281,672	304,519	281,672
Total expenses	<u>1,958,140</u>	<u>1,963,694</u>	<u>304,519</u>	<u>281,672</u>	<u>2,262,659</u>	<u>2,245,366</u>
Change in Net Position						
Before transfers	265,195	403,089	163,628	161,567	428,823	564,656
Transfers	80,000	80,000	(80,000)	(80,000)	-	-
Special item	80,934	-	-	-	80,934	-
Change in Net Position	264,261	483,089	83,628	81,567	347,889	564,656
Net position, beginning	<u>3,901,988</u>	<u>3,418,899</u>	<u>1,953,477</u>	<u>1,871,910</u>	<u>5,855,465</u>	<u>5,290,809</u>
Net position, ending	<u>\$ 4,166,249</u>	<u>\$ 3,901,988</u>	<u>\$ 2,037,105</u>	<u>\$ 1,953,477</u>	<u>\$ 6,203,354</u>	<u>\$ 5,855,465</u>

**Governmental Activities:** Governmental activities increased the Town's net position by \$264,261, thereby accounting for 76% of the total growth in the net position of the Town. Key elements of this increase are increased investment income as well as a slight decrease in governmental activities.

The charts below illustrate the breakdown of total revenues and operating expenses for governmental activities.

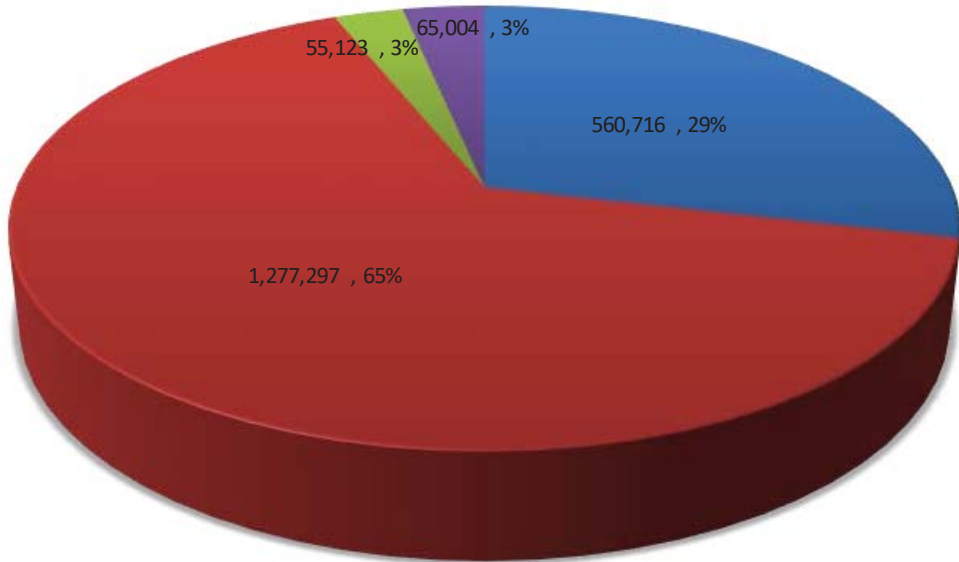
**Program Revenues and Expenses – Governmental Activities**

**Program Revenues**



■ Capital Grants and Contributions    ■ Charges for Services

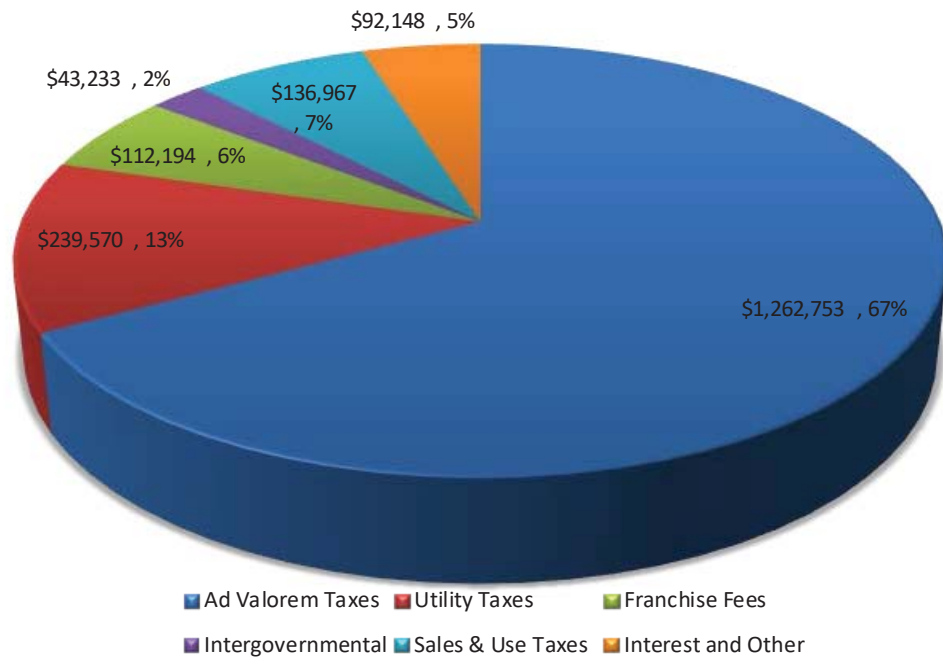
**Program Expenses**



■ General Government    ■ Public Safety    ■ Public Works    ■ Culture and Recreation

## General Revenues by Source – Governmental Activities

### Revenues by Sources - Governmental Activities



### Business-Type Activities

Business-type activities are designed as fee-based activities. Fees are implemented in such a way that they will completely cover the cost of operations without being supplemental from governmental sources. The Town's Sewer Fund is the only fund included in the business-type activities.

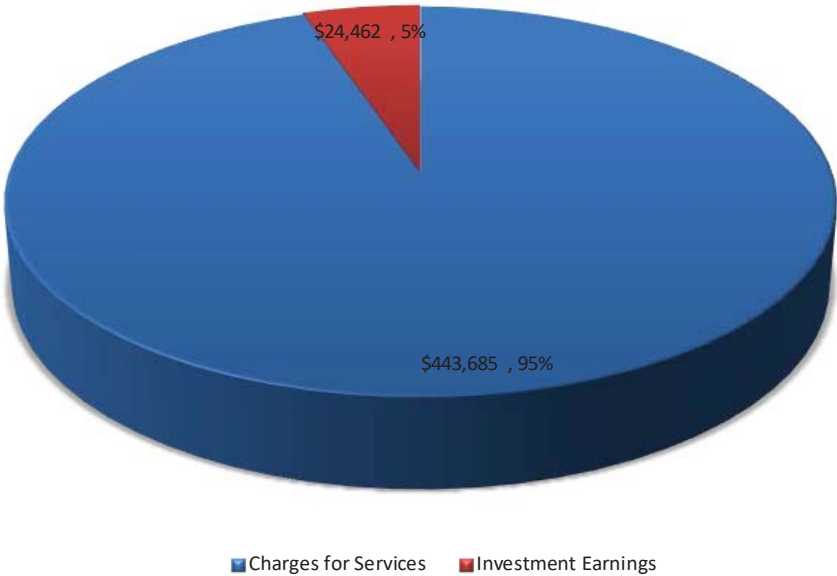
The increase in net position for business-type activities totaled \$83,628 and \$81,567 for fiscal years 2019 and 2018, respectively. This net change in position represents 4% increase compared to a 2% increase in the prior year.

Operating income of \$139,166 plus investment income of \$24,462, accounted for the increase in the change in net position, net of transfers of \$80,000 to the Town's governmental activities.

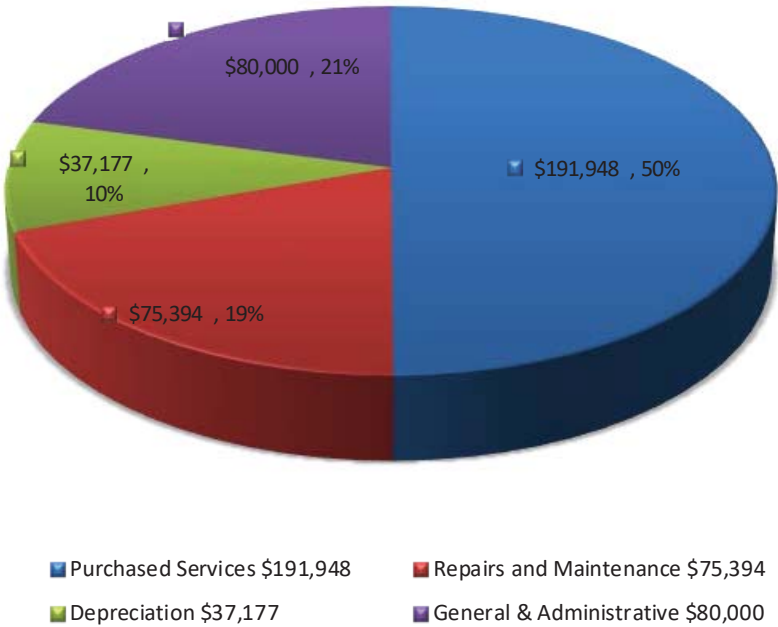
Total revenues increased by \$24,908 due to increased sewer rates. Total expenses decreased by \$22,847 when compared to prior year which included major repairs to the sewer system and lift station pumps.

The charts below illustrate the breakdown of total revenues and operating expenses for business-type activities.

**Revenues - Proprietary Fund**



**Operating Expenses - Proprietary Fund**





## Financial Analysis of the Government's Funds

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

**Governmental funds.** The focus of the Town of South Palm Beach'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, *unreserved fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the fiscal year the current fund balance in the general fund was \$3,757,375. A total of \$1,432,506 is assigned for the beach project, \$4,838 nonspendable for prepaid expenses, and \$19,454 is assigned for compensated absences. The remaining amount of \$2,300,577 is currently unassigned and available for appropriations.

The general fund is the chief operating fund of the Town of South Palm Beach. As a measure of the general fund's liquidity, it may be useful to compare unreserved fund balance and total fund balance to total fund expenditures. Total fund balance represents 234% of total general fund expenditures.

A summary of the general fund's condensed balance sheet and statement of revenues, expenditures and changes in fund balance is presented in Table B-1 and B-2 for September 30, 2019 and 2018 is shown below:

**Table B-1**

	<u>Fiscal Year</u>	
	<u>2019</u>	<u>2018</u>
Total assets	<u>\$ 3,821,320</u>	<u>\$ 4,307,376</u>
Total liabilities	\$ 63,945	\$ 99,446
Total fund balance	<u>3,757,375</u>	<u>4,207,930</u>
Total liabilities and fund balance	<u>\$ 3,821,320</u>	<u>\$ 4,307,376</u>

**Table B-2**

	<u>Fiscal Year</u>	
	<u>2019</u>	<u>2018</u>
Total revenues	\$ 1,919,824	\$ 2,268,005
Total expenditures	<u>1,609,035</u>	<u>1,922,952</u>
Excess of revenues over expenditures	<u>\$ 310,789</u>	<u>\$ 345,053</u>

The fund balance of the Town's general fund decreased by \$450,555. Key factors of this decrease include the creation of the special revenue fund for building activities. Overall, revenue and expenses were closely monitored by management.

### **Fund Budgetary Highlights**

The original budget was not amended. There were no supplemental appropriations for the fiscal year ended September 30, 2019. The most significant variance between the adopted budget and the actual results of operations relates to department-wide reduction of expenditures because of changes in administration.

### **Capital Assets and Debt Administration**

As of September 30, 2019, the Town's net investment in capital assets amounted to \$987,176.

<b>Town of South Palm Beach</b>						
<b>Net Capital Assets</b>						
	<u>Government Activities</u>		<u>Business Activities</u>		<u>Total</u>	
	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>
Net Capital Assets						
Land	\$ 108,396	\$ 108,396	\$ -	\$ -	\$ 108,396	\$ 108,396
Buildings and improvements	422,308	434,739	-	-	422,308	434,739
Improvements other than buildings	96,249	107,975	-	-	96,249	107,975
Sewer system	-	-	262,211	296,504	262,211	296,504
Furniture, equipment and vehicles	51,996	142,281	46,016	21,508	98,012	163,789
<b>Total</b>	<b>\$ 678,949</b>	<b>\$ 793,391</b>	<b>\$ 308,227</b>	<b>\$ 318,012</b>	<b>\$ 987,176</b>	<b>\$ 1,111,403</b>

Additional information on the Town's capital assets is found in the notes to the financial statements.

As of September 30, 2019, the Town had no debt and long-term liabilities consisted of compensated absence and the net liability for the Florida Retirement System. Additional information on the Town's long-term liabilities is found in the notes to the financial statements.

<b>Town of South Palm Beach</b>						
<b>Long-Term Liabilities</b>						
	<u>Government Activities</u>		<u>Business Activities</u>		<u>Total</u>	
	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>
Net Pension Liability	\$ 1,741,456	\$ 1,871,073	\$ -	\$ -	\$ 1,741,456	\$ 1,871,073
Compensated Absences	19,454	62,185	-	-	19,454	62,185
<b>Total</b>	<b>\$ 1,760,910</b>	<b>\$ 1,933,258</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,760,910</b>	<b>\$ 1,933,258</b>

## **Economic Factors and Next Year's Budgets and Rates**

- The unemployment rate for Palm Beach County is currently 3.0%, which is a decrease from a rate of 3.2% a year ago.
- The government does not have a central business district. It is 100% residential.
- Inflationary trends in the region compare favorably to national indices.

All these factors were considered in preparation of the Town of South Palm Beach's budget for the 2020 fiscal year.

## **Requests for Information**

This financial report is designed to provide a general overview of the Town of South Palm Beach'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 Office of the Town Manager, Robert Kellogg at 3577 South Ocean Boulevard, South Palm Beach, Florida 33480.

**TOWN OF SOUTH PALM BEACH,  
FLORIDA  
Statement of Net Position  
September 30, 2019**

	<b>Primary Government</b>		
	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 584,968	\$ 319,324	\$ 904,292
Investments	4,301,950	1,433,444	5,735,394
Internal balances	23,915	(23,915)	-
Accounts receivable, net	65,784	25	65,809
Prepaid costs	4,838	-	4,838
Total current assets	4,981,455	1,728,878	6,710,333
Noncurrent assets:			
Nondepreciable capital assets	108,396	-	108,396
Depreciable capital assets, net	570,553	308,227	878,780
Total noncurrent assets	678,949	308,227	987,176
Total assets	5,660,404	2,037,105	7,697,509
<b>DEFERRED OUTFLOW OF RESOURCES</b>			
FRS Pension	673,914	-	673,914
Total deferred outflows of resources	673,914	-	673,914
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>			
Liabilities:			
Current liabilities:			
Accounts payable and accrued liabilities	46,193	-	46,193
Accrued wages	24,706	-	24,706
Compensated absences due within one year	19,454	-	19,454
Total current liabilities	90,353	-	90,353
Noncurrent liabilities:			
Net pension liability	1,741,456	-	1,741,456
Total liabilities	1,831,809	-	1,831,809
Deferred inflow of resources			
FRS Pension	336,260	-	336,260
Total deferred inflows of resources	336,260	-	336,260
Net position:			
Investment in capital assets	678,949	308,227	987,176
Restricted for:			
Infrastructure	262,000	-	262,000
Building code enforcement	891,181	-	891,181
Unrestricted	2,334,119	1,728,878	4,062,997
Total net position	\$ 4,166,249	\$ 2,037,105	\$ 6,203,354

See notes to the financial statements

**TOWN OF SOUTH PALM BEACH, FLORIDA**  
**Statement of Activities**  
**For the Year Ended September 30, 2019**

	Program Revenues			Net Revenue and (Expense) Changes in Net Position		
	Expenses	Charges for Services	Capital Grant and Contributions	Primary Government		
				Governmental	Business-Type Activities	Total
<b>FUNCTIONS/PROGRAMS</b>						
Primary government:						
Governmental activities:						
General government	\$ 560,716	\$ 199,946	\$ -	\$ (360,770)	\$ -	\$ (360,770)
Public safety	1,277,297	5,654	1,000	(1,270,643)	-	(1,270,643)
Public works	55,123	-	103,565	48,442	-	48,442
Parks and recreation	65,004	26,305	-	(38,699)	-	(38,699)
Total government activities	1,958,140	231,905	104,565	(1,621,670)	-	(1,621,670)
Business-type activities:						
Sewer	304,519	443,685	-	-	139,166	139,166
Total business-type activities	304,519	443,685	-	-	139,166	139,166
Total primary government	2,262,659	675,590	104,565	(1,621,670)	139,166	(1,482,504)
General revenues:						
Property taxes				1,262,753	-	1,262,753
Utility taxes				239,570	-	239,570
Other taxes				13,842	-	13,842
Franchise fees				112,194	-	112,194
Sales and use taxes				123,125	-	123,125
Contributions not restricted to specific programs				43,233	-	43,233
Investment income				69,287	24,462	93,749
Other revenues				22,861	-	22,861
Total general revenues				1,886,865	24,462	1,911,327
Transfers				80,000	(80,000)	-
Special item:						
Loss on capital assets transfer				80,934	-	80,934
Change in net position				264,261	83,628	347,889
Net position - beginning				3,901,988	1,953,477	5,855,465
Net position - ending				\$ 4,166,249	\$ 2,037,105	\$ 6,203,354

See notes to the financial statements



**TOWN OF SOUTH PALM BEACH, FLORIDA**  
**Balance Sheet - Governmental Funds**  
**September 30, 2019**

	<b>Major Funds</b>			<b>Total</b>
	<b>General Fund</b>	<b>Building Fund</b>	<b>Capital Projects Fund</b>	<b>Governmental Funds</b>
<b>ASSETS</b>				
Cash and cash equivalents	\$ 533,146	\$ -	\$ 51,822	\$ 584,968
Investments	3,203,073	898,135	200,742	4,301,950
Accounts receivable, net	58,973	-	6,811	65,784
Prepaid costs	4,838	-	-	4,838
Due from other funds	21,290	-	2,625	23,915
Total assets	<u>\$ 3,821,320</u>	<u>\$ 898,135</u>	<u>\$ 262,000</u>	<u>\$ 4,981,455</u>
<b>LIABILITIES AND FUND BALANCE</b>				
Liabilities:				
Accounts payable and accrued liabilities	\$ 39,969	\$ 6,224	\$ -	\$ 46,193
Accrued wages	23,976	730	-	24,706
Total liabilities	<u>63,945</u>	<u>6,954</u>	<u>-</u>	<u>70,899</u>
Fund balances:				
Non-spendable for prepaid costs	4,838	-	-	4,838
Restricted for:				
Infrastructure	-	-	262,000	262,000
Building code enforcement	-	891,181	-	891,181
Assigned to:				
Compensated absences	19,454	-	-	19,454
Beach project	1,432,506	-	-	1,432,506
Unassigned	2,300,577	-	-	2,300,577
Total fund balances	<u>3,757,375</u>	<u>891,181</u>	<u>262,000</u>	<u>4,910,556</u>
Total liabilities and fund balances	<u>\$ 3,821,320</u>	<u>\$ 898,135</u>	<u>\$ 262,000</u>	<u>\$ 4,981,455</u>

See notes to the financial statements

**TOWN OF SOUTH PALM BEACH, FLORIDA**  
**Reconciliation of the Balance Sheet - Governmental**  
**Funds to the Statement of Net Position**  
**September 30, 2019**

Fund balance - governmental funds		\$ 4,910,556
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Amounts reported for governmental activities in the statement of net position are different because of:

Capital assets used in governmental activities are not financial assets therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the net position of the government as a whole.

Cost of capital assets	1,355,489	
Accumulated depreciation	<u>(676,540)</u>	678,949

The net pension liability is not reported as a liability in the fund financial statements, but is reported as a liability in the government-wide financial statements.	(1,741,456)
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Deferred outflows of resources related to the pension are recorded in the statement of net position.	673,914
--	---------

Deferred inflows of resources related to the pension are recorded in the statement of net position.	(336,260)
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Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.

Compensated absences	(19,454)
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Net position of governmental activities	<u>\$ 4,166,249</u>
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See notes to the financial statements

**TOWN OF SOUTH PALM BEACH, FLORIDA**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended September 30, 2019**

	<b>Major Funds</b>			<b>Total</b>
	<b>General Fund</b>	<b>Building Fund</b>	<b>Capital Projects Fund</b>	<b>Governmental Funds</b>
REVENUES:				
Property taxes	\$ 1,262,753	\$ -	\$ -	\$ 1,262,753
Utility taxes	239,570	-	-	239,570
Other taxes	13,842	-	-	13,842
Franchise fees	112,194	-	-	112,194
Permits and fees	-	199,946	-	199,946
Intergovernmental	166,358	-	102,759	269,117
Charges for services	26,305	-	-	26,305
Fines and forfeitures	5,654	-	-	5,654
Investment income	69,287	-	806	70,093
Grant revenue	1,000	-	-	1,000
Other revenues	22,861	-	-	22,861
Total revenues	1,919,824	199,946	103,565	2,223,335
EXPENDITURES:				
Current:				
General government	522,893	-	-	522,893
Public safety	927,063	150,109	-	1,077,172
Public works	52,770	-	-	52,770
Culture and recreation	62,609	-	-	62,609
Capital outlay	43,700	-	-	43,700
Total expenditures	1,609,035	150,109	-	1,759,144
Excess (deficiency) of revenues over expenditures	310,789	49,837	103,565	464,191
OTHER FINANCING SOURCES (USES)				
Transfers in (out)	(761,344)	841,344	-	80,000
Total other financing sources (uses)	(761,344)	841,344	-	80,000
Net change in fund balances	(450,555)	891,181	103,565	544,191
Fund balances - beginning	4,207,930	-	158,435	4,366,365
Fund balances - ending	\$ 3,757,375	\$ 891,181	\$ 262,000	\$ 4,910,556

See notes to the financial statements

**TOWN OF SOUTH PALM 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, 2019**

Net change in fund balances - total governmental funds	\$	544,191
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Amounts reported for governmental activities in the statement of activities are different:

Capital assets are reported in the governmental fund as expenditures. However, in the statement of activities, the cost of certain of these assets are eliminated and capitalized as capital assets.		43,700
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Expenses reported in the statement of activities that do not require the use of current financial resources are not reported as expenditures in the fund financial statements. The details of the differences are as follows:

Depreciation of capital assets		(77,208)
Loss on disposal of fixed assets		(80,934)
Change in compensated absences		42,731
FRS Pension Expense		(208,219)

Change in net position of governmental activities	\$	<div style="border-top: 1px solid black; border-bottom: 3px double black; display: inline-block; padding: 2px 0;">264,261</div>
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See notes to the financial statements

**TOWN OF SOUTH PALM BEACH, FLORIDA**  
**Statement of Net Position - Proprietary Fund**  
**September 30, 2019**

	<u><b>Business-Type Activities Sewer Fund</b></u>
<b>ASSETS</b>	
Current Assets	
Cash and cash equivalents	\$ 319,324
Investments	1,433,444
Accounts receivable, net	25
Total current assets	<u>1,752,793</u>
Capital Assets	
Sewer system	1,123,670
Property and equipment	97,697
Total capital assets	<u>1,221,367</u>
Less accumulated depreciation	<u>(913,140)</u>
Net capital assets	<u>308,227</u>
Total noncurrent assets	<u>308,227</u>
Total assets	<u>2,061,020</u>
<b>LIABILITIES</b>	
Current Liabilities	
Due to other funds	23,915
Total current liabilities	<u>23,915</u>
Total liabilities	<u>23,915</u>
<b>NET POSITION</b>	
Investment in capital assets	308,227
Unrestricted	1,728,878
Total net position	<u><u>\$ 2,037,105</u></u>

See notes to the financial statements

**TOWN OF SOUTH PALM BEACH, FLORIDA**  
**Statement of Revenues, Expenses, and Changes in**  
**Fund Net Position - Proprietary Fund**  
**For the Year Ended September 30, 2019**

	<b>Business-Type Activities Sewer Fund</b>
OPERATING REVENUES:	
Charges for services	\$ 443,685
Total operating revenues	<u>443,685</u>
OPERATING EXPENSES:	
Purchased services	191,948
Utilities	4,412
Repairs and maintenance	70,982
Depreciation	37,177
Total operating expenses	<u>304,519</u>
Operating income (loss)	<u>139,166</u>
NONOPERATING REVENUES (EXPENSES):	
Investment income	<u>24,462</u>
Total nonoperating revenues (expenses)	<u>24,462</u>
Income before transfers	<u>163,628</u>
Transfers in (out)	<u>(80,000)</u>
Total transfers	<u>(80,000)</u>
Change in net position	83,628
Net position - beginning	<u>1,953,477</u>
Net position - ending	<u>\$ 2,037,105</u>

See notes to the financial statements

**TOWN OF SOUTH PALM BEACH, FLORIDA**  
**Statement of Cash Flows - Proprietary Funds**  
**For the Year Ended September 30, 2019**

	<b>Business-Type Activities</b>
	<b>Sewer Fund</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Receipts from customers and users	\$ 445,327
Payments to suppliers	(260,303)
Net cash provided by (used in) operating activities	<u>185,024</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>	
Transfers to other funds	(80,000)
Net cash provided by (used in) noncapital financing	<u>(80,000)</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>	
Purchase of capital assets and related financing activities	<u>(27,392)</u> <u>(27,392)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>	
Purchase of investments	(918,805)
Interest received	24,462
Net cash provided by (used in) investing activities	<u>(894,343)</u>
 Net increase (decrease) in cash and cash equivalents	  (816,711)
Cash and cash equivalents - beginning	<u>1,136,035</u>
Cash and cash equivalents - ending	<u><u>\$ 319,324</u></u>
 <b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	
Operating income (loss)	<u>\$ 139,166</u>
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:	
Depreciation and amortization	37,177
Changes in assets and liabilities:	
(Increase) decrease in accounts receivable	1,642
Increase (decrease) in accounts payable	(16,876)
Increase (decrease) in due to other funds	<u>23,915</u>
Total adjustments	<u>45,858</u>
Net cash provided by (used in) operating activities	<u><u>\$ 185,024</u></u>

See notes to the financial statements



**TOWN OF SOUTH PALM BEACH,  
FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2019**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Town of South Palm Beach, Florida (Town) is a municipal corporation organized pursuant to Chapter 31276, Laws of Florida, 1955. The Town operates under the Council - Manager form of government. The Town's major operations include general government, public safety, physical environment, culture and recreation and sewer service.

The basic financial statements of the Town have been prepared in conformity with accounting principles generally accepted in the United States (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**Financial Reporting Entity**

As required by generally accepted accounting principles, these financial statements include the Town (the primary government) and its component units. Component units are legally separate entities for which the Town is financially accountable and other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the Town's financial statements to be misleading or incomplete. The Town is financially accountable if:

- a) the Town appoints a voting majority of the organization's governing board and (1) the Town is able to impose its will on the organization or (2) there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Town, or
- b) the organization is fiscally dependent on the Town and (1) there is a potential for the organization to provide specific financial benefits to the Town or (2) impose specific financial burdens on the Town.

Based upon application of the above criteria, management of the Town has determined that no component units exist which would require inclusion in this report. Further, the Town is not aware of any entity that would consider the Town to be a component unit.

## **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Town. *Governmental activities*, which are normally supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental and enterprise funds. The major individual governmental funds and the major individual enterprise fund are reported as separate columns in the fund financial statements.

### **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*, as are the enterprise fund and 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 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.

Property taxes, franchise fees, other taxes, licenses, 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. All other revenue items are considered to be measurable and available only when cash is received by the Town.

## **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)**

The Town reports the following major governmental funds:

#### **General Fund**

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

#### **Special Revenue Fund**

This fund accounts for the activities related to building permits and other code enforcements.

#### **Infrastructure Surtax Capital Projects Fund**

This fund accounts for the financial resources to be used for the acquisition or construction of infrastructure to be funded by the infrastructure sales surtax.

The Town reports the following major enterprise fund:

#### **Sewer Fund**

The Sewer Fund is the Town's only proprietary fund and was established to account for the billing and collection of fees for sewer services provided by the Town.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the Town's utility functions and various other functions of the Town. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Enterprise funds distinguish *operating* revenues and expenses from *non-operating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Town's sewer fund are charges to customers for services. Operating expenses for enterprise funds include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed.

## **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities, and Net Position or Equity**

#### **Cash, Cash Equivalents and Investments**

Cash and cash equivalents consist of cash on hand and demand deposits with financial institutions. For purposes of the statement of cash flows, cash and cash equivalents consist of cash on hand and demand deposits with financial institutions.

The Town has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The Town may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due.

The State Board of Administration's ("SBA") Local Government Surplus Funds Trust Fund ("Florida PRIME") is a "2a-7 like" pool. A "2a-7 like" pool is an external investment pool that is not registered with the Securities and Exchange Commission ("SEC") as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's Rule 2a-7 of the Investment Company Act of 1940, which comprises the rules governing money market funds. Thus, the pool operates essentially as a money market fund. The District has reported its investment in Florida PRIME at amortized cost for financial reporting purposes.

Investments are measured at amortized cost or reported at fair value, (which is determined by using various third party pricing sources), as required by generally accepted accounting principles. The Town records all interest revenue related to investment activities in the respective funds.

#### **Interfund Receivables and Payables**

Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is 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 (i.e., amounts owed for goods/services rendered to a particular fund by another fund in the reporting entity) are reported as "due to/from other funds" (current portion) or "interfund receivables/payables" (non-current portion). Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances".

#### **Receivables**

Receivables consist primarily of amounts due from local businesses for franchise fees and utility taxes, amounts due from other governments, and amounts due from Town residents for sewer disposal services. Receivables are reported net of an allowance for doubtful accounts. Receivables are written off on an individual basis in the year the Town deems them to be uncollectible.

## **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities, and Net Position or Equity (Continued)**

#### **Prepaid items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

#### **Capital Assets**

Capital assets, which include property, plant, and equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, bike paths, and similar items) are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial individual cost of \$750 or more and an estimated life in excess of one year. Purchased or constructed assets are recorded at actual cost or estimated historical cost if actual cost is unavailable. Donated capital assets are recorded at acquisition value.

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. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Capital assets of the Town are depreciated using the straight-line method over the following estimated useful lives:

<u>Asset</u>	<u>Years</u>
Buildings	10-50
Improvements other than buildings	10-20
Furniture, equipment and vehicles	5-20
Sewer system	20-50

#### **Compensated Absences**

The Town's employees are granted compensated absence pay for vacation and sick leave in varying amounts based on length of service. The Town's sick leave and vacation policies permit employees to accumulate earned but unused sick pay and vacation benefits although limited to certain maximums based on length of service and personnel department. Vacation and sick pay are accrued when incurred in the government-wide financial statements. A liability is reported in the governmental funds only if it has matured, for example, as a result of employee resignations or retirement. The General Fund is used to liquidate such amounts.

#### **Long-Term Obligations**

In the government-wide financial statements and enterprise funds in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities or enterprise fund statement of net position. Fees incurred in connection with obtaining long-term debt are expensed when incurred.

## **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities, and Net Position or Equity (Continued)**

#### **Unearned Revenue**

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

#### **Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes 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.

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 that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

#### **Property Taxes**

Under Florida law, the assessment of all properties and the collection of all county, municipal and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector, respectively. All property is reassessed according to its fair market value on January 1 of each year and each assessment roll is submitted to the State Department of Revenue for review to determine if the assessment rolls meet all of the appropriate requirements of State law.

The tax levy of the Town is established by the Commission prior to October 1 of each year during the budget process. The Palm Beach County Property Appraiser incorporates the Town's millage into the total tax levy, which includes the County, County School Board, Town tax requirements. The millage rate assessed by the Town for the year ended September 30, 2019, 3.7938 (\$3.7938 for each \$1,000 of assessed valuation).

Taxes may be paid less a 4% discount in November or at declining discounts each month through the month of February. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Delinquent taxes bear interest at 18% per year until the tax is satisfied either by seizure and sale of the property or by the five-year statute of limitations.

## **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities, and Net Position or Equity (Continued)**

#### **Fund Balance**

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. The Town has established a policy for its use of unassigned fund balance amounts. Fund balance is reported under the following categories:

1. Nonspendable fund balances – 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, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale. However, if the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned, then they should be included in the appropriate fund balance classification (restricted, committed, or assigned), rather than the nonspendable fund balance. The corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.
2. Restricted fund balance – Includes amounts that are restricted to specific purposes when constraints placed on the use of resources are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed fund balance – Includes amounts that can be used only for specific purposes pursuant to constraints imposed by the Town Council by the adoption of an ordinance, the Town’s highest level of decision making authority. 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 employed to previously commit those amounts.
4. Assigned fund balance – Includes amounts the Town intends to be used for specific purposes, but are neither restricted nor committed. Under the Town’s adopted policy, fund balances may be assigned by the Town Council or by an official or body to which the Town Council has delegated the authority.



## **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities, and Net Position or Equity (Continued)**

#### **Fund Balance (Continued)**

5. Unassigned fund balance – Includes 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. The general fund should be the only fund that reports a positive unassigned fund balance amount. In other governmental funds, it may be necessary to report a negative unassigned fund balance if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it is the Town's policy to reduce restricted amounts first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it is the Town's policy to reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.

#### **Net Position**

Net position is the residual of all other elements presented in a statement of financial position. It is the difference between (a) assets plus deferred outflows of resources and (b) liabilities and deferred inflows of resources. A deferred outflow of resources is a consumption of net position that is applicable to a future reporting period. A deferred inflow of resources is an acquisition of net position that is applicable to a future reporting period. Net position is displayed in the following three components:

1. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
2. Restricted net position – Consists of net position with constraints placed on the use either by: (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions of enabling legislation.
3. Unrestricted net position – All other net position that does not meet the definition of "restricted" or "net investment in capital assets."

## **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities, and Net Position or Equity (Continued)**

#### **Defined Benefit Pension Plan**

In the government-wide statement of net position, liabilities are recognized for the Town's proportionate share of the net pension liability for the Florida Retirement System (FRS) plan. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position of the Florida Retirement System defined benefit pension plan (FRS Pension Plan) and the Retiree Health Insurance Subsidy Program defined benefit pension plan (HIS Program), and additions to/deductions from the FRS Pension Plan's and the HIS Program's fiduciary net position have been determined on the same basis as they are reported by the FRS Pension Plan and the HIS Program plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value. Pension liabilities are generally liquidated by the General Fund.

#### **Use of Estimates**

The financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States. Management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and revenue and expenses during the period reported. These estimates include assessing the collectability of accounts receivable, the use and recoverability of inventory, and useful lives and impairment of tangible and intangible assets, among others. Estimates and assumptions are reviewed periodically and the effects of revisions are reflected in the financial statements in the period they are determined to be necessary. Actual results could differ from the estimates.

#### **Recently Issued Accounting Pronouncements Adopted**

The Town implemented the following Governmental Accounting Standards Board (GASB) Statements during the fiscal year ended September 30, 2019:

##### **GASB Statement No. 83, Certain Asset Retirement Obligations**

This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement. The requirements of this Statement are effective for reporting periods beginning after June 15, 2019.

## **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Recently Issued Accounting Pronouncements Adopted (continued)**

#### **GASB Statement No. 88 - Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements**

The objective of this Statement is to improve consistency in the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements, and to provide financial statement users with additional essential information about debt. The requirements of this Statement are effective for reporting periods beginning after June 15, 2019. Earlier application is encouraged. This Statement applies to notes to financial statements of all periods presented. If application for prior periods presented is not practicable, the reason for not applying this Statement to prior periods presented should be disclosed.

### **Recently Issued Accounting Pronouncements Not Yet Adopted**

A brief description of new accounting pronouncements that might have a significant impact on the Town's financial statements is presented below.

#### **GASB Statement No. 84, *Fiduciary Activities***

The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019.

#### **GASB Statement No. 87 – Leases**

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement 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. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. For reporting periods beginning after December 15, 2019.

## **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Recently Issued Accounting Pronouncements Not Yet Adopted (Continued)**

#### **GASB 89 - Accounting for Interest Cost Incurred before the End of a Construction Period**

The objectives of this Statement are (a) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (b) to simplify accounting for certain interest costs. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. Changes adopted to conform to the provisions of this Statement should be applied prospectively. For construction-in-progress, interest cost incurred after the beginning of the first reporting period to which this Statement is applied should not be capitalized.

#### **GASB 90 - Majority Equity Interests an amendment of GASB Statements No. 14 and No. 61**

The primary objectives of this Statement are to improve consistency in the measurement and comparability of the financial statement presentation of majority equity interests in legally separate organizations and to improve the relevance of financial statement information for certain component units. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. Except as discussed in paragraph 11, in the period this Statement is first applied, changes adopted to conform to the provisions of this Statement should be applied retroactively by restating financial statements, if practicable, for all periods presented. If restatement for prior periods is not practicable, the cumulative effect, if any, of applying this Statement should be reported as a restatement of beginning net position (or fund balance or fund net position, as applicable) for the earliest period restated. Also, the reason for not restating prior periods presented should be disclosed. In the first period that this Statement is applied, the notes to financial statements should disclose the nature of the restatement and its effect

#### **GASB 91 – Conduit Debt Obligations**

The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. The requirements of this Statement are effective for reporting periods beginning after December 15, 2020. Earlier application is encouraged.

#### **GASB 92 – Omnibus 2020**

The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. The requirements of this Statement are effective for reporting periods beginning after June 15, 2020. Earlier application is encouraged.

The Town's management has not yet determined the effect these Statements will have on the Town's financial statements.

## **NOTE 2 – DEPOSITS AND INVESTMENTS**

### **Deposits**

In addition to insurance provided by the Federal Depository Insurance Corporation, deposits are held in banking institutions approved by the State Treasurer of the State of Florida to hold public funds. Under Florida Statutes Chapter 280, Florida Security for Public Deposits Act, the State Treasurer requires all Florida qualified public depositories to deposit with the Treasurer or another banking institution eligible collateral. In the event of failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses. The Town's deposits at year end are considered insured for custodial credit risk purposes.

As of September 30, 2019, the carrying amount of the Town's deposits was \$903,742 and the bank balance was \$917,075. The Town also had \$550 in petty cash.

### **Investments**

As of September 30, 2019, the Town had the following investments:

	Amortized Cost	Credit Risk	Weighted Average Maturities
Florida Local Government			
Investment Trust	\$ 2,618,499	Fitch AAAm	30 days
Florida PRIME	3,116,895	S&P AAAm	37 days
Total Investments	<u>\$ 5,735,394</u>		

*Fair Value Measurement* – When applicable, the Town measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- Level 1: Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the Town has the ability to access;
- Level 2: Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- Level 3: Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

For external investment pools that qualify to be measured at amortized cost, the pool's participants should also measure their investments in that external investment pool at amortized cost for financial reporting purposes. Accordingly, the Town's investments have been reported at amortized cost above.

## **NOTE 2 – DEPOSITS AND INVESTMENTS (Continued)**

### **Investments (Continued)**

*External Investment Pool* – With regard to redemption gates, Chapter 218.409(8)(a), Florida Statutes, states that “The principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The Trustees shall convene an emergency meeting as soon as practicable from the time the Executive Director has instituted such measures and review the necessity of those measures. If the Trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the Executive Director until the Trustees are able to meet to review the necessity for the moratorium. If the Trustees agree with such measures, the Trustees shall vote to continue the measures for up to an additional 15 days. The Trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the Trustees exceed 15 days.” With regard to liquidity fees, Florida Statute 218.409(4) provides authority for the SBA to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made.

As of September 30, 2019, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant’s daily access to 100% of their account value

*Credit Risk* – Credit risk is the risk that an issuer or other counter party to an investment will not fulfill its obligations to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

*Interest Rate Risk* – Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Town does not have a formal investment policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

*Concentration risk* – The Town places no limit on the amount the Town may invest in any one issuer.

### **NOTE 3 – RECEIVABLES**

Receivables as of September 30, 2019, for the Town's individual major fund's governmental activities and business-type activities are as follows:

Receivables	General Fund	Sewer Fund
Accounts	\$ -	\$ 25
Franchise fees and utility taxes	50,696	-
Intergovernmental	8,277	-
Gross receivables	58,973	25
Less allowance for uncollectibles	-	-
Net total receivables	<u>\$ 58,973</u>	<u>\$ 25</u>

### **NOTE 4 – CAPITAL ASSETS**

Capital assets activity for the year ended September 30, 2019, was as follows:

Governmental Activities	Beginning Balance	Additions	Deletions/ Transfers	Ending Balance
Capital assets, not being depreciated:				
Land	\$ 108,396	\$ -	\$ -	\$ 108,396
Total capital assets, not being depreciated	108,396	-	-	108,396
Capital assets, being depreciated:				
Buildings and improvements	811,808	9,749	-	821,557
Improvements other than buildings	195,523	-	-	195,523
Furniture, equipment, and vehicles	396,803	33,951	(200,741)	230,013
Total capital assets, being depreciated	1,404,134	43,700	(200,741)	1,247,093
Less accumulated depreciation:				
Buildings and improvements	377,069	22,180	-	399,249
Improvements other than buildings	87,548	11,726	-	99,274
Furniture, equipment, and vehicles	254,522	43,302	(119,807)	178,017
Total accumulated depreciation	719,139	77,208	(119,807)	676,540
Total capital assets, being depreciated, net	684,995	(33,508)	(80,934)	570,553
Governmental activities capital assets, net	<u>\$ 793,391</u>	<u>\$ (33,508)</u>	<u>\$ (80,934)</u>	<u>\$ 678,949</u>
Business-type Activities	Beginning Balance	Additions	Deletions/ Transfers	Ending Balance
Capital assets, being depreciated:				
Sewer system	\$ 1,123,670	\$ -	\$ -	\$ 1,123,670
Machinery and equipment	70,305	27,392	-	97,697
Total capital assets, being depreciated	1,193,975	27,392	-	1,221,367
Less accumulated depreciation:				
Sewer system	827,166	34,293	-	861,459
Machinery and equipment	48,797	2,884	-	51,681
Total accumulated depreciation	875,963	37,177	-	913,140
Total capital assets, being depreciated, net	318,012	(9,785)	-	308,227
Business-type activities capital assets, net	<u>\$ 318,012</u>	<u>\$ (9,785)</u>	<u>\$ -</u>	<u>\$ 308,227</u>



#### **NOTE 4 – CAPITAL ASSETS (Continued)**

For the fiscal year ended September 30, 2019, depreciation expense was charged to functions as follows:

Governmental activities:	
General government	\$ 40,389
Public safety	36,819
Total depreciation expense, governmental activities	<u>\$ 77,208</u>
Business-type activities:	
Water and sewer	<u>\$ 37,177</u>

#### **NOTE 5 – LONG-TERM LIABILITIES**

During the year ended September 30, 2019, the following changes occurred in long-term liabilities:

	Beginning				Amount Due
Governmental Activities	Balances	Additions	Reductions	Total	Within One Year
Net pension liability	\$ 1,871,073	\$ -	\$ (129,617)	\$ 1,741,456	\$ -
Compensated Absences	62,185	70,127	(112,858)	19,454	19,454
	<u>\$ 1,933,258</u>	<u>\$ 70,127</u>	<u>\$ (242,475)</u>	<u>\$ 1,760,910</u>	<u>\$ 19,454</u>

For the governmental activities, compensated absences and the net pension liability are liquidated by the General Fund.

#### **NOTE 6 – INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS**

Interfund receivables and payables at September 30, 2019 were as follows:

	Due to	Due from
General Fund	\$ 2,625	\$ 23,915
Capital Projects Fund	-	2,625
Sewer Fund	23,915	-
	<u>\$ 26,540</u>	<u>\$ 26,540</u>

The balance between the General Fund and the Sewer Fund relates to Sewer Fund expenditures which were initially covered by the General Fund. The balance between the General Fund and the Capital Projects Fund relates to revenues collected by the General Fund which were not yet remitted to the Capital Projects Fund by the end of the current fiscal year.

Interfund transfers for the fiscal year ended September 30, 2019 were as follows:

	Transfers In	Transfers Out
General Fund	\$ 80,000	\$ 841,344
Building Fund	841,344	-
Sewer Fund	-	80,000
	<u>\$ 921,344</u>	<u>\$ 921,344</u>

Transfers are used to move revenues from the fund where collection occurs to the fund where funds have been reallocated for use. In the case of the Town, transfers from the Sewer fund to the General Fund were to fund certain administrative costs and there were also transfers from the General Fund to the Special Revenue Fund to set up a new fund.

## **NOTE 7 – DEFINED CONTRIBUTION EMPLOYEE RETIREMENT PLAN**

### **Plan Description**

The Town of South Palm Beach Retirement Plan is a defined contribution pension plan established by the Town and administered by the ICMA Retirement Corporation. The Plan was established in accordance with Section 401(k) of the Internal Revenue Code. All full-time employees are eligible to participate in the Plan. Participants are fully vested after six years, with 100% of the vesting occurring in the sixth year.

### **Funding Policy**

Prior to January 1, 2005, the Town was required to contribute 10% of covered compensation on behalf of each participant. The Participants were allowed to make elective contributions up to 25% of covered compensation, subject to certain limitations. The Town was also required to match the elective contributions made on behalf of the participant up to a maximum of 5%. The maximum contribution by the Town on behalf of a participant was 15% of covered compensation.

Effective January 1, 2005, any employee that irrevocably elected to participate in the Florida Retirement System was no longer eligible for the fixed employer contribution or the employer match of elective contributions. During the fiscal year ended September 30, 2019, there were no Plan participants eligible for employer contributions. Employees hired on or after January 1, 2005 are required to participate in the Florida Retirement System. Consequently, there are no plan participants eligible for Town contributions. For the fiscal year ended September 30, 2019, the Town did not recognize any pension expense for the Plan and had no liability to the Plan as of the fiscal year end. Employees made contributions in the amount of \$1,682.

## **NOTE 8 – FLORIDA RETIREMENT SYSTEM**

### **General Information about the FRS**

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 112, Florida Statutes, established the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing multiple-employer defined benefit pension plan, to assist retired members of any state-administered retirement system in paying the costs of health insurance.

## **NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

### **General Information about the FRS (Continued)**

All regular employees of the Town are eligible to enroll as members of the FRS. 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. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of the two cost-sharing, multiple-employer defined benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services' website ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

The Town's pension expense totaled \$208,219 for the fiscal year ended September 30, 2019.

### **FRS Pension Plan**

**Plan Description** – The FRS Pension Plan (Plan) is a cost-sharing, multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program (DROP) for eligible employees. The classes of membership within the Town are as follows:

- Regular Class – Member of the FRS who do not qualify for membership in another class.
- Senior Management Service Class – Members in senior management level positions.

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 service. Members of the Plan 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 to eligible participants.

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. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

## **NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

### **FRS Pension Plan (Continued)**

**Benefits Provided** – 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 (AFC). For members initially enrolled before July 1, 2011, the AFC is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the AFC 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 class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits.

The following chart shows the percentage value for each year of service credit earned:

<b><u>Class, Initial Enrollment, and Retirement Age/Years of Service</u></b>	<b><u>% Value</u></b>
<b>Regular Class members initially enrolled before July 1, 2011</b>	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 years of service	1.68
<b>Regular Class members initially enrolled on or after July 1, 2011</b>	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 years of service	1.68
<b>Special Risk</b>	3.00
<b>Senior Management Service Class</b>	2.00
<b>Elected Local Officers</b>	3.00

Per Section 121.101, Florida Statutes, if the member is initially enrolled in the FRS before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3% per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3% determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3%. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

## **NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

### **FRS Pension Plan (Continued)**

**Contributions** – The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2019 fiscal year were as follows:

Class	Percent of Gross Salary October 1, 2018 to June 30, 2019		Percent of Gross Salary July 1, 2019 to September 30, 2019	
	Employee	Employer (1)	Employee	Employer (1)
FRS, Regular	3.00	8.26	3.00	8.47
FRS, Special Risk - Regular	3.00	24.50	3.00	25.48
FRS, Special Risk - Admin	3.00	34.98	3.00	38.59
FRS, Elected Officials	3.00	48.70	3.00	48.82
FRS, Senior Management Service Class	3.00	24.06	3.00	25.41
DROP, Applicable to all members in the above classes	0.00	14.03	0.00	14.60

(1) Except for the DROP, employer rates include a postemployment HIS contribution rate of 1.66%. Also, employer rates include .06% for administrative costs of the Investment plan.

The Town's contributions to the Plan totaled \$133,782 for the fiscal year ended September 30, 2019. This excludes the HIS defined benefit pension plan contributions.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions** – At September 30, 2019, the Town reported a liability of \$1,507,305 for its proportionate share of the Plan's net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2019. The Town's proportionate share of the net pension liability was based on the Town's contributions for the year ended June 30, 2019 relative to the contributions made during the year ended June 30, 2018 of all participating members. At June 30, 2019, the Town's proportionate share was .00438%, which was a decrease of .00099% from its proportionate share measured as of June 30, 2018.

For the fiscal year ended September 30, 2019 the Town recognized pension expense of \$207,654 related to the Pension Plan. In addition, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<b>Description</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 89,403	\$ (935)
Change of assumptions	387,141	-
Net difference between projected and actual earnings on FRS pension plan investments	-	(83,392)
Changes in proportion and differences between Town FRS contributions and proportionate share of FRS contributions	112,010	(192,311)
Town FRS contributions subsequent to the measurement date	34,296	-
Total	<u>\$ 622,850</u>	<u>\$ (276,638)</u>

## **NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

### **FRS Pension Plan (Continued)**

The deferred outflows of resources related to pensions, totaling \$34,296, resulting from Town contributions to the Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<b>Year Ending September 30:</b>	<b>Amount</b>
2020	\$ 113,119
2021	34,125
2022	82,448
2023	62,196
2024	16,040
Thereafter	3,988
<b>Total</b>	<b>\$ 311,916</b>

**Actuarial Assumptions** – The total pension liability in the July 1, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60%
Salary increases	3.25%, average, including inflation
Investment rate of return	6.9%, net of pension plan investment expense, including inflation

Mortality rates were based on the Generational RP-2000 with Projection Scale BB, with adjustments for mortality improvements based on Scale AA.

The actuarial assumptions used in the July 1, 2019, valuation were based on the results of an actuarial experience study for the period July 1, 2008, through June 30, 2013.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. 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. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

<b>Asset Class</b>	<b>Target Allocation (1)</b>	<b>Annual Arithmetic Return</b>	<b>(Geometric) Return</b>	<b>Standard Deviation</b>
Cash	1.0%	3.3%	3.3%	1.2%
Fixed income	18.0%	4.1%	4.1%	3.5%
Global equity	54.0%	8.0%	6.8%	16.5%
Real estate (property)	10.0%	6.7%	6.1%	11.7%
Private equity	11.0%	11.2%	8.4%	25.8%
Strategic investments	6.0%	5.9%	5.7%	6.7%
<b>Total</b>	<b>100.0%</b>			
Assumed inflation - mean			2.6%	1.7%

(1) As outlined in the Plan's investment policy

## **NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

### **FRS Pension Plan (Continued)**

**Discount Rate** – The discount rate used to measure the total pension liability was 6.9 percent. 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.

**Sensitivity of the Town’s Proportionate Share of the Net Position Liability to Changes in the Discount Rate** – The following presents the Town’s proportionate share of the net pension liability calculated using the discount rate of 6.9%, as well as what the Town’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.9%) or 1-percentage-point higher (7.9%) than the current rate:

	1% Decrease	Current Discount Rate Assumption	1% Increase
	5.90%	6.90%	7.90%
Net Pension Liability	\$ 2,605,629	\$ 1,507,306	\$ 590,019

**Pension Plan Fiduciary Net Position** – Detailed information about the Plan’s fiduciary net position is available in the FRS Pension Plan and Other State Administered Systems Comprehensive Annual Financial Report.

**Payables to the Pension Plan** – At September 30, 2019, the Town did not report a payable to the Plan for the fiscal year ended September 30, 2019.

### **Retiree Health Insurance Subsidy Program**

**Plan Description** – The HIS Pension Plan (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Division of Retirement within the Florida Department of Management Services.

**Benefits Provided** – For the fiscal year ended September 30, 2019, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS Plan benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.



## **NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

### **Retiree Health Insurance Subsidy Program (Continued)**

**Contributions** – The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended September 30, 2019, the contribution rate was 1.66% of payroll from October 1, 2018 through September 30, 2019 pursuant to section 112.363, Florida Statutes. The Town contributed 100 percent of its statutorily required contributions for the current and preceding three years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The Town's contributions to the HIS Plan totaled \$10,415 for the fiscal year ended September 30, 2019.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions** – At September 30, 2019, the Town reported a net pension liability of \$234,151 for its proportionate share of the HIS Plan's net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2019. The Town's proportionate share of the net pension liability was based on the year ended June 30, 2019 contributions relative to the year ended June 30, 2018 contributions of all participating members. At June 30, 2019, the Town's proportionate share was .0021%, a decrease of .0003% compared to its proportionate share measured as of June 30, 2018.

For the fiscal year ended September 30, 2019, the Town recognized pension expense of \$565 related to the HIS Plan. In addition, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<b>Description</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 2,844	\$ (287)
Change of assumptions	27,112	(19,138)
Net difference between projected and actual earnings on FRS pension plan investments	151	-
Changes in proportion and differences between Town FRS contributions and proportionate share of FRS contributions	18,056	(40,197)
Town FRS contributions subsequent to the measurement date	2,901	-
Total	<u>\$ 51,064</u>	<u>\$ (59,622)</u>

The deferred outflows of resources related to pensions, totaling \$2,901, resulting from Town contributions to the HIS Plan subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

## **NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

### **Retiree Health Insurance Subsidy Program (Continued)**

<b>Year Ending September 30:</b>	<b>Amount</b>
2020	\$ (4,883)
2021	(3,908)
2022	(2,139)
2023	1,554
2024	(282)
Thereafter	(1,801)
<b>Total</b>	<b>\$ (11,459)</b>

**Actuarial Assumptions** – The total pension liability in the July 1, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60%
Salary increases	3.25%, average, including inflation
Investment rate of return	3.50%

Mortality rates were based on the Generational RP-2000 with Projected Scale BB. The actuarial assumptions used in the July 1, 2019 valuation were based on the results of the most recent an actuarial experience study for the FRS Pension Plan for the period July 1, 2008 through June 30, 2013.

**Discount Rate** – The discount rate used to measure the total pension liability was 3.5%. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

**Sensitivity of the Town's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate** – The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 3.5%, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.5%) or 1-percentage-point higher (4.5%) than the current rate:

	1% Decrease	Current Discount Rate Assumption	1% Increase
	2.50%	3.50%	4.50%
Net Pension Liability	\$ 267,296	\$ 234,151	\$ 206,546

**Pension Plan Fiduciary Net Position** – Detailed information about the HIS Plan's fiduciary net position is available in the FRS Pension Plan and Other State Administered Systems Comprehensive Annual Financial Report.

## **NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

### **Retiree Health Insurance Subsidy Program (Continued)**

Payables to the Pension Plan – At September 30, 2019, the Town did not report a payable to the Plan for the fiscal year ended September 30, 2019.

### **Florida Retirement System Investment Plan**

Plan Description - The Florida Retirement System Investment Plan is a defined contribution retirement plan qualified under Section 401(a) of the Internal Revenue Code. The Florida Legislature enacted the Plan during the 2000 legislative session, and amendments to the Plan can only be made by an act of the Florida Legislature. The Plan is administered by the State Board of Administration of Florida.

Funding Policy - Participating employers are required to make contributions based upon statewide contributions rates. Allocations to the investment plan by job class for the Town's employees at September 30, 2019, were as follows: regular employees 6.3%, special risk employees 14%, senior management service employees 7.67%, and elected officials 11.34%. These rates include a 3.00% employee contribution.

The Town's payroll for the year ended September 30, 2019 for employees covered by the Plan was \$72,444. The Town and the covered employees made the required contributions of \$5,984 and \$2,173, respectively.

## **NOTE 9 – DEFINED CONTRIBUTION OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

### **Plan Description**

The Town of South Palm Beach Retirement Health Savings Plan is a defined contribution other postemployment benefit (OPEB) plan established by the Town and administered by the ICMA Retirement Corporation to provide healthcare benefits at retirement to the employees of the Town. All full-time employees are eligible to participate on attainment of age 19. Accounts are 100% vested at all times. Retirement is defined as separation from service with a minimum of 15 years of service or 55 years of age. The plan was established by the Town Council and may be amended by action of the Town Council.

### **Funding Policy**

Prior to January 1, 2005, the Town was required to contribute 1.10% of covered compensation on behalf of each plan participant. Effective January 1, 2005, any employee that irrevocably elected to participate in the Florida Retirement System was no longer eligible for the mandatory employer contribution. During the fiscal year ended September 30, 2019, there were no participants eligible for mandatory employer contributions.

**NOTE 9 – DEFINED CONTRIBUTION OTHER POSTEMPLOYMENT BENEFITS (OPEB)**  
**(Continued)**

**Funding Policy (Continued)**

All vacation and sick leave time that exceeds the maximum accrual limits will be placed in a reserve and in September of each year the Town is required to make mandatory leave contributions to the plan in the amount of the reserve.

Employees are permitted to make an irrevocable election for pre-tax contributions from compensation. Employees may elect to contribute up to 25% of earnings. Employees may also make an irrevocable election for pre-tax contributions of accrued leave. In the year prior to separation from service, an employee can elect to contribute vacation and sick leave time in accordance with Town policies.

For the fiscal year ended September 30, 2019, the Town's mandatory leave contribution amount was \$10,144. Employees made elective contributions in the amount of \$4,175.

**NOTE 10 – DEFINED BENEFIT OPEB PLAN**

**Plan Description**

The Town provides a single employer defined benefit health care plan to all of its employees. The plan allows its employees and their beneficiaries, at their own cost, to continue to obtain health, dental and other insurance benefits upon retirement. The benefits of the plan are in accordance with Florida Statutes, which are the legal authority for the plan. The plan has no assets and does not issue a separate financial report.

Retirees of the Town pay an amount equal to the actual premium for health insurance charged by the carrier, but there is an implied subsidy in the healthcare insurance premium for retirees because the premium charged for these retirees is the same as the premium charged for active employees, who are younger than retirees on average.

**Funding Policy**

The Town does not directly make a contribution to the plan on behalf of retirees. Retirees and their beneficiaries pay the same group rates as are charged to the Town for active employees by its healthcare provider. However, the Town's actuaries, in their actuarial valuation, calculate an offset to the cost of these benefits as an Employer Contribution, based upon an implicit rate subsidy. This offset equals the total age-adjusted costs paid by the Town or its active employees for coverage of the retirees and their dependents for the year net of the retiree's own payments for the year.

## **NOTE 10 – DEFINED BENEFIT OPEB PLAN (Continued)**

### **Annual OPEB Cost and Net OPEB Obligation**

During a prior fiscal year, the Town adopted GASB 75 - Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions. The annual other postemployment benefit (OPEB) cost is calculated based on the annual required contribution of the employer, an amount actuarially determined in accordance with GASB Statement No. 75.

The Town's actuaries performed a study of the Town's current employee data and expected retirement pattern, based on the results of the study, the Town has determined that the liability for the implicit rate subsidy is not material. Consequently, the Town has not reported any OPEB cost or net OPEB obligation in the financial statements.

## **NOTE 11 – 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. Retention of risk is limited, with deductibles of up to \$500 per occurrence. The Town is also covered by Florida Statutes under the Doctrine of Sovereign Immunity which effectively limits the amount of liability of municipalities to individual claims of \$200,000 and \$300,000 for all claims relating to the same accident. However, under certain circumstance, a plaintiff can seek to recover damages in excess of statutory limits by introducing a claims bill to the Florida Legislature. The limits addressed in Florida Statutes do not apply to claims filed in federal courts.

There were no significant reductions in insurance coverage from the prior year. There were no settled claims which exceeded insurance coverage during the past three fiscal years.

## **NOTE 12 – CONTINGENCIES**

The Town is involved in various litigations and claims arising in the course of operations. It is the opinion of legal counsel that the likelihood of unfavorable outcomes and the amounts of potential losses cannot be reasonably determined at this time. Accordingly, no provision for any liability that may result has been made in the accompanying financial statements.

## **NOTE 13 – INTERLOCAL GOVERNMENTAL AGREEMENTS**

### **City of Lake Worth – Disposal Services**

The Town has entered into an agreement with the City of Lake Worth, Florida, providing for the disposal of sewage generated by the Town's collection system by utilizing the East Central Regional Wastewater Reclamation Facility (ECRWRF) treatment facilities.

Under the terms of this agreement, the Town has agreed to pay each month to the City of Lake Worth a pro rata share of the City's operating costs of the ECRWRF's treatment facilities. The agreement also requires the Town to pay an amount equal to its pro rata share, based upon reserved capacity, of the non-federally funded capital expenditures required of the City for pumping, transmission and treatment disposal facilities constructed for the benefit of the Town system and its customers. The Town has also agreed to pay its pro rata share of certain debt service requirements. For the fiscal year ended September 30, 2019, the Town paid \$187,148 pursuant to the agreement.

## **NOTE 13 – INTERLOCAL GOVERNMENTAL AGREEMENTS (Continued)**

### **City of Lake Worth – Lift Station Maintenance**

In August 2016, the Town entered into an agreement with the City of Lake Worth, Florida, providing for the City to inspect and maintain a lift station for a period of twenty years. The agreement may be extended for up to ten additional years upon approval by both parties. Under the terms of the agreement, the City shall perform inspections, deemed necessary by the City, and perform routine maintenance on the lift station for a fee of \$400 per month. Corrective maintenance costing less than \$800 per incident will be performed by the City and charged on a time and materials basis. Corrective maintenance costing more than \$800 will be reported to the Town and the Town shall determine whether the City shall perform work, upon approval of the City, or whether it shall obtain a contractor to perform the work. For the fiscal year ended September 30, 2019, the Town paid \$4,800 pursuant to the agreement.

### **Town of Lantana – Public Safety Communications and Dispatch Services**

The Town has entered into an agreement with the Town of Lantana, Florida for the provision of public safety communications and dispatch services for a period of five years beginning October 1, 2009 and ending September 30, 2014. In September 2014, the Town approved a new agreement for a period of five years ending September 30, 2019. The total amount paid under this agreement for the fiscal year ended September 30, 2019 was \$62,034.

### **Palm Beach County – Fire Rescue Services**

Pursuant to Palm Beach County Ordinance No. 2009-048 and Town of South Palm Beach Ordinance No. 253, the Town has opted into the County's Fire/Rescue Municipal Service Taxing Unit (MSTU) for the provision of fire rescue services within the Town from October 1, 2010 through September 30, 2020. The tax for the MSTU is included in the maximum 10 mills the Town is legally allowed to assess. As of September 30, 2019, the MSTU portion of the Town's millage rate was 3.4581 mills.

### **Palm Beach County Sheriff's Office ("PBSO") – Police Services**

During the current fiscal year, the Town entered into an agreement with PBSO for police services. Under the agreement, the existing Town officers will become PBSO employees effective October 1, 2019. As such, at 9/30/2019 all related accrued sick /vacation time has been transferred to PBSO or paid out to the employee. Also pursuant to the agreement, the existing equipment and vehicles being used by the officers will be transferred to PBSO with a reversionary interest should the contract terminate.

**TOWN OF SOUTH PALM BEACH, FLORIDA**  
**Required Supplementary Information**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balances -**  
**Budget and Actual - General Fund**  
**For the Year Ended September 30, 2019**

	<u>Budgeted Amounts</u> Original & Final	Actual Amounts	Variance with Final Budget - Positive (Negative)
<b>REVENUES</b>			
Property taxes	\$ 1,237,000	\$ 1,262,753	\$ 25,753
Utility taxes	190,500	239,570	49,070
Other taxes	13,100	13,842	742
Franchise fees	99,500	112,194	12,694
Intergovernmental	186,000	166,358	(19,642)
Charges for services	21,300	26,305	5,005
Fines and forfeitures	9,500	5,654	(3,846)
Investment income	60,000	69,287	9,287
Grant revenue	6,000	1,000	(5,000)
Other revenues	18,300	22,861	4,561
Total revenues	<u>1,841,200</u>	<u>1,919,824</u>	<u>78,624</u>
<b>EXPENDITURES</b>			
Current:			
General government	645,346	522,893	122,453
Public safety	1,158,075	927,063	231,012
Public works	60,720	52,770	7,950
Culture and recreation	34,850	62,609	(27,759)
Capital outlay	166,000	43,700	122,300
Total expenditures	<u>2,064,991</u>	<u>1,609,035</u>	<u>455,956</u>
Excess (deficiency) of revenues over (under) expenditures	(223,791)	310,789	534,580
<b>OTHER FINANCING SOURCES (USES)</b>			
Carry forward	200,000	-	(200,000)
Transfer in (out)	80,000	(761,344)	(841,344)
Total other financing sources (uses)	<u>280,000</u>	<u>(761,344)</u>	<u>(1,041,344)</u>
Net change in fund balance	<u>\$ 56,209</u>	(450,555)	<u>\$ (506,764)</u>
Fund balance - beginning		<u>4,207,930</u>	
Fund balance - ending		<u>\$ 3,757,375</u>	

See notes to budgetary required supplementary information



**TOWN OF SOUTH PALM BEACH, FLORIDA**  
**Required Supplementary Information**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balances -**  
**Budget and Actual – Special Revenue Fund**  
**For the Year Ended September 30, 2019**

	<u>Budgeted Amounts</u>	Actual	Variance with Final Budget - Positive (Negative)
	<u>Original &amp; Final</u>	Amounts	
REVENUES			
Permits and fees	\$ 270,500	\$ 199,946	\$ (70,554)
Total revenues	<u>270,500</u>	<u>199,946</u>	<u>(70,554)</u>
EXPENDITURES			
Current:			
Public safety	270,500	150,109	120,391
Total expenditures	<u>270,500</u>	<u>150,109</u>	<u>120,391</u>
Excess (deficiency) of revenues over (under) expenditures	-	49,837	49,837
OTHER FINANCING SOURCES (USES)			
Transfer in (out)	-	841,344	841,344
Total other financing sources (uses)	<u>-</u>	<u>841,344</u>	<u>841,344</u>
Net change in fund balance	<u>\$ -</u>	891,181	<u>\$ 891,181</u>
Fund balance - beginning		<u>-</u>	
Fund balance - ending		<u>\$ 891,181</u>	

See notes to budgetary required supplementary information



**TOWN OF SOUTH PALM BEACH, FLORIDA**  
**Notes to the Budgetary Required Supplementary**  
**Information**  
**For the Year Ended September 30, 2019**

**NOTE 1 – BUDGETS AND BUDGETARY ACCOUNTING**

A budgetary comparison schedule is presented for the General Fund and Special Revenue Fund. An annual budget is adopted for the General Fund and Special Revenue Fund on a basis consistent with accounting principles generally accepted in the United States of America. The procedures for establishing budgetary data reflected in the budgetary comparison schedule are described below.

1. Approximately July 1<sup>st</sup>, the Town Manager submits to the Town Council a proposed operating budget for the fiscal year commencing the following October 1<sup>st</sup>. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain taxpayer comments.
3. Prior to October 1<sup>st</sup>, the budget is legally enacted through passage of an ordinance.
4. Appropriations are legally controlled at the fund level and expenditures may not legally exceed budgeted amounts at that level.
5. The Town Council approves total budget appropriations only. The Town Manager is authorized to transfer budget amounts between departments within any fund. However, any revisions that alter the total appropriations of any fund must be approved by the Town Council.
6. Formal budgetary integration is employed as a management control device during the year.
7. Appropriations which are neither expended nor specifically designated to be carried over lapse at the end of the fiscal year.
8. There were no budget amendments during the year.
9. There were no supplemental appropriations during the year.
10. Expenditures of the General Fund and Special Revenue Fund did not exceed appropriations the fiscal year ended September 30, 2019.

**TOWN OF SOUTH PALM BEACH, FLORIDA**  
**Required Supplementary Information**  
**For the Year Ended September 30, 2019**

**Schedule of the Town's Proportionate Share of the Net Pension Liability -**  
**Florida Retirement System Pension Plan**  
**Last 10 Years (1) (2)**

	2019	2018	2017	2016	2015	2014
Town's proportion of the FRS net pension liability	0.0043768%	0.0053666%	0.0046597%	0.0047708%	0.0042908%	0.0045517%
Town's proportionate share of the FRS net pension liability	\$ 1,507,306	\$ 1,616,435	\$ 1,378,293	\$ 1,204,626	\$ 554,219	\$ 277,724
Town's covered payroll	635,122	732,479	523,562	499,113	466,700	571,017
Town's proportionate share of the FRS net pension liability as a percentage of its covered payroll	237.33%	220.68%	263.25%	241.35%	118.75%	48.64%
FRS plan fiduciary net position as a percentage of the total pension liability	82.61%	84.26%	83.89%	84.88%	92.00%	96.09%

**Schedule of the Town's Proportionate Share of the Net Pension Liability -**  
**Health Insurance Subsidy Pension Plan**  
**Last 10 Years (1) (2)**

	2019	2018	2017	2016	2015	2014
Town's proportion of the HIS net pension liability	0.0020927%	0.0024059%	0.0021943%	0.0022995%	0.0022377%	0.0023463%
Town's proportionate share of the HIS net pension liability	\$ 234,151	\$ 254,638	\$ 234,627	\$ 268,003	\$ 228,214	\$ 219,389
Town's covered payroll	635,122	732,479	523,562	499,113	466,700	571,017
Town's proportionate share of the HIS net pension liability as a percentage of its covered payroll	36.87%	34.76%	44.81%	53.70%	48.90%	38.42%
HIS plan fiduciary net position as a percentage of the total pension liability	2.63%	2.15%	1.64%	0.97%	0.50%	0.99%

(1) The amounts presented for each year were determined as of the measurement date, June 30.

(2) Information is not available for years prior to 2014. As information is available it will be presented.

**TOWN OF SOUTH PALM BEACH, FLORIDA**  
**Required Supplementary Information**  
**For the Year Ended September 30, 2019**

**Schedule of the Town Contributions -**  
**Florida Retirement System Pension Plan**  
**Last 10 Fiscal Years (1)**

	2019	2018	2017	2016	2015	2014
Contractually required FRS contribution	\$ 133,781	\$ 151,893	\$ 122,708	\$ 106,799	\$ 87,394	\$ 93,202
FRS contributions in relation to the contractually required contribution	(133,781)	(151,893)	(122,708)	(106,799)	(87,394)	(93,202)
FRS contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town's covered payroll	\$ 627,438	\$ 586,276	\$ 586,276	\$ 525,711	\$ 455,886	\$ 532,650
FRS contributions as a percentage of covered payroll	21.32%	25.91%	20.93%	20.32%	19.17%	17.50%

**Schedule of the Town Contributions -**  
**Health Insurance Subsidy Pension Plan**  
**Last 10 Fiscal Years (1)**

	2019	2018	2017	2016	2015	2014
Contractually required HIS contribution	\$ 10,415	\$ 13,058	\$ 11,926	\$ 12,505	\$ 8,885	\$ 8,532
HIS contributions in relation to the contractually required contribution	(10,415)	(13,058)	(11,926)	(12,505)	(8,885)	(8,532)
HIS contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town's covered payroll	\$ 627,438	\$ 586,276	\$ 586,276	\$ 525,711	\$ 455,886	\$ 532,650
HIS contributions as a percentage of covered payroll	1.66%	2.23%	2.03%	2.38%	1.95%	1.60%

(1) Information is not available for periods prior to 2014. As information becomes available it will be presented.

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## STATISTICAL SECTION

This part of the Town of South Palm Beach's comprehensive annual financial report presents detailed unaudited information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Town's overall financial health.

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*Sources: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year.*

**Town of South Palm Beach, Florida**  
**Schedule 1**  
**Net Position by Component**  
**(Unaudited) (Accrual Basis of**  
**Accounting)**

Fiscal Year Ended 09/30	2010	2011	2012	2013
Governmental activities:				
Net investment in capital assets	\$ 911,059	\$ 859,889	\$ 851,451	\$ 841,681
Restricted				
Transportation	-	-	2,371	4,725
Infrastructure				
Building code Enforcement	-	-	50,010	75,246
Unrestricted	<u>1,892,620</u>	<u>2,091,039</u>	<u>2,247,274</u>	<u>2,408,951</u>
Total governmental activities net position	<u>2,803,679</u>	<u>2,950,928</u>	<u>3,151,106</u>	<u>3,330,603</u>
Business-type activities:				
Net investment in capital assets	568,155	541,633	501,270	471,247
Restricted	-	-	-	-
Unrestricted	<u>670,306</u>	<u>726,524</u>	<u>793,155</u>	<u>1,151,921</u>
Total business-type activities net position	<u>1,238,461</u>	<u>1,268,157</u>	<u>1,294,425</u>	<u>1,623,168</u>
Total government:				
Net investment in capital assets	1,479,214	1,401,522	1,352,721	1,312,928
Restricted	-	-	52,381	79,971
Unrestricted	<u>2,562,926</u>	<u>2,817,563</u>	<u>3,040,429</u>	<u>3,560,872</u>
Total government net position	<u>\$4,042,140</u>	<u>\$4,219,085</u>	<u>\$4,445,531</u>	<u>\$4,953,771</u>

2014	2015	2016	2017	2018	2019
\$ 833,988	\$ 854,056	\$ 811,268	\$ 806,126	\$ 793,391	\$ 678,949
7,187	10,026	12,920	22,950	-	-
			59,657	158,435	262,000
134,062	178,015	227,521	580,917	841,344	891,181
<u>1,604,830</u>	<u>1,892,185</u>	<u>2,014,991</u>	<u>1,949,249</u>	<u>2,108,818</u>	<u>2,334,119</u>
<u>2,580,067</u>	<u>2,934,282</u>	<u>3,066,700</u>	<u>3,418,899</u>	<u>3,901,988</u>	<u>4,166,249</u>
475,811	435,033	394,255	353,819	318,012	308,227
-	-	-	-	-	-
<u>1,229,340</u>	<u>1,348,841</u>	<u>1,440,577</u>	<u>1,518,091</u>	<u>1,635,465</u>	<u>1,728,878</u>
<u>1,705,151</u>	<u>1,783,874</u>	<u>1,834,832</u>	<u>1,871,910</u>	<u>1,953,477</u>	<u>2,037,105</u>
1,309,799	1,289,089	1,205,523	1,159,945	1,111,403	987,176
141,249	188,041	240,441	663,524	999,779	1,153,181
<u>2,834,170</u>	<u>3,241,026</u>	<u>3,455,568</u>	<u>3,467,340</u>	<u>3,744,283</u>	<u>4,062,997</u>
<u>\$4,285,218</u>	<u>\$4,718,156</u>	<u>\$4,901,532</u>	<u>\$5,290,809</u>	<u>\$5,855,465</u>	<u>\$6,203,354</u>

**Town of South Palm Beach, Florida**  
**Schedule 2**  
**Changes in Net Position (Unaudited) (Accrual Basis of Accounting)**

Fiscal Year Ended 09/30	2010	2011	2012	2013
Expenses:				
Governmental activities:				
General government	\$ 603,412	\$ 563,367	\$ 601,389	\$ 607,862
Public safety	2,140,999	981,720	931,802	947,361
Physical Environment	137,923	113,078	12,719	32,260
Transportation	-	-	-	-
Culture/Recreation	31,866	29,206	20,342	26,043
Total governmental activities	<u>2,914,200</u>	<u>1,687,371</u>	<u>1,566,252</u>	<u>1,613,526</u>
Business-type activities:				
Utility system	<u>233,471</u>	<u>261,569</u>	<u>272,511</u>	<u>230,304</u>
Total business-type activities	<u>233,471</u>	<u>261,569</u>	<u>272,511</u>	<u>230,304</u>
Total government expenses	<u>\$3,147,671</u>	<u>\$1,948,940</u>	<u>\$1,838,763</u>	<u>\$1,843,830</u>
Program revenues:				
Governmental activities:				
Charges for services:				
General government	\$ 180,194	\$ 148,023	\$ 201,708	\$ 192,265
Public safety	17,926	17,050	12,529	13,854
Culture/recreation	-	-	26,155	23,680
Operating grants and contributions:				
Capital grants and contributions	<u>2,000</u>	<u>1,000</u>	<u>1,281</u>	<u>1,562</u>
Total governmental activities program revenues	<u>200,120</u>	<u>166,073</u>	<u>241,673</u>	<u>231,361</u>
Business-type activities:				
Charges for services:				
Utility system	284,625	287,512	297,934	302,987
Operating grants and contributions:				
Capital grants and contributions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total business-type activities program revenues	<u>284,625</u>	<u>287,512</u>	<u>297,934</u>	<u>302,987</u>
Total program revenues	<u>\$ 484,745</u>	<u>\$ 453,585</u>	<u>\$ 539,607</u>	<u>\$ 534,348</u>



2014	2015	2016	2017	2018	2019
\$ 595,678	\$ 553,492	\$ 626,236	\$ 880,655	\$ 726,145	\$ 560,716
965,586	920,654	1,122,387	994,487	1,085,393	1,277,297
31,065	41,224	70,769	183,204	126,174	55,123
-	-	-	-	-	-
25,653	30,035	28,106	29,437	25,982	65,004
<u>1,617,982</u>	<u>1,545,405</u>	<u>1,847,498</u>	<u>2,087,783</u>	<u>1,963,694</u>	<u>1,958,140</u>
227,520	240,534	222,376	298,546	281,672	304,519
<u>227,520</u>	<u>240,534</u>	<u>222,376</u>	<u>298,546</u>	<u>281,672</u>	<u>304,519</u>
<u>\$1,845,502</u>	<u>\$1,785,939</u>	<u>\$2,069,874</u>	<u>\$2,386,329</u>	<u>\$2,245,366</u>	<u>\$2,262,659</u>
\$ 264,361	\$ 246,027	\$ 206,468	\$ 526,754	\$ 408,488	\$ 199,946
11,499	7,778	8,660	10,406	9,100	5,654
21,025	18,284	18,494	17,514	22,872	26,305
		5,643	1,000	-	-
3,334	3,709	-	59,657	98,778	104,565
<u>300,219</u>	<u>275,798</u>	<u>239,265</u>	<u>615,331</u>	<u>539,238</u>	<u>336,470</u>
308,732	316,061	311,558	390,040	437,591	443,685
-	-	-	-	-	-
<u>308,732</u>	<u>316,061</u>	<u>311,558</u>	<u>390,040</u>	<u>437,591</u>	<u>443,685</u>
<u>\$ 608,951</u>	<u>\$ 591,859</u>	<u>\$ 550,823</u>	<u>\$1,005,371</u>	<u>\$ 976,829</u>	<u>\$ 780,155</u>

**Town of South Palm Beach, Florida**  
**Schedule 2 (Continued)**  
**Changes in Net Position (Unaudited) (Accrual Basis of Accounting)**

Fiscal Year Ended 09/30	2010	2011	2012	2013
Net (expense) revenue:				
Governmental activities	\$ (2,714,080)	\$ (1,521,298)	\$ (1,324,579)	\$ (1,382,165)
Business-type activities	<u>51,154</u>	<u>25,943</u>	<u>25,423</u>	<u>72,683</u>
Total net expense	<u>\$ (2,662,926)</u>	<u>\$ (1,495,355)</u>	<u>\$ (1,299,156)</u>	<u>\$ (1,309,482)</u>
General revenues:				
Governmental activities:				
Taxes:				
Property taxes	\$ 2,244,521	\$ 1,178,180	\$ 1,074,815	\$ 1,101,254
Utility taxes	201,117	222,136	209,223	220,790
Intergovernmental revenues	136,686	137,044	111,833	127,165
Franchise taxes	108,402	111,384	102,986	94,293
Investment earnings	25,068	3,858	2,608	3,398
Miscellaneous	8,716	15,944	23,292	14,762
Loss on capital assets transfer	-	-	-	-
Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total governmental activities	<u>2,724,510</u>	<u>1,668,546</u>	<u>1,524,757</u>	<u>1,561,662</u>
Business-type activities:				
Investment earnings	15,810	3,753	845	2,044
Miscellaneous	-	-	-	254,016
Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total business-type activities	<u>15,810</u>	<u>3,753</u>	<u>845</u>	<u>256,060</u>
Total general revenues	<u>\$ 2,740,320</u>	<u>\$ 1,672,299</u>	<u>\$ 1,525,602</u>	<u>\$ 1,817,722</u>
Change in net position:				
Governmental activities	\$ 10,430	\$ 147,248	\$ 200,178	\$ 179,497
Business-type activities	<u>66,964</u>	<u>29,696</u>	<u>26,268</u>	<u>328,743</u>
Total change in net position	<u>\$ 77,394</u>	<u>\$ 176,944</u>	<u>\$ 226,446</u>	<u>\$ 508,240</u>

2014	2015	2016	2017	2018	2019
\$ (1,317,763)	\$ (1,269,607)	\$ (1,608,233)	\$ (1,472,452)	\$ (1,424,456)	\$ (1,621,670)
<u>81,212</u>	<u>75,527</u>	<u>89,182</u>	<u>91,494</u>	<u>155,919</u>	<u>139,166</u>
<u>\$ (1,236,551)</u>	<u>\$ (1,194,080)</u>	<u>\$ (1,519,051)</u>	<u>\$ (1,380,958)</u>	<u>\$ (1,268,537)</u>	<u>\$ (1,482,504)</u>

\$ 1,103,695	\$ 1,079,316	\$ 1,166,518	1,233,243	1,261,393	1,262,753
226,665	227,763	227,388	221,766	233,888	239,570
150,224	156,759	156,922	161,930	166,865	180,200
101,584	115,246	107,367	103,791	112,149	112,194
2,086	3,988	7,974	24,927	37,070	69,287
10,964	25,116	19,482	23,994	16,180	22,861
-	15,634	-	-	-	(80,934)
-	-	55,000	55,000	80,000	80,000
<u>1,595,218</u>	<u>1,623,822</u>	<u>1,740,651</u>	<u>1,824,651</u>	<u>1,907,545</u>	<u>1,885,931</u>

771	3,196	426	584	5,648	24,462
-	-	16,350	-	-	-
-	-	(55,000)	(55,000)	(80,000)	(80,000)
<u>771</u>	<u>3,196</u>	<u>(38,224)</u>	<u>(54,416)</u>	<u>(74,352)</u>	<u>(55,538)</u>
<u>\$ 1,595,989</u>	<u>\$ 1,627,018</u>	<u>\$ 1,702,427</u>	<u>\$ 1,770,235</u>	<u>\$ 1,833,193</u>	<u>\$ 1,830,393</u>

\$ 277,455	\$ 354,215	\$ 132,418	\$ 352,199	\$ 483,089	\$ 264,261
<u>81,983</u>	<u>78,723</u>	<u>50,958</u>	<u>37,078</u>	<u>81,567</u>	<u>83,628</u>
<u>\$ 359,438</u>	<u>\$ 432,938</u>	<u>\$ 183,376</u>	<u>\$ 389,277</u>	<u>\$ 564,656</u>	<u>\$ 347,889</u>

**Town of South Palm Beach, Florida**  
**Schedule 3**  
**Fund Balances, Governmental Funds (Unaudited) (Modified**  
**Accrual Basis of Accounting)**

Fiscal Year Ended 09/30	2010	2011	2012	2013
General Fund:				
Reserved	\$1,357,732	\$ -	\$ -	\$ -
Unreserved	685,012	-	-	-
Non spendable	-	-	24,305	26,079
Restricted	-	23,502	52,381	79,971
Assigned	-	1,432,506	1,432,506	1,432,506
Unassigned	-	777,414	948,244	1,102,652
Total general fund	<u>2,042,744</u>	<u>2,233,422</u>	<u>2,457,436</u>	<u>2,641,208</u>
All other governmental funds:				
Restricted - Infrastructure Surtax	-	-	-	-
Total all other governmental funds	-	-	-	-
Total governmental funds	<u>\$2,042,744</u>	<u>\$2,233,422</u>	<u>\$2,457,436</u>	<u>\$2,641,208</u>

\*The Town implemented GASB 54 for the fiscal year ended September 30, 2011

2014	2015	2016	2017	2018	2019
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-
20,464	20,303	14,728	323	-	4,838
141,249	188,041	240,441	608,867	841,344	-
1,432,506	1,432,506	1,432,506	1,586,206	1,494,691	1,451,960
<u>1,298,701</u>	<u>1,491,095</u>	<u>1,656,264</u>	<u>1,592,481</u>	<u>1,871,895</u>	<u>2,300,577</u>
<u>2,892,920</u>	<u>3,131,945</u>	<u>3,343,939</u>	<u>3,787,877</u>	<u>4,207,930</u>	<u>3,757,375</u>
-	-	-	59,567	158,435	1,153,181
-	-	-	59,567	158,435	1,153,181
<u>\$2,892,920</u>	<u>\$3,131,945</u>	<u>\$3,343,939</u>	<u>\$3,847,444</u>	<u>\$4,366,365</u>	<u>\$4,910,556</u>

**Town of South Palm Beach, Florida**

**Schedule 4**

**Changes in Fund Balances, Governmental Funds (Unaudited) (Modified Accrual Basis of Accounting)**

Fiscal Year Ended 09/30	2010	2011	2012	2013
Revenues:				
Ad valorem taxes	\$2,244,521	\$1,178,180	\$1,074,815	\$1,101,254
Franchise fees	108,402	111,384	102,986	94,293
Utility taxes	225,690	222,136	209,223	220,790
Licenses and permits	145,343	94,153	176,708	167,265
Intergovernmental revenue	138,686	138,044	113,114	128,727
Charges for services	34,851	53,870	51,155	48,680
Fines and forfeitures	17,926	17,050	12,529	13,854
Investment income	25,066	3,858	2,608	3,398
Miscellaneous	8,716	15,944	23,292	14,762
Total revenues	<u>2,949,201</u>	<u>1,834,619</u>	<u>1,766,430</u>	<u>1,793,023</u>
Expenditures:				
Current:				
General government	577,338	537,026	546,611	553,512
Public safety	2,107,888	955,681	910,781	939,868
Physical environment	80,741	52,349	12,719	32,260
Culture and recreation	31,867	29,206	20,342	26,043
Capital outlay	<u>85,690</u>	<u>69,681</u>	<u>51,963</u>	<u>57,568</u>
Debt service:				
Principal retirement	-	-	-	-
Total expenditures	<u>2,883,524</u>	<u>1,643,943</u>	<u>1,542,416</u>	<u>1,609,251</u>
Excess of revenues over expenditures	<u>65,677</u>	<u>190,676</u>	<u>224,014</u>	<u>183,772</u>
Other financing sources (uses):				
Sale of Capital Assets	-	-	-	-
Transfers in	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	<u>\$ 65,677</u>	<u>\$ 190,676</u>	<u>\$ 224,014</u>	<u>\$ 183,772</u>
Debt service as a percentage of non-capital expenditures	0.00%	0.00%	0.00%	0.00%

2014	2015	2016	2017	2018	2019
\$1,103,695	\$1,079,316	\$1,166,518	1,233,243	1,261,393	1,262,753
101,584	115,246	107,367	103,791	112,149	112,194
226,665	227,763	227,388	221,766	233,888	253,412
209,361	191,027	206,468	526,754	411,504	199,946
153,830	156,759	162,565	221,587	262,608	269,117
76,025	73,284	18,494	17,514	22,872	26,305
11,499	7,778	8,660	10,406	9,100	5,654
2,086	3,988	7,974	24,927	37,089	70,093
10,692	25,116	19,482	24,994	16,180	23,861
<u>1,895,437</u>	<u>1,880,277</u>	<u>1,924,916</u>	<u>2,384,982</u>	<u>2,366,783</u>	<u>2,223,335</u>
579,327	553,576	572,034	766,794	669,457	522,893
951,724	941,782	1,046,246	903,405	953,740	1,077,172
31,065	41,224	70,769	183,204	126,174	52,770
25,653	30,035	28,106	29,437	25,982	62,609
<u>55,956</u>	<u>90,269</u>	<u>57,847</u>	<u>58,547</u>	<u>147,599</u>	<u>43,700</u>
-	-	-	-	-	-
<u>1,643,725</u>	<u>1,656,886</u>	<u>1,775,002</u>	<u>1,941,387</u>	<u>1,922,952</u>	<u>1,759,144</u>
<u>251,712</u>	<u>223,391</u>	<u>149,914</u>	<u>443,595</u>	<u>443,831</u>	<u>464,191</u>
-	15,634	7,080	-	-	-
<u>-</u>	<u>-</u>	<u>55,000</u>	<u>55,000</u>	<u>80,000</u>	<u>80,000</u>
<u>-</u>	<u>15,634</u>	<u>62,080</u>	<u>55,000</u>	<u>80,000</u>	<u>80,000</u>
<u>\$ 251,712</u>	<u>\$ 239,025</u>	<u>\$ 211,994</u>	<u>\$ 498,595</u>	<u>\$ 523,831</u>	<u>\$ 544,191</u>
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

**Town of South Palm Beach, Florida**  
**Schedule 5**  
**General Governmental Tax Revenues by Source (Unaudited)**

Fiscal Year	Ad Valorem Taxes	Local Option Taxes	Utility Taxes	Communications Services Tax	Franchise Taxes	State Revenue Sharing	Local Half Cent Sales Tax	Total
2010	2,244,521	9,626	225,690	78,028	108,402	32,640	93,958	2,792,865
2011	1,178,180	9,550	222,136	63,373	111,384	32,928	94,140	1,711,691
2012	1,074,815	7,462	209,223	49,906	102,986	32,937	70,731	1,548,060
2013	1,101,254	7,445	220,790	53,047	94,293	31,986	81,883	1,590,698
2014	1,103,695	7,666	226,665	47,633	101,584	33,433	102,087	1,622,763
2015	1,079,316	9,087	227,763	45,222	115,246	39,425	105,381	1,621,440
2016	1,166,518	9,304	227,388	40,578	107,367	36,638	108,142	1,695,935
2017	1,233,243	10,030	221,766	31,913	103,791	44,169	107,731	1,752,643
2018	1,261,393	10,214	233,888	37,724	112,149	38,783	111,556	1,805,707
2019	1,262,753	9,636	253,412	38,019	112,194	38,783	113,489	1,828,286

Source: Town of South Palm Beach Finance Department



**Town of South Palm Beach, Florida**  
**Schedule 6**  
**Net Assessed Value and Direct Tax Rate (Unaudited)**

Fiscal Year Ended September 30,	Real Property			Total Net Assessed Value	Total Direct Tax Rate
	Residential Property	Commercial Property	Personal Property		
2010	305,824,752	-	2,424,388	308,249,140	7.6512
2011	260,873,683	-	2,422,346	263,296,029	4.3174
2012	260,623,525	-	2,457,830	263,081,355	4.3174
2013	255,692,732	-	2,529,821	258,222,553	4.3174
2014	256,612,707	-	2,816,459	259,429,166	4.3174
2015	260,598,732	-	2,543,036	263,141,768	4.3174
2016	276,265,092	-	2,737,130	279,002,222	4.3174
2017	301,374,540	-	4,609,754	305,984,294	4.1278
2018	321,668,137	-	4,298,149	325,966,286	3.9965
2019	337,831,469	-	5,266,007	343,097,476	3.7938

Note: Property in the Town is reassessed each year. Tax rates are per \$1,000 of assessed value. The Town has no commercial zoned property.

Source: Palm Beach County Property Appraiser's Office.

## Schedule 7

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**Town of South Palm Beach, Florida**  
**Schedule 8**  
**Principal Property Tax Payers (Unaudited)**  
**Current Year and Nine Years Ago**

2019				2010			
Taxpayer	Net Assessed Value	Rank	Percent of Total Town Net Assessed Value	Taxpayer	Net Assessed Value	Rank	Percent of Total Town Net Assessed Value
3550 Palm Beach Holdings	\$ 7,205,100	1	2.10%	Kosova Realty Corp.	\$3,970,633	1	1.11%
Faderani, Rahat	4,384,163	3	1.28%	EFN Family LTD Ptrs	1,438,434	2	0.59%
Florida Power & Light	4,319,840	2	1.26%	James & Eileen Roche	828,012	3	0.21%
3498 South Ocean LLC	2,671,455	4	0.78%	Eliot Gittelmacher	782,816	4	0.17%
3492 South Ocean LLC	2,500,300	5	0.73%	**	-	5	0.00%
Vannas, Timo	974,000	6	0.28%	**	-	6	0.00%
Pagano, John	720,000	7	0.21%	**	-	7	0.00%
Collie, Marcie E.	686,000	8	0.20%	**	-	8	0.00%
Kanavos, Alice	686,000	9	0.20%	**	-	9	0.00%
Rustmann, Frederick W.	670,000	10	0.21%	**	-	10	0.00%
	<u>\$ 24,816,858</u>		<u>7.25%</u>		<u>\$7,019,895</u>		<u>2.08%</u>

Source: Tax roll provided by Palm Beach County Property Appraisers Office.

Note: \*\* Remainder of taxpayers are condominium units all with similar immaterial differences in assessed values.

**Town of South Palm Beach, Florida**  
**Schedule 9**  
**Property Tax Levies and Collections (Unaudited)**  
**Last Ten Fiscal Years**

Fiscal Year Ended September 30,	Total Taxes Levied for Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percent of Levy	Amount	Amount	Percent of Levy
2010	2,358,476	2,244,521	95.17%	-	2,244,521	95.17%
2011	1,136,754	1,079,917	95.00%	-	1,079,917	95.00%
2012	1,135,827	1,074,815	94.63%	-	1,074,815	94.63%
2013	1,114,850	1,101,254	98.78%	-	1,101,254	98.78%
2014	1,120,059	1,103,695	98.54%	-	1,103,695	98.54%
2015	1,079,284	1,079,316	100.00%	-	1,079,316	100.00%
2016	1,204,564	1,166,518	96.84%	-	1,166,518	96.84%
2017	1,321,057	1,227,083	92.89%	-	1,227,083	92.89%
2018	1,302,724	1,261,393	96.83%	-	1,261,393	96.83%
2019	1,301,643	1,262,753	97.01%	-	1,261,393	96.91%

Source: Town of South Palm Beach Finance Department and Palm Beach County Tax Collector's Office.

**Town of South Palm Beach, Florida**  
**Schedule 10**  
**Ratios of Outstanding Debt by Type (Unaudited)**

**Note:** The Town does not have any outstanding debt.

**Town of South Palm Beach, Florida**  
**Schedule 11**  
**Ratios of General Bonded Debt Outstanding (Unaudited)**

**Note:** The Town has not had any outstanding debt in the last 10 fiscal years.

**Town of South Palm Beach, Florida**  
**Schedule 12**  
**Direct and Overlapping Governmental Activities Debt (Unaudited)**

Government Unit	2019		
	Net Debt Outstanding	Percentage Applicable to the Town of South Palm Beach (1)	Amount Applicable to the Residents of the Town of South Palm Beach
Debt repaid with property taxes:			
Palm Beach County	\$82,850,000	2.028%	\$ 1,680,491
Palm Beach County School Board	1,309,259	0.653%	8,554
Town of South Palm Beach Direct Debt			-
Total Direct and Overlapping Debt			<u>\$ 1,689,045</u>

Sources: Palm Beach County Property Appraiser and Palm Beach County CAFR, dated 09/30/18 and School District of Palm Beach CAFR dated 06/30/19

(1) General Obligation Bonds

Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the Town. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the Town of South Palm Beach. This process recognizes that, when considering the Town's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt of each overlapping government.

**Town of South Palm Beach, Florida**  
**Schedule 13**  
**Pledged-Revenue Coverage (Unaudited)**

**Note:** The Town does not have any outstanding debt and therefore, no revenues are pledged for any purpose.



**Town of South Palm Beach, Florida**  
**Schedule 14**  
**Demographic & Economic Information (Unaudited)**

<u>Year</u>	<u>Population</u>	Personal Income (Amounts Expressed in Thousands)	Per Capita Personal Income	*Unemployment Rate
2010	1,171	67,287	57,461	11.7%
2011	1,171	67,287	57,461	11.1%
2012	1,174	54,252	46,211	9.3%
2013	1,174	54,252	46,211	7.1%
2014	1,174	54,252	46,211	6.1%
2015	1,138	53,621	52,044	5.6%
2016	1,378	53,867	46,397	4.7%
2017	1,409	54,049	44,263	4.2%
2018	1,409	54,049	44,263	3.2%
2019	1,441	52,478	49,537	3.0%

Source:

City-data.com

Bureau of Labor Statistics

**Town of South Palm Beach, Florida**  
**Schedule 15**  
**Principal Employers (Unaudited)**  
**Current Year and Nine Years Ago**

Employer	2019			2010		
	Employees	Rank	Percentage of Total Town Employment	Employees	Rank	Percentage of Total Town Employment
3550/DDG Partners	120	1	53.10%	-	-	-
The Mayfair House	23	2	10.18%	21	1	17.95%
Barclay	16	3	7.08%	13	3	11.11%
Town Hall	13	4	5.75%	13	2	11.11%
Southgate	12	5	5.31%	11	5	9.40%
Concordia East & West	10	6	4.42%	12	4	10.26%
Dune Deck	10	7	4.42%	11	6	9.40%
Tuscany	8	8	3.54%	8	8	6.84%
Le Chateau	7	9	3.10%	6	11	5.13%
Palmsea	7	10	3.10%	6	10	5.13%
Palm Beach Ocean Front I	-	-	0.00%	6	9	5.13%
Tides Restaurant	-	-	0.00%	10	7	8.55%
Total	<u>226</u>		<u>100.00%</u>	<u>117</u>		<u>100.00%</u>

Source: Town of South Palm Beach Finance Department

**Town of South Palm Beach, Florida**  
**Schedule 16**  
**Full-Time Equivalent Town Employees by**  
**Function/Program (Unaudited) Last Ten Fiscal Years**

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Number of employees:										
General Government	3	3	3	3	3	3	3	3	3	3
Public Safety	8	8	8	8	8	8	9	9	9	9
Physical Environment	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total number of employees	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>

Source: Town of South Palm Beach Finance Dep

**Town of South Palm Beach, Florida**  
**Schedule 17**  
**Operating Indicators by Function/Program (Unaudited)**  
**Last Ten Fiscal Years**

Function/Program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Public safety:										
Police:										
Police personnel and officers	8	8	8	8	8	8	8.5	8.5	9.0	9.0
Police calls for service	1,055	967	929	888	2,063	3,551	4,969	3,224	2,944	3,201
Parking violations	41	29	42	96	35	30	10	13	5	8
Traffic violations	619	417	416	363	615	694	1,135	663	782	726
Fire personnel	-	-	-	-	-	-	-	-	-	-
Fire alarms answered	-	-	-	-	-	-	-	-	-	-
Fire inspections performed	25	20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Planning and development:										
Building permits issued	542	586	537	489	521	541	568	591	587	511
Alarm Decals issued	658	661	678	692	672	680	630	646	631	625

Sources: Various Town Departments

Note: Indicators are not available for the general government function. The Town does not have a fire department. In 2012 fire inspections were conducted by Palm Beach County.

**Town of South Palm Beach, Florida**  
**Schedule 18**  
**Capital Asset Statistics by Function/Program (Unaudited)**  
**Last Ten Fiscal Years**

**Last Ten Years**

Function/Program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General government:										
Number of general government buildings	1	1	1	1	1	1	1	1	1	1
Public safety:										
Police:										
Police stations	1	1	1	1	1	1	1	1	1	1
Patrol units	4	4	4	4	4	4	4	4	4	4
Fire:										
Fire stations	-	-	-	-	-	-	-	-	-	-
Transportation:										
Miles of streets	5/8	5/8	5/8	5/8	5/8	5/8	5/8	5/8	5/8	5/8
Number of street lights	20	20	20	20	20	20	20	20	20	20
Number of traffic signals	-	-	-	-	-	-	-	-	-	-
Culture and recreation:										
Parks	-	-	-	-	-	-	-	-	-	-
Parks acreage	-	-	-	-	-	-	-	-	-	-
Community center	-	-	-	-	-	-	-	-	-	-
Swimming pools	-	-	-	-	-	-	-	-	-	-
Tennis courts	-	-	-	-	-	-	-	-	-	-
Baseball/softball fields	-	-	-	-	-	-	-	-	-	-
Utility system:										
Miles of mains	5/8	5/8	5/8	5/8	5/8	5/8	5/8	5/8	5/8	5/8
Fire hydrants - Town of South Palm Beach	10	10	10	10	10	10	10	10	10	10
Fire hydrants - Outside Town of South Palm Beach	-	-	-	-	-	-	-	-	-	-
Maximum daily capacity (thousands of gallons, est.)	69,900	69,900	69,900	69,900	69,900	69,900	69,900	69,900	69,900	69,900

Sources: Various Town Departments

Note: Unless otherwise noted by an amount or number, the answer is zero.



**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***

The Honorable Mayor and  
Members of the Town Council  
The Town of South Palm Beach, 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, the business-type activities and each major fund of the Town of South Palm Beach, Florida (the "Town") as of and for the fiscal year ended September 30, 2019, 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 26, 2020.

**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 all 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 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*.

We noted certain matters involving the internal control over financial reporting and compliance that we have reported to management of the Town in a separate letter dated May 26, 2020.

The Town's responses to the findings identified in our audit are described in the accompanying Management Letter. We did not audit the Town's responses and, accordingly, we express no opinion on them

## **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.



May 26, 2020



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE  
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY  
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

The Honorable Mayor and  
Members of the Town Council  
The Town of South Palm Beach, Florida

We have examined the Town of South Palm Beach, Florida's ("Town") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2019. 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, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. 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 fiscal year ended September 30, 2019.

This report 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, management, and the Honorable Mayor and Members of the Town Council of the Town of South Palm Beach, Florida and is not intended to be and should not be used by anyone other than these specified parties.

*Grau & Associates*

May 26, 2020





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**MANAGEMENT LETTER PURSUANT TO THE RULES OF  
THE AUDITOR GENERAL FOR THE STATE OF FLORIDA**

To the Honorable Mayor and  
Members of the Town Council  
Town of South Palm Beach, Florida

**Report on the Financial Statements**

We have audited the accompanying basic financial statements of the Town of South Palm Beach, Florida (the "Town") as of and for the fiscal year ended September 30, 2019, and have issued our report thereon dated May 26, 2020.

**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 Auditor'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 26, 2020 should be considered in conjunction with this management letter.

**Purpose of this Letter**

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General for the State of Florida. Accordingly, in connection with our audit of the financial statements of the Town, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.**
- II. Prior year findings and recommendations.**
- III. Compliance with the Provisions of the Auditor General of the State of Florida.**

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, as applicable, management, and the members of the Town Council of the Town of South Palm Beach, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Town of South Palm Beach, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements and the courtesies extended to us.

*B. Shaw & Associates*

May 26, 2020

## REPORT TO MANAGEMENT

### I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

#### **2019-01: Accounting and Internal Control Policies and Procedures**

Observation: During our procedures, we noted that the Town did not have comprehensive detailed internal control and accounting policies and procedures. The lack of sufficient detail in internal control and accounting policies and procedures could result in errors, inaccurate or untimely accounting records, omitted procedures, and operational inefficiency. The policy also did not have sufficient detail on procedures and controls for the procurement of various goods and services. The lack of sufficient detail in internal control policies and procedures over procurement could result in costly or ineffective purchase, and possible violation of state procurement statutes.

Recommendation: We recommend that management implement a detailed and comprehensive set of internal control policies and procedures covering all operational and financial areas, including procurement, cash disbursements, cash receipts, and accounting records. Policies should detail the individual person (title/position) require to perform each control activity, and the documentation required to evidence performance of each control.

Reference Numbers for Prior Year Findings: 2018-02, 2017-03, 2015-2

Management Response: During the first quarter of the fiscal year, a change to management and senior staff took place with the purpose of re-establishing the use of best practices and methods. Throughout the year, detailed internal controls and procedures were developed and implemented to address the multi-year findings. The execution of these procedures has proven to be effective and they are now prime for formal adoption. The details have been provided to our auditors as part of this report.

## **REPORT TO MANAGEMENT (Continued)**

### **2019-02: Travel Policy**

Observation: The Town has not adopted a formal written travel policy to substantiate the rates for reimbursement of mileage and meal expenses as well as the required support to be retained for such reimbursable amounts.

Recommendation: The Town should adopt a formal travel policy and improve documentation requirements, including retaining documentation on conferences/seminars registration, and documentation for miles travel and rate used for mileage and per diem reimbursement.

Reference Numbers for Prior Year Findings: 2018-03, 2017-04

Management Response: All conferences and seminars attended by Council and staff are budgeted for specifically prior to adoption of the budget. Registration fees and accommodations are prepaid through the Town's credit card. Prior to the event date, the participant is provided with a per diem check based on the number of days and per diem rates for the specific travel location. The rates are obtained from the U.S. General Services Administration website: <https://www.gsa.gov/travel-resources>. Management believes this practice is sufficient considering the Town's size and limited amount of travel.

### **2019-03: Bank Reconciliations**

Observation: During our testing we noted that the bank reconciliation was not signed and dated by the preparer or the reviewer.

Recommendation: We recommend that bank reconciliations be signed and dated by the preparer and the reviewer.

Reference Numbers for Prior Year Findings: 2018-04, 2017-06, 2016-4

Management Response: Management agrees and beginning in October 2019 this process has been implemented and added to the afore mentioned internal control procedures.

**REPORT TO MANAGEMENT  
(Continued)**

**II. PRIOR YEAR FINDINGS AND CURRENT YEAR STATUS AND  
RECOMMENDATIONS**

**2018-01, 2017-01: Revenue Policies, Procedures and Documentation**

Current Status: Matter has been fully resolved.

**2018-02, 2017-03, 2015-2: Accounting and Internal Control Policies and Procedures**

Current Status: See finding no. 2019-01 above.

**2018-03, 2017-04: Purchasing And Disbursement Policies And Processes; Travel Policy**

Current Status: Matter has not been fully resolved; see finding no. 2019-02 above.

**2018-04, 2017-06, 2016-4: Bank Reconciliations**

Current Status: See finding no. 2019-03 above.

**III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE  
STATE OF FLORIDA**

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2018, except as noted above.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2019, except as noted above.

3. 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.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2019.

4. The name or official title and legal authority of the Town are disclosed in the notes to the financial statements.

**REPORT TO MANAGEMENT**  
**(Continued)**

5. The Town has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.
6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2019. It is management's responsibility to monitor 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.