

CITY OF HAMPTON, FLORIDA
FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2020

**CITY OF HAMPTON, FLORIDA
TABLE OF CONTENTS
SEPTEMBER 30, 2020**

	Page(s)
Independent Auditors' Report	1 – 2
Management's Discussion and Analysis	3 – 8
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Position	9
Statement of Activities	10
Fund Financial Statements:	
Balance Sheet – Governmental Funds	11
Reconciliation of the Balance Sheet of Governmental Fund to the Statement of Net Position	12
Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds – Budget vs Actual	13
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Fund to the Statement of Activities	14
Statement of Net Position – Proprietary Fund	15
Statement of Revenue, Expenses, and Change in Net Position – Proprietary Fund	16
Statement of Cash Flows – Proprietary Fund	17
Notes to Financial Statements	18 – 26
 Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	 27 – 29
 Independent Auditors' Management Letter Required by Chapter 10.550, Rules of the Auditor General	 30 – 32
 Independent Accountants' Examination Report	 33
 Management's Response	 34

INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and City Council,
City of Hampton, 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 City of Hampton, Florida (the City), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' 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 City of Hampton, Florida, as of September 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

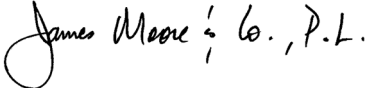
Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 22, 2021, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

James Moore & Co., P.L.

Gainesville, Florida
November 22, 2021

**CITY OF HAMPTON, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2020**

MDAAs management of the City of Hampton, Florida, we offer readers of the City of Hampton, Florida's financial statements this narrative overview and analysis of the financial activities of the City of Hampton, Florida for the fiscal year ended September 30, 2020.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City of Hampton, Florida's basic financial statements. The City of Hampton, Florida'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 City of Hampton, Florida's finances, in a manner similar to a private-sector business.

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

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

Both of the government-wide financial statements distinguish functions of the City of Hampton, Florida 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 City of Hampton, Florida include general government, public safety, transportation, and culture/recreation. The business-type activities of the City of Hampton, Florida include water operations.

The government-wide financial statements can be found on pages 9 – 10 of this report.

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

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

CITY OF HAMPTON, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2020
(Continued)

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 City of Hampton, Florida adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 11 – 14 of this report.

Proprietary funds. The City of Hampton, Florida maintains a proprietary fund. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City of Hampton, Florida uses enterprise funds to account for its water operations.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide information for the water operation, which is considered to be a major fund.

The basic proprietary fund financial statements can be found on pages 15 – 17 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 18 – 26 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City of Hampton, Florida, assets exceeded liabilities by \$1,868,124 at the close of the most recent fiscal year.

By far the largest portion of the City of Hampton, Florida's net position (87 percent) reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The City of Hampton, Florida uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

Although the City of Hampton, Florida's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

CITY OF HAMPTON, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2020
(Continued)

City of Hampton, Florida's Condensed Statement of Net Position

	Governmental		Business-type		Total	
	2020	2019	2020	2019	2020	2019
Current and other assets	\$ 1,354,006	\$ 289,353	\$ 594,462	\$ (25,908)	\$ 1,948,468	\$ 263,445
Capital assets	-	381,608	-	658,784	-	1,040,392
Total assets	1,354,006	670,961	594,462	632,876	1,948,468	1,303,837
Long-term liabilities outstanding	-	-	-	-	-	-
Other liabilities	66,949	13,391	13,395	13,831	80,344	27,222
Total liabilities	66,949	13,391	13,395	13,831	80,344	27,222
Net position:						
Net investment in capital assets	984,639	381,608	648,816	658,784	1,633,455	1,040,392
Restricted	-	-	-	-	-	-
Unrestricted	302,418	275,962	(67,749)	(39,739)	234,669	236,223
Total net position	\$ 1,287,057	\$ 657,570	\$ 581,067	\$ 619,045	\$ 1,868,124	\$ 1,276,615

The City of Hampton, Florida's net position does not have resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position* (234,669) may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the City of Hampton, Florida is able to report positive balances in two categories of net position for the government as a whole and one category for its separate governmental and business-type activities.

Governmental activities. Governmental activities increased the City of Hampton, Florida's net position by \$629,487. The City recognized revenue relating to the Small County Outreach Program (SCOP) grant from Florida Department of Transportation (FDOT) totaling \$635,334, and the related costs associated with this project were capitalized.

CITY OF HAMPTON, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2020
(Continued)

City of Hampton, Florida's Condensed Statement of Activities

	Governmental Activities		Business-type Activities		Total	
	2020	2019	2020	2019	2020	2019
Revenues:						
Program revenues:						
Charges for services	\$ 1,131	\$ 2,307	\$ 114,061	\$ 113,221	\$ 115,192	\$ 115,528
Operating grants and contributions	500,138	6,409	-	-	500,138	6,409
Capital grants and contributions	635,334	28,873	8,247	-	643,581	28,873
General revenues:						
Taxes	170,012	158,861	-	-	170,012	158,861
Other state-shared	24,115	27,101	-	-	24,115	27,101
Other	1,307	3,693	4,054	712	5,361	4,405
Total revenues	1,332,037	227,244	126,362	113,933	1,458,399	341,177
Expenses:						
General government	607,001	110,257	-	-	607,001	110,257
Public safety	-	-	-	-	-	-
Transportation	73,071	50,064	-	-	73,071	50,064
Culture and recreation	22,478	27,134	-	-	22,478	27,134
Water	-	-	164,340	119,679	164,340	119,679
Total expenses	702,550	187,455	164,340	119,679	866,890	307,134
Increase (decrease) in Net position	629,487	39,789	(37,978)	(5,746)	591,509	34,043
Net position, beginning of year	657,570	617,781	619,045	624,791	1,276,615	1,242,572
Net position, end of year	\$ 1,287,057	\$ 657,570	\$ 581,067	\$ 619,045	\$ 1,868,124	\$ 1,276,615

Business-type activities. Business-type activities decreased the City of Hampton, Florida's net position by \$37,978, due to higher repair and maintenance expenses during fiscal year 2020, which totaled \$46,883 for the year ended September 30, 2020, compared to \$15,186 for the year ended September 30, 2019.

Financial Analysis of the Government's Funds

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

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

The general fund is the chief operating fund of the City of Hampton, Florida. At the end of the current fiscal year, unassigned fund balance and total fund of the general fund was \$117,152. As a measure of the general fund's liquidity, it may be useful to compare total fund balance to total fund expenditures. Fund balance represents 69 percent of total general fund expenditures reduced by one time grant expenditures.

The fund balance of the City of Hampton, Florida's general fund increased by \$26,456 during the 2019/2020 due to an increase in the taxes collected, which were \$11,665 higher than taxes collected in fiscal year 2020 (including property taxes, discretionary sales surtax, local option gas tax, utility tax, and half cent sales tax).

CITY OF HAMPTON, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2020
(Continued)

Proprietary fund. The City of Hampton, Florida's proprietary fund provides the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the Water fund at the end of the year amounted to \$(67,749). The decreases in net position for the Water fund was \$37,978. Other factors concerning the finances of this fund has already been addressed in the discussion of the City of Hampton, Florida's business-type activities.

Capital Asset and Debt Administration

Capital assets. The City of Hampton, Florida's investment in capital assets for its governmental and business type activities as of September 30, 2020 amounts to \$1,633,455 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, and vehicles and equipment, park facilities and roads. The total increase in the City of Hampton, Florida's investment in capital assets for the current fiscal year was \$593,063.

Major capital asset events during the current fiscal year included the following:

- Road work related to FDOT SCOP Grant, as capital outlays totaled \$635,387 for the year ended September 30, 2020.

City of Hampton, Florida's Capital Assets

	Governmental Activities		Business-type Activities		Total	
	2020	2019	2020	2019	2020	2019
Land	\$ 25,163	\$ 25,163	\$ 4,000	\$ 4,000	\$ 29,163	\$ 29,163
Construction in progress	-	179,615	23,247	-	23,247	179,615
Buildings and improvements	1,234,652	419,650	1,238,215	1,238,215	2,472,867	1,657,865
Vehicles and equipment	-	-	31,480	31,480	31,480	31,480
Accumulated depreciation	(275,176)	(242,820)	(648,126)	(614,911)	(923,302)	(857,731)
Total	\$ 984,639	\$ 381,608	\$ 648,816	\$ 658,784	\$ 1,633,455	\$ 1,040,392

Additional information on the City of Hampton, Florida's capital assets can be found in Note 6 on pages 25 – 26 of this report.

Long-term debt. The City of Hampton, Florida had no debt outstanding and due for both fiscal years 2018/2019 and 2019/2020.

CITY OF HAMPTON, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2020
(Continued)

Economic Factors and Next Year's Budgets and Rates

- The City continues to anticipate increases in revenues due to water rate increases, late fees and stopping service for non-payment. Although, due to Covid-19, water rates were not raised in 2020.
- The City continues to incur additional costs of \$15,000 for past due audit preparation each audit year.
- The City hired an outside accountant for assistance with audit preparation and quarterly financial review.
- The City is anticipating an incremental ad valorem tax increase.
- The City multiyear CDBG grant from DEO will be completed in the next fiscal year, with a remaining grant amount of approximately \$80,000 remaining.
- Due to Covid-19, the City is expecting a drop in the amount of state revenues it receives.
- The city was awarded a \$182,500 grant from the Suwannee River Water Management district to perform water line looping.

All of these factors were considered in preparing the City of Hampton, Florida's budget for the 2020/2021 fiscal year.

Requests for Information

This financial report is designed to provide a general overview of the City of Hampton, Florida'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 Ms. Mary Lou Hildreth, City Administrator, P. O. Drawer 250, Hampton, Florida 32044.

**CITY OF HAMPTON, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2020**

	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 150,571	\$ 70,778	\$ 221,349
Accounts receivables, net	7,288	19,001	26,289
Due from other governments	67,375	-	67,375
Internal balances	144,133	(144,133)	-
Capital assets, net			
Land	25,163	4,000	29,163
Building and improvements	1,234,652	1,238,215	2,472,867
Equipment	-	31,480	31,480
Construction in progress	-	23,247	23,247
Accumulated depreciation	(275,176)	(648,126)	(923,302)
Total Assets	<u>1,354,006</u>	<u>594,462</u>	<u>1,948,468</u>
LIABILITIES			
Accounts payable	64,356	545	64,901
Accrued expenses	2,593	-	2,593
Customer deposits	-	12,850	12,850
Total Liabilities	<u>66,949</u>	<u>13,395</u>	<u>80,344</u>
NET POSITION			
Investment in capital assets	984,639	648,816	1,633,455
Unrestricted	302,418	(67,749)	234,669
Total Net Position	<u>\$ 1,287,057</u>	<u>\$ 581,067</u>	<u>\$ 1,868,124</u>

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

**CITY OF HAMPTON, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position</u>		
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Governmental activities:							
General government	\$ 607,001	\$ 1,131	\$ 500,138	\$ -	\$ (105,732)	\$ -	\$ (105,732)
Transportation	73,071	-	-	635,334	562,263	-	562,263
Culture and recreation	22,478	-	-	-	(22,478)	-	(22,478)
Total governmental activities	<u>702,550</u>	<u>1,131</u>	<u>500,138</u>	<u>635,334</u>	<u>434,053</u>	<u>-</u>	<u>434,053</u>
Business-type activities:							
Water	164,340	114,061	-	8,247	-	(42,032)	(42,032)
Total business-type activities	<u>164,340</u>	<u>114,061</u>	<u>-</u>	<u>8,247</u>	<u>-</u>	<u>(42,032)</u>	<u>(42,032)</u>
Total primary government	<u>\$ 866,890</u>	<u>\$ 115,192</u>	<u>\$ 500,138</u>	<u>\$ 643,581</u>	<u>434,053</u>	<u>(42,032)</u>	<u>392,021</u>
General revenues:							
Property taxes					6,336	-	6,336
Discretionary sales surtax					56,401	-	56,401
Local option gas tax					27,756	-	27,756
Utility tax					32,091	-	32,091
Half cent sales tax					28,296	-	28,296
Franchise fees					19,132	-	19,132
State revenue sharing					24,115	-	24,115
Miscellaneous revenues					1,307	4,054	5,361
Total general revenues and transfers					<u>195,434</u>	<u>4,054</u>	<u>199,488</u>
Change in net position					629,487	(37,978)	591,509
Net position - beginning					657,570	619,045	1,276,615
Net position - ending					<u>\$ 1,287,057</u>	<u>\$ 581,067</u>	<u>\$ 1,868,124</u>

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

**CITY OF HAMPTON, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUND - GENERAL FUND
SEPTEMBER 30, 2020**

ASSETS

Cash and cash equivalents	\$	150,571
Accounts receivable		7,288
Due from other governments		67,375
Advance to water fund		144,133
Total assets	<u>\$</u>	<u>369,367</u>

LIABILITIES

Accounts payable	\$	64,356
Accrued expenses		2,593
Total liabilities		<u>66,949</u>

FUND BALANCES

Nonspendable for advance to water fund		144,133
Assigned for subsequent year's budget		41,133
Unassigned		117,152
Total fund balances		<u>302,418</u>
Total liabilities and fund balances	<u>\$</u>	<u>369,367</u>

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

**CITY OF HAMPTON, FLORIDA
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUND
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2020**

Fund balances - total governmental funds \$ 302,418

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

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

Total governmental capital assets	1,259,815	
Less: Accumulated depreciation	<u>(275,176)</u>	984,639

Net position of governmental activities		<u><u>\$ 1,287,057</u></u>
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The accompanying notes to financial statements
are an integral part of this statement.

CITY OF HAMPTON, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2020

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget - Positive (Negative)</u>
Revenues			
Taxes			
Property	\$ 6,157	\$ 6,336	\$ 179
Discretionary sales surtax	51,600	56,401	4,801
Local option gas tax	31,200	27,756	(3,444)
Utility tax	26,820	32,091	5,271
Franchise fees	16,800	19,132	2,332
Intergovernmental revenues			
State revenue sharing	24,000	24,115	115
Half cent sales tax	25,200	28,296	3,096
Charges for services	312	279	(33)
Grant revenue	1,216,122	1,133,733	(82,389)
Fines and forfeitures	1,200	852	(348)
Miscellaneous	1,090	1,307	217
Total revenues	<u>1,400,501</u>	<u>1,330,298</u>	<u>(70,203)</u>
Expenditures			
Current:			
General government	749,754	605,262	144,492
Transportation	664,302	691,479	(27,177)
Culture and recreation	7,800	7,101	699
Total expenditures	<u>1,421,856</u>	<u>1,303,842</u>	<u>118,014</u>
Net change in fund balance	<u>(21,355)</u>	<u>26,456</u>	<u>47,811</u>
Fund balances, beginning of year	275,962	275,962	-
Fund balances, end of year	<u><u>\$ 254,607</u></u>	<u><u>\$ 302,418</u></u>	<u><u>\$ 47,811</u></u>

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

**CITY OF HAMPTON, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUND
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

Net change in fund balances - total governmental funds	\$	26,456
Differences in amounts reported for governmental activities in the statement of		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.		
Capital outlay expenditures		635,387
Depreciation expense		(32,356)
Change in net position of governmental activities	\$	<u>629,487</u>

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

**CITY OF HAMPTON, FLORIDA
STATEMENT OF NET POSITION
PROPRIETARY FUND - WATER FUND
SEPTEMBER 30, 2020**

ASSETS

Current assets:

Cash and cash equivalents	\$ 70,778
Accounts receivable, net	19,001
Total current assets	89,779

Noncurrent assets:

Capital assets

Land	4,000
Water plant and improvements	1,238,215
Equipment	31,480
Construction in progress	23,247
Accumulated depreciation	(648,126)

Total noncurrent assets	648,816
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Total assets	738,595
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LIABILITIES

Current liabilities:

Accounts payable	545
Customer deposits	12,850
Total current liabilities	13,395

Noncurrent liabilities:

Advance from general fund	144,133
Total noncurrent liabilities	144,133

Total liabilities	157,528
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NET POSITION

Investment in capital assets	648,816
Unrestricted	(67,749)
Total net position	\$ 581,067

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

CITY OF HAMPTON, FLORIDA
STATEMENT OF REVENUE, EXPENSES, AND CHANGE IN NET POSITION
PROPRIETARY FUND - WATER FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2020

Operating revenues	
Charges for services	\$ 114,061
Operating expenses	
Personnel services	22,728
Contractual services	40,018
Repairs and maintenance	46,883
Materials, supplies, and other operating expenses	10,418
Utilities	11,078
Depreciation	33,215
Total operating expenses	<u>164,340</u>
Operating income (loss)	<u>(50,279)</u>
Nonoperating revenues (expenses)	
Interest income	4,054
Total nonoperating revenues (expenses)	<u>4,054</u>
Income (loss) before capital grants	<u>(46,225)</u>
Capital grant revenue	8,247
Change in net position	<u>(37,978)</u>
Net position, beginning of year	619,045
Net position, end of year	<u><u>\$ 581,067</u></u>

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

**CITY OF HAMPTON, FLORIDA
STATEMENT OF CASH FLOWS
PROPRIETARY FUND - WATER FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

Cash flows from operating activities	
Receipt from customers	\$ 113,184
Payment to employees	(62,746)
Payments to suppliers of goods and services	(68,816)
Net cash provided by (used in) operating activities	(18,378)
Cash flows from noncapital financing activities	
Payment on interfund loans	(5,188)
Cash flows from capital and related financing activities	
Acquisition and construction of capital assets	(23,247)
Receipt from capital grants	8,247
Net cash provided by (used in) capital and related activities	(15,000)
Cash flows from investing activities	
Interest received	4,054
Net change in cash and cash equivalents	(34,512)
Cash and cash equivalents, beginning of year	105,290
Cash and cash equivalents, end of year	\$ 70,778
Reconciliation of operating loss to net cash provided by operating activities:	
Operating income (loss)	\$ (50,279)
Adjustments to reconcile net operating loss to net cash provided by (used in) operating activities:	
Depreciation	33,215
Changes in assets and liabilities:	
Accounts receivable	(878)
Accounts payable and accrued liabilities	(437)
Customer deposits	1
Net cash provided by (used in) operating activities	\$ (18,378)

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

CITY OF HAMPTON, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

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

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

(a) **Reporting entity**—The City was incorporated as a municipality established under the laws of the State of Florida. The City operates under a Mayor-Council form of government and provides services to its citizens including public safety, sanitation, streets and other general governmental activities. In addition, the City owns and operates a water and sewer system.

The accompanying financial statements present the financial position, results of operations, and cash flows of the applicable funds governed by the City Council of the City of Hampton, Florida, the reporting entity of government for which the City Council is considered to be financially accountable. In evaluating the City as a reporting entity, management has addressed all potential component units that may or may not fall within the City's oversight and control, and thus, be included in the City's financial statements.

(b) **Government-wide and fund financial statements**—The basic financial statements include both government-wide (based on the City as a whole) and fund financial statements. Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as either governmental or business-type. In the government-wide statement of net position, both the governmental and business-type activities columns are presented on a consolidated basis and are reflected, on a full accrual, economic resource basis, which incorporates long term assets and receivables as well as long term debt and obligations.

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

The net cost (by function or business-type activity) is normally covered by general revenue (property, sales or gas taxes, intergovernmental revenues, interest income, etc.). This government-wide focus is more on the sustainability of the City as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The fund financial statements emphasize the major funds in either the governmental or business-type categories. Non-major funds (by category) are summarized into a single column, if any.

The governmental funds' major fund statements in the fund financial statements are presented on a current financial resource and modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. This presentation is deemed most appropriate to demonstrate legal compliance and demonstrate how the City's actual experience conforms to the budgeted fiscal plan. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statements' governmental column, a reconciliation is presented

CITY OF HAMPTON, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

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

on the page following the Governmental Funds – Balance Sheet and the Governmental Funds - Statement of Revenues, Expenditures, and Changes in Fund Balances, which briefly explains the adjustment necessary to transform the fund based financial statements into the governmental column of the government-wide presentation.

As a general rule the effect of interfund City activities has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes. Elimination of these charges would distort the direct costs and program revenue reported for the various functions concerned.

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

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

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

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

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

The GASB Codification sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. Any non-major funds are combined in a column in the fund financial statements and detailed in the combining section. There are no non-major funds to report.

CITY OF HAMPTON, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

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

The City reports the following major governmental fund:

The **General Fund** accounts for several of the City's primary services and is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

The City reports the following major enterprise fund:

The **Water Fund** accounts for the activities of the City's water distribution system.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary 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 City's enterprise funds are charges to customers for sales and services. The City also recognizes as operating revenue the portion of connection fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

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

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

- i. Sixty days prior to October 1, the City Clerk submits to the City Council a proposed operating budget for the fiscal year commencing on October 1. The operating budget includes proposed expenditures and means of financing them.
- ii. Budget workshops are scheduled by the City Clerk as needed.
- iii. The general summary of the budget and notice of public hearing is published in the local newspaper.
- iv. Public hearings are conducted to obtain taxpayer comments.
- v. Prior to October 1, the budgets are legally enacted through passage of a resolution.

CITY OF HAMPTON, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

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

- vi. The City Clerk is authorized to transfer budgeted amounts between divisions and departments; however, any revisions that alter the total appropriations of any fund must be approved by the City Council.
- vii. The level of classification detail at which expenditures may not legally exceed appropriations is the fund level.
- viii. Appropriations lapse at the close of the fiscal year to the extent they have not been expended.
- ix. Budgets for the governmental funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). The governmental funds have legally adopted annual budgets contained within a separate document.
- x. The City Council, by resolution, may make supplemental appropriations in excess of those originally estimated for the year, up to the amount of available revenues.

(g) **Cash and cash equivalents**—Cash consists of amounts held in demand deposits. Cash equivalents consist of short term investments having a maturity date of less than three months from the date acquired.

(h) **Deposits and investments**—All deposits are placed in a bank that qualifies as a public depository, as required by law (Florida Security for Public Deposits Act). Accordingly, all deposits are insured by Federal depository insurance and/or entirely collateralized pursuant to Chapter 280, Florida Statutes. The City only invests excess public funds in certificates of deposit with qualified public depositories, which is an authorized form of investment pursuant to the provisions of Section 218.415, Florida Statutes. Such investments are stated at cost and are entirely insured or collateralized. The City does not have any investments recorded at fair value.

(i) **Receivables and payables**—Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds.” Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”

All trade, governmental, and property tax receivables are reported net of an allowance for uncollectible accounts, which is based upon management's analysis of historical trends. Utility operating sales are generally recognized on the basis of cycle billings rendered monthly. Unbilled accounts receivable are accrued by the City at year-end to recognize the sales revenues earned through the end of the fiscal year.

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

Capital assets are defined by the City as assets with an initial individual cost of \$1,500 or more and an estimated useful life in excess of one year. Such assets are recorded at historical cost, if purchased or constructed. Contributed assets are recorded at fair value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are only

CITY OF HAMPTON, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

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

capitalized if they meet the dollar threshold above for capitalization. Maintenance and repairs of capital assets are charged to operating expenses. Donated assets are recorded at estimated fair value at the date of donation.

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

Assets	Years
Water Plant and Buildings Improvements	20 – 40
Equipment and Vehicles	5 – 15

(k) **Compensated absences**—The City Council has adopted a policy requiring all vacation leave to be used in the year earned, with no carryover of unused leave. Sick leave can be carried forward, but unused sick leave is not compensated at the termination of employment. Accordingly, no liability for compensated absences exists at September 30, 2020.

(l) **Long-term obligations**—In the government-wide financial statements and proprietary fund financial statements, long-term debt obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed when paid.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures. The City has no outstanding debt and no long-term obligations at September 30, 2020.

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

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

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

CITY OF HAMPTON, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

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

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

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

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

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

For spendable resources, is the City's policy to use its resources in the following order as needed to fund expenditures: restricted, committed, assigned, unassigned.

(o) **Reserve policy** —The City Council has approved a reserve policy, which addresses the City's optimal level of general fund reserve has been determined to be 25% of the respective operating budgets at the beginning of the fiscal year plus 25% of the amount of all outstanding indebtedness through any five-year forecast period. The reserve policy also addresses the City's optimal level of enterprise fund reserve, which has been determined to be 25% of the respective operating budgets at the beginning of the fiscal year through any five-year forecast period. The term Reserve includes all uncommitted balances, such as those referred to as carryover, emergency fund, fund balance, contingency, and surplus.

(2) **Reconciliation of Government-Wide and Fund Financial Statement:**

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

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

CITY OF HAMPTON, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

(3) Property Taxes Calendar:

Under Florida law, the assessment of all properties and collection of all county, municipal and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. State laws regulating tax assessment are designed to ensure a consistent property valuation method statewide and permit municipalities to levy property taxes at a rate of up to 10 mills. The millage rate assessed by the City for the fiscal year ended September 30, 2020, was 0.5000 per \$1,000.

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

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

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

The City recognizes property tax revenues as received. Delinquent tax receivables are inconsequential to the financial statements and have not been recorded. Delinquent taxes on real property bear interest of 18% per year. On or prior to June 1 following the tax year, certificates are sold for all delinquent taxes on real property. After sale, tax certificates bear interest of 18% per year or any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years. The City tax calendar is as follows:

Valuation Date:	January 1, 2019
Levy Date:	November 1, 2019
Due Date:	March 31, 2020
Lien Date:	June 1, 2020

(4) Receivables:

The City's receivables consist of the following at September 30, 2020:

	<u>Gross Receivable</u>	<u>Allowance for Doubtful Accounts</u>	<u>Net Receivable</u>
Governmental Activities:			
General Fund			
Accounts receivable	\$ 7,288	\$ -	\$ 7,288
Totals – Governmental Type Activities	<u>\$ 7,288</u>	<u>\$ -</u>	<u>\$ 7,288</u>
Business-Type Activities:			
Water Fund			
Accounts receivable	\$ 35,107	\$ (16,106)	\$ 19,001
Totals – Business-Type Activities	<u>\$ 35,107</u>	<u>\$ (16,106)</u>	<u>\$ 19,001</u>

CITY OF HAMPTON, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

(5) Interfund Loans, Advances, and Transfers:

The outstanding balances between funds are long-term loans to cover short-term cash flow needs and are not expected to be repaid in full over the course of the next fiscal year. Individual fund interfund receivables and payables for the primary government at September 30, 2020, are comprised of the following:

Receivable Fund	Payable Fund	Amount
General Fund	Water Fund	\$ 144,133
		\$ 144,133

(6) Capital Assets:

Capital asset activity for the fiscal year ended September 30, 2020, is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, not being depreciated				
Land	\$ 25,163	\$ -	\$ -	\$ 25,163
Construction in progress	179,615	-	(179,615)	-
Total capital assets, not being depreciated	204,778	-	(179,615)	25,163
Capital assets, being depreciated				
Buildings and improvements	419,650	815,002	-	1,234,652
Total capital assets, being depreciated	419,650	815,002	-	1,234,652
Less: accumulated depreciation	(242,820)	(32,356)	-	(275,176)
Total capital assets, being depreciated, net	176,830	782,646	-	959,476
Governmental activities capital assets, net	\$ 381,608	\$ 782,646	\$ (179,615)	\$ 984,639
Business-type activities:				
Capital assets, not being depreciated				
Land	\$ 4,000	\$ -	\$ -	\$ 4,000
Construction in progress	-	23,247	-	23,247
Total capital assets, not being depreciated	4,000	23,247	-	27,247
Capital assets, being depreciated				
Water plant and improvements	1,238,215	-	-	1,238,215
Equipment	31,480	-	-	31,480
Total capital assets, being depreciated	1,269,695	-	-	1,269,695
Less: accumulated depreciation	(614,911)	(33,215)	-	(648,126)
Total capital assets, being depreciated, net	654,784	(33,215)	-	621,569
Business-type activities capital assets, net	\$ 658,784	\$ (9,968)	\$ -	\$ 648,816

**CITY OF HAMPTON, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

Depreciation expense was charged to functions/programs of the as follows:

Governmental activities:	
Culture and recreation	\$ 15,377
Transportation	16,979
Total depreciation expense - governmental activities	\$ 32,356
Business-type activities:	
Water	\$ 33,215
Total depreciation expense - business-type activities	\$ 33,215

(7) **Contractual Commitments:**

As of September 30, 2020, the City had the following commitments related to unfinished projects:

Project	Remaining Commitment
Water Looping (SRWMD)	182,250
	\$ 182,250

(8) **Risk Management:**

The City 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 City carries commercial insurance. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years. There were no significant reductions in coverage from the prior year.

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

(9) **Uncertainties:**

During the year ended September 30, 2020, local, U.S., and world governments have encouraged self-isolation to curtail the spread of the global pandemic, coronavirus disease (COVID-19), by mandating temporary work stoppage in many sectors and imposing limitations on travel and size and duration of group meetings. Most industries are experiencing disruption to business operations and the impact of reduced consumer spending and investment markets have been substantially impacted. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and any government actions to mitigate them. Accordingly, while management cannot quantify the financial and other impact to the City as of November 22, 2021, management believes that COVID-19 will not have a material impact on the City's financial position and results of future operations.

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

To the Honorable Mayor and City Council
City of Hampton, Florida:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities and each major fund of the City of Hampton, Florida (the City), as of and for the year ended September 30, 2020, and the related notes, which collectively comprise the City's basic financial statements and have issued our report thereon dated November 22, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing 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 City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described below, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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. We consider the deficiencies described below to be material weaknesses:

2020-001, formerly 2019-001 – Segregation of duties

Due to the limited number of people working for the City, many of the critical duties are combined and assigned to the available employees. Presently, a single individual performs the majority of the accounting functions. To the extent possible, duties should be segregated to serve as a check and balance and to maintain the best control system possible.

2020-002, formerly 2019-002 – The Water Fund has not been covering its costs without support from the General Fund

In connection with our audit, we determined the City met the condition described in Section 218.39(5)(b), Florida Statutes; and therefore, we are required to notify each member of the governing body. The City reported a deficit unrestricted net position in the enterprise fund of \$67,749 as of September 30, 2020.

2020-003, formerly 2019-003– Bank reconciliations

Accounting personnel perform the bank reconciliation function; however, the City has bank reconciliations with numerous old outstanding items and there is currently no procedure in place to review the bank reconciliation after it is completed. Additionally, the City is utilizing electronic fund transfers (EFT) payments for some monthly services; however, a review and approval is not being performed over those disbursements by a City council member. The practice of performing a review of the bank reconciliation and EFT payments would greatly enforce the disbursements and balances necessary for strong controls over cash. We suggest that bank accounts be reconciled and reviewed and all differences between book and bank balances be investigated on a timely basis by appropriate accounting personnel so errors and adjustments can be quickly identified and corrected.

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 charge with governance. We consider the findings below to be significant deficiency:

2020-004, formerly 2019-004 – Journal entry authorization

We noted the journal entries performed by the City are either provided by the outsourced accounting professional or as a result of the audit; however, we noted journal entries lack authorization as the City does not have a formal approval process. We recommend journal entries are reviewed and approved by management. Good documentation, including authorization, serves as an accounting record and facilitates future follow-up as well as additional insight for other users.

2020-005 – Disbursement Supporting Documentation and Approvals

During the audit process, it was noted that appropriate supporting documentation and approvals were not obtained for all disbursements. To maintain stronger controls over cash disbursements, we suggest that all approvals and related supporting documentation be maintained.

Compliance and Other Matters

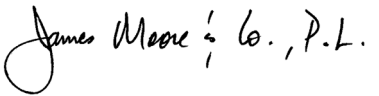
As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. 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.

City of Hampton, Florida's Response to Findings

The City's responses to the findings identified in our audit are described in the letter titled Management's Response to the Auditor's Comments, as listed in the table of contents. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

James Moore & Co., P.L.

Gainesville, Florida
November 22, 2021

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

To the Honorable Mayor and City Council,
City of Hampton, Florida:

Report on the Financial Statements

We have audited the basic financial statements of City of Hampton, Florida (the City), as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated November 22, 2021.

Auditors' 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 Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' 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 Accountants' 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 November 22, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report, except as noted below under the heading Prior Year Findings and Recommendations. Findings 2020-001, 2020-002, 2020-003, 2020-004 and 2020-006 are repeat findings for at least the past two preceding years.

Prior Year Findings and Recommendations

2019-001 – Segregation of duties – Corrective action not taken. See repeat recommendation 2020-001.

2019-002– The Water Fund has not been covering its costs without support from the General Fund – Corrective action not taken. See repeat recommendation 2020-002.

2019-003 – Bank reconciliations – Corrective action not taken. See repeat recommendation 2020-003.

2019-004– Journal entry authorization and support – Corrective action taken, but finding not fully addressed. See repeat recommendation 2020-004.

2019-005 – Reserve fund policy – Corrective action not taken. See repeat recommendation 2020-006.

Official Title and Legal Authority

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

Financial Condition and Management

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

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures as of September 30, 2020. It is management’s responsibility to monitor the City’s, financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

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

2020-006, formerly 2019-005 – Reserve fund policy

The City’s Financial Policies and Practices manual indicates the City maintain a level of General Fund unassigned fund balance and Water Fund unrestricted net position balance of 25% of the next year’s operating budget. We noted the City is not in compliance with this requirement. We recommend a review of the current policy to ensure that it’s appropriate for the City and implement a plan to monitor and communicate the reserve levels to the City Council.

Additional Matters

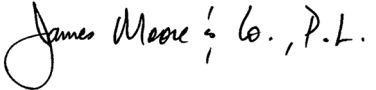
Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants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

City of Hampton, Florida's Response to Findings

The City's responses to the findings identified in our audit are described in the letter titled Management's Response to the Auditor's Comments, as listed in the table of contents. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Letter

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

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive style with a large initial 'J'.

Gainesville, Florida
November 22, 2021

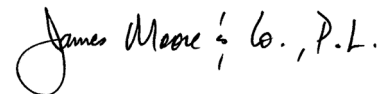
INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

To the Honorable Mayor and City Council,
City of Hampton, Florida:

We have examined City of Hampton's (the City) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2020. The City's management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on the City'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 City complied with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2020, in all material respects. An examination involves performing procedures to obtain evidence about the City's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of risks of material noncompliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, City of Hampton, complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.



Gainesville, Florida
November 22, 2021

MANAGEMENT'S RESPONSE TO FINDINGS

2020-001 – Segregation of duties

The city hired an independent contracted bookkeeper (October 2014) that performs the bank reconciliations, credit card payment verification and payroll taxes. The City Clerk processes all accounts payable and receivable. Also, checks require two signers, with Mayor or Council initialing the invoices. Council reviews all vendors paid monthly. We have now hired an independent accountant to do quarterly reviews of our financials.

2019-002 – The Water Fund has not been covering its costs without support from the General Fund

The City has addressed this. We no longer flat bill – we bill for actual usage, charge late fees, and perform cutoffs for non-paying customers on a regular basis. SERCAP performed a water rate study resulting in an increase in water rates, deposits, late fees, etc. which was passed as an Ordinance effective 7/1/17, and is raised each year by the CPI. The increase in revenues as a result of these policies has been used to pay back the General Fund, for a percentage of yearly administrative costs not. In FY 2020, the annual transfer from the Water Fund to the General Fund was \$65,212. We are working with the new accountant to formulate a yearly payment plan for any additional deficit. In addition, the city has received several grants for maintenance of the water utility and continues to seek additional funding sources for future needs. The trend each year continues to bring this figure down.

2020-003 – Bank reconciliations

It is an ongoing issue with QuickBooks as there are years old outstanding bills/invoices/entries that need to be cleared out. We requested assistance from the prior accountant but it was never forthcoming. We have hired another accountant who will perform quarterly reviews of our financials. The City Clerk/Administrator will include the EFT bills for approval from the Council check signer along with the regular monthly payables.

2020-004 – Journal entry authorization

The bookkeeper had only performed journal entries under the direction of the auditor for the end of the fiscal year. We did have an outside accounting firm come in and perform journal entries for us. We have hired a new accountant to perform these duties as well as review our financials. The City Clerk/Administrator will review and formally approve journal entries moving forward.

2020-005 – Disbursement Supporting Documentation and Approvals

It is my understanding that out of all the documentation requested and provided, that only one invoice was not found. It was for Windstream for \$65 and is a monthly direct EFT. The physical invoice could not be located. The clerk attempted to find it on line and even called Windstream. She was advised they have no access to bills over 12 months old.

2020-006 – Reserve fund policy

The City will review and adjust the current policy to ensure that it is appropriate for the City and in line with the current process, and implement a plan to monitor it and communicate the reserve levels to the City Council. However, the City feels that the recent grant awards skews the numbers. If 25% is calculated on an over million-dollar budget, the bulk of which is grant funding, it would be impossible to have that unrestricted net position balance of that amount.