

CITY OF HAMPTON, FLORIDA
FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2021

**CITY OF HAMPTON, FLORIDA
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SEPTEMBER 30, 2021**

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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, 2021, 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, 2021, 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.

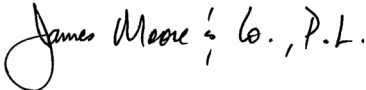
Other Matters

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 April 19, 2022, 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
April 19, 2022

**CITY OF HAMPTON, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2021**

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, 2021.

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, 2021
(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 \$1,994,256 at the close of the most recent fiscal year.

By far the largest portion of the City of Hampton, Florida's net position (80 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, 2021
(Continued)

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

	Governmental		Business-type		Total	
	2021	2020	2021	2020	2021	2020
Current and other assets	\$ 503,873	\$ 369,367	\$ 72,003	\$ (54,354)	\$ 575,876	\$ 315,013
Capital assets	948,888	984,639	763,572	648,816	1,712,460	1,633,455
Total assets	1,452,761	1,354,006	835,575	594,462	2,288,336	1,948,468
Long-term liabilities outstanding	-	-	-	-	-	-
Other liabilities	152,045	66,949	142,035	13,395	294,080	80,344
Total liabilities	152,045	66,949	142,035	13,395	294,080	80,344
Net position:						
Net investment in capital assets	948,888	984,639	643,303	648,816	1,592,191	1,633,455
Restricted	-	-	-	-	-	-
Unrestricted	351,828	302,418	50,237	(67,749)	402,065	234,669
Total net position	<u>\$ 1,300,716</u>	<u>\$ 1,287,057</u>	<u>\$ 693,540</u>	<u>\$ 581,067</u>	<u>\$ 1,994,256</u>	<u>\$ 1,868,124</u>

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* (402,065) 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 \$13,659. The City noticed an overall decrease in grant activity and also recognized an increase state revenue received during the year.

CITY OF HAMPTON, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2021
(Continued)

City of Hampton, Florida's Condensed Statement of Activities

	Governmental Activities		Business-type Activities		Total	
	2021	2020	2021	2020	2021	2020
Revenues:						
Program revenues:						
Charges for services	\$ 1,287	\$ 1,131	\$ 127,221	\$ 114,061	\$ 128,508	\$ 115,192
Operating grants and contributions	37,814	500,138	-	-	37,814	500,138
Capital grants and contributions	-	635,334	148,772	8,247	148,772	643,581
General revenues:						
Taxes	193,065	170,012	-	-	193,065	170,012
Other state-shared	31,065	24,115	-	-	31,065	24,115
Other	1,376	1,307	129	4,054	1,505	5,361
Total revenues	264,607	1,332,037	276,122	126,362	540,729	1,458,399
Expenses:						
General government	160,976	607,001	-	-	160,976	607,001
Public safety	-	-	-	-	-	-
Transportation	66,098	73,071	-	-	66,098	73,071
Culture and recreation	23,874	22,478	-	-	23,874	22,478
Water	-	-	163,649	164,340	163,649	164,340
Total expenses	250,948	702,550	163,649	164,340	414,597	866,890
Increase (decrease) in Net position	13,659	629,487	112,473	(37,978)	126,132	591,509
Net position, beginning of year	1,287,057	657,570	581,067	619,045	1,868,124	1,276,615
Net position, end of year	\$ 1,300,716	\$ 1,287,057	\$ 693,540	\$ 581,067	\$ 1,994,256	\$ 1,868,124

Business-type activities. Business-type activities increased the City of Hampton, Florida's net position by \$112,473, due to an increase in grant revenue from SRWMD related to the Water Main Loop Project.

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 \$192,449. 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 89 percent of total general fund expenditures.

The fund balance of the City of Hampton, Florida's general fund increased by \$49,410 during the 2020/2021 due to an increase in the taxes collected (including property taxes, discretionary sales surtax, local option gas tax, utility tax, and half cent sales tax).

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.

CITY OF HAMPTON, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2021
(Continued)

Unrestricted net position of the Water fund at the end of the year amounted to \$50,237. The increase in net position for the Water fund was \$112,473. 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, 2021 amounts to \$1,712,460 (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 \$167,457.

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

- Water Main Loop Project related to SRWMD Grant, as capital outlays totaled \$167,457 for the year ended September 30, 2021.

City of Hampton, Florida's Capital Assets

	Governmental Activities		Business-type Activities		Total	
	2021	2020	2021	2020	2021	2020
Land	\$ 25,163	\$ 25,163	\$ 4,000	\$ 4,000	\$ 29,163	\$ 29,163
Construction in progress	-	-	-	23,247	-	23,247
Buildings and improvements	1,234,652	1,234,652	1,405,672	1,238,215	2,640,324	2,472,867
Vehicles and equipment	-	-	31,480	31,480	31,480	31,480
Accumulated depreciation	(310,927)	(275,176)	(677,580)	(648,126)	(988,507)	(923,302)
Total	<u>\$ 948,888</u>	<u>\$ 984,639</u>	<u>\$ 763,572</u>	<u>\$ 648,816</u>	<u>\$ 1,712,460</u>	<u>\$ 1,633,455</u>

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 2019/2020 and 2020/2021.

CITY OF HAMPTON, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2021
(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. Water rates were raised by 4% in late 2021.
- The City continues to incur additional costs of \$15,000 for past due audit preparation each audit year. However, this will be the final year – yet, the City will still have the annual cost.
- 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.
- All grants are completed or close to finalization. New funding opportunities will be pursued however, as we need to complete Phase II of the Water looping project, a new backup well is needed and flooding/drainage issues need to be addressed.
- ARPA funding will increase the City's budget by approximately \$250,000 over the next two years.

All of these factors were considered in preparing the City of Hampton, Florida's budget for the 2021/2022 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, 2021**

	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 329,491	\$ 71,976	\$ 401,467
Accounts receivables, net	7,155	18,641	25,796
Due from other governments	23,094	125,519	148,613
Internal balances	144,133	(144,133)	-
Capital assets, net			
Land	25,163	4,000	29,163
Building and improvements	1,234,652	1,405,672	2,640,324
Equipment	-	31,480	31,480
Construction in progress	-	-	-
Accumulated depreciation	(310,927)	(677,580)	(988,507)
Total Assets	<u>1,452,761</u>	<u>835,575</u>	<u>2,288,336</u>
LIABILITIES			
Accounts payable	23,262	129,977	153,239
Accrued expenses	3,068	-	3,068
Customer deposits	-	12,058	12,058
Unearned revenue	125,715	-	125,715
Total Liabilities	<u>152,045</u>	<u>142,035</u>	<u>294,080</u>
NET POSITION			
Net investment in capital assets	948,888	643,303	1,592,191
Unrestricted	351,828	50,237	402,065
Total Net Position	<u>\$ 1,300,716</u>	<u>\$ 693,540</u>	<u>\$ 1,994,256</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, 2021**

<u>Functions/Programs</u>	<u>Program Revenues</u>				<u>Net (Expense) Revenue and Changes in Net Position</u>		
	<u>Expenses</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	\$ 160,976	\$ 1,287	\$ 37,814	\$ -	\$ (121,875)	\$ -	\$ (121,875)
Transportation	66,098	-	-	-	(66,098)	-	(66,098)
Culture and recreation	23,874	-	-	-	(23,874)	-	(23,874)
Total governmental activities	<u>250,948</u>	<u>1,287</u>	<u>37,814</u>	<u>-</u>	<u>(211,847)</u>	<u>-</u>	<u>(211,847)</u>
Business-type activities:							
Water	163,649	127,221	-	148,772	-	112,344	112,344
Total business-type activities	<u>163,649</u>	<u>127,221</u>	<u>-</u>	<u>148,772</u>	<u>-</u>	<u>112,344</u>	<u>112,344</u>
Total primary government	<u>\$ 414,597</u>	<u>\$ 128,508</u>	<u>\$ 37,814</u>	<u>\$ 148,772</u>	<u>(211,847)</u>	<u>112,344</u>	<u>(99,503)</u>
General revenues:							
Property taxes					8,950	-	8,950
Discretionary sales surtax					68,273	-	68,273
Local option gas tax					28,732	-	28,732
Utility tax					32,841	-	32,841
Half cent sales tax					34,691	-	34,691
Franchise fees					19,578	-	19,578
State revenue sharing					31,065	-	31,065
Miscellaneous revenues					1,376	129	1,505
Total general revenues and transfers					<u>225,506</u>	<u>129</u>	<u>225,635</u>
Change in net position					13,659	112,473	126,132
Net position - beginning					1,287,057	581,067	1,868,124
Net position - ending					<u>\$ 1,300,716</u>	<u>\$ 693,540</u>	<u>\$ 1,994,256</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, 2021**

ASSETS

Cash and cash equivalents	\$	329,491
Accounts receivable		7,155
Due from other governments		23,094
Advance to water fund		144,133
Total assets	<u>\$</u>	<u>503,873</u>

LIABILITIES

Accounts payable	\$	23,262
Unearned revenue		125,715
Accrued expenses		3,068
Total liabilities		<u>152,045</u>

FUND BALANCES

Nonspendable for advance to water fund		144,133
Assigned for subsequent year's budget		15,246
Unassigned		192,449
Total fund balances		<u>351,828</u>

Total liabilities and fund balances	<u>\$</u>	<u>503,873</u>
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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, 2021**

Fund balances - total governmental funds \$ 351,828

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>(310,927)</u>	948,888

Net position of governmental activities \$ 1,300,716

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, 2021

	Original and Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Revenues			
Taxes			
Property	\$ 8,389	\$ 8,950	\$ 561
Discretionary sales surtax	45,996	68,273	22,277
Local option gas tax	25,992	28,732	2,740
Utility tax	27,900	32,841	4,941
Franchise fees	14,040	19,578	5,538
Intergovernmental revenues			
State revenue sharing	20,400	31,065	10,665
Half cent sales tax	21,600	34,691	13,091
Charges for services	210	324	114
Grant revenue	56,450	36,734	(19,716)
Fines and forfeitures	600	963	363
Miscellaneous	2,234	2,765	531
Total revenues	223,811	264,916	41,105
Expenditures			
Current:			
General government	195,564	161,285	34,279
Transportation	57,980	45,723	12,257
Culture and recreation	11,400	8,498	2,902
Total expenditures	264,944	215,506	49,438
Net change in fund balance	(41,133)	49,410	90,543
Fund balances, beginning of year	302,418	302,418	-
Fund balances, end of year	\$ 261,285	\$ 351,828	\$ 90,543

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, 2021**

Net change in fund balances - total governmental funds	\$	49,410
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		-
Depreciation expense		(35,751)
Change in net position of governmental activities	\$	<u>13,659</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, 2021**

ASSETS

Current assets:

Cash and cash equivalents	\$ 71,976
Accounts receivable, net	18,641
Due from other governments	125,519
Total current assets	216,136

Noncurrent assets:

Capital assets	
Land	4,000
Water plant and improvements	1,405,672
Equipment	31,480
Accumulated depreciation	(677,580)
Total noncurrent assets	763,572

Total assets	979,708
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LIABILITIES

Current liabilities:

Accounts payable	129,977
Customer deposits	12,058
Total current liabilities	142,035

Noncurrent liabilities:

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

Total liabilities	286,168
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NET POSITION

Net investment in capital assets	643,303
Unrestricted	50,237
Total net position	\$ 693,540

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, 2021

Operating revenues		
Charges for services		\$ 127,221
Operating expenses		
Personnel services		22,728
Contractual services		60,969
Repairs and maintenance		32,240
Materials, supplies, and other operating expenses		12,156
Utilities		6,102
Depreciation		29,454
Total operating expenses		<u>163,649</u>
Operating income (loss)		<u>(36,428)</u>
Nonoperating revenues (expenses)		
Interest income		129
Total nonoperating revenues (expenses)		<u>129</u>
Income (loss) before capital grants		<u>(36,299)</u>
Capital grant revenue		148,772
Change in net position		<u>112,473</u>
Net position , beginning of year		581,067
Net position , end of year		<u><u>\$ 693,540</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, 2021**

Cash flows from operating activities	
Receipt from customers	\$ 126,789
Payment to employees	(22,728)
Payments to suppliers of goods and services	(102,304)
Net cash provided by (used in) operating activities	<u>1,757</u>
Cash flows from capital and related financing activities	
Acquisition and construction of capital assets	(23,941)
Receipt from capital grants	23,253
Net cash provided by (used in) capital and related activities	<u>(688)</u>
Cash flows from investing activities	
Interest received	129
Net change in cash and cash equivalents	<u>1,198</u>
Cash and cash equivalents, beginning of year	70,778
Cash and cash equivalents, end of year	<u><u>\$ 71,976</u></u>
Reconciliation of operating loss to net cash provided by (used in) operating activities:	
Operating income (loss)	\$ (36,428)
Adjustments to reconcile net operating loss to net cash provided by (used in) operating activities:	
Depreciation	29,454
Changes in assets and liabilities:	
Accounts receivable	360
Accounts payable and accrued liabilities	9,163
Customer deposits	(792)
Net cash provided by (used in) operating activities	<u><u>\$ 1,757</u></u>
Cash and cash equivalents classified as:	
Unrestricted	<u>\$ 71,976</u>
Total cash and cash equivalents	<u><u>\$ 71,976</u></u>

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

CITY OF HAMPTON, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

(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, 2021

(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, 2021

(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, 2021

(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**—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. The City has no cash equivalents as of September 30, 2021.

(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 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.

CITY OF HAMPTON, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

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

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, 2021.

(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, 2021.

(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, 2021

(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) **Impact fees**— The City has not adopted any ordinances or resolutions to levy impact fees in accordance with Section 163.31801, Florida Statutes.

(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 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, 2021

(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 to 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, 2021, was 1.0000 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, 2020
Levy Date:	November 1, 2020
Due Date:	March 31, 2021
Lien Date:	June 1, 2021

(4) Receivables:

The City's receivables consist of the following at September 30, 2021:

	<u>Gross Receivable</u>	<u>Allowance for Doubtful Accounts</u>	<u>Net Receivable</u>
Governmental Activities:			
General Fund			
Accounts receivable	\$ 7,155	\$ -	\$ 7,155
Totals – Governmental Type Activities	<u>\$ 7,155</u>	<u>\$ -</u>	<u>\$ 7,155</u>
Business-Type Activities:			
Water Fund			
Accounts receivable	\$ 34,356	\$ (15,715)	\$ 18,641
Totals – Business-Type Activities	<u>\$ 34,356</u>	<u>\$ (15,715)</u>	<u>\$ 18,641</u>

CITY OF HAMPTON, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

(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, 2021, are comprised of the following:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General Fund	Water Fund	\$ 144,133
		<u>\$ 144,133</u>

(6) Capital Assets:

Capital asset activity for the fiscal year ended September 30, 2021, is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 25,163	\$ -	\$ -	\$ 25,163
Construction in progress	-	-	-	-
Total assets not being depreciated	<u>25,163</u>	<u>-</u>	<u>-</u>	<u>25,163</u>
Capital assets being depreciated:				
Buildings and improvements	1,234,652	-	-	1,234,652
Equipment	-	-	-	-
Total assets being depreciated	1,234,652	-	-	1,234,652
Less: accumulated depreciation	(275,176)	(35,751)	-	(310,927)
Total capital assets being depreciated, net	<u>959,476</u>	<u>(35,751)</u>	<u>-</u>	<u>923,725</u>
Governmental activities capital assets, net	<u>\$ 984,639</u>	<u>\$ (35,751)</u>	<u>\$ -</u>	<u>\$ 948,888</u>
Business-type activities:				
Capital assets not being depreciated:				
Land	\$ 4,000	\$ -	\$ -	\$ 4,000
Construction in progress	23,247	-	(23,247)	-
Total assets not being depreciated	<u>27,247</u>	<u>-</u>	<u>(23,247)</u>	<u>4,000</u>
Capital assets being depreciated:				
Buildings and improvements	1,238,215	167,457	-	1,405,672
Equipment	31,480	-	-	31,480
Total assets being depreciated	1,269,695	167,457	-	1,437,152
Less: accumulated depreciation	(648,126)	(29,454)	-	(677,580)
Total capital assets being depreciated, net	<u>621,569</u>	<u>138,003</u>	<u>-</u>	<u>759,572</u>
Business-type activities capital assets, net	<u>\$ 648,816</u>	<u>\$ 138,003</u>	<u>\$ (23,247)</u>	<u>\$ 763,572</u>

CITY OF HAMPTON, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

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

Governmental activities:	
Culture and recreation	\$ 15,376
Transportation	<u>20,375</u>
Total depreciation expense - governmental activities	<u><u>\$ 35,751</u></u>
Business-type activities:	
Water	<u>\$ 29,454</u>
Total depreciation expense - business-type activities	<u><u>\$ 29,454</u></u>

(7) **Contractual Commitments:**

As of September 30, 2021, the City had no commitments related to unfinished projects.

(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.



**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, 2021, and the related notes, which collectively comprise the City's basic financial statements and have issued our report thereon dated April 19, 2022.

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.

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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described below as items 2021-001 through 2021-003, that we consider to be a material weaknesses.

2021-001, formerly 2020-001 – 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.

2021-002 formerly 2020-003 – 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. The practice of performing a review of the bank reconciliation 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.

2021-003 – Recording of ARPA Grant

We noted the City received \$129,977 of ARPA grant funds prior to incurring eligible costs and incorrectly recorded the cash received as grant revenue. This required a material adjustment, including revenues and unearned revenues liability, in order to be in compliance with generally accepted accounting principles in the United States of America. We recommend the City review significant grant transactions monthly to ensure completeness and accuracy, as well as all account balances at year-end to ensure proper accrual-based reconciliations agree to the general ledger.

Compliance and Other Matters

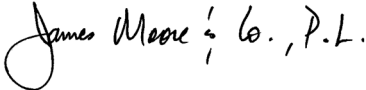
As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect 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
April 19, 2022

**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, 2021, and have issued our report thereon dated April 19, 2022.

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 April 19, 2022, 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 2021-001, 2021-003 and 2021-004 are repeat findings for at least the past two preceding years.

Prior Year Findings and Recommendations

2020-001 – Segregation of duties – Corrective action not taken. See repeat recommendation 2021-001.

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

2020-003 – Bank reconciliations – Corrective action taken, but finding not fully addressed. See repeat recommendation 2021-003.

2020-004– Journal entry authorization and support – Corrective action taken.

2020-005 – Disbursement Supporting Documentation and Approvals – Corrective action taken.

2020-006 – Reserve fund policy – Corrective action not taken. See repeat recommendation 2021-004.

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, 2021. 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:

2021-004, formerly 2020-006 – Reserve fund policy

The City's Financial Policies and Practices manual indicates the City maintain a level of 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.

Special District Component Units

Section 10.554(1)(i)5.c., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units; therefore, we noted no special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

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.

James Moore & Co., P.L.

Gainesville, Florida
April 19, 2022



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, 2021. 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, 2021, 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, 2021.

A handwritten signature in black ink that reads "James Moore & Co., P.L." with a stylized flourish at the end.

Gainesville, Florida
April 19, 2022

MANAGEMENT'S RESPONSE TO FINDINGS

2021-001 – 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.

2021-002 – 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.

2021-003 – Recording of ARPA Grant

Management will implement procedures to review quarterly and year-end transactions are completed to ensure proper account balances.

2021-004 – 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.