

HOLLEY - NAVARRE FIRE DISTRICT

ANNUAL FINANCIAL REPORTS

SEPTEMBER 30, 2019

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Nicholson, Reeder & Reynolds, P.A.

Certified Public Accountant

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Holley-Navarre Fire District
Navarre, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Holley-Navarre Fire District ("the District"), Navarre, Florida, as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and its disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design the 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 and each major fund and the aggregate remaining fund information of the District, as of September 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information other than MD&A as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Government Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in 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 June 27, 2020, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is 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 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 District's internal control over financial reporting and compliance.

Nicholson, Reeder & Reynolds

Fort Walton Beach, Florida

June 27, 2020

**HOLLEY-NAVARRE FIRE DISTRICT
MANAGEMENT DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2019**

As Management of the Holley-Navarre Fire District (the District), we offer readers of the District's financial statements this narrative overview and analysis of financial activities of the District for the fiscal year ended September 30, 2019.

FINANCIAL HIGHLIGHTS

The District's governmental fund reported ending fund balance of \$1,919,055, an increase of \$478,013 and is available for spending at the District's discretion.

The District's total debt decreased by \$104,770 during the current fiscal year due to the payments of fire trucks and building.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis intends to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of 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 District's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the District'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 District is improving or deteriorating.

The *statement of activities* presents information showing how the District'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.

Both of the government-wide financial statements distinguish between functions of the District that are principally supported by taxes and intergovernmental revenues (governmental activities) and 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 activity of the Holley-Navarre Fire District is public safety and impact fees. The Holley-Navarre Fire District does not have a business-type activity.

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

**HOLLEY - NAVARRE FIRE DISTRICT
MANAGEMENT DISCUSSION AND ANALYSIS (Continued)
SEPTEMBER 30, 2019**

FUND FINANCIAL STATEMENTS

A *fund* is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District utilizes governmental funds and fiduciary funds.

Governmental Fund

The *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, the 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.

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 the governmental fund and governmental activities.

The District maintains two governmental funds: the general fund and special revenue fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the two funds. The General Fund is considered a major fund.

The District adopts an annual appropriated budget for its General Fund. A budgetary comparison statement is provided for the General Fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 11 and 13 of this report.

Fiduciary Fund

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The District has one fiduciary fund (Pension Trust Fund). Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support Holley-Navarre Fire District's own programs. The accounting used for fiduciary funds is much like that used for the government-wide financial statement presentation (private-sector business). This is a stand alone audit.

**HOLLEY - NAVARRE FIRE DISTRICT
MANAGEMENT DISCUSSION AND ANALYSIS (Continued)
SEPTEMBER 30, 2019**

NOTES TO THE FINANCIAL STATEMENTS

The notes provide additional information, which is essential to the full understanding of the data provided in the government-wide and governmental fund financial statements. Beginning on page 15 of this report are the notes to the financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets and deferred outflows exceeded liabilities by \$3,645,682 (net assets) at the close of the most recent fiscal year.

TABLE 1

Recapped from Exhibit A, page 9

	Governmental Activities
ASSETS	
Cash and Cash Equivalents	\$ 1,293,461
Deposits	42
Restricted cash and cash equivalents	945,324
Capital Assets (Net of Accumulated Depreciation)	
Land	137,931
Buildings	1,004,764
Equipment/Machinery	958,520
Net Pension Asset	703,208
Total Assets	5,043,250
DEFERRED OUTFLOWS OF RESOURCES	346,538
LIABILITIES	
Accounts Payable	2,372
Accrued Expenses	317,400
Accrued Interest	33,563
Non-Current Liabilities	
Due within one year	165,317
Due in more than one year	1,068,242
Total Liabilities	1,586,894
DEFERRED INFLOWS OF RESOURCES	157,212
NET POSITION	
Investment in Capital Assets, Net of Related Debt	1,119,438
Restricted - Impact Fees	912,973
Unrestricted	1,613,271
Total Net Position	\$ 3,645,682

**HOLLEY - NAVARRE FIRE DISTRICT
MANAGEMENT DISCUSSION AND ANALYSIS (Continued)
SEPTEMBER 30, 2019**

Governmental Activities

Governmental activities increased the District's net assets by \$520,918. Reported in Table 2 are the key elements of this increase.

TABLE 2

Recapped from Exhibit B, page 10

Fucntion/Program	Expenses	Progam Revenue Operating Grants and Contributions	Net (Expense) Revenue and Changes in Net Assets Governmental Activities
Primary Government			
Government Activities			
Public Safety	\$ 2,402,381	\$ -	\$ (2,402,381)
Total Government Activities	2,402,381	-	(2,402,381)
Total Primary Government	\$ 2,402,381	\$ -	\$ (2,402,381)
General Revenues			
Taxes			
Ad Valorem Tax			2,652,860
Gain on Sale of Assets			75,000
Impact Fees			144,279
Interest			3,740
Miscellaneous			47,420
Total General Revenues			2,923,299
Change in Net Position			520,918
Net Position- Beginning of Year			3,124,764
Net Position - Ending Year			\$ 3,645,682

FINANCIAL ANALYSIS OF THE GOVERNMENTAL FUNDS

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

Governmental Funds

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

As of the end of the current fiscal year, the District's governmental funds reported total fund balances of \$1,919,055, an increase of \$478,013 in comparison with the prior year. This constitutes the unreserved/undesignated fund balance, which is available for spending at the District's discretion.

**HOLLEY-NAVARRE FIRE DISTRICT
MANAGEMENT DISCUSSION AND ANALYSIS (Continued)
SEPTEMBER 30, 2019**

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

The District's investment in capital assets for its governmental activities as of September 30, 2019, amounts to \$1,119,438 (net accumulated depreciation). This investment in capital assets includes land, buildings, fire trucks, and equipment. There were \$109,203 in additions to the District's investment in capital assets for the current fiscal year and the increase to accumulated depreciation totaled \$119,755.

**TABLE 3
CAPITAL ASSETS
(NET OF DEPRECIATION)**

	Governmental Activities	
	2019	2018
Land	\$ 137,931	\$ 137,931
Building	1,004,764	1,046,389
Fire Truck and Equipment	769,315	829,098
Equipment	189,205	98,348
Total	\$ 2,101,215	\$ 2,111,766

Additional information on the capital assets of the District can be found in Note 3 of this report.

Long-term Debt

At the end of the current fiscal year, the District had total debt outstanding of \$1,233,559. The District's debt consists of capital leases and accrued compensated absences. The District has no special assessment debt.

**TABLE 4
OUTSTANDING DEBT
NOTE PAYABLE AND CAPITAL LEASES**

	Governmental Activities	
	2019	2018
Note Payable-Bank of West	\$ 210,408	\$ 316,558
Note Payable- PNC Bank	771,369	830,537
Accrued Compensated Absences	251,782	191,235
Total	\$ 1,233,559	\$ 507,793

The District's total debt decreased by \$104,770 during the 2019 fiscal year.

Additional information on the District's long-term debt can be found in Note 4 of this report.

**HOLLEY-NAVARRE FIRE DISTRICT
MANAGEMENT DISCUSSION AND ANALYSIS (Continued)
SEPTEMBER 30, 2019**

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The State of Florida, by constitution, does not have a state personal income tax and therefore, the State operates primarily using sales, gasoline, and corporate income taxes. Local governments, such as the District, primarily rely on property, special assessment, and a limited array of permitted other taxes (such as impact fees and user fees) for their governmental activities. There are a limited number of state shared revenues and recurring and non-recurring grants from both the state and federal government which provide funding for specific programs, projects, or activities.

The primary source of income for the District is non-ad valorem taxes on property within the District (special assessment fees). With a significant amount of growth in the District, we anticipate a continued increase in revenue.

Current trends in growth will create a higher demand for services and it is anticipated that an increase in the non-ad valorem tax will have to be requested in the 2020 election cycle.

REQUESTS FOR INFORMATION

The financial report is designed to provide a general overview for those with an interest in the District's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Administrative Assistant, Holley-Navarre Fire District, 8618 Esplanade Street, Navarre, Florida 32566. The District's website address is www.hnfd.org. Inquiries may also be sent via e-mail to chief@hnfd.org.

**HOLLEY-NAVARRE FIRE DISTRICT
STATEMENT OF NET POSITION
SEPTEMBER 30, 2019**

EXHIBIT A

	Governmental Activities
ASSETS	
Cash and Cash Equivalents	\$ 1,293,461
Deposits	42
Restricted cash and cash equivalents	945,324
Capital Assets (Net of Accumulated Depreciation)	
Land	137,931
Buildings	1,004,764
Equipment/Machinery	958,520
Net Pension Asset	703,208
	5,043,250
DEFERRED OUTFLOWS OF RESOURCES	346,538
LIABILITIES	
Accounts Payable	2,372
Accrued Expenses	317,400
Accrued Interest	33,563
Non-Current Liabilities	
Due within one year	165,317
Due in more than one year	1,068,242
	1,586,894
DEFERRED INFLOWS OF RESOURCES	157,212
NET POSITION	
Investment in Capital Assets, Net of Related Debt	1,119,438
Restricted - Impact Fees	912,973
Unrestricted	1,613,271
	\$ 3,645,682
	\$ 3,645,682

The accompanying notes are an integral part of these statements.

**HOLLEY-NAVARRE FIRE DISTRICT
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019**

EXHIBIT B

<u>Function/Programs</u>	<u>Expenses</u>	<u>Program Revenues Operating Grants and Contributions</u>	<u>Net (Expense) Revenue and Changes In Net Assets</u>
			<u>Governmental Activities</u>
Primary Government			
Governmental Activities			
Public Safety	\$ 2,402,381	\$ -	\$ (2,402,381)
Total Governmental Activities	2,402,381	-	(2,402,381)
Total Primary Government	\$ 2,402,381	\$ -	(2,402,381)
General Revenues			
Taxes			
Assessments levied for general purposes			2,652,860
Impact Fees			144,279
Gain on Sale of Vehicles			75,000
Interest			3,740
Miscellaneous			47,420
Total General Revenues			2,923,299
Change in Net Position			520,918
Net Position - Beginning of Year			3,124,764
Net Position - Ending of Year			\$ 3,645,682

The accompanying notes are an integral part of these financial statements.

**HOLLEY-NAVARRE FIRE DISTRICT
BALANCE SHEET - GOVERNMENTAL FUNDS
SEPTEMBER 30, 2019**

EXHIBIT C-1

	GENERAL FUND	SPECIAL REVENUE	TOTAL GOVERNMENTAL FUNDS
ASSETS			
Cash and Cash Equivalents	\$ 1,325,812	\$ 912,973	\$ 2,238,785
Deposits	42	-	42
TOTAL ASSETS AND OTHER DEBITS	\$ 1,325,854	\$ 912,973	\$ 2,238,827
LIABILITIES AND FUND BALANCES			
LIABILITIES			
Accounts Payable	\$ 2,372	\$ -	\$ 2,372
Accrued Expenses	317,400	-	317,400
TOTAL LIABILITIES	319,772	-	319,772
FUND BALANCE			
Restricted Fund Balance	-	912,973	912,973
Assigned Balance	284,133	-	284,133
Unassigned Fund Balance	721,949	-	721,949
TOTAL FUND BALANCE	1,006,082	912,973	1,919,055
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,325,854	\$ 912,973	\$ 2,238,827

The accompanying notes are an integral part of these financial statements.

**HOLLEY-NAVARRE FIRE DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2019**

EXHIBIT C-2

Fund Balances - Total Governmental Funds - Exhibit C-1 \$ 1,919,055

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

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

Land	\$	137,931	
Building, Net of \$665,244 accumulated depreciation		1,004,764	
Machinery & Equipment, Net of \$1,263,255 accumulated depreciation		958,520	2,101,215

Deferred inflows of resources and deferred outflows of resources related to pensions are not available/receivable or due/payable, respectively, in the current period and therefore, are not reported in the government funds.

Deferred outflows of resources-pensions	346,538
Deferred inflows of resources-pensions	(157,212)

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

Net pension asset	703,208
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Long-term liabilities are not due and payable in the current period and therefore, are not reported in the governmental funds. Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due. All liabilities, both current and long-term, are reported in the statement of net assets.

Balances changed at September 30, 2019, are:

Interest Payable	(33,563)		
Accrued Compensated Absences		(251,782)	
Notes Payable		(981,777)	(1,267,122)

Net Position of Governmental Activities - Exhibit A \$ 3,645,682

HOLLEY-NAVARRE FIRE DISTRICT
STATEMENT OF REVENUES, EXPENDITURES & CHANGES IN FUND BALANCES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019

EXHIBIT D-1

REVENUES	<u>General</u>	<u>Special Revenue</u>	<u>Total Governmental Fund</u>
Taxes			
Assessments	\$ 2,652,860	\$ -	\$ 2,652,860
Miscellaneous Revenues			
Interest Earnings	472	3,268	3,740
Impact Fees	-	144,279	144,279
Gain on Sale of Vehicles	75,000		75,000
Other Miscellaneous Revenue	47,420	-	47,420
TOTAL REVENUES	<u>2,775,752</u>	<u>147,547</u>	<u>2,923,299</u>
EXPENDITURES			
Public Safety			
Personal Services			
Salaries	1,342,329	-	1,342,329
Payroll Taxes & Employee Benefits	315,364	-	315,364
Operating Expenses			
Professional Services	1,627	-	1,627
Utility Services	30,752	-	30,752
Insurance	131,210	-	131,210
Repair & Maintenance Services	94,564	-	94,564
Training	27,412	-	27,412
Office Supplies	29,717	-	29,717
Operating Supplies	153,582	-	153,582
Subscriptions & Memberships	2,686	-	2,686
Capital Outlay			
Machinery and Equipment	109,203	-	109,203
Debt Services			
Principal	165,317	-	165,317
Interest	41,523	-	41,523
TOTAL EXPENDITURES	<u>2,445,286</u>	<u>-</u>	<u>2,445,286</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	330,466	147,547	478,013
FUND BALANCE - Beginning of Year	<u>675,616</u>	<u>765,426</u>	<u>1,441,042</u>
FUND BALANCE - End of Year	<u>\$ 1,006,082</u>	<u>\$ 912,973</u>	<u>\$ 1,919,055</u>

The accompanying notes are an integral part of these financial statements.

**HOLLEY-NAVARRE FIRE DISTRICT
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES & CHANGES IN FUND BALANCES
OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019**

EXHIBIT D-2

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

Net Change in Fund Balances - Governmental Fund - Exhibit D-1		\$ 478,013
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation (\$119,755) exceeded capital outlay (\$109,203) in the current period.		(10,552)
The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. This amount is the net effect of these differences in the treatment of long-term debt and related items.		(60,547)
Repayment of principal on bonds and other long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.		
Payment on Long-term Debt		165,317
In the statement of activity, interest is accrued on outstanding long-term debt, whereas in the governmental fund, an interest expenditure is reported when due.		
Change in Interest Payable		7,460
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds.		
Change in net pension asset	(82,061)	
Change in deferred inflows	97,873	
Change in deferred outflows	(74,585)	(58,773)
Changes in Net Position of Governmental Activities - Exhibit B		<u>\$ 520,918</u>

The accompanying notes are an integral part of these financial statements.

**HOLLEY-NAVARRE FIRE DISTRICT
 FIDUCIARY FUND
 PENSION TRUST FUND
 STATEMENT OF FIDUCIARY NET POSITION
 SEPTEMBER 30, 2019**

ASSETS

Investments, at Fair Value

 Mutual Funds

\$ 1,805,249

 Common Stocks

1,296,971

\$ 3,102,220

Cash and cash equivalents

243,713

Receivable

 Accrued Interest & Dividends

199

TOTAL ASSETS

3,346,132

LIABILITIES

Accounts Payable

442

 Total liabilities

442

FIDUCIARY NET POSITION

\$ 3,345,690

The accompanying notes are an integral part of these financial statements.

**HOLLEY-NAVARRE FIRE DISTRICT
 FIDUCIARY FUND
 PENSION TRUST FUND
 STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
 SEPTEMBER 30, 2019**

ADDITIONS

Contributions			
Employer	\$	54,659	
Employees		54,659	
State of Florida		147,464	\$ 256,782
Investment Gains			
Interest/Dividend Income		72,060	
Realized Gain on Investments		42,877	
Net Appreciation in Fair Value of Investments		51,287	166,224
Investment Losses			
Investment Expense			23,714

TOTAL ADDITIONS

399,292

DEDUCTIONS

Accounting fees			7,930
Legal fees			8,563
Actuarial services			17,590
Fiduciary Liability Insurance			2,832
Other administrative Expenses			8,738

TOTAL DEDUCTIONS

45,653

CHANGE IN FIDUCIARY NET POSITION

353,639

FIDUCIARY NET POSITION

Beginning of Year			2,992,051
End of Year			\$ 3,345,690

The accompanying notes are an integral part of these financial statements.

**HOLLEY-NAVARRE FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2019**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The purpose of the District is to raise funds for the operations of the Holley-Navarre Volunteer Fire Department of Santa Rosa County, Inc. (the Department), a not-for-profit corporation, through the levy of special assessment taxes on property within the District. The District is served by a five member Board of Commissioners elected at large from the residents of the District. The District is authorized to provide equipment and funds to the Department and to enter into debt agreements on its behalf.

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

The following is a summary of the District's accounting policies applied in the preparation of these financial statements.

REPORTING ENTITY

As required by accounting principles generally accepted in the United States of America, these financial statements present the District as the primary government. In evaluating the District as a reporting entity, management has concluded, based on criteria set forth in GASB No. 61, there are no component units which are required to be included in these financial statements.

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The basic financial statements include both government-wide (based on the District as a whole) and fund financial statements. The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the District. Since only one governmental fund is utilized, there is no interfund activity which required elimination. Governmental activities of the District are primarily supported by taxes and intergovernmental revenues. There are no business-type activities, which rely, to a significant extent, on fees and charges for support, conducted by the District.

Separate fund financial statements are provided for government funds and fiduciary funds, even though fiduciary funds are excluded from government-wide financial statements.

MEASUREMENT FOCUS

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

HOLLEY-NAVARRE FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS (Continued)
SEPTEMBER 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

MEASUREMENT FOCUS (Continued)

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 District considers revenues to be available if they are collected within sixty 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 claims and judgments, are recorded only when payment is due.

BASIS OF PRESENTATION

The financial transactions of the District are recorded in an individual fund. The fund is a separate accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

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

The following broad classification is used to categorize the fund type used by the District:

Governmental

Governmental funds focus on the determination of financial position and changes in financial position (sources, uses, and balances of financial resources) and not on net income. The District has the following governmental funds:

General Fund - This fund is the District's primary operating fund and is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund - This fund is used to account for the collection and disbursement of earmarked monies.

Fiduciary Funds account for assets held by the District in a trustee capacity or as an agent on behalf of others. Trust funds account for assets held by the District under the terms of a formal trust agreement.

Pension Trust Fund - The Pension Trust Fund is custodial in nature and does not present results of operations or have a measurement focus. Pension Trust Funds are accounted for using the modified accrual basis of accounting. The Pension Trust Fund accounts for the assets of the District's defined benefit plan (Florida Statute Chapter 175 Firefighters' Pension Trust Fund).

HOLLEY-NAVARRE FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS (Continued)
SEPTEMBER 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

BUDGETS

Annual budgets are adopted on a basis consistent with generally accepted accounting principles. Revenues and expenditures are controlled by a formal budget adopted by the Board of Commissioners of the District. The legal level of control for appropriations is exercised at the object level.

Deferred Outflows/Inflows of Resources

In addition to assets, the Statements of Net Position will sometimes include a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. The District has one item related to pensions that qualifies for reporting this category.

In addition to liabilities, the Statements of Net Position will sometimes include a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until then. The District has one item related to pensions that qualifies for reporting this category.

CASH, DEPOSITS AND INVESTMENTS

The District's cash and cash equivalents are considered to be cash on hand and demand deposits. These are all accounts that can be liquidated without delay or penalties.

CAPITAL ASSETS

Capital assets, which include property, plant and equipment, are reported in the governmental activities columns in the government-wide financial statements. The District does not engage in the acquisition of public domain (infrastructure) assets. Capital assets are defined by the District as assets with an initial cost of more than \$1,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at their estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Property, plant, and equipment of the primary government are depreciated using the straight-line method over the following estimated useful lives:

Assets	Lives
Buildings	40 years
Machinery	5-15 years
Equipment	5-10 years

HOLLEY-NAVARRE FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS (Continued)
SEPTEMBER 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

COMPENSATED ABSENCES

The District's compensated absence policy allows employees to accumulate earned but unused paid time off (PTO) benefits. Employees are entitled to Paid Time Off in accordance with District's policy. PTO is based on the length of service. This entitlement ranges from 312 hours per year for zero to one year of service, 364 hours per year for two to four years of service; 442 hours per year for five to nine hours of service, and 572 hours for ten plus years of service. Members shall be allowed to accrue a maximum of 3,600 hours of PTO. Members shall not be allowed to accrue more than 3,600 hours for any reason.

COMPENSATED ABSENCES (Continued)

All PTO is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental fund (General Fund) only if they have matured, for example, as a result of employee resignation or retirement.

SPECIAL ASSESSMENT TAXES

The Santa Rosa County Tax Collector performs the billing and collection functions for the District's special assessment taxes. Special assessment taxes are included in the Santa Rosa County tax rolls and levied on January 1. All special assessment taxes become due and payable on November 1. The collection period is from November 1 through March 31, with discounts allowed of 4, 3, 2, and 1 percent for early payment in November through February, respectively. All special assessment taxes become delinquent on April 1 in the following year, and tax certificates are sold on all real property with unpaid taxes as of June 1. Therefore, revenue recognition of special assessment taxes takes place during the fiscal year of assessment. The balance of delinquent assessments was not available and consequently, was not accrued.

ESTIMATES

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Fund Balance

The following is a description of the District's various fund balance accounts:

Nonspendable - This category includes the resources that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. There are no nonspendable funds as of September 30, 2018.

HOLLEY-NAVARRE FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS (Continued)
SEPTEMBER 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance(continued)

Restricted - This category includes resources restricted by creditors, grantors, contributors, laws or regulations of other governments, constitutional provisions, or enabling legislation. The balance as of September 30, 2019, of \$912,973, is from impact fees which are restricted in use to purchase or construct new facilities, to provide fire protection and emergency services to new construction and an apparatus replacement fund.

Committed - This category includes resources that can only be used for specific purposes pursuant to constraints imposed by formal action of the highest level of decision-making authority which is the Board of Commissioners. There are no committed funds as of September 30, 2019.

Assigned - This category includes resources that are intended to be used for specific purposes, but is neither restricted nor committed. These are resources that have been set aside for a specific purpose or encumbered by an authorized government body or official. As of September 30, 2019, the District had assigned funds for contingency of \$284,133.

Unassigned - This category is the residual classification for the District's fund balance. As of September 30, 2019, the District had \$721,949.

Net Position

Net position is classified in three categories. The general meaning of each is as follows:

Invested in capital assets, net of related debt - represents the difference between the cost of capital assets, less accumulated depreciation reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. At September 30, 2019, the District had an outstanding long-term debt of \$1,233,559.

Restricted - indicates that portion of the net assets that is restricted for the purchase of the assets necessary due to new growth in the district.

Unrestricted - indicates that portion of net assets that is available for future periods.

NOTE 2 - CASH AND INVESTMENTS

Deposits

The bank carrying balances at September 30, 2018, were \$2,263,981. FDIC insurance covers \$250,000, with the remaining amount covered by Chapter 20, Florida Statutes. Reconciled book balances were \$2,238,785.

HOLLEY-NAVARRE FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS (Continued)
SEPTEMBER 30, 2019

NOTE 3 - CHANGE IN CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2019, is as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Deletions/ Transfers</u>	<u>Ending Balances</u>
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 137,931	\$ -	\$ -	\$ 137,931
Total capital assets not being depreciated	<u>137,931</u>	<u>-</u>	<u>-</u>	<u>137,931</u>
Capital assets being depreciated				
Buildings	1,670,008	-	-	1,670,008
Fire Trucks & Equipment	2,374,356	-	790,760	1,583,596
Equipment	528,957	109,203	-	638,160
Total capital assets being depreciated	<u>4,573,321</u>	<u>109,203</u>	<u>790,760</u>	<u>3,891,764</u>
Less accumulated depreciation				
Buildings	(623,617)	(41,625)	-	(665,242)
Fire Trucks & Equipment	(1,545,261)	(59,783)	(790,760)	(814,284)
Equipment	(430,607)	(18,347)	-	(448,954)
Total accumulated depreciation	<u>(2,599,485)</u>	<u>(119,755)</u>	<u>(790,760)</u>	<u>(1,928,480)</u>
Total capital assets being depreciated, net	<u>1,973,836</u>	<u>(10,552)</u>	<u>-</u>	<u>1,963,284</u>
Governmental activities, net	<u>\$ 2,111,767</u>	<u>\$ (10,552)</u>	<u>\$ -</u>	<u>\$ 2,101,215</u>

Depreciation expense reported in the government-wide financial statements was \$119,755 for the current year.

NOTE 4 - LONG -TERM DEBT

CHANGE IN LONG-TERM DEBT

The following is a summary of changes in the long-term debt:

	<u>Beginning Balances</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balances</u>	<u>Due Within One Year</u>
Governmental Activities					
Note Payable-Bank of West	\$ 316,558	\$ -	\$ 106,149	\$ 210,409	\$ 51,949
Note Payable- PNC	830,537	-	59,168	771,369	61,273
Accrued Compensated					
Absences	191,235	60,547	-	251,782	-
Total Governmental Activities	<u>\$ 1,338,330</u>	<u>\$ 60,547</u>	<u>\$ 165,317</u>	<u>\$ 1,233,560</u>	<u>\$ 113,222</u>

DESCRIPTION OF LONG-TERM DEBT

Construction note payable to Bank of the West with a fixed rate of 5.571%, due in 17 annual payments of principal and interest. The note proceeds were used to refinance the existing station. The balance at September 30, 2019 was \$210,408.

HOLLEY-NAVARRE FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS (Continued)
SEPTEMBER 30, 2019

DESCRIPTION OF LONG-TERM DEBT (Continued)

Note payable to PNC Bank with a fixed rate of 3.406%, due in 11 annual payments of principal and interest and balloons on the eleventh payment for \$216,244. The note proceeds were used to purchase two 2019 Pierce Saber FR Pumper trucks. The balance at September 30, 2019 was \$771,369.

ANNUAL REQUIREMENTS TO AMORTIZE DEBT OUTSTANDING

The annual requirements to amortize notes payable outstanding at September 30, 2019 are as follows:

Year Ending	Note Payable	
<u>September 30:</u>	Principal	Interest
2020	116,116	40,729
2021	121,351	35,494
2022	126,835	33,605
2023	132,578	24,267
2024	484,897	58,246
Total	\$ 981,777	\$ 192,341

NOTE 5 - RETIREMENT PLAN

Plan Description

The Holley-Navarre Fire District Firefighters' Retirement Trust Fund is the administrator of a single-employer plan established October 23, 2006, by the Holley-Navarre Fire District. The District adopted the plan provisions of Florida Statute 175 creating the "Firefighters' Pension Trust Fund," with certain modifications for member contribution rate and retirement age. Contributors to the plan are covered members, Holley-Navarre Fire District, and the State of Florida (pursuant to Florida Statute 175). All full time state certified firefighters employed by the District are covered. At September 30, 2019, this membership consisted of 33 full time employees. All current members are vested for normal retirement benefits. There are no retirees receiving benefits. The District issues stand-alone financial statements for this plan. The plan issues a publicly financial report that includes additional disclosures. This report may be obtained by contacting Holley-Navarre Fire District, 8618 Esplanade Street, Navarre, Florida 32566.

HOLLEY-NAVARRE FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS (Continued)
SEPTEMBER 30, 2019

NOTE 5 - RETIREMENT PLAN (Continued)

All full-time employees included in the plan are fully vested in benefits after ten years of credited service as a plan member. Upon attainment of age 55 and the completion of 10 years of credited service or age 52 and completion of 25 years of credited service, (or age 60, regardless of service) members are entitled to an annual retirement benefit, payable for life, of 2% of average annual earnings times the number of years of credited service. "Average Earnings" are defined as earnings in the highest 5 years of the last 10 years of service. Reduced benefits are available for early retirement at age 50 and the completion of 10 years of credited service. Death and disability benefits are also available.

Funding Policy

Employees contribute 5% of base salary and the District matches this amount. All benefit provisions, funding obligations, and other requirements are established by Florida Statute 175 and a local District resolution. The District is required to contribute at an actuarially determined rate so that sufficient assets will be available to pay benefits when due. If an employee leaves covered employment before 10 years of credited service, accumulated employee contributions are refunded to the employee. Effective February 2020, the contribution rate for covered employees increased from 5% to 11.2%.

The significant actuarial assumptions used to compute actuarially determined contribution requirements are the same as those used to compute the pension benefit obligation. The contributions to the Plan for the year ended September 30, 2019, of \$256,782 (\$54,659 District; \$147,464 State; and \$54,659 employee) were made in accordance with actuarial required contribution computed through an actuarial valuation as of October 1, 2019. Contributions represented 5%, 13%, and 5%, respectively, of covered payroll. The contribution consisted of normal cost (defined as the current year's costs for benefit yet to be funded) plus an amount sufficient to amortize the unfunded accrued liability.

Florida Statute Chapter 175 authorizes special fire control districts to levy a tax upon certain insurance companies who engage in the business of property insurance. The proceeds from this tax are used in partial support of the Chapter 175 Plan. In fiscal year ended September 30, 2019, the District received \$147,464 from this tax.

Net Pension Liability (Asset) of the Sponsor

The components of the net pension liability (asset) of the sponsor on September 30, 2109, were as follows:

Total Pension Liability	\$ 2,642,482
Plan Fiduciary Net Position	(3,345,690)
Sponsor's Net Position Liability (Asset)	<u>\$ (703,208)</u>
Plan Fiduciary Net Position as a percentage	
Total Liability	126.61%

**HOLLEY-NAVARRE FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS (Continued)
SEPTEMBER 30, 2019**

NOTE 5 - RETIREMENT PLAN (Continued)

Actuarial Assumptions

For the year ended September 30, 2019, the actuarial assumptions used to determine the Annual Required Contribution included a 6.0% investment rate of return (net of investment related expenses) compounded annually and service based salary increases per year until the assumed retirement age. Projected salary increase includes inflation at 2.50%.

Mortality Rate

Mortality rates were based on the RP-2000 healthy males and females. 60% RP2000 for disabled male lives are set back 4 years. 60% RP2000 disabled female lives set forward 2 years. The assumed rates of mortality were mandated by Chapter 2015-157, Laws of Florida. This law mandates the use of the assumptions used in either of the two most recent valuations of the Florida Retirement System (FRS). The above rates are those outlined in the July 1, 2018, FRS actuarial valuation for special risk employees.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. For 2019, the inflation rate was 2.20%. These ranges are combined to produce the long term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of September 30, 2019 are summarized in the following table:

<u>Asset Class</u>	<u>Long Term Expected Real Rate of Return</u>
US Large Cap Equity	5.20%
US Small/Mid Cap Equity (Smid)	5.70%
Non-US Developed Large Cap Equity	5.40%
US Aggregate Fixed Income	1.90%
US Short G/C Fixed Income	1.90%

Discount Rate

The discount rate used to measure the total pension liability was 6.00 percent. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and sponsor contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

HOLLEY-NAVARRE FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS (Continued)
SEPTEMBER 30, 2019

NOTE 5 - RETIREMENT PLAN (Continued)

Discount Rate

The discount rate used to measure the total pension liability was 6.00 percent. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and sponsor contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability
to changes in the Discount Rate

	<u>Net Pension Liability</u>
1% decrease of discount rate to 5.00%	\$ (172,687)
Current discount rate to 6.00%	\$ (703,208)
1% decrease of discount rate to 7.00%	\$ (1,122,165)

Deferred outflows and inflows of recourse

For the year ended September 30, 2019, the District recognized a pension expense of \$260,897. Additionally, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 157,212
Changes of assumptions	329,682	-
Net difference between projected and actual earnings on pension plan investments	16,856	-
Total	\$ 346,538	\$ 157,212

The above amounts will be recognized in pension expense in future periods as follows:

Year ended September 30:		
2020		\$ 25,453
2021		22,000
2022		45,890
2023		38,493
2024		28,745
Thereafter		28,745
Total		\$ 189,326

HOLLEY-NAVARRE FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS (Continued)
SEPTEMBER 30, 2019

NOTE 5 - RETIREMENT PLAN (Continued)

Changes in Net Pension Liability

	9/30/2019
Total Pension Liability	
Service Cost	\$ 287,864
Interest	149,574
Changes of benefit terms	(1,738)
Differences between Expected and Actual Experience	-
Changes of assumptions	-
Contributions- Buy Back	-
Benefit Payments, including Refunds of Employee Contributions	-
Net Change in Total Pension Liability	435,700
Total Pension Liability - Beginning	2,206,782
Total Pension Liability - Ending	2,642,482
Less: Plan Fiduciary Net Position	3,345,690
Net Pension Liability (Asset)	\$ (703,208)

NOTE 6 - RISK MANAGEMENT

The District is at risk for losses resulting from fire or theft, accidents, and worker's compensation claims resulting from injury or disability of the firemen. The District finances its risk of loss through the purchase of commercial insurance. There were no significant reductions in insurance coverage during the current year. Settlements have not exceeded insurance coverage in each of the past three years.

NOTE 7 - COMMITMENTS AND CONTINGENCIES

The District may be contingently liable with respect to lawsuits and claims incidental to the ordinary course of its operations. In the opinion of Management, there are no claims, either asserted or unassisted, which are likely to have a material effect on the financial position of the District.

HOLLEY-NAVARRE FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS (Continued)
SEPTEMBER 30, 2019

NOTE 8 - CHANGES IN FUND BALANCE

The following is a summary of the changes to fund balance for the year ending September 30, 2018.

	Balances at September 30, 2018	Excess of Revenues and Other Sources	Changes in Encumbrances and Prepaids	Balance at September 30, 2019
Restricted				
Impact Fees	\$ 765,426	\$ 147,547	\$ -	\$ 912,973
Assigned				
Capital Assets	49,511	(17,160)	-	32,351
Long-Term				
Absences	191,235	60,547		251,782
Unassigned	434,870	287,079		721,949
Totals	<u>\$ 1,441,042</u>	<u>\$ 478,013</u>	<u>\$ -</u>	<u>\$ 1,919,055</u>

NOTE 9 - SUBSEQUENT EVENTS

The District did not have any subsequent events through June 27, 2020, (the date the financial statements were available to be issued) required to be recorded or disclosed in the financial statements for the year ended September 30, 2019.

REQUIRED SUPPLEMENTARY INFORMATION

HOLLEY-NAVARRE FIRE DISTRICT
BUDGETARY COMPARISON SCHEDULE - GOVERNMENTAL FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019

EXHIBIT E

	Original	Final	Actual	Variable Favorable (Unfavorable)
REVENUES				
Taxes				
Assessment Revenue	\$ 2,570,450	\$ 2,570,450	\$ 2,652,860	\$ 82,410
Miscellaneous Revenues				
Interest Earnings	-	-	3,740	3,740
Response Fees	6,000	6,000	47,420	41,420
Impact Fees	-	-	144,279	144,279
Gain on Sale of Vehicle			75,000	75,000
Prior Year Balance	764,274	764,274	-	(764,274)
TOTAL REVENUES	3,340,724	3,340,724	2,923,299	(417,425)
EXPENDITURES				
Public Safety - Fire Control				
Personal Services				
Salaries	1,355,233	1,355,233	1,342,329	12,904
Payroll Taxes & Employee Benefits	374,485	374,485	315,364	59,121
Operating Expenses				
Professional Services	16,950	16,950	1,627	15,323
Utility Services	35,875	35,875	30,752	5,123
Insurance	109,000	109,000	131,210	(22,210)
Repair & Maintenance Services	76,500	76,500	94,564	(18,064)
Training	35,000	35,000	27,412	7,588
Office Supplies	25,900	25,900	29,717	(3,817)
Operating Supplies	154,700	154,700	153,582	1,118
Subscriptions & Memberships	2,500	2,500	2,686	(186)
Capital Outlay				
Machinery & Equipment	336,962	336,962	109,203	227,759
Software Upgrade	7,500	7,500	-	7,500
Land	-	-	-	-
Debt Services				
Principal	101,939	101,939	165,317	(63,378)
Interest	16,180	16,180	41,523	(25,343)
Reserved	642,000	642,000	-	642,000
Contingency	50,000	50,000	-	50,000
TOTAL EXPENDITURES	3,340,724	3,340,724	2,445,286	895,438
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-	-	478,013	478,013
FUND BALANCE - Beginning of Year	-	-	1,441,041	796,471
FUND BALANCE - End of Year	\$ -	\$ -	\$ 1,919,054	\$ 1,919,054

The accompanying notes are an integral part of these financial statements.

HOLLEY-NAVARRE FIRE DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
(UNAUDITED)

	<u>9/30/2019</u>	<u>9/30/2018</u>	<u>9/30/2017</u>	<u>9/30/2016</u>
Total Pension Liability				
Service Cost	\$ 287,864	\$ 268,401	\$ 173,790	\$ 87,576
Interest	149,574	129,399	103,449	44,040
Changes of benefit terms	(1,738)	-	638,189	-
Differences between Expected and Actual Experience	-	(209,619)	-	-
Changes of assumptions	-	439,579	-	-
Contributions- Buy Back	-	-	-	25,256
Benefit Payments, including Refunds of Employee Contributions	-	(2,275)	-	(14,635)
Net Change in Total Pension Liability	<u>435,700</u>	<u>625,485</u>	<u>915,428</u>	<u>142,237</u>
Total Pension Liability - Beginning	<u>2,206,782</u>	<u>1,581,297</u>	<u>665,869</u>	<u>523,632</u>
Total Pension Liability - Ending (a)	<u><u>\$ 2,642,482</u></u>	<u><u>\$ 2,206,782</u></u>	<u><u>\$ 1,581,297</u></u>	<u><u>\$ 665,869</u></u>
Plan Fiduciary Net Position				
Contributions- Employer	\$ 54,659	\$ 40,855	\$ 33,829	\$ 34,100
Contributions- State	147,464	149,740	139,639	173,775
Contributions- Employees	54,659	40,855	33,829	34,099
Contributions- Buy Back	-	-	-	25,256
Insurance reimbursement	-	-	55,868	-
Net Investment Income	137,272	155,007	231,581	120,508
Benefit Payments, including Refunds of Employee Contributions	-	(2,275)	-	(14,635)
Administrative Expense	(40,415)	(40,552)	(57,770)	(9,609)
Net Change in Plan Fiduciary Net Position	<u>353,639</u>	<u>343,630</u>	<u>436,976</u>	<u>363,494</u>
Plan Fiduciary Net Position - Beginning	<u>2,992,051</u>	<u>2,648,421</u>	<u>2,210,195</u>	<u>1,846,701</u>
Plan Fiduciary Net Position - Ending (b)	<u><u>\$ 3,345,690</u></u>	<u><u>\$ 2,992,051</u></u>	<u><u>\$ 2,647,171</u></u>	<u><u>\$ 2,210,195</u></u>
Net Pension Liability - Ending (a) - (b)	<u><u>\$ (703,208)</u></u>	<u><u>\$ (785,269)</u></u>	<u><u>\$ (1,065,874)</u></u>	<u><u>\$ (1,544,326)</u></u>
Plan Fiduciary Net Position as a percentage of the Total Pension Liability	126.61%	135.58%	167.41%	331.93%
Covered Employee Payroll*	\$ 1,093,210	\$ 817,093	\$ 676,576	\$ 682,134
Net Pension Liability as percentage of Covered Payroll	-64.33%	-96.11%	-157.54%	-226.40%

*The covered employee payroll numbers shown are in compliance with GASB 82.

**HOLLEY-NAVARRE FIRE DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CONTRIBUTIONS
(UNAUDITED)**

	<u>9/30/2019</u>	<u>9/30/2018</u>	<u>9/30/2017</u>	<u>9/30/2016</u>
Actuarially Determined Contribution	\$ 172,723	\$ 114,417	\$ 8,119	\$ 6,053
Contributions in relation to the Actuarially Determined Contributions	<u>202,123</u>	<u>190,595</u>	<u>173,468</u>	<u>207,875</u>
Contributions Deficiency (Excess)	<u>\$ (29,400)</u>	<u>\$ (76,178)</u>	<u>\$ (165,349)</u>	<u>\$ (201,822)</u>
 Covered Employee Payroll*	 \$ 1,093,210	 \$ 817,093	 \$ 676,576	 \$ 682,134
 Contributions as a percentage of Covered	 18.49%	 23.33%	 25.64%	 30.47%

**The covered employee payroll numbers shown are in compliance with GASB 82.*

**HOLLEY-NAVARRE FIRE DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
NOTES TO THE SCHEDULE OF CONTRIBUTIONS**

Valuation Date: October 1, 2016

Notes: Actuarially determined contribution rates are calculated as of October 1, two years prior to the end of the fiscal year in which contributions are reported.

Methods and Assumptions Used to Determine Contribution Rates:

Actuarial cost Method: Individual Entry-Age Actuarial Cost Method

Amortization method: Level % of Pay, Closed

Remaining 30 Years

Inflation: 3.0% per year

Mortality: Healthy Males: RP2000 Generational, 10% Annuitant White Collar/ 90% Annuitant Blue Collar, Scale BB. Healthy Female: RP2000 Generational, 100% Annuitant White Collar, Scale BB. Disabled Lives: Female: 60% RP2000 Disabled Female set forward two years/ 40% Annuitant White Collar with no setback, no projection scale. Male: 60% RP200 Disabled Male setback four years/ 40% Annuitant White Collar with no setback, no projection scale.

Interest Rate: 7.00% per year, compounded annually

Retirement Age: Age 55 and 10 years of Credited Service, or age 52 and 25 years of Credited Service. Also, any member who has reached Normal Retirement is assumed to continue employment for one additional year.

Early Retirement: Commencing with the earliest Early Retirement Age (50), members are assumed to retire with an immediate subsidized benefit at the rate of 10% per year.

Disability Rates: See table below. It is assumed that 75% of Disability Retirees are service related.

Termination Rates: See table below.

Payroll Growth Assum None Necessary

Asset Valuation Method: Actuarial Value of Assets is brought forward using the historical four-year geometric average of Market Value Returns (net-of-fees). It is impossible that over time this technique will produce an insignificant bias above or below Market Value of Assets.

**HOLLEY-NAVARRE FIRE DISTRICT
 REQUIRED SUPPLEMENTARY INFORMATION
 NOTES TO THE SCHEDULE OF CONTRIBUTIONS**

Disability Rates:

<u>Age</u>	<u>% Becoming Disable During the Year</u>
20	0.05%
30	0.06%
40	0.12%
50	0.43%

Termination Rates:

<u>Service</u>	<u>% Terminating During the Year</u>
0-2 Years	15.00%
3+ Years	5.00%

Salary Increases:

<u>Years of Service</u>	<u>Salary Increase</u>
0	10.00%
1	8.00%
2	7.0%
3	7.0%
4	7.0%
5	5.5%

COMPLIANCE SECTION

Nicholson, Reeder & Reynolds, P.A.
Certified Public Accountant

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENTAL AUDITING STANDARDS***

To the Board of Commissioners
Holley-Navarre Fire District
Navarre, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Holley-Navarre Fire District, ("the District") as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated June 27, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District'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. We consider the deficiencies in the accompany schedule of current year findings and responses identified as findings 2019-01 and 2019-02 to be significant deficiencies.

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District'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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The result of our tests disclosed one instance of noncompliance or other matters, identified as finding 2019-03, that is required to be reported under *Government Auditing Standards*.

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.

Nicholson, Reeder & Reynolds

Fort Walton Beach, Florida
June 27, 2020

Nicholson, Reeder & Reynolds, P.A.
Certified Public Accountant

MANAGEMENT LETTER

To the Board of Commissioners
Holley-Navarre Fire District
Navarre, Florida

Report on the Financial Statements

We have audited the financial statements of the Holley-Navarre Fire District ("District"), Navarre, Florida, as of and for the fiscal year ended September 30, 2019, and have issued our report thereon dated June 27, 2020.

Auditor's Responsibility

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

Other Reports

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General Disclosures in this report, which is dated June 27, 2020, 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. Management has taken corrective actions to resolve prior year findings identified as 2018-02 and 2018-04.

Tabulation of Uncorrected Auditing Findings		
Current Year Finding #	2017-18 FY Finding #	
2019-01	2018-01	
2019-02	2018-03	

Office 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 Holley-Navarre Fire District was established by Florida Special Act on July 7, 1980, by act 80-603.

Financial Condition

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

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the Holley-Navarre Fire District'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 address in the management letter any recommendations to improve financial management. In connection with our audit, we reported several deficiencies in internal control that we considered to be significant deficiencies (see accompanying schedule of findings and responses 2019-01 and 2019-02).

Other Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address 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 had one instance of noncompliance or other matters (see accompanying schedule of findings and responses 2019-03) .

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Fire Commissioners, and applicable management, and is not intended to be and should not be used by any other than these specified parties.

We greatly appreciate the assistance and cooperation extended to us during our audit.

Nicholson, Reeder & Reynolds

Fort Walton Beach, Florida
June 27, 2020

Nicholson, Reeder & Reynolds, P.A.
Certified Public Accountant

**INDEPENDENT ACCOUNTANT'S REPORT ON AN EXAMINATION OF COMPLIANCE
REQUIREMENTS IN ACCORDANCE WITH CHAPTER 10.550, RULES OF THE AUDITOR
GENERAL**

To the Board of Commissioners
Holley-Navarre Fire District
Navarre, Florida

We have examined Holley-Navarre Fire District's compliance with Florida Statute 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2019.

Management is responsible for the Holley-Navarre Fire District's compliance with those requirements. Our responsibility is to express an opinion on the Holley-Navarre Fire District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the Holley-Navarre Fire District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides reasonable basis for our opinion. Our examination does not provide a legal determination on the Holley-Navarre Fire District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with Florida Statute 218.415 with regards to investments for the year ended September 30, 2019.

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

Nicholson, Reeder & Reynolds

Fort Walton Beach, Florida
June 27, 2020

**HOLLEY-NAVARRE FIRE DISTRICT
SCHEDULE OF CURRENT YEAR FINDINGS AND RESPONSES**

Part I - Financial Statement Findings

2019-01 - Classification of pensionable and nonpensionable wages

Condition: Several inconsistencies with the classification of pensionable and nonpensionable wages in the payroll records were encountered during the testing of employee contributions.

Effect: Inaccurate payroll data limits the oversight of employee contributions.

Cause: Incorrect classifications of wages when entered into the Plan's accounting software.

Criteria: Wages should be classified between pensionable and nonpensionable when entered into the Plan's accounting software in order to determine required employee contributions.

Recommendation: We recommend that management implement internal controls to ensure wages are properly classified between pensionable and nonpensionable when entered into the accounting software.

Views of responsible officials and planned corrective action: We are in agreement with the above finding. The limitations of our accounting software require the calculation of employee contributions be performed manually. We will continue to be diligent and careful in performing the calculation and ensure a subsequent review for accuracy continues to occur.

2019-02 - Incorrect compensation

Condition: In testing a sample of approved employee pay rates, four employees were found to have been compensated using pay rates that were inconsistent with the pay rates in the revised collective bargaining agreement.

Effect: Employee's contributions to the Plan could be incorrect.

Cause: An error existed on the original collective bargaining agreement pay scale that omitted the pay rate for employees with less than one year of credited services. The four employee's pay rates included in the finding were constant with employees with at least one year of credited services, even though they had less than a year of service at the time. Therefore, the pay rates were not in agreement with the revised collective bargaining agreement.

Criteria: Employees should be paid in accordance with the pay scale in the most current collective bargaining agreement.

Recommendation: We recommend that management implement internal controls to ensure employees are paid in accordance with the most current collective bargaining agreement.

Views of responsible officials and planned corrective action: An error was made on the original pay scale that was corrected after the required implementation date. Since the error was in the favor of the employee, management decided not to reduce the pay rates. We are in agreement with the recommendation above and will implement the internal controls recommended.

**HOLLEY-NAVARRE FIRE DISTRICT
SCHEDULE OF CURRENT YEAR FINDINGS AND RESPONSES**

Part II- Compliance

2019-03 - Investments

Condition: The asset allocation at September 30 2019 is not in accordance with the guidelines stated in the investment policy statement.

Effect: The Plan may not achieve its long-term goals.

Cause: Domestic equities were below the minimum target weight as of September 30, 2019.

Criteria: Investments held in the Plan should be in accordance with the investment policy statement.

Recommendation: We recommend maintaining the investment allocation in accordance with the target allocation stated in the investment policy statement.

Views of responsible officials and planned corrective action: We are in agreement with the above finding. The investment policy statement addresses rebalancing by stating, "Neither the upper nor the lower limits of the asset allocations are intended to require portfolio activity for the sole purpose of complying with the guidelines; however, deviation from these guidelines will be treated at discussion topics at the quarterly meetings with rebalancing considered at least annually." The investment allocations are presented, reviewed and approved at all board meetings. We will continue to monitor investment allocation at each board meeting and rebalance the portfolio when practical.