

# **PALATKA DOWNTOWN REDEVELOPMENT AGENCY**

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**Annual Financial Report  
For the Year Ended September 30, 2020**



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## INDEPENDENT AUDITOR'S REPORT

To the Board Chairman and Member of the Board of Directors  
Palatka Downtown Redevelopment Agency

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities the Palatka Downtown Redevelopment Agency (the "Agency") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Governmental activities of the Palatka Downtown Redevelopment Agency, as of September 30, 2020, and the respective changes in financial position for the year 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 budgetary comparison information on pages 3–6 and 20–21 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 June 30, 2021 on our consideration of the City's internal control over financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

*HCT Certified Public Accountants & Consultants, LLC*

Hollywood, Florida

June 30, 2021

**Palatka Downtown Redevelopment Agency  
Management's Discussion and Analysis  
September 30, 2020**

As management of the Palatka Downtown Redevelopment Agency (the "Agency"), we offer readers of the Agency's financial statements this narrative overview and analysis of the financial activities of the Agency for the fiscal year ended September 30, 2020. We encourage readers to consider the information presented here in conjunction with the financial statements.

**Financial Highlights**

- The Agency's total assets exceeded its liabilities by \$854,052, reflecting an increase of \$340,920 mainly due to increase in tax increment financing and decreased spending.
- As of the close of fiscal year 2020, the Agency's fund reported ending fund balance of \$854,052. The whole balance is classified as restricted for redevelopment activities.
- The CRA's governmental activities reflected \$530,879 in revenues and \$97,331 in expense.

**Overview of Financial Statements**

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

The *Statement of Net Position* presents information on all of the Agency'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 is improving or deteriorating.

The *Statement of Activities* presents information showing how the Agency'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 the 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 (i.e. uncollected taxes and earned but unused vacation leave).

The *Government-Wide Financial Statements* distinguish functions of the Agency 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 government-wide financial statements can be found on pages 7 & 8 of this report.

**Palatka Downtown Redevelopment Agency  
Management's Discussion and Analysis (Continued)  
September 30, 2020**

**Fund Financial Statements**

Traditional users of governmental financial statements will find the presentation of the fund financial statements more familiar. Unlike government-wide financial statements, the focus of fund financial statements is directed to specific activities of the CRA, rather than the CRA as a whole. The CRA, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements as required by state and federal laws, bond covenants and the governmental accounting standards.

All of the CRA's basic services are reported in governmental funds, which focus on how money flows into and out of those funds, and on the balance left at year-end that is available for future spending. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short-term view of the CRA's general government operations and the basic services it provides. Governmental fund information helps to determine the financial resources available for allocation to future budgets and programs.

The Agency's Board of Directors adopts the annual appropriate budget for the Agency. Budgetary comparison schedules have been provided to demonstrate compliance with Chapter 80-271 of the state of Florida Statutes establishing the budgetary data reflected in the financial statements.

**Notes to the Financial Statements**

The notes provide additional information that is essential to the 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 11-19 of this report.

***Other Information***

In addition to the basic financial statements and accompanying notes, this report also presents required supplementary information concerning budgetary comparisons. Required supplementary information can be found on pages 20-21 of this report.

**Government-wide Financial Analysis**

**Net Position**

As noted earlier, net position may serve over time as a useful indicator of a governmental entity's financial position. In the case of the Agency, assets exceeded liabilities by \$854,052 at the close of the most recent fiscal year.

**Palatka Downtown Redevelopment Agency  
Management's Discussion and Analysis (Continued)  
September 30, 2020**

Key elements of the reconciliation of the statements are that the government-wide statement of activities reports the issuance of debt as a liability, the purchases of capital assets as assets, which are then charged to expense over their useful lives through annual depreciation charges and changes in long-term liabilities as adjustments of expenses. Conversely, the governmental fund statements report the issuance of debt as an other financing source of funds, the repayment of debt and the purchase of capital assets as expenditures, and changes in long-term liabilities are not reported in the fund financial statements.

The Agency's net position all rests restricted for downtown redevelopment activities.

**Palatka Downtown Redevelopment Agency  
Summary of Net Position  
September 30, 2020 and 2019**

	Governmental Activities	
	2020	2019
<b>Assets:</b>		
Current and other assets	\$ 854,432	\$ 524,202
<b>Total assets</b>	<b>\$ 854,432</b>	<b>\$ 524,202</b>
<b>Liabilities:</b>		
Current and other liabilities	\$ 380	\$ 11,070
<b>Total liabilities</b>	<b>380</b>	<b>11,070</b>
<b>Net position:</b>		
Restricted items	854,052	513,132
<b>Total net position</b>	<b>\$ 854,052</b>	<b>\$ 513,132</b>

**Change in Net Position**

There are different types of factors that can positively and negatively impact operations. Some of those factors are: 1) economic Conditions; 2) changing patterns in intergovernmental and grant revenues; and 3) market impacts on investment income.

The Agency's total net position increased by \$340,920 over the previous year. This increase was the result of a taxes revenues increase of \$53,069 or 11.31% and a decrease of expenditures of \$200,961 or 67.37%.

**Palatka Downtown Redevelopment Agency  
Management's Discussion and Analysis (Continued)  
September 30, 2020**

**Palatka Downtown Redevelopment Agency  
Changes in Net Position  
For the Years Ended September 30, 2020 and 2019**

	2020	2019
<b>Revenues:</b>		
General revenues:		
Property taxes and tax increments	\$ 522,329	\$ 469,260
Contributions	8,550	10,553
<b>Total revenues</b>	<b>530,879</b>	<b>479,813</b>
<b>Program expenses:</b>		
Economic environment	97,331	298,292
<b>Total expenses</b>	<b>97,331</b>	<b>298,292</b>
Increase (decrease) in net assets before transfer in (out)	433,548	181,521
Transfer in/(out)	(92,628)	(121,855)
Increase (decrease) in net position	340,920	59,666
Net position at beginning of year	513,132	453,466
Net position at end of year	<b>\$ 854,052</b>	<b>\$ 513,132</b>

**Budgetary Highlights**

A comparison of actual revenues versus the final budget reflects that actual revenues, excluding transfers, were \$305,361 more than budgeted, primarily composed of less spending of the Agency funds than budgeted due to Agency restrictions due to the Covid-19 worldwide pandemic.

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

The budget serves as the annual financial plan for the Agency. It articulates the activities planned to achieve the goals of the CRA plan.

For the FY 2020-2021 budget, the Agency proposed a balanced budget with the use of reserves of \$115,737 to balance the budget. The Agency Board kept the City's millage rate the same as FY 2019-2020, 6.4000 mills.

**Request for Information**

This financial report is designed to provide a general overview of the Agency's finances for all of those with an interest in the Agency's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Finance Director of the City of Palatka, Florida, 201 N. 2nd Street, Palatka, Florida 32177.



**Palatka Downtown Redevelopment Agency**  
**Statement of Net Position**  
**September 30, 2020**

	Governmental Activities
<b>Assets:</b>	
Cash and cash equivalents	\$ 845,882
Due from other governments	8,550
Total assets	854,432
 <b>Liabilities:</b>	
Accounts payable and accrued liabilities	380
Total liabilities	380
 <b>Net position</b>	
Invested in capital assets, net of related debt	-
Restricted for:	
Downtown redevelopment	854,052
Unrestricted	-
Total net position	\$ 854,052

The accompanying notes are an integral part of the financial statements

**Palatka Downtown Redevelopment Agency**  
**Statements of Activities**  
**Year Ended September 30, 2020**

Functions/Programs	Expenses	Charges for services	Operating grants and contributions	Capital grants and contributions	Governmental Activities
Governmental activities:					
Economic environment	\$ 97,331	\$ -	\$ -	\$ -	\$ (97,331)
Total governmental activities	<u>97,331</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(97,331)</u>
General revenues and transfers					
General revenues:					
Property taxes and tax increments					522,329
Contributions					8,550
Transfers					<u>(92,628)</u>
Total general revenues and transfers					<u>438,251</u>
Change in net position					340,920
Net position - beginning of year					<u>513,132</u>
Net position - end of year					<u><u>\$ 854,052</u></u>

The accompanying notes are an integral part of the financial statements

**Palatka Downtown Redevelopment Agency**  
**Balance Sheet and**  
**Reconciliation of the Balance Sheet to the Statement of Net Position**  
**Governmental Funds**  
**September 30, 2020**

Assets:

Cash and cash equivalents	\$ 845,882
Due from other funds	8,550
Total assets	<u>\$ 854,432</u>

Liabilities and fund balances:

Liabilities:

Accounts payable	\$ 380
Total liabilities	<u>380</u>

Fund balances:

Non-spendable	-
Restricted	854,052
Committed	-
Unassigned	-
Total fund balances	<u>854,052</u>

Total liabilities and fund balances	<u>\$ 854,432</u>
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Fund balance – total governmental funds \$ 854,052

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

Change in net position of governmental activities \$ 854,052

The accompanying notes are an integral part of the financial statements

**Palatka Downtown Redevelopment Agency**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances and**  
**Reconciliation Statement of Revenues, Expenditures, and Changes in Fund Balances to the**  
**Statement of Activities**  
**Governmental Funds**  
**Years Ended September 30, 2020**

Revenues	
Property taxes and tax increments	\$ 522,329
Contributions	8,550
Total revenues	530,879
Expenditures:	
Current:	
Economic environment	97,331
Total expenditures	97,331
Excess of revenues over (under) expenditures	433,548
Other financing sources (uses)	
Transfers out	(92,628)
Total other financing sources (uses)	(92,628)
Net change in fund balance	340,920
Fund balances - beginning of year	513,132
Fund balances - end of year	\$ 854,052

Net change in fund balance – total governmental funds	\$ 340,920
Amounts reported for governmental activities in the statement of activities are different because:	-
Change in net position of governmental activities	\$ 340,920

The accompanying notes are an integral part of the financial statements

**Palatka Downtown Redevelopment Agency**  
**Notes to Financial Statements**  
**Year Ended September 30, 2020**

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

***Reporting Entity***

The Palatka Downtown Redevelopment Agency (the “Agency”), which is located in northeast Florida, was established by the City of Palatka, Florida (the “City”) on November 10, 1983. Upon the proper delegation of authority from the County of Putnam County, Florida (the “County”) and upon further finding that it is necessary in the public interest for a community redevelopment agency to be formed to function in the City, the City Commission created a public body corporate and politic to be known as a “Community Redevelopment Agency” (CRA) and prepare a Community Redevelopment Plan to carry out the Community Redevelopment purposes outlined in Florida Statutes Chapter 163, Part III to eliminate blight and slum conditions within the redevelopment area of the Agency pursuant to the redevelopment area of the Agency pursuant to the redevelopment plan for new residential and commercial activity in the redevelopment area. The redevelopment efforts emphasize the importance of reinvigorating three districts within the City: Central Business District, North Historic District, and South Historic District.

As the City and the Agency are separate legal entities, the parties also share the mutual goal of redeveloping the CRA area. The City provides administrative support services in the same manner as provided by the City in the conduct of its own affairs or as otherwise provided by the CRA Plans or By-Laws.

The CRA has adopted GASB Statement No. 61, *The Financial Reporting Entity: Omnibus-an amendment of GASB Statements No. 14 and No. 34*, for the purpose of evaluating whether it has any component units. Based on the criteria therein, the Agency has determined that there are no component units that meet criteria for inclusion in the Agency's financial statements.

The Board of Directors of the CRA (the "Board") is governed by five members of the City Commission and the Mayor. Management of the City has operational responsibility for the CRA. The City is considered to be financially accountable for the CRA. The CRA is considered to be blended component unit in the City's comprehensive annual financial report.

***Basis of Presentation***

The financial statements of the CRA have been prepared in accordance with generally accepted accounting principles (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting principles. The more significant of the City's accounting policies are hereafter described.

**Palatka Downtown Redevelopment Agency**  
**Notes to Financial Statements**  
**Year Ended September 30, 2020**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***Government-wide 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 CRA. For the most part, the effect of interfund activity has been removed from these statements. Interfund services provided and used, if any, are not eliminated in the process of consolidation. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees charged to external parties.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function. *Program revenues* include: charges for services that are directly related to a given function; and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other revenues not properly included among program revenues are reported instead as *general revenues*.

***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 and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded at the time liabilities are 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 funds are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. For this purpose, the CRA considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Taxes and certain intergovernmental revenues constitute the most significant sources of revenue considered susceptible to accrual. In governmental funds, expenditures are generally recognized when the related liability is incurred. However, debt service expenditures, and expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

***Deposits and investments***

The CRA considers all highly liquid investments with an original maturity of three months or less when purchased to be cash equivalents.

**Palatka Downtown Redevelopment Agency**  
**Notes to Financial Statements**  
**Year Ended September 30, 2020**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***Receivables and payables***

Activities between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as due to/from other funds.

Advances between funds, as reported in the fund financial statements, are offset by a nonspendable fund balance account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable, available financial resources.

***Contributions***

The Agency receives contributions and donations from time to time to assist in achieving the goals of the CRA plan. Such items are recorded at fair market value at the time received. At September 30, 2020, the Agency recorded \$8,550 in contributions.

***Restricted assets***

Assets of the CRA are reported as restricted due to requirements of bond/loan agreements, other externally imposed constraints, or by legislation. When both restricted and unrestricted resources are available for use, it is CRA policy to use unrestricted resources first, and then restricted resources as needed.

***Claims and Judgments***

For governmental funds, a fund liability is reported to account for the portion of the liability that will be liquidated with expendable available financial resources. The liability is accrued when incurred in the government-wide.

***Property Taxes***

The Putnam County Tax Collector bills and collects property taxes for the CRA. At September 30, 2020, property taxes receivable was not material.

Details of the CRA's tax calendar are presented below:

Lien date	January 1
Levy date	October 1
Discount period	November - February
No discount period	March
Delinquent date	April 1

**Palatka Downtown Redevelopment Agency**  
**Notes to Financial Statements**  
**Year Ended September 30, 2020**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***Restricted Net Position***

In the accompanying government-wide statements of net position, *restricted net position* is subject to restrictions beyond the CRA's control. The restriction is either externally imposed (for instance, by creditors, grantors, contributors, or laws/regulations of other governments) or is imposed by law through constitutional provisions or enabling legislation.

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

The CRA has no net position restricted by enabling legislation.

***Fund Balance***

The CRA follows the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* to classify fund balances for governmental funds into specifically defined classifications. The classifications comprise a hierarchy based primarily on the extent to which the CRA is bound to honor constraints on the specific purposes for which amounts in the funds can be spent.

The fund balance classifications specified in GASB Statement No. 54 are as follows:

*Nonspendable Fund Balance* – Nonspendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

*Restricted Fund Balance* – Restricted fund balances are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed Fund Balance* – Committed fund balances are amounts that can only be used for specific purposes as a result of constraints imposed by formal action of the City's highest level of decision-making authority, which is by ordinance approved by the City Commission. Committed amounts cannot be used for any other purpose unless the City removes those constraints by taking the same type of action.

*Assigned Fund Balance* – Assigned fund balances are amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by (a) the City Commission or (b) a body or official to which the Commission has delegated the authority to assign amounts to be used for specific purposes. At this point in time, only the Commission has the authority to assign fund balances.



**Palatka Downtown Redevelopment Agency  
Notes to Financial Statements  
Year Ended September 30, 2020**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***Fund Balance (Continued)***

Unassigned Fund Balance – Unassigned fund balance is the residual classification for the General Fund.

The CRA’s policy is to expend resources in the following order: restricted, committed, assigned, and unassigned.

***Pension***

The City sponsors a single-employer public employee retirement system (the “System”) administered by the City of Palatka, Pension Board of Trustees. Employees of the Agency participate however, benefits are paid out of the City’s general fund. See the City’s Comprehensive Annual Financial Report for more information.

***Other Post-Employment Benefits***

The City sponsors and administers a single-employer defined benefit plan for postemployment benefits other than pension benefits (OPEB Plan). The City’s health care plan includes certain health care benefits for retired employees of the Agency. Benefits are paid out of the City’s general fund. See the City’s Comprehensive Annual Financial Report for more information.

***Use of Estimates***

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make various estimates. Actual results could differ from those estimates.

**NOTE 2 – DEPOSITS AND INVESTMENTS**

Deposits and investments are classified in the accompanying financial statements as follows:

		Primary Government
Statement of net position:		
Cash and equivalents	\$	845,882
Total deposits and investments		
	\$	845,882

**Palatka Downtown Redevelopment Agency  
Notes to Financial Statements  
Year Ended September 30, 2020**

**NOTE 2 – DEPOSITS AND INVESTMENTS**

For purpose of risk disclosures, deposits and investments are comprised of the following:

	Primary Government
Deposits with financial institutions (including certificates of deposit)	\$ 845,882
Total deposits and investments	\$ 845,882

***Deposits***

All of the CRA’s demand deposits are held in qualified public depositories pursuant to Chapter 280, Florida Statutes, and are entirely insured by Federal depository insurance or collateralized pursuant to the Florida Security for Public Deposits Act.

***Investments***

Section 218.415, Florida Statutes, authorizes the CRA to invest excess public funds in the following:

- Direct obligations of the U.S. Treasury;
- Savings accounts and interest bearing deposits in qualified public depositories;
- The Local Government Surplus Funds Trust Fund;
- Securities and Exchange Commission registered money market funds with the highest credit quality rating.

No such activity was recorded for the fiscal year ended September 30, 2020.

**NOTE 3 – INTERFUND BALANCES AND TRANSFERS**

At September 30, 2020, interfund balances consisted of a payable due from the City to the Agency in the amount of \$8,550

Interfund transfers for the year ended September 30, 2020 consisted of a transfers to the City for a total of \$53,835 as reimbursement for transactions paid for by the City and transfers to the City of Palatka Water fund for utilities used by the Agency during the year.

The interfund transfers were made in the normal course of operations and are consistent with the activities of the fund making the transfer.

**Palatka Downtown Redevelopment Agency**  
**Notes to Financial Statements**  
**Year Ended September 30, 2020**

**NOTE 4 – LONG-TERM OBLIGATIONS**

March of 2019, the City was issued a line of credit Note, Series 2019 (the “Note”) in the principal amount not to exceed \$300,000 on behalf of the Agency. The Note was used to finance certain road construction projects located in the North Historic District. The Note is payable by the City from non-ad valorem revenues. At September 30, 2020, the Agency transferred \$23,990 as debt service payment reimbursement.

**NOTE 5 – RISK MANAGEMENT**

The Agency is exposed to various risks of loss related to general liability, workers’ compensation, public liability, law enforcement liability, health benefits, property damage, and errors and omissions. To manage its risks, the City participates in the Florida League of Cities Self Insurance Fund (the “Fund”) a public entity risk pool currently operating as a common risk management and insurance program for member cities. Benefits also covers the Agency activities. The City pays an annual premium to the Fund for its coverage. The premiums are designed to fund the liability risks assumed by the Fund and are based on certain actual exposures of each member. The Agency’s settled claims have not exceeded coverage in any of the past three fiscal years.

**NOTE 6 – CONTINGENCIES AND UNCERTAINTIES**

The Agency is sometimes a party to lawsuits and claims arising out of the normal conduct of its activities. While the results of lawsuits or other proceedings against the Agency cannot be predicted with certainty, management does not expect that these matters will have a material adverse effect on the financial condition of the Agency.

On March 11, 2020, the World Health Organization declared the novel strain of coronavirus (COVID-19) a global pandemic and recommended containment and mitigation measures worldwide. The pandemic lead to certain restrictions required by the Governor of Florida, as well as local governments, which may affect revenue sources and also caused subsequent stock market volatility. The duration of the pandemic and the impact of COVID-19 on the Agency’s operational and financial performance is uncertain at this time.

**NOTE 7 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events to determine if events or transactions occurring through June 30, 2021, the date the financial statements available to be issued, require potential adjustment to or disclosure in the financial statements.

**NOTE 8 – FUTURE ACCOUNTING PRONOUNCEMENTS**

A brief description of new accounting pronouncements that might have a significant impact on the Agency’s financial statements is presented below. Management is currently evaluating the impact of the adoption of these pronouncements on the Agency’s financial statements.

**Palatka Downtown Redevelopment Agency**  
**Notes to Financial Statements**  
**Year Ended September 30, 2020**

**NOTE 8 – FUTURE ACCOUNTING PRONOUNCEMENTS (CONTINUED)**

In January 2017, the GASB issued Statement No. 84, Fiduciary Activities. This Statement will improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement is effective for the fiscal year ending September 30, 2021.

In May 2017, the GASB issued Statement No. 87, Leases. This Statement will increase the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting that is based on the foundational principle that leases are financings of the right to use an underlying asset. This Statement is effective for the fiscal year ending September 30, 2022.

In June 2018, the GASB issued Statement No. 89, Accounting for Interest Cost Incurred before the End of a Construction Period. This Statement will enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and simplify accounting for interest cost incurred before the end of a construction period. This Statement is effective for the fiscal year ending September 30, 2022.

In August 2018, the GASB issued Statement No. 90, Major Equity Interests. This Statement will improve consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. This Statement is effective for the fiscal year ending September 30, 2021.

In May 2019, the GASB issued Statement No. 91, Conduit Debt Obligations. This Statement will provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement is effective for the fiscal year ending September 30, 2023.

In January 2020, the GASB issued Statement No. 92, Omnibus 2020. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. The requirements related to the effective date of Statement 87 and Implementation Guide 2019-3, reinsurance recoveries, and terminology used to refer to derivative instruments are effective upon issuance. The requirements related to (1) intra-entity transfers of assets and those related to the applicability of Statements 73 and 74; (2) application of Statement 84 to postemployment benefit arrangements and those related to nonrecurring fair value measurements of assets or liabilities; and (3) the measurement of liabilities (and assets, if any) associated with AROs in a government acquisition are effective for government acquisitions occurring in reporting periods beginning after June 15, 2021.

**Palatka Downtown Redevelopment Agency**  
**Notes to Financial Statements**  
**Year Ended September 30, 2020**

**NOTE 8 – FUTURE ACCOUNTING PRONOUNCEMENTS (CONTINUED)**

In March 2020, the GASB issued Statement No. 93, Replacement of Interbank Offered Rates. This Statement is designed to address those and other accounting and financial reporting implications that result from the replacement of an IBOR. This Statement is effective for the fiscal year ending September 30, 2021. Additionally, in March 2020, the GASB issued Statement No. 94, Public-Private and Public-Public Partnerships and Availability Payment Arrangements. This Statement is designed to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). This Statement is effective for the fiscal year ending September 30, 2022.

In May 2020, the GASB issued Statement No. 96, Subscription-Based Information Technology Arrangements. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement is effective for the fiscal year ending September 30, 2022.

In May 2020, the GASB issued Statement No. 97, Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans—an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32. This Statement provides guidance on to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans. This Statement is effective for the fiscal year ending September 30, 2021.

# **Required Supplementary Information**

**Palatka Downtown Redevelopment Agency**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balances**  
**Budget to Actual**  
**Year Ended September 30, 2020**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>				
Taxes	\$ 765,157	\$ 1,043,926	\$ 522,329	\$ (521,597)
Contributions	-	-	8,550	8,550
Total revenues	<u>765,157</u>	<u>1,043,926</u>	<u>530,879</u>	<u>(513,047)</u>
<b>Expenditures:</b>				
Economic environment	636,970	915,739	97,331	818,408
Total expenditures	<u>636,970</u>	<u>915,739</u>	<u>97,331</u>	<u>818,408</u>
Excess of revenues over expenditures	<u>128,187</u>	<u>128,187</u>	<u>433,548</u>	<u>305,361</u>
Other financing sources (uses):				
Operating transfer out	<u>(128,187)</u>	<u>(128,187)</u>	<u>(92,628)</u>	<u>35,559</u>
Total other financing sources (uses):	<u>(128,187)</u>	<u>(128,187)</u>	<u>(92,628)</u>	<u>35,559</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	340,920	<u>\$ 340,920</u>
Fund balance, beginning of year			<u>513,132</u>	
Fund balance, end of year			<u>\$ 854,052</u>	

See the accompanying notes.

**Palatka Downtown Redevelopment Agency**  
**Notes to Budgetary Comparison Schedules**  
**September 30, 2020**

Budgets are prepared and adopted on the modified accrual basis of accounting.

On or before the first day in August of each year, the City Manager of the City of Palatka, Florida submits to the Agency Board of Directors a budget for the ensuing fiscal year, along with an accompanying budget message. The general summary of the budget and notice of public hearing is published in the local newspaper. Prior to the last day of September, the budget is legally enacted. All appropriations lapse at the end of the fiscal year.

Florida Statutes provide that it is unlawful to make expenditures that exceed the total amount budgeted for each fund. The City Manager can approve budget transfers within and between operating departments and divisions of the same fund. All interfund transfers require prior approval of the Board of Directors. Therefore, the fund level is the legal level of control for budget considerations.

Annual budgets are adopted for all governmental funds.



# **Compliance Section**

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

To the Board of Directors  
Palatka Downtown Redevelopment Agency

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 of the Palatka Downtown Redevelopment Agency (the ‘Agency’), a component unit of the City of Palatka, Florida (the “City”) as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Agency’s basic financial statements, and have issued our report thereon dated June 30, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Agency’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

**Compliance and Other Matters**

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

**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 Agency'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.

*HCT Certified Public Accountants & Consultants, LLC*

Hollywood, Florida

June 30, 2021

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

To the Board of Directors  
The Palatka Downtown Redevelopment Agency

We have audited the financial statements of the Palatka Downtown Redevelopment Agency (the "Agency"), a component unit of the City of Palatka, Florida (the "City") as of and for the year ended September 30, 2020, and have issued our report thereon dated June 30, 2021.

**Auditor's Responsibility**

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

**Other Reports and Schedule**

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, Schedule of Findings and Questioned Costs; the 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, and the management letter in accordance with the rules of the Auditor General of the State of Florida. Disclosures in those reports and schedule, which are dated June 30, 2021, should be considered in conjunction with this report.

**Local Government Investment Policies**

We have examined the Agency's compliance with the requirements of Section 218.415, Florida Statutes, Local Government Investment Policies, during the year ended September 30, 2020. Management is responsible for Agency's compliance with those requirements. Our responsibility is to express an opinion on the Agency'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 Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Agency's compliance with specified requirements.

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

*HCT Certified Public Accountants & Consultants, LLC*

Hollywood, Florida

June 30, 2021

**MANAGEMENT LETTER IN ACCORDANCE WITH THE RULES OF THE AUDITOR  
GENERAL OF THE STATE OF FLORIDA**

To the Board of Directors  
The Palatka Downtown Redevelopment Agency

**Report on the Financial Statements**

We have audited the financial statements of the Palatka Downtown Redevelopment Agency (the “Agency”), a component unit of the City of Palatka, Florida, as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated June 30, 2021.

**Auditor’s Responsibility**

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

**Other Reporting Requirements**

We have issued our Independent Auditor’s Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standard*; and the Independent Accountant’s Report on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated June 30, 2021, should be considered in conjunction with this management letter.

**Prior Audit Findings**

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no such findings in the preceding annual financial audit report.

**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 Agency’s official title is disclosed in Note 1 to the Financial Statement. The Agency has no component units.

### **Financial Condition and Management**

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Agency 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 Agency did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

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

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

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

### **Purpose of this Letter**

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

*HCT Certified Public Accountants & Consultants, LLC*

Hollywood, Florida

June 30, 2021

**INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE WITH THE  
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, AND  
SECTIONS 163.387(6) AND (7), FLORIDA STATUTES**

To the Board of Directors  
The Palatka Downtown Redevelopment Agency

We have audited the financial statements of the Palatka Downtown Redevelopment Agency (the “Agency”), a component unit of the City of Palatka, Florida (the “City”), as of and for the year ended September 30, 2020, and have issued our report thereon dated June 30, 2021.

**Auditor’s Responsibility**

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

**Other Reports and Schedule**

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*; Schedule of Findings and Questioned Costs; and the management letter in accordance with the rules of the Auditor General of the State of Florida. Disclosures in those reports and schedule, which are dated June 30, 2021, should be considered in conjunction with this report.

**Local Government Investment Policies**

We have examined the Agency’s compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies* and Sections 163.387(6), and 163.387(7), Florida Statutes, *Redevelopment Trust Fund*, during the fiscal year ended September 30, 2020. Management is responsible for the Agency’s compliance with those requirements. Our responsibility is to express an opinion on the Agency’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 Agency complied, in all material respects, with the specific requirements reference above. An examination involves performing procedures to obtain evidence about whether the Agency complied with the specific requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of risks of material noncompliance, whether due to fraud or error. We believe that our examination provides a reasonable basis for our opinion.



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

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

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Agency Board, and is not intended to be and should not be used by anyone other than these specified parties.

*HCT Certified Public Accountants & Consultants, LLC*

Hollywood, Florida

June 30, 2021