

**SUWANNEE WATER AND SEWER  
DISTRICT**

**FINANCIAL STATEMENTS**

**For the Year Ended September 30, 2022**

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**SUWANNEE WATER AND SEWER DISTRICT**

**DISTRICT OFFICIALS**

September 30, 2022

<u>OFFICIALS</u>	<u>TERM EXPIRATION</u>
Board Members	
Ben West	November 2024
Jimmy Lamb	November 2026
Karen Ross	November 2026
Talmadge Strickland	November 2024
Bill Lee	November 2024
Manager	
Steve Copeland	
Attorney	
Rhett Bullard	

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# SUWANNEE WATER AND SEWER DISTRICT

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**KENNETH M. DANIELS**  
**CERTIFIED PUBLIC ACCOUNTANT**

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**INDEPENDENT AUDITOR'S REPORT**

Board Members  
Suwannee Water and Sewer District  
Suwannee, Florida

**Report on the Audit of the Financial Statements**

***Opinions***

I have audited the accompanying financial statements of the business-type activities and the major fund of the Suwannee Water and Sewer District (the District) as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and each major fund of the Suwannee Water and Sewer District, as of September 30, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinions***

I conducted my 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. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. I am required to be independent of the Suwannee Water and Sewer District, and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Suwannee Water and Sewer District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor's Responsibilities for the Audit of the Financial Statements***

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that

includes my opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, I:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Suwannee Water and Sewer District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Suwannee Water and Sewer District's ability to continue as a going concern for a reasonable period of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that I identified during the audit.

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-8 and pension trend information on pages 33-34 be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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. I 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 I obtained during our audit of the basic financial statements. I 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*, I have also issued our report dated June 9, 2023, on my consideration of the Suwannee Water and Sewer District's internal control over financial reporting



and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 Suwannee Water and Sewer District'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 Suwannee Water and Sewer District's internal control over financial reporting and compliance.

A handwritten signature in black ink, appearing to read "Ken M Daniels". The signature is written in a cursive, flowing style.

Kenneth M. Daniels  
Certified Public Accountant  
June 9, 2023

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**MANAGEMENT'S  
DISCUSSION &  
ANALYSIS**

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**SUWANNEE WATER AND SEWER DISTRICT**  
**MANAGEMENT’S DISCUSSION AND ANALYSIS**

For the Fiscal Year Ended September 30, 2022

Our discussion and analysis of the Suwannee Water and Sewer District’s financial performance provides an overview of District’s financial activities for the fiscal year ended September 30, 2022. Please read it in conjunction with the District’s financial statements, which begin in page 9.

**FINANCIAL HIGHLIGHTS**

The District’s significant financial accomplishments during the year ended September 30, 2022, were as follows:

The District continues to expand its customer base (average monthly customers) from 916 to 935. However, the average billing decreased by approximately 8.5 percent year over year.

The District maintained its inventory of grinder pumps and cannisters with approximately thirty pumps and cannisters on hand. The pumps ensure the continuity of services for the District’s utility customers.

**USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the District as a whole and present a longer-term view of the District’s finances.

Fund financial statements start on page 11. Proprietary fund financial statements offer short and long-term financial information about the water and sewer activities the District operates like a business.

Fund financial statements report the District’s operations in more detail than the government-wide statements.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data.

**Reporting the District as a Whole**

Our analysis of the District as a whole begins on page 5. The Statement of Net Position and the Statement of Activities on pages 9 and 10 report information about the District as a whole and its activities. These statements include all assets and liabilities using the accrual basis of accounting,

which is similar to the accounting used by most private-sector companies. All of the current year’s revenues and expenses are taken into account regardless of when cash is received or paid.

The above statements also report the District’s net position and changes in them. The District’s net position, the difference between assets and liabilities, is one way to measure the District’s financial health, or position. Over time, increases or decreases in the District’s net position are an indicator of whether its financial health is improving or deteriorating. Additional other nonfinancial factors such as changes in the area’s economic conditions and the condition of the District’s capital assets should be considered in assessing the District’s overall health.

In the Statement of Net Position and the Statement of Activities, the District’s activities are considered business-type: the District charges fees to customers to help it cover the cost of certain utility services it provides. The District’s water and sewer/wastewater services are included in the business-type activities.

### Reporting the District’s Fund

Our analysis of the District’s fund (one major) begins on page 7. The fund financial statements begin on page 11 and provide detailed information about the District’s Proprietary Fund. A description of the District’s Fund follows:

*Proprietary funds* – Services for which the District charges customers a fee is reported in a proprietary fund. Proprietary funds, like the government-wide statements, provide both long-and short-term financial information. The District’s Enterprise funds are the same as its business-type activities, but provide more detail and additional information, such as cash flows.

### **The District as a Whole**

As indicated below, the District’s net position decreased approximately \$440,000. Depreciation on the District’s capital assets, \$328,150, was largely responsible for the reduction.

The analysis below focuses on the net position (Table 1) and the changes in net position (Table 2) for the District’s business type activities.

Detailed comments follow the tables and explain the significant changes between the current and prior year.

**Table 1  
NET POSITION  
(In Thousands)**

	<u>Business-type Activities</u>	
	<u>2022</u>	<u>2021</u>
Current and other assets	\$ 1,768	\$ 1,792
Capital assets	<u>7,009</u>	<u>7,472</u>
Total assets	8,777	9,264
Deferred outflows of resources	<u>48</u>	<u>26</u>
Total assets and deferred outflows of resources	<u>\$ 8,825</u>	<u>\$ 9,290</u>

(Table 1 continued)

Other liabilities	\$	225	\$	248
Long term liabilities		<u>2,978</u>		<u>2,876</u>
Total liabilities		<u>3,203</u>		<u>3,124</u>
Deferred inflows of resources		<u>42</u>		<u>147</u>
Net position				
Invested in Cap Assets		4,210		4,593
Unrestricted		<u>1,370</u>		<u>1,426</u>
Total net position		<u>5,580</u>		<u>6,019</u>
Total liabilities, deferred inflows of resources, and net position	\$	<u>8,825</u>	\$	<u>9,290</u>

### Explanation of Significant Changes Table 1

Capital assets, net, decreased due to depreciation on the District's assets in the amount of \$328,000.

Total liabilities increased approximately \$79,000, and was due to the District's portion of the pension liability for the Florida Retirement System (FRS). The increase in the liability was the result of decreased investment returns – a loss of 6.27 percent in 2022 vs. a gain of 29.46 percent for 2021.

**Table 2**  
**CHANGES IN NET POSITION**  
**(In Thousands)**

Statement of Activities	Business-type Activities	
	2022	2021
Program revenues		
Water utility services	\$ 494	\$ 539
Sewer/wastewater services	567	621
General revenues		
Interest	4	10
Miscellaneous	<u>12</u>	<u>12</u>
Total revenues	<u>1,077</u>	<u>1,182</u>
Program expenses		
Water utility services	419	333
Sewer/wastewater services	471	652
Water/sewer combination services	<u>626</u>	<u>570</u>
Total expenses	<u>1,516</u>	<u>1,555</u>
Change in net position	(439)	(373)
Beginning net position	<u>6,019</u>	<u>6,392</u>
Ending net position	<u>\$ 5,580</u>	<u>\$ 6,019</u>

**Explanation of Significant Changes Table 2**

Business-type revenues decreased – approximately \$105,000. Decreased billings (longer stays during the Covid pandemic) resulted in the lower revenues. The District’s sewer/wastewater expenses increased slightly due a vacancy in the manager position for five months.

The District’s Net Position

The District’s net position invested in capital assets decreased due to depreciation of its capital assets. Unrestricted net position decreased due to reduced billings as indicated above.

**TABLE 3  
CHANGES IN MAJOR FUND'S NET POSITION  
(in Thousands)**

Proprietary Fund Change in Net Position: Invested in Capital Assets					
	<u>2022</u>		<u>2021</u>	<u>\$ Change</u>	<u>Percent Change</u>
\$	4,210	\$	4,593	\$ (383)	-8.3%
Unrestricted					
	<u>2022</u>		<u>2021</u>	<u>\$ Change</u>	<u>Percent Change</u>
\$	1,370	\$	1,426	\$ (56)	-3.9%

**CAPITAL ASSET AND DEBT ADMINISTRATION**

At September 30, 2022, the District had \$18.34 million invested in capital assets, including equipment and water and sewer plants. See Table 4 below. There was no increase/decrease over/under the prior year.

**Table 4  
CAPITAL ASSETS (in Thousands)**

	<u>Business-type Activities</u>	
	<u>2022</u>	<u>2021</u>
Land and construction in progress	\$ 31	\$ 31
Plant and equipment	1,256	1,256
Water System	7,695	7,695
Sewer System	<u>9,355</u>	<u>9,355</u>
Total capital assets, gross	<u>\$ 18,337</u>	<u>\$ 18,337</u>



## Debt

At year-end, the District had \$2.98 million in outstanding debt. A net increase of approximately \$20,000 from the prior year, due to the District's bond payments (decrease of \$79,000) and pension liability (increase of \$101,000).

**TABLE 5**  
**OUTSTANDING DEBT AT YEAR-END**  
**(in Thousands)**

	Business-type <u>Activities</u>	
	<u>2022</u>	<u>2021</u>
Compensated absences	\$ 2	\$ 4
Revenue bonds payable	2,800	2,879
Pension liability	<u>177</u>	<u>76</u>
Totals	<u>\$ 2,979</u>	<u>\$ 2,959</u>

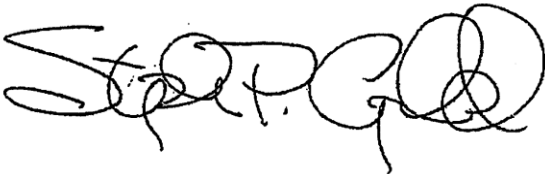
## CURRENTLY KNOWN FACTS

The District's Proprietary Fund budget for the fiscal year 2022-23 budgeted \$1.09 million in revenues; water operating expenses of \$56,000; sewer operating expense of \$95,500; personal services of \$192,000; water/sewer operating expense of \$537,500; and loan payments of \$209,000.

## CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide the citizens, customers, and creditors, with a general overview of the District's finances and to show the District's accountability for the funds that it receives.

If you have questions about this report or need additional financial information, contact the District at PO Box 143/825 SE 327 Street, Suwannee, FL 32692.



Steve Copeland  
District Manager  
Suwannee, Florida

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**BASIC  
FINANCIAL  
STATEMENTS**

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**SUWANNEE WATER AND SEWER DISTRICT**

**STATEMENT OF NET POSITION**

September 30, 2022

		<u>Business-type Activities</u>
<b>Assets</b>		
Cash	\$	866,515
Accounts receivable, net		76,707
Inventory		99,873
<b>Restricted assets</b>		
Cash		724,431
<b>Capital assets</b>		
Land		30,916
Other capital assets, net of depreciation		6,978,559
Total capital assets, net		7,009,475
Total assets		8,777,001
<b>Deferred outflows of resources</b>		
Pensions		48,139
Total assets and deferred outflows of resources	\$	8,825,140
 <b>Liabilities</b>		
Accounts payable	\$	70,217
Accrued interest		10,417
Retirement payable		2,532
Customer deposits		125,505
Unearned revenue		16,503
<b>Long-term liabilities</b>		
Due within one year		
Compensated absences		1,693
Revenue bonds payable		82,900
Pension liability		53
Due in more than one year		
Revenue bonds payable		2,716,800
Pension liability		177,046
Total liabilities		3,203,666
 <b>Deferred inflows of resources</b>		
Pensions		41,925
 <b>Net position</b>		
Net investment in capital assets		4,209,776
Unrestricted		1,369,773
Total net position		5,579,549
Total liabilities, deferred inflows of resources, and net position	\$	8,825,140

**SUWANNEE WATER AND SEWER DISTRICT**

**STATEMENT OF ACTIVITIES**

For the Year Ended September 30, 2022

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
Business type activities					
Water utility services	\$ 419,366	\$ 493,916	\$ -	\$ -	\$ 74,550
Sewer/wastewater services	471,614	567,352	-	-	95,738
Water/sewer combination services	<u>625,653</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(625,653)</u>
Total business type activities	<u>\$ 1,516,633</u>	<u>\$ 1,061,268</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(455,365)</u>
General revenues					
Interest					3,563
Rents					<u>12,246</u>
Total general revenues					<u>15,809</u>
Change in net position					(439,556)
Net position - beginning					<u>6,019,105</u>
Net position - ending					<u>\$ 5,579,549</u>

**SUWANNEE WATER AND SEWER DISTRICT**

**STATEMENT OF NET POSITION  
PROPRIETARY FUND**

September 30, 2022

Assets	
Current assets	
Cash and cash equivalents	\$ 866,515
Accounts receivable	102,207
Allowance for doubtful accounts	(25,500)
Inventory	99,873
Total current assets	<u>1,043,095</u>
Noncurrent assets	
Restricted assets	
Cash - certificates of deposit	429,645
Cash	294,786
Total restricted assets	<u>724,431</u>
Capital assets	
Land	30,916
Water plant	7,695,088
Sewage treatment plant	9,354,687
Equipment	1,256,651
Accumulated depreciation	(11,327,867)
Total capital assets	<u>7,009,475</u>
Total noncurrent assets	<u>7,733,906</u>
Total assets	<u>8,777,001</u>
Deferred outflows of resources	
Pensions	48,139
Total assets and deferred outflows of resources	<u>\$ 8,825,140</u>
Liabilities	
Current liabilities	
Accounts payable	\$ 70,217
Accrued interest	10,417
Accrued leave	1,693
Retirement payable	2,532
Customer deposits	125,505
Unearned revenue	16,503
Revenue bonds payable, current portion	82,900
Pension liability	53
Total current liabilities	<u>309,820</u>
Noncurrent liabilities	
Revenue bonds payable	2,716,800
Pension liability	177,046
Total noncurrent liabilities	<u>2,893,846</u>
Total liabilities	<u>3,203,666</u>
Deferred inflows of resources	
Pensions	41,925
Net position	
Net investment in capital assets	4,209,776
Unrestricted	1,369,773
Total net position	<u>5,579,549</u>
Total liabilities, deferred inflows of resources, and net position	<u>\$ 8,825,140</u>

**SUWANNEE WATER AND SEWER DISTRICT**

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION  
PROPRIETARY FUND**

For the Year Ended September 30, 2022

Operating revenues		
Charges for services		
Water	\$	483,419
Sewer		555,514
Miscellaneous (late, customer, and convenience fees)		<u>22,335</u>
Total operating revenues		<u>1,061,268</u>
Operating expenses		
Water utility services		
Operating expenses		<u>359,575</u>
Sewer/wastewater services		
Operating expenses		<u>404,190</u>
Water-sewer combination services		
Personal services		344,421
Operating expenses		<u>281,232</u>
Total water-sewer combination services		<u>625,653</u>
Total operating expenses		<u>1,389,418</u>
Operating income (loss)	\$	<u>(328,150)</u>
Nonoperating revenues (expenses)		
Interest earnings		3,563
Rents		12,246
Interest expense		<u>(127,215)</u>
Total nonoperating revenues (expense)		<u>(111,406)</u>
Change in net position		(439,556)
Net position - beginning		<u>6,019,105</u>
Net position - ending	\$	<u>5,579,549</u>



**SUWANNEE WATER AND SEWER DISTRICT**

**STATEMENT OF CASH FLOWS  
PROPRIETARY FUND**

For the Year Ended September 30, 2022

Cash flows from operating activities	
Cash received from customers and users	\$ 1,096,177
Cash payments for employees and benefits	(351,905)
Cash payments for goods and services	<u>(551,602)</u>
Net cash provided by (used for) operating activities	<u>192,670</u>
Cash flows from noncapital financing activities	
Rents	<u>12,246</u>
Cash flows from capital and related financing activities	
Interest paid	(127,508)
Payment of long-term debt	<u>(78,800)</u>
Net cash provided by (used for) capital and related financing activities	<u>(206,308)</u>
Cash flows from investing activities	
Interest revenue	3,563
Purchases of certificates of deposit	<u>(3,527)</u>
Net cash provided by (used for) investing activities	<u>36</u>
Net increase (decrease) in cash	(1,356)
Cash and cash equivalents - beginning	<u>1,162,657</u>
Cash and cash equivalents - ending	<u>\$ 1,161,301</u>
Reconciliation of operating loss to net cash provided by operating activities	
Operating income (loss)	<u>\$ (328,150)</u>
Adjustments to reconcile operating income (loss) to net cash provided by operating activities	
Depreciation	462,331
Changes in assets and liabilities	
Decrease (increase) in	
Accounts receivable, net	22,459
Inventory	4,395
Deferred outflows of resources - pensions	(21,696)
Increase (decrease) in	
Accounts payable	26,669
Accrued leave	(2,160)
Retirement/withholding payable	(282)
Deposits	16,842
Unearned revenue	(4,392)
Pension liability	100,671
Deferred inflows of resources - pensions	<u>(84,017)</u>
Total adjustments	<u>520,820</u>
Net cash provided by (used for) operating activities	<u>\$ 192,670</u>
Noncash transactions	<u>\$ -</u>

(Continued)

See notes to financial statements.

**SUWANNEE WATER AND SEWER DISTRICT**

**STATEMENT OF CASH FLOWS  
PROPRIETARY FUND**

For the Year Ended September 30, 2022

Reconciliation of cash reported on statement of net position  
to cash reported on the statement of cash flows:

Per the statement of net position		
Cash and cash equivalents	\$	866,515
Restricted assets		
Cash - certificates of deposit		429,645
Cash		<u>294,786</u>
Total cash		1,590,946
Less certificates of deposit		
Debt service		<u>(429,645)</u>
Cash reported on the statement of cash flows	\$	<u><u>1,161,301</u></u>

# SUWANNEE WATER AND SEWER DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022

### **NOTE 1. – Summary of Significant Accounting Policies**

The Suwannee Water and Sewer District is a dependent special district established under Dixie County Ordinance 94-04, adopted May 5, 1994, to provide the community of Suwannee, Florida, with adequate water and sewer systems. The District is managed by a five-member elected Board which is governed by the Florida Constitution, Statutes, Administrative Code and its own ordinances.

The District's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Government Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies used by the District are discussed below.

#### **A. Reporting Entity**

These financial statements present only the Suwannee Water and Sewer District. As defined by GASBS No. 14, component units are legally separate entities that are to be included in the District's reporting entity because of the significance of the operating or financial relationships with the District. For the purpose of the District's basic financial statements, the reporting entity consists of those functions and activities administered directly by the District.

For the year ended September 30, 2022, there were no other entities to consider for inclusion as a component unit within the District's reporting entity.

#### **B. Basis of Presentation, Basis of Accounting**

##### **Basis of Presentation**

**Government-wide Statements:** The statement of net assets and the statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government. All District activities are considered business-type.

In the government-wide statement of net assets, the business-type activities recognize all long-term assets and receivables as well as long-term debt and obligations. The District's net position is reported in three parts: net investment in capital assets, restricted, and unrestricted.

The statement of activities presents a comparison, reporting the gross and net costs, between direct expenses and program revenues for the District's different business-type activities.

Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function.

Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

**Fund Financial Statements:** The fund financial statements provide information about the District's Proprietary Fund and focus on the determination of financial position and changes in financial position rather than upon net income.

The emphasis of fund financial statements is on the District's one major enterprise fund.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund and consist only of those resulting directly from the provision of the service provided. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities and represent all other receipts.

The focus of the proprietary fund measurement is upon determination of operating income, changes in net position, and cash flows. The generally accepted accounting principles applicable are those similar to private sector businesses.

The District reports the following major enterprise fund:

Water and Sewer Utility Fund - this fund accounts for the operation, maintenance, and development of the District's water and sewer services.

### **Basis of Accounting**

Basis of accounting refers to the point at which revenues or expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

**Government-wide and Proprietary Fund Financial Statements:** The government-wide and proprietary fund financial statements are reported using the economic resources measurement focus or accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants, entitlements, and donations.

## C. Assets, Liabilities Deferred Outflows/Inflows of Resources, and Net Position

### Deposits

The District maintains one operating account for its water and sewer/waste water activities. All other deposit accounts are unique to the intended purpose (customer deposits and debt reserve). Interest earnings on all accounts, except the customer deposit account, are attributed to the operating fund.

### Cash and Cash Equivalents

For purposes of the Enterprise Fund's Statement of Cash Flows, the District has defined cash and cash equivalents to include cash on hand, demand deposits, and certain certificates of deposit with original maturities of three months or less.

### Inventories

Inventories are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. The enterprise fund uses the purchase method for accounting for the inventory.

### Capital Assets

Capital assets purchased are reported at historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over their estimated useful lives. Estimated useful lives and the asset category's capitalization threshold are as follows:

	<u>Useful Life</u>	<u>Capitalization Threshold</u>
Buildings	15-35 years	\$5,000
Infrastructure/improvements	10-40 years	5,000
Equipment	5-15 years	5,000
Vehicles	5 years	5,000

### Pensions

In the government-wide and fund statement of net position, liabilities are recognized for the District's proportionate share of each pension plan's net pension liability. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Florida Retirement System (FRS) defined benefit plan and the Health Insurance Subsidy (HIS) defined benefit plan and additions to/deductions from the FRS's and the HIS's fiduciary net position have been determined on the same basis as they are reported by the FRS and the HIS

plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

The District's retirement plans and related amounts are described in a subsequent note.

#### Compensated Absences

Compensated absences are absences for which employees will be paid, such as paid time off. A liability for compensated absences are recorded when earned by the employee. The calculation for the accrued paid time off is based upon the hourly balances and the employee's rate of pay in effect at year-end.

#### Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period(s) and will not be recognized as an expense/expenditure until then. The District only has one item(s) that qualifies for reporting in this category. The deferred outflows of resources related to pensions are discussed in a subsequent note.

In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time. The District reports deferred outflows of resources related to pensions which are discussed in a subsequent note.

#### Net Position/Restricted-Unrestricted Resources

When the District incurs an expense that can be paid using either restricted or unrestricted resources (net position), the District's policy is to first apply the expense toward restricted resources and then toward unrestricted resources.

#### Restricted Assets

The District is required by loan agreement to establish and maintain prescribed amounts of resources (consisting of certificates of deposit) that can only be used to accumulate and pay for the subsequent year's debt service. Deposits placed by utility customers require that cash be restricted in the deposit amounts. The restricted amounts at year-end are as follows:

	<u>Amount</u>
Debt service reserve	\$ 634,156
Customer deposits	<u>90,275</u>
Total	<u>\$ 724,431</u>

**NOTE 2. Deposits**

Pursuant to Section 218.415(17), *Florida Statutes*, the District is authorized to invest surplus public funds in:

- (a) The Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Inter-local Cooperation Act of 1969, as provided in s. 163.01.
- (b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- (c) Interest-bearing time deposits or savings accounts in qualified public depositories, as defined in s. 280.02.
- (d) Direct obligations of the U.S. Treasury.

At September 30, 2022, the District’s deposits held in Qualified Public Depositories totaled \$1,597,810. Of this balance, \$500,000 was covered by federal depository insurance. The remainder of \$1,097,810 is insured through the Bureau of Collateral Management, Division of Treasury, Department of Financial Services under *Florida Statutes* Chapter 280.

The District’s CDs at September 30, 2022, were as follows:

Qualified Public Depository	<u>Balance/Fair Value</u>	<u>Rate</u>	<u>Term</u>	<u>Maturity</u>
Seacoast Bank	\$ 38,297	1.50%	24 months	12/02/23
Seacoast Bank	45,838	1.50%	24 months	10/25/23
Seacoast Bank	109,605	1.50%	24 months	01/03/24
Seacoast Bank	<u>235,906</u>	1.50%	24 months	01/03/24
Total certificates of deposit	<u>\$ 429,645</u>			

**NOTE 3. Receivables**

At September 30, 2022, the District was owed \$102,207, for billed services provided. The amounts and established allowances for uncollectible accounts are indicated below:

	<u>Accounts</u>
Gross accounts receivable	\$ 102,207
Allowance for doubtful accounts	<u>(25,500)</u>
Net accounts receivable	<u>\$ 76,707</u>

#### NOTE 4. Capital Assets

Capital asset activity for the year ended September 30, 2022, was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Business-type activities				
Capital assets not being depreciated				
Land	\$ 30,916	\$ -	\$ -	\$ 30,916
Construction in progress	-	-	-	-
Total capital assets not being depreciated	<u>30,916</u>	<u>-</u>	<u>-</u>	<u>30,916</u>
Other capital assets				
Plant and equipment	1,256,651	-	-	1,256,651
Water System	7,695,088	-	-	7,695,088
Sewer System	<u>9,354,687</u>	<u>-</u>	<u>-</u>	<u>9,354,687</u>
Total other capital assets	<u>18,306,426</u>	<u>-</u>	<u>-</u>	<u>18,306,426</u>
Less accumulated depreciation for				
Plant and equipment	776,064	31,763	-	807,827
Water System	3,784,416	264,428	-	4,048,844
Sewer System	<u>6,305,056</u>	<u>166,140</u>	<u>-</u>	<u>6,471,196</u>
Total accumulated depreciation	<u>10,865,536</u>	<u>462,331</u>	<u>-</u>	<u>11,327,867</u>
Other capital assets, net	<u>7,440,890</u>	<u>(462,331)</u>	<u>-</u>	<u>6,978,559</u>
Business-type activities capital assets, net	<u>\$ 7,471,806</u>	<u>\$ (462,331)</u>	<u>\$ -</u>	<u>\$ 7,009,475</u>

Depreciation expense was charged the various functions as follows:

Business-type activities	
Water utility services	\$ 280,310
Sewer/wastewater services	<u>182,021</u>
Total physical environment	<u>\$ 462,331</u>

#### NOTE 5. Long-term Obligations

Revenue bonds payable

The District has the following revenue bonds payable at September 30, 2022:

A. Series 2007 issued September 26, 2007, in the amount of \$1,400,000. Forty annual payments average \$73,181, and include interest of 4.25%

B. Series 2011 issued January 27, 2011, in the amount of \$1,134,000. Forty annual payments average \$59,504, including interest of 4.375%.



C. Series 1996 issued September 4, 1996, in the amount of \$750,000. Thirty-eight annual payments average \$41,609, including interest of 4.50%

D. Series 1996A issued July 17, 1996, in the amount of \$554,000. Forty annual payments average \$32,369, including interest of 5.125%

The above bonds are secured by the gross revenues from the combined water and sewer/waste water systems. The bonds mature annually on September 1.

A sinking fund is required by the bond ordinances to accumulate funds to meet principal and interest payments. Monthly deposits of one-twelfth of the annual payment are required. Within the sinking fund, a reserve account is also to be established and requires funding over a ten-year period of a “monthly reserve deposit amount” equal to 1/120<sup>th</sup> of the “maximum bond service requirement” or \$209,921. Funding of the reserve may cease when the maximum bond service requirement is equaled or exceeded.

At September 30, 2022, \$634,156 was held in the sinking funds for debt service and reserve purposes exceeding the required amount.

The District incurred interest expense of \$127,215, on the above revenue bonds during the year ending September 30, 2022. The amount is included in the direct expense of the Town’s Water and Sewer/waste water Department.

Debt service requirements on long-term debt at September 30, 2022, are as follows:

	Series 2007		Series 2011		Series 1996		Series 1996A		Total	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2023	25,900	47,332	\$ 18,000	\$ 41,562	\$ 22,000	\$ 19,215	\$ 17,000	\$ 15,836	\$ 82,900	\$ 123,945
2024	26,900	46,232	19,000	40,775	23,000	18,225	18,000	14,965	86,900	120,197
2025	28,100	45,088	20,000	39,944	24,000	17,190	19,000	14,043	91,100	116,265
2026	29,300	43,894	20,000	39,069	25,000	16,110	20,000	13,069	94,300	112,142
2027	30,500	42,649	21,000	38,194	26,500	14,985	21,000	12,044	99,000	107,872
2028-2032	173,300	192,648	120,000	176,313	155,000	55,643	124,000	42,743	572,300	467,346
2033-2037	213,400	152,550	151,000	147,438	151,500	17,348	90,000	9,430	605,900	326,765
2038-2042	262,800	103,177	187,000	111,475	-	-	-	-	449,800	214,652
2043-2047	323,500	42,390	230,000	66,938	-	-	-	-	553,500	109,327
2048-2050	-	-	164,000	14,569	-	-	-	-	164,000	14,569
	<u>\$ 1,113,700</u>	<u>\$ 715,959</u>	<u>\$ 950,000</u>	<u>\$ 716,275</u>	<u>\$ 427,000</u>	<u>\$ 158,715</u>	<u>\$ 309,000</u>	<u>\$ 122,129</u>	<u>\$ 2,799,700</u>	<u>\$ 1,713,079</u>

Pledged future revenues for the loan above are as follows:

**Pledged Future Revenues:**

**Collateralized Debt - Revenue Bonds**

Pledged revenue required for future principal and interest on existing notes payable	\$4,512,779
Term of commitment fiscal year ending September 30, 2022	28 years
Percentage of gross water/sewer system revenue pledged	100%
Current fiscal year pledged revenue	\$1,061,268
Current fiscal year principal and interest paid	\$206,015

Long-term debt activity for the year ended September 30, 2022, was as follows:

	10/1/2021	Additions	Deductions	9/30/2022	Amounts due within One Year
Revenue bonds	\$ 2,878,500	\$ -	\$ 78,800	\$ 2,799,700	\$ 82,900
Compensated absences	3,853	6,612	8,772	1,693	1,693
Net pension liability	<u>76,428</u>	<u>105,760</u>	<u>5,089</u>	<u>177,099</u>	<u>53</u>
Totals	<u>\$ 2,958,781</u>	<u>\$ 112,372</u>	<u>\$ 92,661</u>	<u>\$ 2,978,492</u>	<u>\$ 84,646</u>

## NOTE 6. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District carries commercial insurance to mitigate the risk of property loss or other liabilities. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

## NOTE 7. Florida Retirement System (FRS) - Defined Benefit Pension Plan

### General Information

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

Essentially all regular employees of the District are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, *Florida Statutes*; Chapter 112, Part IV, *Florida Statutes*; Chapter 238, *Florida Statutes*; and FRS Rules, Chapter 60S, *Florida Administrative Code*; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature.

The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of the two cost-sharing, multiple-employer defined benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services' Web site.

The District's pension expense, FRS (\$4,113) and HIS (\$929) totaled (\$5,042) for the fiscal year ended September 30, 2022.

FRS Pension Plan:

Plan Description: The FRS Pension Plan (Plan) is a qualified retirement plan under Section 401(a) of the Internal Revenue Code, created to provide a defined benefit pension plan for participating public employees. A Deferred Retirement Option (DROP) was added in 1998 for eligible employees. The general classes of membership are as follows:

*Regular Class* – Members of the FRS who do not qualify for membership in the other classes.  
*Elected County Officers Class* – Members who hold specified elective offices in local government.

*Senior Management Service Class (SMSC)* – Members in senior management level positions.

*Special Risk Class* – Members who are employed as law enforcement officers and meet the criteria to qualify for this class

*Special Risk Administrative Support Class* – Former Special Risk Class members who are transferred or reassigned to nonspecial risk law district's enforcement, firefighting, emergency medical care, or correctional administrative support positions within an FRS special risk-employing agency.

Employees enrolled in the Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service except for members classified as special risk that are eligible for normal retirement benefits at age 55 or at any age after 25 years of service.

All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service except for members classified as special risk that are eligible for normal retirement benefits at age 60 or at any age after 30 years of service.

Employees enrolled in the Plan may include up to 4 years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

DROP, subject to provisions of Section 121.091, *Florida Statutes*, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS participating employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months.

During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest.

Benefits Provided: Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is

expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following chart shows the percentage value for each year of service credit earned:

<b><u>Class, Initial Enrollment, and Retirement Age/Years of Service</u></b>	<b><u>% Value</u></b>
<b><i>Regular Class members initially enrolled before July 1, 2011</i></b>	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 or more years of service	1.68
<b><i>Regular Class members initially enrolled on or after July 1, 2011</i></b>	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 or more years of service	1.68
<b><i>Elected County Officers</i></b>	3.00
<b><i>Senior Management Service Class</i></b>	2.00
<b><i>Special Risk Regular</i></b>	
Service from December 1, 1970, through September 30, 1974	2.00
Service on and after October 1, 1974	3.00

The benefits received by retirees and beneficiaries are increased by a cost-of-living adjustment (COLA) each July based on their June benefit amount. The COLA is generally 3 percent per year. The COLA for retirements or DROP participation effective before August 1, 2011, is three percent per year. The COLA for retirees with an effective date or DROP begin date after August 1, 2011, will be the sum of the pre-July 2011 service credit divided by the total service credit at retirement multiplied by 3 percent. Each Pension Plan member with an effective retirement date of August 1, 2011, or after will have an individual COLA factor for retirement. FRS Pension Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

**Contributions:** The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2020-21 fiscal year were as follows:

Class	Percent of Gross Salary		Total
	<u>Employee</u>	<u>Employer (1)</u>	<u>Contribution Rate</u>
FRS, Regular	3.00%	9.10%	12.10%
FRS, Elected County Officers	3.00%	49.70%	52.70%
FRS, Senior Management Service	3.00%	27.29%	30.29%
FRS, Special Risk Regular	3.00%	24.17%	27.17%
FRS, Special Risk Administrative	3.00%	36.04%	39.04%
DROP - Applicable to member from all of the above classes	0.00%	16.68%	16.68%

Notes

1. Rates include the normal cost and unfunded actuarial liability contributions but do not include the 1.66 percent contribution for the Retiree Health Insurance Subsidy and the fee of 0.06 percent for administration of the FRS Investment Plan and retirement and financial planning for members of both plans.

The District's contributions, including employee contributions, to the Plan totaled \$17,225, (District \$13,064; Employees \$4,160) for the fiscal year ended September 30, 2022.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: At September 30, 2022, the District reported a liability of \$128,085 for its proportionate share of the Plan's net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2022. The District's proportionate share of the net pension liability was based on the District's 2021-22 fiscal year contributions relative to the 2021-22 fiscal year contributions of all participating members. At June 30, 2022, the District's proportionate share was .000344239 percent, which was an increase of .00004869 percent from its proportionate share of .000295546 percent measured as of June 30, 2021.

For the fiscal year ended September 30, 2022, the District recognized pension expense of (\$4,113).

In addition, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred outflows of resources</u>	<u>Deferred inflows of resources</u>
Difference between expected and actual experience	\$ 6,083	\$ -
Changes in assumptions	15,774	-
Net difference between projected and actual earnings on FRS pension plan investments	8,457	-
Changes in proportion and differences between District's FRS contributions and proportionate share of contributions	<u>10,934</u>	<u>(17,612)</u>
Total	<u>\$ 41,248</u>	<u>\$ (17,612)</u>

The deferred outflows of resources related to pensions, totaling \$4,295, resulting from District contributions to the Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Fiscal year ending September 30,	<u>Amount</u>
2023	\$ 2,430
2024	2,430
2025	2,430
2026	2,430
2027	1,215
Thereafter	-

Actuarial Assumptions: The total pension liability in the June 30, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40 percent
Salary increases	3.25 percent, average, including inflation
Investment rate of return	6.70 percent

Mortality rates were based on the PUB-2010 base table, projected generationally with Scale MP-2018.

The actuarial assumptions that determined the total pension liability as of June 30, 2022, were based on the results of an actuarial experience study July 1, 2013 – June 30, 2018. The valuation date was July 1, 2022, and Measurement date was June 30, 2022. Actuarial valuations are performed annually.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy’s description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation (1)	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.00%	2.60%	2.60%	1.10%
Fixed income	19.80%	4.40%	4.40%	3.20%
Global equity	54.00%	8.80%	7.30%	17.80%
Real estate	10.30%	7.40%	6.30%	15.70%
Private equity	11.10%	12.00%	8.90%	26.30%
Strategic investments	3.80%	6.20%	5.90%	7.80%
Assumed inflation - mean			2.40%	1.30%

Note 1. As outlined in the FRS Pension Plan's investment policy available from Funds We Manage on the SBA's website at [www.sbafla.com](http://www.sbafla.com)

**Discount Rate:** The discount rate used to measure the total pension liability was 6.70 percent. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

**Sensitivity of the District's Proportionate Share of the Net Position Liability to Changes in the Discount Rate:** The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 6.70 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (5.70 percent) or 1 percentage-point higher (7.70 percent) than the current rate:

	1% Decrease <u>5.70%</u>	Current Discount <u>6.70%</u>	1% Increase <u>7.70%</u>
District's proportionate share of the net pension liability	<u>\$ 221,514</u>	<u>\$ 128,085</u>	<u>\$ 49,967</u>

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

**Payables to the Pension Plan:** At September 30, 2022, the District reported \$1,462 owed for contributions to the Plan required for the fiscal year ended September 30, 2022.

## HIS Pension Plan

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

Benefits Provided: For the fiscal year ended June 30, 2022, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month, pursuant to Section 112.363, *Florida Statutes*. To be eligible to receive a HIS Plan benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions: The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2022, the contribution rate was 1.66 percent of payroll pursuant to section 112.363, *Florida Statutes*. The District contributed 100 percent of its statutorily required contributions for the current and preceding 3 years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The District's contributions to the HIS Plan totaled \$2,818 for the fiscal year ended September 30, 2022.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At September 30, 2022, the District reported a net pension liability of \$49,014 for its proportionate share of the HIS Plan's net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2022.

The District's proportionate share of the net pension liability was based on the District's 2021-22 fiscal year contributions relative to the June 30, 2022, fiscal year contributions of all participating members.

At June 30, 2022, the District's proportionate share was .000462765 percent, which was an increase of .00002170 percent from its proportionate share of .000441062 percent measured as of June 30, 2021.

For the fiscal year ended September 30, 2022, the District recognized pension expense of (\$929). In addition, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:



<u>Description</u>	<u>Deferred outflows of resources</u>	<u>Deferred inflows of resources</u>
Difference between expected and actual experience	\$ 1,488	\$ (216)
Changes in assumptions	2,810	(7,582)
Net difference between projected and actual earnings on FRS pension plan investments	71	-
Changes in proportion and differences between District's FRS contributions and proportionate share of contributions	<u>2,522</u>	<u>(15,885)</u>
Total	<u>\$ 6,891</u>	<u>\$ (23,683)</u>

The deferred outflows of resources, totaling \$757 was related to pensions resulting from District contributions to the HIS Plan subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Fiscal year ending September 30,	<u>Amount</u>
2023	\$ 386
2024	386
2025	386
2026	386
2027	386
Thereafter	154

Actuarial Assumptions The total pension liability was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40 percent
Salary increases	3.25 percent, average, including inflation
Municipal bond rate	3.54 percent

Mortality rates were based on the Generational PUB-2010 with Projection Scale MP-2018.

The actuarial assumptions that determined the total pension liability as of June 30, 2022, were based on certain results of an actuarial experience study of the FRS for the period July 1, 2013 – June 30, 2018. HIS plan valuations occur on a biennial basis.

Discount Rate The discount rate used to measure the total pension liability was 3.54 percent. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate. The single equivalent discount rate is equal to the municipal bond rate selected by the HIS Actuarial Assumption Conference. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index. The discount rate may vary due to changes in the applicable municipal bond index.

Sensitivity of the District’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate The following presents the District’s proportionate share of the net pension liability calculated using the discount rate of 3.54 percent, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (2.54 percent) or 1 percentage-point higher (4.54 percent) than the current rate:

	1% Decrease <u>2.54%</u>	Current Discount <u>3.54%</u>	1% Increase <u>4.54%</u>
District's proportionate share of the net pension liability	\$ <u>56,076</u>	\$ <u>49,014</u>	\$ <u>43,170</u>

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

Payables to the Pension Plan At September 30, 2022, the District reported a payable of \$282 for the outstanding amount of contributions to the HIS Plan required for the fiscal year ended September 30, 2022.

**FRS – Defined Contribution Pension Plan**

The SBA administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA’s annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

As provided in Section 121.4501, *Florida Statutes*, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. District employees participating in DROP are not eligible to participate in the Investment Plan.

Employer and employee contributions, including amounts contributed to individual member’s accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature.

The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected County Officers, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices.

Costs of administering plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.04 percent of payroll and by forfeited benefits of plan members.

Allocations to the investment member’s accounts during the 2021-22 fiscal year were as follows:

Class	Contributions		
	Employee	Employer	Total
FRS, Regular	3.00%	11.91%	14.91%
FRS, Elected County/Local Officers	3.00%	57.00%	60.00%
FRS, Special Risk	3.00%	27.83%	30.83%
FRS, Senior Management Service	3.00%	31.57%	34.57%

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds.

Nonvested employer contributions are placed in a suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5-year period, the employee will regain control over their account. If the employee does not return within the 5-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended June 30, 2021, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the District.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided; the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan or remain in the Investment Plan and rely upon that account balance for retirement income.

The District's Investment Plan pension expense totaled \$3,912, (District \$2,981; Employees \$932) for the fiscal year ended September 30, 2022.

Payables to the Investment Plan At September 30, 2022, the District reported a payable of \$788 for the outstanding amount of contributions required for the fiscal year ended September 30, 2022.

**NOTE 8. Current/Future Accounting Pronouncements**

The Governmental Accounting Standards Board (GASB) effective dates of upcoming pronouncements are as follows:

Statement 91, *Conduit Debt Obligations* —reporting periods beginning after December 15, 2021: FY2022-23

Statement No. 96, *Subscription-Based Information Technology Arrangements* - effective for fiscal years beginning after June 15, 2022: FY 2022-23

Statement No. 99, Omnibus 2022, varying effective dates

Statement No. 100 Accounting Changes and Error Corrections – effective for fiscal years beginning after June 15, 2023: FY 2023-24

Statement No. 101 Compensated Absences – effective for fiscal years beginning after December 15, 2023: FY 2024-25

The District is evaluating the effects that these statements will have on its financial statements for the year ending September 30, 2023, and beyond.

**Note 9. Subsequent Events**

The District’s Management has evaluated subsequent events through the date of the audit report – June 9, 2023, the date which the financial statements were available for issuance.

**REQUIRED  
SUPPLEMENTARY  
INFORMATION**

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**Suwannee Water and Sewer District**  
**Schedule of the Proportionate Share of Net Pension Liability**  
**Last 10 Fiscal Years**

**Florida Retirement System**

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
District's proportion of the net pension liability (asset)	0.000344%	0.000296%	0.000320%	0.000348%	0.000437%	0.000497%	0.000507%	0.000517%	0.000385%
District's proportionate share of the net pension liability (asset)	\$ 128,085	\$ 22,325	\$ 138,676	\$ 119,722	\$ 131,558	\$ 146,942	\$ 127,971	\$ 66,761	\$ 23,478
District's covered-employee payroll	\$ 169,744	\$ 164,169	\$ 178,550	\$ 186,589	\$ 202,081	\$ 218,814	\$ 247,106	\$ 223,290	\$ 178,283
District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	75.46%	13.60%	77.67%	64.16%	65.10%	67.15%	51.79%	29.90%	13.17%
Plan fiduciary net position as a percentage of the total pension liability	82.89%	96.40%	78.85%	82.61%	84.26%	83.89%	84.88%	92.00%	96.09%

**Health Insurance Subsidy Program**

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
District's proportion of the net pension liability (asset)	0.000463%	0.000441%	0.000523%	0.000561%	0.000633%	0.000748%	0.000771%	0.000727%	0.000513%
District's proportionate share of the net pension liability (asset)	\$ 49,014	\$ 54,103	\$ 63,813	\$ 62,765	\$ 66,981	\$ 80,030	\$ 89,894	\$ 74,183	\$ 47,995
District's covered-employee payroll	\$ 169,744	\$ 164,169	\$ 178,550	\$ 186,589	\$ 202,081	\$ 218,814	\$ 247,106	\$ 223,290	\$ 178,283
District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	28.88%	32.96%	35.74%	33.64%	33.15%	36.57%	36.38%	33.22%	26.92%
Plan fiduciary net position as a percentage of the total pension liability	4.81%	3.56%	3.00%	2.63%	2.15%	1.64%	0.97%	0.50%	0.99%

Notes to Schedule:

Note 1: GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, the District presents information for only those years for which information is available.

Note 2: The information in this schedule was determined as of June 30, 2022, the measurement date of the collective net pension liability.

**Suwannee Water and Sewer District**  
**Schedule of Contributions**  
**Last 10 Fiscal Years**

**Florida Retirement System**

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 13,064	\$ 12,522	\$ 12,610	\$ 12,191	\$ 12,666	\$ 17,962	\$ 18,834	\$ 17,902	\$ 14,699
Contributions in relation to the contractually required contribution	<u>13,064</u>	<u>12,522</u>	<u>12,610</u>	<u>12,191</u>	<u>12,666</u>	<u>17,962</u>	<u>18,834</u>	<u>17,902</u>	<u>14,699</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered-employee payroll	\$ 169,744	\$ 164,169	\$ 186,589	\$ 186,589	\$ 202,081	\$ 218,814	\$ 247,106	\$ 223,290	\$ 178,283
Contributions as a percentage of covered-employee payroll	7.70%	7.63%	6.76%	6.53%	6.27%	8.21%	7.62%	8.02%	8.24%

**Health Insurance Subsidy Program**

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 2,818	\$ 2,725	\$ 2,964	\$ 3,073	\$ 3,354	\$ 3,632	\$ 4,102	\$ 3,036	\$ 2,171
Contributions in relation to the contractually required contribution	<u>2,818</u>	<u>2,725</u>	<u>2,964</u>	<u>3,073</u>	<u>3,354</u>	<u>3,632</u>	<u>4,102</u>	<u>3,036</u>	<u>2,171</u>
Contribution deficiency (excess)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
District's covered-employee payroll	\$ 169,744	\$ 164,169	\$ 178,550	\$ 186,589	\$ 202,081	\$ 218,814	\$ 247,106	\$ 223,290	\$ 178,283
Contributions as a percentage of covered-employee payroll	1.66%	1.66%	1.66%	1.65%	1.66%	1.66%	1.66%	1.36%	1.22%

Notes to Schedule:

Note 1: GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, the District presents information for only those years for which information is available.

Note 2: Covered employee payroll includes defined benefit actives, investment plan members, and members in DROP as applicable.



**COMPLIANCE**  
**SECTION**

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**CERTIFIED PUBLIC ACCOUNTANT**

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**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 Members  
Suwannee Water and Sewer District  
Suwannee, Florida

I 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 Standard* issued by the Comptroller General of the United States, the financial statements of the business-type activities and each major fund of the Suwannee Water and Sewer District, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Suwannee Water and Sewer District's basic financial statements, and have issued my report thereon dated June 9, 2023.

**Report on Internal Control Over Financial Reporting**

In planning and performing my audit of the financial statements, I considered Suwannee Water and Sewer 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 my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Suwannee Water and Sewer District's internal control. Accordingly, I do not express an opinion on the effectiveness of Suwannee Water and Sewer 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.

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

schedule of audit findings as items 2019-001 and 2021-001 that I consider to be significant deficiencies.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Suwannee Water and Sewer District’s financial statements are free from material misstatement, I 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 my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Suwannee Water and Sewer District’s Response to Finding(s)**

The District’s response to the findings identified in my audit is described as Management’s Response to Audit Findings. The District’s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of my 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.



Kenneth M. Daniels  
Certified Public Accountant  
June 9, 2023

# SUWANNEE WATER AND SEWER DISTRICT

## SCHEDULE OF AUDIT FINDINGS

September 30, 2022

### **Internal Control Over Financial Reporting**

#### **2019-001 Reconciliation of Cash (Fourth Year)**

Criteria: Transactions per the District's books should be reconciled to the related bank statements in a timely manner (immediately after receiving the monthly bank statements). Due to the susceptibility of cash to loss and the potential for errors in the District's books, the performance of the reconciliation is particularly important.

Condition: Operating cash was reconciled. However, multiple accounts were not. Audit adjustments were required to correct the balances.

Cause: The failure to agree the bank to book transactions on a timely basis.

Effect: Unreconciled cash increases 1) the risk that accounting errors can occur without being promptly detected and 2) the risk of loss.

Context: The failure to reconcile cash or reconcile cash timely has been a chronic issue for a number of years and continues through September 30, 2022.

Recommendation: All transactions should be recorded in a timely manner - preferably as they occur. Cash should be reconciled immediately after the monthly bank statements are received.

The General Manager should review and approve the reconciliation and notate its agreement to the cash reported on the District's books (trial balance). The reconciled balance should be presented to the Board of Directors at its monthly board meeting noting that cash has been reconciled and the books are complete.

#### **2021-001 Utility Billings (Second Year)**

Criteria: Monthly utility billings should be reviewed for accuracy prior to the final billing.

Condition: Significant errors remained in the monthly billing due to the failure to provide accurate meter readings and correct input errors. Errors were corrected via adjustments subsequent to the billing dates. When usage input was incorrect, the billing systems "Calculations Report" again defaulted to a usage amount of approximately 99,999,900 gallons resulting in a billing of \$340,072. Erroneous monthly billing amounts were as follows: October 2021 - \$1,539,912; March 2022 - \$1,011,880, April 2022 - \$341,494; May 2022 - \$1,020,191; July 2022 - \$329,491.

Cause: Lack of review and failure to provide correct meter readings.

Effect: Incorrect billings that were corrected post billing with many defaulting to the minimum amount.

Context: The erroneous amounts were noted when scheduling the monthly billing totals.

Recommendation: Utility staff should review all billings at the "Calculations Report Verify" version. Make corrections as needed based on erroneous input or rereads. Ensure accuracy before generating the "Calculations Report Apply" version. The final billings should be reviewed by the District's manager.

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**INDEPENDENT ACCOUNTANT'S REPORT**

To the Board Members  
Suwannee Water and Sewer District  
Suwannee, Florida

I have examined Suwannee Water and Sewer District's compliance with *Florida Statutes* 218.415 during the period October 1, 2021, to September 30, 2022. Management of the Suwannee Water and Sewer District is responsible for the District's compliance with the specified requirements. My responsibility is to express an opinion on the Suwannee Water and Sewer District's compliance based on my examination.

My examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that I plan and perform the examination to obtain reasonable assurance about whether the Suwannee Water and Sewer District complied in all material respects with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether Suwannee Water and Sewer District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on my judgement, including the assessment of the risks of material noncompliance, whether due to fraud or error. I believe that the evidence I obtained is sufficient and appropriate to provide a reasonable basis for my opinion.

I am required to be independent of the Suwannee Water and Sewer District, and to meet my other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

My examination does not provide a legal determination on Suwannee Water and Sewer District's compliance with the specified requirements.

In my opinion, the Suwannee Water and Sewer District, complied in all material respects, with the specified requirements indicated above during the period October 1, 2021, to September 30, 2022.



Kenneth M. Daniels  
Certified Public Accountant  
June 9, 2023

**KENNETH M. DANIELS**  
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**MANAGEMENT LETTER**

To the Board Members  
Suwannee Water and Sewer District  
Suwannee, Florida

**Report on the Financial Statements**

I have audited the financial statements of the Suwannee Water and Sewer District, as of and for the fiscal year ended September 30, 2022, and have issued my report thereon dated June 9, 2023.

**Auditor's Responsibility**

I conducted my 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.

**Other Reporting Requirements**

I have issued my 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 those reports, which are dated June 9, 2023, 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 I determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report except as indicated below.

**2016-001 Controls and Board Oversight (Seventh Year)**

Criteria: Documentation of Board/Management involvement/review should be indicated on various documents to verify that review and approval has occurred.



Condition: Per review of the District's procedures the following was noted: no review and approval of bank reconciliation to trial balance amounts (See finding 2019-001).

Cause: Ineffective protocol.

Effect: Failure by management to ensure agreement of bank cash to the reconciled amounts per the financial records.

Context: The lack of the review and approval process was again noted during the walk-through of the District's cash reconciliation procedures, during interviews, and per the review of the bank reconciliations.

Recommendation: I again recommend that the bank reconciliation be agreed to the trial balance amounts and noted agreement indicated via a board member's signature.

### **2016-005 Utility Customer Deposits (Fifth Year)**

Criteria: The detailed listing of customer deposits held by the District should reconcile to the cash transactions and resulting balance on a monthly basis. In addition, the number of deposits held should agree to the number of accounts billed monthly.

Condition: From my audit of utility deposits, I again noted that the customer deposit list did not agree to the deposit account cash balance. The deposit cash account was used only to disburse refund amounts. All other deposit transactions were accounted for in the District's operating account. From the comparison of utility accounts billed (932) for September 2022 to the number of utility deposits held (947) at September 30, 2022, I noted a difference of fifteen accounts.

Context: Examined the detailed utility customer deposit list and compared to the related bank statement and September 2022 utility billing.

Effect: Failure to agree the transactions to the detailed customer list and list of active customers could lead to an under/over statement of the associated liability.

Recommendation: To ensure that the utility deposit liability is correctly stated and supported by accurate documentation, I recommend that the District reconcile its list of utility deposits to the cash transactions in the deposit account and resulting balance as well as to the active customers on a monthly basis.

### **2019-003 Payroll Classification (Fourth Year)**

Criteria: To ensure the accuracy of reported payroll and the associated liability accounts, quarterly reconciliations of salaries and payroll taxes per Forms 941, Paychex quarterly reports, and the trial balance amounts (expenses and related liability accounts) should be performed.

Condition: There was no agreement of the payroll and payroll related liability accounts to the payroll records (Paychex).

Cause: Transactions were recorded into trial balance accounts as they occurred but without any reconciliation to the associated support.

Effect: Payroll accounts required audit adjustments to agree to payroll records.

Recommendation: Quarterly, the District should agree the payroll journal amounts to the transfers on the bank statements and related quarterly payroll tax returns. The reconciliation should be presented to the District Manager for approval.

### **2021-002 Controls and Board Oversight (Second Year)**

Criteria: Documentation of Board/Management involvement/review should be indicated on various documents to verify that review and approval has occurred.

Condition: Per District's procedures the following was noted: no review and approval of 1) utility account adjustments 2) daily adjustment posting report and validated deposit slip 3) Payment posting report by batch to deposit/adjustment posting report, 4) bank reconciliation to trial balance amounts 5) disbursements 6) Payroll performed by external provider.

Context: The failure to document the review and approval process was noted during the walk-through of the District's receipting and disbursement (including payroll) procedures.

Effect: Failure to segregate duties, inadequate controls over utility account adjustments, receipts and disbursements.

Cause: Ineffective protocol.

#### **Recommendations:**

- 1) District Manager/board member should review and approve via signature all utility account adjustments.
- 2) District Manager/board member review, agree, and approve via signature the agreement of the adjustment posting report, payment posting report, and related deposit.
- 3) Disbursements should be approved by check number and noted in the monthly minutes of the Board's meeting.
- 4) Processed payroll should be agreed to approved time sheets with notation of agreement indicated by General Manager's and Board Member's signatures.

### **Current Year Findings**

There were no current year findings.

### **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. See Note 1. The District's financial statements included no component units.

## **Financial Condition and Management**

Section 10.554(1)(i)5a. and 10.556(7), *Rules of the Auditor General*, requires me to apply appropriate procedures and communicate the results of my determination as to whether or not the Suwannee Water and Sewer District, has met one or more of the conditions described in Section 218.503(1), *Florida Statutes*, and to identify the specific condition(s) met. In connection with my audit, I determined that the Suwannee Water and Sewer District, did not meet any of the conditions described in Section 218.503(1), *Florida Statutes*.

Pursuant to Sections 10.554(1)(i)5b. and 10.556(8), *Rules of the Auditor General*, I applied financial condition assessment procedures. It is management's responsibility to monitor the Suwannee Water and Sewer District's financial condition, and my financial condition assessment was based in part on representations made by management and the review of financial information provided by same. The financial condition assessment was performed as of September 30, 2022.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that I communicate any recommendations to improve financial management. In connection with my audit, I did not have any such recommendations other than those indicated above.

## **Special District Component Units**

Section 10.554(1)(i)5.c., *Rules of the Auditor General*, requires, if appropriate, that I 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 my audit, I 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*. (I determined that there were no applicable special district component units and, therefore, nothing to report.)

As required by Section 218.39(3)(c) *Florida Statutes*, and Section 10.554(1)(i)6, *Rules of the Auditor General*, the District reported:

- a. The total number of district employees compensated in the last pay period of the district's fiscal year as "six (five full-time, one part-time)."
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year as "two."
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as \$212,362.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$76,792.
- e. Each construction project with a total cost of at least \$65,000, approved by the district that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project as "none."

- f. A budget variance based on the budget adopted under Section 189.046(4), *Florida Statutes*, before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), *Florida Statutes*, as: the district did not amend its original budget: budgeted expenses \$1,035,416; actual expenses \$1,516,633; variance (\$481,217).

The above inclusion of the information in the District's audit fulfills the requirements indicated above.

### **Additional Matters**

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

### **USDA Rural Development Department of Agriculture Requirements**

1. The Suwannee Water and Sewer District adopted a budget in accordance with *Florida Statutes* 189.418.
2. The District had established a sinking fund in accordance with Article III, Section 3.04(C) Covenants, Special Funds and Application Thereof of the Bond Covenants.
3. The District's funds are collateralized in accordance with *Florida Statutes* 218.415.
4. Rates established by Rules and Regulations of the Suwannee Water and Sewer District are adequate to fund reserves and operating costs.
5. Insurance is carried on the District's real and personal property as well as dishonesty bonding on all employees who possess pledged funds.
6. The annual audit was performed using generally accepted accounting principles.
7. No instances of noncompliance with the Internal Revenue Code were noted.
8. No free utility services or preferential rates were provided by the District.
9. No significant instances of noncompliance were noted with the loan agreements.

### **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 District's Board Members, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



Kenneth M. Daniels  
Certified Public Accountant  
June 9, 2023

**DISTRICT'S  
RESPONSE TO  
AUDIT FINDINGS**

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## **Suwannee Water & Sewer District**

**P.O. Box 143 (825 SE 327<sup>th</sup> Street)**

**Phone: (352) 542-7570**

**Fax: (352)-542-7691**

**steve.c@suwanneewater.com**

June 9, 2023

RE: Schedule of Audit Findings and Management Letter Audit Findings

Mr. Daniels:

Please find below the District's responses to the referenced audit findings:

### **Schedule of Audit Findings**

#### 2019-001 Reconciliation of Cash

We continue to work towards timely cash reconciliations. The District's immediate goal is that cash will be reconciled on a monthly basis and reviewed by the District's Manager and/or Board Treasurer with monthly presentation to the entire Board. We have hired an onsite bookkeeper and will secure outside assistance as needed.

#### 2021-001 Utility Billings

An upgrade to the Utility Billing Software was implemented in December 2022. Billings will be reviewed for accuracy prior to the final billings being issued. Meter readings will be checked for accuracy with rereads performed as required. The Office Manager will review monthly billings to ensure accuracy.

### **Management Letter**

#### 2016-001 Controls and Board Oversight

With the hiring of an office manager, cash reconciliations are being performed timely. Monthly, the Manager and a board member will review the bank reconciliation and trial balance amounts noting agreement via signature.

#### 2016-005 Utility Customer Deposits

On a monthly basis, the District will agree the utility customer deposit list to the related cash account and associated transactions. The number of utility deposits held will be agreed to the monthly customers billed. Documentation of the agreement will be submitted to the Manager for review and approval.

#### 2019-003 Payroll Classification

The District will perform an agreement of quarterly gross wages to the trial balance amounts. Any variance will be investigated and adjusted accordingly. Agreement will be noted by the District Manager.

2021-002 Controls and Board Oversight

The District will implement the recommendations as stated:

1. All utility accounts adjustments made post-billing will be reviewed and approved by the District Manager.
2. Daily cash receipts will be notated as agreed to the associated deposit and posting to the individual utility accounts.
3. Monthly, disbursements will be notated by check (disbursements journal) and approval indicated in the Board's minutes.
4. The District Manager will notate approval of the bi-weekly payrolls.

Please contact me if additional information is needed.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Copeland". The signature is stylized with large, overlapping loops and a cursive style.

Steve Copeland  
District Manager