

CITY OF QUINCY  
COMMUNITY REDEVELOPMENT AGENCY  
(A Component Unit of the City of Quincy)

FINANCIAL STATEMENTS AND INDEPENDENT  
AUDITORS' REPORT  
SEPTEMBER 30, 2020

# City of Quincy Community Redevelopment Agency

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## FINANCIAL SECTION

## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors  
Community Redevelopment Agency  
City of Quincy, Florida

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

We have audited the accompanying financial statements of the governmental activities and the major fund of the Community Redevelopment Agency (the CRA), a component unit of the City of Quincy, Florida (the City), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements as listed in the table of contents.

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

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

### **Auditors' Responsibility**

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

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

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

## INDEPENDENT AUDITORS' REPORT

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the CRA, as of September 30, 2020, and the respective changes in the financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Other Matters

#### *Required Supplementary Information*

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

#### *Other Reporting Required by Government Auditing Standards*

In accordance with Government Auditing Standards, we have also issued our report dated June 24, 2021, on our consideration of the CRA'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 CRA's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the internal control over financial reporting and compliance.

*Moran & Smith LLP*

June 24, 2021  
Tallahassee, Florida

The Management's Discussion and Analysis (MD&A) is designed to provide an objective and easy to read analysis of the City of Quincy Community Redevelopment Agency's (the CRA's) financial activities. The analysis is designed to assist the reader in focusing on significant financial issues, provide an overview of the CRA's financial activity, identify the changes in the CRA's financial position (its ability to address the next and subsequent year challenges), identify any material deviations from the financial plan (the approved budget), and identify individual fund issues of concern.

Since the MD&A is designed to focus on the current year's activities, resulting changes, and currently known facts, please read it in conjunction with the CRA's financial statements and independent auditor's report.

▪ **Financial Highlights**

- The assets of the CRA exceeded its liabilities at the close of the most recent fiscal year by \$158,113 (net position). All of which is restricted for community redevelopment uses.
- The CRA's total net position decreased by \$119,933 during the year ended September 30, 2020.
- As of the close of the current fiscal year, the CRA's general fund reported ending fund balance of \$222,213 compared to \$278,046 at the end of the prior fiscal year.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the CRA's basic financial statements. The CRA's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains required supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements: The government-wide financial statements are designed to provide readers with a broad overview of the CRA's finances, in a manner similar to a private sector business.

The statement of net position presents information on all the CRA's assets, liabilities, and deferred inflows and outflows of resources with the residual measure reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the CRA is improving or deteriorating.

The statement of activities presents information showing how the CRA's net position changed during the most recent fiscal year. All changes in net position are reported in a manner similar to the approach used by private sector business in that revenue is recognized when earned or established criteria are satisfied, and expenses are reported when incurred. Accordingly, revenues are reported even when they may not be collected for several months after the end of the year, and expenses are reported even though they may not have used cash during the current fiscal year.

Both government-wide financial statements are designed to distinguish functions of the CRA that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or significant portion of their costs through user fees and charges (business-type activities). The CRA does not engage in business-type activities and as such, no business-type activities are reported in the financial statements.

CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY  
Management's Discussion and Analysis  
September 30, 2020

The governmental activities of the CRA are exclusively comprised of the community redevelopment function.

The government-wide financial statements can be found by referencing the table of contents of this report.

Fund financial statements: Funds are a group of self-balancing accounts. Funds are used to account for specific activities of the CRA, rather than reporting on the CRA as a whole. The CRA uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

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

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities if there are any differences between the two. For the current year, there were no differences reported in these reconciliations. The CRA maintains only one fund, a major governmental fund designated as the general fund.

The basic governmental fund financial statements can be found by referencing the table of contents of this report.

Notes to the financial statements: The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found by referencing the table of contents of this report.

Other information: In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the CRA's general fund budgetary comparisons. Required supplementary information can be found by referencing the table of contents.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

Statement of Net Position: The following table reflects a summary of the statement of net position compared to the prior year. The statement of net position can be found by referencing the table of contents of this report.

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The following table reflects a summary of net position compared to the prior year.

Statement of Net Position  
 (Summary) as of September 30,

	<u>Governmental Activities</u>	
	<u>2020</u>	<u>2019</u>
Assets		
Current and other assets	<u>\$ 241,203</u>	<u>\$ 335,434</u>
Total assets	<u>241,203</u>	<u>335,434</u>
Liabilities		
Current liabilities	18,990	57,388
Notes payable	<u>64,100</u>	<u>0</u>
Total liabilities	<u>83,090</u>	<u>57,388</u>
Net Position		
Restricted	<u>158,113</u>	<u>278,046</u>
Total net position	<u><u>\$ 158,113</u></u>	<u><u>\$ 278,046</u></u>

On September 30, 2020 and 2019, 100% of the CRA's net position is reported as restricted and can only be used for community redevelopment in accordance with Chapter 163, Florida Statutes, and the community redevelopment plan.



CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY  
Management's Discussion and Analysis  
September 30, 2020

Statement of Activities: The following table reflects a summary of the statement of activities compared to the prior year. The statement of activities can be found by referencing the table of contents of this report.

Statement of Activities  
(Summary) For the year ended September 30,

	<u>Governmental Activities</u>	
	<u>2020</u>	<u>2019</u>
Revenues		
General revenues		
Taxes	\$ 460,239	\$ 445,155
Others	347	1,234
Total revenues	<u>460,586</u>	<u>446,389</u>
Expenses		
Governmental activities	132,761	130,511
Community redevelopment	447,758	92,201
Capital outlay	0	311,823
Total expenses	<u>580,519</u>	<u>534,535</u>
Change in net position	(119,933)	(88,146)
Net position-beginning	<u>278,046</u>	<u>366,192</u>
Net position-ending	<u>\$ 158,113</u>	<u>\$ 278,046</u>

**Governmental Activities**

During 2020, governmental activities net position decreased by \$119,933 compared to a decrease of \$88,144 in the prior year. The main reason for current year changes was an increase in expenditures related to projects.

## FINANCIAL ANALYSIS OF THE CRA'S FUND

### Governmental Funds

The focus of the CRA's governmental fund (general fund) statements is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the CRA's financing requirements.

As of the end of the current fiscal year, the CRA's sole fund, the general fund, reported ending fund balances of \$158,113 a decrease of \$119,933 in comparison with the previously reported balance in the prior year of \$278,046. The entire fund balance of the CRA's general fund is restricted for community redevelopment expenditures.

The major changes in the current year in comparison to the prior year are detailed below:

- Tax revenues increased by \$15,084
- Community redevelopment and project expense increased by \$135,936
- Professional and contractual services decreased by \$99,596

### CRA GENERAL FUND BUDGETARY HIGHLIGHTS

Actual resources exceeded budgeted resources by \$4,318 primarily due to the \$3,971 increase in the tax incremental funds from both the City and the County. Actual charges to the appropriations were less than budgeted resulting in an overall favorable budget variance. The CRA general fund revenue and expense budgets were amended in the same amount from the original budget of \$620,915 to the amended budget of \$798,415 (an increase of \$177,500) for the following reasons:

Revenues (net increase of \$177,500)

- Reduced the loan proceeds from \$135,000 to \$64,100
- Increased carryover of funds from fiscal year 2019-2020 from \$29,646 to \$278,046

Expenses

- Increased CRA Catalyst projects by \$177,500

## **CAPITAL ASSETS AND DEBT ADMINISTRATION**

Capital assets: The CRA reported no capital assets as of September 30, 2020 or 2019.

The CRA often engages in the construction renovation and/or acquisition of capital assets which may include land, buildings, improvements or furniture and equipment. None of these assets are titled to the CRA and the CRA does not have operational oversight nor obligation for ongoing repair and maintenance of the assets rather the assets are transferred to the City upon acquisition or upon completion of construction or renovation.

For long term construction or renovation projects, the costs are capitalized in the governmental activities of the CRA and are transferred to the City upon completion.

Long-term Debt: The CRA reported long-term obligations of \$64,100 as of September 30, 2020 and no long-term debt as of September 30, 2019.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

### **Budget Highlights**

The following significant item will affect the 2021 fiscal year:

- The approved budget for the fiscal year 2020-21 was decreased \$186,381 (from \$798,415 to \$614,034). Tax revenues increased by \$15,084, but other available receipts decreased due to a reduced amount of fund balance carryforward from fiscal year 2019-2020 (from \$278,046 to \$142,485), and no loan proceeds.

### **REQUEST FOR INFORMATION**

This financial report is designed to provide users with a general overview of the CRA's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the office of the Finance Director, at the City of Quincy, 404 West Jefferson Street, Quincy, Florida 32351-2328.

CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY  
Statement of Net Position  
September 30, 2020

	<u>Governmental Activities</u>
Assets	
Cash and cash equivalents	\$ 241,203
Total assets	<u>241,203</u>
Liabilities	
Accounts payable	14,537
Accrued expenses	4,453
Notes payable	<u>64,100</u>
Total liabilities	<u>83,090</u>
Net Position	
Restricted for:	
Community redevelopment projects	<u>158,113</u>
Total net position	<u><u>\$ 158,113</u></u>

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

CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY  
Statement of Activities  
September 30, 2020

Function/Programs	Program Revenues				Net (Expenses)
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Revenue and Changes in Net Position
Governmental Activities:					
Mom and pop business grant program	\$ 304,000	\$ 0	\$ 0	\$ 0	\$ (304,000)
Senior energy EFF program	7,300	0	0	0	(7,300)
CRA catalyst projects	136,458	0	0	0	(136,458)
Administrative and operational expenses	132,761	0	0	0	(132,761)
<b>Total Governmental Activities</b>	<b>\$ 580,519</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (580,519)</b>

General Revenues:	
Property taxes	\$ 460,239
Investment earnings	347
<b>Total General Revenues</b>	<b>460,586</b>
Changes in net position	(119,933)
Net position-beginning	278,046
<b>Net position-ending</b>	<b>\$ 158,113</b>

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

CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY  
 Balance Sheet – Governmental Fund  
 September 30, 2020

	<u>Governmental Activities</u>
Assets	
Cash and cash equivalents	\$ 241,203
Total assets	<u>241,203</u>
Liabilities	
Accounts payable	14,537
Accrued expenses	<u>4,453</u>
Total liabilities	<u>18,990</u>
Fund Balance	
Restricted for:	
Community redevelopment projects	<u>222,213</u>
Total fund balance	<u><u>\$ 222,213</u></u>

**Summary Reconciliation to the Government-Wide Financial Statements:**

Fund Balances-Governmental Fund	\$ 222,213
Reconciling items:	
Long-term debt notes payable not reported in governmental funds	<u>(64,100)</u>
Net position of governmental activities	<u><u>\$ 158,113</u></u>

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

CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY  
Statement of Revenues, Expenditures, and Changes in Fund Balance  
September 30, 2020

	CRA General Fund
Revenues	
General revenues	
Taxes	\$ 460,239
Investment Earnings	347
Total revenues	<u>460,586</u>
Expenditures	
Current	
Economic Environment:	
Administration	132,761
Projects	447,758
Capital outlay (transferred to the City)	0
Total expenditures	<u>580,519</u>
Deficiency of revenues under expenditures	(119,933)
Other financing sources	
Debt proceeds	64,100
Total other financing sources	<u>64,100</u>
Net change in fund balance	(55,833)
Fund balances-beginning	278,046
Fund balances-ending	<u>\$ 222,213</u>

**Summary Reconciliation to the Government-Wide Financial Statements:**

Net change in Fund Balance-Governmental Fund	\$ (55,833)
Reconciling items:	
The issuance of long-term debt has no effect on the statement of activities	(64,100)
Change in Net Position of Governmental Activities	<u>\$ (119,933)</u>

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

CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY

Notes to the Financial Statements

September 30, 2020

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

The City of Quincy Community Redevelopment Agency's (the CRA) financial statements are prepared in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing U.S. GAAP for state and local governments through its statements (GASBS) and Interpretations (GASBI). The more significant accounting policies established by GAAP and used by the CRA are discussed below.

**A. REPORTING ENTITY**

The CRA is a dependent special district created on February 23, 1999 by the City of Quincy, Florida (the City) under Chapter 163, Part III, of the Florida Statutes via Ordinance No. 8961. The CRA was created for the purpose of eliminating and preventing the development and spread of deterioration and blight through the clearance, replanning, reconstruction, rehabilitation, conservation, or renewal of areas designated for residential, commercial, industrial, community public, and other uses. The CRA's property taxes are levied under the taxing authority of the City and are included as part of the City's total tax levy. The Board of the CRA is comprised of the five members of the City Commission. The Board exercises all powers granted to the agency pursuant to Chapter 163.370 Section III of the Florida Statute.

As the City and the CRA are separate legal entities, the parties also share the mutual goal of redeveloping the CRA areas. The City provides administrative support services to the CRA. City management has operational responsibility for the CRA. For the year ended September 30, 2020, the CRA paid the City \$20,000 for the provision of these administrative support services and \$1,000 for separate IT support.

The accompanying financial statements present the CRA. There are no component units of the CRA, or entities for which the CRA is financially accountable. Criteria for determining if other entities are potential component units of the CRA which should be reported with the CRA's basic financial statements are identified and described in the GASB Codification of Governmental Accounting and Financial Reporting Standards, Section 2100. The application of these criteria provides for identification of any entities for which the CRA is financially accountable and other organizations for which the nature and significance of their relationship with the CRA are such that exclusion would cause the CRA's basic financial statements to be misleading or incomplete. Based on these criteria, the financial reporting entity does not include or exclude any component units.

The City is financially accountable for the CRA and as such, the CRA is considered to be a blended component unit in the City's basic financial statements.

**B. BASIS OF PRESENTATION**

The basic financial statements consist of the government-wide financial statements and fund financial statements.

**Government-wide Financial Statements** – The required government-wide financial statements are the Statement of Net Position and the Statement of Activities, which report information on all the nonfiduciary activities of the CRA. The effects of interfund activity would have been removed from these statements if there were any interfund activity. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from Business-type activities, which rely to a significant extent on fees and charges for support. The CRA does not engage in any business-type activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment.



CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY

Notes to the Financial Statements

September 30, 2020

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Fund Financial Statements – The financial transactions of the CRA are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, deferred inflows and outflows of resources, fund equity, revenues, and expenditures/expenses. The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. GASB Cod. Sec 2200 sets for minimum criteria (percentage of the assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. Each major fund is presented in a separate column and all non-major funds are aggregated and presented in a single column. Due to the CRA’s fund structure, there were no non-major funds.

The financial transactions of the CRA are recorded in a single governmental “general” fund. There are no other governmental funds, no proprietary funds nor any fiduciary funds.

**C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

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

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgements, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisition under capital leases are reported as other financing sources.

Property taxes are recognized as revenues in the year for which they are levied. Franchise and public service taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual as revenue of the current period.

Expenditure driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 90 days of year-end). All other revenue items are considered to be measurable and available only when cash is received by the CRA.

Imposed nonexchange resources (property taxes, fines) are reported as deferred inflows if received before the tax is levied or before the date when use is first permitted. Government mandated nonexchange transactions and voluntary nonexchange transactions are reported as liabilities until the eligibility requirements (excluding time requirements) are met and as deferred inflows if received before time requirements are met and all other eligibility requirements have been satisfied.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**D. CASH AND INVESTMENTS**

Cash and Cash Equivalents-All highly liquid investments with original maturities of three months or less when purchased are considered to be cash equivalents for the purpose of these statements. The City maintains an accounting system which centralizes the cash and equivalent function for all of the City's funds. The CRA's "share" of these pooled cash and cash equivalents is included in cash and cash equivalents on the accompanying balance sheet and statement of net position. The CRA has a separate stand-alone bank account and only participates in the pooled cash accounts for purposes of paying invoices and issuing paychecks. The CRA reimburses the pooled cash account on a regular basis. Earnings on the City deposits are distributed monthly in accordance with the participating fund's relative percentage of total deposits.

Investments-All investments are reported at fair value which is the price that would be received to sell an investment in an orderly transaction between market participants. The CRA does not have any investments in the name of the CRA.

**E. RECEIVABLES AND UNEARNED OR UNAVAILABLE REVENUES**

All receivables are reported at their gross value reduced by the estimated portion that is expected to be uncollectible. As of September 30, 2020, the CRA reported no receivables and therefore no allowance for uncollectible accounts receivable. In the fund financial statements, recognition of governmental fund-type revenues is deferred until they become measurable and available, in accordance with the modified accrual basis of accounting. Receivables are considered available if received within 60 days of yearend.

Governmental funds report unavailable revenues in connection with receivables whose ultimate collection is not considered to be available to liquidate liabilities of the current period. All funds and activities may also report unearned revenue for resources that have been received, but not yet earned.

**F. INVENTORIES**

Inventory is immaterial and such items are recorded as expenditures/expenses when purchased.

**G. PREPAID ITEMS**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

**H. CAPITAL ASSETS**

In the government-wide financial statements capital assets may include land, buildings, improvements, infrastructure, and furniture and equipment. The CRA often engages in the construction, renovation, and/or acquisition of capital assets which may include land, buildings, improvements or furniture and equipment.

None of these assets are titled to the CRA and the CRA does not have operational oversight nor obligation for ongoing repair and maintenance of the assets rather the assets are transferred to the City upon acquisition or upon completing of the construction or renovation. For long term construction or renovation projects, the costs are incurred in the governmental activities of the CRA and are transferred to the City upon completion.

CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY

Notes to the Financial Statements

September 30, 2020

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

In the event that capital assets are purchased and titled to the CRA or if the CRA has ongoing operational responsibility of a capital asset, the CRA would report these at historical cost, if purchased and at estimated acquisition value if donated. Capital assets are defined by City policy as personal or real property or improvements with an individual cost of \$1,000 or more and estimated useful life in excess of one year. Maintenance and repair costs which do not improve or extend the life of the respective assets are charged to expense. Capital outlay assets are transferred to the City for inclusion in the City's fixed assets.

In the fund financial statements, capital assets are accounted for as capital outlay expenditures of the CRA's general fund upon acquisitions.

**I. INTEREST COSTS**

Interest costs are recognized as an expense in the period in which the cost is incurred in the statement activities or as an expenditure on a basis consistent with governmental fund accounting principles in the statement of revenues, expenditures, and changes in fund balance.

**J. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until that time.

In addition to liabilities, the statement of net position will sometimes report a section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

**K. LONG-TERM OBLIGATIONS**

There are no employees accounted for in the CRA. CRA employees are accounted for in the City's financial statements. Therefore, there are no compensated absences, other post-employment benefits or net pension liability.

The CRA did enter into a promissory note agreement on March 23, 2020, (loan number 70000133770) for \$350,000 with a maturity date of March 23, 2023, at an interest rate of 3.850% secured by the tax increment revenues of the CRA. The note was a straight line of credit. The CRA indicated that only \$64,100 was advanced. The City paid \$2,887 in interest and no principal during the year. Outstanding principal on September 30, 2020 was \$64,100.

**L. EQUITY CLASSIFICATIONS**

Government-wide Statements-The difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources is classified as net position and displayed in three components.

1. Net investment in capital assets-Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

2. Restricted net position-Consists of restricted assets reduced by liabilities related to those assets. Net position is reported as restricted only when restricted by outside parties or enabling legislation.
3. Unrestricted net position-Consists of the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

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

Fund Statements-The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the CRA is bound to honor the constraints on the specific purposes for which amounts in those funds can be spent. Spendable resources are to be shown as restricted, committed, assigned and unassigned as considered appropriate in the CRA's circumstances. The following classifications describe the relative strength of the spending constraints:

- Nonspendable-This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
- Restricted-This classification includes amounts for which constraints have been placed on the use of the resources either (a)externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Total fund balance of the CRA is reported as restricted in accordance with applicable State Statute requirements.
- Committed-This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action (resolution) of the CRA's Board of Directors. These amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.
- Assigned-This classification includes amounts that are constrained by the CRA's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the CRA Board or through the Board delegating this responsibility to the City Manager through the budgetary process. This classification also includes the remaining positive fund balance for the CRA general fund.
- Unassigned-This classification includes all other spendable amounts.

The details of the fund balances are included in the governmental fund balance sheet. The CRA uses restricted funds firsts, followed by committed resources, and then assigned resources, as opportunities arise, but reserves the right to selectively spend unassigned resources first.

CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY

Notes to the Financial Statements

September 30, 2020

**NOTE 2 – INCREMENTAL PROPERTY TAX REVENUE**

The CRA's primary source of revenue is tax increment funds. This revenue is computed by applying the respective operating tax rates for the City multiplied by the increased value of property located within the boundaries of the redevelopment area of the CRA in excess of the base property value, minus 5%. The City is required to fund this amount annually by January 1 of each year without regard to tax collections or other obligations.

The City millage rate in effect for the fiscal year ended September 30, 2020 was 5 mills.

**NOTE 3 – BUDGETARY LAW AND PRACTICE**

The budget is approved by the Board of the CRA (which is also the City Commission) and then formally adopted by resolution of the City Commission on or before October 1 of each year. Because the City has operational responsibility for the CRA, the CRA utilizes the City's budgetary level of control policy which establishes the legal level of budgetary control at the fund level for all of the CRA's funds. Expenditures may not exceed appropriations at this level. Within these control levels, management may transfer appropriations subject notification of the CRA's Board, however, any revisions that alter the total expenditure of any fund must be approved by a resolution of the City Commission. Budgets for all funds are adopted on the basis of cash receipts and disbursements which differs from the basis used for financial reporting purposes. These differences are usually not significant.

All final budget amounts presented in the accompanying required supplementary information have been adjusted for legally authorized amendments.

**NOTE 4 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

*Compliance with Finance Related Legal and Contractual Provisions*-The CRA had no material violations of finance related legal and contractual provisions.

*Deficit Fund Balance or Net Position of Individual Funds*-As of September 30, 2020, no individual fund had a deficit fund balance or net position deficit.

*Excess of Expenditures Over Budget Appropriations in Individual Funds*-For the year ended September 30, 2020, no budgetary fund had an excess of expenditures over budget appropriations.

**NOTE 5 – DEPOSITS AND INVESTMENTS**

Cash and cash equivalents include cash on hand, amounts in demand and time deposits and short-term investments with original maturity dates within three months of the date acquired by the City. The CRA's deposits are held in qualified public depositories pursuant to Florida Statutes, Chapter 280, *Florida Security for Public Deposits Act*. Under the Act, all qualified public depositories are required to be eligible collateral having a market value equal to or greater than the average daily or monthly balance of all public deposits, time the depository's collateral pledging level. The pledging level may range from 50% to 125% depending upon the depository's financial condition and establishment period. All collateral must be deposited with an approved financial institution. Any losses to public depositors are covered by applicable deposit insurance, sale of securities pledged as collateral and, if necessary, assessments against other qualified public depositories of the same type as the depository in default. When public deposits are made in accordance with Chapter 280, no public depositor shall be liable for any loss thereof.

CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY

Notes to the Financial Statements

September 30, 2020

**NOTE 5 – DEPOSITS AND INVESTMENTS (continued)**

The CRA participates in the City maintained cash and investment pool that is available for use by all funds except the Pension Trust Funds. Interest income earned as a result of pooling is distributed monthly to the appropriate funds based on average daily balances.

Because City management has operational responsibility for the CRA, the type of investments in which the CRA may invest are governed by the City’s written investment policy and approved by the City Commission. The guidelines specify limits by instrument and establish a diversified investment strategy and a minimum credit quality.

As of September 30, 2020, the carrying amount of the CRA’s deposits is summarized below:

Cash and cash equivalents	\$ 241,203
Investments	<u>0</u>
Total	<u><u>\$ 241,203</u></u>

**NOTE 6 – RISK MANAGEMENT**

During the ordinary course of its operations, the CRA is exposed to various risks of losses related to torts, theft of, damage to, and destruction of assets, errors and omissions, and natural disasters. The CRA is covered by the City’s self-insurance programs. The City’s self-insurance programs are accounted for as an Internal Service Fund in the City financial statements, which was established to account for and finance its uninsured risks of loss. All funds of the City, including the CRA, participate in the program. Fund revenues are primarily contributions from other City funds for amounts needed to pay insurance premiums, anticipated self-insured losses and administrative expenses.

## REQUIRED SUPPLEMENTARY INFORMATION

CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY  
Statement of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual  
September 30, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
Revenues				
General revenues				
Taxes	\$ 456,270	\$ 456,270	\$ 460,239	\$ 3,969
Investment Earnings	0	0	347	347
Total revenues	456,270	456,270	460,586	4,316
Expenditures				
Current				
Economic Environment:				
Administration	132,761	132,761	132,761	0
Projects	488,154	766,200	447,758	(318,442)
Capital outlay (transferred to the City)	0	0	0	0
Total expenditures	620,915	898,961	580,519	(318,442)
Deficiency of revenues under expenditures	(164,645)	(442,691)	(119,933)	322,758
Other financing sources				
Debt proceeds	135,000	135,000	64,100	(70,900)
Total other financing sources	135,000	135,000	64,100	(70,900)
Net change in fund balance	(29,645)	(307,691)	(55,833)	251,858
Fund balances-beginning	29,645	307,691	278,046	(29,645)
Fund balances-ending	\$ 0	\$ 0	\$ 222,213	\$ 222,213

**Notes to the Schedule of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual**

A budget to actual schedule is required supplementary information for the CRA general fund. The annual budget for the CRA is prepared in accordance with the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period. For this purpose, the CRA considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to claims and judgments, are recorded only when payment is due. The City Manager is authorized to transfer budgeted amounts within departments and projects, however, any revisions that alter the total expenditures among departments, projects, or in total, must be approved by the City Commission. During the year and up to 60 days subsequent to year-end. The CRA Board of Directors' may adopt an amended budget approving such additional expenditures. The accompany schedule shows the budget as originally adopted and as amended.



## COMPLIANCE SECTION

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

To the Board of Directors  
Community Redevelopment Agency  
City of Quincy, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Community Redevelopment Agency (the CRA), a component unit of the City of Quincy, Florida (the City), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements, and have issued our report thereon dated June 24, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the CRA's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, we do not express an opinion on the effectiveness of the CRA'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 the 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 in a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

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

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the CRA's financial statements are free from material misstatements, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under Government Auditing Standards.

**Purpose of the Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the CRA'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 CRA's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Moran & Smith LLP*

June 24, 2021  
Tallahassee, Florida

**INDEPENT AUDITORS' REPORT ON COMPLIANCE WITH THE REQUIREMENTS OF  
SECTION 218.415 FLORIDA STATUTES**

To the Board of Directors  
Community Redevelopment Agency  
City of Quincy, Florida

We have examined the Community Redevelopment Agency's (the CRA) compliance with 218.415, Florida Statutes during the fiscal year ended September 30, 2020. City management is responsible for the CRA's compliance with those requirements. Our responsibility is to express an opinion on the CRA's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the CRA complied, in all material respects, with the requirements referenced above. An examination involves performing procedures to obtain evidence about whether the CRA complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material non-compliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide as reasonable basis for our opinion.

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

In our opinion the CRA complied, in all respects, with the aforementioned requirements during the fiscal year ended September 30, 2020.

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

*Moran & Smith LLP*

June 24, 2021  
Tallahassee, Florida

**INDEPENT AUDITORS' REPORT ON COMPLIANCE WITH THE REQUIREMENTS OF  
SECTION 163.387(6) and (7) FLORIDA STATUTES REDEVELOPMENT TRUST FUND**

To the Board of Directors  
Community Redevelopment Agency  
City of Quincy, Florida

We have examined the Community Redevelopment Agency's (the CRA) compliance with 163.387(6) AND (7), Florida Statutes during the fiscal year ended September 30, 2020. City management is responsible for the CRA's compliance with those requirements. Our responsibility is to express an opinion on the CRA's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the CRA complied, in all material respects, with the requirements referenced above. An examination involves performing procedures to obtain evidence about whether the CRA complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material non-compliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide as reasonable basis for our opinion.

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

In our opinion the CRA complied, in all respects, with the aforementioned requirements during the fiscal year ended September 30, 2020.

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

*Moran & Smith LLP*

June 24, 2021  
Tallahassee, Florida

## **MANAGEMENT LETTER**

To the Board of Directors  
Community Redevelopment Agency  
City of Quincy, Florida

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

We have audited the financial statements of the Community Redevelopment Agency (the CRA), a component unit of the City of Quincy, Florida (the City). As of and for the fiscal year ended September 30, 2020 and have issued our report thereon dated June 24, 2021.

### **Auditors' Responsibility**

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

### **Other Reporting Requirements**

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of the financial statements performed in accordance with Government Auditing Standards and an Independent Accountants' Reports on an examination conducted in accordance with AICPA Professional Standards, AT-C 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 24, 2021, should be considered in conjunction with this management letter.

### **Prior Audit Findings**

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. There were no prior year audit 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 of the primary government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the financial statements. The legal authority is disclosed in the notes to the financial statements.

## MANAGEMENT LETTER

### Financial Condition and Management

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

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

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

### Special District Component Unit

Section 10.554(1)(i)5.c., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

### Additional Matters

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

### Purpose of the 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, and the Board members and management of the CRA, and is not intended to be and should not be used by anyone other than these specified parties.

*Moran & Smith LLP*

June 24, 2021  
Tallahassee, Florida