

City of Chicago Department of Planning and Development

Special Service Area (SSA) Program

Audit Report Package Transmittal Checklist

This checklist must be completed and submitted with audit report package to City's Department of Planning and Development (DPD) via DPD's SharePoint platform. Note: Effective with 2019 audit report package submissions e-mail submissions are not an acceptable form of transmittal and report packages will be deemed "not submitted" unless they are uploaded into CPD's SharePoint platform. For each SSA submission enter the starting page number for each of the PDF audit report package components listed below. Each required component on the checklist must have a numeric page number, unless otherwise noted.

SSA Name and number: **West Town SSA 29-2014**

SSA Provider Name: **West Town Chicago Chamber of Commerce**

Submission Date: **May 2, 2022**

Starting PDF Page Number	Audit Report Package Components
	Comparative Financial Statements
6	1. Statement of Net Position and Governmental Fund Balance Sheet – Current Year
6	2. Statement of Net Position and Governmental Fund Balance Sheet – Prior Year
7	3. Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance – Current Year
7	4. Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance – Prior Year
14 - 15	5. Statement of Revenues and Expenditures – Budget and Actual
4-5	Auditor's Opinion on Financial Statements
16	Schedule of Findings – Current and Prior Year, if applicable
16	Corrective Action Plan – Current and Prior Year, if applicable (if findings)*
17	Audit Firm CPA License
18	SSA Budget Summary page for the latest modified/amended budget approved by your SSA commission (for current audit period)
Separate PDF file attached – Yes/No	SSA Detailed SSA Commission Approved Budget
	Note: SSA Service Provider must submit detailed budget corresponding to Summary page, noted above, with audit report package.

*required if findings exist

Special Service Area 29 - 2014
(a taxing district authorized by the City of Chicago)
Managed by West Town Chicago Chamber of Commerce

Financial Statements
December 31, 2021 and 2020

Special Service Area 29-2014
Managed by West Town Chicago Chamber of Commerce
Financial Statements

Table of Contents

<u>Financial Statements</u>	<u>Page</u>
Independent Auditor's Report	1-2
Statements of Net Position and Governmental Fund Balance Sheets December 31, 2021 and 2020	3
Statements of Activities and Governmental Fund, Revenues, Expenditures and Changes in Fund Balances For the Years Ended December 31, 2021 and 2020	4
Notes to the Financial Statements - December 31, 2021 and 2020	5-9
<u>Supplementary Information</u>	
Schedule of Revenues and Expenditures - Budget and Actual December 31, 2021	10
Schedule of Revenues and Expenditures - Budget and Actual December 31, 2020	11
Summary Schedule of Findings For the Year Ended December 31, 2021	12
State of Illinois License	13
SSA Budget Summary Page Used	14

Independent Auditor's Report

To the Commissioners of
Special Service Area 29-2014
Managed by West Town Chicago Chamber of Commerce

Opinion

We have audited the accompanying financial statements of Special Service Area 29-2014, (SSA29-2014) (a taxing district authorized by the City of Chicago) which comprise the SSA29-2014 basic financial statements as listed in the table of contents as of and for the years ended December 31, 2021 and 2020, and the related notes to the financial statements. In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of SSA29-2014 as of December 31, 2021 and 2020, and the changes in its fund balance/net position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis of Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of SSA29-2014 and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management 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. 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 SSA29-2014's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our 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 our opinion. 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 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, including omissions, 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, we:

- 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 SSA29-2014'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 our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about SSA29-2014's ability to continue as a going concern for a reasonable period of time.

We are 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 we identified during the audit.

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of revenues and expenditures - budget and actual on page 10 and 11, are presented for comparison and analysis purposes only. The supplementary information is not a required part of the basic financial statements. We have not performed any auditing procedures on the budget amounts and therefore, express no opinion on them.

EILTS & ASSOCIATES, INC.

Eilts & Associates, Inc.

Chicago, Illinois
April 13, 2022

Special Service Area Number 29 - 2014
Managed by West Town Chicago Chamber of Commerce
Statements of Net Position and
Governmental Fund Balance Sheets
December 31, 2021 and 2020

	2021			2020		
	Governmental Fund	Adjustments	Statement of Net Position	Governmental Fund	Adjustments	Statement of Net Position
ASSETS						
Cash and cash equivalents	\$ 340,434	\$ -	\$ 340,434	\$ 124,868	\$ -	\$ 124,868
Property tax receivable, net of allowance	707,055	-	707,055	679,411	-	679,411
TIF rebate receivable	84,711	-	84,711	96,591	-	96,591
Total Assets	\$ 1,132,200	\$ -	\$ 1,132,200	\$ 900,870	\$ -	\$ 900,870
LIABILITIES						
Accounts payable	\$ 42,616	\$ -	\$ 42,616	\$ 61,330	\$ -	\$ 61,330
Due to City of Chicago	554	-	554	-	-	-
Due to West Town Chicago Chamber	85,535	-	85,535	16,193	-	16,193
Total Liabilities	128,705	-	128,705	77,523	-	77,523
DEFERRED INFLOWS						
Deferred property tax revenue	707,055	(707,055)	-	679,411	(679,411)	-
Total Deferred Inflows	707,055	(707,055)	-	679,411	(679,411)	-
FUND BALANCE / NET POSITION						
Unassigned	296,440	(296,440)	-	143,936	(143,936)	-
Total Fund Balance	296,440	(296,440)	-	143,936	(143,936)	-
Total Liabilities, Deferred Inflows and Fund Balance	\$ 1,132,200			\$ 900,870		
Net Position - Unrestricted		\$ (1,003,495)	\$ 1,003,495		\$ (823,347)	\$ 823,347
Amounts reported for government activities in the statement of net position are different because:						
Total fund balance - governmental funds			\$ 296,440			\$ 143,936
Property tax revenue is recognized in the period for which levied rather than when "available." A portion of the property tax is deferred as it is not available in the government funds.			707,055			679,411
Total net position - governmental activities			\$ 1,003,495			\$ 823,347

See notes to the financial statements and independent auditor's report

Special Service Area Number 29 - 2014
Managed by West Town Chicago Chamber of Commerce
Statements of Activities and Governmental Fund,
Revenues, Expenditures and Changes in Fund Balances
For the Years Ended December 31, 2021 and 2020

	2021			2020		
	Governmental Fund	Adjustments	Statement of Activities	Governmental Fund	Adjustments	Statement of Activities
REVENUES						
Property taxes and interest	\$ 673,117	\$ 27,644	\$ 700,761	\$ 641,949	\$ 28,365	\$ 670,314
TIF rebates	51,608	-	51,608	39,841	-	39,841
Interest	350	-	350	621	-	621
Total Revenues	725,075	27,644	752,719	682,411	28,365	710,776
EXPENDITURES						
Customer attraction	103,294	-	103,294	115,959	-	115,959
Public way aesthetics	234,139	-	234,139	289,225	-	289,225
Economic business development	26,758	-	26,758	15,218	-	15,218
Public health and safety programs	333	-	333	8,298	-	8,298
SSA management	46,740	-	46,740	47,460	-	47,460
Personnel	161,307	-	161,307	150,420	-	150,420
Total Expenditures	572,571	-	572,571	626,580	-	626,580
Excess/(deficit) of Revenues over expenditures	152,504	27,644	180,148	55,831	28,365	84,196
Change in Net Position	152,504	27,644	180,148	55,831	28,365	84,196
Fund Balance/Net Position						
Beginning of the Year	143,936	679,411	823,347	88,105	651,046	739,151
End of the Year	<u>\$ 296,440</u>	<u>\$ 707,055</u>	<u>\$ 1,003,495</u>	<u>\$ 143,936</u>	<u>\$ 679,411</u>	<u>\$ 823,347</u>
Amounts reported for governmental activities in the statement of activities is different because:						
Net change in Fund balance - governmental funds			\$ 152,504			\$ 55,831
Property tax is recognized in the year it is levied rather than when it is available for governmental funds			<u>27,644</u>			<u>28,365</u>
Change in Net Position			<u>\$ 180,148</u>			<u>\$ 84,196</u>

See notes to the financial statements and independent auditor's report

Special Service Area 29 – 2014
Managed by West Town Chicago Chamber of Commerce
Notes to Financial Statements
December 31, 2021 and 2020

NOTE 1 – Nature of Activities and Reporting Entity

Special Service Area 29-2014 is a taxing district authorized by the City of Chicago located in Chicago, Illinois. Its scope of services is to fund various activities to improve and enhance the West Town commercial district. The SSA is funded by property tax levied on properties within the SSA boundaries, which are collected by the Cook County Treasurer, and then distributed by the City of Chicago to the SSA.

Special Service Area 29-2014 is governed by a Commission whose members are appointed by the Mayor of Chicago. The City of Chicago contracted with West Town Chicago Chamber of Commerce (WTCCC) to perform administrative duties as the service provider for this SSA during the reporting period. West Town Chicago Chamber of Commerce is an Illinois non-for-profit corporation that is exempt from federal taxes under Section 501(c)6 of the Internal Revenue Code.

NOTE 2 – Summary of Significant Accounting Policies

a. Governmental-Wide and Fund Financial Statements

The financial statements of the SSA have been prepared in conformity with accounting principles generally accepted in United States of America as applied to governmental units, hereinafter referred to as GAAP (generally accepted accounting principles). The accepted standard-setting body for establishing governmental accounting and financial reporting principles is GASB (the Governmental Accounting Standards Board). The SSA accounts for its activities in one fund, its general fund.

b. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year in which they are levied. The governmental fund financial statements are prepared on the modified accrual basis of accounting with only current assets and liabilities included on the balance sheet. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, both measurable and available to finance expenditures of the current period.

Special Service Area 29 – 2014
Managed by West Town Chicago Chamber of Commerce
Notes to Financial Statements
December 31, 2021 and 2020

NOTE 2 – Summary of Significant Accounting Policies – (continued)

Available means collected within the current period or soon enough thereafter to be used to pay liabilities of the current period. Property taxes as susceptible to accrual and recognized as a receivable in the year levied. Revenue recognition is deferred unless the taxes are received within 60 days subsequent to year-end. Expenditures are recorded when the liability is incurred. The preparation of financial statements in conformity with generally accepted accounting principles accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reported period. Actual results could differ from those estimates.

c. Assets, Liabilities, and Net Position

Cash and Cash Equivalents

The SSA's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

Receivables

All property tax receivables are shown net of allowances. As of December 31, 2021, and 2020, the allowance for uncollectible property tax levy is \$21,145 and \$14,113, respectively, which is approximately 2-3% of the total levy.

Fund Equity/Net Position

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned, or unassigned. Nonspendable fund balance cannot be spent because of its form. Restricted fund balance has limitations imposed by the SSA board through approval of resolutions. Assigned fund balance is a limitation imposed by a designee of the SSA board. Unassigned fund balance is the net resources in excess of what can be properly classified in one of the above four categories.

Special Service Area 29 – 2014
Managed by West Town Chicago Chamber of Commerce
Notes to Financial Statements
December 31, 2021 and 2020

NOTE 2 – Summary of Significant Accounting Policies – (continued)

Fund Equity/Net Position– (continued)

When both restricted and unrestricted fund balances are available for use, it is the SSA's policy to use restricted fund balance first, then unrestricted fund balance. Furthermore, committed fund balance is reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

For the government-wide financial statements, net position is reported as invested in capital assets net of related debt, restricted or unrestricted. Invested in capital assets, net of related debt, if applicable, is comprised of the net capital asset balance less any related debt. Restricted net position is when restrictions are placed on net assets from 1) externally imposed by creditors, grantors, contributors, or laws, or regulations of other governments or 2) imposed by law through constitutional provisions or enabling legislation. The remaining net position is classified as unrestricted.

d. Subsequent Events

Subsequent events have been evaluated through April 13, 2022, which is the date the financial statements were available to be issued.

NOTE 3 – Cash and Cash Equivalents

The SSA 29-2014 maintains its cash in a financial institution located in Chicago, IL. The balance is insured by the Federal Deposit Insurance Corporation up to \$250,000. The SSA's cash balance did not exceed the insurance level as of December 31, 2021 and 2020.

NOTE 4 – Property Taxes

The SSA's principal source of revenue is from real estate taxes levied on certain property located in its boundaries. Property taxes become an enforceable lien on real property on January 1 of the year it is levied. Taxes are payable in two installments in the subsequent year. The first installment is an estimate based on the prior year billed levy (55%) and is due March. The second installment is due in August or 30 days from the

Special Service Area 29 – 2014
Managed by West Town Chicago Chamber of Commerce
Notes to Financial Statements
December 31, 2021 and 2020

NOTE 4 – Property Taxes – (continued)

mailing of the tax bills, if issued later than July 1. The second installment is based on the remaining amount of the levy on file with the County. Bills are issued and collected by Cook County who remits the SSA's share to the City who then remits the monies to the SSA.

NOTE 5 – TIF Rebate Receivable

As of December 31, 2021, and 2020, a TIF rebate receivable of \$84,711 and \$96,591, respectively, was identified and reported to the SSA, by the City of Chicago. TIF rebates will be received by the SSA over the remaining years in the term of this SSA.

NOTE 6 – Accounts Payable

Accounts payable balance at December 31, 2021 and 2020, is \$42,616 and \$61,330, respectively. These balances consist of expenses/services incurred during the respective year related to tree maintenance, litter abatement services, snow plowing and removal, decorative banners, and reimbursed costs.

NOTE 7 – Deferred Inflows of Revenue

A deferred inflow of resources/property tax revenue represents an acquisition of fund balance that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time. The balance in deferred property tax revenue at December 31, 2021 and 2020, reflective of the 2021 and 2020 levy, is \$707,055 and \$679,411, respectively.

NOTE 8 – Fund Equity/Net Position

The SSA is required to present information regarding its financial position and activities according to the Agreement for Special Service Area #29-2014 between the City of Chicago and West Town Chicago Chamber of Commerce. As of December 31, 2021, and 2020, the SSA had unassigned net assets/carryover of \$296,440 and \$143,936, respectively.

Special Service Area 29 – 2014
Managed by West Town Chicago Chamber of Commerce
Notes to Financial Statements
December 31, 2021 and 2020

NOTE 9 – Related Party Transactions and Due to West Town Chicago Chamber

The SSA is affiliated with West Town Chicago Chamber of Commerce, which acts as its service provider. Special service area 29-2014 shares office space, equipment, and employees through this affiliation. Special Service Area 29-2014 has no employees of their own, but reimburses West Town Chicago Chamber of Commerce for payroll and related costs. It also reimburses West Town Chicago Chamber of Commerce for a portion of its operating expenses, and allocation of rent and utilities. As of December 31, 2021, and 2020, the amount payable to West Town Chicago Chamber of Commerce from SSA 29-2014 is \$85,535 and \$16,193, respectively.

NOTE 10 – Risks and Uncertainties

COVID-19, a worldwide pandemic, has continued to present significant effects on global markets, supply chains, businesses, and communities. Specific to the SSA, COVID-19 may impact various parts of its 2022 operations and financial results, including potential reduction and delays in the collectability of property tax levies.

Management believes the SSA is taking appropriate actions to mitigate the negative impact. However, the full impact of COVID-19 outbreak continues as of the date the SSA's financial statements were issued. Given the uncertainty related to the pandemic, the SSA is not able to estimate the effects of the COVID-19 outbreak on its operations, financial condition and liquidity for the year ended December 31, 2022.

Supplementary Information

Special Service Area Number 29 - 2014
Managed by West Town Chicago Chamber of Commerce
Schedule of Revenues and
Expenditures - Budget and Actual
December 31, 2021

	Budget	Actual	Variance
REVENUE			
Property taxes and interest	\$ 693,524	\$ 673,117	\$ 20,407
Estimated late collections	197,500	-	197,500
TIF rebates	63,488	51,608	11,880
Interest	-	350	(350)
Total Revenues	954,512	725,075	229,437
EXPENDITURES			
Customer attraction	216,764	103,294	113,470
Public way aesthetics	502,401	234,139	268,262
Sustainability and public places	100	-	100
Economic business development	27,200	26,758	442
Public health and safety programs	40,000	333	39,667
SSA management	46,740	46,740	-
Personnel	161,307	161,307	-
Total Expenditures	994,512	572,571	421,941
Excess(deficit) of revenues over expenditures	<u>\$ (40,000)</u>	<u>\$ 152,504</u>	<u>\$ (192,504)</u>
CARRYOVER	<u>40,000</u>	<u>-</u>	<u>40,000</u>
Net revenue in excess (deficit) of expenditures	<u>\$ -</u>	<u>\$ 152,504</u>	<u>\$ (152,504)</u>

See notes to the financial statements and independent auditor's report

Special Service Area Number 29 - 2014
Managed by West Town Chicago Chamber of Commerce
Schedule of Revenues and
Expenditures - Budget and Actual
December 31, 2020

	Budget	Actual	Variance
REVENUE			
Property taxes and interest	\$ 673,810	\$ 641,949	\$ 31,861
TIF rebates	4,844	39,841	(34,997)
Interest	-	621	(621)
	<u>678,654</u>	<u>682,411</u>	<u>(3,757)</u>
EXPENDITURES			
Customer attraction	185,280	115,959	69,321
Public way aesthetics	400,708	289,225	111,483
Sustainability and public places	1,100	-	1,100
Economic business development	18,000	15,218	2,782
Public health and safety programs	9,500	8,298	1,202
SSA management	47,570	47,460	110
Personnel	150,496	150,420	76
	<u>812,654</u>	<u>626,580</u>	<u>186,074</u>
Excess(deficit) of revenues over expenditures	<u>\$ (134,000)</u>	<u>\$ 55,831</u>	<u>\$ (189,831)</u>
CARRYOVER			
	<u>134,000</u>	<u>-</u>	<u>134,000</u>
Net revenue in excess (deficit) of expenditures	<u>\$ -</u>	<u>\$ 55,831</u>	<u>\$ (55,831)</u>

See notes to the financial statements and independent auditor's report

Special Service Area 29 – 2014
Managed by West Town Chicago Chamber of Commerce
Summary Schedule of Findings
For the Year Ended December 31, 2021

As part of our audit and request by the Special Service Area Annual Audited Financial and Accounting Guide, prepared by the City of Chicago Department of Planning and Development, we have read and understand the requirements contained in the Agreement for Special Service Area 29-2014, between the City of Chicago and West Town Chamber of Commerce.

The auditor's report expresses an unmodified opinion on the financial statements of West Town Chicago Chamber Special Service Area 29-2014 for the year ended December 31, 2021. No significant deficiencies or material weaknesses were disclosed during the audit of the financial statements.

CURRENT YEAR FINDINGS:

- No findings.

PRIOR YEAR FINDINGS:

- No prior year findings.

**Special Service Area 29-2014
Managed by West Town Chicago
Chamber of Commerce
State of Illinois Professional CPA License
For the Year Ended December 31, 2021**



Special Service Area 29-2014
Managed by West Town Chicago
Chamber of Commerce Budget
December 31, 2021

Special Service Area # 29-2014

SSA Name:	West Town
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2021 BUDGET SUMMARY

Budget and Services Period: January 1, 2021 through December 31, 2021

CATEGORY (Funded Categories Comprise Scope of Services)	2020 Levy		Carryover Funds	TIF Rebate Fund #0D20	Estimated Late Collections and Interest	Total All Sources
	Collectable Levy	Estimated Loss Collection				
1.00 Customer Attraction	\$119,264	\$0	\$0	\$0	\$97,500	\$216,764
2.00 Public Way Aesthetics	\$304,800	\$14,113	\$40,000	\$63,488	\$80,000	\$502,401
3.00 Sustainability and Public Places	\$100	\$0	\$0	\$0	\$0	\$100
4.00 Economic/ Business Development	\$27,200	\$0	\$0	\$0	\$0	\$27,200
5.00 Public Health and Safety Programs	\$20,000	\$0	\$0	\$0	\$20,000	\$40,000
6.00 SSA Management	\$46,740	\$0	\$0	\$0	\$0	\$46,740
7.00 Personnel	\$161,307	\$0		\$0	\$0	\$161,307
	Sub-total	\$679,411	\$14,113			
GRAND TOTALS	Levy Total	\$693,524	\$40,000	\$63,488	\$197,500	\$994,512

LEVY ANALYSIS	
Estimated 2020 EAV:	\$199,238,676
Authorized Tax Rate Cap:	0.470%
Maximum Potential Levy limited by Rate Cap:	\$936,422
Requested 2020 Levy Amount:	\$693,524
Estimated Tax Rate to Generate 2020 Levy:	0.3481%

LEVY CHANGE FROM PREVIOUS YEAR	
2019 Levy Total (in 2020 budget)	\$662,428
2020 Levy Total (in 2021 budget)	\$693,524
Percentage Change	4.69%
Community meeting required if levy amount increases greater than 5% from previous levy.	

CARRYOVER CALCULATION	
2020 Budget Total	\$812,654
2021 Carryover	\$40,000
Percentage	4.922%
Must be less than 25%	