# 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: Old Town SSA 48

SSA Provider Name: Old Town Merchants and Residents Association

Submission Date: May 3, 2021

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 48 (a taxing district authorized by the City of Chicago) Managed by Old Town Merchants And Residents Association

> Financial Statements December 31, 2020 and 2019

## Special Service Area 48 Managed by Old Town Merchants and Residents Association December 31, 2020 and 2019

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#### Independent Auditor's Report

To the Commissioners of Special Service Area 48 Managed by Old Town Merchants and Residents Association

We have audited the accompanying financial statements of Special Service Area 48, (a taxing district authorized by the City of Chicago) as of and for the years ended December 31, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the SSA 48 basic financial statements as listed in the table of contents.

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

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

#### Auditor's Responsibility

Our responsibility is to express an opinion 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. 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.

#### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the net position of Special Service Area 48 as of December 31, 2020 and 2019, and its statements of activities and governmental fund/revenues, expenditures and changes in fund balances for the years then ended in conformity with accounting principles generally accepted in the United States of America.

#### **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 schedule 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.

Eltar Associates, Anc.

EILTS & ASSOCIATES, INC. Chicago, Illinois April 21, 2021

#### Special Service Area 48 Managed by Old Town Merchants and Residents Association Statements of Net Position and Governmental Fund Balance Sheets December 31, 2020 and 2019

	2020			2020				2019					
		ernmental	ΛΙ		Statement of		Governmental					tement of	
ASSETS		Fund	Ad	justments	Ne	t Position		Fund	Ad	justments	Ne	t Position	
Cash and cash equivalents	\$	268,500	\$	-	\$	268,500	\$	154,633	\$	-	\$	154,633	
Property tax receivable, net allowance for uncollectable taxes of \$3,940 and \$5,070		527,750		-		527,750		502,003		-		502,003	
Total Assets	\$	796,250	\$	-	\$	796,250	\$	656,636	\$	-	\$	656,636	
LIABILITIES													
Accounts payable and accrued expenses	\$	12,703	\$	-	\$	12,703	\$	26,704	\$	-	\$	26,704	
Total Liabilities		12,703		-		12,703		26,704		-		26,704	
DEFERRED INFLOWS													
Deferred property tax revenue		527,750		(527,750)		-		502,003		(502,003)			
Total Deferred Inflows		527,750		(527,750)		-		502,003		(502,003)		-	
FUND BALANCE / NET POSITION													
Unassigned		255,797		(255,797)		-		127,929		(127,929)		-	
Total Fund Balance		255,797		(255,797)				127,929		(127,929)			
Total Liabilities, Deferred Inflows and Fund Balance	\$	796,250					\$	656,636					
Net Position - Unrestrictec			\$	(783,547)	\$	783,547			\$	(629,932)	\$	629,932	
Amounts reported for government activities in th	ne state	ement of ne	t posit	ion are differ	ent be	cause:							
Total fund balance - governmental funds					\$	255,797					\$	127,929	
Property tax revenue is recognized in the "available." A portion of the property tax is					hen								
government funds.						527,750						502,003	
Total net position - governmental activities	3				\$	783,547					\$	629,932	

#### Special Service Area 48 Managed by Old Town Merchants and Residents Association Statements of Activities and Governmental Fund, Revenues, Expenditures and Changes in Fund Balances For the Years Ended December 31, 2020 and 2019

			2020			2019						
	Governmental			Sta	atement of	Go۱	/ernmental			Statement of		
	Fund Adjustments		Α	ctivities Fund		Fund	Adj	ustments	Activities			
REVENUES												
Property taxes - net of allowance TIF rebate Interest	\$ 499,524 - 67	\$	25,747 - -	\$	525,271 - 67	\$	470,418 35,384 65	\$	25,479 - -	\$	495,897 35,384 65	
Total Revenues	499,591		25,747		525,338		505,867		25,479		531,346	
EXPENDITURES												
Customer attraction	2,562		-		2,562		4,700		-		4,700	
Public way aesthetics	214,710		-		214,710		264,389		-		264,389	
Sustainability and public places	3,168		-		3,168		8,658		-		8,658	
Economic / business development	1,010		-		1,010		-		-		-	
Safety programs	94,061		-		94,061		101,869		-		101,869	
SSA management	9,212		-		9,212		8,868		-		8,868	
Personnel	47,000		-		47,000		46,200		-		46,200	
Total Expenditures	371,723		-		371,723		434,684		-		434,684	
Excess of Revenues over Expenditures	127,868		25,747		153,615		71,183		25,479		96,662	
Change in Net Position	127,868		25,747		153,615		71,183		25,479		96,662	
Fund Balance/Net Position												
Beginning of the Year	127,929		502,003		629,932		56,746		476,524		533,270	
End of the Year	\$ 255,797	\$	527,750	\$	783,547	\$	127,929	\$	502,003	\$	629,932	
Amounts reported for governmental activities in	the statement of a	ctivities	s is different	becau	se:							
Net change in Fund balance - governmental fun	ds			\$	127,868					\$	71,183	
Property tax is recognized in the year it is levied for governmental funds	l rather than when	it is ava	ailable		25,747						25,479	
Change in Net Position				\$	153,615					\$	96,662	

NOTE 1 – Nature of Activities and reporting entity

Special Service Area 48 ("SSA 48") is a taxing district authorized by City of Chicago located in Chicago, Illinois. Its scope of services is to fund various activities to improve and enhance the Old Town Merchants and Residents Association ("OTMRA") 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. As of January 1, 2019, SSA 48 has been renewed for another 15 years and the service area expanded substantially.

Special Service Area 48 is governed by a Commission whose members are appointed by the Mayor of Chicago. The City of Chicago contracted with the Old Town Merchants and Residents Association to perform administrative duties as the service provider for this SSA during the reporting period. Old Town Merchants and Residents Association is an Illinois not-for-profit corporation, exempt from federal taxes under Section 501c(6) of the Internal Revenue Code.

Special Service Area 48 is roughly bounded by Wells Street from Schiller Avenue to North Avenue and North Avenue from LaSalle Street to Orleans Street. Special Services authorized in Establishment Ordinance include maintenance and beautification activities; security programs; recruitment and promotion of new businesses in the area and retention and promotion of existing businesses in the area; coordinated marketing and promotional activities; strategic planning for the general development of the area; financing of storefront façade and signage improvements; parking and transit programs; and other technical assistance activities to promote commercial and economic development, including, but not limited to, enhanced local land use oversight and control initiatives, community service and predevelopment costs.

NOTE 2 – Summary of Significant Accounting Policies

a. Government-Wide and Fund Financial Statements

The financial statements of the SSA 48 have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units, hereinafter referred to as GAAP

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

(generally accepted accounted principals). 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, i.e., both measurable and available to finance expenditures of the current period.

Available means collected within the current period or soon enough thereafter to be used to pay liabilities of the current period. Property taxes are 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 presentation of financial statements is conformity with accounting principles generally 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 reporting period. Accordingly, actual results could differ from those estimates.

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

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 acquisitions.

#### Receivables

All property tax receivables are shown net of allowances. As of December 31, 2020, and 2019, the allowance is estimated to be between 1-4% of the outstanding property taxes.

#### Fund Equity/Net Position

Governmental Fund equity is classified as fund balance. Fund balance is further classified as non-spendable, restricted, committed, assigned, or unassigned. Non-spendable fund balance cannot be spent because of its form. Restricted fund balance has limitations imposed by enabling legislation or an outside party. Committed fund balance is a limitation imposed by the SSA board through approval of the resolutions. Assigned fund balances is a limitation imposed by a designee of the SSA 48 board. Unassigned fund balance is the net resources in excess of what can be properly classified in one of the above four categories. 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

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

Fund Equity/Net Position – (Continued)

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 21, 2021, which is the date the financial statements were available to be issued.

#### NOTE 3 – Cash and Cash Equivalents

SSA 48 maintains its cash balance 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, 2020 and 2019.

#### NOTE 4 – Property Taxes

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 in March. The second installment is due on August 1, or 30 days from the 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 48.

NOTE 5 – Accounts Payable and Accrued Expenses

Accounts payable balance at December 31, 2020 and 2019, is \$6,370 and \$2,718, respectively. Accrued expenses at December 31, 2020 and 2019, is \$5,325 and \$0, respectively. These balances consist of expenses and services received during the respective year related to vendor services.

#### NOTE 6 – Deferred Inflows of Revenue

A deferred inflow of 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 revenue until that future time.

#### NOTE 7 – 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 48 between the City of Chicago and Old Town Merchants and Residents Association. As of December 31, 2020, and 2019, the SSA had total fund balances of \$255,797 and \$127,929, respectively. These funds will be utilized in this special service area during future years.

#### NOTE 8 – Related Party Transactions

SSA 48 is affiliated with Old Town Merchants and Residents Association. OTMRA acts as SSA48's sole service provider, and shares office space, equipment, and employees through the above affiliations. SSA 48 does not have employees of its own, but reimburses Old Town Merchants and Residents Association for a portion of its operating expenses. SSA 48 reimbursed Old Town Merchants and Residents Association \$51,250 and \$51,850, for shared expenses during the years ending December 31, 2020 and 2019, respectively.

#### NOTE 9 – Risks and Uncertainties

In January 2020, the World Health Organization declared the spread of the Coronavirus Disease (COVID-19) a worldwide pandemic. The COVID-19 pandemic is having significant effects on global markets, supply chains, businesses, and communities. Specific to the SSA, COVID-19 may impact various parts of its 2021 operations and financial results, including potential reduction in collection 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 to evolve 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, 2021. Supplementary Information

## Special Service Area 48 Managed by Old Town Merchants and Residents Association Schedule of Revenues and Expenditures - Budget and Actual December 31, 2020

	Budget		Actual		 /ariance
REVENUE					
Property revenues and interest - current year	\$	508,896	\$	499,591	\$ 9,305
Total revenues		508,896		499,591	9,305
EXPENDITURES					
Customer attraction Public way aesthetics Sustainability and public places Economic/business development Safety programs SSA management Personnel		48,500 286,823 25,000 26,323 120,000 10,750 47,000		2,562 214,710 3,168 1,010 94,061 9,212 47,000	45,938 72,113 21,832 25,313 25,939 1,538 -
Total expenditures		564,396		371,723	 192,673
Excess of revenues over expenditures	\$	(55,500)	\$	127,868	\$ (183,368)
CARRYOVER		55,500		-	 55,500
Net revenues in excess of expenses	\$	-	\$	127,868	\$ (127,868)

## Special Service Area 48 Managed by Old Town Merchants and Residents Association Schedule of Revenues and Expenditures - Budget and Actual December 31, 2019

	Budget		 Actual	Variance		
REVENUE						
Property revenues and interest - current year TIF rebates	\$	487,950 35,384	\$ 470,483 35,384	\$	17,467 -	
Total revenues		523,334	505,867		17,467	
EXPENDITURES						
Customer attraction Public way aesthetics Sustainability and public places Economic/business development Safety programs SSA management Personnel Total expenditures		26,500 273,500 22,000 5,384 140,000 9,750 46,200 523,334	 4,700 264,389 8,658 - 101,869 8,868 46,200 434,684		21,800 9,111 13,342 5,384 38,131 882 - 88,650	
Excess of revenues over expenditures	\$	-	\$ 71,183	\$	(71,183)	
CARRYOVER			 			
Net revenues in excess of expenses	\$		\$ 71,183	\$	(71,183)	

## Special Service Area 48 (a taxing district authorized by the City of Chicago) Managed by Old Town Merchants and Residents Association Summary Schedule of Findings For the Year Ended December 31, 2020

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 Economic Development, we have read and understand the requirements contained in the Service Provider Agreement.

#### CURRENT YEAR FINDINGS:

- We noted that the carryover of unspent funds from 2020 to 2021 are in excess of 25% of the 2020 budget.

#### MANAGEMENT RESPONSE:

- OTMRA will develop a plan to expend the excess carryover in future years.

#### PRIOR YEAR FINDINGS:

- No findings.

## Special Service Area 48 (a taxing district authorized by the City of Chicago) Managed by Old Town Merchants and Residents Association Auditor License For the Year Ended December 31, 2020



## Special Service Area 48 (a taxing district authorized by the City of Chicago) Managed by Old Town Merchants and Residents Association Budget For the Year Ended December 31, 2020

Exhibit A							
Budget							
SPECIAL SERVICE AREA 48							
SSA Name:	Old Town						

#### 2020 BUDGET SUMMARY

Budget and Services Period: January 1, 2020 through December 31, 2020

		2019	Levy				
CATEGORY		Collectable Levy	Estimated Loss Collection	Carryover Funds	TIF Rebate Fund #A77	Estimated Late Collections and Interest	Total All Sources
1.00 Customer Attraction \$48,500		\$0	\$0	\$0	\$0	\$48,500	
2.00 Public Way Aesthetics \$251,000 \$1		ublic Way Aesthetics \$251,000		\$34,000	\$0	\$0	\$286,823
3.00 Sustainabilit Public Places	y and	\$25,000	\$0	\$0	\$0	\$0	\$25,000
4.00 Economic/ B Development	usiness	\$13,000	\$0	\$11,500	\$0	\$1,823	\$26,323
5.00 Safety Progr	ams	\$110,000	\$0	\$10,000	\$0	\$0	\$120,000
6.00 SSA Manage	ment	\$10,750	\$0	\$0	\$0	\$0	\$10,750
7.00 Personnel		\$47,000	\$0		\$0	\$0	\$47,000
	Sub-total	\$505,250	\$1,823				
GRAND TOTALS	Levy Total	\$507	7,073	\$55,500	\$0	\$1,823	\$564,396

LEVY ANALYSIS							
Estimated 2019 EAV:	\$203,286,674						
Authorized Tax Rate Cap:	0.450%						
Maximum Potential Levy limited by Rate Cap:	\$914,790						
Requested 2019 Levy Amount:	\$507,073						
Estimated Tax Rate to Generate 2018 Levy:	0.2494%						

LEVY CHANGE FROM PREVIOUS YEAR						
2018 Levy Total (in 2019 budget)	\$482,950					
2019 Levy Total (in 2020 budget)	\$507,073					
Percentage Change 4.9						
Community meeting required if levy a greater than 5% from previo						

CARRYOVER CALCULATION						
2019 Budget Total	523,334					
2020 Carryover	\$55,500					
Percentage	10.605%					
Must be less than 25%						