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# Project/Task Cover Sheet: Client/phone: **Project Description:** Date Assigned: Assigned to: Time Budget: Due Date: NOTE: For Payroll: Is schedule B required? Yes\_\_\_\_ No ☐ Notify KK when project is completed Waiting For Client Info (cross out item once rec'd) **New Startup Clients** Date Items requested Req'd Type **Document** Both Articles of Inc. (Prepared by attorney or Other than S IRS Form 2553 IL-Corp IDR Form REG-1 IDES Form UI-1 IL-Corp Other Reg w/ State Revenue Depts. States Communications Log: ☐ Additional Notes located in OL Date Initials Via Notes/Comments Date: \_\_\_\_\_ Initials: \_ PM+C Client Picked Up Client Other



To the Board of Directors of Six Corners Association, Commission Members of SSA #28 and Executive Director

In planning and performing our audit of the financial statements of Special Services Area #28 as of and for the year ended December 31, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered Special Services Area #28'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 Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of limited staffing and inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, the Board of Directors, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

The A.C.T. Group, Ltd.
The A.C.T. Group, Ltd.

Certified Public Accountants

April 25, 2016



April 25, 2016

To the Board of Directors of Six Corners Association, Commission Members of SSA #28 and Executive Director

We have audited the financial statements of SSA #28 for the year ended December 31, 2015, and have issued our report thereon dated April 14, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our e-mail to you on February 16, 2016. Professional standards also require that we communicate to you the following information related to our audit.

# Significant Audit Findings

# **Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by SSA #28 are described in Note 1 to the financial statements. The SSA changed their basis of accounting to follow the standards established by the Government Accounting Standards Board (GASB) applicable to government entities in 2014. Previously, the SSA was following a basis of accounting similar to a not-for-profit entity under the standards of the Financial Accounting Standards Board (FASB). This change was required by the City of Chicago.

We noted no transactions entered into by the Organization during the year for which there is lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was: allowance for property tax receivables of 4%.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were: Note 4 Related Party Transactions and Summary Schedule of Findings that certain expenditures for which actual expenses exceeded budgeted amounts.

The financial statement disclosures are neutral, consistent, and clear.

### Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

### Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated April 20, 2016.

#### Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

# Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with U.S generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors of Six Corners Association, Commissioners of SSA #28 and the Executive Director of the Organization and is not intended to be, and should not be, used by anyone other than specified parties.

Very truly yours,

The A.C.T. Group, Ltd.

The A.C.T. Group, Ltd. Certified Public Accountants Chicago, Illinois

# SPECIAL SERVICE AREA #28 (a taxing district authorized by the City of Chicago)

# FINANCIAL STATEMENTS

DECEMBER 31, 2015

(TOGETHER WITH INDEPENDENT AUDITOR'S REPORT)

# SPECIAL SERVICE AREA #28 (a taxing district authorized by the City of Chicago)

As of December 31, 2015

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#### INDEPENDENT AUDITOR'S REPORT

To The Board of Directors of Six Corners Association Commissioners of Special Service Area #28 Chicago, Illinois

#### Report on the Financial Statements

We have audited the accompanying financial statements of Special Service Area #28 (a taxing district authorized by the City of Chicago) as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the Special Service Area #28 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 the 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 of 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 unqualified audit opinion.

#### Opinior

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Special Service Area #28 as of December 31, 2015 and the changes in financial position and budgetary comparison for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Other Matter

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.

The A.C.T. Group, Lts

The A.C.T. Group, Ltd. Certified Public Accountants April 14, 2016

# (a taxing district authorized by the City of Chicago)

## Managed by Six Corners Association

## Statement of Net Position and Governmental Funds Balance Sheet December 31, 2015

ASSETS <u>Current Assets</u>	Governmenta <u>Funds</u>	l <u>Adjustments</u>	Statement of <u>Net Position</u>
Cash Property Tax Receivable, net of allowance for uncollectable taxes of \$12,104 Prepaid Expenses Due from City of Chicago Due from Six Corners Association	\$ 82,830 290,506 146 49,585 2,276	\$ - - - - -	\$ 82,830 290,506 146 49,585 2,276
TOTAL ASSETS  LIABILITIES	\$425,343	\$	\$425,343
<u>Current Liabilities</u>			
Accounts Payable  TOTAL LIABILITIES	\$3,566 3,566	\$	\$3,566
	3,366	-	3,366
DEFERRED INFLOWS			
Deferred Property Tax Revenue	290,506	(290,506)	-
FUND BALANCES / NET POSITION			
Non-spendable:			
Prepaid Items	146	(146)	-
Committed:	-	-	-
Assigned:	-	-	-
<u>Unassigned</u>	131,125	(131,125)	-
TOTAL FUND BALANCE	131,271	(131,271)	-
TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE	\$425,343		
Net Position Restricted		\$421,777	\$421,777
Amounts reported for governmental activities in the statement of net	position are different b	pecause:	
Total fund balance - governmental funds			\$ 131,271
Property tax revenue is recognized in the period for which levied A portion of the property tax is deferred as it is not available in the	d rather than when "av ne governmental fund	railable." s.	290,506
Total net position - governmental activities			\$421,777

# (a taxing district authorized by the City of Chicago)

# Managed by Six Corners Association

# Statement of Activities and Governmental, Funds, Revenues, Expenditures and Changes in Fund Balances For the Year Ended December 31, 2015

			Governmental Funds		<u>Adjustments</u>		Statement of <u>Activities</u>
REVENUES:							
	ty Taxes t Income	\$	222,551	\$	26,733	\$_	249,284
TOTAL	REVENUE		222,554		26,733	_	249,287
EXPENSES:							
Public Sustain	ner Attraction Way Aesthetics ability & Public Places		31,880 61,775 5,993		- - -		31,880 61,775 5,993
	mic/business Development Programs		3,561 6,070		-		3,561 6,070
Total Se	ervices Expense		109,279		-	-	109,279
Administrati	ion:						
Person			20,668		-		20,668
Admin	- nonpersonnel		22,937	-	-	-	22,937
Total A	dministration Expense		43,605	-	_	_	43,605
TOTAL E	EXPENSES		152,884	-	-	-	152,884
Excess	of revenues over expenditures		69,670		(69,670)		
Chang	e in Net Position				96,403		96,403
FUND BALAN	CE/NET POSITION						
Beginni	ing of the Year	-	61,601	-	263,773	_	325,374
End of	the Year	\$_	131,271	\$_	290,506	\$_	421,777
Amounts rep	orted for governmental activities in	the	statement of activ	ities	are different b	ecau	se:
Net change	in Fund balance - governmental fun	nds				\$	69,670
	revenue is recognized in the year it i for governmental funds	is le	vied rather than wh	nen		_	26,733
Change in ne	et position					\$_	96,403

# (a taxing district authorized by the City of Chicago)

# Managed by Six Corners Association

# Statement of Revenues and Expenditures - Budget and Actual For the Year Ended December 31, 2015 and 2014

			2015						2014		
	BUDGET		ACTUAL		VARIANCE	-	BUDGET		ACTUAL		VARIANCE
REVENUES:											
Property Taxes \$	251,283	\$	222,551	\$	(28,732)	\$	219,754	\$	244,130	\$	24,376
Interest Income Loss Collection	(5,900)		3		3 5,900		- (10,988)		9 (1,108)		9 9,880
TOTAL REVENUE			000.554			-		-	· · · · · · · · · · · · · · · · · · ·	-	
	245,383		222,554		(22,829)	-	208,766	-	243,031	-	34,265
EXPENSES:											
Customer Attraction											
Website	2,000		2,563		563		-		-		-
Special Events	10,000		8,343		(1,657)		-		-		-
Social Media Outreach	500		46		(454)		-		-		-
Decorative Banners	8,000		5,495		(2,505)		-		-		-
Holiday Decorations	8,000		6,003		(1,997)		-		-		-
Printed Materials	3,000		7,763		4,763		-		-		-
Display Advertising	16,000		1,150		(14,850)		-		-		-
PR/Media Relations Total Customer Attraction	1,500		517		(983)	_		_	-	_	-
Total Costomer Affaction	49,000	-	31,880		(17,120)	-	-	_		-	
Public Way Aesthetics											
Acid etching Removal/Prevention											
Landscaping	51,000		25,209		(25,791)		22,500		17,878		(4,622)
Streetscape Elements	-		533		533		-		3,900		3,900
Public Art	-		8,103		8,103		-		-		-
Sidewalk Maintenance	41,000		27,930		(13,070)		-		-		-
Banners and/or Holiday Decorations		_	-		-	_	12,000	_	6,699		(5,301)
Total Public Way Aesthetics	92,000	-	61,775	-	(30,225)	-	34,500	_	28,477	_	(6,023)
Sustainability & Public Places											
Bicycle Transit Enhancements	7,000		5,993		(1,007)		-		-		-
Total Sustainability & Public Places	7,000	-	5,993	-	(1,007)	_	-	_	-	_	
Economic/Business Development											
Site Marketing	2,120		1,115		(1,005)		-		-		-
Strategic Planning	2,400		2,441		41		-		-		-
Commission Development	500		5		(495)		-		-		-
Data Collection	1,200		-		(1,200)		-		-		-
Total Econ./Bus. Development	6,220	-	3,561	-	(2,659)	_	-	_	-	_	-
Safety Programs											
Public Way Surveillance	3,000		2,950		(50)		-		_		_
Pan Handling Abatement	3,120		3,120		-		_		-		_
Total Safety Programs	6,120	-	6,070	-	(50)	_	-		-		-
Advertising & Promotion											
Website and/or Social Media	-		-		-		5,000		877		(4,123)
Public and/or Media Relations	-		-		-		3,975		2,175		(1,800)
Special Events	-		-		-		17,250		2,217		(15,033)
Display Advertising	-		-		-		16,780		13,973		(2,807)
Printed Materials Total Advertising & Promotion		_	-	_	-	_	4,300	_	4,147	_	(153)
TOTAL AGYOTISHING & FIOTHORION	-	-	-	-	-	_	47,305	_	23,389	_	(23,916)

## (a taxing district authorized by the City of Chicago)

# Managed by Six Corners Association

# Statement of Revenues and Expenditures - Budget and Actual For the Year Ended December 31, 2015 and 2014

		2015			2014	
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE
Public Way Maintenance						
Sidewalk Cleaning	-	-	-	18,000	18,000	-
Sidewalk Snow Plowing	-	-	-	17,000	27,882	10,882
Sidewalk Power Washing	-	-	-	3,000	-	(3,000)
Supplies	-	-	-	775	-	(775)
Acid Etching Removal/Prevention Total Public Way Maintenance				38,775	46,422	7,647
Tenant Retention/Attraction	-	-				
Data Collection	-	-	-	1,200	-	(1,200)
Site Marketing Materials			-	2,120	2,545	425
Total Tenant Retention/Attraction	-	-	-	3,320	2,545	(775)
Façade Improvements						
Façade Enhance Program			-	5,000	5,563	563
Total Façade Improvements		-	-	5,000	5,563	563
Safety Programs Panhandling Abatement	_			3,120	1,627	(1,493)
Security Subcontractor	_	_		3,120	1,560	(1,473)
Total Public Way Surveillance	-	-	-	6,240	3,187	(3,053)
District Planning						
SSA Work Plans	-	-	-	-	15,366	15,366
Strategic Planning	-	-	-	2,400	-	(2,400)
Total District Planning	-	-	-	2,400	15,366	12,966
Admin Non-Personnel						-
Annual Report	500	55	(445)	1,100	_	(1,100)
Audit	7,000	4,885	(2,115)	3,000	5,083	2,083
Bookkeeping	7,601	1,046	(6,555)	401	2,243	1,842
Office Rent	6,000	3,660	(2,340)	7,200	6,400	(800)
Office Utilities	3,120	1,256	(1,864)	3,120	3,298	178
Office Supplies	2,500	1,537	(963)	2,000	1,853	(147)
Office Equip Lease/Maint	2,000	-	(2,000)	1,100	2,406	1,306
Office Printing	-	80	80	-	-	-
Postage	200	191	(9)	300	508	208
Meeting Expense	1,000	545	(455)	1,000	1,083	83
Subscriptions/Dues	800	2,379	1,579	395	-	(395)
Banking Fees	-	(191)	(191)	-	-	-
Equip Pur./Maint.	-	4,460	4,460	-	-	-
Supplies	800	(88)	(888)	-	-	-
Insurance	1,300	2,376	1,076	-	1,364	1,364
Payroll Processing/Training	1,700	746	(954)	2,500	4,118	1,618
Total Admin - nonpersonnel	34,521	22,937	(11,584)	22,116	28,356	6,240
Personnel						
Total Personnel	50,522	20,668	(29,854)	66,110	65,830	(280)
TOTAL EXPENSES	245,383	152,884	(92,499)	225,766	219,135	(6,631)
Excess of Revenues Over Expenses	\$	\$ 69,670	\$ 69,670	\$ (17,000) \$	23,896	\$ 40,896

# Summary of Significant Accounting Policies

**Reporting Entity:** Special Service Area #28 (SSA) provides services on behalf of the City of Chicago (City) within a specified geographic area. These services include promotional and advertising, maintenance of the public way, safety, and other functions. The SSA is exempt from federal income tax under section 501 (c) (6) of the Internal Revenue code.

Government-Wide and Fund Financial Statements: The financial statements of the SSA have been prepared in conformity with the accounting principles generally accepted in the United States of America as applied to governmental units, hereinafter referred to as GAAP( generally accepted accounting principles). The accepted standard-setting body for the establishing governmental accounting and financial reporting principles is GASB (the Governmental Accounting Standards Board).

Government-Wide financial statements (statements of net position and statement of activities) are prepared using the economic resources measurement focus and the accrual basis of accounting for all of the SSA's activities. The Fund Financial Statements, which focus on the SSA's governmental funds current financial resources measurement focus, are prepared on the modified accrual basis.

The SSA accounts for its activities in one fund, its general fund.

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 the related cash flows. Property taxes are recognized as revenues in the year 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 measureable 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 preparation of financial statement in 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.

## Assets, Liabilities, and Net Position:

**Cash, Cash equivalents and investments:** 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, 2015, the allowance is estimated to be 4% of the outstanding property taxes.

**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.

**Fund Equity/Net Position:** Government 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 balanced has limitations imposed by enabling legislation or an outside party. Committed fund balance is a limitation imposed by the SSA board through approval of resolutions. Assigned fund balances is a limitation imposed by a designee of the SAA board. Unassigned fund balance is a net resource 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 statement, 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.

# 2. Cash

The Organization maintains its cash in two bank deposit accounts, which, at times, may exceed federally insured limits. The Organization had not experienced any losses in such accounts. The Organization believes it is not exposed to any significant credit risk in cash.

# 3. 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.

The Due from City of Chicago consists of TIF funds from 2013 and 2014 of \$49,585.

# 4. Related Party Transactions

The SSA is affiliated with the Six Corners Association, which provides certain administrative services for the SSA. As of December 31, 2015, \$0 was payable for services or goods provided. This is due to the fact that the payments of services happen in the same month as the services or goods provided. However, as of December 31, 2015 \$2,276 was due from Six Corners Association for various transactions during the year.

### 5. Prior Year Reclassifications

For comparability, the prior year's financial statements reflect reclassifications where appropriate to conform to the financial statement presentation used this year.

#### SUMMARY SCHEDULE OF FINDINGS

As part of our audit and request by the Special Service Area Annual Audited Financial Statement Guidelines prepared by the City of Chicago Department of Housing and Economic Development dated June 2013, we have read the requirements contained in the Agreement for Special Service Area #28 between the City of Chicago and Six Corners Association.

Per Article 5.03, the Contractor established a separate bank account in a bank in Chicago, Illinois. All service tax funds were automatically deposited into this bank account.

We noted certain expenditures for which actual expenses exceeded budgeted amounts.

Based on our understanding of the agreement and the facts surrounding the performance under the agreement, we noted no other exceptions. Many contractual items were included in the agreement which dealt with non-accounting and non-financial matters of which we had no knowledge.

