



DEPARTMENT OF PLANNING AND DEVELOPMENT  
CITY OF CHICAGO

December 14, 2017

Sandra Bivens  
Executive Director  
51<sup>st</sup> Street Business Association  
220 E. 51<sup>st</sup> Street  
Chicago, IL 60615

RE Desk Review of Audit Report for Special Service Area #52  
Fiscal Year Ended December 31, 2016

Dear Ms. Bivens:

The City has reviewed your "Independent Auditor's Report" and accompanying financial statements for the year ended December 31, 2016 for SSA #52. The result of our review indicated the following:

1. During the course of our review of your Special Service Area Provider's financial statements for the year ended December 31, 2016 we noted that the several significant errors in the financial statements. The following errors were noted in the presentation of the financial statements: 1) the amounts reported for beginning fund balance and net position in the Statement of Activities and Governmental Funds Revenues, Expenditures, and Changes in Fund Balance did not agree to the prior year audited financial statements. 2) The ending fund balance and net position reported in the Statement of Activities and Governmental Funds Revenues, Expenditures, and Changes in Fund Balance did not agree to the amounts reported in the Statement of Net Position and Governmental Funds Balance Sheet. 3) Amounts reported as actual expenditures in the Statement of Activities and Governmental Funds Revenues, Expenditures, and Changes in Fund Balance did not agree to the actual expenditures reported in the Statement of Revenues and Expenditures – Budget and Actual. 4) There is a reconciling item between the modified accrual basis of accounting and the full accrual basis of accounting for accrued expenditures that should be reported on both bases of accounting. The audited financial statements should be accurate and free of mathematical errors upon submission to the City.
2. Per the Special Service Area (SSA) Audit Guidelines, the financial statements and related footnotes for the year ended December 31, 2016 are required to be presented using the governmental reporting model. This reporting model requires the presentation of the following statements: Statement of Net Position, Statement of Activities, Governmental Funds Balance Sheet, and Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance. A Statement of Cash Flows should not be presented. It is the responsibility of the Special Service Area Provider and your auditors to ensure that the SSA's financial statements are prepared in accordance with generally accepted accounting principles and on the appropriate reporting model.

3. During the course of our review of your Special Service Area Provider's financial statements for the year ended December 31, 2016, we noted that the budget figures included in the Statement of Revenues and Expenditures – Budget and Actual did not agree to the budget submitted to and approved by the City. Specifically, the amount included in the City-approved budget for Late Collections and Interest Income Thereon is excluded from the financial statement revenue budget. The budget figures included in the Statement of Revenues and Expenditures – Budget and Actual are required to agree with the City-approved budget. The Special Service Area Provider and your auditors should ensure that appropriate amounts are reported in the budget column of Statement of Revenues and Expenditures – Budget and Actual in the audited financial statements.
4. Per Section 3.07, Records and Audits, the Special Service Area Provider is required to provide annual audited financial statements to the City of Chicago and the Special Service Area Commission within 120 calendar days after the end of the calendar year. Our review of the "Independent Auditors' Report" package revealed that the audited financial statements were submitted after the required 120 calendar days.

We have brought the findings above to your attention as they are an important consideration within the Special Service Area (SSA) Audit Guidelines. Please contact your auditors and submit the complete audit report package as described above by no later than 10 days from the receipt of this letter. Please send the requested items within via email to Patrick Brutus at [patrick.brutus@cityofchicago.org](mailto:patrick.brutus@cityofchicago.org).

Thank you for your prompt attention to this matter.

Sincerely,



Mark Roschen  
Assistant Commissioner

cc: Alderman Dowell, Robert Jackson, Omar Sweiss

MR/bt

**51<sup>st</sup> STREET BUSINESS ASSOCIATION**

**SPECIAL SERVICE AREA # 52**

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

**FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2016**

**DRAFT**

**DRAFT**

**DRAFT**

**Prepared by  
William C Goodall CPA  
Certified Public Accountants  
800 East 78<sup>th</sup> Street, Suite 200  
Chicago Il 60619  
Phone: (773) 873-1010  
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**51<sup>st</sup> STREET BUSINESS ASSOCIATION  
SPECIAL SERVICE AREA # 52  
(a taxing district authorized by the City of Chicago)**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

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**WILLIAM C. GOODALL**  
**CERTIFIED PUBLIC ACCOUNTANT**  
806 East 78<sup>th</sup> Street Suite 200  
Chicago, Illinois 60619

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors of  
51<sup>st</sup> Street Business Association and Commissioners  
Of Special Service Area #52

We have audited the accompanying financial statements of 51<sup>st</sup> Street Business Association (A Contractor for) Special Service Area #52, ( a taxing district authorized by the City of Chicago) (a nonprofit organization), which comprise the statement of financial position as of December 31, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

### **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.

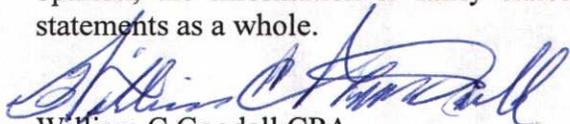
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of 51<sup>st</sup> Business Association as of December 31, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Report on Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Statement of Revenue and Expenditures (Budget & Actual) on page 13 & 14 are presented for purposes of additional analysis are required by the City of Chicago Special Service Area Commission and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.



William C Goodall CPA  
800 East 78<sup>th</sup> Street  
Chicago, Illinois 60619  
May 5, 2017



**WILLIAM C. GOODALL**  
**CERTIFIED PUBLIC ACCOUNTANT**  
806 East 78<sup>th</sup> Street Suite 200  
Chicago, Illinois 60619

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

To the Board of Trustees of  
51st Street Business Association

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 51st Street Business Association (a nonprofit organization), which comprise the statement of financial position as of December 31, 2016, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated May 5, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered 51st Street Business Association's internal control over financial reporting to determine the 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 51st Street Business Association'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 a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

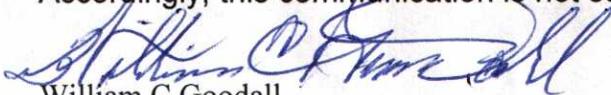
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether 51st Street Business Association's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this 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 organization'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



William C Goodall  
800 East 78<sup>th</sup> Street  
Chicago, Illinois  
May 5, 2017.

51st Street Business Association  
(A Contractor For Special Service Area # 52)  
Statement of Net Position and Governmental Funds Balance Sheet  
December 31, 2016

	Governmental Funds \$	Adjustments \$	Statement of Net Position \$
<b><u>ASSETS</u></b>			
Cash and cash equivalents	6,872	0	6,872
Property Tax Receivable	36,620		36,620
Due from City of Chicago	9,205		9,205
Total Assets	52,697	0	52,697
 <b><u>LIABILITIES</u></b>			
Accrued expense	0	1,400	1,400
Deferred Property Tax Revenue	36,620		36,620
Total Liabilities	36,620	1,400	38,020
 <b><u>FUND BALANCES/NET POSITION</u></b>			
Total Fund Balance	16,077	(16,077)	
Total Liabilities and Fund Balance	52,697		
Net Position		(14,677)	14,677

**Amounts reported for governmental activities in the statement of net position are different because:**

Total fund balance-governmental funds	16,077
Accrued expenditure not paid until previous year	(1,400)
Total net position-governmental activities	14,677

The accompanying notes are an integral part of these financial statements

51st Street Business Association  
(A Contractor For Special Service Area # 52)

Statement of Activities and Governmental Funds, Revenues, Expenditures and Changes in Fund Balance  
December 31, 2016

	Governmental Funds	Adjustments	Statement of Activities
<u>REVENUES</u>	\$	\$	\$
Property Taxes	36,620	0	36,620
Total Revenue	36,620	0	36,620
 <u>EXPENDITURES/ EXPENSES</u>			
Accrued Audit Fee	0	1,400	1,400
Customer Attraction	6,273	0	6,273
Public Way Aesthetics	9,451	0	9,451
Economic Business Development	5,770	0	5,770
SSA Management	8,693	0	8,693
Personnel	2,400	0	2,400
Total Expenditures/Expenses	32,587	1,400	33,987
 Excess of Expenditures over Revenue	 4,033	 (4,033)	
 Change in Net Position		 2,633	 2,633
 Fund Balance/ Net Position			
Beginning of the Year	12,044	_____	12,044
End of Year	16,077	(1,400)	14,677

**Amounts reported for governmental activities in the statement of activities are different because:**

Net change in Fund balance-governmental	4,033
Accrued expenditure not paid until previous year	(1,400)
	2,633

The accompanying notes are an integral part of these financial statements

**51<sup>st</sup> STREET BUSINESS ASSOCIATION**  
**SPECIAL SERVICE AREA # 52**  
**(a taxing district authorized by the City of Chicago)**  
**NOTES TO THE FINANCIAL STATEMENT**  
**For the Year Ended December 31, 2016**

**SUMMARY OF SIGNIFICANT FINANCIAL STATEMENTS**

**NOTE 1**      **ORGANIZATION**

The 51<sup>st</sup> Street Business Association (the organization) an Illinois not-for-profit corporation was founded in April, 2009. The organization provides consulting services to businesses, entrepreneurs, community focused groups and residents in Chicago's Grand Boulevard and Bronzeville neighborhoods.

**NOTE 2**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

(a) Reporting Entity

**City of Chicago (Special Service Area (SSA) Program)**

The organization has been designated as an administrator (contractor) of the Special Service Area # 52 a taxing district authorized by the City of Chicago and located in Chicago, Illinois. The approximate street location of (the Taxing District) consists of the area on both sides of 51<sup>st</sup> Street from Dr. Martin Luther King Jr. Drive on the east side to the Metra Railroad tracks on the west side. Agreed on services include promotional and advertising, maintenance of the public way, safety and other functions to be provided by the organization are funded with a tax levy upon taxable properties within the above designated area. Tax levies are billed, collected and remitted by the City to the organization. The tax levy order began in the year 2011 and goes through to 2020 Special Service Area 52. The financial statements of the organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the U.S.

(b) Government-Wide and Fund Financial Statements

The financial statements of SSA# 52 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 (generally accepted accounting principles). The accepted standard-setting body for

establishing governmental accounting and financial reporting principles is GASB (The Governmental Accounting Standards Board).

Government-Wide financial statements (statement 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 it's in one fund, it's 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 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 financial 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 statements 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 these estimates.

#### (d) 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 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, 2016 there is no allowance estimated.

### 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

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 resolutions. Assigned fund balances 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.

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.

### **NOTE 3 CASH, CASH EQUIVALENTS AND INVESTMENTS**

Cash and certificates of deposit are subject to custodial credit risk in the event of a bank failure, the SSA's deposits may not be returned. The SSA's policy in order to protect their deposits requires depository institutions to maintain collateral pledges on SSA deposits whenever the deposits exceed the insured limits of the

FDIC. All deposits and balances of the SSA are within the insured limits of the FDIC.

Investments are subject to custodial credit risk that, in the event of failure of the counterparty, the SSA will not be able to recover the value of its investments that are in the possession of an outside party. The SSA has no exposure to custodial credit risk because the investment securities are insured, registered and or held by the SSA.

As of December 31, 2016 the SSA had no investments.

**NOTE 4**      **PROPERTY TAXES**

Property taxes become an enforceable lien on realm 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.

**NOTE 5**      **RELATED PARTY TRANSACTIONS**

The SSA is affiliated with Sandra Bivens Director of The 51<sup>st</sup> Street Business Association who provides certain administrative services for the SSA. For the year ended December 31, 2014 Sandra Bivens has received \$ 2,400 as the Executive Director of SSA #52.

**NOTE 7**      **SUBSEQUENT EVENTS**

The organization has evaluated subsequent events through May 5, 2017, the date the financial statements were available for issuance and has determined that there were no subsequent events to be recognized in these financial statements.



**WILLIAM C. GOODALL**  
*CERTIFIED PUBLIC ACCOUNTANT*  
806 East 78<sup>th</sup> Street Suite 200  
Chicago, Illinois 60619

**INDEPENDENT AUDITOR'S REPORT  
ON ADDITIONAL INFORMATION**

To the Board of Directors of  
51st Street Business Association

We have audited the financial statements of 51st Street Business Association as of and for the year ended December 31, 2016 and 2015, and have issued our report thereon dated May 5, 2017 which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The statement of Revenue and Expenditures (Budget and Actual) on pages 12 & 13 is presented for the purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

William C Goodall CPA  
800 East 78<sup>th</sup> Street  
Chicago, Illinois  
May 5, 2017

51st Street Business Association  
 (A Contractor for Special Service Area # 52)  
 Statement of Revenues and Expenditures- Budget and Actual  
 December 31, 2016 and 2015

	<u>2016</u>			<u>2015</u>		
	Budget	Actual	Variance	Budget	Actual	Variance
<b>REVENUE</b>						
Property Taxes	41,792	36,620	5,172	35,642	35,642	0
Total Revenue	<u>41,792</u>	<u>36,620</u>	<u>5,172</u>	<u>35,642</u>	<u>35,642</u>	<u>0</u>
<b>EXPENDITURES</b>						
<b><u>Advertising and Promotion</u></b>						
Website and Social Media	500	265	235	500	500	0
Special Events	4,872	4,872	0	7,000	14,895	-7,895
Holiday Decorations	1,500	0	1,500	1,061	1,080	-19
P/R/ Media Relations	956	1,136	-180	1,633	0	1,633
Total Advertising and Promotion	<u>7,828</u>	<u>6,273</u>	<u>1,555</u>	<u>10,194</u>	<u>16,475</u>	<u>-6,281</u>
<b><u>Public Way Aesthetics</u></b>						
Landscaping (plants, watering etc.)	1,500	1,595	-95			
Façade Enhancement Program-Rebates	5,800		5,800	3,036	1,000	2,036
Sidewalk Maintenance	7,864	7,356	508	14,397	7,338	7,059
Interior Enhancement	1,000		1,000			
Liability INSURANCE/Workmans Comp	500	500	0	0	0	0
Total Public Way Aesthetics	<u>16,664</u>	<u>9,451</u>	<u>7,213</u>	<u>17,433</u>	<u>8,338</u>	<u>9,095</u>
	Budget	Actual	Variance	Budget	Actual	Variance
<b>Economic/Bussiness Development</b>						
Site Marketing (materials, services, etc)	<u>5,680</u>	<u>5,770</u>	<u>90</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Façade Improvements	<u>5680</u>	<u>5770</u>	<u>90</u>	<u>0</u>	<u>0</u>	<u>0</u>

51st Street Business Association  
(A Contractor for Special Service Area # 52)  
Statement of Revenues and Expenditures- Budget and Actual  
December 31, 2016 and 2015

	<u>2016</u>			<u>2015</u>		
	Budget	Actual	Variance	Budget	Actual	Variance
<b><u>Administrative Non-Personal</u></b>						
SSA Audit	1,300	1,400	(100)	1,300	2,800	(1,500)
Bookkeeping	600		600	1,200	0	1,200
Office Rent	7,200	7,200	0	7,200	7,200	0
Banking Fees	120	93	27	120	0	120
Total Administrative Non-Personal	<u>9,220</u>	<u>8,693</u>	<u>527</u>	<u>9,820</u>	<u>10,000</u>	<u>(180)</u>
<b><u>Personnel</u></b>						
Executive Director	<u>2,400</u>	<u>2,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Personnel	<u>2,400</u>	<u>2,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	41,792	32,587	3 9,205	45,048	43,764	1,284
Less-Collection Loss	(1,872)	0	(1,872)	(1,872)		(1,872)
Less Carry-Over-Funds from Prior Year	(3,300)	0	(3,300)	(7,534)	0	(7,534)
Excess of Expenses over Revenue	<u>0</u>	<u>4,033</u>	<u>4,033</u>	<u>0</u>	<u>(8,122)</u>	<u>(8,122)</u>

51st Street Business Association  
( A Contractor For Special Service Area # 52)  
Schedule of Summary of Findings  
For The Year Ended December 31, 2016

We have reviewed the Agreement for Special Service Area # 52 between the City of Chicago and the 51st Street Business Association (Contractor) for the year ended December 31, 2016. After conducting the audit, we noted the following exceptions that require your response and corrective actions.

FINDING # 1

A review of (Statement of Revenues and Expenditures-Budget and Actual) indicated favorable expenditures in all categories, resulting in excess revenue over expenditures of (\$ 4,033) of which (\$ 1,400) is Audit Fee carryover not paid until subsequent period.

SUGGESTED RESPONSE

We concur with the finding and will begin to monitor our expenditures monthly so that actual spending for all items equal the budget allowance.

FINDING # 2

the SSA Financial and Accounting Guide. We recommend that the provider incorporate in its budget funds for training of the accountant to institute the proper accounting and financial policies.

SUGGESTED RESPONSE

We will find available funds for the training of our accountant.

FINDING # 3

Per Section 3.07, Records and Audit, the Special Service Area Provider is required to provide annual audited financial statements to the City of Chicago and the Special Service Commission within 120 calendar days after the end of the year. The previous auditor discontinued doing SSA Audits causing the organization to find another auditor

SUGGESTED RESPONSE

We will have completed financial statements available within 30 days after calendar year to present to the Auditors given them ample time to complete the audit.