Number 16

(West Central Association, Contractor)

Years Ended December 31, 2017 and 2016

#### <u>Greek Town - Halsted Street Special Service Area</u> <u>Number 16</u>

Contents	<u>Page</u>
Independent Auditor's Report	1-2
Financial Statements	
Governmental Fund Balance Sheet and Statement of Net Position	3
Statements of Governmental Fund Revenues, Expenditures and Changes in Fund Balance and Activities	4-5
Independent Auditor's Report on the Supplementary Information	6
Summary Schedule of Revenue and Expenditure -Budget and Actual - General Fund	7
Detailed Schedule of Revenues and Expenditures - Budget and Actual - General Fund	8-10
Notes to Financial Statements	11-14
Schedule of Audit Findings	15

#### **Bravos & Associates**

324 Ridgewood Drive Bloomingdale, Illinois 60108 (630) 893-6753

Certified Public Accountants

Fax (630) 893-7296 email: Bravostw@comcast.net

#### INDEPENDENT AUDITOR'S REPORT

To the Board of Directors Greek Town - Halsted Street Special Service Area Number 16 (West Central Association, Contractor) Chicago, Illinois

We have audited the accompanying statement of governmental activities and the major fund of Greek Town - Halsted Street Special Service Area Number 16 (a taxing district authorized by the City of Chicago) as of December 31, 2017 and 2016, and the related statements of activities and governmental funds, revenues, expenditures and changes in fund balances for the years then ended, which collectively comprise the service areas' 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 opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. 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 judgement, 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 estimates made by management, as well as evaluating the overall financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a reasonable basis for our audit opinions.

#### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Greek Town - Halsted Street Special Service Area Number 16 (a taxing district authorized by the City of Chicago), as of December 31, 2017 and 2016, and the respective changes in financial position thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Change in Accounting Principal**

The financial statements, the special service area changed its method of accounting to generally accepted accounting principles as applicable to governmental entities. Our opinions are not modified with respect to that matter.

#### Other Matter

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.

Bravos & Hssociates CPH's

April 24, 2018 Bloomingdale, Illinois



# Greek Town - Halsted Street Special Service Area # 16 Governmental Fund Balance Sheet and Statement of Net Position December 31, 2017

			2017					2016	
	Go			ç	Statement of		vernmental	2010	Statement of
	30	Fund	Adjustment		Net Position	00	Fund	Adjustments	Net Position
Assets		TOTAL CONTRACTOR OF THE PARTY O	<u> </u>	= =					
Cash	\$	359,743	\$	- \$	359,743	\$	302,284	\$ -	\$ 302,284
Property tax receivable, net of allowance for		,			,		,		,
uncollectable taxes of \$ 20,000		481,311		-	481,311		479,311	-	479,311
Prepaid Insurance		1,800		_	1,800		1,800	_	1,800
Total Assets		842,854		_	842,854		783,395		783,395
Total Added		012,001	***************************************		012,001				
Liabilities									
Accounts payable	\$	107,961	\$	- \$	107,961	\$	148,434	\$ -	\$ 148,434
Deferred Inflows		,			,		,	·	,
Deferred property tax revenue		481,311	(481,311	)	-		479,311	(479,311)	-
Fund Balances/Net Position		,					,	,	
Unassigned		253,582	(253,582	2)			155,650	(155,650)	-
Total Liabilities, deferred inflows and				_					
fund balance/net position	\$	842,854				\$	783,395		
Net Position - Unrestricted	,		\$ (734,893	) \$	734,893	-		\$ (634,961)	\$ 634,961
			nace and a section of the section of	. <u> </u>	7 200			***************************************	CONTRACTOR OF THE PROPERTY OF
Amounts reported for governmental activities in the	statemen	nts of net pos	sition are diffe	rent l	pecause:				
Total fund balance - governmental fund		•		\$					\$ 155,650
Property tax revenue is recognized in the period for v	vhich it	is levied rath	her than when		-				,
"available". A portion of the property tax is deferred	as it is n	ot available	in the						
governmental funds.					481,311				(479,311)

734,893

Total net position - governmental activities

\$ 634,961

# Greek Town - Halsted Street Special Service Area # 16 Statements of Governmental Fund Revenues, Expenditures and Changes in Fund Balance and Activities

#### Years Ended December 31, 2017 and 2016

		2017		2016					
	Governmental	Design		Governmental					
	<u>Fund</u>		Statements of	<u>Fund</u>		Statements of			
Revenues	General Fund	<b>Adjustments</b>	<b>Activities</b>	General Fund	<b>Adjustments</b>	<b>Activities</b>			
Property taxes	\$ 772,369	\$ 2,000	\$ 774,369	\$ 489,164	\$ 15,851	\$ 505,015			
TIF Rebates	-	-	-	-	-	-			
Other income	32		32	7		7			
Total revenues	772,401	2,000	774,401	489,171	15,851	505,022			
<u>Expenditures</u>									
1.00 Customer Attraction	227,265	-	227,265	118,536	-	118,536			
2.00 Public Way Aesthetics	267,772	-	267,772	230,592	-	230,592			
4.00 Economic/Development	63,528	_	63,528	35,724	-	35,724			
5.00 Safety Programs	-	-	-	5,620	-	5,620			
6.00 SSA Management	29,040		29,040	22,671	-	22,671			
7.00 Personnel	86,864	-	86,864	54,195	-	54,195			
8.00 Loss Collection			<del>_</del>			<u>-</u>			
Total expenditures	674,469	49	674,469	467,338	-	467,338			
Excess of revenues over (under) expenditures	97,932	2,000	99,932	21,833	15,851	37,684			
Change in Net Position	97,932	2,000	99,932	21,833	15,851	37,684			
Fund Balance/Net Position									
Fund balance/net position beginning of the year	155,650	479,311	634,961	133,817	463,460	597,277			
Fund balance/net position at end of the year	\$ 253,582	\$ 481,311	\$ 734,893	\$ 155,650	\$ 479,311	\$ 634,961			

Page 4

## Greek Town - Halsted Street Special Service Area # 16 Statements of Governmental Fund Revenues, Expenditures and Changes in Fund Balance and Activities

#### Years Ended December 31, 2017 and 2016

		<u>2017</u>		<u>2016</u>
Amounts reported for governmental activities in the statements of net position are different because Net change in Fund balance - government funds	: \$	97,932	\$	21,833
Property tax revenue is recognized in the period for which it is levied rather than when "available". A portion of the property tax is deferred as it is not available in the governmental funds.		(2,000)		(15,851)
Change in Net Position	\$	99,932	<u>\$</u>	37,684

#### **Bravos & Associates**

Certified Public Lecountants

324 Ridgewood Drive Bloomingdale, Illinois 60108 (630) 893-6753

Fax (630) 893-7296 email: Bravostw@comcast.net

#### INDEPENDENT AUDITOR'S REPORT ON THE SUPPLEMENTARY INFORMATION

To the Board of Directors Greek Town - Halsted Street Special Service Area Number 16 (West Central Association, Contractor) Chicago, Illinois

Our audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information, which follows, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on it.

Bravos & Associates CPA's

April 24, 2017 Bloomingdale, Illinois

#### Summary Schedule of Revenues and Expenditures

#### Budget and Actual - General Fund

Year ended December 31, 2017 and 2016

	2017							2016					
					О	ver (Under)					Ove	er (Under)	
Revenues:		Budget		Actual		<u>Variance</u>		<u>Budget</u>		<u>Actual</u>	$\underline{V}$	<sup>7</sup> ariance	
Property taxes	\$	703,670	\$	772,369	\$	68,699	\$	557,874	\$	489,164	\$	(68,710)	
Interest income		<b>140</b>	*******	32		32			*******	7		7	
Total revenues		703,670		772,401		68,731		557,874		489,171		(68,703)	
Expenses & Programs:													
1.00 Customer Attraction		229,210		227,265		(1,945)		130,000		118,536		(11,464)	
2.00 Public Way Aesthetics		351,531		267,772		(83,759)		224,231		230,592		6,361	
4.00 Economic/Development		170,000		63,528		(106,472)		71,563		35,724		(35,839)	
5.00 Safety Programs		-		-		-		5,620		5,620		-	
6.00 SSA Management		37,460		29,040		(8,420)		43,260		22,671		(20,589)	
7.00 Personnel		90,000		86,864		(3,136)		54,200		54,195		(5)	
8.00 Loss Collection	www.	17,240		-		(17,240)		29,000		-	*********	(29,000)	
Totals Expenditures		895,441		674,469		(220,972)		557,874		467,338		(90,536)	
Excess of revenues over (under) expenditures		(191,771)		97,932	-	289,703		~		21,833	-	21,833	
Carryover	***************************************	191,771		-		191,771		-					
Net revenues in excess of expenditures	<u>\$</u>	un-	\$	97,932	<u>\$</u>	97,932	<u>\$</u>	-	<u>\$</u>	21,833	\$	21,833	

#### Detailed Schedule of Revenues and Expenditures

#### Budget and Actual - General Fund

#### Years ended December 31, 2017 and 2016

	***************************************	***************************************	2016									
		***************************************			Ov	er (Under)					Ov	er (Under)
Revenues:		<u>Budget</u>	udget		Variance			<u>Budget</u>		Actual	Ī	/ariance
Property taxes	\$	703,670	\$	772,369		68,699		557,874	\$	489,164		(68,710)
Interest income				32		32		_		7		7
Total revenues	\$	703,670	<u>\$</u>	772,401	\$	68,731		557,874		489,171	\$	(68,703)
Expenses & Programs:												
1.00 Customer Attraction												
1.01 Website	\$	15,000	\$	4,035	\$	(10,965)	\$	15,000	\$	11,166	\$	(3,834)
1.02 Special Events		31,210		36,313		5,103		29,000		29,392		392
1.04 Social Media Outreach		36,000		40,434		4,434		10,000		10,650		650
1.05 Decorative Banners		12,000		18,194		6,194		12,000		12,756		756
1.06 Holiday Decorations		30,000		21,885		(8,115)		16,000		11,500		(4,500)
1.07 Printing Materials		10,000		11,831		1,831		28,000		27,572		(428)
1.09 PR/Media Relations		95,000		94,573		(427)		20,000		15,500	****	(4,500)
<u>Totals</u>		229,210		227,265		(1,945)		130,000		118,536		(11,464)
2.00 Public Way Aesthetics												
2.02 Landscaping (plants, water)		49,531		22,133		(27,398)		77,000		87,392		10,392
2.04 Way Finding/Signage		25,000		20,425		(4,575)		15,380		13,618		(1,762)
2.05 Streetscape Elements		99,000		90,659		(8,341)		70,000		70,000		-
2.06 Public Art		44,000		49,039		5,039		4,000		3,500		(500)
2.07 Sidewalk Maintenance-Supplies		1,000		267		(733)		21,000		18,831		(2,169)
2.08 Sidewalk Maintenance-Service Contracts		24,000		37,090		13,090		-		-		
2.09 Public Way Elements Insurance		6,000		5,459		(541)		6,000		7,475		1,475
2.12 Maintenance of Monuments Artifacts		103,000		42,700		(60,300)		30,851		29,776		(1,075)
<u>Totals</u>	all distributions	351,531		267,772		(83,759)		224,231		230,592		6,361
												Page 8

See the notes to the Financial Statements

#### Detailed Schedule of Revenues and Expenditures

#### Budget and Actual - General Fund

#### Years ended December 31, 2017 and 2016

		2017		2016				
			Over (Under)			Over (Under)		
Expenses & Programs:	Budget	<u>Actual</u>	Variance	Budget	Actual	Variance		
4.00 Economic/Development								
4.03 Supplemental Transit	100,000	58,086	(41,914)	50,000	14,220	(35,780)		
4.06 Strategic Planning	70,000	5,442	(64,558)	19,963	19,939	(24)		
4.09 SSA Designation		-	-	1,600	1,565	(35)		
Totals	170,000	63,528	(106,472)	71,563	35,724	(35,839)		
5.00 Safety Programs								
5.03 Security Patrol Services	<b>V</b>	NB		5,620	5,620			
6.00 SSA Management								
6.01 SSA Annual Report	3,920	-	(3,920)	5,000	-	(5,000)		
6.02 SSA Audit	4,000	4,350	350	8,000	3,400	(4,600)		
6.03 Bookkeeping	4,000	3,735	(265)	4,000	3,669	(331)		
6.04 Office Rent	8,280	8,280	-	7,200	7,200	-		
6.05 Officer Utilities	6,000	5,148	(852)	6,000	4,237	(1,763)		
6.06 Office Supplies	2,500	2,340	(160)	2,500	1,219	(1,281)		
6.07 Office Equipment Lease/Maintenance	3,000	1,550	(1,450)	3,000	86	(2,914)		
6.08 Office Printing	2,100	805	(1,295)	2,500	85	(2,415)		
6.09 Postage	900	320	(580)	900	242	(658)		
6.10 Meeting Expense	500	681	181	1,900	673	(1,227)		
6.11 Subscription /Dues	1,060	681	(379)	1,060	660	(400)		
6.17 Liability /Property Insurance	1,200	1,150	(50)	1,200	1,200	-		
Totals	37,460	29,040	(8,420)	43,260	22,671	(20,589)		

#### <u>Detailed Schedule of Revenues and Expenditures</u>

#### Budget and Actual - General Fund

#### Years ended December 31, 2017 and 2016

		2017		2016					
			Over (Under)	Over (Un-					
Expenses & Programs:	<u>Budget</u>	<u>Actual</u>	Variance	Budget	<u>Actual</u>	Variance			
7.00 Personnel									
7.01 Executive Director	40,000	40,000	-	30,000	30,000	-			
7.02 Administrative Coordinator	20,000	19,980	(20)	13,200	10,995	(2,205)			
7.03 Office Assistant	30,000	26,884	(3,116)	11,000	13,200	2,200			
<u>Totals</u>	90,000	86,864	(3,136)	54,200	54,195	(5)			
8.00 Loss Collection									
8.01 Loss Collection	17,240	-	(17,240)	20,000	-	(20,000)			
9.02 Late Collection	<del>-</del>		-	9,000	_	(9,000)			
Totals	17,240		(17,240)	29,000		(29,000)			
Totals Expenses & Programs	895,441	674,469	(220,972)	557,874	467,338	(90,536)			
Excess of Revenues over Expenses (deficit)	\$ (191,771)	\$ 97,932	\$ 289,703	\$ -	\$ 21,833	\$ 21,833			

Page 10

#### **Summary of Accounting Policies**

#### Nature of Reporting Entity

Special Service Area # 16 is a taxing district authorized by the City of Chicago located in Chicago, Illinois. Its scope of services is to fund activities to improve and enhance the Greek Town-Halsted Street commercial district. The SSA is funded by property taxes 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 # 16 is governed by a Commission whose members are appointed by the Mayor of Chicago. The City of Chicago contracted with West Central Association to perform administrative duties as the service provider for this SSA during the reporting period. West Central Association is an Illinois not-for-profit corporation that is exempt from federal income tax under Section 501c4 of the internal revenue code.

#### Basis of Presentation

The government-wide financial statements report information on all the activities of the Special Service Area. Governmental activities include those items funded by the tax levies. While separate governmental activities incorporate data from the governmental funds. The fund financial statements are on major governmental funds. The commission reports one major governmental fund, the General Fund.

#### Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources or economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied.

The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers revenues to be available if they are collected within 60 days of the end of current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Property taxes associated with the current fiscal period are susceptible to accrual and so have been recognized as revenue of the current fiscal period. All other revenue items are measurable and available only when cash is received by the Commission.

#### **Budgetary Information**

An annual budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America for the General Fund. The Commission submits a proposed operating budget for the fiscal year to the City of Chicago for approval. The operating budget includes proposed expenditures and the means of financing them for the General Fund. The annual appropriation lapses at fiscal year- end.

#### Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance

#### Cash and Investments

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

#### Deferred Outflows/Inflows of Resources

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

In addition to liabilities, the statement of net position and or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of Resources*, represents an acquisition of net position that applies to a future period and so will *not* be recognized as an inflow of resources (revenues) until that time. The Commission has only one type of item, which arises under the modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item, *unavailable property tax revenue*, is reported in the governmental fund's balance sheet. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available.

#### **Net Position Flow Assumption**

To calculate the amounts to report as restricted-net position and unrestricted-net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are applied. It is the Commission's policy to consider restricted-net position to have been depleted before unrestricted-net position is applied.

#### Fund Balance Flow Assumptions

Sometimes the Commission will fund outlays for a purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). To calculate the amounts to report as restricted, committed, assigned and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are applied. It is the Commission's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

### Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance Continued:

#### Fund Balance Policies

Fund balance of the governmental fund is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The Commission itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the Commission's highest level of decision-making authority. The Board of Commissioners is the highest level of decision-making authority for the Commission that can, by adoption or resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the Commission for specific purposes but do not meet the criteria to be classified as committed. Intent can be expressed by the Board of Commissioners or by an individual or body to which the Commission delegates the authority. The Board of Commissioners may also assign fund balances as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

#### **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 estimated 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 Cook County. Bills are issued and collected by Cook County who remits the Commission's share to the City of Chicago who then remits the monies to the Commission.

### Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance Continued:

#### Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities and the reported revenues and expenditures/expenses. Actual results could differ from those estimates.

#### Comparative Data

As required by the City of Chicago, comparative data for the prior year has been presented in the statement of revenue and expenditures – budget and actual-general fund.

#### **Detailed Notes on all Activities and Funds**

#### **Deposits**

Custodial credit risk for deposits is the risk that, in the event of a bank failure, the Commission's deposits may not be returned to it. The Commission does not have a deposit policy for custodial credit risk. As of December 31, 2017, the Commission's bank balance was \$ 359,743.

#### Receivables

Property tax receivables are presented net of an allowance for uncollectible taxes in the amount of \$20,000.

#### Related Party Transactions

During the years ended December 31, 2017 and 2016 the West Central Association charged the Commission \$49,240 and \$37,791 for employee and administrative costs.

#### Use of Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### Concentration of Credit Risk

The Organization maintains its cash balances at financial institutions in the Chicago metropolitan area, which are federally insured up to prescribed limits.

#### Greek Town – Halsted Street Special Service Area Number 16 (West Central Association, Contractor) Schedule of Audit Findings December 31, 2017 and 2016

#### Finding # 1

We have reviewed the Agreement for Special Service Area Number 16 between the City of Chicago and the Contractor for the year ended December 31, 2017 and 2016.

We noted no exceptions