

CHATHAM COTTAGE GROVE
SPECIAL SERVICE AREA NUMBER 51
(Chatham Business Association Small Business
Development, Inc., Contractor)
Financial Statements and
Supplemental Information
For the Years Ended December 31, 2018 and 2017

**CHATHAM COTTAGE GROVE
SPECIAL SERVICE AREA NUMBER 51**
(Chatham Business Association Small Business
Development, Inc., Contractor)

TABLE OF CONTENTS

	<u>PAGE</u>
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statements of Net Position and Governmental Funds Balance Sheet December 31, 2018 and 2017	3
Statements of Activities and Governmental Funds, Revenues, Expenditures and Changes in Fund Balance December 31, 2018 and 2017	4
Notes to Financial Statements	5 - 7
SUPPLEMENTARY INFORMATION	
Schedules of Revenues and Expenditures - Budget and Actual December 31, 2018 and 2017	8 - 9
Summary Schedule of Findings For the Years Ended December 31, 2018 and 2017	10

Cary J. Hall & Associates, LLC
Certified Public Accountants & Consultants

3808 N Central
Chicago, IL 60634
(708) 771-2722

Independent Auditor's Report

Board of Directors - Chatham Cottage Grove Special Service Area Number 51
Chatham Business Association Small Business Development, Inc., Contractor
Chicago, Illinois

Report on Financial Statements

We have audited the accompanying statement of financial position of **CHATHAM COTTAGE GROVE SPECIAL SERVICE AREA NUMBER 51** (a taxing district authorized by the City of Chicago), which comprise the statement of net position and governmental funds balance sheet as of December 31, 2018 and 2017 and the related statements of activities and governmental funds, revenues, expenditures and changes in fund balance, for the years ended December 31, 2018 and 2017, 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.

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 **CHATHAM COTTAGE GROVE SPECIAL SERVICE AREA NUMBER 51** as of December 31, 2018 and 2017, and its statements of activities and governmental funds, revenues, expenditures and changes in fund balances for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

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 the financial reporting for placing the basic financial statements in an appropriate operations, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The comparison schedules of actual revenues and expenses to budget for the years ended December 31, 2018 and 2017 on page 8-9 are presented for comparison and analysis purposes only and are not a required part of the financial statements but are required by the City of Chicago Department of Housing and Economic Development and the City of Chicago **CHATHAM COTTAGE GROVE SPECIAL SERVICE AREA NUMBER 51**. The supplementary information is not a required part of the basic 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.

Cary J. Hall & Associates, LLC

April 30, 2019
Chicago, Illinois

CHATHAM COTTAGE GROVE SPECIAL SERVICE AREA NUMBER 51
(Chatham Business Association Small Business Development, Inc., Contractor)
Statement of Net Position and Governmental Funds Balance Sheet
December 31, 2018 and 2017

	2018			2017		
	Governmental Funds	Adjustments	Statement of Net Position	Governmental Funds	Adjustments	Statement of Net Position
ASSETS						
Cash and cash equivalents (Note 2)	\$ 9,099	\$ -	\$ 9,099	\$ 155	\$ -	\$ 155
Real estate taxes receivable, less allowance for uncollectible taxes of \$245,000	1,346,413	-	1,346,413	1,460,770	-	1,460,770
Total Assets	<u>\$ 1,355,512</u>	<u>\$ -</u>	<u>\$ 1,355,512</u>	<u>\$ 1,460,925</u>	<u>\$ -</u>	<u>\$ 1,460,925</u>
LIABILITIES						
Accounts payable and accrued expenses	\$ -	\$ -	\$ -	\$ 7,319	\$ -	\$ 7,319
Total Liabilities	-	-	-	7,319	-	7,319
DEFERRED INFLOWS						
Deferred property tax revenue	944,260	(944,260)	-	915,990	(915,990)	-
FUND BALANCE/NET POSITION						
Unassigned	411,252	(411,252)	-	537,616	(537,616)	-
Total Fund Balance	411,252	(411,252)	-	537,616	(537,616)	-
Total Liabilities, Deferred Inflows and Fund Balance	<u>\$ 1,355,512</u>			<u>\$ 1,460,925</u>		
Net Position - Unrestricted		<u>\$ 1,355,512</u>	<u>\$ 1,355,512</u>		<u>\$ 1,453,606</u>	<u>\$ 1,453,606</u>
Total fund balance - governmental funds			\$ 411,252			\$ 537,616
Property tax revenue is recognized in the period it is levied rather than when "available" A portion of the property tax is deferred as it is not available in the governmental funds			944,260			915,990
Total Net Position - Government Activities			<u>\$ 1,355,512</u>			<u>\$ 1,453,606</u>

The accompanying notes are an integral part of the financial statements.

CHATHAM COTTAGE GROVE SPECIAL SERVICE AREA NUMBER 51

(Chatham Business Association Small Business Development, Inc., Contractor)

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

For the Years Ended December 31, 2018 and 2017

	2018			2017		
	Governmental Funds	Adjustments	Statement of Activities	Governmental Funds	Adjustments	Statement of Activities
REVENUES						
Property Taxes	\$ 628,512	\$ 28,270	\$ 656,782	\$ 901,568	\$ (72)	\$ 901,496
Interest	135	-	135	57	-	57
Total Revenues	<u>628,647</u>	<u>28,270</u>	<u>656,917</u>	<u>901,625</u>	<u>(72)</u>	<u>901,553</u>
EXPENDITURES/EXPENSES						
Program Services:						
Customer Attraction	22,933	-	22,933	27,578	-	27,578
Public Way Aesthetics	323,927	-	323,927	331,507	-	331,507
Safety Programs	165,990	-	165,990	103,701	-	103,701
Economic/Business Development	-	-	-	-	-	-
Personnel	84,085	-	84,085	211,473	-	211,473
Administration:						
Management and General	158,076	-	158,076	76,206	-	76,206
Total Expenditures/ Expenses	<u>755,011</u>	<u>-</u>	<u>755,011</u>	<u>750,465</u>	<u>-</u>	<u>750,465</u>
Excess of Revenue Over Expenses	(126,364)	126,364		151,160	(151,160)	
Change in Net Position		(98,094)	(98,094)		151,088	151,088
FUND BALANCE/NET POSITION						
Beginning of Year	<u>537,616</u>	<u>915,990</u>	<u>1,453,606</u>	<u>386,456</u>	<u>916,062</u>	<u>1,302,518</u>
End of year	<u>\$ 411,252</u>	<u>\$ 944,260</u>	<u>\$ 1,355,512</u>	<u>\$ 537,616</u>	<u>\$ 915,990</u>	<u>\$ 1,453,606</u>

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

Net change in fund balance - governmental funds	\$ (126,364)	\$ 151,160
Property tax revenue is recognized in the year it is available rather than when it is levied for governmental funds	<u>28,270</u>	<u>(72)</u>
Net change in net position - governmental funds	<u>\$ (98,094)</u>	<u>\$ 151,088</u>

The accompanying notes are an integral part of the financial statements.

CHATHAM COTTAGE GROVE SPECIAL SERVICE AREA NUMBER 51

(Chatham Business Association Small Business Development, Inc., Contractor)

Notes to Financial Statements

December 31, 2018 and 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Reporting Entity - Special Service Area ("SSA") # 51 is a taxing district authorized by the City of Chicago located in Chicago, Illinois. Its scope of services is to fund various activities to improve and enhance the Chatham community. The SSA is funded by property taxes levied on properties within the SSA boundaries, which are collected by the Cook County Treasure, and then distributed by the City of Chicago, to the SSA.

Special Service Area # 51 is governed by a Commission whose members are appointed by the Mayor of Chicago. The City of Chicago contracted with the Chatham Business Association Small Business Development, Inc to perform administrative duties as the service provider for this SSA during the reporting period. Chatham Business Association Small Business Development, Inc is Illinois not-for-profit corporation that is exempt from federal income taxes under Section 501 s(3) of the Internal Revenue Code.

Government-Wide and Fund Financial Statements - The financial statements of the SSA 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 Positions 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 fund's current financial resources measurement, are prepared on the modified accrual basis.

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

Income Tax Status - The Organization is exempt from federal income tax under Section 501 (c) (6) of the Internal Revenue Code.

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.

CHATHAM COTTAGE GROVE SPECIAL SERVICE AREA NUMBER 51

(Chatham Business Association Small Business Development, Inc., Contractor)

Notes to Financial Statements

December 31, 2018 and 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

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.

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 balances first, then unrestricted fund balances. 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.

Special Service Area Agreement - The City of Chicago has established a special service area known and designated as "Special Service Area Number 51" to provide special services in addition to those services generally provided by the City. Chatham Business Association Small Business Development, Inc. has been designated as "Contractor" under terms of the agreement. The City has authorized a levy not to exceed 2.5% of the equalized assessed value of all property within the area to produce sufficient revenues to provide those special services.

CHATHAM COTTAGE GROVE SPECIAL SERVICE AREA NUMBER 51
(Chatham Business Association Small Business Development, Inc., Contractor)

Notes to Financial Statements

December 31, 2018 and 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Receivables - All property tax receivables are shown net of allowances. As of December 31, 2018 and 2017, the allowance is estimated to be 19% of the outstanding property taxes.

Cash and Cash Equivalents - Cash and cash equivalents is defined as short-term liquid investments such as cash in banks, money markets and other financial instruments that can be reduced to cash in thirty days or less. The Organization maintains its cash in bank accounts, which, at times, may exceed the federally insured limits. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash and cash equivalents. The Organization has established a separate checking account and all tax revenue funds are automatically deposited into this checking account. The Contractor did not commingle Service Tax funds with funds from any other source.

Date of Management's Review - Management has evaluated subsequent events through April 30, 2019, the date on which the financial statements were available to be issued.

NOTE 2 - RELATED PARTY TRANSACTIONS

The Organization is an affiliate of the Chatham Business Association Small Business Development, Inc. The Organization contracts with the Chatham Business Association as sole service provider in order to administer and provide direct services on behalf of the Organization.

Total expenses charged to the Organization for service related fees totaled \$528,272 and \$579,365 for the years ended December 31, 2018 and 2017.

NOTE 3 - CONCENTRATIONS

The Organization maintains its cash balances at a high quality financial institution. Balances at times may exceed federally insured credit limits.

The Special Service Area receives 100% of its operating support from revenues collected from taxes levied or imposed upon property within the area.

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 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 remits the monies to the SSA.

Supplementary Information

CHATHAM COTTAGE GROVE SPECIAL SERVICE AREA NUMBER 51

(Chatham Business Association Small Business Development, Inc., Contractor)

Comparison Schedules of Actual Revenues and Expenses to Budget

For the Years Ended December 31, 2018 and 2017

	2018			2017		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUES						
Real estate taxes - current period	\$ 944,265	\$ 944,265	\$ -	\$ 915,387	\$ 953,926	\$ (38,539)
Real estate taxes - prior period	44,274	113,228	(68,954)	110,761	-	110,761
TIF rebate	16,484	16,484	-	-	16,484	(16,484)
Interest and other income	135	-	135	57	-	57
Loss collection	(376,511)	(113,228)	(263,283)	(124,580)	(54,420)	(70,160)
Total Support and Revenues	628,647	960,749	(332,102)	901,625	915,990	(14,365)
EXPENDITURES						
Customer Attraction						
Website	263	2,000	(1,737)	197	4,000	(3,803)
Special events	15,358	35,563	(20,205)	12,843	43,000	(30,157)
Decorative banners	-	15,000	(15,000)	-	5,000	(5,000)
Holiday decorations	5,000	15,063	(10,063)	14,538	12,000	2,538
Print materials	-	4,000	(4,000)	-	4,500	(4,500)
PR / media relations	2,312	10,000	(7,688)	-	7,000	(7,000)
Total Customer Attraction	22,933	81,626	(58,693)	27,578	75,500	(47,922)
Public Way Aesthetics						
Landscaping	-	42,000	(42,000)	6,487	14,541	(8,054)
Façade enhancement program - Rebates	2,500	60,000	(57,500)	20,000	33,000	(13,000)
Sidewalk Maintenance	19,037	62,428	(43,391)	22,293	24,500	(2,207)
Maintenance - On staff personnel	295,680	343,023	(47,343)	274,317	294,816	(20,499)
City permits	450	3,000	(2,550)	600	3,000	(2,400)
Supplies and equipment	-	-	-	5,134	-	5,134
Equipment purchase maintenance	3,948	3,000	948	-	1,500	(1,500)
Storage fees	2,312	4,500	(2,188)	2,676	2,500	176
Total Public Way Aesthetics	323,927	517,951	(194,024)	331,507	373,857	(42,350)

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

CHATHAM COTTAGE GROVE SPECIAL SERVICE AREA NUMBER 51

(Chatham Business Association Small Business Development, Inc., Contractor)

Comparison Schedules of Actual Revenues and Expenses to Budget

For the Years Ended December 31, 2018 and 2017

	2018			2017		
	Actual	Budget	Variance	Actual	Budget	Variance
Safety Programs						
Security patrol services	165,990	191,484	(25,494)	103,701	246,284	(142,583)
Total Safety Programs	165,990	191,484	(25,494)	103,701	246,284	(142,583)
Economic/Business Development						
SSA designation		47,500	(47,500)	-	-	-
Total Economic /Business development	-	47,500	(47,500)	-	-	-
Personnel						
Program personal cost allocation	84,085	99,500	(15,415)	211,473	407,351	(195,878)
Total Personnel	84,085	99,500	(15,415)	211,473	407,351	(195,878)
SSA Management						
SSA audit	6,750	6,500	250	7,000	4,000	3,000
Administrative personnel cost allocation	90,975	98,000	(7,025)	12,000	8,000	4,000
Bookkeeping	13,783	9,000	4,783	-	-	-
Office rent	14,879	17,000	(2,121)	16,232	16,232	-
Office utilities	6,417	7,000	(583)	7,000	7,000	-
Office supplies	3,889	4,000	(111)	1,879	4,000	(2,121)
Office equipment lease / maintenance	6,417	5,000	1,417	7,000	7,000	-
Office printing	4,259	4,600	(341)	4,600	4,600	-
Postage	3,694	4,000	(306)	4,000	4,000	-
Meeting expense	216	2,000	(1,784)	2,160	2,000	160
Subscriptions/Dues	-	500	(500)	500	500	-
Banking fees	137	1,500	(1,363)	2,570	2,500	70
Monitoring and compliance	459	500	(41)	500	500	-
Storage fees	-	4,000	(4,000)	4,000	4,000	-
Liability / property insurance	6,201	7,000	(799)	6,765	6,765	-
Total Operational & Administrative Support	158,076	170,600	(12,524)	76,206	71,097	5,109
Total Expenses	755,011	1,108,661	(353,650)	750,465	1,174,089	(423,624)
Excess of Revenues (Expenditures) over Revenues	\$ (126,364)	\$ (147,912)	\$ 21,548	\$ 151,160	\$ (258,099)	\$ 409,259

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

CHATHAM COTTAGE GROVE SPECIAL SERVICE AREA NUMBER 51

(Chatham Business Association Small Business Development, Inc., Contractor)

Summary Schedule of Findings

For the Years Ended December 31, 2018 and 2017

We have read the requirements of the Service Provider Agreement between The Chatham Business Association Small Business Development, Inc., Contractor, and the City of Chicago.

Based on our understanding of the agreement and the facts surrounding the performance under the agreement, we noted one exception.

Finding-1

Contractor did not submit an annual audited financial statement to the Department and the SSAC within 120 days after the calendar year.

Response

We will engage the auditor immediately after year end and provide the auditor the necessary documents to perform the audit for transmission within the 120 calendar days after year end.

Certain items of emphasis are provided:

SIGNIFICANT ASSUMPTIONS	<u>2018</u>	<u>2017</u>
Current Year Levy	\$ 944,265	\$ 915,442
Uncollected balance in prior year levies	\$ 1,346,413	\$ 1,460,770
Prior year deferred revenue was	\$ 915,990	\$ 915,442

Allowance is approximately 18% of the receivable in loss collection.

The total revenues used during the year ended December 31, 2018, were made available from the budgeted sources in amounts specified in the budget.

The accompanying notes are an integral part of the financial statements.
