Chicago Department of Planning and Development (DPD) Special Service Area (SSA) Program Audit Report Package Transmittal Checklist

This checklist must be **completed by the SSA's auditing firm** as part of a single PDF audit report package. On the checklist, enter the starting page number within the PDF for each of the audit report package components listed below. Each required component on the checklist must have a numeric page number, unless otherwise noted.

The SSA Service Provider must upload the **PDF package** and corresponding **budget workplan file** to DPD's SharePoint **by May 1st.** Audit packages submitted <u>via e-mail are not acceptable</u>. Audit packages will be deemed "not submitted" unless uploaded to DPD's SharePoint platform.

SSA Name and Number:	95th Street Special Service Area Number 4
SSA Provider Name:	95th Street Beverly Beverly Hills Business Association
Submission Date:	May 14, 2020
Starting PDF Page Number	Audit Report Package Components
	Comparative Financial Statements
6	Statement of Net Position and Governmental Fund Balance Sheet – Current Year
6	Statement of Net Position and Governmental Fund Balance Sheet – Prior Year
7	 Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance – Current Year
7	 Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance – Prior Year
8	5. Statement of Revenues and Expenditures – Budget and Actual
4	Auditor's Opinion on Financial Statements
13	Schedule of Findings – Current and Prior Year, if applicable *
13	Corrective Action Plan - Current and Prior Year, if applicable*
14	Audit Firm CPA License
15	SSA Budget Summary page – used for comparison of actual expenses for current audit period
(Uploaded Separately)	Final Modified or Amended SSA Budget Workplan (Excel file)
(Opioaueu Separately)	Date approved by Commission: / /
	Note: This budget workplan must correspond to Budget Summary

^{*}required if findings exist

95th STREET SERVICE AREA #4 (95th Street Beverly Hills Business Association, Contractor)

Financial Statements

For the Years Ended December 31, 2019 and 2018

95th Street Special Service Area #4 (95th Street Beverly Hills Business Association, Contractor)

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Independent Auditor's Report

To the Board of Directors 95th Street Special Service Area #4 95th Street Beverly Hills Business Association, Contractor Chicago, IL

We have audited the accompanying financial statements of 95th Street Special Service Area #4 (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, 2019 and 2018 and the related statements of activities and governmental funds, revenues, expenditures and changes in fund balance, and statement of revenues and expenditures – budget and actual, for the years 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 audits. We conducted our audits 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 unmodified opinion for the year ending December 31, 2019 and 2018.

Unmodified Opinion

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of 95th Street Special Service Area #4 as of December 31, 2019 and 2018, and the results of its operations and changes in its fund balance 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.

Desmond & alera Stal

May 14, 2020

Chicago, IL

95TH STREET SPECIAL SERVICE AREA #4 (95TH STREET BEVERLY HILLS BUSINESS ASSOCIATION, CONTRACTOR) STATEMENT OF NET POSITION AND GOVERNMENTAL FUNDS BALANCE SHEET As of December 31, 2019 and 2018

				2019						2018		
	Go	vernmental				tement of	Go	vernmental			~	tement of
		Funds	Adj	ustments	Ne	t Position		Funds	Ad	justments	Ne	t Position
<u>Assets</u>												
Current Assets												
Cash and cash equivalents	\$	20,333	\$	-	\$	20,333	\$	17,777	\$	-	\$	17,777
Property tax receivable		85,119		2,771		87,890		85,119		13,624		98,743
Total Assets	\$	105,452	\$	2,771	\$	108,223	\$	102,896	\$	13,624	\$	116,520
<u>Liabilities</u>												
Accounts payable	\$	27,608			\$	27,608	\$	26,772	\$	-	\$	26,772
Deferred Inflows												
Deferred property tax revenue		85,119		(85,119)		-		85,119		(85,119)		-
Fund Balance - unassigned		(7,275)		7,275		<u> </u>		(8,995)		8,995		
Total Liabilities, Deferred Inflows												
and Fund Balance	\$	105,452					\$	102,896				
Net position, unrestricted			\$	80,615	\$	80,615			\$	89,748	\$	89,748
Amount reported for governmental act	ivities	s in the states	ment o	of net posit	ion ar	e different b	ecaus	e:				
Total fund balance - governmental	funds				\$	(7,275)					\$	(8,995)
Property tax revenue is recognized when "available." A portion of the available in the governmental fund	prop					87,890						98,743
Total net position - governmental ad		20			\$	80,615					\$	89,748
Total het position - governmental at	LII V I LI	co .			Ψ	30,013					Ψ	03,140

95TH STREET SPECIAL SERVICE AREA #4 (95TH STREET BEVERLY HILLS BUSINESS ASSOCIATION, CONTRACTOR) STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUNDS, REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

For the Years Ended December 31, 2019 and 2018

				2019						2018		
		ernmental				ement of		ernmental				tement of
		Funds	Ad	justments	A	ctivities		Funds	Adj	ustments	A	ctivities
Revenues												
Property Taxes	\$	82,348	\$	(10,853)	\$	71,495	\$	75,950	\$	9,377	\$	85,327
Interest income		-		-		-		27		-		27
Miscellaneous income (loss)		31				31		69				69
Total revenues	-	82,379		(10,853)		71,526		76,046		9,377		85,423
Expenditures/Expenses												
Program Costs												
Customer attraction		16,288		-		16,288		7,645		-		7,645
Public way aesthetics		37,387		_		37,387		46,259				46,259
Total program expense		53,675				53,675		53,904				53,904
Administration												
Operational and administrative support	t	26,984		-		26,984		32,214				32,214
Total administration expense		26,984				26,984		32,214				32,214
Total expenditures/expenses		80,659				80,659		86,118				86,118
Change in Fund Balance/Net Position		1,720		(10,853)		(9,133)		(10,072)		9,377		(695)
Fund Balance/Net Position												
Beginning of year		(8,995)		98,743		89,748		1,077		89,366		90,443
End of year	\$	(7,275)	\$	87,890	\$	80,615	\$	(8,995)	\$	98,743	\$	89,748
Amounts reported for governmental acti	vitie	s in the state	emen	of activitie	s are	different be	cause:					
Net change in fund balance - govern					\$	1,720					\$	(10,072)
Property tax revenue is recognized in		•	ailabl	e rather								
than when it is levied for governmen	tal fu	ınds				(10,853)						9,377
Net change in net position - government	ental	activities			\$	(9,133)					\$	(695)

95TH STREET SPECIAL SERVICE AREA #4 (95TH STREET BEVERLY HILLS BUSINESS ASSOCIATION, CONTRACTOR) STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL For the Years Ended December 31, 2019 and 2018

				2019						2018		
	A	ctual	I	Budget		Over (Under) Variance		Actual		Budget		er (Under) Variance
Revenues				<u>.</u>								
Property Taxes	\$	82,348	\$	90,843	\$	(8,495)	\$	75,950	\$	95,521	\$	(19,571)
Interest income		31		-		31		27		-		27
Miscellaneous income /loss		_						69				
Total revenues		82,379		90,843		(8,464)		76,046		95,521		(19,544)
Expenditures												
Programs												
1.00 Customer Attraction												
1.01 Website		3,204		1,580		1,624		1,836		1,583		253
1.02 Special events		2,090		2,780		(690)		-		2,778		(2,778)
1.05 Decorative banners		1,204		10,777		(9,573)		588		10,778		(10,190)
1.06 Holiday decorations		8,240		9,277		(1,037)		-		9,278		(9,278)
1.07 Print materials		1,046		2,077		(1,031)		292		2,344		(2,052)
1.08 Display advertising		-		4,777		(4,777)		2,176		4,778		(2,602)
1.09 PR/Media relations		340		2,630		(2,290)		2,531		2,928		(397)
1.10 4th of July flags		164		_		164		222				222
Total		16,288		33,898		(17,610)		7,645		34,467		(26,822)
2.00 Public Way Aesthetics												
2.02 Landscaping		3,430		2,950		480		5,157		3,878		1,279
2.04 Way finding/signage		250		153		97		-		1,528		(1,528)
2.05 Streetscape elements		632		750		(118)		-		928		(928)
2.07 Sidewalk maintenance		26,700		28,314		(1,614)		40,252		29,942		10,310
2.09 Snow removal		6,375				6,375		850				850
Total		37,387		32,167		5,220		46,259		36,276		9,983

95TH STREET SPECIAL SERVICE AREA #4 (95TH STREET BEVERLY HILLS BUSINESS ASSOCIATION, CONTRACTOR) STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL (CONT.) For the Years Ended December 31, 2019 and 2018

			2019					2018		
				Ov	er (Under)				Ove	er (Under)
	 Actual	E	Budget		Variance	Actual	F	Budget	V	ariance
Expenditures (cont.)										
Administration										
6.00 SSA Management										
6.02 SSA audit	\$ 4,000	\$	4,000	\$	-	\$ 3,870	\$	4,000	\$	(130)
6.03 Bookkeeping	1,429		750		679	1,685		750		935
6.04 Office rent	2,500		2,100		400	3,000		2,100		900
6.05 Office utilities	1,951		1,400		551	2,170		1,400		770
6.06 Office supplies	1,077		691		386	2,642		691		1,951
6.07 Office equipment lease/maintenance	-		200		(200)	3,838		200		3,638
6.08 Office printing	315		200		115	-		200		(200)
6.09 Postage	252		400		(148)	-		400		(400)
6.10 Meeting expenses	528		700		(172)	66		700		(634)
6.17 Liability/property insurance	 1,045		450		595	 1,056		450		606
Total	 13,097		10,891		2,206	 18,327		10,891		7,436
7.00 Personnel										
7.01 Erin Ross, Executive Director	 13,887		13,887			 13,887		13,887		
Total	 13,887		13,887			 13,887		13,887		
8.00 Loss Collection										
8.01 Loss collection					-					
Total	 					 				
Total Expenditures	 80,659		90,843		(10,184)	 86,118		95,521		(9,403)
Excess (deficit) of Revenues over Expenditures	\$ 1,720	\$		\$	1,720	\$ (10,072)	\$		\$	(10,141)

95th STREET SPECIAL SERVICE AREA #4 (95th STREET BEVERLY HILLS BUSINESS ASSOCIATION, CONTRACTOR) NOTES TO FINANCIAL STATEMENTS December 31, 2019 and 2018

Note 1 – Nature of Operations and Summary of Significant Accounting Policies

Organization

The 95th Street Special Service Area #4 (Organization) 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 95th Street Special Service Area #4 commercial district. The SSA is funded by property taxes levied on properties with the SSA boundaries, which are collected the Cook County Treasurer, and then distributed by the City of Chicago to the SSA.

Special Service Area #4 is governed by a Commission whose members are appointed by the Mayor of Chicago. The City of Chicago contracted with 95th Street Beverly Hills Business Association to perform administrative duties as the service provider for this SSA during the reporting period. 95th Street Beverly Hills Business Association an Illinois not-for-profit corporation that is exempt from federal income taxes under Section 501(c)(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 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 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.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

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

The governmental fund financial statements are prepared on the modified accrual basis of accounting, with only current assets and liabilities included on the balance sheet. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available to finance expenditures of the current period. Available means collected within the current period or soon enough thereafter to be used to pay liabilities of the current period. Property taxes are susceptible to accrual and recognized as a receivable in the year levied.

95th STREET SPECIAL SERVICE AREA #4 (95th STREET BEVERLY HILLS BUSINESS ASSOCIATION, CONTRACTOR) NOTES TO FINANCIAL STATEMENTS December 31, 2019 and 2018

Note 1 – Nature of Operations and Summary of Significant Accounting Policies (cont.)

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.

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 at Suburban Bank & Trust in Elmhurst, Illinois and all tax revenue funds are automatically deposited into this checking account.

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.

95th STREET SPECIAL SERVICE AREA #4 (95th STREET BEVERLY HILLS BUSINESS ASSOCIATION, CONTRACTOR) NOTES TO FINANCIAL STATEMENTS December 31, 2019 and 2018

Note 1 – Nature of Operations and Summary of Significant Accounting Policies (cont.)

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 #4's share to the City who then remits the monies to the SSA #4.

Related Party Transactions

95th Street Special Service Area #4 shares office space, equipment and employees through its affiliation with 95th Street Beverly Hills Business Association.

95th Street Special Service Area #4 has no employees of its own but reimburses the Association for payroll and related costs of the individuals who may work on the program. It also reimburses the Association for a portion of its applicable operating expenses when incurred.

At December 31, 2019 and 2018, the Organization owes \$27,608 and \$26,769, respectively, to the Association for expenses incurred as the Contractor.

Use of Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles and government accounting standards board 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.

Special Service Area Agreement

The City of Chicago has established a special service area known and designated as "95th Street Special Service Area #4" to provide special services in addition to those services generally provided by the City. The Association has been designated as "Contractor" under terms of the agreement. The City has authorized a levy not to exceed 1.0% of the equalized assessed value of all property within the area to produce sufficient revenues to provide those special services.

The maximum amount to be paid to the Organization is the lesser of \$85,119 or the amount of service tax funds collected during 2019 and 2018. For each subsequent period of the agreement, the maximum amount to be paid is the lesser of the budget for that year or the amount of service tax funds actually collected for the preceding tax year.

Note 2 – Subsequent Events

For the fiscal year ended December 31, 2019, the Organization has evaluated subsequent events through May 14, 2020, which is the date the financial statements were available to be issued. As a result of the spread of the COVID-19 coronavirus, economic uncertainties have arisen which are likely to negatively impact tax levy income. Other financial impact could occur though such potential impact is unknown at this time.

95th STREET SPECIAL SERVICE AREA #4
(95th STREET BEVERLY HILLS BUSINESS ASSOCIATION, CONTRACTOR)
SCHEDULE OF FINDINGS
December 31, 2019 and 2018

Findings

We have read and understand the necessary audit requirements contained in the Service Provider Agreement.

The following exception was noted during the year ending December 31, 2019 and 2018 audits.

Finding 2019-1 and 2018-1

Criteria and Condition

Sub-Contractor agreements entered into by the Contractor, lacked the requirements outlined in the City contract. The Sub-Contractor agreements were missing the following required provisions:

- Section 6.07(b) requires that contractors must include a provision in all subcontractor agreements requiring its subcontractors to pay the Base Wage to Covered Employees.
- Section 3.04 (b) requires contractor must incorporate all of Section 3.04 by reference in all agreements entered into which covers all nondiscrimination laws under Federal, State and City statutes.

Auditor's Recommendation

We Recommend that the Contractor complete contracts and develop policies and procedures to adhere to the Service Provider Agreement. Contracts should include all required aspects from the Agreement and be signed by both the Contractor and Subcontractor. Additionally, we recommend documenting oversight and progress of all sub-contractors to ensure all work is being performed as contracted.

Contractor's Response

Management will review subcontractors' agreements and will incorporate required provisions in future proposal requests per requirements in the Service Provider Agreement.

Prior Year Audit Findings

2018-1 *Criteria and Condition:* Sub-Contractor agreements entered into by the Contractor, lacked the requirements outlined in the City contract.

Current Status: See Finding 2019-1.



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For future reference, IDFPR is now providing each person/business a unique identification number, 'Access ID', which may be used in lieu of a social security number, date of birth or FEIN number when contacting the IDFPR. Your Access ID is: 1748482

Exhibit A Budget

Special Service Area # 4

Service Provider Agency: 95th Street Business Association

2019 BUDGET SUMMARY

Budget and Services Period: January 1, 2019 through December 31, 2019

		2018 I	_evy				
CATE	EGORY	Collectable Levy	Estimated Loss Collection	Carryover Funds	TIF Rebate Fund #332	Estimated Late Collections and Interest	Total All Sources
1.00 Custon Attraction	ner	\$26,600	\$3,254	\$0	\$0	\$4,044	\$33,898
2.00 Public Aesthetics	Way	\$29,737	\$750	\$1,680	\$0	\$0	\$32,167
3.00 Sustair Public Place		\$0	\$0	\$0	\$0	\$0	\$0
4.00 Econor Business D		\$0	\$0	\$0	\$0	\$0	\$0
5.00 Safety	Programs	\$0	\$0	\$0	\$0	\$0	\$0
6.00 SSA Ma	anagement	\$10,891	\$0	\$0	\$0	\$0	\$10,891
7.00 Person	nel	\$13,887	\$0		\$0	\$0	\$13,887
	Sub-total	\$81,115	\$4,004				
GRAND TOTALS	Levy Total	\$85,	119	\$1,680	\$0	\$4,044	\$90,843

LEVY ANALYSIS	
Estimated 2018 EAV:	\$10,679,078
Authorized Tax Rate Cap:	2.000%
Maximum Potential Levy limited by Rate Cap:	\$213,582
Requested 2018 Levy Amount:	\$85,119
Estimated Tax Rate to Generate 2017 Levy:	0.7971%

Service Provider Agency: 95th Street Business Association

LEVY CHANGE FROM PREVIO	DUS YEAR
2017 Levy Total (in 2018 budget)	\$87,478
2018 Levy Total (in 2019 budget)	\$85,119
Percentage Change	-2.70%
Community meeting required if levy a greater than 5% from previous	

CARRYOVER CALCULATION								
2018 Budget Total	95,521							
2019 Carryover	\$1,680							
Percentage	1.7587755572%							

LC	OSS COLLECTION	EXPLANATION REQUIRED IF AMOUNT VARIES ACTUAL IN 2017	FROM	
Actual amo	ount of Levy ed in 2017	Amount Proposed for 2019		
\$4,044		\$4,044		
This figure will be presented by Se	rovided by DPD and rvice Provider			

LATE COL	LECTIONS AND IN (includes refund	EXPLANATION REQUIRED IF AMOUNT VARIES LOSS COLLECTION FIGURE	FROM	
		Amount Proposed for 2019		
\$4,044		\$4,044		
This figure will be pre	ovided by DPD and rvice Provider			

Service Provider Agency:	95th Street Business Association		
2018 BUDGET & SERVICES - SIGNATURE PAGE			
Budget and Services Period:	January 1, 2019 through December 31, 2019		
The 2019 Budget & Services	were approved by the SSA Commission.		

SSA Chairperson Signature	Printed Name	Date