

CITY OF MINNEOLA, FLORIDA

FINANCIAL REPORT

For The Year Ended September 30, 2016

INTRODUCTORY SECTION

CITY OF MINNEOLA, FLORIDA

FINANCIAL REPORT
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CITY OF MINNEOLA, FLORIDA

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CITY OF MINNEOLA, FLORIDA

LIST OF PRINCIPAL OFFICIALS

As of September 30, 2016

Mayor	Pat Kelley
Vice-Mayor	Pam Serviss
Councilor	Lisa Jones
Councilor	Kelly Price
Councilor	Joseph Saunders
City Manager	Mark Johnson
City Clerk.....	Christina Stidham
Finance Manager.....	Charlotte Gentile

FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Council
City of Minneola, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the *City of Minneola, Florida*, as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

City of Minneola's 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 principles 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 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, the business-type activities, each major fund, and the aggregate remaining fund information of City of Minneola, as of September 30, 2016, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the general fund, stormwater special revenue fund, and community redevelopment fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

MCDIRMIT DAVIS & COMPANY, LLC

934 NORTH MAGNOLIA AVENUE, SUITE 100 ORLANDO, FLORIDA 32803
TELEPHONE: 407-843-5406 FAX: 407-649-9339 EMAIL: INFO@MCDIRMITDAVIS.COM

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, and pension disclosures on page 3 through 12, and 54 through 55 be presented to supplement the basic financial statements. Such 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated June 12, 2017 on our consideration of *City of Minneola's* internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering *City of Minneola's* internal control over financial reporting and compliance.

McDiernit Davis & Company, LLC

Orlando, Florida
June 12, 2017

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the *City of Minneola, Florida* we offer readers of the *City of Minneola's* financial statements this narrative overview and analysis of the financial activities of the *City of Minneola* for the fiscal year ended September 30, 2016. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal.

Financial Highlights

- The assets of the *City of Minneola* exceeded its liabilities at the close of the most recent fiscal year by \$34,252,736 (net position). Of this amount, \$6,590,610 represents unrestricted net position, which may be used to meet the government's ongoing obligations to citizens and creditors.
- The government's total net position increased by \$3,333,422.
- As of the close of the current fiscal year, the *City of Minneola's* governmental funds reported combined ending fund balances of \$9,084,097, an increase of \$1,599,004 in comparison with the prior year. Approximately 31% of this total amount, \$2,836,921, is available for spending at the government's discretion (unassigned fund balance).
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$2,836,921, or 55% of total general fund expenditures.

Overview of the Financial Statements

The financial statements focus on both the City as a whole (government-wide) and on the major individual funds. Both perspectives (government-wide and major fund) allow the user to address relevant questions, broaden a basis for comparison (year-to-year or government-to-government) and enhance the City's accountability.

This discussion and analysis are intended to serve as an introduction to the *City of Minneola's* (the City) basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the *City of Minneola's* financial position, in a manner similar to a private-sector business. They include a *Statement of Net Position* and a *Statement of Activities*.

The *Statement of Net Position* presents information on all of the City's assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *Statement of Activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED

Both of the government-wide financial statements distinguish functions of the *City of Minneola* that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the *City of Minneola* include general government, public safety, public works, sanitation and recreation services. The business-type activities of the *City of Minneola* include Utility management.

The government-wide financial statements include only the *City of Minneola* itself (known as the *primary government*) and one blended component unit (The Community Redevelopment Fund).

The government-wide financial statements can be found on pages 13 - 14 of this report.

Fund Financial Statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The *City of Minneola*, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the *City of Minneola* can be divided into two categories: governmental funds and proprietary funds.

Governmental Funds - *Governmental funds* are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The *City of Minneola* maintains three individual governmental funds. Information is presented separately in the governmental funds Balance Sheet and in the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances for the General Fund, the Stormwater Special Revenue Fund, and the Community Redevelopment Fund which are considered to be major funds.

The *City of Minneola* adopts an annual appropriated budget for all of its governmental funds. Budgetary comparison statements have been provided for the General Fund, the Stormwater Special Revenue Fund, and the Community Redevelopment Fund to demonstrate compliance with this budget at pages 19 - 21.

The basic governmental fund financial statements can be found on pages 15 - 18 of this report.

MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED

Proprietary Funds - *City of Minneola* maintains one type of proprietary fund. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The *City of Minneola* uses enterprise funds to account for Utility Management.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for Utility Management.

The basic proprietary fund financial statements can be found on pages 22 - 26 of this report.

Notes to the Financial Statements - The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to financial statements can be found on pages 27 - 54 of this report.

Required Supplementary Information (RSI) - RSI can be found on pages 55-56 of this report.

Government-Wide Financial Analysis

Statement of Net Position - As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the *City of Minneola*, assets exceeded liabilities by \$34,252,736 at the close of the most recent fiscal year. The following table reflects the condensed statement of net position for the current and prior year. For more detail see the Statement of Net Position on page 13.

MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED

City of Minneola
Statement of Net Position

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2016	2015	2016	2015	2016	2015
Assets:						
Current and other assets	\$ 9,266,472	\$ 8,728,256	5,827,024	\$ 6,972,727	\$ 15,093,496	\$ 15,700,983
Capital Assets	6,328,397	6,037,183	28,187,292	28,760,165	34,515,689	34,797,348
Total Assets	15,594,869	14,765,439	34,014,316	35,732,892	49,609,185	50,498,331
Deferred Outflows of Resources	778,021	203,532	333,439	87,230	1,111,460	290,762
Liabilities:						
Long term liabilities	136,101	69,831	12,601,284	13,624,870	12,737,385	13,694,701
Net pension liability	1,934,598	1,088,589	829,115	466,510	2,763,713	1,555,099
Other liabilities	182,375	1,243,164	728,624	3,079,352	910,999	4,322,516
Total Liabilities	2,253,074	2,401,584	14,159,023	17,170,732	16,412,097	19,572,316
Deferred Inflows of Resources	39,068	208,224	16,744	89,239	55,812	297,463
Net Position:						
Net investment in capital assets	6,328,397	6,037,183	15,615,517	14,708,005	21,943,914	20,745,188
Restricted	2,958,423	3,790,291	2,759,789	1,395,995	5,718,212	5,186,286
Unrestricted	4,793,928	2,531,689	1,796,682	2,456,151	6,590,610	4,987,840
Total Net Position	\$ 14,080,748	\$ 12,359,163	\$ 20,171,988	\$ 18,560,151	\$ 34,252,736	\$ 30,919,314

\$21,943,914 (64%) of the City's net position reflects its investment in capital assets (e.g., land, buildings, improvements, infrastructure and equipment) less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

Although the *City of Minneola's* investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Net position that are subject to external restrictions as to how they may be used total \$5,718,212 (17%). The remaining balance of *unrestricted net position* (\$6,590,610 or 19%) may be used to meet the government's ongoing obligations to citizens and creditors.

The City's net position increased by \$3,333,422 during the current fiscal year. The following table reflects the condensed Statement of Activities for the current year. For more detail see the Statement of Activities on page 14.

MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED

City of Minneola
Changes in Net Position

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total Primary Government</u>	
	<u>2016</u>	<u>2015</u>	<u>2016</u>	<u>2015</u>	<u>2016</u>	<u>2015</u>
Revenues:						
Program revenues -						
Charges for services	\$ 1,680,417	\$ 810,693	\$ 3,181,586	\$ 2,918,724	\$ 4,862,003	\$ 3,729,417
Operating grants and contributions	279,528	2,160	-	-	279,528	2,160
Capital grants and contributions	160,260	335,845	1,352,781	416,978	1,513,041	752,823
General revenues -						
Property taxes	2,517,860	2,207,622	-	-	2,517,860	2,207,622
Other taxes	1,299,969	1,447,173	-	-	1,299,969	1,447,173
Intergovernmental	940,481	877,567	720,151	773,526	1,660,632	1,651,093
Investment income and miscellaneous	27,892	60,384	810	13,221	28,702	73,605
Total revenues	<u>6,906,407</u>	<u>5,741,444</u>	<u>5,255,328</u>	<u>4,122,449</u>	<u>12,161,735</u>	<u>9,863,893</u>
Expenses:						
General government	1,758,904	1,297,568	-	-	1,758,904	1,297,568
Public safety	2,548,023	2,386,374	-	-	2,548,023	2,386,374
Roads and streets	347,064	371,463	-	-	347,064	371,463
Stormwater	190,292	132,165	-	-	190,292	132,165
Culture and recreation	354,487	354,550	-	-	354,487	354,550
Physical environment	64,761	66,356	-	-	64,761	66,356
Community redevelopment	12,000	13,784	-	-	12,000	13,784
Utility	-	-	3,552,782	3,273,861	3,552,782	3,273,861
Total expenses	<u>5,275,531</u>	<u>4,622,260</u>	<u>3,552,782</u>	<u>3,273,861</u>	<u>8,828,313</u>	<u>7,896,121</u>
Increase (Decrease) in Net Position Before Transfers	1,630,876	1,119,184	1,702,546	848,588	3,333,422	1,967,772
Transfers	90,709	160,473	(90,709)	(160,473)	-	-
Increase (Decrease) in Net Position	1,721,585	1,279,657	1,611,837	688,115	3,333,422	1,967,772
Net Position - October 1	12,359,163	11,079,506	18,561,151	17,873,036	30,920,314	28,952,542
Net Position - September 30	<u>\$ 14,080,748</u>	<u>\$ 12,359,163</u>	<u>\$ 20,172,988</u>	<u>\$ 18,561,151</u>	<u>\$ 34,253,736</u>	<u>\$ 30,920,314</u>

Governmental Activities - Governmental activities increased the *City of Minneola's* net position by \$1,721,585. This was due to increases in charges for services related to increased permitting revenues.

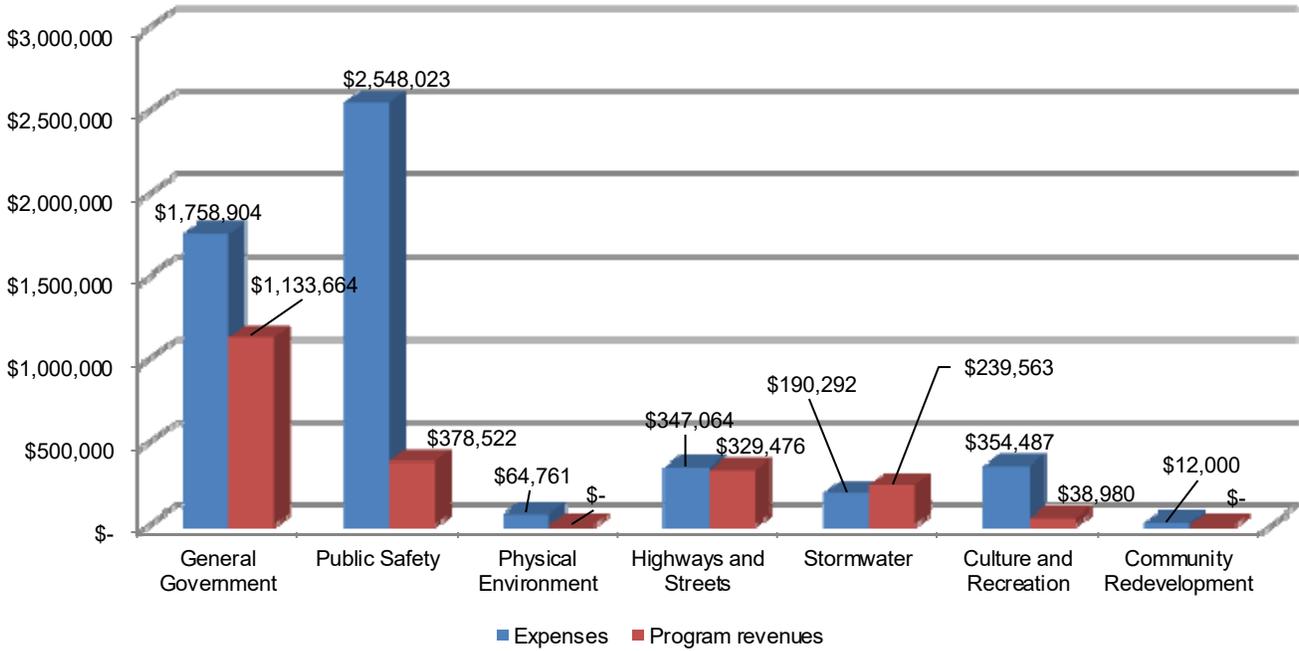
Business-Type Activities - Business-type activities increased the *City of Minneola's* net position by \$1,611,837 primarily due to increased capital contributions related to impact fees received.

The following series of bar and pie charts relay in pictorial form the revenues and expenses for each of the governmental and business-type activities as well as the revenue "source" for each.

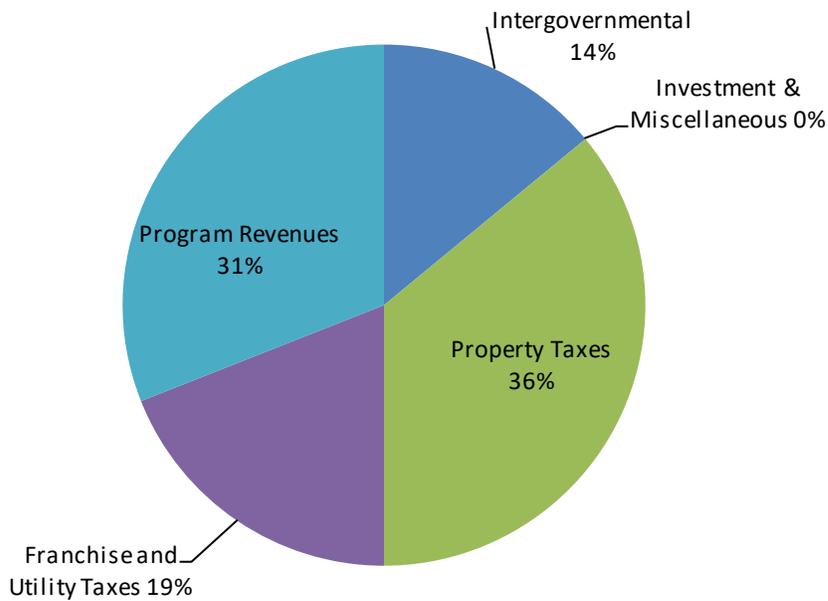
MANAGEMENT’S DISCUSSION AND ANALYSIS - CONTINUED

Note that the first graph depicts governmental program-specific revenues and expenses. For this graph the revenue does not include property taxes, utility taxes, intergovernmental revenue, investment income or miscellaneous revenue. This chart is intended to show the amount of program expenses funded by specific program revenues.

Expenses and Program Revenues - Governmental Activities

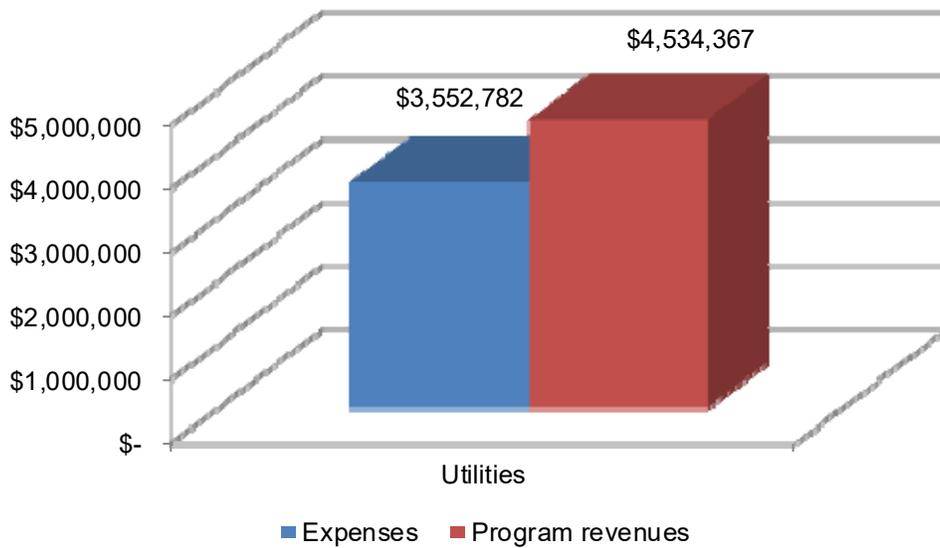


Revenue by Source - Governmental Activities

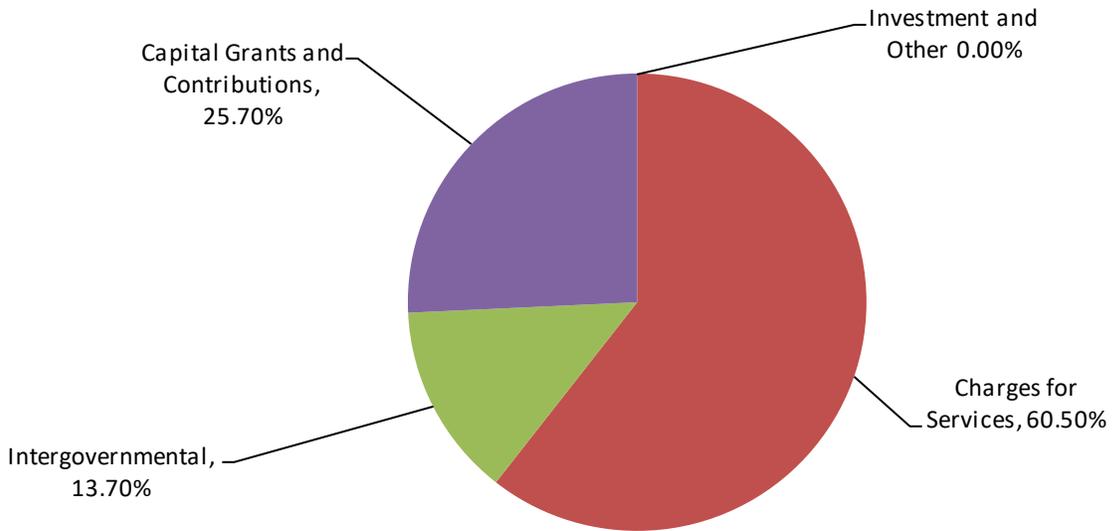


MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED

Expenses and Program Revenues - Business-Type Activities



Revenue by Source - Business-Type Activities



MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED

Financial Analysis of the Government's Funds

As noted earlier, the *City of Minneola* used fund accounting to ensure and demonstrate compliance with finance-related requirements.

Governmental Funds - The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the *City of Minneola's* financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the *City of Minneola's* governmental funds reported combined ending fund balances of \$9,084,097, an increase of \$1,599,004 in comparison with the prior year. Approximately 31% or \$2,836,921 of this total amount constitutes unassigned fund balance, which is available for spending at the government's discretion. The remainder of fund balance is restricted, committed, or assigned to indicate that it is not available for new spending because it has already been committed for such purposes as debt service, capital projects, inventories and prepaid costs.

The general fund is the chief operating fund of the *City of Minneola*. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$2,836,921 while total fund balance was \$8,160,268. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned and total fund balance represent 55% and 158% respectively, of total General Fund expenditures.

The fund balance of the general fund increased by \$1,178,498 during the current fiscal year.

Proprietary Funds - The *City Minneola's* proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the proprietary funds at the year-end amounted to \$1,796,682. The total increase in net position for this fund was \$1,611,837. Other factors concerning the finances of these three funds have already been addressed in the discussion of the *City of Minneola's* business-type activities.

General Fund Budgetary Highlights

During the year, actual revenues were \$1,488 more than budgeted revenues and actual expenditures were \$647,816 less than budgeted expenditures. The difference between the original General Fund budget and the final amended General Fund budget resulted in \$445,579 more in appropriations to fund balance.

MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED

Capital Asset and Debt Administration

Capital Assets - The *City of Minneola's* investment in capital assets for its governmental and business-type activities as of September 30, 2016, amounts to \$34,515,689 (net of accumulated depreciation), for a decrease of \$281,659 from the prior year. This investment in capital assets includes land, buildings, improvements, machinery and equipment and infrastructure. The total decrease in the City's investment in capital assets for the current fiscal year was 0.81% (a 4.82% increase for governmental activities, and 1.99% decrease for business-type activities).

City of Minneola
Capital Assets
(Net of Depreciation)

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2016	2015	2016	2015	2016	2015
Land	\$2,116,908	\$ 2,116,908	\$ 304,026	\$ 304,026	\$ 2,420,934	\$ 2,420,934
Buildings	1,876,765	1,947,440	-	-	1,876,765	1,947,440
Improvements / Infrastructure	1,465,719	1,561,761	27,782,876	28,344,874	29,248,595	29,906,635
Machinery and Equipment	869,005	411,074	100,390	111,265	969,395	522,339
Total	\$6,328,397	\$ 6,037,183	\$28,187,292	\$28,760,165	\$34,515,689	\$34,797,348

Additional information on the *City of Minneola's* capital assets can be found in Note 5 of this report.

Long-Term Debt - At the end of the current fiscal year, the *City of Minneola* had total debt outstanding of \$12,571,775. This debt includes bonds payable and notes payable. Additional information on long-term debt can be found in Note 6 of this report.

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2016	2015	2016	2015	2016	2015
Notes Payable	\$ -	\$ -	\$12,571,775	\$14,082,274	\$12,571,775	\$ 14,082,274
	\$ -	\$ -	\$12,571,775	\$14,082,274	\$12,571,775	\$ 14,082,274

The *City of Minneola's* total debt decreased by \$1,510,499 (11%) during the current fiscal year. The City's governmental activities are debt-free.

MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED

Economic Factors and Next Year's Budget and Rates

- The average unemployment rate for the state is 4.7% and 4.9% for the nation.
- Average inflation nationally as indicated by the consumer price index is 1.7%

These factors were considered in preparing the City budget for the 2016-2017 year. The City adopted the 2016 - 2017 budget at its September 20, 2016 meeting. The 2016 - 2017 General Fund budget includes a millage rate of 6.1483.

Requests for Information

This financial report is designed to provide a general overview of the *City of Minneola's* finances for all those with an interest in the government's finances. Questions concerning any of the information should be addressed to City of Minneola, Finance Manager, Post Office Drawer 678, Minneola, Florida 34755, (352)394-3598.

BASIC FINANCIAL STATEMENTS

CITY OF MINNEOLA, FLORIDA

STATEMENT OF NET POSITION

September 30, 2016

	Governmental Activities	Business-type Activities	Total
ASSETS:			
Cash and cash equivalents	\$ 7,679,613	\$ 3,847,569	\$ 11,527,182
Receivables, net	139,941	205,847	345,788
Internal balances	1,332,890	(1,332,890)	-
Due from other governments	73,095	56,178	129,273
Prepaid costs	40,933	25,267	66,200
Restricted cash and cash equivalents	-	3,025,053	3,025,053
Capital Assets:			
Capital assets not being depreciated	2,116,908	304,026	2,420,934
Capital assets being depreciated, net of accumulated depreciation	4,211,489	27,883,266	32,094,755
Total assets	<u>15,594,869</u>	<u>34,014,316</u>	<u>49,609,185</u>
DEFERRED OUTFLOWS:			
Pension earnings	<u>778,021</u>	<u>333,439</u>	<u>1,111,460</u>
LIABILITIES:			
Accounts payable and accrued expenses	71,004	376,993	447,997
Due to other governmental agencies	108,064	-	108,064
Accrued interest	-	154,568	154,568
Deposits payable	3,307	197,063	200,370
Noncurrent liabilities:			
Due within one year			
Compensated absences	33,296	11,951	45,247
Notes payable	-	453,258	453,258
Due in more than one year			
Compensated absences	102,805	17,558	120,363
Notes payable	-	12,118,517	12,118,517
Net pension liability	1,934,598	829,115	2,763,713
Total liabilities	<u>2,253,074</u>	<u>14,159,023</u>	<u>16,412,097</u>
DEFERRED INFLOWS:			
Pension earnings	<u>39,068</u>	<u>16,744</u>	<u>55,812</u>
NET POSITION:			
Net investment in capital assets	6,328,397	15,615,517	21,943,914
Restricted	2,958,423	2,759,789	5,718,212
Unrestricted	4,793,928	1,796,682	6,590,610
Total net position	<u>\$ 14,080,748</u>	<u>\$ 20,171,988</u>	<u>\$ 34,252,736</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

CITY OF MINNEOLA, FLORIDA

STATEMENT OF ACTIVITIES

For the Year Ended September 30, 2016

<u>Functions/Programs</u>	<u>Program Revenue</u>				<u>Net (Expense) Revenue and Changes in Net Position</u>		
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Primary Government</u>		
					<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Primary Government							
Governmental Activities							
General Government	\$ 1,758,904	\$ 1,133,664	\$ -	\$ -	\$ (625,240)	\$ -	\$ (625,240)
Public Safety	2,548,023	296,419	21,843	60,260	(2,169,501)	-	(2,169,501)
Physical Environment	64,761	-	-	-	(64,761)	-	(64,761)
Highways and streets	347,064	-	229,476	100,000	(17,588)	-	(17,588)
Stormwater	190,292	239,563	-	-	49,271	-	49,271
Culture and Recreation	354,487	10,771	28,209	-	(315,507)	-	(315,507)
Community Redevelopment	12,000	-	-	-	(12,000)	-	(12,000)
Total governmental activities	<u>5,275,531</u>	<u>1,680,417</u>	<u>279,528</u>	<u>160,260</u>	<u>(3,155,326)</u>	<u>-</u>	<u>(3,155,326)</u>
Business-type activities:							
Utility	<u>3,552,782</u>	<u>3,181,586</u>	<u>-</u>	<u>1,352,781</u>	<u>-</u>	<u>981,585</u>	<u>981,585</u>
Total business-type activities	<u>3,552,782</u>	<u>3,181,586</u>	<u>-</u>	<u>1,352,781</u>	<u>-</u>	<u>981,585</u>	<u>981,585</u>
Total primary government	<u>\$ 8,828,313</u>	<u>\$ 4,862,003</u>	<u>\$ 279,528</u>	<u>\$ 1,513,041</u>	<u>(3,155,326)</u>	<u>981,585</u>	<u>(2,173,741)</u>
General Revenues:							
Property taxes					2,517,860	-	2,517,860
Franchise and utility taxes					1,299,969	-	1,299,969
Intergovernmental					940,481	720,151	1,660,632
Unrestricted investment earnings					27	810	837
Miscellaneous					27,865	-	27,865
Transfers					90,709	(90,709)	-
Total general revenues and transfers					<u>4,876,911</u>	<u>630,252</u>	<u>5,507,163</u>
Change in net position					<u>1,721,585</u>	<u>1,611,837</u>	<u>3,333,422</u>
Net Position - beginning					<u>12,359,163</u>	<u>18,560,151</u>	<u>30,919,314</u>
Net Position - ending					<u>\$ 14,080,748</u>	<u>\$ 20,171,988</u>	<u>\$ 34,252,736</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

CITY OF MINNEOLA, FLORIDA

BALANCE SHEET
GOVERNMENTAL FUNDS

September 30, 2016

	<u>General Fund</u>	<u>Stormwater Special Revenue Fund</u>	<u>Community Redevelopment Funds</u>	<u>Total Governmental Funds</u>
ASSETS:				
Cash and cash equivalents	\$ 7,055,529	\$ -	\$ 624,084	\$ 7,679,613
Receivables	132,558	7,383	-	139,941
Due from other governments	73,095	-	-	73,095
Prepaid costs	27,870	1,063	12,000	40,933
Due from other funds	1,050,079	1,569,280	-	2,619,359
Total assets	<u>\$ 8,339,131</u>	<u>\$ 1,577,726</u>	<u>\$ 636,084</u>	<u>\$ 10,552,941</u>
LIABILITIES:				
Accounts payable	\$ 67,492	\$ 3,512	\$ -	\$ 71,004
Due to other governments	108,064	-	-	108,064
Due to other funds	-	1,216,046	70,423	1,286,469
Deposits payable	3,307	-	-	3,307
Total liabilities	<u>178,863</u>	<u>1,219,558</u>	<u>70,423</u>	<u>1,468,844</u>
FUND BALANCES:				
Nonspendable				
Prepays	27,870	-	-	27,870
Restricted				
Street repairs	598,661	-	-	598,661
Confiscation funds	9,003	-	-	9,003
Permitting expenditures	1,682,114	-	-	1,682,114
Police education	2,984	-	-	2,984
Infrastructure	100,000	-	-	100,000
Community redevelopment	-	-	565,661	565,661
Committed				
Cemetery care	4,987	-	-	4,987
Rails/trails	1,527	-	-	1,527
Tree replacement	24,865	-	-	24,865
Fire protection capital expenditures	141,336	-	-	141,336
Stormwater management	-	358,168	-	358,168
Assigned				
Fire truck replacement	450,000	-	-	450,000
Fire department relocation	1,500,000	-	-	1,500,000
Park master plan	30,000	-	-	30,000
Library relocation	250,000	-	-	250,000
City Hall remodel	500,000	-	-	500,000
Unassigned	2,836,921	-	-	2,836,921
Total fund balances	<u>8,160,268</u>	<u>358,168</u>	<u>565,661</u>	<u>9,084,097</u>
Total Liabilities and Fund Balances	<u>\$ 8,339,131</u>	<u>\$ 1,577,726</u>	<u>\$ 636,084</u>	<u>\$ 10,552,941</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

CITY OF MINNEOLA, FLORIDA

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION

September 30, 2016

Total Fund Balance, governmental funds		\$ 9,084,097
<p>Amounts reported for governmental activities in the Statement of Net Position are different because:</p>		
Capital assets used in governmental activities are not current financial resources and therefore are not reported in this fund financial statement, but are reported in the governmental activities of the Statement of Net Position.		6,328,397
Deferred inflows and outflows of resources related to pension earnings are not recognized in the governmental funds; however, they are recorded in the statement of net position under full accrual accounting.		738,953
Long-term liabilities, including notes payable, are not due and payable in the current period and therefore are not reported in the funds		
Compensated absences	(136,101)	
Net pension liability	(1,934,598)	<u>(2,070,699)</u>
Net Position of Governmental Activities in the Statement of Net Position		<u>\$ 14,080,748</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

CITY OF MINNEOLA, FLORIDA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

For the Year Ended September 30, 2016

	General Fund	Stormwater fund	Community Redevelopment Funds	Total Governmental Funds
REVENUES:				
Taxes:				
Property	\$ 2,111,488	\$ -	\$ 406,372	\$ 2,517,860
Franchise and utility	1,299,969	-	-	1,299,969
Licenses and permits	1,052,247	-	-	1,052,247
Intergovernmental	1,341,442	-	-	1,341,442
Charges for services	358,102	239,563	-	597,665
Fees and fines	9,515	-	-	9,515
Impact fees	49,969	-	-	49,969
Investment earnings	27	-	-	27
Miscellaneous	37,713	-	-	37,713
Total revenues	<u>6,260,472</u>	<u>239,563</u>	<u>406,372</u>	<u>6,906,407</u>
EXPENDITURES:				
Current:				
General government	1,665,165	-	-	1,665,165
Public safety	2,889,875	-	-	2,889,875
Physical environment	47,364	213,429	-	260,793
Highways and Streets	310,310	-	-	310,310
Culture and recreation	259,969	-	-	259,969
Community redevelopment	-	-	12,000	12,000
Total expenditures	<u>5,172,683</u>	<u>213,429</u>	<u>12,000</u>	<u>5,398,112</u>
Excess (deficiency) of revenues over expenditures	<u>1,087,789</u>	<u>26,134</u>	<u>394,372</u>	<u>1,508,295</u>
OTHER FINANCING SOURCES (USES):				
Transfers in	90,709	-	-	90,709
Transfers out	-	-	-	-
Total other financing sources (uses)	<u>90,709</u>	<u>-</u>	<u>-</u>	<u>90,709</u>
Net change in fund balances	1,178,498	26,134	394,372	1,599,004
Fund balances - beginning	6,981,770	332,034	171,289	7,485,093
Fund balances - ending	<u>\$ 8,160,268</u>	<u>\$ 358,168</u>	<u>\$ 565,661</u>	<u>\$ 9,084,097</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

CITY OF MINNEOLA, FLORIDA

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE
STATEMENT OF ACTIVITIES**

For the Year Ended September 30, 2016

Net Change in Fund Balances - total governmental funds: \$ 1,599,004

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period.

Expenditures for Capital Assets	572,490	
Less: current year depreciation	<u>(281,276)</u>	291,214

Some expenses reported in the statement of activities do not require the use of current financial resources and these are not reported as expenditures in governmental funds.

Change in compensated absences	(66,269)
--------------------------------	----------

Cash pension contributions reported in the funds were less than the calculated pension expense on the statement of activities and therefore, decreased net position.

<u>(102,364)</u>

Change in net position of governmental activities

<u><u>\$ 1,721,585</u></u>

The accompanying Notes to Financial Statements are an integral part of this statement.

CITY OF MINNEOLA, FLORIDA

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL
GENERAL FUND**

For the Year Ended September 30, 2016

	<u>Budgeted Amounts</u>		<u>Actual Amounts, Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES:				
Taxes:				
Property taxes	\$ 2,061,909	\$ 2,111,488	\$ 2,111,488	\$ -
Franchise and utility	1,133,688	1,299,969	1,299,969	-
Licenses and Permits	401,550	1,095,842	1,052,247	(43,595)
Intergovernmental	1,035,551	1,295,298	1,341,442	46,144
Charges for Services	332,004	358,102	358,102	-
Fees and Fines	8,733	9,515	9,515	-
Impact fees	18,454	49,969	49,969	-
Investment Earnings	-	50	27	(23)
Miscellaneous	33,009	38,751	37,713	(1,038)
Total revenues	<u>5,024,898</u>	<u>6,258,984</u>	<u>6,260,472</u>	<u>1,488</u>
EXPENDITURES:				
Current:				
General government	1,440,331	1,903,143	1,665,165	237,978
Public safety	2,878,656	3,182,722	2,889,875	292,847
Physical environment	52,705	55,129	47,364	7,765
Highways and streets	383,542	386,617	310,310	76,307
Culture and recreation	281,049	292,888	259,969	32,919
Total expenditures	<u>5,036,283</u>	<u>5,820,499</u>	<u>5,172,683</u>	<u>647,816</u>
Excess (deficiency) of revenues over expenditures	<u>(11,385)</u>	<u>438,485</u>	<u>1,087,789</u>	<u>649,304</u>
OTHER FINANCING SOURCES:				
Transfers In	<u>95,000</u>	<u>90,709</u>	<u>90,709</u>	<u>-</u>
Total other financing sources	<u>95,000</u>	<u>90,709</u>	<u>90,709</u>	<u>-</u>
Net change in fund balances	83,615	529,194	1,178,498	649,304
Fund Balance - beginning	<u>6,981,770</u>	<u>6,981,770</u>	<u>6,981,770</u>	<u>-</u>
Fund Balance - ending	<u>\$ 7,065,385</u>	<u>\$ 7,510,964</u>	<u>\$ 8,160,268</u>	<u>\$ 649,304</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

CITY OF MINNEOLA, FLORIDA

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
BUDGET AND ACTUAL
STORMWATER SPECIAL REVENUE FUND**

For the Year Ended September 30, 2016

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES:				
Charges for services	\$ 232,945	\$ 249,001	\$ 239,563	\$ (9,438)
Total revenues	232,945	249,001	239,563	(9,438)
EXPENDITURES:				
Current:				
Physical Environment	232,945	249,001	213,429	35,572
Total expenditures	232,945	249,001	213,429	35,572
Excess (deficiency) of revenues over expenditures	-	-	26,134	26,134
Net change in fund balances	-	-	26,134	26,134
Fund Balance - beginning	332,034	332,034	332,034	-
Fund Balance - ending	\$ 332,034	\$ 332,034	\$ 358,168	\$ 26,134

The accompanying Notes to Financial Statements are an integral part of this statement.

CITY OF MINNEOLA, FLORIDA

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
BUDGET AND ACTUAL
COMMUNITY REDEVELOPMENT FUND**

For the Year Ended September 30, 2016

	<u>Budgeted Amounts</u>		<u>Actual Amounts, Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES:				
Taxes:				
Property Taxes	\$ 394,082	\$ 406,371	\$ 406,372	\$ 1
Intergovernmental	160,000	-	-	-
Total revenues	<u>554,082</u>	<u>406,371</u>	<u>406,372</u>	<u>1</u>
EXPENDITURES:				
Current:				
Community redevelopment	<u>190,000</u>	<u>-</u>	<u>12,000</u>	<u>(12,000)</u>
Total expenditures	<u>190,000</u>	<u>-</u>	<u>12,000</u>	<u>(12,000)</u>
Excess (deficiency) of revenues over expenditures	<u>364,082</u>	<u>406,371</u>	<u>394,372</u>	<u>(11,999)</u>
Net change in fund balances	364,082	406,371	394,372	(11,999)
Fund Balance - beginning	171,289	171,289	171,289	-
Fund Balance - ending	<u>\$ 535,371</u>	<u>\$ 577,660</u>	<u>\$ 565,661</u>	<u>\$ (11,999)</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

CITY OF MINNEOLA, FLORIDA

STATEMENT OF NET POSITION
PROPRIETARY FUNDS

September 30, 2016

	<u>Enterprise Fund</u>
	<u>Utility</u>
ASSETS:	
Current assets:	
Cash and cash equivalents	\$ 3,847,569
Accounts receivable, net	205,847
Due from other funds	1,192,706
Due from other governments	56,178
Prepaid costs	25,267
Restricted cash and cash equivalents	3,025,053
Total current assets	<u>8,352,620</u>
Noncurrent assets:	
Capital assets:	
Land	304,026
Water and wastewater system	37,058,726
Machinery and equipment	456,686
Less accumulated depreciation	<u>(9,632,146)</u>
Total noncurrent assets	<u>28,187,292</u>
Total assets	<u>36,539,912</u>
DEFERRED OUTFLOWS	
Pension earnings	<u>333,439</u>
	<u>333,439</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

	<u>Enterprise Fund</u> <u>Utility</u>
LIABILITIES:	
Current Liabilities:	
Accounts payable	376,993
Due to other funds	2,525,596
Accrued interest payable	154,568
Customer deposits payable	197,063
Compensated absences	11,951
Notes and loans payable - current	453,258
Total current liabilities	<u>3,719,429</u>
Noncurrent Liabilities:	
Compensated absences	17,558
Net pension liability	829,115
Notes and loans payable	12,118,517
Total noncurrent liabilities	<u>12,965,190</u>
Total liabilities	<u>16,684,619</u>
DEFERRED INFLOWS	
Pension earnings	<u>16,744</u>
	<u>16,744</u>
NET POSITION:	
Net investment in capital assets	15,615,517
Restricted	2,759,789
Unrestricted	1,796,682
Total net position	<u>\$ 20,171,988</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

CITY OF MINNEOLA, FLORIDA

**STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN FUND NET POSITION -
PROPRIETARY FUNDS**

For the Year Ended September 30, 2016

	Enterprise Fund
	Utility
REVENUES:	
Charges for Services	\$ 3,162,558
Other operating revenue	19,028
Total operating revenues	3,181,586
OPERATING EXPENSES:	
Personal Services	734,551
Contract Services	925,023
Operating Expenses	235,648
Utility Services	149,250
Repairs and Maintenance	121,685
Insurance	81,266
Depreciation	948,886
Total operating expenses	3,196,309
Operating income (loss)	(14,723)
NONOPERATING REVENUES (EXPENSES):	
Interest and Investment Income	810
Infrastructure surtax	720,151
Interest Expense	(356,473)
Total nonoperating revenue (expenses)	364,488
Income before transfers	349,765
Impact Fees	1,352,781
Transfers Out	(90,709)
Change in net position	1,611,837
Total Net Position - beginning	18,560,151
Total Net Position - ending	\$ 20,171,988

The accompanying Notes to Financial Statements are an integral part of this statement.

CITY OF MINNEOLA, FLORIDA

STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS

For the Year Ended September 30, 2016

	<u>Utility</u>
Cash Flows from Operating Activities:	
Receipts from customers	\$ 3,166,298
Payments to suppliers	(1,226,209)
Payments to employees	(691,978)
Net cash provided by operating activities	<u>1,248,111</u>
Cash Flows from Noncapital Financing Activities:	
Net operating transfers out	(90,709)
Intergovernmental revenue	733,508
Increase in due from other funds	(359,386)
Increase in due to other funds	403,874
Net cash provided by noncapital financing activities	<u>687,287</u>
Cash Flows from Capital and Related Financing Activities:	
Purchase of capital assets	(376,013)
Impact Fees	1,352,781
Principal paid on long-term debt	(1,510,499)
Interest paid on long-term debt	(377,991)
Net cash provided (used) by capital and related financing activities	<u>(911,722)</u>
Cash Flows from Investing Activities:	
Investment income	810
Net cash provided by investing activities	<u>810</u>
Net Increase in Cash and Cash Equivalents	1,024,486
Cash and Cash Equivalents - beginning	<u>5,848,136</u>
Cash and Cash Equivalents - ending	<u><u>\$ 6,872,622</u></u>
Classified As:	
Cash and cash equivalents	\$ 3,847,569
Restricted cash and cash equivalents	3,025,053
Total	<u><u>\$ 6,872,622</u></u>

The accompanying Notes to Financial Statements are an integral part of this statement.

	<u>Utility</u>
Reconciliation of Operating Income to Net Cash Provided (Used) By Operating Activities	
Operating income (loss)	\$ (14,723)
Adjustments Not Affecting Cash:	
Depreciation and amortization	948,886
Change in Assets and Liabilities:	
Increase in accounts receivable	(5,783)
Increase in prepaids	(3,595)
Increase in accounts payable	290,258
Increase in compensated absences	(1,298)
Increase in deferred outflows	(246,209)
Increase in deferred inflows	(72,495)
Increase in net pension liability	362,575
Decrease in customer deposits	(9,505)
Total adjustments	<u>1,262,834</u>
Net Cash Provided by Operating Activities	<u>\$ 1,248,111</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

NOTES TO FINANCIAL STATEMENTS

September 30, 2016

Note 1 - Summary of Significant Accounting Policies:

A. Reporting Entity

The *City of Minneola*, Florida ("the City") was incorporated on November 23, 1925, under a Special act of 1925 of the State of Florida, Chapter 11620, and operates under the council-manager form of government.

In evaluating how to define the government, for financial reporting purposes, the City has considered all potential component units. The definition of the reporting entity is based primarily on the notion of financial accountability. A primary government is financially accountable for the organizations that make up its legal entity. It is also financially accountable for legally separate organizations if its officials appoint a voting majority of an organization's governing body, and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government. A primary government may also be financially accountable for governmental organizations that are fiscally dependent on it.

A primary government has the ability to impose its will on an organization if it can significantly influence the programs, projects or activities of, or the level of services performed or provided by, the organization. A financial benefit or burden relationship exists if the primary government (a) is entitled to the organizations' resources; (b) is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to, the organization; or (c) is obligated in some manner for the debt of the organization. In applying the above criteria, the City has one blended component unit as follows:

The *City of Minneola* Community Redevelopment Agency Fund

The *City of Minneola* created the Community Redevelopment Agency in April of 2013. This is a dependent taxing district established in accordance with Chapter 163, Part III, Florida Statutes. Notification to affected taxing agency was done in compliance with Chapter 163.346, Part III, Florida Statutes. The incremental annual increase in tax over the base years will be used to fund projects designed to enhance and improve the described area. The City Council, being the duly elected governmental body for the designated area, passed Ordinance 2014-05, which established the *City of Minneola* as the Redevelopment Agency for the purpose of carrying out the community redevelopment programs and plans within the area. The Community Redevelopment Agency consists of two separate redevelopment areas, the Minneola Mountain Area and the Minneola Downtown Area. The Council adopted a community development redevelopment plan through Resolution 2013-03 and 2014-06. Through Ordinance 2014-06 the City established the Community Redevelopment Trust Fund to account for all transactions generated by this special revenue fund.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 1 - Summary of Significant Accounting Policies (Continued):

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the City. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. 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. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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 to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 1 - Summary of Significant Accounting Policies (Continued):

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued):

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The government reports the following funds:

Major Governmental Funds

The *General Fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Stormwater Special Revenue Fund* is a special revenue fund established to collect monthly fees for the repair, maintenance and replacement of the City's stormwater system. Fees collected are restricted to these activities and cannot be used for any other purposes.

The *Community Redevelopment Fund* was established as a dependent taxing district. The incremental annual increase in tax over the base years will be used to fund projects designed to enhance and improve the described area.

Major Proprietary Funds

Utility Fund is used to account for the fiscal activity of the City's water and wastewater services to residential and commercial customers and operates in a manner similar to private business enterprises. Costs, including depreciation are financed primarily through user charges.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 1 - Summary of Significant Accounting Policies (Continued):

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued):

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are other charges between the City's utility function and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's utility fund are charges to customers for sales and services. The City also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Assets, Liabilities, Deferred Outflows/Inflows and Net Position/Fund Balance:

1. Deposits and Investments

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

Investments of the City are reported at fair value and are categorized within the fair value hierarchy established in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. The City's investments consist of investments authorized per the alternative guidance provided in Section 218.415, Florida Statutes.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 1 - Summary of Significant Accounting Policies (Continued):

***D. Assets, Liabilities, Deferred Outflows/Inflows and Net Position/Fund Balance
(Continued):***

2. Receivables and Payables

Water, sewer, and sanitation charges are recognized when billed. The Utility Fund maintains the direct write-off method of bad debt recognition due to the immateriality of the amounts.

Intergovernmental receivables represent amounts due from other governments for shared revenues and taxes collected for the City that are measurable and available.

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds". Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances".

Advances between funds, as reported in the fund financial statements, are offset by a non-spendable fund balance in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

All receivables are shown net of an allowance for uncollectibles. The County bills and collects property taxes and remits them to the City. City property tax revenues are recognized when levied to the extent that they result in current receivables.

All property is reassessed according to its fair value on the lien date, or January 1 of each year. Taxes are levied on October 1 of each year. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January, and 1% in the month of February. The taxes paid in March are without discount. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. On or around May 31 following the tax year, certificates are sold for all delinquent taxes on real property.

The statutory maximum tax rates which may be assessed by the City are as follows:

Ad valorem millage	10 mills
Utility tax	10%

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 1 - Summary of Significant Accounting Policies (Continued):

***D. Assets, Liabilities, Deferred Outflows/Inflows and Net Position/Fund Balance
(Continued):***

3. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

4. Restricted Assets

The use of certain assets of the Utility fund may be restricted by specific provisions of bond resolutions, city ordinances and/or agreements with various parties. Assets so designated are identified as restricted assets on the balance sheet.

5. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City's capitalization policy as assets with an initial, individual cost of \$1,000 or more and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. No interest was capitalized for the year ended September 30, 2016.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 1 - Summary of Significant Accounting Policies (Continued):

D. Assets, Liabilities, Deferred Outflows/Inflows and Net Position/Fund Balance (Continued):

5. Capital Assets (Continued):

Property, plant, and equipment of the City are depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and systems	40
Improvements	15 - 40
Water lines	10 - 50
Equipment	3 - 10
Intangible Assets	10 - 15

6. Compensated Absences

It is the City's policy to permit employees to accumulate earned but unused vacation and sick leave. Since the City's policy is to pay all vacation when employees separate from service, these amounts are accrued when incurred in the government-wide and proprietary fund financial statements. Unused sick leave will be paid on a pro-rata basis provided the retiring employee has completed at least ten years of continuous full-time service to the City, or a resigning employee must have at least fifteen years of continuous full-time service. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. For governmental activities, compensated absences are generally liquidated by the general fund.

7. Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 1 - Summary of Significant Accounting Policies (Continued):

***D. Assets, Liabilities, Deferred Outflows/Inflows and Net Position/Fund Balance
(Continued):***

8. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position 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(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The City has one item that qualifies for reporting in this category for the year ended September 30, 2016, deferred outflows of pension earnings.

In addition to liabilities, the statement of financial position 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(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The City has one item that qualifies for reporting in this category for the year ended September 30, 2016, deferred inflows of pension earnings.

9. Net Position Flow Assumptions

Sometimes the City will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide and proprietary fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

10. Fund Balance Flow Assumptions

Sometimes the City will fund outlays for a particular purpose from both restricted and unrestricted resources (total of committed, assigned, and unassigned fund balance). In order 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 considered to be applied. It is the City'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.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 1 - Summary of Significant Accounting Policies (Continued):

***D. Assets, Liabilities, Deferred Outflows/Inflows and Net Position/Fund Balance
(Continued):***

11. Fund Balance Policies

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

The five classifications of fund balances in highest restriction order are as follows:

Nonspendable represents amounts that cannot be spent because they are not in a spendable form or are amounts that are legally or contractually required to remain intact.

Restricted represents amounts that are externally restricted by creditors, grantors, contributors, or laws or regulations of other governments and can be enforceable by external parties. Restrictions can be imposed by law through constitutional provisions or enabling legislation.

Committed represents amounts that arise when the City's highest level of decision-making authority, the City Council, imposes constraints on the use of resources by appropriate formal action which is by city ordinance. These accounts cannot be used for another purpose unless the governing body first removes the original constraint by formal action. These amounts include resources set aside to satisfy contractual obligations.

Assigned represents amounts that are intended to be used for a specified purpose but that are neither restricted or committed. The decision to assign these amounts can be made at any level of decision-making authority in the City to whom the City Council delegates assignment authority. Assigned fund balance is the residual fund balance category of any governmental fund except the general fund.

Unassigned is the residual fund balance classification for the general fund. It represents spendable general fund assets that are not restricted, committed or assigned to specific purposes.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 2 - Stewardship, Compliance, and Accountability

A. *Budgetary Information*

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

- (1) Prior to the end of the fiscal year, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.
- (2) Public hearings are conducted to obtain taxpayer comments.
- (3) The general summary of the budget and notice of public hearing is published in the local newspaper. Prior to October 1, budgets are legally enacted through passage of an ordinance.
- (4) The level of classification detail at which expenditures may not legally exceed appropriations is the department level.
- (5) Appropriations lapse at the close of the fiscal year to the extent they have not been expended.
- (6) Budgets are adopted for the general fund and special revenue funds on a basis consistent with accounting principles generally accepted in the United States of America. Budgets are also adopted for the enterprise funds; however, this data is not presented under generally accepted accounting principles.

B. *Expenditures in Excess of Appropriations*

Expenditures in the Community Redevelopment Fund exceeded appropriations for the year ended September 30, 2016. These over expenditures were funded by available fund balance.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 3 - Deposits and Investments:

Deposits

At year-end, the carrying amount of the City's deposits was \$14,522,235 and the bank balance was \$14,741,970. Petty cash funds of \$5,500 are not on deposit with a financial institution.

All bank deposits were covered by Federal Depository Insurance or by collateral held in banks that are members of the State of Florida's Collateral Pool as specified under Florida law. Florida Statutes provide for collateral pooling by banks and savings and loans. This limits local government deposits to "authorized depositories".

Investments

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The City uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable, and uses significant unobservable inputs that uses the best information available under the circumstances, which includes the City's own data in measuring unobservable inputs. The City had no investments as defined by GASB Statement No. 72 as of September 30, 2016.

The City's investment policies are governed by Florida Statutes, which allow the following investments:

- (a) Florida Local Government Surplus Funds Trust Fund Investment Pool (SBA LGIP)
- (b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- (c) Interest bearing time deposit or savings accounts in qualified public depositories
- (d) Direct obligations of the U.S. Treasury

CITY OF MINNEOLA, FLORIDA

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 3 - Deposits and Investments (Continued):

Investments (Continued):

The City does not have an investment policy that addresses credit risk, concentration of credit risk, custodial credit risk, or interest rate risk. However, all deposits are potentially subject to custodial credit risk. The City policy requires that bank deposits be secured as provided by Chapter 280, Florida Statutes. This law requires local governments to deposit funds only in financial institutions designated as qualified public depositories by the Chief Financial Officer of the State of Florida, and creates the Public Deposit Trust Fund, a multiple financial institution pool with the ability to assess its member financial institutions for collateral shortfalls if a default or insolvency has occurred. At September 30, 2016, all of the City's bank deposits were in qualified public depositories.

Note 4 - Receivables:

Receivables as of year end for the City's individual major funds, including the applicable allowances for uncollectible accounts, are as follows:

	<u>General Fund</u>	<u>Stormwater Fund</u>	<u>Utility Fund</u>	<u>Total</u>
Receivables:				
Accounts	\$ 132,558	\$ 16,821	\$ 303,767	\$ 453,146
Less allowance for uncollectible accounts	-	(9,438)	(97,920)	(107,358)
	<u>\$ 132,558</u>	<u>\$ 7,383</u>	<u>\$ 205,847</u>	<u>\$ 345,788</u>

CITY OF MINNEOLA, FLORIDA

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 5 - Capital Assets:

Capital asset activity for the year ended September 30, 2016 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental Activities:				
Capital assets, not being depreciated:				
Land	\$ 2,116,908	\$ -	\$ -	\$ 2,116,908
Total capital assets, not being depreciated	<u>2,116,908</u>	<u>-</u>	<u>-</u>	<u>2,116,908</u>
Capital assets, being depreciated:				
Buildings	2,742,065	2,448	-	2,744,513
Improvements/Infrastructure	2,666,688	44,616	-	2,711,304
Machinery and equipment	1,700,363	525,426	(11,095)	2,214,694
Total capital assets, being depreciated	<u>7,109,116</u>	<u>572,490</u>	<u>(11,095)</u>	<u>7,670,511</u>
Less accumulated depreciation				
Buildings	(794,625)	(73,123)	-	(867,748)
Improvements/Infrastructure	(1,104,927)	(140,658)	-	(1,245,585)
Machinery and equipment	(1,289,289)	(67,495)	11,095	(1,345,689)
Total accumulated depreciation	<u>(3,188,841)</u>	<u>(281,276)</u>	<u>11,095</u>	<u>(3,459,022)</u>
Total capital assets, being depreciated, net	<u>3,920,275</u>	<u>291,214</u>	<u>-</u>	<u>4,211,489</u>
Government activities capital assets, net	<u>\$ 6,037,183</u>	<u>\$ 291,214</u>	<u>\$ -</u>	<u>\$ 6,328,397</u>

CITY OF MINNEOLA, FLORIDA

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 5 - Capital Assets (Continued):

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type Activities:				
Capital assets, not being depreciated:				
Land	\$ 304,026	\$ -	\$ -	\$ 304,026
Total capital assets, not being depreciated	<u>304,026</u>	<u>-</u>	<u>-</u>	<u>304,026</u>
Capital assets, being depreciated:				
Improvements/Infrastructure	36,686,463	372,263	-	37,058,726
Machinery and equipment	463,073	3,750	(10,137)	456,686
Total capital assets, being depreciated	<u>37,149,536</u>	<u>376,013</u>	<u>(10,137)</u>	<u>37,515,412</u>
Less accumulated depreciation				
Improvements/Infrastructure	(8,341,589)	(934,261)	-	(9,275,850)
Machinery and equipment	(351,808)	(14,625)	10,137	(356,296)
Total accumulated depreciation	<u>(8,693,397)</u>	<u>(948,886)</u>	<u>10,137</u>	<u>(9,632,146)</u>
Total capital assets, being depreciated, net	<u>28,456,139</u>	<u>(572,873)</u>	<u>-</u>	<u>27,883,266</u>
Business-type activities capital assets, net	<u>\$ 28,760,165</u>	<u>\$ (572,873)</u>	<u>\$ -</u>	<u>\$ 28,187,292</u>

CITY OF MINNEOLA, FLORIDA

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 5 - Capital Assets (Continued):

Depreciation expense was charged to functions/programs as follows:

Governmental Activities:	
General government	\$ 70,567
Public safety	43,079
Highways and streets	51,227
Stormwater	23,504
Physical environment	14,749
Culture and recreation	78,150
Total Depreciation Expense - governmental activities	<u>\$ 281,276</u>
Business-type Activities:	
Utilities	<u>\$ 948,886</u>
Total Depreciation Expense - business type activities	<u>\$ 948,886</u>

Note 6 - Long-Term Debt:

Notes Payable

In August 2006, the City executed a State Revolving Fund loan agreement for the construction of a wastewater treatment plan. The agreement provides for total funding of \$1,592,706. The loan period is for 30 years with an interest rate of 3.27 percent. The note is secured by state revenue sharing trust funds and half-cent sales tax revenues. This note was paid off during the current year. For the fiscal year, principal and interest paid on this series was \$1,102,420 and total pledged revenue was \$817,648.

In May 2005, the City executed a State Revolving Fund loan agreement for wastewater collection, transmission and reuse improvements. The final amendment #4 dated in April 2011 provides for total funding of \$16,876,398 and a revised loan period of 30 years with an interest rates of 2.75 percent to 2.65 percent. The note is secured by gross revenues, together with reuse revenues and impact fees, from the yearly operation of the sewer system after operation and maintenance expense and the satisfaction of all yearly payment obligations on account of any senior obligation issued. Total principal and interest remaining to be paid on this series is \$16,507,467. For the fiscal year, principal and interest paid on this series was \$786,070 and total pledged revenue was \$2,994,791.

CITY OF MINNEOLA, FLORIDA

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 6 - Long-Term Debt (Continued):

Annual debt service requirements to maturity on the notes payable are as follows:

Year Ending September 30,	Business-Type Activities	
	Principal	Interest
2017	\$ 453,258	\$ 332,812
2018	465,446	320,624
2019	477,962	308,108
2020	490,814	295,256
2021	504,012	282,058
2022-2026	2,730,792	1,199,557
2027-2031	3,118,237	812,112
2032-2036	3,560,658	369,691
2037	770,596	15,474
Total	<u>\$ 12,571,775</u>	<u>\$ 3,935,692</u>

Changes in Long-Term Liabilities

Long-term liability activity for the year ended September 30, 2016 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental Activities:					
Compensated Absences	\$ 103,127	\$ 32,974	\$ -	\$ 136,101	33,296
Net pension liability	1,088,589	846,009	-	1,934,598	-
Governmental activity long-term liabilities	<u>\$ 1,191,716</u>	<u>\$ 878,983</u>	<u>\$ -</u>	<u>\$ 2,070,699</u>	<u>\$ 33,296</u>
Business-Type Activities					
Notes payable - SRF Loans	\$14,082,274	\$ -	\$ (1,510,499)	\$12,571,775	\$ 453,258
Compensated absences	30,807	-	(1,298)	29,509	11,951
Net pension liability	466,540	362,575	-	829,115	-
Business-type activity long-term liabilities	<u>\$14,579,621</u>	<u>\$ 362,575</u>	<u>\$ (1,511,797)</u>	<u>\$13,430,399</u>	<u>\$ 465,209</u>

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 7 - Interfund Receivables, Payables and Transfers:

Interfund receivable and payable balances at September 30, 2016 are as follows:

Due From:	Due to			Total
	Community Redevelopment	Stormwater	Utility	
General	\$ 70,423	\$ 23,340	\$ 956,316	\$1,050,079
Stormwater	-	-	1,569,280	1,569,280
Utility	-	1,192,706	-	1,192,706
	<u>\$ 70,423</u>	<u>\$ 1,216,046</u>	<u>\$ 2,525,596</u>	<u>\$3,812,065</u>

Additionally, the Utility fund transferred \$90,709 to the General Fund for the sanitation fee.

Note 8 - Employee Benefit Plans:

Florida Retirement System

The City contributes to the Florida Retirement System (FRS), a multiple-employer, cost-sharing, defined-benefit pension plan administered by the State of Florida, for the City's authorized permanent, full-time and part-time employees. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and Florida Retirement System Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. State Statutes authorizes the State to establish and amend all plan provisions. The State of Florida issues a publicly available report that includes financial statements and required supplementary information for FRS. The report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315-9000, or from the website: www.dms.myflorida.com/workforce_operations/retirement/publications.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 8 - Employee Benefit Plans (Continued):

Florida Retirement System (Continued)

Plan Descriptions - The FRS offers a choice between a defined-benefit plan (Pension Plan) or a defined-contribution plan (Investment Plan) which is administered by the State Board of Administration (SBA). In addition, a Health Insurance Subsidy plan (HIS) is offered to assist retired members of any state-administered retirement system in paying the costs of health insurance.

- 1) The Pension Plan members are eligible for retirement after vesting, which occurs at six (6) years of creditable service for regular members enrolled prior to July 1, 2011 and eight (8) years of creditable service if enrolled on or after July 1, 2011. Normal retirement age is attained at the earlier of thirty (30) or (33) years of creditable service, regardless of age, or retirement at age sixty-two (62) or (65) with at least (6) or (8) years of creditable service if enrolled prior to July 1, 2011 or on or after July 1, 2011 respectively. Early retirement may be taken any time after vesting; however, there is a five percent (5%) benefit reduction for each year prior to normal retirement age. Members are also eligible for inline-of-duty or regular disability benefits if permanently and totally disabled and unable to work. Benefits are computed on the basis of age, average final compensation, and service credit.

In addition to the above benefits, the Deferred Retirement Option Program (DROP) allows eligible members to defer receipt of monthly retirement benefit payments while continuing employment with a FRS employer for a period not to exceed 60 months after electing to participate. Deferred monthly benefits are held in the FRS Trust Fund and accrue interest. There are no required contributions by DROP participants. The employer contribution at fiscal year ended September 30, 2016 is 12.99%.

- 2) The Investment Plan provides for vesting after one year of creditable service. Under this plan, the employer makes contributions to a participant's account, and the participant directs where the contributions are invested among the plan's investment funds. Upon termination, vested participants receive amounts accumulated in their investment accounts.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 8 - Employee Benefit Plans (Continued):

Florida Retirement System (Continued)

- 3) Health Insurance Subsidy (HIS) Program is established by Chapter 112, Florida Statutes and provides insurance subsidy payments to persons who are retired under a state-administered retirement system, or a beneficiary who is a spouse or financial dependent entitled to receive benefits under a state-administered retirement system except those individuals who are pension recipients under Section 121.40, 237.08(18)(a) and 250.22, Florida Statutes, or recipients of health insurance coverage under Section 110.1232, Florida Statutes or any other special pension or relief act are not eligible for such pension payments. A person is deemed retired from a state-administered retirement system when he or she terminated employment with all employers participating in the Florida Retirement System and:
- a) for a member of the Investment Plan, the participant meets the age or service requirements to qualify for normal retirement per Section 121.021(29), Florida Statutes and meets the definition of retiree in Section 121.4501(2), Florida Statutes or
 - b) for a member of the Pension Plan or any employee who maintains creditable service under the pension plan and the investment plan, the member begins drawing retirement benefits from the pension plan. Any person retiring on or after July 1, 2011, as a member of the Florida Retirement System, including a member of the investment plan, must satisfy the vesting requirements for his or her membership class as administered under Chapter 121, Florida Statutes. Any person retiring due to disability must qualify for a regular or in-line-of-duty disability benefit per provisions under Chapter 112, Florida Statutes.

The HIS plan is funded by required contributions from FRS participating employers as set by the Florida legislature. Employer contributions are a percentage of gross compensation for all active FRS members. At fiscal year ended September 30, 2016, the contribution rate was 1.66% of payroll pursuant to Section 62.

The HIS plan provides monthly payment assistance to retirees of state-administered retirement systems in paying their health insurance costs and is administered by the Department of Management Services, Division of Retirement. HIS benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled. For the fiscal year ended September 30, 2016, eligible retirees and beneficiaries received a monthly HIS payment equal to the number of years of creditable service completed at the time of retirement multiplied by \$5. The payment is at least \$30 but not more than \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under a state-administered retirement system must provide proof of health insurance coverage, which can include Medicare. Terms of the benefits provided by the plan may be amended only by the State Legislature with a change in the Statutes governing the plan.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 8 - Employee Benefit Plans (Continued):

Florida Retirement System (Continued)

Contributions - The FRS has many classes of membership. Employer contribution rates are set by law. Rates below include the appropriate retirement contribution rate, 1.66 percent HIS contribution rate, 0.06 percent administrative/educational fee and any applicable UAL rates. These classes, with descriptions and weighted average contribution rates in effect during the period ended September 30, 2016, are as follows:

Regular Class - members not qualifying for other classes (10.52% [includes 3% employee contribution] from July 1, 2016 through September 30, 2016 and 10.26% [includes 3% employee contribution from October 1, 2015 through June 30, 2016.]

Senior Management Service Class - members of senior management who do not elect the optional annuity retirement program (24.77% [includes 3% employee contribution] from July 1, 2016 through September 30, 2016 and 24.43% [includes 3% employee contribution] from October 1, 2015 through June 30, 2016.)

Special Risk Class - members employed as law enforcement officers, firefighters, or correctional officers and meet the criteria set to qualify for this class (25.57% [includes 3% employee contribution] from July 1, 2016 through September 30, 2016 and 25.04% [includes 3% employee contribution] from October 1, 2015 through June 30, 2016.)

Elected State Officer's Class - certain elected City officials (45.47% [includes 3% employee contribution] from July 1, 2016 through September 30, 2016 and 45.27% [includes 3% employee contribution] from October 1, 2015 through June 30, 2016.)

Pension Plan

The City's contributions, including employee contributions, to the Pension Plan totaled \$205,202 for the fiscal year ended September 30, 2016.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At September 30, 2016, the City reported a liability of \$2,046,731 for its proportionate share of the Pension Plan's net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016. The City's proportionate share of the net pension liability was based on the City's 2015-16 fiscal year contributions relative to the 2014-15 fiscal year contributions of all participating members. At June 30, 2016, the City's proportionate share was .00811 percent, which was an increase of .0068 percent from its proportionate share measured as of June 30, 2015.

CITY OF MINNEOLA, FLORIDA

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 8 - Employee Benefit Plans (Continued):

Pension Plan (Continued)

For the fiscal year ended September 30, 2016, the City recognized pension expense of \$113,220. In addition the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Description	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences Bween Expected and Actual Experience	\$ 156,713	\$ 19,056
Change of Assumptions	123,821	-
Net Difference Between Projected and Actual earnings on Pension Plan investments	529,055	
Changes in Proportion and Differences Between City Pension Plan Contributions and Proportionate Share of Contributions	89,544	35,123
City Pension Plan Contributions Subsequent to the Measurement Date	60,151	-
Total	<u>\$ 959,284</u>	<u>\$ 54,179</u>

The deferred outflows of resources related to the Pension Plan, totaling \$60,151 resulting from City contributions to the Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Pension Plan will be recognized in pension expense as follows:

Fiscal Year Ending September 30:	<u>Amount</u>
2017	\$ 115,231
2018	115,231
2019	321,489
2020	229,476
2021	47,332
Thereafter	16,195

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 8 - Employee Benefit Plans (Continued):

Pension Plan (Continued)

Actuarial Assumptions - The total pension liability in the June 30, 2016 actuarial valuation was determined using the following actuarial assumption, applied to all periods included in the measurement:

Inflation	2.60%
Salary Increases	3.25%, average, including inflation
Investment Rate of Return	7.60%, net of pension plan investment expense, including inflation

Mortality rates were based on the Generational RP-2000 with Projection Scale BB tables.

The actuarial assumptions used in the July 1, 2016, valuation were based on the results of an actuarial experience study for the period July 1, 2008 through June 30, 2013.

The long-term expected rate of return on Pension Plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation (1)	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.00%	3.00%	3.00%	1.70%
Fixed Income	18.00%	4.70%	4.60%	4.60%
Global Equity	53.00%	8.10%	6.80%	17.20%
Real Estate	10.00%	6.40%	5.80%	12.00%
Private Equity	6.00%	11.50%	7.80%	30.00%
Strategic Investments	12.00%	6.10%	5.60%	11.10%
Total	<u>100.00%</u>			
Assumed Inflation - Mean		2.60%		1.90%

(1) As outlined in the Pension Plan's investment policy

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 8 - Employee Benefit Plans (Continued):

Pension Plan (Continued)

Discount Rate - The discount rate used to measure the total pension liability was 7.60%. The Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculation the total pension liability is equal to the long-term expected rate of return.

Sensitivity of the City's Proportionate Share of the Net Position Liability to Changes in the Discount Rate - The following represents the City's proportionate share of the net pension liability calculated using the discount rate of 7.60%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.60%) or one percentage point higher (8.60%) than the current rate:

	<u>1% Decrease (6.60%)</u>	<u>Current Discount Rate (7.60%)</u>	<u>1% Increase (8.60%)</u>
City's Proportionate Share of the Net Pension Liability	\$ 3,768,170	\$ 2,046,731	\$ 613,860

Pension Plan Fiduciary Net Position - Detailed information regarding the Pension Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

Payables to the Pension Plan - At September 30, 2016, the City reported a payable in the amount of \$35,345 for outstanding contributions to the Pension Plan required for the fiscal year ended September 30, 2016.

HIS Plan

The City's contributions to the HIS Plan totaled \$31,776 for the fiscal year ended September 30, 2016.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At September 30, 2016, the City reported a liability of \$716,977 for its proportionate share of the HIS Plan's net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016. The City's proportionate share of the net pension liability was based on the City's 2015-16 fiscal year contributions relative to the 2014-15 fiscal year contributions of all participating members. At June 30, 2016, the City's proportionate share was .00615 percent, which was an increase of .0003 percent from its proportionate share measured as of June 30, 2015.

CITY OF MINNEOLA, FLORIDA

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 8 - Employee Benefit Plans (Continued):

HIS Plan (Continued)

For the fiscal year ended September 30, 2016, the City recognized pension expense of \$33,015. In addition, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ -	\$ 1,633
Change of Assumptions	112,512	-
Net Difference Between Projected and Actual Earnings on HIS Plan Investments	363	-
Changes in Proportion and Differences Between City HIS Plan Contributions and Proportionate Share of Contributions	30,697	-
City HIS Plan Contributions Subsequent to the Measurement Date	8,601	-
Total	<u>\$ 152,173</u>	<u>\$ 1,633</u>

The deferred outflows of resources related to the HIS Plan, totaling \$8,601 resulting from City contributions to the HIS Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the HIS Plan will be recognized in pension expense as follows:

Fiscal Year Ending September 30:	<u>Amount</u>
2017	\$ 25,139
2018	25,139
2019	25,070
2020	25,036
2021	22,027
Thereafter	19,528

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 8 - Employee Benefit Plans (Continued):

HIS Plan (Continued)

Actuarial Assumptions - The total pension liability in the July 1, 2016, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60%
Salary Increases	3.25%, average, including inflation
Investment Rate of Return	2.85 %

Mortality rates were based on the Generational RP-2000 with Projection Scale BB tables.

The actuarial assumptions used in the July 1, 2016, valuation were based on the results of an actuarial experience study for the period July 1, 2008 through June 30, 2013.

Discount Rate - The discount rate used to measure the total pension liability was 2.85%. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

Sensitivity of the City's Proportionate Share of the Net Position Liability to Changes in the Discount Rate - The following represents the City's proportionate share of the net pension liability calculated using the discount rate of 2.85%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (1.85%) or one percentage point higher (3.85%) than the current rate:

	1% Decrease 1.85%	Current Discount Rate 2.85%	1% Increase 3.85%
City's Proportionate Share of the Net Pension Liability	\$ 822,536	\$ 716,977	\$ 629,369

Pension Plan Fiduciary Net Position - Detailed information regarding the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

Payables to the Pension Plan - At September 30, 2016, the City reported had no outstanding contributions to the HIS Plan required for the fiscal year ended September 30, 2016.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 8 - Employee Benefit Plans (Continued):

Investment Plan

The SBA administers the defined contribution plan officially titled the FRS Investment Plan. The investment Plan is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. City employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected City Officers, etc.), as the Pension Plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.04 percent of payroll and by forfeited benefits of plan members. Allocations to the investment member's accounts during the 2015-16 fiscal year, as established by Section 121.72, Florida Statutes, are based on a percentage of gross compensation, by class, as follows: Regular class 6.30%, Special Risk Administrative Support class 7.95%, Special Risk class 14.00%, Senior Management Service class 7.67% and City Elected Officers class 11.34%.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 8 - Employee Benefit Plans (Continued):

Investment Plan (Continued)

For all membership classes, employees are immediately vested in their own contributions and are vested after one year of service for employer contributions and investment earnings. If an accumulated benefit obligation for service credit originally earned under the Pension Plan is transferred to the Investment Plan, the member must have the years of service required for Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to five years. If the employee returns to FRS-covered employment within the five-year period, the employee will regain control over their account. If the employee does not return within the five-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended September 30, 2016, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the City.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided; the member may either transfer the account balance to the Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The City's Investment Plan pension expense totaled \$41,594 for the fiscal year ended September 30, 2016.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

September 30, 2016

Note 9 - Other Post-Employment Benefits:

In accordance with Florida Statutes Section 112.0801, the City makes continued group health insurance through the City's current provider available to retirees and eligible dependents provided certain service requirements and normal age retirement requirements have been met. This benefit has no cost to the City, other than the implicit cost of including retirees in the group calculation. All premiums are paid by the retiree. The City has no retirees currently receiving benefits, and therefore no liability has been recorded.

Note 10 - Commitments and Contingencies:

Litigation - The City is engaged in various liability claims incidental to the conduct of its general government operations at September 30, 2016. While the ultimate outcome of the litigation cannot be determined at this time, management believes that any amounts not covered by insurance, if any, resulting from these lawsuits would not materially affect the financial position of the City.

Risk Management - The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the City carries commercial insurance. There have been no significant reductions in insurance coverage from the prior year and settlements have not exceeded insurance coverage during the past three years.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF MINNEOLA, FLORIDA

REQUIRED SUPPLEMENTARY INFORMATION

September 30, 2016

	2016	2015
City's Proportion of the Net Pension Liability	0.008105839%	0.007423495%
City's Proportionate Share of the Net Pension Liability	\$ 2,046,731	\$ 958,848
City's Covered-employee Payroll	\$ 1,914,543	\$ 1,807,991
City's Proportionate Share of the Net Pension Liability as a Percentage of its Covered-employee Payroll	106.90%	53.03%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	84.88%	92.00%

	2016	2015
City's Proportion of the Net Pension Liability	0.006151890%	0.005846795%
City's Proportionate Share of the Net Pension Liability	\$ 716,977	\$ 596,281
City's Covered-employee Payroll	\$ 1,914,543	\$ 1,807,991
City's Proportionate Share of the Net Pension Liability as a Percentage of its Covered-employee Payroll	37.45%	32.98%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	0.97%	0.50%

CITY OF MINNEOLA, FLORIDA

REQUIRED SUPPLEMENTARY INFORMATION

September 30, 2016

	<u>2016</u>	<u>2015</u>
Contractually Required Contribution	\$ 205,202	\$ 180,991
Contributions in Relation to the		
Contractually Required Contribution	(205,202)	(180,991)
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>
 City's Covered-employee Payroll	 \$ 1,914,543	 \$ 1,807,991
 Contributions as a Percentage of Covered- employee Payroll	 10.72%	 10.01%

	<u>2016</u>	<u>2015</u>
Contractually Required Contribution	\$ 31,776	\$ 22,350
Contributions in Relation to the		
Contractually Required Contribution	(31,776)	(22,350)
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>
 City's Covered-employee Payroll	 \$ 1,914,543	 \$ 1,807,991
 Contributions as a Percentage of Covered- employee Payroll	 1.66%	 1.24%

OTHER REPORTS

**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 GOVERNMENT AUDITING STANDARDS**

The Honorable Mayor and City Council
City of Minneola, Florida

We have audited, in accordance with 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 the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the *City of Minneola, Florida*, as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated June 12, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the *City of Minneola, Florida's* internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of *City of Minneola's* internal control. Accordingly, we do not express an opinion on the effectiveness of the City'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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

MCDIRMIT DAVIS & COMPANY, LLC

934 NORTH MAGNOLIA AVENUE, SUITE 100 ORLANDO, FLORIDA 32803
TELEPHONE: 407-843-5406 FAX: 407-649-9339 EMAIL: INFO@MCDIRMITDAVIS.COM

Compliance and Other Matters

As part of obtaining reasonable assurance about whether *City of Minneola'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 result of our tests disclosed no instances of noncompliance, or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we have reported to management of City of Minneola in a separate letter dated June 12, 2017.

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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

McDiernit Davis & Company, LLC

Orlando, Florida
June 12, 2017

MANAGEMENT LETTER

Honorable Mayor and City Council
City of Minneola, Florida

Report on the Financial Statements

We have audited the financial statements of the *City of Minneola, Florida*, as of and for the fiscal year ended September 30, 2016, and have issued our report thereon dated June 12, 2017.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

Other Reports

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, Section 601, regarding compliance requirements accordance with Chapter 10.550, rules of the Auditor General. Disclosures in those reports, which are dated June 12, 2017, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i).1., Rules of the Auditor General, require that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no such findings in the preceding annual financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i).4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This information has been disclosed in the notes to the financial statements.

MCDIRMIT DAVIS & COMPANY, LLC

934 NORTH MAGNOLIA AVENUE, SUITE 100 ORLANDO, FLORIDA 32803
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Financial Condition

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require that we apply appropriate procedures and report the results of our determination as to whether or not the *City of Minneola, Florida* has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the *City of Minneola, Florida* did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the *City of Minneola, Florida's* financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Annual Financial Report

Section 10.554(1)(i)5.b. and 10.556(7), Rules of the Auditor General, require that we apply appropriate procedures and report the results of our determination as to whether the annual financial report for the *City of Minneola, Florida* for the fiscal year ended September 30, 2016, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2016. In connection with our audit, we determined that these two reports were in agreement.

Other Matters

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we had the following recommendations:

16-01- Purchasing Policy

Criteria-City Council has adopted a formal purchasing policy for the City to comply with when purchasing goods and services. To obtain the best quality purchases at the least costs, the City's policy requires three written quotes for purchases over \$200 but less than \$2,500 with City Manager approval for purchases over \$1,000. Purchases in excess of \$2,500 shall be made through a formal bid process unless the vendor is a sole source supplier, the vendor has been established by another governmental agency bid process, it is an emergency purchase, or the purchase is from a state contract list.

Condition- During our audit, we noted that the City was not obtaining competitive quotes on several purchases in the over \$200 but less than \$2,500 purchasing category.

Cause- Due to staffing levels, City personnel have not formally documented procedures to obtain quotes in writing as required by the current purchasing policy.

Effect- The City may not be receiving the best possible price for all goods and services purchased.

Recommendation- We recommend that the City follow the formally adopted purchasing policy in place. Additionally, we recommend that the City review the policy and make changes where necessary.

Response- Due to the cost inefficiencies associated with obtaining three written quotes for every small, nonmaterial purchase of routine items, from regularly used vendors, the City did not obtain three written quotes on all purchases over \$200. However, purchased items were included in the approved annual budget, verbal quotes were obtained where reasonable or where staff believed a

better price could be obtained when the effort to obtain a better price did not outweigh the labor costs to search for it, or otherwise approved by the City Council prior to purchase. Where possible, staff took advantage of sales prices, coupons, and bulk purchases to further reduce the cost where feasible. The City agrees that the purchasing policy needs to be updated to ensure the most efficient use of staff time for material purchases.

16-02- Utility Fund Reconciliations

Criteria-Account balances from the Utility System should be reconciled to the general ledger at least annually.

Condition- During our audit, we noted that the Utility System accounts receivable aging report was significantly different from the general ledger.

Cause- After the system conversion done in a prior fiscal year, there has been no formal reconciliation of the balances in the Utility Billing aging to the general ledger.

Effect- The City does not have an accurate detail of balances due from Utility customers.

Recommendation- We recommend that the City implement policies and procedures to formally reconcile the Utility balances to the general ledger, at least annually, as well as implement procedures to write off old, uncollectible accounts.

Response- The City contacts customers that have past due balances and utilizes a debt collection firm to pursue accounts that have not settled their bill. The City has refrained from writing off past due accounts in hopes of later collection. The City will formally implement policies and procedures to reconcile the Utility general ledger account to the Utility Billing aging report and develop account write off procedures.

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the council members, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

McDiernit Davis & Company, LLC

Orlando, Florida
June 12, 2017

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH
THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

The Honorable Mayor and City Council
City of Minneola, Florida

We have examined City of Minneola's (the City) compliance with the requirements of Section 218.415, Florida Statutes, during the year ended September 30, 2016. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on the City's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the City's compliance with specified requirements.

In our opinion, City of Minneola complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2016.

McDirmit Davis & Company, LLC

Orlando, Florida
June 12, 2017