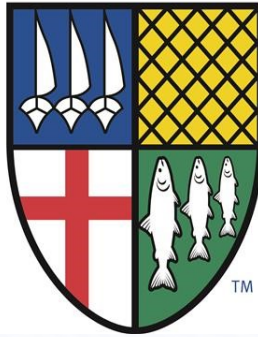


Annual Financial Report

September 30, 2019

THE TOWN OF
Windermere



Introductory Section

	<u>Page</u>
I. Introductory Section:	
Table of Contents	i
List of Principal Officials	ii
II. Financial Section:	
Independent Auditor's Report	1-2
Management Discussion and Analysis	3-7
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Position	8
Statement of Activities	9
Fund Financial Statements:	
Balance Sheet - Governmental Funds	10
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	11
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds to the Statement of Activities	12
Statement of Revenues, Expenditures and Changes in Fund Balance Budget and Actual - General Fund	13
Statement of Revenues, Expenditures and Changes in Fund Balance Budget and Actual - Stormwater Special Revenue Fund	14
Notes to Financial Statements	15-26
III. 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 <i>Government Auditing Standards</i>	27-28
Independent Accountant's Report on Compliance with the Requirements Of Section 218.415, Florida Statutes	29
Management Letter	30-32
Response to Management Letter	33

Elected Officials

Mayor Jim O'Brien

Town Council Members: Loren Williams
Chris Sapp
Bob McKinley
Liz Andert
Bill Martini

Town Officials

Town Manager Robert Smith

Town Attorney Tom Wilkes

Town Clerk Dorothy Burkhalter

Financial Section

This section contains the following subsections:

- Independent Auditor's Report
- Management's Discussion and Analysis
- Basic Financial Statements

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Town Council
Town of Windermere, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, and each major fund of the *Town of Windermere, Florida*, as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Town of Windermere'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 policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Town of Windermere, as of September 30, 2019, and the respective changes in financial position and the respective budgetary comparison for the General Fund and Stormwater Fund, thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on page 3 through 7 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 Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise *Town of Windermere's* basic financial statements. The introductory section is presented for purposes of additional analysis and are not a required part of the financial statements.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated January 23, 2020 on our consideration of *Town of Windermere'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 *Town of Windermere's* internal control over financial reporting and compliance.

McDiarmid Davis

Orlando, Florida
January 23, 2020

As management of the Town of Windermere, Florida (the Town) we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended September 30, 2019.

Financial Highlights

- The assets of the Town exceeded its liabilities at the close of the most recent fiscal year by \$8,608,973 (net position). Of this amount, \$1,849,240 (unrestricted net position) may be used to meet the Town's ongoing obligations to citizens and creditors.
- The Town's total net position increased by \$777,608.
- As of the close of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$1,909,886, an increase of \$769,804 in comparison with the prior year. Unassigned fund balance for the general fund was \$1,135,489 or 20% of total general fund expenditures.
- The Town's total debt decreased by \$164,645 during the current fiscal year.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town's basic financial statements. The Town'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 Town's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Town's assets and liabilities, with the difference between the two 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 Town is improving or deteriorating.

The statement of activities presents information showing how the Town'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).

Since the Town has no business-type activities such as water and sewer systems, the government-wide financial statements include only governmental activities. The governmental activities of the Town include general government, public safety, physical environment and culture and recreation.

The government-wide financial statements can be found on pages 8-9 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 Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Town has two governmental funds - the General Fund and the Stormwater Special Revenue Fund.

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 Town'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 Town adopts an annual appropriated budget for the General Fund and Stormwater Fund. A budgetary comparison statement has been provided for the General Fund and Stormwater Special Revenue Fund on pages 13-14 to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 10 - 14 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 Town, assets exceeded liabilities by \$8,608,973 at the close of the most recent fiscal year. The following table reflects the condensed Statement of Net Position for the current year. For more detail see the Statement of Net Position on page 8.

Net Position as of September 30:

	Governmental Activities 2019	Governmental Activities 2018
Assets:		
Current and Other Assets	\$ 2,325,374	\$ 1,494,703
Capital Assets, net of depreciation	8,149,908	8,299,191
Total assets	10,475,282	9,793,894
Liabilities:		
Long-term Liabilities	1,450,821	1,607,908
Other Liabilities	415,488	354,621
Total liabilities	1,866,309	1,962,529
Net Position:		
Net investment in capital assets	6,759,733	6,744,371
Restricted for public safety	-	911
Unrestricted	1,849,240	1,086,083
Total net position	\$ 8,608,973	\$ 7,831,365

The largest portion of the Town's net position of \$6,759,733 (79%) 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 Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. There is no portion of net position that is subject to external restrictions as to how they may be used.

The balance of unrestricted net position, \$1,849,240, may be used to meet the Town's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the Town is able to report positive balances in all categories of net position.

Statement of Activities

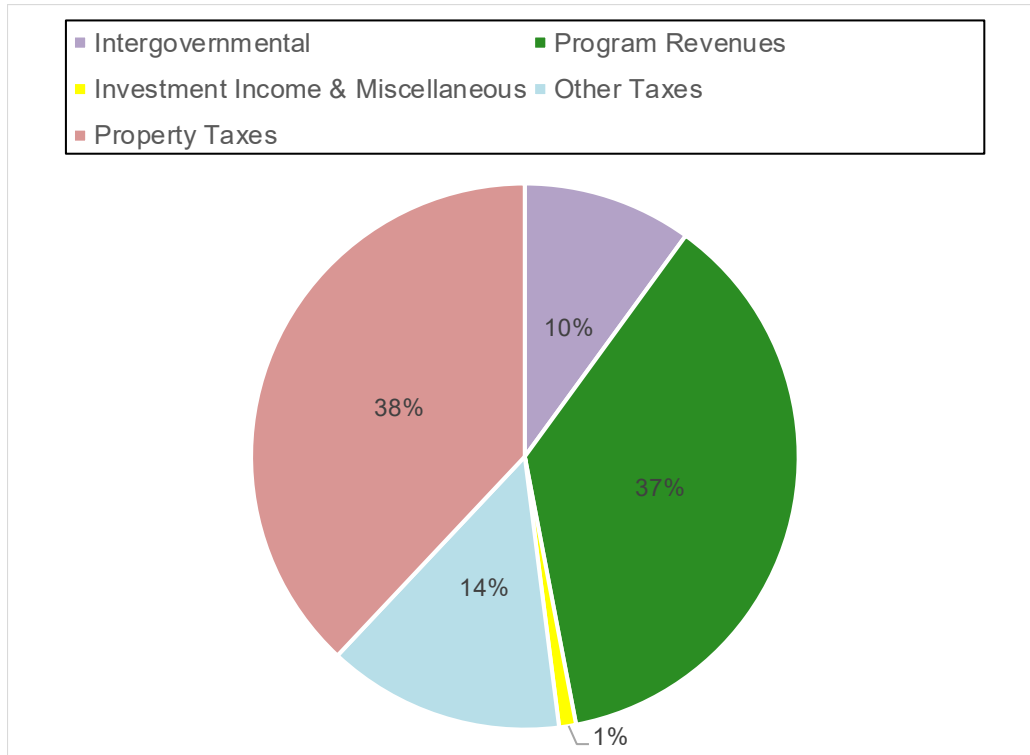
The following table reflects the condensed Statement of Activities for the current year. For more detailed information see the Statement of Activities on page 9.

Governmental activities increased the Town's net position by \$777,608. Key elements of this increase are as follows:

Changes in Net Position

	Governmental Activities 2019	Governmental Activities 2018
Revenues:		
Program revenues:		
Charges for services	\$ 2,205,448	\$ 2,038,283
Operating grants and contributions	102,118	109,727
Capital grants and contributions	2,964	199,564
Total program revenues	2,310,530	2,347,574
General revenues:		
Property taxes	2,460,240	2,014,457
Franchise and utility taxes	923,273	813,121
Intergovernmental	622,528	605,911
Investment income and miscellaneous	93,829	77,756
Total revenues	6,410,400	5,858,819
Expenses:		
General government	1,568,601	1,585,897
Public safety	2,136,004	2,028,603
Physical environment	1,674,831	1,973,366
Culture and recreation	205,289	255,203
Interest on long-term debt	48,067	57,023
Total expenses	5,632,792	5,900,092
Increase (decrease) in net position	777,608	(41,273)
Net position, beginning	7,831,365	7,872,638
Net position, ending	\$ 8,608,973	\$ 7,831,365

Revenues by Source - Governmental Activities



Financial Analysis of the Government's Funds

As noted earlier, the Town used fund accounting to ensure and demonstrate compliance with finance-related requirements.

Governmental Funds

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

As of September 30, 2019, the Town governmental funds reported combined ending fund balances of \$1,909,886.

The general fund is the chief operating fund of the Town. At September 30, 2019, the total fund balance of the general fund was \$1,609,836 and the unassigned fund balance of the general fund was \$1,135,489. The fund balance of the general fund increased by \$598,100.

General Fund Budgetary Highlights

During the year, there was a need for a budget amendment in the general fund primarily to reallocate appropriations between departments. Because actual expenditures for the year ended September 30, 2019 were approximately \$516,100 less than budgeted expenditures, the Town's general fund balance increased by \$598,100.

Capital Asset and Debt Administration

Capital Assets

The Town's investment in capital assets for its governmental activities as of September 30, 2019 amounts to \$8,149,908 net of accumulated depreciation. This investment in capital assets includes land, buildings, improvements, equipment and machinery, infrastructure and intangibles

Town of Windermere Capital Assets (Net of Depreciation)

	Governmental Activities 2019	Governmental Activities 2018
Land	\$ 458,670	\$ 197,235
Buildings	446,147	472,387
Improvements other than buildings	614,219	616,144
Equipment and machinery	427,369	454,106
Infrastructure	5,901,294	6,359,879
Intangibles	10,431	-
Construction in progress	291,778	199,440
Total	\$ 8,149,908	\$ 8,299,191

Additional information on the Town's capital assets can be found in Note 6 of this report.

Long-Term Debt

At the end of the current fiscal year, the Town had total debt outstanding of \$1,390,175. This debt includes notes payable related to equipment and downtown development. Additional information on long-term debt can be found in Note 10 of this report.

Town of Windermere Long-term Debt

	Governmental Activities 2019	Governmental Activities 2018
Notes payable	1,390,175	1,554,820
	\$ 1,390,175	\$ 1,554,820

Next Year's Budget and Rates

During the current fiscal year, the unassigned fund balance in the General fund increased to \$1,135,489. None of this was appropriated for spending in the 2020 budget since the Town plans to maintain this as a reserve.

Requests for Information

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the Town's finances. Questions concerning any of the information should be addressed to the office of the Finance Director, Town of Windermere, 614 Main Street, Windermere, FL 34786.

Basic Financial Statements

Town of Windermere, Florida
Statement of Net Position
September 30, 2019

	<u>Governmental Activities</u>
Assets:	
Cash	\$ 2,182,464
Receivables	45,358
Due from other governments	16,627
Prepays	80,925
Capital assets not being depreciated:	
Land	458,670
Construction in progress	291,778
Capital assets, net of accumulated depreciation:	
Buildings	446,147
Improvements	614,219
Equipment and machinery	427,369
Infrastructure	5,901,294
Intangibles	10,431
Total assets	<u>10,475,282</u>
Liabilities:	
Accounts payable	176,162
Accrued liabilities	46,358
Matured interest and principal payable	106,845
Customer deposits	86,123
Noncurrent liabilities:	
Due within one year	280,274
Due in more than one year	1,170,547
Total liabilities	<u>1,866,309</u>
Net Position:	
Net investment in capital assets	6,759,733
Unrestricted	1,849,240
Total net position	<u>\$ 8,608,973</u>

Town of Windermere, Florida
Statement of Activities
Year Ended September 30, 2019

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense)</u> <u>Revenue and</u> <u>Changes in Net</u> <u>Position</u>
		<u>Charges for</u> <u>Services</u>	<u>Operating Grants</u> <u>and Contributions</u>	<u>Capital Grants and</u> <u>Contributions</u>	<u>Governmental</u> <u>Activities</u>
Primary Government					
Governmental Activities:					
General Government	\$ 1,568,601	\$ 598,581	\$ -	\$ -	\$ (970,020)
Public Safety	2,136,004	707,421	-	2,964	(1,425,619)
Physical Environment	1,674,831	727,140	102,118	-	(845,573)
Culture and Recreation	205,289	172,306	-	-	(32,983)
Interest on Long-term debt	48,067	-	-	-	(48,067)
Total governmental activities	<u>\$ 5,632,792</u>	<u>\$ 2,205,448</u>	<u>\$ 102,118</u>	<u>\$ 2,964</u>	<u>(3,322,262)</u>
		General Revenues:			
		Property taxes			2,460,240
		Franchise and utility taxes			923,273
		Intergovernmental			622,528
		Investment income and miscellaneous			93,829
		Total general revenues			<u>4,099,870</u>
		Change in net position			777,608
		Net position, beginning			<u>7,831,365</u>
		Net position, ending			<u>\$ 8,608,973</u>

Balance Sheet
Governmental Funds
September 30, 2019

	General	Stormwater Special Revenue	Total Governmental Funds
Assets:			
Cash and cash equivalents	\$ 1,824,307	\$ 358,157	\$ 2,182,464
Receivables	45,358	-	45,358
Due from other governments	16,627	-	16,627
Due from other funds	47,509	-	47,509
Prepaid costs	80,925	-	80,925
Total assets	<u>\$ 2,014,726</u>	<u>\$ 358,157</u>	<u>\$ 2,372,883</u>
Liabilities:			
Accounts payable	166,316	9,846	176,162
Accrued liabilities	45,606	752	46,358
Due to other funds	-	47,509	47,509
Customer deposits	86,123	-	86,123
Matured bonds payable	91,000	-	91,000
Matured interest payable	15,845	-	15,845
Total liabilities	<u>404,890</u>	<u>58,107</u>	<u>462,997</u>
Fund Balances:			
Nonspendable	80,925	-	80,925
Committed	-	300,050	300,050
Assigned	393,422	-	393,422
Unassigned	1,135,489	-	1,135,489
Total fund balances	<u>1,609,836</u>	<u>300,050</u>	<u>1,909,886</u>
Total liabilities and fund balances	<u>\$ 2,014,726</u>	<u>\$ 358,157</u>	

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

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	8,149,908
Long-term liabilities, including notes payable, are not due and payable in the current period and therefore are not reported in the funds	<u>(1,450,821)</u>
Net position of governmental activities	<u>\$ 8,608,973</u>

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

Year Ended September 30, 2019

	General	Stormwater Special Revenue	Total Governmental Funds
Revenues:			
Taxes:			
Property	\$ 2,460,240	\$ -	\$ 2,460,240
Franchise and utility	923,273	-	923,273
Licenses and permits	332,677	-	332,677
Intergovernmental revenues	727,610	-	727,610
Charges for services	1,483,800	341,023	1,824,823
Fines and forfeitures	47,948	-	47,948
Investment income	21,550	2,693	24,243
Miscellaneous	69,586	-	69,586
Total revenues	6,066,684	343,716	6,410,400
Expenditures:			
Current:			
General government	1,553,658	-	1,553,658
Public safety	2,165,451	-	2,165,451
Physical environment	1,300,854	152,711	1,453,565
Culture and recreation	255,210	-	255,210
Debt service:			
Principal	231,018	15,627	246,645
Interest and other charges	44,393	3,674	48,067
Total expenditures	5,550,584	172,012	5,722,596
Excess (Deficit) of Revenues Over Expenditures	516,100	171,704	687,804
Other Financing Sources (Uses):			
Proceeds from notes payable	82,000	-	82,000
Total other financing sources (uses)	82,000	-	82,000
Net change in fund balances	598,100	171,704	769,804
Fund balance, beginning of year	1,011,736	128,346	1,140,082
Fund balance, end of year	\$ 1,609,836	\$ 300,050	\$ 1,909,886

**Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance
of Governmental Funds to the Statement of Activities**

Year Ended September 30, 2019

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

Net change in fund balances - total governmental funds: \$ 769,804

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period.

Capital outlay	\$ 606,805	
Current year depreciation	<u>(756,088)</u>	(149,283)

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds.

Debt proceeds	\$ (82,000)	
Debt repayments	<u>246,645</u>	164,645

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. (7,558)

Change in Net Position of Governmental Activities \$ 777,608

Statement of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - General Fund

Year Ended September 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues:				
Taxes:				
Property	\$ 2,433,876	\$ 2,460,240	\$ 2,460,240	\$ -
Franchise and utility	818,000	923,273	923,273	-
Licenses and permits	235,000	332,677	332,677	-
Intergovernmental revenues	810,750	727,610	727,610	-
Charges for services	1,457,509	1,483,800	1,483,800	-
Fines and forfeitures	17,500	47,948	47,948	-
Investment income	13,000	21,550	21,550	-
Miscellaneous	63,200	69,586	69,586	-
Total revenues	5,848,835	6,066,684	6,066,684	-
Expenditures:				
Current:				
General government:				
Finance & administrative	907,861	959,688	959,416	272
Other	404,457	595,201	594,242	959
Total general government	1,312,318	1,554,889	1,553,658	1,231
Public safety	2,081,400	2,165,476	2,165,451	25
Physical environment:				
Streets & buildings	1,548,813	1,520,611	1,005,784	514,827
Solid waste	306,299	295,070	295,070	-
Total physical environment	1,855,112	1,815,681	1,300,854	514,827
Culture and recreation	376,500	255,226	255,210	16
Debt service:				
Principal	223,505	231,018	231,018	-
Interest	-	44,394	44,393	1
Total expenditures	5,848,835	6,066,684	5,550,584	516,100
Excess of revenues over expenditures	-	-	516,100	516,100
Other Financing Sources (uses):				
Proceeds from notes payable	-	-	82,000	82,000
Total other financing sources (uses)	-	-	82,000	82,000
Net change in fund balances	-	-	598,100	598,100
Fund balance, beginning	1,011,736	1,011,736	1,011,736	-
Fund balance, ending	\$ 1,011,736	\$ 1,011,736	\$ 1,609,836	\$ 598,100

Stormwater Special Revenue Fund

Statement of Revenues, Expenditures and Changes in Fun Balance - Budget and Actual

Year Ended September 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues:				
Charges for services	\$ 354,554	\$ 341,023	\$ 341,023	\$ -
Investment income	-	2,694	2,693	(1)
Total revenues	354,554	343,717	343,716	(1)
Expenditures:				
Current:				
Physical environment	354,554	324,416	152,711	171,705
Debt service:				
Principal	-	15,627	15,627	-
Interest	-	3,674	3,674	-
Total debt service	-	19,301	19,301	-
Total expenditures	354,554	343,717	172,012	171,705
Net change in fund balances	-	-	171,704	171,704
Fund balance, beginning of year	128,346	128,346	128,346	-
Fund balance, end of year	\$ 128,346	\$ 128,346	\$ 300,050	\$ 171,704

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Town was created by the laws of Florida 59-1614. The Town operates under a Mayor-Council form of government and provides the following services as authorized by its charter: public safety, streets and roads, sanitation, culture and recreation, and general administrative services. The accompanying financial statements include all those separately administered departments and funds for which the Town has financial accountability. There are no potential component units or related organizations of the Town.

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 non-fiduciary activities of the Town. Since the Town has no business-type activities, only governmental activities are reported on the government-wide financial statements.

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*.

The Town has no fiduciary funds, which would be excluded from the government-wide financial statements.

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*. 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 revenues 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 Town 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, are recorded only when payment is due.

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 revenue of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Town.

The Town reports the following major governmental funds:

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

Stormwater Special Revenue Fund accounts for stormwater management operations and related capital improvements.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Amounts reported as program revenues include charges to customers or applicants for goods, services, or privileges provided, as well as fines. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Assets, Liabilities and Net Position or Equity

Deposits and Investments

The Town'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 Town 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 Town's investments consist of investments authorized per the Town's investment policies adopted in accordance with Section 218.415, Florida Statutes.

Receivables

Receivables are stated net of estimated allowances for uncollectible amounts, which are determined based on past collection experience and current economic conditions.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. These are recorded as expenditures when consumed rather than when purchased.

Capital Assets

Capital assets, which include property, plant equipment and infrastructure assets (e.g., roads, sidewalks and similar items), are reported in the applicable governmental activities column in the government-wide financial statements. Infrastructure assets acquired prior to October 1, 2003 have not been recorded since Governmental Accounting Standards Board (GASB) No. 34 does not require a Town the size of Windermere to retroactively record infrastructure. Capital assets are defined by the Town as assets with an initial, individual cost of more than \$750 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.

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

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation on all capital assets is calculated using the straight-line method over the following useful lives:

Assets	Years
Buildings	50 years
Improvements	10 - 30 years
Infrastructure	20 years
Equipment & machinery	5 - 15 years
Intangible assets	5 years

Amortization of assets recorded under capital leases is included with depreciation expense.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Contributions

Contributions in the form of cash and capital assets to the governmental activities of the Town are recognized on the Statement of Activities as revenues in the period they are received. Contributions of capital assets are recognized at the acquisition value at the date of donation. All contributions are reported on the Statement of Activities as program revenues, with operating contributions reported separately from capital contributions.

Restricted Assets

Assets are reported as restricted in the government-wide statement of net position when constraints are placed on net position use. The constraints are either: (1) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (2) imposed by law or through constitutional provisions or enabling legislation.

Compensated Absences

Town employees may accumulate vacation and sick leave with certain limitations as to the number of hours of accumulation. Employees are paid 100% of their accumulated vacation when they terminate for any reason. Additionally, employees with more than 10 years of service are paid 50% of their sick time upon termination. Since the Town's policy is to pay both vacation and sick pay when employees separate from service, all vacation and 50% of sick pay for eligible employees is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the 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.

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 Town does not have any item that qualifies for reporting in this category for the year ended September 30, 2019.

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 Town does not have any item that qualifies for reporting in this category for the year ended September 30, 2019.

Net Position Flow Assumptions

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

Fund Balance Flow Assumptions

Sometimes the Town 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 Town'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.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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 Town itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

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

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

Use of Estimates

The preparation of financial statements, in accordance with GAAP, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenue and expenses during the reporting period. Actual results could differ from those estimates.

New Accounting Standards Issued

In fiscal year 2019, the City implemented Government Accounting Standards Board (GASB) Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*. This statement requires additional note disclosures for certain debt issues. There was no effect on beginning balances of the City.

Additionally, the GASB has issued Statement No. 83, *Certain Asset Retirement Obligations* that is effective for this fiscal year. The City has reviewed this statement and determined that this pronouncement has no discernable impact on these financial statements.

NOTE 2 RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Explanation of Certain Differences Between the Governmental Fund Balance Sheet and the Government-Wide Statement of Net Position

The governmental fund balance sheet includes reconciliation between fund balances - total governmental funds and net position of governmental activities as reported in the government-wide statement of net position.

Explanation of Certain Differences Between the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances and the Government-Wide Statement of Activities

The governmental fund statement of revenues, expenditures, and changes in fund balance includes a reconciliation between net change in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities.

NOTE 3 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgetary Information

The Town follows these procedures set forth below in establishing the budgetary data reflected in the financial statements:

1. At least 90 days prior to the beginning of each budget year, the Town Manager shall submit to the Town Council a budget.
2. Public hearings are conducted to obtain taxpayer comments.
3. The Budget shall be finally adopted no later than the last day of the last month of the fiscal year.
4. Formal budgetary accounting is employed as a management control for the General Fund and Stormwater Fund. Annual operating budgets are adopted each fiscal year through passage of an annual budget resolution and amended as required for the General Fund and Stormwater Fund. Budgeted amounts presented in the accompanying financial statements have been adjusted for legally authorized revisions.
5. The Town Manager may transfer part or all of any unencumbered appropriation balance among programs within a department and upon written request by the Town Manager, the Town Council may by resolution transfer part or all of any unencumbered appropriation balance from one department to another.
6. All unexpended budget appropriations lapse at the end of each fiscal year.
7. The Town does not utilize an encumbrance system of accounting.

NOTE 4 CASH AND INVESTMENTS

Deposits

At year-end, the carrying amount of the Town's deposits was \$2,182,464 and the bank balance was \$2,220,161. All bank deposits were fully 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.

Investments

The Town's investment policies are governed by State Statutes and Town ordinances. Town ordinance allows investments in any financial institution that is a qualified public depository of the State of Florida as identified by the State Treasurer, in accordance with Chapter 280 of the Florida Statutes. Authorized investments are:

1. The State Board of Administration Local Government Investment Pool (LGIP);
2. Repurchase Agreements collateralized by U.S. Government Securities;
3. Interest bearing savings accounts, money market accounts and certificates of deposits at banks certified as a Qualified Public Depository by the State of Florida;
4. The Florida Municipal Investment Trust, administered by the Florida League of Cities, Inc.;
5. Direct obligations of the U.S. Government and its agencies;
6. Fixed interest mutual funds.

NOTE 4 CASH AND INVESTMENTS (CONTINUED)

The Town follows GASB No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, which requires the adjustments of the carrying values of investments to fair value to be presented as a component of investment income. Investments are presented at fair value, which is based on available market values. Per GASB No. 72, *Fair Value Measurement and Application*, The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; level 3 inputs are significant unobservable inputs. As of September 30, 2019, the town has no investments as defined by GASB 72.

The Town's investment policy limits credit risk by restricting authorized investments to those described above. These policies also control concentration of credit risk by setting limits on the maximum percentage that certain investments may comprise in the portfolio. Since the Town has no investments at September 30, 2019, it has no exposure to credit risk, concentration of credit risk, custodial credit risk, or interest rate risk. However, all deposits are potentially subject to custodial credit risk. The Town's investment 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 Deposits 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, 2019, all the Town's bank deposits were in qualified public depositories.

NOTE 5 PROPERTY TAXES

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on October 1 and payable by March 31. Orange County Government, Florida (the County) bills and collects property taxes. Collections of the property taxes by the County and remittance of them to the Town are accounted for in the General fund. Town property tax revenues are recognized when levied to the extent that they result in current receivables.

The Town is permitted by the Municipal Finance Law of the State to levy taxes up to \$10 per \$1,000 of assessed valuation for general governmental services other than the payment of principal and interest on long-term debt and in unlimited amounts for the payment of principal and interest on long-term debt. The combined tax rate to finance general governmental services for the year ended September 30, 2019 was \$3.7425 per \$1,000 which means the Town has a tax margin of \$6.2575 per \$1,000 and could raise up to \$4,211,438 (before discount) additional per year from the present assessed valuation of \$673,022,488 before the limit is reached.

NOTE 6 CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2019 was as follows:

	Beginning Balance	Increases / Transfers	Decreases / Transfers	Ending Balance
Primary Government				
Governmental Activities:				
Capital assets, not being depreciated:				
Land	\$ 197,235	\$ 261,435	\$ -	\$ 458,670
Construction in progress	199,440	165,292	(72,954)	291,778
Total capital assets not being depreciated	396,675	426,727	(72,954)	750,448
Capital assets, being depreciated:				
Buildings	1,524,988	-	-	1,524,988
Improvements	1,261,193	62,791	-	1,323,984
Equipment & machinery	1,442,027	104,514	(51,250)	1,495,291
Infrastructure	10,279,392	72,954	-	10,352,346
Intangibles	29,530	12,773	-	42,303
Total capital assets being depreciated	14,537,130	253,032	(51,250)	14,738,912
Less accumulated depreciation for:				
Buildings	(1,052,601)	(26,240)	-	(1,078,841)
Improvements	(645,049)	(64,716)	-	(709,765)
Equipment & machinery	(987,921)	(131,251)	51,250	(1,067,922)
Infrastructure	(3,919,513)	(531,539)	-	(4,451,052)
Intangibles	(29,530)	(2,342)	-	(31,872)
Total accumulated depreciation	(6,634,614)	(756,088)	51,250	(7,339,452)
Total capital assets being depreciated, net	7,902,516	(503,056)	-	7,399,460
Governmental activities capital assets, net	\$ 8,299,191	\$ (76,329)	\$ (72,954)	\$ 8,149,908

Depreciation allocation:

General government	\$ 42,344
Public safety	81,242
Physical environment	598,187
Culture and recreation	34,315
	<u>\$ 756,088</u>

NOTE 7 INTERFUND RECEIVABLES AND PAYABLES

At September 30, 2019, the Stormwater Special Revenue Fund owed the General Fund \$47,509 mainly due to the time lag between the dates that interfund goods and services are provided or reimbursable expenditures occur, transactions are recorded in the accounting system, and payments between funds are made.

NOTE 8 RETIREMENT PLAN

The Town adopted the Town of Windermere Employee Retirement Plan effective October 1, 2001. The plan is a money purchase defined contribution plan which was established and can be amended by the Town Council. The plan covers all full time employees. The Town is required to contribute 19% of eligible employee compensation for sworn police officers, and 10% for remaining employees each year. Employees may not make contributions to the plan. At September 30, 2019, there were 43 participants. Total contributions made by the Town during the year ended September 30, 2019 amounted to \$204,168.

The Town adopted the Town of Windermere Deferred Compensation Plan effective March 20, 2002. The plan is a deferred compensation defined contribution plan which was established and can be amended by the Town Council. The plan covers all full time employees who may elect to make contributions. The Town does not match employee contributions or otherwise contribute to the plan. At September 30, 2019, the plan had 29 participants.

NOTE 9 OTHER POSTEMPLOYMENT BENEFITS

Pursuant to Resolution 2010-15, the Town has elected not to make continuation of group health insurance through the Town’s current provider available to retirees and eligible dependents.

NOTE 10 LONG-TERM DEBT

A summary of long-term debt activity for the year ended September 30, 2019 follows:

	Beginning Balance	Additions	Deductions	Ending Balance	Due Within One Year
Promissory notes payable	\$ 361,320	\$ 82,000	\$ 64,145	\$ 379,175	\$ 188,500
Revenue note payable	1,193,500	-	182,500	1,011,000	85,709
Compensated absences	53,088	83,641	76,083	60,646	6,065
	<u>\$ 1,607,908</u>	<u>\$ 165,641</u>	<u>\$ 322,728</u>	<u>\$ 1,450,821</u>	<u>\$ 280,274</u>

NOTE 10 NONCURRENT LIABILITIES (CONTINUED)

Notes Payable

Notes payable outstanding at September 30, 2019, are as follows:

	<u>Sale Date</u>	<u>Original Borrowing</u>	<u>Outstanding 9/30/2019</u>	<u>Final Maturity</u>	<u>Interest Rates to Maturity</u>
<u>Note Payable:</u>					
Communication services tax refunding Note, Series 2014	11/14/2014	\$ 1,856,500	\$ 1,011,000	10/1/2024	3.35%
<u>Promissory Notes:</u>					
Promissory Note 802856-1	5/7/2015	33,509	10,427	5/7/2020	2.75%
Promissory Note 802856-3	2/23/2016	29,995	11,998	3/23/2021	2.99%
Promissory Note 802856-4	5/2/2016	32,592	13,236	5/2/2021	2.99%
Promissory Note 802856-5	8/26/2016	26,252	10,972	8/26/2021	2.99%
Promissory Note 802856-6	3/2/2017	74,940	61,718	3/2/2027	3.05%
Promissory Note 802856-7	12/13/2016	148,493	122,271	12/13/2026	3.05%
Promissory Note 802856-9	9/25/2017	32,472	19,724	3/2/2022	2.99%
Promissory Note 802856-10	11/6/2017	21,001	12,714	3/2/2022	3.00%
Promissory Note 802856-11	11/6/2017	21,001	12,714	3/2/2022	3.00%
Promissory Note 802856-12	2/14/2018	35,643	21,401	3/2/2022	3.25%
Promissory Note 802856-13	11/1/2019	82,000	82,000	11/1/2023	3.25%

The Town has pledged future communication services tax revenues to repay the Communication Services Tax Refunding Revenue Note, Series 2014. Proceeds from the original note, issued in 2004, provided financing for various Town capital projects. The note is payable solely from the communication services tax revenues. To the extent that communication services tax revenues are insufficient to pay principal and interest on the note, the Town will, in each year while the note is outstanding, budget and appropriate sufficient non-ad valorem revenues to make payments of the principal of and interest on the note as it becomes due. Total communication services tax revenues pledged for the year was \$267,779. Due to changes in the federal tax code, yield maintenance provisions in the note triggered an increase in the interest rate, from 2.91% to 3.54% in the prior year. This change will result in an increase of interest payments totaling \$32,896 over the life of the note. In the event of default, all principal and interest of the Note will become immediately due and payable.

NOTE 10 NONCURRENT LIABILITIES (CONTINUED)

The promissory notes payable were issued to fund the purchase of various capital equipment. Each of the notes are secured by the underlying equipment and are not general obligations of the Town. In the event of default, the Lender may declare the entire amount immediately due and payable without notice to the Town. The Lender may also exercise the right to take possession of the collateral with or without a court order.

Debt service requirements of notes payable are as follows:

	<u>Maximum Annual Debt Service</u>	<u>Principal & Interest Paid</u>	<u>Interest Remaining</u>	<u>Payment Schedule</u>
<u>Note Payable:</u>				
Communication services tax refunding Note, Series 2014	\$ 235,863	\$ 219,450	\$ 1,110,047	Bi-annual
<u>Promissory Notes:</u>				
Promissory Note 802856-1	10,719	6,025	10,719	Annual
Promissory Note 802856-3	6,726	6,545	12,545	Annual
Promissory Note 802856-4	7,244	7,048	13,843	Annual
Promissory Note 802856-5	5,738	5,738	11,475	Annual
Promissory Note 802856-6	8,828	8,828	70,619	Annual
Promissory Note 802856-7	17,492	17,492	139,906	Annual
Promissory Note 802856-9	6,979	6,979	20,934	Annual
Promissory Note 802856-10	4,499	4,499	13,497	Annual
Promissory Note 802856-11	4,499	4,499	13,497	Annual
Promissory Note 802856-12	7,610	7,609	22,829	Annual
Promissory Note 802856-13	18,176	-	91,069	Annual

Annual debt service requirements to maturity are as follows:

<u>Year Ending September 30,</u>	<u>Governmental Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2020	\$ 274,209	\$ 45,721
2021	271,606	36,348
2022	260,674	26,961
2023	244,576	17,867
2024	264,840	9,250
2025 - 2027	74,270	4,658
	<u>\$ 1,390,175</u>	<u>\$ 140,805</u>

NOTE 11 LEASES

As *Lessor* - The Town leases certain space to tenants pursuant to operating lease agreements with terms of one year or less. For fiscal year 2019, rental income totaled \$87,386.

NOTE 12 RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; job-related illnesses or injuries to employees; and natural disasters. Risk of loss from the above is transferred by the Town to various commercial insurers through the purchase of insurance.

There has been no significant reduction in insurance coverage from the previous year. There have been no settlements in excess of insurance coverage in any of the prior three fiscal years.

NOTE 13 LITIGATION CONTINGENCIES, AND COMMITMENTS

Litigation

During the ordinary course of its operations, the Town is a party to various claims, legal actions, and complaints. In addition, although the outcome of these lawsuits is not presently determinable, in the opinion of the Town's management and legal counsel, these matters are not anticipated to have a material financial impact on the Town.

Contingencies

The Town applied for and received federal grants from FEMA for emergency hurricane relief services for Hurricanes Frances and Jeanne in fiscal years ending in 2004 and 2005. Florida's Division of Emergency Management (FDEM) administered the grants which were used by the Town for debris cleanup and other emergency services in 2004 and 2005. In late 2015, the Town received notice that FEMA contends that it overpaid the Town approximately \$483,000 due to project underruns or de-obligations. The Town filed an administrative appeal on February 15, 2016. In 2017 the Town's two appeals to FEMA were denied. In 2018 the Department of Emergency Management and the State agreed to offset dollar for dollar the payment to the Town for the previous overpayment which would be approximately \$140,000. After appeals, the town will be receiving back over \$500,000. As of November 2019, the matter remains unsettled and it is not possible to estimate the Town's potential liability associated with FEMA.

NOTE 14 FUND BALANCES

At September 30, 2019, the Town’s governmental fund balances were classified as follows:

Fund Balances:	MAJOR FUNDS		Total
	General	Stormwater Special Revenue	
Nonspendable:			
Prepaid expenses	\$ 80,925	\$ -	\$ 80,925
Spendable:			
Committed to:			
Drainage system projects	-	300,050	300,050
Assigned to:			
Downtown business committee	75,364	-	75,364
Parks & recreation	85,079	-	85,079
Capital improvements	100,000	-	100,000
Other	132,979	-	132,979
Unassigned:			
Unassigned	1,135,489	-	1,135,489
Total Fund Balances	<u>\$ 1,609,836</u>	<u>\$ 300,050</u>	<u>\$ 1,909,886</u>

NOTE 15 SUBSEQUENT EVENTS

In November 2019, the Town entered into a promissory note agreement with a bank in the amount of \$39,634 for the purchase of certain equipment.

In December 2019, the Town entered into a promissory note agreement with a bank for the construction of a new administrative facility totaling \$5,200,000.

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**

Honorable Mayor and Town Council
Town of Windermere, 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, and each major fund of the *Town of Windermere, Florida*, as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements and have issued our report thereon dated January 23, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the *Town'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 the *Town's* internal control. Accordingly, we do not express an opinion on the effectiveness of the *Town'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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. 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. We did identify certain deficiencies in internal control, described in the accompanying Appendix A that we consider to be significant deficiencies as item ML 19-01.

Compliance and Other Matters

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

Town's Response to Findings

The Town of Windermere's response to the finding identified in our audit is included in this report. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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.

McDiarmid Davis

Orlando, Florida
January 23, 2020

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

Honorable Mayor and Town Council
Town of Windermere, Florida

We have examined Town of Windermere's (the "Town") compliance with the requirements of Section 218.415, Florida Statutes, during the year ended September 30, 2019. Management is responsible for the Town's compliance with those requirements. Our responsibility is to express an opinion on the Town'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 Town'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 Town's compliance with specified requirements.

In our opinion, Town of Windermere complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

MCDIRMIT DAVIS

Orlando, Florida
January 23, 2020

MANAGEMENT LETTER

Honorable Mayor and Town Council
 Town of Windermere, Florida

Report on the Financial Statements

We have audited the financial statements of the Town of Windermere, Florida, as of and for the fiscal year ended September 30, 2019, and have issued our report thereon dated January 23, 2020.

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 Reporting Requirements

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*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated January 23, 2020, 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. Management has decided to acknowledge and accept the finding which was repeated in the prior two annual financial reports:

Tabulation of Uncorrected Audit Findings		
FY 2019 Finding #	FY 2018 Finding #	FY 2017 Finding #
ML 19-01	ML 18-01	ML 17-01

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.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Town of Windermere has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Town of Windermere, 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 Town of Windermere, 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.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate 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 note 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 Town Council, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

McDiarmid Davis

Orlando, Florida
January 23, 2020

**19-01 - INTERNAL CONTROLS OVER THE
PREPARATION OF FINANCIAL STATEMENTS**

Criteria

AUC 265, *Communicating Internal Control Related Matters Identified in an Audit*, requires auditors to evaluate whether or not the Town has the necessary expertise to draft the financial statements, including footnote disclosures, without the assistance of auditors.

Condition

During the course of our audit, we determined that the Town does not have the necessary expertise to draft the financial statements without our assistance.

Cause

Due to the small size of the Town, none of the staff is qualified to prepare the financial statements.

Effect

Errors in financial reporting could go undetected by management.

Recommendation

We recommend continued training of existing staff to improve financial reporting.

Town of Windermere

614 Main Street, Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

January 23, 2020

RE: Comments and Recommendations from Auditor FY 18-19

Mayor & Council,

For FY 18-19, the Auditors had one finding relative to internal controls. The following is my response to that finding:

19-01-Internal Controls Over the Preparation of Financial Statements:

Finding: SAS No. 115, *Communicating Internal Control Related Matters Identified in an Audit*, requires auditors to evaluate whether or not the Town has the necessary expertise to draft the financial statements, including footnote disclosures, without the assistance of auditors.

Recommendation: "We recommend continued training of existing staff to improve financial reporting."

Response: Management acknowledges and accepts this deficiency due to the size and limited resources of the Town. We will continue to develop and train staff in improving financial reporting capabilities.

Regards,

A handwritten signature in black ink, appearing to read "Robert Smith", written over a thin horizontal line.

Robert Smith
Town Manager