

**TOWN OF SHALIMAR, FLORIDA**

**FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

**SEPTEMBER 30, 2021**

**TOWN OF SHALIMAR, FLORIDA  
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SEPTEMBER 30, 2021**

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## INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor  
and Members of the Town Commission  
Town of Shalimar, Florida

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the General Fund of the Town of Shalimar, Florida (the Town), as of and for the year ended September 30, 2021, 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**

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.

### **Auditors' 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 auditors' 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 the General Fund of the Town of Shalimar, Florida, as of September 30, 2021, and the respective changes in financial position 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 management's discussion and analysis and the budgetary comparison schedule for the General Fund, as listed in the table of contents, 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 our report dated December 16, 2021, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, 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 the Town's internal control over financial reporting and compliance.

*Warren Averett, LLC*

Fort Walton Beach, Florida  
December 16, 2021

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the Town of Shalimar, Florida (the Town), we offer readers of the Town's financial statements this narrative overview and analysis of financial activities of the Town for the fiscal year ended September 30, 2021.

### **FINANCIAL HIGHLIGHTS**

The assets of the Town exceeded its liabilities by \$2,850,581 (net position) and represents an increase of \$64,107 from the prior year. Of this amount, \$1,413,073 represents the Town's net investment in capital assets (e.g. land, infrastructure, construction in progress, building, machinery, and equipment), \$140,165 is restricted for discretionary sales tax, transportation, and employee medical expenses, and \$1,297,343 is unrestricted and may be used to meet the Town's ongoing obligations to citizens and creditors.

At September 30, 2021, the total fund balance for the General Fund was \$1,448,925, which represents an increase of \$123,697 from the prior year. Approximately \$1,309,000 of ending fund balance, or 170.2% of governmental expenditures, is available for spending at the Town's discretion.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

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

This discussion and analysis intends 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 a compliance section in addition to the basic financial statements themselves.

#### **Government-Wide Financial Statements**

The statement of net position includes all of the Town's assets and deferred outflows and liabilities and deferred inflows and provides information about the nature and amounts of investments in resources (assets), and the consumption of resources applicable to a future reporting period (deferred outflows of resources), and the obligations to the Town's creditors (liabilities), and the acquisition of resources applicable to a future period (deferred inflows of resources). Over time, increases or decreases in net position may serve as a useful indicator of the financial position of the Town.

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 flow in future fiscal periods.

## **OVERVIEW OF THE FINANCIAL STATEMENTS – CONTINUED**

### **Government-Wide Financial Statements – Continued**

The government-wide financial statements distinguish functions of the Town 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 Town currently does not have any business-type activities. The governmental activities of the Town include public safety (law enforcement), transportation (road and street facilities), physical environment (general maintenance), and general government services. The government-wide financial statements are found on pages 12-13 of this report.

### **Fund Financial Statements**

A fund is a grouping of related accounts 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 only has governmental funds.

## **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 expendable resources, as well as on balances of expendable resources available at the end of the fiscal year.

Such information may be useful in evaluating a government's near-term financial requirements. Found on pages 14-17 of this report are the basic governmental fund financial statements.

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 balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town maintains one governmental fund (General Fund). Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance for the General Fund, which is considered a major fund.

The Town annually adopts an appropriated budget for its General Fund. A budgetary comparison schedule is provided for the General Fund to demonstrate compliance with this budget.

## NOTES TO THE FINANCIAL STATEMENTS

The notes provide additional information, which is essential to the full understanding of the data provided in the government-wide and fund financial statements. Beginning on page 18 of this report are the notes to the financial statements.

### GOVERNMENT-WIDE FINANCIAL ANALYSIS

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 \$2,850,581 (net position) at the end of the fiscal year, as reported in Table 1.

Approximately 49.6% of the Town's net position, or \$1,413,073, reflects its investment in capital assets (e.g. land, buildings, construction in progress, machinery, and equipment) less any related debt used to acquire those assets that is still outstanding. As of September 30, 2021, the Town has no debt outstanding related to the acquisition of the capital assets. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

**Table 1**  
**TOWN OF SHALIMAR, FLORIDA**  
**STATEMENTS OF NET POSITION**  
**AS OF SEPTEMBER 30, 2021 AND 2020**

	<u>Governmental Activities</u>	
	<u>2021</u>	<u>2020</u>
Current and other assets	\$ 1,683,218	\$ 1,344,061
Capital assets	1,413,073	1,464,707
<b>Total assets</b>	<u>3,096,291</u>	<u>2,808,768</u>
Long-term liabilities outstanding	11,417	3,461
Other liabilities	229,384	11,140
<b>Total liabilities</b>	<u>240,801</u>	<u>14,601</u>
<b>Total deferred inflows of resources</b>	<u>4,909</u>	<u>7,693</u>
Net position		
Net investment in capital assets	1,413,073	1,464,707
Restricted	140,165	78,423
Unrestricted	1,297,343	1,243,344
<b>Total net position</b>	<u><u>\$ 2,850,581</u></u>	<u><u>\$ 2,786,474</u></u>

### GOVERNMENTAL ACTIVITIES

Governmental activities increased the Town's net position by \$64,107. Reported in Table 2 are the key elements of this increase.

**Table 2**  
**TOWN OF SHALIMAR, FLORIDA**  
**STATEMENTS OF CHANGES IN NET POSITION**  
**FOR THE YEARS ENDED SEPTEMBER 30, 2021 AND 2020**

	<b>Primary Government Total</b>	
	<b>2021</b>	<b>2020</b>
<b>REVENUES</b>		
Program revenues		
Charges for services	\$ 59,330	\$ 36,417
Operating grants and contributions	19,918	96,077
Capital grants and contributions	18,811	-
General revenues		
Property taxes	188,259	199,144
Other taxes	273,732	247,828
Franchise fees	57,426	53,680
Intergovernmental	237,430	192,463
Investment income	15,186	22,566
Other revenue	22,685	47,212
Total revenues	<u>892,777</u>	<u>895,387</u>
<b>EXPENSES</b>		
Primary government		
General government	266,792	220,902
Public safety	303,343	242,929
Physical environment	153,556	122,495
Transportation	94,914	87,073
Culture and recreation	10,065	6,434
Total expenses	<u>828,670</u>	<u>679,833</u>
<b>CHANGE IN NET POSITION</b>	64,107	215,554
<b>NET POSITION AT BEGINNING OF YEAR</b>	<u>2,786,474</u>	<u>2,570,920</u>
<b>NET POSITION AT END OF YEAR</b>	<u>\$ 2,850,581</u>	<u>\$ 2,786,474</u>

## **FINANCIAL IMPACTS**

### **Basic Impacts**

There are seven basic impacts on revenues and expenses as reflected below:

#### ***Revenues***

- **Economic Condition:** This can reflect a declining, stable, or growing economic environment and has a substantial impact on property, sales, gas, or other tax revenue.
- **Changing Patterns in Intergovernmental Revenue (both recurring and non-recurring):** Certain recurring revenues (state revenue sharing) may experience significant changes periodically while non-recurring (or one-time) grants are less predictable and often distorting in their impact on year-to-year comparisons.
- **Market Impacts on Investment Income:** The current market conditions have a significant influence on the Town's investment income causing it to fluctuate greatly.

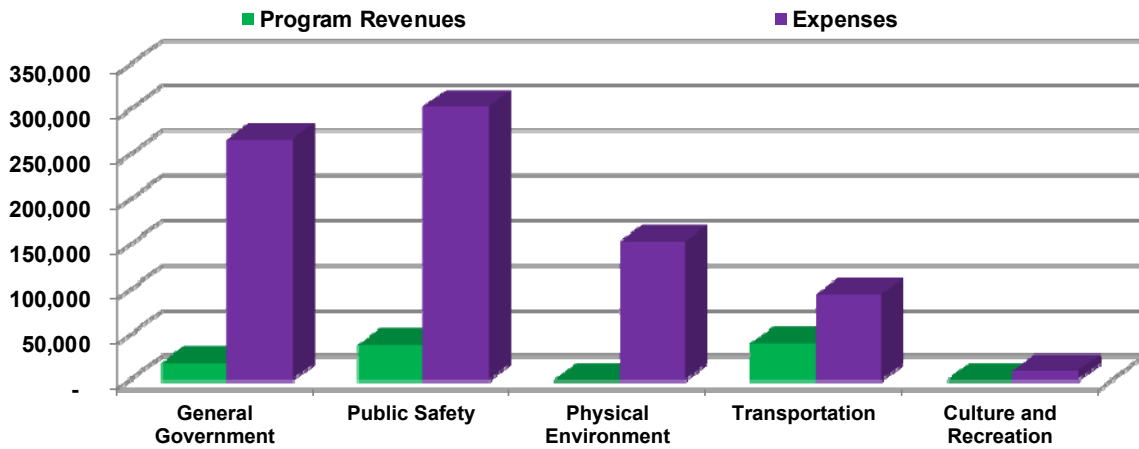
#### ***Expenses***

- **Introduction of New Programs:** Within functional expense categories (police, public works, parks and recreation, etc.), individual programs may be added or deleted to meet changing community needs.
- **Authorized Position Adjustments:** Changes in service demand may cause the Town Commission to change authorized staffing. Staffing costs (salary and related benefits) represent a significant portion of the Town's operating costs.
- **Salary Adjustments:** The ability to attract and retain human and intellectual resources requires the Town to strive to approach a competitive salary range position in the marketplace.
- **Inflation:** While overall inflation appears to be reasonably modest, the Town is a major consumer of certain commodities such as paper, chemicals, fuel, oil, parts, and other supplies. Some fluctuations may experience commodity specific increases.

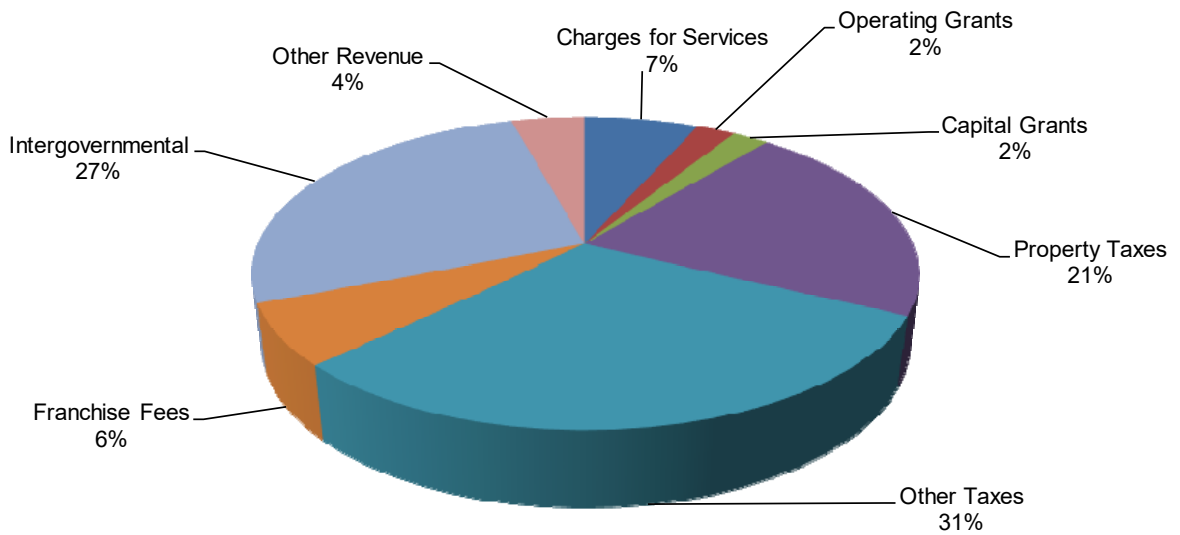
### **Current Year Impacts – Governmental Activities**

- Operating grants and contributions decreased by \$76,159, or 79.3%, which is primarily attributable to a reduction in eligible grant expenses incurred for the Town's Coronavirus Aid, Relief, and Economic Security (CARES) Act grant award.
- Other revenues decreased by \$24,527, or 52.0%, which was primarily the result of the Town selling three police cruisers and a maintenance truck at auction in September 2020.
- Public safety expenses increased by \$60,414, or 24.9%, mainly due to the Town hiring a full-time police officer in the current year.
- Physical environment expenses increased by \$31,061, or 25.4%, over the prior fiscal year mainly due the Town hiring a full-time maintenance employee at the beginning of fiscal year 2021.

**Chart 1**  
**Program Revenues and Expenses**  
*Governmental Activities*



**Chart 2**  
**Revenues by Source**  
*Governmental Activities*



## **FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS**

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

### **Governmental Funds**

The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the Town of Shalimar, Florida's financing requirements. In particular, an 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 September 30, 2021, the Town's governmental fund reported ending fund balance of \$1,448,925, which represents an increase of \$123,697 in comparison with the prior year. The composition of governmental ending fund balances are as follows: \$55,016, or 3.8%, is restricted for transportation expenses; \$6,065, or 0.4%, is restricted for employee medical expenses; \$79,084, or 5.5%, is restricted for discretionary sales tax expenditures; and \$1,308,760, or 90.3% is unassigned, which is available for spending at the Town Commission's discretion.

The General Fund is the chief operating fund of the Town. As a measure of the General Fund's liquidity, it may be useful to compare the unassigned fund balance to total expenditures. Unassigned fund balance represents 170.2% of the total General Fund expenditures, or approximately 20 months of expenditures.

## **GENERAL FUND BUDGETARY HIGHLIGHTS**

During the current year, taxes exceeded expectations by \$45,041, which is primarily attributable to an increase in unanticipated utility tax and communications service tax revenues. Intergovernmental revenue exceeded budgeted amounts by \$76,859 primarily due to unexpected increases in local sales taxes. Expenditures were over budget by \$29,180, which is primarily attributable to the timing of planned expenditures.

## **CAPITAL ASSET AND DEBT ADMINISTRATION**

### **Capital Assets**

The Town's investments in capital assets for its governmental activities as of September 30, 2021, was \$1,413,073 (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements, machinery and equipment, park facilities, roads, highways, etc. The Town's investment in capital assets decreased by \$51,634 or 3.5%, during the current fiscal year, which is summarized in Table 3 on the next page.

**Table 3  
TOWN OF SHALIMAR, FLORIDA  
CAPITAL ASSETS (net of depreciation)  
AS OF SEPTEMBER 30, 2021 AND 2020**

	<b>Governmental Activities</b>	
	<b>2021</b>	<b>2020</b>
Land	\$ 799,936	\$ 799,936
Buildings	144,098	150,459
Improvements other than buildings	345,916	378,588
Furniture, equipment, and vehicles	123,123	135,724
<b>Total</b>	<b>\$ 1,413,073</b>	<b>\$ 1,464,707</b>

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

**Outstanding Debt**

At the end of the current fiscal year, the Town had no debt outstanding, other than compensated absences. The Town has no general obligation or special assessment debt. The State of Florida does not place a legal limit of debt on municipalities. For general obligation debts greater than one year, the Town is required to conduct a voter referendum process for approval of this type of debt. Additional information on the Town's debt can be found in Note 9 of this report.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

By constitution, the State of Florida does not have a state personal income tax, and therefore, the State operates primarily using sales, gasoline, and corporate income taxes. Local governments (cities, counties, and school boards) primarily rely upon property and a limited array of permitted other taxes (sales, gasoline, utility service taxes, etc.) and fees (e.g. franchise and occupational license) for their governmental activities. There is a limited number of state shared revenues, and recurring and non-recurring grants from both the state and federal government, which provide funding for specific programs, projects or activities. For certain governmental activities (e.g. permitting and recreational programs) the user pays a related fee or charge associated with the service.

The level of taxes, fees, and charges for services (including development related impact fees) has an impact on the Town's specific competitive ability to encourage development and redevelopment (office, retail, residential and industrial) for those businesses that choose to locate in our jurisdiction. As the Town has limited growth potential, it places great emphasis on redevelopment, and it is essential for the continued financial and economic health of our community.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The military has a significant presence in our community with Eglin Air Force Base, Hurlburt Field, and Duke Field. These three installations collectively comprise the largest military base in the world, employing over 72,000 military and civilian personnel. These installations are essential to the continued long-term economic vitality of this area. Combined, the military and defense-related industries have a \$22 billion annual impact on Northwest Florida's economy, according to the *Florida Defense Industry Economic Impact Analysis*.

The Governor's Office of Trade, Tourism & Economic Development (OTTED) is positioned closely with the military commanders in Florida, which may aid in limiting future base realignment and closures from negatively affecting this area. This strong relationship with the commanders gives the Governor and the State early warning of support issues they contend with on a regular basis.

The fiscal year 2022 budget for the Town's General Fund projects revenues and expenditures to increase by approximately \$46,700 from fiscal year 2021. The majority of the increase in revenues and expenditures is due to increases in expected taxes and intergovernmental grants.

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Town's finances for all of those with an interest in the Town's finances. Questions concerning any of the information provided in this report, or requests for additional information should be addressed to the Town of Shalimar, Finance Department, 2 Cherokee Road, Shalimar, Florida 32579. The Town's website address is [www.shalimarflorida.org](http://www.shalimarflorida.org).

**TOWN OF SHALIMAR, FLORIDA  
STATEMENT OF NET POSITION  
SEPTEMBER 30, 2021**

	<b>Governmental Activities</b>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 443,590
Certificates of deposit	659,175
Investments	353,736
Receivables	6,609
Due from other governments	79,943
Restricted cash	140,165
Capital assets	
Non-depreciable	799,936
Depreciable, net	613,137
<b>TOTAL ASSETS</b>	<b>3,096,291</b>
<b>LIABILITIES</b>	
Accounts payable	19,457
Accrued liabilities	570
Unearned revenues	209,357
Non-current liabilities	
Due in more than one year	
Compensated absences	11,417
<b>TOTAL LIABILITIES</b>	<b>240,801</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Unavailable revenue	4,909
<b>NET POSITION</b>	
Net investment in capital assets	1,413,073
Restricted for:	
Transportation	55,016
Employee medical expenses	6,065
Discretionary sales taxes	79,084
Unrestricted	1,297,343
<b>TOTAL NET POSITION</b>	<b>\$ 2,850,581</b>

See notes to the financial statements.

**TOWN OF SHALIMAR, FLORIDA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

Function/program activities	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental activities					
General government	\$ 266,792	\$ 18,869	\$ -	\$ -	\$ (247,923)
Public safety	303,343	-	19,918	18,811	(264,614)
Physical environment	153,556	-	-	-	(153,556)
Transportation	94,914	40,461	-	-	(54,453)
Culture and recreation	10,065	-	-	-	(10,065)
Total governmental activities	<u>\$ 828,670</u>	<u>\$ 59,330</u>	<u>\$ 19,918</u>	<u>\$ 18,811</u>	(730,611)
General Revenues					
Taxes					
Property taxes					188,259
Utility and other taxes					273,732
Franchise fees					57,426
Intergovernmental					237,430
Investment earnings					15,186
Rental income					10,421
Miscellaneous					12,264
Total general revenues					<u>794,718</u>
<b>CHANGE IN NET POSITION</b>					64,107
<b>NET POSITION AT BEGINNING OF YEAR</b>					<u>2,786,474</u>
<b>NET POSITION AT END OF YEAR</b>					<u>\$ 2,850,581</u>

See notes to the financial statements.

**TOWN OF SHALIMAR, FLORIDA  
GOVERNMENTAL FUND  
BALANCE SHEET  
SEPTEMBER 30, 2021**

	<b>General Fund</b>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 443,590
Certificates of deposit	659,175
Investments	353,736
Receivables	6,609
Due from other governments	79,943
Restricted cash	140,165
<b>TOTAL ASSETS</b>	<b>\$ 1,683,218</b>
<b>LIABILITIES</b>	
Accounts payable	\$ 19,457
Accrued liabilities	570
Unearned revenues	209,357
Total liabilities	229,384
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Unavailable revenues	4,909
<b>FUND BALANCE</b>	
Restricted for:	
Transportation	55,016
Employee medical expenses	6,065
Discretionary sales taxes	79,084
Unassigned	1,308,760
Total fund balance	1,448,925
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE</b>	<b>\$ 1,683,218</b>

See notes to the financial statements.

**TOWN OF SHALIMAR, FLORIDA  
GOVERNMENTAL FUND  
RECONCILIATION OF THE BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
SEPTEMBER 30, 2021**

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Fund balance, total governmental funds (page 14)	\$	1,448,925
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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.

Governmental non-depreciable assets	799,936	
Governmental depreciable assets	1,568,830	
Less accumulated depreciation	<u>(955,693)</u>	
		1,413,073

Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds.

Compensated absences		<u>(11,417)</u>
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Net position of governmental activities (page 12)	\$	<u><u>2,850,581</u></u>
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See notes to the financial statements.

**TOWN OF SHALIMAR, FLORIDA  
GOVERNMENTAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

	<b>General Fund</b>
<b>REVENUES</b>	
Taxes	\$ 459,541
Permits and fees	62,416
Intergovernmental	276,159
Charges for services	40,563
Fines	16,227
Miscellaneous	37,871
Total revenues	892,777
<b>EXPENDITURES</b>	
Current	
General governmental services	260,226
Public safety	268,269
Physical environment	135,155
Transportation	68,808
Culture and recreation	6,194
Capital outlay	30,428
Total expenditures	769,080
<b>NET CHANGE IN FUND BALANCE</b>	123,697
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	1,325,228
<b>FUND BALANCE AT END OF YEAR</b>	\$ 1,448,925

See notes to the financial statements.

**TOWN OF SHALIMAR, FLORIDA  
GOVERNMENTAL FUND  
RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCE  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

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Net change in fund balance - governmental fund (page 16)	\$	123,697
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures; however, in the statement of activities, the cost of those assets is depreciated over the estimated useful lives of the assets.

Expenditures for capital assets	30,428	
Less current year depreciation	<u>(81,202)</u>	
		(50,774)

Governmental funds do not report capital asset disposals; however, in the statement of activities, the loss on disposal is recorded as a program expense.

Capital assets disposed of during the year	(39,347)	
Accumulated depreciation associated with disposals	<u>38,487</u>	
		(860)

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:

Change in long-term compensated absences		<u>(7,956)</u>
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Change in net position of governmental activities (page 13)	\$	<u><u>64,107</u></u>
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See notes to the financial statements.

**TOWN OF SHALIMAR, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2021**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND DESCRIPTION OF THE TOWN**

**Description of Town**

The Town of Shalimar, Florida's (the Town) was created, established, and organized as a municipal corporation in Okaloosa County, Florida by House Bill No. 851, Laws of Florida, 1961. The Town operates under a Mayor/Commissioner form of government and provides the following services: public safety (law enforcement), transportation (road and street facilities), physical environment (general maintenance), culture and recreation (parks), and general government services.

The financial statements of the Town have been prepared in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP), as applicable to governmental units and the Uniform Accounting System mandated by Section 218.33, Florida Statutes. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for governmental accounting and financial reporting.

The following is a summary of the more significant accounting policies of the Town:

**The Reporting Entity**

The Town is governed by a five-member elected commission. The powers of this commission are regulated by ordinances and resolutions of the Town, Okaloosa County, and Florida Statutes.

As required by U.S. GAAP, these financial statements present the Town as the primary government. In evaluating the Town as a reporting entity, management has considered all potential component units for which the Town may or may not be financially accountable and, as such, be includable within the Town's financial statements. Management utilized criteria set forth by the GASB for determining financial accountability of potential component units in evaluating all potential component units. In accordance with this criteria, the Town (primary government) is financially accountable if it appoints a voting majority of the potential component unit's governing board and 1.) it is able to impose its will on the organization or 2.) there is a potential for the organization to provide specific financial benefit to or impose specific financial burden on the Town. In addition, component units can be other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

As of September 30, 2021, the Town had no component units with a significant operational or financial relationship with the Town.

**TOWN OF SHALIMAR, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2021**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND DESCRIPTION OF THE TOWN  
– CONTINUED**

**Government-Wide and Fund Financial Statements**

The basic financial statements include both government-wide (based on the Town as a whole) 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 activities of the primary government.

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 fund financial statements are provided for the governmental fund.

**Measurement Focus and Basis of Accounting**

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 recorded 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 Town considers revenues to be available if they are collected within six months of the end of the current fiscal period, except for property taxes, for which the period is 60 days. 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.

Franchise taxes, business taxes, and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. Sales taxes, gasoline taxes, and other intergovernmental revenues collected and held by the state at year-end on behalf of the Town, are also recognized as revenue. All other revenue items are considered to be measurable and available only when cash is received by the government.

**TOWN OF SHALIMAR, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2021**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND DESCRIPTION OF THE TOWN  
– CONTINUED**

**Measurement Focus and Basis of Accounting – Continued**

The Okaloosa County Tax Collector bills and collects property taxes for the Town in accordance with the laws of the State of Florida. Property taxes attach as an enforceable lien on property as of the date of assessment and remain in effect until discharge by payment. Taxes are payable when levied (on November 1, or as soon thereafter as the assessment roll becomes available to the Tax Collector).

The following is the property tax calendar:

Lien Date	January 1st
Levy Date	November 1st
Due Date	November 1st
Delinquent Date	April 1st

Discounts of 1% are granted for each month taxes are paid prior to March.

Revenue recognition criteria for property taxes requires that property taxes expected to be collected within 60 days of the current period be accrued. Current year taxes, which are uncollected as of the end of the fiscal year, are generally immaterial in amount and highly susceptible to uncollectibility and, therefore, are not recorded as a receivable on the balance sheet date.

**Basis of Presentation**

The financial transactions of the Town are recorded using fund accounting. A fund is a separate accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

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.

Governmental funds focus on the determination of financial position and changes in financial position (sources, uses, and balances of financial resources) and not net income. The Town reports the following major governmental fund:

*General Fund* – This is the Town's primary operating fund and is used to account for all financial resources except those required to be accounted for in another fund.

**TOWN OF SHALIMAR, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2021**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND DESCRIPTION OF THE TOWN  
– CONTINUED**

**Assets, Liabilities, Deferred Outflows/Inflows, and Net Position or Fund Balance**

***Cash and Cash Equivalents***

For financial reporting purposes, the Town considers all highly liquid investments (including restricted assets) with a maturity of three months or less on the date of purchase to be cash equivalents. This includes cash on hand, demand deposits, and short-term investments. The Town's cash deposits are held by financial institutions that are qualified as public depositories under the Florida Security for Public Deposits Act (Chapter 280, Florida Statutes). The Town's deposits are fully insured by the Public Deposits Trust Fund.

***Deposits and Investments***

The Town is authorized to invest and reinvest surplus public funds in its control or possession in accordance with Section 218.415, Florida Statutes, which expressly allows local governments to invest in the State of Florida Local Government Surplus Trust Fund, or any intergovernmental investment pool authorized pursuant to Florida Statutes, Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency, interest-bearing time deposits or savings accounts in qualified public depositories, and direct obligations of the United States Treasury.

The Town's cash deposits are held by financial institutions that are qualified as public depositories under the Florida Security for Public Deposits Act (Chapter 280, Florida Statutes). The Town's deposits are fully insured by the Public Deposits Trust Fund. The Town maintains various certificates of deposit at qualified public depositories and an investment portfolio with the Florida Municipal Investment Trust (FMIvT), an authorized investment trust under Section 163.01, Florida Statutes. The certificates of deposit are recorded at cost plus accrued interest, which approximates fair value. The FMIvT investment portfolio is reported at fair value.

***Capital Assets***

Capital assets, which include land, buildings, improvements and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial cost more than the following:

Land		All
Buildings	\$	10,000
Improvements other than buildings	\$	10,000
Infrastructure	\$	10,000
Furniture, equipment, and vehicles	\$	500

Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value on the date of donation. 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.

**TOWN OF SHALIMAR, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2021**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND DESCRIPTION OF THE TOWN  
– CONTINUED**

**Assets, Liabilities, Deferred Outflows/Inflows, and Net Position or Fund Balance – Continued**

***Capital Assets – Continued***

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

<u>Assets</u>	<u>Years</u>
Buildings	5-50 Years
Improvements other than buildings	20-50 Years
Furniture, equipment, and vehicles	5-10 Years

***Compensated Absences***

Employees accumulate earned but unused vacation pay based on length of service to the Town. All vested vacation leave is accrued when incurred in the government-wide financial statements. A liability for the amounts of vacation leave is reported in the governmental fund financial statements only if they have matured, for example, as a result of employee resignations and retirements.

*Annual Leave* – Employees may accumulate up to 160 hours of annual leave and are fully compensated for accumulated leave upon termination, subject to approval by the Town Commission.

***Long-Term Obligations***

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities statement of net position.

***Deferred Outflows/Inflows of Resources***

In addition to assets, the statement of net 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 will not be recognized as an outflow of resources (expense) until then. The Town had no deferred outflows of resources as of September 30, 2021.

In addition to liabilities, the statement of net 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 will not be recognized as an inflow of resources (revenue) until that time. The Town has one item that qualifies for reporting in this category: business tax revenue totaling \$4,909 collected in 2021 for 2022.

**TOWN OF SHALIMAR, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2021**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND DESCRIPTION OF THE TOWN  
– CONTINUED**

**Assets, Liabilities, Deferred Outflows/Inflows, and Net Position or Fund Balance – Continued**

***Classification of Fund Balance***

GASB guidance establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. Fund balance classifications are comprised of the following:

- *Nonspendable* – includes amounts that are (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example: inventories and prepaid items.
- *Restricted* – includes amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.
- *Committed* – includes amounts that can only be used for the specific purposes determined by a formal action (an Ordinance) of the Town's highest level of decision-making authority, the Town Commission. Commitments may be changed or lifted only by the Town taking the same formal action that imposed the constraint originally.
- *Assigned* – includes amounts intended to be used by the Town for specific purposes that are neither restricted nor committed. Intent is expressed by (a) the Town Commission or (b) a body (for example: a budget or finance committee) or official to which the Town Commission has delegated the authority to assign amounts to be used for specific purposes.
- *Unassigned* – the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

These classifications reflect not only the nature of funds, but also provide clarity to the level of restriction placed upon fund balance. Fund balance can have different levels of restraint, such as external versus internal compliance requirements.

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is generally depleted in the order of restricted, committed, assigned, and unassigned.

The Town has a minimum fund balance policy, which stipulates that unassigned fund balances must be equal to (or greater than) seventy-five percent (75%) of the preceding fiscal year's operating expenditures.

**TOWN OF SHALIMAR, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2021**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND DESCRIPTION OF THE TOWN  
– CONTINUED**

**Assets, Liabilities, Deferred Outflows/Inflows, and Net Position or Fund Balance – Continued**

***Net Position***

Net position in the government-wide financial statements is categorized as net investment in capital assets, restricted, or unrestricted. The net investment in capital assets represents net position related to property, plant and equipment, net of any related debt. Restricted net position represents the net position restricted by enabling legislation. The Town considers restricted amounts to be spent first when both restricted and unrestricted resources are available.

**Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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 amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Subsequent Events**

Management has evaluated subsequent events and transactions that occurred between September 30, 2021 through December 16, 2021, which is the date the financial statements were available to be issued, for possible recognition or disclosure in the financial statements.

**2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

**Budgets**

Annual appropriated budgets are adopted by resolution on a basis consistent with U.S. GAAP. All appropriations lapse at fiscal year-end except for appropriations related to multi-year capital projects.

**Encumbrances**

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of resources are recorded in order to reserve that portion of the applicable appropriation, is employed in the governmental funds. Encumbrances outstanding at year-end are reported as restricted or assigned fund balances and do not constitute expenditures or liabilities because the commitments will be re-appropriated and honored during the subsequent fiscal year.

**TOWN OF SHALIMAR, FLORIDA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2021**

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### **3. CASH DEPOSITS AND INVESTMENTS**

#### **Cash Deposits**

The investment of surplus funds is governed by the provisions of Section 218.415, Florida Statutes, as to the type of investments that can be made. Deposits may be exposed to custodial credit risk, which is the risk that in the event of a bank failure, the government's deposits may not be returned.

The Town manages its custodial credit risk by maintaining its deposits with "Qualified Public Depositories" as defined in Chapter 280, Florida Statutes. The provisions of this statute allow "Qualified Public Depositories" to participate in a multiple financial institution collateral pool to ensure the security for public deposits. All Qualified Public Depositories must deposit eligible collateral with the Treasurer of the State of Florida equal to or in excess of their required collateral pledging level. In the event of default by a qualified public financial institution, the Treasurer will pay public depositors all losses in excess of insurance and collateral through assessments among all Qualified Public Depositories.

At September 30, 2021, the Town held deposits of \$1,258,044, consisting entirely of deposits with financial institutions in checking, money market, and certificate of deposit accounts. These deposits were fully covered by federal depository insurance coverage or pooled collateral held by the State Treasurer, and therefore, had no custodial credit risk.

#### **Investments**

The types of investments that can be made by the Town are restricted by state statutes and other contractual agreements. A description of the requirements and the types of investments allowed can be found in Note 1.

The Town participates in the Florida Municipal Investment Trust (FMIVT) administered by the Florida League of Cities, Inc. The FMIVT is a local government investment pool, and is an authorized investment under Section 163.01, Florida Statutes. The investment pool is considered an external investment pool for financial reporting purposes. As such, the Town has a beneficial interest in shares in one or more FMIVT portfolios, not the individual securities held within each portfolio.

#### *Interest Rate Risk*

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment is, the greater the sensitivity of its fair value to changes in market interest rates. The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. Additional information regarding interest rate risk can be found in Note 4.

**TOWN OF SHALIMAR, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2021**

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**3. CASH DEPOSITS AND INVESTMENTS – CONTINUED**

**Investments – Continued**

*Concentration of Credit Risk*

The Town has not adopted a formal investment policy that specifies limits on the amount that may be invested in any one issuer. The Town's policy for reducing custodial credit risk is to comply with the provisions of Section 218.415, Florida Statutes, which states that investments held should be diversified to the extent practicable to control the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which financial instruments are bought and sold. As of September 30, 2021, all of the Town's investments were held in FMIvT pooled accounts. Therefore, these investments are not categorized as to concentration of credit risk.

**4. FAIR VALUE MEASUREMENTS**

The Town measures and records its investments in the Florida Municipal Investment Trust (FMIvT) using fair value measurement guidelines established by U.S. GAAP. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- Level 1 – Quoted prices (unadjusted) for identical assets in active markets that a government can access at the measurement date.
- Level 2 – Inputs other than quoted prices included within Level 1 that are observable for an asset, either directly or indirectly.
- Level 3 – unobservable inputs for an asset.

**TOWN OF SHALIMAR, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2021**

**4. FAIR VALUE MEASUREMENTS – CONTINUED**

The following table presents the investments carried at fair value on September 30, 2021:

	<u>Fair Value</u>	<u>Fair Value Hierarchy Level</u>	<u>Credit Risk (Fitch Rating)</u>	<u>Interest Rate Risk – Modified Duration (Yrs)</u>	<u>Interest Rate Risk WAM (Yrs)</u>
<b>Fixed Income Funds</b>					
1-3 Yr High Quality Bond Fund	\$ 115,271	Level 2	AAAf/S2	1.42	1.50
Intermediate High Quality Bond Fund	119,770	Level 2	AAAf/S3	3.60	3.90
Expanded High Yield Bond Fund	<u>118,695</u>	Level 3	Not Rated	3.90	6.24
Total investments measured at fair value	<u>\$ 353,736</u>				

**5. RECEIVABLES AND UNEARNED REVENUES**

Receivables and amounts due from other governments as of September 30, 2021, were as follows:

**Accounts Receivable**

Right-of-way maintenance revenue	<u>\$ 6,609</u>
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**Due from Other Governments**

State of Florida – taxes and shared revenues	\$ 59,244
Florida Department of Law Enforcement - CESF grant	<u>20,699</u>
	<u>\$ 79,943</u>

Unearned revenues as of September 30, 2021, were as follows:

Federal grant proceeds received in advance of meeting eligibility requirements under the American Rescue Plan (ARP) Act	<u>\$ 209,357</u>
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**TOWN OF SHALIMAR, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2021**

**6. CHANGES IN CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2021, was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases/ Transfers</u>	<u>Ending Balance</u>
<b>Governmental Activities</b>				
Capital assets not being depreciated				
Land	\$ 799,936	\$ -	\$ -	\$ 799,936
Capital assets being depreciated				
Buildings	251,145	-	-	251,145
Improvements other than buildings	283,296	-	(13,437)	269,859
Street improvements and sidewalks	638,828	-	-	638,828
Furniture, equipment, and vehicles	404,480	30,428	(25,910)	408,998
Total capital assets being depreciated	<u>1,577,749</u>	<u>30,428</u>	<u>(39,347)</u>	<u>1,568,830</u>
Less accumulated depreciation				
Buildings	(100,686)	(6,361)	-	(107,047)
Improvements other than buildings	(208,430)	(4,912)	11,537	(201,805)
Street improvements and sidewalks	(335,106)	(26,106)	246	(360,966)
Furniture, equipment, and vehicles	(268,756)	(43,823)	26,704	(285,875)
Total accumulated depreciation	<u>(912,978)</u>	<u>(81,202)</u>	<u>38,487</u>	<u>(955,693)</u>
Total capital assets being depreciated, net	<u>664,771</u>	<u>(50,774)</u>	<u>(860)</u>	<u>613,137</u>
<b>Governmental Activities, Net</b>	<u><u>\$ 1,464,707</u></u>	<u><u>\$ (50,774)</u></u>	<u><u>\$ (860)</u></u>	<u><u>\$ 1,413,073</u></u>

Depreciation expense for the year ended September 30, 2021, was charged to functions/programs of the primary government as follows:

<b>Governmental Activities</b>	
General government	\$ 6,669
Public safety	28,376
Physical environment	16,180
Transportation	26,106
Culture and recreation	3,871
<b>Total Depreciation Expense – Governmental Activities</b>	<u><u>\$ 81,202</u></u>

**TOWN OF SHALIMAR, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2021**

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**7. SUPPLEMENTAL RETIREMENT PLAN**

The Town offers its employees a deferred compensation plan created in accordance with Internal Revenue Code (IRC) Section 457 (the Plan). The Plan is a tax-deferred supplemental retirement program that allows the Town’s full-time employees to contribute a portion of their salary, before federal income taxes, to a retirement account. The assets are held in trust for the benefit of the participants and their beneficiaries. The Plan participants individually select and make changes in portfolio options that are made available by the Plan’s third-party administrator (TPA). Since Plan participants select the investment fund or funds in which their deferred compensation is invested, the Town has no liability for investment losses.

The Town matches employee contributions dollar-for-dollar based on years of service in accordance with the following formula: up to 3% for employees with 0 to 3 years; up to 6% for employees with 3 to 5 years; up to 9% for employees with 5 to 10 years; and up to 12% for employees with over 10 years of service. Part-time employees are limited to a maximum match of 3%. For the fiscal year ended September 30, 2021, the Plan members made Plan contributions of \$34,529 and the Town made matching contributions of \$28,529.

**8. RISK MANAGEMENT**

The Town is exposed to various risks of loss related to tort; theft of, damage to, and destruction of assets; errors and omissions; workers' compensation claims; and natural disasters. The Town participates in the Florida Municipality Liability Self-Insurers Program, which is a public entity risk pool. Participants in the pool include various municipalities in the State of Florida. Coverage through the Florida Municipality Liability Self-Insurers Program includes workers' compensation, comprehensive general liability, law enforcement liability, automobile physical damage, real/personal property, and crime/bonds, and is self-sustained through members' premiums. The Town does not retain a risk of loss in the public entity municipal pool, and settlements have not exceeded coverage for the last three years.

**9. LONG-TERM DEBT**

**Changes in Long-Term Debt**

The following table summarizes changes in the long-term debt of the Town for the year ended September 30, 2021, which is solely comprised of accumulated, vested annual leave for governmental fund types:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<b>Governmental Activities</b>					
Compensated absences	\$ 3,461	\$ 26,808	\$ (18,852)	\$ 11,417	\$ -

**TOWN OF SHALIMAR, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2021**

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**10. CONDUIT DEBT**

In October 2015, the Town sponsored \$12,170,000 Multi-Jurisdictional Multi-Family Housing Revenue Refunding Bonds on behalf of ECH II - Captains Quarters, LLC Project. The Town is not responsible for repayment of these bonds under any circumstances. The Town receives an annual recurring issuer fee for sponsoring the debt equal to 0.1% of the outstanding balance of the bonds each year from October 1, 2016 through October 1, 2021. Issuer fees earned by the Town are recorded as miscellaneous revenue. During fiscal year 2021, the Town received issuer fees of \$11,005. The outstanding principal balance of the bonds was \$11,005,000 at September 30, 2021.

**11. RENTAL ACTIVITIES**

The Town leases land to the Friends of Shalimar Library, Inc. (a nonprofit organization). The lease agreement calls for annual payments of \$5,000. Rental income of \$5,491 was recognized during the year ended September 30, 2021.

Minimum lease payments to be received for the lease are as follows:

2022	\$	5,000
2023		5,000
2024		5,000
2025		5,000
2026		5,000
Thereafter		<u>45,000</u>
Total	<u>\$</u>	<u>70,000</u>

**12. EXPENDITURES IN EXCESS OF BUDGETED APPROPRIATIONS**

The General Fund had an excess of expenditures over final budgeted appropriations from the year ended September 30, 2021, in the amount of \$29,180.

**REQUIRED SUPPLEMENTARY INFORMATION**

**TOWN OF SHALIMAR, FLORIDA  
GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL  
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<b>Variance with Final Budget – Positive (Negative)</b>
	<u>Original</u>	<u>Final</u>		<u>Actual</u>
<b>REVENUES</b>				
Taxes	\$ 414,500	\$ 414,500	\$ 459,541	\$ 45,041
Permits and fees	55,200	55,200	62,416	7,216
Intergovernmental	186,800	199,300	276,159	76,859
Charges for services	32,300	32,300	40,563	8,263
Fines	6,000	6,000	16,227	10,227
Miscellaneous	32,600	32,600	37,871	5,271
Total revenues	<u>727,400</u>	<u>739,900</u>	<u>892,777</u>	<u>152,877</u>
<b>EXPENDITURES</b>				
Current				
General governmental services	253,010	230,720	260,226	(29,506)
Public safety	243,660	254,850	268,269	(13,419)
Physical environment	125,130	130,030	135,155	(5,125)
Transportation	75,400	77,900	68,808	9,092
Culture and recreation	14,000	11,000	6,194	4,806
Capital outlay	16,200	35,400	30,428	4,972
Total expenditures	<u>727,400</u>	<u>739,900</u>	<u>769,080</u>	<u>(29,180)</u>
<b>NET CHANGE IN FUND BALANCE</b>	-	-	123,697	123,697
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	-	-	1,325,228	1,325,228
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,448,925</u>	<u>\$ 1,448,925</u>

See notes to the required supplementary information.

**TOWN OF SHALIMAR, FLORIDA**  
**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION**  
**SEPTEMBER 30, 2021**

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Annual budgets are adopted on a basis consistent with generally accepted accounting principles. An appropriated budget is adopted for the General Fund. The Town Commission must approve any revision to the budget. Comparisons are made of actual results to budgeted amounts. Budget data presented in the financial statements includes approved amendments to the original adopted budget. Budgetary data reflected in the financial statements are based on procedures required by Florida Statutes.

Budget workshops are held by the Town in which proposed budget information is reviewed and discussed. A newspaper of general circulation in the Town advertises the proposed budget, as well as the Town's website. Public hearings are conducted for the purpose of hearing requests and complaints from the public. The final budget is adopted by ordinance. Any subsequent amendments must be enacted in the same manner as the original budget, except individual line item transfers, which are approved by the Town Commission. All appropriations lapse at fiscal year-end.

The level of budgetary control (that is the legal level at which expenditures cannot legally exceed appropriations) has been established at the fund level. Any revisions that alter the total expenditures of a fund must be approved by the Commission.

Budget amounts reflected in the financial statements are originally adopted amounts as amended by action of the Town Commissioners. All amendments to originally adopted amounts were made in a legally permissible manner.

**INDEPENDENT AUDITORS' 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**

To the Honorable Mayor  
and Members of the Town Commission  
Town of Shalimar, Florida

We have audited, in accordance with the 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 the General Fund of the Town of Shalimar, Florida (the Town) as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements and have issued our report thereon dated December 16, 2021.

**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) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion 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 was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**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 financial statements. 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 an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2021-1.

**Town of Shalimar, Florida's response to Findings**

The Town's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. 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 organization'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 Town's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Fort Walton Beach, Florida  
December 16, 2021

**TOWN OF SHALIMAR, FLORIDA  
SCHEDULE OF FINDINGS AND RESPONSES  
SEPTEMBER 30, 2021**

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**FINDING 2021-1 – EXTRA COMPENSATION**

*Criteria*

Pursuant to Section 215.425, Florida Statutes, no extra compensation shall be made to any employee after the service has been rendered; nor shall any money be appropriated or paid on any claim the subject matter of which has not been provided for by preexisting laws. Furthermore, any policy designed to implement a bonus scheme must 1) be based on performance, 2) describe the performance standards and evaluation process by which a bonus will be awarded, 3) notify all employees of the policy before the beginning of evaluation period on which the bonus will be based, and 4) consider all employees for the bonus.

*Condition*

The Town's management approved a nonrecurring bonus of \$1,200 per employee in April 2021.

*Cause*

The Town does not have a written policy that includes the required elements stated in Section 215.425(3), Florida Statutes, for extra compensation.

*Effect*

The Town may not be in compliance with Section 215.425, Florida Statutes, for the year ended September 30, 2021.

*Recommendation*

We recommend that Town management refrain from awarding bonuses to employees until a written plan that includes the elements required in Section 215.425(3), Florida Statutes, is adopted by the Town Commission.

*Management Response*

Town management will present a written plan that complies with Section 215.425, Florida Statutes, to the Town Commission before any extra compensation is awarded.

**INDEPENDENT ACCOUNTANTS' REPORT ON AN EXAMINATION  
OF COMPLIANCE REQUIREMENTS IN ACCORDANCE WITH  
CHAPTER 10.550, RULES OF THE AUDITOR GENERAL**

To the Honorable Mayor  
and Members of the Town Commission  
Town of Shalimar, Florida

We have examined the Town of Shalimar, Florida's (the Town) compliance with Section 218.415, Florida Statutes, in regard to investments for the year ended September 30, 2021.

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. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Town complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Town complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide 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, the Town of Shalimar, Florida complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2021.

*Warren Averett, LLC*

Fort Walton Beach, Florida  
December 16, 2021

## MANAGEMENT LETTER

To the Honorable Mayor  
and Members of the Town Commission  
Town of Shalimar, Florida

### Report on the Financial Statements

We have audited the financial statements of the Town of Shalimar, Florida (the Town) as of and for the fiscal year ended September 30, 2021, and have issued our report thereon dated December 16, 2021.

### Auditors' 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 Auditor General*.

### Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountants' Report on an Examination of Compliance Requirements in Accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated December 16, 2021, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding 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 can be found in Note 1 of the financial statements. There are no component units related to the Town.

**Financial Condition and Management**

Section 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 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 Shalimar did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures for the Town as of September 30, 2021. It is management's responsibility to monitor the Town'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 address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations other than those discussed in the schedule of findings and responses.

**Additional Matters**

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 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, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

We greatly appreciate the assistance and cooperation extended to us during our audit.



Fort Walton Beach, Florida  
December 16, 2021