

UPPER CAPTIVA FIRE PROTECTION
AND RESCUE SERVICE DISTRICT

September 30, 2023

FINANCIAL STATEMENTS,
TOGETHER WITH REPORTS OF INDEPENDENT AUDITORS

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Independent Auditor's Report

Honorable Board of Commissioners
Upper Captiva Fire Protection and Rescue Service District
North Captiva Island, Florida

We have audited the accompanying financial statements of the governmental activities of the Upper Captiva Fire Protection and Rescue Service District, (the "District") as of and for the fiscal year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the District as of September 30, 2023, 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.

Basis for Opinions

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management 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; and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedules of the District's net proportionate share of net pension liability- pension plan and health insurance subsidy plan, schedules of district contributions- pension plan and health insurance subsidy plan and schedule of changes in the total OPEB liability and related ratios to be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

Required Supplementary Information, Continued

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 June 26, 2024, on our consideration of the District'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 the effectiveness of the District's 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 District's internal control over financial reporting and compliance.

Ashley, Brown & Smith, CPAs

Punta Gorda, FL
June 26, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

Upper Captiva Fire Protection and Rescue Service District

MANAGEMENT'S DISCUSSION AND ANALYSIS

This discussion and analysis of the Upper Captiva Fire Protection and Rescue Service District (the "District") financial statements is designed to introduce the basic financial statements and provide an analytical overview of the District's financial activities for the fiscal year ended September 30, 2023. The basic financial statements are comprised of the government-wide financial statements, governmental fund financial statements, and notes. We hope this will assist readers in identifying significant financial issues and changes in the District's financial position.

District Highlights

- At the close of fiscal year 2023, the District's assets exceeded its liabilities, resulting in net position of \$1,381,585.
- The District's total net position increased \$75,920, or 5.81 percent, in comparison to prior year.
- The District had \$520,829 of unassigned fund balance that can be used to meet the District's ongoing obligations.
- Total revenues decreased \$13,100, or 0.94 percent, in comparison to prior year.
- Total expenses increased \$22,438, or 1.75 percent, in comparison to prior year.

Government-wide Financial Statements

Government-wide financial statements (statement of net position and statement of activities found on pages 9 and 10) are intended to allow a reader to assess a government's operational accountability. Operational accountability is defined as the extent to which the government has met its operating objectives efficiently and effectively, using all resources available for that purpose, and whether it can continue to meet its objectives for the foreseeable future. Government-wide financial statements concentrate on the District as a whole and do not emphasize fund types.

The *Statement of Net Position* (page 9) presents information on all of the District's assets and liabilities, with the difference between the two reported as *net position*. The District's capital assets (property, plant, and equipment) are included in this statement and reported net of their accumulated depreciation.

The *Statement of Activities* (page 10) presents revenue and expense information showing how the District's net position changed during the fiscal year. Both statements are measured and reported using the economic resource measurement focus (revenues and expenses) and the accrual basis of accounting (revenue recognized when earned and expense recognized when a liability is incurred).

Fund Financial Statements

The District accounts for its services in a *general governmental fund*. A fund is a grouping of related accounts that is being used to maintain control over resources that have been segregated for specific activities or objectives. Governmental funds are used to account for the sources, uses, and balances of a government's expendable general government financial resources (and the current liabilities). The main focus is on how money flows into and out of the general fund and the balances left at year-end that are available for spending.

Upper Captiva Fire Protection and Rescue Service District
MANAGEMENT'S DISCUSSION AND ANALYSIS
(Continued)

Fund Financial Statements (continued)

The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The *Fund Financial Statements* can be found on pages 11 and 13.

Notes to the Financial Statements

The *notes* to the financial statements explain in detail some of the data contained in the preceding statements and begin on page 15. These notes are essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-Wide Financial Analysis

The government-wide financial statements were designed so that the user could determine if the District is in a better or worse financial condition from the prior year.

The following is a condensed summary of net position for the primary government for fiscal years 2023 and 2022.

Upper Captiva Fire Protection and Rescue Service District Summary of Net Position September 30,		
	2023	2022
Assets:		
Current and Other Assets	\$ 618,794	\$ 627,603
Capital Assets	1,018,919	997,102
Total Assets	1,637,713	1,624,705
Liabilities:		
Current Liabilities	17,874	66,175
Long-Term Liabilities	238,254	252,865
Total Liabilities	256,128	319,040
Net Position:		
Net Investment in capital assets	780,665	744,237
Restricted for purchase of capital assets	22,785	19,563
Unrestricted	578,135	541,865
Total Net Position	\$ 1,381,585	\$ 1,305,665

Investment in capital assets totaled \$780,665, which represents 56.51 percent of total net position and is comprised of land, building and improvements, and fire and rescue equipment, net of accumulated depreciation.

Upper Captiva Fire Protection and Rescue Service District
MANAGEMENT'S DISCUSSION AND ANALYSIS
(Continued)

Government-Wide Financial Analysis (Continued)

The unrestricted net position balance of \$578,135 represents resources available to meet the District's ongoing obligations. The restricted net position balance of \$22,785 is comprised of impact fee funds received and restricted for the purchase of capital assets.

The following schedule reports the revenues, expenses, and changes in net position for the District for the 2023 and 2022 fiscal years:

	<u>2023</u>	<u>2022</u>
Revenues:		
General revenues		
Ad valorem taxes	\$ 888,872	\$ 816,876
Proceeds from insurance	-	14,732
Donations	21,867	57,892
Impact fees	3,070	1,532
Gain on disposal of fixed assets	-	36,615
Miscellaneous	15,462	4,645
Program revenues		
Charges for services	450,582	455,661
Operating grants	-	5,000
Total Revenues	<u>1,379,853</u>	<u>1,392,953</u>
Expenses:		
Public safety- fire and rescue services		
Personal services	941,759	826,074
Operating expenditures	270,148	357,200
Interest and fiscal charges	8,064	755
Depreciation	83,962	97,466
Total Program Expenses	<u>1,303,933</u>	<u>1,281,495</u>
Increase in net position	75,920	111,458
Net Position - Beginning	<u>1,305,665</u>	<u>1,194,207</u>
Net Position - Ending	<u><u>\$ 1,381,585</u></u>	<u><u>\$ 1,305,665</u></u>

Total revenue decreased \$13,100 or 0.94 percent in comparison to prior year.

Total expenses increased in comparison to the prior year by \$22,438 or 1.75 percent.

Upper Captiva Fire Protection and Rescue Service District
MANAGEMENT'S DISCUSSION AND ANALYSIS
(Continued)

Budgetary Highlights

The District adopts an annual budget for the General Fund and the Special Assessment Fund as required by Florida Statute. The difference between the final budgeted expenditures and actual expenditures represents a positive variance of \$68,802 or 7.34% of budgeted expenditures for the General Fund. The difference between the final budgeted expenditures and actual expenditures represents a negative variance of \$18,437 or 4.09% of budgeted expenditures for the Special Assessment Fund.

Capital Assets

Non-depreciable capital assets include land, and construction in progress. Depreciable assets include fire and rescue equipment, building, fire and rescue vehicles, furniture and fixtures, and equipment.

The following is a schedule of the District's capital assets:

Upper Captiva Fire Protection and Rescue Service District Capital Assets As of September 30,		
CAPITAL ASSETS	<u>2023</u>	<u>2022</u>
Land	\$ 66,096	\$ 66,096
Construction in progress	-	192,135
Total Capital Assets Not Being Depreciated	<u>66,096</u>	<u>258,231</u>
Buildings and improvements	828,277	560,916
Furniture and fixtures	1,433	1,433
Fire and rescue equipment	750,417	719,864
Total Capital Assets Being Depreciated	<u>1,580,127</u>	<u>1,282,213</u>
 ACCUMULATED DEPRECIATION		
Buildings and improvements	(326,513)	(303,855)
Furniture and fixtures	(1,433)	(1,433)
Fire and rescue equipment	(299,358)	(238,054)
Total Accumulated Depreciation	<u>(627,304)</u>	<u>(543,342)</u>
Total Capital Assets Being Depreciated, net	<u>952,823</u>	<u>738,871</u>
 CAPITAL ASSETS, NET	 <u><u>\$ 1,018,919</u></u>	 <u><u>\$ 997,102</u></u>

Upper Captiva Fire Protection and Rescue Service District
MANAGEMENT'S DISCUSSION AND ANALYSIS
(Continued)

Economic Factors and Next Year's Budget Rates

The following factors were considered when the 2023-2024 budget was prepared:

- Property values on Upper Captiva Island decreased along with many other housing markets in the Southwest Florida area after Hurricane IAN. New construction additions and IAN valuation reductions decreased the tax roll by \$34,714,041 and market values of existing property decreased by 0.81% over the prior tax year.
- The District adopted the millage rate of 3.1500 to be applied to an estimated tax roll of \$299,468,306 which is expected to generate \$915,025 in net ad valorem tax revenue.
- Pursuant to a referendum election held on July 8, 2014, the District will continue levying a special assessment on island properties. The additional revenue is estimated to generate a net revenue of \$447,400 in fiscal year 2024 which will continue to provide funds to augment firefighter personnel by two positions per shift. By increasing shift personnel, the District anticipates maintaining its favorable ISO rating.
- The District's elected officials and management desire to keep the ad valorem millage rate and non-ad valorem assessments to the minimum necessary to provide safe and efficient fire protection and emergency rescue services. The total District budget for fiscal year 2023-24 is \$2,319,425.

Request for Information

Questions regarding any information provided in this report should be directed to:

Upper Captiva Fire Protection and Rescue Service District
Chief Jesse Cottrell
P.O. Box 322, Pineland, Florida 33945-0327
Phone (239) 872-2263
Email: Info@UpperCaptivaFire.org

BASIC FINANCIAL STATEMENTS

Upper Captiva Fire Protection and Rescue Service District

STATEMENT OF NET POSITION

September 30, 2023

ASSETS

Current assets:

Cash	\$ 588,022
Cash - restricted	22,785
Due from other governments	7,987
Total current assets	<u>618,794</u>

Noncurrent assets:

Capital assets:

Land	66,096
Buildings and improvements	828,277
Furniture & fixtures	1,433
Fire and rescue equipment	750,417
Less: accumulated depreciation	(627,304)
Total noncurrent assets (net)	<u>1,018,919</u>

Total assets	<u>1,637,713</u>
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LIABILITIES

Current liabilities:

Accounts payable	17,217
Accrued liabilities	657
Total current liabilities	<u>17,874</u>

Noncurrent liabilities

Notes payable - Due within one year	15,077
Notes payable - Due in more than one year	223,177
Total noncurrent liabilities	<u>238,254</u>
Total liabilities	<u>256,128</u>

NET POSITION

Invested in capital assets, net of related debt	780,665
Restricted for purchase of capital assets	22,785
Unrestricted	578,135
Total Net Position	<u>\$ 1,381,585</u>

The accompanying notes are an integral and essential part of these financial statements.

Upper Captiva Fire Protection and Rescue Service District
STATEMENT OF ACTIVITIES
Year Ended September 30, 2023

PROGRAM EXPENSES:

Salaries and benefits	\$ 941,759
Operating	270,148
Interest and fiscal charges	8,064
Depreciation	83,962
Total program expenses	<u>1,303,933</u>

PROGRAM REVENUES:

Fire service special assessment	<u>450,582</u>
Total program revenues	<u>450,582</u>
Net program (expenses)	<u>(853,351)</u>

GENERAL REVENUES:

Ad valorem taxes	888,872
Impact fees	3,070
Interest	13,585
Donations	21,867
Miscellaneous	1,877
Total general revenues	<u>929,271</u>
Changes in net position	75,920
NET POSITION, OCTOBER 1, 2022	<u>1,305,665</u>
NET POSITION, SEPTEMBER 30, 2023	<u><u>\$ 1,381,585</u></u>

The accompanying notes are an integral and essential part of these financial statements.

Upper Captiva Fire Protection and Rescue Service District
BALANCE SHEET - GOVERNMENTAL FUNDS
September 30, 2023

	Major		Non-major	
	General	Special Assessment	Impact Fee	Total
ASSETS				
Cash	\$ 588,022	\$ -	\$ -	\$ 588,022
Cash - restricted	-	-	22,785	22,785
Due from other funds	-	57,306	-	57,306
Due from other governments	7,987	-	-	7,987
Total Assets	<u>\$ 596,009</u>	<u>\$ 57,306</u>	<u>\$ 22,785</u>	<u>\$ 676,100</u>
LIABILITIES AND FUND BALANCE				
LIABILITIES				
Accounts payable	\$ 17,217	\$ -	\$ -	\$ 17,217
Accrued liabilities	657	-	-	657
Due to other funds	57,306	-	-	57,306
Total Liabilities	<u>75,180</u>	<u>-</u>	<u>-</u>	<u>75,180</u>
FUND BALANCE				
Spendable:				
Restricted	-	-	22,785	22,785
Committed	-	57,306	-	57,306
Unassigned	520,829	-	-	520,829
Total Fund Balance	<u>520,829</u>	<u>57,306</u>	<u>22,785</u>	<u>600,920</u>
Total Liabilities and Fund Balance	<u>\$ 596,009</u>	<u>\$ 57,306</u>	<u>\$ 22,785</u>	<u>\$ 676,100</u>

The accompanying notes are an integral and essential part of these financial statements.

Upper Captiva Fire Protection and Rescue Service District
RECONCILIATION OF THE BALANCE SHEET
TO THE STATEMENT OF NET POSITION
September 30, 2023

Fund Balance	\$ 600,920
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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 are therefore not reported on the balance sheet.

Cost of assets	\$ 1,646,223	
Accumulated depreciation	<u>(627,304)</u>	1,018,919

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds. Long-term liabilities at fiscal year-end consist of:

Note payable	<u>(238,254)</u>
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Net Position	<u><u>\$ 1,381,585</u></u>
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The accompanying notes are an integral and essential part of these financial statements.

Upper Captiva Fire Protection and Rescue Service District
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - GOVERNMENTAL FUNDS
Year Ended September 30, 2023

	Major		Non-major	
	General	Special Assessment	Impact Fee	Total
REVENUES				
Ad valorem taxes	\$ 888,872	\$ -	\$ -	\$ 888,872
Impact fees	-	-	3,070	3,070
Fire service special assessment	-	450,582	-	450,582
Miscellaneous				
Donations	19,452	-	-	19,452
Interest	13,433	-	152	13,585
Other miscellaneous	1,877	-	-	1,877
Total Revenues	<u>923,634</u>	<u>450,582</u>	<u>3,222</u>	<u>1,377,438</u>
EXPENDITURES				
Current				
Public safety				
Personal service	500,763	440,996	-	941,759
Operating expenditures	242,346	27,802	-	270,148
Capital outlay	103,364	-	-	103,364
Debt service	22,675	-	-	22,675
Total Expenditures	<u>869,148</u>	<u>468,798</u>	<u>-</u>	<u>1,337,946</u>
Excess of Revenues Over/(Under)				
Expenditures	54,486	(18,216)	3,222	39,492
FUND BALANCE, October 1, 2022	<u>466,343</u>	<u>75,522</u>	<u>19,563</u>	<u>561,428</u>
FUND BALANCE, September 30, 2023	<u>\$ 520,829</u>	<u>\$ 57,306</u>	<u>\$ 22,785</u>	<u>\$ 600,920</u>

The accompanying notes are an integral and essential part of these financial statements.

Upper Captiva Fire Protection and Rescue Service District
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
Year Ended September 30, 2023

Net changes in fund balance	\$	39,492
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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 allocated over their estimated useful lives and reported as depreciation expense. In addition, gains and losses on the disposition of fixed assets are recorded on the statement of activities, however, they are not reported on the statement of revenues expenditures and changes in net position. These amounts are as follows:

Capital outlay	\$ 103,364		
Donation of capital assets	2,415		
Less current year depreciation	<u>(83,962)</u>		21,817

The repayment of the principal of long-term debt is an expenditure in the Statement of Revenue, Expenditures and Changes in Fund Balance, but reduce long-term liabilities in the Statement of Net Position.

		<u>14,611</u>
Change in net position	\$	<u><u>75,920</u></u>

The accompanying notes are an integral and essential part of these financial statements.

Upper Captiva Fire Protection and Rescue Service District
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and nature of activities

The Upper Captiva Fire Protection and Rescue Service District (the "District") is an independent special taxing district located on Upper Captiva Island, which is a barrier island off the coast of Southwest Florida not accessible by automobile. The District was originally established in 1990 by a Special Act of the Legislature of the State of Florida (Laws of Florida, Chapter 90-397) and recreated and reenacted by the Legislature of the State of Florida in 2004 (Laws of Florida, Chapter 2004-470).

The business and affairs of the District are governed by an elected Board of Commissioners, which consists of five members and operates under state statutes. The Commissioners serve on a staggered four-year term basis.

The District provides fire control and protection services and rescue services within the District's legal boundaries. In providing these services, the District operates and maintains one (1) station house and their related equipment and employs forty-six (46) part-time firefighters.

Summary of Significant Accounting Policies

The following is a summary of the significant accounting policies used in the preparation of these basic financial statements.

Reporting Entity

The Government Accounting Standards Board ("GASB") requires the financial statements of the District (the primary government) to include its component units, if any. A component unit is a legally separate organization for which the elected officials of the primary government are financially accountable. Based on the criteria established by GASB, there are no component units required to be included in the District's financial statements.

Government-wide Financial Statements

The government-wide financial statements consist of a statement of net position and a statement of activities that report information on all of the activities of the District as a whole. The purpose of the government-wide financial statements is to allow the user to be able to determine if the District is in a better or worse financial position than the prior year.

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.

Amounts paid to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than reported as expenditures.

Upper Captiva Fire Protection and Rescue Service District
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-wide Financial Statements (Continued)

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

Fund Financial Statements

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements are presented to report additional and detailed information about the District. Fund financial statements accompany the government-wide financial statements and present a summary reconciliation to explain differences between the data reported in the governmental funds and the data reported for the corresponding governmental activities in the government-wide financial statements.

Governmental Funds

Government 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. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences and claims and judgments are recorded only when such liabilities have matured.

Ad valorem property taxes are recorded as revenues in the fiscal year in which the taxes are due and collected within 60 days of fiscal year-end. Investment earnings are recognized when earned. All other revenue items are recognized when they become measurable and available to finance expenditures of the fiscal period. Generally, revenues are considered available when they are collected within the current period or within 60 days after the end of the fiscal year.

Fund Accounting

The accounts of the District are organized and recorded in individual funds. The operations for each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, and expenditures, as appropriate. Resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Upper Captiva Fire Protection and Rescue Service District
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Accounting (Continued)

The following fund types are used by the District:

General Fund (major)

The General fund is the general operating fund of the District. All financial resources, which are not required to be accounted for in another fund, are recorded in the General fund.

Special Assessments Fund (major)

This special revenues fund is used to account for special assessments that are legally restricted to expenditure for a particular purpose.

Impact Fees Fund (non-major)

This special revenues fund is used to account for impact fees that are legally restricted to expenditure for a particular purpose.

Major Funds

The District reports the general fund and the special assessments fund as major funds.

Capital Assets

Capital assets, which include property, plant, and equipment, are reported only in the government-wide financial statements. Capital assets are those acquired for general government purposes with an initial, individual cost equal to or more than \$1,000 and an estimated useful life of more than one year. Such assets are recorded at historical cost if purchased or constructed. Donated assets are recorded at their estimated fair value at the date of the donation. The estimated fair value is based on the most recent appraisal documentation available.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Asset</u>	<u>Years</u>
Building and Improvements	7-40
Fire and Rescue Equipment	5-25
Furniture and Fixtures	5-7

Upper Captiva Fire Protection and Rescue Service District
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Budgets and Budgetary Accounting

The following procedures are used by the District in establishing the budgetary data reflected in the financial statements:

1. During the summer of each year, the District Fire Chief submits to the Board of Commissioners a proposed operating budget for the fiscal year commencing on the upcoming first day of October. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain taxpayers' comments.
3. The budget is adopted by approval of the Board of Commissioners.
4. Budget transfers can be made throughout the year between expenditure accounts within a fund by approval of the Board of Commissioners.
5. Budget amounts, as shown in these financial statements, are as originally adopted and as finally amended by the Board of Commissioners.
6. The budget for the general fund is adopted on a basis consistent with accounting principles generally accepted in the United States. Budgeted appropriations lapse at year-end.
7. The legal level of control for appropriations is exercised at the fund level. There were no supplemental appropriations during the year ended September 30, 2023.
8. The District did not adopt a budget for the non-major fund, Impact Fees.

Impact Fees

The District receives impact fees in accordance with an interlocal agreement with Lee County, Florida. Impact fees collected by Lee County are remitted on a quarterly basis to the District. The District, with prior Lee County approval, may expend amounts collected on qualifying capital expenditures. Funds received that are not expended within six years must be refunded. Because of the eligibility requirements imposed in the agreement, (1) prior approval before expenditure and (2) refund if not expended, the District records receipts of funds as restricted. As of September 30, 2023, \$22,785 of the District's Net Position was restricted for this purpose.

Upper Captiva Fire Protection and Rescue Service District
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Balance

The District follows the provisions of Governmental Accounting Standards Board (GASB) Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions." Accordingly, in the fund financial statements, governmental funds report fund classifications that comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balance is reported in five components: nonspendable, restricted, committed, assigned, and unassigned.

Non-Spendable Fund Balance - Amounts that are (a) not in spendable form or (b) legally or contractually required to be maintained intact. "Not in spendable form" includes items that are not expected to be converted to cash (such as inventories and prepaid amounts) and items such as long-term amount of loans and notes receivable, as well as property acquired for resale. The corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

Restricted Fund Balance - Amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance - Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the District's Board of Commissioners, the District's highest level of decision making authority. Commitments may be changed or lifted only by the Board of Commissioners taking the same formal action (resolution) that imposed the constraint originally (usually by resolution). Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned Fund Balance - Includes spendable fund balance amounts established by management of the District that are intended to be used for specific purposes that are neither considered restricted or committed.

Unassigned Fund Balance - Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

Unrestricted Fund Balance - The total of the committed fund balance, assigned fund balance, and unassigned fund balance.

The District's policy is to apply expenditures against restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance in that order under circumstances where a particular expenditure can be made from more than one fund classification.

Upper Captiva Fire Protection and Rescue Service District
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Minimum Fund Balance Policy

Compliance with the provisions of this policy shall be reviewed after the annual audit. If prior committed or assigned fund balance causes the unassigned fund balance to fall below 17% of general fund operating expenditures, the District will take the necessary action to restore the unassigned fund balance to 17% of the General Fund operating expenditures within no more than two years.

Use of 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, liabilities, and disclosure of contingent assets and liabilities as of the date of the financial statements, and the reported amounts of revenue and expenditures or expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2. CASH

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. In accordance with its policy, all District depositories are banks designated by the Florida Chief Financial Officer as qualified public depositories. Chapter 280 of the Florida Statutes "Florida Security for Public Deposits Act", provides procedures for public depositories to ensure public monies in banks and saving and loans are collateralized with the Florida Chief Financial Officer as agent for the public entities. Chapter 280 defines deposits as demand deposit accounts, time deposit accounts, and non-negotiable certificates of deposit.

Financial institutions qualifying as public depositories shall deposit with the Florida Chief Financial Officer eligible collateral at the pledging level required pursuant to Chapter 280. The Florida Security for Public Deposits Act has a procedure for the payment of losses in the event of a default or insolvency. When public deposits are made in accordance with Chapter 280, no public depositor shall be liable for any loss thereof, and therefore, the District is not exposed to custodial credit risk for its deposits.

At September 30, 2023, the carrying amount of the District's deposits was \$610,807 and the bank balance was \$614,174.

Upper Captiva Fire Protection and Rescue Service District
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

NOTE 3. PROPERTY TAXES

Property taxes are levied on November 1 of each year, and are due and payable upon receipt of the notice of levy. The Lee County, Florida Tax Collector's Office bills and collects property taxes on behalf of the district. Property tax revenue is recognized in the fiscal year for which the taxes are levied.

Key dates in the property tax cycle (latest date, where appropriate) are as follows:

- | | |
|-----------------|---|
| July 1 | - Assessment roll validated |
| September 30 | - Millage resolution approved and taxes levied following certification of assessment roll |
| October 1 | - Beginning of fiscal year for which tax is to be levied |
| November 1 | - Property taxes due and payable (levy date) with various discount provisions through March 1 |
| April 1 | - Taxes become delinquent |
| Prior to June 1 | - Tax certificates sold by Lee County |

The Board of Commissioners of the District levied ad valorem taxes at a millage rate of \$3.1000 per \$1,000 (3.1000 mills) on the January 1, 2022 taxable assessed value of real property located within the District.

NOTE 4. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and the natural disasters for which the District carries commercial insurance. The financial impact of the District's risk management activities are reported in the accompanying financial statements. For 2023, the District paid \$65,139 in premiums for policies to insure for these risks. No accrual has been provided for claims and incidents not reported to insurers. Claims made have not exceeded the insurance coverage for any of the past three fiscal years.

Upper Captiva Fire Protection and Rescue Service District

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2023

NOTE 5. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2023 is as follows:

	Balance Oct. 1, 2022	Increases	Decreases	Adjustments	Balance Sept. 30, 2023
Capital assets not being depreciated:					
Land	\$ 66,096	\$ -	\$ -	\$ -	\$ 66,096
Construction in progress	192,135	68,822	-	(260,957)	-
Total capital assets not being depreciated	258,231	68,822	-	(260,957)	66,096
Capital assets being depreciated					
Buildings and improvements	560,916	6,404	-	260,957	828,277
Furniture and fixtures	1,433	-	-	-	1,433
Fire and rescue equipment	719,864	30,553	-	-	750,417
Total capital assets being depreciated	1,282,213	36,957	-	260,957	1,580,127
Less accumulated depreciation for:					
Buildings and improvements	(303,855)	(22,658)	-	-	(326,513)
Furniture and fixtures	(1,433)	-	-	-	(1,433)
Fire and rescue equipment	(238,054)	(61,304)	-	-	(299,358)
Total accumulated depreciation	(543,342)	(83,962)	-	-	(627,304)
Total capital assets being depreciated, net	738,871	(47,005)	-	260,957	952,823
Total capital assets	<u>\$ 997,102</u>	<u>\$ 21,817</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,018,919</u>

The District received \$2,415 in donations for a 2005 Mule.

NOTE 6. LINE OF CREDIT

The District has a \$500,000 revolving line of credit agreement with Centennial Bank, which requires interest only payments at a variable rate of the qualified tax exempt rate per annum, which is equal to 79% of the index rate. The "Index" is the highest rate of interest designated by the Wall Street Journal, Money Rates Section, periodically as the "Prime Rate". The prime rate as of September 30, 2023 is 8.50%. The line of credit is unsecured and expires July 19, 2024. During the year, the District did not utilize the line of credit.

Upper Captiva Fire Protection and Rescue Service District
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

NOTE 7. LONG TERM DEBT

Note payable

On October 15, 2021, the District purchased a Pierce Freightliner Pumper for a total cost of 274,785 by entering into an agreement with a financial institution carrying a fixed annual interest rate of 3.19%. The loan will be repaid in fifteen annual installments of \$22,675 with a final payment due on November 15, 2035. The principal balance as of September 30, 2023 is

	\$ 238,254
Total Note Payables	\$ 238,254

The annual debt service requirements for notes payable at September 30, 2023 were as follows:

Fiscal Year	Principal	Interest	Total
2024	\$ 15,077	\$ 7,598	\$ 22,675
2025	15,557	7,117	22,674
2026	16,054	6,621	22,675
2027	16,566	6,109	22,675
2028	17,094	5,581	22,675
2029-2033	94,002	19,371	113,373
2034-2036	63,904	4,119	68,023
	<u>\$ 238,254</u>	<u>\$ 56,516</u>	<u>\$ 294,770</u>

The following is a summary of changes in long-term liabilities for the year ended September 30, 2023:

	Balance Oct. 1, 2022	Increases	Decreases	Balance Sept. 30, 2023	Amounts Due Within One Year
Notes payable	\$ 252,865	\$ -	\$ (14,611)	\$ 238,254	\$ 15,077
Total	<u>\$ 252,865</u>	<u>\$ -</u>	<u>\$ (14,611)</u>	<u>\$ 238,254</u>	<u>\$ 15,077</u>

NOTE 8. OVERBUDGET

The adopted annual budget for the Special Assessment Fund was overspent in fiscal year 2023. The final budgeted expenditures were \$450,361 and the actual expenditures were \$468,798, which represents a negative variance of \$18,437 or 4.09%.

REQUIRED
SUPPLEMENTARY
INFORMATION

Upper Captiva Fire Protection and Rescue Service District
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
Year Ended September 30, 2023

	Original Budget	Final Budget	Actual	Variance with Final Budget
REVENUES				
Ad Valorem taxes	\$ 907,978	\$ 907,978	\$ 888,872	\$ (19,106)
Grants	5,000	5,000	-	(5,000)
Insurance proceeds	-	-	-	-
Miscellaneous				
Interest	2,800	2,800	13,433	10,633
Contributions and donations	15,000	15,000	19,452	4,452
Miscellaneous	2,000	2,000	1,877	(123)
TOTAL REVENUES	932,778	932,778	923,634	(9,144)
EXPENDITURES				
Public Safety Current				
Current				
Personal services				
Salaries	437,592	437,592	442,616	(5,024)
Payroll taxes paid	33,476	33,476	33,644	(168)
Retirement contribution	10,479	10,479	2,737	7,742
Health insurance	26,856	26,856	8,776	18,080
Disability insurance	936	936	-	936
Workers' compensation	15,000	15,000	12,990	2,010
Total personal services	524,339	524,339	500,763	23,576
Operating expenditures				
Legal and professional services	50,000	50,000	36,136	13,864
Accounting and auditing	24,000	24,000	3,118	20,882
Contractual services	2,710	2,710	-	2,710
Property appraiser fees	5,000	5,000	5,711	(711)
Tax collector fees	20,230	20,230	19,168	1,062
Travel	8,250	10,068	13,789	(3,721)
Communications	6,800	6,800	11,418	(4,618)
Postage/freight	290	290	232	58
Utilities	14,480	14,480	6,318	8,162
Insurance	31,340	31,340	39,160	(7,820)
Repairs and maintenance	39,310	38,800	13,623	25,177
Access point maintenance	50,000	50,000	9,636	40,364
Printing and binding	360	360	-	360
Promotional Activities	4,655	4,655	1,947	2,708
Other current charges	200	200	-	200
Bank service charges	1,920	1,920	1,954	(34)
Other expenses	6,623	6,623	14,983	(8,360)

Upper Captiva Fire Protection and Rescue Service District
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND (CONTINUED)
Year Ended September 30, 2023

	Original Budget	Final Budget	Actual	Variance with Final Budget
EXPENDITURES				
Public Safety Current				
Current				
Operating expenditures				
Licenses and taxes	2,900	400	296	104
Office supplies	2,100	600	929	(329)
Operating supplies				
Medical supplies	8,000	8,000	15,345	(7,345)
Uniforms	3,000	3,000	4,982	(1,982)
Fuel	1,000	1,000	500	500
Equipment <\$1,000	4,000	4,000	2,884	1,116
T-shirts for resale	1,500	1,500	-	1,500
Personal protective equipment	14,000	37,000	21,325	15,675
Other	17,000	17,000	9,428	7,572
Books, subscript and memberships	2,460	1,260	8,369	(7,109)
Station software	-	8,460	-	8,460
Training and education	5,750	3,000	1,094	1,906
Total operating expenditures	327,878	352,696	242,345	110,351
Capital outlay				
Building Improvements	-	8,240	68,823	(60,583)
Machinery & equip: Other	-	-	6,405	(6,405)
Machinery & equip: Vehicles	30,000	30,000	28,137	1,863
Total capital outlay	30,000	38,240	103,365	(65,125)
Debt service				
Principal	14,611	14,611	14,611	-
Interest	8,064	8,064	8,064	-
Total debt service	22,675	22,675	22,675	-
TOTAL EXPENDITURES	904,892	937,950	869,148	68,802
EXCESS OF REVENUES OVER EXPENDITURES	27,886	(5,172)	54,486	59,658
FUND BALANCE, October 1, 2022	368,242	466,343	466,343	-
FUND BALANCE, September 30, 2023	\$ 368,242	\$ 466,343	\$ 520,829	\$ 54,486

Upper Captiva Fire Protection and Rescue Service District
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - SPECIAL ASSESSMENT
Year Ended September 30, 2023

	Original Budget	Final Budget	Actual	Variance with Final Budget
REVENUES				
Permits, fees & special assessment	\$ 447,400	\$ 447,400	\$ 450,582	\$ 3,182
TOTAL REVENUES	<u>447,400</u>	<u>447,400</u>	<u>450,582</u>	<u>3,182</u>
EXPENDITURES				
Public Safety Current				
Current				
Personal service				
Salaries	343,837	343,837	397,019	(53,182)
Payroll taxes paid	26,304	26,304	30,988	(4,684)
Workers' compensation	15,000	15,000	12,989	2,011
Operating expenditures				
Legal and professional services	2,500	2,500	-	2,500
Accounting and auditing	24,000	24,000	6,796	17,204
Property appraiser fees	700	700	696	4
Tax collector fees	1,500	1,500	1,009	491
Rental and leases	11,520	11,520	6,000	5,520
Operating supplies				
Fuel	25,000	25,000	13,301	11,699
TOTAL EXPENDITURES	<u>450,361</u>	<u>450,361</u>	<u>468,798</u>	<u>(18,437)</u>
EXCESS OF REVENUES OVER EXPENDITURES	(2,961)	(2,961)	(18,216)	(15,255)
FUND BALANCE, October 1, 2022	<u>45,845</u>	<u>75,522</u>	<u>75,522</u>	<u>-</u>
FUND BALANCE, September 30, 2023	<u>\$ 42,884</u>	<u>\$ 72,561</u>	<u>\$ 57,306</u>	<u>\$ (15,255)</u>

Upper Captiva Fire Protection and Rescue Service District

NOTES TO BUDGETARY COMPARISON SCHEDULE

Fiscal Year Ended September 30, 2023

NOTE 1.

State of Florida Statutes require that, for each fiscal year, a special district make appropriations which will not exceed the amount to be received from taxation and other available sources. The District annually adopts an operating budget for all major funds, the general fund and the special assessment fund. The procedures for establishing budgetary data are as follows:

- In July of each year, the Fire Chief submits a proposed operating budget to the Board for the next fiscal year commencing the following October 1 for Non-ad valorem special assessment. The proposed budget includes expenditures and the means of financing them.
- In September of each year, the General and Special Assessment Fund budgets are legally adopted by the Board.

Budgets are adopted on the modified accrual basis of accounting, consistent with accounting principles generally accepted in the United States. All appropriations lapse at fiscal year end unless encumbered or specifically designated to be carried forward to the subsequent year. Changes or amendments to the total budgeted expenditures of the District must be approved by the Board. Accordingly, the legal level of control is at the fund level.

**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 Board of Commissioners
Upper Captiva Fire Protection and Rescue Service District
North Captiva Island, 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 of Upper Captiva Fire Protection and Rescue Service District, (the "District") as of and for the fiscal year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated June 26, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District'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 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.

Internal Control Over Financial Reporting (continued)

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.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District'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*.

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.

Ashley, Brown & Smith, CPAs

Punta Gorda, Florida

June 26, 2024

Management Letter

Honorable Board of Commissioners
Upper Captiva Fire Protection and Rescue Service District
North Captiva Island, Florida

Report on the Financial Statements

We have audited the financial statements of the Upper Captiva Fire Protection and Rescue Service District, (the "District") as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated June 26, 2024.

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 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 the 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 June 26, 2024, 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 the 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. The District had no component units as of September 30, 2023.

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 District 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 District 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 District. It is management's responsibility to monitor the District'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 10.544(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we had a recommendation to improve financial management as detailed in the accompanying schedule of current year findings and responses at finding 2023-001.

Special District Component Units

Section 10.554(1)(i)5.c., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the District reported:

- a. The total number of district employees compensated in the last pay period of the district's fiscal year is 30.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year is 2.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency is \$851,149.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency is \$41,050.
- e. Construction projects with a total cost of at least \$65,000 approved by the District that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project is none.

Special District Component Units (Continued)

- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), Florida Statutes, can be found on pages 24-26 of the financial statements.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, the District reported:

- a. The millage rate or rates imposed by the district is 3.1000.
- b. The total amount of ad valorem taxes collected by or on behalf of the district is \$888,872.
- c. The total amount of outstanding bonds issued by the district and the terms of such bonds is zero.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, the District reported:

- a. The rate of non-ad valorem special assessments imposed by the District is determined based on the mathematical assessment determination amount for the project of \$447,400. The assessment amount is fairly and reasonably apportioned based on the property's square footage and the building square footage (if the property is improved) for each eligible parcel.
- b. The total amount of special assessments collected by or on behalf of the district is \$450,582.
- c. The total amount of outstanding bonds issued by the district and the terms of such bonds is zero.

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 have any such findings.

Purpose of this Letter

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

Ashley, Brown & Smith, CPAs

Punta Gorda, Florida
June 26, 2024

Independent Accountant's Examination Report

Honorable Board of Commissioners
Upper Captiva Fire Protection and Rescue Service District
North Captiva Island, Florida

We have examined the Upper Captiva Fire Protection and Rescue Service District's (the "District") compliance with Section 218.415, Florida Statutes, in regards to investments for the year ended September 30, 2023. Management is responsible for the District's compliance with the specified requirements. Our responsibility is to express an opinion on the District'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 District complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing and extent of the procedures selected depend on our judgement, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the District's compliance with the specified requirements.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

In our opinion, the District complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2023.

The purpose of this report is to comply with the audit requirements of Sections 218.415, Florida Statutes and Rules of the Auditor General.

Ashley Brown & Smith, CPAs

Punta Gorda, Florida
June 26, 2024

Upper Captiva Fire Protection and Rescue Service District
SCHEDULE OF CURRENT YEAR FINDINGS
September 30, 2023

Finding 2023-001 - Budgetary Control (Management Letter Comment)

Condition: The District over expended their budgeted expenditures for the special assessment fund for the fiscal year ended September 30, 2023.

Cause: Management did not obtain amendments to the budget.

Criteria: Pursuant to Chapter 129.07, Florida Statute, it is unlawful for expenditures to exceed the amount budgeted.

Effect: Expenditures exceeded the legally adopted budget.

Recommendation: The District should monitor the actual results of operations compared to the budgeted appropriations and make necessary budget amendments as necessary to comply with the budget provisions of Florida Statute 129.07.

Upper Captiva Fire & Rescue District

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Corrective Action Plan

26 June 2024

In response to the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards, the District issues the following response:

Management Response to Finding 2023-001 – Budgetary Control

With respect to the Budgetary Control finding, the District concurs with the recommendation made by the auditor. We will seek to more closely monitor actual results of operations compared to budgeted appropriations and make necessary budget amendments so that the actual expenditures do not exceed the budgeted appropriations.

A handwritten signature in black ink, appearing to read "Jesse J. Cottrell", is written over a horizontal line.

JESSE J. COTTRELL

Chief, Upper Captiva Fire District
TITLE

26 June 2024
DATE