

**TOWN OF JUPITER INLET COLONY**  
**FINANCIAL STATEMENTS WITH INDEPENDENT**  
**AUDITOR'S REPORT THEREON**  
**ANNUAL AUDIT FOR THE YEAR ENDING**  
**SEPTEMBER 30, 2017**

TOWN OF JUPITER INLET COLONY  
SEPTEMBER 30, 2017

TABLE OF CONTENTS

	<u>Pages</u>
Independent Auditor's Report	1- 3
Management's Discussion and Analysis (required supplementary information)	4- 10
Basic Financial Statements	
Government-wide Financial Statements	
Statement of Net Position	11
Statement of Activities	12
Fund Financial Statements	
Balance Sheet – Governmental Funds	13
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	14
Statement of Revenues, Expenditures, and Changes in Fund Balances- Governmental Funds	15
Reconciliation of the Statement of Revenues, Expenditures, and Changes In Fund Balances of the Governmental Funds to the Statement of Activities – Governmental Activities	16
Notes to the Financial Statements	17-34
Required Supplemental Information Other Than MD&A	
Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund	35
Other Reports	
Independent Auditor's Report on Internal Control Over Financial Reporting an on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	36-38
Management Letter in Accordance with the Rules of the Auditor General of the State of Florida	39-41
Independent Accountant's Report on Compliance with Section 218.415, Florida Statutes	42



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## INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and Members of the Town Commission  
Town of Jupiter Inlet Colony, Florida

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Town of Jupiter Inlet Colony, Florida as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Town of Jupiter Inlet Colony, Florida'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.

### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Town of Jupiter Inlet Colony, Florida as of September 30, 2017, 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 the Management's Discussion and Analysis on pages 4 through 10, and budgetary comparison information on page 35 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 June 28, 2018 on our consideration of the Town of Jupiter Inlet Colony, Florida's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, 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 of Jupiter Inlet Colony, Florida's internal control over financial reporting and compliance.

*Nowlen, Holt & Mimer, P.A.*

West Palm Beach, Florida  
June 28, 2018

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**MANAGEMENT’S DISCUSSION AND ANALYSIS**

The Town of Jupiter Inlet Colony’s discussion and analysis is designed to assist the reader by providing a narrative overview and analysis of the financial activities of the Town for the years ended September 30, 2017, and 2016. Since the Management’s Discussion and Analysis (MD&A) is designed to focus on the current year’s activities, resulting changes and currently known facts, please read it in conjunction with the Town’s financial statements that follow this section.

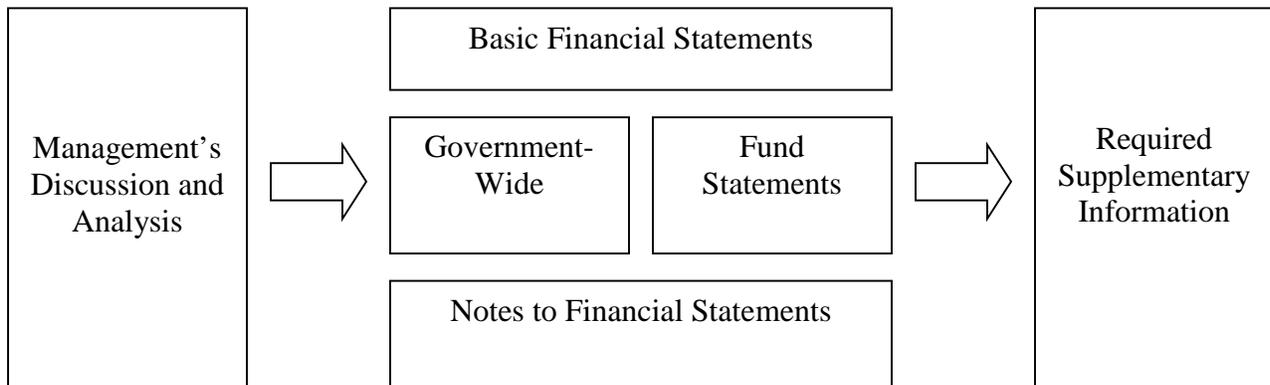
**FINANCIAL HIGHLIGHTS**

The following are the highlights of financial activity for the fiscal years ended September 30, 2017, and 2016.

- The Town’s total assets exceeded its liabilities at September 30, 2017, and 2016 by \$10,613,184 and \$806,584, respectively (net position). Of this 2017 amount, unrestricted net position was \$419,168, \$9,355,074 was restricted, and \$838,942 was net investment in capital assets.
- The Town’s revenues for the governmental funds were \$3,339,736 and \$1,951,443 for the years ended September 30, 2017, and 2016, respectively. The expenditures for governmental funds were \$6,891,522 and \$2,337,817, respectively.
- The General Fund unassigned fund balance increased by \$487,202 from a negative \$36,935 in 2016 to \$450,267 in 2017.
- The Town’s long-term liabilities consists of three notes payable and compensated absences.

**OVERVIEW OF FINANCIAL STATEMENTS**

The Town is reporting under the GASB 34 reporting model. Management’s Discussion and Analysis is only a portion of the features of this format.



The basic financial statements are comprised of government-wide statements that offer a summary of financial activity and more specific fund statements that present more detailed information.

## **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The government-wide financial statements (pages 11 and 12) are designed to provide the reader with a broad overview of the Town's finances, in a manner similar to private-sector business. The statements include the statement of net position and the statement of activities. The *statement of net position* shows the total assets and liabilities for the Town with the difference being net position. The change in net position over time may be an indicator of the Town's financial health. The *statement of activities* provides a breakdown of revenues and expenditures by function. The functions primarily supported by taxes and intergovernmental revenues, such as police, fire and other public services are considered governmental activities.

## **FUND FINANCIAL STATEMENTS**

Traditional users of government financial statements will find the Fund Financial Statements presentation more familiar. The focus is now on Major Funds, rather than the previous reporting model's fund types. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal obligations. The Town has three major funds; the General Fund and the Debt Service Fund.

**Governmental Funds** (beginning on page 13) are used for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirement. The Town has three governmental funds: General Fund, Debt Service Fund and Special Revenue Fund. The Town's basic services are reported in the General Fund. The Debt Service Fund (*Undergrounding Debt Service Fund*) is used to account for resources accumulated and payments made for principal and interest financed by the proceeds of a loan relating to the undergrounding of the electric, cable television, and telephone utility facilities in the Town, which are payable from a non-ad valorem special assessment. The Special Revenue Fund (*Neighborhood Rehabilitation Special Revenue Fund*) is used to account for the proceeds from the special assessment and pay the construction cost of the neighborhood rehabilitation project and repay the note payable.

**Notes to the Financial Statements** (beginning on page 17) provide additional information that is essential to a full understanding of the data provided in the government-wide and fund 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 \$10,613,184 as of September 30, 2017, and by \$806,584 as of September 30, 2016.

### Town of Jupiter Inlet Colony Net Position

	Governmental Activities 2017	Governmental Activities 2016
<b>Assets:</b>		
Current and other assets	\$ 17,950,489	\$ 2,429,584
Capital assets	3,405,757	1,395,095
<b>Total assets</b>	<b>\$ 21,356,246</b>	<b>\$ 3,824,679</b>
<b>Liabilities:</b>		
Current liabilities	\$ 351,245	\$ 115,924
Noncurrent liabilities	10,391,817	2,902,171
<b>Total liabilities</b>	<b>\$ 10,743,062</b>	<b>\$ 3,018,095</b>
<b>Net position:</b>		
Net investment in capital assets	\$ 838,942	\$ 699,013
Restricted net position	9,355,074	256,039
Unrestricted	419,168	(148,468)
<b>Total net position</b>	<b>\$ 10,613,184</b>	<b>\$ 806,584</b>

The largest portion of the Town's net position reflects its special assessment receivable and investment in capital assets. Noncurrent liabilities continue to reflect applicable balances relating to the 2016 issuance of a note payable (2011 refunded note payable) to fund the underground utilities project, the note payable for the purchase of the new Town Hall, and the 2017 issuance of a note payable to fund construction of a gravity sewer system, rehabilitation and improvement to the existing storm water system, road restoration, and reconfiguration of the entry road.

## Governmental Activities

Governmental activities increased the Town's net position by \$9,806,600 for the year ended September 30, 2017, and net position for the year ended September 30, 2016, were decreased by \$294,361. Key elements of the changes for both years are as follows:

### Town of Jupiter Inlet Colony Changes in Net Position

	Governmental Activities 2017	Governmental Activities 2016
<b>Revenues:</b>		
Program revenue:		
Charges for services	\$ 9,760,857	\$ 223,342
General revenues:		
Property taxes	1,466,447	1,366,731
Franchise fees	36,077	36,787
Intergovernmental	161,549	105,632
Investment earnings	307,819	72,635
<b>Total revenue</b>	<b>\$11,732,749</b>	<b>\$ 1,805,127</b>
<b>Expenses:</b>		
Program expenses:		
General government	\$ 529,035	\$ 637,367
Public safety	1,117,584	978,677
Physical environment	249,826	377,835
Neighborhood rehab project	426,134	
Interest expense	210,505	105,609
<b>Total expenses</b>	<b>\$ 2,533,084</b>	<b>\$ 2,099,488</b>
Increase/(decrease) in net position	9,806,600	(294,361)
Beginning Net position	806,584	1,100,945
<b>Ending Net Position</b>	<b>\$ 10,613,184</b>	<b>\$ 806,584</b>

The increases in net position were primarily due to revenues relating to the Neighborhood Rehabilitation Project. The Town recorded assessment revenue of \$9,550,000 related to the Neighborhood Rehabilitation Project in fiscal year 2017. The Town incurred approximately \$426,134 and \$360,000 in expenses related to this project in fiscal years 2017 and 2016.

## **FINANCIAL ANALYSIS OF THE GOVERNMENTAL 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 spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At September 30, 2017, and 2016, the Town's General Fund reported an ending fund balance of \$722,256 and \$253,638 respectively, an increase of \$468,618 and a decrease of \$344,087, respectively, from prior years. This increase was due primarily to repayment of expenses relating to the Jupiter Inlet Colony Neighborhood Rehabilitation Project, a project to replace the existing septic tanks with a sewer system and upgrade the existing storm water drainage system, see note 10 to the financial statements for additional information. Unassigned fund balance increased to \$450,267 in 2017.

At September 30, 2017, and 2016, the Undergrounding Debt Service Fund reported an ending fund balance of \$2,728 and of \$62,708, respectively. The fund reported the refunding activity of the 2011 note payable for the 2016 note payable.

During the fiscal year 2017, the Neighborhood Rehabilitation Special Revenue Fund was created to account for the replacement of existing septic tanks with a new sewer system and upgrade the existing storm water drainage system. At September 30, 2017, the Neighborhood Rehabilitation Special Revenue Fund reported an ending fund balance of \$5,994,659.

***Budgetary Highlights*** - Budget to actual comparison schedules are provided in the Required Supplementary Information (RSI) Section of the report (beginning on page 35). The budget and actual schedule show the original budget, the final budget, actual results, and variance between the final budget and actual results for the General Fund.

## **CAPITAL ASSET AND DEBT ADMINISTRATION**

### **Capital Assets**

The Town's investment in capital assets for its governmental activities as of September 30, 2017, and 2016 amounted to \$3,405,757 and \$1,395,095, respectively. This investment in capital assets includes land, buildings, improvements, machinery and equipment.

The additions in the Town's capital assets for the current fiscal year was \$2,071,043. The current year additions included the stormwater construction project of \$1,940,213 included in construction in progress. The 2015 increase was \$31.783.

**Town of Jupiter Inlet Colony  
Capital Assets**

	<b>Governmental Activities 2017</b>	<b>Governmental Activities 2016</b>
Land	\$ 940,754	\$ 940,754
Construction in progress	1,940,213	
Buildings and improvements	444,669	477,725
Infrastructure	93,842	93,842
Equipment	223,559	172,951
<b>Total capital assets</b>	<b>3,643,037</b>	<b>1,685,272</b>
Less accumulated depreciation	(237,280)	(290,177)
<b>Total</b>	<b>\$ 3,405,757</b>	<b>\$ 1,395,095</b>

Additional information on the Town’s capital assets can be found in Footnote 5 of this report.

**Debt Outstanding**

At September 30, 2017, and 2016, the Town had notes payable in the amount of \$10,371,667 and \$2,888,983, respectively. The three notes are for the underground utility project, the purchase of the new Town Hall, and the new sewer system and upgrading the existing storm water drainage system. Additional information on the Town’s long-term debt can be found in Footnote 6 of this report.

**NEXT YEAR’S BUDGET AND ECONOMIC FACTORS**

The Town’s 2018 fiscal year budget includes items that continue to accomplish the goals of the Town. These goals include enhancing the level of services so as to provide the residents with the highest quality services at the lowest possible cost, increasing the responsiveness of the local government to the needs of the public, and planning and budgeting for Town improvement and beautification projects.

- Property taxes represent 72% of the General Fund budgeted revenues for 2018.
- The Town’s millage rate was lowered from 5.05 to 5.00 for 2018.
- Total assessed property values increased from \$302,614,043 to \$318,796,341 for 2018.
- The total budget increased from \$2,119,423 to \$2,174,561 for 2018.
- The Neighborhood Rehabilitation Project will continue into 2018.

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact the Town Administrating Officer at the Town of Jupiter Inlet Colony, 50 Colony Road, Jupiter Inlet Colony, Florida 33469-3507.

**TOWN OF JUPITER INLET COLONY, FLORIDA**  
**Statement of Net Position**  
**September 30, 2017**

**ASSETS**

Current assets	
Cash and cash equivalents	\$ 705,969
Restricted cash and cash equivalents	6,142,782
Investments	9,311
Accounts receivable	7,997
Special assessments receivable	10,731,713
Accrued interest on special assessments	311,868
Due from other governments	15,367
Prepays	25,482
Total current assets	<u>17,950,489</u>
Capital assets	
Nondepreciable	2,880,967
Depreciable (net of depreciation)	<u>524,790</u>
Total assets	<u>21,356,246</u>

**LIABILITIES**

Accounts payable	103,866
Accrued liabilities	6,350
Deferred revenues	77,049
Accrued interest payable	163,980
Noncurrent liabilities:	
Due within one year	463,082
Due in more than one year	<u>9,928,735</u>
Total liabilities	<u>10,743,062</u>

**NET POSITION**

Net investment in capital assets	838,942
Restricted for debt service	84,645
Restricted for transportation	31,975
Restricted for neighborhood project/debt service	9,111,324
Restricted for administration of the Florida building code	127,130
Unrestricted net position	<u>419,168</u>
Total net position	<u>\$ 10,613,184</u>

Notes to the financial statements are an integral part of this statement.

**TOWN OF JUPITER INLET COLONY, FLORIDA**  
**Statement of Activities**  
**For the Year Ended September 30, 2017**

FUNCTIONS/PROGRAMS	PROGRAM REVENUES				GOVERNMENTAL ACTIVITIES
	EXPENSES	CHARGES FOR SERVICES	CONTRIBUTIONS		
			OPERATING	CAPITAL	
Governmental activities:					
General government	\$ 529,035	\$ 206,265	\$ 22,900	\$	\$ (299,870)
Police	717,584	4,592			(712,992)
Fire	400,000				(400,000)
Public works	105,967				(105,967)
Roads and walkways	143,859				(143,859)
Neighborhood rehabilitation project	426,134	9,550,000		584,035	9,707,901
Interest expense	210,505				(210,505)
	<u>\$ 2,533,084</u>	<u>\$ 9,760,857</u>	<u>\$ 22,900</u>	<u>\$ 584,035</u>	<u>7,834,708</u>

**GENERAL REVENUES:**

Ad valorem taxes	1,466,447
Franchise fees	36,077
Interest - unrestricted	307,819
Intergovernmental	161,549
Total general revenues	<u>1,971,892</u>
Change in net position	9,806,600
Beginning net position	<u>806,584</u>
Ending net position	<u>\$ 10,613,184</u>

Notes to the financial statements are an integral part of this statement.

**TOWN OF JUPITER INLET COLONY, FLORIDA**  
**Balance Sheet**  
**Governmental Funds**  
**September 30, 2017**

	General Fund	Neighborhood Rehabilitation Special Revenue Fund	Undergrounding Debt Service Fund	Total
<b>ASSETS</b>				
<b>Current assets</b>				
Cash and cash equivalents	\$ 705,969	\$	\$	\$ 705,969
Restricted cash and cash equivalents	87,402	5,993,873	61,507	6,142,782
Investments	9,311			9,311
Accounts receivable	7,997			7,997
Special assesments receivable		8,913,333	1,818,380	10,731,713
Accrued interest on special assesments		240,660	71,208	311,868
Due from other funds		76,795		76,795
Due from other governments	15,367			15,367
Prepays	25,482			25,482
<b>Total assets</b>	<b>\$ 851,528</b>	<b>\$ 15,224,661</b>	<b>\$ 1,951,095</b>	<b>\$ 18,027,284</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE</b>				
<b>Liabilities</b>				
Accounts payable	\$ 27,857	\$ 76,009	\$	\$ 103,866
Accrued liabilities	6,350			6,350
Due to other funds	18,016		58,779	76,795
Deferred revenues	77,049			77,049
<b>Total liabilities</b>	<b>129,272</b>	<b>76,009</b>	<b>58,779</b>	<b>264,060</b>
<b>Deferred inflows of resources</b>				
Unavailable revenue	\$	\$ 9,153,993	\$ 1,889,588	\$ 11,043,581
<b>Fund Balance</b>				
<b>Nonspendable:</b>				
Prepays	25,482			25,482
Restricted for debt service	87,402	164,938	50,000	302,340
Restricted for neighborhood project/debt service		5,829,721		5,829,721
Restricted for transportation	31,975			31,975
Restricted for administration of the Florida building code	127,130			127,130
Unassigned	450,267		(47,272)	402,995
<b>Total fund balance</b>	<b>722,256</b>	<b>5,994,659</b>	<b>2,728</b>	<b>6,719,643</b>
<b>Total liabilities, deferred inflows of resources, and fund balance</b>	<b>\$ 851,528</b>	<b>\$ 15,224,661</b>	<b>\$ 1,951,095</b>	<b>\$ 18,027,284</b>

Notes to the financial statements are an integral part of this statement.

**TOWN OF JUPITER INLET COLONY, FLORIDA**  
**Reconciliation of the Governmental Funds**  
**Balance Sheet to the Statement of Net Position**  
**September 30, 2017**

Fund balance of total governmental funds		\$ 6,719,643
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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 governmental funds

Governmental capital assets	\$ 3,643,037	
Less: accumulated depreciation	<u>(237,280)</u>	3,405,757

Revenue is recognized when earned in the government wide statements regardless of when it is collected. Governmental funds recognize revenue when it is both measurable and available.

Unavailable revenue	11,043,581
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Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds.

Accrued interest payable	(163,980)	
Compensated absences	(20,150)	
Notes payable	<u>(10,371,667)</u>	<u>(10,555,797)</u>

Net position of governmental activities		<u><u>\$ 10,613,184</u></u>
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Notes to the financial statements are an integral part of this statement.

**TOWN OF JUPITER INLET COLONY, FLORIDA**  
**Statement of Revenues, Expenditures and**  
**Changes in Fund Balances - Governmental Funds**  
**For the Year Ended September 30, 2017**

	<u>General</u> Fund	Neighborhood Rehabilitation Special Revenue Fund	Undergrounding Debt Service Fund	<u>Total</u>
<b>Revenues</b>				
Ad valorem taxes	\$ 1,466,447	\$	\$	\$ 1,466,447
Franchise fees	36,077			36,077
Licenses & permits	206,265			206,265
Fines & forfeitures	4,592			4,592
Interest	2,063	1	70,824	72,888
Special assessments		636,667	146,316	782,983
Contributions	22,900			22,900
Sale of surplus property	2,000			2,000
Intergovernmental	161,549	584,035		745,584
Total revenues	<u>1,901,893</u>	<u>1,220,703</u>	<u>217,140</u>	<u>3,339,736</u>
<b>Expenditures</b>				
<b>Current</b>				
General government	421,882		152	422,034
Building department	66,872			66,872
Public safety	1,098,758			1,098,758
Public works	105,459			105,459
Roads and walkways	137,979			137,979
Capital outlay	130,830	1,940,213		2,071,043
Debt Service	87,401		2,475,842	2,563,243
Grants and aid		426,134		426,134
Total expenditures	<u>2,049,181</u>	<u>2,366,347</u>	<u>2,475,994</u>	<u>6,891,522</u>
Excess of revenues over (under) expenditures	<u>(147,288)</u>	<u>(1,145,644)</u>	<u>(2,258,854)</u>	<u>(3,551,786)</u>
<b>Other financing sources (uses)</b>				
Transfers in	623,030		7,124	630,154
Transfer out	(7,124)	(623,030)		(630,154)
Refunding proceeds			2,191,750	2,191,750
Loan proceeds		7,763,333		7,763,333
Total other financing sources (uses)	<u>615,906</u>	<u>7,140,303</u>	<u>2,198,874</u>	<u>9,955,083</u>
Net change in fund balances	468,618	5,994,659	(59,980)	6,403,297
Beginning fund balances	<u>253,638</u>		<u>62,708</u>	<u>316,346</u>
Ending fund balances	<u>\$ 722,256</u>	<u>\$ 5,994,659</u>	<u>\$ 2,728</u>	<u>\$ 6,719,643</u>

Notes to the financial statements are an integral part of this statement.

**TOWN OF JUPITER INLET COLONY, FLORIDA**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes**  
**in Fund Balances of the Governmental Funds to the Statement of Activities**  
**Governmental Funds**  
**For the Year Ended September 30, 2017**

Net change in fund balances of governmental funds \$ 6,403,297

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 their estimated useful life.

Expenditures for capital assets	\$ 2,071,043	
Less: net book value of capital asset disposals	(19,125)	
Less: current year depreciation	<u>(41,256)</u>	2,010,662

Governmental funds report debt proceeds as other financing sources. However, in the statement of activities, this does not have any affect on the change in net assets.

Debt proceeds		(9,955,083)
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Repayment of long-term debt is reported as an expenditure on the governmental funds, but as a reduction of long-term liabilities in the statement of net position:

2,472,399

Governmental funds include revenues not collected within 90 days of year end as deferred revenue. Government-wide reporting recognizes revenues when they are earned, regardless of when they are collected.

Prior years' special assessments collected	(146,316)	
Current year's special assessments uncollected	8,913,333	
Accrued interest on special assessments	<u>234,931</u>	9,001,948

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

Change in accrued interest payable	(119,661)	
Change in long-term compensated absences	<u>(6,962)</u>	<u>(126,623)</u>

Change in net position of governmental activities		<u>\$ 9,806,600</u>
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Notes to the financial statements are an integral part of this statement.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Town of Jupiter Inlet Colony (the “Town”) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The Town’s significant accounting policies are described below.

*Reporting Entity*

The Town of Jupiter Inlet Colony was incorporated on June 20, 1959, and the Town’s charter was approved by the Laws of Florida 59-1634. The Town operates under the Commission/Mayor form of government. The Town’s major operations include general government, public safety, streets, sanitation, environmental, public works, civil defense, prospective inspections, and general and administrative services.

As required by generally accepted accounting principles, these financial statements include the Town (the primary government) and its component units. Component units are legally separate entities for which the Town is financially accountable. The Town is financially accountable if:

- it appoints a voting majority of the organization’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 benefits to or impose specific financial burdens on the Town,

or

- the organization is fiscally dependent on the Town and (1) there is a potential for the organization to provide specific financial benefits to the Town or (2) impose specific financial burdens on the Town.

Organizations for which the Town is not financially accountable are also included when doing so is necessary in order to prevent the Town’s financial statements from being misleading.

Based upon application of the above criteria, the Town of Jupiter Inlet Colony has determined that there are no legally separate entities to consider as potential component units.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

*Government-wide and Fund Financial Statements – GASB Statement #34*

The basic financial statements include both government-wide and fund financial statements. The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. 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 and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not included among program revenues are reported instead as general revenues.

*Measurement Focus, Basis of Accounting, and Financial Statement Presentation*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses recorded when a liability is incurred, regardless of the timing of related cash flows. The Town does not accrue property tax revenues since the collection of these taxes coincides with the fiscal year in which levied, and since the Town consistently has no material uncollected property taxes at year end. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

*Governmental Funds*

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 afterwards to pay liabilities of the current period. The Town considers revenues collected within 90 days of the year end to be available to pay liabilities of the current period. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures relating to compensated absences and claims and judgments are recorded only when payment is due.

Fines and permit revenues are not susceptible to accrual because generally, they are not measurable until received in cash. Property taxes, franchise taxes, licenses, interest revenue, intergovernmental revenues, and charges for services 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. All other revenue items are considered to be measurable and available only when cash is received by the Town.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

Governmental Funds (Continued)

The Town reports the following major governmental funds:

General Fund

The General Fund is the general operating fund of the Town. It is used to account for all financial resources.

Undergrounding Debt Service Fund

The Undergrounding Debt Service Fund is used to account for the proceeds from the special assessment for the underground utility project and repay the note payable with TD Bank.

Neighborhood Rehabilitation Special Revenue Fund

The Neighborhood Rehabilitation Special Revenue Fund is used to account for the proceeds from the special assessment and pay the construction cost of the neighborhood rehabilitation project and repay the note payable with TD Bank.

Cash and Cash Equivalents

Cash and cash equivalents include amounts on deposit in demand accounts and money market accounts.

Investments

Investments are stated at fair value. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value is a market-based measurement, not an entity-specific measurement. For some assets and liabilities, observable market transactions or market information might be available; for others, it might not be available. However, the objective of fair value measurement in both cases is the same, that is, to determine the price at which an orderly transaction to sell the asset or to transfer the liability would take place between market participants at the measurement date under current market conditions. Fair value is an exit price at the measurement date from the perspective of a market participant that controls the asset or is obligated for the liability. The Town categorizes investments reported at fair value in accordance with the fair value hierarchy established by GASB Statement No. 72, *Fair Value Measurement and Application*.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

Capital Assets

Capital assets, which include plant, property, equipment, and infrastructure assets (e.g. roads, bridges, and sidewalks), are reported in the applicable governmental column in the governmental-wide financial statements. Capital assets are defined by the government as assets with an initial cost of more than \$750 and an estimated life greater than one year. Such assets are recorded at cost if purchased by the Town or at the fair market value of the assets at the time of contribution if the assets are donated to the Town. The Town is a Phase 3 government under GASB 34 and has elected not to report major general infrastructure assets retroactively. Depreciation has been provided over the estimated useful lives using the straight line method. The estimated useful lives are as follows:

Buildings	10-40 years
Equipment	3-10 years
Infrastructure	15-50 years

Other Post Employment Benefits (OPEB)

The Town was required to implement Governmental Accounting Standards Board Statement 45 (GASB 45), *Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions* for the fiscal year ending September 30, 2010. The Town has determined that it does not provide any benefits that qualify as other post-employment benefits under GASB 45.

Compensated Absences

Compensated absences are absences for which employees will be paid, such as vacation, sick leave, and sabbatical leave. A liability for compensated absences that is attributable to services already rendered and that is not contingent on a specific event that is outside the control of the government and its employees is accrued as employees earn the rights to the benefits. Compensated absences that relate to future services or that are contingent on a specific event that is outside the control of the government and its employees are accounted for in the period in which such services are rendered or such events take place.

All vacation, sick leave, and sabbatical leave is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if it has matured, for example, as a result of employee resignations and retirements.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

*Compensated Absences* (Continued)

The Town passed Resolution 2011-22 to amend its Sick Leave Policy effective October 1, 2011. According to the amended policy, Town employees accrue sick time at a rate of four hours per pay period. Town employees may accrue up to 30 days, or a maximum of 240 hours, after which, no additional time may be accrued. Employees are not entitled to any payout or compensation for accrued and unused sick leave at the time the employee retires or otherwise leaves the employment of the Town.

Town employees also earn vacation time based upon the employee's anniversary date of hire. After one year of continuous employment, an employee will receive ten days of vacation time. Additional vacation time is received based upon length of service. This vacation time must be taken during the employee's anniversary year and cannot be accrued. In the case of resignation, removal, termination, etc., the employee will be paid only for the vacation time earned on his/her anniversary date prior to separation from employment.

*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. Bond premiums and discounts, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources, while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

*Deferred Outflow of Resources*

In addition to assets, the statement of net position/balance sheet 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 or fund balance that applies to a future period(s) and thus, will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the Town does not report any deferred outflows of resources.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

*Deferred Inflows of Resources*

In addition to liabilities, the statement of net position/balance sheet 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 or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has unavailable revenues that consists of receivables that are not collected within 90 days of the end of the fiscal year and do not meet the availability criterion of the modified accrual basis of accounting. These items are reported as deferred inflows only on the governmental funds balance sheet.

*Net Position*

Net position is the residual of all other elements presented in a statement of financial position. It is the difference between (a) assets plus deferred outflows of resources and (b) liabilities and deferred inflows of resources.

Net position is displayed in three categories: 1) net investment in capital assets, 2) restricted, and 3) unrestricted. Net position invested in capital consist of capital assets reduced by accumulated depreciation and by any outstanding debt incurred to acquire, construct, or improve those assets. Net position is reported as restricted when there are legal limitations imposed on their use by Town legislation or external restrictions by other governments, creditors, or grantors. Unrestricted net position consist of all net position that does not meet the definition of any of the other two components.

*Fund Equity*

Fund balance is the assets and deferred outflows of resources less the liabilities and deferred inflows of resources reported in governmental funds. There are five possible components of fund balance:

- Nonspendable fund balance represents amounts that are not in spendable form or are legally or contractually required to be maintained intact.
- Restricted fund balance represents amounts that can be spent only for specific purposes stipulated by external providers (e.g. creditors, grantors, contributor, or laws or regulations of other governments) or imposed by law through constitutional provisions or enabling legislation.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

*Fund Equity* (Continued)

- Committed fund balance represents amounts that can be used only for specific purposes pursuant to constraints imposed by the Town Commission by the adoption of an ordinance, the Town's highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the Town Commission removes or changes the specified use by taking the same type of action employed to previously commit those amounts.
- Assigned fund balance includes spendable fund balance amounts that are intended to be used for specific purposes, as expressed by the Administrative Officer, that are neither considered restricted or committed. Any funds set aside as Assigned Fund Balance must be reported to the Town Commission at the next regular meeting. The Town Commission has the authority to remove or change the assignment of funds with a simple majority vote.
- Unassigned fund balance is the residual fund balance classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed. The Town will first use committed fund balance, then assigned fund balance, and then unassigned fund balance when expenditures are incurred for purposes for which any of the unrestricted fund balance classifications could be used.

*Use of Estimates*

The financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States. Management is required to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources; the disclosure of contingent assets and liabilities at the date of the financial statements, and revenue and expenses during the period reported. These estimates include the collectability of accounts receivable, the use and recoverability of inventory, and the useful lives and impairment of tangible assets, among others. Estimates and assumptions are reviewed periodically, and the effects of revisions are reflected in the financial statements in the period they are determined to be necessary. Actual results could differ from those estimates.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

*Budgetary Data*

Formal budgetary integration is employed as a management control device during the year for the General Fund. All budgets are legally enacted.

Budgets are prepared in accordance with generally accepted accounting principles. For budgeting purposes, current year encumbrances are not treated as expenditures. The Neighborhood Rehabilitation Special Revenue Fund and Undergrounding Debt Service Fund do not have an adopted budget.

The Town follows these procedures in establishing the budgetary data reflected in the financial statements.

1. Prior to August 1, the Mayor submits to the Town Commission a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain taxpayer comments.
3. Prior to October 1, the budget is legally enacted through passage of a resolution.
4. Changes or amendments to the total budgeted expenditures of the Town must be approved by the Town Commission. Accordingly, the legal level of control is at the fund level.
5. Appropriations along with encumbrances lapse on September 30.

Budgeted amounts are as originally adopted, or as amended by appropriate action.

*Property Taxes*

Under Florida law, the assessment of all properties and the collection of all county, municipal, and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The laws of the State regulating tax assessment are also designed to assure a consistent property valuation method statewide.

The tax levy of the Town is established by the Town Commission prior to October 1 of each year, and the Palm Beach County Property Appraiser incorporates the Town's millages into the total tax levy, which includes Palm Beach County and Palm Beach County School Board tax requirements.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY** (Continued)

*Property Taxes* (Continued)

All property is reassessed according to its fair market value January 1 of each year, which is also the lien date. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all the appropriate requirements of state statutes.

All taxes are due and payable on November 1 of each year or as soon thereafter as the assessment roll is certified and delivered to the Tax Collector. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January and 1% in the month of February. The taxes paid in March are without discount.

Delinquent taxes on real property bear interest of 18% per year. On, or prior to June 1 following the tax year, certificates are sold for all delinquent taxes on real property. After the sale, tax certificates bear interest of 18% per year or any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years.

Delinquent taxes on personal property bear interest of 18% per year until the tax is satisfied either by seizure and sale of the property or by the five year statute of limitations.

**NOTE 3 - CASH AND INVESTMENTS**

As of September 30, 2017, the carrying amounts of the Town's deposits were \$6,848,451 and the bank balances totaled \$6,867,098. All cash deposits are covered by the multiple financial institution collateral pool administered by the State of Florida. The collateral pool was created pursuant to the Florida Security for Deposits Act, Chapter 280, Florida Statutes. The collateral pool consists of assets pledged to the State Treasurer by financial institutions that comply with the requirements of Florida Statutes and have been thereby designated as "qualified public depositories".

Therefore, the Town's entire bank balance of \$6,867,098 is insured either by Federal Depository Insurance or is collateralized with securities pursuant to the Florida Security for Public Deposits Act.

The Town has adopted an investment policy in accordance Florida Statutes 218.415 (17). The policy authorizes investments in direct obligations of the U.S. Treasury, interest-bearing time deposits or savings accounts in qualified public depositories, the Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Florida Statutes 163.01 and Securities and Exchange Commission registered money market funds with the highest credit rating from a nationally recognized rating agency.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 3 - CASH AND INVESTMENTS** (Continued)

In 2016, the Town implemented GASB *Statement No. 72, Fair Value Measurement and Application* issued in February 2015. The Town categorizes its investments according to the fair value hierarchy established by this Statement. The hierarchy is based on valuation inputs used to measure the fair value of the asset as follows: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs to include quoted prices for similar assets in active and non-active markets; Level 3 inputs are significant unobservable inputs.

The State Board of Administration (SBA) administers the Florida PRIME investment pool, which is governed by Chapter 19-7 of the Florida Administrative Code and Chapters 218 and 215 of the Florida Statutes. These rules provide guidance and establish the policies and general operating procedures for the administration of the Florida PRIME. The Florida PRIME is not a registrant with the Securities and Exchange Commission (SEC); however, the Board has adopted operating procedures consistent with the requirements for an SEC Rule 2a-7 like external investment pool, which permits money market funds to use amortized cost to maintain a constant net asset value (NAV) of \$1 per share. The investment in Florida PRIME is reported at amortized cost in accordance with GASB Statement No. 79, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools* (GASB 79) and is exempt from reporting under the fair value hierarchy of GASB 72.

The investment in the Florida PRIME is not insured by FDIC or any other governmental agency. As of September 30, 2017, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100 percent of their account value.

As of September 30, 2017, the Town of Jupiter Inlet Colony had \$9,311 invested in Florida PRIME.

**Interest Rate Risk**

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Town does not have a formal investment policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates. The Florida PRIME has a weighted average maturity of 51 days, resulting in minimal interest rate risk.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 3 - CASH AND INVESTMENTS** (Continued)

*Credit Risk*

Credit risk is the risk that an issuer or other counter party to an investment will not fulfill its obligations. The Town's investment policies limit its investments to high quality investments to control credit risk. At September 30, 2017, Florida PRIME was rated "AAA(m) by Standard and Poor's Rating Services.

*Custodial Credit Risk*

For investments, custodial credit risk is the risk that, in the event of the failure of the counterparty to a transaction, the Town will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. At September 30, 2017, the Town did not have any investments subject to custodial credit risk.

*Concentrations of Credit Risk*

Concentration of credit risk is defined as the risk of loss attributed to the magnitude of an investment in a single user. The Town places no limit on the amount they may invest in any one issuer.

**NOTE 4 – SPECIAL ASSESSMENTS**

The special assessments were calculated using a methodology that fairly and reasonably apportions the cost of the projects among the benefitted parcels in proportion to the benefits to such parcels. The calculation methodology used an equivalent benefit unit assigned for three categories: 1) improved safety 2) improved reliability and 3) improved aesthetics.

*Undergrounding Special Assessment*

On January 18, 2011, the Town adopted Resolution 2011-1, levying non-ad valorem special assessments on properties specially benefitted by a capital improvement project to place underground the overhead electric, cable television, and telephone utility facilities that serve a portion of the Town and its inhabitants. The special assessments were calculated using a methodology that fairly and reasonably apportions the cost of the project among the benefitted parcels in proportion to the benefits to such parcels. The calculation methodology used an equivalent benefit unit assigned for three categories: 1) improved safety 2) improved reliability and 3) improved aesthetics.

Assessments shall be payable in 15 yearly installments. The amount assessed was \$2,496,860. See Note 6 for a discussion of the related financing for the project.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 4 – SPECIAL ASSESSMENTS** (Continued)

*Neighborhood Rehabilitation Project Special Assessment*

On October 24, 2016, the Town adopted Resolution 2016-12, levying non-ad valorem special assessments on properties specially benefitted by a capital improvement project to construct a sanitary sewer system and drainage upgrades serving the Town and its inhabitants.

Assessments shall be prepaid in full or payable in 15 yearly installments, starting in the fiscal year ending September 30, 2018. The amount assessed was \$9,550,000. See Note 6 for a discussion of the related financing for the project.

**NOTE 5 – CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2017, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital Assets not being depreciated				
Land	\$ 940,754	\$	\$	\$ 940,754
Construction in Progress		1,940,213		1,940,213
Capital Assets being depreciated:				
Buildings and Improvements	477,725	55,966	(89,022)	444,669
Infrastructure	93,842			93,842
Equipment	172,951	74,864	(24,256)	223,559
Total at historical cost	<u>1,685,272</u>	<u>2,071,043</u>	<u>(113,278)</u>	<u>3,643,037</u>
Less accumulated depreciation for:				
Buildings and Improvements	93,600	16,849	(69,897)	40,552
Infrastructure	63,319	6,388		69,707
Equipment	133,258	18,019	(24,256)	127,021
Total accumulated depreciation	<u>290,177</u>	<u>41,256</u>	<u>(94,153)</u>	<u>237,280</u>
Total Capital Assets	<u>\$ 1,395,095</u>	<u>\$ 2,029,787</u>	<u>\$ (19,125)</u>	<u>\$ 3,405,757</u>

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 5 – CAPITAL ASSETS** (Continued)

Depreciation expense was charged to functions and programs of the primary government as follows:

General government	\$ 20,378
Police department	14,490
Public works	508
Roads and walkways	<u>5,880</u>
	<u>\$ 41,256</u>

**NOTE 6 – LONG-TERM LIABILITIES**

*Current Refunding*

On December 16, 2016, the Town refunded the SunTrust Bank Promissory Note relating to the undergrounding project with a Loan from TD Bank. The Town needed to refund the SunTrust Note in order to issue additional debt for the Neighborhood Rehabilitation Project. The \$154,677 prepayment penalty on the SunTrust Note was recorded as an expense of the Neighborhood Rehabilitation Project. Excluding the prepayment penalty, the reacquisition price equaled the net carrying amount of the old debt. The debt service requirements on the new debt are \$18,867 more than the debt service requirements on the retired debt. The economic loss on the current refunding transaction was \$10,373. Excluding the prepayment penalty the debt service requirements were \$135,810 less and the economic gain was \$144,305.

*2015 TD Bank Promissory Note*

The Town Commission adopted Resolution No. 2015-05 authorizing the issuance of a note in the amount of \$800,000 with TD Bank to finance the purchase of the new Town Hall. Principal and interest payments are due bi-annually in the amount of \$43,701.61, with a final maturity date of February 1, 2025. The interest rate on the loan is 2.64% and is subject to adjustment in the event of taxability of the interest on this note. In the event of prepayment on the note, the Town may be required to pay a prepayment charge. Pledged revenues for the note are “Available Non Ad Valorem Revenues” less the amount “Essential Service Expenditures” exceeded ad valorem revenues, as defined by loan agreement. For the fiscal year ended September 30, 2017, pledged revenues were \$451,402. Principal and interest paid for the year was \$87,402 and principal and interest to maturity is \$699,210.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 6 – LONG-TERM LIABILITIES** (Continued)

*2016 TD Bank Promissory Note for Undergrounding*

The Town Commission adopted Resolution No. 2016-20 authorizing the issuance of a note in the amount of \$2,191,750 to refund the SunTrust Undergrounding Note. The Town has levied a non-ad valorem special assessment against the properties specifically benefited by the project in accordance with Resolution No. 2011-1, and these revenues are pledged for the payment of debt service on the note. The note also requires the Town to budget sufficient non-ad valorem revenues to pay the principal and interest on the note if the pledged revenue is not adequate. Principal and interest payments are due annually in the amount of \$225,312, with a final maturity date of April 1, 2027. The interest rate on the loan is 2.37% and is subject to adjustment in the event of taxability of the interest on this note. For the fiscal year ended September 30, 2017, pledged revenues were \$224,264. Principal and interest paid for the year was \$225,312 and principal and interest to maturity is \$2,253,125.

*2017 TD Bank Promissory Notes for Neighborhood Rehabilitation Project*

The Town Commission adopted Resolution No. 2016-13, subsequently amended by Resolution 2016-19, authorizing the issuance of two notes in the amount of \$4,763,333 and \$3,000,000 to fund the Neighborhood Rehabilitation Project. The Project includes construction of a gravity sewer system, rehabilitation of and improvements to the existing storm water system, road restoration, and reconfiguration of the entry road. The Town has levied a non-ad valorem special assessment against the properties specifically benefited by the project in accordance with Resolution No. 2016-12, and these revenues are pledged for the payment of debt service on the notes. The notes also require the Town to budget sufficient non-ad valorem revenues to pay the principal and interest on the notes if the pledged revenue is not adequate.

For the \$4,763,333 note, interest payments are payable on June 1 and December 1 and principal payments principal are due on December 1. Total annual payments are \$402,417, with a final maturity date of December 1, 2032. The interest rate on the loan is 2.94% and is subject to adjustment in the event of taxability of the interest on this note.

For the \$3,000,000 note, interest payments are payable on June 1 and December 1 and principal payments principal are due on December 1. Total annual payments are \$257,336, with a final maturity date of December 1, 2032. The interest rate on the loan is 3.19% and is subject to adjustment in the event of taxability of the interest on this note.

For the fiscal year ended September 30, 2017, pledged revenues were \$636,667. No Principal or interest were paid for the year and principal and interest to maturity is \$9,862,550.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 6 – LONG-TERM LIABILITIES** (Continued)

Long-term liability activity for the year ended September 30, 2017, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Notes payable	\$ 2,888,983	\$9,955,083	\$(2,472,399)	\$ 10,371,667	\$ 447,969
Compensated absences payable	<u>13,188</u>	<u>22,377</u>	<u>(15,415)</u>	<u>20,150</u>	<u>15,113</u>
Total	<u>\$ 2,902,171</u>	<u>\$ 9,977,460</u>	<u>\$(2,487,814)</u>	<u>\$ 10,391,817</u>	<u>\$ 463,082</u>

Annual debt service requirements to maturity for the Notes Payable are as follows:

<u>Year Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 578,374	\$ 360,337	\$ 938,711
2019	689,206	283,262	972,468
2020	708,592	263,875	972,467
2021	728,746	243,721	972,467
2022	749,369	223,097	972,466
2023 to 2027	3,899,107	788,432	4,687,539
2028 to 2032	<u>3,018,273</u>	<u>280,494</u>	<u>3,298,767</u>
	<u>\$ 10,371,667</u>	<u>\$ 2,443,218</u>	<u>\$ 12,814,885</u>

**NOTE 7 - DEFINED CONTRIBUTION EMPLOYEE RETIREMENT PLAN**

On October 7, 1996, the Town authorized the establishment of a 403(b) plan (the "Plan"); in April 2006, the plan was converted to a 401(a) plan. All full-time employees who have completed one year of uninterrupted service from the date of hire are eligible to participate in the Plan. This defined contribution pension plan is administered by Florida Municipal Pension Trust Fund, which is a third party administrator. In a defined contribution plan, benefits depend solely on amounts contributed to the Plan plus investment earnings. In prior years, the Town contributed an amount equal to 12.5% of the employee's yearly salary, paid quarterly, and, in October 2005, the Town increased its contribution percentage to 15% of the employee's yearly salary, paid quarterly. However, in October 2011, the Town reduced its contribution percentage to 12% of the employee's yearly salary, paid quarterly. The Town's contribution for each employee and investment earnings allocated to the employee's account vest immediately. Employees are eligible for normal retirement upon attainment of the age of 59-1/2.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 7 - DEFINED CONTRIBUTION EMPLOYEE RETIREMENT PLAN** (Continued)

The Town's total payroll for the fiscal year ended September 30, 2017, was \$621,267, with covered payroll of \$403,225. The Town's pension expense for the year was \$48,387, equaling 12% of covered payroll. There were no forfeitures during the year or payables at year end.

**NOTE 8 – INTERLOCAL AGREEMENTS**

*Interlocal Agreements with the Town of Tequesta*

On August 19, 2003, the Town entered into an agreement with the Town of Tequesta whereby the Town of Tequesta will provide the Town with emergency fire and medical services. The term of the agreement was for 10 years beginning on October 1, 1993 and extending through September 30, 2003. The agreement was amended on July 30, 2002, which extended the term for an additional ten years until September 30, 2015. The agreement was amended again on August 14, 2013, for 20 years on October 1, 2013, and extending through September 30, 2033. The current fiscal year annual service fee the Town paid under the agreement was \$400,000. For the first five years of the revised agreement the annual fee shall be \$400,000 per year. For years six through ten the annual fee shall be an amount equal to the previous years annual fee increased by 4%. For years eleven through twenty the annual fee shall be an amount equal to the previous years annual fee increased by 6%.

*Interlocal Agreement for Public Safety Dispatch Services*

On September 13, 2012, the Town entered into an agreement with the City of Palm Beach Gardens whereby the City of Palm Beach Gardens will provide the Town public safety dispatch services. The term of the agreement was for four years beginning on October 1, 2012 and extending through September 30, 2016. The agreement was renewed for an additional five-year term though September 30, 2021. The fee for each year under the contract will be based upon the budget of the North County Dispatch (NCDC) center prorated to each contracting municipality based on that municipalities cost share. If at the end any contract year a budget shortfall exists, each contracting municipality shall pay its share of the shortfall. Conversely, if at the end of any contract year a budget surplus exists, such surplus shall represent a committed fund balance to be utilized specifically for NCDC budgetary purposes. The current fiscal year annual service fee the Town paid under the agreement was \$37,208.

**NOTE 9 – INTERFUND TRANSFERS**

The transfer in the amount of \$7,149 from the General Fund to the Undergrounding Debt Service Fund was to pay for the Town's current year's assessment relating to the underground utility project. The transfer in the amount of \$623,030 from the Neighborhood Rehabilitation Special Revenue Fund to the General Fund was to reimburse for prior year project costs.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 10 – NEIGHBORHOOD REHABILITATION PROJECT**

The Town along with the Loxahatchee River Environmental Control District (the District) and the Village of Tequesta (the Village) have entered into an interlocal agreement regarding the Jupiter Inlet Colony Neighborhood Rehabilitation Project (the Project). The Project includes (a) construction of a gravity sewer system, (b) replacement of the existing potable water system, (c) rehabilitation of and improvements to the existing storm water system, (d) road restoration, and (e) reconfiguration of the entry road.

Initially the gravity sewer system costs, including all expenses necessary or incident to completion of the sewer system installation which includes the road restoration, will be borne by the District. Ultimately, 90% of these costs will be recovered via a special assessment paid by affected property owners or Town. The costs of the replacement of the existing potable water system will be borne by the Village. The costs of the rehabilitation of and improvements to the existing storm water system and the reconfiguration of the entry road will be borne by the Town. General costs will be allocated 15% to the Town, 50% to the District and 35% to the Village.

The Town, the District and the Village have also entered into an agreement to apportion the costs as follows:

	<u>Cost</u>	<u>Town Responsibility</u>	<u>Paid to Date</u>	<u>Commitment Outstanding</u>
General	\$ 898,000	\$ 449,000	\$	\$ 449,000
Sewer system	3,472,594	3,125,335		3,125,335
Water system	1,421,328			
Storm water system	2,053,720	2,053,720	1,824,213	229,507
Road restoration	1,272,010	1,144,800		1,144,800
Entry road	233,673	233,673		233,673
Engineering and Contingency	896,700	807,030	75,830	731,200
	<u>\$ 10,248,025</u>	<u>\$ 7,813,558</u>	<u>\$ 1,900,043</u>	<u>\$ 5,913,515</u>

The Town has been awarded approximately \$1.3 million in grant funds to date for its portion of the project and is seeking additional grant funding. The Town secured a loan for the net cost after grants and levied a non-ad valorem special assessment against the properties specifically benefited by the project to repay the loan. Construction of the project started in May 2016 and was substantially complete in November of 2017. As of June 28, 2018, the close-out process has not been completed and the Town has not been billed for Sewer System, Road Restoration, and related Engineering and Contingency portions of the project.

**TOWN OF JUPITER INLET COLONY**  
**Notes to the Financial Statements**  
**September 30, 2017**

**NOTE 11 - RISK MANAGEMENT**

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance.

The Town is covered by Florida Statutes under the Doctrine of Sovereign Immunity which effectively limits the amount of liability of municipalities to individual claims of \$200,000/\$300,000 for all claims relating to the same incident. However, under certain circumstances, a plaintiff can seek to recover damages in excess of statutory limits by introducing a claims bill to the Florida Legislature. The limits addressed in Florida Statutes do not apply to claims filed in federal courts.

There have been no significant reductions in insurance coverage in the prior year. No settlements exceeded insurance coverage for the past three years.

**NOTE 12 – LITIGATION, CLAIMS, AND ASSESSMENT**

At September 30, 2017, the Town was involved in various legal proceedings, as a defendant. All ongoing proceedings seek monetary damages as well as declaratory injunctive relief. The Town believes that losses, if any, resulting from the ultimate resolution of these proceeding will have no material adverse effect on the Town's financial position or changes in net position as the range of loss is within the Town's limits of liability insurance coverage.

**NOTE 13 – NEW ACCOUNTING PRONOUNCEMENT**

Below is a brief description and effective date of new accounting standards that could have a significant impact on the Authority's financial statements. Management is currently evaluating the impact of the adoption of these statements on the Authority's financial statements.

In May 2017 the GASB issued Statement No. 87, Leases. This Statement will increase the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting that is based on the foundational principle that leases are financings of the right to use an underlying asset. This Statement is effective for the fiscal year ending September 30, 2021.

**TOWN OF JUPITER INLET COLONY, FLORIDA**  
**Schedule of Revenues, Expenditures, and Changes**  
**in Fund Balance - Budget and Actual**  
**General Fund**  
**For the Year Ended September 30, 2017**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Ad valorem taxes	\$ 1,482,355	\$ 1,482,355	\$ 1,466,447	\$ (15,908)
Special assessments	229,483	229,483		(229,483)
Franchise fees	37,000	37,000	36,077	(923)
Licenses & permits	195,605	195,605	206,265	10,660
Fines & forfeitures	91,250	91,250	4,592	(86,658)
Interest	1,200	1,200	2,063	863
Contributions			22,900	22,900
Sale of surplus property			2,000	2,000
Intergovernmental	82,530	82,530	161,549	79,019
	2,119,423	2,119,423	1,901,893	(217,530)
Total revenues				
Expenditures				
General government	361,255	424,937	421,882	3,055
Building department	63,422	63,422	66,872	(3,450)
Public safety	1,097,868	1,101,160	1,098,758	2,402
Public works	102,850	104,590	105,459	(869)
Roads and walkways	92,200	100,000	137,979	(37,979)
Capital outlay	40,000	131,369	130,830	539
Debt service	354,704	354,704	87,401	267,303
	2,112,299	2,280,182	2,049,181	231,001
Total expenditures				
Excess of revenues over (under) expenditures	7,124	(160,759)	(147,288)	13,471
Other financing sources (uses)				
Transfers in			623,030	623,030
Transfers out	(7,124)	(7,124)	(7,124)	
Appropriated fund balance		167,883		(167,883)
Total other financing sources (uses)	(7,124)	160,759	615,906	455,147
Net change in fund balance	\$	\$	468,618	\$ 468,618
Beginning fund balance			253,638	
Ending fund balance			\$ 722,256	

**Note 1 - Basis of Accounting**

Generally accepted accounting principles (GAAP) serve as the budgetary basis of accounting.



# NOWLEN, HOLT & MINER, P.A.

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## 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

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To the Honorable Mayor and Members of the Town Commission  
Town of Jupiter Inlet Colony, 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 each major fund of the Town of Jupiter Inlet Colony, Florida, as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Town of Jupiter Inlet Colony, Florida's basic financial statements and have issued our report thereon dated June 28, 2018.

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Jupiter Inlet Colony, Florida's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Jupiter Inlet Colony, Florida's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Jupiter Inlet Colony, Florida'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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a deficiency in internal control, described below that we consider to be a material weakness.

***Finding: 2016-1 Policies and Procedures Manual***

*Condition:* We noted that the Town’s Policies and Procedures Manual has not been updated to reflect changes in the Town’s personnel and fund structure. We also noted areas such as monthly and year end closings where the current procedures need to be improved.

*Criteria:* A Policies and Procedures Manual needs to be periodically updated to reflect changes in the Town’s structure and current best practices.

*Effect:* In the current fiscal year we noted a significant revenue item that was recorded in the wrong fiscal year.

*Recommendation:* We recommend that management review the existing Policies and Procedures Manual and make changes where appropriate.

*Management Response:* The Town has hired a consultant to assist in the process of reviewing and updating the Policies and Procedures Manual.

**Compliance and Other Matters**

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

## **Town of Jupiter Inlet Colony, Florida's Response to Findings**

The Town of Jupiter Inlet Colony, Florida's response to the finding identified in our audit is described above. The Town of Jupiter Inlet Colony, Florida's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

West Palm Beach, Florida  
June 28, 2018

*Nowlen, Holt & Mimer, P.A.*



# NOWLEN, HOLT & MINER, P.A.

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## MANAGEMENT LETTER IN ACCORDANCE WITH THE RULES OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

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TELEPHONE (561) 996-5612  
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The Honorable Mayor and Members of the Town Commission  
Town of Jupiter Inlet Colony, Florida

### Report on the Financial Statements

We have audited the financial statements of the Town of Jupiter Inlet Colony, Florida, as of and for the fiscal year ended September 30, 2017, and have issued our report thereon dated June 28, 2018.

### Auditor's Responsibility

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

### Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 28, 2018, 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. Finding 2016-1 continues to apply from the prior year.

### **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 is disclosed in Note 1 to the financial statements.

### **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 of Jupiter Inlet Colony, Florida has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the Town of Jupiter Inlet Colony, Florida did not meet any of the conditions described in Section 218.503(1), Florida Statutes, during the fiscal year ended September 30, 2017.

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the Town of Jupiter Inlet Colony, Florida's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same. Our assessment was done as of the fiscal year end. The results of our procedures did not disclose any matters that are required to be reported.

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

### **Annual Financial Report**

Section 10.554(1)(i)5.b. 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 the annual financial report for the Town of Jupiter Inlet Colony, Florida for the fiscal year ended September 30, 2017, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2017. In connection with our audit, we determined that these two reports were in substantial agreement.

### **Special District Component Units**

Section 10.554(1)(i)5.d., Rules of the Auditor General, requires that we determine whether or not a special district that is a component unit of a county, municipality, or special district, provided 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.

Based on the application of criteria in publications cited in Section 10.553, Rules of the Auditor General, there are no special district component units of the Town of Jupiter Inlet Colony, Florida.

### **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 have any such findings.

### **Single Audits**

The Town expended less than \$750,000 of federal awards and less than \$750,000 of state financial assistance for the year ended September 30, 2017 and was not required to have a federal single audit or a state single audit.

### **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, management, Town Commission, and federal and state awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

*Nowlen, Holt & Mimer, P.A.*

June 28, 2018  
West Palm Beach, Florida



# NOWLEN, HOLT & MINER, P.A.

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## INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

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The Honorable Mayor and Members of the Town Commission  
Town of Jupiter Inlet Colony, Florida

We have examined the Town of Jupiter Inlet Colony, Florida's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2017. Management is responsible for the Town of Jupiter Inlet Colony, Florida's compliance with those requirements. Our responsibility is to express an opinion on the Town of Jupiter Inlet Colony, Florida's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the Town of Jupiter Inlet Colony, Florida's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Town of Jupiter Inlet Colony, Florida's compliance with specified requirements.

In our opinion, the Town of Jupiter Inlet Colony, Florida complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2017.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representative, the Florida Auditor General, applicable management, and the Town Commission, and is not intended to be and should not be used by anyone other than these specified parties.

West Palm Beach, Florida  
June 28, 2018

*Nowlen, Holt & Miner, P.A.*