

**SANTA ROSA COUNTY, FLORIDA  
FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

**SANTA ROSA COUNTY, FLORIDA**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

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**SANTA ROSA COUNTY, FLORIDA  
FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

**Santa Rosa County, Florida  
FINANCIAL STATEMENTS  
September 30, 2013**

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## INDEPENDENT AUDITORS' REPORT

Honorable Board of County Commissioners  
Santa Rosa County, Florida

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

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Santa Rosa County, Florida, (the "County") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

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

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

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the County as of September 30, 2013, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America

## ***Other Matters***

### ***Required Supplemental Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 12, the budgetary comparison schedules on pages 55 and 56, and the schedule of funding progress on page 57 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 Supplemental Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the County's basic financial statements. The schedule of receipts and expenditures of funds related to the Deepwater Horizon Oil Spill on page 59 is presented for purposes of additional analysis as required by the Rules of the Auditor General, State of Florida, and is not a required part of the basic financial statements.

The schedule of receipts and expenditures of funds related to the Deepwater Horizon Oil Spill is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of receipts and expenditures of funds related to the Deepwater Horizon Oil Spill is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 13, 2014, on our consideration of the County'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 the 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 County's internal control over financial reporting and compliance.

*Warren Averett, LLC*

March 13, 2014  
Pensacola, Florida

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

Management's discussion and analysis provides an objective and easily readable analysis of Santa Rosa County's (County) financial activities. The analysis provides summary financial information for the County and should be read in conjunction with the County's financial statements.

## OVERVIEW OF THE FINANCIAL STATEMENTS

The County's basic financial statements comprise three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to the financial statements*. The *Government-wide financial statements* present an overall picture of the County's financial position and results of operations. The *Fund financial statements* present financial information for the County's major funds and non-major funds in the aggregate. The *Notes to the financial statements* provide additional information essential to a full understanding of the data provided in the Government-wide and Fund financial statements. This report also contains other supplementary information in addition to the basic financial statements.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by private-sector companies. Emphasis is placed on the net position of governmental activities and business-type activities and the change in net position. Governmental Activities are primarily supported by property taxes, sales taxes, federal and state grants, and state shared revenues. Business-type Activities are supported by charges to the users of those activities, such as water and sewer service charges.

The **statement of net position** presents information on all assets, deferred outflows of resources, liabilities and deferred inflows of resources of the County, with the difference between assets plus deferred outflows and liabilities and deferred inflows reported as net position. Net position is reported in three categories: 1) net investment in capital assets, 2) restricted, and 3) unrestricted. Assets, deferred outflows, liabilities, deferred inflows and net position are reported for all Governmental Activities separate from the assets, deferred outflows, liabilities, deferred inflows and net position of Business-type Activities.

The **statement of activities** presents information on all revenues and expenses of the County and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the County. To assist in understanding the County's operations, expenses have been reported as governmental activities or business-type activities. Governmental Activities financed by the County include public safety, physical environment, transportation, economic environment, human services, culture and recreation, and general government services. Business-type Activities financed by user charges include water and sewer services, solid waste disposal, and hangar leases.

*Fund financial statements* present financial information for governmental funds and proprietary funds. These statements provide financial information for the major funds of the County. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources. The proprietary funds financial statements provide information on all assets, deferred outflows, liabilities and deferred inflows of the funds, changes in the economic resources (revenues and expenses), and total economic resources.

*Fund financial statements* include a **balance sheet** and a **statement of revenues, expenditures, and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances - budget and actual**, is provided for the County's General Fund and major governmental funds as required supplemental information. For the proprietary funds, which include an internal service fund in addition to business-type activities, a **statement of net position**; a **statement of revenues, expenses, and changes in fund net position**; and a **statement of cash flows** are presented. *Fund financial statements* provide more detailed information about the County's activities. Individual funds are established by the County to track

revenues that are restricted to certain uses, comply with legal requirements, or account for the use of state and federal grants.

The *government-wide financial statements* and the *fund financial statements* provide different *pictures* of the County. The government-wide financial statements provide an overall picture of the County's financial standing, split between Governmental Activities and Business-type Activities. These statements are comparable to private-sector companies and give a good understanding of the County's overall financial health and how the County paid for the various activities, or functions, provided by the County. All assets of the County, including buildings, tangible property, land, roads, bridges, and similar infrastructure are reported in the **statement of net position**. All liabilities, including principal outstanding on bonds, capital leases, and future employee benefits obligated but not paid by the County, are included. The **statement of activities** includes depreciation on all long lived assets of the County. The *fund financial statements* provide a picture of the major funds of the County and a column for all non-major funds. In the case of governmental activities, outlays for long lived assets are reported as expenditures and long-term liabilities are not included in the fund financial statements. Reconciliations are provided from the *fund financial statements* to the *government-wide financial statements* to facilitate a comparison between governmental funds and governmental activities. *Notes to the financial statements* provide additional detail concerning the financial activities and financial balances of the County. Additional information about the accounting practices of the County, investments of the County, long-term debt, and pension plans are some of the items included in the *notes to the financial statements*.

## **ANALYSIS OF FINANCIAL POSITION AND RESULTS OF OPERATIONS**

### **Government-Wide Financial Analysis**

Net position may serve over time as a useful indicator of government's financial position. In the case of the County, assets plus deferred outflows exceeded liabilities plus deferred inflows by \$200 million as of September 30, 2013.

The largest portion of the County's net position (72%) reflects its investments in capital assets (e.g., land, buildings, equipment, improvements, construction in progress and infrastructure), less any debt used to acquire those assets that is still outstanding. The County uses these capital assets to provide services to citizens; consequently these assets are not available for future spending. Although the County's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

At the end of the current fiscal year, the County is able to report positive balances in all three categories of net position for the County as a whole, as well as for its governmental and business-type activities.

There was a decrease in net position from governmental activities of \$4 million. This consisted of an increase of \$2.4 million to invested in net investment in capital assets, a decrease of \$10 million to restricted net position and an increase of \$3.5 million to unrestricted net position. The primary reasons for these relatively small net changes was the decrease in both revenues and expenditures due to the downturn in the economy and the zero growth/decrease in property tax revenues mandated by the state legislature.

There was an increase in net position from business-type activities of \$980,000. This consisted of an increase of \$643,000 to net investment in capital assets, an increase of \$693,000 in restricted net position and a decrease of \$355,000 to unrestricted net position. The primary reason for the decrease to unrestricted net position was the increase in the restricted investments for landfill closure and long-term care costs.

Following is a comparative statement of net position (amounts expressed in thousands):

	Governmental Activities		Business-type Activities		Total	
	2013	2012*	2013	2012*	2013	2012
Current and other assets	\$ 72,064	\$ 78,907	\$ 14,120	\$ 13,721	\$ 86,184	\$ 92,628
Capital assets	139,477	138,550	15,821	15,779	155,298	154,329
Total assets	211,541	217,457	29,941	29,500	241,482	246,957
Deferred charges on bond refunding	62	84	62	84	124	168
Total deferred outflow of resources	62	84	62	84	124	168
Long-term liabilities outstanding	21,785	23,058	13,419	14,199	35,204	37,257
Other liabilities	6,095	6,724	638	420	6,733	7,144
Total liabilities	27,880	29,782	14,057	14,619	41,937	44,401
Unrecognized license fees	40	34	-	-	40	34
Total deferred inflow of resources	40	34	-	-	40	34
Net position						
Net investment in capital assets	133,507	131,088	11,055	10,412	144,562	141,500
Restricted	22,387	32,383	4,753	4,060	27,140	36,443
Unrestricted	27,789	24,254	138	493	27,927	24,747
Total net position	\$ 183,683	\$ 187,725	\$ 15,946	\$ 14,965	\$ 199,629	\$ 202,690

\* Restated to apply GASB 63

### **Financial Analysis of Governmental Funds**

The County uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the County's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. Unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. The County's governmental funds reported combined ending fund balances of \$61 million (41% is unassigned). This is a \$5.8 million decrease from the previous year. The bulk of the decrease was from reduced tax revenues due to state mandated property tax rate reductions and the depressed economy.

Following is a comparative statement of changes in net position (amounts expressed in thousands):

	Governmental Activities		Business-type Activities		Total	
	2013	2012	2013	2012	2013	2012
<b>Revenues:</b>						
Program revenues						
Charges for services	\$ 27,392	\$ 28,914	\$ 6,422	\$ 5,980	\$ 33,814	\$ 34,894
Operating grants & contributions	5,820	8,834	-	-	5,820	8,834
Capital grants & contributions	2,018	5,163	347	681	2,365	5,844
General revenues						
Property tax	42,807	44,210	-	-	42,807	44,210
Sales, use and fuel tax	5,106	4,966	-	-	5,106	4,966
Communications services	1,475	1,462	-	-	1,475	1,462
Grants and contributions	13,029	12,523	-	-	13,029	12,523
Investment earnings	138	432	30	112	168	544
Other	1,368	660	121	307	1,489	967
Total revenues	<u>99,153</u>	<u>107,164</u>	<u>6,920</u>	<u>7,080</u>	<u>106,073</u>	<u>114,244</u>
<b>Expenses:</b>						
General government	35,305	32,588	-	-	35,305	32,588
Public safety	39,190	38,621	-	-	39,190	38,621
Physical environment	3,698	4,858	-	-	3,698	4,858
Transportation	15,368	17,262	-	-	15,368	17,262
Economic environment	2,843	2,512	-	-	2,843	2,512
Human services	5,298	5,356	-	-	5,298	5,356
Culture and recreation	1,220	2,838	-	-	1,220	2,838
Interest on long term debt	248	311	-	-	248	311
Water and sewer	-	-	1,775	1,791	1,775	1,791
Airport	-	-	506	532	506	532
Landfill	-	-	3,683	2,639	3,683	2,639
Total expenses	<u>103,170</u>	<u>104,346</u>	<u>5,964</u>	<u>4,962</u>	<u>109,134</u>	<u>109,308</u>
Increase in net position before transfers	(4,017)	2,818	956	2,118	(3,061)	4,936
Transfers	(25)	(638)	25	638	-	-
Change in net position	<u>(4,042)</u>	<u>2,180</u>	<u>981</u>	<u>2,756</u>	<u>(3,061)</u>	<u>4,936</u>
Net position, beg. of year	<u>187,725</u>	<u>185,545</u>	<u>14,965</u>	<u>12,209</u>	<u>202,690</u>	<u>197,754</u>
Net position, end of year	<u>\$ 183,683</u>	<u>\$ 187,725</u>	<u>\$ 15,946</u>	<u>\$ 14,965</u>	<u>\$ 199,629</u>	<u>\$ 202,690</u>

The General fund is the primary operating fund of the County. Revenues exceeded expenditures by \$1.8 million. Expenditures were down by \$898,000 (1.4%) from the prior year, mostly in general government and human services. Public safety expenditures were up from last year. With the recession and State mandated tax cuts the County has been aggressive in reducing expenditures yet costs continue to rise.

The Road and Bridge fund accounts for fuel and other taxes designated for road improvements. During the year, fund balance decreased by \$5.4 million. Transfers in from other funds of \$3.7 million and restricted fund balances of \$3.4 million were used to offset an operating loss resulting from repairs to the Navarre Beach Bridge.

### **Financial Analysis of Proprietary Funds**

The Navarre Beach fund accounts for the operations of the Navarre Beach water and sewer system. Revenues were up from the prior year due to increased usage and expenses were fairly consistent with the prior year. There was a moderate operating income of \$109,000. Interest income and a capital contribution from federal and state grants led to a net increase of \$254,000.

The Landfill fund is used to account for the solid waste disposal operations at the County landfills. Operating revenues were up from the prior year due to increased usage. Expenses were up from the previous year, mostly due to a significant decrease in landfill closure costs in the prior year which didn't carry over to the current year. Operating income was \$704,000 and the sales of recycled materials helped the fund to end the year with an overall net position increase of \$749,000.

### **Budgetary Analysis**

The General fund budget was increased by \$3.4 million from the original budget (an increase of 5%). Several departments had increases: Sheriff, \$1.2 million for capital equipment and new phone system; Industrial Park, \$878,000 for the Industrial Park rail spur.; BOCC Data Processing, \$211,000 for VOIP phone system; Health Related Functions, \$239,000 for funding Medicaid services.

Actual expenditures were less than the final budgeted expenditures by \$5.2 million. The major reasons for this variance are that the County did not spend 1) \$888,000 for the Industrial Park, 2) \$706,000 on Health Related Functions, 3) \$614,000 for Other BOCC Obligations and 4) \$133,000 on Community Development Housing.

## CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

As of September 30, 2013 the County had \$155 million invested in a broad range of capital assets, including land, buildings, equipment, park facilities, roads and other infrastructure. (See table below.) This amount represents a net decrease (including additions, discoveries and deductions) of \$4 million from last year.

### Capital Assets at Year-end (Net of Depreciation, in Thousands)

	Governmental Activities		Business-type Activities		Totals	
	2013	2012	2013	2012	2013	2012
Land	\$ 19,596	\$ 21,897	\$ 1,191	\$ 1,191	\$ 20,787	\$ 23,088
Construction in progress	9,152	6,952	785	265	9,937	7,217
Buildings	24,006	26,157	1,251	1,369	25,257	27,526
Improvements other than buildings	76,187	72,362	10,672	10,896	86,859	83,258
Machinery, furniture and equip.	10,535	11,182	1,922	2,058	12,457	13,240
Totals	<u>\$ 139,476</u>	<u>\$ 138,550</u>	<u>\$ 15,821</u>	<u>\$ 15,779</u>	<u>\$ 155,297</u>	<u>\$ 154,329</u>

This year's major additions included:

Thistledown Court	\$ 2,200,000
Winner's Gate Circle	\$ 1,484,000
Sheriff's equipment	\$ 1,456,867
Champion's Green Drive	\$ 347,029
Landfill Gas Collection System (CIP)	\$ 307,219
Bagdad Fire Station (CIP)	\$ 282,148
Triple Crown	\$ 265,334

### Outstanding Debt at Year-end (in Thousands)

	Governmental Activities		Business-type Activities		Totals	
	2013	2012	2013	2012	2013	2012
Revenue bonds	\$ 853	\$ 1,128	\$ 853	\$ 1,128	\$ 1,706	\$ 2,256
Notes payable	1,089	1,169	3,912	4,324	5,001	5,493
Special assessment notes	4,090	5,166	-	-	4,090	5,166
Totals	<u>\$ 6,032</u>	<u>\$ 7,463</u>	<u>\$ 4,765</u>	<u>\$ 5,452</u>	<u>\$ 10,797</u>	<u>\$ 12,915</u>

The Navarre Beach Restoration Series 2005 and 2006 notes were paid off in the current year. More detailed information about the County's capital assets and long term liabilities is presented in Notes F & G to the financial statements, respectively.

**OTHER CURRENTLY KNOWN FACTS, DECISIONS OR CONDITIONS**

The County has identified a location for a potential new judicial facility. The cost of the land and adding infrastructure is estimated to be between \$3.3 million and \$3.8 million. The estimated cost of the facility is between \$32 million and \$38 million. The financing to purchase the land and construct the judicial facility is contingent upon the passing of a proposed ½ cent or 1 cent sales tax in the November 2014 election.

## **BASIC FINANCIAL STATEMENTS**

**Santa Rosa County, Florida**

**STATEMENT OF NET POSITION**

**September 30, 2013**

ASSETS	Governmental Activities	Business-type Activities	Total
Cash and cash equivalents	\$ 60,713,479	\$ 8,360,766	\$ 69,074,245
Investments	6,275,176	4,752,608	11,027,784
Receivables, net	4,733,291	1,006,521	5,739,812
Inventory	342,722	--	342,722
Capital assets, net			
Nondepreciable	28,747,573	1,976,809	30,724,382
Depreciable	110,728,785	13,843,922	124,572,707
Total assets	<u>211,541,026</u>	<u>29,940,626</u>	<u>241,481,652</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred charges on bond refunding	62,320	62,320	124,640
Total deferred outflows of resources	<u>62,320</u>	<u>62,320</u>	<u>124,640</u>
<b>LIABILITIES</b>			
Accounts payable	2,939,374	427,142	3,366,516
Contracts payable	356,858	60,365	417,223
Accrued wages payable	1,641,041	105,832	1,746,873
Interest payable	23,310	2,460	25,770
Due to other governments	546,489	1,315	547,804
Deposits	297,559	41,036	338,595
Unearned revenue	290,742	--	290,742
Noncurrent liabilities			
Due within one year	6,373,580	1,025,202	7,398,782
Due in more than one year	15,411,621	12,393,397	27,805,018
Total liabilities	<u>27,880,574</u>	<u>14,056,749</u>	<u>41,937,323</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unrecognized license fees	39,628	--	39,628
Total deferred inflows of resources	<u>39,628</u>	<u>--</u>	<u>39,628</u>

Continued ...

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

**Santa Rosa County, Florida**

**STATEMENT OF NET POSITION (Continued)**

**September 30, 2013**

NET POSITION	Governmental Activities	Business-type Activities	Total
Net investment in capital assets	133,506,512	11,055,493	144,562,005
Restricted for:			
Nonexpendable:			
Inventory	342,722		342,722
Advance to other fund	260,000		260,000
Expendable:			
Landfill closure	--	4,752,608	4,752,608
Communications	1,100,057	--	1,100,057
Boating improvement	245,390	--	245,390
Domestic violence	125,606	--	125,606
Voter education	17,878	--	17,878
Pollworker recruitment	1,887	--	1,887
Federal elections	12,612	--	12,612
Partners for pets	16,294	--	16,294
Navarre Beach Bridge maintenance	308,500	--	308,500
Law Enforcement Trust Fund	77,493	--	77,493
Crime prevention	276,893	--	276,893
Mosquito control	27,375	--	27,375
Federal and state grants	546,390	--	546,390
Enhanced 911 system	1,192,932	--	1,192,932
Transportation, recreation and economic development	3,043,207	--	3,043,207
Tourist development	2,203,516	--	2,203,516
Infrastructure development	2,576,403	--	2,576,403
State Housing Improvement Program	455,694	--	455,694
Fire prevention and control	545,709	--	545,709
Road and sewer construction	551,520	--	551,520
Canal maintance	76,027	--	76,027
Street lighting	64,680	--	64,680
State court operations	27,482	--	27,482
Court equipment and technology	894,905	--	894,905
Records modernization trust fund	223,032	--	223,032
Law enforcement training	33,613	--	33,613
Inmate welfare purchases	726,694	--	726,694
Gas and oil preservation	195,317	--	195,317
Capital construction projects	6,217,647	--	6,217,647
Unrestricted	27,789,157	138,096	27,927,253
Total net position	<u>\$ 183,683,144</u>	<u>\$ 15,946,197</u>	<u>\$ 199,629,341</u>

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

Santa Rosa County, Florida

STATEMENT OF ACTIVITIES

Year ended September 30, 2013

Functions/Programs:	Program Revenues				Net (Expense) Revenue and Changes in Net Assets		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
<b>Governmental activities:</b>							
General government	\$ 35,322,678	\$ 18,032,139	\$ 2,738,141	\$ --	\$ (14,552,398)		\$ (14,552,398)
Public safety	39,189,911	3,577,641	520,863	353,585	(34,737,822)		(34,737,822)
Physical environment	3,697,513	5,165,440	342,918	434,154	2,244,999		2,244,999
Transportation	15,368,137	246,785	403,017	1,184,854	(13,533,481)		(13,533,481)
Economic environment	2,842,783	--	1,170,276	45,573	(1,626,934)		(1,626,934)
Human services	5,297,919	32,892	452,667	--	(4,812,360)		(4,812,360)
Culture and recreation	1,220,483	336,709	192,093	--	(691,681)		(691,681)
Interest on long-term debt	248,439	--	--	--	(248,439)		(248,439)
Total governmental activities	103,187,863	27,391,606	5,819,975	2,018,166	(67,958,116)		(67,958,116)
<b>Business-type activities:</b>							
Navarre Beach water and sewer	1,774,576	1,880,831	--	137,306		\$ 243,561	243,561
Peter Prince Airport	505,658	250,643	--	210,153		(44,862)	(44,862)
Landfill	3,700,852	4,290,879	--	--		590,027	590,027
Total business-type activities	5,981,086	6,422,353	--	347,459		788,726	788,726
Total	109,168,949	33,813,959	5,819,975	2,365,625	(67,958,116)	788,726	(67,169,390)
<b>General revenues:</b>							
Taxes							
Property taxes					42,806,636	--	42,806,636
Sales, use and fuel taxes					5,106,283	--	5,106,283
Communication services taxes					1,474,562	--	1,474,562
Grants and contributions not restricted to specific programs					13,029,453	--	13,029,453
Unrestricted investment earnings					137,829	30,161	167,990
Miscellaneous					1,344,805	2,660	1,347,465
Gain on sale of assets					24,041	116,226	140,267
Transfers					(25,060)	25,060	--
Total general revenues and transfers					63,898,549	174,107	64,072,656
Change in net position					(4,059,567)	962,833	(3,096,734)
Net position - beginning					187,742,711	14,983,364	202,726,075
Net position - ending					\$ 183,683,144	\$ 15,946,197	\$ 199,629,341

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

**Santa Rosa County, Florida**

**BALANCE SHEET  
GOVERNMENTAL FUNDS**

**September 30, 2013**

ASSETS	General	Road and Bridge	Other Governmental Funds	Total Governmental Funds
Cash and cash equivalents	\$ 25,643,567	\$ 8,935,992	\$ 20,882,638	\$ 55,462,197
Investments	5,652,188	--	--	5,652,188
Receivables, net of uncollectibles				
Accounts	730,314	--	616,722	1,347,036
Interest	277	485	1,313	2,075
Due from other governments	1,299,171	1,334,773	729,874	3,363,818
Due from other funds	500,874	5,048	211,156	717,078
Advances to other funds	10,000	250,000	--	260,000
Inventory	72,751	269,971	--	342,722
Total assets	<u>\$ 33,909,142</u>	<u>\$ 10,796,269</u>	<u>\$ 22,441,703</u>	<u>\$ 67,147,114</u>
<b>LIABILITIES</b>				
Accounts payable	\$ 1,039,708	\$ 369,034	\$ 579,568	\$ 1,988,310
Contracts payable	--	92,365	264,493	356,858
Accrued wages payable	1,230,498	254,540	142,411	1,627,449
Deposits	297,559	--	--	297,559
Unearned revenue	170,207	--	160,163	330,370
Due to other funds	188,559	--	528,519	717,078
Due to other governments	280,520	--	265,969	546,489
Advance payable to other funds	--	--	260,000	260,000
Total liabilities	<u>3,207,051</u>	<u>715,939</u>	<u>2,201,123</u>	<u>6,124,113</u>
<b>FUND BALANCES</b>				
Fund balances				
Nonspendable	82,751	519,971	--	602,722
Restricted	1,456,353	371,871	10,500,358	12,328,582
Committed	3,597,664	--	9,486,005	13,083,669
Assigned	195,317	9,188,488	481,089	9,864,894
Unassigned	25,370,006	--	(226,872)	25,143,134
Total fund balances	<u>30,702,091</u>	<u>10,080,330</u>	<u>20,240,580</u>	<u>61,023,001</u>
Total liabilities and fund balances	<u>\$ 33,909,142</u>	<u>\$ 10,796,269</u>	<u>\$ 22,441,703</u>	<u>\$ 67,147,114</u>

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

**Santa Rosa County, Florida**

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

**September 30, 2013**

<b>Total Governmental Funds Balances</b>	<b>\$ 61,023,001</b>
 <i>Amounts reported for governmental activities in the statement of net assets are different because:</i>	
 Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds:	
Prior periods' investment in capital assets	246,316,848
Less accumulated depreciation	(107,768,054)
Current period investment in capital assets	15,804,640
Current period depreciation	(9,397,992)
Current period loss on disposal of capital assets	(5,481,202)
 Deferred inflows of resources are not financial resources and therefore not reported in the funds	
Deferred charges on bond refunding	101,845
Current period amortization/writeoff of deferred refunding costs	(39,525)
 Long term liabilities are not due and payable in the current period and therefore are not reported in the funds:	
Revenue bonds	(1,088,282)
Notes payable	(1,168,499)
Compensated absences	(7,629,334)
Special assessment notes payable	(5,166,457)
Interest payable	(23,310)
Other post employment benefits liability	(4,961,758)
Current period revenue bond payments	274,693
Current period note payments	79,171
Current period change in compensated absences	(139,458)
Current period special assessment note payments	1,076,733
Current period bond refunding costs	(39,525)
Current period increase in other post employment benefits liability	(695,374)
 Internal service funds are used by management to charge the costs of providing insurance coverage to individual funds and therefore, the assets and liabilities of the internal service fund are included in governmental activities in the Statement of Net Position.	
Assets	5,896,750
Liabilities	(3,291,767)
 <b>Net Position of Governmental Activities</b>	 <b><u>\$ 183,683,144</u></b>

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

Santa Rosa County, Florida

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

Year ended September 30, 2013

	General	Road and Bridge	Other Governmental Funds	Total Governmental Funds
<b>Revenues</b>				
Taxes	\$ 44,211,980	\$ 3,803,908	\$ 1,371,593	\$ 49,387,481
Permits, fees and special assessments	1,526,256	--	10,649,804	12,176,060
Intergovernmental	11,100,802	4,651,935	5,432,125	21,184,862
Charges for services	7,067,578	37,733	3,453,885	10,559,196
Fines and forfeits	284,572	--	316,005	600,577
Miscellaneous	3,029,459	129,482	427,254	3,586,195
Total revenues	<u>67,220,647</u>	<u>8,623,058</u>	<u>21,650,666</u>	<u>97,494,371</u>
<b>Expenditures</b>				
<b>Current</b>				
General government	20,594,578	--	4,960,603	25,555,181
Public safety	34,434,966	--	5,338,564	39,773,530
Physical environment	1,128,778	809,136	1,640,229	3,578,143
Transportation	889,182	16,983,143	1,444,721	19,317,046
Economic environment	438,566	--	2,314,081	2,752,647
Human services	5,063,546	--	151,917	5,215,463
Culture and recreation	2,845,740	--	29,815	2,875,555
Capital outlay	--	--	2,191,074	2,191,074
Debt service	--	--	1,643,720	1,643,720
Total expenditures	<u>65,395,356</u>	<u>17,792,279</u>	<u>19,714,724</u>	<u>102,902,359</u>
Excess (deficiency) of revenues over expenditures	1,825,291	(9,169,221)	1,935,942	(5,407,988)
<b>Other financing sources (uses)</b>				
Transfers in	2,696,758	3,701,772	2,554,774	8,953,304
Transfers out	(1,306,043)	--	(8,123,080)	(9,429,123)
Total other financing sources (uses)	<u>1,390,715</u>	<u>3,701,772</u>	<u>(5,568,306)</u>	<u>(475,819)</u>
Net change in fund balances	3,216,006	(5,467,449)	(3,632,364)	(5,883,807)
Fund balances, beginning of year	27,517,470	15,453,154	23,872,944	66,843,568
Change in reserve for inventory	(31,385)	94,625	--	63,240
Fund balances, end of year	<u>\$ 30,702,091</u>	<u>\$ 10,080,330</u>	<u>\$ 20,240,580</u>	<u>\$ 61,023,001</u>

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

**Santa Rosa County, Florida**

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

**For the year ended September 30, 2013**

**Net Change in Fund Balances - Total Governmental Funds** \$ (5,883,807)

*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 as depreciation expense. In the current period these amounts are:

Current period investment in capital assets	15,804,640
Current period depreciation	(9,397,992)
Current period loss on disposal of capital assets	(5,481,202)

In the statement of activities, interest is accrued on outstanding loans, whereas in governmental funds, an interest expenditure is reported when due.

Change in interest payable	4,209
----------------------------	-------

Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets. Also debt proceeds are an other financing source in the governmental funds, but the issuance increases long-term liabilities in the statement of net assets.

Current period change in compensated absences	(139,458)
Current period note payments	79,171
Current period revenue bond payments	274,693
Current period special assessment note payments	1,076,733
Current period bond refunding costs	(39,525)
Current period increase in other post employment benefits liability	(695,374)

Internal service funds are used by management to charge the costs of providing insurance coverage and therefore, the change in net assets of the internal service fund is included in governmental activities in the Statement of Activities.

275,105

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

Change in reserve for inventory	63,240
---------------------------------	--------

**Change in Net Position of Governmental Activities** \$ (4,059,567)

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

**Santa Rosa County, Florida**

**STATEMENT OF NET POSITION  
PROPRIETARY FUNDS**

**September 30, 2013**

	Business-type Activities				Governmental
	Major Funds		Non-Major Fund	Total	Internal
	Navarre Beach	Landfill	Peter Prince Field	Enterprise Funds	Service Fund
<b>ASSETS</b>					
Current assets:					
Cash and cash equivalents	\$ 2,457,092	\$ 5,131,601	\$ 772,073	\$ 8,360,766	\$ 5,251,282
Investments	--	--	--	--	622,988
Accounts receivable	174,003	461,637	11,412	647,052	20,337
Interest	188	149	127	464	25
Due from other governments	54,864	--	304,141	359,005	--
Total current assets	2,686,147	5,593,387	1,087,753	9,367,287	5,894,632
Noncurrent assets					
Restricted investments	--	4,752,608	--	4,752,608	--
Capital assets, net of accumulated depreciation	6,704,066	5,534,247	3,582,418	15,820,731	2,118
Total noncurrent assets	6,704,066	10,286,855	3,582,418	20,573,339	2,118
Total assets	9,390,213	15,880,242	4,670,171	29,940,626	5,896,750
<b>DEFERRED OUTFLOWS OF RESOURCES</b>					
Deferred charges on bond refunding	--	62,320	--	62,320	--
Total deferred outflows of resources	--	62,320	--	62,320	--
<b>LIABILITIES</b>					
Current liabilities					
Accounts payable	40,293	375,523	11,326	427,142	951,064
Contracts payable	26,230	34,135	--	60,365	--
Current portion of claims payable	--	--	--	--	1,329,289
Accrued wages payable	26,782	77,508	1,542	105,832	13,592
Due to other governments	--	--	1,315	1,315	--
Compensated absences - current portion	70,000	195,000	--	265,000	40,000
Revenue bonds - current	--	279,476	--	279,476	--
Note payable - current	427,370	--	--	427,370	--
Accrued interest	--	2,460	--	2,460	--
Deposits	12,367	27,689	980	41,036	--
Current portion of landfill closure costs	--	53,356	--	53,356	--
Total current liabilities	603,042	1,045,147	15,163	1,663,352	2,333,945
Noncurrent liabilities					
Long term portion of compensated absences	1,453	65,777	--	67,230	31,029
Long term portion of claims payable	--	--	--	--	902,650
Long term portion of landfill closure costs	--	8,070,913	--	8,070,913	--
Revenue bonds payable - net of discount	--	573,637	--	573,637	--
Note payable - noncurrent	3,484,755	--	--	3,484,755	--
OPEB liability	47,961	147,366	1,535	196,862	24,143
Total noncurrent liabilities	3,534,169	8,857,693	1,535	12,393,397	957,822
Total liabilities	4,137,211	9,902,840	16,698	14,056,749	3,291,767
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Total deferred inflows of resources	--	--	--	--	--
<b>NET POSITION</b>					
Net investment in capital assets	2,791,941	4,681,134	3,582,418	11,055,493	2,118
Restricted for landfill closure	--	4,752,608	--	4,752,608	--
Unrestricted	2,461,061	(3,394,020)	1,071,055	138,096	2,602,865
Total net position	\$ 5,253,002	\$ 6,039,722	\$ 4,653,473	\$ 15,946,197	\$ 2,604,983

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

**Santa Rosa County, Florida**  
**STATEMENT OF REVENUES, EXPENSES, AND**  
**CHANGES IN NET POSITION - PROPRIETARY FUNDS**

**Year ended September 30, 2013**

	Business-type Activities				Governmental
	Major Funds		Non-Major Fund		Activities
	Navarre Beach	Landfill	Peter Prince Field	Total Enterprise Funds	Internal Service Fund
Operating revenues					
Permits, fees and special assessments	\$ --	\$ 38,700	\$ --	\$ 38,700	\$ --
Charges for services	1,880,831	4,252,179	250,643	6,383,653	856,297
Insurance proceeds	--	--	--	--	791,085
Miscellaneous	2,438	30	192	2,660	110
Total operating revenues	<u>1,883,269</u>	<u>4,290,909</u>	<u>250,835</u>	<u>6,425,013</u>	<u>1,647,492</u>
Operating expenses					
Personal services	556,433	1,748,655	31,525	2,336,613	254,338
Contract services	84,093	392,559	97,934	574,586	181,464
Supplies	73,893	41,918	44,355	160,166	17,301
Repairs and maintenance	172,971	421,639	50,645	645,255	1,947
Utilities	328,751	44,043	15,141	387,935	--
Depreciation	522,643	630,245	264,786	1,417,674	1,551
Travel and per diem	165	5,510	--	5,675	7,492
Insurance	8,050	9,280	--	17,330	76,614
Communications	10,800	10,061	567	21,428	--
Advertising	--	1,029	--	1,029	--
Fuel and oil	13,104	346,115	--	359,219	--
Rentals	--	11,651	--	11,651	--
Landfill closure and maintenance	--	(86,376)	--	(86,376)	--
Claims	--	--	--	--	1,270,453
State assessment	--	--	--	--	12,052
Miscellaneous	3,673	10,394	705	14,772	11,427
Total operating expenses	<u>1,774,576</u>	<u>3,586,723</u>	<u>505,658</u>	<u>5,866,957</u>	<u>1,834,639</u>
Operating income (loss)	108,693	704,186	(254,823)	558,056	(187,147)
Non-operating revenues (expenses)					
Investment income	4,022	24,388	1,751	30,161	11,550
Interest expense	--	(17,455)	--	(17,455)	--
Sale of recycled materials	--	113,169	3,057	116,226	--
Gain (loss) on disposal of assets	--	(776)	--	(776)	(57)
Aid to private organizations	--	(60,000)	--	(60,000)	--
Amortization & other bond costs	--	(35,898)	--	(35,898)	--
Total non-operating revenues (expenses)	<u>4,022</u>	<u>23,428</u>	<u>4,808</u>	<u>32,258</u>	<u>11,493</u>
Income (loss) before contributions and transfers	112,715	727,614	(250,015)	590,314	(175,654)
Transfers in	3,550	21,370	140	25,060	787,524
Transfers out	--	--	--	--	(336,765)
Capital contribution	<u>137,306</u>	<u>--</u>	<u>210,153</u>	<u>347,459</u>	<u>--</u>
Change in net position	253,571	748,984	(39,722)	962,833	275,105
Net position, beginning of year	<u>4,999,431</u>	<u>5,290,738</u>	<u>4,693,195</u>	<u>14,983,364</u>	<u>2,329,878</u>
Net position, end of year	<u>\$ 5,253,002</u>	<u>\$ 6,039,722</u>	<u>\$ 4,653,473</u>	<u>\$ 15,946,197</u>	<u>\$ 2,604,983</u>

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

**Santa Rosa County, Florida**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUNDS**  
**Year ended September 30, 2013**

	Business-type Activities				Governmental Activities
	Major Funds		Non-Major Fund		
	Navarre Beach	Landfill	Peter Prince Field	Total Enterprise Funds	
Cash flows from operating activities					
Cash received from customers	\$ 1,858,669	\$ 4,262,885	\$ 141,464	\$ 6,263,018	\$ 110
Cash paid to suppliers	(672,486)	(951,250)	(364,191)	(1,987,927)	(296,245)
Cash paid to employees	(563,033)	(1,744,390)	(30,892)	(2,338,315)	(277,369)
Cash received from interfund services provided	--	--	--	--	1,660,986
Cash paid for internal services provided	--	--	--	--	(2,093,621)
Net cash provided (used) by operating activities	<u>623,150</u>	<u>1,567,245</u>	<u>(253,619)</u>	<u>1,936,776</u>	<u>(1,006,139)</u>
Cash flows from noncapital financing activities					
Sale of recycled materials	--	113,169	3,057	116,226	--
Transfers in (out)	3,550	21,370	140	25,060	450,759
Aid to private organizations	--	(60,000)	--	(60,000)	--
Net cash provided (used) by noncapital financing activities	<u>3,550</u>	<u>74,539</u>	<u>3,197</u>	<u>81,286</u>	<u>450,759</u>
Cash flows from capital and related financing activities					
Capital contribution	137,306	--	210,153	347,459	--
Purchases of capital assets	(296,120)	(667,039)	(497,218)	(1,460,377)	(2,023)
Principal paid on capital debt	(411,648)	(274,694)	--	(686,342)	--
Interest paid on capital debt	--	(17,735)	--	(17,735)	--
Net cash provided (used) by capital and related financing activities	<u>(570,462)</u>	<u>(959,468)</u>	<u>(287,065)</u>	<u>(1,816,995)</u>	<u>(2,023)</u>
Cash flows from investing activities					
Interest and dividends	4,448	25,644	1,804	31,896	13,204
Net sale (purchase) of investments	--	(691,440)	--	(691,440)	(2,225)
Net cash provided (used) by investing activities	<u>4,448</u>	<u>(665,796)</u>	<u>1,804</u>	<u>(659,544)</u>	<u>10,979</u>
Net increase (decrease) in cash and cash equivalents	60,686	16,520	(535,683)	(458,477)	(546,424)
Cash and cash equivalents at beginning of year	2,396,406	5,115,081	1,307,756	8,819,243	5,797,706
Cash and cash equivalents at end of year	<u>\$ 2,457,092</u>	<u>\$ 5,131,601</u>	<u>\$ 772,073</u>	<u>\$ 8,360,766</u>	<u>\$ 5,251,282</u>
Reconciliation of operating income (loss) to net cash provided (used) by operating activities					
Operating income (loss)	\$ 108,693	\$ 704,186	\$ (254,823)	\$ 558,056	\$ (187,147)
Adjustments to reconcile operating income to net cash provided (used) by operating activities					
Depreciation expense	522,643	630,245	264,786	1,417,674	1,551
Landfill closure costs	--	(86,376)	--	(86,376)	--
Changes in assets and liabilities:					
Accounts receivable	28,797	(27,385)	(1,022)	390	13,604
Due to other governments	--	--	91	91	--
Accounts payable	(3,216)	308,814	(139,660)	165,938	(158,183)
Contracts payable	26,230	34,135	(15,275)	45,090	--
Accrued compensation	2,022	3,752	242	6,016	1,444
Compensated absences	(15,051)	(17,705)	--	(32,756)	(27,427)
Due from other governments	(54,864)	--	(108,729)	(163,593)	--
OPEB liability	6,429	18,218	391	25,038	2,952
Claims payable	--	--	--	--	(652,933)
Deposits	1,467	(639)	380	1,208	--
Net cash provided (used) by operating activities	<u>\$ 623,150</u>	<u>\$ 1,567,245</u>	<u>\$ (253,619)</u>	<u>\$ 1,936,776</u>	<u>\$ (1,006,139)</u>
Noncash Investing, Capital and Financing Activities:					
Amortized bond refunding costs	\$ --	\$ 13,903	\$ --	\$ 13,903	\$ --
Amortized deferred charges	--	21,995	--	21,995	--
	<u>\$ --</u>	<u>\$ 35,898</u>	<u>\$ --</u>	<u>\$ 35,898</u>	<u>\$ --</u>

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

**Santa Rosa County, Florida**

**STATEMENT OF FIDUCIARY NET POSITION**

**September 30, 2013**

	<u>Agency Funds</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 5,634,119
Accounts receivable	111,082
Due from other governments	4,336
Total assets	<u>\$ 5,749,537</u>
<b>LIABILITIES</b>	
Accounts payable	\$ 192,090
Deposits	2,796,026
Due to other governments	2,745,575
Miscellaneous	15,846
Total liabilities	<u>\$ 5,749,537</u>

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

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**GUIDE TO NOTES**

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**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES**

A summary of the significant accounting policies applied consistently in the preparation of the financial statements follows:

**1. Reporting Entity**

The Governmental Accounting Standards Board (GASB) established standards for defining the financial reporting entity. In developing these standards, the GASB assumed that all governmental organizations are responsible to elected officials at the federal, state, or local level. Financial reporting by a state or local government should report the elected officials' accountability for those organizations. As concluded by the GASB, the financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Santa Rosa County, Florida (the County) is a political subdivision of the State of Florida created pursuant to Article 8, Section 1(e), of the Constitution of the State of Florida and Chapter 7 of the Florida Statutes. It is governed by a five member Board of County Commissioners (the Board) elected from single-member districts. The Board has no powers other than those expressly vested in it by the Florida Statutes and its governmental powers cannot be delegated. The Board appoints an administrator to administer all policies emanating from its statutory powers and authority. In addition to the Board, there are five elected Constitutional Officers, pursuant to Article 8, Section 1(d) of the Constitution of the State of Florida: Clerk of Courts, Sheriff, Tax Collector, Property Appraiser and Supervisor of Elections.

These financial statements include the operating activities of the Board, Clerk of Courts, Sheriff, Tax Collector, Property Appraiser and Supervisor of Elections.

**Dependent Special Districts**

***Blackwater Soil & Water Conservation District*** - The Blackwater Soil & Water Conservation District (Blackwater) was created by the Florida Legislature in 1942 pursuant to Florida Statute Section 582. Santa Rosa County was established as the local governing authority and is Blackwater's only source of funding. Blackwater does not meet the criteria as a legally separate entity in that it cannot buy, sell, own, lease and mortgage property in its own name. The activities of Blackwater are included in these financial statements as a department of the Board within the General Fund.

***Pace Property Finance Authority*** - The Pace Property Finance Authority (Authority) was created in 1990 by County Resolution No. 90-12 pursuant to Chapter 617 of the Florida Statutes. In accordance with Florida Statutes Section 189.403, the Authority qualifies as a dependent special district. Additionally, the Authority is a component unit of the County. However, the Authority meets the criteria for inclusion in more than one reporting entity - Pace Water System as well as the County. In these cases, judgment must be exercised by management of the reporting entities as to which reporting entity the organization should be included. The Authority has the same elected governing body as the Pace Water System. Additionally, both

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

the Authority and Pace Water System own portions of a single water/sewer system; thus, their capital assets are part of an interconnected system. Finally, the Authority's debt was issued solely to finance the Pace water/sewer system improvements. Based on these facts, management has decided to include the Authority in the combined financial statements of Pace Water System rather than as a component unit of the County.

***Santa Rosa County Health Facilities Authority*** - The Santa Rosa County Health Facilities Authority (Authority) was created in 1982 by County Ordinance No. 82-02 pursuant to Section 154, Florida Statutes. In accordance with Florida Statutes Section 189.403, the Authority qualifies as a dependent special district. Additionally, the Authority is a component unit of the Board. The Board appoints the five (5) members of the Authority. Additionally, the Board may abolish the Authority at any time by ordinance or resolution as long as all bonded indebtedness incurred by the Authority has been paid. The Authority exists solely to assist health facilities within the County with the acquisition, construction, financing, and refinancing of projects through issuance of conduit debt. All bonds issued by the Authority were subsequently defeased through issuance of new debt culminating with the issuance of \$58 million in new bonds in 2003. The debt outstanding is a limited obligation of the Authority and not a general obligation of the Authority or the Board. The Authority is not obligated to pay the principal and interest on the bonds except from the revenues of the Authority pursuant to its loan agreement with Gulf Breeze Hospital. The Authority has no financial activity and the bonds issued under the Authority's name are recorded in the books of the hospital.

***Santa Rosa County Housing Finance Authority*** - The Santa Rosa County Housing Finance Authority (Authority) was created in 1984 by County Resolution No. 84-18 pursuant to Chapter 78-89, Laws of Florida codified as Chapter 159, Part IV, Section 159.601 through 159.623. In accordance with Florida Statutes Section 189.403, the Authority qualifies as a dependent special district. Additionally, the Authority is a component unit of Santa Rosa County. The Board, through various resolutions and interlocal agreements with the Escambia County Housing Finance Authority (ECHFA), has authorized ECHFA to allow qualified residents of the County to apply for and obtain preferential mortgages from proceeds generated by bonds issued by ECHFA. Accordingly, there is no financial activity related to the Authority to be reflected in these financial statements.

**2. Basis of Presentation - Fund Accounting**

The accounting system is organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

The County groups its funds into two broad fund categories as either governmental or proprietary in nature. Governmental funds include the general, special revenue, debt service, and capital project funds. Proprietary funds include enterprise funds and an internal service fund.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

**3. Basis of Accounting**

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all the non-fiduciary activities of the primary government. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which primarily rely on fees and charges for support. Fiduciary funds are excluded from the government-wide financial statements.

The government-wide statements are prepared using the economic resources measurement focus and the accrual basis of accounting. This is the same approach used in the preparation of the proprietary fund financial statements but differs from the manner in which governmental fund financial statements are prepared. Therefore, the governmental fund financial statements include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the governmental fund financial statements.

The government-wide Statement of Activities presents a comparison between expenses and program revenues for each segment of the business-type activities of the County and for each governmental program. Direct expenses are those that are specifically associated with a service, program or department and are therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipients of the goods or services offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program or business segment is self-financing or draws from the general revenues of the County.

Net position should be reported as restricted when constraints placed on net position use are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. The net position restricted for other purposes result from special revenue funds and the restrictions on their use. In a fund with both restricted and unrestricted positions, qualified expenses are considered to be paid first from restricted net position then from unrestricted net position. The government-wide statement of net position reports \$22,387,475 of restricted net position, of which \$21,784,753 is restricted by enabling legislation.

**FUND FINANCIAL STATEMENTS**

The Fund financial statements, as presented herein, focus primarily on the major funds of the governmental and proprietary categories. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. The internal service fund is presented in a single column on the face of the proprietary fund statements.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

**GOVERNMENTAL FUNDS**

All governmental funds are accounted for using the modified accrual basis of accounting and the current financial resources measurement focus. Under this basis revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

The major governmental funds are:

- General Fund – This is the County’s primary operating fund. It accounts for all financial resources except those required to be accounted for in another fund.
- Road and Bridge Fund – Accounts for that portion of state fuel taxes and fees designated for road improvement projects.

**Revenue Recognition**

In applying the susceptible to accrual concept under the modified accrual basis, the following revenue sources are deemed both measurable and available (i.e., collectible within the current year or within one month of year-end and available to pay obligations of the current period – except for certain grant revenues which are recognized as revenues in the same period the grant expenditures occurred). This includes investment earnings, property taxes, special assessments, fines and forfeitures. Certain state-levied locally shared taxes including motor vehicle license tax and fuel taxes are considered derived non-exchange transactions. These types of transactions are subject to income recognition when the underlying transaction occurs. Reimbursements due for federally funded projects are accrued as revenue at the time the expenditures are made, or when received in advance, deferred until expenditures are made.

Other revenues, including licenses and permits, certain charges for services and miscellaneous revenues, are recorded as revenue when received in cash because they are generally not measurable until actually received.

**Expenditure Recognition**

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Most expenditures are measurable and are recorded when the related fund liability is incurred. However, principal and interest on governmental long-term debt, which has not matured, are recognized when paid. Allocations of costs, such as depreciation and amortization, are not recognized in the governmental funds.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

**PROPRIETARY FUNDS**

All proprietary funds use the accrual basis of accounting and the economic resources measurement focus. These funds account for operations that are primarily financed by user charges. Revenues are recognized when earned and expenses are recognized when incurred. Allocations of costs, such as depreciation, are recorded in proprietary funds. Unbilled utility service receivables are recorded at each year-end.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of all the County's enterprise funds and internal service fund are charges to customers for sales and services. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The major proprietary funds are:

- Navarre Beach Fund – Accounts for the operation and maintenance of the water and sewer system of Navarre Beach.
- Landfill Fund – Accounts for the operation of the solid waste disposal facilities of the County.

The County's only internal service fund is the Self Insurance Fund. This fund accounts for the risk management activities of the County and the other elected officials. Costs are billed to the departments and other elected officials at the actual and estimated costs of providing insurance coverage. At year-end, uncovered costs are billed to the departments, if necessary. Billings in excess of costs are credited to the departments. The policy of the County is not to eliminate interfund activity, i.e. the estimated insurance costs billed to the departments, in the government-wide statement of activities, so as to better reflect the true operating costs of those departments.

**FIDUCIARY FUNDS**

The County has sixteen agency fiduciary funds. Agency funds are unlike all other types of funds, reporting only assets and liabilities. Therefore agency funds cannot be said to have a measurement focus. They do, however, use the accrual basis of accounting to recognize receivables and payables.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

**4. Budgets and Budgetary Accounting**

Florida Statutes Chapters 129 and 200 govern the preparation, adoption, and administration of the County's annual budget. The budget must be balanced, i.e., the estimated revenues plus beginning fund balance brought forward must equal appropriations and be prepared on a basis consistent with generally accepted accounting principles (GAAP) as applicable to governmental units. The Board may, at any time within a fiscal year, amend a budget for that year as follows:

Appropriations for expenditures in any fund may be decreased and other appropriations in the same fund correspondingly increased by motion recorded in the minutes. The budget officer may authorize certain inter-departmental and intra-departmental budget amendments, provided that the total appropriation of the fund is not changed. All annual appropriations lapse at fiscal year end.

**5. Cash and Cash Equivalents**

For purposes of the statements of cash flows, all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased are considered to be cash equivalents.

**6. Investments**

Investments in U.S. Treasury bills, government backed securities and the Florida Local Government Investment Trust Fund are recorded at fair value. As permitted by GASB Statement No. 31, bank certificates of deposit and short term money market investments are reported at amortized cost rather than fair value.

**7. Inventory**

Inventory consists of gas, oil, automotive parts, road signs, culverts, and various other items used by the road department and insecticides used by mosquito control operations. Inventory is valued at cost (first in, first out). The cost is recorded as an expenditure at the time the inventory is purchased.

In the fund level statements, reported inventories are equally offset by a nonspendable fund balance since such amounts will not convert to cash even though they are a component of net current assets.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

**8. Accounting for Capital Assets**

Capital assets, which include property, plant, equipment, and infrastructure assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The cost of normal maintenance and repairs that does not add to the value of an asset or materially extends an asset's life is not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. The County does not capitalize interest expense on borrowings used to finance construction of capital assets, as the capitalizable interest, after netting of interest earnings, is normally insignificant.

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

Buildings	20 - 50 years
Water Distribution System	20 years
Improvements	10 - 20 years
Equipment	3 - 10 years
Infrastructure	40 years
Intangibles	3 - 5 years

**9. Compensated Absences**

It is the policy of the County to permit employees to accumulate a limited amount of earned but unused leave benefits which will be paid to employees upon separation from service. Unpaid compensated absences are recorded as a liability when the benefits are earned in the government-wide and proprietary fund financial statements. The valuation of accrued leave benefits is calculated in accordance with GASB Statement No. 16. The majority of the compensated absences liability has been paid out of the General (75%) and the Road and Bridge (25%) funds.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

**10. Property Taxes**

Real and personal property valuations are determined each year as of January 1 by the Property Appraiser's office. Florida Statutes require that all property be assessed at 100 percent of just value.

All property taxes become due and payable on November 1, and are delinquent on April 1 of the following year. Discounts of 4, 3, 2 and 1 percent are allowed for early payment in November through February, respectively. The Tax Collector advertises as required by statute and sells tax certificates for unpaid taxes on real property. Certificates not sold are considered "County Held Certificates." Persons owning land upon which a tax certificate has been sold may redeem the land by paying the face amount of the tax certificate, plus interest and other costs.

Property taxes levied on property valuations as of January 1, 2013 and expected to be collected during the period November 2013 through March 2014 are as follows:

General Fund	\$ 42,436,410
Fine and Forfeiture Fund	\$ 67,470

These taxes, although measurable, are not recognized as revenue at September 30, 2013, since they are not considered to be collectible within the current period or soon enough thereafter to be used to pay current period liabilities.

**11. Landfill Closure Costs**

Under the terms of current state and federal regulations, the County is required to place a final cover on closed landfill areas, and to perform certain monitoring and maintenance functions for a period of up to thirty years after closure. The County recognizes these costs of closure and post-closure maintenance over the active life of each landfill area, based on landfill capacity used during the period.

**12. Allowance for Uncollectible Amounts**

Accounts receivable for the County are reported net of allowance for doubtful accounts. The allowance for doubtful accounts represents those accounts which are deemed uncollectible based upon past collection history.

**13. Fund Balance**

Fund balance is divided into five classifications based primarily on the extent to which the County is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

Nonspendable - The nonspendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash. It also includes the long-term amount of interfund loans.

Restricted - Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or is imposed by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the County to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation. Legal enforceability means that the County can be compelled by an external party—such as citizens, public interest groups, or the judiciary to use resources created by enabling legislation only for the purposes specified by the legislation.

Committed - The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (ordinance) of the County. Those committed amounts cannot be used for any other purpose unless the County removes or changes the specified use by taking the same type of action (ordinance) it employed to previously commit those amounts. In contrast to fund balance that is restricted by enabling legislation, committed fund balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the Board, separate from the authorization to raise the underlying revenue; therefore, compliance with these constraints are not considered to be legally enforceable. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned – Amounts in the assigned fund balance classification are intended to be used by the County for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by the Board or a County official delegated that authority by County resolution or ordinance.

Unassigned - Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

The County applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE B - CASH AND INVESTMENTS**

At September 30, 2013, the bank held deposits of \$74,514,168 (before outstanding checks and deposits in transit) consisting of amounts held in checking, savings, money market or time deposit accounts. All deposits with financial institutions were 100% insured by federal depository insurance or by collateral pursuant to the Public Depository Security Act of the State of Florida.

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

Pursuant to Florida Statutes Section 218.415, the County adopted an investment policy which outlines the County's investment responsibilities, objectives, and policies. The County's investment policy authorizes the County to invest in the following:

- a. The Local Government Surplus Funds Trust Fund (SBA) (Maximum of 75%)\*;
- b. Florida Local Government Investment Trust (FLGIT) (State Investment Trust) (Maximum of 80%)\*;
- c. Qualified money market mutual funds (Maximum of 50%)\*;
- d. U.S. Treasury bills, notes and bonds (100% allowed);
- e. Obligations guaranteed by the U.S. Government as to principal and interest such as obligations of the Government National Mortgage Association (GNMA) (Maximum of 5%)\*;
- f. Non-callable Government Agency securities (Maximum of 25%)\*:
  - (i) Federal Farm Credit Bank (FFCB),
  - (ii) Federal Home Loan Mortgage Corporation (FHLMC),
  - (iii) Federal Home Loan Bank (FHLB),
  - (iv) Federal National Mortgage Association (FNMA).This classification of government agency securities does not include any mortgage debt of any government agency;
- g. Time deposits and savings accounts in banks or savings and loan associations doing business in Florida (Maximum of 50%)\*;
- h. Repurchase agreements for investments authorized in categories d, e, or f above. (Maximum of 40%)\*

\*To limit the County's concentration of credit risk these are the maximum percentages of the County's total portfolio that can be in each type of investment.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE B - CASH AND INVESTMENTS - Continued**

Interest rate risk is limited by no security having a maturity exceeding 2 years. The weighted average to maturity for the portfolio shall be less than 365 days. Investments placed with the FLGIT, which typically invests in instruments with maturities of less than 5 years, are exempt from this limitation.

The FLGIT, also known as Florida Trust, is a local government investment pool created by the Florida Association of Court Clerks and Comptroller, and the Florida Association of Counties for the purpose of providing public entities with an investment program by providing investment vehicles for funds that can be invested in short- to intermediate-term securities and have returns generally greater than the national average for money market instruments. The fair values of the County's positions in the pool are the same as the value of the pool shares. The Florida Trust offers two open-ended, professionally managed funds available only to public entities in Florida.

**The Investment Trust:**

A short term bond fund with an investment portfolio structured to maintain safety of principal and maximize available yield through a balance of quality and diversification. As of September 30, 2013 the Investment Trust managed \$719,254,098 for 35 local governmental entities. At a price per share of \$23.938 the Investment Trust has produced a 12-month total return of 0.358% and a market yield of 1.12%. This short term bond fund invests in U.S. Treasuries and Agency Securities, Mortgages, Commercial Paper, Asset-Backed Securities, and "A" rated Corporate Securities.

**The Day to Day Fund:**

The Florida Trust Day to Day Fund is a money market product created in January 2009 in response to demand to provide a fiscally conservative diversification option for Florida local governments. Fund features include same day transactions and online account management. The fund is AAAM-rated by Standard and Poor's and is governed by the same board and advisory committee that oversees the Investment Trust.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

**NOTE B - CASH AND INVESTMENTS - Continued**

Schedule of Cash and Investments at September 30, 2013

	<u>Carrying Amount</u>
Investments:	
FLGIT Investment Trust Fund	\$ 11,027,784
Total Investments	<u>11,027,784</u>
Cash:	
Cash in Bank	15,674,104
Day to Day Trust	53,398,816
Petty Cash	<u>1,325</u>
Total Cash	<u>69,074,245</u>
Total Cash and Investments	<u><u>\$ 80,102,029</u></u>

Restricted cash and investments typically consist of funds set aside for the payment of debt and funds set aside to ensure assets producing the pledged revenues are repaired and replaced as needed. These assets are restricted since their use is limited by the applicable bond indentures. Other restricted assets consist of funds restricted to the payment of future landfill closure costs.

Restricted investments by category and by fund are as follows:

	<u>Landfill Fund</u>
Landfill escrow	<u><u>\$ 4,752,608</u></u>

**NOTE C – DUE FROM OTHER GOVERNMENTAL UNITS**

At September 30, 2013, amounts due from other governmental units were as follows:

Federal Government - Grants	\$ 830,960
State of Florida - Grants	689,789
State of Florida - Taxes	1,136,546
Local - Taxes	467,106
Other	<u>598,422</u>
	<u><u>\$ 3,722,823</u></u>

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

**NOTE D – INTERFUND TRANSACTIONS**

Interfund transactions for the year ended September 30, 2013 were as follows:

	Interfund Receivable	Interfund Payable	Interfund Transfers in	Interfund Transfers out
General fund	\$ 510,874	\$ 188,559	\$ 2,696,758	\$ 1,306,043
Road & Bridge fund	255,048	-	3,701,772	-
Nonmajor Governmental funds	211,156	788,519	2,554,774	8,123,080
Navarre Beach fund	-	-	3,550	-
Landfill fund	-	-	21,370	-
Nonmajor Business-type fund	-	-	140	-
Self Insurance fund	-	-	787,524	336,765
<b>Total</b>	<b>\$ 977,078</b>	<b>\$ 977,078</b>	<b>\$ 9,765,888</b>	<b>\$ 9,765,888</b>

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) move unrestricted revenues collected in the general fund to finance various programs in accordance with budgetary authorizations.

Interfund balances result from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

**NOTE E – RECEIVABLES**

<u>Governmental</u>	<u>Accounts</u>	<u>Interest</u>	<u>Intergov- ernmental</u>	<u>Total</u>
General	\$ 730,314	\$ 277	\$ 1,299,171	\$ 2,029,762
Road & Bridge	-	485	1,334,773	1,335,258
NonMajor Govt.	616,722	1,313	729,874	1,347,909
Self Insurance	20,337	25	-	20,362
Subtotal	1,367,373	2,100	3,363,818	4,733,291
 <u>Business-Type</u>				
Navarre Beach	174,003	188	54,864	229,055
Landfill	461,637	149	-	461,786
NonMajor Business	11,412	127	304,141	315,680
Subtotal	647,052	464	359,005	1,006,521
 Total	 <u>\$ 2,014,425</u>	 <u>\$ 2,564</u>	 <u>\$ 3,722,823</u>	 <u>\$ 5,739,812</u>

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

**NOTE F – CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2013 was as follows (in thousands):

<b>Governmental activities</b>	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets not being depreciated:				
Land	\$ 21,897	\$ 700	\$ 3,001	\$ 19,596
Construction in progress	6,952	4,141	1,941	9,152
Total capital assets not being depreciated	28,849	4,841	4,942	28,748
Other capital assets:				
Buildings	60,335	785	-	61,120
Improvements other than buildings	115,269	7,586	130	122,725
Machinery and equipment	41,878	2,594	3,047	41,425
Total capital assets being depreciated	217,482	10,965	3,177	225,270
Less accumulated depreciation for:				
Buildings	34,178	2,936	-	37,114
Improvements other than buildings	42,907	3,758	127	46,538
Machinery and equipment	30,696	2,905	2,711	30,890
Total accumulated depreciation	107,781	9,599	2,838	114,542
Total capital assets being depreciated, net	109,701	1,366	339	110,728
Governmental activities capital assets, net	\$ 138,550	\$ 6,207	\$ 5,281	\$ 139,476
<b>Business like activities</b>	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets not being depreciated:				
Land	\$ 1,191	\$ -	\$ -	\$ 1,191
Construction in progress	265	1,163	643	785
Total capital assets not being depreciated	1,456	1,163	643	1,976
Other capital assets:				
Buildings	2,897	3	-	2,900
Improvements other than buildings	24,492	643	-	25,135
Furniture and fixtures	6,586	1,125	709	7,002
Total capital assets being depreciated	33,975	1,771	709	35,037
Less accumulated depreciation for:				
Buildings	1,528	121	-	1,649
Improvements other than buildings	13,596	867	-	14,463
Furniture and fixtures	4,528	1,048	496	5,080
Total accumulated depreciation	19,652	2,036	496	21,192
Total capital assets being depreciated, net	14,323	(265)	213	13,845
Business like activities capital assets, net	\$ 15,779	\$ 898	\$ 856	\$ 15,821

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE F – CAPITAL ASSETS – Continued**

Depreciation expense was charged to functions as follows:

Governmental activities:

General government	\$ 3,669,613
Public safety	476,836
Physical environment	133,511
Transportation	3,242,035
Economic environment	79,261
Human services	126,746
Culture and recreation	<u>1,671,541</u>
Total governmental activities depreciation expense	<u>\$ 9,399,543</u>

Business-type activities:

Water and sewer	\$ 522,643
Landfill	630,245
Hanger rental	<u>264,786</u>
Total business-type activities depreciation expense	<u>\$ 1,417,674</u>

Additions to accumulated depreciation do not agree with depreciation expense due to transfers of capital assets between departments or asset classes.

**NOTE G- LONG-TERM DEBT**

**1. Changes in Long-Term Debt**

Deferred charges on refunding of bonds totaling \$62,320 are reported as deferred outflow of resources in the proprietary funds.

Special assessment notes are fully secured by annual assessments made against property owners of the specific area that benefited from the proceeds of the notes. The County has no legal obligation to levy ad valorem taxes or cover the notes in case of default by the property owners. The County does, however, maintain a moral commitment to cover the debt payments until such time as the property owners can make the payments.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

**NOTE G - LONG-TERM DEBT – Continued**

The following is a summary of changes in long-term debt for the year.

	Balance October 1, 2012	Additions	Deductions	Balance September 30, 2013	Amount Due within One Year
<b>Governmental activities:</b>					
Compensated absences	\$ 7,727,790	\$ 3,913,216	\$ 3,801,185	\$ 7,839,821	\$ 3,800,000
Claims payable	2,884,872	1,270,453	1,923,386	2,231,939	1,329,289
Revenue bonds	1,127,807	-	274,694	853,113	279,476
Notes payable	1,168,499	-	79,170	1,089,329	82,259
Special assessment notes	5,166,457	-	1,076,733	4,089,724	882,556
OPEB liability	4,982,949	1,251,142	552,816	5,681,275	-
	<u>\$ 23,058,374</u>	<u>\$ 6,434,811</u>	<u>\$ 7,707,984</u>	<u>\$ 21,785,201</u>	<u>\$ 6,373,580</u>
<b>Business-type activities:</b>					
Compensated absences	\$ 364,986	\$ 203,367	\$ 236,123	\$ 332,230	\$ 265,000
Landfill closure costs	8,210,645	-	86,376	8,124,269	53,356
Revenue bonds	1,127,807	-	274,694	853,113	279,476
Notes payable	4,323,773	-	411,648	3,912,125	427,370
OPEB liability	171,824	44,858	19,820	196,862	-
	<u>\$ 14,199,035</u>	<u>\$ 248,225</u>	<u>\$ 1,028,661</u>	<u>\$ 13,418,599</u>	<u>\$ 1,025,202</u>

**2. Descriptions of Bonds and Notes**

Bonds and notes payable at September 30, 2013 are comprised of the following:

General government - notes payable

\$999,380 Third Cent Tourist Development Tax Refunding Revenue Note, Series 2011, payable to bank to refinance the \$1,200,000 Third Cent Tourist Development Tax Refunding Revenue Note, Series 2007 payable for the construction of a tourist information center in Navarre. The note is due in 60 quarterly payments of \$12,445 to \$21,708, plus interest at 3.79%, with final payment due in 2026 secured by Third Cent tourist development tax revenues.

\$ 883,038

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE G - LONG-TERM DEBT - Continued**

<p>\$495,570 special assessment note payable to bank for the construction of certain road improvements in the Blackwater River and Smuggler's Cove subdivisions. The note is due in 36 quarterly payments of \$13,777 plus interest at 4.28%, secured by non-ad valorem revenues. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.</p>	123,993
<p>\$341,000 special assessment note payable to bank for the construction of infrastructure improvements for Duke Drive MSBU. The note is due in 32 quarterly payments of \$9,243 to \$12,225 plus interest at 3.74% with final payment due in 2016. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.</p>	117,615
<p>\$600,000 special assessment note payable to bank for the construction of infrastructure improvements on Polynesian Island Canal. The note is due in 28 quarterly payments. Payments are interest only at 4.05% until 2012 then principal payments of \$36,085 to \$48,931 plus interest with final payment due in 2015. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.</p>	289,668
<p>\$169,100 special assessment note payable to bank for the construction of infrastructure improvements for Joseph Circle MSBU. The note is due in 36 quarterly payments of \$3,636 to \$5,941 plus interest at 5.65% with final payment due in 2016. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.</p>	71,093
<p>\$324,500 special assessment note payable to bank for the construction of infrastructure improvements for Central Parkway MSBU. The note is due in 36 quarterly payments of \$7,112 to \$11,146 plus interest at 5.14% with final payment due in 2017. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.</p>	172,505

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE G - LONG-TERM DEBT - Continued**

<p>\$1,872,038 special assessment note payable to bank to refinance the \$1,582,132 and \$770,000 special assessment notes payable for the acquisition and installation of fire control equipment in the Santa Rosa County Fire Protection MSBU. The note is due in 32 quarterly payments of \$53,061 to \$64,128 plus interest at 2.44% with final payment due in 2018. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.</p>	1,269,091
<p>\$287,870 note payable to bank for the acquisition and construction of improvements for the Bagdad Heritage Trail Project. The note is due in 40 quarterly payments of \$5,888 to 9,370 plus interest at 3.98% with final payment due in 2020, secured by North Santa Rosa tourist development tax revenues.</p>	206,291
<p>\$500,000 special assessment note payable to bank for the construction of certain infrastructure improvements in the Bernath Place MSBU. The note is due in 36 quarterly payments of \$11,686 to \$16,363 plus interest at 3.98% with final payment due in 2018. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.</p>	299,551
<p>\$600,000 special assessment note payable to bank for the construction of certain infrastructure improvements in the Santa Rosa Shores MSBU. The note is due in 40 quarterly payments of \$12,432 to \$17,890 payments plus interest at 3.75% with final payment due in 2019. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.</p>	372,032
<p>\$120,000 special assessment note payable to bank for the construction of certain infrastructure improvements in the Ski Watch Estates MSBU. The note is due in 36 quarterly payments of \$2,829 to \$3,883 including interest at 3.55% with final payment due in 2017. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.</p>	58,130
<p>\$412,000 special assessment note payable to bank for the acquisition and installation fire control equipment in the Santa Rosa County Fire Protection MSBU. The note is due in 28 quarterly payments of \$13,565 to \$15,891 plus interest at 2.34% with final payment due in 2017. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.</p>	258,100
<p>\$700,000 special assessment note payable to bank for the acquisition and installation fire control equipment in the Santa Rosa County Fire Protection MSBU. The note is due in 60 quarterly payments of \$9,134 to \$14,526 plus interest at 3.14% with final payment due in 2025. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.</p>	594,930

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE G - LONG-TERM DEBT - Continued**

\$395,000 special assessment note payable to bank for the construction of certain infrastructure improvements in the Longhorn Trail MSBU. The note is due in 24 quarterly payments of \$15,423 to \$17,537 plus interest at 2.24% with final payment due in 2017. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest. 236,824

\$268,350 special assessment note payable to bank for the construction of certain infrastructure improvements in the Skiwatch Estates MSBU. The note is due in 40 quarterly payments of \$7,625 including interest at 2.56% with final payment due in 2021. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest. 226,192

General government - bonds payable

\$3,027,579 Capital Improvement Refunding Revenue Bonds, Series 2010 bonds due in quarterly installments of \$128,435 to \$145,585 plus interest at 1.73% with final payment due in 2016; Bonds are allocated 50% to governmental long-term debt and 50% to Landfill Fund. 853,113

Total general government bonds and notes payable \$ 6,032,166

Proprietary fund type - note payable

Navarre Beach

\$6,500,000 Utility System Revenue Note, Series 2006 payable to bank for the construction of certain improvements and additions to the Navarre Beach Utility System. The note is due in 15 annual payments of \$335,333 to \$555,568 plus interest at 3.767%, adjusted every 3 years, secured by non-ad valorem revenues. 3,912,125

Proprietary fund type - bonds payable

Landfill

\$3,027,579 Capital Improvement Refunding Revenue Bonds, Series 2010 bonds due in quarterly installments of \$128,435 to \$145,585 plus interest at 1.73% with final payment due in 2016; Bonds are allocated 50% to governmental long-term debt and 50% to Landfill Fund. 853,113

Total proprietary fund type bonds and note payable \$ 4,765,238

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

**NOTE G - LONG-TERM DEBT - Continued**

**3. Debt Service Requirements**

The annual requirements to amortize all bonds and notes outstanding at September 30, 2013 are as follows:

Governmental activities:

Year ended September 30,	Principal	Interest	Total
2014	\$ 1,244,291	\$ 172,084	\$ 1,416,375
2015	1,193,047	133,856	1,326,903
2016	1,058,164	101,243	1,159,407
2017	700,357	74,667	775,024
2018	582,600	54,116	636,716
2019-2023	898,373	129,889	1,028,262
2024-2028	355,334	18,194	373,528
	<u>\$ 6,032,166</u>	<u>\$ 684,049</u>	<u>\$ 6,716,215</u>

Business-type activities:

Year ended September 30,	Principal	Interest	Total
2014	\$ 706,846	\$ 154,233	\$ 861,079
2015	728,034	133,050	861,084
2016	749,617	110,518	860,135
2017	478,220	89,459	567,679
2018	496,485	70,847	567,332
2019-2023	1,606,036	93,740	1,699,776
	<u>\$ 4,765,238</u>	<u>\$ 651,847</u>	<u>\$ 5,417,085</u>

**4. Defeased Debt Outstanding**

In prior years the County defeased certain bonds by placing the proceeds of new bonds in irrevocable trusts to provide for all future debt service payments on the old bonds. Accordingly, the trust accounts' assets and liabilities for the defeased bonds are not included in the County's financial statements. At September 30, 2013, \$3 million of bonds are considered defeased.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

**NOTE H - CONDUIT DEBT OBLIGATIONS**

The County has issued certain limited-obligation debt instruments, including: 1) industrial development revenue bonds to provide financial assistance to private-sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest; and 2) certain municipal service benefit unit revenue notes to finance the acquisition, construction, reconstruction and equipping of capital improvements within the municipal service benefit unit. The debt instruments are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Neither the Board, the State nor any political subdivision thereof is obligated in any manner for repayment of the debt instruments. Accordingly, the debt instruments are not reported as liabilities in the accompanying financial statements.

Debt issues related to conduit financings outstanding at September 30, 2013 are as follows:

	Date Issued	Final Maturity	Amount Issued	Outstanding 9/30/2013
Baptist Hospital, 2003	8/21/2003	10/1/2021	\$ 57,905,000	\$ 57,905,000
Holley Navarre Water System, 2004	6/2/2004	5/1/2024	4,145,000	2,610,000
Pace Volunteer Fire Department	4/16/2007	3/8/2017	1,169,000	527,934
Navarre Beach Volunteer Fire Department	4/25/2007	4/25/2017	300,000	127,713
			<u>\$ 63,519,000</u>	<u>\$ 61,170,647</u>

**NOTE I - LANDFILL CLOSURE AND POSTCLOSURE CARE COSTS**

State and federal laws and regulations require the Board to place a final cover on its landfill sites when the landfill stops accepting waste and to perform certain maintenance and monitoring functions at sites for thirty years after closure. Although closure and postclosure care costs are paid only near or after the date that a landfill stops accepting waste, the Board reports a portion of these closure and postclosure care costs as an operating expense in each period based on landfill capacity used as of each balance sheet date. The \$8.1 million reported as landfill closure and postclosure care liability (current and noncurrent) at September 30, 2013, represents the cumulative amount reported to date based on the following percentage usage of the estimated capacity of each of the Board's landfills:

Central Class I Landfill	79%
Central Class III Landfill	32%
Central Class III Landfill	Closed 10/98
Holley Landfill	Closed 06/94

The estimated cost of postclosure care for the Central Class III and Holley landfills have been recognized in prior years with any changes in estimates being recorded in the current year. The Board will recognize the remaining estimated cost of closure and postclosure care for the Central Class I and Class III landfills in the amount of \$6 million as its remaining estimated capacity is filled. These amounts are based on what it would cost to perform all closure and postclosure care in 2013.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE I - LANDFILL CLOSURE AND POSTCLOSURE CARE COSTS - Continued**

The estimated remaining lives of the Central Class I and Class III landfills are 16 and 33 years, respectively. Cost of closure and life estimates are based on the areas currently in use, and not on potential areas of expansion. Actual costs may be higher due to inflation, changes in technology, or changes in regulations.

The Board is required by state and federal laws and regulations to make annual contributions to a trust to finance closure and postclosure care. At September 30, 2013, the Board held investments of \$4,752,608 to cover the escrow requirement of \$4,735,695. These investments are reported as restricted assets in these financial statements. The Board expects that future inflation costs will be paid from interest earnings on these restricted investments and from charges to future landfill users or future tax revenue.

The current year decrease in liability is a result of the Florida Department of Environmental Protection reducing the post closing long term care period and a waiver of certain monitoring and testing requirements during the re-permitting process.

**NOTE J - COMMITMENTS AND CONTINGENCIES**

**1. Retirement Plan**

**Participation** - Employees of the County participate in the Florida Retirement System, a cost-sharing multiple-employer retirement system, established by Chapter 121, Florida Statutes. Participation is compulsory for full-time and part-time employees working in regularly established positions. Elected officials may elect not to participate in the system. Eligible employees may elect to participate in the Deferred Retirement Option Program (DROP), deferring receipt of retirement benefits while continuing employment with a Florida Retirement System employer.

**Benefit Provisions** – The Florida retirement system offers two retirement plans – the FRS Pension Plan and the FRS Investment Plan. An employee may participate in only one of the plans. Both plans, effective July 1, 2011, are funded monthly by a combination of employer and employee contributions.

The FRS Pension Plan is a defined benefit plan which provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Normal retirement benefits are available to employees who retire at age 62 or 65 (depending on hire date) with 6 or 8 (depending on hire date) or more years of service, or to those employees who have at least 30 or 33 (depending on hire date) years of creditable service, regardless of age. Retirement age and years of service requirements may vary depending on membership class. Early retirement is available after 6 years of service with a 5% reduction of benefits for each year prior to the normal retirement age. Retirement benefits are based upon age, average compensation, and years-of-service credit where average compensation is computed as the average of an individual's five (if enrolled prior to July 1, 2011) or eight (if enrolled on or after July 1, 2011) highest years of earnings.

The FRS Investment Plan is a defined contribution plan in which participants are vested after one year of service. The employer makes contributions each month based on a percentage of the employee's gross salary and membership class. The contribution percentage is the same whether participating in the Pension Plan or Investment Plan. Members in the Investment Plan decide how their funds are allocated between various investment accounts and the funds are portable upon termination if the participant is vested. Members in the investment plan are not eligible for participation in the Deferred Retirement Option Program (DROP).

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE J - COMMITMENTS AND CONTINGENCIES - Continued**

For DROP participants, the deferred monthly benefit plus interest compounded monthly, accrues for the specified period of the DROP participation. Upon retirement, the participant receives the total accumulated DROP benefits and begins to receive current benefits at the previously determined rate.

**Contributions** - Chapter 121 requires the employer to pay all contributions (employee noncontributory) based upon state-wide rates established by the State of Florida. During 2012, the County contributed an average of 8.62% of each qualified regular employee's gross salary, 18.93% percent of the elected officials' salary, 18.94% of each special risk employee's salary, and 7.29% for each DROP participant. The County's contributions to the Pension Plan, funded on a pay-as-you-go basis, were equal to the actuarially determined contribution requirements for the year. The County's contributions to the Investment Plan were equal to the legislatively mandated contribution rates, which are equal to a percentage of the members' gross monthly salary based on membership class. Contributions to both plans totaled \$3,452,871, \$2,956,762 and \$4,726,953 for the years ended September 30, 2013, 2012, and 2011, respectively.

**Financial Report of the Plan** - The Florida Retirement System issues a stand-alone financial report. A copy can be obtained by contacting the State of Florida, Division of Retirement, Tallahassee, Florida.

**2. Litigation**

The County is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the County's attorney the resolution of these matters will not have a material adverse effect on the financial condition of the County.

**3. Federal and State Grants**

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by grantors cannot be determined at this time although the County expects such amounts, if any, to be immaterial.

**NOTE K - FUND BALANCES**

Fund balance is classified as nonspendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the County is bound to observe constraints imposed upon the use of the resources in the government funds. The constraints placed on fund balance for the major governmental funds and all other governmental funds are presented on the following page.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

**NOTE K – FUND BALANCES – Continued**

Fund balances	Major Funds			Total
	General Fund	Road and Bridge Fund	Other Funds	
Nonspendable				
Inventory	\$ 72,751	\$ 269,971	\$ -	\$ 342,722
Advance to other fund	10,000	250,000	-	260,000
Restricted for:				
Communications	1,100,057	-	-	1,100,057
Boating improvement	182,019	63,371	-	245,390
Domestic violence	125,606	-	-	125,606
Voter education	17,878	-	-	17,878
Pollworker recruitment	1,887	-	-	1,887
Federal elections	12,612	-	-	12,612
Partners for pets	16,294	-	-	16,294
Navarre Beach Bridge maintenance	-	308,500	-	308,500
Law Enforcement Trust Fund	-	-	77,493	77,493
Crime prevention	-	-	276,893	276,893
Mosquito control	-	-	27,375	27,375
Federal and state grants	-	-	546,390	546,390
Enhanced 911 system	-	-	1,192,932	1,192,932
Tourist development	-	-	2,203,516	2,203,516
Infrastructure development	-	-	2,576,403	2,576,403
State Housing Improvement Program	-	-	455,694	455,694
Fire prevention and control	-	-	545,709	545,709
Road and sewer construction	-	-	551,520	551,520
Canal maintance	-	-	76,027	76,027
Street lighting	-	-	64,680	64,680
State court operations	-	-	27,482	27,482
Court equipment and technology	-	-	894,905	894,905
Records modernization trust fund	-	-	223,032	223,032
Law enforcement training	-	-	33,613	33,613
Inmate welfare purchases	-	-	726,694	726,694
Committed to:				
Animal service education	45,997	-	-	45,997
Court innovations	-	-	225,151	225,151
Transportation, recreation and economic development	-	-	3,043,207	3,043,207
Gas and oil preservation	3,551,667	-	-	3,551,667
Capital construction projects	-	-	6,217,647	6,217,647
Assigned to:				
Road and bridge construction and maintenance	-	9,188,488	-	9,188,488
Debt service	-	-	129,762	129,762
Law library	-	-	29,602	29,602
Court operations	-	-	321,725	321,725
Gas and oil preservation	195,317	-	-	195,317
Unassigned	25,370,006	-	(226,872)	25,143,134
	<u>\$ 30,702,091</u>	<u>\$ 10,080,330</u>	<u>\$ 20,240,580</u>	<u>\$ 61,023,001</u>

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

**NOTE L - RISK MANAGEMENT**

The County 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 natural disasters. In 1986 the County established a Self-Insurance Fund (an internal service fund) to account for and finance its uninsured risks of loss. Under this program the County is self-insured with respect to the following exposures:

- Workers Compensation
- Auto Physical Damage
- Auto Liability
- Construction and Road Equipment
- Portable Communication Equipment

The County is covered by outside insurance for the following exposures:

- Boats
- Employee Fidelity
- Buildings and Contents, \$5,000 deductible
- General Liability, \$25,000 deductible
- Public Officials' Liability, \$25,000 deductible

Conventional insurance remains in effect for buildings, contents and Sheriff's general, automobile and professional liability. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. The Board of County Commissioners and other County elected officials participate in the program and make payments to the Self Insurance Fund based on historical estimates of the amounts needed to pay prior and current year claims and to establish a reserve for catastrophic losses. The claims liability of \$2,231,939 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated.

Liabilities for incurred losses to be settled by fixed or reasonably determined payments over a long period of time are reported at their present value using an expected future investment yield assumption of 3.9 - 7 percent. These liabilities are reported at their present value of \$990,085 at September 30, 2013.

Changes in the Fund's claims liability amount in fiscal years 2012 and 2013 were as follows:

	Beginning-of- Fiscal-Year Liability	Current-Year Claims and Changes in Estimates	Claim Payments	Balance at Fiscal Year-End
2011 - 2012	\$ 3,280,527	\$ 1,147,696	\$ 1,543,351	\$ 2,884,872
2012 - 2013	\$ 2,884,872	\$ 1,270,453	\$ 1,923,386	\$ 2,231,939

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE L - RISK MANAGEMENT - Continued**

The following table presents a summary of the claims payable liability at year end:

Current claims payable	\$ 1,241,854
Current claims-structured settlements	<u>87,435</u>
Total claims payable, current	1,329,289
Long-term claims-structured settlements	<u>902,650</u>
Total claims payable	<u>\$ 2,231,939</u>

The County is a member of the Florida Association of Counties Trust, a pooled liability program providing general liability coverage and public officials' liability coverage, excluding the Sheriff. The County pays an annual premium as a participant of the pooled liability program. During 1994, the first year of participation, the County paid an extraordinary loss fund payment of \$249,886. The liability coverage is not designed to be assessable; however, should the pool fail to meet its obligations, the County may be required to contribute additional funds or cover its own obligations. No accrual for future assessments has been recorded in the financial statements as such assessments do not appear probable based on past experience of the pool, and experience of the pool subsequent to the County's fiscal year end through the date of these financial statements. In the event the County elected to terminate its participation in the pool, the extraordinary loss fund payment would be refunded to the County, given adequate funding of the pool.

**NOTE M – POST EMPLOYMENT HEALTH CARE BENEFITS**

The County implemented, in 2009, GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, for certain postemployment health care benefits provided by the County.

**Plan Description** – Pursuant to the provisions of Section 112.0801, Florida Statutes, former employees who retire from the County and eligible dependents, may continue to participate in the County's purchased health and hospitalization insurance coverage (the Plan) ) at the same group rate as for active employees and participating retirees are required to reimburse the County 100% of the health insurance premium a month in advance.. The Plan is a single-employer plan. The County subsidizes the premium rates paid by the retirees by allowing them to participate in the plan at reduced or blended group (implicitly subsidized) premium rates for both active and retired employees. These rates provide an implicit subsidy for retirees because, on an actuarial basis, their current and future claims are expected to result in higher costs to the plan on average than those of active employees. The County also provides an insurance subsidy for employees with at least 10 years (8 years elected) creditable service. The subsidy pays \$3 per year of service limited to the individual's premium payment up to a maximum of \$90 per year. No stand-alone financial report is issued.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

**NOTE M – POST EMPLOYMENT HEALTH CARE BENEFITS – Continued**

**Funding Policy** – The County has not advance-funded or established a funding methodology for the annual Other Postemployment Benefit (OPEB) costs or the net OPEB obligation. For the 2013 fiscal year, 194 retirees and eligible dependents received postemployment health care benefits. The County provided required contributions of \$267,636 toward the annual OPEB cost, comprised of benefit payments made on behalf of retirees insurance net of retiree contributions totaling \$581,766. Required contributions are based on projected pay-as-you-go financing which differ from the Annual Required Contribution.

**Annual OPEB Cost and Net OPEB Obligation** – The following table shows the County’s annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the County’s net OPEB obligation:

Description	Health Insurance
Normal Cost (Service cost for one year)	\$ 565,000
Amortization of Unfunded Actuarial Accrued Liability	551,000
Annual Required Contribution	1,116,000
Amortization of Net OPEB Obligation	(305,000)
Interest on Net OPEB Obligation	180,000
Annual OPEB Cost (expense)	991,000
Contribution Towards the OPEB Cost	(267,636)
Increase in Net OPEB Obligation	723,364
Net OPEB Obligation, Beginning of Year	5,154,773
Net OPEB Obligation, End of Year	\$ 5,878,137

The County’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation as of September 30, 2013, was as follows:

Fiscal Year	Annual OPEB Cost	Percentage Of Annual OPEB Cost Contributed	Net OPEB Obligation
2010-2011	\$ 1,393,000	23%	\$ 4,014,744
2011-2012	\$ 1,473,000	23%	\$ 5,154,773
2012-2013	\$ 991,000	27%	\$ 5,878,137

**Funded Status and Funding Progress** – As of September 30, 2013, the date of the actuarial valuation, the actuarial accrued liability was \$9,311,000 and the actuarial value of assets was \$0, resulting in an unfunded actuarial accrued liability of \$9,311,000. Amortization of the accrued liability for the year ended September 30, 2013 was \$551,000. The annual covered payroll (annual payroll of active participating employees) was \$44,527,946 for the 2012-2013 fiscal year. The ratio of the unfunded actuarial liability to annual covered payroll is 21%.

**Santa Rosa County, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE M – POST EMPLOYMENT HEALTH CARE BENEFITS – Continued**

***Actuarial Methods and Assumptions*** – Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment and termination, mortality, and the healthcare cost trends. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. Projections of benefits for financial reporting purposes are based on the substantive plan provisions, as understood by the employer and participating members, and include the type of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and participating members. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The County's OPEB actuarial valuation as of September 30, 2013, used the projected unit credit actuarial cost method to estimate both the unfunded actuarial liability as of September 30, 2013 and to estimate the County's 2012-2013 fiscal year annual required contribution. This method was selected because it produced the best estimate of the OPEB liability and annual cost. Because the OPEB liability is currently unfunded, the actuarial assumptions include a 4% rate of return on invested assets assuming the benefits will continue to be funded on a pay-as-you-go basis and that the County's investments will earn 3.5% over the long term. The actuarial assumptions also include an annual healthcare cost trend rate of 8.5% initially for the 09-10 fiscal year, decreasing gradually per year to an ultimate rate of 4.3% in 2070. The inflation rate assumption is 2.8%. The unfunded actuarial accrued liability is being amortized using the level dollar method. The remaining, closed, amortization period at September 30, 2013 is 26 years.

The required schedule of funding progress, immediately following the notes, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

**NOTE N – CHANGES IN FINANCIAL STATEMENT REPORTING**

Effective for fiscal year 2013 reporting, the County adopted the following new standards issued by the Governmental Accounting Standards Board (GASB):

Statement No. 63 *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. GASB Statement No. 63 introduces and defines deferred outflows and deferred inflows of resources as a consumption of net assets by the government that is applicable to a future reporting period, and an acquisition of net assets by the government that is applicable to a future reporting period, respectively.

Statement No. 65 *Items Previously Reported as Assets and Liabilities*. GASB Statement No. 65 reclassifies certain items that were previously reported as assets and liabilities and recognizes these items as outflows of resources or inflows of resources.

The effect of these new standards to current period reporting was to expense \$31,433 in bond issuance costs that would have been amortized through September 30, 2016.

**REQUIRED SUPPLEMENTAL INFORMATION**

**Santa Rosa County, Florida**

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

**Year ended September 30, 2013**

	Original Budget	Final Budget	Actual
<b>Revenues</b>			
Taxes	\$ 43,271,630	\$ 43,271,630	\$ 44,211,980
Permits, fees and special assessments	1,131,450	1,131,450	1,526,256
Intergovernmental	9,572,110	10,287,541	11,100,802
Charges for services	7,042,354	7,148,655	7,067,578
Fines and forfeits	202,210	240,675	284,572
Miscellaneous	3,476,590	3,479,580	3,029,459
Total revenues	<u>64,696,344</u>	<u>65,559,531</u>	<u>67,220,647</u>
<b>Expenditures</b>			
<b>Current</b>			
General government	21,532,253	23,116,132	20,594,578
Public safety	33,757,045	34,993,447	34,434,966
Physical environment	1,300,273	1,300,273	1,128,778
Transportation	899,350	911,050	889,182
Economic environment	139,490	1,395,158	438,566
Human services	5,598,700	5,823,950	5,063,546
Culture and recreation	2,775,040	3,014,399	2,845,740
Reserve for contingencies	1,207,880	15,743	--
Total expenditures	<u>67,210,031</u>	<u>70,570,152</u>	<u>65,395,356</u>
Excess (deficiency) of revenues over expenditures	(2,513,687)	(5,010,621)	1,825,291
<b>Other financing sources (uses)</b>			
Transfers in	2,419,241	33,896,593	2,696,758
Transfers out	(1,079,953)	(1,334,685)	(1,306,043)
Total other financing sources (uses)	<u>1,339,288</u>	<u>32,561,908</u>	<u>1,390,715</u>
Net change in fund balances	(1,174,399)	27,551,287	3,216,006
Fund balance, beginning of year	1,174,399	4,628,544	27,517,470
Change in reserve for inventory	--	--	(31,385)
Fund balance, end of year	<u>\$ --</u>	<u>\$ 32,179,831</u>	<u>\$ 30,702,091</u>

See accompanying notes to required supplementary information.

**Santa Rosa County, Florida**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
ROAD AND BRIDGE FUND**

**Year ended September 30, 2013**

	Original Budget	Final Budget	Actual
<b>Revenues</b>			
Taxes	\$ 3,457,580	\$ 3,691,700	\$ 3,803,908
Intergovernmental	3,111,250	3,612,984	4,651,935
Charges for services	--	--	37,733
Miscellaneous	47,500	82,650	129,482
Total revenues	<u>6,616,330</u>	<u>7,387,334</u>	<u>8,623,058</u>
<b>Expenditures</b>			
<b>Current</b>			
Physical environment	--	1,382,634	809,136
Transportation	9,727,260	21,998,261	16,983,143
Reserve for contingencies	36,300	--	--
Total expenditures	<u>9,763,560</u>	<u>23,380,895</u>	<u>17,792,279</u>
Excess (deficiency) of revenues over expenditures	(3,147,230)	(15,993,561)	(9,169,221)
<b>Other financing sources (uses)</b>			
Transfers in	3,147,230	3,764,627	3,701,772
Total other financing sources (uses)	<u>3,147,230</u>	<u>3,764,627</u>	<u>3,701,772</u>
Net change in fund balances	--	(12,228,934)	(5,467,449)
Fund balance, beginning of year	--	12,228,934	15,453,154
Change in reserve for inventory	--	--	94,625
Fund balance, end of year	<u>\$ --</u>	<u>\$ --</u>	<u>\$ 10,080,330</u>

See accompanying notes to required supplementary information.

**Santa Rosa County, Florida**

**SCHEDULE OF FUNDING PROGRESS FOR  
OTHER POST EMPLOYMENT BENEFITS**

**Year ended September 30, 2013**

Schedule of Funding Progress	Actuarial Valuation Date		
	9/30/11	9/30/12	9/30/13
1. Current retirees liability	\$ 2,448,000	\$ 2,656,000	\$ 2,414,000
2. Active employees	8,561,000	9,289,000	6,897,000
3. Actuarial Accrued Liability	11,009,000	11,945,000	9,311,000
4. Actuarial Value of Assets	--	--	--
5. Unfunded Actuarial Accrued Liability	11,009,000	11,945,000	9,311,000
6. Funded Ratio (4. divided by 3.)	0%	0%	0%
7. Annual Covered Payroll	\$ 44,085,422	\$ 44,541,475	\$ 44,527,946
8. Ratio of Unfunded Actuarial Accrued Liability to Covered Payroll	25%	27%	21%
	Fiscal Year Ended		
Schedule of Employer Contributions	9/30/11	9/30/12	9/30/13
Annual OPEB Cost	\$ 1,393,000	\$ 1,473,000	\$ 991,000
Actual Contribution	324,685	332,971	267,636
Percentage Contributed	23%	23%	27%
Net OPEB Obligation	\$ 4,014,744	\$ 5,154,773	\$ 5,878,137

See accompanying notes to required supplementary information.

**Santa Rosa County, Florida**  
**NOTES TO REQUIRED SUPPLEMENTAL INFORMATION**  
**September 30, 2013**

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**BUDGETARY INFORMATION**

Florida Statutes Chapters 129 and 200 govern the preparation, adoption, and administration of the County's annual budget. The budget must be balanced, i.e., the estimated revenues plus beginning fund balance brought forward must equal appropriations and be prepared on a basis consistent with generally accepted accounting principles (GAAP) as applicable to governmental units. The Board may, at any time within a fiscal year, amend a budget for that year as follows:

Appropriations for expenditures in any fund may be decreased and other appropriations in the same fund correspondingly increased by motion recorded in the minutes. The budget officer may authorize certain inter-departmental and intra-departmental budget amendments, provided that the total appropriation of the fund is not changed. All annual appropriations lapse at fiscal year end.

## **Other Supplemental Information**

**Santa Rosa County, Florida**

**SCHEDULE OF RECEIPTS AND EXPENDITURES OF  
FUNDS RELATED TO THE DEEPWATER HORIZON OIL SPILL  
For the Fiscal Year Ended September 30, 2013**

Source	Amount Received in the 2012-13 Fiscal Year	Amount Expended in the 2012-13 Fiscal Year
<b>BP Economic and Property Damages Promotional Fund:</b>		
Agreement No. <u>2012-2013</u>	\$ 392,800	\$ 362,123

Note: This does not include funds related to the Deepwater Horizon Oil Spill that are considered Federal awards or State financial assistance. The Schedule of Expenditures of Federal Awards and State Financial Assistance does not include any expenditures that are related to the Deepwater Horizon Oil Spill.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Honorable Board of County Commissioners  
Santa Rosa County, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Santa Rosa County, Florida, (the "County") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated March 13, 2014.

**Internal Control Over Financial Reporting**

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the County's basic 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*.

As required by provisions of Chapter 10.550, Rules of the Auditor General, we have issued a separate management letter dated March 13, 2014, which should be considered in assessing the results of our audit.

## **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.

*Warren Averett, LLC*

March 13, 2014  
Pensacola, Florida

## MANAGEMENT LETTER

Honorable Board of County Commissioners  
Santa Rosa County, Florida

We have audited the financial statements of Santa Rosa County, Florida (the "County") as of and for the fiscal year ended September 30, 2013, and have issued our report thereon dated March 13, 2014.

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 OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. We have also issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditors' Report on Compliance for each Major Federal Program and State Project and on Internal Control Over Compliance in Accordance with OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General; and the Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule which are dated March 13, 2014, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, for the County as a whole, which is not included in the aforementioned auditors' reports or schedule or addressed in the separately issued management letter for the Board of County Commissioners:

Section 10.554(1)(i)6.a., Rules of the Auditor General, requires a statement be included as to whether or not the County 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 County did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Section 10.554(1)(i)6.b., Rules of the Auditor General, requires that we determine whether the annual financial report for the County for the fiscal year ended September 30, 2013, 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, 2013. In connection with our audit, we determined that these two reports were in agreement.

Pursuant to Sections 10.554(1)(i)6.c. and 10.556(7), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the County's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)6.e., Rules of the Auditor General, requires a statement be included as to whether or not the County complied with State and Federal laws, rules, regulations, contracts, or grant agreements governing the receipt and expenditure of funds related to the Deepwater Horizon oil spill. In connection with our audit, we determined the County complied with such requirements.

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, the Board of County Commissioners, and applicable management and is not intended to be and should not be used by anyone other than these specified parties.

*Warren Averett, LLC*

March 13, 2014  
Pensacola, Florida

**Annual Audit Report  
County-Wide  
Santa Rosa County, Florida  
MANAGEMENT'S RESPONSE TO MANAGEMENT LETTER  
September 30, 2013**

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There were no comments which require management's written response.

**BOARD OF COUNTY COMMISSIONERS**

**SANTA ROSA COUNTY, FLORIDA  
FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

**BOARD OF COUNTY COMMISSIONERS**  
**Santa Rosa County, Florida**  
**FINANCIAL STATEMENTS**  
**September 30, 2013**

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**BOARD OF COUNTY COMMISSIONERS**  
**Santa Rosa County, Florida**  
**FINANCIAL STATEMENTS**  
**September 30, 2013**

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
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## INDEPENDENT AUDITORS' REPORT

Honorable Board of County Commissioners  
Santa Rosa County, Florida

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

We have audited the accompanying special-purpose financial statements (hereinafter referred to as “financial statements”) of each major fund and the aggregate remaining fund information of the Board of County Commissioners of Santa Rosa County, Florida (hereinafter referred to as “Board”), as of and for the year ended September 30, 2013, and the related notes to the financial statements, as listed in the table of contents.

### ***Management’s Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors’ Responsibility***

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

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

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

### ***Opinions***

In our opinion, the financial statements referred to above, present fairly, in all material respects, the respective financial position of each major fund and the aggregate remaining fund information of the Board, as of September 30, 2013, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Emphasis of Matter***

As discussed in Note A to the financial statements, the special-purpose financial statements consists of only the fund level financial statements as defined in Governmental Accounting Standards Board Statement 34, and do not include presentations of government-wide financial statements of the Board, nor are they intended to be a complete presentation of the financial position and changes in financial position of Santa Rosa County, Florida, taken as a whole. Our opinion is not modified with respect to this matter.

***Other Matters***

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedules on pages 43 and 44, and the schedule of funding progress on page 45 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 March 13, 2014 on our consideration of the Board'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 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 Board's internal control over financial reporting and compliance.

***Restriction on Use***

This report is intended solely for the information and use of the Board, management and the State of Florida Office of Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

*Warren Averett, LLC*

March 13, 2014  
Pensacola, Florida

**SPECIAL PURPOSE  
FINANCIAL STATEMENTS**

**Board of County Commissioners  
Santa Rosa County, Florida  
BALANCE SHEET  
GOVERNMENTAL FUNDS**

**September 30, 2013**

ASSETS	General	Road and Bridge	Other Governmental Funds	Total Governmental Funds
Cash and cash equivalents	\$ 21,887,228	\$ 8,935,992	\$ 18,467,813	\$ 49,291,033
Investments	5,652,188	--	--	5,652,188
Receivables, net of uncollectibles				
Accounts	725,447	--	596,313	1,321,760
Interest	277	485	1,313	2,075
Due from other governments	3,528,594	1,339,821	699,043	5,567,458
Due from other funds	340,000	--	--	340,000
Advances to other funds	10,000	250,000	--	260,000
Inventory	40,666	269,971	--	310,637
Total assets	<u>\$ 32,184,400</u>	<u>\$ 10,796,269</u>	<u>\$ 19,764,482</u>	<u>\$ 62,745,151</u>
<b>LIABILITIES</b>				
Accounts payable	\$ 452,970	\$ 369,034	\$ 540,283	\$ 1,362,287
Contracts payable	--	92,365	264,493	356,858
Accrued wages payable	635,051	254,540	24,852	914,443
Deposits	241,014	--	--	241,014
Unearned revenue	130,579	--	--	130,579
Due to other funds	--	--	340,000	340,000
Due to other governments	54,780	--	--	54,780
Advance payable to other funds	--	--	260,000	260,000
Total liabilities	<u>1,514,394</u>	<u>715,939</u>	<u>1,429,628</u>	<u>3,659,961</u>
<b>FUND BALANCES</b>				
Fund balances				
Nonspendable	50,666	519,971	--	570,637
Restricted	1,456,350	371,871	8,594,632	10,422,853
Committed	3,597,664	--	9,486,005	13,083,669
Assigned	195,317	9,188,488	481,089	9,864,894
Unassigned	25,370,009	--	(226,872)	25,143,137
Total fund balances	<u>30,670,006</u>	<u>10,080,330</u>	<u>18,334,854</u>	<u>59,085,190</u>
Total liabilities and fund balances	<u>\$ 32,184,400</u>	<u>\$ 10,796,269</u>	<u>\$ 19,764,482</u>	<u>\$ 62,745,151</u>

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

**Board of County Commissioners  
Santa Rosa County, Florida  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS**

**Year ended September 30, 2013**

	General	Road and Bridge	Other Governmental Funds	Total Governmental Funds
<b>Revenues</b>				
Taxes	\$ 44,211,980	\$ 3,803,908	\$ 1,371,593	\$ 49,387,481
Permits, fees and special assessments	1,526,256	--	10,649,804	12,176,060
Intergovernmental	11,100,802	4,651,935	2,380,052	18,132,789
Charges for services	4,291,881	37,733	2,332,635	6,662,249
Fines and forfeits	284,572	--	66,062	350,634
Miscellaneous	2,961,236	129,482	144,928	3,235,646
<b>Total revenues</b>	<b>64,376,727</b>	<b>8,623,058</b>	<b>16,945,074</b>	<b>89,944,859</b>
<b>Expenditures</b>				
<b>Current</b>				
General government	17,252,589	--	1,070,557	18,323,146
Public safety	34,911,785	--	4,619,705	39,531,490
Physical environment	1,128,778	809,136	1,640,229	3,578,143
Transportation	889,182	16,983,143	1,444,721	19,317,046
Economic environment	438,566	--	2,314,081	2,752,647
Human services	5,063,546	--	151,917	5,215,463
Culture and recreation	2,845,740	--	29,815	2,875,555
Capital outlay	--	--	2,191,074	2,191,074
Debt service	--	--	1,643,720	1,643,720
<b>Total expenditures</b>	<b>62,530,186</b>	<b>17,792,279</b>	<b>15,105,819</b>	<b>95,428,284</b>
Excess (deficiency) of revenues over expenditures	1,846,541	(9,169,221)	1,839,255	(5,483,425)
<b>Other financing sources (uses)</b>				
Transfer in	2,696,758	3,701,772	2,537,274	8,935,804
Transfer out	(1,306,043)	--	(8,105,580)	(9,411,623)
<b>Total other financing sources (uses)</b>	<b>1,390,715</b>	<b>3,701,772</b>	<b>(5,568,306)</b>	<b>(475,819)</b>
<b>Net change in fund balances</b>	<b>3,237,256</b>	<b>(5,467,449)</b>	<b>(3,729,051)</b>	<b>(5,959,244)</b>
Fund balances, beginning of year	27,464,135	15,453,154	22,063,905	64,981,194
Change in reserve for inventory	(31,385)	94,625	--	63,240
<b>Fund balances, end of year</b>	<b>\$ 30,670,006</b>	<b>\$ 10,080,330</b>	<b>\$ 18,334,854</b>	<b>\$ 59,085,190</b>

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

**Board of County Commissioners  
Santa Rosa County, Florida  
STATEMENT OF NET POSITION  
PROPRIETARY FUNDS**

**September 30, 2013**

	Business-type Activities				Governmental
	Major Funds			Total Enterprise Funds	Internal Service Fund
	Navarre Beach	Landfill	Peter Prince Field		
<b>ASSETS</b>					
Current assets:					
Cash and cash equivalents	\$ 2,457,092	\$ 5,131,601	\$ 772,073	\$ 8,360,766	\$ 5,251,282
Investments	--	--	--	--	622,988
Accounts receivable	174,003	461,637	11,412	647,052	20,337
Interest	188	149	127	464	25
Due from other governments	54,864	--	304,141	359,005	--
Total current assets	<u>2,686,147</u>	<u>5,593,387</u>	<u>1,087,753</u>	<u>9,367,287</u>	<u>5,894,632</u>
Noncurrent assets					
Restricted investments	--	4,752,608	--	4,752,608	--
Capital assets, net of accumulated depreciation	6,704,066	5,534,247	3,582,418	15,820,731	2,118
Total noncurrent assets	<u>6,704,066</u>	<u>10,286,855</u>	<u>3,582,418</u>	<u>20,573,339</u>	<u>2,118</u>
Total assets	<u>9,390,213</u>	<u>15,880,242</u>	<u>4,670,171</u>	<u>29,940,626</u>	<u>5,896,750</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>					
Deferred charges on bond refunding	--	62,320	--	62,320	--
Total deferred inflows of resources	<u>--</u>	<u>62,320</u>	<u>--</u>	<u>62,320</u>	<u>--</u>
<b>LIABILITIES</b>					
Current liabilities					
Accounts payable	40,293	375,523	11,326	427,142	951,064
Contracts payable	26,230	34,135	--	60,365	--
Current portion of claims payable	--	--	--	--	1,329,289
Accrued wages payable	26,782	77,508	1,542	105,832	13,592
Due to other governments	--	--	1,315	1,315	--
Compensated absences - current	70,000	195,000	--	265,000	40,000
Revenue bonds - current	--	279,476	--	279,476	--
Note payable - current	427,370	--	--	427,370	--
Accrued interest	--	2,460	--	2,460	--
Deposits	12,367	27,689	980	41,036	--
Current portion of landfill closure costs	--	53,356	--	53,356	--
Total current liabilities	<u>603,042</u>	<u>1,045,147</u>	<u>15,163</u>	<u>1,663,352</u>	<u>2,333,945</u>
Noncurrent liabilities					
Long term portion of compensated absences	1,453	65,777	--	67,230	31,029
Long term portion of claims payable	--	--	--	--	902,650
Long term portion of landfill closure costs	--	8,070,913	--	8,070,913	--
Revenue bonds payable - net of discount	--	573,637	--	573,637	--
Note payable - noncurrent	3,484,755	--	--	3,484,755	--
OPEB liability	47,961	147,366	1,535	196,862	24,143
Total noncurrent liabilities	<u>3,534,169</u>	<u>8,857,693</u>	<u>1,535</u>	<u>12,393,397</u>	<u>957,822</u>
Total liabilities	<u>4,137,211</u>	<u>9,902,840</u>	<u>16,698</u>	<u>14,056,749</u>	<u>3,291,767</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Total deferred inflows of resources	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
<b>NET POSITION</b>					
Invested in capital assets, net of related debt	2,791,941	4,681,134	3,582,418	11,055,493	2,118
Restricted for landfill closure	--	4,752,608	--	4,752,608	--
Unrestricted	2,461,061	(3,394,020)	1,071,055	138,096	2,602,865
Total net position	<u>\$ 5,253,002</u>	<u>\$ 6,039,722</u>	<u>\$ 4,653,473</u>	<u>\$ 15,946,197</u>	<u>\$ 2,604,983</u>

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

**Board of County Commissioners  
Santa Rosa County, Florida  
STATEMENT OF REVENUES, EXPENSES, AND  
CHANGES IN NET POSITION - PROPRIETARY FUNDS**

**Year ended September 30, 2013**

	Business-type Activities				Governmental
	Major Funds				Activities
	Navarre Beach	Landfill	Peter Prince Field	Total Enterprise Funds	Internal Service Fund
Operating revenues					
Licenses and permits	\$ --	\$ 38,700	\$ --	\$ 38,700	\$ --
Charges for services	1,880,831	4,252,179	250,643	6,383,653	856,297
Insurance proceeds	--	--	--	--	791,085
Miscellaneous	2,438	30	192	2,660	110
Total operating revenues	<u>1,883,269</u>	<u>4,290,909</u>	<u>250,835</u>	<u>6,425,013</u>	<u>1,647,492</u>
Operating expenses					
Personal services	556,433	1,748,655	31,525	2,336,613	254,338
Contract services	84,093	392,559	97,934	574,586	181,464
Supplies	73,893	41,918	44,355	160,166	17,301
Repairs and maintenance	172,971	421,639	50,645	645,255	1,947
Utilities	328,751	44,043	15,141	387,935	--
Depreciation	522,643	630,245	264,786	1,417,674	1,551
Travel and per diem	165	5,510	--	5,675	7,492
Insurance	8,050	9,280	--	17,330	76,614
Communications	10,800	10,061	567	21,428	--
Advertising	--	1,029	--	1,029	--
Fuel and oil	13,104	346,115	--	359,219	--
Rentals	--	11,651	--	11,651	--
Landfill closure and maintenance	--	(86,376)	--	(86,376)	--
Claims	--	--	--	--	1,270,453
State assessment	--	--	--	--	12,052
Miscellaneous	3,673	10,394	705	14,772	11,427
Total operating expenses	<u>1,774,576</u>	<u>3,586,723</u>	<u>505,658</u>	<u>5,866,957</u>	<u>1,834,639</u>
Operating income (loss)	108,693	704,186	(254,823)	558,056	(187,147)
Non-operating revenues (expenses)					
Investment income	4,022	24,388	1,751	30,161	11,550
Interest expense	--	(17,455)	--	(17,455)	--
Sale of recycled materials	--	113,169	3,057	116,226	--
Gain (loss) on disposal of assets	--	(776)	--	(776)	(57)
Aid to private organizations	--	(60,000)	--	(60,000)	--
Amortization & other bond costs	--	(35,898)	--	(35,898)	--
Total non-operating revenues (expenses)	<u>4,022</u>	<u>23,428</u>	<u>4,808</u>	<u>32,258</u>	<u>11,493</u>
Income (loss) before contributions and transfers	112,715	727,614	(250,015)	590,314	(175,654)
Transfer in	3,550	21,370	140	25,060	787,524
Transfer out	--	--	--	--	(336,765)
Capital contribution	137,306	--	210,153	347,459	--
Change in net position	253,571	748,984	(39,722)	962,833	275,105
Net position, beginning of year	<u>4,999,431</u>	<u>5,290,738</u>	<u>4,693,195</u>	<u>14,983,364</u>	<u>2,329,878</u>
Net position, end of year	<u>\$ 5,253,002</u>	<u>\$ 6,039,722</u>	<u>\$ 4,653,473</u>	<u>\$ 15,946,197</u>	<u>\$ 2,604,983</u>

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

**Board of County Commissioners  
Santa Rosa County, Florida  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS**

**Year ended September 30, 2013**

	Business-type Activities				Governmental
	Major Funds				Activities
	Navarre Beach	Landfill	Peter Prince Field	Total Enterprise Funds	Internal Service Fund
Cash flows from operating activities					
Cash received from customers	\$ 1,858,669	\$ 4,262,885	\$ 141,464	\$ 6,263,018	\$ 110
Cash paid to suppliers	(672,486)	(951,250)	(364,191)	(1,987,927)	(296,245)
Cash paid to employees	(563,033)	(1,744,390)	(30,892)	(2,338,315)	(277,369)
Cash received from interfund services provided	--	--	--	--	1,660,986
Cash paid for internal services provided	--	--	--	--	(2,093,621)
Net cash provided (used) by operating activities	<u>623,150</u>	<u>1,567,245</u>	<u>(253,619)</u>	<u>1,936,776</u>	<u>(1,006,139)</u>
Cash flows from non capital financing activities					
Transfers in (out)	3,550	21,370	140	25,060	450,759
Sale of recycled materials	--	113,169	3,057	116,226	--
Aid to private organizations	--	(60,000)	--	(60,000)	--
Net cash provided (used) by non capital financing activities	<u>3,550</u>	<u>74,539</u>	<u>3,197</u>	<u>81,286</u>	<u>450,759</u>
Cash flows from capital and related financing activities					
Capital contributions	137,306	--	210,153	347,459	--
Transfers in(out)	--	--	--	--	--
Purchases of capital assets	(296,120)	(667,039)	(497,218)	(1,460,377)	(2,023)
Principal paid on capital debt	(411,648)	(274,694)	--	(686,342)	--
Interest paid on capital debt	--	(17,735)	--	(17,735)	--
Net cash provided (used) by capital and related financing activities	<u>(570,462)</u>	<u>(959,468)</u>	<u>(287,065)</u>	<u>(1,816,995)</u>	<u>(2,023)</u>
Cash flows from investing activities					
Interest and dividends	4,448	25,644	1,804	31,896	13,204
Net sale (purchase) of investments	--	(691,440)	--	(691,440)	(2,225)
Net cash provided (used) by investing activities	<u>4,448</u>	<u>(665,796)</u>	<u>1,804</u>	<u>(659,544)</u>	<u>10,979</u>
Net increase (decrease) in cash and cash equivalents	60,686	16,520	(535,683)	(458,477)	(546,424)
Cash and cash equivalents at beginning of year	2,396,406	5,115,081	1,307,756	8,819,243	5,797,706
Cash and cash equivalents at end of year	<u>\$ 2,457,092</u>	<u>\$ 5,131,601</u>	<u>\$ 772,073</u>	<u>\$ 8,360,766</u>	<u>\$ 5,251,282</u>
Reconciliation of operating income (loss) to net cash provided (used) by operating activities					
Operating income (loss)	\$ 108,693	\$ 704,186	\$ (254,823)	\$ 558,056	\$ (187,147)
Adjustments to reconcile operating income to net cash provided (used) by operating activities					
Depreciation expense	522,643	630,245	264,786	1,417,674	1,551
Landfill closure costs	--	(86,376)	--	(86,376)	--
Changes in assets and liabilities:					
Accounts receivable	28,797	(27,385)	(1,022)	390	13,604
Due to other governments	--	--	91	91	--
Accounts payable	(3,216)	308,814	(139,660)	165,938	(158,183)
Contracts payable	26,230	34,135	(15,275)	45,090	--
Accrued compensation	2,022	3,752	242	6,016	1,444
Compensated absences	(15,051)	(17,705)	--	(32,756)	(27,427)
Due from other governments	(54,864)	--	(108,729)	(163,593)	--
OPEB liability	6,429	18,218	391	25,038	2,952
Claims payable	--	--	--	--	(652,933)
Deposits	1,467	(639)	380	1,208	--
Net cash provided (used) by operating activities	<u>\$ 623,150</u>	<u>\$ 1,567,245</u>	<u>\$ (253,619)</u>	<u>\$ 1,936,776</u>	<u>\$ (1,006,139)</u>
Noncash Investing, Capital and Financing Activities:					
Amortized bond refunding costs	\$ --	\$ 13,903	\$ --	\$ 13,903	\$ --
Amortized deferred charges	--	21,995	--	21,995	--
	<u>\$ --</u>	<u>\$ 35,898</u>	<u>\$ --</u>	<u>\$ 35,898</u>	<u>\$ --</u>

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

**BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA**

**NOTES TO FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

**GUIDE TO NOTES**

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**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES**

A summary of the significant accounting policies applied consistently in the preparation of the financial statements follows:

**1. Reporting Entity**

The Governmental Accounting Standards Board (GASB) established standards for defining the financial reporting entity. In developing these standards, the GASB assumed that all governmental organizations are responsible to elected officials at the federal, state, or local level. Financial reporting by a state or local government should report the elected officials' accountability for those organizations. As concluded by the GASB, the financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

The Board of County Commissioners of Santa Rosa County, Florida (the Board) is the principal legislative and governing body of Santa Rosa County (the County), as provided by the Florida Constitution, Article 8, Section 1(e), and Chapter 125, Florida Statutes. The Board consists of five Commissioners elected by the voters of the County for terms of four years each.

The Board is considered part of the County's primary government for purposes of GASB. These special purpose financial statements of the Board are issued separately to comply with Section 10.557(3), Rules of the Auditor General for Local Governmental Entity Audits, pursuant to Section 11.45(8), Florida Statutes and do not include the Clerk of Courts, Sheriff, Tax Collector, Property Appraiser or Supervisor of Elections (collectively known as County officers), or other independent authorities and boards. The Board's financial statements do not purport to reflect the financial position or the results of operations of the County taken as a whole.

**Dependent Special Districts**

***Blackwater Soil & Water Conservation District*** - The Blackwater Soil & Water Conservation District (Blackwater) was created by the Florida Legislature in 1942 pursuant to Florida Statute Section 582. Santa Rosa County was established as the local governing authority and is Blackwater's only source of funding. Blackwater does not meet the criteria as a legally separate entity in that it cannot buy, sell, own, lease and mortgage property in its own name. The activities of Blackwater are included in these financial statements as a department of the Board within the General Fund.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

***Pace Property Finance Authority*** - The Pace Property Finance Authority (Authority) was created in 1990 by County Resolution No. 90-12 pursuant to Chapter 617 of the Florida Statutes. In accordance with Florida Statutes Section 189.403, the Authority qualifies as a dependent special district. Additionally, the Authority is a component unit of the Board. However, the Authority meets the criteria for inclusion in more than one reporting entity - Pace Water System as well as the Board. In these cases, judgment must be exercised by management of the reporting entities as to which reporting entity the organization should be included. The Authority has the same elected governing body as the Pace Water System. Additionally, both the Authority and Pace Water System own portions of a single water/sewer system; thus, their capital assets are part of an interconnected system. Finally, the Authority's debt was issued solely to finance the Pace water/sewer system improvements. Based on these facts, management has decided to include the Authority in the combined financial statements of Pace Water System rather than as a component unit of the Board.

***Santa Rosa County Health Facilities Authority*** - The Santa Rosa County Health Facilities Authority (Authority) was created in 1982 by County Ordinance No. 82-02 pursuant to Section 154, Florida Statutes. In accordance with Florida Statutes Section 189.403, the Authority qualifies as a dependent special district. Additionally, the Authority is a component unit of the Board. The Board appoints the five (5) members of the Authority. Additionally, the Board may abolish the Authority at any time by ordinance or resolution as long as all bonded indebtedness incurred by the Authority has been paid. The Authority exists solely to assist health facilities within the County with the acquisition, construction, financing, and refinancing of projects through issuance of conduit debt. All bonds issued by the Authority were subsequently defeased through issuance of new debt culminating with the issuance of \$58 million in new bonds in 2003. The debt outstanding is a limited obligation of the Authority and not a general obligation of the Authority or the Board. The Authority is not obligated to pay the principal and interest on the bonds except from the revenues of the Authority pursuant to its loan agreement with Gulf Breeze Hospital. The Authority has no financial activity and the bonds issued under the Authority's name are recorded in the books of the hospital.

***Santa Rosa County Housing Finance Authority*** - The Santa Rosa County Housing Finance Authority (Authority) was created in 1984 by County Resolution No. 84-18 pursuant to Chapter 78-89, Laws of Florida codified as Chapter 159, Part IV, Section 159.601 through 159.623. In accordance with Florida Statutes Section 189.403, the Authority qualifies as a dependent special district. Additionally, the Authority is a component unit of the Board. The Board, through various resolutions and interlocal agreements with the Escambia County Housing Finance Authority (ECHFA), has authorized ECHFA to allow qualified residents of the County to apply for and obtain preferential mortgages from proceeds generated by bonds issued by ECHFA. Accordingly, there is no financial activity related to the Authority to be reflected in these financial statements.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

**2. Basis of Presentation - Fund Accounting**

The accounting system is organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

The Board groups its funds into two broad fund categories as either governmental or proprietary in nature. Governmental funds include the general, special revenue, debt service, permanent and capital projects funds. Proprietary funds include enterprise funds and an internal service fund.

**3. Basis of Accounting**

**FUND FINANCIAL STATEMENTS**

The Fund financial statements, as presented herein, focus primarily on the major funds of the governmental and proprietary categories. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. The internal service fund is presented in a single column on the face of the proprietary fund statements.

**GOVERNMENTAL FUNDS**

All governmental funds are accounted for using the modified accrual basis of accounting and the current financial resources measurement focus. Under this basis revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

The major governmental funds are:

- General Fund – This is the Board’s primary operating fund. It accounts for all financial resources except those required to be accounted for in another fund.
- Road and Bridge Fund – Accounts for that portion of state fuel taxes and fees designated for road improvement projects.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

**Revenue Recognition**

In applying the susceptible to accrual concept under the modified accrual basis, the following revenue sources are deemed both measurable and available (i.e., collectible within the current year or within one month of year-end and available to pay obligations of the current period – except for certain grant revenues which are recognized as revenues in the same period the grant expenditures occurred). This includes investment earnings, property taxes, special assessments, and fines and forfeitures. Certain state-levied locally shared taxes including motor vehicle license tax and fuel taxes are subject to income recognition when the underlying transaction occurs. Reimbursements due for grant funded projects are accrued as revenue at the time the expenditures are made, or when received in advance, deferred until expenditures are made.

Other revenues, including licenses and permits, certain charges for services and miscellaneous revenues, are recorded as revenue when received in cash because they are generally not measurable until actually received.

**Expenditure Recognition**

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Most expenditures are measurable and are recorded when the related fund liability is incurred. However, principal and interest on governmental long-term debt, which has not matured, are recognized when paid. Allocations of costs, such as depreciation and amortization, are not recognized in the governmental funds.

**PROPRIETARY FUNDS**

All proprietary funds use the accrual basis of accounting and the economic resources measurement focus. These funds account for operations that are primarily financed by user charges. Revenues are recognized when earned and expenses are recognized when incurred. Allocations of costs, such as depreciation, are recorded in proprietary funds. Unbilled utility service receivables are recorded at each year end.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of all the Board's enterprise funds and internal service fund are charges to customers for sales and services. Operating expenses for enterprise funds and internal service funds include the cost of sales and services,

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Net positions should be reported as restricted when constraints placed on net position use are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. In a fund with both restricted and unrestricted assets, qualified expenses are considered to be paid first from restricted net positions then from unrestricted net positions.

The major proprietary funds are:

- Navarre Beach Fund – Accounts for the operation and maintenance of the water and sewer system of Navarre Beach.
- Landfill Fund – Accounts for the operation of the solid waste disposal facilities of the county.
- Peter Prince Fund – Accounts for the operation of the Peter Prince Field

The Board's only internal service fund is the Self Insurance Fund. This fund accounts for the risk management activities of the Board and the other elected officials. Costs are billed to the departments and other elected officials at the actual and estimated costs of providing insurance coverage.

**4. Budgets and Budgetary Accounting**

Florida Statutes Chapters 129 and 200 govern the preparation, adoption, and administration of the Board's annual budget. The budget must be balanced, i.e., the estimated revenues plus beginning fund balance brought forward must equal appropriations and be prepared on a basis consistent with generally accepted accounting principles (GAAP) as applicable to governmental units. The Board may, at any time within a fiscal year, amend a budget for that year as follows:

Appropriations for expenditures in any fund may be decreased and other appropriations in the same fund correspondingly increased by motion recorded in the minutes. The budget officer may authorize certain inter-departmental and intra-departmental budget amendments, provided that the total appropriation of the fund is not changed. All annual appropriations lapse at fiscal year end.

**5. Cash and Cash Equivalents**

For purposes of the statements of cash flows, all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased are considered to be cash equivalents.

**6. Investments**

Investments in U.S. Treasury bills, government backed securities and the Florida Local Government Investment Trust Fund are recorded at fair value. As permitted by GASB Statement No. 31, bank certificates of deposit and short term money market investments are reported at amortized cost rather than fair value.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

**7. Inventory**

Inventory consists of gas, oil, automotive parts, road signs, culverts, and various other items used by the road department and insecticides used by mosquito control operations. Inventory is valued at cost (first in, first out). The cost is recorded as an expenditure at the time the inventory is purchased. Reported inventories are equally offset by a nonspendable fund balance since such amounts will not convert to cash even though they are a component of net current assets.

**8. Accounting for Capital Assets**

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. Constructed or purchased capital assets are recorded at historical cost, or where historical cost is not available, estimated historical cost based on replacement cost. Donated capital assets are capitalized at estimated fair market value on the date donated. The minimum capitalization threshold is any individual item with a total cost greater than \$1,000 and a useful life of one year or more.

Capital assets in governmental funds, including infrastructure such as streets, drainage systems, culverts, traffic signals, and signs are recorded as expenditures in the governmental funds.

Capital assets in the proprietary funds are capitalized in the fund in which they are utilized.

Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Buildings	20 - 50 years
Water Distribution System	20 years
Improvements	10 - 20 years
Equipment	3 - 10 years
Infrastructure	40 years
Intangibles	3 - 5 years

The Board does not capitalize interest expense on borrowings used to finance construction of capital assets, as the capitalizable interest, after netting of interest earnings, is normally insignificant.

**9. Compensated Absences**

Employees may accumulate a limited amount of earned but unused sick leave, annual leave, and compensatory time, which will be paid upon separation from service. For the governmental fund statements, expenditures are not recognized until payments are made to employees.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

Proprietary fund types accrue benefits in the period they are earned. The majority of the compensated absences liability has been paid out of the General (75%) and the Road and Bridge (25%) funds.

**10. Property Taxes**

Real and personal property valuations are determined each year as of January 1 by the Property Appraiser's office. Florida Statutes require that all property be assessed at 100 percent of just value.

All property taxes become due and payable on November 1, and are delinquent on April 1 of the following year. Discounts of 4, 3, 2 and 1 percent are allowed for early payment in November through February, respectively. The Tax Collector advertises as required by statute and sells tax certificates for unpaid taxes on real property. Certificates not sold are considered "County Held Certificates." Persons owning land upon which a tax certificate has been sold may redeem the land by paying the face amount of the tax certificate, plus interest and other costs.

Property taxes levied on property valuations as of January 1, 2013 and expected to be collected during the period November 2013 through March 2014 are as follows:

General Fund	\$ 42,436,410
Fine and Forfeiture Fund	\$ 67,470

These taxes, although measurable, are not recognized as revenue at September 30, 2013, since they are not considered to be collectible within the current period or soon enough thereafter to be used to pay current period liabilities.

**11. Landfill Closure Costs**

Under the terms of current state and federal regulations, the Board is required to place a final cover on closed landfill areas, and to perform certain monitoring and maintenance functions for a period of up to thirty years after closure. The Board recognizes these costs of closure and post-closure maintenance over the active life of each landfill area, based on landfill capacity used during the period.

**12. Allowance for Uncollectible Amounts**

Accounts receivable for the Board are reported net of allowance for doubtful accounts. The allowance for doubtful accounts represents those accounts which are deemed uncollectible based upon past collection history.

**13. Fund Balance**

Fund balance is divided into five classifications based primarily on the extent to which the Board is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued**

Nonspendable - The nonspendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash. It also includes the long-term amount of interfund loans.

Restricted - Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or is imposed by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the Board to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation. Legal enforceability means that the Board can be compelled by an external party-such as citizens, public interest groups, or the judiciary to use resources created by enabling legislation only for the purposes specified by the legislation.

Committed - The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (ordinance or resolution) of the Board. Those committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (ordinance) it employed to previously commit those amounts. In contrast to fund balance that is restricted by enabling legislation, committed fund balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the Board, separate from the authorization to raise the underlying revenue; therefore, compliance with these constraints are not considered to be legally enforceable. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned – Amounts in the assigned fund balance classification are intended to be used by the Board for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by the Board or a County official delegated that authority by Board resolution or ordinance.

Unassigned - Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

The Board applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE B - CASH AND INVESTMENTS**

At September 30, 2013, the bank held deposits of \$63,112,911 (before outstanding checks and deposits in transit) consisting of amounts held in checking, savings, money market or time deposit accounts. All deposits with financial institutions were 100% insured by federal depository insurance or by collateral pursuant to the Public Depository Security Act of the State of Florida.

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

Pursuant to Florida Statutes Section 218.415, the Board adopted an investment policy which outlines the Board's investment responsibilities, objectives, and policies. The Board's investment policy authorizes the Board to invest in the following:

- a. The Local Government Surplus Funds Trust Fund (SBA) (Maximum of 75%)\*;
- b. Florida Local Government Investment Trust (FLGIT) (State Investment Trust) (Maximum of 80%)\*;
- c. Qualified money market mutual funds (Maximum of 50%)\*;
- d. U.S. Treasury bills, notes and bonds (100% allowed);
- e. Obligations guaranteed by the U.S. Government as to principal and interest such as obligations of the Government National Mortgage Association (GNMA) (Maximum of 5%)\*;
- f. Non-callable Government Agency securities (Maximum of 25%)\*:
  - (i) Federal Farm Credit Bank (FFCB),
  - (ii) Federal Home Loan Mortgage Corporation (FHLMC),
  - (iii) Federal Home Loan Bank (FHLB),
  - (iv) Federal National Mortgage Association (FNMA).This classification of government agency securities does not include any mortgage debt of any government agency;
- g. Time deposits and savings accounts in banks or savings and loan associations doing business in Florida (Maximum of 50%)\*;
- h. Repurchase agreements for investments authorized in categories d, e, or f above. (Maximum of 40%)\*

\*To limit the County's concentration of credit risk these are the maximum percentages of the County's total portfolio that can be in each type of investment.

Interest rate risk is limited by no security having a maturity exceeding 2 years. The weighted average to maturity for the portfolio shall be less than 365 days. Investments placed with the FLGIT, which typically invests in instruments with maturities of less than 5 years, are exempt from this limitation.

The FLGIT, also known as Florida Trust, is a local government investment pool created by the Florida Association of Court Clerks and Comptroller, and the Florida Association of Counties for the purpose of providing public entities with an investment program by providing investment vehicles for funds that can be invested in short- to intermediate-term securities and have returns generally greater than the national average for money market instruments. The Florida Trust offers two open-ended, professionally managed funds available only to public entities in Florida.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

**NOTE B - CASH AND INVESTMENTS - Continued**

**The Investment Trust:**

A short term bond fund with an investment portfolio structured to maintain safety of principal and maximize available yield through a balance of quality and diversification. As of September 30, 2013 the Investment Trust managed \$719,254,098 for 35 local governmental entities. At a price per share of \$23.938 the Investment Trust has produced a 12-month total return of 0.358% and a market yield of 1.12%. This short term bond fund invests in U.S. Treasuries and Agency Securities, Mortgages, Commercial Paper, Asset-Backed Securities, and "A" rated Corporate Securities.

**The Day to Day Fund:**

The Florida Trust Day to Day Fund is a money market product created in January 2009 in response to demand to provide a fiscally conservative diversification option for Florida local governments. Fund features include same day transactions and online account management. The fund is AAAM-rated by Standard and Poor's and is governed by the same board and advisory committee that oversees the Investment Trust.

Schedule of Cash and Investments at September 30, 2013

	Carrying Amount
<u>Investments</u>	
FLGIT Investment Trust Fund	\$ 11,027,784
Total Investments	11,027,784
 <u>Cash</u>	
Cash in Bank	9,502,940
Day to Day Trust	53,398,816
Petty Cash	1,325
Total Cash	62,903,081
Total Cash and Investments	\$ 73,930,865
 <u>Financial Statement Presentation</u>	
Cash and Cash Equivalents:	
Governmental	\$ 49,291,033
Enterprise	8,360,766
Internal Service	5,251,282
Investments	
Governmental	5,652,188
Enterprise	4,752,608
Internal Service	622,988
Total Cash and Investments	\$ 73,930,865

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE B - CASH AND INVESTMENTS - Continued**

Restricted cash and investments typically consist of funds set aside for the payment of debt or to ensure assets producing pledged revenues are repaired and replaced as needed. These assets are restricted since their use is limited by the applicable bond indentures. Other restricted assets consist of funds restricted to the payment of future landfill closure costs.

Restricted investments by category and by fund are as follows:

	Landfill Fund
Landfill escrow	<u>\$ 4,752,608</u>

**NOTE C – DUE FROM OTHER GOVERNMENTAL UNITS**

At September 30, 2013, amounts due from other governmental units were as follows:

Federal Government - Grants	\$ 830,960
State of Florida - Grants	689,789
State of Florida - Taxes	1,136,545
Local taxes	467,106
Other Elected Officials	2,634,567
Other	<u>167,496</u>
Total	<u>\$ 5,926,463</u>

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE D – INTERFUND TRANSACTIONS**

Interfund transactions for the year ended September 30, 2013 were as follows:

	<u>Interfund Receivable</u>	<u>Interfund Payable</u>	<u>Interfund Transfers in</u>	<u>Interfund Transfers out</u>
General fund	\$ 350,000	\$ -	\$ 2,696,758	\$ 1,306,043
Road & Bridge fund	250,000	-	3,701,772	-
Nonmajor Governmental funds	-	600,000	2,537,274	8,105,580
Navarre Beach fund	-	-	3,550	-
Landfill fund	-	-	21,370	-
Peter Prince fund	-	-	140	-
Self Insurance funds	-	-	787,524	336,765
Total	<u>\$ 600,000</u>	<u>\$ 600,000</u>	<u>\$ 9,748,388</u>	<u>\$ 9,748,388</u>

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) move unrestricted revenues collected in the general fund to finance various programs in accordance with budgetary authorizations.

Interfund balances result from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

**NOTE E – CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2013 was as follows (in thousands):

<b>Governmental activities</b>	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets not being depreciated:				
Land	\$ 21,897	\$ 700	\$ 3,001	\$ 19,596
Construction in progress	6,952	4,141	1,941	9,152
Total capital assets not being depreciated	<u>28,849</u>	<u>4,841</u>	<u>4,942</u>	<u>28,748</u>
Other capital assets:				
Buildings	60,335	785	-	61,120
Improvements other than buildings	115,269	7,586	130	122,725
Machinery and equipment	29,579	1,138	1,630	29,087
Total capital assets being depreciated	<u>205,183</u>	<u>9,509</u>	<u>1,760</u>	<u>212,932</u>
Less accumulated depreciation for:				
Buildings	34,178	2,936	-	37,114
Improvements other than buildings	42,907	3,758	127	46,538
Machinery and equipment	20,475	2,141	1,385	21,231
Total accumulated depreciation	<u>97,560</u>	<u>8,835</u>	<u>1,512</u>	<u>104,883</u>
Total capital assets being depreciated, net	<u>107,623</u>	<u>674</u>	<u>248</u>	<u>108,049</u>
Governmental activities capital assets, net	<u>\$ 136,472</u>	<u>\$ 5,515</u>	<u>\$ 5,190</u>	<u>\$ 136,797</u>

<b>Business like activities</b>	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets not being depreciated:				
Land	\$ 1,191	\$ -	\$ -	\$ 1,191
Construction in progress	265	1,163	643	785
Total capital assets not being depreciated	<u>1,456</u>	<u>1,163</u>	<u>643</u>	<u>1,976</u>
Other capital assets:				
Buildings	2,897	3	-	2,900
Improvements other than buildings	24,492	643	-	25,135
Furniture and fixtures	6,586	1,125	709	7,002
Total capital assets being depreciated	<u>33,975</u>	<u>1,771</u>	<u>709</u>	<u>35,037</u>
Less accumulated depreciation for:				
Buildings	1,528	121	-	1,649
Improvements other than buildings	13,596	867	-	14,463
Furniture and fixtures	4,528	1,048	496	5,080
Total accumulated depreciation	<u>19,652</u>	<u>2,036</u>	<u>496</u>	<u>21,192</u>
Total capital assets being depreciated, net	<u>14,323</u>	<u>(265)</u>	<u>213</u>	<u>13,845</u>
Business like activities capital assets, net	<u>\$ 15,779</u>	<u>\$ 898</u>	<u>\$ 856</u>	<u>\$ 15,821</u>

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE E – CAPITAL ASSETS - Continued**

Additions to accumulated depreciation do not agree with depreciation expense due to transfers of capital assets between funds.

Depreciation expense was charged to functions as follows:

Government activities:

General government	\$ 2,904,566
Public Safety	476,836
Physical environment	133,511
Transportation	3,242,035
Economic environment	79,261
Human services	126,746
Culture and recreation	<u>1,671,541</u>
Total governmental activities depreciation expense	<u>\$ 8,634,496</u>

Business type activities

Water and sewer	\$ 522,643
Landfill	630,245
Hanger rental	<u>264,786</u>
Total business-type activities depreciation expense	<u>\$ 1,417,674</u>

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

**NOTE F - LONG-TERM DEBT**

**1. Changes in Long-Term Debt**

The following is a summary of changes in long-term debt for the year.

	Balance October 1, 2012	Additions	Deductions	Balance September 30, 2013	Amount Due within One Year
Governmental activities:					
Compensated absences	\$ 2,922,837	\$ 1,677,105	\$ 1,683,072	\$ 2,916,870	\$ 1,800,000
Claims payable	2,884,872	1,270,453	1,923,386	2,231,939	1,329,289
Revenue bonds	1,127,807	-	274,694	853,113	279,476
Notes payable	1,168,499	-	79,170	1,089,329	82,259
Special assessment notes	5,166,457	-	1,076,733	4,089,724	882,556
Total	<u>\$ 13,270,472</u>	<u>\$ 2,947,558</u>	<u>\$ 5,037,055</u>	<u>\$ 11,180,975</u>	<u>\$ 4,373,580</u>
Business type activities:					
Compensated absences	\$ 364,986	\$ 203,367	\$ 236,123	\$ 332,230	\$ 265,000
Landfill closure costs	8,210,645	-	86,376	8,124,269	53,356
Revenue bonds	1,127,807	-	274,694	853,113	279,476
Notes payable	4,323,773	-	411,648	3,912,125	427,370
OPEB Liability	171,824	44,858	19,820	196,862	-
Total	<u>\$ 14,199,035</u>	<u>\$ 248,225</u>	<u>\$ 1,028,661</u>	<u>\$ 13,418,599</u>	<u>\$ 1,025,202</u>

Deferred charges on refunding of bonds totaling \$62,320 are reported as deferred outflow of resources in the proprietary funds.

Special assessment notes are fully secured by annual assessments made against property owners of the specific area that benefited from the proceeds of the notes. The County has no legal obligation to levy ad valorem taxes or cover the notes in case of default by the property owners. The County does, however, maintain a moral commitment to cover the debt payments until such time as the property owners can make the payments.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE F - LONG-TERM DEBT - Continued**

**2. Descriptions of Bonds and Notes**

Bonds and notes payable at September 30, 2013 are comprised of the following:

General government - notes payable

\$999,380 Third Cent Tourist Development Tax Refunding Revenue Note, Series 2011, payable to bank to refinance the \$1,200,000 Third Cent Tourist Development Tax Refunding Revenue Note, Series 2007 payable for the construction of a tourist information center in Navarre. The note is due in 60 quarterly payments of \$12,445 to \$21,708, plus interest at 3.79%, with final payment due in 2026 secured by Third Cent tourist development tax revenues.	\$ 883,038
\$495,570 special assessment note payable to bank for the construction of certain road improvements in the Blackwater River and Smuggler's Cove subdivisions. The note is due in 36 quarterly payments of \$13,777 plus interest at 4.28%, secured by non-ad valorem revenues. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.	123,993
\$341,000 special assessment note payable to bank for the construction of infrastructure improvements for Duke Drive MSBU. The note is due in 32 quarterly payments of \$9,243 to \$12,225 plus interest at 3.74% with final payment due in 2016. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.	117,615
\$600,000 special assessment note payable to bank for the construction of infrastructure improvements on Polynesian Island Canal. The note is due in 28 quarterly payments. Payments are interest only at 4.05% until 2012 then principal payments of \$36,085 to \$48,931 plus interest with final payment due in 2015. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.	289,668
\$169,100 special assessment note payable to bank for the construction of infrastructure improvements for Joseph Circle MSBU. The note is due in 36 quarterly payments of \$3,636 to \$5,941 plus interest at 5.65% with final payment due in 2016. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.	71,093

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE F - LONG-TERM DEBT - Continued**

\$324,500 special assessment note payable to bank for the construction of infrastructure improvements for Central Parkway MSBU. The note is due in 36 quarterly payments of \$7,112 to \$11,146 plus interest at 5.14% with final payment due in 2017. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.	172,505
\$1,872,038 special assessment note payable to bank to refinance the \$1,582,132 and \$770,000 special assessment notes payable for the acquisition and installation of fire control equipment in the Santa Rosa County Fire Protection MSBU. The note is due in 32 quarterly payments of \$53,061 to \$64,128 plus interest at 2.44% with final payment due in 2018. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.	1,269,091
\$287,870 note payable to bank for the acquisition and construction of improvements for the Bagdad Heritage Trail Project. The note is due in 40 quarterly payments of \$5,888 to 9,370 plus interest at 3.98% with final payment due in 2020, secured by North Santa Rosa tourist development tax revenues.	206,291
\$500,000 special assessment note payable to bank for the construction of certain infrastructure improvements in the Bernath Place MSBU. The note is due in 36 quarterly payments of \$11,686 to \$16,363 plus interest at 3.98% with final payment due in 2018. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.	299,551
\$600,000 special assessment note payable to bank for the construction of certain infrastructure improvements in the Santa Rosa Shores MSBU. The note is due in 40 quarterly payments of \$12,432 to \$17,890 payments plus interest at 3.75% with final payment due in 2019. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.	372,032
\$120,000 special assessment note payable to bank for the construction of certain infrastructure improvements in the Ski Watch Estates MSBU. The note is due in 36 quarterly payments of \$2,829 to \$3,883 including interest at 3.55% with final payment due in 2017. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.	58,130
\$412,000 special assessment note payable to bank for the acquisition and installation fire control equipment in the Santa Rosa County Fire Protection MSBU. The note is due in 28 quarterly payments of \$13,565 to \$15,891 plus interest at 2.34% with final payment due in 2017. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest.	258,100

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE F - LONG-TERM DEBT - Continued**

\$700,000 special assessment note payable to bank for the acquisition and installation fire control equipment in the Santa Rosa County Fire Protection MSBU. The note is due in 60 quarterly payments of \$9,134 to \$14,526 plus interest at 3.14% with final payment due in 2025. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest. 594,930

\$395,000 special assessment note payable to bank for the construction of certain infrastructure improvements in the Longhorn Trail MSBU. The note is due in 24 quarterly payments of \$15,423 to \$17,537 plus interest at 2.24% with final payment due in 2017. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest. 236,824

\$268,350 special assessment note payable to bank for the construction of certain infrastructure improvements in the Skiwatch Estates MSBU. The note is due in 40 quarterly payments of \$7,625 including interest at 2.56% with final payment due in 2021. Annual assessments will be made against property owners sufficient to retire the maturing principal and interest. 226,192

General government - bonds payable

\$3,027,579 Capital Improvement Refunding Revenue Bonds, Series 2010 bonds due in quarterly installments of \$128,435 to \$145,585 plus interest at 1.73% with final payment due in 2016; Bonds are allocated 50% to governmental long-term debt and 50% to Landfill Fund. 853,113

Total general government bonds and notes payable \$ 6,032,166

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE F - LONG-TERM DEBT - Continued**

Proprietary fund type - note payable

Navarre Beach

\$6,500,000 Utility System Revenue Note, Series 2006 payable to bank for the construction of certain improvements and additions to the Navarre Beach Utility System. The note is due in 15 annual payments of \$335,333 to \$555,568 plus interest at 3.767%, adjusted every 3 years, secured by non-ad valorem revenues.

3,912,125

Proprietary fund type - bonds payable

Landfill

\$3,027,579 Capital Improvement Refunding Revenue Bonds, Series 2010 bonds due in quarterly installments of \$128,435 to \$145,585 plus interest at 1.73% with final payment due in 2016; Bonds are allocated 50% to governmental long-term debt and 50% to Landfill Fund.

853,113

Total proprietary fund type bonds and note payable

\$ 4,765,238

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

**NOTE F - LONG-TERM DEBT - Continued**

**3. Debt Service Requirements**

The annual requirements to amortize all bonds and notes outstanding at September 30, 2013 are as follows:

Governmental activities:

Year ended September 30,	Principal	Interest	Total
2014	\$ 1,244,291	\$ 172,084	\$ 1,416,375
2015	1,193,047	133,856	1,326,903
2016	1,058,164	101,243	1,159,407
2017	700,357	74,667	775,024
2018	582,600	54,116	636,716
2019-2023	898,373	129,889	1,028,262
2024-2028	355,334	18,194	373,528
	<u>\$ 6,032,166</u>	<u>\$ 684,049</u>	<u>\$ 6,716,215</u>

Business-type activities:

Year ended September 30,	Principal	Interest	Total
2014	\$ 706,846	\$ 154,233	\$ 861,079
2015	728,034	133,050	861,084
2016	749,617	110,518	860,135
2017	478,220	89,459	567,679
2018	496,485	70,847	567,332
2019-2023	1,606,036	93,740	1,699,776
	<u>\$ 4,765,238</u>	<u>\$ 651,847</u>	<u>\$ 5,417,085</u>

**4. Defeased Debt Outstanding**

In prior years the Board defeased certain bonds by placing the proceeds of new bonds in irrevocable trusts to provide for all future debt service payments on the old bonds. Accordingly, the trust accounts' assets and liabilities for the defeased bonds are not included in the Board's financial statements. At September 30, 2013, \$3 million of bonds are considered defeased.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

**NOTE G - CONDUIT DEBT OBLIGATIONS**

The County has issued certain limited-obligation debt instruments, including: 1) industrial development revenue bonds to provide financial assistance to private-sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest; and 2) certain municipal service benefit unit revenue notes to finance the acquisition, construction, reconstruction and equipping of capital improvements within the municipal service benefit unit. The debt instruments are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Neither the Board, the State nor any political subdivision thereof is obligated in any manner for repayment of the debt instruments. Accordingly, the debt instruments are not reported as liabilities in the accompanying financial statements.

Debt issues related to conduit financings outstanding at September 30, 2013 are as follows:

	<u>Date Issued</u>	<u>Final Maturity</u>	<u>Amount Issued</u>	<u>Outstanding 9/30/2013</u>
Baptist Hospital, 2003	8/21/2003	10/1/2021	\$ 57,905,000	\$ 57,905,000
Holley Navarre Water System, 2004	6/2/2004	5/1/2024	4,145,000	2,610,000
Pace Volunteer Fire Department	4/16/2007	3/8/2017	1,169,000	527,934
Navarre Beach Volunteer Fire Department	4/25/2007	4/25/2017	<u>300,000</u>	<u>127,713</u>
Total			<u>\$ 63,519,000</u>	<u>\$ 61,170,647</u>

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE H - LANDFILL CLOSURE AND POSTCLOSURE CARE COSTS**

State and federal laws and regulations require the Board to place a final cover on its landfill sites when the landfill stops accepting waste and to perform certain maintenance and monitoring functions at sites for thirty years after closure. Although closure and postclosure care costs are paid only near or after the date that a landfill stops accepting waste, the Board reports a portion of these closure and postclosure care costs as an operating expense in each period based on landfill capacity used as of each balance sheet date. The \$8.1 million reported as landfill closure and postclosure care liability (current and noncurrent) at September 30, 2013, represents the cumulative amount reported to date based on the following percentage usage of the estimated capacity of each of the Board's landfills:

Central Class I Landfill	79%
Central Class III Landfill (New)	32%
Central Class III Landfill (Old)	Closed 10/98
Holley Landfill	Closed 06/94

The estimated cost of postclosure care for the Central Class III and Holley landfills have been recognized in prior years with any changes in estimates being recorded in the current year. The Board will recognize the remaining estimated cost of closure and postclosure care for the Central Class I and Class III landfills in the amount of \$6 million as its remaining estimated capacity is filled. These amounts are based on what it would cost to perform all closure and postclosure care in 2013. The estimated remaining lives of the Central Class I and Class III landfills are 16 and 33 years, respectively. Cost of closure and life estimates are based on the areas currently in use, and not on potential areas of expansion. Actual costs may be higher due to inflation, changes in technology, or changes in regulations.

The Board is required by state and federal laws and regulations to make annual contributions to a trust to finance closure and postclosure care. At September 30, 2013, the Board held investments of \$4,752,608 to cover the escrow requirement of \$4,735,695. These investments are reported as restricted assets in these financial statements. The Board expects that future inflation costs will be paid from interest earnings on these restricted investments and from charges to future landfill users or future tax revenue.

The current year decrease in liability is a result of the Florida Department of Environmental Protection reducing the post closing long term care period and a waiver of certain monitoring and testing requirements during the re-permitting process.

**NOTE I - COMMITMENTS AND CONTINGENCIES**

**1. Retirement Plan**

**Participation** - Employees of the Board participate in the Florida Retirement System, a cost-sharing multiple-employer retirement system, established by Chapter 121, Florida Statutes. Participation is compulsory for full-time and part-time employees working in regularly established positions. Elected officials may elect not to participate in the system. Eligible employees may elect to participate in the Deferred Retirement Option Program (DROP), deferring receipt of retirement benefits while continuing employment with a Florida Retirement System employer.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE I - COMMITMENTS AND CONTINGENCIES - Continued**

**Benefit Provisions** – The Florida retirement system offers two retirement plans – the FRS Pension Plan and the FRS Investment Plan. An employee may participate in only one of the plans. Both plans, effective July 1, 2011, are funded monthly by a combination of employer and employee contributions.

The FRS Pension Plan is a defined benefit plan which provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Normal retirement benefits are available to employees who retire at age 62 or 65 (depending on hire date) with 6 or 8 (depending on hire date) or more years of service, or to those employees who have at least 30 or 33 (depending on hire date) years of creditable service, regardless of age. Retirement age and years of service requirements may vary depending on membership class. Early retirement is available after 6 years of service with a 5% reduction of benefits for each year prior to the normal retirement age. Retirement benefits are based upon age, average compensation, and years-of-service credit where average compensation is computed as the average of an individual's five (if enrolled prior to July 1, 2011) or eight (if enrolled on or after July 1, 2011) highest years of earnings.

The FRS Investment Plan is a defined contribution plan in which participants are vested after one year of service. The employer makes contributions each month based on a percentage of the employee's gross salary and membership class. The contribution percentage is the same whether participating in the Pension Plan or Investment Plan. Members in the Investment Plan decide how their funds are allocated between various investment accounts and the funds are portable upon termination if the participant is vested. Members in the investment plan are not eligible for participation in the Deferred Retirement Option Program (DROP).

For DROP participants, the deferred monthly benefit plus interest compounded monthly, accrues for the specified period of the DROP participation. Upon retirement, the participant receives the total accumulated DROP benefits and begins to receive current benefits at the previously determined rate.

**Contributions** - Chapter 121 requires the employer to pay contributions based upon state-wide rates established by the State of Florida. Employees contribute 3% of their salary. During 2013, the Board contributed an average of 8.62% of each qualified regular employee's gross salary, 18.93% percent of the elected official's salary and 7.29% for each DROP participant. The Board's contributions to the pension plan, funded on a pay-as-you-go basis, were equal to the actuarially determined contribution requirements for the year. The Board's contributions to the Investment Plan were equal to the legislatively mandated contribution rates, which are equal to a percentage of the members' gross monthly salary based on membership class. Contributions to both plans totaled \$923,537, \$766,330 and \$1,401,716 for the years ended September 30, 2013, 2012, and 2011, respectively.

**Financial Report of the Plan** - The Florida Retirement System issues a stand-alone financial report. A copy can be obtained by contacting the State of Florida, Division of Retirement, Tallahassee, Florida.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE I - COMMITMENTS AND CONTINGENCIES - Continued**

**2. Litigation**

The Board is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the Board's attorney the resolution of these matters will not have a material adverse effect on the financial condition of the Board.

**3. Federal and State Grants**

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by grantors cannot be determined at this time although the Board expects such amounts, if any, to be immaterial.

**NOTE J - RISK MANAGEMENT**

The Board 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 natural disasters. In 1986 the Board established a Self-Insurance Fund (an internal service fund) to account for and finance its uninsured risks of loss. Under this program the Board is self-insured with respect to the following exposures:

- Workers Compensation
- Auto Physical Damage
- Auto Liability
- Construction and Road Equipment
- Portable Communication Equipment

The Board is covered by outside insurance for the following exposures:

- Boats
- Employee Fidelity
- Buildings and Contents, \$5,000 deductible
- General Liability, \$25,000 deductible
- Public Officials' Liability, \$25,000 deductible

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

**NOTE J - RISK MANAGEMENT - Continued**

Conventional insurance remains in effect for buildings, contents and Sheriff's general, automobile and professional liability. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. The Board of County Commissioners and other County elected officials participate in the program and make payments to the Self Insurance Fund based on historical estimates of the amounts needed to pay prior and current year claims and to establish a reserve for catastrophic losses. The claims liability of \$2,231,939 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. Liabilities for incurred losses to be settled by fixed or reasonably determined payments over a long period of time are reported at their present value using an expected future investment yield assumption of 3.9 - 7 percent. These liabilities are reported at their present value of \$990,085 at September 30, 2013.

Changes in the Fund's claims liability amount in fiscal years 2012 and 2013 were as follows:

	Beginning-of- Fiscal-Year Liability	Current-Year Claims and Changes in Estimates	Claim Payments	Balance at Fiscal Year-End
2011 - 2012	\$ 3,280,527	\$ 1,147,696	\$ 1,543,351	\$ 2,884,872
2012 - 2013	\$ 2,884,872	\$ 1,270,453	\$ 1,923,386	\$ 2,231,939

The following table presents a summary of the claims payable liability at year end:

Current claims payable	\$ 1,241,854
Current claims-structured settlements	<u>87,435</u>
Total claims payable, current	1,329,289
Long-term claims-structured settlements	<u>902,650</u>
Total claims payable	<u><u>\$ 2,231,939</u></u>

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE J - RISK MANAGEMENT - Continued**

The Board is a member of the Florida Association of Counties Trust, a pooled liability program providing general liability coverage and public officials' liability coverage, excluding the Sheriff. The Board pays an annual premium as a participant of the pooled liability program. During 1994, the first year of participation, the Board paid an extraordinary loss fund payment of \$249,886. The liability coverage is not designed to be assessable; however, should the pool fail to meet its obligations, the Board may be required to contribute additional funds or cover its own obligations. No accrual for future assessments has been recorded in the balance sheet as such assessments do not appear probable based on past experience of the pool, and experience of the pool subsequent to the Board's fiscal year end through the date of these financial statements. In the event the Board elected to terminate its participation in the pool, the extraordinary loss fund payment would be refunded to the Board, given adequate funding of the pool.

**NOTE K - FUND BALANCES**

Fund balance is classified as nonspendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the Board is bound to observe constraints imposed upon the use of the resources in the government funds. The constraints placed on fund balance for the major governmental funds and all other governmental funds are presented on the following page.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

**NOTE K - FUND BALANCES – Continued**

Fund balances	Major Funds			Total
	General Fund	Road and Bridge Fund	Other Funds	
<b>Nonspendable</b>				
Inventory	\$ 40,666	\$ 269,971	\$ -	\$ 310,637
Advance to other fund	10,000	250,000	-	260,000
<b>Restricted for:</b>				
Communications	1,100,057	-	-	1,100,057
Boating improvement	182,019	63,371	-	245,390
Domestic violence	125,606	-	-	125,606
Voter education	17,875	-	-	17,875
Pollworker recruitment	1,887	-	-	1,887
Federal elections	12,612	-	-	12,612
Partners for pets	16,294	-	-	16,294
Navarre Beach Bridge maintenance	-	308,500	-	308,500
Law Enforcement Trust Fund	-	-	77,493	77,493
Crime prevention	-	-	276,893	276,893
Mosquito control	-	-	27,375	27,375
Federal and state grants	-	-	546,390	546,390
Enhanced 911 system	-	-	1,192,932	1,192,932
Tourist development	-	-	2,203,516	2,203,516
Infrastructure development	-	-	2,576,403	2,576,403
State Housing Improvement Program	-	-	455,694	455,694
Fire prevention and control	-	-	545,709	545,709
Road and sewer construction	-	-	551,520	551,520
Canal maintance	-	-	76,027	76,027
Street lighting	-	-	64,680	64,680
<b>Committed to:</b>				
Animal service education	45,997	-	-	45,997
Court innovations	-	-	225,151	225,151
Transportation, recreation and economic development	-	-	3,043,207	3,043,207
Gas and oil preservation	3,551,667	-	-	3,551,667
Capital construction projects	-	-	6,217,647	6,217,647
<b>Assigned to:</b>				
Road and bridge construction and maintenance	-	9,188,488	-	9,188,488
Debt service	-	-	129,762	129,762
Law library	-	-	29,602	29,602
Court operations	-	-	321,725	321,725
Gas and oil preservation	195,317	-	-	195,317
Unassigned	25,370,009	-	(226,872)	25,143,137
	<u>\$ 30,670,006</u>	<u>\$ 10,080,330</u>	<u>\$ 18,334,854</u>	<u>\$ 59,085,190</u>

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

**NOTE L – POST EMPLOYMENT HEALTH CARE BENEFITS**

The County implemented, in 2009, GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, for certain postemployment health care benefits provided by the County.

**Plan Description** – Pursuant to the provisions of Section 112.0801, Florida Statutes, former employees who retire from the County and eligible dependents, may continue to participate in the County’s purchased health and hospitalization insurance coverage (the Plan) at the same group rate as for active employees and participating retirees are required to reimburse the Board 100% of the health insurance premium a month in advance. The Plan is a single-employer plan. The County subsidizes the premium rates paid by the retirees by allowing them to participate in the plan at reduced or blended group (implicitly subsidized) premium rates for both active and retired employees. These rates provide an implicit subsidy for retirees because, on an actuarial basis, their current and future claims are expected to result in higher costs to the plan on average than those of active employees. The County also provides an insurance subsidy for employees with at least 10 years (8 years elected) creditable service. The subsidy pays \$3 per year of service limited to the individual’s premium payment up to a maximum of \$90 per year. No stand-alone financial report is issued.

**Funding Policy** – The County has not advance-funded or established a funding methodology for the annual Other Postemployment Benefit (OPEB) costs or the net OPEB obligation. For the 2013 fiscal year, 194 retirees and eligible dependents received postemployment health care benefits. The County provided required contributions of \$267,636 toward the annual OPEB cost, comprised of benefit payments made on behalf of retirees insurance net of retiree contributions totaling \$581,766. Required contributions are based on projected pay-as-you-go financing which differ from the Annual Required Contribution.

**Annual OPEB Cost and Net OPEB Obligation** – The following table shows the County’s annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the County’s net OPEB obligation:

Description	Health Insurance
Normal Cost (Service cost for one year)	\$ 565,000
Amortization of Unfunded Actuarial Accrued Liability	551,000
Annual Required Contribution	1,116,000
Amortization of Net OPEB Obligation	(305,000)
Interest on Net OPEB Obligation	180,000
Annual OPEB Cost (expense)	991,000
Contribution Towards the OPEB Cost	(267,636)
Increase in Net OPEB Obligation	723,364
Net OPEB Obligation, Beginning of Year	5,154,773
Net OPEB Obligation, End of Year	\$ 5,878,137

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE L – POST EMPLOYMENT HEALTH CARE BENEFITS - Continued**

The County's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation as of September 30, 2013, was as follows:

<u>Fiscal Year</u>	<u>Annual OPEB Cost</u>	<u>Percentage Of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
2010-2011	\$ 1,393,000	23%	\$ 4,014,744
2011-2012	\$ 1,473,000	23%	\$ 5,154,773
2012-2013	\$ 991,000	27%	\$ 5,878,137

**Funded Status and Funding Progress** – As of September 30, 2013, the date of the actuarial valuation, the actuarial accrued liability was \$9,311,000 and the actuarial value of assets was \$0, resulting in an unfunded actuarial accrued liability of \$9,311,000. Amortization of the accrued liability for the year ended September 30, 2013 was \$551,000. The annual covered payroll (annual payroll of active participating employees) was \$44,527,946 for the 2012-2013 fiscal year. The ratio of the unfunded actuarial liability to annual covered payroll is 21%.

**Actuarial Methods and Assumptions** – Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment and termination, mortality, and the healthcare cost trends. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. Projections of benefits for financial reporting purposes are based on the substantive plan provisions, as understood by the employer and participating members, and include the type of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and participating members. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2013**

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**NOTE L – POST EMPLOYMENT HEALTH CARE BENEFITS - Continued**

The County's OPEB actuarial valuation as of September 30, 2013, used the projected unit credit actuarial cost method to estimate both the unfunded actuarial liability as of September 30, 2013 and to estimate the County's 2012-2013 fiscal year annual required contribution. This method was selected because it produced the best estimate of the OPEB liability and annual cost. Because the OPEB liability is currently unfunded, the actuarial assumptions include a 4% rate of return on invested assets assuming the benefits will continue to be funded on a pay-as-you-go basis and that the County's investments will earn 3.5% over the long term. The actuarial assumptions also include an annual healthcare cost trend rate of 8.5% initially for the 09-10 fiscal year, decreasing gradually per year to an ultimate rate of 4.3% in 2070. The inflation rate assumption is 2.8%. The unfunded actuarial accrued liability is being amortized using the level dollar method. The remaining, closed, amortization period at September 30, 2013 is 26 years.

The required schedule of funding progress, immediately following the notes, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

**NOTE M – CHANGES IN FINANCIAL STATEMENT REPORTING**

Effective for fiscal year 2013 reporting, the Board adopted the following new standards issued by the Governmental Accounting Standards Board (GASB):

*Statement No. 63 Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position.* GASB Statement No. 63 introduces and defines deferred outflows and deferred inflows of resources as a consumption of net assets by the government that is applicable to a future reporting period, and an acquisition of net assets by the government that is applicable to a future reporting period, respectively.

*Statement No. 65 Items Previously Reported as Assets and Liabilities.* GASB Statement No. 65 reclassifies certain items that were previously reported as assets and liabilities and recognizes these items as outflows of resources or inflows of resources.

The effect of these new standards to current period reporting was to expense \$13,903 in bond issuance costs that would have been amortized through September 30, 2016.

**NOTE N – EVENTS OCCURRING AFTER REPORTING DATE**

The Board has evaluated events and transactions that occurred between September 30, 2013 and March 13, 2014, (date the financial statements were available to be issued) for possible recognition or disclosure in the financial statements.

## **REQUIRED SUPPLEMENTAL INFORMATION**

**Board of County Commissioners**  
**Santa Rosa County, Florida**  
**SCHEDULE OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**GENERAL FUND**

**Year ended September 30, 2013**

	Original Budget	Final Budget	Actual
<b>Revenues</b>			
Taxes	43,271,630	43,271,630	44,211,980
Permits, fees and special assessments	1,131,450	1,131,450	1,526,256
Intergovernmental	9,572,110	10,287,541	11,100,802
Charges for services	2,942,940	2,942,940	4,291,881
Fines and forfeits	202,210	240,675	284,572
Miscellaneous	3,410,900	3,410,900	2,961,236
<b>Total revenues</b>	<b>60,531,240</b>	<b>61,285,136</b>	<b>64,376,727</b>
<b>Expenditures</b>			
<b>Current</b>			
General government	17,367,149	18,841,737	17,252,589
Public safety	33,757,045	34,993,447	34,911,785
Physical environment	1,300,273	1,300,273	1,128,778
Transportation	899,350	911,050	889,182
Economic environment	139,490	1,395,158	438,566
Human services	5,598,700	5,823,950	5,063,546
Culture and recreation	2,775,040	3,014,399	2,845,740
Reserve for contingencies	1,207,880	15,743	--
<b>Total expenditures</b>	<b>63,044,927</b>	<b>66,295,757</b>	<b>62,530,186</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(2,513,687)</b>	<b>(5,010,621)</b>	<b>1,846,541</b>
<b>Other financing sources (uses)</b>			
Transfers in	2,419,241	2,830,611	2,696,758
Transfers out	(1,079,953)	(1,334,685)	(1,306,043)
<b>Total other financing sources (uses)</b>	<b>1,339,288</b>	<b>1,495,926</b>	<b>1,390,715</b>
<b>Net change in fund balances</b>	<b>(1,174,399)</b>	<b>(3,514,695)</b>	<b>3,237,256</b>
Fund balance, beginning of year	1,174,399	4,575,209	27,464,135
Change in reserve for inventory	--	--	(31,385)
<b>Fund balance, end of year</b>	<b>--</b>	<b>1,060,514</b>	<b>30,670,006</b>

See accompanying notes to required supplementary information.

**Board of County Commissioners  
Santa Rosa County, Florida  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
ROAD AND BRIDGE FUND**

**Year ended September 30, 2013**

	Original Budget	Final Budget	Actual
<b>Revenues</b>			
Taxes	\$ 3,457,580	\$ 3,691,700	\$ 3,803,908
Permits, fees and special assessments	--	--	--
Intergovernmental	3,111,250	3,612,984	4,651,935
Charges for services	--	--	37,733
Miscellaneous	47,500	82,650	129,482
<b>Total revenues</b>	<b>6,616,330</b>	<b>7,387,334</b>	<b>8,623,058</b>
<b>Expenditures</b>			
<b>Current</b>			
Physical environment	--	1,382,634	809,136
Transportation	9,727,260	21,998,261	16,983,143
Reserve for contingencies	36,300	--	--
<b>Total expenditures</b>	<b>9,763,560</b>	<b>23,380,895</b>	<b>17,792,279</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(3,147,230)</b>	<b>(15,993,561)</b>	<b>(9,169,221)</b>
<b>Other financing sources (uses)</b>			
Transfers in	3,147,230	3,764,627	3,701,772
<b>Total other financing sources (uses)</b>	<b>3,147,230</b>	<b>3,764,627</b>	<b>3,701,772</b>
<b>Net change in fund balances</b>	<b>--</b>	<b>(12,228,934)</b>	<b>(5,467,449)</b>
Fund balance, beginning of year	--	12,228,934	15,453,154
Change in reserve for inventory	--	--	94,625
<b>Fund balance, end of year</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ 10,080,330</b>

See accompanying notes to required supplementary information.

**Santa Rosa County, Florida  
Board of County Commissioners**

**SCHEDULE OF FUNDING PROGRESS FOR  
OTHER POST EMPLOYMENT BENEFITS**

**Year ended September 30, 2013**

<u>Schedule of Funding Progress</u>	<u>Actuarial Valuation Date</u>		
	<u>9/30/11</u>	<u>9/30/12</u>	<u>9/30/13</u>
1. Current retirees liability	\$ 2,448,000	\$ 2,656,000	\$ 2,414,000
2. Active employees	<u>8,561,000</u>	<u>9,289,000</u>	<u>6,897,000</u>
3. Actuarial Accrued Liability	11,009,000	11,945,000	9,311,000
4. Actuarial Value of Assets	--	--	--
5. Unfunded Actuarial Accrued Liability	<u>11,009,000</u>	<u>11,945,000</u>	<u>9,311,000</u>
6. Funded Ratio (4. divided by 3.)	0%	0%	0%
7. Annual Covered Payroll	<u>\$ 44,085,422</u>	<u>\$ 44,541,475</u>	<u>\$ 44,527,946</u>
8. Ratio of Unfunded Actuarial Accrued Liability to Covered Payroll	25%	27%	21%
	<u>Fiscal Year Ended</u>		
	<u>9/30/11</u>	<u>9/30/12</u>	<u>9/30/13</u>
Annual OPEB Cost	\$ 1,393,000	\$ 1,473,000	\$ 991,000
Actual Contribution	<u>324,685</u>	<u>332,971</u>	<u>267,636</u>
Percentage Contributed	23%	23%	27%
Net OPEB Obligation	<u>\$ 4,014,744</u>	<u>\$ 5,154,773</u>	<u>\$ 5,878,137</u>

See accompanying notes to required supplementary information.

**Board of County Commissioners  
Santa Rosa County, Florida**

**NOTES TO REQUIRED SUPPLEMENTAL INFORMATION**

**September 30, 2013**

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**BUDGETARY INFORMATION**

Florida Statutes Chapters 129 and 200 govern the preparation, adoption, and administration of the County's annual budget. The budget must be balanced, i.e., the estimated revenues plus beginning fund balance brought forward must equal appropriations and be prepared on a basis consistent with generally accepted accounting principles (GAAP) as applicable to governmental units. The Board may, at any time within a fiscal year, amend a budget for that year as follows:

Appropriations for expenditures in any fund may be decreased and other appropriations in the same fund correspondingly increased by motion recorded in the minutes. The budget officer may authorize certain inter-departmental and intra-departmental budget amendments, provided that the total appropriation of the fund is not changed. All annual appropriations lapse at fiscal year end.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

Honorable Board of County Commissioners  
Santa Rosa County, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the special-purpose financial statements (hereinafter referred to as "financial statements") of each major fund and the aggregate remaining fund information of the Board of County Commissioners of Santa Rosa County, Florida, (hereinafter referred to as "Board"), as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Board's special- purpose financial statements, and have issued our report thereon dated March 13, 2014.

**Internal Control Over Financial Reporting**

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Board's financial statements are free of 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*.

As required by the provisions of Chapter 10.550, Rules of the Auditor General, we have issued a separate management letter dated March 13, 2014, which should be considered in assessing the results of our audit.

## **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.

*Warren Averett, LLC*

March 13, 2014  
Pensacola, Florida

## MANAGEMENT LETTER

Honorable Board of County Commissioners  
Santa Rosa County, Florida

We have audited the special-purpose financial statements (hereinafter referred to as “financial statements”) of the Santa Rosa County, Florida, Board of County Commissioners, (hereinafter referred to as “Board”), as of and for the fiscal year ended September 30, 2013, and have issued our report thereon dated March 13, 2014.

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 OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. We have also issued our Independent Auditors’ Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditors’ Report on Compliance for each Major Federal Program and State Project and on Internal Control Over Compliance in Accordance with OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General; and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule which are dated March 13, 2014, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local government entity audits performed in the State of Florida and require that certain items be addressed in this letter.

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. No items were reported in the preceding annual financial report.

Section 10.554 (1) (i) 2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Board complied with Section 218.415, Florida Statutes.

Section 10.554 (1) (i) 3., 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 do not have any recommendations.

Section 10.554 (1) (i) 4., Rules of the Auditor General, requires that we address violations of 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.

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

*Warren Averett, LLC*

March 13, 2014  
Pensacola, Florida

**Annual Audit Report  
Board of County Commissioners  
Santa Rosa County, Florida  
MANAGEMENT'S RESPONSE TO COMMENTS  
September 30, 2013**

---

There are no items which require a response from management.

**SINGLE AUDIT REPORT**  
**SANTA ROSA COUNTY, FLORIDA**  
**SEPTEMBER 30, 2013**

**SINGLE AUDIT REPORT**  
**SANTA ROSA COUNTY, FLORIDA**  
**SEPTEMBER 30, 2013**  
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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH  
MAJOR FEDERAL PROGRAM AND STATE PROJECT AND ON INTERNAL  
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CHAPTER 10.550, RULES OF THE AUDITOR GENERAL**

Board of County Commissioners  
Santa Rosa County, Florida

**Report on Compliance for Each Major Federal Program and State Project**

We have audited the compliance of Santa Rosa County, Florida (hereinafter referred to as "County"), with the types of compliance requirements described in the U. S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement*, and the requirements described in the State of Florida Department of Financial Services' *State Projects Compliance Supplement*, that could have a direct and material effect on each of the County's major federal programs and state projects for the year ended September 30, 2013. The County's major federal programs and state projects are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its federal programs and state projects.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of the County's major federal programs and state projects based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance 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; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and Chapter 10.550, *Rules of the Auditor General*. Those standards, OMB Circular A-133, and Chapter 10.550, *Rules of the Auditor General*, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program or state project occurred. An audit includes examining, on a test basis, evidence about the County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program and state project. However, our audit does not provide a legal determination of the County's compliance with those requirements.

### ***Opinion on Each Major Federal Program and State Project***

In our opinion, the County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs and state projects for the year ended September 30, 2013.

### **Report on Internal Control over Compliance**

Management of the County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County's internal control over compliance with requirements that could have a direct and material effect on each major federal program or state project to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and state project and to test and report on internal control over compliance in accordance with OMB *Circular A-133* and the Florida Department of Financial Services *State Projects Compliance Supplement*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program or state project on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program or state project will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program or state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Report on Schedule of Expenditures of Federal Awards and State Financial Assistance Required by OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General**

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Santa Rosa County, Florida, as of and for the year ended September 30, 2013, and the notes to the financial statements, which collectively comprise the County's basic financial statements. We issued our report thereon dated March 13, 2014, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance is presented for the purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and Chapter 10.550, *Rules of the Auditor General*, and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards and State Financial Assistance is fairly stated in all material respects in relation to the basic financial statements as a whole.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General. Accordingly, this report is not suitable for any other purpose.

*Warren Averett, LLC*

March 13, 2014  
Pensacola, Florida

**Santa Rosa County Florida**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**AND STATE FINANCIAL ASSISTANCE**  
**Year ended September 30, 2013**

<u>Federal and State Grantor/Pass-through Grantor/Program Title</u>	<u>CFDA/ CSFA Number</u>	<u>Contract / Grant Number</u>	<u>Expenditures</u>
<u>Election Assistance Commission</u>			
Passed through Florida Department of State			
Help America Vote Act Requirement Payments	90.401	N/A	\$ 26,050
<u>U.S. Department of Agriculture, Forest Service</u>			
Cooperative Forestry Assistance	10.664	VFA634	24,268
<u>U.S. Department of Health and Human Services</u>			
Passed Through Florida Dept. of Revenue			
Child Support Enforcement Program	93.563		133,957
Child Support Enforcement Program	93.563	CSS57	<u>15,649</u>
			149,606
<u>U.S. Department of Homeland Security</u>			
Passed Through Florida Dept. of Community Affairs			
Hazard Mitigation Grant - Harrison Phase II	97.039	10HM-17-01-67-01-010	133,024
Hazard Mitigation Grant - Ramblewood Phase II	97.039	13HM-2X-01-67-01-491	<u>282,712</u>
			415,735
Disaster Grants - Public Assistance (Isaac)	97.036	13-IS-3S-01-67-02-513	<u>34,992</u>
			34,992
Passed Through Florida Division of Emergency Management			
Homeland Security Grant Program	97.067	12-DS-9Z-01-67-01-499	25,701
Homeland Security Grant Program	97.067	13-DS-20-01-67-01-149	11,686
Homeland Security Grant Program	97.067	14-DS-C2-01-67-01-156	2,495
Homeland Security Grant Program (CERT)	97.067	11-CI-A6-01-67-01-408	6,089
Homeland Security Grant Program (CERT)	97.067	13-CI-24-01-67-01-189	4,315
Homeland Security Grant Program (CERT)	97.067	13-CC-24-01-67-01-190	<u>3,084</u>
			53,369
Passed through the Florida Division of Emergency Management			
Emergency Management Performance Grants	97.042	13-FG-86-01-67-01-124	54,771
Emergency Management Performance Grants	97.042	14-FG-1M-01-67-01-124	19,631
Emergency Management Performance Grants	97.042	14-CI-58-01-67-01-142	2,839
Emergency Management Performance Grants	97.042	14-CC-58-01-67-01-143	<u>5,743</u>
			82,984
Severe Repetitive Loss Program - Elevations	97.110	12SL-04-01-67-01-434	<u>326,962</u>
			326,962
<u>U.S. Department of Housing and Urban Development</u>			
Passed Through Florida Dept. of Community Affairs			
Community Development Block Grants-Disaster Recovery Grant	14.228	10DB-K4-01-67-01-K31	342,780
Community Development Block Grants	14.228	11DB-C5-01-67-01-N22	340,418
Community Development Block Grants-Disaster Recovery Grant (DREF)	14.228	12DB-P5-01-67-01-K57	<u>119,651</u>
			802,848
Passed Through Escambia County Consortium			
HOME Investment Partnerships Program	14.239	M-11-DC-12-0225	344,874
<u>U.S. Department of Justice</u>			
Passed Through Florida Coalition Against Domestic Violence			
Violence Against Women Formula Grants	16.588	13-8027-SAO	55,985
Violence Against Women Formula Grants	16.588	14-8027-SAO	<u>18,662</u>
			74,646
Passed Through Office of Justice Program			
Crime Victim Assistance	16.575	V11233	21,339
Edward Byrne Memorial Justice Assistance Grant Program			
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2013-JAGC-SANT-1-D7-071	45,271
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2012-DJ-BX-1142	<u>15,334</u>
			60,605
<u>U.S. Department of Transportation</u>			
Passed Through Florida Dept. of Transportation			
Formula Grants for Rural Areas	20.509	AO184	54,074
Formula Grants for Rural Areas	20.509	AQF63	<u>42,295</u>
			96,369
Airport Improvement Program	20.106	3-12-0052-011-2012	<u>155,640</u>
			155,640
Highway Planning and Construction			
Highway Planning and Construction	20.205	AQ207	135,965
Highway Planning and Construction	20.205	AQM34	217,804
Highway Planning and Construction	20.205	AOM48	<u>401,752</u>
			755,520
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	FL-16X07	6,560
Passed Through Florida-Alabama TPO			
Job Access and Reverse Commute	20.516	No ID	33,534
<u>U.S. Environmental Protection Agency</u>			
Congressionally Mandated Projects	66.202	XP-95478911-0	<u>137,306</u>
			137,306
Total Federal Awards			<u>\$ 3,603,206</u>

**Santa Rosa County Florida**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**AND STATE FINANCIAL ASSISTANCE**  
**Year ended September 30, 2013**

<u>Federal and State Grantor/Pass-through Grantor/Program Title</u>	<u>CFDA/ CSFA Number</u>	<u>Contract / Grant Number</u>	<u>Expenditures</u>
<u>Florida Department of Agriculture and Consumer Services</u> Mosquito Control	42.003	018793	18,500
<u>Florida Department of Health</u> County Grant Awards	64.005	C1055	22,484
<u>Florida Department of State</u> State Aid to Libraries	45.030	13-ST-76	192,093
<u>Florida Department of Transportation</u>  Transportation Regional Incentive Program	  55.026	  421994-1-5801	  793,578
Aviation Development Grants-Joint Participation Agreement	55.004	42040519401-Airport Master Plan	54,293
Aviation Development Grants-Joint Participation Agreement	55.004	42229419401 (AQG11)	226
			54,519
<u>Florida Division of Emergency Management</u> Emergency Management Programs	31.063	13-BG-83-01-67-01-057	79,469
Emergency Management Programs	31.063	14-BG-83-01-67-01-057	26,337
			105,806
Emergency Management Projects	31.067	13-CP-11-01-67-01-206	2,313
<u>Florida Executive Office of the Governor</u> Enterprise Florida Inc.	31.003	DIG 11-08	106,935
Military Base Protection-Enterprise Florida, Inc.	31.044	DRG 12-01	5,321
Military Base Protection-Enterprise Florida, Inc.	31.044	DRG 13-05	35,710
			41,032
<u>Florida Housing Finance Corporation</u> State Housing Initiative Partnership Program	52.901	N/A	347,399
Total State Financial Assistance			\$ 1,684,660

**Santa Rosa County, Florida**  
**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**AND STATE FINANCIAL ASSISTANCE**  
**For the year ended September 30, 2013**

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**NOTE A - SIGNIFICANT ACCOUNTING POLICIES**

The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance includes the Federal and State grant activity of Santa Rosa County, Florida and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and Chapter 10.550, *Rules of the Auditor General*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**Santa Rosa County, Florida**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**For the year ended September 30, 2013**

---

**A. SUMMARY OF AUDITOR RESULTS**

**FINANCIAL STATEMENTS**

Type of auditors' report issued: Unmodified Opinion  
Internal control over financial reporting:  
Material weakness(es) identified? \_\_\_\_\_ yes  no  
Significant deficiency (ies) identified that are  
not considered to be material weakness(es)? \_\_\_\_\_ yes  none reported  
  
Noncompliance material to financial statements  
noted? \_\_\_\_\_ yes  no

**FEDERAL AWARDS**

Internal control over major programs:  
Material weakness(es) identified? \_\_\_\_\_ yes  no  
Significant deficiency (ies) identified that are  
not considered to be material weakness(es)? \_\_\_\_\_ yes  none reported  
  
Type of auditors' report issued on compliance  
for major programs: Unmodified opinion  
  
Any audit findings disclosed that are required  
to be reported in accordance with section 510(a) of  
Circular A-133? \_\_\_\_\_ yes  no

**STATE FINANCIAL ASSISTANCE**

Internal control over major projects:  
Material weakness(es) identified? \_\_\_\_\_ yes  no  
Significant deficiency (ies) identified that are  
not considered to be material weakness(es)? \_\_\_\_\_ yes  none reported  
  
Type of auditors' report issued on compliance  
for major projects: Unmodified Opinion  
  
Any audit findings disclosed that are required  
to be reported in accordance with Chapter 10.550,  
Rules of the Auditor General? \_\_\_\_\_ yes  no

**Santa Rosa County, Florida**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**For the year ended September 30, 2013**

---

**IDENTIFICATION OF MAJOR PROGRAMS**

**Federal Programs**

CFDA No. 14.228 Community Development Block Grant  
CFDA No. 97.110 Severe Repetitive Loss Program

Dollar threshold used to distinguish  
between type A and type B programs: \$300,000

Auditee qualified as low-risk auditee?  yes  no

**State Projects**

CSFA No. 52.901 State Housing Initiative Partnership Program  
CSFA No. 55.026 Transportation Regional Incentive Program

Dollar threshold used to distinguish  
between type A and type B programs: \$300,000

**B. FINANCIAL STATEMENT FINDINGS**

There were no findings required to be reported in accordance with government auditing standards generally accepted in the United States of America.

**C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL PROGRAMS**

There were no findings which were required to be reported in accordance with section 510(a) of OMB Circular A-133.

**D. FINDINGS AND QUESTIONED COSTS - MAJOR STATE FINANCIAL ASSISTANCE**

There were no findings which were required to be reported in accordance with Chapter 10.550, *Rules of the Auditor General*.

**Santa Rosa County, Florida**  
**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**For the year ended September 30, 2013**

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**A. Prior-Year Findings and Questioned Costs – Major Federal Programs**

None reported.

**B. Prior-Year Findings and Questioned Costs – Major State Projects**

None reported.

**SANTA ROSA COUNTY, FLORIDA SHERIFF**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

**SANTA ROSA COUNTY, FLORIDA SHERIFF**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

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**SANTA ROSA COUNTY, FLORIDA SHERIFF**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

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## INDEPENDENT AUDITOR'S REPORT

Honorable Wendell Hall  
Sheriff  
Santa Rosa County, Florida

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

We have audited the accompanying special-purpose financial statements (“financial statements”) of each major fund and the aggregate remaining fund information of the Office of the Sheriff of Santa Rosa County, Florida (“Sheriff”) as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the special-purpose financial statements as listed in the table of contents.

### ***Management’s Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors’ Responsibility***

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors’ judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Sheriff’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 Sheriff’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 special-purpose financial statements referred to above present fairly, in all material respects, the financial position of each major fund and the aggregate remaining fund information of the Sheriff, as of September 30, 2013, 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.

## ***Emphasis of Matter***

As discussed in Note A to the special-purpose financial statements, the financial statements referred to above have been prepared for the purpose of complying with Chapter 10.550, Rules of the Auditor General, State of Florida, and are not intended to be a complete presentation of the financial position and changes in financial position of the Sheriff. Additionally, the special purpose financial statements present only the Sheriff and are not intended to present the financial position and changes in financial position of Santa Rosa County, Florida, taken as a whole. Our opinion is not modified with respect to this matter

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 19 be presented to supplement the basic financial statements. Such information, although not a part of the special-purpose 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 special-purpose financial statements, and other knowledge we obtained during our audit of the special-purpose 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 Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the special-purpose financial statements. The accompanying combining nonmajor fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of these special-purpose financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the special purpose financial statements. The information has been subjected to the auditing procedures applied in the audit of the special-purpose financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the special-purpose financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the special-purpose financial statements taken as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 13, 2014 on our consideration of the Sheriff'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 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 Sheriff's internal control over financial reporting and compliance.

### **Restriction on Use**

This report is intended solely for the information and use of the Sheriff, the Santa Rosa County Board of County Commissioners, and the State of Florida Office of Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

*Warren Averett, LLC*

March 13, 2014  
Pensacola, Florida

**Santa Rosa County, Florida Sheriff**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**September 30, 2013**

	Major Funds		Non-Major	
	General	Jail Commissary	Other	Total
<b>ASSETS</b>				
Cash	\$ 1,429,372	\$ 746,982	\$ 220,862	\$ 2,397,216
Due from other funds	160,874	--	56,705	217,579
Due from other governmental units	273,289	--	51,465	324,754
Accounts receivable	4,867	20,409	--	25,276
Inventory	32,085	--	--	32,085
Total assets	<u>\$ 1,900,487</u>	<u>\$ 767,391</u>	<u>\$ 329,032</u>	<u>\$ 2,996,910</u>
<b>LIABILITIES</b>				
Accounts payable and accrued payroll	\$ 935,286	\$ 7,171	\$ 7,908	\$ 950,365
Due to other funds	56,705	33,526	127,348	217,579
Due to other governmental units	876,411	--	--	876,411
Unearned revenue	--	--	160,163	160,163
Total liabilities	<u>1,868,402</u>	<u>40,697</u>	<u>295,419</u>	<u>2,204,518</u>
<b>FUND BALANCE</b>				
Fund balance				
Restricted for inmate welfare and recreation	--	726,694	--	726,694
Restricted for law enforcement training	--	--	33,613	33,613
Nonspendable - inventory	32,085	--	--	32,085
Total fund balance	<u>32,085</u>	<u>726,694</u>	<u>33,613</u>	<u>792,392</u>
 Total liabilities and fund balance	 <u>\$ 1,900,487</u>	 <u>\$ 767,391</u>	 <u>\$ 329,032</u>	 <u>\$ 2,996,910</u>

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

**Santa Rosa County, Florida Sheriff**  
**STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS**  
**For the year ended September 30, 2013**

	Major		Non-Major	
	General	Jail Commissary	Other	Total
<b>REVENUES</b>				
Intergovernmental	\$ --	\$ --	\$ 441,540	\$ 441,540
Miscellaneous	--	279,395	20	279,415
Total revenues	--	279,395	441,560	720,955
<b>EXPENDITURES</b>				
Current				
General government				
Judicial				
Personal services	893,864	--	--	893,864
Operating	20,911	--	--	20,911
Public safety				
Law enforcement				
Personal services	15,298,336	--	375,006	15,673,342
Operating	3,266,545	--	17,485	3,284,030
Capital outlay	1,141,297	--	42,981	1,184,278
Correction and detention				
Personal services	6,609,587	81,595	--	6,691,182
Operating	3,341,419	201,792	--	3,543,211
Capital outlay	--	--	--	--
Total expenditures	30,571,959	283,387	435,472	31,290,818
Excess (deficiency) of revenues over expenditures	(30,571,959)	(3,992)	6,088	(30,569,863)
<b>OTHER FINANCING SOURCES (USES)</b>				
BOCC appropriation	31,065,982	--	--	31,065,982
BOCC unspent funds	(515,273)	--	--	(515,273)
Total other financing sources (uses)	30,550,709	--	--	30,550,709
<b>Net change in fund balances</b>	(21,250)	(3,992)	6,088	(19,154)
<b>FUND BALANCES, BEGINNING OF YEAR</b>	53,335	730,686	27,525	811,546
<b>FUND BALANCES, END OF YEAR</b>	\$ 32,085	\$ 726,694	\$ 33,613	\$ 792,392

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

**Santa Rosa County, Florida Sheriff**  
**STATEMENT OF FIDUCIARY NET ASSETS - AGENCY FUNDS**  
**September 30, 2013**

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**ASSETS**

Cash	\$ 144,826
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**LIABILITIES**

Accounts payable	54,902
Due to other governmental units	8,714
Deposits	81,210
Total liabilities	<u>144,826</u>

**NET ASSETS**

Net assets	<u>\$ --</u>
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**Santa Rosa County, Florida Sheriff**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES**

A summary of the significant accounting policies consistently applied in the preparation of the financial statements follows:

**1. Reporting Entity**

The Office of the Sheriff of Santa Rosa County, Florida (the “Sheriff”), as established by Article VIII of the Constitution of the State of Florida, is an elected official of Santa Rosa County, Florida (the “County”). Although the Sheriff is operationally autonomous from the Santa Rosa County Board of County Commissioners (the “Board”), the Sheriff does not hold sufficient corporate powers to be considered a legally separate entity for financial reporting purposes. Therefore, the Sheriff is considered part of the County’s primary government.

These *special-purpose financial statements* are not intended to be a complete presentation of the financial position and results of operations of the County taken as a whole. As permitted by Chapter 10.556(4), Rules of the Auditor General State of Florida, the special-purpose financial statements consist of only the *fund level* financial statements as defined in Governmental Accounting Standards Board (“GASB”) Statement No. 34, and do not include presentations of *government-wide* financial statements of the Sheriff.

**2. Fund Accounting**

The accounting system of the Sheriff is organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The funds utilized by the Sheriff’s office are as follows:

**Governmental Funds**

These funds utilize a modified accrual basis of accounting. The measurement focus is based upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources rather than upon net income determination). The Sheriff reports the following major governmental funds:

**Santa Rosa County, Florida Sheriff**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES – (Continued)**

**2. Fund Accounting -- (Continued)**

**General Fund** is used to account for all financial resources which are generated from operations of the office, appropriations from the Board or any other resources not required to be accounted for in another fund.

**Jail Commissary Fund** accounts for jail commissary and vending machine revenues that are used to provide recreational facilities and equipment for the prisoners.

Non-major governmental funds of the Sheriff are as follows:

- 1) **Grants Fund** accounts for grant revenues and expenditures according to the terms of each grant.
- 2) **Second Dollar** accounts for shared fine revenues from the Board which are used for law enforcement training purposes.
- 3) **Federal Seizure** accounts for shared seizure revenues from the United States Department of Justice which are used for law enforcement purposes.

**Fiduciary Funds**

The Sheriff uses agency funds to account for assets held in a custodial capacity for others. Assets equal liabilities in agency funds, and results of operations are not measured.

**3. Basis of Accounting**

Basis of accounting refers to *when* revenues and expenditures are recognized in the accounts and reported in the financial statements and relates to the timing of the measurements made, regardless of the measurement focus applied. All governmental funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become both measurable and available as net current assets. The Sheriff considers receivables collected within sixty days after year-end to be available and recognizes them as revenues of the current year. Expenditures are recognized when the related fund liability is incurred. Agency funds use the accrual basis of accounting.

**Santa Rosa County, Florida Sheriff**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES – (Continued)**

**4. Cash and Cash Equivalents**

For financial statement reporting, all highly liquid investments with a maturity of three months or less when purchased are considered to be cash equivalents.

**5. Inventory**

Inventory, which consists of expendable supplies held for consumption, is stated at cost using the first-in, first-out method. Inventory is recorded when consumed rather than when purchased.

**6. Accounting for Capital Assets**

Capital assets (vehicles, equipment, and other tangible and certain intangible property costing at least \$1,000 with a useful life of more than one year) are recorded as expenditures by the acquiring fund at the time of purchase. The Sheriff does not engage in the acquisition of public domain (infrastructure) assets.

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at estimated fair value on the date donated.

Depreciation of vehicles and equipment is calculated using the straight-line method over estimated useful lives of 3-10 years.

Capital assets and related depreciation expense are reported as a component of the County government-wide financial statements and are not reflected in the governmental fund financial statements. Buildings and improvements are owned by the Board of County Commissioners.

**Santa Rosa County, Florida Sheriff**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES – (Continued)**

**7. Compensated Absences**

Employees accumulate a limited amount of earned but unused sick leave, annual leave, and compensatory time, which will be paid upon separation from service. Unpaid compensated absences are recorded as a liability when the benefits are earned in the County government-wide financial statements. For the governmental fund statements, expenditures are not recognized until payments are made to employees.

**8. Unspent Appropriations from Board**

In accordance with Section 30.50 (6), Florida Statutes, excess appropriations are returned to the Board at fiscal year-end and are reported in the “due to other governmental units” liability account. Charges for services, interest income, and other miscellaneous revenues collected by the Sheriff are considered to be “agency” transactions, not available for expenditure by the Sheriff, and are remitted to the Board on a monthly basis.

**9. Fund Balance**

Fund balances are classified as either non-spendable or as restricted, committed, assigned, and unassigned, based on the extent to which there are external and internal constraints on the spending thereof.

**10. Events Occuring After Reporting Date**

The Sheriff has evaluated events and transactions that occurred between September 30, 2013 and March 13, 2014, which is the date that the financial statements were available to be issued, for possible recognition or disclosure in the financial statements.

**Santa Rosa County, Florida Sheriff  
NOTES TO FINANCIAL STATEMENTS  
September 30, 2013**

**NOTE B - CASH**

The Sheriff's deposits at year-end were held by financial institutions designated as "qualified public depositories" by the State Treasurer. All deposits were fully insured through a combination of Federal depository insurance and participation of the financial institutions in the multiple financial institution collateral pool as specified in Chapter 280, Florida Statutes. At September 30, 2013 the reported amount of the Sheriff's deposits was \$2,542,042 and the bank balance was \$2,616,030, consisting entirely of deposits with financial institutions in checking accounts.

**NOTE C - CAPITAL ASSETS**

Disclosures required by Chapter 10.557(3)(h) Rules of the Auditor General State of Florida related to capital assets are as follows:

	<u>Balance 10/01/12</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance 9/30/13</u>
Vehicles, equipment, software and furniture	\$ 12,298,939	\$ 1,456,837	\$ (1,417,443)	\$ 12,338,333
Less: accumulated depreciation	<u>(10,220,619)</u>	<u>(765,047)</u>	<u>1,326,813</u>	<u>(9,658,853)</u>
Net Total	<u>\$ 2,078,320</u>	<u>\$ 691,790</u>	<u>\$ (90,630)</u>	<u>\$ 2,679,480</u>

Depreciation expense for the year ended September 30, 2013, was \$765,047.

**NOTE D - LONG-TERM DEBT OBLIGATIONS**

Disclosures required by Chapter 10.557(3)(h) Rules of the Auditor General State of Florida related to long-term debt are as follows:

Compensated Absences	
Balance - October 1, 2012	\$ 3,604,536
Increases	1,518,069
Decreases	<u>(1,408,195)</u>
Balance - September 30, 2013	<u>\$ 3,714,410</u>

Compensated absences are paid from the general fund.

**Santa Rosa County, Florida Sheriff**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE E - INTERFUND BALANCES**

At September 30, 2013, interfund balances consisted of the following:

Fund	Receivable	Payable
General Fund	\$ 160,874	\$ 56,705
Jail Commissary	--	33,526
Non-major governmental	56,705	127,348
	\$ 217,579	\$ 217,579

All amounts due to the general fund pertain to advances to the Grant Fund which will be paid back to the General Fund after reimbursement is received from grantors.

**NOTE F - PENSION AND RETIREMENT PLAN**

Substantially all full-time employees of the Sheriff are covered by the Florida Retirement System (FRS). The FRS was established in 1970 by Chapter 121, Florida Statutes and is administered by the Florida Department of Management Services, Division of Retirement. Changes to the FRS can be made only by an act of the Florida Legislature. Rules governing the operation and administration of the system may be found in Chapter 60S of the Florida Administrative Code. The FRS issues a financial report that includes financial statements and required supplementary information. The report may be obtained at [www.myfrs.com](http://www.myfrs.com) or by writing to FRS, 2639-C North Monroe Street, Tallahassee, Florida 32399.

The FRS offers two retirement plans – the FRS Pension Plan and the FRS Investment Plan. An employee may participate in only one of the plans. Both plans, effective July 1, 2011 are funded monthly by a combination of employer and employee contributions.

The FRS Pension Plan is a multiple employer cost sharing defined benefit plan which provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. For employees who were enrolled in the plan prior to July 1, 2011, normal retirement benefits are available at age 62 with 6 or more years of service, or to those employees who have at least 30 years of creditable service, regardless of age. Early retirement is available after 6 years of service with a 5% reduction of benefits for each year prior to the normal retirement age. For employees enrolling in the plan for the first time on or after July 1, 2011, normal retirement benefits are available at age 65 with 8 or more years of service, or to those employees who have at least 33 years of creditable service, regardless of age. Early retirement is available after 8 years of service with a 5% reduction

**Santa Rosa County, Florida Sheriff**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE F - PENSION AND RETIREMENT PLAN -- (Continued)**

of benefits for each year prior to the normal retirement age. Retirement age and years of service requirements also vary depending on membership class. Retirement benefits are based upon age, average compensation and years-of-service credit where average compensation is computed as the average of the members highest 5 (if enrolled prior to July 1, 2011) or 8 (if enrolled on or after July 1, 2011) fiscal years of earnings.

The FRS Investment Plan is a defined contribution plan funded monthly by employer and employee contributions based on salary and membership class. Employer contributions vest after 1 year of service whereas employee contributions vest immediately. Members in the Investment Plan decide how their funds are allocated between various investment accounts and the vested funds are portable upon termination. The final retirement benefit is equal to the vested contributions plus investment earnings less expenses and losses allocated to the member's account. Members in the Investment Plan are not eligible for participation in the Deferred Retirement Option Program (DROP).

DROP is available for members of the FRS Pension Plan who are vested and elect to participate in DROP within 1 year after reaching normal retirement age. Under this program, a member effectively retires while continuing to be employed for up to 5 years. While in DROP, the member's deferred monthly retirement benefits accumulate, earning interest and cost-of-living increases. When the DROP period is over, the participant terminates covered employment and begins receiving their predetermined monthly retirement benefit, as well as the accrued DROP benefit. Disability retirees are not eligible to participate in DROP, and DROP participants do not qualify for disability retirement.

Prior to July 2011, the plans were noncontributory for employees with all contributions being the participating FRS employer's responsibility. Effective July 1, 2011, participating employees contribute 3% of their gross salaries each pay period to the plan. Participating employer contributions are based upon state-wide rates established by the State of Florida. Average contribution rates for the fiscal year ended September 30, 2013 were as follows: regular employees, 5.62%; special risk employees, 15.94%; elected officials, 15.93%; senior management employees, 9.3%; and DROP participants, 7.29%. The Sheriff's contributions to the Pension Plan, funded on a pay-as-you-go basis, were equal to the actuarially determined contributions for each year. Contributions to the Investment Plan were equal to the legislatively-mandated contribution rates. Contributions to both plans totaled \$2,105,688, \$1,842,861 and \$2,662,510 for the years ended September 30, 2013, 2012, and 2011, respectively.

**Santa Rosa County, Florida Sheriff**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE G - OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN**

The Sheriff participates in the health insurance plan offered to employees of the Board and other County Elected Officials (the Board plan). Additionally, retirees and eligible dependents have the option of continuing in the Board plan at the same group rate as for active employees. Although participating retirees are required to reimburse the Board for 100% of the premium cost, employees who retire with a minimum of 10 years of creditable service (8 years elected service) are eligible for a monthly health insurance subsidy based on the number of years of creditable service multiplied by \$3, and limited to the lesser of \$90 per month or the actual cost of the retiree's monthly health insurance premium.

Because the premium is a group rate which includes active lower cost employees, these retirees are receiving an "implicit subsidy". This implicit subsidy has a cost which is required to be disclosed in these financial statements. However, this annual cost, the accrued obligation, and other required disclosures have been calculated for the County as a whole, and not separately for the Sheriff. Accordingly, these calculations and disclosures can be found in the County-wide comprehensive annual financial report.

**NOTE H - GRANT ASSISTANCE**

The Sheriff serves as implementing agency for various grants which are reported in the Single Audit Report prepared by the Board.

**NOTE I - RISK MANAGEMENT**

The Sheriff 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 natural disasters. The Board of County Commissioners has established a Self-Insurance Fund (an internal service fund) to account for and finance its uninsured risks of loss. Under this program the County is self-insured with respect to the following exposures:

- Auto Physical Damage
- Auto Liability
- Construction and Road Equipment
- Portable Communication Equipment

**Santa Rosa County, Florida Sheriff**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE I - RISK MANAGEMENT-- (Continued)**

The County is covered by outside insurance for the following exposures:

Employee Fidelity  
General Liability, \$25,000 deductible  
Public Officials' Liability, \$25,000 deductible  
Building Contents, \$5,000 deductible

Conventional insurance remains in effect for buildings, contents, Sheriff's general and professional liability, Sheriff's automobiles, and Sheriff's medical malpractice for treatment of prisoners. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

Effective June 1, 2011, the Sheriff switched its worker's compensation coverage to the Florida Sheriff's Worker's Compensation Self Insurance Fund. Annual premium costs under this coverage were \$429,193 and \$349,662, for the years ended September 30, 2013 and 2012, respectively. Coverage limits under the policy include \$1,000,000 bodily injury for each accident and \$1,000,000 bodily injury by disease for each employee with a \$1,000,000 limit.

**NOTE J – GOVERNMENTAL FUND BALANCES**

Fund balances are classified as follows:

*Non-spendable* fund balances include amounts that cannot be spent because they are not in spendable form or are legally or contractually required to be maintained intact. The Sheriff had a non-spendable fund balance in the General Fund of \$32,085 for inventory.

Other fund balance amounts are classified depending on the Sheriff's ability to control the spending of the fund balances as follows:

*Restricted* fund balances can only be used for specific purposes which are externally imposed by creditors, grantors, contributors, or laws or regulations or are imposed by law through constitutional provisions or enabling legislation. As of September 30, 2013, the Sheriff had a restricted fund balance in the Commissary Fund of \$726,694 for inmate welfare and recreation purposes and \$33,613 in the Second Dollar Fund for law enforcement training.

**Santa Rosa County, Florida Sheriff**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE J – GOVERNMENTAL FUND BALANCES-- (Continued)**

*Committed* fund balances can only be used for specific purposes imposed internally by the Sheriff's formal action of highest level of decision making authority. As of September 30, 2013, the Sheriff had no committed fund balances.

*Assigned* fund balances are fund balances intended to be used for specific purposes, but which do not meet the more formal criterion to be considered either restricted or committed. As of September 30, 2013, the Sheriff had no assigned fund balances.

*Unassigned* fund balances represent the residual positive fund balance within the General Fund, which has not been assigned to other funds and has not been restricted, committed, or assigned. In funds other than the General Fund, unassigned fund balances are limited to negative residual balances. As of September 30, 2013, the Sheriff had no unassigned fund balances because all unspent Board appropriations within the General Fund are required to be remitted to the Board and there were no negative residual balances in the special revenue funds.

**REQUIRED SUPPLEMENTARY INFORMATION**

**Santa Rosa County, Florida Sheriff**  
**SCHEDULE OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL:**  
**GENERAL FUND**  
**For the year ended September 30, 2013**

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>				
Miscellaneous	\$ --	\$ --	\$ --	\$ --
<b>EXPENDITURES</b>				
Current				
General government				
Judicial				
Personal services	838,985	838,985	893,864	(54,879)
Operating	24,550	24,550	20,911	3,639
Public safety				
Law enforcement				
Personal services	15,502,396	15,502,396	15,298,336	204,060
Operating	3,175,491	3,189,491	3,266,545	(77,054)
Capital outlay	104,037	1,290,214	1,141,297	148,917
Correction and detention				
Personal services	6,685,575	6,685,575	6,609,587	75,988
Operating	3,534,771	3,534,771	3,341,419	193,352
Total expenditures	<u>29,865,805</u>	<u>31,065,982</u>	<u>30,571,959</u>	<u>494,023</u>
Excess (deficiency) of revenues over expenditures	(29,865,805)	(31,065,982)	(30,571,959)	494,023
<b>OTHER FINANCING SOURCES (USES)</b>				
BOCC appropriation	29,865,805	31,065,982	31,065,982	--
BOCC unspent funds	--	--	(515,273)	(515,273)
Total other financing sources (uses)	<u>29,865,805</u>	<u>31,065,982</u>	<u>30,550,709</u>	<u>(515,273)</u>
<b>Net change in fund balance</b>	--	--	(21,250)	(21,250)
<b>FUND BALANCE, BEGINNING OF YEAR</b>	--	53,335	53,335	--
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ --</u>	<u>\$ 53,335</u>	<u>\$ 32,085</u>	<u>\$ (21,250)</u>

**Santa Rosa County, Florida Sheriff**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**September 30, 2013**

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**Budgets and Budgetary Accounting**

The Sheriff operates under budget procedures pursuant to Chapters 30 and 129, Florida Statutes. The General Fund's budget is prepared on a basis consistent with accounting principles generally accepted in the United States of America. The Sheriff is not legally required to prepare a budget for the other governmental funds; therefore, comparative budget and actual results are not presented for these funds. The legal level of budgetary control is the fund level.

**SUPPLEMENTARY INFORMATION - COMBINING FUND FINANCIAL STATEMENTS**

**Santa Rosa County, Florida Sheriff**  
**COMBINING BALANCE SHEET - ALL NON-MAJOR GOVERNMENTAL FUNDS**  
**September 30, 2013**

	Grants Fund	Second Dollar Fund	Federal Seizure Fund	Totals
<b>ASSETS</b>				
Cash	\$ 29,553	\$ 33,613	\$ 157,696	\$ 220,862
Due from other funds	56,705	--	--	56,705
Due from other governmental units	51,465	--	--	51,465
Total assets	<u>\$ 137,723</u>	<u>\$ 33,613</u>	<u>\$ 157,696</u>	<u>\$ 329,032</u>
<b>LIABILITIES</b>				
Accounts payable and accrued payroll	\$ 7,908	\$ --	\$ --	\$ 7,908
Due to other funds	124,498	--	2,850	127,348
Unearned revenue	5,317	--	154,846	160,163
Total liabilities	<u>137,723</u>	<u>--</u>	<u>157,696</u>	<u>295,419</u>
<b>FUND BALANCE</b>				
Fund balance				
Restricted for law enforcement training	<u>--</u>	<u>33,613</u>	<u>--</u>	<u>33,613</u>
Total liabilities and fund balance	<u>\$ 137,723</u>	<u>\$ 33,613</u>	<u>\$ 157,696</u>	<u>\$ 329,032</u>

**Santa Rosa County, Florida Sheriff**  
**COMBINING SCHEDULE OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES - ALL NON-MAJOR GOVERNMENTAL FUNDS**  
**For the year ended September 30, 2013**

	Grants Fund	Second Dollar Fund	Federal Seizure Fund	Totals
<b>REVENUES</b>				
Intergovernmental	\$ 390,340	\$ 23,553	\$ 27,647	\$ 441,540
Miscellaneous	--	20	--	20
Total revenues	<u>390,340</u>	<u>23,573</u>	<u>27,647</u>	<u>441,560</u>
<b>EXPENDITURES</b>				
Current				
Public safety				
Law enforcement				
Personal services	375,006	--	--	375,006
Operating	--	17,485	--	17,485
Capital outlay	15,334	--	27,647	42,981
Total expenditures	<u>390,340</u>	<u>17,485</u>	<u>27,647</u>	<u>435,472</u>
Net change in fund balances	--	6,088	--	6,088
<b>FUND BALANCES, BEGINNING OF YEAR</b>	<u>--</u>	<u>27,525</u>	<u>--</u>	<u>27,525</u>
<b>FUND BALANCES, END OF YEAR</b>	<u>\$ --</u>	<u>\$ 33,613</u>	<u>\$ --</u>	<u>\$ 33,613</u>

**Santa Rosa County, Florida Sheriff**  
**COMBINING SCHEDULE OF FIDUCIARY NET ASSETS -**  
**ALL AGENCY FUNDS**  
**September 30, 2013**

	Individual Depositors Fund	Suspense Fund	Seizure Fund	Flower Fund	Totals
<b>ASSETS</b>					
Cash	\$ 8,670	\$ 54,902	\$ 65,745	\$ 15,509	\$ 144,826
<b>LIABILITIES</b>					
Accounts payable	--	54,902	--	--	54,902
Due to other governments	8,670	--	44	--	8,714
Deposits	--	--	65,701	15,509	81,210
Total liabilities	<u>8,670</u>	<u>54,902</u>	<u>65,745</u>	<u>15,509</u>	<u>144,826</u>
<b>NET ASSETS</b>					
Net assets	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>

**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 Wendell Hall, Sheriff  
Santa Rosa County, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the special-purpose financial statements (hereinafter referred to as “financial statements”) of each major fund and the aggregate remaining fund information of the Office of the Sheriff of Santa Rosa County, Florida (hereinafter referred to as “Sheriff”), as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Sheriff’s financial statements and have issued our report thereon dated March 13, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Sheriff’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 Sheriff’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Sheriff’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Sheriff's financial statements are free of material misstatement, we performed tests of 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*.

As required by the provisions of Chapter 10.550, Rules of the Auditor General, we have issued a separate management letter dated March 13, 2014, which should be considered in assessing the results of our audit.

## **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 report is not suitable for any other purpose.

*Warren Averett, LLC*

March 13, 2014  
Pensacola, Florida

## MANAGEMENT LETTER

Honorable Wendell Hall, Sheriff  
Santa Rosa County, Florida

We have audited the special-purpose financial statements (“financial statements”) of each major fund and the aggregate remaining fund information of the Office of the Sheriff of Santa Rosa County, Florida (hereinafter referred to as “Sheriff”), as of and for the year ended September 30, 2013, and the related notes to the financial statements, and have issued our report thereon dated March 13, 2014.

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 and Chapter 10.550, Rules of the Florida Auditor General. We have issued our Independent Auditor’s Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which is dated March 13, 2014, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditor’s reports:

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. There were no findings or recommendations made in the preceding annual financial audit.

Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. We determined that the Sheriff complied with these provisions.

Section 10.554(1)(i)3., 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.

Section 10.554(1)(i)4., Rules of Auditor General require 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.

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

*Warren Averett, LLC*

March 13, 2014  
Pensacola, Florida

**Santa Rosa County, Florida Sheriff  
MANAGEMENT'S RESPONSE TO MANAGEMENT LETTER  
September 30, 2013**

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There were no comments which require management's written response.

**SANTA ROSA COUNTY, FLORIDA  
TAX COLLECTOR**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

**SANTA ROSA COUNTY, FLORIDA  
TAX COLLECTOR**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

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## INDEPENDENT AUDITORS' REPORT

Honorable Stan Colie Nichols  
Tax Collector  
Santa Rosa County, Florida

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

We have audited the accompanying special-purpose financial statements (hereinafter referred to as "financial statements") of the general fund and the tax fund of the Office of the Tax Collector of Santa Rosa County, Florida (hereinafter referred to as "Tax Collector") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Tax Collector's basic fund financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Tax Collector'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 Tax Collector'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 general fund and tax fund of the Tax Collector, as of September 30, 2013, and the respective changes in financial position, where applicable, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

As discussed in Note A to the financial statements, the special-purpose financial statements consists of only the fund level financial statements as defined in Governmental Accounting Standards Board Statement 34, and do not include presentations of government-wide financial statements of the Tax Collector, nor are they intended to be a complete presentation of the financial position and changes in financial position of Santa Rosa County, Florida, taken as a whole. Our opinion is not modified with respect to this matter.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 15 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 March 11, 2014, on our consideration of the Tax Collector'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 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 Tax Collector's internal control over financial reporting and compliance.

**Restriction on Use**

This report is intended solely for the information and use of the Tax Collector, Santa Rosa County Board of County Commissioners, and the State of Florida Office of Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

*Warren Averett, LLC*

March 11, 2014  
Pensacola, Florida

**Santa Rosa County, Florida Tax Collector**  
**BALANCE SHEET - GENERAL FUND**  
**September 30, 2013**

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**ASSETS**

Cash	\$ 836,422
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**LIABILITIES**

Accounts payable	\$ 34,858
Accrued payroll, taxes and benefits	72,338
Unearned revenues	39,628
Due to other governmental units	689,598
Total liabilities	<u>836,422</u>

**FUND BALANCE**

Fund balance	<u>--</u>
Total liabilities and fund balance	<u>\$ 836,422</u>

**Santa Rosa County, Florida Tax Collector**  
**STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE -**  
**GENERAL FUND**  
**For the year ended September 30, 2013**

**REVENUES**

Charges for services	\$ 3,811,965
Miscellaneous	31,587
Total revenues	3,843,552

**EXPENDITURES**

Current:	
General government:	
Personal services	2,617,557
Operating	540,618
Capital outlay	8,779
Total expenditures	3,166,954

Excess of revenues over expenditures	676,598
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**OTHER FINANCING SOURCES (USES)**

Unspent revenues	(676,598)
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<b>Net change in fund balance</b>	--
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<b>FUND BALANCE, BEGINNING OF YEAR</b>	--
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<b>FUND BALANCE, END OF YEAR</b>	\$ --
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**Santa Rosa County, Florida Tax Collector**  
**STATEMENT OF FIDUCIARY NET POSITION - AGENCY FUNDS -**  
**TAX FUND**  
**September 30, 2013**

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**ASSETS**

Cash	\$ 1,702,403
Miscellaneous receivables	111,082
	<u>1,813,485</u>

**LIABILITIES**

Accounts payable	352
Due to other governmental units	1,797,287
Miscellaneous	15,846
	<u>1,813,485</u>
Total liabilities	<u>1,813,485</u>

**NET POSITION**

Net Position	<u><u>\$ --</u></u>
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**Santa Rosa County, Florida Tax Collector**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES**

A summary of the significant accounting policies consistently applied in the preparation of the financial statements follows.

**1. Reporting Entity**

The Office of the Tax Collector of Santa Rosa County, Florida (the “Tax Collector”), as established by Article VIII, Section 1(d), of the Constitution of the State of Florida, is an elected official of Santa Rosa County, Florida (the “County”). Although the Tax Collector is operationally autonomous from the Santa Rosa County Board of County Commissioners (the “Board”), it does not hold sufficient corporate powers to be considered a legally separate entity for financial reporting purposes. Therefore, the Tax Collector is considered part of County’s primary government for external financial reporting purposes.

These *special-purpose financial statements* (financial statements) of the Tax Collector are not intended to be a complete presentation of the financial position and results of operations of the County taken as a whole. As permitted by Chapter 10.556(4), Rules of the Auditor General State of Florida, the special-purpose financial statements consist of only the fund level financial statements as defined in Governmental Accounting Standards Board (“GASB”) Statement No. 34, and do not include presentations of government-wide financial statements of the Tax Collector.

**2. Fund Accounting**

The accounting system of the Tax Collector is organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The funds utilized by the Tax Collector are as follows:

**Governmental Funds**

These funds utilize a modified accrual basis of accounting. The measurement focus is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources rather than upon net income determination).

**Santa Rosa County, Florida Tax Collector**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES -- (Continued)**

**2. Fund Accounting -- (Continued)**

**General Fund** - The general fund of the Tax Collector is used to account for all financial resources which are generated from operations of the office and any other resources not required to be accounted for in another fund.

**Fiduciary Funds** -- The Tax Collector's sole fiduciary fund is an agency fund (the "Tax Fund"). Agency funds are used to account for assets held in a custodial capacity for others. Assets equal liabilities in agency funds and results of operations are not measured. The Tax Fund is used to account for receipts of various types of taxes, licenses, and fees collected on behalf of state, county, and municipal governmental agencies.

**3. Basis of Accounting**

Basis of accounting refers to *when* revenues and expenditures are recognized in the accounts and reported in the financial statements. The basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. All governmental funds are accounted for using the modified accrual basis of accounting. The revenues are recognized when they become both measurable and available as net current assets. The Tax Collector considers receivables collected within sixty days after year-end to be available and recognizes them as revenues of the current year. Expenditures are recognized when the related fund liability is incurred. Agency funds use the accrual basis of accounting.

**4. Cash and Cash Equivalents**

Cash equivalents are highly liquid investments with maturities of three months or less when purchased.

**5. Accounting for Capital Assets**

Capital assets are recorded as expenditures at the time of purchase by the Tax Collector. These assets (vehicles, equipment, and other tangible property and certain intangible property costing at least \$1,000 with a useful life of more than one year) are capitalized at cost and accounted for in the County's government-wide financial statements.

**Santa Rosa County, Florida Tax Collector**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES -- (Continued)**

**6. Compensated Absences**

Employees accumulate a limited amount of earned but unused annual and sick leave which will be paid upon separation from service. Compensated absence expenditures are not recognized in the General Fund until payments are made to employees. However, these unpaid compensated absences are recorded as a liability when the benefits are earned in the County's government-wide financial statements.

**7. Unspent Revenue and Fund Balance**

In accordance with Section 218.36, Florida Statutes, unspent revenue is remitted proportionately to the various taxing districts at fiscal year-end. As a result, no fund balance exists at year end in the General Fund.

**8. Events Occurring After the Reporting Date**

The Tax Collector has evaluated events and transactions that occurred between September 30, 2013 and March 11, 2014, which is the date that the financial statement were available to be issued, for possible recognition or disclosure in the financial statements.

**NOTE B - CASH AND INVESTMENTS**

At September 30, 2013, the bank reported deposits before outstanding checks and deposits of \$2,427,678 all of which was held by a financial institution designated as a "qualified public depository" by the State Treasurer. All deposits were fully insured through a combination of Federal depository insurance and participation of the financial institution in the multiple financial institution collateral pool as specified in Chapter 280, Florida Statutes. Accordingly, the Tax Collector does not believe it is exposed to any significant credit risk on its cash balances.

Florida Statutes authorize the Tax Collector to invest in obligations of the U.S. Treasury and interest bearing time deposits or savings accounts in banks participating in the multiple financial institution collateral pool. The Tax Collector does not have any assets of an investment nature as of September 30, 2013.

**Santa Rosa County, Florida Tax Collector**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE C - LONG-TERM DEBT -- COMPENSATED ABSENCES**

Disclosures required by Chapter 10.557(3)(h), Rules of the Auditor General State of Florida related to long-term debt are as follows:

Balance - October 1, 2012	\$ 334,443
Earned absences	137,510
Used absences	<u>(146,930)</u>
Balance - September 30, 2013	<u>\$ 325,023</u>

Compensated absences are paid by the General Fund.

**NOTE D - PENSION AND RETIREMENT PLAN**

Substantially all full-time employees of the Tax Collector are covered by the Florida Retirement System (FRS). The FRS was established in 1970 by Chapter 121, Florida Statutes and is administered by the Florida Department of Management Services, Division of Retirement. Changes to the FRS can be made only by an act of the Florida Legislature. Rules governing the operation and administration of the system may be found in Chapter 60S of the Florida Administrative Code. The FRS issues a financial report that includes financial statements and required supplementary information. The report may be obtained at [www.myfrs.com](http://www.myfrs.com) or by writing to FRS, 2639-C North Monroe Street, Tallahassee, Florida 32399.

The FRS offers two retirement plans – the FRS Pension Plan and the FRS Investment Plan. An employee may participate in only one of the plans. Both plans, effective July 1, 2011 are funded monthly by a combination of employer and employee contributions.

The FRS Pension Plan is a multiple employer cost sharing defined benefit plan which provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. For employees who were enrolled in the plan prior to July 1, 2011, normal retirement benefits are available at age 62 with 6 or more years of service, or to those employees who have at least 30 years of creditable service, regardless of age. Early retirement is available after 6 years of service with a 5% reduction of benefits for each year prior to the normal retirement age. For employees enrolling in the plan for the first time on or after July 1, 2011, normal retirement benefits are available at age 65 with 8 or more years of service, or to those employees who have at least 33 years of creditable

**Santa Rosa County, Florida Tax Collector**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE D - PENSION AND RETIREMENT PLAN -- (Continued)**

service, regardless of age. Early retirement is available after 8 years of service with a 5% reduction of benefits for each year prior to the normal retirement age. Retirement age and years of service requirements also vary depending on membership class. Retirement benefits are based upon age, average compensation and years-of-service credit where average compensation is computed as the average of the members highest 5 (if enrolled prior to July 1, 2011) or 8 (if enrolled on or after July 1, 2011) fiscal years of earnings.

The FRS Investment Plan is a defined contribution plan funded monthly by employer and employee contributions based on salary and membership class. Employer contributions vest after 1 year of service whereas employee contributions vest immediately. Members in the Investment Plan decide how their funds are allocated between various investment accounts and the vested funds are portable upon termination. The final retirement benefit is equal to the vested contributions plus investment earnings less expenses and losses allocated to the member's account. Members in the Investment Plan are not eligible for participation in the Deferred Retirement Option Program (DROP).

DROP is available for members of the FRS Pension Plan who are vested and elect to participate in DROP within 1 year after reaching normal retirement age. Under this program, a member effectively retires while continuing to be employed for up to 5 years. While in DROP, the member's deferred monthly retirement benefits accumulate, earning interest and cost-of-living increases. When the DROP period is over, the participant terminates covered employment and begins receiving their predetermined monthly retirement benefit, as well as the accrued DROP benefit. Disability retirees are not eligible to participate in DROP, and DROP participants do not qualify for disability retirement.

Prior to July 2011, the plans were noncontributory for employees with all contributions being the participating FRS employer's responsibility. Effective July 1, 2011, participating employees contribute 3% of their gross salaries each pay period to the plan. Participating employer contributions are based upon state-wide rates established by the State of Florida. Average contribution rates for the fiscal year ended September 30, 2013 were as follows: regular employees, 5.62%, special risk employees, 15.94%, elected officials, 15.93%, senior management employees, 9.30%, and DROP participants, 7.29%. The Tax Collector's contributions to the Pension Plan, funded on a pay-as-you-go basis, were equal to the actuarially determined contributions for each year. Contributions to the Investment Plan were equal to the legislatively-mandated contribution rates. Contributions to both plans totaled \$118,650, \$102,288, and \$174,174, for the years ended September 30, 2013, 2012, and 2011, respectively.

**Santa Rosa County, Florida Tax Collector**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE E - OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN**

The Tax Collector participates in the health insurance plan offered to employees of the Board and other County Elected Officials (the Board plan). Additionally, retirees and eligible dependents have the option of continuing in the Board plan at the same group rate as for active employees. Although participating retirees are required to reimburse the Board for 100% of the premium cost, employees who retire with a minimum of 10 years of creditable service (8 years elected service) are eligible for a monthly health insurance subsidy based on the number of years of creditable service multiplied by \$3, and limited to the lesser of \$90 per month or the actual cost of the retiree's monthly health insurance premium.

Because the premium is a group rate which includes active lower cost employees, these retirees are receiving an "implicit subsidy". This implicit subsidy has a cost which is required to be disclosed in these financial statements. However, this annual cost, the accrued obligation, and other required disclosures have been calculated for the County as a whole, and not separately for the Tax Collector. Accordingly, these calculations and disclosures can be found in the County-wide comprehensive annual financial report.

**NOTE F - LEASES**

The Tax Collector leases certain office space and equipment under operating lease agreements with expiration dates through February 2016. Future minimum rental commitments under these leases are as follows:

Fiscal year end September 30:

2014	26,400
2015	26,400
2016	<u>11,000</u>
Total minimum future rental payment	<u>\$ 63,800</u>

Rental expense for the year ended September 30, 2013 was \$24,707.

**Santa Rosa County, Florida Tax Collector**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE G - RISK MANAGEMENT**

The Tax Collector 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 natural disasters. The Board has established a Self-Insurance Fund (an internal service fund) to account for and finance its uninsured risks of loss. Under this program the County is self-insured with respect to the following exposures:

- Workers Compensation
- Auto Physical Damage
- Auto Liability
- Construction and Road Equipment
- Portable Communication Equipment

The County is covered by outside insurance for the following exposures:

- Buildings and contents, \$5,000 deductible
- Boats
- Employee Fidelity
- General Liability, \$25,000 deductible
- Public Officials' Liability, \$25,000 deductible

Conventional insurance remains in effect for buildings and their contents. There also were no significant reductions in insurance coverage from the prior year and settled claims resulting from conventional insurance risks have not exceeded coverage in any of the past three fiscal years. The County is a member of the Florida Association of Counties Trust, a pooled liability program providing general liability coverage and public officials' liability coverage. The Tax Collector participates in the program and makes payments to the Self-Insurance Fund based on historical estimates of amounts needed to pay prior and current year claims and to establish a reserve for catastrophe losses.

**REQUIRED SUPPLEMENTARY INFORMATION - UNAUDITED**

**Santa Rosa County, Florida Tax Collector  
SCHEDULE OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL -  
GENERAL FUND (Unaudited)  
For the year ended September 30, 2013**

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>				
Charges for services	\$ 3,624,081	\$ 3,624,081	\$ 3,811,965	\$ 187,884
Miscellaneous	36,065	36,065	31,587	(4,478)
Total revenues	<u>3,660,146</u>	<u>3,660,146</u>	<u>3,843,552</u>	<u>183,406</u>
<b>EXPENDITURES</b>				
Current:				
General government:				
Personal services	2,732,156	2,732,156	2,617,557	114,599
Operating	572,473	563,694	540,618	23,076
Capital outlay	--	8,779	8,779	--
Total expenditures	<u>3,304,629</u>	<u>3,304,629</u>	<u>3,166,954</u>	<u>137,675</u>
Excess of revenues over expenditures	355,517	355,517	676,598	321,081
<b>OTHER FINANCING SOURCES (USES)</b>				
Unspent revenues	<u>(355,517)</u>	<u>(355,517)</u>	<u>(676,598)</u>	<u>(321,081)</u>
<b>Net change in fund balance</b>	--	--	--	--
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>

**Santa Rosa County, Florida Tax Collector**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**September 30, 2013**

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**Budgets and Budgetary Accounting**

The Tax Collector establishes an annual budget pursuant to Section 195.087, Florida Statutes. The budget is submitted to the Florida Department of Revenue for approval. A copy is provided to the Board and is incorporated into the overall county budget. The Tax Collector's budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America. The legal level of budgetary control is the fund level.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Honorable Stan Colie Nichols  
Tax Collector  
Santa Rosa County, 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 special-purpose financial statements (hereinafter referred to as "financial statements") of the general fund and the tax fund of the Tax Collector of Santa Rosa County, Florida (hereinafter referred to as "Tax Collector"), as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Tax Collector's basic financial statements, and have issued our report thereon dated March 11, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Tax Collector'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 Tax Collector's internal control. Accordingly, we do not express an opinion on the effectiveness of the Tax Collector's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did

not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

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

As required by the provisions of Chapter 10.550, Rules of the Auditor General, we have issued a separate management letter dated March 11, 2014, which should be considered in assessing the results of our audit.

### **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.

*Warren Averett, LLC*

March 11, 2014  
Pensacola, FL

## MANAGEMENT LETTER

Honorable Stan Colie Nichols  
Tax Collector  
Santa Rosa County, Florida

We have audited the special-purpose financial statements (hereinafter referred to as “financial statements”) of the general fund and the tax fund of the Office of the Tax Collector of Santa Rosa County, Florida (hereinafter referred to as “Tax Collector”), as of and for the year ended September 30, 2013, and the related notes to the financial statements, and have issued our report thereon dated March 11, 2014.

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. We have issued our Independent Auditors’ Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which is dated March 11, 2014, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditors’ reports or schedule:

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. No recommendations were made in the preceding annual financial audit report.

Section 10.554 (1) (i) 2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Tax Collector complied with Section 218.415, Florida Statutes.

Section 10.554 (1) (i) 3., 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.

Section 10.554 (1) (i) 4., 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.

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, the Tax Collector, Board of County Commissioners, and applicable management and is not intended to be and should not be used by anyone other than these specified parties.

*Warren Averett, LLC*

March 11, 2014  
Pensacola, Florida

**Santa Rosa County, Florida Tax Collector  
MANAGEMENT'S RESPONSE TO MANAGEMENT LETTER  
For the year ended September 30, 2013**

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There were no comments which require management's written response.

**SANTA ROSA COUNTY, FLORIDA  
CLERK OF COURT AND COMPTROLLER**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

**SANTA ROSA COUNTY, FLORIDA CLERK OF COURT AND COMPTROLLER**

**FINANCIAL STATEMENTS  
SEPTEMBER 30, 2013**

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## INDEPENDENT AUDITOR'S REPORT

Honorable Donald Spencer – Clerk of Court and Comptroller  
(Effective January 8, 2013 to present)

Honorable Mary M. Johnson – Clerk of Court and Comptroller  
(Effective October 1, 2012 – January 7, 2013)

Santa Rosa County, Florida

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

We have audited the accompanying special-purpose financial statements of each major fund and the aggregate remaining fund information of the Office of the Clerk of Court and Comptroller of Santa Rosa County, Florida (hereinafter referred to as “Clerk”) as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the special-purpose financial statements, as listed in the table of contents.

### ***Management’s Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors’ Responsibility***

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors’ judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers

internal control relevant to the Clerk'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 Clerk'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 special-purpose financial statements referred to above present fairly, in all material respects, the financial position of each major fund and the aggregate remaining fund information of the Clerk, as of September 30, 2013, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

As discussed in Note A to the special-purpose financial statements, the financial statements referred to above have been prepared for the purpose of complying with Chapter 10.550, Rules of the Auditor General, State of Florida, and are not intended to be a complete presentation of the financial position and changes in financial position of the Clerk. Additionally, the special-purpose financial statements present only the Clerk and are not intended to present the financial position and changes in financial position of Santa Rosa County, Florida, taken as a whole. Our opinion is not modified with respect to this matter

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedules on pages 17-18 be presented to supplement the basic financial statements. Such information, although not a part of the special-purpose 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 special-purpose financial statements, and other knowledge we obtained during our audit of the special-purpose 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.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the special-purpose financial statements. The accompanying supplementary information, the Combining Statement of Fiduciary Net Position – All Agency Funds (Combining Statement), on page 21 is presented for purposes of additional analysis and is not a required part of these special-purpose financial statements. The Combining Statement is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the special-purpose financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects in relation to the special-purpose financial statements taken as a whole.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 13, 2014 on our consideration of the Clerk'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 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 entity's internal control over financial reporting and compliance.

### ***Restriction on Use***

This report is intended solely for the information and use of the Clerk, the Santa Rosa County Board of County Commissioners, and the State of Florida Office of Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

*Warren Averett, LLC*

March 13, 2014  
Pensacola, Florida

**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**BALANCE SHEET - ALL GOVERNMENTAL FUNDS**  
**September 30, 2013**

	Major Funds						Total
	General	Courts	Courts Technology	Records Modernization Trust	10% Fines- PRMTF	Child Support Title IV-D	
<b>ASSETS</b>							
Cash and cash equivalents	\$ 743,726	\$ 285,547	\$ 424,988	\$ 223,032	\$ 504,999	\$ 8,415	\$ 2,190,707
Due from other funds	-	27,645	-	-	-	-	27,645
Due from other governmental units	-	86,857	85	-	-	19,230	106,172
Total assets	<u>\$ 743,726</u>	<u>\$ 400,049</u>	<u>\$ 425,073</u>	<u>\$ 223,032</u>	<u>\$ 504,999</u>	<u>\$ 27,645</u>	<u>\$ 2,324,524</u>
<b>LIABILITIES</b>							
Accounts payable	\$ 9,766	\$ 4,021	\$ 28,847	\$ -	\$ 855	\$ -	\$ 43,489
Accrued wages and salaries	54,573	103,836	4,206	-	-	-	162,615
Due to Board of County Commissioners	619,340	-	1,259	-	-	-	620,599
Due to other Funds	-	-	-	-	-	27,645	27,645
Due to other governmental units	3,502	264,710	-	-	-	-	268,212
Deposits	56,545	-	-	-	-	-	56,545
Total liabilities	<u>743,726</u>	<u>372,567</u>	<u>34,312</u>	<u>-</u>	<u>855</u>	<u>27,645</u>	<u>1,179,105</u>
<b>FUND BALANCES</b>							
Restricted for state court operations	-	27,482	-	-	-	-	27,482
Restricted for records modernization	-	-	-	223,032	-	-	223,032
Restricted for court equipment and technology	-	-	390,761	-	504,144	-	894,905
Total fund balances	<u>-</u>	<u>27,482</u>	<u>390,761</u>	<u>223,032</u>	<u>504,144</u>	<u>-</u>	<u>1,145,419</u>
Total liabilities and fund balances	<u>\$ 743,726</u>	<u>\$ 400,049</u>	<u>\$ 425,073</u>	<u>\$ 223,032</u>	<u>\$ 504,999</u>	<u>\$ 27,645</u>	<u>\$ 2,324,524</u>

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

**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE - ALL GOVERNMENTAL FUNDS**  
**For the year ended September 30, 2013**

	Major Funds						Total
	General	Courts	Courts Technology	Records Modernization Trust	10% Fines- PRMTF	Child Support Title IV-D	
<b>REVENUES</b>							
Intergovernmental	\$ -	\$ 2,476,576	\$ -	\$ -	\$ -	\$ 133,957	\$ 2,610,533
Charges for services	1,028,865	660,833	348,644	111,773	-	-	2,150,115
Fines and forfeits	-	119,652	-	-	130,291	-	249,943
Miscellaneous	35,872	2,911	-	-	-	-	38,783
Total revenues	<u>1,064,737</u>	<u>3,259,972</u>	<u>348,644</u>	<u>111,773</u>	<u>130,291</u>	<u>133,957</u>	<u>5,049,374</u>
<b>EXPENDITURES</b>							
Current:							
General government:							
Financial and administrative:							
Personal services	1,641,143	-	-	-	-	-	1,641,143
Operating	318,570	15,663	-	60,765	10,953	-	405,951
Capital outlay	13,125	-	-	30,486	7,995	-	51,606
Judicial:							
Personal services	-	2,853,879	124,930	-	-	133,957	3,112,766
Operating	-	354,071	134,383	-	-	-	488,454
Capital outlay	-	2,555	120,765	-	-	-	123,320
Total expenditures	<u>1,972,838</u>	<u>3,226,168</u>	<u>380,078</u>	<u>91,251</u>	<u>18,948</u>	<u>133,957</u>	<u>5,823,240</u>
Excess (deficiency) of revenues over expenditures	<u>(908,101)</u>	<u>33,804</u>	<u>(31,434)</u>	<u>20,522</u>	<u>111,343</u>	<u>-</u>	<u>(773,866)</u>
<b>OTHER FINANCING SOURCES (USES)</b>							
Board of County Commissioners appropriation	1,527,441	-	-	-	-	-	1,527,441
Board of County Commissioners unspent revenues	(619,340)	-	-	-	-	-	(619,340)
Payments to Clerks of the Court Trust Fund	-	(39,644)	-	-	-	-	(39,644)
Transfers in	-	-	-	-	17,500	-	17,500
Transfers out	-	(17,500)	-	-	-	-	(17,500)
Total other financing sources (uses)	<u>908,101</u>	<u>(57,144)</u>	<u>-</u>	<u>-</u>	<u>17,500</u>	<u>-</u>	<u>868,457</u>
<b>Net change in fund balances</b>	<u>-</u>	<u>(23,340)</u>	<u>(31,434)</u>	<u>20,522</u>	<u>128,843</u>	<u>-</u>	<u>94,591</u>
<b>FUND BALANCES, BEGINNING OF YEAR</b>	<u>-</u>	<u>50,822</u>	<u>422,195</u>	<u>202,510</u>	<u>375,301</u>	<u>-</u>	<u>1,050,828</u>
<b>FUND BALANCES, END OF YEAR</b>	<u>\$ -</u>	<u>\$ 27,482</u>	<u>\$ 390,761</u>	<u>\$ 223,032</u>	<u>\$ 504,144</u>	<u>\$ -</u>	<u>\$ 1,145,419</u>

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

**Santa Rosa County, Florida Clerk of Courts and Comptroller**  
**STATEMENT OF FIDUCIARY NET POSITION -**  
**AGENCY FUNDS**  
**September 30, 2013**

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**ASSETS**

Cash and cash equivalents	\$ 3,379,083
Due from other governmental units	<u>4,336</u>
Total assets	<u>3,383,419</u>

**LIABILITIES**

Accounts payable	137,188
Due to other governmental units	531,058
Deposits	<u>2,715,173</u>
Total liabilities	<u>3,383,419</u>

**NET POSITION**

Net Position	<u><u>\$ -</u></u>
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**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the year ended September 30, 2013**

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**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

A summary of the significant accounting policies consistently applied in the preparation of the financial statements follows:

**1. Reporting Entity**

The Office of the Clerk of Court and Comptroller of Santa Rosa County, Florida (the “Clerk”) was established as a constitutional office of Santa Rosa County, Florida (the “County”) by Article VIII, Section 1 (d) of the Constitution of the State of Florida. The Clerk is an elected official of the County and serves as Clerk of the Circuit Court (duties described in Chapter 28, Florida Statutes), Clerk of the County Court (duties described in Chapter 34, Florida Statutes), and Clerk and Accountant to the Santa Rosa County Board of County Commissioners (the “BOCC”) (in this capacity the Clerk is required to keep the minutes of the county commission, keep the accounts of the County, invest county funds, and perform such other duties as provided by law). The Clerk’s office is funded by appropriations from the BOCC and by fees charged for providing court related services. Although the Clerk is operationally autonomous from the BOCC, it does not hold sufficient corporate powers to be considered a legally separate entity for financial reporting purposes. Therefore, the Clerk is considered part of the County’s primary government.

These *special-purpose financial statements* of the Clerk are not intended to be a complete presentation of the financial position and results of operations of the County, taken as a whole. As permitted by Chapter 10.556(4), Rules of the Auditor General State of Florida, the special-purpose financial statements consists of only the *fund level* financial statements as defined in GASB Statement No. 34, and do not include presentations of *government-wide* financial statements of the Clerk.

**2. Fund Accounting**

The accounting system of the Clerk’s office is organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the year ended September 30, 2013**

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**NOTE A – SUMMARY OF ACCOUNTING POLICIES -- (Continued)**

**2. Fund Accounting -- (Continued)**

The funds utilized by the Clerk are as follows:

**Governmental Funds**

These funds utilize a modified accrual basis of accounting. The measurement focus is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources rather than upon net income determination).

The Clerk reports the following major governmental funds:

**General Fund** is used to account for all financial resources that are generated from operations of the office, appropriations from the BOCC, and any other resources not required to be accounted for in another fund.

**Courts Fund** is a special revenue fund used to account for all court-related activities and court-related financial resources of the Clerk.

**Courts Technology Fund** is a special revenue fund used to account for the court-related technology needs of the Clerk.

**Records Modernization Trust Fund** is a special revenue fund used to account for monies collected according to Chapter 28.24, Florida Statutes, to be used exclusively for equipment, personnel training, and technical assistance in modernizing the official records system and to pay for equipment and start-up costs necessitated by a statewide recording system.

**Title IV-D Fund** is a special revenue fund used to account for activities related to Title IV-D child support cases. The funding provides assistance to the plaintiff and enforcement of collections through the Office of Child Support Enforcement.

**10% Fines – Public Records Modernization Trust (PRMT) Fund** is a special revenue fund used to account for 10% of fines collected and retained by the Clerk for supporting court operations.

**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the year ended September 30, 2013**

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**NOTE A – SUMMARY OF ACCOUNTING POLICIES -- (Continued)**

**2. Fund Accounting -- (Continued)**

**Fiduciary Funds**

The Clerk uses agency funds to account for assets being held in a trustee capacity or for individuals, private organizations, and/or other governments. Assets equal liabilities in agency funds, and results of operations are not measured.

**3. Basis of Accounting**

Basis of accounting refers to *when* revenues and expenditures are recognized in the accounts and reported in the financial statements. The basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied. All governmental funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become both measurable and available as net current assets. The Clerk considers receivables collected within sixty days after year-end to be available and recognizes them as revenues of the current year. Expenditures are recognized when the related fund liability is incurred. Agency funds use the accrual basis of accounting.

**4. Cash and Cash Equivalents**

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

**5. Accounting for Capital Assets**

Capital assets (vehicles, equipment, and other tangible property and certain intangible property costing at least \$1,000 with a useful life of more than one year) are recorded as expenditures at the time of purchase. These assets are capitalized at cost and are accounted for in the County's government-wide financial statements.

**6. Compensated Absences**

Employees accumulate a limited amount of earned but unused annual, sick, and compensatory leave which will be paid upon separation from service. Unpaid compensated absences are recorded as a liability when the benefits are earned in the County's government-wide financial statements. For the governmental fund statements, expenditures are recognized when payments are made to employees.

**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the year ended September 30, 2013**

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**7. Unspent Revenue**

Annually, the Clerk must remit to the Board any unspent revenues attributable to non court-related functions. Additionally, the Clerk must calculate and remit to the Department of Revenue Clerks of Courts Trust Fund the unspent revenues attributable to state funded court-related functions. These amounts are reported as due to other governmental units at year-end.

**8. Fund Balances**

Fund balances are classified either as non-spendable or as restricted, committed, assigned, and unassigned based on the extent to which there are external and internal constraints on the spending of these fund balances.

**9. Events Occurring After Reporting Date**

The Clerk has evaluated events and transactions that occurred between September 30, 2013 and March 13, 2014, which is the date that the financial statements were available to be issued, for possible recognition or disclosure in the financial statements.

**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the year ended September 30, 2013**

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**NOTE B – CASH**

At September 30, 2013, the banks reported deposits before outstanding checks of \$5,995,592 all of which were held by financial institutions designated as "qualified public depositories" by the State Treasurer. All deposits were fully insured through a combination of federal depository insurance and participation of the financial institutions in the multiple financial institution collateral pool as specified in Chapter 280, Florida Statutes. Accordingly, risk of loss due to bank failure is not significant.

**NOTE C – LONG-TERM LIABILITY – COMPENSATED ABSENCES**

Disclosures required by Chapter 10.557(3)(h), Rules of the State of Florida Auditor General, related to long term liabilities are as follows:

Balance - October 1, 2012	\$ 554,930
Increases	433,793
Decreases	<u>(457,899)</u>
Balance - September 30, 2013	<u>\$ 530,824</u>

Compensated absences are paid from the respective funds which incur compensation expenditures.

**NOTE D – PENSION AND RETIREMENT PLAN**

Substantially all full-time employees of the Clerk are covered by the Florida Retirement System (FRS). The FRS was established in 1970 by Chapter 121, Florida Statutes and is administered by the Florida Department of Management Services, Division of Retirement. Changes to the FRS can be made only by an act of the Florida Legislature. Rules governing the operation and administration of the system may be found in Chapter 60S of the Florida Administrative Code. The FRS issues a financial report that includes financial statements and required supplementary information. The report may be obtained at [www.myfrs.com](http://www.myfrs.com) or by writing to FRS, 2639-C North Monroe Street, Tallahassee, Florida 32399.

The FRS offers two retirement plans – the FRS Pension Plan and the FRS Investment Plan. An employee may participate in only one of the plans. Both plans, effective July 1, 2011 are funded monthly by a combination of employer and employee contributions.

**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the year ended September 30, 2013**

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**NOTE D – PENSION AND RETIREMENT PLAN -- (Continued)**

The FRS Pension Plan is a multiple employer cost sharing defined benefit plan which provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. For employees who were enrolled in the plan prior to July 1, 2011, normal retirement benefits are available at age 62 with 6 or more years of service, or to those employees who have at least 30 years of creditable service, regardless of age. Early retirement is available after 6 years of service with a 5% reduction of benefits for each year prior to the normal retirement age. For employees enrolling in the plan for the first time on or after July 1, 2011, normal retirement benefits are available at age 65 with 8 or more years of service, or to those employees who have at least 33 years of creditable service, regardless of age.

Early retirement is available after 8 years of service with a 5% reduction of benefits for each year prior to the normal retirement age. Retirement age and years of service requirements also vary depending on membership class. Retirement benefits are based upon age, average compensation and years-of-service credit where average compensation is computed as the average of the members highest 5 (if enrolled prior to July 1, 2011) or 8 (if enrolled on or after July 1, 2011) fiscal years of earnings.

The FRS Investment Plan is a defined contribution plan funded monthly by employer and employee contributions based on salary and membership class. Employer contributions vest after 1 year of service whereas employee contributions vest immediately. Members in the Investment Plan decide how their funds are allocated between various investment accounts and the vested funds are portable upon termination. The final retirement benefit is equal to the vested contributions plus investment earnings less expenses and losses allocated to the member's account. Members in the Investment Plan are not eligible for participation in the Deferred Retirement Option Program (DROP).

DROP is available for members of the FRS Pension Plan who are vested and elect to participate in DROP within 1 year after reaching normal retirement age. Under this program, a member effectively retires while continuing to be employed for up to 5 years. While in DROP, the member's deferred monthly retirement benefits accumulate, earning interest and cost-of-living increases. When the DROP period is over, the participant terminates covered employment and begins receiving their predetermined monthly retirement benefit, as well as the accrued DROP benefit. Disability retirees are not eligible to participate in DROP, and DROP participants do not qualify for disability retirement.

**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the year ended September 30, 2013**

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**NOTE D – PENSION AND RETIREMENT PLAN -- (Continued)**

Prior to July 2011, the plans were noncontributory for employees with all contributions being the participating FRS employer's responsibility. Effective July 1, 2011, participating employees contribute 3% of their gross salaries each pay period to the plan. Participating employer contributions are based upon rates established by the State of Florida. Blended contribution rates for the fiscal year ended September 30, 2013 were as follows: regular employees, 5.62%, special risk employees, 15.94%, elected officials, 15.93%, senior management employees, 9.30%, and DROP participants, 7.29%. The Clerk's contributions to the Pension Plan, funded on a pay-as-you-go basis, were equal to the actuarially determined contributions for each year. Contributions to the Investment Plan were equal to the legislatively-mandated contribution rates. Contributions to both plans totaled \$205,508, \$168,807, and \$328,626 for the years ended September 30, 2013, 2012, and 2011, respectively.

**NOTE E – OTHER POST-EMPLOYMENT BENEFIT (OPEB) PLAN**

The Clerk participates in the health insurance plan offered to employees of the Board and other County Elected Officials (the Board plan). Additionally, retirees and eligible dependents have the option of continuing in the Board plan at the same group rate as for active employees. Although participating retirees are required to reimburse the Board for 100% of the premium cost, employees who retire with a minimum of 10 years of creditable service (8 years elected service) are eligible for a monthly health insurance subsidy of \$3 per year of creditable service, limited to the lesser of \$90 per month or the actual cost of the retiree's monthly health insurance premium.

Because the premium is a group rate which includes active lower cost employees, these retirees are receiving an "implicit subsidy". This implicit subsidy has a cost which is required to be disclosed in these financial statements. However, this annual cost, the accrued obligation, and other required disclosures have been calculated for the County as a whole, and not separately for the Clerk. Accordingly, these calculations and disclosures can be found in the County-wide comprehensive annual financial report.

**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the year ended September 30, 2013**

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**NOTE F – FUND BALANCES**

Fund balances consist of the following:

Non-spendable fund balances include amounts that cannot be spent because they are not in spendable form or are legally or contractually required to be maintained intact. The Clerk does not have any non-spendable fund balances.

The remaining fund balances are classified as follows depending on the Clerk's ability to control their spending:

*Restricted* fund balances can only be used for specific purposes which are externally imposed by creditors, grantors, contributors, or laws or regulations or are imposed by law through constitutional provisions or enabling legislation. As of September 30, 2013, the Clerk had restricted fund balances for state court operations of \$27,482 and for records modernization and court equipment and technology of \$1,117,937.

*Committed* fund balances can only be used for specific purposes imposed internally by the Clerk's formal action of highest level of decision making authority. At year end the Clerk had no committed fund balances.

*Assigned* fund balances are fund balances intended to be used for specific purposes, but which do not meet the more formal criterion to be considered either restricted or committed. At year end the Clerk had no assigned fund balances.

*Unassigned* fund balances represent the residual positive fund balance within the General Fund, which has not been assigned to other funds and has not been restricted, committed, or assigned. In funds other than the General Fund, unassigned fund balances are limited to negative residual balances. At year end the Clerk had no unassigned fund balances because all unspent revenues of the General Fund are required to be returned to the BOCC and there were no negative residual balances in the special revenue funds.

**NOTE G – CLAIMS AND CONTINGENCIES**

The Clerk is involved from time to time in routine civil litigation incidental to the ordinary course of operations. In the opinion of management and legal counsel, there are no lawsuits or claims outstanding which might materially affect the financial position of the Clerk's Office.

**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the year ended September 30, 2013**

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**NOTE H – RISK MANAGEMENT**

The Clerk 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 natural disasters. The Board maintains a Self-Insurance Fund (an internal service fund) to account for and finance its uninsured risks of loss.

Under this program the County is self-insured with respect to the following exposures:

- Workers Compensation
- Auto Physical Damage
- Auto Liability
- Construction and Road Equipment
- Portable Communication Equipment

The County is covered by outside insurance for the following exposures:

- Building and contents, \$5,000 deductible
- Employee Fidelity
- General Liability, \$25,000 deductible
- Public Officials' Liability, \$25,000 deductible

Conventional insurance remains in effect for buildings and contents. There also were no significant reductions in insurance coverage from the prior year and settled claims resulting from conventional insurance risks have not exceeded coverage in any of the past three fiscal years. The County is a member of the Florida Association of Counties Trust, a pooled liability program providing general liability coverage and public official's liability coverage. The Clerk participates in the program and makes payments to the Self-Insurance Fund based on historical estimates of amounts needed to pay prior and current year claims and to establish a reserve for catastrophe losses.

**REQUIRED SUPPLEMENTARY INFORMATION**

**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE BUDGET (GAAP BASIS) AND ACTUAL -**  
**GENERAL FUND AND MAJOR SPECIAL REVENUE FUNDS**  
**For the year ended September 30, 2013**

	General Fund				Special Revenue Fund Courts Fund			
	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<b>REVENUES</b>								
Intergovernmental	\$ -	\$ -	\$ -	\$ -	3,124,883	\$ 2,528,189	\$ 2,476,576	\$ (51,613)
Charges for services	830,850	937,151	1,028,865	91,714	-	653,423	660,833	7,410
Fines & Forfeitures	-	-	-	-	-	189,760	119,652	(70,108)
Miscellaneous	29,625	32,615	35,872	3,257	-	2,995	2,911	(84)
Total revenues	<u>860,475</u>	<u>969,766</u>	<u>1,064,737</u>	<u>94,971</u>	<u>3,124,883</u>	<u>3,374,367</u>	<u>3,259,972</u>	<u>(114,395)</u>
<b>EXPENDITURES</b>								
Current:								
General government:								
Financial and administrative:								
Personal services	2,002,537	1,985,867	1,641,143	344,724	-	-	-	-
Operating	259,293	384,054	318,570	65,484	600	15,565	15,663	(98)
Capital outlay	16,800	18,000	13,125	4,875	-	-	-	-
Judicial:								
Personal services	-	-	-	-	2,983,933	2,987,202	2,853,879	133,323
Operating	-	-	-	-	140,350	369,043	354,071	14,972
Capital outlay	-	-	-	-	-	2,557	2,555	2
Total expenditures	<u>2,278,630</u>	<u>2,387,921</u>	<u>1,972,838</u>	<u>415,083</u>	<u>3,124,883</u>	<u>3,374,367</u>	<u>3,226,168</u>	<u>148,199</u>
Excess (deficiency) of revenues over expenditures	<u>(1,418,155)</u>	<u>(1,418,155)</u>	<u>(908,101)</u>	<u>510,054</u>	<u>-</u>	<u>-</u>	<u>33,804</u>	<u>33,804</u>
<b>OTHER FINANCING SOURCES (USES)</b>								
Board of County Commissioners appropriation	1,418,155	1,418,155	1,527,441	109,286	-	-	-	-
Board of County Commissioners unspent revenues	-	-	(619,340)	(619,340)	-	-	-	-
Payments to Clerks of the Court Trust Fund	-	-	-	-	-	-	(39,644)	(39,644)
Transfers in	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	(17,500)	(17,500)
Total other financing sources (uses)	<u>1,418,155</u>	<u>1,418,155</u>	<u>908,101</u>	<u>(510,054)</u>	<u>-</u>	<u>-</u>	<u>(57,144)</u>	<u>(57,144)</u>
<b>Net change in fund balances</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(23,340)</u>	<u>(23,340)</u>
<b>FUND BALANCES, BEGINNING OF YEAR</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,822</u>	<u>50,822</u>
<b>FUND BALANCES, END OF YEAR</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 27,482</u>	<u>\$ 27,482</u>

**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE BUDGET (GAAP BASIS) AND ACTUAL -**  
**GENERAL FUND AND MAJOR SPECIAL REVENUE FUNDS (Continued)**  
**For the year ended September 30, 2013**

	Special Revenue Fund Courts Technology Fund				Special Revenue Fund Records Modernization Trust Fund			
	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<b>REVENUES</b>								
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for services	275,000	349,000	348,644	(356)	90,000	100,000	111,773	11,773
Miscellaneous	200,000	126,000	-	(126,000)	-	-	-	-
Total revenues	<u>475,000</u>	<u>475,000</u>	<u>348,644</u>	<u>(126,356)</u>	<u>90,000</u>	<u>100,000</u>	<u>111,773</u>	<u>11,773</u>
<b>EXPENDITURES</b>								
Current:								
General government:								
Financial and administrative:								
Personal services	-	-	-	-	-	-	-	-
Operating	-	-	-	-	52,950	62,950	60,765	2,185
Capital outlay	-	-	-	-	37,050	37,050	30,486	6,564
Judicial:								
Personal services	228,850	203,730	124,930	78,800	-	-	-	-
Operating	126,150	145,170	134,383	10,787	-	-	-	-
Capital outlay	120,000	126,100	120,765	5,335	-	-	-	-
Total expenditures	<u>475,000</u>	<u>475,000</u>	<u>380,078</u>	<u>94,922</u>	<u>90,000</u>	<u>100,000</u>	<u>91,251</u>	<u>8,749</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>-</u>	<u>(31,434)</u>	<u>(31,434)</u>	<u>-</u>	<u>-</u>	<u>20,522</u>	<u>20,522</u>
<b>OTHER FINANCING SOURCES (USES)</b>								
Board of County Commissioners appropriation	-	-	-	-	-	-	-	-
Board of County Commissioners unspent revenues	-	-	-	-	-	-	-	-
Payments to Clerks of the Court Trust Fund	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net change in fund balances</b>	<u>-</u>	<u>-</u>	<u>(31,434)</u>	<u>(31,434)</u>	<u>-</u>	<u>-</u>	<u>20,522</u>	<u>20,522</u>
<b>FUND BALANCES, BEGINNING OF YEAR</b>	<u>-</u>	<u>-</u>	<u>422,195</u>	<u>422,195</u>	<u>-</u>	<u>-</u>	<u>202,510</u>	<u>202,510</u>
<b>FUND BALANCES, END OF YEAR</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 390,761</u>	<u>\$ 390,761</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 223,032</u>	<u>\$ 223,032</u>

*See Notes to Required Supplementary Information*

**Santa Rosa County, Florida Clerk of Court and Comptroller**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE BUDGET (GAAP BASIS) AND ACTUAL -**  
**GENERAL FUND AND MAJOR SPECIAL REVENUE FUNDS (Continued)**  
**For the year ended September 30, 2013**

	Special Revenue Fund 10% Fines & PRMT Fund				Special Revenue Fund Child Support Title IV-D Fund			
	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<b>REVENUES</b>								
Intergovernmental	\$ -	\$ -	\$ -	\$ -	155,000	\$ 155,000	\$ 133,957	\$ (21,043)
Fines & forfeits	165,000	165,000	130,291	(34,709)	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
Total revenues	<u>165,000</u>	<u>165,000</u>	<u>130,291</u>	<u>(34,709)</u>	<u>155,000</u>	<u>155,000</u>	<u>133,957</u>	<u>(21,043)</u>
<b>EXPENDITURES</b>								
Current:								
General government:								
Financial and administrative:								
Personal services	67,960	55,760	-	55,760	-	-	-	-
Operating	92,040	101,240	10,953	90,287	-	-	-	-
Capital outlay	5,000	8,000	7,995	5	-	-	-	-
Judicial:								
Personal services	-	-	-	-	155,000	155,000	133,957	21,043
Operating	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total expenditures	<u>165,000</u>	<u>165,000</u>	<u>18,948</u>	<u>146,052</u>	<u>155,000</u>	<u>155,000</u>	<u>133,957</u>	<u>21,043</u>
Excess (deficiency) of revenues over expenditures	-	-	111,343	111,343	-	-	-	-
<b>OTHER FINANCING SOURCES (USES)</b>								
Board of County Commissioners appropriation	-	-	-	-	-	-	-	-
Board of County Commissioners unspent revenues	-	-	-	-	-	-	-	-
Payments to Clerks of the Court Trust Fund	-	-	-	-	-	-	-	-
Transfers in	-	-	17,500	17,500	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>17,500</u>	<u>17,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net change in fund balances</b>	-	-	128,843	128,843	-	-	-	-
<b>FUND BALANCES, BEGINNING OF YEAR</b>	-	-	375,301	375,301	-	-	-	-
<b>FUND BALANCES, END OF YEAR</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 504,144</u>	<u>\$ 504,144</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

*See Notes to Required Supplementary Information*

**Santa Rosa County, Florida Clerk of Courts**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**For the year ended September 30, 2013**

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**Budgets and Budgetary Accounting**

The Clerk establishes annual budgets for its general fund and special revenue funds pursuant to Section 218.35, Florida Statutes. The Clerk's budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America. The legal level of budgetary control is the fund level.

**SUPPLEMENTARY INFORMATION**  
**COMBINING FUND FINANCIAL STATEMENTS**

**Santa Rosa County, Florida Clerk of Court and Comptroller  
COMBINING STATEMENT OF FIDUCIARY NET POSITION -  
ALL AGENCY FUNDS  
September 30, 2013**

	Court Registry	Fine and Cost	Intangible Tax	State Documentary Stamp	Suspense	Tax Redemption	Ordinary Witness	Bail Bonds	Flower Trust Fund	Child Support	Totals
<b>ASSETS</b>											
Cash and cash equivalents	\$ 2,034,057	\$ 226,227	\$ 46,276	\$ 255,835	\$ 96,438	\$ 527,049	\$ 31,164	\$ 160,480	\$ 357	\$ 1,200	\$ 3,379,083
Due from other governmental units	-	-	-	-	-	-	4,336	-	-	-	4,336
Total assets	<u>2,034,057</u>	<u>226,227</u>	<u>46,276</u>	<u>255,835</u>	<u>96,438</u>	<u>527,049</u>	<u>35,500</u>	<u>160,480</u>	<u>357</u>	<u>1,200</u>	<u>3,383,419</u>
<b>LIABILITIES</b>											
Accounts payable		92,521			2,397		35,500	6,770	-	-	137,188
Due to other governmental units		133,706	46,276	255,835	94,041				-	1,200	531,058
Deposits	2,034,057					527,049		153,710	357	-	2,715,173
Total liabilities	<u>2,034,057</u>	<u>226,227</u>	<u>46,276</u>	<u>255,835</u>	<u>96,438</u>	<u>527,049</u>	<u>35,500</u>	<u>160,480</u>	<u>357</u>	<u>1,200</u>	<u>3,383,419</u>
<b>NET POSITION</b>											
Net Position	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**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 Donald Spencer – Clerk of Court and Comptroller  
(Effective January 8, 2013 to present)

Honorable Mary M. Johnson – Clerk of Court and Comptroller  
(Effective October 1, 2012 – January 7, 2013)

Santa Rosa County, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the special-purpose financial statements (hereinafter referred to as “financial statements”) of each major fund and the aggregate remaining fund information of the Office of the Clerk of the Court and Comptroller of Santa Rosa County, Florida (hereinafter referred to as “Clerk”), as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Clerk’s special-purpose financial statements and have issued our report thereon dated March 13, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Clerk’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 Clerk’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Clerk’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Clerk's financial statements are free of material misstatement, we performed tests of 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*.

As required by the provisions of Chapter 10.550, Rules of the Auditor General, we have issued a separate management letter dated March 13, 2014, which should be considered in assessing the results of our audit.

### **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 report is not suitable for any other purpose.

*Warren Averett, LLC*

March 13, 2014  
Pensacola, Florida

## MANAGEMENT LETTER

Honorable Mary M. Johnson – Clerk of Court and Comptroller  
(Effective October 1, 2012 – January 7, 2013)

Honorable Donald Spencer – Clerk of Court and Comptroller  
(Effective January 8, 2013 to present)

Santa Rosa County, Florida

We have audited the special-purpose financial statements (hereinafter referred to as “financial statements”) of each major fund and aggregate remaining fund information of the Office of the Clerk of Court and Comptroller of Santa Rosa County, Florida (hereinafter referred to as “Clerk”), as of and for the year ended September 30, 2013, and the related notes to the financial statements, and have issued our report thereon dated March 13, 2014.

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. We have also issued our 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*. Disclosures in that report, which is dated March 13, 2014, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida and require that certain items be addressed in this letter.

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. There were no findings or recommendations made in the preceding annual financial audit.

Section 10.554 (1) (i) 2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Clerk complied with Section 218.415, Florida Statutes.

Section 10.554 (1) (i) 3., 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.

Section 10.554 (1) (i) 4., 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 recommendations.

Section 10.554 (1) (i) 7., Rules of the Auditor General, requires a statement as to whether or not the Clerk complied with the requirements of Sections 28.35 and 28.36, Florida Statutes. In connection with our audit, we determined that the Clerk complied with such requirements.

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

*Warren Averett, LLC*

March 13, 2014  
Pensacola, Florida

**Santa Rosa County, Florida Clerk of Court and Comptroller  
MANAGEMENT'S RESPONSE TO MANAGEMENT LETTER  
For the year ended September 30, 2013**

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There are no findings which require a response from management.

**SANTA ROSA COUNTY, FLORIDA PROPERTY APPRAISER**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

**SANTA ROSA COUNTY, FLORIDA PROPERTY APPRAISER**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

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## INDEPENDENT AUDITORS' REPORT

Honorable Gregory S. Brown  
Property Appraiser  
Santa Rosa County, Florida

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

We have audited the accompanying special-purpose financial statements (hereinafter referred to as "financial statements") of the general fund of the Office of the Property Appraiser of Santa Rosa County, Florida (the "Property Appraiser"), as of and for the year ended September 30, 2013, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

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

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

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

### ***Opinion***

In our opinion, the special purpose financial statements referred to above present fairly, in all material respects, the financial position of the general fund of the Property Appraiser as of September 30, 2013, and the change in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

As discussed in Note A to the financial statements, the special-purpose financial statements consists of only the *fund level* financial statements as defined in Governmental Accounting Standards Board Statement 34, and do not include presentations of *government-wide* financial statements of the Property Appraiser, nor are they intended to be a complete presentation of the financial position and changes in financial position of Santa Rosa County, Florida, taken as a whole. Our report is not modified with respect to this matter.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedule on page 13 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 March 11, 2014, on our consideration of the Property Appraiser's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing*

*Standards* in considering the Property Appraiser's internal control over financial reporting and compliance.

**Restriction on Use**

This report is intended solely for the information and use of the Property Appraiser, Santa Rosa County Board of County Commissioners, and the State of Florida Office of Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

*Warren Averett, LLC*

Pensacola, Florida

March 11, 2014

**Santa Rosa County, Florida Property Appraiser  
BALANCE SHEET - GENERAL FUND  
September 30, 2013**

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**ASSETS**

Cash	<u>\$ 338,655</u>
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**LIABILITIES**

Accounts payable	\$ 15,480
Due to Board of County Commissioners	263,291
Accrued salaries and wages	<u>59,884</u>
Total liabilities	338,655

**FUND BALANCE**

Fund balance	<u>    --</u>
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Total liabilities and fund balance	<u>\$ 338,655</u>
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**Santa Rosa County, Florida Property Appraiser  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE  
GENERAL FUND  
For the year ended September 30, 2013**

**REVENUES**

Charges for services	\$	9,369
Miscellaneous		764
Total revenues		10,133

**EXPENDITURES**

Current:		
General government:		
Personal services		2,028,682
Operating expenditures		404,507
Capital outlay		105,873
Total expenditures		2,539,062

Excess (deficiency) of revenues over expenditures (2,528,929)

**OTHER FINANCING SOURCES (USES)**

Board of County Commissioners appropriation		2,792,220
Board of County Commissioners unspent revenue		(263,291)
Total other financing sources (uses)		2,528,929

**Net change in fund balance** --

**FUND BALANCE, BEGINNING OF YEAR** --

**FUND BALANCE, END OF YEAR** \$ --

**Santa Rosa County, Florida Property Appraiser**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES**

A summary of the significant accounting policies consistently applied in the preparation of the financial statements follows.

**1. Reporting Entity**

The Santa Rosa County, Florida Property Appraiser (the "Property Appraiser"), as established by Article VIII of the Constitution of the State of Florida, is an elected official of Santa Rosa County, Florida (the "County"). Although the Property Appraiser is operationally autonomous from the Santa Rosa County Board of County Commissioners (the "Board"), it does not hold sufficient corporate powers to be considered a legally separate entity for financial reporting purposes. Therefore, the Property Appraiser is considered part of the County's primary government.

These *special-purpose financial statements* of the Property Appraiser are not intended to be a complete presentation of the financial position and results of operations of the County taken as a whole. As permitted by Chapter 10.556(4), Rules of the Auditor General State of Florida, the special-purpose financial statements consist of only the *fund level* financial statements as defined in GASB Statement No. 34, and do not include presentations of *government-wide* financial statements of the Property Appraiser.

**2. Fund Accounting**

The accounting system of the Property Appraiser is organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The General Fund of the Property Appraiser is used to account for all financial resources which are generated from operations of the office, appropriations from the Board, or any other resources not required to be accounted for in another fund. The measurement focus is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources rather than upon net income determination).

**Santa Rosa County, Florida Property Appraiser**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES -- (Continued)**

**3. Basis of Accounting**

Basis of accounting refers to *when* revenues and expenditures are recognized in the accounts and reported in the financial statements. The basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The General Fund uses the modified accrual basis of accounting. Its revenues are recognized when they become both measurable and available as net current assets. The Property Appraiser considers receivables collected within sixty days after year-end to be available and recognizes them as revenues of the current year. Expenditures are recognized when the related fund liability is incurred.

**4. Accounting for Capital Assets**

Capital assets (vehicles, equipment, and other tangible and certain intangible property costing at least \$1,000 with a useful life of more than one year) are recorded as expenditures at the time of purchase. These assets are capitalized at cost and accounted for in the County's government-wide financial statements.

**5. Compensated Absences**

Employees accumulate a limited amount of earned but unused annual and sick leave which will be paid upon separation from service. Unpaid compensated absences are recorded as a liability when the benefits are earned in the County's government-wide financial statements. For the general fund, compensated absence expenditures are recognized when payments are made to employees.

**6. Unspent Revenue and Fund Balance**

In accordance with Section 218.36(2), Florida Statutes, unspent revenue is remitted to the Board at fiscal year-end. This unspent revenue is reported as due to Board of County Commissioners, therefore, fund balance is zero.

**Santa Rosa County, Florida Property Appraiser  
NOTES TO FINANCIAL STATEMENTS  
September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES -- (Continued)**

**7. Events Occurring After Reporting Date**

The Property Appraiser has evaluated events and transactions that occurred between September 30, 2013 and March 11, 2014, which is the date that the financial statements were available to be issued, for possible recognition or disclosure in the financial statements.

**NOTE B - CASH**

At September 30, 2013, the bank reported deposits before outstanding checks of \$361,957 all of which were held by a financial institution designated as “a qualified public depository” by the State Treasurer. All deposits were fully insured through a combination of Federal depository insurance and participation of the financial institution in the multiple financial institution collateral pool as specified in Chapter 280, Florida Statutes. Accordingly, risk of loss due to bank failure is not significant.

**NOTE C - LONG-TERM DEBT - COMPENSATED ABSENCES**

Disclosures required by Chapter 10.557(3)(h), Rules of the State of Florida Auditor General, related to long-term debt are as follows:

Balance - October 1, 2012	\$ 311,044
Increases	146,738
Decreases	<u>(105,089)</u>
Balance - September 30, 2013	<u>\$ 352,693</u>

**NOTE D – PENSION AND RETIREMENT PLAN**

Substantially all full-time employees of the Property Appraiser are covered by the Florida Retirement System (FRS). The FRS was established in 1970 by Chapter 121, Florida Statutes and is administered by the Florida Department of Management Services, Division of Retirement. Changes to the FRS can be made only by an act of the Florida Legislature. Rules governing the operation and administration of the system may be found in Chapter 60S of the Florida Administrative Code. The FRS issues a financial report that includes financial statements and required supplementary information. The report may be obtained at [www.myfrs.com](http://www.myfrs.com) or by writing to FRS, 2639-C North Monroe Street, Tallahassee, Florida 32399.

**Santa Rosa County, Florida Property Appraiser**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE D – PENSION AND RETIREMENT PLAN -- (Continued)**

The FRS offers two retirement plans – the FRS Pension Plan and the FRS Investment Plan. An employee may participate in only one of the plans. Both plans, effective July 1, 2011 are funded monthly by a combination of employer and employee contributions.

The FRS Pension Plan is a multiple employer cost sharing defined benefit plan which provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. For employees who were enrolled in the plan prior to July 1, 2011, normal retirement benefits are available at age 62 with 6 or more years of service, or to those employees who have at least 30 years of creditable service, regardless of age. Early retirement is available after 6 years of service with a 5% reduction of benefits for each year prior to the normal retirement age. For employees enrolling in the plan for the first time on or after July 1, 2011, normal retirement benefits are available at age 65 with 8 or more years of service, or to those employees who have at least 33 years of creditable service, regardless of age. Early retirement is available after 8 years of service with a 5% reduction of benefits for each year prior to the normal retirement age. Retirement age and years of service requirements also vary depending on membership class. Retirement benefits are based upon age, average compensation and years-of-service credit where average compensation is computed as the average of the members highest 5 (if enrolled prior to July 1, 2011) or 8 (if enrolled on or after July 1, 2011) fiscal years of earnings.

The FRS Investment Plan is a defined contribution plan funded monthly by employer and employee contributions based on salary and membership class. Employer contributions vest after 1 year of service whereas employee contributions vest immediately. Members in the Investment Plan decide how their funds are allocated between various investment accounts and the vested funds are portable upon termination. The final retirement benefit is equal to the vested contributions plus investment earnings less expenses and losses allocated to the member's account. Members in the Investment Plan are not eligible for participation in the Deferred Retirement Option Program (DROP).

The Deferred Retirement Option Program (DROP) is available for members of the FRS Pension Plan who are vested and elect to participate in DROP within 1 year after reaching normal retirement age. Under this program, a member effectively retires while continuing to be employed for up to 5 years. While in DROP, the member's deferred monthly retirement benefits accumulate, earning interest and cost-of-living increases. When the DROP period is over, the participant terminates covered employment and begins receiving their predetermined monthly retirement benefit, as well as the accrued DROP benefit.

**Santa Rosa County, Florida Property Appraiser**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE D – PENSION AND RETIREMENT PLAN -- (Continued)**

Disability retirees are not eligible to participate in DROP, and DROP participants do not qualify for disability retirement.

Prior to July 2011, the plans were noncontributory for employees with all contributions being the participating FRS employer's responsibility. Effective July 1, 2011, participating employees contribute 3% of their gross salaries each pay period to the plan. Participating employer contributions are based upon state-wide rates established by the State of Florida. Average contribution rates for the fiscal year ended September 30, 2013 were as follows: regular employees, 5.62%, special risk employees, 15.94%, elected officials, 15.93%, senior management employees, 9.30%, and DROP participants, 7.29%. The Property Appraiser's contributions to the Pension Plan, funded on a pay-as-you-go basis, were equal to the actuarially determined contributions for each year. Contributions to the Investment Plan were equal to the legislatively-mandated contribution rates. Contributions to both plans totaled \$99,488, \$76,476, and \$159,927 for the years ended September 30, 2013, 2012, and 2011 respectively.

**NOTE E – OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN**

The Property Appraiser participates in the health insurance plan offered to employees of the Board and other County Elected Officials (the Board plan). Additionally, retirees and eligible dependents have the option of continuing in the Board plan at the same group rate as for active employees. Although participating retirees are required to reimburse the Board for 100% of the premium cost, employees who retire with a minimum of 10 years of creditable service (8 years elected service) are eligible for a monthly health insurance subsidy based on the number of years of creditable service multiplied by \$3, and limited to the lesser of \$90 per month or the actual cost of the retiree's monthly health insurance premium.

Because the premium is a group rate which includes active lower cost employees, these retirees are receiving an "implicit subsidy". This implicit subsidy has a cost which is required to be disclosed in these financial statements. However, this annual cost, the accrued obligation, and other required disclosures have been calculated for the County as a whole, and not separately for the Property Appraiser. Accordingly, these calculations and disclosures can be found in the County-wide comprehensive annual financial report.

**Santa Rosa County, Florida Property Appraiser**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE F - RISK MANAGEMENT**

The Property Appraiser is exposed to various risks of loss related to torts: theft and damage of assets, errors and omissions, injuries to employees, and natural disasters. The Board has a Self-Insurance Fund (an internal service fund) to account for and finance its uninsured risks of loss.

The County is self-insured with respect to the following exposures:

- Workers Compensation
- Auto Physical Damage
- Auto Liability
- Construction and Road Equipment
- Portable Communication Equipment

The County is covered by outside insurance for the following exposures:

- Buildings and contents, \$5,000 deductible
- Boats
- Employee Fidelity
- General Liability, \$25,000 deductible
- Public Officials' Liability, \$25,000 deductible

Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. The County is a member of the Florida Association of Counties Trust, a pooled liability program providing general liability coverage and public official's liability coverage. The Property Appraiser participates in the County's self-insurance program and makes payments to the Self-Insurance Fund based on historical estimates of the amounts needed to pay prior and current year claims and to establish a reserve for catastrophe losses.

**REQUIRED SUPPLEMENTARY INFORMATION**

**Santa Rosa County, Florida Property Appraiser  
SCHEDULE OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE - BUDGET (NON-GAAP BASIS)  
AND ACTUAL - GENERAL FUND - (Unaudited)  
For the year ended September 30, 2013**

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>				
Miscellaneous	\$ --	\$ --	\$ 764	\$ 764
Total revenues	--	--	764	764
<b>EXPENDITURES</b>				
Current:				
General government:				
Personal services	2,286,888	2,187,840	2,028,682	159,158
Operating expenditures	480,806	494,847	395,138	99,709
Capital outlay	--	105,873	105,873	--
Total expenditures	<u>2,767,694</u>	<u>2,788,560</u>	<u>2,529,693</u>	<u>258,867</u>
Excess (deficiency) of revenues over expenditures	(2,767,694)	(2,788,560)	(2,528,929)	259,631
<b>OTHER FINANCING SOURCES (USES)</b>				
Board of County Commissioners appropriation	2,767,694	2,788,560	2,792,220	3,660
Board of County Commissioners unspent revenue	--	--	(263,291)	(263,291)
Total other financing sources (uses)	<u>2,767,694</u>	<u>2,788,560</u>	<u>2,528,929</u>	<u>(259,631)</u>
<b>Net change in fund balance</b>	--	--	--	--
<b>FUND BALANCE, BUDGETARY BASIS, BEGINNING OF YEAR</b>	--	--	--	--
<b>FUND BALANCE, BUDGETARY BASIS, END OF YEAR</b>	<u>\$ --</u>	<u>\$ --</u>	--	<u>\$ --</u>
Adjustment for revenues not budgeted			9,369	
Adjustment for expenditures allowed under Florida Statute 195.087			<u>(9,369)</u>	
<b>FUND BALANCE - GAAP BASIS, END OF YEAR</b>			<u>\$ --</u>	

**Santa Rosa County, Florida Property Appraiser**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**For the year ended September 30, 2013**

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**Budget and Budgetary Accounting**

The Property Appraiser operates under budget procedures pursuant to Section 195.087, Florida Statutes. As permitted by Section 195.087 certain revenues and expenditures related to copy fees, sale of maps, and other charges for services are not subject to budget procedures. The legal level of budgetary control is at the fund level.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Honorable Gregory S. Brown  
Property Appraiser  
Santa Rosa County, 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 special purpose financial statements of the Santa Rosa County, Florida Property Appraiser (the "Property Appraiser") as of and for the year ended September 30, 2013, and the related notes to the financial statements, and have issued our report thereon dated March 11, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Property Appraiser'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 Property Appraiser's internal control. Accordingly, we do not express an opinion on the effectiveness of the Property Appraiser's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Property Appraiser'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.

*Warren Averett, LLC*

Pensacola, Florida

March 11, 2014



## MANAGEMENT LETTER

Honorable Gregory S. Brown  
Property Appraiser  
Santa Rosa County, Florida

We have audited the financial statements of the general fund of the Office of the Property Appraiser of Santa Rosa County, Florida (hereinafter referred to as "Property Appraiser"), as of and for the year ended September 30, 2013, and the related notes to the financial statements, and have issued our report thereon dated March 11, 2014.

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. We have also issued our Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which is dated March 11, 2014, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned Auditors' reports.

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. No recommendations were made in the preceding annual financial audit report.

Section 10.554 (1) (i) 2., Rules of the Auditor General requires our audit to include a review of Section 218.415, Florida Statutes, regarding the investment of public funds. We determined that the Property Appraiser is in compliance with Section 218.415, Florida Statutes, regarding the investment of public funds.

Section 10.554 (1) (i) 3., 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.

Section 10.554 (1) (i) 4., Rules of 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.

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, the Property Appraiser, Santa Rosa County Board of County Commissioners, and applicable management and is not intended to be and should not be used by anyone other than these specified parties.

*Warren Averett, LLC*

Pensacola, Florida  
March 11, 2014

**Santa Rosa County, Florida Property Appraiser  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
For the year ended September 30, 2013**

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There were no comments which require management's written response.

**SANTA ROSA COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

**SANTA ROSA COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2013**

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## **INDEPENDENT AUDITORS' REPORT**

Honorable Tappie Villane  
Supervisor of Elections (January 8, 2013 – September 30, 2013)

Honorable Ann Bodenstein  
Supervisor of Elections (October 1, 2012 - January 7, 2013)

Santa Rosa County, Florida

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

We have audited the accompanying special-purpose financial statements (hereinafter referred to as “financial statements”) of the general fund of the Office of the Supervisor of Elections of Santa Rosa County, Florida (hereinafter referred to as “Supervisor of Elections”), as of and for the year ended September 30, 2013, and the related notes to the financial statements, as listed in the table of contents.

#### ***Management’s Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditors’ Responsibility***

Our responsibility is to express an opinion 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 standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors’ judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not

for the purpose of expressing an opinion on the effectiveness of the Supervisor of Elections' 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 opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the general fund of the Supervisor of Elections, as of September 30, 2013, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

As discussed in Note A to these financial statements, the special-purpose financial statements consists of only the *fund level* financial statements as defined in Governmental Accounting Standards Board Statement 34, and do not include presentations of *government-wide* financial statements of the Supervisor of Elections, nor are they intended to be a complete presentation of the financial position and changes in financial position of Santa Rosa County, Florida, taken as a whole. Our opinion is not modified with respect to this matter.

### **Other Matters**

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 13 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 special purpose financial statements, and other knowledge we obtained during our audit of the special purpose 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 March 8, 2014, on our consideration of the Supervisor of Elections' internal control over financial reporting and on our tests of its compliance with 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 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 entity's internal control over financial reporting and compliance.

### **Restriction on Use**

This report is intended solely for the information and use of the Supervisor of Elections, the Santa Rosa County Board of County Commissioners, and the State of Florida Office of Auditor General, and is not intended to be and should not be used by anyone other than these specified parties.

*Warren Averett, LLC*

Pensacola, Florida

March 8, 2014

**Santa Rosa County, Florida Supervisor of Elections  
BALANCE SHEET - GENERAL FUND  
September 30, 2013**

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**ASSETS**

Due from Board of County Commissioners	\$ 153,447
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**LIABILITIES**

Accounts payable	\$ 382
Accrued expenses	22,486
Advances on grants	130,579
Total liabilities	<u>153,447</u>

**FUND BALANCE**

Fund balance	<u>--</u>
Total liabilities and fund balance	<u>\$ 153,447</u>

**Santa Rosa County, Florida Supervisor of Elections**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCE - GENERAL FUND**  
**For the year ended September 30, 2013**

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<b>REVENUES</b>	
Grant revenue	\$ 26,050
Miscellaneous revenue	523
	26,573
<b>EXPENDITURES</b>	
Current:	
General government:	
Personal services	497,922
Operating	301,604
Capital outlay	12,000
Total expenditures	811,526
Excess (deficiency) of revenues over expenditures	(784,953)
<b>OTHER FINANCING SOURCES</b>	
Board of County Commissioners appropriation	784,953
<b>Net change in fund balance</b>	--
<b>FUND BALANCE, BEGINNING OF YEAR</b>	--
<b>FUND BALANCE, END OF YEAR</b>	\$ --

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

**Santa Rosa County, Florida Supervisor of Elections**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES**

A summary of the significant accounting policies consistently applied in the preparation of the financial statements follows.

**1. Reporting Entity**

The Santa Rosa County, Florida Supervisor of Elections (the “Supervisor of Elections”), as established by Article VIII of the Constitution of the State of Florida, is an elected official of Santa Rosa County, Florida (the “County”). Although the Supervisor of Elections is operationally autonomous from the Santa Rosa County Board of County Commissioners (the “Board”), it does not hold sufficient corporate powers of its own to be considered a legally separate entity for financial reporting purposes. Therefore, the Supervisor of Elections is reported as a part of the primary government of the County.

These *special-purpose financial statements* are not intended to be a complete presentation of the financial position and results of operations of the County, taken as a whole. As permitted by Chapter 10.556(4), Rules of the Auditor General State of Florida, the special-purpose financial statements consists of only the *fund level* financial statements as defined in Government Accounting Standards Board (GASB) Statement No. 34, and do not include presentations of *government-wide* financial statements of the Supervisor of Elections.

Pursuant to the provisions of 129.202, Florida Statutes, the Supervisor of Elections has elected to have the Office of the Clerk of the Circuit and County Courts of Santa Rosa County maintain the books and records pertaining to the operation of the Supervisor of Elections. Therefore, the Supervisors of Elections does not maintain a separate cash account. Rather, all cash activity for the Supervisors of Elections is recorded in the common cash account of the Board. The “Due from Board of County Commissioners” reflected on the balance sheet represents the amount of cash held on behalf of the Supervisor of Elections.

**2. Fund Accounting**

The accounting system of the Supervisor of Elections is organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Santa Rosa County, Florida Supervisor of Elections**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - (Continued)**

**2. Fund Accounting - (Continued)**

The general fund of the Supervisor of Elections is used to account for all financial resources which are generated from operations of the office, appropriations from the Board, or any other resources not required to be accounted for in another fund.

This fund utilizes a modified accrual basis of accounting. The measurement focus is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources rather than upon net income determination).

**3. Basis of Accounting**

Basis of accounting refers to *when* revenues and expenditures are recognized in the accounts and reported in the financial statement. The basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become both measurable and available as net current assets. The Supervisor of Elections considers receivables collected within sixty days after year-end to be available and recognizes them as revenues of the current year. Expenditures are recognized when the related fund liability is incurred.

**4. Accounting for Capital Assets**

Capital assets (vehicles, equipment, and other tangible and certain intangible property costing at least \$1,000 with a useful life of more than one year) are recorded as expenditures in the fund level financial statements at the time of purchase. These assets are also capitalized at cost and accounted for in the County's government-wide financial statements.

**5. Compensated Absences**

Employees accumulate a limited amount of earned but unused sick and annual leave which will be paid upon separation from service. Unpaid compensated absences are recorded as a liability when the benefits are earned in the County's government-wide financial statements. For the governmental fund statements, expenditures are recognized when payments are made to employees.

**Santa Rosa County, Florida Supervisor of Elections**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE A - SUMMARY OF ACCOUNTING POLICIES - (Continued)**

**6. Events Occurring After Reporting Date**

The Supervisor of Elections has evaluated events and transactions that occurred between September 30, 2013 and March 8, 2014, which is the date that the financial statements were available to be issued, for possible recognition or disclosure in the financial statements.

**NOTE B - LONG-TERM LIABILITIES - COMPENSATED ABSENCES**

Disclosures required by Chapter 10.557(3)(h), Rules of the Auditor General State of Florida related to the liability for compensated absences are as follows:

Balance - October 1, 2012	\$ 36,137
Increases	32,840
Decreases	<u>(31,207)</u>
Balance - September 30, 2013	<u>\$ 37,770</u>

**NOTE C - PENSION AND RETIREMENT PLAN**

Substantially all full-time employees of the Supervisor of Elections are covered by the Florida Retirement System (FRS). The FRS was established in 1970 by Chapter 121, Florida Statutes and is administered by the Florida Department of Management Services, Division of Retirement. Changes to the FRS can be made only by an act of the Florida Legislature. Rules governing the operation and administration of the system may be found in Chapter 60S of the Florida Administrative Code. The FRS issues a financial report that includes financial statements and required supplementary information. The report may be obtained at [www.myfrs.com](http://www.myfrs.com) or by writing to FRS, 2639-C North Monroe Street, Tallahassee, Florida 32399.

The FRS offers two retirement plans – the FRS Pension Plan and the FRS Investment Plan. An employee may participate in only one of the plans. Both plans, effective July 1, 2011 are funded monthly by a combination of employer and employee contributions.

The FRS Pension Plan is a multiple employer cost sharing defined benefit plan which provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. For employees who were enrolled in the plan prior to July 1, 2011, normal retirement benefits are available at age 62 with 6 or more years of service, or to those employees who have at least 30 years of creditable service, regardless

**Santa Rosa County, Florida Supervisor of Elections**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE C - PENSION AND RETIREMENT PLAN - (Continued)**

of age. Early retirement is available after 6 years of service with a 5% reduction of benefits for each year prior to the normal retirement age. For employees enrolling in the plan for the first time on or after July 1, 2011, normal retirement benefits are available at age 65 with 8 or more years of service, or to those employees who have at least 33 years of creditable service, regardless of age. Early retirement is available after 8 years of service with a 5% reduction of benefits for each year prior to the normal retirement age. Retirement age and years of service requirements also vary depending on membership class. Retirement benefits are based upon age, average compensation and years-of-service credit where average compensation is computed as the average of the members highest 5 (if enrolled prior to July 1, 2011) or 8 (if enrolled on or after July 1, 2011) fiscal years of earnings.

The FRS Investment Plan is a defined contribution plan funded monthly by employer and employee contributions based on salary and membership class. Employer contributions vest after 1 year of service whereas employee contributions vest immediately. Members in the Investment Plan decide how their funds are allocated between various investment accounts and the vested funds are portable upon termination. The final retirement benefit is equal to the vested contributions plus investment earnings less expenses and losses allocated to the member's account. Members in the Investment Plan are not eligible for participation in the Deferred Retirement Option Program (DROP).

DROP is available for members of the FRS Pension Plan who are vested and elect to participate in DROP within 1 year after reaching normal retirement age. Under this program, a member effectively retires while continuing to be employed for up to 5 years. While in DROP, the member's deferred monthly retirement benefits accumulate, earning interest and cost-of-living increases. When the DROP period is over, the participant terminates covered employment and begins receiving their predetermined monthly retirement benefit, as well as the accrued DROP benefit. Disability retirees are not eligible to participate in DROP, and DROP participants do not qualify for disability retirement.

Prior to July 2011, the plans were noncontributory for employees with all contributions being the participating FRS employer's responsibility. Effective July 1, 2011, participating employees contribute 3% of their gross salaries each pay period to the plan. Participating employer contributions are based upon state-wide rates established by the State of Florida. Average contribution rates for the fiscal year ended September 30, 2013 were as follows: regular employees, 5.62%, special risk employees, 15.94%, elected officials, 15.93%, senior

**Santa Rosa County, Florida Supervisor of Elections**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE C - PENSION AND RETIREMENT PLAN - (Continued)**

management employees, 9.30%, and DROP participants, 7.29%. The Supervisor of Elections' contributions to the Pension Plan, funded on a pay-as-you-go basis, were equal to the actuarially determined contributions for each year. Contributions to the Investment Plan were equal to the legislatively-mandated contribution rates. Contributions to both plans totaled \$32,065, \$21,572, and \$38,860 for the years ended September 30, 2013, 2012, and 2011, respectively.

**NOTE D - OTHER POST-EMPLOYMENT BENEFIT (OPEB) PLAN**

The Supervisor of Elections participates in the health insurance plan offered to employees of the Board and other County Elected Officials (the Board plan). Additionally, retirees and eligible dependents have the option of continuing in the Board plan at the same group rate as for active employees. Although participating retirees are required to reimburse the Board for 100% of the premium cost, employees who retire with a minimum of 10 years of creditable service (8 years elected service) are eligible for a monthly health insurance subsidy based on the number of years of creditable service multiplied by \$3, and limited to the lesser of \$90 per month or the actual cost of the retiree's monthly health insurance premium.

Because the premium is a group rate which includes active lower cost employees, these retirees are receiving an "implicit subsidy". This implicit subsidy has a cost which is required to be disclosed in these financial statements. However, this annual cost, the accrued obligation, and other required disclosures have been calculated for the County as a whole, and not separately for the Supervisor of Elections. Accordingly, these calculations and disclosures can be found in the County-wide comprehensive annual financial report.

**NOTE E - RISK MANAGEMENT**

The Supervisor of Elections 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 natural disasters. The Board uses a Self-Insurance Fund (an internal service fund) to account for and finance its uninsured risks of loss. Under this program the County is self-insured with respect to the following exposures:

- Workers Compensation
- Auto Physical Damage
- Auto Liability
- Construction and Road Equipment
- Portable Communication Equipment

**Santa Rosa County, Florida Supervisor of Elections**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2013**

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**NOTE E - RISK MANAGEMENT – (Continued)**

The County is covered by outside insurance for the following exposures:

- Buildings and contents, \$5,000 deductible
- Boats
- Employee Fidelity
- General Liability, \$25,000 deductible
- Public Officials' Liability, \$25,000 deductible

Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. There have been no significant reductions in insurance coverage from coverage in the prior year. The County is a member of the Florida Association of Counties Trust, a pooled liability program providing general liability coverage and public officials' liability coverage. The Supervisor of Elections participates in the program and makes payments to the Self-Insurance Fund based on historical estimates of the amounts needed to pay prior and current year claims and to establish a reserve for catastrophic losses.

**REQUIRED SUPPLEMENTARY INFORMATION**

**Santa Rosa County, Florida Supervisor of Elections  
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL  
GENERAL FUND**

**For the year ended September 30, 2013**

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>				
Grant revenues	\$ --	\$ 29,573	\$ 26,050	\$ (3,523)
Miscellaneous revenues	--	--	523	523
Total revenues	--	29,573	26,573	(3,000)
<b>EXPENDITURES</b>				
Current				
General government				
Personal services	481,640	497,350	497,922	(572)
Operating	332,825	409,124	301,604	107,520
Capital outlay	--	12,000	12,000	--
Total expenditures	814,465	918,474	811,526	106,948
Excess (deficiency) of revenues over expenditures	(814,465)	(888,901)	(784,953)	103,948
<b>OTHER FINANCING SOURCES</b>				
Board of County Commissioners appropriation	814,465	888,901	784,953	(103,948)
<b>Net change in fund balance</b>	--	--	--	--
<b>FUND BALANCE, BEGINNING OF YEAR</b>	--	--	--	--
<b>FUND BALANCE, END OF YEAR</b>	\$ --	\$ --	\$ --	\$ --

**Santa Rosa County, Florida Supervisor of Elections**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**September 30, 2013**

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**Budgets and Budgetary Accounting**

The Supervisor of Elections operates under budget procedures pursuant to Florida Statutes. The Supervisor of Elections' budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America. Budget appropriations lapse at the end of the year, and are not carried over to the following year. The legal level of budgetary control is at the fund level.

**INDEPENDENT AUDITORS' 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**

Honorable Tappie Villane  
Supervisor of Elections (January 8, 2013 – September 30, 2013)

Honorable Ann Bodenstein  
Supervisor of Elections (October 1, 2012 - January 7, 2013)

Santa Rosa County, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the special-purpose financial statements (hereinafter referred to as “financial statements”) of the general fund of the Office of the Supervisor of Elections of Santa Rosa County, Florida (hereinafter referred to as “Supervisor of Elections”), as of and for the year ended September 30, 2013, and the related notes to the financial statements, and have issued our report thereon dated March 8, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Supervisor of Elections’ 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 Supervisor of Elections’ internal control. Accordingly, we do not express an opinion on the effectiveness of the Supervisor of Elections’ 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.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Supervisor of Elections' financial statements are free of 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.

*Warren Averett, LLC*

March 8, 2014  
Pensacola, Florida



## MANAGEMENT LETTER

Honorable Tappie Villane  
Supervisor of Elections (January 8, 2013 – September 30, 2013)

Honorable Ann Bodenstein  
Supervisor of Elections (October 1, 2012 - January 7, 2013)

Santa Rosa County, Florida

We have audited the special-purpose financial statements (hereinafter referred to as “financial statements”) of the general fund of the Office of the Supervisor of Elections of Santa Rosa County, Florida (hereinafter referred to as “Supervisor of Elections”), as of and for the year ended September 30, 2013, and the related notes to the financial statements, and have issued our report thereon dated March 8, 2014.

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. We have also issued our 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*. Disclosures in that report, which is dated March 8, 2014, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditors’ reports:

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. Management has taken adequate corrective action related to finding 2012-1 as originally presented in the preceding annual financial audit.

Section 10.554 (1) (i) 2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Supervisor of Elections complied with Section 218.415, Florida Statutes.

Section 10.554 (1) (i) 3., 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.

Section 10.554 (1) (i) 4., 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.

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

*Warren Averett, LLC*

March 8, 2014  
Pensacola, Florida

**Santa Rosa County, Florida Supervisor of Elections  
MANAGEMENT'S RESPONSE TO MANAGEMENT LETTER  
For the year ended September 30, 2013**

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There are no comments which require management's written response.