

**SANTA ROSA COUNTY, FLORIDA SUPERVISOR OF ELECTIONS**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2002**

**SANTA ROSA COUNTY, FLORIDA SUPERVISOR OF ELECTIONS**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2002**

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## INDEPENDENT AUDITOR'S REPORT

Honorable Doug Wilkes  
Supervisor of Elections  
Santa Rosa County, Florida

We have audited the accompanying special purpose financial statements 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, 2002, as listed in the table of contents. These special purpose financial statements are the responsibility of the Supervisor of Elections' management. Our responsibility is to express an opinion on these special purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *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 special purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the special purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall special purpose financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

The accompanying special purpose financial statements were prepared for the purpose of complying with state reporting requirements as described in Note A, and are intended to present the financial position and results of operations of only that portion of the financial reporting entity of Santa Rosa County, Florida that is attributable to the transactions of the Supervisor of Elections of Santa Rosa County, Florida.

In our opinion, the special purpose financial statements referred to above present fairly, in all material respects, the financial position of the Supervisor of Elections as of September 30, 2002p, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 12, 2002 on our consideration of the Supervisor of Elections' internal control over

financial reporting and on our tests of its compliance with provisions of laws and regulations. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

*O'Sullivan Creel, LLP*

December 12, 2002

**Santa Rosa County, Florida Supervisor of Elections  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 September 30, 2002**

	Governmental Fund Type	Account Group	Totals (Memorandum Only)
	General Fund	General Long-Term Debt	
<b>ASSETS AND OTHER DEBITS</b>			
Due from Board of County Commissioners	\$ 57,278	\$ --	\$ 57,278
Amount to be provided for accumulated leave	--	31,764	31,764
Total assets	<u>\$ 57,278</u>	<u>\$ 31,764</u>	<u>\$ 89,042</u>
<b>LIABILITIES AND FUND BALANCE</b>			
Accounts payable	\$ 39,924	\$ --	\$ 39,924
Accrued expenses	17,354	--	17,354
Annual and sick leave	--	31,764	31,764
Total liabilities	<u>57,278</u>	<u>31,764</u>	<u>89,042</u>
Fund balance	--	--	--
Total liabilities and fund balance	<u>\$ 57,278</u>	<u>\$ 31,764</u>	<u>\$ 89,042</u>

*The accompanying notes are an integral part of this financial statement.*

**Santa Rosa County, Florida Supervisor of Elections  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL  
GENERAL FUND**

**For the year ended September 30, 2002**

	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>			
Miscellaneous	\$ --	\$ 7,399	\$ 7,399
Total revenues	<u>--</u>	<u>7,399</u>	<u>7,399</u>
<b>EXPENDITURES</b>			
Current			
General government			
Personal services	444,805	413,732	31,073
Operating	335,842	289,553	46,289
Capital outlay	30,190	29,876	314
Total expenditures	<u>810,837</u>	<u>733,161</u>	<u>77,676</u>
Excess (deficiency) of revenues over expenditures	(810,837)	(725,762)	85,075
<b>OTHER FINANCING SOURCES (USES)</b>			
BOCC appropriation	810,837	725,762	(85,075)
Total other financing sources (uses)	<u>810,837</u>	<u>725,762</u>	<u>(85,075)</u>
<b>Excess (deficiency) of revenues over expenditures and other financing sources (uses)</b>	--	--	--
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<u>--</u>	<u>--</u>	<u>--</u>
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>

*The accompanying notes are an integral part of this financial statement.*

**Santa Rosa County, Florida Supervisor of Elections**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2002**

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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 statement follows.

**1. Principles Used in Determining the Scope of Entity for Financial Reporting Purposes**

Entity status for financial reporting purposes is governed by Statement No. 14 of the Governmental Accounting Standards Board (GASB). Although the Supervisor of Elections Office is operationally autonomous from the Board, it does not hold sufficient corporate powers of its own to be considered a legally separate entity for financial reporting purposes. Therefore, per GASB Statement No. 14, the Supervisor of Elections is reported as a part of the primary government of Santa Rosa County, Florida. These financial statements include only activity of the Office of the Supervisor of Elections of Santa Rosa County, Florida, and do not purport to reflect the financial position or the results of operations of Santa Rosa County, Florida taken as a whole. These financial statements of the Supervisor of Elections are presented 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.

The Supervisor of Elections, as established by Article VIII of the Constitution of the State of Florida, is an elected official of the County. 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 his Office.

**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.

The following is a description of the fund and account group utilized by the Office of the Supervisor of Elections.

**Santa Rosa County, Florida Supervisor of Elections**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2002**

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

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

**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).

**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 of County Commissioners, or any other resources not required to be accounted for in another fund.

**Account Group**

**General Long-Term Debt Account Group** is used to establish accountability for the Supervisor of Elections' long-term debt. This account group reflects all long-term obligations of the Supervisor of Elections.

**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. Expenditures are recognized when the related fund liability is incurred.

**4. Accounting for Fixed Assets**

Fixed assets are recorded as expenditures at the time of purchase. These assets are capitalized at cost and accounted for in the Board of County Commissioners' general fixed assets account group. The Supervisor of Elections does not engage in the acquisition of public domain (infrastructure) assets.

**Santa Rosa County, Florida Supervisor of Elections**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2002**

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

**5. Budgets and Budgetary Accounting**

The Office of the Supervisor of Elections operates under budget procedures pursuant to Section 195.087, 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.

**6. Encumbrances**

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditures of monies are recorded in order to reserve that portion of the applicable appropriation, is not used.

**7. Accumulated Unpaid Leave**

The Supervisor of Elections does not accrue a liability for sick leave, annual leave or compensatory time in the general fund as payments on this liability will not be made with expendable available financial resources. At September 30, 2002, the liability for accumulated sick leave, annual leave and compensatory time was \$10,512, \$18,640, and \$2,612 respectively. These amounts are recorded in the general long-term debt account group of the Supervisor of Elections.

**NOTE B - GENERAL LONG-TERM DEBT**

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

Accumulated Unpaid Leave

Balance - October 1, 2001	\$ 30,984
Net change	<u>780</u>
Balance - September 30, 2002	<u>\$ 31,764</u>

**Santa Rosa County, Florida Supervisor of Elections**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2002**

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**NOTE C - RETIREMENT PLAN**

**Participation** - Employees of the Supervisor of Election's Office 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.

**Contributions** - Chapter 121 requires the employer to pay all contributions (employee noncontributory) based upon state-wide rates established by the State of Florida. During 2002, the Supervisor of Election's Office contributed an average of 6.92% of each qualified regular employee's gross salary and 14.32% of the elected official's salary. The contributions, funded on a pay-as-you-go basis, were equal to the actuarially determined contribution requirements for each year and totaled \$24,746, \$26,992, and \$28,564 for the years ended September 30, 2002, 2001, and 2000, respectively.

**Benefit Provisions** - The FRS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The FRS provides for vesting of benefits after 6 years of creditable service. Normal retirement benefits are available to employees who retire at or after age 62 with 10 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 10 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 highest years of earnings.

**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.

**Santa Rosa County, Florida Supervisor of Elections**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2002**

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**NOTE D - 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 of County Commissioners 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

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

- Portable Communication Equipment
- Boats
- Employee Fidelity
- General Liability, \$100,000 deductible
- Public Officials' Liability, \$100,000 deductible

Conventional insurance remains in effect for buildings and their contents. 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.

**NOTE E - CANDIDATE QUALIFYING FEES**

Every other year, the Supervisor of Elections' office, serving in a custodial capacity, collects candidate qualifying fees in accordance with Florida Statutes. The fees collected are disbursed pursuant to applicable Florida Statutes to the appropriate state party and to the Division of Elections. Qualifying fees in the amount of \$3,842 were collected during the year ended September 30, 2002.

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

Honorable Doug Wilkes  
Supervisor of Elections  
Santa Rosa County, Florida

We have audited the special purpose financial statements 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, 2002, and have issued our unqualified report thereon dated December 12, 2002. 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.

Compliance

As part of obtaining reasonable assurance whether the Supervisor of Election's special purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Supervisor of Elections' internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their

assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the Supervisor of Elections, management, and appropriate governmental agencies and should not be used by anyone other than these specified parties.

*O'Sullivan Creel, LLP*

December 12, 2002

## MANAGEMENT LETTER

Honorable Doug Wilkes  
Supervisor of Elections  
Santa Rosa County, Florida

We have audited the special purpose financial statements 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, 2002, and have issued our unqualified report thereon dated December 12, 2002.

We also issued our Independent Auditor’s Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, dated December 12, 2002. Disclosures in that report, if any, should be considered in conjunction with this management letter.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. 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.

The Rules of the Auditor General (Section 10.554 (1) (g) 1.a.) require that we comment as to whether or not inaccuracies, shortages, defalcations, fraud, and violations of laws, rules, regulations, and contractual provisions reported in the preceding annual financial report have been corrected. There were no such matters disclosed in the preceding annual financial report.

The Rules of the Auditor General (Section 10.554 (1) (g) 1.b.) require that we comment as to whether or not recommendations made in the preceding annual financial audit report have been implemented. There were no such matters reported in the preceding annual financial report.

The Rules of the Auditor General (Section 10.554(1) (g) 2.) require that we comment as to whether or not the local government entity complied with Section 218.415, Florida Statutes, regarding the investment of public funds. We determined the Supervisor of Elections is in compliance.

The Rules of Auditor General (Sections 10.554 (1) (g) 3., 4.) require disclosure in the management letter of the following matters if not already addressed in the auditor's report on the internal control structure and compliance: recommendations to improve financial management, accounting procedures and internal controls; violations of laws, rules, regulations, and contractual provisions that have occurred, or are likely to have occurred, and were discovered within the scope of the audit; illegal or improper expenditures discovered within the scope of the audit that may or may not materially affect the financial statements; improper or inadequate accounting procedures; failures to properly record financial transactions; and other inaccuracies, shortages, defalcations, and instances of fraud discovered by, or that come to the attention of, the auditor. Our audit disclosed no such matters requiring disclosure.

This management letter is intended solely for the information and use of the Supervisor of Elections, management, and appropriate governmental agencies and should not be used by anyone other than these specified parties.

*O'Sullivan Cuel, LLP*

December 12, 2002

**Santa Rosa County, Florida Supervisor of Elections  
RESPONSE TO MANAGEMENT LETTER  
For the year ended September 30, 2002**

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