# TOWN OF LOXAHATCHEE GROVES

TOWN HALL COUNCIL CHAMBERS

## FINANCE AUDIT AND ADVISORY COMMITTEE

## MARCH 14, 6:15 - 8:00 P.M.

**Bruce Cunningham**

**Anita Kane, Chair** | **Tracy Raflowitz**

**Janet Eick** | **Cassie Suchy, Vice Chair**

### Administration

Town Manager, Francine L. Ramaglia

Town Clerk, Lakisha Q. Burch

Project Coordinator, Jeffrey Kurtz

**Civility:** Being "civil" is not a restraint on the First Amendment right to speak out, but it is more than just being polite. Civility is stating your opinions and beliefs, without degrading someone else in the process. Civility requires a person to respect other people's opinions and beliefs even if he or she strongly disagrees. It is finding a common ground for dialogue with others. It is being patient, graceful, and having a strong character. That is why we say "Character Counts" in the Town of Loxahatchee. Civility is practiced at all Town meetings.

**Special Needs:** In accordance with the provisions of the American with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall within three business days prior to any proceeding, contact the Town Clerk's Office, 155 F Road, Loxahatchee Groves, Florida, (561) 793-2418.

**Quasi-Judicial Hearings:** Some of the matters on the agenda may be "quasi-judicial" in nature. Town Council Members are required to disclose all ex-parte communications regarding these items and are subject to voir dire (a preliminary examination of a witness or a juror by a judge or council) by any affected party regarding those communications. All witnesses testifying will be "sworn" prior to their testimony. However, the public is permitted to comment, without being sworn. Unsworn comment will be given its appropriate weight by the Town Council.

**Appeal of Decision:** If a person decides to appeal any decision made by the Town Council with respect to any matter considered at this meeting, he or she will need a record of the proceeding, and for that purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes any testimony and evidence upon which the appeal will be based.

**Consent Calendar:** Those matters included under the Consent Calendar are typically self-explanatory, non-controversial, and are not expected to require review or discussion. All items will be enacted by a single motion. If discussion on an item is desired, any Town Council Member, without a motion, may "pull" or remove the item to be considered separately. If any item is quasi-judicial, it may be removed from the Consent Calendar to be heard separately, by a Town Council Member, or by any member of the public desiring it to be heard, without a motion.

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF THE AGENDA**

**COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

**REGULAR AGENDA**

1. Review of Town's Cyber Security Policy and Procedures.
2. Fiscal Year 2023 1st Quarter Financial Reports: Balance Sheets, and Budget to Actual Revenue and Expenditures.
3. Review of the 2021 draft audit statements.
4. Discussion concerning FAAC member's utilization of Blackbaud (the Town's accounting software).

**COMMENTS FROM COMMITTEE MEMBERS**

**ADJOURNMENT**

155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 1**

**TO:** **Finance Audit and Advisory Committee**

**FROM:** **Francine Ramaglia, Town Manager**

**DATE:** **March 14, 2023**

**SUBJECT:** **Cyber Security Policy Update**

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## Background:

Attached is a copy of the Town's Cyber Security Policy. The Town's IT providers will make a brief presentation at the February 21, 2023, Town Council Meeting on the status of the Town's Implementation of the Policy

## Recommendation:

Review and File.

**Town of Loxahatchee Groves Information Technology Policy and Procedures**

**Effective: December 5 , 2022**

**Authorized:** Francine Ramaglia

**Town Manager**

This policy and procedural manual (PPM) is intended to provide basic orientation information for the operational activities of the Town of Loxahatchee Groves, Florida. It is not intended to be a detailed guide describing each aspect of the internal specific procedures. However, this manual is intended to provide sufficient procedural detail to enable Town departments, other governmental entities, and the contractor/ vendor community to:

a. be fully aware of, and comply with, Town Information Technology policies, and
b. effectively participate in the Town's Information Technology program.

This document applies to all Town of Loxahatchee Groves users regardless of the user's location (e.g., in an office, at a customer site, on an airplane, at an Information User's residence, at a shared location, etc.); this term includes all Town employees, and contractors/vendors that require access to Town information resources, authorized previously by the Town Manager's Office.

Continuous Improvement: The content of this document is subject to regular review based on input from Town of Loxahatchee Groves staff.

**Definitions**

**Information Resources:** Electronic and non-electronic resources owned by the Town, including but not limited to: documentation (designs, research material, reports, specifications, contracts); electronic media (computer software, computer tapes, computer disks, computer printouts); business operations (inventions, methods, processes, work products, customer lists); business development (municipality information, operating plans, cost and financial data); and system resources (phone systems, organization-issued cellular phones, hardware, networking resources, operating systems).

**Data:** Information stored on hardware and accessed by using software.

**Software:** Programs and routines written in a symbolic language that control the functioning of the hardware.

**Hardware:** The physical, touchable, and material parts of a computer.

**Third Parties:** Vendors and business partners of the Town, bound by underpinning agreements or contracts with the Town.

**Third Party Personnel:** Representatives of vendors and business partners of the Town.

**Remote Access:** Any communication to the Town of Loxahatchee Groves systems and applications from an external (remote) location or facility through a data link.

**<u>Information Security Policies</u> PROHIBITED**

**ACTIVITIES**

Town of Loxahatchee Groves information must be used only for the business purposes expressly authorized by management. The following list of activities are a minimum subset of prohibited activities.

Town of Loxahatchee Groves expressly prohibits Town staff from:

Uploading, downloading, printing, transmitting, and viewing any information (image, sound, program, or document) that could be deemed offensive, derogatory, harassing, based on:

- Race,
- Gender,
- National Origin,
- Sexual Orientation,
- Religion,
- Political Belief,
- Disability,
- Age.

Uploading, downloading, printing, transmitting, and viewing any information (document, image, sound, or program) containing the following without Town and/or the author's authorization:

- Trade Secrets,
- Copyrighted Materials,
- Trademark Materials,
- Patented Materials,
- Other Confidential, Private or Proprietary Information or Materials, including all non-public Client material.

Using Town computers to:

- Forge (or attempt to forge) electronic mail messages,
- Obtain unauthorized access or conduct tampering of the electronic mail of others,
- Send harassing, obscene and/or other threatening e-mail to others,
- Send unsolicited junk mail, "for-profit" messages, or chain letter messages,
- Gain unauthorized access to any computer system, including remote computers or other systems in any way,
- Damage, alter, or disrupt any computer system, including remote computers or other systems in any way,
- Participate in illegal activities,
- Decrypt system or user passwords from any computer system, including remote computers or other systems in any way,
- Copy system files from any computer system, including remote computers or other systems in any way,
- Copy copyrighted materials, such as third-party software, without the expressed written permission of the owner or the proper license,
- Intentionally attempt to "crash" Network systems or programs,

- Attempt to secure a higher level of privilege on the Network,
- Willfully introduce computer programs into the organization Network or into external Networks,
- Willfully introduce computer viruses into the organization Network or into external Networks.
- Solicit business, sell products, or otherwise engage in commercial activities other than those required by their job responsibilities.
- Use anyone's code or password without authorization,
- Allow system access to non-Town personnel without supervisor's and Information Technology's permission,
- Jeopardize or breach the security of the Town computer systems in any way,
- Excessively use internet for non-Town related matters,
- Tamper with any of Town computer systems in any way.

## INFORMATION SECURITY

### INFORMATION OWNERSHIP

All information, data and documentation gathered by, generated by, or provided by Town staff, in the course of their employment and/or utilizing organization owned assets for the Town's business purposes, are the property of the Town.

The Town of Loxahatchee Groves has legal ownership of, or rights to, the contents of all files, information, and messages stored or transmitted on its computer and network systems, and reserves the right to examine all data stored in or transmitted by its computer and communications systems, without prior notice, whenever there is a business need which includes, but is not limited to, any investigation of unauthorized or inappropriate use of the systems or other investigation conducted with a business purpose. There should be no expectation of privacy associated with the information stored in or sent through Town systems.

The use of encryption, the labeling of an email or document as private, the deletion of an email or document, or any other such process or action, shall not diminish the organization's rights to examine and review such information in any manner, as stated above. Unauthorized use of passwords/encryption to prevent Town management from gaining access to a computer related resource is prohibited.

### INFORMATION SECURITY INCIDENT REPORTING

Town staff must immediately report all suspected information security problems, vulnerabilities, unauthorized activity, and incidents to either their immediate manager or to the Town Manager's Office. All suspected information security incidents must be reported as quickly as possible to Town management.

## ACCESS CONTROL AND AUTHENTICATION MECHANISMS ACCESS

### PHILOSOPHY

Access to Town information must be granted only when a legitimate business need has been demonstrated and access has been approved in advance by the Town staff's authorized supervisor. Network and/or system privileges of all users must be restricted based on the need for access.

### DEFAULT FACILITIES

Town staff that require access to network services will be granted basic information systems services such as electronic mail and word processing facilities. All other system capabilities and access to specific applications must be specifically requested and approved by the supervising manager. The existence of certain access privileges does not, in and of itself, mean that an individual is authorized to use these privileges. If Town staff have any questions about access control privileges, they must direct these questions to the Town Manager's Office.

### DEPARTURES FROM THE TOWN OF LOXAHATCHEE GROVES

Any change in the employment status of Town staff must be immediately reported by management to the Town Manager's Office. When a Town staff member leaves the organization, all system privileges and access to Town information must cease immediately. Departed Town staff must not be permitted to continue to maintain an electronic mail account with the Town, unless specifically authorized by the Town Manager. All Town information disclosed to Town staff must be returned or destroyed. All work done by Town staff for the Town of Loxahatchee Groves is Town property and will remain with the Town when Town staff depart.

### UNIQUE USER IDs

Each Town staff will be assigned a unique user ID. All user IDs on Town networks/applications must be constructed according to the Town user ID construction standard and must clearly indicate the responsible individual's name. This user ID follows an individual as they move through the organization. It must be permanently decommissioned when a user leaves the Town. Re-use of user IDs is not permitted, with the exception of re-hiring.

Users are responsible for all activity that takes place with their user ID and password or other authentication mechanisms. User IDs are linked to specific people, and are not associated with computer terminals, departments, or job titles. With the exception of internet pages, intranet pages, and other places where anonymous interaction is both generally understood and expected, anonymous and guest user IDs are not permitted unless approved in advance by the Town Manager's Office.

The system privileges granted to every employee must be reevaluated by the user's manager every 12 months to determine whether currently enabled system privileges are needed to perform the user's current job duties.

The access for contractors and temporary workers will be set to expire after three months by default. The privileges of these Town staff must be immediately revoked by the Town Manager's Office when the project is complete, or when the contractor or temporary worker stops working with the Town. The relevant project manager must review the need for the continuing privileges of contractors and temporary workers every three months.

**PASSWORD**

- Every workstation must have a password-protected screen saver.
- Every user is held accountable of his / her activity when using a Town workstation or when connected to the Town network.
- Every user must keep his / her password confidential; it is forbidden to share user credentials to other users. All IT activity is traced by the Town Manager's Office.
- If a user detects his/ her credentials have been compromised, the user must immediately change his/ her password, and proceed to notify the Town Manager's Office of this event.
- User passwords must comply to the requirements below:

    a. Password minimum length: eight (8) characters.

    b. Password usage: must not be identical to the previous ten (10) passwords.

    c. Password validity: Ninety (90) days

    d. Password components restrictions: Password must contain at a minimum three of the following four items: alphanumeric characters (A-Z) upper case and/or lowercase, numeric characters (0-9), non-alphanumeric characters (symbols) ~!@#$%A&*()_-+='O\{}I:;'"'<,>.?/

**<u>OPERATIONS MANAGEMENT</u> COMPUTER**

**VIRUSES**

All computers, servers, or network devices susceptible to computer virus infestation will be protected by corporate anti-virus programs. Virus screening software will be installed and enabled with real-time functionality on all Town local area network servers, and networked personal computers and will be configured to be automatically update virus definitions.

Any user who suspects infection by a virus must immediately shut-down the involved computer, disconnect from all networks, contact the Town Manager's Office, and make no attempt to eradicate the virus.

Users must not download software on any computer system property of the Town. Users must not install software on their workstation computers, network servers, or other machines without receiving advanced authorization to do so from the Town Manager's Office. Users will exercise extreme caution in downloading and executing any files attached to email.

**CRITICAL DATA LOCATION**

Town users must not store confidential or critical business information on workstation hard disk drives. This type of information must reside on security protected server shares.

**SYSTEM LOGON BANNER**

Logon screens for computers and/or network devices must include a special notice that must state that the system may only be accessed by authorized users, users who logons represent that they are authorized to do so, unauthorized system usage or abuse is subject to criminal prosecution, system usage will be monitored and logged, and by logging into the subject Computer and the Town of Loxahatchee Groves network, the user has read, understands, and will comply with the Town of Loxahatchee Groves Information Technology Policies and Procedure Manual.

**AUDIT LOGS**

All production application systems that handle critical Town information must generate logs that capture user-initiated logon attempts (successful or failed), addition, modification, and deletion transactions, user session activity including user IDs, logon date and time, logoff date and time, changes to the privileges of users, and system start-ups and shut-downs if the subject application system is able to produce such audit logs.

**DATA BACKUPS**

All critical business information and critical software resident on Town server systems must be periodically backed-up for recovery purposes. The rotation, recycling of the media used for backups, and the storage location used will be defined by the Town Manger's Office, as per the business requirements.

**DISASTER RECOVERY PLAN**

The Town Manager's Office will assist in the preparation, periodical update, and testing of a disaster recovery plan that will permit all critical computer and communication systems to be available in the event of a major loss such as may be caused by the event of nature or a catastrophe.

**SECURITY INCIDENT RESPONSE POLICY PURPOSE**

This document describes the Town of Loxahatchee Groves's overall plan for preparing and responding to both physical and electronic information security incidents. It defines the roles and responsibilities of participants, characterization of incidents, relationships to other policies and procedures, and reporting requirements. The goal of this Security Incident Response Plan is to prepare for, detect, and respond to security incidents. It provides a framework by which the Incident Response Team (IRT) shall determine the scope and risk of an incident, respond appropriately to that incident, communicate the results and risks to all stakeholders, and reduce the likelihood of an incident from occurring or reoccurring.

**SCOPE**

This plan applies to all physical locations, information systems, all Criminal Justice Information (CJI) data, Protected Health Information (PHI) data, Cardholder data, Personally Identifiable Information, any other sensitive data type stored by the Town, networks of the Town of Loxahatchee Groves, and any person or device that gains access to these systems or data.

**MAINTAINING CURRENCY**

It is the responsibility of the Town Manager's Office to maintain and revise this policy to ensure that it is always in a ready state.

**DEFINITIONS**

Event: An exception to the normal operation of infrastructure, systems, or services. Not all events become incidents.

Incident: An event that, as assessed by the staff, violates the policies of the Town of Loxahatchee Groves as related to Information Security, Physical Security, or Acceptable Use; other Town of Loxahatchee Groves policies, standards, or code of conduct; or threatens the confidentiality, integrity, or availability of information systems or CJI event.

Incidents will be categorized according to their potential for the exposure of protected data or the criticality of the resource, using a four (4) level system of:

0- Low

1- Medium

2- High

3- Critical

Incidents can include, but are not limited to:

- Malware/viruses
- Ransomware
- Phishing
- Unauthorized electronic access
- Account compromise
- Breach of information
- Unusual, unexplained, or repeated loss of connectivity
- Unauthorized physical access
- Loss or destruction of physical files, etc.
- Denial of Service

**Criminal Justice Information (CJI):** As defined in the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy and by the Florida Department of Law Enforcement.

**Protected Health Information (PHI):** The HIPAA Privacy Rule that provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.

**Cardholder Data:** As defined by the PCI Security Standards Council (PCI SSC), the body that administers the PCI DSS, defines cardholder data as "At a minimum, cardholder data consists of the full PAN. Cardholder data may also appear in the form of the full PAN plus any of the following: cardholder name, expiration date and/or service code [found on the magnetic stripe]. Sensitive Authentication Data are additional data elements that may be transmitted or processed (but not stored) as part of a payment transaction."

**EVIDENCE PRESERVATION**

The goal of any incident response is to reduce and contain the impact of an incident and ensure that information security related assets are returned to service in the timeliest manner possible. The need for a rapid response is balanced by the need to collect and preserve evidence in a manner consistent with state and federal laws, and to abide by legal and administrative requirements for documentation and chain-of-custody.

**INCIDENT RESPONSE**

In accordance with the FBI CJIS Security Policy, based off the National Institute of Standards and Technology (NIST) Special Publication 800-61 rev. 2, the Incident Response Life Cycle consists of a series of phases-distinct sets of activities that will assist in the handling of a security incident, from start to finish.

**PREPARATION**

Preparation includes those activities that enable the Town of Loxahatchee Groves to respond to an incident. These include a variety of policies, procedures, tools, as well as governance and communications plans.

The Town of Loxahatchee Groves utilizes several mechanisms to prevent, and prepare to respond to, an incident.

- Security Awareness Training: The Town of Loxahatchee Groves requires regular security awareness training provided through KnowBe4. This training covers additional ongoing threats to systems such as malware, phishing, social engineering, ransomware, and other threats as they become known. This training also performs regular phishing campaigns to evaluate the Town's security posture for this attack vector. All personnel with access to CJI data are required to take FBI CJIS Security Policy- compliant Security Awareness Training. This training must be updated at a minimum of every two years.

- Malware/Antivirus/Spyware Protections: All information system terminals, as well as key information flow points on the network, are protected by continuous defense against malware/antivirus/spyware and other known malicious attacks. These defense mechanisms are kept up to date without the need for end user intervention, and end users are restricted from accessing, modifying, disabling, or making other changes to the defense mechanisms.

- Firewalls: Multiple firewalls are in place within the network to provide the necessary depth of defense. The Town Manager's Office keeps all firewalls up to date with the latest security patches and other relevant upgrades, as well as maintains an active backup of the latest security configuration.

- Personnel Security Measures: All Town staff with access to CJI or those areas in which CJI is accessed, stored, modified, transmitted, or maintained have been cleared to the required Personnel Security standards set forth in FBI CJIS Security Policy section 5.12.1 and FDLE requirements.

- Physical Security Measures: All locations within the Town of Loxahatchee Groves that house CJI or CJI-related information systems are secured to the required criteria set forth in FBI CJIS Security Policy section 5.9. Access to these secured areas and information systems is a need-to-know/need-to-share basis, requires agency authorized credentials for access, and is under the direct control and management of the Town of Loxahatchee Groves.

- Event Logs: Event logging is maintained at all applicable levels, capturing all the required events and content specified for CJI through FBI CJIS Security Policy sections 5.4.1.1 and 5.4.1.1.1, retained for the specified period, and reviewed weekly.

- Patching/Updating: Systems shall be patched and updated as new security patches and hot fixes are released. Any software or hardware product that reaches the end of the manufacturers service and support life for patching will be deemed out-of-compliance and replaced.

**STAFFING**

The Town of Loxahatchee Groves will strive to maintain adequate staff levels and third-party support to investigate each incident to completion and communicate its status to other parties while it continues to monitor the tools that detect new events.

**TRAINING**

No incident response capability can be effectively maintained over time without proper and ongoing training. The continuous improvement of incident handling processes implies that those processes are periodically reviewed, tested, and translated into recommendations for enhancements. All pertinent Town staff will be trained on a periodic basis in security awareness, procedures for reporting and handling incidents to ensure a consistent and appropriate response to an incident, and that post- incident findings are incorporated into policy and procedure.

**DETECTION AND ANALYSIS**

**DETECTION**

Detection is the discovery of an event with security tools or through notification by an inside or outside party about a suspected incident. The detection of an incident requires the immediate activation of the IRT as listed in Appendix A. The determination of a security incident can arise from one or several circumstances simultaneously.

Means by which detection can occur include:

- Trained personnel reviewing collected event data for evidence of compromise.
- Software applications analyzing events, trends, and patterns of behavior.
- Intrusion Protection/Intrusion Detection devices alerting to unusual network or port traffic.
- The observation of suspicious or anomalous activity within a Town of Loxahatchee Groves facility or on a computer system.

It is critical in this phase:

- To detect whether a security incident has occurred.
- To determine the method of attack.
- To determine the impact of the incident to the mission, systems, and personnel involved in the incident.
- To obtain or create intelligence products regarding attack modes and methods.

**ANALYSIS**

Analysis of the incident indicators will be performed in a manner consistent with the type of incident. In the event of a physical incident, appropriate steps will be taken to determine weaknesses in either the physical security of the facility, its monitoring tools, or its training programs to assess areas for process improvement or change. For an electronic incident, the Town will utilize the Town Manager's Office, its tools, vendors, and contractors to perform static and dynamic analysis of malicious code within their capability, a review of information system boundary protections, determination of source code if applicable, the depth and breadth of the attack, if the attack has migrated to other systems on or off the network, and any other tasks appropriate to the type of incident experienced. These analyses can be performed either manually or by utilizing automated tools dependent upon the situation, timeliness, and availability of resources.

**INCIDENT CATEGORIES**

An incident will be categorized as one of four severity levels. These severity levels are based on the impact to The Town of Loxahatchee Groves and can be expressed in terms of financial impact, impact to services and/or performance of our mission functions, impact to the Town's image, or impact to trust by the Town's customers and citizens, etc. The below table provides a listing of the severity levels and a definition of each severity level.

| Severity Level | Description |
|---|---|
| 0-Low | Incident where the impact is minimal. Examples may be e-mail SPAM, isolated virus infections, etc. |
| 1- Medium | Incident where the impact is significant. Examples may be a delayed or limited ability to provide services, meet the Town's mission, delayed delivery of critical electronic mail or data transfers, etc. |
| 2-High | Incident where the impact is severe. Examples may be a disruption to the services and/or performance of our mission functions. The Town's proprietary or |

| | | |
|---|---|---|
| | | confidential information has been compromised, a virus or worm has become widespread and is affecting over 1 percent of employees, Public Safety systems are unavailable, or the Town's Executive management has been notified. |
| 3- | Critical | Incident where the impact is catastrophic. Examples may be ransomware, denial of service or a shutdown of all the Town's network services due to natural or manmade causes. The Town's proprietary or confidential information has been compromised and published in/on a public venue or site. Public safety systems are unavailable. Executive management must make a public statement. |

**INCIDENT REPORTING**

If an incident involves or is suspected of involving Criminal Justice Information, the Information Security Officer (ISO) will be contacted and provided a CJIS-016 "Information Security Officer (ISO) Security Incident Report" and should work with the Town's agency representatives for CJI compliance.

**CONTAINMENT, ERADICATION, AND RECOVERY**

**CONTAINMENT**

The Town Manager's Office is responsible for containment and will document all containment activities during an incident.

Containment activities for security incidents involve decision-making and the application of strategies to help control attacks and damage, cease attack activities, or reduce the impact or damage caused by the incident. This requires intelligence gathered by the detection and analysis phases of the incident - identification of affected hosts, identification of attacking hosts or attackers, identification of malware and its capabilities, and identification and monitoring of attacker communication channels. In most cases, it is important to introduce containment solutions all at once, as attackers may escalate their attack activity if deployment of the strategy is delayed.

**ERADICATION**

The Town Manager's Office is responsible for eradication and will document all eradication activities during an incident.

Eradication efforts for a security incident involve removal of latent threats from systems (such as malware on the system and user accounts that may have been created), identifying and mitigating potential vulnerabilities or misconfigurations that may have been exploited, and identification of other hosts that may have been affected within the organization.

**RECOVERY**

The Town Manger's Office is responsible for recovery and will document all recovery activities during an incident.

Recovery efforts for incidents will involve the restoration of affected systems to normal operation. This is dependent upon the type of incident experienced but may include actions such as restoring systems from backups, rebuilding systems from an agency approved baseline, replacing compromised files with clean versions, installing patches, changing passwords, and increasing network perimeter and host-based security.

**POST-INCIDENT ACTIVITY**

The Town Manager's Office is responsible for documenting and communicating post-incident activity.

Post-incident activities will occur after the detection, analysis, containment, eradication, and recovery from a security incident. One of the most important phases of incident response, post-incident activities involve the reflection, compilation, and analysis of the activities that occurred leading to the security incident, and the actions taken by those involved in the security incident, including the incident response team. Important items to be reviewed and considered for documentation are:

i. Exactly what happened, and at what times?
ii. How well did staff and management perform in dealing with the incident?
iii. What information was needed sooner?
iv. Were any steps or actions taken that might have inhibited the recovery?
v. What should be done differently the next time a similar incident occurs?
vi. How could information sharing with other organizations have been improved?
vii. What corrective actions can prevent similar actions in the future?
viii. What precursors or indicators should be watched for in the future to detect similar incidents?
ix. What additional tools or resources are needed to detect, analyze, and mitigate future incidents?

Post-incident activities will be incorporated into future training opportunities for all parties involved in the incident, from victims to system administration personnel to incident responders.

**ESCALATION**

The escalation process will be initiated to involve other appropriate resources as the incident increases in scope and impact. Incidents should be handled at the lowest escalation level that can respond to the incident with as few resources as possible to reduce the total impact and maintain limits on cyber-incident knowledge. The table below defines the escalation levels with the associated team members involvement.

| Severity | Response Team Member Involvement | Description |
|---|---|---|
| 0-Low | IT Technical Support Staff or vendor<br>Local Agency Security Officer<br>LASO | Normal Operations |
| 1 - Medium | IT technical support staff or vendor<br>LASO<br>Town Manager's Office | The Town is aware of a potential or actual threat and is responding to that threat. |
| 2- High | IT technical support staff or vendor<br>LASO<br>Town Manager's Office<br>Town Management/Controller | An obvious threat has impacted business operations. Determine course of action for containment and eradication. Message staff of required actions and operational acts if necessary. |
| 3 - Critical | IT technical support staff or vendor<br>LASO<br>Town Manager's Office Finance Director<br>Legal Contact | Threat is widespread with significant impact. Determine course of action for containment, mitigation, and eradication. Message staff and officials. Prepare for legal action. Prepare for a public statement. |

155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 2**

**TO:** **Finance Advisory and Audit Committee of Town of Loxahatchee Groves**

**FROM:** **Francine Ramaglia, Town Manager**

**DATE:** **March 14, 2023**

**SUBJECT:** **Fiscal Year 2023 1st Quarter Financial Reports; Balance Sheets and Budget to Actual Revenue and Expenditures**

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**Background:**

Attached are the Fiscal Year 2023 1st Quarter Financial Reports including Balance Sheets and Budget to Actual Revenue and Expenditures for all funds.

Chris Wallace from Munilytics, Inc. will be in attendance to review the Quarterly Reports with the Committee. The FAAC Chairperson has suggested the fund balance sheets and general ledger by fund be reviewed in this order: General, Transportation, LOST, WCD, Capital Improvement, and Solid Waste. After the review of the funds, Committee Members may raise relevant issues concerning the budget to actual or general ledger that were not sufficiently addressed in the initial review.

**Recommendation:**

Receive and File.

# Town of Loxahatchee
## Balance Sheet
At December 31, 2022

| | | 12/31/2022 Decem |
|---|---|---|
| **001 - General Fund** | | |
| **Assets** | | |
| 001-00-00-223-10900 | Cost Recovery A/R Reclass | $268,221 |
| 001-00-10-101-10000 | BU Pooled Cash | $6,918,354 |
| 001-00-10-101-10010 | Cash in Bank | $412,644 |
| 001-00-11-101-10150 | Accts REC | $2,311 |
| 001-00-11-116-10150 | Accts REC-Franchise and Utility | $101,219 |
| 001-00-13-131-13101 | Due To/ Due From Transportation Fund | ($97,073) |
| 001-00-13-131-13103 | Due to / Due from L.O.S.T Fund | ($75,819) |
| 001-00-13-131-13105 | Due to/Due from WCD | ($2,438,216) |
| 001-00-13-131-13135 | Due To/ Due From Capital Improvment Fund | ($366,097) |
| 001-00-13-131-13140 | Due To/Due From Solid Waste Fund | ($553,158) |
| 001-00-13-133-11530 | Due From Other Govermnets | $45,639 |
| 001-00-15-151-15100 | Investment in FMIVT | $139,423 |
| **Total Assets** | | **$4,357,446** |
| **Liabilities and Fund Balance** | | |
| **Liabilities** | | |
| 001-00-11-233-20230 | Cost Recovery | $121,903 |
| 001-00-11-233-20240 | Tree Mitigation | ($540) |
| 001-00-20-202-20000 | Accounts Payable | $14,150 |
| 001-00-20-202-20050 | Due to Other Governments | $43,029 |
| 001-00-20-252-20020 | FRS/Town Manger Investment Payable | $36,519 |
| **Total Liabilities** | | **$215,061** |
| **Fund Balance** | | |
| 001-00-20-223-22300 | Deferred Revenue-BTR | $21,380 |
| 001-00-20-223-22305 | Unavailable Grant Revenue | $1,799,567 |
| 001-00-28-284-28400 | Fund Balance | $2,321,438 |
| **Total Fund Balance** | | **$4,142,385** |
| **Total Liabilities and Fund Balance** | | **$4,357,446** |

# Town of Loxahatchee
# Balance Sheet
At December 31, 2022

| | | 12/31/2022 Decem |
|---|---|---|
| **101 - Transporation Fund** | | |
| **Assets** | | |
| 101-00-10-101-10000 | BU Pooled Cash | $954,985 |
| 101-00-10-101-10010 | Cash In Bank | $260,435 |
| 101-00-13-131-13001 | Due To/Due From General Fund | $97,073 |
| 101-00-13-131-13105 | Due to/Due from WCD | ($277,000) |
| 101-00-13-131-13135 | Due To/From C.I.P. Fund | ($126,900) |
| 101-00-13-133-11530 | Due from Other Government | $32,841 |
| **Total Assets** | | **$941,434** |
| **Liabilities and Fund Balance** | | |
| **Fund Balance** | | |
| 101-00-28-281-27005 | 5cent-Fund Balance | $255,015 |
| 101-00-28-281-27006 | 6cent-Fund Balance | $255,548 |
| 101-00-28-284-28400 | Fund Balance | $430,871 |
| **Total Fund Balance** | | **$941,434** |
| **Total Liabilities and Fund Balance** | | **$941,434** |

# Town of Loxahatchee
# Balance Sheet
At December 31, 2022

| | | 12/31/2022 Decem |
|---|---|---|
| **103 - Local Option Sales Tax (L.O.S.T) Fund** | | |
| **Assets** | | |
| 103-00-10-101-10000 | BU Pooled Cash | $524,276 |
| 103-00-10-101-10010 | Cash In Bank | $76,095 |
| 103-00-13-131-13001 | Due To/Due From General Fund | $75,819 |
| 103-00-13-131-13135 | Due To/From C.I.P. Fund | ($266,200) |
| 103-00-13-133-11530 | Due from Other Government | $20,572 |
| 103-00-15-151-15100 | Investment in FMIVT | $822,429 |
| **Total Assets** | | **$1,252,990** |
| **Liabilities and Fund Balance** | | |
| **Fund Balance** | | |
| 103-00-28-284-28400 | Fund Balance | $1,252,990 |
| **Total Fund Balance** | | **$1,252,990** |
| **Total Liabilities and Fund Balance** | | **$1,252,990** |

# Town of Loxahatchee
# Balance Sheet
At December 31, 2022

| | | 12/31/2022 Decem |
|---|---|---|
| **105 - Water Control District** | | |
| **Assets** | | |
| 105-00-10-101-10000 | BU Pooled Cash | ($399,614) |
| 105-00-10-101-10010 | Cash In Bank | ($21,133) |
| 105-00-10-101-10011 | Cash in Hand | $300 |
| 105-00-11-101-10150 | Accts REC | $159,210 |
| 105-00-13-131-13001 | Due To/From General Fund | $2,438,216 |
| 105-00-13-131-13101 | Due To/From Transportation | $277,000 |
| 105-00-13-131-13135 | Due To/From C.I.P. Fund | $185,331 |
| 105-00-15-151-15110 | Investment in SBA | $343 |
| 105-00-15-151-15130 | Investment in Bank United (Project) | $68 |
| 105-00-15-151-15140 | Investment in Bank United (NPF) | $26 |
| **Total Assets** | | **$2,639,746** |
| **Liabilities and Fund Balance** | | |
| **Liabilities** | | |
| 105-00-20-202-20000 | Accounts Payable | $111,676 |
| **Total Liabilities** | | **$111,676** |
| **Fund Balance** | | |
| 105-00-25-251-25100 | Prior Period Adj. To Beginning Retained Earnings | $38,240 |
| 105-00-28-281-28100 | Fund Balance - Restricted (Debit Service) | $103,927 |
| 105-00-28-281-28150 | Fund Balance - Restricted (Roads) | $367,516 |
| 105-00-28-284-28400 | Fund Balance (Current Year) | $1,780,451 |
| 105-00-28-284-28410 | Fund Balance (Prior Year) | $285,789 |
| **Total Fund Balance** | | **$2,575,923** |
| **Total Liabilities and Fund Balance** | | **$2,687,599** |

# Town of Loxahatchee
## Balance Sheet
At December 31, 2022

| | | 12/31/2022 Decem |
|---|---|---|
| **305 - Capital Improvement Project (C.I.P) Fund** | | |
| **Assets** | | |
| 305-00-10-101-10000 | BU Pooled Cash | ($3,150,176) |
| 305-00-10-101-10010 | Cash In Bank | $432,519 |
| 305-00-13-131-13001 | Due To/ Due From General Fund | $366,097 |
| 305-00-13-131-13101 | Due To/From Transportation | $126,900 |
| 305-00-13-131-13103 | Due to / Due from L.O.S.T Fund | $266,200 |
| 305-00-13-131-13105 | Due to/Due from WCD | ($185,331) |
| **Total Assets** | | **($2,143,792)** |
| **Liabilities and Fund Balance** | | |
| **Liabilities** | | |
| 305-00-20-202-20000 | Accounts Payable | $92,768 |
| **Total Liabilities** | | **$92,768** |
| **Fund Balance** | | |
| 305-00-28-284-28400 | Fund Balance | ($2,236,559) |
| **Total Fund Balance** | | **($2,236,559)** |
| **Total Liabilities and Fund Balance** | | **($2,143,792)** |

# Town of Loxahatchee
# Balance Sheet
At December 31, 2022

| | | 12/31/2022 Decem |
|---|---|---|
| **405 - Solid Waste** | | |
| **Assets** | | |
| 405-00-10-101-10000 | BU Pooled Cash | $56,773 |
| 405-00-10-101-10010 | Cash In Bank | $22,680 |
| 405-00-13-131-13001 | Due To/ Due From General Fund | $553,158 |
| **Total Assets** | | **$632,612** |
| **Liabilities and Fund Balance** | | |
| **Liabilities** | | |
| 405-00-20-202-20000 | Accounts Payable | $99,917 |
| **Total Liabilities** | | **$99,917** |
| **Fund Balance** | | |
| 405-00-28-284-28400 | Fund Balance | $532,695 |
| **Total Fund Balance** | | **$532,695** |
| **Total Liabilities and Fund Balance** | | **$632,612** |

# Town of Loxahatchee Groves
## Budget to Actual
### October 1, 2022, through December 31, 2022

| | | YTD | October | November | December | Encumbrance | Budgeted | Balance | % Used |
|---|---|---|---|---|---|---|---|---|---|
| **001 - General Fund** | | | | | | | | | |
| **REVENUES** | | | | | | | | | |
| 001-01-31-311-31000 | Ad Valorem Taxes | $944,731.36 | $0.00 | $348,107.22 | $596,624.14 | $0.00 | $1,264,990.00 | $320,258.64 | 74.68% |
| 001-01-31-314-31410 | Electric Utility Tax | $102,268.16 | $37,582.81 | $33,169.36 | $31,515.99 | $0.00 | $365,000.00 | $262,731.84 | 28.02% |
| 001-01-31-314-31480 | Utility Service Tax- Propane | $3,012.68 | $970.70 | $548.72 | $704.66 | $0.00 | $0.00 | ($3,012.68) | NA |
| 001-01-31-315-31500 | Communication Services | $23,161.61 | $7,761.07 | $7,784.97 | $7,615.57 | $0.00 | $100,000.00 | $76,838.39 | 23.16% |
| 001-01-31-316-31600 | Local Business Tax | $26,887.65 | $22,801.36 | $1,472.62 | $2,338.67 | $0.00 | $70,000.00 | $43,112.35 | 38.41% |
| 001-01-32-323-32310 | FPL Franchise Fee | $96,225.45 | $33,635.79 | $33,927.96 | $28,661.70 | $0.00 | $280,000.00 | $183,774.55 | 34.37% |
| 001-01-32-323-32330 | PBC Water Utility Franchise | $7,053.72 | $2,121.15 | $2,358.40 | $2,574.17 | $0.00 | $17,000.00 | $9,946.28 | 41.49% |
| 001-01-32-323-32360 | PBC Sewer Utility Franchise | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $12,000.00 | $12,000.00 | 0.00% |
| 001-01-32-323-32370 | Solid Waste Franchise | $51,166.08 | $15,552.19 | $16,221.00 | $19,392.89 | $0.00 | $175,000.00 | $123,833.92 | 29.24% |
| 001-01-32-323-32390 | Hauler's Franchise Fee | $4,085.00 | $4,085.00 | $0.00 | $0.00 | $0.00 | $5,500.00 | $1,415.00 | 74.27% |
| 001-01-32-329-32900 | Building Permits | $25,095.97 | $3,524.78 | $16,370.89 | $5,200.30 | $0.00 | $185,000.00 | $159,904.03 | 13.57% |
| 001-01-32-329-32901 | Other Permits | $47,071.09 | $22,315.75 | $14,181.09 | $7,068.00 | $0.00 | $40,000.00 | ($7,071.09) | 117.68% |
| 001-01-32-341-34135 | Administrative Charge Dependent District | $172,500.00 | $172,500.00 | $0.00 | $0.00 | $0.00 | $172,500.00 | $0.00 | 100.00% |
| 001-01-33-335-35120 | Municipal Revenue Sharing | $20,582.30 | $6,860.77 | $6,860.76 | $6,860.77 | $0.00 | $83,000.00 | $62,417.70 | 24.80% |
| 001-01-33-335-35150 | Alcoholic Beverage License Tax | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $3,100.00 | $3,100.00 | 0.00% |
| 001-01-33-335-35180 | Half Cent Sales Tax | $80,929.93 | $26,678.09 | $26,058.18 | $28,193.66 | $0.00 | $293,000.00 | $212,070.07 | 27.62% |
| 001-01-34-341-34000 | General Government Charges | $5,722.33 | $924.12 | $299.78 | $4,162.24 | $0.00 | $7,000.00 | $1,277.67 | 81.75% |
| 001-01-34-341-34190 | Cost Recovery Fees | $38,371.49 | $28,737.74 | $4,250.00 | $2,900.00 | $0.00 | $186,000.00 | $147,628.51 | 20.63% |
| 001-01-35-351-35150 | Court Fines | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $2,000.00 | $2,000.00 | 0.00% |
| 001-01-35-354-35400 | Code Enforcement Fines | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $20,000.00 | $20,000.00 | 0.00% |
| 001-01-36-361-36110 | Interest | $1,147.15 | $284.61 | $399.36 | $463.18 | $0.00 | $1,000.00 | ($147.15) | 114.72% |
| 001-01-36-366-36991 | Contributions & Donations - Private Sources | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $5,000.00 | $5,000.00 | 0.00% |
| 001-01-36-369-36990 | Other Miscellaneous Revenue | $12,576.06 | ($10,858.39) | $22,647.60 | $786.85 | $0.00 | $11,575.00 | ($1,001.06) | 108.65% |
| 001-14-36-361-36110 | Interest for FMIVT | $1,193.82 | ($145.58) | $444.26 | $581.32 | $0.00 | $1,000.00 | ($193.82) | 119.38% |
| | **Total Revenues** | **$1,663,781.85** | **$375,331.96** | **$535,102.17** | **$745,644.11** | **$0.00** | **$3,299,665.00** | **$1,635,883.15** | **50.42%** |
| **EXPENSES** | | | | | | | | | |
| 001-10-51-511-54000 | Travel | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $6,300.00 | $6,300.00 | 0.00% |
| 001-10-51-511-54100 | Communication Services | $5,782.46 | $0.00 | $3,000.00 | $2,782.46 | ($999.96) | $15,000.00 | $9,217.54 | 38.55% |
| 001-10-51-511-55400 | Books, Publications, Subscriptions | $3,310.99 | $1,587.99 | $1,623.00 | $100.00 | $0.00 | $4,200.00 | $889.01 | 78.83% |
| 001-10-51-511-58200 | Special Events/ Contirbutions | $2,324.35 | $114.00 | $0.00 | $275.00 | $0.00 | $25,000.00 | $22,675.65 | 9.30% |
| 001-10-51-512-51200 | Regular Salaries | $11,250.00 | $3,750.00 | $3,750.00 | $3,750.00 | $0.00 | $45,000.00 | $33,750.00 | 25.00% |
| 001-10-51-512-52100 | FICA & Medicare Taxes | $868.20 | $294.40 | $286.90 | $286.90 | $0.00 | $5,000.00 | $4,131.80 | 17.36% |

# Town of Loxahatchee Groves
## Budget to Actual
### October 1, 2022, through December 31, 2022

| | | YTD | October | November | December | Encumbrance | Budgeted | Balance | % Used |
|---|---|---|---|---|---|---|---|---|---|
| 001-12-51-512-51200 | Regular Salaries | $111,176.68 | $19,327.56 | $39,013.37 | $52,835.75 | $0.00 | $450,000.00 | $338,823.32 | 24.71% |
| 001-12-51-512-51400 | Overtime | $910.12 | $69.13 | $476.13 | $364.86 | $0.00 | $20,000.00 | $19,089.88 | 4.55% |
| 001-12-51-512-52100 | FICA & MedicareTaxes | $8,165.95 | $1,443.71 | $2,737.22 | $3,985.02 | $0.00 | $35,000.00 | $26,834.05 | 23.33% |
| 001-12-51-512-52200 | Retirement FRS | $18,498.04 | $4,200.90 | $5,922.64 | ($1,346.49) | $0.00 | $75,000.00 | $56,501.96 | 24.66% |
| 001-12-51-512-52300 | Health and Life Insurance | $3,346.51 | $2,415.20 | $859.43 | $71.88 | $0.00 | $47,000.00 | $43,653.49 | 7.12% |
| 001-12-51-512-52400 | Worker's Compensation | $22,670.50 | $22,670.50 | $0.00 | $0.00 | $0.00 | $5,000.00 | ($17,670.50) | 453.41% |
| 001-12-51-512-53400 | Other Services | $1,225.96 | $1,225.96 | $0.00 | $0.00 | $0.00 | $3,300.00 | $2,074.04 | 37.15% |
| 001-12-51-512-54000 | Travel | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $9,000.00 | $9,000.00 | 0.00% |
| 001-12-51-512-54100 | Communication Services | $562.37 | $562.37 | $0.00 | $0.00 | $0.00 | $8,000.00 | $7,437.63 | 7.03% |
| 001-12-51-512-54200 | Postage and Freight | $77.46 | $77.46 | $0.00 | $0.00 | $0.00 | $3,000.00 | $2,922.54 | 2.58% |
| 001-12-51-512-54900 | Other Operating Expenses (Misc.-Recording | $1,309.69 | $672.41 | $191.09 | $446.19 | $0.00 | $8,000.00 | $6,690.31 | 16.37% |
| 001-12-51-512-54930 | Election Expense | $483.68 | $0.00 | $175.00 | $308.68 | $0.00 | $20,000.00 | $19,516.32 | 2.42% |
| 001-12-51-512-54960 | Legal Advertising | $4,720.52 | $4,328.09 | $392.43 | $0.00 | $0.00 | $4,000.00 | ($720.52) | 118.01% |
| 001-12-51-512-55100 | Office Supplies | $2,566.12 | $2,317.20 | ($95.98) | $344.90 | $0.00 | $8,000.00 | $5,433.88 | 32.08% |
| 001-12-51-512-55400 | Books, Publications, Subscriptions | $224.00 | $149.00 | $0.00 | $75.00 | $0.00 | $6,000.00 | $5,776.00 | 3.73% |
| 001-12-51-512-55500 | Education & Training | $900.00 | $900.00 | $0.00 | $0.00 | $0.00 | $4,000.00 | $3,100.00 | 22.50% |
| 001-14-51-513-53200 | Accounting and Auditing | $2,218.87 | $2,218.87 | $0.00 | $0.00 | $0.00 | $60,000.00 | $57,781.13 | 3.70% |
| 001-14-51-513-54000 | Travel | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $3,000.00 | $3,000.00 | 0.00% |
| 001-14-51-513-54920 | Computer Services | $4,144.20 | $4,144.20 | $0.00 | $0.00 | $0.00 | $30,000.00 | $25,855.80 | 13.81% |
| 001-14-51-513-55400 | Books, Publications, Subscriptions | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $2,500.00 | $2,500.00 | 0.00% |
| 001-14-51-513-55500 | Education & Training | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $2,500.00 | $2,500.00 | 0.00% |
| 001-14-51-514-53110 | Professional Service- Payroll Fees | $1,073.41 | $263.66 | $291.26 | $518.49 | $0.00 | $4,000.00 | $2,926.59 | 26.84% |
| 001-16-51-514-53100 | Professional Services | $78,997.84 | $29,072.46 | $24,423.38 | $25,502.00 | $174,999.96 | $175,000.00 | $96,002.16 | 45.14% |
| 001-16-51-514-53101 | Litigation | $31,138.53 | $17,743.85 | $13,394.68 | $0.00 | $0.00 | $50,000.00 | $18,861.47 | 62.28% |
| 001-20-51-511-55200 | Building Office Supplies | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $2,600.00 | $2,600.00 | 0.00% |
| 001-20-51-515-53100 | Building & Zoning Professional Service | $0.00 | $0.00 | $0.00 | $0.00 | $150,000.00 | $166,500.00 | $166,500.00 | 0.00% |
| 001-20-51-515-53420 | Comprehensive Plan | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $50,000.00 | $50,000.00 | 0.00% |
| 001-20-51-515-53450 | Planning & Zoning Contract | $2,362.50 | $2,362.50 | $0.00 | $0.00 | $0.00 | $45,000.00 | $42,637.50 | 5.25% |
| 001-20-51-515-53451 | Planner On Call | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $35,000.00 | $35,000.00 | 0.00% |
| 001-20-51-515-53490 | Cost Recovery Expenditure | $7,549.30 | $10,419.55 | $348.50 | ($3,218.75) | $0.00 | $151,000.00 | $143,450.70 | 5.00% |
| 001-20-51-515-54960 | Legal Advertising | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $5,000.00 | $5,000.00 | 0.00% |
| 001-22-51-519-53150 | Special Magistrate | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $5,000.00 | $5,000.00 | 0.00% |
| 001-22-51-519-53400 | Other Services - Code | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $15,000.00 | $15,000.00 | 0.00% |
| 001-22-51-519-53430 | Code Compliance | $35,844.00 | $13,166.50 | $14,457.00 | $8,220.50 | $0.00 | $156,000.00 | $120,156.00 | 22.98% |
| 001-22-51-519-54100 | Communication Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $5,000.00 | $5,000.00 | 0.00% |

# Town of Loxahatchee Groves
# Budget to Actual
## October 1, 2022, through December 31, 2022

| | | YTD | October | November | December | Encumbrance | Budgeted | Balance | % Used |
|---|---|---|---|---|---|---|---|---|---|
| 001-26-52-521-53410 | Law Enforcement (PBSO) | $213,622.00 | $106,811.00 | $53,405.50 | $53,405.50 | $480,649.50 | $641,000.00 | $427,378.00 | 33.33% |
| 001-32-51-519-53400 | Other Services | $5,007.14 | $1,160.00 | $2,338.76 | $1,383.38 | $11,405.00 | $6,000.00 | $992.86 | 83.45% |
| 001-32-51-519-54100 | Communication Services | $2,044.78 | $540.29 | $778.54 | $364.98 | $0.00 | $25,000.00 | $22,955.22 | 8.18% |
| 001-32-51-519-54300 | Utilities | $1,153.27 | $587.22 | $566.05 | $0.00 | $0.00 | $9,000.00 | $7,846.73 | 12.81% |
| 001-32-51-519-54440 | Rental and Leases - Equip, Storage, etc | $2,543.93 | $1,029.00 | $986.00 | $893.93 | ($139.01) | $13,000.00 | $10,456.07 | 19.57% |
| 001-32-51-519-54500 | Insurance | $59,147.00 | $59,147.00 | $0.00 | $0.00 | $0.00 | $130,000.00 | $70,853.00 | 45.50% |
| 001-32-51-519-54600 | Repair and Maintenance - Building | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $8,000.00 | $8,000.00 | 0.00% |
| 001-32-51-519-54910 | Computer Hardware and Software | $8,853.19 | $3,049.94 | $2,744.87 | $923.50 | $22,083.91 | $25,000.00 | $16,146.81 | 35.41% |
| 001-32-51-519-54920 | Computer Services | $1,350.00 | $1,350.00 | $0.00 | $0.00 | $0.00 | $25,000.00 | $23,650.00 | 5.40% |
| 001-90-51-519-58700 | Loxahatchee Groves - CERT | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $2,400.00 | $2,400.00 | 0.00% |
| 001-90-58-581-59104 | Transfer to Roads and Drainage | $264,000.00 | $264,000.00 | $0.00 | $0.00 | $0.00 | $264,000.00 | $0.00 | 100.00% |
| 001-90-58-581-59305 | Transfer to C.I.P Fund | $247,000.00 | $247,000.00 | $0.00 | $0.00 | $0.00 | $247,000.00 | $0.00 | 100.00% |
| 001-90-58-581-59405 | Transfer to Solid Waste Fund | $135,365.00 | $135,365.00 | $0.00 | $0.00 | $0.00 | $135,365.00 | $0.00 | 100.00% |
| | **Total Expenses** | **$1,303,788.56** | **$965,536.92** | **$172,065.77** | **$152,273.68** | **$837,999.40** | **$3,299,665.00** | **$1,995,876.44** | **39.51%** |
| | **Revenues Less Expenditures** | **$359,993.29** | **($590,204.96)** | **$363,036.40** | **$593,370.43** | **($837,999.40)** | **$0.00** | | |

**101 - Transporation Fund**

**REVENUES**

| | | YTD | October | November | December | Encumbrance | Budgeted | Balance | % Used |
|---|---|---|---|---|---|---|---|---|---|
| 101-01-31-312-34100 | 1st Local option Fuel Tax (6c) | $66,682.83 | $22,720.98 | $21,069.73 | $22,892.12 | $0.00 | $277,000.00 | $210,317.17 | 24.07% |
| 101-01-31-312-34200 | 2nd Local Option Fuel Tax(5c) | $30,390.59 | $10,119.91 | $9,930.93 | $10,339.75 | $0.00 | $126,900.00 | $96,509.41 | 23.95% |
| | **Total Revenues** | **$97,073.42** | **$32,840.89** | **$31,000.66** | **$33,231.87** | **$0.00** | **$403,900.00** | **$306,826.58** | **24.03%** |

**EXPENSES**

| | | YTD | October | November | December | Encumbrance | Budgeted | Balance | % Used |
|---|---|---|---|---|---|---|---|---|---|
| 101-40-58-581-59105 | Transfer to Roads and Drainage | $277,000.00 | $277,000.00 | $0.00 | $0.00 | $0.00 | $277,000.00 | $0.00 | 100.00% |
| 101-40-58-581-59305 | Transfer to C.I.P Fund | $126,900.00 | $126,900.00 | $0.00 | $0.00 | $0.00 | $126,900.00 | $0.00 | 100.00% |
| | **Total Expenses** | **$403,900.00** | **$403,900.00** | **$0.00** | **$0.00** | **$0.00** | **$403,900.00** | **$0.00** | **100.00%** |
| | **Revenues Less Expenditures** | **($306,826.58)** | **($371,059.11)** | **$31,000.66** | **$33,231.87** | **$0.00** | **$0.00** | | |

**105 - Water Control District**

**REVENUES**

| | | YTD | October | November | December | Encumbrance | Budgeted | Balance | % Used |
|---|---|---|---|---|---|---|---|---|---|
| 105-01-32-325-32510 | Other Assesments | $2,557.60 | $2,557.60 | $0.00 | $0.00 | $0.00 | $0.00 | ($2,557.60) | NA |
| 105-01-32-325-32520 | Road and Canal Maintenance Assessment | $1,108,108.48 | $0.00 | $429,072.69 | $679,035.79 | $0.00 | $1,560,300.00 | $452,191.52 | 71.02% |
| 105-01-32-325-32522 | Discount Fees | ($44,297.02) | $0.00 | ($17,607.64) | ($26,689.38) | $0.00 | ($78,000.00) | ($33,702.98) | 56.79% |

# Town of Loxahatchee Groves
# Budget to Actual
## October 1, 2022, through December 31, 2022

| | | YTD | October | November | December | Encumbrance | Budgeted | Balance | % Used |
|---|---|---|---|---|---|---|---|---|---|
| 105-01-32-325-32530 | Excess Fees - Maintence | $8,367.89 | $0.00 | $8,367.89 | $0.00 | $0.00 | $0.00 | ($8,367.89) | NA |
| 105-01-32-325-36990 | Other Assessments - PBCSB | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $3,000.00 | $3,000.00 | 0.00% |
| 105-01-33-337-33750 | ARPA Funds | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $250,000.00 | $250,000.00 | 0.00% |
| 105-01-36-361-36115 | Interest (Bank United P) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $500.00 | $500.00 | 0.00% |
| 105-01-36-364-36400 | Sales - Equipment/Materials | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $4,000.00 | $4,000.00 | 0.00% |
| 105-01-36-369-36990 | Miscellaneous Revenue | $20,000.00 | $20,000.00 | $0.00 | $0.00 | $0.00 | $20,000.00 | $0.00 | 100.00% |
| 105-01-38-381-38000 | Transfer From General Fund | $264,000.00 | $264,000.00 | $0.00 | $0.00 | $0.00 | $264,000.00 | $0.00 | 100.00% |
| 105-01-38-381-38111 | Contributions from Transportatioin Fund | $277,000.00 | $277,000.00 | $0.00 | $0.00 | $0.00 | $277,000.00 | $0.00 | 100.00% |
| | **Total Revenues** | **$1,635,736.95** | **$563,557.60** | **$419,832.94** | **$652,346.41** | **$0.00** | **$2,300,800.00** | **$665,063.05** | **71.09%** |
| **EXPENSES** | | | | | | | | | |
| 105-50-53-538-51200 | Regular Salaries | $100,953.66 | $22,140.64 | $34,457.22 | $44,355.80 | $0.00 | $600,900.00 | $499,946.34 | 16.80% |
| 105-50-53-538-51400 | Overtime | $6,452.68 | $2,235.05 | $3,557.23 | $660.40 | $0.00 | $20,000.00 | $13,547.32 | 32.26% |
| 105-50-53-538-51500 | Special Pay | $1,191.92 | $209.00 | $674.92 | $308.00 | $0.00 | $5,000.00 | $3,808.08 | 23.84% |
| 105-50-53-538-52100 | FICA Taxes & Medicare | $7,720.69 | $1,742.18 | $2,749.50 | $3,229.01 | $0.00 | $45,000.00 | $37,279.31 | 17.16% |
| 105-50-53-538-52200 | Retirement FRS | $17,326.22 | $3,043.10 | $6,441.99 | ($1,333.24) | $0.00 | $89,500.00 | $72,173.78 | 19.36% |
| 105-50-53-538-52300 | Health and Life Insurance | $9,557.63 | $3,906.02 | $3,083.16 | $2,568.45 | $0.00 | $58,000.00 | $48,442.37 | 16.48% |
| 105-50-53-538-52400 | Worker's Compensation | $22,670.50 | $22,670.50 | $0.00 | $0.00 | $0.00 | $7,000.00 | ($15,670.50) | 323.86% |
| 105-50-53-538-53102 | Professional Service - Drug Test | $374.00 | $374.00 | $0.00 | $0.00 | $0.00 | $2,200.00 | $1,826.00 | 17.00% |
| 105-50-53-538-53105 | Professional Service- Land Surveying | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $40,000.00 | $40,000.00 | 0.00% |
| 105-50-53-538-53200 | Accounting and Auditing | $12,218.88 | $2,218.88 | $0.00 | $10,000.00 | $0.00 | $30,000.00 | $17,781.12 | 40.73% |
| 105-50-53-538-53400 | Other Services - | $10,497.36 | $1,627.30 | $3,287.50 | $5,582.56 | $1,237.42 | $65,000.00 | $54,502.64 | 16.15% |
| 105-50-53-538-53480 | Other Services - PBC Admin Fee | $10,830.12 | $0.00 | $4,306.66 | $6,523.46 | $0.00 | $24,000.00 | $13,169.88 | 45.13% |
| 105-50-53-538-54100 | Communication Services | $2,861.49 | $1,861.49 | $1,000.00 | $0.00 | $0.00 | $13,650.00 | $10,788.51 | 20.96% |
| 105-50-53-538-54300 | Utilities Services | $1,391.96 | $813.93 | $428.03 | $150.00 | $600.00 | $20,000.00 | $18,608.04 | 6.96% |
| 105-50-53-538-54440 | Rental and Leases - Equip, Storage, etc | $119,323.41 | $2,632.50 | $0.00 | $62,253.87 | $0.00 | $250,000.00 | $130,676.59 | 47.73% |
| 105-50-53-538-54500 | Insurance | $62,095.10 | $62,095.10 | $0.00 | $0.00 | $0.00 | $80,000.00 | $17,904.90 | 77.62% |
| 105-50-53-538-54680 | Repair and Maintenance Svc - | $26,027.82 | $7,436.07 | $7,776.00 | $8,409.05 | $4,936.00 | $100,000.00 | $73,972.18 | 26.03% |
| 105-50-53-538-54901 | Indirect Cost Allocations | $172,500.00 | $172,500.00 | $0.00 | $0.00 | $0.00 | $172,500.00 | $0.00 | 100.00% |
| 105-50-53-538-54910 | Computer hardware & Software | $8,503.37 | $154.99 | $1,615.00 | $6,733.38 | ($1,615.03) | $5,250.00 | ($3,253.37) | 161.97% |
| 105-50-53-538-54980 | Other Current Charges - Miscellaneous | $282.08 | $230.18 | $0.00 | $51.90 | $0.00 | $2,100.00 | $1,817.92 | 13.43% |
| 105-50-53-538-55100 | Office Supplies | $111.59 | $111.59 | $0.00 | $0.00 | $0.00 | $1,450.00 | $1,338.41 | 7.70% |
| 105-50-53-538-55210 | Fuel | $5,679.51 | $153.20 | $1,465.63 | $4,060.68 | $0.00 | $45,000.00 | $39,320.49 | 12.62% |
| 105-50-53-538-55220 | Lubricants | $121.86 | $121.86 | $0.00 | $0.00 | $0.00 | $4,000.00 | $3,878.14 | 3.05% |
| 105-50-53-538-55400 | Books, Publications, Subscriptions | $15.13 | $15.13 | $0.00 | $0.00 | $0.00 | $2,100.00 | $2,084.87 | 0.72% |

# Town of Loxahatchee Groves
## Budget to Actual
### October 1, 2022, through December 31, 2022

| | | YTD | October | November | December | Encumbrance | Budgeted | Balance | % Used |
|---|---|---|---|---|---|---|---|---|---|
| 105-50-53-538-55500 | Training | $835.00 | $835.00 | $0.00 | $0.00 | $0.00 | $2,100.00 | $1,265.00 | 39.76% |
| 105-50-54-541-54670 | Traffic Control Signs | $1,842.80 | $0.00 | $0.00 | $1,842.80 | $0.00 | $25,000.00 | $23,157.20 | 7.37% |
| 105-50-54-541-54680 | Repair and Maintenance - Machinery | $16,995.25 | $7,559.40 | $320.46 | $3,821.86 | ($3,320.38) | $21,000.00 | $4,004.75 | 80.93% |
| 105-50-54-541-55200 | Operating Supplies | $1,401.07 | $1,496.55 | $0.00 | $48.92 | $0.00 | $40,000.00 | $38,598.93 | 3.50% |
| 105-50-54-541-55300 | Road Materials & Supplies | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $15,000.00 | $15,000.00 | 0.00% |
| 105-50-54-541-55310 | Road Maintence and Service | $2,787.23 | $154.88 | $1,511.52 | $1,120.83 | $32,589.94 | $257,300.00 | $254,512.77 | 1.08% |
| 105-50-54-541-55400 | Books, Publications, Subscriptions | $15.13 | $15.13 | $0.00 | $0.00 | $0.00 | $0.00 | ($15.13) | NA |
| 105-50-54-541-55500 | Education & Training | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | $1,000.00 | 0.00% |
| | Debt Service | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $6,750.00 | $6,750.00 | 0 |
| | **Total Expenses** | **$622,583.46** | **$318,353.67** | **$72,674.82** | **$160,387.73** | **$34,427.95** | **$2,050,800.00** | **$1,428,216.54** | **30.36%** |
| | **Revenues Less Expenditures** | **$1,013,153.49** | **$245,203.93** | **$347,158.12** | **$491,958.68** | **($34,427.95)** | **$250,000.00** | | |

**305 - Capital Improvement Project (C.I.P) Fund**

**REVENUES**

| | | YTD | October | November | December | Encumbrance | Budgeted | Balance | % Used |
|---|---|---|---|---|---|---|---|---|---|
| 305-01-33-337-33750 | ARPA Funds | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,538,000.00 | $1,538,000.00 | 0.00% |
| 305-01-36-366-36991 | Contributions & Donations - Private Sources | $126,459.00 | $0.00 | $126,459.00 | $0.00 | $0.00 | $0.00 | ($126,459.00) | NA |
| 305-01-38-381-38110 | Contribution from General Fund | $247,000.00 | $247,000.00 | $0.00 | $0.00 | $0.00 | $247,000.00 | $0.00 | 100.00% |
| 305-01-38-381-38111 | Contributions from Transportatioin Fund | $126,900.00 | $126,900.00 | $0.00 | $0.00 | $0.00 | $126,900.00 | $0.00 | 100.00% |
| 305-01-38-381-38112 | Contributions From Surtax Fund | $266,200.00 | $266,200.00 | $0.00 | $0.00 | $0.00 | $266,200.00 | $0.00 | 100.00% |
| | **Total Revenues** | **$766,559.00** | **$640,100.00** | **$126,459.00** | **$0.00** | **$0.00** | **$2,178,100.00** | **$1,411,541.00** | **35.19%** |

**EXPENSES**

| | | YTD | October | November | December | Encumbrance | Budgeted | Balance | % Used |
|---|---|---|---|---|---|---|---|---|---|
| 305-60-54-541-56147 | Town Road Paving Project | $0.00 | $0.00 | $0.00 | $0.00 | $1,105,384.50 | $2,178,100.00 | $2,178,100.00 | 0.00% |
| 305-60-54-541-56150 | Culver - Replacement | $91,413.18 | $0.00 | $90,813.18 | $600.00 | $257,085.52 | $0.00 | ($91,413.18) | NA |
| 305-60-54-541-56151 | Culvert Collecting Canal and C | $92,767.50 | $0.00 | $0.00 | $92,767.50 | $0.00 | $0.00 | ($92,767.50) | NA |
| | **Total Expenses** | **$184,180.68** | **$0.00** | **$90,813.18** | **$93,367.50** | **$1,362,470.02** | **$2,178,100.00** | **$1,993,919.32** | **NA** |
| | **Revenues Less Expenditures** | **$582,378.32** | **$640,100.00** | **$35,645.82** | **($93,367.50)** | **($1,362,470.02)** | **$0.00** | | |

**405 - Solid Waste**

**REVENUES**

| | | YTD | October | November | December | Encumbrance | Budgeted | Balance | % Used |
|---|---|---|---|---|---|---|---|---|---|
| 405-01-32-325-32520 | Solid Waste Assessments | $454,215.37 | $0.00 | $158,501.55 | $280,948.40 | $0.00 | $604,800.00 | $150,584.63 | 75.10% |
| 405-01-32-325-32522 | Discount Fees | ($17,475.43) | $0.00 | ($6,396.61) | ($11,078.82) | $0.00 | ($30,240.00) | ($12,764.57) | 57.79% |

# Town of Loxahatchee Groves
## Budget to Actual
### October 1, 2022, through December 31, 2022

| | | YTD | October | November | December | Encumbrance | Budgeted | Balance | % Used |
|---|---|---|---|---|---|---|---|---|---|
| 405-01-34-343-34300 | SWA Recycling Income | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,900.00 | $1,900.00 | 0.00% |
| 405-01-36-361-36110 | Interest | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $500.00 | $500.00 | 0.00% |
| 405-01-38-381-38110 | Contribution from General Fund | $135,365.00 | $135,365.00 | $0.00 | $0.00 | $0.00 | $135,365.00 | $0.00 | 100.00% |
| | **Total Revenues** | **$572,104.94** | **$135,365.00** | **$152,104.94** | **$269,869.58** | **$0.00** | **$712,325.00** | **$140,220.06** | **80.32%** |
| EXPENSES | | | | | | | | | |
| 405-70-53-534-53409 | Other Sanitation Service | $2,496.73 | $0.00 | $488.25 | $1,979.48 | $0.00 | $15,000.00 | $12,503.27 | 16.64% |
| 405-70-53-534-53440 | Other Services - Solid Waste Contractor | $137,826.69 | $3,433.15 | $55,572.80 | $78,820.74 | $593,721.15 | $689,700.00 | $551,873.31 | 19.98% |
| 405-70-53-534-53480 | PBC Admin Fee 1% | $5,301.08 | $1,120.00 | $1,484.69 | $2,696.39 | $0.00 | $6,050.00 | $748.92 | 87.62% |
| 405-70-53-534-54200 | Postage and Freight | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,050.00 | $1,050.00 | 0.00% |
| 405-70-53-534-54960 | Other Services - Legal Advertising | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $525.00 | $525.00 | 0.00% |
| | **Total Expenses** | **$145,624.50** | **$4,553.15** | **$57,545.74** | **$83,496.61** | **$593,721.15** | **$712,325.00** | **$566,700.50** | **20.44%** |
| | **Revenues Less Expenditures** | **$426,480.44** | **$130,811.85** | **$94,559.20** | **$186,372.97** | **($593,721.15)** | **$0.00** | | |

Florida's Last Frontier

Town of
LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 3**

**TO:** **Finance Advisory and Audit Committee of Town of Loxahatchee Groves**

**FROM:** **Francine Ramaglia, Town Manager**

**DATE:** **March 14, 2023**

**SUBJECT:** **Review of the Draft 2021 Audit Statements**

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**Background:**

Chris Wallace from Munilytics, Inc., provided and discussed the attached draft audit statements to the Committee at their February 27, 2023, meeting. Should any Committee members have any questions or concerns about the statements, Mr. Wallace will be available to address them. Mr. Wallace will also provide an update on the status of the 2021 audit.

**Recommendation:**

Receive and File.

2/18/23 Draft

**TOWN OF LOXAHATCHEE GROVES, FLORIDA**
**Statement of Net Position Worksheet**
**September 30, 2021**

| | Governmental Funds | Fixed Assets | Comp Absences | LT Debt | Unearned rev | Pension | | Statement of Net Assets | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Adjustments | | | | | | | | |
| ASSETS | | | | | | | | | | |
| Cash and cash equivalents | 3,276,872 | | | | | | | 3,276,872 | | |
| Investments | 968,751 | | | | | | | 968,751 | | |
| Receivables (net) | | | | | | | | - | | |
| Planning and zoning | 268,221 | | | | | | | 268,221 | | |
| Franchise and utility taxes | 88,146 | | | | | | | 88,146 | | |
| Due from other governments | 101,573 | | | | | | | 101,573 | | |
| Due from other funds | 659,380 | | | | | | - | 659,380 | | |
| Advance to other funds | | | | | | | - | - | | |
| Prepaid items | 1,623 | | | | | | | 1,623 | | |
| Debt assessments receivable | - | | | | | | | - | | |
| Capital assets | | | | | | | | - | | |
| Non-depreciable | | 564,282 | | | | | | 564,282 | | |
| Depreciable | | 10,306,625 | | | | | | 10,306,625 | 10,870,907 | cap assets |
| less accumulated depreciation | | (4,195,159) | | | | | | (4,195,159) | 6,111,466 | net depreciable |
| Total assets | 5,364,566 | 6,675,748 | - | - | - | | - | 12,040,314 | | |
| **Deferred outflows of resources** | | | | | | | | | | |
| Pension related items | | | | | | 613,152 | | 613,152 | | |
| LIABILITIES, DEFERRED INFLOWS OF REVENUES, AND FUND BALANCE | | | | | | | | | | |
| Liabilities | | | | | | | | | | |
| Accounts payable | 138,579 | 42,022 | | | | | | 180,601 | | |
| Accrued expenes | 42,022 | (42,022) | | | | | | - | | |
| Due to other governments | 43,029 | | | | | | | 43,029 | | |
| Deferred revenue | 899,784 | | | | | | | 899,784 | | |
| Deposits for planning and zoning | 119,903 | | | | | | | 119,903 | | |
| Accrued interest payable | | | | - | | | | - | | |
| Non-current liabilities | | | | | | | | - | | |
| Notes payable - Due within one year | | | | - | | | | - | | |
| Compensated absences - Due within one year | | | 58,997 | | | | | 58,997 | 58,997 | |
| Notes payable - Due in more than one year | | | | - | | | | - | | |
| Net pension liability | | | | | | 375,000 | | 375,000 | | |
| Compensated absences - Due in more than one year | | | 8,945 | | | | | 8,945 | 383,945 | |
| Total liabilities | 1,243,317 | - | 67,942 | - | - | 375,000 | - | 1,686,259 | | |
| Deferred inflows of resources | | | | | | | | | | |
| Pension related items | | | | | | 739,382 | | 739,382 | | |
| Unavailable revenues | - | | | | - | | | - | | |
| Unearned revenues | 52,882 | | | | | | | 52,882 | | |
| Total deferred inflows of resources | 52,882 | - | - | - | - | 739,382 | - | 792,264 | | |
| Equity | 4,068,367 | 6,675,748 | (67,942) | - | - | (501,230) | - | 10,174,943 | | |

| | | | |
|---|---|---|---|
| Prior Year Balance | 8,082,421 | | |
| Increase (Decrease) | 2,092,522 | (659,380) | |
| Difference | (659,380) | - | |

**Net Investment in Capital Assets** 6,675,748
No related debt

Inputed numbers

| | 2020 | 2021 | |
|---|---|---|---|
| Deferred outflows | 822,460 | 613,152 | (209,308) |
| Deferred inflows | (282,221) | (739,382) | (457,161) |
| NPL | (1,072,696) | (375,000) | 697,696 |
| adj to expense | | | (31,227) |
| | | | 0 |

| | |
|---|---|
| Net investment in F/A | |
| Capital assets | 6,675,748 |
| less related debt | |
| unspent debt proceeds | |
| | 6,675,748 |

| | |
|---|---|
| Restricted for debt service | |
| Cash | |
| less acc int. | - |
| | |

| | |
|---|---|
| capital related debt | |
| debt | - |
| unspent proceeds | 28,444 |
| assessment receivable | - |
| | 28,444 |

| Accrued Interest | |
|---|---|
| principal | |
| interest rate | 0.0306 |
| accrued interest | |

2/18/23 Draft

# TOWN OF LOXAHATCHEE GROVES, FLORIDA
## GASB 34 I/S Worksheet

**September 30, 2021**

| | Modified Accrual | Depreciation | Fixed Assets | Debt | Comp Absences | Reclassify | Unavail. Revenue | WCD Transactions | Pension | Full Accrual |
|---|---|---|---|---|---|---|---|---|---|---|
| Revenues: | | | | | | | | | | |
| Property taxes | $ 1,042,008 | | | | | | | | | $ 1,042,008 |
| Local option sales tax | 272,580 | | | | | | | | | 272,580 |
| Permits and Franchise taxes | 401,256 | | | | | (28,596) | | | | 372,660 |
| Utility service taxes | 442,871 | | | | | | | | | 442,871 |
| Intergovernmental revenues | 904,920 | | | | | (40,141) | (30,741) | | | 834,038 |
| Charges for services | 479,185 | | | | | (309,185) | | (170,000) | | |
| Maintenance assessments | 1,496,476 | | | 24,066 | | | | | | 1,520,542 |
| Debt assessments | 266,441 | | | (266,441) | | | | | | |
| Fines and forfeitures | | | | | | | | | | |
| Miscellaneous revenue | 88,178 | | | | | | | (57,158) | | 31,020 |
| Gen Govt Oper grant | | | | | | 40,141 | | | | 40,141 |
| Physical Env Oper grant | | | | | | | | | | |
| Physical Env Cap grant | | | 35,248 | | | | | 57,158 | | 92,406 |
| Interest | 4,336 | | | | | | | | | 4,336 |
| Gov't Charges for svs | | | | | | 337,781 | | | | 337,781 |
| Total revenues | 5,398,251 | | 35,248 | (242,375) | | | (30,741) | (170,000) | | 4,990,383 |
| Expenditures: | | | | | | | | | | |
| Current | | | | | | | | | | |
| General government | 1,289,923 | 16,156 | | | (6,554) | | | (170,000) | | 1,129,525 |
| Public safety | 1,119,128 | | | | | | | | | 1,119,128 |
| Physical environment | 1,071,158 | 186,041 | 10,550 | | (8,593) | | | | (31,227) | 1,227,929 |
| Debt service | | | | | | | | | | |
| Principal | 242,375 | | | (242,375) | | | | | | |
| Interest | 3,945 | | | (1,236) | | | | | | 2,709 |
| Other debt service costs | | | | | | | | | | |
| Capital outlay | 2,059,813 | | (2,059,813) | | | | | | | |
| Total expenditures | 5,786,342 | 202,197 | (2,049,263) | (243,611) | (15,147) | | | (170,000) | (31,227) | 3,479,291 |
| Excess (deficiency) of revenues over (under expenditures) | (388,091) | (202,197) | 2,084,511 | 1,236 | 15,147 | | (30,741) | | 31,227 | 1,511,092 |
| Other financing sources (uses): | | | | | | | | | | |
| Debt proceeds | | | | | | | | | | |
| Transfers in (out) | (77,950) | | | | | | | | | (77,950) |
| Total other financing sources (uses) | (77,950) | | | | | | | | | (77,950) |
| Net change in fund balances | (466,041) | (202,197) | 2,084,511 | 1,236 | 15,147 | | (30,741) | | 31,227 | 1,433,142 |

| Compensated Abs. | P/Y | C/Y | Change | | Acc interest |
|---|---|---|---|---|---|
| General government | 59,955 | 53,401 | (6,554) | P/Y | 1,236 |
| Physical environment | 23,134 | 14,541 | (8,593) | C/Y | |
| | 83,089 | 67,942 | (15,147) | | (1,236) |

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# TOWN OF LOXAHATCHEE GROVES, FLORIDA
## Statement of Net Position
## September 30, 2021

| | Primary Government | | |
|---|---|---|---|
| | Governmental Activities | Business-type Activities | Total |
| **ASSETS** | | | |
| Cash and cash equivalents | $ 3,276,872 | $ 220,132 | $ 3,497,004 |
| Investments | 968,751 | | 968,751 |
| Receivables | | | |
| Planning and zoning | 268,221 | | 268,221 |
| Franchise and utility taxes | 88,146 | | 88,146 |
| Due from other governments | 101,573 | 50,272 | 151,845 |
| Prepaids | 1,623 | | 1,623 |
| Capital assets | | | |
| Non-depreciable | 564,282 | | 564,282 |
| Depreciable (net of depreciation) | 6,111,466 | | 6,111,466 |
| Total assets | 11,380,934 | 270,404 | 11,651,338 |
| **DEFERRED OUTFLOWS OF RESOURCES** | | | |
| Pension related items | 613,152 | | 613,152 |
| **LIABILITIES** | | | |
| Accounts payable | 180,601 | 58,521 | 239,122 |
| Due to other governments | 43,029 | | 43,029 |
| Deferred revenue | 899,784 | | 899,784 |
| Deposits for planning and zoning | 119,903 | | 119,903 |
| Accrued interest payable | | | |
| Noncurrent liabilities | | | |
| Due within one year | 58,997 | | 58,997 |
| Due in more than one year | 383,945 | | 383,945 |
| Total liabilities | 1,686,259 | 58,521 | 1,744,780 |
| **DEFERRED INFLOWS OF RESOURCES** | | | |
| Pension related items | 739,382 | | 739,382 |
| Unearned revenues | 52,882 | | 52,882 |
| Total deferred inflows of resources | 792,264 | | 792,264 |
| **NET POSITION** | | | |
| Net position | | | |
| Net investment in capital assets | 6,675,748 | | 6,675,748 |
| Restricted for: | | | |
| Road resurfacing | 28,444 | | 28,444 |
| Tree mitigation | 153,635 | | 153,635 |
| Infrastructure | 197,196 | | 197,196 |
| Transportation | 974,479 | | 974,479 |
| Roads and drainage | 1,058,331 | | 1,058,331 |
| Unrestricted | 427,730 | 211,883 | 639,613 |
| Total net position | $ 9,515,563 | $ 211,883 | $ 9,727,446 |

See notes to the financial statements

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# TOWN OF LOXAHATCHEE GROVES, FLORIDA
## Statement of Activities
### For the Year Ended September 30, 2021

| | | Program Revenues | | | Net (Expenses) Revenues and Changes in Net Position | | |
|---|---|---|---|---|---|---|---|
| | | | | | Primary Government | | |
| Function / Program Activities | Expenses | Charges For Services | Operating Grants and Contributions | Capital Grants and Contributions | Governmental Activities | Business-type Activities | Total |
| Governmental activities | | | | | | | |
| General government | $ 1,129,525 | $ 337,781 | $ 40,141 | $ | $ (751,603) | $ | $ (751,603) |
| Public safety | 1,119,128 | | | | (1,119,128) | | (1,119,128) |
| Physical environment | 1,227,929 | 1,520,542 | | 92,406 | 385,019 | | 385,019 |
| Interest expense | 2,709 | | | | (2,709) | | (2,709) |
| Total governmental activities | 3,479,291 | 1,858,323 | 40,141 | 92,406 | (1,488,421) | | (1,488,421) |
| Business-type activities | | | | | | | |
| Sanitation | 699,311 | 653,665 | 50,272 | | | 4,626 | 4,626 |
| Total | $ 4,178,602 | $ 2,511,988 | $ 90,413 | $ 92,406 | (1,488,421) | 4,626 | (1,483,795) |
| General revenues | | | | | | | |
| Property taxes | | | | | 1,042,008 | | 1,042,008 |
| Local option sales tax | | | | | 272,580 | | 272,580 |
| Franchise fees | | | | | 372,660 | | 372,660 |
| Utility taxes | | | | | 442,871 | | 442,871 |
| Intergovernmental (unrestricted) | | | | | 834,038 | | 834,038 |
| Miscellaneous revenue | | | | | 31,020 | | 31,020 |
| Interest | | | | | 4,336 | | 4,336 |
| Transfers | | | | | (77,950) | 77,950 | |
| Total general revenues and transfers | | | | | 2,921,563 | 77,950 | 2,999,513 |
| Change in net position | | | | | 1,433,142 | 82,576 | 1,515,718 |
| Net position, beginning of year, as restated | | | | | 8,082,421 | 129,307 | 8,211,728 |
| Net position, end of year | | | | | $ 9,515,563 | $ 211,883 | $ 9,727,446 |

See notes to the financial statements

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# TOWN OF LOXAHATCHEE GROVES, FLORIDA
## Balance Sheet
## Governmental Funds
## September 30, 2021

| | Major Funds | | | |
|---|---|---|---|---|
| | General | Roads and Drainage | Transportation | Local Option Sales Tax |
| ASSETS | | | | |
| Cash and cash equivalents | $ 1,573,582 | $ 1,412,449 | $ 112,685 | $ |
| Investments | 140,423 | | | 828,328 |
| Receivables | | | | |
| Planning and zoning | 268,221 | | | |
| Franchise and utility taxes | 88,146 | | | |
| Due from other governments | 41,356 | | 31,969 | 28,248 |
| Due from other funds | 659,380 | | | |
| Prepaid items | 1,623 | | | |
| Debt assessments receivable | | | | |
| Total assets | $ 2,772,731 | $ 1,412,449 | $ 144,654 | $ 856,576 |
| LIABILITIES DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES | | | | |
| Liabilities | | | | |
| Accounts payable | $ 132,942 | $ 5,637 | $ | $ |
| Accrued expenes | 36,572 | 5,450 | | |
| Due to other funds | | | | 659,380 |
| Due to other governments | 43,029 | | | |
| Deferred revenue | 899,784 | | | |
| Deposits for planning and zoning | 119,903 | | | |
| Total liabilities | 1,232,230 | 11,087 | | 659,380 |
| Deferred inflows of resources | | | | |
| Unearned revenue | 52,882 | | | |
| Total deferred inflows of resources | 52,882 | | | |
| Fund balances | | | | |
| Nonspendable: | | | | |
| Prepaid items | 1,623 | | | |
| Restricted for: | | | | |
| Debt service | | 114,587 | | |
| Road resurfacing | | 28,444 | | |
| Tree mitigation | 153,635 | | | |
| Infrastructure | | | | 197,196 |
| Transportation | 60,000 | 200,000 | 144,654 | |
| Roads and drainage | | 1,058,331 | | |
| Assigned for capital projects | | | | |
| Assigned for subsquent year's budget | 53,803 | | | |
| Unassigned | 1,218,558 | | | |
| Total fund balances | 1,487,619 | 1,401,362 | 144,654 | 197,196 |
| Total liabilities, deferred inflows of resources and fund balances | $ 2,772,731 | $ 1,412,449 | $ 144,654 | $ 856,576 |

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| Capital Improvement | Total |
|---|---|
| $ 178,156 | $ 3,276,872 |
| | 968,751 |
| | 268,221 |
| | 88,146 |
| | 101,573 |
| | 659,380 |
| | 1,623 |
| $ 178,156 | $ 5,364,566 |
| $ | $ 138,579 |
| | 42,022 |
| | 659,380 |
| | 43,029 |
| | 899,784 |
| | 119,903 |
| | 1,902,697 |
| | 52,882 |
| | 52,882 |
| | 1,623 |
| | 114,587 |
| | 28,444 |
| | 153,635 |
| | 197,196 |
| 569,825 | 974,479 |
| | 1,058,331 |
| (391,669) | (391,669) |
| | 53,803 |
| | 1,218,558 |
| 178,156 | 3,408,987 |
| $ 178,156 | $ 5,364,566 |

See notes to the financial statements

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**TOWN OF LOXAHATCHEE GROVES**
**Reconciliation of the Balance Sheet – Governmental Funds**
**to the Statement of Net Position**
**September 30, 2021**

| | | |
|---|---|---|
| Fund balances total governmental funds | | $ 3,408,987 |
| Amounts reported for governmental activities in the statement of net position are different because: | | |
| Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds. | | |
| Governmental capital assets | $ 10,870,907 | |
| Less accumulated depreciation | (4,195,159) | 6,675,748 |
| Revenues earned but not collected within 60 days are not current financial resources and therefore, are not reported in the governmental fund. | | |
| Unavailable revenue | | |
| Long-term liabilities, including notes and bonds payable, are not due and payable in the current period and therefore are not reported in the governmental funds. Long-term liabilities at year end consist of: | | |
| Net pension liability | (375,000) | |
| Compensated absences | (67,942) | |
| Note payable | | |
| Accrued interest on long-term debt | | (442,942) |
| Deferred outflows and inflows of resources related to pensions are applicable to future periods and, therefore, are not reported in the governmental funds: | | |
| Pension related deferred outflows | 613,152 | |
| Pension related deferred inflows | (739,382) | (126,230) |
| Net position of governmental activities | | $ 9,515,563 |

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# TOWN OF LOXAHATCHEE GROVES, FLORIDA
## Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds
## For the Year Ended September 30, 2021

| | Major Funds | | | |
|---|---|---|---|---|
| | General | Roads and Drainage | Transportation | Local Option Sales Tax |
| Revenues | | | | |
| Property taxes | $ 1,042,008 | $ | $ | $ |
| Local option sales tax | | | | 272,580 |
| Permits and franchise fees | 401,256 | | | |
| Utility service taxes | 442,871 | | | |
| Intergovernmental revenues | 527,182 | | 377,738 | |
| Charges for services | 479,185 | | | |
| Maintenance assessments | | 1,496,476 | | |
| Debt assessments | | 266,441 | | |
| Fines and forfeitures | | | | |
| Miscellaneous revenue | 31,020 | 57,158 | | |
| Interest | 493 | 3,714 | 15 | 88 |
| Total revenues | 2,924,015 | 1,823,789 | 377,753 | 272,668 |
| Expenditures | | | | |
| Current | | | | |
| General government | 1,289,923 | | | |
| Public safety | 1,119,128 | | | |
| Physical environment | | 1,071,158 | | |
| Debt service | | | | |
| Principal | | 242,375 | | |
| Interest | | 3,945 | | |
| Capital outlay | 8,821 | 10,345 | | |
| Total expenditures | 2,417,872 | 1,327,823 | | |
| Excess (deficiency) of revenues over expenditures before other financing sources (uses) | 506,143 | 495,966 | 377,753 | 272,668 |
| Other financing sources | | | | |
| Transfers in | | 210,000 | | |
| Transfers out | (77,950) | | (707,500) | (937,000) |
| Total other financing sources | (77,950) | 210,000 | (707,500) | (937,000) |
| Net change in fund balances | 428,193 | 705,966 | (329,747) | (664,332) |
| Fund balances, beginning of year, as restated | 1,059,426 | 695,396 | 474,401 | 861,528 |
| Fund balances, end of year | $ 1,487,619 | $ 1,401,362 | $ 144,654 | $ 197,196 |

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| Capital Improvement | Total |
|---|---|
| $ | $ 1,042,008 |
| | 272,580 |
| | 401,256 |
| | 442,871 |
| | 904,920 |
| | 479,185 |
| | 1,496,476 |
| | 266,441 |
| | |
| | 88,178 |
| 26 | 4,336 |
| 26 | 5,398,251 |
| | |
| | 1,289,923 |
| | 1,119,128 |
| | 1,071,158 |
| | |
| | 242,375 |
| | 3,945 |
| 2,040,647 | 2,059,813 |
| 2,040,647 | 5,786,342 |
| | |
| (2,040,621) | (388,091) |
| | |
| 1,434,500 | 1,644,500 |
| | (1,722,450) |
| 1,434,500 | (77,950) |
| | |
| (606,121) | (466,041) |
| | |
| 784,277 | 3,875,028 |
| $ 178,156 | $ 3,408,987 |

See notes to the financial statements

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**TOWN OF LOXAHATCHEE GROVES, FLORIDA**

**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of the Governmental Funds to the Statement of Activities**

**For the Year Ended September 30, 2021**

| | | |
|---|---|---|
| Net change in fund balances - total governmental funds | | $ (466,041) |
| 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 capital assets is allocated over their estimated useful lives and reported as depreciation expense. | | |
| Expenditures for capital assets | $ 2,049,263 | |
| Donated land | 35,248 | |
| Less: current year depreciation | (202,197) | 1,882,314 |
| Revenues earned but not collected within 60 days are not current financial resources and therefore, are not reported in the governmental fund. | | |
| Grant revenues reported in current year | | |
| Grant revenues reported in prior year | (30,741) | |
| Assessments reported in prior year | (242,375) | (273,116) |
| Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. | | |
| Principal payments on debt | | 242,375 |
| Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. | | |
| Change in accrued interest | 1,236 | |
| Change in net pension liability and related deferred amounts | 31,227 | |
| Change in long-term compensated absences | 15,147 | 47,610 |
| Change in net position | | $ 1,433,142 |

See notes to the financial statements

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**TOWN OF LOXAHATCHEE GROVES, FLORIDA**

**Statement of Net Position**

**Proprietary Fund**

**September 30, 2021**

| | Sanitation Fund |
|---|---|
| ASSETS | |
| Cash and cash equivalents | $ 220,132 |
| Due from other governments | 50,272 |
| Total assets | 270,404 |
| LIABILITIES AND NET POSITION | |
| Liabilities | |
| Accounts payable | 58,521 |
| Total liabilities | 58,521 |
| Net Position | |
| Unrestricted | $ 211,883 |

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**TOWN OF LOXAHATCHEE GROVES, FLORIDA**
**Statement of Revenues, Expenses, and Changes in Net Position**
**Proprietary Fund**
**For the Year Ended September 30, 2021**

| | Sanitation Fund |
|---|---|
| Operating revenues | |
| Charges for services | $ 653,665 |
| Operating expenses | |
| Solid waste contractor | 691,960 |
| Other expenses | 7,351 |
| Total operating expenses | 699,311 |
| Operating income | (45,646) |
| Nonoperating revenues | |
| Grant income | 50,272 |
| Transfers in | 77,950 |
| Total nonoperating revenues | 128,222 |
| Change in net position | 82,576 |
| Net position, beginning of year | 129,307 |
| Net position, end of year | $ 211,883 |

See notes to the financial statements

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**TOWN OF LOXAHATCHEE GROVES, FLORIDA**
**Statement of Cash Flows**
**Proprietary Fund**
**For the Year Ended September 30, 2021**

| | Sanitation Fund |
|---|---|
| Cash flows from operating activities: | |
| Receipts from customers and users | $ 653,665 |
| Payments to suppliers | (692,447) |
| Operating grants | 93,288 |
| Net cash from by operating activities | 54,506 |
| Cash flows from non-capital financing activities: | |
| Payments to other funds | 77,950 |
| Net increase in cash and cash equivalents | 132,456 |
| Cash and cash equivalents, beginning of year | 87,676 |
| Cash and cash equivalents, end of year | $ 220,132 |

| | |
|---|---|
| Cash flows from operating activities | |
| Operating loss | $ (45,646) |
| Operating grants | 50,272 |
| Adjustments to reconcile operating income to net cash provided by operating activities: | |
| Increase in due from other governments | 43,016 |
| Increase in accounts payable | 6,864 |
| Net cash used by operating activities | $ 54,506 |

See notes to the financial statements

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# TOWN OF LOXAHATCHEE GROVES, FLORIDA
## Required Supplementary Information (RSI)
### Schedule of Revenues, Expenditures and Changes in Fund Balance-Budget and Actual
### General Fund
### For the Year Ended September 30, 2021

| | Budget Amounts | | Actual | |
|---|---|---|---|---|
| | Original | Final Revised | Amounts | Variance |
| Revenues | | | | |
| Property taxes | $ 1,031,798 | $ 1,031,798 | $ 1,042,008 | $ 10,210 |
| Permits and franchise fees | 327,000 | 377,000 | 401,256 | 24,256 |
| Utility service taxes | 387,000 | 407,000 | 442,871 | 35,871 |
| Intergovernmental revenues | 324,500 | 324,500 | 527,182 | 202,682 |
| Charges for services | 86,500 | 356,500 | 479,185 | 122,685 |
| Fines and forfeitures | 17,000 | 17,000 | | (17,000) |
| Miscellaneous revenue | 10,000 | 10,000 | 31,020 | 21,020 |
| Interest | 5,000 | 5,000 | 493 | (4,507) |
| Total revenues | 2,188,798 | 2,528,798 | 2,924,015 | 395,217 |
| Expenditures | | | | |
| General government | | | | |
| Town council | 129,950 | 175,950 | 158,860 | 17,090 |
| Town manager | 690,500 | 771,500 | 730,750 | 40,750 |
| Financial services | 180,100 | 180,100 | 73,043 | 107,057 |
| Legal services | | 35,000 | 175,829 | (140,829) |
| Communications and Technology | 100,000 | 68,000 | 38,826 | 29,174 |
| Other general government | 96,500 | 86,500 | 121,436 | (34,936) |
| Total general government | 1,197,050 | 1,317,050 | 1,298,744 | 18,306 |
| Public safety | | | | |
| Police | 624,000 | 622,200 | 622,200 | |
| Planning and zoning | 208,000 | 510,000 | 397,176 | 112,824 |
| Code enforcement | 10,000 | 10,000 | 99,752 | (89,752) |
| Total public safety | 842,000 | 1,142,200 | 1,119,128 | 23,072 |
| Total expenditures | 2,039,050 | 2,459,250 | 2,417,872 | 41,378 |
| Excess (deficiency) of revenues over (under) expenditures | 149,748 | 69,548 | 506,143 | 436,595 |
| Other financing sources | | | | |
| Transfers out | (149,748) | (69,548) | (77,950) | (8,402) |
| Total other financing sources | (149,748) | (69,548) | (77,950) | (8,402) |
| Net change in fund balance | $ | $ | 428,193 | $ 428,193 |
| Fund balance, beginning of year | | | 1,059,426 | |
| Fund balance, end of year | | | $ 1,487,619 | |

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# TOWN OF LOXAHATCHEE GROVES
## Required Supplementary Information (RSI)
### Schedule of Revenues, Expenditures and Changes in Fund Balance-Budget and Actual
### Roads and Drainage Fund
### For Year Ended September 30, 2021

| | Budget Amounts | | Actual | |
|---|---|---|---|---|
| | Original | Final Revised | Amounts | Variance |
| Revenues | | | | |
| Maintenance assessments | $ 1,483,165 | $ 1,483,165 | $ 1,496,476 | $ 13,311 |
| Debt assessments | 310,000 | 310,000 | 266,441 | (43,559) |
| Miscellaneous revenue | 2,000 | 2,000 | 57,158 | 55,158 |
| Interest | 5,700 | 5,700 | 3,714 | (1,986) |
| Total revenues | 1,800,865 | 1,800,865 | 1,823,789 | 22,924 |
| Expenditures | | | | |
| Current | | | | |
| Physical environment | 1,539,865 | 1,539,865 | 1,071,158 | 468,707 |
| Debt service | 306,000 | 306,000 | 246,320 | 59,680 |
| Capital outlay | 155,000 | 155,000 | 10,345 | 144,655 |
| Total expenditures | 2,000,865 | 2,000,865 | 1,327,823 | 673,042 |
| Excess (deficiency) of revenues over (under) expenditures | (200,000) | (200,000) | 495,966 | 695,966 |
| Other financing sources | | | | |
| Transfers in | 200,000 | 200,000 | 210,000 | 10,000 |
| Total other financing sources | 200,000 | 200,000 | 210,000 | 10,000 |
| Net change in fund balance | $ | $ | 705,966 | $ 705,966 |
| Fund balance, beginning of year, as restated | | | 695,396 | |
| Fund balance, end of year | | | $ 1,401,362 | |

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# TOWN OF LOXAHATCHEE GROVES, FLORIDA
## Required Supplementary Information (RSI)
### Schedule of Revenues, Expenditures and Changes in Fund Balance-Budget and Actual
### Transportation Fund
### For the Year Ended September 30, 2021

| | Budget Amounts | | Actual | |
|---|---|---|---|---|
| | Original | Final Revised | Amounts | Variance |
| Revenues | | | | |
| Intergovernmental revenues | $ 307,500 | $ 307,500 | $ 377,738 | $ 70,238 |
| Interest and other | | | 15 | 15 |
| Total revenues | 307,500 | 307,500 | 377,753 | 70,253 |
| Expenditures | | | | |
| Physical environment | | | | |
| Roads and streets | | | | |
| Total expenditures | | | | |
| Excess (deficiency) of revenues over (under) expenditures | 307,500 | 307,500 | 377,753 | 70,253 |
| Other financing sources | | | | |
| Transfers out | (307,500) | (707,500) | (707,500) | |
| Total other financing sources | (307,500) | (307,500) | (707,500) | (400,000) |
| Net change in fund balance | $ | $ | (329,747) | $ (329,747) |
| Fund balance, beginning of year | | | 474,401 | |
| Fund balance, end of year | | | $ 144,654 | |

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## TOWN OF LOXAHATCHEE GROVES, FLORIDA
## Required Supplementary Information (RSI)
### Schedule of Revenues, Expenditures and Changes in Fund Balance-Budget and Actual
### Local Option Sales Tax Fund
### For Year Ended September 30, 2021

| | Budget Amounts | | Actual | |
|---|---|---|---|---|
| | Original | Final Revised | Amounts | Variance |
| Revenues | | | | |
| Local option sales tax | $ 195,000 | $ 195,000 | $ 272,580 | $ 77,580 |
| Interest and other | | | 88 | 88 |
| Total revenues | 195,000 | 195,000 | 272,668 | 77,668 |
| Expenditures | | | | |
| Physical environment | | | | |
| Roads and streets | | | | |
| Excess (deficiency) of revenues over (under) expenditures | 195,000 | 195,000 | 272,668 | 77,668 |
| Other financing sources | | | | |
| Transfers out | (493,000) | (937,000) | (937,000) | |
| Transfer to fund balance | 298,000 | 742,000 | | (742,000) |
| Total other financing sources | (195,000) | (195,000) | (937,000) | (742,000) |
| Net change in fund balance | $ | $ | $ (664,332) | $ (664,332) |
| Fund balance, beginning of year | | | 861,528 | |
| Fund balance, end of year | | | $ 197,196 | |

Town of
LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 4**

**TO:** **Finance Advisory and Audit Committee of Town of Loxahatchee Groves**

**FROM:** **Francine Ramaglia, Town Manager**

**DATE:** **March 14, 2023**

**SUBJECT:** **Discussion concerning FAAC member's utilization of Blackbaud (the Town's accounting software)**

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**Background:**

Committee Members have access to the Town's Accounting System for review purposes. Chris Wallace made a presentation to the Committee at their February 27, 2023 meeting concerning information available on Blackbaud. This agenda item provides an opportunity for Members input and questions on their access and utilization of the system.

**Recommendation:**

Committee Discussion