

Chicago Department of Planning and Development (DPD)

Special Service Area (SSA) Program

Audit Report Package Transmittal Checklist

This checklist must be **completed by the SSA's auditing firm** as part of a single PDF audit report package. On the checklist, enter the starting page number within the PDF for each of the audit report package components listed below. Each required component on the checklist must have a numeric page number, unless otherwise noted.

The SSA Service Provider must upload the **PDF package** and corresponding **budget workplan file** to DPD's SharePoint **by May 1st**. Audit packages submitted via e-mail are not acceptable. Audit packages will be deemed "not submitted" unless uploaded to DPD's SharePoint platform.

SSA Name and Number: 103rd Street Beverly Special Service Area Number 44

SSA Provider Name: Beverly Area Planning Association

Submission Date: May 13, 2020

Starting PDF Page Number	Audit Report Package Components
	Comparative Financial Statements
6	1. Statement of Net Position and Governmental Fund Balance Sheet – Current Year
6	2. Statement of Net Position and Governmental Fund Balance Sheet – Prior Year
7	3. Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance – Current Year
7	4. Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance – Prior Year
8	5. Statement of Revenues and Expenditures – Budget and Actual
4	Auditor's Opinion on Financial Statements
13	Schedule of Findings – Current and Prior Year, if applicable *
n/a	Corrective Action Plan – Current and Prior Year, if applicable*
14	Audit Firm CPA License
15	SSA Budget Summary page – used for comparison of actual expenses for current audit period
(Uploaded Separately)	Final Modified or Amended SSA Budget Workplan (Excel file) Date approved by Commission: ___ / ___ / _____
	Note: This budget workplan must correspond to Budget Summary page noted above in audit report package.

*required if findings exist

**103rd STREET BEVERLY
SPECIAL SERVICE AREA #44
(Beverly Area Planning Association, Contractor)**

Financial Statements

Years Ended December 31, 2019 and 2018

**103rd STREET BEVERLY
SPECIAL SERVICE AREA #44
(Beverly Area Planning Association, Contractor)**

Table of Contents

Independent Auditor’s Report	1 - 2
Financial Statements	
Statement of Net Position and Governmental Funds Balance Sheet.....	3
Statement of Activities and Governmental Funds, Revenues, Expenditures and Changes in Fund Balance	4
Schedule of Revenues and Expenditures – Budget and Actual.....	5
Notes to Financial Statements	6 - 9
Supplementary Information	
Schedule of Findings	10



Desmond & Ahern, Ltd.

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

Independent Auditor's Report

To the Board of Directors
103rd Street Beverly Special Service Area #44
Beverly Area Planning Association, Contractor
Chicago, IL

We have audited the accompanying financial statements of 103rd Street Beverly Special Service Area #44 (a taxing district authorized by the City of Chicago), which comprise the statement of net position and governmental funds balance sheet as of December 31, 2019 and 2018, and the related statements of activities and governmental funds, revenues, expenditures and changes in fund balance, and statement of revenues and expenditures – budget and actual, for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our unmodified opinion for the years ending December 31, 2019 and 2018.

Unmodified Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the net position of 103rd Street Beverly Special Service Area #44 as of December 31, 2019 and 2018, and the results of its operations and changes in its fund balance for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Desmond & Ahern, Ltd

May 13, 2020
Chicago, IL

**103RD STREET BEVERLY SPECIAL SERVICE AREA #44
(BEVERLY AREA PLANNING ASSOCIATION, CONTRACTOR)
STATEMENT OF NET POSITION AND GOVERNMENTAL FUNDS BALANCE SHEET
As of December 31, 2019 and 2018**

	2019			2018		
	Governmental Funds	Adjustments	Statement of Net Position	Governmental Funds	Adjustments	Statement of Net Position
Assets						
Current Assets						
Cash and cash equivalents	\$ 6,951	\$ -	\$ 6,951	\$ 10,444	\$ -	\$ 10,444
Property tax receivable	14,458	385	14,843	14,458	934	15,392
Total Assets	\$ 21,409	\$ 385	\$ 21,794	\$ 24,902	\$ 934	\$ 25,836
Accounts payable	\$ 3,216	-	<u>\$ 3,216</u>	\$ 6,473	-	<u>\$ 6,473</u>
Deferred inflows						
Deferred property tax revenue	14,458	(14,458)	-	14,458	(14,458)	-
Fund Balance - unassigned	<u>3,735</u>	<u>(3,735)</u>	-	<u>3,971</u>	<u>(3,971)</u>	-
Total Liabilities, Deferred Inflows and Fund Balance	\$ 21,409			\$ 24,902		
Net Position, Unrestricted		\$ 18,578	\$ 18,578		\$ 19,363	\$ 19,363
Amount reported for governmental activities in the statement of net position are different because:						
Total fund balance - governmental funds			\$ 3,735			\$ 3,971
Property tax revenue is recognized in the period it is levied rather than when "available"						
A portion of the property tax is deferred as it is not available in the governmental funds			<u>14,843</u>			<u>15,392</u>
Total net position - governmental activities			<u>\$ 18,578</u>			<u>\$ 19,363</u>

See independent auditor's report and notes to financial statements.

**103RD STREET BEVERLY SPECIAL SERVICE AREA #44
(BEVERLY AREA PLANNING ASSOCIATION, CONTRACTOR)
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUNDS, REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCE
For the Years Ended December 31, 2019 and 2018**

	2019			2018		
	Governmental Funds	Adjustments	Statement of Activities	Governmental Funds	Adjustments	Statement of Activities
Revenues						
Property taxes	\$ 14,073	\$ (549)	\$ 13,524	\$ 13,524	\$ 622	\$ 14,146
Miscellaneous income	-	-	-	-	-	-
Total revenues	<u>14,073</u>	<u>(549)</u>	<u>13,524</u>	<u>13,524</u>	<u>622</u>	<u>14,146</u>
Expenditures/Expenses						
Program Costs						
Customer attraction	3,400	-	3,400	3,250	-	3,250
Public way aesthetics	8,104	-	8,104	7,615	-	7,615
Total program expense	<u>11,504</u>	<u>-</u>	<u>11,504</u>	<u>10,865</u>	<u>-</u>	<u>10,865</u>
Administration						
Operational and administrative support	2,805	-	2,805	2,954	-	2,954
Total administration expense	<u>2,805</u>	<u>-</u>	<u>2,805</u>	<u>2,954</u>	<u>-</u>	<u>2,954</u>
Total expenditures/expenses	<u>\$ 14,309</u>	<u>\$ -</u>	<u>\$ 14,309</u>	<u>\$ 13,819</u>	<u>\$ -</u>	<u>\$ 13,819</u>
Change in Fund Balance/Net Position	(236)	(549)	(785)	(295)	622	327
Fund Balance/Net Position						
Beginning of year	<u>3,971</u>	<u>15,392</u>	<u>19,363</u>	<u>4,266</u>	<u>14,770</u>	<u>19,036</u>
End of year	<u>\$ 3,735</u>	<u>\$ 14,843</u>	<u>\$ 18,578</u>	<u>\$ 3,971</u>	<u>\$ 15,392</u>	<u>\$ 19,363</u>

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balance - governmental funds	\$ (236)	\$ (295)
Property tax revenue is recognized in the year it is available rather than when it is levied for governmental funds	(549)	622
Net change in net position - governmental activities	<u>\$ (785)</u>	<u>\$ 327</u>

See independent auditor's report and notes to financial statements.

**103RD STREET BEVERLY SPECIAL SERVICE AREA #44
(BEVERLY AREA PLANNING ASSOCIATION, CONTRACTOR)
STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
For the Years Ended December 31, 2019 and 2018**

	2019			2018		
	Actual	Budget	Over (Under) Variance	Actual	Budget	Over (Under) Variance
Revenues						
Property Taxes	\$ 14,073	\$ 14,458	\$ (385)	\$ 13,524	\$ 14,458	\$ (934)
TIF Rebate Fund	-	147	(147)	-	147	(147)
Late collections and interest	-	-	-	-	-	-
Fund A52	-	-	-	-	-	-
Total revenues	<u>14,073</u>	<u>14,605</u>	<u>(532)</u>	<u>13,524</u>	<u>14,605</u>	<u>(1,081)</u>
Expenditures						
Programs						
1.00 Customer Attraction						
1.02 Special events	-	580	(580)	-	580	(580)
1.05 Decorative banners	-	1,905	(1,905)	-	-	-
1.06 Holiday decorations	3,400	-	3,400	3,250	1,905	1,345
1.07 Print Materials	-	200	(200)	-	-	-
1.08 Display advertising	-	-	-	-	200	(200)
1.09 Shop local promotions	-	1,400	(1,400)	-	1,400	(1,400)
Total	<u>3,400</u>	<u>4,085</u>	<u>(685)</u>	<u>3,250</u>	<u>4,085</u>	<u>(835)</u>
2.00 Public Way Aesthetics						
2.02 Landcaping	586	643	(57)	-	643	(643)
2.07 Sidewalk maintenance	7,518	7,500	18	7,615	7,647	(32)
2.08 City permits	-	-	-	-	-	-
Total	<u>8,104</u>	<u>8,143</u>	<u>(39)</u>	<u>7,615</u>	<u>8,290</u>	<u>(675)</u>
Administration						
6.00 SSA Management						
6.02 SSA Audit	564	600	(36)	704	600	104
6.09 Postage	-	30	(30)	-	30	(30)
Total	<u>564</u>	<u>630</u>	<u>(66)</u>	<u>704</u>	<u>630</u>	<u>74</u>
7.00 Personnel						
7.01 Executive director	2,241	1,600	641	2,250	1,600	650
Total	<u>2,241</u>	<u>1,600</u>	<u>641</u>	<u>2,250</u>	<u>1,600</u>	<u>650</u>
8.00 Loss Collection						
8.01 Loss collection	-	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>14,309</u>	<u>14,458</u>	<u>(149)</u>	<u>13,819</u>	<u>14,605</u>	<u>(786)</u>
Excess of Revenues over Expenditures	<u>\$ (236)</u>	<u>\$ 147</u>	<u>\$ (383)</u>	<u>\$ (295)</u>	<u>\$ -</u>	<u>\$ (295)</u>

See independent auditor's report and notes to financial statements.

**103RD STREET BEVERLY SPECIAL SERVICE AREA #44
(BEVERLY AREA PLANNING ASSOCIATION, CONTRACTOR)
NOTES TO FINANCIAL STATEMENTS
December 31, 2019 and 2018**

Note 1 – Nature of Operations and Summary of Significant Accounting Policies

Organization

The 103rd Street Beverly Special Service Area #44 (Organization) provides services on behalf of the City of Chicago (City) within a specified geographic area. These services include promotional and advertising, maintenance of the public way, safety and other functions. The SSA is exempt from federal income tax under the Internal Revenue Code.

Beverly Area Planning Association (BAPA), Contractor for 103rd Street Beverly Special Service Area #44 (Organization) is a not-for-profit corporation organized under the laws of the State of Illinois. This not-for-profit organization serves as the central organization for community organizations in the Beverly Hills/Morgan Park communities and thereby provides a forum for the discussion of concerns common to the area. BAPA coordinates and implements comprehensive plans designed to improve the community through programs in housing, education, economic development, marketing, and special events. BAPA also publishes a free monthly newspaper. The Organization is located within the boundaries of the City of Chicago.

Nature of Reporting Entity

Special Service Area #44 is a taxing district authorized by the City of Chicago located in Chicago, Illinois. Its scope of services is to fund various activities to improve and enhance the Special Service Area #44 commercial district. The SSA is funded by property taxes levied on properties within the SSA boundaries, which are collected by the Cook County Treasurer, and then distributed by the City of Chicago to the SSA.

Special Service Area #44 is governed by a Commission whose members are appointed by the Mayor of Chicago. The City of Chicago contracted with Beverly Area Planning Association (BAPA) to perform administrative duties as the service provider for this SSA during the reporting period. BAPA is an Illinois not-for-profit corporation that is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

Government-Wide and Fund Financial Statements

The financial statements of the SSA have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units, hereinafter referred to as GAAP (generally accepted accounting principles). The accepted standard-setting body for establishing governmental accounting and financial reporting principles is GASB (the Governmental Accounting Standards Board).

Government-Wide financial statements (Statement of Net Position and Statement of Activities) are prepared using the economic resources measurement focus and the accrual basis of accounting for all of the SSA's activities. The Fund Financial Statements, which focus on the SSA's governmental fund's current financial resources measurement, are prepared on the modified accrual basis.

**103RD STREET BEVERLY SPECIAL SERVICE AREA #44
(BEVERLY AREA PLANNING ASSOCIATION, CONTRACTOR)
NOTES TO FINANCIAL STATEMENTS
December 31, 2019 and 2018**

Note 1 – Nature of Operations and Summary of Significant Accounting Policies (cont.)

The SSA accounts for its activities in one fund, its general fund.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year in which they are levied.

The governmental fund financial statements are prepared on the modified accrual basis of accounting, with only current assets and liabilities included on the balance sheet. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available to finance expenditures of the current period. Available means collected within the current period or soon enough thereafter to be used to pay liabilities of the current period. Property taxes are susceptible to accrual and recognized as a receivable in the year levied. Revenue recognition is deferred unless the taxes are received within 60 days subsequent to year-end. Expenditures are recorded when the liability is incurred.

Fund Equity/Net Position

Governmental fund equity is classified as fund balance. Fund balance is further classified as non-spendable, restricted, committed, assigned or unassigned. Non-spendable fund balance cannot be spent because of its form. Restricted fund balance has limitations imposed by enabling legislation or an outside party. Committed fund balance is a limitation imposed by the SSA board through approval of resolutions. Assigned fund balances is a limitation imposed by a designee of the SSA board. Unassigned fund balance is the net resources in excess of what can be properly classified in one of the above four categories.

When both restricted and unrestricted fund balances are available for use, it is the SSA's policy to use restricted fund balances first, then unrestricted fund balances. Furthermore, committed fund balance is reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

For the government-wide financial statements, net position is reported as invested in capital assets net of related debt, restricted or unrestricted. Invested in capital assets, net of related debt, if applicable, is comprised of the net capital asset balance less any related debt. Restricted net position is when restrictions are placed on net assets from 1) externally imposed by creditors, grantors, contributors or laws or regulations of other governments or 2) imposed by law through constitutional provisions or enabling legislation. The remaining net position is classified as unrestricted.

**103RD STREET BEVERLY SPECIAL SERVICE AREA #44
(BEVERLY AREA PLANNING ASSOCIATION, CONTRACTOR)
NOTES TO FINANCIAL STATEMENTS
December 31, 2019 and 2018**

Note 1 – Nature of Operations and Summary of Significant Accounting Policies (cont.)

Cash and Cash Equivalents

Cash and cash equivalents is defined as short-term liquid investments such as cash in banks, money markets and other financial instruments that can be reduced to cash in thirty days or less. The Organization maintains its cash in bank accounts, which, at times, may exceed the federally insured limits. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash and cash equivalents. The Organization has established a separate checking account at Beverly Bank and Trust in Chicago, Illinois and all tax revenue funds are automatically deposited into this checking account. The Contractor has not commingled Service Tax funds with funds from other sources.

Property Taxes

Property taxes become an enforceable lien on real property on January 1 of the year it is levied. Taxes are payable in two installments in the subsequent year. The first installment is an estimate based on the prior year billed levy (55%) and is due in March. The second installment is due on August 1, or 30 days from the mailing of the tax bills if issued later than July 1. The second installment is based on the remaining amount of the levy on file with the County. Bills are issued and collected by Cook County, who remits the SSA #44's share to the City who then remits the monies to the SSA #44.

Related Party Transactions

103rd Street Beverly Special Service Area #44 shares office space, equipment and employees through its affiliation with Beverly Area Planning Association. 103rd Street Beverly Special Service Area #44 has no employees of its own but reimburses BAPA for payroll and related costs of the individuals who may work on the program. It also may reimburse BAPA for a portion of its applicable operating expenses, including allocation of rent and utilities. As of December 31, 2019 and 2018, \$2,941 and \$3,222 was due to and from BAPA, respectively.

Use of Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Special Service Area Agreement

The City of Chicago has established a special service area known and designated as “103rd Street Beverly Special Service Area #44” to provide special services in addition to those services generally provided by the City. BAPA has been designated as “Contractor” under terms of the agreement. The City has authorized a levy not to exceed 2.5% of the equalized assessed value of all property within the area to produce sufficient revenues to provide those special services.

**103RD STREET BEVERLY SPECIAL SERVICE AREA #44
(BEVERLY AREA PLANNING ASSOCIATION, CONTRACTOR)
SCHEDULE OF FINDINGS
December 31, 2019 and 2018**

Note 1 – Nature of Operations and Summary of Significant Accounting Policies (cont.)

The maximum amount to be paid to the Organization is the lesser of \$14,458 and \$14,458, or the amount of service tax funds collected during 2019 and 2018, respectively. For each subsequent period of the agreement, the maximum amount to be paid is the lesser of the budget for that year or the amount of service tax funds actually collected for the preceding tax year.

Note 2 – Subsequent Events

For the fiscal year ended December 31, 2019, the Organization has evaluated subsequent events through May 13, 2020, which is the date the financial statements were available to be issued.

As a result of the spread of the COVID-19 coronavirus, economic uncertainties have arisen which are likely to negatively impact tax levy income. Other financial impact could occur though such potential impact is unknown at this time.

**103RD STREET BEVERLY SPECIAL SERVICE AREA #44
(BEVERLY AREA PLANNING ASSOCIATION, CONTRACTOR)
SCHEDULE OF FINDINGS
December 31, 2019 and 2018**

Findings

We have read and understand the necessary audit requirements contained in the Service Provider Agreement. Accordingly, based on our audit, no findings were noted during the years ended December 31, 2019 and 2018.

State of Illinois

Department of Financial and Professional Regulation Division of Professional Regulation

LICENSE NO.
066.004348
065.011223

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:

EXPIRES:
11/30/2021

PUBLIC ACCOUNTANT FIRM LICENSE



DESMOND & AHERN LTD
10827 S WESTERN AVE
CHICAGO, IL 60643-3206



DEBORAH HAGAN
ACTING SECRETARY

JESSICA BAER
DIRECTOR

The official status of this license can be verified at www.idfpr.com

13627638

Cut on Dotted Line

For future reference, IDFPR is now providing each person/business a unique identification number, 'Access ID', which may be used in lieu of a social security number, date of birth or FEIN number when contacting the IDFPR. Your Access ID is: 1748482

Exhibit A Budget

Special Service Area # 44

Service Provider Agency:	Beverly Area Planning Association
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2019 BUDGET SUMMARY

Budget and Services Period: January 1, 2019 through December 31, 2019

CATEGORY	2018 Levy		Carryover Funds	TIF Rebate Fund #	Estimated Late Collections and Interest	Total All Sources 2018 Budget
	Collectable Levy	Estimated Loss Collection				
1.00 Customer Attraction	\$4,085	\$0	\$0	\$0	\$0	\$4,085
2.00 Public Way Aesthetics	\$8,143	\$0	\$0	\$0	\$0	\$8,143
3.00 Sustainability and Public Places	\$0	\$0	\$0	\$0	\$0	\$0
4.00 Economic/ Business Development	\$0	\$0	\$0	\$0	\$0	\$0
5.00 Safety Programs	\$0	\$0	\$0	\$0	\$0	\$0
6.00 SSA Management	\$630	\$0	\$0	\$0	\$0	\$630
7.00 Personnel	\$1,600	\$0		\$0	\$0	\$1,600
	Sub-total	\$14,458				
GRAND TOTALS	Levy Total	\$14,458	\$0	\$0	\$0	\$14,458

LEVY ANALYSIS

Estimated 2018 EAV:	\$3,008,102
Authorized Tax Rate Cap:	2.500%
Maximum Potential Levy limited by Rate Cap:	\$75,203
Requested 2018 Levy Amount:	\$14,458
Estimated Tax Rate to Generate 2017 Levy:	0.4806%

Service Provider Agency:	Beverly Area Planning Association
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LEVY CHANGE FROM PREVIOUS YEAR	
2017 Levy Total (in 2018 budget)	\$14,458
2018 Levy Total (in 2019 budget)	\$14,458
Percentage Change	0.00%
Community meeting required if levy amount increases greater than 5% from previous levy.	

CARRYOVER CALCULATION	
2018 Budget Total	0
2019 Carryover	\$0
Percentage	#DIV/0!

LOSS COLLECTION CALCULATION		EXPLANATION REQUIRED IF AMOUNT VARIES FROM ACTUAL IN 2017
Actual amount of Levy not collected in 2017	Amount Proposed for 2019	
\$0		
This figure will be provided by DPD and entered by Service Provider		

LATE COLLECTIONS AND INTEREST CALCULATION (includes refunds to County)		EXPLANATION REQUIRED IF AMOUNT VARIES FROM LOSS COLLECTION FIGURE
	Amount Proposed for 2019	
\$0		
This figure will be provided by DPD and entered by Service Provider		

Service Provider Agency:	Beverly Area Planning Association
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2018 BUDGET & SERVICES - SIGNATURE PAGE

Budget and Services Period: January 1, 2019 through December 31, 2019

The 2019 Budget & Services were approved by the SSA Commission.

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SSA Chairperson Signature

Printed Name

Date