### 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 <u>via e-mail are not acceptable</u>. Audit packages will be deemed "not submitted" unless uploaded to DPD's SharePoint platform.

SSA Name and Number:	Chinatown SSA#73
SSA Provider Name: C	hicago Chinatown Chamber of Commerce
Submission Date: May	14, 2020
Starting PDF Page Number	Audit Report Package Components
	Comparative Financial Statements
3	Statement of Net Position and Governmental Fund Balance     Sheet – Current Year
3	2. Statement of Net Position and Governmental Fund Balance Sheet – Prior Year
4	3. Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance – Current Year
4	4. Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance – Prior Year
9&10	5. Statement of Revenues and Expenditures – Budget and Actual
2	Auditor's Opinion on Financial Statements
11	Schedule of Findings – Current and Prior Year, if applicable *
11	Corrective Action Plan - Current and Prior Year, if applicable*
12	Audit Firm CPA License
13	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.

<sup>\*</sup>required if findings exist

### Special Service Area 73 (a taxing district authorized by the City of Chicago) Managed by Chicago Chinatown Chamber of Commerce

Financial Statements
December 31, 2019 and 2018

### Special Service Area 73 Managed by Chicago Chinatown Chamber of Commerce Financial Statements December 31, 2019 and 2018

### Index

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### Independent Auditor's Report

To the Commissioners of Special Service Area 73 Managed by Chicago Chinatown Chamber of Commerce

We have audited the accompanying financial statements of Special Service Area 73, (a taxing district authorized by the City of Chicago) as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the SSA 73 basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

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

### Auditor's Responsibility

Our responsibility is to express 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 from material misstatement.

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

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

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Special Service Area 73 as of December 31, 2019 and 2018, and its statements of activities and governmental fund/revenues expenditures and changes in fund balance for the years then ended in conformity with accounting principles generally accepted in the United States of America.

### Other Matters

### Required Supplementary Information

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.

### Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of revenues and expenditures - budget and actual on page 9 and 10, are presented for comparison and analysis purposes only. The supplementary information is not a required part of the basic financial statements. We have not performed any auditing procedures on the budget amounts and therefore, express no opinion on them.

EILTS & ASSOCIATES, INC.

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Chicago, Illinois May 11, 2020

### Special Service Area 73 Managed by Chicago Chinatown Chamber of Commerce Statements of Net Position and Governmental Fund Balance Sheet December 31, 2019 and 2018

	2019 2018											
			Governmental Fund Adjustments		Statement of Net Position		Governmental Fund		A -1:			tement of
ASSETS		-una	_ Auj	ustments	ivet	Position	-	runa	AC	ljustments	Ne	t Position
Cash and cash equivalents Property tax receivable, net allowance for uncollectable taxes of \$0 and \$718 TIF rebate receivable Prepaid expenses	\$	14,061 25,000 3,581	\$	-	\$	14,061 25,000 3,581	\$	28,957 88,650 - 9,500	\$	-	\$	28,957 88,650 - 9,500
Total Assets	\$	42,642	\$		\$	42,642	\$	127,107	\$		\$	127,107
DEFERRED INFLOWS												
Deferred property tax revenue		25,000		(25,000)				88,650		(88,650)		-
Total Deferred Inflows		25,000		(25,000)		Ħ		88,650		(88,650)		_
FUND BALANCE / NET POSITION												
Unassigned		17,642		(17,642)				38,457		(38,457)	D.	-
Total Fund Balance		17,642		(17,642)				38,457		(38,457)		-
Total Deferred Infows and Fund Balance	\$	42,642					\$	127,107				
Net Position - Unrestricted			\$	(42,642)	\$	42,642			\$	(127,107)	\$	127,107
Amounts reported for government activities in the	e state	ment of ne	t positi	on are differe	ent bec	ause:						
Total fund balance - governmental funds					\$	17,642					\$	38,457
Property tax revenue is recognized in the law available." A portion of the property tax is government funds.					en 	25,000					- -	88,650
Total net position - governmental activities	i				\$	42,642					\$	127,107

### Special Service Area 73 Managed by Chicago Chinatown Chamber of Commerce Statements of Activities and Governmental Fund,

### Revenues, Expenditures

### and Changes in Fund Balances For the Years Ended December 31, 2019 and 2018

			2019						2018		
	Governmental Fund	Adjı	ustments	Statement of Activities		Governmental Fund		Adj	ustments		atement of Activities
REVENUES											
Property taxes - net of allowance TIF rebate revenue Interest	\$ 89,412 3,581	\$	(63,650)	\$	25,762 3,581	\$	92,973 - 6	\$	88,650 - -	\$	181,623 - 6
Total Revenues	92,993		(63,650)		29,343		92,979		88,650		181,629
EXPENDITURES											
Customer attraction Public way aesthetics SSA management Personnel	22,811 69,597 2,850 18,550		- - - -	-	22,811 69,597 2,850 18,550	-	3,692 32,135 145 18,550		- - -	-	3,692 32,135 145 18,550
Total Expenditures	113,808	,	-		113,808		54,522		-		54,522
Excess of Revenues over Expenditures	(20,815)		(63,650)		(84,465)	1	38,457		88,650		127,107
Change in Net Position	(20,815)		(63,650)		(84,465)		38,457		88,650		127,107
Fund Balance/Net Position											
Beginning of the Year	38,457		88,650		127,107						
End of the Year	\$ 17,642	\$	25,000	\$	42,642	\$	38,457	\$	88,650	\$	127,107
Amounts reported for governmental activities in	the statement of	activities	s is different	t beca	use:						
Net change in Fund balance - governmental fu	nds			\$	(20,815)					\$	38,457
Property tax is recognized in the year it is levied for governmental funds	d rather than when	it is ava	ailable		(63,650)						88,650
Change in Net Position				\$	(84,465)					\$	127,107

### NOTE 1 - Nature of Activities and Reporting Entity

Special Service Area 73 ("SSA 73") is a taxing district authorized by City of Chicago located in Chicago, Illinois. Its scope of services is to fund various activities to support the economic well-being and tourism appeal of the district through programs, services and promotional events. The Chinatown SSA makes Chicago's Chinatown a welcoming destination for visitors, residents, and businesses alike. The SSA is funded by property tax 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. SSA 73 was established as of January 1, 2018.

Special Service Area 73 is governed by a Commission whose members are appointed by the Mayor of Chicago. The City of Chicago contracted with the Chicago Chinatown Chamber of Commerce to perform administrative duties as the service provider for this SSA during the reporting period. Chicago Chinatown Chamber of Commerce is an Illinois not-for-profit corporation, exempt from federal taxes under Section 501c (6) of the Internal Revenue Code.

Special Service Area 73 is roughly bounded by LaSalle Street from 24<sup>th</sup> place north to Cullerton Street, and Cullerton Street east to LaSalle Street to west to Stewart Avenue. Special Services authorized in Establishment Ordinance include but are not limited to: public way maintenance and beautification; district marketing and advertising; business retention/attraction, special events and promotional activities; auto and bike transit; security; façade improvements; and other commercial and economic development initiatives.

### NOTE 2 - Summary of Significant Accounting Policies

### a. Government-Wide and Fund Financial Statements

The financial statements of SSA 73 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 accounted principals). The accepted standard-setting body for establishing governmental accounting and financial reporting principles is GASB (the Governmental Accounting Standards Board).

NOTE 2 – Summary of Significant Accounting Policies – (Continued)

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

b. 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 government 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.

The preparation of financial statements is conformity with generally accepted accounting principles accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Accordingly, actual results could differ from those estimates.

c. Assets, Liabilities and Net Position

Cash and Cash Equivalents

The SSA's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisitions.

NOTE 2 – Summary of Significant Accounting Policies – (Continued)

### Receivables

All property tax receivables are shown net of allowances. As of December 31, 2019, and 2018, the allowance is estimated to be approximately 1% of the outstanding property taxes.

### 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 the resolutions. Assigned fund balance is a limitation imposed by a designee of the SSA 73 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 used restricted fund balance first, then unrestricted fund balance. 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.

### d. Subsequent Events

Subsequent events have been evaluated through May 11, 2020, which is the date the financial statements were available to be issued.

### NOTE 3 – Cash and cash equivalents

The SSA defines cash and cash equivalents as short-term investments such as cash in banks, money markets, and other financial instruments that can be reduced to cash in thirty days or less. The SSA maintains its cash balance in a financial institution located in Chicago, IL., of which is insured by the Federal Deposit Insurance Corporation up to \$250,000. The SSA's cash balance did not exceed the insurance level as of December 31, 2019 and 2018.

### NOTE 4 - 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's share to the City who then remits the monies to SSA 73.

### NOTE 5 - Deferred Inflows of Revenue

A deferred inflow of property tax revenue represents an acquisition of fund balance that applies to a future period and therefore will not be recognized as an inflow of revenue until that future time.

### NOTE 6 – Related Party Transactions

SSA 73 is affiliated with Chicago Chinatown Chamber of Commerce, which provides certain administrative services of the SSA. As of December 31, 2019, and 2018, there was not a balance in payable for administrative services provided. If there had been a balance in payable, it would have resulted from the time lag that 1) goods and services were provided or reimbursable expenditures occur, 2) transactions were recorded in the accounting system and 3) payments were being made. SSA 73 has no employees of their own, but reimburses Chicago Chinatown Chamber of Commerce for shared payroll and related costs, as well as a portion of its shared operating expenses.



# Special Service Area 73 Managed by Chicago Chinatown Chamber of Commerce Schedule of Revenues and Expenditures - Budget and Actual December 31, 2019

	E	Budget	et Act		Va	ariance
REVENUE						
Property revenues and interest - current year TIF rebate revenue	\$	90,086	\$	89,412 3,581	\$	674 (3,581)
Total revenues		90,086		92,993		(2,907)
EXPENDITURES						
Customer attraction Public way aesthetics Economic/business development SSA management Personnel		28,236 50,100 8,800 7,800 18,550		22,811 69,597 - 2,850 18,550		5,425 (19,497) 8,800 4,950
Total expenditures	-	113,486	******	113,808	-	(322)
Excess (deficit) of revenues over expenditures	\$	(23,400)	\$	(20,815)	\$	(2,585)
CARRYOVER		23,400				23,400
Net revenues in excess of expenses	\$	-	\$	(20,815)	\$	20,815

# Special Service Area 73 Managed by Chicago Chinatown Chamber of Commerce Schedule of Revenues and Expenditures - Budget and Actual December 31, 2018

				-	-	
	Budget		Actual			'ariance
REVENUE						
Property revenues and interest - current year	\$	93,605	\$	92,979	\$	626
Total revenues		93,605		92,979		626
EXPENDITURES						
Customer attraction Public way aesthetics SSA management Personnel		22,955 44,300 7,800 18,550		3,692 32,135 145 18,550		19,263 12,165 7,655
Total expenditures		93,605		54,522		39,083
Excess (deficit) of revenues over expenditures	\$		\$	38,457	\$	(38,457)
CARRYOVER						
Net revenues in excess of expenses	\$	_	\$	38,457	\$	(38,457)

# Special Service Area 73 (a taxing district authorized by the City of Chicago) Managed by Chicago Chinatown Chamber of Commerce Summary Schedule of Findings For the Year Ended December 31, 2019

As part of our audit and request by the Special Service Area Annual Audited Financial Statement Guidelines prepared by the City of Chicago Department of Planning and Development issued in 2019, we have read and understand the requirements contained in the Agreement for Special Service Area 73 between the City of Chicago and Chicago Chinatown Chamber of Commerce.

Our auditor's report expresses an unmodified opinion on the financial statements of Special Service Area 73 for the year ended December 31, 2019. No significant deficiencies or material weaknesses were disclosed during the audit of the financial statements. After conducting the audit, we determined that one exception was noted.

### **CURRENT YEAR FINDING:**

The actual expended funds from the budget category Public Way Aesthetics exceeded the 2019 approved budget amount.

### **CORRECTIVE ACTION PLAN:**

The Commission of Special Service Area 73 will pay particularly close attention when creating, approving and modifying future annual budgets as well as monitoring actual annual spending so as not to exceed annual budget.

### **PRIOR YEAR FINDING:**

State of Illinois Statue limits the carryover of unspent funds into the following year to 25% of the previous year's budget. SSA 73 will be carrying over 41% of the year 2018 budget into 2019, resulting in a finding. 2018 was SSA73's initial year, and funds were not received until September 2018, lateness of receipt of funds hindered the SSA spending plan.

### **CORRECTIVE ACTION PLAN – UPDATED:**

SSA73 2019 budget includes spending of 60% of the actual 2018 carryover. This 2019 budget/spending plan did resolve the above 2018 finding.

### Special Service Area 73 (a taxing district authorized by the City of Chicago) Managed by Chicago Chinatown Chamber of Commerce For the Year Ended December 31, 2019



### Special Service Area 73 (a taxing district authorized by the City of Chicago) Managed by Chicago Chinatown Chamber of Commerce For the Year Ended December 31, 2019

### Exhibit A Budget

	Special Service Area # 73
Service Provider Agency:	Chicago Chinatown Chamber of Commerce

### 2019 BUDGET SUMMARY

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

		2018	Levy			. 67	
CATEGORY		; Collectable Levy	Estimated Loss Collection	Carryover Funds	TIF Rebate Fund #0D32	Estimated Late Collections and Interest	Total All Sources
1.00 Custo Attraction	mer	\$19,000	\$718	\$7,800	\$0	\$718	\$28,236
2.00 Public Aesthetics	Way	\$42,300	\$0	\$7,800	\$0	\$0	\$50,100
3.00 Sustai Public Plac	nability and es	\$0	\$0	\$0	\$0	\$0	\$0
4.00 Econo Business D	mic/ Development	\$1,000	\$0	\$7,800	\$0	\$0	\$8,800
5.00 Safety	Programs	\$0	\$0	\$0	\$0	\$0	\$0
6.00 SSA M	anagement	\$7,800	\$0	\$0	\$0	\$0	\$7,800
7.00 Persor	nnel	\$18,550	\$0		\$0	\$0	\$18,550
	Sub-total	\$88,650	\$718				
GRAND TOTALS	Levy Total	\$89,	368	\$23,400	\$0	\$718	\$113,486

LEVY ANALYSIS	
Estimated 2018 EAV:	\$39,023,404
Authorized Tax Rate Cap:	0.800%
Maximum Potential Levy limited by Rate Cap:	\$312,187
Requested 2018 Levy Amount:	\$89,368
Estimated Tax Rate to Generate 2017 Levy:	0.2290%