

City of Chicago Department of Planning and Development

Special Service Area (SSA) Program

Audit Report Package Transmittal Checklist

This checklist must be completed and submitted with audit report package to City's Department of Planning and Development (DPD) via DPD's SharePoint platform. Note: Effective with 2019 audit report package submissions e-mail submissions are not an acceptable form of transmittal and report packages will be deemed "not submitted" unless they are uploaded into CPD's SharePoint platform. For each SSA submission enter the starting page number for each of the PDF audit report package components listed below. Each required component on the checklist must have a numeric page number, unless otherwise noted.

SSA Name and number: **West Town SSA 29-2014**

SSA Provider Name: **West Town Chicago Chamber of Commerce**

Submission Date: **May 3, 2021**

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
14 - 15	5. Statement of Revenues and Expenditures – Budget and Actual
4-5	Auditor's Opinion on Financial Statements
16	Schedule of Findings – Current and Prior Year, if applicable
16	Corrective Action Plan – Current and Prior Year, if applicable (if findings)*
17	Audit Firm CPA License
18	SSA Budget Summary page for the latest modified/amended budget approved by your SSA commission (for current audit period)
Separate PDF file attached – Yes/No	SSA Detailed SSA Commission Approved Budget
	Note: SSA Service Provider must submit detailed budget corresponding to Summary page, noted above, with audit report package.

*required if findings exist

Special Service Area 29 - 2014
(a taxing district authorized by the City of Chicago)
Managed by West Town Chicago Chamber of Commerce

Financial Statements
December 31, 2020 and 2019

Special Service Area 29-2014
Managed by West Town Chicago Chamber of Commerce

Financial Statements
December 31, 2020 and 2019
Table of Contents

<u>Financial Statements</u>	<u>Page</u>
Independent Auditor's Report	1-2
Statements of Net Position and Governmental Fund Balance Sheets December 31, 2020 and 2019	3
Statements of Activities and Governmental Fund, Revenues, Expenditures and Changes in Fund Balances For the Years Ended December 31, 2020 and 2019	4
Notes to the Financial Statements - For the Years Ended December 31, 2020 and 2019	5-9
<u>Supplementary Information</u>	
Schedule of Revenues and Expenditures - Budget and Actual December 31, 2020	10
Schedule of Revenues and Expenditures - Budget and Actual December 31, 2019	11
Summary Schedule of Findings For the Year Ended December 31, 2020	12
State of Illinois License	13
SSA Budget Summary Page Used	14

Independent Auditor's Report

To the Commissioners of
Special Service Area 29-2014
Managed by West Town Chicago Chamber of Commerce
Chicago, Illinois

We have audited the accompanying financial statements of Special Service Area 29-2014, (a taxing district authorized by the City of Chicago) as of and for the years ended December 31, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the SSA 29-2014 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.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial positions of Special Service Area 29-2014 as of December 31, 2020 and 2019, 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 schedules of revenues and expenditures - budget and actual on page 10 and 11, 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.

EILTS & ASSOCIATES, INC.
Chicago, Illinois
April 28, 2021

Special Service Area Number 29 - 2014
Managed by West Town Chicago Chamber of Commerce
Statements of Net Position and
Governmental Fund Balance Sheets
December 31, 2020 and 2019

	2020			2019		
	Governmental Fund	Adjustments	Statement of Net Position	Governmental Fund	Adjustments	Statement of Net Position
ASSETS						
Cash and cash equivalents	\$ 124,868	\$ -	\$ 124,868	\$ 126,202	\$ -	\$ 126,202
Property tax receivable, net of allowance	679,411	-	679,411	651,046	-	651,046
TIF rebate receivable	96,591	-	96,591	61,594	-	61,594
Total Assets	\$ 900,870	\$ -	\$ 900,870	\$ 838,842	\$ -	\$ 838,842
LIABILITIES						
Accounts payable and accrued expenses	\$ 77,523	\$ -	\$ 77,523	\$ 99,691	\$ -	\$ 99,691
Total Liabilities	77,523	-	77,523	99,691	-	99,691
DEFERRED INFLOWS						
Deferred property tax revenue	679,411	(679,411)	-	651,046	(651,046)	-
Total Deferred Inflows	679,411	(679,411)	-	651,046	(651,046)	-
FUND BALANCE / NET POSITION						
Unassigned	143,936	(143,936)	-	88,105	(88,105)	-
Total Fund Balance	143,936	(143,936)	-	88,105	(88,105)	-
Total Liabilities, Deferred Inflows and Fund Balance	\$ 900,870			\$ 838,842		
Net Position - Unrestricted		\$ (823,347)	\$ 823,347		\$ (739,151)	\$ 739,151

Amounts reported for government activities in the statement of net position are different because:

Total fund balance - governmental funds	\$ 143,936	\$ 88,105
Property tax revenue is recognized in the period for which levied rather than when "available." A portion of the property tax is deferred as it is not available in the government funds.	679,411	651,046
Total net position - governmental activities	\$ 823,347	\$ 739,151

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

Special Service Area Number 29 - 2014
Managed by West Town Chicago Chamber of Commerce
Statements of Activities and Governmental Fund,
Revenues, Expenditures and Changes in Fund Balances
For the Years Ended December 31, 2020 and 2019

	2020			2019		
	Governmental Fund	Adjustments	Statement of Activities	Governmental Fund	Adjustments	Statement of Activities
REVENUES						
Property taxes and interest	\$ 641,949	\$ 28,365	\$ 670,314	\$ 614,768	\$ 29,082	\$ 643,850
TIF rebates	39,841	-	39,841	38,624	-	38,624
Interest	621	-	621	3,466	-	3,466
Total Revenues	682,411	28,365	710,776	656,858	29,082	685,940
EXPENDITURES						
Customer attraction	115,959	-	115,959	194,359	-	194,359
Public way aesthetics	289,225	-	289,225	310,818	-	310,818
Economic business development	15,218	-	15,218	5,679	-	5,679
Safety programs	8,298	-	8,298	-	-	-
SSA management	47,460	-	47,460	46,249	-	46,249
Personnel	150,420	-	150,420	140,101	-	140,101
Total Expenditures	626,580	-	626,580	697,206	-	697,206
Excess/(deficit) of Revenues over expenditures	55,831	28,365	84,196	(40,348)	29,082	(11,266)
Change in Net Position	55,831	28,365	84,196	(40,348)	29,082	(11,266)
Fund Balance/Net Position						
Beginning of the Year	88,105	651,046	739,151	128,453	621,964	750,417
End of the Year	<u>\$ 143,936</u>	<u>\$ 679,411</u>	<u>\$ 823,347</u>	<u>\$ 88,105</u>	<u>\$ 651,046</u>	<u>\$ 739,151</u>
Amounts reported for governmental activities in the statement of activities is different because:						
Net change in Fund balance - governmental funds			\$ 55,831			\$ (40,348)
Property tax is recognized in the year it is levied rather than when it is available for governmental funds			28,365			29,082
Change in Net Position			<u>\$ 84,196</u>			<u>\$ (11,266)</u>

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

Special Service Area 29 – 2014
Managed by West Town Chicago Chamber of Commerce
Notes to Financial Statements
For the Years Ended December 31, 2020 and 2019

NOTE 1 – Nature of Activities and Reporting Entity

Special Service Area 29-2014 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 West Town commercial district. 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.

Special Service Area 29-2014 is governed by a Commission whose members are appointed by the Mayor of Chicago. The City of Chicago contracted with West Town Chamber of Commerce to perform administrative duties as the service provider for this SSA during the reporting period. West Town Chicago Chamber of Commerce is an Illinois non-for-profit corporation that is exempt from federal taxes under Section 501(c)6 of the Internal Revenue Code.

NOTE 2 – Summary of Significant Accounting Policies

a. Governmental-Wide and Fund Financial Statements

The financial statements of the SSA have been prepared in conformity with accounting principles generally accepted in 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). 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 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, both measurable and available to finance expenditures of the current period.

Special Service Area 29 – 2014
Managed by West Town Chicago Chamber of Commerce
Notes to Financial Statements
For the Years Ended December 31, 2020 and 2019

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

Available means collected within the current period or soon enough thereafter to be used to pay liabilities of the current period. Property taxes as 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 in 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 reported period. 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 acquisition.

Receivables

All property tax receivables are shown net of allowances. As of December 31, 2020, and 2019, the allowance for uncollectible property tax levy is \$14,000 and \$10,000, respectively, which is approximately 2-4% of the total levy.

Fund Equity/Net Position

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned, or unassigned. Nonspendable fund balance cannot be spent because of its form. Restricted fund balance has limitations imposed by the SSA board through approval of resolutions. Assigned fund balance 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.

Special Service Area 29 – 2014
Managed by West Town Chicago Chamber of Commerce
Notes to Financial Statements
For the Years Ended December 31, 2020 and 2019

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

Fund Equity/Net Position– (continued)

When both restricted and unrestricted fund balances are available for use, it is the SSA's policy to use 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 April 28, 2021, which is the date the financial statements were available to be issued.

NOTE 3 – Cash and Cash Equivalents

The SSA 29-2014 maintains its cash in a financial institution located in Chicago, IL. The balance 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, 2020 and 2019.

NOTE 4 – Property Taxes

The SSA's principal source of revenue is from real estate taxes levied on certain property located in its boundaries. 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 March. The second installment is due in August or 30 days from the

Special Service Area 29 – 2014
Managed by West Town Chicago Chamber of Commerce
Notes to Financial Statements
For the Years Ended December 31, 2020 and 2019

NOTE 4 – Property Taxes – (continued)

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 the SSA.

NOTE 5 – TIF Rebate Receivable

As of December 31, 2020, and 2019, a TIF rebate receivable of \$96,591 and \$61,594, respectively, was identified and reported to the SSA, by the City of Chicago. TIF rebates will be received by the SSA over the term of this SSA.

NOTE 6 – Accounts Payable

Accounts payable balance at December 31, 2020 and 2019, is \$77,523 and \$99,691, respectively. These balances consist of expenses/services incurred during the respective year related to façade enhancement programs, tree maintenance, decorative banners, and reimbursed costs.

NOTE 7 – Deferred Inflows of Revenue

A deferred inflow of resources/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 resources (revenue) until that future time. The balance in deferred property tax revenue at December 31, 2020 and 2019, reflective of the 2020 and 2019 levy, is \$679,411 and \$651,046, respectively.

NOTE 8 – Fund Equity/Net Position

The SSA is required to present information regarding its financial position and activities according to the Agreement for Special Service Area #29-2014 between the City of Chicago and West Town Chicago Chamber of Commerce. As of December 31, 2020, and 2019, the SSA had unrestricted net assets/carryover of \$143,936 and \$88,105, respectively.

Special Service Area 29 – 2014
Managed by West Town Chicago Chamber of Commerce
Notes to Financial Statements
For the Years Ended December 31, 2020 and 2019

NOTE 9 – Related Party Transactions

The SSA is affiliated with West Town Chicago Chamber of Commerce, which acts as its sole service provider. Special service area 29-2014 shares office space, equipment, and employees through this affiliation. Special Service Area 29-2014 has no employees of their own, but reimburses West Town Chicago Chamber of Commerce for payroll and related costs. It also reimburses West Town Chicago Chamber of Commerce for a portion of its operating expenses, and allocation of rent and utilities. As of December 31, 2020, and 2019, the amount payable to West Town Chicago Chamber of Commerce from SSA 29-2014 is \$16,193 and \$32,847, respectively.

NOTE 10 – Risks and Uncertainties

In January 2020, the World Health Organization declared the spread of the Coronavirus Disease (COVID-19) a worldwide pandemic. The COVID-19 pandemic is having significant effects on global markets, supply chains, businesses, and communities. Specific to the SSA, COVID-19 may impact various parts of its 2021 operations and financial results, including potential reduction in collection of property tax levies.

Management believes the SSA is taking appropriate actions to mitigate the negative impact. However, the full impact of COVID-19 outbreak continues to evolve as of the date the SSA's financial statements were issued. Given the uncertainty related to the pandemic, the SSA is not able to estimate the effects of the COVID-19 outbreak on its operations, financial condition and liquidity for the year ended December 31, 2021.

Supplementary Information

Special Service Area Number 29 - 2014
Managed by West Town Chicago Chamber of Commerce
Schedule of Revenues and
Expenditures - Budget and Actual
December 31, 2020

	Budget	Actual	Variance
REVENUE			
Property taxes and interest	\$ 673,810	\$ 641,949	\$ 31,861
TIF rebates	4,844	39,841	(34,997)
Interest	-	621	(621)
	<u>678,654</u>	<u>682,411</u>	<u>(3,757)</u>
Total Revenues	678,654	682,411	(3,757)
EXPENDITURES			
Customer attraction	185,280	115,959	69,321
Public way aesthetics	400,708	289,225	111,483
Sustainability and public places	1,100	-	1,100
Economic business development	18,000	15,218	2,782
Safety programs	9,500	8,298	1,202
SSA management	47,570	47,460	110
Personnel	150,496	150,420	76
	<u>812,654</u>	<u>626,580</u>	<u>186,074</u>
Total Expenditures	812,654	626,580	186,074
Excess(deficit) of revenues over expenditures	<u>\$ (134,000)</u>	<u>\$ 55,831</u>	<u>\$ (189,831)</u>
CARRYOVER			
	<u>134,000</u>	<u>-</u>	<u>134,000</u>
Net revenue in excess of expenditures	<u>\$ -</u>	<u>\$ 55,831</u>	<u>\$ (55,831)</u>

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

Special Service Area Number 29 - 2014
Managed by West Town Chicago Chamber of Commerce
Schedule of Revenues and
Expenditures - Budget and Actual
December 31, 2019

	Budget	Actual	Variance
REVENUE			
Property taxes and interest	\$ 644,784	\$ 614,768	\$ 30,016
TIF rebates	14,790	38,624	(23,834)
Interest	-	3,466	(3,466)
	<u>659,574</u>	<u>656,858</u>	<u>2,716</u>
Total Revenues	659,574	656,858	2,716
EXPENDITURES			
Customer attraction	196,859	194,359	2,500
Public way aesthetics	360,571	310,818	49,753
Economic business development	16,000	5,679	10,321
Safety programs	9,000	-	9,000
SSA management	46,249	46,249	-
Personnel	142,895	140,101	2,794
	<u>771,574</u>	<u>697,206</u>	<u>74,368</u>
Total Expenditures	771,574	697,206	74,368
Excess(deficit) of revenues over expenditures	<u>\$ (112,000)</u>	<u>\$ (40,348)</u>	<u>\$ (71,652)</u>
CARRYOVER			
	<u>112,000</u>	<u>-</u>	<u>112,000</u>
Net revenue in excess of expenditures	<u>\$ -</u>	<u>\$ (40,348)</u>	<u>\$ 40,348</u>

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

Special Service Area 29 – 2014
Managed by West Town Chicago Chamber of Commerce
Summary Schedule of Findings
For the Year Ended December 31, 2020

As part of our audit and request by the Special Service Area Annual Audited Financial and Accounting Guide, prepared by the City of Chicago Department of Planning and Development, we have read and understand the requirements contained in the Agreement for Special Service Area 29-2014, between the City of Chicago and West Town Chamber of Commerce.

The auditor's report expresses an unmodified opinion on the financial statements of West Town Chicago Chamber Special Service Area 29-2014 for the year ended December 31, 2020. No significant deficiencies or material weaknesses were disclosed during the audit of the financial statements.

CURRENT YEAR FINDINGS & QUESTIONED COSTS

None Found

PRIOR YEAR FINDINGS & QUESTIONED COSTS

None Found

Special Service Area 29-2014
(a taxing district authorized by the City of Chicago)
Managed by West Town Chicago Chamber of Commerce
Auditor Professional License
For the Year Ended December 31, 2020



Special Service Area 29-2014
(a taxing district authorized by the City of Chicago)
Managed by West Town Chicago Chamber of Commerce
Budget
For the Year Ended December 31, 2020

Exhibit A
Budget

	Special Service Area # 29-2014
SSA Name:	West Town

2020 BUDGET SUMMARY

Budget and Services Period: January 1, 2020 through December 31, 2020

CATEGORY	2019 Levy		Carryover Funds	TIF Rebate Fund #0D20	Estimated Late Collections and Interest	Total All Sources
	Collectable Levy	Estimated Loss Collection				
1.00 Customer Attraction	\$151,280	\$0	\$34,000	\$0	\$0	\$185,280
2.00 Public Way Aesthetics	\$278,100	\$11,382	\$95,000	\$4,844	\$11,382	\$400,708
3.00 Sustainability and Public Places	\$100	\$0	\$1,000	\$0	\$0	\$1,100
4.00 Economic/ Business Development	\$16,000	\$0	\$2,000	\$0	\$0	\$18,000
5.00 Safety Programs	\$7,500	\$0	\$2,000	\$0	\$0	\$9,500
6.00 SSA Management	\$47,570	\$0	\$0	\$0	\$0	\$47,570
7.00 Personnel	\$150,496	\$0		\$0	\$0	\$150,496
	Sub-total	\$651,046	\$11,382			
GRAND TOTALS	Levy Total	\$662,428	\$134,000	\$4,844	\$11,382	\$812,654

LEVY ANALYSIS

Estimated 2019 EAV:	\$199,238,676
Authorized Tax Rate Cap:	0.470%
Maximum Potential Levy limited by Rate Cap:	\$936,422
Requested 2019 Levy Amount:	\$662,428
Estimated Tax Rate to Generate 2018 Levy:	0.3325%

LEVY CHANGE FROM PREVIOUS YEAR

2018 Levy Total (in 2019 budget)	\$632,964
2019 Levy Total (in 2020 budget)	\$662,428
Percentage Change	4.65%
Community meeting required if levy amount increases greater than 5% from previous levy.	

CARRYOVER CALCULATION

2019 Budget Total	\$771,574
2020 Carryover	\$134,000
Percentage	17.367%
Must be less than 25%	