## 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.

**2022 AUDIT** SSA Name and number: Lakeview East SSA 8 SSA Provider Name: Lakeview East Chamber of Commerce Submission Date: July 10, 2023 **Audit Report Package Components** Starting PDF Page Number **Comparative Financial Statements** 1. Statement of Net Position and Governmental Fund Balance 6 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 5. Statement of Revenues and Expenditures – Budget and Actual 14-15 4-5 Auditor's Opinion on Financial Statements Schedule of Findings - Current and Prior Year, if applicable 16 Corrective Action Plan - Current and Prior Year, if applicable (if 16 findings)\* Audit Firm CPA License 17 18 SSA Budget Summary page for the latest modified/amended budget approved by your SSA commission (for current audit period) SSA Detailed SSA Commission Approved Budget Separate PDF file attached - Yes/No Note: SSA Service Provider must submit detailed budget corresponding to Summary page, noted above, with audit report package.

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

### **Special Service Area 8**

(a taxing district authorized by the City of Chicago) Managed by Lakeview East Chamber of Commerce

Financial Statements
December 31, 2022 and 2021

## Special Service Area 8 Managed by Lakeview East Chamber of Commerce Financial Statements

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### Joy L. Coombes, CPA MST

#### **Certified Public Accountant**

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#### Independent Auditor's Report

To the Commissioners of Special Service Area 8 Managed by Lakeview East Chamber of Commerce

#### **Opinion**

We have audited the accompanying financial statements of Special Service Area 8, (SSA 8) (a taxing district authorized by the City of Chicago) which comprise the SSA 8 basic financial statements as listed in the table of contents as of and for the years ended December 31, 2022 and 2021, and the related notes to the financial statements. In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of SSA8 as of December 31, 2022 and 2021, and the changes in its fund balance/net position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis of Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of SSA8 and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Responsibilities of Management 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. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about SSA8's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to
  fraud or error, and design and perform audit procedures responsive to those risks. Such procedures
  include examining, on a test basis, evidence regarding the amounts and disclosures in the financial
  statements.
- Obtain an understanding of internal control relevant to the audit 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 SSA8's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about SSA8's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

#### 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, is 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.

Joy L. Coombes, CPA MST

Joy L Coombes

Chicago, Illinois June 21, 2023

## Special Service Area 8 Managed by Lakeview East Chamber of Commerce

#### Statements of Net Position and Governmental Fund Balance Sheets December 31, 2022 and 2021

		2022			2021	
	Governmental	A -1:	Statement of	Governmental	A -1:	Statement of
ASSETS	Fund	Adjustments	Net Position	Fund	Adjustments	Net Position
Cash and cash equivalents Property tax receivable, net of allowance Prepaid expenses	\$ 226,717 1,154,287 -	\$ - - -	\$ 226,717 1,154,287	\$ 316,898 925,044 1,500	\$ - - -	\$ 316,898 925,044 1,500
Total Assets	\$ 1,381,004	\$ -	\$ 1,381,004	\$ 1,243,442	\$ -	\$ 1,243,442
LIABILITIES						
Accounts payable and accrued expenses Due to Lakeview East Chamber	1,871 183,304		1,871 183,304	- 57,788	<u>-</u>	57,788
Total Liabilities	185,175	-	185,175	57,788	-	57,788
DEFERRED INFLOWS						
Deferred property tax revenue	940,234	(940,234)		925,044	(925,044)	
Total Deferred Inflows	940,234	(940,234)	-	925,044	(925,044)	-
FUND BALANCE / NET POSITION						
Unassigned	255,595	(255,595)		260,610	(260,610)	
Total Fund Balance	255,595	(255,595)		260,610	(260,610)	
Total Liabilities, Deferred Inflows and Fund Balance	\$ 1,381,004			\$ 1,243,442		
Net Position - Unrestricted		\$ (1,195,829)	\$ 1,195,829		\$ (1,185,654)	\$ 1,185,654
Amounts reported for government activities in the s	statement of net pos	sition are different b	ecause:			
Total fund balance - governmental funds			\$ 255,595			\$ 260,610
Property tax revenue is recognized in the per "available." A portion of the property tax is degovernment funds.			940,234			925,044
			\$ 1,195,829			\$ 1,185,654

### Special Service Area 8

## Managed by Lakeview East Chamber of Commerce Statements of Activities and Governmental Fund,

#### Revenues, Expenditures

#### and Changes in Fund Balances

#### For the Years Ended December 31, 2022 and 2021

				2022						2021		
	Gov	rernmental Fund	Ad	justments		atement of Activities	Go	vernmental Fund	Adj	ustments		atement of Activities
REVENUES												
Property taxes - net of allowance Interest	\$	990,442	\$	15,190 -	\$	1,005,632 9	\$	1,001,926	\$	14,000	\$	1,015,926
Total Revenues		990,451		15,190		1,005,641		1,001,926		14,000		1,015,926
EXPENDITURES												
Customer attraction Public way aesthetics Sustainability and public places Economic / business development Public health and safety programs SSA Management Personnel  Total Expenditures  Excess over/(under) of revenues over expenditures Change in Net Position  Fund Balance/Net Position		229,480 389,673 10,182 6,878 94,947 81,880 182,426 995,466 (5,015)		- - - - - - 15,190		229,480 389,673 10,182 6,878 94,947 81,880 182,426 995,466 10,175		232,715 378,336 7,487 5,552 72,939 60,902 158,109 916,040 85,886		- - - - - - 14,000		232,715 378,336 7,487 5,552 72,939 60,902 158,109 916,040 99,886
Beginning of the Year		260,610		925,044		1,185,654		174,724		911,044		1,085,768
End of the Year	\$	255,595	\$	940,234	\$	1,195,829	\$	260,610	\$	925,044	\$	1,185,654
Amounts reported for governmental activities in the s	statem	ent of activit	ies is	different bec	ause	:						
Net change in Fund balance - governmental funds					\$	(5,015)					\$	85,886
Property tax is recognized in the year it is levied rath for governmental funds	er tha	n when it is a	availa	ble		15,190					-	14,000
Change in Net Position					\$	10,175					\$	99,886

#### NOTE 1 – Organization and nature

Nature of activities and reporting entity:

Special Service Area 8 is a taxing district authorized by City of Chicago located in Chicago, Illinois. Its scope of services is to fund various activities to improve and enhance the Lakeview East 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 8 is governed by a Commission whose members are appointed by the Mayor of Chicago. The City of Chicago contracted with Lakeview East Chamber of Commerce to perform administrative duties as the service provider for this SSA during the reporting period. Lakeview East Chamber of Commerce (the Chamber) is an Illinois not-for-profit corporation, exempt from federal taxes under Section 501c(6) of the Internal Revenue Code.

#### NOTE 2 – Summary of significant accounting policies

Governmental-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 accounted principals). 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.

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.

NOTE 2 – Summary of significant accounting policies – (continued)

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.

The presentation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, 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.

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 allowance. As of December 31, 2022, and 2021, the allowance is estimated to be 1% or approximately \$11,000, and 1% or approximately \$12,000, of the outstanding property taxes, respectively.

NOTE 2 – Summary of significant accounting policies – (continued)

#### Prepaid expenses

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid expenses in both the government-wide and fund financial statements.

#### 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 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.

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 compromised 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.

#### Subsequent Events

Subsequent events have been evaluated through June 21, 2023, which is the date the financial statements were available to be issued.

#### NOTE 3 – Cash and Cash Equivalents

SSA 8 maintains its cash balance 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 may exceed the insurance level from time to time during the years ending December 31, 2022 and 2021.

#### 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 the SSA.

#### 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 – 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 8 between the City of Chicago and Lakeview East Chamber of Commerce. As of December 31, 2022, and 2021, the SSA had total fund balances of \$255,595 and \$260,610, respectively. These funds will be utilized in this special service area during future years.

#### NOTE 7 – Related party transactions and Due to Lakeview East Chamber

SSA 8 is affiliated with Lakeview East Chamber of Commerce as its service provider. Special Service Area 8 shares office space, equipment, and employees through this affiliation. Special Service Area 8 has no employees of their own, but reimburses Lakeview East Chamber of Commerce for payroll, related costs and a portion of its shared operating expenses such as rent and utilities. At December 31, 2022 and 2021, the balance due to Lakeview East Chamber of Commerce was \$183,304 and \$57,788, respectively.

#### NOTE 8 - Risks and Uncertainties

COVID-19, a worldwide pandemic, has continued to present significant effects on global markets, supply chains, businesses, and communities. Specific to the SSA, COVID-19 may impact various parts of its 2023 operations and financial results, including potential reduction and delays in the collectability 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 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, 2023.

#### NOTE 9 – Subsequent Events

SSA 8 received its second installment of 2022 tax deposits late, a majority of the second installment was received in December 2022, and January 2023 and February 2023. The 2022 tax deposits received in January and February 2023 were included in Property tax receivables and in Property tax revenue at December 31, 2022. The amount of 2022 tax late deposits reported in Property tax receivable at December 31, 2022, was \$214,053. Total Property tax receivable \$1,154,287, includes gross 2022 levy of \$951,234, less allowance for uncollectible of \$11,000, plus late collections of 2021 levy received in 2023 of \$214,053.



# Special Service Area 8 Managed by Lakeview East Chamber of Commerce Schedule of Revenues and Expenditures - Budget and Actual December 31, 2022

	Budget	Actual	\	/ariance
REVENUE				
Property revenues and interest - current year	\$ 951,344	\$ 990,451	\$	(39,107)
Total revenues	951,344	990,451		(39,107)
EXPENDITURES				
Customer attraction Public way aesthetics Sustainability and public places Economic / business development Public health and safety programs SSA Management Personnel	247,303 392,012 11,200 22,800 104,500 84,200 184,329	229,480 389,673 10,182 6,878 94,947 81,880 182,426		17,823 2,339 1,018 15,922 9,553 2,320 1,903
Total expenditures	 1,046,344	 995,466		50,878
Excess (deficit) of revenues over expenditures	\$ (95,000)	\$ (5,015)	\$	(89,985)
CARRYOVER	95,000	 <del></del>		95,000
Net revenues in excess of expenses	\$ _	\$ (5,015)	\$	5,015

# Special Service Area 8 Managed by Lakeview East Chamber of Commerce Schedule of Revenues and Expenditures - Budget and Actual December 31, 2021

	Budget	Actual	 /ariance
REVENUE			
Property revenues and interest - current year	\$ 947,044	\$ 1,001,926	\$ (54,882)
Total revenues	947,044	1,001,926	(54,882)
EXPENDITURES			
Customer attraction Public way aesthetics Sustainability and public places Economic / business development Public health and safety programs SSA Management Personnel	240,158 405,185 13,200 32,000 75,000 81,800 184,701	232,715 378,336 7,487 5,552 72,939 60,902 158,109	7,443 26,849 5,713 26,448 2,061 20,898 26,592
Total expenditures	1,032,044	916,040	116,004
Excess (deficit) of revenues over expenditures	\$ (85,000)	\$ 85,886	\$ (170,886)
CARRYOVER	85,000		 85,000
Net revenues in excess of expenses	\$ 	\$ 85,886	\$ (85,886)

# Special Service Area 8 Managed by Lakeview East Chamber of Commerce Summary Schedule of Findings For the Year Ended December 31, 2022

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 Economic Development, we have read and understand the requirements contained in the Service Provider Agreement for Special Service Area 8 between the City of Chicago and Lakeview East Chamber of Commerce.

#### FINDINGS - CURRENT YEAR:

No findings

#### FINDINGS - PRIOR YEAR:

Service provider must establish a separate bank account in Chicago Illinois for the Special Service Area funds. Special Service Area 8 does maintain a bank account for inflows of the property tax levies but does not disburse any funds related to approve expenditures. All approved Special Service expenditures are disbursed from Lakeview East Chamber of Commerce and then Special Service Area 8 reimburses them.

#### MANAGEMENTS RESPONSE - PRIOR YEAR:

Special Service Area 8 does maintain a separate depository bank account only. All bills are paid through the Lakeview East Chamber of Commerce bank account and monies are transferred out of the SSA account for the amount of funds approved and spent for SSA. SSA 8 funds are not commingled with other Lakeview East Chamber of Commerce sources.

SSA 8 put into place procedures in order to pay bills through SSA 8 directly.

# Special Service Area 8 (a taxing district authorized by the City of Chicago) Managed by Lakeview East Chamber of Commerce Professional CPA License For the Year Ended December 31, 2022



## Special Service Area 8 Managed by Lakeview East Chamber of Commerce Budget

#### For the Year Ended December 31, 2022

#### Budget

## Special Service Area # 8

SSA Name: Lakeview East

#### 2022 BUDGET SUMMARY

Budget and Services Period: January 1, 2022 through December 31, 2022

		2021	Levy				
(Funded Cate	EGORY gories Comprise of Services)	Collectable Levy	Estimated Loss Collection	Carryover Funds	TIF Rebate Fund #	Estimated Late Collections and Interest	Total All Sources
1.00 Custom	ner Attraction	\$200,803	\$5,000	\$40,000	\$0	\$1,500	\$247,303
2.00 Public \ Aesthetics	Way	\$347,013	\$0	\$40,000	\$0	\$5,000	\$392,013
3.00 Sustain Public Place		\$11,200	\$0	\$0	\$0	\$0	\$11,200
4.00 Econor Developmen	nic/ Business nt	\$13,000	\$2,000	\$0	\$0	\$7,800	\$22,800
5.00 Public I Safety Prog		\$84,500	\$5,000	\$15,000	\$0	\$0	\$104,500
6.00 SSA Ma	anagement	\$84,200	\$0	\$0	\$0	\$0	\$84,200
7.00 Person	nel	\$184,329	\$0		\$0	\$0	\$184,329
	Sub-total	\$925,044	\$12,000				
GRAND TOTALS	Levy Total	\$937	,044	\$95,000	\$0	\$14,300	\$1,046,344

LEVY ANALYSIS	
Estimated 2021 EAV:	\$232,102,729
Authorized Tax Rate Cap:	0.410%
Maximum Potential Levy limited by Rate Cap:	\$951,621
Requested 2021 Levy Amount:	\$937,044
Estimated Tax Rate to Generate 2020 Levy:	0.4037%

LEVY CHANGE FROM PREVIOUS YEAR					
2020 Levy Total (in 2021 budget)	\$937,044				
2021 Levy Total (in 2022 budget)	\$937,044				
Percentage Change	0.00%				
Community meeting required if levy a greater than 5% from previous					

2021 Budget Total	\$1,032,044
Carryover request for 2022	\$95,000
Percentage	9.205%