



Jefferson County Board of County Commissioners

Thursday, October 20, 2022 at 6:00 pm

REGULAR SESSION AGENDA

Courthouse Annex, 435 W. Walnut Street, Monticello, FL 32344

1. **6 PM CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE**
2. **PUBLIC ANNOUNCEMENTS, PRESENTATIONS & AWARDS**
3. **CITIZENS REQUEST & INPUT ON NON-AGENDA ITEMS**
(3 Minute Limit Please)
4. **CONSENT AGENDA**
 - a. **Vouchers**
 - b. **Meeting Minutes**
 - c. **Sheriff Dept. Budget Amendment**
5. **DISCUSSION & APPROVAL OF REQUEST TO ADVERTISE FUTURE MEETING TOPICS**
6. **GENERAL BUSINESS**
 - a. **Comcast Broadband Discussion**
Betsy Barfield
 - b. **300 Industrial Park Dr. Surplus options**
 - c. **Audit Presentation**

Attachments:

- **Audit** (2021jeffersoncounty.pdf)

d. Forensic Audit Presentation

Attachments:

- **Status Report** (2022-10-05_THF_status_report.pdf)

e. Approval of Engagement with Smith & Moran for Auditing Services

Attachments:

- **Letter of Engagement** (Engagement-11092015062017.pdf)

f. Public Hearing-County Manager Ordinance

Attachments:

- **Cover Letter** (Agenda_Item__2_updated-_County_Manager_Ord.doc)
- **Ordinance** (Commission-Manager_Govt.9-1-22.docx)

g. NOI-Uniform Method of Collecting Non-Ad Valorem Assessments

Attachments:

- **Cover Letter** (Agenda_Item_-_NOI.doc)
- **Resolution** (Assessment_Notice_of_Intent_Resolution_10.14.22.docx)

h. Local Technology Planning Committee Resolution

Attachments:

- **Cover Letter** (Agenda_Item_-_Local_Tech_Planning_Team_Resolution.doc)
- **Resolution** (Local_Tech_Planning_Team_Broadband_Cmte_Resolution.9-22-22_Clean.docx)

i. Employee Recognition

Gene Hall

j. Sprayfield Improvements

Shannon Metty

Attachments:

- **Agreement** (FDOT_Maintenance_Agreement_Jefferson_County__Sprayfield_I10_.docx)
- **Resolution** (FDOT_Maintenance_Agreement.docx)

- 7. CLERK OF COURTS**
- 8. COUNTY ENGINEER**
- 9. COUNTY ATTORNEY**
- 10. COUNTY MANAGER**
- 11. COUNTY COMMISSIONERS**
- 12. ADJOURN**

From the manual "Government in the Sunshine", page 40: Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**PARTICIPATING IN A COUNTY COMMISSION MEETING: A
CITIZEN'S GUIDE**

The Jefferson County Commission is pleased to have you at our Commission meeting. We appreciate your presence, welcome your participation, and want your visit to be interesting and informative. The following is a brief summary of the Commission's Meeting Rules of Procedure that apply to citizen participation.

See the meeting agenda so that you can follow each item of business the Commission

will be discussing.

SPEAKING BEFORE THE COMMISSION: WHEN CAN I TALK?

If you want to address the Commission about an issue that's not on the agenda, notice there is a place to do this. To reserve a time to speak for up to 3 minutes, please sign a speaker request form usually found near the speaker's rostrum.

The first place to speak is soon after the meeting begins. This time is reserved for citizens who want to make a request or provide input that doesn't require discussion. The spot is frequently used by citizens who don't want to stay for the entire meeting and don't need an immediate response from the Commission.

Citizens may also have a chance to address the Commission about items of interest during the General Business part of the agenda. After the Commissioners have had a chance to discuss a general business item, the Chair usually asks if there are any comments from the audience. Again, if you wish to speak, please limit remarks to no more than 3 minutes.

For the record, always give your name and address before you begin speaking. If you're representing a particular group or organization, state that, too. Always address remarks to the Chair or the Commission as a whole, never to an individual commissioner or the audience. Speakers may speak only once on an issue and may not yield their time to another person.

THE COMMON COURTESY RULE: PLEASE BE BRIEF, RELEVANT, AND ALWAYS CIVIL

Commission meetings can be long. Our Commission works hard to keep meetings moving along in a productive and civil manner. Please plan your remarks so that you can make your point clearly and quickly. Always be courteous and civil.

The Chair may call down speakers (or members of the audience) who violate the Commission's rules of decorum. Here are some "no-no's": personal attacks or threats, booing, heckling, cheering, inappropriate clapping, verbal outbursts, and distracting private conversations during proceedings. Also, signs are okay outside of the meeting room but are not allowed in it.

Commission Meeting Rules of Procedure (available at jeffersoncountyfl.gov) give the Chair control of the meeting, much like a judge controls his courtroom. These same

rules also give the Chair a lot of flexibility to use his or her judgment in running an efficient and orderly meeting. So if you think you need help or more time, let the Chair know. If time allows, the Chair will usually grant reasonable requests.

Again, thanks for your interest. We're glad you're here!

NOTE: Except for Common Courtesy rules, slightly different guidelines may apply to public hearings and workshops.

Contact: Shannon Metty, County Coordinator (smetty@jeffersoncountyfl.gov 850-342-0223) | Agenda published on 10/14/2022 at 5:43 PM

JEFFERSON COUNTY, FLORIDA

FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**JEFFERSON COUNTY, FLORIDA
FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

BOARD OF COUNTY COMMISSIONERS

**Chris Tuten – District 1
Eugene Hall – District 2
J.T. Surles – District 3
Betsy Barfield – District 4
Stephen Walker – District 5**

**CLERK OF THE CIRCUIT COURT
Kirk Reams**

**SHERIFF
Mac McNeill**

**TAX COLLECTOR
Lois Howell Hunter**

**PROPERTY APPRAISER
Angela Gray**

**SUPERVISOR OF ELECTIONS
Tyler McNeill**

**COUNTY ATTORNEY
Heather Encinosa**

**AUDITOR
Moran & Smith LLP**

**JEFFERSON COUNTY, FLORIDA
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SPECIAL-PURPOSE FINANCIAL STATEMENTS

Clerk of Circuit Court

Sheriff

Tax Collector

Property Appraiser

Supervisor of Elections

INDEPENDENT AUDITORS' REPORT

The Honorable Board of County Commissioners
and Constitutional Officers of Jefferson County, Florida
Monticello, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the respective budgetary comparisons for the General Fund and Major Special Revenue funds of Jefferson County, Florida, (the "County") as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the County's 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.

Auditors' Responsibility

Our responsibility is to express opinions 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers the 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 opinions.

INDEPENDENT AUDITORS' REPORT

(Continued)

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information, of Jefferson County, as of September 30, 2021, and the respective changes in financial position, where applicable, thereof and the respective budgetary comparison of the General Fund and the Major Special Revenue Funds, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in note 1 to the financial statements, the County adopted provisions of Governmental Accounting Standards Board ("GASB") Statement No. 84, Fiduciary Activities, which required a restatement of the 2020 fiduciary financial statements. Our opinion is not modified with respect to these matters.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information as listed in the table of contents to be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise of Jefferson County, Florida's basic financial statements. The combining and individual non-major fund statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards and state financial assistance projects, as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and Chapter 10.550, *Rules of the Auditor General*, of the State of Florida is also not a required part of the basic financial statements.

INDEPENDENT AUDITORS' REPORT
(Concluded)

The combining and individual non-major fund statements, and the schedule of expenditures of federal awards and state financial assistance projects are the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with the auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated September 1, 2022 on our consideration of Jefferson County, Florida's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Jefferson County, Florida's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, FL

**JEFFERSON COUNTY, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Jefferson County's financial performance provides an overview of the County's financial activities for the fiscal year ended September 30, 2021. It should be read in conjunction with the County's financial statements, which begin on page 11.

FINANCIAL HIGHLIGHTS

- For County Fiscal Year 2020-2021 (CFY 20-21), the millage rate of 7.9500 mills was the same as the prior year. Jefferson County's millage rate is under the potential maximum rate of 10 mills that is levied by many municipalities across the State of Florida.
- The CFY 20-21 aggregate county budget was \$31,036,108.
- In CFY 20-21, Dollar General expanded their business operations to the Waukennah Area in South Jefferson County as well as to the City of Monticello.
- During CFY 20-21, Jefferson County began the process of pursuing a road bond to help in the construction of new roads.
- During CFY 20-21, Trulieve Inc., expanded their operations within the County and now they have approximately 500 local jobs.
- In CFY 20-21, Pops Sanitation expanded their business operations to Jefferson County.

USING THIS REPORT

This report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the County as a whole and present a long-term view of the County's finances. These statements reflect the County as a whole and are deemed government-wide financial statements. The fund financial statements start on page 13. These statements tell how governmental services were financed in the short term as well as what remains for future spending. Fund financial statements also report the County's operations in more detail than the government-wide statements by providing information about the County's most significant funds. The remaining statement for Fiduciary Funds provides financial information about activities for which the County acts solely as a trustee or agent for the benefits of others outside of the County.

Reporting the County as a Whole

Our analysis of the County as a whole is detailed later in this discussion. One of the most frequently asked questions about the County's finances is "Is the County, as a whole, better off or worse off as a result of this year's activities?" The Statement of Net Position and the Statement of Activities report information about the County as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting system used by most private companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

JEFFERSON COUNTY, FLORIDA MANAGEMENT'S DISCUSSION AND ANALYSIS

These two statements report the County's net position and the changes in them. You can think of the County's net position (the difference between assets, deferred outflows of resources and liabilities, deferred inflows of resources) as one way to measure the County's financial health, or its financial position. Over time, increases or decreases in the County's net position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in the County's property tax base, the condition of the County roads and equipment, and other matters to assess the overall health of the County.

Since the County does not have any business-type activities (utilities, etc.) and no component units to report, the remaining activities of the County are governmental activities. These include all of the County's basic services, including law enforcement, fire protection, building inspection, ambulance services, park and recreation, library services, road and bridge maintenance, etc. Property taxes, gasoline taxes, sales tax, and State grants generally finance most of these activities.

Reporting on the County's Most Significant Funds

The fund financial statements begin provide detailed information about the most significant funds and not the County as a whole. Some funds are required to be established by State law or other governing authority. However, the County Commission may establish other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money (like grants received from State and Federal Agencies). The County has only the general fund, special revenue funds, capital projects fund and debt service fund which are all considered to be governmental funds. There are no proprietary funds maintained by the County.

All of the County's basic services are reported in governmental funds, which focus on how many flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other *financial* assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term* view of the County's general government operations and the basic services provided. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the County's programs. We describe the relationship (or differences) between governmental *activities* (report in the Statement of Net Position and the Statement of Activities) and governmental *funds* in a reconciliation at the bottom of the fund financial statements.

The County as Trustee

The County is the trustee, or *fiduciary*, for several sources of funds that belong to other governments, individuals or agencies. All of the County's fiduciary type activities are reported in separate statements. We exclude these activities from the County's other financial statements because the County cannot use these assets to finance its operations. The County is responsible for ensuring that the assets reported in these funds are used for their intended purpose.

**JEFFERSON COUNTY, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

THE COUNTY AS A WHOLE

Unrestricted net position, the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements, decreased by \$1,823,131 from the prior year. Restricted net position decreased by \$385,226 from the prior year.

The County's total revenue increased by \$2,845,933 during the year and total expenses increased by \$33,076.

**Table 1
Net Assets**

	Governmental Activities	
	9/30/2021	9/30/2020
Cash and other assets	\$ 13,023,647	\$ 10,104,578
Capital assets - net	27,429,729	28,204,948
Total assets	40,453,376	38,309,526
Deferred outflows	3,823,961	6,000,827
Long-term debt outstanding	17,770,785	29,933,344
Other liabilities	6,946,913	4,898,167
Total liabilities	34,831,511	34,831,511
Deferred inflows	8,957,156	518,997
Net assets:		
Invested in capital assets, net of debt	17,349,006	17,144,271
Restricted	1,414,841	1,800,067
Unrestricted	(8,161,364)	(9,984,495)
Total net assets	\$ 10,602,483	\$ 8,959,844

**JEFFERSON COUNTY, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Table 2
Changes in Net Position**

	Governmental Activities	
	9/30/2021	9/30/2020
Revenues:		
Program revenues:		
Charges for services	\$ 3,605,865	\$ 2,793,734
Federal and state grants	3,723,789	3,017,215
General revenues:		
Property and other taxes	15,508,370	13,887,051
Other general revenues	1,470,738	1,764,828
Total revenues	24,308,762	21,462,829
Program expenses:		
General government	5,214,150	5,547,421
Transportation	2,078,032	2,301,654
Public safety and judiciary	10,578,800	10,323,015
Health and sanitation	2,767,975	2,650,650
Economic development	26,493	33,894
Culture, recreation, and agriculture	1,658,003	1,425,689
Interest on long-term debt	342,671	350,727
Total program expenses	22,666,125	22,633,049
Increase (decrease) in net assets	1,642,639	(1,170,220)
Net position, beginning as restated	8,959,844	10,130,063
Net position, ending	\$ 10,602,483	\$ 8,959,844

**JEFFERSON COUNTY, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

THE COUNTY'S FUNDS

The County's governmental funds (as presented in the balance sheet on page 13) reported a combined fund balance of \$6,076,733, which is an increase of \$870,323 over the prior year. Included in this year's total change in fund balance is an increase of \$619,808 in the County's general fund balance. In addition, these other changes in fund balances should be noted:

- The transportation fund incurred an increase in fund balance of \$66,745.
- The fine and forfeiture fund incurred an increase in fund balance of \$89,303.
- The FEMA grant fund had no change in fund balance.

CAPITAL ASSETS AND DEBT ADMINISTRATION

The County had \$27,429,729, net of depreciation, invested in a broad range of capital assets, including land, buildings, roads, bridges, park facilities and equipment. This is a decrease over the last year of approximately \$775,219, net of depreciation. Table 3 below details the composition of these assets.

**Table 3
Capital Assets at Year-end**

	Governmental Activities	
	9/30/2021	9/30/2020
Land	\$ 1,737,456	\$ 1,737,456
Buildings & Improvements	10,906,295	10,906,295
Equipment	18,936,440	17,542,317
Infrastructure	43,912,799	43,362,010
Construction in progress	0	0
Accumulated Depreciation	(48,063,261)	(45,343,130)
Totals	\$ 27,429,729	\$28,204,948

Major additions for the year were heavy equipment, building construction and road paving. Infrastructure includes all the County roads and bridges.

**JEFFERSON COUNTY, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Debt

The County had various installment purchase obligations of \$1,718,005, notes payable of \$456,018 and revenue bonds of \$8,175,000 outstanding at the end of the 2020 fiscal year, a decrease of \$689,243 as shown in Table 4.

**Table 4
Outstanding Debt at Year-end**

	Governmental Activities	
	9/30/2021	9/30/2020
Installment obligations	\$ 1,718,005	\$ 1,805,187
Notes payable	456,018	613,079
Revenue and gas tax bonds	8,175,000	8,620,000
Totals	\$ 10,349,023	\$ 11,038,266

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The County's elected Commissioners consider many factors when considering the fiscal year 2021 budget to include assessed values, tax rates and charges for services. One of those factors is the economy. Jefferson County is not a fast-growing County compared to other metropolitan areas of the State; however, the County does continue to enjoy growth in its population and offers its citizens a relaxed form of lifestyle when compared to other, more populous surrounding areas.

**JEFFERSON COUNTY, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

CONTACTING THE COUNTY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the County's finances and to show the accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Clerk of the Circuit Court, County Courthouse, Room 10, Monticello, Florida 32344.

BASIC FINANCIAL STATEMENTS

**JEFFERSON COUNTY, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2021**

		Governmental Activities
Assets		
Cash and Cash Equivalents	\$	5,330,612
Restricted Cash and Cash Equivalents		1,491,341
Equity in Pooled Investments		292,908
Accounts Receivable		328,337
Prepaid Expenses		0
Due from Funds		4,559,459
Due from Other Governments Units		1,002,446
Inventory		18,544
Capital Assets, Net Depreciation		27,429,729
Total Assets		40,453,376
Deferred Outflows of Resources		
Pension		2,841,119
OPEB		982,842
Total Deferred Outflows of Resources		3,823,961
Liabilities		
Accounts Payable and Accrued Expenses		716,256
Due to Other Funds		4,559,459
Due to Other Agency		14,859
Unearned Revenue		1,619,431
Accrued Interest Payable		36,908
Long-Term Liabilities Due or Payable Within One Year		
Capital Lease Obligations		349,609
Public Improvement Revenue Bonds Payable		460,000
Notes Payable		36,859
Compensated Absences		115,765
Landfill Closure and Post-Closure Costs		0
Long-Term Liabilities Due or Payable After One Year		
Capital Lease Obligations		1,368,396
Public Improvement Revenue Bonds Payable		7,715,000
Notes Payable		419,159
Compensated Absences		347,294
Other Post-Employment Benefit Obligation		2,369,864
Landfill Closure and Post-Closure Costs		0
Net Pension Liability		4,588,839
Total Liabilities		24,717,698
Deferred Inflows of Resources		
Pension		8,437,671
OPEB		519,485
Total Deferred Inflows of Resources		8,957,156
Net Position		
Invested in Capital Assets, Net of Related Debt		17,349,006
Restricted		1,414,841
Unrestricted (Deficit)		(8,161,364)
Total Net Position	\$	10,602,483

See accompanying notes to financial statements

JEFFERSON COUNTY, FLORIDA
STATEMENT OF ACTIVITIES
SEPTEMBER 30, 2021

Functions/Programs	Expenses	Program Revenues			Primary Government Governmental Activities	Net (Expense) Revenue and Changes in Net Assets
		Charges for	Operating Grants	Capital Grants		
		Services	and Contributions	and Contributions		
Primary Government Governmental Activities						
General Government	\$ 5,214,150	\$ 979,576	\$ 1,231,501	\$ 0	\$ (3,003,071)	
Public Safety	10,075,712	1,939,775	485,112	0	(7,650,824)	
Physical Environment	2,623,836	569,426	388,186	0	(1,666,223)	
Transportation	2,078,032	13,205	93,750	0	(1,971,078)	
Economic Development	26,493	0	345,649	715,195	1,034,351	
Human Services	144,139	0	0	0	(144,139)	
Court Related	503,088	103,882	0	0	(399,206)	
Culture and Recreation	1,658,003	0	464,394	0	(1,193,609)	
Interest on Long-Term Debt	342,671	0	0	0	(342,671)	
Total Primary Government	\$ 22,666,125	\$ 3,605,865	\$ 3,008,593	\$ 715,195	\$ (15,336,470)	

General Revenues

Taxes:	
Property Taxes	\$ 6,906,748
Local Option Gas Tax	2,715,527
Sales Tax, Other Taxes and Shared Revenue	5,886,095
Investment Earnings	783,909
Miscellaneous	686,829
Total General Revenues	16,979,109
Change in Net Position	1,642,639
Net Position, Beginning	8,959,844
Net Position, Ending	\$ 10,602,483

See accompanying notes to financial statements

**JEFFERSON COUNTY, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021**

	General Fund	Fines and Forfeitures	Transportation	FEMA Grants	Other Governmental Funds	Total Governmental Funds
Assets						
Cash and Cash Equivalents	\$ 4,305,993	\$ 525,922	\$ 479,292	\$ 0	\$ 19,406	\$ 5,330,612
Restricted Cash and Cash Equivalents	327,975	0	0	0	1,163,366	1,491,341
Equity in Pooled Investments	146,295	15,874	130,739	0	0	292,908
Accounts Receivable	5,323	0	0	0	323,013	328,337
Prepaid Expenses	0	0	0	0	0	0
Due from Other Funds	2,505,557	270,281	0	221,024	1,562,596	4,559,459
Due from Other Government Units	630,380	63,263	112,721	0	196,082	1,002,446
Inventory	0	0	18,544	0	0	18,544
Total Assets	7,921,524	875,340	741,295	221,024	3,264,464	13,023,647
Liabilities						
Accounts Payable and Accrued Expenses	556,948	5,614	12,224	0	141,470	716,256
Interest Payable	0	0	0	0	36,908	36,908
Due to Other Funds	1,957,857	664,708	380,734	0	1,556,160	4,559,459
Due to Other Agency	13,593	0	1,266	0	0	14,859
Unearned Revenue	0	0	0	242,619	1,376,812	1,619,431
Total Liabilities	2,528,397	670,321	394,225	242,619	3,111,351	6,946,913
Fund Balances						
Nonspendable	0	0	18,544	0	0	18,544
Restricted	333,754	0	0	0	1,062,543	1,396,297
Committed	0	0	0	0	0	0
Assigned	0	0	0	0	0	0
Unassigned	5,059,372	205,019	328,527	(21,595)	(909,430)	4,661,893
Total Fund Balances	5,393,126	205,019	347,071	(21,595)	153,113	6,076,733
Total Liabilities and Fund Balances	\$ 7,921,524	\$ 875,340	\$ 741,295	\$ 221,024	\$ 3,264,463	\$ 13,023,646

See accompanying notes to financial statements

**JEFFERSON COUNTY, FLORIDA
RECONCILIATION OF THE BALANCE SHEET OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2021**

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

Total Fund Balances - Governmental Funds	\$	6,076,733
Capital assets used in governmental activities are not financial resources, and, therefore, are not reported in the governmental funds.		27,429,729
Deferred outflows and inflows of resources related to pension are applicable to future periods and, therefore, are not reported in the funds.		
Deferred outflows of resources - Pensions		2,841,119
Deferred outflows of resources OPEB		982,842
Deferred inflows of resources - Pensions		(8,437,671)
Deferred inflows of resources OPEB		(519,485)
Long-term liabilities are not due and payable in the current period, and, therefore, are not reported in the governmental funds.		
Total Long-Term Liabilities - see Note 9		(17,770,785)
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Net Position of Governmental Activities	\$	10,602,483
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See accompanying notes to financial statements

JEFFERSON COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021

Page 1 of 2

	General Fund	Fines and Forfeitures	Transportation
Revenues			
Taxes	\$ 5,213,476	\$ 930,882	\$ 814,806
Licenses and Permits	292,202	0	0
Intergovernmental	3,958,416	0	1,186,826
Grants	930,703	249,686	0
Charges for Services	1,364,373	9,182	13,205
Fines and Forfeitures	0	120,040	0
Investment Earnings	40,008	2,629	958
Other Fees and Miscellaneous Revenues	246,495	0	40,636
Total Revenues	12,045,674	1,312,418	2,056,432
Expenditures			
Current:			
General Government	4,566,447	0	0
Public Health and Safety	5,151,460	305,111	0
Fire Safety	0	0	0
Physical Environment	357,521	0	0
Health and Sanitation	0	0	0
Transportation	0	0	1,304,227
Economic Development	32,813	0	0
Human Services	149,633	0	0
Culture and Recreation	746,525	0	0
Court-Related	0	0	0
Capital Outlay	893,409	0	0
Debt Service:			
Principal	81,181	0	293,881
Interest and Other Charges	20,919	0	73,683
Total Expenditures	11,999,909	305,111	1,671,791
Excess (Deficiency) of Revenues			
Over (Under) Expenditures	45,765	1,007,307	384,641
Other Financing Sources (Uses)			
Transfers In	4,977,135	3,711,460	0
Transfers (Out)	(4,403,091)	(4,652,021)	(295,338)
Debt Proceeds	0	0	0
Net other Financing Sources (Uses)	574,044	(940,561)	(295,338)
Net Change in Fund Balances	619,808	66,745	89,303
Fund Balances - Beginning	4,773,318	138,273	257,767
Fund Balances - Ending	\$ 5,393,126	\$ 205,019	\$ 347,071

See accompanying notes to financial statements

JEFFERSON COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021

Page 2 of 2

	FEMA Grants	Other Governmental Funds	Total Governmental Funds
Revenues			
Taxes	\$ 0	\$ 1,809,640	\$ 8,768,805
Licenses and Permits	0	0	292,202
Intergovernmental	0	1,182,082	6,327,325
Grants	1,520,156	1,023,244	3,723,789
Charges for Services	0	2,219,104	3,605,865
Fines and Forfeitures	0	0	120,040
Investment Earnings	0	740,314	783,909
Other Fees and Miscellaneous Revenues	0	399,698	686,829
Total Revenues	1,520,156	7,374,083	24,308,762
Expenditures			
Current:			
General Government	0	27,603	4,594,051
Public Health and Safety	1,520,156	1,798,633	8,775,359
Fire Safety	0	865,596	865,596
Physical Environment	0	2,085,964	2,443,485
Health and Sanitation	0	0	0
Transportation	0	750	1,304,977
Economic Development	0	0	32,813
Human Services	0	0	149,633
Culture and Recreation	0	964,621	1,711,146
Court-Related	0	524,400	524,400
Capital Outlay	0	1,051,502	1,944,912
Debt Service:			
Principal	0	668,861	1,043,923
Interest and Other Charges	0	248,069	342,671
Total Expenditures	1,520,156	8,235,999	23,732,966
Excess (Deficiency) of Revenues Over (Under) Expenditures	0	(861,916)	575,795
Other Financing Sources (Uses)			
Transfers In	0	1,218,478	9,907,073
Transfers (Out)	0	(556,622)	(9,907,072)
Debt Proceeds	0	294,526	294,526
Net other Financing Sources (Uses)	0	956,382	294,526
Net Change in Fund Balances	0	94,465	870,322
Fund Balances - Beginning	(21,595)	58,648	5,206,412
Fund Balances - Ending	\$ (21,595)	\$ 153,113	\$ 6,076,733

See accompanying notes to financial statements

JEFFERSON COUNTY, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
SEPTEMBER 30, 2021

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

Net change in fund balances - Total Governmental Funds	\$	870,322
Capital outlay, reported as expenditures in governmental funds, are shown as capital assets in the statement of net position.		1,944,912
Depreciation expense on governmental capital assets included in the governmental activities in the statement of activities.		(2,720,131)
Repayment of long-term debt is reported as an expenditure in governmental funds but as a reduction of long-term liabilities in the statement of net position.		1,043,923
The issuance of long-term debt (notes payable) provides current financial resources to governmental funds, while it has no effect on the statement		(294,526)
Accrued other post-employment benefits do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.		(375,775)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. These expenses include:		
Long-term landfill closure and Post-Closure Liability		57,999
Pension Expenses		1,134,489
Compensated Absences		(18,574)
Change in Net Position	\$	1,642,639

See accompanying notes to financial statements

JEFFERSON COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL FUND - BUDGET AND ACTUAL
SEPTEMBER 30, 2021

	Budgeted Amounts		Actual	Variance With
	Original	Final	(Budgetary Basis)	
Revenues				
Taxes	\$ 6,939,230	\$ 6,939,230	\$ 5,213,476	\$ (1,725,754)
Licenses and Permits	230,000	230,000	292,202	62,202
Intergovernmental	9,658,790	9,658,790	3,958,416	(5,700,374)
Grants	0	0	930,703	930,703
Charges for Services	1,853,395	1,853,395	1,364,373	(489,022)
Fines and Forfeitures	0	0	0	0
Investment Earnings	343	343	40,008	39,665
Other Fees and Miscellaneous Revenues	37,500	37,500	246,495	208,995
Total Revenues	18,719,258	18,719,258	12,045,674	(6,673,584)
Expenditures				
Current:				
General Government	8,895,330	8,895,330	4,566,447	(4,328,883)
Public Health and Safety	6,465,045	6,465,045	5,151,460	(1,313,585)
Fire Safety	0	0	0	0
Physical Environment	342,890	342,890	357,521	14,631
Transportation	3,613,437	3,613,437	0	(3,613,437)
Economic Development	25,640	25,640	32,813	7,173
Human Services	438,955	438,955	149,633	(289,322)
Culture and Recreation	1,565,801	1,565,801	746,525	(819,276)
Court-Related	0	0	0	0
Capital Outlay	38,658	38,658	893,409	854,751
Debt Service	0	0	102,100	102,100
Total Expenditures	21,385,756	21,385,756	11,999,909	(9,385,847)
Excess (Deficiency) of Revenues				
Over (Under) Expenditures	(2,666,498)	(2,666,498)	45,765	2,712,263
Other Financing Sources (Uses)				
Transfers In	4,977,134	4,977,134	4,977,135	1
Transfers (Out)	(2,424,439)	(2,424,439)	(4,403,091)	(1,978,652)
Debt Proceeds	0	0	0	0
Net Other Financing Sources (Uses)	2,552,695	2,552,695	574,044	(1,978,651)
Net Change in Fund Balance	(113,803)	(113,803)	619,808	733,611
Fund Balance - Beginning	0	0	4,773,318	4,773,318
Fund Balance - Ending	\$ (113,803)	\$ (113,803)	\$ 5,393,126	\$ 5,506,929

See accompanying notes to financial statements

JEFFERSON COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FINES AND FORFEITURES FUND - BUDGET AND ACTUAL
SEPTEMBER 30, 2021

	Budgeted Amounts		Actual	Variance With
	Original	Final	(Budgetary Basis)	
Revenues				
Taxes	\$ 1,034,095	\$ 1,034,095	\$ 930,882	\$ (103,213)
Intergovernmental	200,340	200,340	249,686	49,346
Charges for Services	0	0	9,182	9,182
Fine and Forfeitures	209,750	209,750	120,040	(89,710)
Investment Earnings	0	0	2,629	2,629
Total Revenues	1,444,185	1,444,185	1,312,418	(131,767)
Expenditures				
Current:				
Public Health and Safety	3,530,210	3,530,210	305,111	(3,225,099)
Capital Outlay	0	0	0	0
Total Expenditures	3,530,210	3,530,210	305,111	(3,225,099)
Excess (Deficiency) of Revenues (Under) over expenditures	(2,086,025)	(2,086,025)	1,007,307	3,093,332
Other Financing Sources (Uses)				
Transfers In	3,440,510	3,440,510	3,711,460	270,950
Transfers (Out)	0	0	(4,652,021)	(4,652,021)
Net Other Financing Sources (Uses)	3,440,510	3,440,510	(940,561)	(4,381,071)
Net Change in Fund Balance	1,354,485	1,354,485	66,745	(1,287,740)
Fund Balance - Beginning	0	0	138,273	138,273
Fund Balance - Ending	\$ 0	\$ 0	\$ 205,019	\$ 205,019

See accompanying notes to financial statements

JEFFERSON COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
TRANSPORTATION FUND - BUDGET AND ACTUAL
SEPTEMBER 30, 2021

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
Revenues				
Taxes	\$ 2,142,378	\$ 2,142,378	\$ 814,806	\$ (1,327,572)
Intergovernmental	111,625	111,625	1,186,826	1,075,201
Investment Earnings	0	0	958	958
Grants	34,481	34,481	0	(34,481)
Other Fees and Miscellaneous Revenues	72,500	72,500	53,841	(18,659)
Total Revenues	2,360,984	2,360,984	2,056,432	(304,552)
Expenditures				
Current:				
Transportation	2,360,984	2,360,984	1,304,227	(1,056,757)
Capital Outlay	0	0	0	0
Debt Services:				
Principal	0	0	293,881	293,881
Interest and Other Charges	0	0	73,683	73,683
Total Expenditures	2,360,984	2,360,984	1,671,791	(689,193)
Excess (Deficiency) of Revenues Over (Under) Expenditures	0	0	384,641	384,641
Other Financing Sources (Uses)				
Transfers (In)	0	0	0	0
Transfers (Out)	0	0	(295,338)	(295,338)
Debt Proceeds	0	0	0	0
Net Other Financing Sources (Uses)	0	0	(295,338)	(295,338)
Net Change in Fund Balance	0	0	89,303	89,303
Fund Balance - Beginning	0	0	257,767	257,767
Fund Balance - Ending	\$ 0	\$ 0	\$ 347,071	\$ 347,071

See accompanying notes to financial statements

JEFFERSON COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FEMA GRANTS - BUDGET AND ACTUAL
SEPTEMBER 30, 2021

	<u>Budgeted Amounts</u>		Actual Amounts	Variance With Final Budget
	Original	Final		
Revenues				
Grants	\$ 1,520,156	\$ 1,520,156	\$ 1,520,156	\$ 0
Other Fees and Miscellaneous Revenues	0	0	0	0
Total Revenue	1,520,156	1,520,156	1,520,156	0
Expenditures				
Current:				
Public Health and Safety	1,520,156	1,520,156	1,520,156	0
Total Expenditures	1,520,156	1,520,156	1,520,156	0
Net Change in Fund Balance	0	0	0	0
Other Financing Sources (Uses)				
Transfers Out	0	0	0	0
Debt Proceeds	0	0	0	0
Net Other Financing Sources (Uses)	0	0	0	0
Net Change in Fund Balances	0	0	0	0
Fund Balance-Beginning	0	0	(21,595)	(21,595)
Fund Balance-End	\$ 0	\$ 0	\$ (21,595)	\$ (21,595)

See accompanying notes to financial statements

JEFFERSON COUNTY, FLORIDA
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
SEPTEMBER 30, 2021

	Custodial Funds
Assets	
Cash and Cash Equivalents	\$ 2,210,394
Total Assets	2,210,394
Liabilities	
Due to Other Governments	363,381
Due to Other Funds	1,510,821
Due to Others	35,422
Total Liabilities	1,909,624
Net Position	
Restricted	0
Held for Others	300,770
Total Net Position	\$ 300,770

See accompanying notes to financial statements

JEFFERSON COUNTY, FLORIDA
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
SEPTEMBER 30, 2021

	Custodial Funds
Additions	
Funds Held for Others	\$ 48,899,485
Court Costs	5,195
Property Taxes Collected for Other Governments	13,338,401
Total Additions	62,243,081
Deductions	
Funds Held for Others	48,752,985
Court Costs	5,023
Property Taxes Collected for Other Governments	13,338,401
Total Deductions	62,096,409
Net Change in Fiduciary Net Position	146,672
Net Position - Beginning, as Originally Reported	0
Net Position - Restatement	154,098
Net Position - Beginning, as Restated	154,098
Net Position - Ending	\$ 300,770

See accompanying notes to financial statements

NOTES TO FINANCIAL STATEMENTS

JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 1 – Summary of Significant Accounting Policies

Jefferson County, Florida, (the “County”) legally exists under Article VIII of the Constitution of the State of Florida as a non-chartered County and operates under an elected County Commission (five members) and provides services to its more than 13,000 residents in many areas, including law enforcement, community enrichment and development, culture and recreation, and human services.

The Clerk of the Circuit Court, Supervisor of Elections, Tax Collector, Property Appraiser, and Sheriff constitute the other elected officials of the County. These Constitutional Officers maintain separate accounting records and budgets from the Board of County Commissioners. The Constitution of the State of Florida, Article VIII, Section 1(d) created the constitutional officers and Article VIII, Section 1(e), created the Board of County Commissioners.

The financial statements of the County have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the standard-setting body of governmental accounting and financial reporting. The GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards which, along with the subsequent GASB pronouncements (Statement and Interpretations), constitutes GAAP for governmental units along with the American Institute of Certified Public Accountants publication entitled *Audits of State and Local Governmental Units*, and pronouncements of the Financial Accounting Standards Board (when applicable). The more significant accounting policies of the County are described below.

Reporting Entity

The concept underlying the definition of the reporting entity is that elected officers are accountable to their constituents for their actions. The reporting entity’s financial statements should allow users to distinguish between the primary government (the “County”) and its component units. As required by generally accepted accounting principles, the financial reporting entity consists of (1) the primary government (the “County”), (2) organizations for which the County is financially accountable, and (3) other organizations for which the nature and significance of their relationship with the County are such that exclusion would cause the reporting entity’s financial statements to be misleading or incomplete. The County is financially accountable if it appoints a voting majority of the organization’s governing body and (a) is able to impose its will on that organization or (b) there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the County.

Government-Wide and Fund Financial Statements

The basic financial statements consist of the government-wide financial statements and fund financial statements. The government-wide financial statements include the statement of net position and the statement of activities. These statements report financial information for the Jefferson County, Florida as a whole excluding fiduciary activities. For the most part, the effect of inter-fund activity has been removed from these statements. Individual funds are not displayed but the statement distinguished governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 1 - Summary of Significant Accounting Policies (Continued)

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given program; and 2) operating or capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Taxes and other items not properly included among program revenues are reported instead as general revenues. Fiduciary funds are not included in these financial statements.

Fund Financial Statements

The County segregates transactions related to certain functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. These statements present each major fund as a separate column on the fund financial statements; all non-major funds are aggregated and presented in a single column.

Governmental funds are those funds through which most governmental functions typically are financed. The measurement focus of governmental funds is on the sources, uses and balance of current financial resources. Reconciliations are provided that converts the results of governmental fund accounting to the government-wide presentations. The County has presented the following major governmental funds:

- **General Fund-** The General Fund is the main operating fund of the County. This fund is used to account for all financial resources not accounted for in other fund. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are paid from the General Fund.
- **Transportation Fund-** The County Transportation Trust Fund is a special revenue fund used to accounts for gasoline and fuel taxes that are restricted for special purposes.
- **Fines and Forfeitures Fund** – The Fines and Forfeitures Fund accounts a portion of the County’s property taxes and the fines and fees collected and remitted by the Clerk of the Courts. In addition, this fund accounts for grants and other funds collected for the purpose of law enforcement and court costs.
- **Capital Projects Fund-** The Capital Projects Fund is a special revenue fund that accounts for the expenditures used for the construction and maintenance of certain road projects in the County.

The County also reports the following fund type:

- **Fiduciary Fund** – The fiduciary funds are used to account for assets help by the County as an agent for individuals, private organizations, and other governments. Fiduciary funds are custodial in nature and do not involve measurement of changes in financial position.

JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 1 - Summary of Significant Accounting Policies (Continued)

Measurement Focus and Basis of Accounting

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported on the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied. Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. A one-year availability period is used for recognition of all Governmental Fund revenues. Expenditures are recorded when the related fund liability is incurred. However, debt service expenditures, as well as expenditures related to compensated absences are recorded only when payment is made.

The revenues susceptible to accrual are licenses, charges for services, intergovernmental revenues and interest income. Gasoline and sales taxes collected and held by the state at year end on behalf of the County are also recognized as revenue. All other governmental fund revenues are recognized when received.

When both restricted and unrestricted resources are available for use, it is the County's policy to use restricted resources first, then unrestricted resources as needed.

When expenditures are incurred for which committed, assigned or unassigned amounts could be used, it is the County's policy to use them in that order.

Budgets and Budgetary Accounting

Florida Statutes establishes the fiscal year as the twelve-month period beginning October 1. The various departments of the County and the Constitutional Officers submit to the Clerk of the Circuit Court a budget of estimated expenditures for the ensuing fiscal year after which the Clerk subsequently submits a budget of estimated expenditures and revenues to the Board of County Commissioners.

Upon receipt of the budget estimates, the Board of County Commissioners holds public hearings on the proposed budget. Information about the proposed budget is then published in the Monticello News. The budget is legally enacted through passage of a Resolution by the Board of County Commissioners. The Board of County Commissioners is authorized to transfer budgeted amounts between line items and departments within any fund; however, any revisions that alter the total expenditures of any fund must be due to unanticipated revenues and be approved by the Board of County Commissioners and an amendment to the originally adopted budget. Budgeted amounts are as originally adopted or as amended by the Board of County Commissioners. Individual amendments were not material in relation to the original appropriations which were adopted other than those for unanticipated revenues.

The County operates under a budgetary system wherein the Board of County Commissioners adopts a budget each year for the overall financial operations of the County, to include the operations of each of the other elected officials. Any funds remaining in the various general funds of each elected official must revert to the Board of County Commissioners immediately after the end of each fiscal year. The primary sources of revenues of the County are ad valorem taxes, racing tax, state revenues sharing proceeds, federal grants, gasoline taxes, sales taxes and special assessments.

JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 1 - Summary of Significant Accounting Policies (Continued)

The budgetary information presented for the general fund and any major special revenue funds is prepared on the modified accrual basis. Encumbrances are not recorded. Unexpended items at year-end must be re-appropriated in the subsequent year.

Cash and Cash Equivalents

Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the government. Short-term investments also include amounts placed with the State Board of Administration for participation in the Local Government Surplus Trust Fund investment pools created by Sections 218.405 and 218.417, Florida Statutes.

Cash of some funds is pooled into common pooled accounts in order to maximize investment opportunities. Each fund whose monies are deposited in the pooled cash accounts has equity therein, and interest earned on the investment of these monies is allocated based upon relative equity during the year. An individual fund's pooled cash and cash investments are available upon demand and are considered to be "cash equivalents" when preparing these financial statements. Negative balances incurred in pooled cash at the year-end are treated as interfund receivables of the General Fund and interfund payables of the deficit fund.

Investments

The County follows GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, in reporting on investments owed. Generally, this statement requires various investments be reported at fair value, including debt securities and open-ended mutual funds.

Interfund Balances

Activities between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds." All residual balances outstanding were related to governmental activities and are not reported in the government-wide financial statements.

Restricted Assets

Certain net position of the County is classified as restricted assets on the statement of net position because their use is limited either by law through constitutional provisions or enabling legislation; or by restrictions imposed externally by creditors, grantors, contributors, or law or regulations of other governments. In a fund with both restricted and unrestricted assets, qualified expenses are considered to be paid first from restricted net position and then from unrestricted net position.

Capital Assets

The County's capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, right-of-ways, storm-water system, sidewalks, and similar items), are reported in the capital assets accounts of the County. Property and equipment with initial, individual costs that exceed \$1,000 and an estimated useful life in excess of one year are recorded as capital assets. Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are expensed as incurred. Capital assets purchased by the Clerk of Circuit Court, Property Appraiser, Supervisor of Election, and Tax Collector are accounted for within the Board of County Commissioner's capital assets. The Sheriff is accountable for and thus maintains capital asset records pertaining only to equipment used in his operations. These assets have been combined with the Board's governmental activities capital assets in the statement of net position.

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 - Summary of Significant Accounting Policies (Continued)

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Building and improvements	10-40
Machinery and equipment	3-10
Road and bridge infrastructure	20-40

Major outlays for capital assets and improvements are capitalized as projects are constructed. For assets constructed with governmental fund resources, interest during construction is not capitalized.

Due to Others

This account is used to account for assets held by the County in a trustee capacity for other governmental agencies or individuals.

Unearned Revenues

The unearned revenues will be recognized as revenue in the fiscal year they are earned in accordance with the accrual basis of accounting. Unearned revenues reported in governmental fund financial statements represent revenues which are measurable but not available, and in accordance with the modified accrual basis of accounting, are reported as unearned revenues.

Accumulated Compensated Absences

The County maintains a policy that permits employees to accumulate earned but unused vacation and sick pay benefits that will be paid to employees upon separation from County service if certain criteria are met. These benefits, plus their related tax and retirement costs are classified as compensated absences. Employees may be paid for unused vacation hours accrued up to a maximum amount. Payment of unused sick leave, upon termination, is also provided for up to varying amounts.

The long-term portion of compensated absences are accrued and reported in the government-wide financial statements. No expenditure is reported in the government fund level statements for these amounts until payment is made. Compensated absences liability is based on current rates of pay. This is accounted for pursuant to GASB Statement No. 16, *Accounting for Compensated Absences*.

Long-Term Debt

In the government-wide financial statements, outstanding debts are reported as liabilities. The governmental fund financial statements recognize the proceeds of debt as other financial sources of the current period. Issuance costs are reported as expenditures.

Governmental Fund Balances

The County adopted GASB Statement No. 54, *Fund Balance Reporting and Governmental Type Definitions* (GASB Statement No. 54). This GASB Statement clarifies governmental fund balance classifications and fund-type definitions. Fund balances are classified either as non-spendable or spendable. See Note 12.

JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 1 - Summary of Significant Accounting Policies (Continued)

Net Position

For the year ending September 30, 2021, the County reports net position as restricted or unrestricted. Restricted net position has externally imposed constraints placed on the use of resources by creditors, grantors, contributors, law and regulations of other governments or imposed by law through constitutional provisions or enabled legislation. Unrestricted net position is comprised of all other balances, including committed, assigned and unassigned.

Encumbrances

Encumbrances represent commitments in the form of purchase orders which are chargeable to an appropriation and for which a part of the appropriation is reserved. Encumbrances do not represent expenditures or liabilities. The County does not record encumbrances outstanding at year-end.

Management Estimates and Assumptions

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make use of estimates that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements, and the reported amount of revenues and expenditures during the reporting period. Accordingly, actual results could differ from those estimates.

Deferred Outflows of Resources and Deferred Inflows of Resources

A deferred outflow of resources represents consumption of net assets that applies to a future period and not be recognized as an outflow of resources (expense) until that future time.

Deferred Inflows of Resources

A deferred inflow of resources represents an acquisition of net assets that applies to a future period and will not be recognized as an inflow of resources (revenue) until that future time.

Subsequent Events

The County has evaluated subsequent events through the date of the Independent Auditors' Report which is the date the financial were available to be issued.

Recently Issued and Implemented Accounting Pronouncements

In fiscal year 2021, GASB issued Statement No. 84, *Fiduciary Activities*. This statement seeks to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The implementation of this statement resulted in changes to the County's fiduciary statements.

The implementation of GASB Statement No. 84, *Fiduciary Activities*, required a prior period adjustment of \$154,098 to the prior period balance of fiduciary net position. The September 30, 2020 net position was classified as liabilities instead of fiduciary net position.

JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 2 – Property Taxes

Under Florida law, the assessment of all properties and the collection of all county, municipal and school board property taxes are consolidated in the offices of the Property Appraiser and Tax Collector. The laws of the state regulating tax assessment are also designed to assure a consistent property valuation method statewide. Florida Statutes permit counties to levy property taxes at a rate of up to 10 mills for general operations. The 2021 millage rate assessed by the County was 7.95 mills.

The tax levy of the County is established by the Board prior to October 1 of each year and the Property Appraiser incorporates the County mileages into the total tax levy, which includes the various municipalities, the County school board, and other taxing authorities.

All property is assessed according to its fair market value January 1 of each year. Each assessment roll is submitted to the Executive Director of the Florida Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of Florida Statutes.

All taxes become payable on November 1, of each year, or as soon thereafter as the assessment roll is certified and delivered to the Tax Collector. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January and 1% in the month of February. Taxes paid in March are without discount.

Delinquent taxes on real property bear interest of 18% per year. On or prior to June 1, following the tax year, certificates are sold for all delinquent taxes on real property. After sale, tax certificates bear interest of 18% per year or at any lower rate bid by the buyer.

Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years. Unsold tax certificates are held by the County.

Delinquent taxes on personal property bear interest of 18% per year until the tax is satisfied either by seizure and sale of the property or by the five-year statute of limitations.

Note 3 - Deposits and Investments

At year end, the carrying amount of the County's deposits was \$6,821,954 and the bank balance was \$6,252,894. The bank balance was covered by federal depository insurance and, for the amount in excess of such federal depository insurance, by the State of Florida's Public Deposit Act. Provisions of the Act require that public deposits may only be made at qualified public depositories. The Act requires each qualified public depository to deposit with the State Treasurer eligible collateral equal to or in excess of the required collateral as determined by the provisions of the Act. In the event of a failure by a qualified public depository, losses on excess of federal depository insurance and proceeds from the sale of securities pledged by the defaulting depository are assessed against the other qualified public depositories of the same type as the depository in default. When other qualified public depositories are assessed additional amounts, they are assessed on a pro-rata basis.

Florida Statutes authorize the County to invest in certificates of deposit, repurchase agreements and the State Treasurer's Investment Pool. In addition, the statutes allow the County to invest in bonds, notes or other obligations of the United States Government, certain bonds of any state or local government unit, and bonds issued by certain government agencies.

JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 3 - Deposits and Investments (Continued)

The County invested funds in the Florida State Board of Administration Local Governments Surplus Funds Investment Pool. At September 30, 2021, the market value and the carrying value of these funds was \$292,908. The funds are recorded as equity in pooled investments on the balance sheet at September 30, 2021 (See Note 1 for definition of cash equivalents) and are included in carrying value and bank balance in the first paragraph of this note. Additional information and investment policies regarding the Local Government Surplus Funds Trust Fund may be obtained from the State Board of Administration at www.sbafla.com/prime.

The State of Florida's Local Government Investment Pool is administered by the Florida State Board of Administration (SBA), which provides regulatory oversight. The powers and duties of the SBA are defined in Florida Statute 218.409. In addition, Chapter 19-7 of the Florida Administration Code identifies the rules and regulations governing the administration of the State Pool. These rules provide guidance and establish the general operating procedures for the administration of the pool. The SBA provides regulatory oversight for the Florida PRIME Fund. As a pool participant, the County owns a share of the respective pool, not the underlying securities.

The Florida PRIME Fund is an external investment pool that has adopted operating procedures consistent with the requirements of GASB Statement No. 79 to measure its investments at amortized cost. Therefore, the County's investment in PRIME is at amortized cost.

Credit Risk

The credit risk of certain investments, such as investment pools managed by other governments, cannot be categorized as to credit risk because the County investments are not evidenced by specific, identifiable investment securities.

As of September 30, 2021, the County's investment in the Florida PRIME is rated by Standard and Poors and the current rating is AAAM.

Interest Rate Risk

The weighted average days to maturity (WAM) of the Florida PRIME at September 30, 2021, is 50 days. Next interest rate reset for floating rate securities are used in the calculation of the WAM. The weighted average life (WAL) of Florida PRIME at September 30, 2021 is 69 days.

Custodial Credit Risk

At September 30, 2021, the County did not hold any deposits or investments that were considered to have a custodial credit risk.

Concentration of Credit Risk

At September 30, 2021, the County did not hold any investments that were considered to be a concentration of credit risk.

Note 4- Accounts Receivable

At September 30, 2021, the County's accounts receivable balance was \$328,337.

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 5 – Inventory of Supplies

Inventories of fuel are recorded under the purchase’s method at cost as an expenditure in the County Transportation Trust Fund at the time of purchase. The ending monthly inventory value is recorded as an asset with a related reserved fund balance which indicates that inventory does not constitute “available spendable resources” even though it is a component of net current assets. Cost is determined using the first in, first out method.

Note 6 – Interfund Transactions and Balances

Transfers are used to (a) move revenues from the fund that statute or budget requires to collect them to the fund that the statute or budget requires to expend them and to (b) move unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

Interfund transfers for the year ending September 30, 2021, consisted of the following:

	TRANSFER TO:		TRANSFER FROM:		
	General Fund	Fines and Forfeitures Fund	Transportation Fund	Nonmajor Funds	Total
General Fund	\$ 0	\$ 4,611,411	\$ 0	\$ 365,723	\$ 4,977,134
Fines and Forfeitures Fund	3,711,460	0	0	0	3,711,460
Transportation Fund	0	0	0	0	0
Nonmajor Funds	691,631	40,610	295,338	190,899	1,218,478
Total	\$ 4,403,091	\$ 4,652,021	\$ 295,338	\$ 556,622	\$ 9,907,072

The purpose of individual fund interfund receivable and payable balances at September 30, 2021 was for pooling of cash balances and loans to other funds. None of the balances are expected to be repaid within the next year.

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 6 – Interfund Transactions and Balances (Continued)

Interfund receivables/payables for the year ended September 30, 2021, consisted of the following:

	INTERFUND RECEIVABLES	INTERFUND PAYABLES
General Fund	\$ 2,505,557	\$ 1,957,857
Fines and Forfeitures Fund	270,281	664,708
Transportation Fund	0	380,734
2018 Road Bond Capital Outlay	0	0
Nonmajor governmental funds:		
Landfill Fund	0	632,546
Fire Assessment Fund	0	93,065
SHIP Trust Fund	0	0
Grant Fund	338,233	0
E-911 Fund	0	227,407
Debt Service Fund	0	412,538
Literacy Alliance Fund	0	5,421
Ambulance	0	174,550
FEMA	221,024	0
Court	0	10,812
Record Modernization	10,812	0
Tourist Tax	1,952	0
Capital Projects	1,211,593	0
Total	\$ 4,559,459	\$ 4,559,459

The general fund has amounts due to and from constitutional officers, which represent the return of excess monies due at the end of the fiscal year, from either budget officers or fee officers. All remaining balances resulted from the time lag between the dates that (a) interfund goods and services are provided or reimbursable expenditures occur, (b) transactions are recorded in the accounting system, and (c) payments between funds are made.

Note 7 – Due From Other Governments

Due from other governments consists of funds earned as of September 30, 2021, but not yet received by the County. The majority of these amounts were received in October and November 2021.

JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 8 – Capital Assets

Capital asset activity for the year ended September 30, 2021, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities				
Capital assets not being depreciated:				
Land and improvements	\$ 1,737,456	\$ 0	\$ 0	\$ 1,737,456
Construction work in progress	0	0	0	0
Total capital assets not being depreciated	1,737,456	0	0	1,737,456
Capital assets being depreciated:				
Buildings and improvements	10,906,295	0	0	10,906,295
Equipment	14,554,872	1,060,140	0	15,615,012
Equipment - Sheriff	2,987,445	333,982	0	3,321,427
Roads	43,362,010	550,789	0	43,912,799
Total capital assets being depreciated	71,810,622	1,944,912	0	73,755,534
Less: total accumulated depreciation	45,343,130	2,720,131	0	48,063,261
Total capital assets being depreciated, net	26,467,492	(775,219)	0	25,692,273
Governmental activities capital assets, net	\$ 28,204,948	\$ (775,219)	\$ 0	\$ 27,429,729

Depreciation expense was charges to functions as follows:

Governmental activities	
General government	\$ 783,574
Public safety	768,277
Physical environment	323,191
Transportation	839,458
Culture and recreation	5,631
Total depreciation expense-governmental activities	\$ 2,720,131

JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 9 - Long-Term Debt

The County's long-term debt is to be repaid from governmental activities only.

Items of equipment were acquired in prior years and current year under various installment purchase obligations bearing interest at 2.14% to 5.66% per annum. These obligations require monthly and annual installments of various amounts and expire at various dates through 2024.

The County borrowed funds in the amount of \$1,800,000 to refund the Series 1999 Bonds. The note payable includes interest at 1.84% and includes quarterly payments of \$68,686, including interest, through 2021. The note is collateralized by an assignment of Local Government half-cent sales tax revenues, half-cent supplement sales tax and pari-mutual tax revenues.

The County borrowed funds in the amount of \$604,500 to construct a building in the industrial park. The note payable includes interest at 3.92%, and includes monthly payments of \$4,447, including interest, through August 2031. The note is collateralized by an assignment of Non-Ad Valorem revenues.

The County issued its \$4,615,000 Jefferson County, Florida, Gas Tax Revenue Bonds, Series 2012. The Bonds are dated November 15, 2012 and pays interest at 2% to 2.75% semi-annually on June 1 and December 1 of each year. Principal is payable annually on December 1, 2013 and each December 1 thereafter in amounts varying from \$185,000 in 2013 up to \$265,000 in 2029. The Bonds were issued to provide sufficient funds to finance the cost of the acquisition and construction of certain road improvements in the County. The 2012 Bonds are being issued under the authority of Chapter 125, Part 1, Florida Statutes, as amended, Sections 206.41, and 336.024, Florida Statutes, as amended and other applicable provisions of law and under and pursuant to Resolution No. 2012-11-15-12-02, adopted by the Board of County Commissioners of the County on November 15, 2012. The Bonds are special obligations of the County and are payable solely from and secured by a prior lien and pledge of (i) a portion of the proceeds of the constitutional fuel tax collected by the State to the issuer and (ii) all monies, including investment earnings thereof, in the funds and accounts established under the Resolution.

The County borrowed funds in the amount of \$241,500 to purchase equipment. The note payable includes interest at 2.74%, and includes yearly payments of \$38,499, including interest, through February 2023. The note is collateralized by equipment.

The County issued the 2018 Road Bond for \$5,850,000. There was an original issue discount of \$5,536 for net proceeds of \$5,844,464. The Bonds are dated January 2018, pay interest 1.70% to 3.45% payable annually on July 1, 2018 and annually thereafter on January 1 and July 1 of each year (an interest payment date) and will mature on January 1 in the years and amounts varying from \$235,000 in 2019 up to \$385,000 in 2038. The 2018 Bonds are being issued under the authority of Chapter 125, Part 1, Florida Statutes, as amended, Sections 206.41, and 336.024, Florida Statutes, as amended and other applicable provisions of law and under and pursuant to Resolution No. 2017-092617-01, adopted by the Board of County Commissioners of the County on September 26, 2017. The Bonds are special obligations of the County and are payable solely from and secured by a prior lien upon and pledge of the proceeds from the five-cent optional tax on motor fuel as authorized by Section 336.025(1)(b) Florida Statutes.

The Bonds were issued to provide sufficient funding to finance the cost of acquisition and construction of certain road improvements within the County.

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 9 - Long-Term Debt (Continued)

The County borrowed funds in the amount of \$40,191, with an interest rate of 4.75%, to purchase an ambulance. The note payable includes monthly payments of \$1,760. The note was paid off in December of 2021 is collateralized by equipment.

Long-term debt activity for the year ended September 30, 2021, was as follows:

	BEGINNING BALANCE	ADDITIONS	REDUCTIONS	ENDING BALANCE	DUE WITHIN ONE YEAR
Governmental Activities:					
Revenue Bonds	\$ 3,230,000	\$ 0	\$ 215,000	\$ 3,015,000	\$ 220,000
Revenue Bond 2018 Road Bond	5,390,000	0	230,000	5,160,000	240,000
Note Payable	627,383	0	171,365	456,018	36,859
Capital Lease Obligations	1,851,037	294,526	427,558	1,718,005	349,609
Compensated Absences	444,485	18,574	0	463,059	115,765
Landfill Closure and Post-Closure Costs	57,999	0	57,999	0	0
Total	\$ 11,600,904	\$ 313,100	\$ 1,101,922	\$ 10,812,082	\$ 962,233

Payments on revenue bonds, leases payable and note payable that pertain to the County's governmental activities are made by the debt service funds. The compensated absences liability attributable to the governmental activities will be liquidated primarily by the General Fund.

Debt service requirements on long-term debt at September 30, 2021 are as follows:

FISCAL YEAR ENDING	GOVERNMENTAL ACTIVITIES			
	REVENUE BONDS		CAPITAL LEASE OBLIGATIONS	
	SEPTEMBER 30,	PRINCIPAL	INTEREST	PRINCIPAL
2022	\$ 460,000	\$ 237,515	\$ 349,609	\$ 65,310
2023	470,000	224,815	333,594	51,616
2024	480,000	212,965	672,680	10,833
2025	495,000	200,635	362,122	3,060
2026	505,000	187,548	0	0
2027-2031	2,755,000	727,088	0	0
2032-2036	2,255,000	324,840	0	0
Thereafter	755,000	39,145	0	0
Total	\$ 8,175,000	\$ 2,154,551	\$ 1,718,005	\$ 130,820

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 9 - Long-Term Debt (Continued)

FISCAL YEAR ENDING SEPTEMBER 30,	<u>GOVERNMENTAL ACTIVITIES</u>	
	<u>NOTES PAYABLE</u>	
	<u>PRINCIPAL</u>	<u>INTEREST</u>
2022	\$ 36,859	\$ 16,508
2023	38,330	15,037
2024	39,859	13,507
2025	41,450	11,916
2026	43,105	10,262
2027-2031	256,415	24,089
Thereafter	0	0
Total	\$ 456,018	\$ 91,319

Long-term landfill closure and post-closure liability – this obligation relates to long-term landfill post-closure costs.

Note 10 – Employee Retirement Plan

Defined Benefit Plans

Plan Description

The County participates in two defined benefit pension plans that are administered by the State of Florida, Department of Management Services, Division of Retirement. The plans provide retirement, disability and death benefits to retirees or their designated beneficiaries. Chapter 121, Florida Statutes, establishes the authority for benefit provisions. Changes to the law can only occur through an act of Florida Legislature. The State of Florida issues a publicly available financial report that includes financial statements and required supplementary information for the plans. That report may be obtained by writing to the Division of Retirement, PO Box 9000, Tallahassee, Florida, 32315-9000 or by calling (844) 377-1888.

The Florida Retirement System (FRS) Pension Plan is a cost-sharing, multi-employer defined benefit pension plan with a Deferred Retirement Option Program (DROP) available for eligible employees. FRS was established and is administered in accordance with Chapter 121, Florida Statutes. Retirees receive a lifetime pension benefit with joint and survivor payment options. FRS membership is compulsory for employees filling regularly established positions in a state agency, county agency, state university, state college, or district school board, unless restricted from FRS membership under Sections 121.053 or 121.122, Florida Statutes, or allowed to participate in a defined contribution plan in lieu of FRS membership. Participation by cities, municipalities, special districts, charter schools and metropolitan planning organizations is optional.

The Retirees' Health Insurance Subsidy (HIS) Program is a cost-sharing, multi-employer defined benefit pension plan established and administered in accordance with Section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of the state-administered retirement systems in paying their health insurance costs. To be eligible to receive a HIS benefit, a retiree under a state administered retirement system must provide proof of eligible health insurance coverage, which can include Medicare.

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 10 – Employee Retirement Plan (Continued)

Benefits Provided

Benefits under FRS are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement plan and/or class to which the member belonged when the service credit was earned.

Eligible retirees and beneficiaries receive a monthly HIS payment equal to the number of years of service credited at retirement multiplied by \$5. The minimum payment is \$30, and the maximum payment is \$150 per month, pursuant to Section 112.363, Florida Statutes.

Contributions

The contribution requirements of plan members and the County are established and may be amended by the Florida Legislature. Employees are required to contribute 3% of their salary to FRS. The County's contribution rates for the year ended September 30, 2021 were as follows:

	Year Ended June 30, 2021		Year Ended June 30, 2022	
	FRS	HIS	FRS	HIS
Regular Class	8.28%	1.66%	9.10%	1.66%
Elected County Officers	47.46%	1.66%	49.70%	1.66%
Senior Management	25.57%	1.66%	27.29%	1.66%
Special Risk Employee Class	22.73%	1.66%	24.17%	1.66%
DROP Plan Participants	15.26%	1.66%	16.62%	1.66%

- (1) Contribution rates are dependent upon retirement class in which reemployed.
- (2) The rates include the normal cost and unfunded actuarial liability contributions, but to not include the fee of 0.06% for administration of the FRS Investment Plan and provision of education tools.

The County's contributions for the year ended September 30, 2021, were \$1,075,287 to FRS and \$117,723 to HIS.

Pension Liabilities and Pension Expense

In its financial statements for the year ended September 30, 2021, the County reported a liability for its proportionate shares of the net pension liabilities. The net pension liabilities were measured as of June 30, 2021, and the total pension liabilities used to calculate the net pension liability were determined by actuarial valuation date July 1, 2018. The County's proportions of the net pension liabilities were based on the County's share of contributions to the pension plans relative to the contributions of all participating entities, actuarially determined.

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 10 – Employee Retirement Plan (Continued)

	FRS	HIS
Net Pension Liability at June 30, 2021	\$ 2,132,149	\$ 2,456,690
Proportion at:		
Current Measurement Date	0.0282260%	0.0200276%
Prior Measurement Date	0.0309151%	0.0197368%
Pension Expense (Benefit)	\$ (93,387)	\$ 193,681

Deferred Outflows/Inflows of Resources Related to Pensions

At September 30, 2021, the County reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	FRS	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 365,454	\$ 0
Changes of assumptions	1,458,923	0
Net difference between projected and actual earnings on Pension Plan Investments	0	7,438,537
Changes in proportion and differences between employer contributions and proportionate share of contributions	290,106	869,469
Employer contributions subsequent to the measurement date	307,477	0
Total	\$ 2,421,960	\$8,308,006

	HIS	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 82,207	\$ 1,029
Changes of assumptions	193,041	101,222
Net difference between projected and actual earnings on Pension Plan Investments	2,561	0
Changes in proportion and differences between employer contributions and proportionate share of contributions	109,258	27,414
Employer contributions subsequent to the measurement date	32,092	0
Total	\$ 419,159	\$ 129,665

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 10 – Employee Retirement Plan (Continued)

Deferred outflows or resources related to employer contributions paid subsequent to the measurement date and prior to the employer’s fiscal year end will be recognized as a reduction of the net pension liability in the reporting period ending September 30, 2021. Other pension related amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Measurement period ending June 30,	FRS	HIS
2022	\$ (1,096,371)	\$ 65,998
2023	(1,261,676)	34,953
2024	(1,644,186)	52,433
2025	(2,100,191)	57,456
2026	(91,099)	38,269
Thereafter	0	8,293
Total	\$ (6,193,523)	\$ 257,402

Actuarial Assumptions

The total pension liability for each of the defined benefit plans, measured as of June 30, 2021, was determined by an actuarial valuation dated July 1, 2018, using the individual entry age normal actuarial cost method and the following significant actuarial assumptions:

	FRS	HIS
Inflation	2.40%	2.40%
Salary Increase	3.25% Average, Including Inflation	3.25%
Investment Rate of Return	6.80%	N/A
Discount Rate	6.80%	2.16%
Municipal Bond	N/A	2.16%

Mortality assumptions for both plans were based on the Generational RP-2000 with Projection Scale BB.

For both plans, the actuarial assumptions used in the valuation date June 30, 2021 were based on the results of an actuarial experience study for the period July 1, 2013, through June 30, 2018.

The following changes in key actuarial assumptions occurred in 2021:

- FRS: The long-term expected rate of return remained at 6.80% and the active member mortality assumption was updated.
- HIS: The municipal rate used to determine total pension liability was decreased from 2.21% to 2.1%.
- The long-term expected investment rate of return was not based on historical returns, but instead was based on a forward-looking capital market economic model. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. For FRS, the table below summarizes the target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class.

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 10 – Employee Retirement Plan (Continued)

Asset Class	Target Allocation	Annual Arithmetic Return	Geometric Return	Standard Deviation
Cash	1%	2.1%	2.1%	1.1%
Fixed income	20%	3.8%	3.7%	3.3%
Global equity	54.2%	8.2%	6.7%	17.8%
Real estate (property)	10.3%	7.1%	6.2%	13.8%
Private equity	10.8%	11.7%	8.5%	26.4%
Strategic investments	3.47%	5.7%	5.4%	8.4%
	<u>100%</u>			
Assumed Inflation-Mean			2.4%	1.2%

Discount Rate

The discount rate used to measure the total pension liability for FRS was 6.80%. FRS' fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Because HIS is essentially funded on a pay-as-you-go basis, a municipal bond rate of 2.16% was used to determine the total pension liability for the program. The Bond Buyer General Obligation Bond 20-Bond Municipal Bond Index was used as the applicable municipal bond index.

Sensitivity Analysis

The following tables demonstrate the sensitivity of the net pension liability to changes in the discount rate. The sensitivity analysis shows the impact to the County's proportionate share of the net pension liability if the discount rate was 1% higher or 1% lower than the current discount rate.

	FRS		
	Current		
	1% Decrease	Discount Rate	1% Increase
Employer's proportionate share of the net pension liability	\$162,696	\$36,380	\$(69,205)

	HIS		
	Current		
	1% Decrease	Discount Rate	1% Increase
Employer's proportionate share of the net pension liability	\$4,574,524	\$2,456,689	\$2,142,511

JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 10 – Employee Retirement Plan (Concluded)

Pension Plans’ Fiduciary Net Position

Detailed information about the pension plans’ fiduciary net position is available in the State’s separately issued financial reports.

Defined Contribution Plan

Pursuant to Chapter 121, Florida Statutes, the Florida Legislature created the Florida Retirement Investment Plan (FRS Investment Plan), a defined contribution pension plan qualified under Section 401(a) of the Internal Revenue Code. The FRS Investment Plan is an alternative available to members of the Florida Retirement System in lieu of the defined benefit plan. There is a uniform contribution rate covering both the defined benefit and defined contribution plans, depending on membership class.

Note 11 - Grants

The County participates in a number of federal and state grant programs. These programs are subject to program compliance audits by the grantors or their representatives. The audits of these programs for, or including the year ended September 30, 2021, have not yet been accepted/approved by the grantors. Accordingly, the final determination of the County's compliance with applicable grant requirements will be established at a future date. The amount, if any, of expenditures which may be disallowed by the grantor agencies cannot be determined, although the County expects such amounts, if any, to be immaterial.

Note 12 – Fund Equity

Fund balances are classified based upon a hierarchy of the County’s ability to control spending of these fund balances and can be classified in the following categories:

- **Non-spendable** – Amounts that cannot be spent because they are either not spendable in form or they are legally or contractually required to be maintained intact.
- **Restricted** – Amounts that can be spent only for purposes stipulated by external parties, constitution provision or enabling legislation.
- **Committed** – Amounts constrained for a specific purpose by the Board of County Commissioners.
- **Assigned** – For the general fund, amounts constrained for the intent to be used for a specific purpose by the Board of County Commissioners. For all governmental funds other than the general fund, any positive remaining amounts not classified as non-spendable, restricted or committed.
- **Unassigned** – All amounts not included in other spendable classifications.

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 12 – Fund Equity (Continued)

The County had \$18,544 in non-spendable fund balance which represents the inventory balance at September 30, 2021. There was \$1,396,297 in restricted fund balance, \$18,544 in nonspendable and \$4,661,893 in unrestricted fund balance to a total fund balance of \$6,076,733 at September 30, 2021.

RESTRICTED FUND BALANCE:

FUND	PURPOSE	AMOUNT	TOTAL
General fund:	Funding for:		
	Landfill Escrow	\$ 0	
	Medical Impact Fee	100,581	
	Tourist Development Tax	45,778	
	Fire Impact Fees	100,188	
	Mosquito Control	81,429	
	Total general fund		333,754
Special revenue funds:	Funding for:		
	Transportation	0	
	Capital Projects	0	
	Grants	447,911	
	Old debt Service	278,873	
	New debt service	170,066	
	Record Modernization	28,868	
	Sheriff special revenue	136,825	
	Total special revenue funds		1,062,543
Total restricted fund balance			\$ 1,396,297

Note 13 – Litigation and Contingent Liabilities

The County is involved in various litigation arising in the ordinary course of business. In the opinion of management, after consultation with legal counsel, these matters will be resolved without a material adverse effect on the County's financial position.

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 14 - Landfill Closure and Post Closure Care Costs

The County was required by State law to close its landfill which has no further capacity as of September 30, 1994. The post closure cost of maintenance, monitoring and testing are estimated to be approximately \$29,000 per year for the next five years. The monitoring cost is based upon information provided by environmental engineers and consultants under contract with the County. The County has met the long-term requirements and as of September 30, 2021 are no longer required to maintain the restricted escrow account of \$140,298. They are required for the next five years to pay the monitoring costs of \$29,000.

Note 15 – Post Employment Benefits Other Than Pension

Plan Description

The County has implemented Governmental Accounting Standards Board Statement 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions for retiree health insurance.

The Jefferson County Retiree Healthcare Plan (Plan) is a single employer defined benefit healthcare plan which provides Other Postemployment Benefits (OPEB) to eligible retirees and their eligible dependents. Pursuant to the provisions of Section 112.0801, the Florida Statutes, employees who retire from the County and eligible dependents, may continue to participate in the group health insurance plan. Retirees and their eligible dependents shall be offered the same health insurance coverage as is offered to active employees at a premium cost of no more than the premium cost applicable to active employees. The Plan does not issue a publicly available financial report.

Eligibility for participation in the Plan is limited to full-time employees of the County if the criteria have been met to qualify for retirement benefits. See Note 10.

Benefits Provided

The County provides post-employment healthcare to its retirees. Health benefits are provided through the County’s healthcare provider. The benefit levels are the same as those afforded to active employees. Health benefits include inpatient and outpatient medical services and prescriptions.

Membership

At September 30, 2021, there were no terminated employees entitled to benefits by not yet receiving them. The membership of the Plan consisted of:

Active employees	140
Retirees and beneficiaries currently receiving benefits	15
Total membership	155
<hr/>	
Participating employers	1
<hr/>	

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 15 – Post Employment Benefits Other Than Pension (Continued)

Contributions and Funding Policy

A qualifying trust or agency fund has not been authorized by the County. The County negotiates the premium rates with Capital Health Plan. The required contribution is based on pay-as-you-go financing requirements. Retirees and beneficiaries currently receiving benefits are required to contribute 100% of their current premium costs, which for fiscal year 2021 was \$283,072. The chart below shows the cost of the monthly retiree premiums as of the valuation date:

Coverage	Capital Health Plan
Retiree	\$ 756.58
Retiree & Spouse	\$ 1,451.78
Retiree & Children	\$ 1,234.30
Family	\$ 1,885.26

OPEB Liability and Expense

At September 30, 2021, the County reported a liability of \$2,369,864 for the net OPEB liability. The net OPEB liability was measured as of September 30, 2021 and was determined by an actuarial valuation as of October 1, 2020. Standard actuarial update procedures were used to roll forward to the measurement date from the actuarial valuation date.

For the year ended September 30, 2021, the County recognized OPEB expense of \$375,777. At September 30, 2021, the County reported deferred outflows of resources of \$982,842 and deferred inflows of resources of \$519,485 related to OPEB.

Actuarial Methods and Assumptions

The total OPEB liability in the October 1, 2020, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified.

Inflation	2.43% per annum
Cost of Living Increase	Increase in accordance with the healthcare cost trend rates
Projected annual salaries increase	3.00% per annum
Healthcare cost trend rate	8.00% initial year reduced 0.5% each year until reaching ultimate trend rate of 5.00%
Mortality	PUB-2010 (without Income adjustments) with full generational improvements using Scale MP-2020 and applied on a gender-specific basis

Discount Rate – The discount rate used to measure the total OPEB liability was 2.43%. The discount rate is based on the 20-year municipal bond index as provided by the Asset Consulting Group.

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 15 – Post Employment Benefits Other Than Pension (Continued)

CHANGES IN NET PENSION LIABILITY

	Increase and (Decreases) in Total OPEB Liability	
Reporting Period Ending September 30, 2020	\$	2,523,537
Changes for the Year:		
Service Cost		283,072
Interest		67,261
Demographic Experience		(496,960)
Changes in Assumptions		70,719
Changes in Benefit Terms		0
Contributions - Employer		0
Benefit Payments		(77,765)
Other Changes		0
Net Changes		(153,673)
Reporting Period Ending September 30, 2021	\$	2,369,864

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate - The following presents the County's proportionate share of the net OPEB liability, as well as what the Library's proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1 percent lower (1.43%) or 1 percent point higher (3.43%) than the current discount rate:

	1% Decrease (1.43%)	Current Discount Rate	1% Increase (3.43%)
Net OPEB Liability	\$ 2,646,868	\$ 2,369,864	\$ 2,127,957

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rate- The following presents the County's proportionate share of the net OPEB liability if it were calculated using healthcare cost trend rates that are 1 percent lower (4.00%) or 1 percent point higher (6.00%) than the current healthcare cost trend rates:

	1% Decrease (7.00% Decreasing to 4.00%)	Current Healthcare Cost Trend Rate (8.00% decreasing to 5.00%)	1% Increase (9.00% decreasing to 6.00%)
Net OPEB Liability	\$ 2,037,657	\$ 2,369,864	\$ 2,775,002

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 15 – Post Employment Benefits Other Than Pension (Continued)

On September 30, 2021, the city reported Deferred Outflows of Resources and Deferred Inflows of Resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Balance as of September 30, 2020	\$ 1,088,195	\$ 95,388
Change due to:		
Amortization Payments	(176,072)	(72,863)
Demographic Gain/loss	0	496,960
Assumption Changes	70,719	0
Total Changes	<u>(105,353)</u>	<u>424,097</u>
Balance as of September 30, 2021	<u>\$ 982,842</u>	<u>\$ 519,485</u>

OPEB EXPENSE FOR THE 2020-21 FISCAL YEAR

Service Cost	\$ 283,072
Other Recognized Changes in Net Pension Liability:	
Expected Interest Growth	67,261
Investment Gain/loss	0
Demographic Gain/loss	(49,229)
Employee Contributions	0
Benefit Payments and Refunds	(77,765)
Administrative Expenses	0
Changes in Benefit Terms	0
Assumption Changes	<u>152,438</u>
OPEB Expense	<u>\$ 375,777</u>

Amounts reported as Deferred Outflows of Resources and Deferred Inflows of Resources related to OPEB will be recognized in OPEB expense as follows:

Year ended September 30,	
2022	\$(248,935)
2023	\$(248,935)
2024	\$(176,072)
2025	\$(176,072)
2026	\$(176,072)

JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 16 – Operating Lease

The County currently leases office space from Jefferson County, Florida School Board for \$24,000 per year. The County also has various equipment leases. The County entered into operating leases for several items of heavy equipment. The future minimum payments due from the County are as follow, for the years ended September 30:

2022	\$	53,871
2023		53,871
2024		24,000
Total	\$	131,742

Note 17 – Risk Management

The County is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees and/or the public; or damage to property of others. The County purchases commercial insurance against losses for the following types of risk:

- Real and Personal Property Damage
- Public Employees Bond
- Workers' Compensation and Employer's Liability
- General and Automobile Liability
- Comprehensive General Liability
- Accidental Death and Dismemberment
- Public Officials' Liability
- Inmate Major Medical

The Sheriff participates in the Florida Sheriff's Self-Insurance Fund program, which is a public entity risk pool that permits the Sheriff to cover risk relating to professional liability, public officials' liability, public employees' blanket bond, and money and securities coverage. The Sheriff purchases commercial insurance to cover other risks and losses.

Note 18 – Commitments and Contingencies

Contractual Commitments

At September 30, 2021, the Board had contractual commitments for construction projects in excess of amounts recognized in the financial statements.

Note 19 – Subsequent Events

Subsequent to year end, the County has signed agreements with various agencies for grant funding for various projects.

Subsequent to year end, the County also approved multiple construction contracts related to road construction projects to be completed within the 2021 fiscal year.

**JEFFERSON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 20 – Deficit Fund Balances

The Board had eight special revenue funds with deficit fund balances as of September 30, 2021 as follows:

FUNDS	FUND BALANCE
Fire Assessment	\$ (77,279)
E-911	\$ (212,859)
Landfill	\$ (615,977)
Literacy Alliance	\$ (72,173)
FEMA	\$ (21,595)
Capital Projects	\$ (71,663)

They will be funded by future revenues in the next fiscal year.

COMBINING FINANCIAL STATEMENTS

**JEFFERSON COUNTY, FLORIDA
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021**

Page 1 of 2

	Special Revenue							
	SHIP Trust Fund	Grants Fund	Fire Assessment	Payroll	E-911 Fund	Landfill	EMS	Tourist Tax
Assets								
Cash and Cash Equivalents	\$ 0	\$ 0	\$ 0	\$ 2,642	\$ 0	\$ 0	\$ 0	\$ 0
Restricted Cash and Cash Equivalents	0	155,763	0	0	0	0	0	0
Accounts Receivable (Net)	0	0	0	0	0	0	323,013	0
Due from Other Funds	0	338,233	0	0	0	0	0	1,959
Due from Other Government Units	0	0	27,014	0	14,548	77,871	685	6,271
Total Assets	0	493,995	27,014	2,642	14,548	77,871	323,698	8,230
Liabilities								
Accounts Payable and Accrued Expenses	0	0	11,229	2,642	0	61,301	16,857	0
Interest Payable	0	0	0	0	0	0	0	0
Due to Other Funds	0	0	93,065	0	227,407	632,546	174,550	0
Unearned Revenue	0	46,084	0	0	0	0	0	0
Total Liabilities	0	46,084	104,293	2,642	227,407	693,847	191,408	0
Fund Balances								
Restricted	0	447,911	0	0	0	0	0	0
Unassigned	0	0	(77,279)	0	(212,859)	(615,977)	132,291	8,230
Total Fund Balances	0	447,911	(77,279)	0	(212,859)	(615,977)	132,291	8,230
Total Liabilities and Fund Balances	\$ 0	\$ 493,995	\$ 27,014	\$ 2,642	\$ 14,548	\$ 77,870	\$ 323,699	\$ 8,230

See Independent Auditors' Report

**JEFFERSON COUNTY, FLORIDA
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021**

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	Special Revenue			Debt Service			Total Non-Major Governmental Fund		
	Literacy Alliance	Sheriff	Court	Record Modernization	Capital Project	Capital Project		Debt (Old)	Debt (New)
Assets									
Cash and Cash Equivalents	\$ 3,931	\$ 0	\$ 0	\$ 12,833	\$ 0	\$ 0	\$ 0	\$ 0	\$ 19,405.87
Restricted Cash and Cash Equivalents	0	136,825	0	5,223	0	0	317,044	548,512	1,163,366
Accounts Receivable (Net)	0	0	0	0	0	0	0	0	323,013
Due from Other Funds	0	0	0	10,812	1,211,593	0	0	0	1,562,596
Due from Other Government Units	0	0	36,863	0	0	0	0	32,829	196,082
Total Assets	3,931	136,825	36,863	28,868	1,211,593	0	317,044	581,341	3,264,464
Liabilities									
Accounts Payable and Accrued Expenses	0	0	22,837	0	26,605	0	0	0	141,470
Interest Payable	0	0	0	0	0	0	36,908	0	36,908
Due to Other Funds	5,241	0	10,812	0	0	0	1,263	411,276	1,556,160
Unearned Revenue	70,863	0	3,214	0	1,256,651	0	0	0	1,376,812
Total Liabilities	76,104	0	36,863	0	1,283,256	0	38,171	411,276	3,111,351
Fund Balances									
Restricted	0	136,825	0	28,868	0	0	278,873	170,066	1,062,543
Unassigned	(72,173)	0	0	0	(71,663)	0	0	0	(909,430)
Total Fund Balances	(72,173)	136,825	0	28,868	(71,663)	0	278,873	170,066	153,113
Total Liabilities and Fund Balances	\$ 3,931	\$ 136,825	\$ 36,863	\$ 28,868	\$ 1,211,593	\$ 0	\$ 317,044	\$ 581,341	\$ 3,264,463

See Independent Auditors' Report

JEFFERSON COUNTY, FLORIDA
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021

Page 1 of 3

Special Revenue						
	SHIP	Grants	Fire		E-911	
	Trust Fund	Fund	Assessment	Payroll	Fund	Landfill
Revenues						
Taxes	\$ 0	\$ 0	\$ 0	\$ 0	\$ 68,697	\$ 1,384,923
Intergovernmental	0	0	867,701	0	73,746	0
Grants	0	407,412	0	0	0	93,750
Charges for Services	0	0	2,271	0	53,414	569,426
Investment Earnings	0	101	1,670	0	0	219
Other Miscellaneous Earnings	0	0	0	0	0	0
Total Revenues	0	407,513	871,641	0	195,856	2,048,318
Expenditures						
Current:						
General Government	0	0	0	0	0	0
Public Safety	0	0	0	0	93,386	0
Fire Safety	0	0	865,596	0	0	0
Physical Environment	0	0	0	0	0	2,085,964
Health and Sanitation	0	0	0	0	0	0
Transportation	0	0	0	0	0	0
Economic Development	0	475,017	0	0	0	0
Court-Related	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	341,916
Debt Service						
Principal	0	0	0	0	0	89,662
Interest and Other Charges	0	0	0	0	0	20,751
Total Expenditures	0	475,017	865,596	0	93,386	2,538,293
Excess (Deficiency) of Revenue over (Under) Expenditures	0	(67,504)	6,045	0	102,471	(489,975)
Other Financing Sources (Uses)						
Transfers In	0	0	0	0	264,000	0
Transfers (Out)	0	0	0	0	(365,723)	0
Proceeds from Long Term Debt	0	0	0	0	0	294,526
Net Other Financing Sources (Uses)	0	0	0	0	(101,723)	294,526
Net Changes in Fund Balances	0	(67,504)	6,045	0	748	(195,449)
Fund Balances-Beginning	0	515,416	(83,324)	0	(213,606)	(420,528)
Fund Balances-End	\$ 0	\$ 447,911	\$ (77,279)	\$ 0	\$ (212,859)	\$ (615,977)

See Independent Auditors' Report

JEFFERSON COUNTY, FLORIDA
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021

Page 2 of 3

	Special Revenue					
	EMS	Tourist Tax	Literacy Alliance	Sheriff	Court	Record Modernization
Revenues						
Taxes	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Intergovernmental	0	54,467	0	0	186,169	0
Grants	0	0	170,873	211,630	0	0
Charges for Services	1,593,994	0	0	0	0	0
Investment Earnings	0	79	202	0	0	0
Other Miscellaneous Earnings	3,300	0	0	68,202	289,665	38,531
Total Revenues	1,597,294	54,545	171,075	279,832	475,834	38,531
Expenditures						
Current:						
General Government	0	27,243	0	0	0	0
Public Safety	1,520,869	0	0	184,378	0	0
Fire Safety	0	0	0	0	0	0
Physical Environment	0	0	0	0	0	0
Health and Sanitation	0	0	0	0	0	0
Transportation	0	0	0	0	0	0
Economic Development	0	0	171,075	0	0	0
Court-Related	0	0	0	0	475,834	48,566
Capital Outlay	84,723	0	0	49,200	0	0
Debt Service						
Principal	0	0	0	0	0	0
Interest and Other Charges	0	0	0	0	0	0
Total Expenditures	1,605,592	27,243	171,075	233,578	475,834	48,566
Excess (Deficiency) of Revenue over (Under) Expenditures	(8,298)	27,302	0	46,254	0	(10,035)
Other Financing Sources (Uses)						
Transfers In	292,322	0	0	40,610	0	0
Transfers (Out)	0	0	0	0	0	0
Proceeds from Long Term Debt	0	0	0	0	0	0
Net Other Financing Sources (Uses)	\$ 292,322	\$ 0	0	40,610	0	0
Net Changes in Fund Balances	\$ 284,024	\$ 27,302	0	86,864	0	(10,035)
Fund Balances-Beginning	(151,733)	(19,072)	(72,173)	49,961	0	38,903
Fund Balances-End	\$ 132,291	\$ 8,230	\$ (72,173)	\$ 136,825	\$ 0	\$ 28,868

See Independent Auditors' Report

JEFFERSON COUNTY, FLORIDA
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021

Page 3 of 3

	Debt Service				Total Nonmajor Governmental Funds
	Capital Project	Capital Project	Debt (Old)	Debt (New)	
Revenues					
Taxes	\$ 0	\$ 0	\$ 0	\$ 356,021	\$ 1,809,640
Intergovernmental	0	0	0	0	1,182,082
Grants	139,579	0	0	0	1,023,244
Charges for Services	0	0	0	0	2,219,104
Investment Earnings	737,403	603	39	0	740,314
Other Miscellaneous Earnings	0	0	0	0	399,698
Total Revenues	876,981	603	39	356,021	7,374,083
Expenditures					
Current:					
General Government	0	0	360	0	27,603
Public Safety	0	0	0	0	1,798,633
Fire Safety	0	0	0	0	865,596
Physical Environment	0	0	0	0	2,085,964
Health and Sanitation	0	0	0	0	0
Transportation	0	0	0	750	750
Economic Development	318,529	0	0	0	964,621
Court-Related	0	0	0	0	524,400
Capital Outlay	558,452	17,211	0	0	1,051,502
Debt Service					
Principal	0	0	349,200	230,000	668,861
Interest and Other Charges	0	0	64,003	163,315	248,069
Total Expenditures	876,981	17,211	413,562	394,065	8,235,999
Excess (Deficiency) of Revenue over (Under) Expenditures	0	(16,608)	(413,524)	(38,044)	(861,916)
Other Financing Sources (Uses)					
Transfers In	0	0	430,647	190,899	1,218,478
Transfers (Out)	0	(190,899)	0	0	(556,622)
Proceeds from Long Term Debt	0	0	0	0	294,526
Net Other Financing Sources (Uses)	0	(190,899)	430,647	190,899	956,382
Net Changes in Fund Balances	0	(207,507)	17,123	152,855	94,465
Fund Balances-Beginning	(71,663)	207,507	261,750	17,211	58,648
Fund Balances-End	\$ (71,663)	\$ 0	\$ 278,873	\$ 170,066	\$ 153,113

See Independent Auditors' Report

JEFFERSON COUNTY, FLORIDA
COMBINING STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
SEPTEMBER 30, 2021

	Clerk of the Circuit Court	Tax Collector	Sheriff	Totals
Assets				
Cash and Cash Equivalents	\$ 322,633	\$ 1,845,619	\$ 42,142	\$ 2,210,394
Total Assets	322,633	1,845,619	42,142	2,210,394
Liabilities				
Deposits	0	363,381	0	363,381
Due to Other Governments	63,694	1,447,127	0	1,510,821
Due to Others	311	35,111	0	35,422
Total Liabilities	64,005	1,845,619	0	1,909,624
Net Position				
Restricted	0	0	0	0
Held for Others	258,628	0	42,142	300,770
Total Net Position	\$ 258,628	\$ 0	\$ 42,142	\$ 300,770

See Independent Auditors' Report

JEFFERSON COUNTY, FLORIDA
COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
SEPTEMBER 30, 2021

	Clerk of the Circuit Court	Tax Collector	Sheriff	Totals
Additions				
Funds Held for Others	\$ 3,639,857	\$ 45,053,749	\$ 205,879	\$ 48,899,485
Court Costs	5,195	0	0	5,195
Property Taxes Collected for Other Governments	0	13,338,401	0	13,338,401
Total Additions	3,645,052	58,392,150	205,879	13,338,401
Deductions				
Funds Held for Others	3,517,764	45,053,749	181,472	48,752,985
Court Costs	5,023	0	0	5,023
Property Taxes Collected for Other Governments	0	13,338,401	0	13,338,401
Total Deductions	3,522,787	58,392,150	181,472	62,096,409
Net Change in Fiduciary Net Position	122,265	0	24,407	146,672
Net Position - Beginning, as Originally Reported	0	0	0	0
Net Position - Restatement	136,363	0	17,735	154,098
Net Position - Beginning, as Restated	136,363	0	17,735	154,098
Net Position - Ending	\$ 258,628	\$ 0	\$ 42,142	\$ 300,770

See Independent Auditors' Report

REQUIRED SUPPLEMENTARY INFORMATION

JEFFERSON COUNTY, FLORIDA
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
LAST 10 FISCAL YEARS AS OF SEPTEMBER 30

	2021	2020	2019	2018	2017	2016	2015
Florida Retirement System (FRS)							
Proportion of the net pension liability (asset)	0.02822596%	0.03091514%	0.03118610%	0.0299989%	0.0296000%	0.0295000%	0.0295000%
Proportionate share of the net pension liability (asset)	\$ 2,132,149	\$ 13,399,077	\$ 10,740,072	\$ 9,035,828	\$ 8,742,900	\$ 7,441,356	\$ 3,809,280
Covered-employee payroll	\$ 6,003,096	\$ 9,426,160	\$ 9,804,912	\$ 6,417,339	\$ 6,397,923	\$ 6,117,786	\$ 6,080,100
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	35.52%	142.15%	109.54%	140.80%	136.65%	121.63%	62.65%
Plan fiduciary net position as a percentage of the total pension liability	96.40%	78.85%	82.61%	84.26%	83.89%	84.88%	92.00%
Health Insurance Subsidy Program (HIS)							
Proportion of the net pension liability (asset)	0.020027620%	0.019767690%	0.019643000%	0.019132500%	0.018700000%	0.018700000%	0.018900000%
Proportionate share of the net pension liability (asset)	\$ 2,456,690	\$ 2,409,827	\$ 2,197,851	\$ 2,025,004	\$ 2,002,330	\$ 2,182,199	\$ 1,926,120
Covered-employee payroll	\$ 6,003,096	\$ 9,426,160	\$ 9,804,912	\$ 6,417,339	\$ 6,397,923	\$ 6,117,786	\$ 6,080,100
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	40.92%	25.57%	22.42%	31.56%	31.30%	35.67%	31.68%
Plan fiduciary net position as a percentage of the total pension liability	3.56%	3.00%	2.63%	2.15%	1.64%	0.97%	0.50%

Note 1: GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, the City will present information for only those years for which information is available.

JEFFERSON COUNTY, FLORIDA
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
LAST 10 FISCAL YEARS AS OF SEPTEMBER 30

	2021	2020	2019	2018	2017	2016	2015
Florida Retirement System (FRS)							
Contractually required contribution	\$ 1,075,287	\$ 1,027,173	\$ 993,513	\$ 874,921	\$ 774,744	\$ 745,245	\$ 719,039
Contributions in relation to the contractually required contribution	(1,075,287)	(1,027,173)	(993,513)	(874,921)	(774,744)	(745,245)	(719,039)
Contribution deficiency (excess)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Covered-employee payroll	\$ 6,003,096	\$ 9,426,160	\$ 9,804,912	\$ 6,417,339	\$ 6,397,923	\$ 6,117,786	\$ 6,080,100
Contributions as a percentage of covered-employee payroll	17.91%	10.90%	10.13%	13.63%	12.11%	12.18%	11.83%
Health Insurance Subsidy Program (HIS)							
Contractually required contribution	\$ 117,723	\$ 113,734	\$ 110,818	\$ 104,360	\$ 100,570	\$ 96,042	\$ 72,196
Contributions in relation to the contractually required contribution	(117,723)	(113,734)	(110,818)	(104,360)	(100,570)	(96,042)	(72,196)
Contribution deficiency (excess)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Covered-employee payroll	\$ 6,003,096	\$ 9,426,160	\$ 9,804,912	\$ 6,417,339	\$ 6,397,923	\$ 6,117,786	\$ 6,080,100
Contributions as a percentage of covered-employee payroll	1.96%	1.21%	1.13%	1.63%	1.57%	1.57%	1.19%

Note 1: GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, the City will present information for only those years for which information is available.

**JEFFERSON COUNTY, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
OTHER POSTEMPLOYMENT BENEFITS (OPEB)
YEAR ENDED SEPTEMBER 30, 2021**

**SCHEDULE OF CHANGES IN THE COUNTY'S TOTAL OPEB LIABILITY AND RELATED RATIOS
(Last 10 Fiscal Years)**

Reporting Period Ending	9/30/2021	9/30/2020	9/30/2019	9/30/2018
Measurement Date	9/30/2020	9/30/2018	9/30/2018	9/30/2016
TOTAL OPEB LIABILITY				
Service Cost	\$ 283,072	\$ 233,488	\$ 179,055	\$ 68,889
Expected Interest Growth	67,261	47,222	34,306	29,393
Demographic Experience	(496,960)	0	20,987	0
Amortization Payments	0	0	0	(21,150)
Changes of Assumptions	70,719	313,160	1,049,439	(137,688)
Benefit Payments	(77,765)	(86,487)	(92,858)	(53,185)
Net Change in Total OPEB Liability	(153,673)	507,383	1,190,929	(113,741)
Total OPEB Liability-Beginning	2,523,537	2,016,154	825,225	938,966
Total OPEB Liability-Ending	\$ 2,369,864	\$ 2,523,537	\$ 2,016,154	\$ 825,225
Covered Employee Payroll (Projected)	\$6,003,096	NA	NA	\$4,272,723
County's Total OPEB Liability as a Percentage of Covered Employee Payroll	39.48%	NA	NA	19.31%

Notes to Schedule

2018 was initial year of plan disclosure due to the implementation of GASB 75. No prior data available.

Difference Between Expected and Actual Experience: Difference between expected and actual experience reflects the impact of changes to the census date from the prior valuation to the valuation as of September 30, 2020.

Changes of Assumptions: Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

Fiscal Year Ending September 30:	
2021	2.43%
2020	2.14%
2019	3.58%
2018	4.18%
2017	3.64%

Also reflected as assumption changes are updated health care costs and premiums, updated health care cost trend rates, and updated mortality rates.

Benefit Payment: The plan sponsor did not provide actual net benefits paid by the plan for the fiscal year ending on September 30, 2021. Expected net benefits payments produced by the valuation model for the same period are shown in the table above.

COMPLIANCE SECTION

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

The Honorable Board of County Commissioners
and Constitutional Officers of Jefferson County, Florida
Monticello, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller of the United States, the financial statements of the governmental activities, and each major fund and the aggregate remaining fund information for Jefferson County, Florida, (the "County") as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise Jefferson County, Florida's basic financial statements and have issued our report thereon dated September 1, 2022.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over financial reporting.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies that may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a significant deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the County's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies, listed as Board 2018-001, Board 2008-001, described in the accompanying schedule of findings and questioned costs to be material weaknesses.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS
(Concluded)**

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the schedule of findings and questioned costs as item Board 2020-001, Board 2015-001, Board 2008-002, to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests did not result in any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Jefferson County's Response to Findings

Jefferson County, Florida's written response to the findings identified in our audit is described in the accompanying letter. We did not audit the County's response and, accordingly, we express no opinion on it.

Purpose of this Report

This report is intended solely for the information and use of the County, Constitutional Officers and management, the State of Florida Auditor General, specific legislative or regulatory bodies, and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL AWARD PROGRAM AND STATE PROJECT AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY UNIFORM GUIDANCE AND CHAPTER 10.550, RULES
OF THE AUDITOR GENERAL**

The Honorable Board of County Commissioners
and Constitutional Officers of Jefferson County, Florida
Monticello, Florida

Report on Compliance for Each Major Federal Awards Program and State Financial Assistance Project

We have audited Jefferson County, Florida, Board of County Commissioners' (the "County") compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance and Supplement* and the requirements described in the Florida Department of Financial Services' *State Projects Compliance Supplement*, that could have a direct and material effect on each of its major state projects for the year ended September 30, 2021. The County's major federal programs state financial assistance projects are identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its federal programs and state projects.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the County's major federal programs and state projects based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.550, *Rules of the Auditor General*. Those standards, Uniform Guidance and Chapter 10.550, *Rules of the Florida Auditor General* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program or major state project occurred. An audit includes examining, on a test basis, evidence about the County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program and major state project. However, our audit does not provide a legal determination of the County's compliance.

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL AWARD PROGRAM AND STATE PROJECT AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY UNIFORM GUIDANCE AND CHAPTER 10.550, RULES
OF THE AUDITOR GENERAL
(Concluded)**

Opinion on Major Federal Awards Program and State Financial Assistance Project

In our opinion, the County complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs and major state project for the year ended September 30, 2021.

Report on Internal Control over Compliance

Management of the County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit, we considered the Board's internal control over compliance with the type of requirements that could have a direct and material effect on each major federal program and major state project to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major state project and to test and report on internal control over compliance in accordance with Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program or state project on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program or state project will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program or state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Chapter 10.550, *Rules of the Auditor General*. Accordingly, this report is not suitable for any other purpose.

Moran & Smith LLP

Moran & Smith LLP

September 1, 2022

Tallahassee, Florida

**JEFFERSON COUNTY, FLORIDA
SCHEDULE OF EXPENDITURES OF
FEDERAL AWARD PROGRAMS AND STATE FINANCIAL ASSISTANCE PROJECTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

Page 1 of 3

Federal Agency			Grant/ Contract	
Federal Program Title	CFDA		Number	Expenditures
Federal Award Program	Number		Number	
US Department of Justice				
Pass through Florida Office of the Attorney General				
Coronavirus Emergency Supplemental Funding (CESF) Program	16.034		2020-VD-BX-0174	\$ 62,909
Pass through Florida Office of the Attorney General				
Edward Byrne Memorial JAG Program-Residual Lifescan	16.738		2021-JAGC-JEFF-3-N2-210	19,497
Edward Byrne Memorial JAG Program-County-wide	16.738		2021-JAGC-JEFF-1-5R-139	32,641
Total US Department of Justice				115,047
US Department of Treasury				
Pass through Florida Governor				
Coronavirus Relief Fund	21.019		Y2308	2,050,363
Coronavirus State and Local Fiscal Recovery Fund	21.027		n/a	65,992
Total US Department of Treasury				2,116,355
US Election Assistance Commission				
Pass through Florida Department of State				
HAVA Security Grant	90.401		MOA#2021-0001	63,975
Total US Election Assistance Commission				63,975
US Department of Health and Human Services				
Pass through Florida Department of Revenue				
Child Support Enforcement Program	93.563		2001FLCSES	49,917
Total US Department of Health and Human Services				49,917
US Department of Homeland Security				
Pass through Florida Division of Emergency Management				
Emergency Management Performance	97.042		G0185	50,907
Emergency Management Performance	97.042		G0255	8,709
Total US Department of Homeland Security				59,616
Total Expenditures of Federal Award Programs				\$ 2,404,910

See Independent Auditors' Report and Notes to schedule of expenditures of federal award programs and state financial assistance projects

**JEFFERSON COUNTY, FLORIDA
SCHEDULE OF EXPENDITURES OF
FEDERAL AWARD PROGRAMS AND STATE FINANCIAL ASSISTANCE PROJECTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

Page 2 of 3

State Agency			Grant/ Contract	
State Program Title	CSFA		Number	
State Financial Assistance Projects	Number		Number	Expenditures
Florida Executive Office of the Governor				
Emergency Management Program				
Emergency Management Program - Preparedness & Assistance	31.063		A0141	\$ 83,731
Emergency Management Program - Preparedness & Assistance	31.063		A0141	24,275
Total Florida Executive Office of the Governor				108,006
Florida Department of Environmental Protection				
Waste Management Program				
Small County Consolidation Grant - Solid Waste	37.012		SC118	93,750
Total Florida Department of Environmental Protection				93,750
Florida Housing Finance Corporation				
Florida Housing Finance Corporation Program				
State Housing Initiatives Partnership Program (SHIP)	40.901		n/a	0
Total Florida Housing Finance Corporation				0
Florida Department of Agriculture				
Consumer Protection Program				
Mosquito Control	42.003		n/a	36,960
Total Florida Department of Agriculture				36,960
Florida Department of State and Secretary of State				
Library and Information Services Program				
State Aid to Libraries	45.030		21.1sa.000.159	293,521
Total Florida Department of State and Secretary of State				293,521

See Independent Auditors' Report and Notes to schedule of expenditures of federal award programs and state financial assistance projects

**JEFFERSON COUNTY, FLORIDA
SCHEDULE OF EXPENDITURES OF
FEDERAL AWARD PROGRAMS AND STATE FINANCIAL ASSISTANCE PROJECTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

Page 3 of 3

State Agency			
State Program Title	CSFA	Grant/ Contract	
State Financial Assistance Projects	Number	Number	Expenditures
Florida Department of Transportation			
Transportation Systems Operations Program			
Small County Outreach Program (SCOP)	55.009	G1205	20,445
Total SCOP			20,445
Highway Operations Program			
Small County Road Assistance Program (SCRAP) - Farm Road	55.016	G1U01	65,833
Small County Road Assistance Program (SCRAP) - Main Ave	55.016	G1P04	264,948
Total SCRAP			330,781
Total Florida Department of Transportation			351,226
Total Expenditures of State Financial Assistance Projects			\$ 883,463

See Independent Auditors' Report and Notes to schedule of expenditures of federal award programs and state financial assistance projects

JEFFERSON COUNTY, FLORIDA
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARD PROGRAMS
AND STATE FINANCIAL ASSISTANCE PROJECTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021

Note 1 – Basis of Accounting

The supplementary schedule of expenditures of federal award programs and state financial assistance projects includes the grant activity of Jefferson County, Florida (the “County”). Federal and state expenditures are presented on the modified accrual basis of accounting. The information in these schedules is presented in accordance with the requirements of Uniform Guidance and Chapter 10.550, Rules of the Florida Auditor General. Therefore, some amounts presented in the schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Note 2 – Reporting Entity

The County for purposes of the supplementary schedule of expenditures of federal award programs and state financial assistance projects includes all the funds of the primary government as defined by GASB 14, *The Financial Reporting Entity*.

Note 3 – Indirect Cost

The County has not elected to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

Note 4 – Other Types of Financial Assistance

There were no other types of financial assistance to include endowments, insurance in effect, non-cash assistance, donated property, or free rent received or included in the schedule of expenditures of federal award programs and state financial assistance projects

**JEFFERSON COUNTY, FLORIDA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FEDERAL AWARD PROGRAMS AND STATE FINANCIAL ASSISTANCE PROJECTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

Summary of Audit Results

1. The Independent Auditors' Report expresses an unmodified opinion on the financial statements of Jefferson County, Florida (the "County").
2. Material weaknesses and significant deficiencies disclosed during the audit of the financial statements are reported in the "Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards." The findings listed as Board 2018-001, Board 2008-001, are significant deficiencies.
3. No instances of noncompliance material to the financial statements of the County were disclosed during the audit.
4. No material weaknesses or significant deficiencies relating to the audit of the major federal award programs and state financial assistance projects are reported in the "Independent Auditors' Report on Compliance for Each Major Federal Award Program and State Project and on Internal Control over Compliance Required by Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*".
5. The "Independent Auditors' Report on Compliance for Each Major Federal Award Program and State Project and on Internal Control over Compliance Required by Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*" for the County expresses an unmodified opinion.
6. There were no findings relative to the major federal award programs and state financial assistance projects for the County.
7. The program/projects tested as major programs/projects included the following:

Major State and Federal Programs:	CSFA/CFDA.
Florida Department of State and Secretary of State	
State Aid to Libraries	45.030
Florida Department of Transportation	
Small County Outreach Program	55.009
Small County Road Assistance Program	55.016
US Department of Treasury	
Coronavirus Relief Fund	21.019

8. The threshold for distinguishing Type A and Type B programs/projects was \$750,000 for both major federal award programs and state financial assistance projects.
9. The County did not qualify as a low-risk auditee.

**JEFFERSON COUNTY, FLORIDA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FEDERAL AWARD PROGRAMS AND STATE FINANCIAL ASSISTANCE PROJECTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

FINDINGS FINANCIAL STATEMENT AUDIT

BOARD OF COUNTY COMMISSIONERS – Prior Year Comments

Lease-Purchase of Equipment – Board 2020-001

CRITERIA: The purchase of fixed assets under a lease-purchase financial arrangement should be recorded at the gross purchase price with a corresponding liability based on the conditions of the lease.

CONDITION: Equipment purchased through lease-purchase financing arrangements was not properly recorded. Payments on the debt were not properly charged to principal and interest. The amounts were not budgeted, and no Board approval was documented. The extent of the activity was reduced during the 2021 year, but it is clear the accounting department still does not know how to correctly record the transactions related to debt.

CAUSE: Accounting staff was unfamiliar with the requirements related to recording lease-purchase transactions. It appears that the actual source documents related to the numerous transactions were never forwarded to the finance department. These amounts are being posted as adjustments proposed by the outside accountants that the BCC uses, and they clearly are lacking the proper documentation to record these transactions correctly.

EFFECT: The expenditures for capital outlay and related liabilities were understated and payments were not properly recorded to principal and interest. The general long-term schedules are still causing the County technical difficulties to prepare.

RECOMMENDATION: All lease-purchase debt and related capital outlay should be properly recorded, and payments charged to principal and interest. The Board should get control of the process through the approval of the budget for capital outlay and the incurrence of debt financing.

VIEW OF RESPONSIBLE OFFICIALS: See Management’s Response and Corrective Action Plan.

County Budget – Board 2018-001

CRITERIA: The County has many Florida Statute requirements regarding the adoption of annual budget F.S. 129.01 requires it to be adopted at a level of detail required for the annual financial report.

CONDITION: The county budget was not prepared on a basis consistent with how the financial statements are prepared. It does not include budgets for the Constitutional officers that is consistent with their actual results. The Board’s final adopted budget does not contain sufficient detail at the fund level and fails to account for the significant amounts of lease purchases made, Capital outlay and Debt payments are not budgeted correctly. It was noted that several funds are not budgeted at all.

**JEFFERSON COUNTY, FLORIDA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FEDERAL AWARD PROGRAMS AND STATE FINANCIAL ASSISTANCE PROJECTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

CAUSE: The County does not have a detailed budget of consistent detail to make a budget vs actual computation for each fund.

EFFECT: The County overspent the budget for the 2021 in several funds.

RECOMMENDATION: We recommend the County adopt a budget in sufficient detail to include all actual funds being used to record transactions including all Constitutional officers. And that the budget be entered into the accounting system to enable the Board to monitor actual versus budget comparisons on a monthly basis.

VIEW OF RESPONSIBLE OFFICIALS: See Management's Response and Corrective Action Plan.

Grant Accounting – Board 2015-001

CRITERIA: The accrual basis of accounting should be used to record grant transactions.

CONDITION: Some grant transactions were recorded on a cash basis instead of the accrual basis of accounting. As a result, adjustments were necessary to properly match revenues with expenditures.

CAUSE: Accounting staff recorded transactions on the cash basis.

EFFECT: Certain receivables, deferrals and payables were not recorded on a timely basis.

RECOMMENDATION: Accrual basis accounting must be followed to accurately record grant revenues and expenditures in the proper period. Account balances must be reviewed for proper cutoff and correct period of recognition including grant receivables, accounts payable and deferred income. We further recommend the County seek assistance from an accounting professional to work with existing staff and provide accounting guidance and oversight.

STATUS: This condition continues to exist.

VIEW OF RESPONSIBLE OFFICIALS: See Management's Response and Corrective Action Plan.

**JEFFERSON COUNTY, FLORIDA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FEDERAL AWARD PROGRAMS AND STATE FINANCIAL ASSISTANCE PROJECTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

Segregation of Duties – Board 2008-001

CRITERIA: The internal control environment should include proper segregation of duties and responsibilities over accounting functions.

CONDITION: Separation of certain accounting and administrative duties among employees, which is recommended as an effective internal control procedure, was not considered feasible by the County because of its size and limited number of employees. The County recognizes that the cost if its internal control structure should not exceed the benefits expected to be derived. The County also recognizes the inherent limitations of an internal control structure. Mistakes and irregularities may occur in any event with or without an adequate internal control structure. Furthermore, adequate segregation of duties can be circumvented by collusion among persons. Nevertheless, internal control is strengthened when incompatible duties are separated, and review procedures are established and adhered to.

CAUSE: The County has limited personnel in the accounting department.

EFFECT: The possibility exists that unintentional or intentional errors or irregularities could occur and not be promptly detected.

RECOMMENDATION: We recommend that the County continue to seek ways to strengthen internal control through segregation of duties.

STATUS: There is still a lack of segregation of duties between employees who have recordkeeping responsibilities and employees with custody of County assets.

VIEW OF RESPONSIBLE OFFICIALS: See Management's Response and Corrective Action Plan.

Deficiency over Financial Reporting – Board 2008-002

CRITERIA: An entity's system of internal control over financial reporting should include controls over the prevention, detection and correction of misstatements in the audited financial statements.

CONDITION: The County relies on the external auditor and outside accountants to assist with preparing the financial statements and posting the final working trial balances in conformity with generally accepted accounting principles.

CAUSE: The County has an individual providing bookkeeping services; however, the County does not have an individual on staff with accounting education and experience to properly record more complex accounting transactions and prepare financial statements in accordance with generally accepted accounting principles. Outside accountants are assisting with the process, but it is all being done after year end, and it is difficult to obtain all the required documents to record the transactions correctly.

**JEFFERSON COUNTY, FLORIDA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FEDERAL AWARD PROGRAMS AND STATE FINANCIAL ASSISTANCE PROJECTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

EFFECT: The fact the County does not have someone on staff to prepare the financial statements in accordance with generally accepted accounting principles and to record complex transactions results in a material weakness under professional standards.

RECOMMENDATION: We understand the cost-benefit of employing someone with this expertise is not practical, therefore, we recommend the County continue to request outside assistance in recording more complex transactions and that additional training and/or education be provided to existing staff to enable them to more accurately record financial activities.

FINANCIAL STATEMENT FINDINGS FOR FEDERAL PROGRAMS AND STATE PROJECTS

There were no current year findings.

PRIOR-YEAR FINDINGS AND QUESTIONED COSTS FOR FEDERAL PROGRAMS AND STATE PROJECTS

None

INDEPENDENT AUDITORS' MANAGEMENT LETTER

The Honorable Board of County Commissioners
and Constitutional Officers of Jefferson County, Florida
Monticello, Florida

Report on the Financial Statements

We have audited the financial statements of Jefferson County, Florida, (the "County") as of and for the fiscal year ended September 30, 2021 and have issued our report thereon dated September 1, 2022.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.550, *Rules of the Florida Auditor General*.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditors' Report on Compliance for Each Major Federal Awards Program and State Project and on Internal Control over Compliance; Schedule of Findings and Questioned Costs; and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Florida Auditor General*. Disclosures in those reports and schedules, which are dated September 1, 2022, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report except as noted under the heading "Schedule of Findings and Questioned Costs."

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority of the primary government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the financial statements. This information was disclosed in the notes to financial statements.

INDEPENDENT AUDITORS' MANAGEMENT LETTER
(Continued)

Financial Condition

Section 10.554(1)(i)5.a., and 10.556(7), *Rules of the Auditor General*, requires us to apply appropriate procedures and communicate the results of our determination as to whether or not the County has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the County did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures for the County. It is management's responsibility to monitor the County's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we address in the management letter any findings and recommendations that improve financial management. In connection with our audit, we did not have any such recommendations.

Special District Component Units

Section 10.554(1)(i)5.c., *Rules of the Auditor General*, requires, if appropriate, that we communicate the failure of a special district that a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires us to communicate noncompliance with provisions of contracts and grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material, but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of This Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies and applicable management and is not intended to be and should not be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

**INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE
WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES,
*LOCAL GOVERNMENT INVESTMENT POLICIES***

The Honorable Board of County Commissioners
and Constitutional Officers of Jefferson County, Florida
Monticello, Florida

We have examined the Jefferson County, Florida's (the "County") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2021. Management is responsible for the Jefferson County, Florida's compliance with those requirements. Our responsibility is to express an opinion on the Jefferson County, Florida's compliance based on our examination.

Our examination was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the County complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about the County's compliance with the specified requirements. The nature, timing, and extent of the procedures selected depends on our judgement, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination of the County's compliance with specific requirements.

In our opinion, the County complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of the management and the State of Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

**INDEPENDENT ACCOUNTANTS' REPORT ON
COMPLIANCE WITH SECTION 365.172(10)
AND SECTION 365.173(2)(d), FLORIDA STATUTES.**

The Honorable Board of County Commissioners
Of Jefferson County, Florida
Monticello, Florida

We have examined Jefferson County, Florida's (the "County") compliance with the requirements of Section 365.172(10), Florida Statutes, *Authorized Expenditures of E911 Fee*, and Section 365.173(2)(d), Florida Statutes, *Distribution and Use of (E911) Funds*, during the year ended September 30, 2021. Management is responsible for the County's compliance with those requirements. Our responsibility is to express an opinion on County's compliance based on our examination.

Our examination was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the County complied, in all material respect, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the County complied with the specified requirements. The nature, timing, and extent of the procedures selected depends on our judgement, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination of the County's compliance with specific requirements.

In our opinion, the County complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of the management and the State of Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT**

SPECIAL-PURPOSE FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
SEPTEMBER 30, 2021**

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INDEPENDENT AUDITOR'S REPORT

The Honorable Kirk Reams
Clerk of the Circuit Court, Jefferson County, Florida
Monticello, Florida

Report on the Special-Purpose Financial Statements

We have audited the accompanying special-purpose financial statements of each major fund and the aggregate remaining fund information of the Jefferson County, Florida, Clerk of the Circuit Court (the "Clerk") as of and for the year ended September 30, 2021, and the related notes to the special-purpose financial statements, which collectively comprise the Clerk's financial statements as listed in the table of contents.

Management's Responsibility for the Special-Purpose Financial Statements

Management is responsible for the preparation and fair presentation of these special-purpose 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 special-purpose financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these special-purpose financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial statement audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the Auditor's judgment, including the assessment of the risks of material misstatement of the special-purpose 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 special-purpose 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 Clerk'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 special-purpose financial statements.

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

INDEPENDENT AUDITOR’S REPORT
(Concluded)

Opinions

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and remaining aggregate fund information of the Clerk as of September 30, 2021, and the respective changes in financial position, where applicable, and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the special-purpose financial statements, the special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida (“Rules”). In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and changes in financial positioning, where applicable, of each major fund, and the aggregate remaining fund information, only for the portion of each major fund and the aggregate remaining fund information, of Jefferson County, Florida that is attributable to the Clerk. They do not purport to, and do not, present fairly the financial position of Jefferson County, Florida, as of September 30, 2021, and the changes in its financial position, where applicable, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to these matters.

As discussed in Note 2 to the financial statements, the Jefferson County Clerk of the Circuit Court adopted provisions of Governmental Accounting Standards Board (GASB) Statement No. 84, *Fiduciary Activities*, which required a restatement of the 2020 financial statements. Our opinion is not modified with respect to these matters.

Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Jefferson County Clerk of the Circuit Court’s special-purpose financial statements. The combining special-purpose statement of fiduciary net position and combining special-purpose statement of changes in fiduciary net position, as listed in the table of contents, are for purposes of additional analysis and are not a required part of the financial statements.

The combining special-purpose statement of fiduciary net position and combining special-purpose statement of changes in fiduciary net position are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining special-purpose statement of fiduciary net position and combining special-purpose statement of changes in fiduciary net position are fairly stated in all material respects in relation to the financial statements as a whole.

INDEPENDENT AUDITOR'S REPORT
(Concluded)

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 1, 2022, on our consideration of the Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters included under the heading Independents Auditor's Report on Internal Control over Financial Reporting in Accordance with *Government Auditing Standards*. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Clerk's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Clerk's internal control over financial reporting and compliance.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

SPECIAL-PURPOSE FINANCIAL STATEMENTS

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
SPECIAL-PURPOSE BALANCE SHEET
GOVERNMENTAL FUND
SEPTEMBER 30, 2021**

	General Fund	Court	Record Modernization	Total Governmental
Assets				
Cash and cash equivalents	\$ 0	\$ 0	\$ 12,833	\$ 12,833
Restricted cash and cash equivalent	0	0	5,223	5,223
Accounts receivable	5,000	0	0	5,000
Due from other funds	0	0	10,812	10,812
Due from Board of County Commissioners	0	0	0	0
Due from other governmental units	0	36,863	0	36,863
Total assets	5,000	36,863	28,868	70,731
Liabilities				
Accounts payable	5,000	22,837	0	27,838
Deferred revenues	0	3,214	0	3,214
Due to Board of County Commissioners	0	10,812	0	10,812
Total liabilities	5,000	36,863	0	41,864
Fund Balances				
Restricted	0	0	0	0
	0	0	28,868	28,868
Total liabilities and fund balances	\$ 5,000	\$ 36,863	\$ 28,868	\$ 70,731

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
SPECIAL-PURPOSE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
SEPTEMBER 30, 2021**

	General Fund	Court	Record Modernization	Total Governmental
Revenues				
Charges for services	\$ 103,882	\$ 0	\$ 0	\$ 103,882
Intergovernmental	53,072	186,169	0	239,241
Fines and Forfeitures	0	289,665	38,531	328,196
Total Revenues	156,954	475,834	38,531	671,319
Expenditures				
General government:				
Personal services	260,449	0	0	260,449
Operating expenses	281,129	0	0	281,129
Court-related:				
Personal services	96,325	393,791	0	490,116
Operating expenses	0	82,042	48,566	130,608
Capital outlay	0	0	0	0
Total expenditures	637,902	475,834	48,566	1,162,302
Excess (Deficiency) of revenues over (under) expenditures	(480,948)	0	(10,035)	(490,983)
Other financing sources (uses)				
Transfers in	480,948	0	0	480,948
Transfers out	0	0	0	0
Net other financing sources (uses)	480,948	0	0	480,948
Net change in fund balances	0	0	(10,035)	(10,035)
Fund balances - beginning - restricted	0	0	38,903	38,903
Fund balances - ending - restricted	\$ 0	\$ 0	\$ 28,868	\$ 28,868

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND
SEPTEMBER 30, 2021**

	General Fund			
	Budgeted Amounts		Actual Amounts	Variance With Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues				
Charges for services	\$ 160,000	\$ 160,000	\$ 103,882	\$ (56,118)
Intergovernmental	0	0	53,072	53,072
Fines and forfeitures	0	0	0	0
Total Revenues	160,000	160,000	156,954	(3,046)
Expenditures				
General government:				
Personal services	308,237	308,237	260,449	47,788
Operating expenses	332,711	332,711	281,129	51,582
Court-related:				
Personal services	0	0	96,325	(96,325)
Operating expenses	0	0	0	0
Capital outlay	0	0	0	0
Total Expenditures	640,948	640,948	637,902	3,046
Excess (Deficiency) of revenues over (under) expenditures	(480,948)	(480,948)	(480,948)	0
Other financing sources (uses)				
Transfers in	480,948	480,948	480,948	0
Transfers out	0	0	0	0
Net other financing sources (uses)	480,948	480,948	480,948	0
Net change in fund balance	\$ 0	\$ 0	\$ 0	\$ 0

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
COURT FUND
SEPTEMBER 30, 2021**

	Court Fund			
	Budgeted Amounts		Actual Amounts	Variance With Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues				
Charges for services	\$ 0	\$ 0	\$ 0	\$ 0
Intergovernmental	186,169	186,169	186,169	0
Fines and forfeitures	319,971	319,971	289,665	(30,306)
Total Revenues	506,140	506,140	475,834	(30,306)
Expenditures				
General government:				
Personal services	0	0	0	0
Operating expenses	0	0	0	0
Court-related:				
Personal services	482,857	482,857	393,791	89,066
Operating expenses	23,283	23,283	82,042	(58,759)
Capital outlay	0	0	0	0
Total expenditures	506,140	506,140	475,834	30,306
Excess (Deficiency) of revenues over (under) expenditures	0	0	0	0
Other financing sources (uses)				
Transfers in	0	0	0	0
Transfers out	0	0	0	0
Net other financing sources (uses)	0	0	0	0
Net change in fund balance	\$ 0	\$ 0	\$ 0	\$ 0

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
RECORDS MODERNIZATION FUND
SEPTEMBER 30, 2021**

Records Modernization Fund				
	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	With Final Budget Favorable (Unfavorable)
Revenues				
Charges for services	\$ 0	\$ 0	\$ 0	\$ 0
Intergovernmental	0	0	0	0
Fines and forfeitures	48,566	48,566	38,531	(10,035)
Total Revenues	48,566	48,566	38,531	(10,035)
Expenditures				
General government:				
Personal services	0	0	0	0
Operating expenses	0	0	0	0
Court-related:				
Personal services	0	0	0	0
Operating expenses	48,566	48,566	48,566	0
Capital outlay	0	0	0	0
Total expenditures	48,566	48,566	48,566	0
Excess (Deficiency) of revenues over (under) expenditures	0	0	(10,035)	10,035
Other financing sources (uses)				
Transfers in	0	0	0	0
Transfers out	0	0	0	0
Net other financing sources (uses)	0	0	0	0
Net change in fund balance	\$ 0	\$ 0	\$ (10,035)	\$ 10,035

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
 CLERK OF THE CIRCUIT COURT
 SPECIAL-PURPOSE STATEMENT OF FIDUCIARY NET POSITION
 FIDUCIARY FUNDS
 SEPTEMBER 30, 2021**

	Custodial Funds
Assets	
Cash and cash equivalents	\$ 322,633
Total assets	322,633
 Liabilities	
Due to others	311
Due to other governments	63,694
Total liabilities	64,005
 Net Position	
Restricted	0
Held for others	258,628
Total net position	\$ 258,628

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
SPECIAL-PURPOSE STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
YEAR ENDED SEPTEMBER 30, 2021**

	Custodial Funds
Additions	
Funds held for others	\$ 3,639,857
Court costs	5,195
Total additions	3,645,052
Deductions	
Funds held for others	3,517,764
Court costs	5,023
Total deductions	3,522,787
Net change in fiduciary net position	122,265
Net position - beginning as originally reported	0
Restatement	136,363
Net position - beginning as restated	136,363
Net position - ending	\$ 258,628

The accompanying notes are an integral part of these special-purpose financial statements

NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies

The accounting policies of the Clerk conform to accounting principles generally accepted in the United States of America as applicable to government units. The following is a summary of the more significant accounting principles and policies used in the preparation of these special-purpose financial statements. For financial reporting purposes, the Clerk is deemed to be a part of the primary government of the County and, therefore, is included as such in the County’s annual financial report.

Reporting Entity

The Jefferson County Clerk of Circuit Court (“Clerk”) is an integral part of Jefferson County, Florida and is an elected Constitutional Officer who is governed by state statutes and regulations. The special-purpose financial statements of the Clerk are included in Jefferson County, Florida’s basic financial statements. The Clerk operates on a fee and budgetary system. Under the fee system, the officer retains fees, commissions, and other revenue to pay all operating expenditures, including statutory compensation. Under the budgetary system, appropriated funds are transferred from the Board of County Commissioners and any unspent appropriations are transferred back to the Board of County Commissioners after the end of the fiscal year. The receipts from the Board are recorded as other financing sources on the Clerk’s financial statements and as other financing uses on the Board’s financial statements. Effective June 1, 2013, the Clerk was authorized to retain funds collected for court-related fines, fees and service charges. The Clerk will also receive a monthly appropriation from the State of Florida Clerk of Court Trust Fund for any shortage of revenues up to the approved budget. The receipts from the State are recorded as intergovernmental revenue on the Clerk’s special-purpose financial statements. As specified in Florida Senate Bill 1512, spending authority will continue to be provided by the State and will follow the County fiscal year (October 1 to September 30). The Clerk’s special-purpose financial statements do not purport to reflect the financial position or the results of operations of Jefferson County, Florida taken as a whole.

Entity status for financial reporting is governed by Statement No. 14 of the Governmental Accounting Standards Board (GASB). Although the Clerk’s office is operationally autonomous from the Board of County Commissioners (the “Board”), it does not hold sufficient corporate powers of its own to be considered a legally separate entity for financial purposes. Therefore, the Clerk is reported as part of the primary government of Jefferson County, Florida.

These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jefferson County, Florida taken as a whole. As permitted by Chapter 10.556(4), *Rules of the Auditor General*, State of Florida, the special-purpose financial statements consist of only the *fund level* financial statements as defined in GASB No. 34, and do not include presentations of *government-wide* financial statements of the Clerk.

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies (Continued)

Basis of Presentation

The accompanying special-purpose financial statements include all the funds and accounts of the Clerk’s office but are not a complete presentation of the County as a whole. The accompanying financial statements are prepared for the purpose of complying with Section 218.39, Florida Statutes, and Section 10.557(3), *Rules of the Auditor General-Local Governmental Entity Audits*.

Fund Accounting

The financial activities of the Clerk are recorded in separate funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The purposes of the Clerk’s various funds are categorized and described as follows:

The Clerk utilizes the following fund type:

- **Governmental Fund:**
 - **General Fund** – The general fund is the general operating fund of the Clerk. It is used to account for all financial resources, except those required to be accounted for in another fund.
 - **Court Fund** – The Court Fund was established to account for court-related revenues and expenditures. Included in the Court Fund is the federal reimbursement of the court-related child support revenues and expenditures for overhead.
 - **Record Modernization Fund** – The Record Modernization Fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for the public records system of the Clerk’s office and additional court-related operational needs and program enhancements.
- **Fiduciary Fund:**
 - **Custodial Fund** – The custodial fund is used to account for assets held by the Clerk as an agent for individuals, private organizations, and other governments.

Measurement Focus

The accounting and financial reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. The general fund is accounted for on a spending or “financial flow” measurement focus. This means that generally, only current assets and current liabilities are included in the balance sheet. General fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they present a summary of sources and uses of “available spendable resources” during a period.

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies (Continued)

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements and refers to the timing of the measurements made, regardless of the measurement focus applied.

All governmental fund financial statements are reported using a current financial resources measurement focus on a modified accrual basis of accounting. The major modifications to the accrual basis are: (a) revenues are recorded in the accounting period in which they become available and measurable (available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period, considered to be sixty days for all revenue) (b) expenditures are recorded in the accounting period in which the liability is incurred, except for accumulated sick and vacation pay, which are not recorded until paid. Charges for services and investment revenue are recorded as earned.

The fiduciary fund statements are prepared using the economic resources measurement focus and the accrual basis of accounting.

When both restricted and unrestricted resources are available for use, it is the Clerk's policy to use the restricted resources first, then unrestricted resources as needed.

Budgetary Requirements

Government fund revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary accounting system in accordance with the Florida Statutes. An annual budget is adopted for the Clerk's General Fund. All budget amounts presented in the accompanying special-purpose financial statements have been adjusted for legally authorized amendments of the annual budget for the year. Budgets are prepared on the modified accrual basis of accounting.

The Clerk of the Circuit Court, functioning in the capacity as the Clerk of the Circuit and County Courts and as the Clerk of the Board of County Commissioners, prepares a budget in two parts:

The budget for funds necessary to perform court-related functions as provided in the Florida Statutes 28.36 is filed with the Florida Clerks of Court Operations Corporation; and

The budget for funds necessary to perform those duties of Clerk of the Board of County Commissioners, County Auditor, and Custodian of all county funds and other county-related duties.

The Clerk's annual budget is monitored at varying levels of classification detail. However, for purposes of budgetary control, expenditures cannot legally exceed the total annual budget appropriation at the individual fund level. Appropriations lapse at the end of the fiscal year.

Cash and Cash Equivalents

Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the government. Short-term investments also include amounts placed with the State Board of Administration for participation in the Local Government Surplus Trust Fund investment pools created by Section 218.405 and 218.417, Florida Statutes.

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies (Continued)

Capital Assets and Depreciation

Tangible personal property is recorded as expenditures in the governmental fund types at the time an asset is acquired. Assets acquired by the Clerk are capitalized at cost in the capital asset accounts of the County. The Clerk maintains custodial responsibility for the capital assets used by their office.

Estimated useful lives, in years, for depreciable assets are as follows:

Furniture, machinery, and equipment 3-30 years

Due to Others

This account is used to account for assets held by the Clerk for other governmental agencies or individuals.

Unearned Revenues

Unearned revenues reported in governmental fund financial statements represent unearned revenues which are measurable but not available, and in accordance with the modified accrual basis of accounting are reported as unearned revenues.

Accumulated Compensated Absences

The Clerk maintains a policy that permits permanent full-time employees to accumulate earned but unused personal leave hours that will be paid to employees upon separation if certain criteria are met. These benefits, plus their related tax and retirement cost are classified as compensated absences. Employees may be paid for unused personal leave hours accrued up to a maximum amount in accordance with the personnel policy.

The Clerk's accumulated compensated absences are reported in the statement of net position in the County's financial statements. No expenditure is reported in the government fund level statements for these amounts until payment is due. Compensated absences liability is based on current rate of pay.

Governmental Fund Balances

The Clerk adopted GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54), as required. This GASB Statement clarifies governmental fund balance classifications and fund-type definitions. Fund balances are classified either as non-spendable or spendable. See note 7.

Risk Management and Insurance

The Clerk is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors or omissions; injuries to employee and/or the public; or damage to property of others. The Clerk is covered under the Board of County Commissioners insurance policies. The Board believes the level of insurance purchased is adequate to protect against material loss. No significant changes in coverage or claims have been made in the last year.

Management Estimates and Assumptions

The preparation of financial statements in conformity with GAAP requires management to make use of estimates that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements, and the reported amount of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies (Concluded)

Subsequent Events

Subsequent events have been evaluated through the date of the Independent Auditor’s Report, which is the date the financial statements were available to be issued.

Recently Issued and Implemented Accounting Pronouncements

In fiscal year 2021, the Clerk implemented GASB statement No. 84, *Fiduciary Activities*. The objective of this statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. Additional information can be found in Note 2.

Note 2 – Change in Accounting Principle

As described in Note 1, the Clerk implemented GASB Statement No. 84, *Fiduciary Activities*, which required a prior period restatement of \$ 136,363, to the prior period balance of fiduciary net position. The September 30, 2020 net position was classified as a liability “due to other funds” instead of fiduciary net position as required under GASB Statement No. 84.

Note 3 – Deposits and Investments

At September 30, 2021, the carrying amount of the Clerk’s cash and cash equivalents was \$12,833 and restricted cash was \$5,223. The Clerk’s custodial cash is \$322,633. The bank balance was covered by federal depository insurance and, for the amount in excess of such federal depository insurance, by the State of Florida’s Public Deposit Act. Provisions of the Act require that public deposit may only be made at qualified public depositories. The Act requires each qualified public depository to deposit with the State Treasurer eligible collateral equal to or in excess of the required collateral as determined by the provisions of the Act. In the event of a failure by a qualified public depository, losses in excess of federal depository insurance and proceeds from the sale of securities pledged by the defaulting depository are assessed against the other qualified public depositories of the same type as the depository in default. When other qualified public depositories are assessed additional amounts, they are assessed on a pro-rata basis.

The Clerk’s investment practices are governed by Chapter 218.415 of the Florida Statutes. The Clerk is authorized to invest in certificated of deposit, money market certificates, obligations of the US Treasury, mutual funds and repurchase agreements collateralized by U.S. Government securities, and the Local Government Surplus Trust Fund.

Credit Risk

The credit risk of certain investments, such as investment pools managed by other governments, cannot be categorized as to credit risk because the Clerk’s investments are not evidenced by specific, identifiable investment securities.

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 3 – Deposits and Investments (concluded)

Interest Rate Risk

At September 30, 2021, the Clerk did not hold any deposits or investments that were considered to have interest rate risk.

Custodial Credit Risk

At September 30, 2021, the Clerk did not hold any deposits or investments that were considered to have custodial risk.

Concentration of Credit Risk

At September 30, 2021, the Clerk did not have any investments that were considered to have a concentration of credit risk.

Note 4 – Long-term Liability for Compensated Absences

Of the \$16,408 liability for accrued compensated absences, management estimates that \$4,102 will be due and payable within one year. The liability is not reported in the financial statements of the Clerk since it is not payable from available resources at September 30, 2021. The liability is reported on the statement of net position in the County-wide financial statements.

Note 5 – Pension and Postemployment Benefits Other Than Pension Benefits

Florida Retirement System (FRS) Pension Benefits

The Clerk participates in the Florida Retirement System to provide benefits to their employees. A detailed plan description and any liability for employees of the Clerk are included in the financial statements of the County.

Postemployment Benefits Other Than Pensions

The Clerk participates in the plan established by the Board of County Commissioners to provide other postemployment benefits to retirees of the Board and Constitutional Officers. A detailed plan description and any liability for employees of the Clerk are included in the financial statements of the County.

Note 6 – Court Related Fees

Based on the legal opinion provided by the Clerks of Court Operations Corporation general counsel of the provisions of Section 28.37(3), F.S., which was adopted as policy by the CCOC Finance and Budget Committee, all excess court-related funds have been included in a fund asset or liability, Due to/from Other Governmental Units. As of September 30, 2021, there were no excess court-related fees.

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 7 – Fund Equity

Non-spendable fund balances include amounts that cannot be spent because they are not in spendable form or are legally or contractually required to be maintained intact. The Clerk had no non-spendable net assets at September 30, 2021.

Spendable fund balances are classified based on a hierarchy of the Clerk’s ability to control the spending of these fund balances and are reported in the following categories: restricted, committed, assigned and unassigned. For the year ended September 30, 2021, the Clerk reports net assets as restricted. Restricted net assets have externally imposed constraints placed on the use of resources by creditors, grantors, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. Unassigned fund balances have not been restricted, committed, or assigned to specific purposes within the general fund. For the year ended September 30, 2021, the Clerk reported \$28,868 in restricted fund balance for the modernization of public records and court-related technology.

Note 8 - Cooperative Agreement

The Clerk has a Cooperative Agreement with the Florida Department of Revenue. This agreement encompasses all the Clerk’s child support functions. It allows for indirect cost reimbursement. The Clerk uses an established indirect cost rate to invoice the Department of Revenue each month. These amounts are federal funds received under CFDA #93.563. The net amount received was \$49,917 for current year reimbursements.

Note 9 – Excess Revenue

Pursuant to Section 218.36(2), Florida Statutes, each County Officer shall pay into the County General Fund all money in excess of the sum to which he or she is entitled under the provisions of Chapter 145. Excess revenues over expenditures were returned to the Board of County Commissioners as required by Florida Statutes are accrued and reported as a transfer out. The Clerk had excess revenue of \$0, and no amounts were due to the Board of County Commissioner at year end.

SUPPLEMENTARY INFORMATION

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
COMBINING SPECIAL-PURPOSE STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
SEPTEMBER 30, 2021**

	Custodial Funds				Total
	Court Registry	Bond Account	Records Modernization	Suspense Account	
Assets					
Cash and cash equivalents	\$ 110,296	\$ 46,151	\$ 5,223	\$ 160,963	\$ 322,633
Total assets	110,296	46,151	5,223	160,963	322,633
Liabilities					
Due to others	0	0	0	311	311
Due to other governments	1,550	321	0	61,823	63,694
Total liabilities	1,550	321	0	62,134	\$ 64,005
Net Position					
Restricted	0	0	0	0	0
Held for others	108,746	45,830	5,223	98,829	258,628
Total net position	\$ 108,746	\$ 45,830	\$ 5,223	\$ 98,829	\$ 258,628

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
CLERK OF THE CIRCUIT COURT
COMBINING SPECIAL-PURPOSE STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
YEAR ENDED SEPTEMBER 30, 2021**

	Custodial Funds				Total
	Court Registry	Bond Account	Records Modernization	Suspense Account	
Additions					
Funds held for others	\$ 890,525	\$ 50,852	\$ 38,531	\$ 2,659,949	\$ 3,639,857
Court costs	0	0	0	5,195	5,195
Total additions	890,525	50,852	38,531	2,665,144	3,645,052
Deductions					
Funds held for others	865,820	11,209	50,932	2,589,803	3,517,764
Court costs	0	0	0	5,023	5,023
Total deductions	865,820	11,209	50,932	2,594,826	3,522,787
Net change in fiduciary net position	24,705	39,643	(12,401)	70,318	122,265
Net position - beginning as originally reported	0	0	0	0	0
Restatement	84,041	6,187	17,624	28,511	136,363
Net position - beginning as restated	84,041	6,187	17,624	28,511	136,363
Net position - ending	\$ 108,746	\$ 45,830	\$ 5,223	\$ 98,829	\$ 258,628

The accompanying notes are an integral part of these special-purpose financial statements

COMPLIANCE SECTION

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Honorable Kirk Reams
Clerk of the Circuit Court, Jefferson County, Florida
Monticello, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States, the special-purpose financial statements of each major fund and the aggregate remaining fund information of the Jefferson County, Florida, Clerk of the Circuit Court (the "Clerk") as of and for the year ended September 30, 2021, and the related notes to the special-purpose financial statements, which collectively comprise the Clerk's basic special-purpose financial statements and have issued our report thereon dated September 1, 2022 which contains an emphasis of matter referring to a basis of presentation required for compliance with state reporting requirements. Our opinions were not modified with respect to this matter.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements, we considered the Clerk's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the Clerk's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, described below as finding No. C2008-001, C2021-001, C2021-002, C2021-003, and C2021-004 that we consider to be material weaknesses.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
(Continued)**

PRIOR YEAR FINDINGS and CURRENT YEAR FINDINGS AND RECOMMENDATIONS:

Segregation of Duties – C2008-001

CRITERIA: The internal control environment should include proper segregation of duties and responsibilities over accounting functions.

CONDITION: Separation of certain accounting and administrative duties among employees, which is recommended as an effective internal control procedure, was not considered feasible by the Clerk's office because of its size and limited number of employees. The Clerk recognizes that the cost of its internal control structure should not exceed the benefits expected to be derived. The Clerk also recognizes the inherent limitations of an internal control structure. Mistakes and irregularities may occur in any event with or without an adequate internal control structure. Furthermore, adequate segregation of duties can be circumvented by collusion among persons. Nevertheless, internal control is strengthened when incompatible duties are separated, and review procedures are established and adhered to.

CAUSE: The Clerk's office has limited personnel in the accounting department.

EFFECT: The possibility exists that unintentional or intentional errors or irregularities could occur and not be promptly detected.

RECOMMENDATION: We recommend that the Clerk's office continue to seek ways to strengthen internal control through segregation of duties. The Clerk should document their review of transactions, bank reconciliations and financial reports to provide evidence of compensating controls.

STATUS: This condition continues to exist.

Travel Documentation – C2021-001

CRITERIA: The internal control environment should address controls regarding expenditures being in compliance with the Florida Statutes and the adopted budget.

CONDITION: The Clerk charged travel expenditures to the County's purchasing card for several trips made during the year. The Clerk's office reimbursed the County for the expenditures. However, the Clerk did not provide adequate documentation for the checks issued to the board, to support the public purpose served by the trips.

CAUSE: The Clerk's office issued checks to the BCC's general fund to reimburse the Board for travel expenses that had originally been charged to the BCC's purchasing card.

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
(Continued)**

EFFECT: The Clerk’s office incurred expenses that do not have adequate documentation to support the public purpose served of the original travel expenses.

RECOMMENDATION: We recommend the Clerk document all expenses incurred as to the purpose, allowability, and the reason for all expenditures. He is held to a standard of documenting how the public was served by the nature of all expenditures.

Advertising Sponsorship Expenditures – C2021-002

CRITERIA: The internal control environment should address controls regarding expenditures being in compliance with the Florida Statutes and the adopted budget.

CONDITION: During the year, the Clerk’s office issued numerous checks to various not-for-profit organizations in the community for sponsorships and advertising. There is not adequate documentation in all cases that supports how the public was served by the expenditures.

CAUSE: The Clerk issued numerous checks for sponsorships without actual documentation to what the public purpose served was.

EFFECT: The Clerk’s office incurred expenses that do not have adequate documentation to support how the public benefited.

RECOMMENDATION: We recommend the Clerk document all expenses incurred as to the purpose, allowability, and the reason for all expenditures. He is held to a standard of documenting how the public was served by the nature of all expenditures.

Clerk’s Court Budget Submitted to Florida Clerks of Court Operations Corporation C2021-003

CRITERIA: The Clerk’s office is required to comply with Florida Statute section 28.35 and 28.36 (Florida Clerks of Court Operations Corporation and budget procedures)

CONDITION: The Clerk’s office submitted an approved budget request to operate the Clerk’s court system. The Clerk’s court fund is funded by fees they collect and by checks from the Florida Clerks of Court Operations Corporation. The budget submitted for the year was not completed correctly according to the budget submission rules.

CAUSE: The submitted budget includes expenses for employees not charged to court and for an independent contractor listed as a paid employee with benefits.

EFFECT: The budget submitted to the Florida Clerks of Court Operations Corporation is not completed according to the required rules. It was noted the actual expenses submitted to the Florida Clerks of Court Operations Corporation were agreed to time allocations and to journal entries posted to the court fund.

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
(Continued)**

RECOMMENDATION: We recommend the Clerk’s office follow the specific budget submission requirements of the Florida Clerks of Court Operations Corporation.

Health Insurance Benefits – C2021-004

CRITERIA: The Clerk of the Court is required to submit a budget to the BCC to be approved. The budget should be complete and reflect the costs of operating the office. The County has been paying for the basic coverage of health insurance for all county and Constitutional Officers. Any additional coverage is required to be paid by the employee as a payroll deduction item.

CONDITION: The Clerk’s office, which operates the County’s human resources department, has not been deducting the cost of family coverage for any of the Clerk’s employees including the Clerk. The office has also not been reimbursing the BCC for the cost of the family coverage. This also includes the cost of family coverage on an independent contractor working for the Clerk.

CAUSE: The person in human resources running payroll and paying the health insurance was directed to not subtract the cost of family coverage from any employees working for the Clerk.

EFFECT: The Board’s general fund incurred expenses of over \$85,000 in health insurance costs for the Clerk’s office and did not provide this benefit to any other employees in the County.

RECOMMENDATION: We recommend the Clerk budget the full cost of operating his office and request the funds as part of his annual budget request.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Clerk’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
(Continued)**

Clerk’s Response to Findings

The Clerk’s response to the finding identified in our audit is described in the accompanying letter. The Clerk’s response was not subjected to the auditing procedures applied in the audit of the special-purpose financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Clerk’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

**INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE
WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES,
*LOCAL GOVERNMENT INVESTMENT POLICIES***

The Honorable Kirk Reams
Clerk of the Circuit Court, Jefferson County, Florida
Monticello, Florida

We have examined the Jefferson County, Florida, Clerk of the Circuit Court's (the "Clerk") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2021. Management is responsible for the Clerk's compliance with those requirements. Our responsibility is to express an opinion on the Clerk's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Clerk complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Clerk complied with specific requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Clerk's compliance with specified requirements.

In our opinion, the Clerk complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

**INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE
WITH SECTION 28.35, FLORIDA STATUTES, *FLORIDA CLERKS OF COURT OPERATIONS
CORPORATION*, AND 28.36, FLORIDA STATUTES, *BUDGET PROCEDURE***

The Honorable Kirk Reams
Clerk of the Circuit Court, Jefferson County, Florida
Monticello, Florida

We have examined the Jefferson County, Florida, Clerk of the Circuit Court's (the "Clerk") compliance with the requirements of Section 28.35, Florida Statutes, *Florida Clerks of Court Operations Corporation*, and Section 28.36, Florida Statutes, *Budget Procedure*, during the year ended September 30, 2021. Management is responsible for the Clerk's compliance with those requirements. Our responsibility is to express an opinion on the Clerk's compliance based on our examination.

Our examination was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Clerk complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Clerk complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Clerk's compliance with specified requirements.

In our opinion, the Clerk did not comply in all material respects, with the requirements for the year ended September 30, 2021. See Finding C2021-003 in the schedule of findings.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

**INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE
WITH SECTION 61.181, FLORIDA STATUTES, *DEPOSITORY FOR
ALIMONY TRANSACTIONS, SUPPORT, MAINTENANCE
AND SUPPORT PAYMENTS; FEES***

The Honorable Kirk Reams
Clerk of the Circuit Court, Jefferson County, Florida
Monticello, Florida

We have examined the Jefferson County, Florida, Clerk of the Circuit Court's (the "Clerk") compliance with the requirements of Section 61.181, Florida Statutes, *Depository for Alimony Transactions, Support, Maintenance and Support Payments; Fees* during the year ended September 30, 2021. Management is responsible for the Clerk's compliance with those requirements. Our responsibility is to express an opinion on the Clerk's compliance based on our examination.

Our examination was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Clerk complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Clerk complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Clerk's compliance with specified requirements.

In our opinion, the Clerk complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

INDEPENDENT AUDITOR'S MANAGEMENT LETTER

The Honorable Kirk Reams
Clerk of the Circuit Court, Jefferson County, Florida
Monticello, Florida

Report on the Special-Purpose Financial Statements

We have audited the accompanying special-purpose financial statements of the Jefferson County, Florida, Clerk of the Circuit Court (the "Clerk"), as of and for the year ended September 30, 2021, and have issued our report thereon September 1, 2022.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated September 1, 2022, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. Significant findings and recommendations made in the preceding annual financial audit report have not been corrected.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the special-purpose financial statements. The Jefferson County, Florida, Clerk of the Circuit Court was established by the Constitution of the State of Florida, Article VIII, Section 1(d). There were no component units related to the Jefferson County, Florida, Clerk of the Circuit Court.

Financial Management

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

INDEPENDENT AUDITOR'S MANAGEMENT LETTER
(Concluded)

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the special-purpose financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did note certain matters. See Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*.

Purpose of the Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal, and other granting agencies and the Jefferson County, Florida, Clerk and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

**JEFFERSON COUNTY, FLORIDA
SHERIFF**

SPECIAL-PURPOSE FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**JEFFERSON COUNTY, FLORIDA
SHERIFF
SEPTEMBER 30, 2021**

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INDEPENDENT AUDITORS' REPORT

The Honorable Mac McNeill
Jefferson County Sheriff
Monticello, Florida

Report on the Special-Purpose Financial Statements

We have audited the accompanying special-purpose financial statements of each major fund and the aggregate remaining fund information of the Jefferson County, Florida, Sheriff (the "Sheriff") as of and for the year ended September 30, 2021, and the related notes to the special-purpose financial statements, which collectively comprise the Sheriff's special-purpose financial statements as listed in the table of contents.

Management's Responsibility for the Special-Purpose Financial Statements

Management is responsible for the preparation and fair presentation of these special-purpose 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 special-purpose financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these special-purpose financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to special-purpose financial statement audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the special-purpose 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 special-purpose 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 Sheriff'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 special-purpose 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 special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and remaining aggregate fund information of the Sheriff as of September 30, 2021, and the respective changes in financial position, where applicable, and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

INDEPENDENT AUDITORS' REPORT
(Continued)

Emphasis of Matter

As discussed in Note 1 to the special-purpose financial statements, the Sheriff's special-purpose financial statements are special-purpose financial statements presenting only the financial position and results of operations of the Sheriff. These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jefferson County, Florida, taken as a whole. As permitted by Chapter 10.556(4), *Rules of the Auditor General* State of Florida, the special-purpose financial statements consist of only the *fund level* financial statements as defined in Governmental Accounting Standards Board Statement 34, and do not include presentations of *government-wide* financial statements of the Sheriff.

As discussed in Note 2 to the special-purpose financial statements, the Sheriff adopted provisions of Governmental Accounting Standards Board (GASB) Statement No. 84, *Fiduciary Activities*, which required a restatement of the 2020 financial statements. Our opinion was not modified with respect to this matter.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the special-purpose financial statements that collectively comprise the Sheriff's special-purpose financial statements. The combining special-purpose balance sheet – nonmajor governmental funds; combining special-purpose statement of fiduciary net position - fiduciary funds; combining special-purpose statement of revenues, expenditures and changes in fund balance – nonmajor governmental funds; and combining special-purpose statement of changes in fiduciary net position - fiduciary funds, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic special-purpose financial statements.

The combining special-purpose balance sheet – nonmajor governmental funds; combining special-purpose statement of fiduciary net position - fiduciary funds; combining special-purpose statement of revenues, expenditures and changes in fund balance – nonmajor governmental funds; and combining special-purpose statement of changes in fiduciary net position - fiduciary funds, are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the special-purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the special-purpose financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the special-purpose financial statements or to the special-purpose financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining special-purpose balance sheet – nonmajor governmental funds; combining special-purpose statement of fiduciary net position - fiduciary funds; combining special-purpose statement of revenues, expenditures and changes in fund balance – nonmajor governmental funds; and combining special-purpose statement of changes in fiduciary net position - fiduciary funds are fairly stated in all material respects in relation to the special-purpose financial statements as a whole.

INDEPENDENT AUDITORS' REPORT
(Concluded)

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 1, 2022, on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Sheriff's internal control over financial reporting and compliance.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

SPECIAL-PURPOSE FINANCIAL STATEMENTS

JEFFERSON COUNTY, FLORIDA
SHERIFF
SPECIAL-PURPOSE BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021

	General Fund	Other Governmental Funds	Total Governmental Funds
Assets			
Cash and cash equivalents	\$ 355,374	\$ 0	\$ 355,374
Restricted cash and cash equivalents	0	136,825	136,825
Prepaid expenses	0	0	0
Due from other governments	150,511	0	150,511
Total assets	505,885	136,825	642,711
Liabilities			
Accounts payable	(234,935)	0	(234,935)
Deferred revenue	0	0	0
Due to Board of County Commissioners	(270,950)	0	(270,950)
Total liabilities	(505,885)	0	(505,885)
Fund balance			
Restricted	0	136,825	0
Total liabilities and fund balance	\$ (505,885)	\$ 136,825	\$ (505,885)

The accompanying notes are an integral part of these special-purpose financial statements

JEFFERSON COUNTY, FLORIDA
SHERIFF
SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021

	General Fund	Other Governmental Funds	Total Governmental Funds
Revenues			
Grant revenues	\$ 158,435	\$ 211,630	\$ 370,065
Charges for services	280,915	0	280,915
Other fees and miscellaneous revenues	32,051	68,202	100,253
Total revenues	471,401	279,832	751,233
Expenditures			
Current:			
Public safety			
Personal services	3,768,903	123,308	3,892,211
Operating expenses	1,123,901	61,071	1,184,972
Capital outlay	284,782	49,200	333,982
Debt service	0	0	0
Total expenditures	5,177,586	233,578	5,411,164
Excess (deficiency) of revenues over (under) expenditures	(4,706,185)	46,254	(4,659,931)
Other financing sources (uses)			
Transfers in	4,977,134	40,610	5,017,744
Transfers out	(270,950)	0	(270,950)
Other financing sources (uses)	0	0	0
Net other financing sources (uses)	4,706,185	40,610	4,746,795
Net change in fund balance	0	86,863	86,864
Fund balance - beginning	0	49,961	49,961
Fund balance - ending	\$ 0	\$ 136,824	\$ 136,824

The accompanying notes are an integral part of these special-purpose financial statements

JEFFERSON COUNTY, FLORIDA
SHERIFF
SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND
SEPTEMBER 30, 2021

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Favorable (Unfavorable)
Revenues				
Grant revenues	\$ 0	\$ 0	\$ 158,435	\$ 158,435
Charges for services	0	0	280,915	280,915
Other fees and miscellaneous revenues	0	0	32,051	32,051
Total revenues	0	0	471,401	471,401
Expenditures				
Current:				
Public safety				
Personal services	3,622,989	3,622,989	3,768,903	145,914
Operating expenses	1,080,389	1,080,389	1,123,901	43,512
Capital outlay	273,756	273,756	284,782	11,026
Debt service	0	0	0	0
Total expenditures	4,977,134	4,977,134	5,177,586	200,452
Excess (deficiency) of revenues over (under) expenditures	(4,977,134)	(4,977,134)	(4,706,185)	270,949
Other financing sources (uses)				
Transfers in	4,977,134	4,977,134	4,977,134	0
Transfers out	0	0	(270,950)	(270,950)
Other financing sources (uses)	0	0	0	0
Net other financing sources (uses)	4,977,134	4,977,134	4,706,185	(270,949)
Net change in fund balance	\$ 0	\$ 0	\$ 0	\$ 0

The accompanying notes are an integral part of these special-purpose financial statements

JEFFERSON COUNTY, FLORIDA
SHERIFF
SPECIAL-PURPOSE STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
SEPTEMBER 30, 2021

	Custodial Funds
Assets	
Cash	\$ 42,142
Total assets	42,142
Liabilities	
Due to others	0
Total liabilities	0
Net Position	
Restricted	0
Held for others	42,142
Total net position	\$ 42,142

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
SHERIFF
SPECIAL-PURPOSE STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
YEAR ENDED SEPTEMBER 30, 2021**

	Custodial Funds
Additions	
Funds held for others	\$ 205,879
Seizures	0
Bonds, purges, and levies	0
Total additions	205,879
 Deductions	
Funds held for others	181,472
Seizures	0
Bonds, purges, and levies	0
Total deductions	181,472
Net change in fiduciary net position	24,407
Net position - beginning, as originally reported	0
Net position - restatement	17,735
Net position - beginning, as restated	17,735
Net position - ending	\$ 42,142

The accompanying notes are an integral part of these special-purpose financial statements

NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS

JEFFERSON COUNTY, FLORIDA
SHERIFF
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 1 – Summary of Significant Accounting Policies

The special-purpose financial statements of Jefferson County, Florida, Sheriff (the “Sheriff”) have been prepared in accordance with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB), accounting principles generally accepted in the United States of America (GAAP), and accounting practices prescribed by Chapter 10.550, *Rules of the Auditor General*, State of Florida. The more significant of the governmental accounting policies used in the preparation of these financial statements are described below.

Reporting Entity

Jefferson County, Florida, (the “County”) is a political subdivision of the State of Florida. The County was established under Article VIII, Section 1(d), *Constitution of the State of Florida*. It is governed by an elected Board of County Commissioners (the “Board”), as provided by Section 125.73, Florida Statutes. The Board is responsible for the administration of all departments of which the Board has the authority to control pursuant to general laws of Florida.

The Sheriff is an elected Constitutional Officer of the County pursuant to Article VIII, Section (1) of the *Constitution of the State of Florida*. For financial statement and reporting purposes, the Sheriff is a separate Constitutional Officer as provided by Chapter 218, Florida Statutes. However, the Sheriff does not meet the definition of a legally separate organization and is not considered to be a component unit. Accordingly, the Sheriff is considered to be a part of the primary government of Jefferson County, Florida (the “County”), and the financial activities of the Sheriff are included as such in the Jefferson County annual financial report, along with the other Constitutional Officers and the Jefferson County Board of County Commissioners (the “Board”).

The accompanying special-purpose financial statements present the financial position and results of operations of the various fund types for all the funds controlled by the Jefferson County Sheriff’s Office.

The Sheriff is a separately elected County official established pursuant the Constitution of the State of Florida. The Sheriff’s special-purpose financial statements do not purport to reflect the financial position or the results of operations of Jefferson County, Florida taken as a whole.

Entity status for financial reporting is governed by Statement No. 14 of the Governmental Accounting Standards Board (GASB). Although the Sheriff’s office is operationally autonomous from the Board of County Commissioners (the “Board”), it does not hold sufficient corporate powers of its own to be considered a legally separate entity for financial purposes. Therefore, the Sheriff is reported as part of the primary government of Jefferson County, Florida.

These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jefferson County, Florida taken as a whole. As permitted by Chapter 10.556(4), *Rules of the Auditor General* State of Florida, the special-purpose financial statements consist only of the *fund level* financial statements as defined in GASB No. 34, and do not include presentations of *government-wide* financial statements of the Sheriff.

The operations of the Sheriff are primarily funded by the Board. The receipts from the Board are recorded as other financing sources on the Sheriff’s special-purpose financial statements and as other financing uses on the Board’s financial statements. Any excess of revenues and other financing sources received over expenditures are remitted to the Board at year-end.

JEFFERSON COUNTY, FLORIDA
SHERIFF
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 1 – Summary of Significant Accounting Policies (continued)

Basis of Presentation

The accompanying special-purpose financial statements include all the funds and accounts of the Sheriff's office but are not a complete presentation of the County as a whole. The accompanying special-purpose financial statements are prepared for the purpose of complying with Section 218.39, Florida Statutes, and Section 10.557(3), *Rules of the Auditor General-Local Governmental Entity Audits*.

The financial transactions of the Sheriff are recorded in one individual fund. This fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures.

The Sheriff utilizes the following fund type:

- **Major Governmental Funds**
 - **General Fund** – The general fund is the general operating fund of the Sheriff. It is used to account for all financial resources, except those required to be accounted for in another fund.

- **Nonmajor Governmental Funds**
 - **Special Revenue Fund** – Special revenue funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. The Sheriff reports the following special revenue fund in the financial statements under the title “Other Governmental Fund”:
 - **Inmate Welfare** – A special revenue fund which accounts for commissions received from pay telephones and commissary profits restricted for the benefit of inmates.
 - **Investigative Fund** – Accounts for revenues and expenditures related to various forfeitures, investigative fees and restitution.
 - **PGI Fund** – Accounts for revenues and expenditures relating to various forfeitures and fees from drug related offenses.
 - **Confiscated Funds** – Accounts for revenues and expenditures relating to various forfeitures and fees from drug related offenses.
 - **Charitable Contribution Fund** - Accounts for revenues and expenditures relating to public donations to assist the less fortunate.

- **Fiduciary Funds**
 - **Custodial Funds** –are used to account for assets held by the Sheriff as an agent for individuals, private organizations, and other governments.

JEFFERSON COUNTY, FLORIDA
SHERIFF
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 1 – Summary of Significant Accounting Policies (continued)

Measurement Focus

The accounting and financial reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. This means that generally, only current assets and current liabilities are included in the balance sheet. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they present a summary of sources and uses of “available spendable resources” during a period.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the special-purpose financial statements and refers to the timing of the measurements made, regardless of the measurement focus applied.

All governmental fund financial statements are reported using a current financial resources measurement focus on a modified accrual basis of accounting. The major modifications to the accrual basis are: (a) revenues are recorded in the accounting period in which they become available and measurable (available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period, considered to be sixty days for all revenue) (b) expenditures are recorded in the accounting period in which the liability is incurred, except for accumulated sick and vacation pay, which are not recorded until paid. Charges for services and investment revenue are recorded as earned.

Major revenue sources susceptible to accrual include intergovernmental revenues and grant revenues. In general, charges for services and other revenue are recognized as earned.

The fiduciary funds statements are prepared using the economic resources measurement focus and the accrual basis of accounting.

When both restricted and unrestricted resources are available for use, it is the Sheriff’s policy to use the restricted resources first, the unrestricted resources as needed.

Budgetary Requirements

Florida Statutes, Chapter 30.49 and 129.03(2), details the preparation, adoption and administration of the Sheriff’s annual budget. The Sheriff establishes an annual balanced budget for his office which displays the revenues available to the office and the functions for which the money is to be expended. All budget amounts presented in the accompanying financial statements have been adjusted for legally authorized amendments of the annual budget for the year. Budgets are prepared on the modified accrual basis of accounting.

The Sheriff’s annual budgets are monitored at varying levels of classification detail. However, for purposes of budgetary control, expenditures cannot legally exceed the total annual budget appropriations at the individual fund level. All appropriations lapse at year-end.

Cash and Cash Equivalents

Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the government.

JEFFERSON COUNTY, FLORIDA
SHERIFF
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 1 – Summary of Significant Accounting Policies (continued)

Capital Assets and Depreciation

Tangible personal property is recorded as expenditures in the governmental fund types at the time an asset is acquired. Assets acquired by the Sheriff are capitalized at cost in the capital asset accounts of the County. The Sheriff's assets are reported in the Statement of Net Assets in the County's financial statements. The Sheriff maintains custodial responsibility for the capital assets used by his office.

Estimated useful lives, in years, for depreciable assets are as follows:

Furniture, machinery, and equipment 3-30 years

Accumulated Compensated Absences

Permanent full-time employees of the Sheriff are entitled to earn vacation and sick time depending on the length of employment. Upon termination, employees can be paid up to 80 hours of vacation time and 25% of their unused sick leave.

The Sheriff's accumulated compensated absences are reported in the statement of net assets in the County's financial statements. No expenditure is reported in the government fund level statement for these amounts until payment is due. Compensated absences liability is based on current rate of pay.

Due to Others

This account is used to account for assets held by the Sheriff in a trustee capacity for other governmental agencies or individuals.

Risk Management and Insurance

The Sheriff participates in the Florida Sheriff Self-Insurance Fund, which is considered a public entity risk pool which purchases insurance policies on behalf of its members. The pool's members are not obligated for risk associated with such coverage.

The Sheriff provides coverage for workers' compensation through the Board.

In addition, the Sheriff participates in the Florida Sheriff's Association's Self-insurance Fund for risks related to professional liability and public officials' coverage. The funding agreement provides that the liability fund will be self-sustaining through member premiums and that it will reinsure through commercial companies. Aggregate coverage provided by the liability fund is \$3,500,000 for professional liability and \$3,500,000 for public officials' coverage.

Management Estimates and Assumptions

The preparation of special-purpose financial statements in conformity with GAAP requires management to make use of estimates that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the special-purpose financial statements, and the reported amount of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Subsequent Events

Subsequent events have been evaluated through the date of the Independent Auditors' Report, which is the date the special-purpose financial statements were available to be issued.

JEFFERSON COUNTY, FLORIDA
SHERIFF
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 1 – Summary of Significant Accounting Policies (concluded)

Recently Issued and Implemented Accounting Pronouncements

In fiscal year 2021, the Sheriff has implemented GASB Statement No. 84, *Fiduciary Activities*. The objective of this statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. Additional information can be found in Note 2.

Note 2 Change in Accounting Principle

As described in Note 1, the Sheriff implemented GASB Statement No. 84, *Fiduciary Activities*, which required a prior period restatement to the prior period balance of fiduciary net position. The September 30, 2020 net position was classified as a liability “due to others” instead of fiduciary net position as required under GASB Statement No. 84.

Note 3 – Deposits and Investments

At September 30, 2021, the carrying amount of the Sheriff’s cash and cash equivalents, restricted cash, and custodial cash was \$534,341. The bank balance was covered by federal depository insurance and, for the amount in excess of such federal depository insurance, by the State of Florida’s Public Deposit Act. Provisions of the Act require that public deposit may only be made at qualified public depositories. The Act requires each qualified public depository to deposit with the State Treasurer eligible collateral equal to or in excess of the required collateral as determined by the provisions of the Act.

In the event of a failure by a qualified public depository, losses in excess of federal depository insurance and proceeds from the sale of securities pledged by the defaulting depository are assessed against the other qualified public depositories of the same type as the depository in default. When other qualified public depositories are assessed additional amounts, they are assessed on a pro-rata basis.

Florida Statutes authorize the Sheriff to invest in certificates of deposit, repurchase agreements and the State Treasurer’s Investment Pool. In addition, the statutes allow the Sheriff to invest in bonds, notes or other obligations of the United States Government, certain bonds of any state or local government unit, and bonds issued by certain government agencies.

Credit Risk

At September 30, 2021, the Sheriff did not hold any deposits or investments that were considered to have credit risk.

Interest Rate Risk

At September 30, 2021, the Sheriff did not hold any deposits or investments that were considered to have interest rate risk.

Custodial Credit Risk

At September 30, 2021, the Sheriff did not hold any deposits or investments that were considered to have custodial risk.

JEFFERSON COUNTY, FLORIDA
SHERIFF
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 3 – Deposits and Investments (concluded)

Concentration of Credit Risk

At September 30, 2021, the Sheriff did not have any investments that were considered to have a concentration of credit risk.

Note 4 – Long-term Liability for Compensated Absences

The Sheriff has a long-term liability of \$146,936 for accrued compensated absences, management estimates that \$36,734 will be due and payable within one year. The liability is not reported in the special-purpose financial statements of the Sheriff since it is not payable from available resources at September 31, 2021. The liability is reported on the statement of net position in the County-wide financial statements.

Note 5 – Pension and Postemployment Benefits Other Than Pension Benefits

Florida Retirement System (FRS) Pension Benefits

The Sheriff participates in the Florida Retirement System to provide benefits to their employees. A detailed plan description and any liability for employees of the Sheriff are included in the financial statements of the County.

Postemployment Benefits Other Than Pensions

The Sheriff participates in the plan established by the Board of County Commissioners to provide other postemployment benefits to retirees of the Board and Constitutional Officers. A detailed plan description and any liability for employees of the Sheriff are included in the financial statements of the County.

Note 6 – Grants

The Sheriff participates in several state and federal grant programs. These programs are subject to program compliance audits by the grantors or their representatives. The audits of these programs for or including the year ended September 30, 2021, as well as prior years, have not yet been accepted/approved by the grantors. Accordingly, the final determination of the Sheriff's compliance with the applicable grant requirements will be established at a future date.

The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined, although the Sheriff expects such amounts, if any, to be immaterial.

Note 7 – Litigation and Contingent Liabilities

The Sheriff is involved in various litigation arising from ordinary course of business. In the opinion of management, after consultation with legal counsel, these matters will be resolved without a material adverse effect on the Sheriff's financial position.

JEFFERSON COUNTY, FLORIDA
SHERIFF
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 8 – Excess Revenue

Pursuant to Section 218.36(2), Florida Statutes, each County Officer shall pay into the County General Fund all money in excess of the sum to which he or she is entitled under the provisions of Chapter 145. Excess revenues over expenditures were returned to the Board of County Commissioners as required by Florida Statutes are accrued and reported as a transfer out.

Note 9 – Fund Equity

The Sheriff implemented the provisions of GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54) in 2012, as required.

The purpose of GASB 54 is to improve the consistency and usefulness of fund balance information to the financial statement user. The statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which the organization is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – nonspendable, restricted, committed, assigned, and unassigned.

- **Nonspendable-** This component of fund balance consists of amounts that cannot be spent because (a) they are not expected to be converted to cash or (b) they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) or an endowment fund. The Sheriff does not have any nonspendable funds.
- **Restricted-** This component of fund balance consists of amounts that are constrained either (a) externally by third parties (creditors, grantors, contributors, or laws or regulations of other governments), or (b) by the law through constitutional provisions or enabling legislation.
- **Committed-** This component of fund balance consists of amounts that can be used for specific purposes to constraints imposed by formal action (e.g., ordinance or resolution) of the County’s governing body. These committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (e.g. ordinance or resolution) it employed previously to constrain those amounts.
- **Assigned-** This component of fund balance consists of amounts that are constrained by a less-than-formal action of the organization’s governing authority, or by an individual or body to whom the governing authority has delegated this responsibility. The Sheriff has not delegated the responsibility to assign fund balances to any individual body.
- **Unassigned-** This classification is used for (a) negative unrestricted fund balances in any governmental fund, or (b) fund balances within the General Fund that are not restricted, committed or assigned.

SUPPLEMENTARY INFORMATION

**JEFFERSON COUNTY, FLORIDA
SHERIFF
COMBINING SPECIAL-PURPOSE BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021**

	Emergency Operations Center	Inmate Welfare Fund	Investigative Fund	PGI Fund	Charitable Contribution Fund	Total Nonmajor Governmental Funds
Assets						
Restricted cash and cash equivalents:	\$ 69,134	\$ 57,790	\$ 3,897	\$ 0	\$ 6,004	\$ 136,825
Total assets	69,134	57,790	3,897	0	6,004	136,825
Liabilities						
Accounts payable	0	0	0	0	0	0
Total liabilities	0	0	0	0	0	0
Fund balance - restricted	69,134	57,790	3,897	0	6,004	136,825
Total liabilities and fund balances	\$ 69,134	\$ 57,790	\$ 3,897	\$ 0	\$ 6,004	\$ 136,825

**JEFFERSON COUNTY, FLORIDA
SHERIFF
COMBINING SPECIAL-PURPOSE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021**

	Emergency Operations Center	Inmate Welfare Fund	Investigative Fund	PGI Fund	Charitable Contribution Fund	Total Nonmajor Governmental Funds
Revenues						
Grant revenues	\$ 211,630	\$ 0	\$ 0	\$ 0	\$ 0	\$ 211,630
Other fees and miscellaneous revenues	0	51,813	13,000	0	3,324	68,137
Investment earnings	0	65	0	0	0	65
Total Revenues	211,630	51,878	13,000	0	3,324	279,832
Expenditures						
Public safety						
Personal services	123,308	0	0	0	0	123,308
Operating expenses	31,827	16,728	11,054	0	1,462	61,071
Capital outlay	49,200	0	0	0	0	49,200
Total Expenditures	204,335	16,728	11,054	0	1,462	233,578
Excess (deficiency) of revenues over (under) expenditures	7,295	35,151	1,946	0	1,862	46,254
Other financing sources (uses)						
Transfers in	40,610	0	0	0	0	40,610
Net other financing sources (uses)	40,610	0	0	0	0	40,610
Net change in fund balance	47,905	35,151	1,946	0	1,862	86,864
Fund balance - beginning	21,229	22,639	1,951	0	4,142	49,961
Fund balance - ending	\$ 69,134	\$ 57,790	\$ 3,897	\$ 0	\$ 6,004	\$ 136,825

JEFFERSON COUNTY, FLORIDA
SHERIFF
COMBINING SPECIAL-PURPOSE STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
SEPTEMBER 30, 2021

Custodial Funds			
	Civil Process	Commissary	Total
Assets			
Cash	\$ 3,650	\$ 38,492	\$ 42,142
Total assets	3,650	38,492	42,142
Liabilities			
Due to others	0	0	0
Total liabilities	0	0	0
Net Position			
Restricted	0	0	0
Held for others	3,650	38,492	42,142
Total net position	\$ 3,650	\$ 38,492	\$ 42,142

**JEFFERSON COUNTY, FLORIDA
SHERIFF
COMBINING SPECIAL-PURPOSE STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
YEAR ENDED SEPTEMBER 30, 2021**

Custodial Funds			
	Civil Process	Commissary	Total
Additions			
Funds held for others	\$ 10,092	\$ 195,787	\$ 205,879
Seizures	0	0	0
Bonds, purges, and levies	0	0	0
Total additions	10,092	195,787	205,879
Deductions			
Funds held for others	9,402	172,070	181,472
Seizures	0	0	0
Bonds, purges, and levies	0	0	0
Total deductions	9,402	172,070	181,472
Net change in fiduciary net position	690	23,717	24,407
Net position - beginning, as originally reported	0	0	0
Net position - restatement	0	0	0
Net position - beginning, as restated	2,960	14,775	17,735
Net position - ending	\$ 3,650	\$ 38,492	\$ 42,142

COMPLIANCE SECTION

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Honorable Mac McNeill
Jefferson County Sheriff
Monticello, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States, the special-purpose financial statements of the Jefferson County, Florida, Sheriff (the "Sheriff") as of and for the year ended September 30, 2021, and the related notes to the special-purpose financial statements, which collectively comprise the Sheriff's special-purpose financial statements and have issued our report thereon dated September 1, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements, we considered the Sheriff's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Sheriff's internal control. Accordingly, we do not express an opinion on the effectiveness of the Sheriff's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control described below as finding Sheriff 2008-001 that we consider to be a significant deficiency.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
(Concluded)**

PRIOR YEAR FINDINGS AND RECOMMENDATIONS:

Need for Segregation of Duties - Sheriff 2008-001

CRITERIA: The internal control environment should include proper segregation of duties and responsibilities over accounting functions.

CONDITION: There is a lack of segregation of duties between employees who have recordkeeping responsibility and employees in custody of the Sheriff's assets.

CAUSE: The Sheriff has limited personnel in the accounting department.

EFFECT: The possibility exists that unintentional or intentional errors or irregularities could occur and not be promptly detected.

RECOMMENDATION: We realize that due to the limited number of employees and certain incompatible duties being performed by the same employee, it is difficult to achieve ideal separation of duties. Nevertheless, internal control is strengthened when incompatible duties are separated, and review procedures are established and adhered to. We also recommend the Sheriff's log in to the bank's website and review the original bank statement.

STATUS: This condition continues to exist.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Sheriff's special-purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of special-purpose financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Sheriff's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

**INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE
WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES,
*LOCAL GOVERNMENT INVESTMENT POLICIES***

The Honorable Mac McNeill
Jefferson County Sheriff
Monticello, Florida

We have examined the Jefferson County, Florida, Sheriff's (the "Sheriff") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2021. Management is responsible for the Sheriff's compliance with those requirements. Our responsibility is to express an opinion on the Sheriff's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Sheriff complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Sheriff complied with specific requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Sheriff's compliance with specified requirements.

In our opinion, the Sheriff complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

**INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE
WITH THE REQUIREMENTS OF SECTION 365.172(10) and 3635.173(2)(d), FLORIDA STATUTES**

The Honorable Mac McNeill
Jefferson County Sheriff
Monticello, Florida

We have examined the Jefferson County, Florida, Sheriff's (the "Sheriff") compliance with the requirements of Section 365.172(10), Florida Statutes, *Authorized Expenditures of E911 fee*, and Section 365.173(2)(d), Florida Statutes, *Distribution and Use of (E911) funds*, during the year ended September 30, 2021. Management is responsible for the Sheriff's compliance with those requirements. Our responsibility is to express an opinion on the Sheriff's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Sheriff complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Sheriff complied with specific requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Sheriff's compliance with specified requirements.

In our opinion, the Sheriff complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

INDEPENDENT AUDITORS' MANAGEMENT LETTER

The Honorable Mac McNeill
Jefferson County Sheriff
Monticello, Florida

Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the Jefferson County, Florida, Sheriff (the "Sheriff"), as of and for the year ended September 30, 2021, and have issued our report thereon September 1, 2022.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated September 1, 2022, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. Corrective actions have not been taken to address findings and recommendations made in the preceding annual financial audit report except as noted under the heading "Prior Year Findings and Recommendations".

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the special-purpose financial statements. This item was disclosed in the notes to the special-purpose financial statements.

Financial Management

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

INDEPENDENT AUDITORS' MANAGEMENT LETTER
(Concluded)

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of the Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies and the Jefferson County, Florida, Sheriff and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
September 1, 2022
Tallahassee, Florida

**JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR**

SPECIAL-PURPOSE FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
SEPTEMBER 30, 2021**

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INDEPENDENT AUDITORS' REPORT

The Honorable Lois H. Hunter
Jefferson County Tax Collector
Monticello, Florida

Report on the Special-Purpose Financial Statements

We have audited the accompanying special-purpose financial statements of the major fund and the aggregate remaining fund information of the Jefferson County, Florida, Tax Collector (the "Tax Collector") as of and for the year ended September 30, 2021, and the related notes to the special-purpose financial statements, which collectively comprise the Tax Collector's special-purpose financial statements as listed in the table of contents.

Management's Responsibility for the Special-Purpose Financial Statements

Management is responsible for the preparation and fair presentation of these special-purpose 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 special-purpose financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these special-purpose financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the Auditors' judgment, including the assessment of the risks of material misstatement of the special-purpose 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 special-purpose 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 Tax Collector'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 special-purpose financial statements.

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

INDEPENDENT AUDITORS' REPORT
(Continued)

Opinions

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the major fund and aggregate remaining fund information of the Tax Collector as of September 30, 2021, and the respective changes in financial position, where applicable, and the respective budgetary comparison for the General Fund thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the special-purpose financial statements, the special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and changes in financial positioning, where applicable, of the major fund, and the aggregate remaining fund information, only for the portion of the major fund, and the aggregate remaining fund information, of Jefferson County, Florida that is attributable to the Tax Collector. They do not purport to, and do not, present fairly the financial position of Jefferson County, Florida, as of September 30, 2021, and the changes in its financial position, where applicable, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to these matters.

Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Jefferson County Tax Collector's special-purpose financial statements. The combining special-purpose statement of fiduciary net position and combining special-purpose statement of changes in fiduciary net position, as listed in the table of contents, are for purposes of additional analysis and are not a required part of the financial statements.

The combining special-purpose statement of fiduciary net position and combining special-purpose statement of changes in fiduciary net position are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining special-purpose statement of fiduciary net position and combining special-purpose statement of changes in fiduciary net position are fairly stated in all material respects in relation to the financial statements as a whole.

INDEPENDENT AUDITORS' REPORT
(Concluded)

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2022, on our consideration of the Tax Collector's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Tax Collector's internal control over financial reporting and compliance.

Moran & Smith LLP

Moran & Smith LLP
June 29, 2022
Tallahassee, Florida

SPECIAL-PURPOSE FINANCIAL STATEMENTS

**JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
SPECIAL-PURPOSE BALANCE SHEET
GOVERNMENTAL FUND
SEPTEMBER 30, 2021**

	General Fund
<hr/>	
Assets	
Cash and cash equivalents	\$ 304,865
Due from other funds	88,740
Total assets	<hr/> 393,605 <hr/>
 Liabilities	
Accounts payable	17,649
Due to Board of County Commissioners	375,956
Total liabilities	<hr/> 393,605 <hr/>
 Fund balance	<hr/> 0 <hr/>
 Total liabilities and fund balance	 <hr/> \$ 393,605 <hr/> <hr/>

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
SPECIAL-PURPOSE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
SEPTEMBER 30, 2021**

	General Fund
<hr/>	
Revenues	
Charges for services	\$ 901,524
Total revenues	901,524
Expenditures	
General government	
Personal services	357,060
Operating expenses	116,640
Capital outlay	51,868
Total expenditures	525,568
Excess (Deficiency) of revenues over (under) expenditures	375,956
Other financing sources (uses)	
Transfers out	(375,956)
Net other financing sources (uses)	(375,956)
Net change in fund balance	0
Fund balance - beginning	0
Fund balance - ending	\$ 0

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND
SEPTEMBER 30, 2021**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>		<u>With Final Budget Favorable (Unfavorable)</u>
Revenues				
Charges for services	\$ 547,065	\$ 547,065	\$ 901,524	\$ 354,459
Total revenues	547,065	547,065	901,524	354,459
Expenditures				
General government				
Personal services	397,765	397,765	357,060	(40,705)
Operating expenses	149,300	149,300	116,640	(32,660)
Capital outlay	0	0	51,868	51,868
Total expenditures	547,065	547,065	525,568	(21,497)
Excess (Deficiency) of revenues over (under) expenditures	0	0	375,956	375,956
Other financing sources (uses)				
Transfers out	0	0	(375,956)	(375,956)
Net other financing sources (uses)	0	0	(375,956)	(375,956)
Net change in fund balances	\$ 0	\$ 0	\$ 0	\$ 0

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
SPECIAL-PURPOSE STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
SEPTEMBER 30, 2021**

	<u>Custodial Funds</u>
Assets	
Cash and cash equivalents	\$ 1,845,619
Total assets	1,845,619
Liabilities	
Deposits	363,381
Due to other governments	1,447,127
Due to others	35,111
Total liabilities	1,845,619
Net Position	
Restricted	0
Held for others	0
Total net position	\$ 0

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
SPECIAL-PURPOSE STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
YEAR ENDED SEPTEMBER 30, 2021**

	Custodial Funds
Additions	
Property taxes collected for other governments	\$ 13,338,402
Funds held for others	45,053,749
Total additions	58,392,151
 Deductions	
Property taxes distributed to other governments	13,377,188
Funds held for others	44,419,776
Total deductions	57,796,964
Net change in fiduciary net position	595,187
Net position - beginning	1,250,432
Net position - ending	\$ 1,845,619

The accompanying notes are an integral part of these special-purpose financial statements

NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS

JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 1 – Summary of Significant Accounting Policies

Reporting Entity

The Office of the Jefferson County Tax Collector (the “Tax Collector”) is an integral part of the Jefferson County, Florida (“County”) and is an elected Constitutional Office that is governed by state statutes and regulations. The financial statements of the Tax Collector are included in Jefferson County, Florida’s basic financial statements. The Tax Collector operates on a fee system. Under the fee system, the officer retains fees, commissions, and other revenue to pay all operating expenditures, including statutory compensation. Any excess funds after the end of the fiscal year are distributed to each governmental unit in the same proportion as the fees paid by that governmental unit to the total fee income.

The Tax Collector’s special-purpose financial statements have been prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida (the “Rules”). These special-purpose financial statements are the fund financial statements prepared in accordance with generally accepted accounting principles (“GAAP”). However, these fund financial statements do not constitute a complete presentation because, in conformity with the Rules, the Tax Collector has not presented reconciliations to the government-wide financial statements, management’s discussion and analysis, or the pension or other postemployment benefit related required supplementary information. Also, certain notes to special-purpose financial statements may supplement rather than duplicate the notes included in the County’s financial statements. In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and changes in financial position of the major fund and the aggregate remaining fund information, only for the portion of the major fund, and the aggregate remaining fund information of Jefferson County, Florida that is attributable to the Tax Collector. They do not purport to, and do not, present the financial position of Jefferson County, Florida, as of September 30, 2021, and the changes in its financial position, for the fiscal year then ended in accordance with GAAP.

Basis of Presentation

These special-purpose financial statements have been prepared in conformity with the accounting principles and reporting guidelines established by Governmental Accounting Standards Board (GASB) and accounting practices prescribed by the Auditor General, State of Florida. The financial statements for the County as a whole, which includes the funds of the Tax Collector, were prepared in conformity with generally accepted accounting principles in the United States of America.

The Tax Collector utilizes the following fund type:

- **Governmental Fund:**
 - **General Fund** – The general fund is the general operating fund of the Tax Collector. It is used to account for all financial resources, except those required to be accounted for in another fund.

- **Fiduciary Fund:**
 - **Custodial Funds** – The custodial fund is used to account for assets held by the Tax Collector as an agent for individuals, private organizations, other funds, and other governments. The Tax Collector reports Boats and Licenses, Tag, Tax, Driver’s License transactions in the custodial fund.

JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 1 – Summary of Significant Accounting Policies (continued)

Measurement Focus

The accounting and financial reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. The general fund is accounted for on a spending or “financial flow” measurement focus. This means that generally, only current assets and current liabilities are included in the balance sheet. General fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they present a summary of sources and uses of “available spendable resources” during a period.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the special-purpose financial statements and refers to the timing of the measurements made, regardless of the measurement focus applied.

All governmental fund financial statements are reported using a current financial resources measurement focus on a modified accrual basis of accounting. The major modifications to the accrual basis are: (a) revenues are recorded in the accounting period in which they become available and measurable (available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period, considered to be sixty days for all revenue) (b) expenditures are recorded in the accounting period in which the liability is incurred, except for accumulated sick and vacation pay, which are not recorded until paid. Charges for services and investment revenue are recorded as earned.

The fiduciary fund statements are prepared using the economic resource measurement focus and the accrual basis of accounting.

When both restricted and unrestricted resources are available for use, it is the Tax Collector’s policy to use restricted resources first, then unrestricted resources as needed.

Budgets and Budgetary Accounting

Expenditures are controlled by appropriations in accordance with the budget requirements set forth in Florida Statutes Chapter 195.087. The budgeted revenues and expenditures in the accompanying special-purpose financial statements reflect all amendments, approved by the Florida Department of Revenue and Board of County Commissioners. On or before June 1 of each year, the Tax Collector shall submit to the Department of Revenue a budget for the operation of their office for the ensuing fiscal year. The Department of Revenue and Board of County Commissioners must approve the final budget.

The actual results of operations in the Special-Purpose Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund are presented on a budgetary basis for budgetary accounting purposes. The Tax Collector only budgeted revenues and expenditures appropriated and approved by the Board of County Commissioners.

Cash and Cash Equivalents

Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the government.

**JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies (continued)

Capital Assets and Depreciation

Tangible personal property is recorded as expenditures in the general fund at the time an asset is acquired. Assets acquired by the Tax Collector are capitalized at cost in the capital asset accounts of the County. The Tax Collector's assets are reported in the Statement of Net Position in the County's financial statements. The Tax Collector maintains custodial responsibility for the capital assets used by their office.

Estimated useful lives, in years, for depreciable assets are as follows:

Furniture, machinery, and equipment 3-30 years

Accumulated Compensated Absences

The Tax Collector maintains a policy that permits permanent full-time employees to accumulate earned but unused personal leave hours that will be paid to employees upon separation if certain criteria are met. These benefits, plus their related tax and retirement cost are classified as compensated absences. Employees may be paid for unused personal leave hours accrued up to a maximum amount in accordance with the personnel policy.

The Tax Collector's accumulated compensated absences are reported in the Statement of Net Position in the County's financial statements. No expenditure is reported in the government fund level statements for these amounts until payment is due. Compensated absences liability is based on current rate of pay.

Property Tax Collections

Chapter 197, Florida Statutes, governs property tax collections.

- **Current Taxes**

All property taxes become due and payable on November 1 and are delinquent on April 1 of the following year. Discounts of 4%, 3%, 2% and 1% are allowed for early payment in November through February, respectively.

- **Unpaid Taxes – Sale of Tax Certificates**

The Tax Collector advertises, as required by Florida Statutes, and then sells tax certificates on all real property for unpaid taxes. Certificates not purchased are issued to the County. Any person owning real property upon which a tax certificate has been sold may reacquire the real property by paying the Tax Collector the face amount of the tax certificate plus interest and other costs.

- **Tax Deeds**

The owner of a tax certificate may, after two years when the taxes have been delinquent (after April 1), file an application for the tax deed sale. The County, as a certificate owner, may exercise similar procedures two years after taxes have been delinquent (after April 1). Tax deeds are issued to the highest bidder for the property, which is sold at public auction. The Clerk of the Court administers these sales.

**JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies (continued)

Risk Management and Insurance

The Tax Collector is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors or omissions; injuries to employee and/or the public; or damage to property of others. The Tax Collector is covered under the Board of County Commissioners insurance policies. The Board believes the level of insurance purchased is adequate to protect against material loss. No significant changes in coverage or claims have been made in the last year.

Management Estimates and Assumptions

The preparation of financial statements in conformity with GAAP requires management to make use of estimates that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Subsequent Events

Subsequent events have been evaluated through the date of the Independent Auditors' Report, which is the date the special-purpose financial statements were available to be issued.

Fund Balance Reporting

The Tax Collector has implemented the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54), as required. The purpose of GASB 54 is to improve the consistency and usefulness of fund balance information to the financial statement user. The statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which the organization is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components:

- **Nonspendable**—This component of fund balance consists of amounts that cannot be spent because (a) they are not expected to be converted to cash, or (b) they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Tax Collector does not have any nonspendable funds.
- **Restricted**—This component of fund balance consists of amounts that are constrained either externally by third parties (creditors, grantors, contributors, laws or regulations of other governments), or (b) by law through constitutional provisions or enabling legislation.
- **Committed**—This component of fund balance consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (e.g., ordinance or resolution) of the County's governing body. These committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (e.g., ordinance or resolution) it employed previously to constrain those amounts.
- **Assigned**—This component of fund balance consists of amounts that are constrained by a less-than-formal action of the organization's governing authority, or by an individual or body to whom the governing authority has delegated this responsibility. The Tax Collector has not delegated the responsibility to assign fund balances to any individual or body.
- **Unassigned**—This classification is used for (a) negative unrestricted fund balances in any governmental fund, or (b) fund balances within the General Fund that are not restricted, committed or assigned.

**JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies (concluded)

Recently Issued and Implemented Accounting Pronouncements

In fiscal year 2021, the Tax Collector implemented GASB statement No. 84, *Fiduciary Activities*. The objective of this statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. Additional information can be found in Note 2.

Note 2 – Change in Accounting Principle

In fiscal year 2021, the Tax Collector implemented GASB Statement No. 84, *Fiduciary Activities*, which includes guidance for identifying fiduciary activities for accounting and financial reporting purposes and had no effect on beginning fund balances or net position. Our opinions were not modified with respect to this matter.

Note 3 – Deposits and Investments

At September 30, 2021, the carrying amount of the Tax Collector’s cash and cash equivalents was \$304,865. The bank balance was covered by federal depository insurance and, for the amount in excess of such federal depository insurance, by the State of Florida’s Public Deposit Act. Provisions of the Act require that public deposit may only be made at qualified public depositories. The Act requires each qualified public depository to deposit with the State Treasurer eligible collateral equal to or in excess of the required collateral as determined by the provisions of the Act. In the event of a failure by a qualified public depository, losses in excess of federal depository insurance and proceeds from the sale of securities pledged by the defaulting depository are assessed against the other qualified public depositories of the same type as the depository in default. When other qualified public depositories are assessed additional amounts, they are assessed on a pro-rata basis.

Florida Statutes authorize the Tax Collector to invest in certificates of deposit, repurchase agreements and the State Treasurer’s Investment Pool. In addition, the statutes allow the Tax Collector to invest bonds, notes or other obligations of the United States Government, certain bonds of any state or local government unit, and bonds issued by certain government agencies.

Credit Risk

At September 30, 2021, the Tax Collector did not hold any deposits or investments that were considered to have credit risk.

Interest Rate Risk

At September 30, 2021, the Tax Collector did not hold any deposits or investments that were considered to have interest rate risk.

**JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 3 – Deposits and Investments (concluded)

Custodial Credit Risk

At September 30, 2021, the Tax Collector did not hold any deposits or investments that were considered to have custodial risk.

Concentration of Credit Risk

At September 30, 2021, the Tax Collector did not have any investments that were considered to have a concentration of credit risk.

Note 4 – Long-term Liability for Compensated Absences

The Tax Collector has a long-term liability of \$13,564 for accrued compensated absences, management estimates that \$3,391 will be due and payable within one year. The liability is not reported in the special-purpose financial statements of the Tax Collector since it is not payable from available resources at September 30, 2021. The liability is reported on the Statement of Net Position in the County-wide financial statements.

Note 5 – Pension and Postemployment Benefits Other Than Pension Benefits

Florida Retirement System (FRS) Pension Benefits

The Tax Collector participates in the Florida Retirement System to provide benefits to their employees. A detailed plan description and any liability for employees of the Tax Collector are included in the financial statements of the County.

Postemployment Benefits Other Than Pensions

The Tax Collector participates in the plan established by the Board of County Commissioners to provide other postemployment benefits to retirees of the Board and Constitutional Officers. A detailed plan description and any liability for employees of the Tax Collector are included in the financial statements of the County.

Note 6 – Excess Revenue

Pursuant to Section 218.36(2), Florida Statutes, any excess revenues over expenditures determined as of the fiscal year end, “is returned to each governmental unit in the same proportion as the fees paid by the governmental unit bear to the total fee income of the Tax Collector.” For the year ended September 30, 2021, excess revenues over expenditures of \$375,956 are accrued and reported as a transfer out.

SUPPLEMENTARY INFORMATION

**JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
COMBINING SPECIAL-PURPOSE STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
SEPTEMBER 30, 2021**

	Custodial Funds		
	Property Tax Fund	Tag Fund	Total
Assets			
Cash and cash equivalents	\$ 461,826	\$ 1,383,793	\$ 1,845,619
Total assets	461,826	1,383,793	1,845,619
Liabilities			
Deposits	363,381	0	363,381
Due to other governments	63,334	1,383,793	1,447,127
Due to others	35,111	0	35,111
Total liabilities	461,826	1,383,793	1,845,619
Net Position			
Restricted	0	0	0
Held for others	0	0	0
Total net position	\$ 0	\$ 0	\$ 0

**JEFFERSON COUNTY, FLORIDA
TAX COLLECTOR
COMBINING SPECIAL-PURPOSE STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
YEAR ENDED SEPTEMBER 30, 2021**

	Custodial Funds		
	Property Tax Fund	Tag Fund	Total
Additions			
Property taxes collected for other governments	\$ 13,338,401	\$ 0	\$ 13,338,401
Funds held for others	0	45,053,749	45,053,749
Total additions	13,338,401	45,053,749	58,392,150
Deductions			
Property taxes distributed to other governments	13,338,401	0	13,338,401
Funds held for others	0	45,053,749	45,053,749
Total deductions	13,338,401	45,053,749	58,392,150
Net change in fiduciary net position	0	0	0
Net position - beginning	0	0	0
Net position - ending	\$ 0	\$ 0	\$ 0

COMPLIANCE SECTION

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Honorable Lois H. Hunter
Jefferson County Tax Collector
Monticello, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States, the special-purpose financial statements of the major fund and the aggregate remaining fund information of the Jefferson County, Florida, Tax Collector (the "Tax Collector") as of and for the year ended September 30, 2021, and the related notes to the special-purpose financial statements, which collectively comprise the Tax Collector's special-purpose financial statements and have issued our report thereon dated June 29, 2022 which contains an emphasis of matter referring to a basis of presentation required for compliance with state reporting requirements. Our opinions were not modified with respect to this matter.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements, we considered the Tax Collector's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Tax Collector's internal control. Accordingly, we do not express an opinion on the effectiveness of the Tax Collector's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Tax Collector's special-purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of special-purpose financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
(*Concluded*)**

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Tax Collector's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Moran & Smith LLP

Moran & Smith LLP
June 29, 2022
Tallahassee, Florida

**INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE
WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES,
*LOCAL GOVERNMENT INVESTMENT POLICIES***

The Honorable Lois H. Hunter
Jefferson County Tax Collector
Monticello, Florida

We have examined the Jefferson County, Florida, Tax Collector's (the "Tax Collector") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2021. Management is responsible for the Tax Collector's compliance with those requirements. Our responsibility is to express an opinion on the Tax Collector's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Tax Collector complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Tax Collector complied with specific requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Tax Collector's compliance with specified requirements.

In our opinion, the Tax Collector complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
June 29, 2022
Tallahassee, Florida

INDEPENDENT AUDITORS' MANAGEMENT LETTER

The Honorable Lois H. Hunter
Jefferson County Tax Collector
Monticello, Florida

Report on the Special-Purpose Financial Statements

We have audited the accompanying special-purpose financial statements of the Jefferson County, Florida, Tax Collector (the "Tax Collector"), as of and for the year ended September 30, 2021, and have issued our report thereon June 29, 2022.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 29, 2022, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. There were no findings and associated recommendations made in the preceding annual financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the financial statements. The Jefferson County, Florida, Tax Collector was established by the Constitution of the State of Florida, Article VIII, Section 1(d). There were no component units related to the Jefferson County, Florida, Tax Collector.

Financial Management

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

INDEPENDENT AUDITORS' MANAGEMENT LETTER
(Concluded)

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of the Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies and the Jefferson County, Florida, Tax Collector and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
June 29, 2022
Tallahassee, Florida

**JEFFERSON COUNTY, FLORIDA
PROPERTY APPRAISER**

SPECIAL-PURPOSE FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**JEFFERSON COUNTY, FLORIDA
PROPERTY APPRAISER
SEPTEMBER 30, 2021**

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INDEPENDENT AUDITORS' REPORT

The Honorable Angela C. Gray
Property Appraiser of Jefferson County, Florida
Monticello, Florida

Report on the Special-Purpose Financial Statements

We have audited the accompanying special-purpose financial statements of the major fund of the Jefferson County, Florida, Property Appraiser (the "Property Appraiser") as of and for the year ended September 30, 2021, and the related notes to the special-purpose financial statements, which collectively comprise the Property Appraiser's special-purpose financial statements as listed in the table of contents.

Management's Responsibility for the Special-Purpose Financial Statements

Management is responsible for the preparation and fair presentation of these special-purpose 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 special-purpose financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these special-purpose financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to special-purpose financial statement audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the special-purpose 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 special-purpose 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 Property Appraiser'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 special-purpose financial statements.

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

INDEPENDENT AUDITORS' REPORT
(Concluded)

Opinions

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the major fund of the Property Appraiser as of September 30, 2021, and the respective changes in financial position, where applicable, and the respective budgetary comparison for the General Fund thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the special-purpose financial statements, the special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and changes in financial position of the major fund only for that portion of the major fund, of Jefferson County, Florida that is attributable to the Property Appraiser. They do not purport to, and do not, present fairly the financial position of Jefferson County, Florida, as of September 30, 2021, and the changes in its financial position, where applicable, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to these matters.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2022, on our consideration of the Property Appraiser's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters included under the heading Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and other Matters Based on an Audit of Financial Statements Performed in Accordance with *Governmental Auditing Standards*. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Property Appraiser's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Property Appraiser's internal control over financial reporting and compliance.

Moran & Smith LLP

Moran & Smith LLP
June 29, 2022
Tallahassee, Florida

SPECIAL-PURPOSE FINANCIAL STATEMENTS

**JEFFERSON COUNTY, FLORIDA
PROPERTY APPRAISER
SPECIAL-PURPOSE BALANCE SHEET
GOVERNMENTAL FUND
SEPTEMBER 30, 2021**

		General Fund
<hr/>		
Assets		
Cash and cash equivalents	\$	55,325
Accounts receivable		0
Total assets		55,325
<hr/>		
Liabilities		
Accounts payable		15,652
Due to Board of County Commissioners		39,673
Total liabilities		55,325
<hr/>		
Fund balance		
Committed		0
Assigned		0
Total fund balance		0
<hr/>		
Total liabilities and fund balance	\$	55,325
<hr/>		

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
PROPERTY APPRAISER
SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUND
SEPTEMBER 30, 2021**

	General Fund
Revenues	
Governmental	
Charges for services	\$ 28,470
Intergovernmental	10,519
Investment earnings	343
Total revenues	39,332
Expenditures	
General government	
Personal services	517,387
Operating expenses	140,589
Capital outlay	12,992
Debt services	9,315
Total expenditures	680,283
Deficiency of revenues over (under) expenditures	(640,951)
Other financing sources (uses)	
Debt proceeds	0
Transfers in	680,624
Transfers out	(39,673)
Net other financing sources	640,951
Net change in fund balance	0
Fund balance - beginning	0
Fund balance - ending	\$ 0

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
PROPERTY APPRAISER
SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND
SEPTEMBER 30, 2021**

	General Fund			
	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts (Budgetary Basis)	With Final Budget Favorable (Unfavorable)
Revenues				
Charges for services	\$ 32,679	\$ 32,679	\$ 28,470	\$ (4,210)
Intergovernmental	6,309	6,309	10,519	4,210
Investment earnings	343	343	343	0
Total revenues	39,331	39,331	39,332	0
Expenditures				
General government				
Personal services	539,454	539,454	517,387	(22,067)
Operating expenses	141,843	141,843	140,589	(1,254)
Capital outlay	38,658	38,658	12,992	(25,666)
Debt services			9,315	9,315
Total expenditures	719,955	719,955	680,283	(39,672)
Deficiency of revenues over (under) expenditures	(680,624)	(680,624)	(640,951)	39,673
Other financing sources (uses)				
Debt proceeds	0	0	0	0
Transfers in	680,624	680,624	680,624	0
Transfers out	0	0	(39,673)	(39,673)
Net other financing sources (uses)	680,624	680,624	640,951	(39,673)
Net change in fund balances	\$ 0	\$ 0	\$ 0	\$ 0

The accompanying notes are an integral part of these special-purpose financial statements

NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS

JEFFERSON COUNTY, FLORIDA
PROPERTY APPRAISER
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 1 – Summary of Significant Accounting Policies

The accounting policies and the presentation of these special-purpose financial statements have been designed to conform to generally accepted accounting principles as applicable to governmental units in accordance with the Governmental Accounting Standards Board. The following is a summary of the significant principles and policies used in the preparation of the accompanying special-purpose financial statements.

Reporting Entity

Jefferson County, Florida, (the “County”) is a political subdivision of the State of Florida. It is governed by an elected Board of County Commissioners (the “Board”), as provided by Section 125.73, Florida Statutes. The Board is responsible for the administration of all departments of which the Board has the authority to control pursuant to general laws of Florida.

The Jefferson County, Florida, Property Appraiser (the “Property Appraiser”) is an elected official of the County pursuant to the Constitution of the State of Florida, Article VIII, Section 1(d), and is a part of the primary government of the County. The Property Appraiser is responsible for the administration and the operation of the Property Appraiser’s office, and the Property Appraiser’s special-purpose financial statements do not include the financial statements of the Board or the other Constitutional Officers of the County.

The accompanying special-purpose financial statements present the financial position and results of operations of the various fund types for all the funds controlled by the Jefferson County Property Appraiser’s Office.

The Property Appraiser is a separate elected County official established pursuant to the Constitution of the State of Florida. The Property Appraiser’s special-purpose financial statements do not purport to reflect the financial position or the results of operations of Jefferson County, Florida taken as a whole.

Entity status for financial reporting is governed by Statement No. 14 of the Governmental Accounting Standards Board (GASB). Although the Property Appraiser’s office is operationally autonomous from the Board of County Commissioners (the “Board”), it does not hold sufficient corporate powers of its own to be considered a legally separate entity for financial purposes. Therefore, the Property Appraiser is reported as part of the primary government of Jefferson County, Florida.

These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jefferson County, Florida taken as a whole. As permitted by Chapter 10.556(4), *Rules of the Auditor General*, State of Florida, the special-purpose financial statements consist of only the *fund level* financial statements as defined in GASB No. 34, and do not include presentation of *government-wide* financial statements of the Property Appraiser.

The operations of the Property Appraiser are primarily funded by the Board. The receipts from the Board are recorded as other financing sources on the Property Appraiser’s special-purpose financial statements and as other financial uses on the Board’s financial statements. Any excess of revenues and other financing sources received over expenditures are remitted to the Board at year end.

**JEFFERSON COUNTY, FLORIDA
PROPERTY APPRAISER
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies (continued)

Basis of Presentation

These special-purpose financial statements have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB) and accounting practices prescribed by the Auditor General, State of Florida. The basic financial statements for the County as a whole, which includes the funds of the Property Appraiser, were prepared in conformity with accounting principles generally accepted in the United States of America.

The Property Appraiser utilizes the following fund type:

- **General Fund** – The general fund is the general operating fund of the Property Appraiser. It is used to account for all financial resources, except those required to be accounted for in another fund.

Measurement Focus

The accounting and financial reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. The general fund is accounted for on a spending or “financial flow” measurement focus. This means that generally, only current assets and current liabilities are included in the balance sheet. General fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they present a summary of sources and uses of “available spendable resources” during a period.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements and refers to the timing of the measurements made, regardless of the measurement focus applied.

All governmental fund financial statements are reported using a current financial resources measurement focus on a modified accrual basis of accounting. The major modifications to the accrual basis are: (a) revenues are recorded in the accounting period in which they become available and measurable (available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period, considered to be sixty days for all revenue) (b) expenditures are recorded in the accounting period in which the liability is incurred, except for accumulated sick and vacation pay, which are not recorded until paid. Charges for service and investment revenue are recorded as earned.

When both restricted and unrestricted resources are available for use, it is the Property Appraiser’s policy to use restricted resources first, then unrestricted resources as needed.

Budgetary Requirements

Expenditures are controlled by appropriations in accordance with the budget requirements set forth in Florida Statutes Chapter 195.087. The budgeted revenues and expenditures in the accompanying special-purpose financial statements reflect all amendments, approved by the Florida Department of Revenue and Board of County Commissioners. On or before June 1 of each year, the Property Appraiser shall submit to the Department of Revenue a budget for the operation of her office for the ensuing fiscal year. The Department of Revenue and Board of County Commissioners must approve the final budget.

**JEFFERSON COUNTY, FLORIDA
PROPERTY APPRAISER
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies (continued)

The actual results of operations in the Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund are presented on a budgetary basis for budgetary accounting purposes. The Property Appraiser only budgeted revenues and expenditures appropriated and approved by the Board of County Commissioners.

Cash and Cash Equivalents

Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the government.

Capital Assets and Depreciation

Tangible personal property is recorded as expenditures in the governmental fund types at the time an asset is acquired. Assets acquired by the Property Appraiser are capitalized at cost in the capital asset accounts of the County. The Property Appraiser's assets are reported in the Statement of Net Assets in the County's financial statements. The Property Appraiser maintains custodial responsibility for the capital assets used by their office.

Estimated useful lives, in years, for depreciable assets are as follows:

Furniture, machinery, and equipment 3-30 years

Accumulated Compensated Absences

The Property Appraiser maintains a policy that permits permanent full-time employees to accumulate earned but unused personal leave hours that will be paid to employees upon separation if certain criteria are met. These benefits, plus their related tax and retirement cost are classified as compensated absences. Employees may be paid for unused personal leave hours accrued up to a maximum amount in accordance with the personnel policy.

The Property Appraiser's accumulated compensated absences are reported in the statement of net assets in the County's financial statements. No expenditure is reported in the government fund level statements for these amounts until payment is due. Compensated absences liability is based on current rate of pay.

Risk Management and Insurance

The Property Appraiser is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors or omissions; injuries to employee and/or the public; or damage to property of others. The Property Appraiser is covered under the Board of County Commissioners insurance policies. The Board believes the level of insurance purchased is adequate to protect against material loss. No significant changes in coverage or claims have been made in the last year.

Management Estimates and Assumptions

The preparation of financial statements in conformity with GAAP requires management to make use of estimates that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**JEFFERSON COUNTY, FLORIDA
PROPERTY APPRAISER
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies (concluded)

Subsequent Events

Subsequent events have been evaluated through the date of the Independent Auditors' Report, which is the date the special-purpose financial statements were available to be issued.

Fund Balance Reporting

The Property Appraiser has implemented the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54), as required. The purpose of GASB 54 is to improve the consistency and usefulness of fund balance information to the financial statement user. The statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which the organization is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components:

- **Nonspendable**—This component of fund balance consists of amounts that cannot be spent because (a) they are not expected to be converted to cash, or (b) they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Property Appraiser does not have any nonspendable funds.
- **Restricted**—This component of fund balance consists of amounts that are constrained either externally by third parties (creditors, grantors, contributors, laws or regulations of other governments), or (b) by law through constitutional provisions or enabling legislation.
- **Committed**—This component of fund balance consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (e.g., ordinance or resolution) of the County's governing body. These committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (e.g., ordinance or resolution) it employed previously to constrain those amounts.
- **Assigned**—This component of fund balance consists of amounts that are constrained by a less-than-formal action of the organization's governing authority, or by an individual or body to whom the governing authority has delegated this responsibility. The Property Appraiser has not delegated the responsibility to assign fund balances to any individual or body.
- **Unassigned**—This classification is used for (a) negative unrestricted fund balances in any governmental fund, or (b) fund balances within the General Fund that are not restricted, committed or assigned.

Note 2 – Deposits and Investments

On September 30, 2021, the carrying amount of the Property Appraiser's cash and cash equivalents was \$55,325 and the bank balance was \$90,319. The bank balance was covered by federal depository insurance and, for the amount in excess of such federal depository insurance, by the State of Florida's Public Deposit Act. Provisions of the Act require that public deposit may only be made at qualified public depositories. The Act requires each qualified public depository to deposit with the State Treasurer eligible collateral equal to or in excess of the required collateral as determined by the provisions of the Act. In the event of a failure by a qualified public depository, losses in excess of federal depository insurance and proceeds from the sale of securities pledged by the defaulting depository are assessed against the other qualified public depositories of the same type as the depository in default. When other qualified public depositories are assessed additional amounts, they are assessed on a pro-rata basis.

JEFFERSON COUNTY, FLORIDA
PROPERTY APPRAISER
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 2 – Deposits and Investments (concluded)

Florida Statutes authorize the Property Appraiser to invest in certificates of deposit, repurchase agreements and the State Treasurer’s Investment Pool. In addition, the statutes allow the Property Appraiser to invest in bonds, notes or other obligations of the United States Government, certain bonds of any state or local government unit, and bonds issued by certain government agencies.

Credit Risk

At September 30, 2021, the Property Appraiser did not hold any deposits or investments that were considered to have credit risk.

Custodial Credit Risk

At September 30, 2021, the Property Appraiser did not hold any deposits or investments that were considered to have custodial credit risk.

Interest Rate Risk

At September 30, 2021, the Property Appraiser did not hold any deposits or investments that were considered to have interest rate risk.

Concentration of Credit Risk

At September 30, 2021, the Property Appraiser did not hold any deposits or investments that were considered to have concentration of credit risk.

Note 3 – Long-term Liability for Notes Payable and Compensated Absences

The Property Appraiser has a long-term liability of \$19,581 for accrued compensated absences, management estimates that \$4,895 will be due and payable within one year. The Property Appraiser had some general long-term debt related to the purchase of a new truck during the 2020 year. The office borrowed new debt of \$27,623 to purchase the new truck. During the 2020 year, \$11,708 of this amount was paid off. During the 2021 year an additional \$9,315 was also paid off, leaving a balance of \$6,669 at year end.

The liability is not reported in the special-purpose financial statements of the Property Appraiser since it is not payable from available resources on September 30, 2021. The liability is reported on the Statement of Net Position and is included in the general long term debt footnote in the County-wide financial statements.

JEFFERSON COUNTY, FLORIDA
PROPERTY APPRAISER
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 4 – Pension and Postemployment Benefits Other Than Pension Benefits

Florida Retirement System (FRS) Pension Benefits

The Property Appraiser participates in the Florida Retirement System to provide benefits to their employees. A detailed plan description and any liability for employees of the Property Appraiser are included in the financial statements of the County.

Postemployment Benefits Other Than Pensions

The Property Appraiser participates in the plan established by the Board of County Commissioners to provide other postemployment benefits to retirees of the Board and Constitutional Officers. A detailed plan description and any liability for employees of the Property Appraiser are included in the financial statements of the County.

Note 5 – Excess Revenue

Pursuant to Section 218.36(2), Florida Statutes, each Constitutional Officer shall pay into the County General Fund all money in excess of the sum to which he or she is entitled under the provisions of Chapter 145. Excess revenues over expenditures were returned to the Board of County Commissioners as required by Florida Statutes.

Note 6 – Fund Equity

Spendable fund balances are classified based on a hierarchy of the Property Appraiser's ability to control the spending of these fund balances and are reported in the following categories: restricted, committed, assigned and unassigned. For the year ended September 30, 2021, the Property Appraiser reports net assets as restricted. Restricted net assets have externally imposed constraints placed on the use of resources by creditors, grantors, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. Unassigned fund balances have not been restricted, committed or assigned to specific purposes within the general fund.

Unassigned fund balance is the residual classification for the Property Appraiser's fund balances. The Property Appraiser had no unassigned fund balance at September 30, 2021.

COMPLIANCE SECTION

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Honorable Angela C. Gray
Jefferson County Property Appraiser
Monticello, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States, the special-purpose financial statements of the Jefferson County, Florida, Property Appraiser (the "Property Appraiser") as of and for the year ended September 30, 2021, and the related notes to the special-purpose financial statements, which collectively comprise the Property Appraiser's special-purpose financial statements and have issued our report thereon dated June 29, 2022, which contains an emphasis of matter referring to a basis of presentation required for compliance with state reporting requirements. Our opinion was not modified with respect to this matter.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements, we considered the Property Appraiser's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Property Appraiser's internal control. Accordingly, we do not express an opinion on the effectiveness of the Property Appraiser's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
(*Concluded*)**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Property Appraiser's special-purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of the special-purpose financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Property Appraiser's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Moran & Smith LLP

Moran & Smith LLP
June 29, 2022
Tallahassee, Florida

**INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE
WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES,
*LOCAL GOVERNMENT INVESTMENT POLICIES***

The Honorable Angela C. Gray
Jefferson County Property Appraiser
Monticello, Florida

We have examined the Jefferson County, Florida, Property Appraiser's (the "Property Appraiser") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2021. Management is responsible for the Property Appraiser's compliance with those requirements. Our responsibility is to express an opinion on the Property Appraiser's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Property Appraiser complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Property Appraiser complied with specific requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that our examination provides a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Property Appraiser's compliance with specified requirements.

In our opinion, the Property Appraiser complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP

June 29, 2022

Tallahassee, Florida

INDEPENDENT AUDITORS' MANAGEMENT LETTER

The Honorable Angela C. Gray
Jefferson County Property Appraiser
Jefferson County, Florida

Report on the Special-Purpose Financial Statements

We have audited the accompanying special-purpose financial statements of the Jefferson County, Florida, Property Appraiser (the "Property Appraiser"), as of and for the year ended September 30, 2021, and have issued our report thereon June 29, 2022.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 29, 2022, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. There were no findings and associated recommendations made in the preceding audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the special-purpose financial statements. This item was disclosed in the notes to the special-purpose financial statements.

Financial Management

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

INDEPENDENT AUDITORS' MANAGEMENT LETTER
(Concluded)

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material, but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of the Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies and the Jefferson County, Florida, Property Appraiser and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
June 29, 2022
Tallahassee, Florida

**JEFFERSON COUNTY, FLORIDA
SUPERVISOR OF ELECTIONS
SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

**JEFFERSON COUNTY, FLORIDA
SUPERVISOR OF ELECTIONS
SEPTEMBER 30, 2021**

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INDEPENDENT AUDITORS' REPORT

The Honorable Tyler McNeill
Jefferson County Supervisor of Elections
Monticello, Florida

Report on the Special-Purpose Financial Statements

We have audited the accompanying special-purpose financial statements of the major fund of the Jefferson County, Florida, Supervisor of Elections (the "Supervisor of Elections") as of and for the year ended September 30, 2021, and the related notes to the special-purpose financial statements, which collectively comprise the Supervisor of Elections' special-purpose financial statements as listed in the table of contents.

Management's Responsibility for the Special-Purpose Financial Statements

Management is responsible for the preparation and fair presentation of these special-purpose 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 special-purpose financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these special-purpose financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial statement audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the Auditors' judgment, including the assessment of the risks of material misstatement of the special-purpose 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 special-purpose 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 Supervisor of Elections' 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 special-purpose financial statements.

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

INDEPENDENT AUDITORS' REPORT
(Concluded)

Opinions

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the major fund of the Supervisor of Elections as of September 30, 2021, and the respective changes in financial position, where applicable, and the respective budgetary comparison for the General Fund thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the special-purpose financial statements, the special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and changes in financial position of the major fund only for that portion of the major fund, of Jefferson County, Florida that is attributable to the Supervisor of Elections. They do not purport to, and do not, present fairly the financial position of Jefferson County, Florida, as of September 30, 2021, and the changes in its financial position, where applicable, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to these matters.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 15, 2022, on our consideration of the Supervisor of Elections' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters included under the heading Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and other Matters Based on an Audit of Financial Statements Performed in Accordance with *Governmental Auditing Standards*. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Supervisor of Elections internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Supervisor of Elections' internal control over financial reporting and compliance.

Moran & Smith LLP

Moran & Smith LLP
June 15, 2022
Tallahassee, Florida

SPECIAL-PURPOSE FINANCIAL STATEMENTS

**JEFFERSON COUNTY, FLORIDA
SUPERVISOR OF ELECTIONS
SPECIAL-PURPOSE BALANCE SHEET
GOVERNMENTAL FUND
SEPTEMBER 30, 2021**

	General Fund
<hr/>	
Assets	
Cash and Cash Equivalents	\$ 39,765
Restricted Cash	0
Accounts Receivable	0
<hr/>	
Total Assets	39,765
<hr/> <hr/>	
Liabilities	
Due to Board of County Commissioners	(39,765)
Deferred Revenue	0
<hr/>	
Total Liabilities	0
<hr/>	
Fund Balance	0
<hr/>	
Total Liabilities and Fund Balance	\$ 0
<hr/> <hr/>	

The accompanying notes are an integral part of these special-purpose financial statements

**JEFFERSON COUNTY, FLORIDA
SUPERVISOR OF ELECTIONS
SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
SEPTEMBER 30, 2021**

	General Fund
<hr/>	
Revenues	
Grant Revenue	\$ 0
Interest Income	158
Miscellaneous Income	26,586
Total Revenues	26,745
<hr/>	
Expenditures	
General Government	
Personal Services	191,308
Operating Expenses	121,987
Capital Outlay	0
Total Expenditures	313,296
<hr/>	
Excess (Deficiency) of Revenues Over (Under) Expenditures	(286,551)
<hr/>	
Other Financing Sources (Uses)	
Transfers In	326,316
Transfers Out	(39,765)
Net Other Financing Sources (Uses)	286,551
<hr/>	
Net Change in Fund Balance	0
<hr/>	
Fund Balance - Beginning	0
<hr/>	
Fund Balance - Ending	\$ 0
<hr/> <hr/>	

The accompanying notes are an integral part of these special-purpose financial statements

JEFFERSON COUNTY, FLORIDA
SUPERVISOR OF ELECTIONS
SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND
SEPTEMBER 30, 2021

General Fund				
	<u>Budgeted Amounts</u>		Actual Amounts	Variance With Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues				
Grant Revenue	\$ 0	\$ 0	\$ 0	\$ 0
Interest Income	0	0	158	158
Miscellaneous Income	0	0	26,586	26,586
Total revenues	0	0	26,745	26,745
Expenditures				
General Government				
Personal Services	228,421	228,421	191,308	(37,113)
Operating Expenses	97,895	97,895	121,987	24,092
Capital Outlay	0	0	0	0
Total Expenditures	326,316	326,316	313,296	(13,020)
Excess (Deficiency) of Revenues Over (Under) Expenditures				
	(326,316)	(326,316)	(286,551)	39,765
Other Financing Sources (Uses)				
Transfers In	326,316	326,316	326,316	0
Transfers Out	0	0	(39,765)	(39,765)
Net Other Financing Sources (Uses)	326,316	326,316	286,551	(39,765)
Net Change in Fund Balance	\$ 0	\$ 0	\$ 0	\$ 0

The accompanying notes are an integral part of these special-purpose financial statements

NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS

**JEFFERSON COUNTY, FLORIDA
SUPERVISOR OF ELECTIONS
NOTES TO BASIC SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies

The accounting policies and the presentation of these special-purpose financial statements have been designed to conform to generally accepted accounting principles as applicable to governmental units in accordance with the Governmental Accounting Standards Board. The following is a summary of the significant principles and policies used in the preparation of the accompanying financial statements.

Reporting Entity

Jefferson County, Florida, (the “County”) is a political subdivision of the State of Florida. It is governed by an elected Board of County Commissioners (the “Board”), as provided by Section 125.73, Florida Statutes. The Board is responsible for the administration of all departments of which the Board has the authority to control pursuant to general laws of Florida.

The Jefferson County, Florida Supervisor of Elections (the “Supervisor of Elections”) is an elected official of the County pursuant to the Constitution of the State of Florida, Article VIII, Section 1(d), and is a part of the primary government of the County. The Supervisor of Elections is responsible for the administration and the operation of the Supervisor of Elections’ office, and the Supervisor of Elections’ special-purpose financial statements do not include the financial statements of the Board or the other Constitutional Officers of the County.

The accompanying special-purpose financial statements present the financial position and results of operations of the various fund types for all the funds controlled by the Jefferson County Supervisor of Elections’ Office.

The Supervisor of Elections is a separate elected County official established pursuant to the Constitution of the State of Florida. The Supervisor of Elections’ special-purpose financial statements do not purport to reflect the financial position or the results of operations of Jefferson County, Florida taken as a whole.

Entity status for financial reporting is governed by Statement No. 14 of the Governmental Accounting Standards Board (GASB). Although the Supervisor of Elections’ office is operationally autonomous from the Board of County Commissioners (the “Board”), it does not hold sufficient corporate powers of its own to be considered a legally separate entity for financial purposes. Therefore, the Supervisor of Elections is reported as part of the primary government of Jefferson County, Florida.

These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jefferson County, Florida taken as a whole. As permitted by Chapter 10.556(4), *Rules of the Auditor General*, State of Florida, the special-purpose financial statements consist of only the *fund level* financial statements as defined in GASB No. 34, and do not include presentation of *government-wide* financial statements of the Supervisor of Elections.

The operations of the Supervisor of Elections are primarily funded by the Board. The receipts from the Board are recorded as other financing sources on the Supervisor of Elections’ special-purpose financial statements and as other financing uses on the Board’s financial statements. Any excess of revenues and other financing sources received over expenditures are remitted to the Board at year-end.

**JEFFERSON COUNTY, FLORIDA
SUPERVISOR OF ELECTIONS
NOTES TO BASIC SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies (continued)

Basis of Presentation

These financial statements have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB) and accounting practices prescribed by the Auditor General, State of Florida. The basic financial statements for the County as a whole, which includes the funds of the Supervisor of Elections, were prepared in conformity with accounting principles generally accepted in the United States of America.

The Supervisor of Elections utilizes the following fund type:

- **General Fund** – The general fund is the general operating fund of the Supervisor of Elections. It is used to account for all financial resources, except those required to be accounted for in another fund.

Measurement Focus

The accounting and financial reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. The general fund is accounted for on a spending or “financial flow” measurement focus. This means that generally, only current assets and current liabilities are included in the balance sheet. General fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they present a summary of sources and uses of “available spendable resources” during a period.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the special-purpose financial statements and refers to the timing of the measurements made, regardless of the measurement focus applied.

All governmental fund financial statements are reported using a current financial resources measurement focus on a modified accrual basis of accounting. The major modifications to the accrual basis are: (a) revenues are recorded in the accounting period in which they become available and measurable (available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period, considered to be sixty days for all revenue) (b) expenditures are recorded in the accounting period in which the liability is incurred, except for accumulated sick and vacation pay, which are not recorded until paid. Charges for services and investment revenue are recorded as earned. When both restricted and unrestricted resources are available for use, it is the Supervisor of Elections’ policy to use the restricted resources first, the unrestricted resources as needed.

Budgetary Requirements

Expenditures are controlled by appropriations in accordance with the budget requirements set forth in Florida Statutes Chapter 195.087. The budgeted revenues and expenditures in the accompanying financial statements reflect all amendments, approved by the Florida Department of Revenue and Board of County Commissioners. On or before June 1 of each year, the Supervisor of Elections shall submit to the Department of Revenue a budget for the operation of his office for the ensuing fiscal year. The Department of Revenue and Board of County Commissioners must approve the final budget.

**JEFFERSON COUNTY, FLORIDA
SUPERVISOR OF ELECTIONS
NOTES TO BASIC SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies (continued)

The actual results of operations in the Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund are presented on a budgetary basis for budgetary accounting purposes. The Supervisor of Elections only budgeted revenues and expenditures appropriated and approved by the Board of County Commissioners.

Cash and Cash Equivalents

Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the government.

Capital Assets and Depreciation

Tangible personal property is recorded as expenditures in the governmental fund types at the time an asset is acquired. Assets acquired by the Supervisor of Elections are capitalized at cost in the capital asset accounts of the County. The Supervisor of Elections' assets are reported in the Statement of Net Assets in the County's financial statements. The Supervisor of Elections maintains custodial responsibility for the capital assets used by their office.

Estimated useful lives, in years, for depreciable assets are as follows:

Furniture, machinery, and equipment 3-30 years

Accumulated Compensated Absences

The Supervisor of Elections maintains a policy that permits permanent full-time employees to accumulate earned but unused personal leave hours that will be paid to employees upon separation if certain criteria are met. These benefits, plus their related tax and retirement cost are classified as compensated absences. Employees may be paid for unused personal leave hours accrued up to a maximum amount in accordance with the personnel policy.

The Supervisor of Elections accumulated compensated absences are reported in the statement of net assets in the County's financial statements. No expenditure is reported in the government fund level statements for these amounts until payment is due. Compensated absences liability is based on current rate of pay.

Risk Management and Insurance

The Supervisor of Elections is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors or omissions; injuries to employee and/or the public; or damage to property of others. The Supervisor of Elections is covered under the Board of County Commissioners insurance policies. The Board believes the level of insurance purchased is adequate to protect against material loss. No significant changes in coverage or claims have been made in the last year.

Management Estimates and Assumptions

The preparation of financial statements in conformity with GAAP requires management to make use of estimates that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**JEFFERSON COUNTY, FLORIDA
SUPERVISOR OF ELECTIONS
NOTES TO BASIC SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 1 – Summary of Significant Accounting Policies (concluded)

Subsequent Events

Subsequent events have been evaluated through the date of the Independent Auditors' Report, which is the date the special-purpose financial statements were available to be issued.

Fund Balance Reporting

The Supervisor of Elections has implemented the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54), as required. The purpose of GASB 54 is to improve the consistency and usefulness of fund balance information to the financial statement user. The statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which the organization is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components:

- **Nonspendable**—This component of fund balance consists of amounts that cannot be spent because (a) they are not expected to be converted to cash, or (b) they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Supervisor of Elections does not have any nonspendable funds.
- **Restricted**—This component of fund balance consists of amounts that are constrained either externally by third parties (creditors, grantors, contributors, laws or regulations of other governments), or (b) by law through constitutional provisions or enabling legislation.
- **Committed**—This component of fund balance consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (e.g., ordinance or resolution) of the County's governing body. These committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (e.g., ordinance or resolution) it employed previously to constrain those amounts.
- **Assigned**—This component of fund balance consists of amounts that are constrained by a less-than-formal action of the organization's governing authority, or by an individual or body to whom the governing authority has delegated this responsibility. The Supervisor of Elections has not delegated the responsibility to assign fund balances to any individual or body.
- **Unassigned**—This classification is used for (a) negative unrestricted fund balances in any governmental fund, or (b) fund balances within the General Fund that are not restricted, committed or assigned.

**JEFFERSON COUNTY, FLORIDA
SUPERVISOR OF ELECTIONS
NOTES TO BASIC SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Note 2 – Deposits and Investments

Cash Deposits

On September 30, 2021, the carrying amount of the Supervisor of Elections' cash and cash equivalents was \$39,765 and the bank balance was \$47,087. The bank balance was covered by federal depository insurance and, for the amount in excess of such federal depository insurance, by the State of Florida's Public Deposit Act. Provisions of the Act require that public deposit may only be made at qualified public depositories. The Act requires each qualified public depository to deposit with the State Treasurer eligible collateral equal to or in excess of the required collateral as determined by the provisions of the Act. In the event of a failure by a qualified public depository, losses in excess of federal depository insurance and proceeds from the sale of securities pledged by the defaulting depository are assessed against the other qualified public depositories of the same type as the depository in default. When other qualified public depositories are assessed additional amounts, they are assessed on a pro-rata basis.

Florida Statutes authorize the Supervisor of Elections to invest in certificates of deposit, repurchase agreements and the State Treasurer's Investment Pool. In addition, the statutes allow the Supervisor of Elections to invest in bonds, notes or other obligations of the United States Government, certain bonds of any state or local government unit, and bonds issued by certain government agencies.

Credit Risk

At September 30, 2021, the Supervisor of Elections did not hold any deposits or investments that were considered to have credit risk.

Interest Rate Risk

At September 30, 2021, the Supervisor of Elections did not hold any deposits or investments that were considered to have interest rate risk.

Custodial Credit Risk

At September 30, 2021, the Supervisor of Elections did not hold any deposits or investments that were considered to have custodial credit risk.

Concentration of Credit Risk

At September 30, 2021, the Supervisor of Elections did not have any investments that were considered to have a concentration of credit risk.

Note 3 – Long-term Liability for Compensated Absences

The Supervisor of Elections has a long-term liability of \$450 for accrued compensated absences, management estimates that \$113 will be due and payable within one year. The liability is not reported in the financial statements of the Supervisor of Elections since it is not payable from available resources at September 30, 2021. The liability is reported on the statement of net position in the County-wide financial statements.

JEFFERSON COUNTY, FLORIDA
SUPERVISOR OF ELECTIONS
NOTES TO BASIC SPECIAL-PURPOSE FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Note 4 – Pension and Postemployment Benefits Other Than Pension Benefits

Florida Retirement System (FRS) Pension Benefits

The Supervisor of Elections participates in the Florida Retirement System to provide benefits to their employees. A detailed plan description and any liability for employees of the Supervisor of Elections are included in the financial statements of the County. The obligations and disclosures required under GASB Statement No. 68, Accounting and Financial Reporting for Pensions – an amendment of GASB No 27, are accounted for and Disclosed in the County’s financial statements.

Postemployment Benefits Other Than Pensions

The Supervisor of Elections participates in the plan established by the Board of County Commissioners to provide other postemployment benefits to retirees of the Board and Constitutional Officers. A detailed plan description and any liability for employees of the Supervisor of Elections are included in the financial statements of the County.

Note 5 – Excess Revenue

Pursuant to Statute 218.36(2), Florida Statutes, each County Officer shall pay into the County General Fund all money in excess of the sum to which he or she is entitled under the provisions of Chapter 145. Excess revenues over expenditures in the amount of \$39,765 were returned to the Board of County Commissioners as required by Florida Statutes after year end.

COMPLIANCE SECTION

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Honorable Marty Bishop
Jefferson County Supervisor of Elections
Monticello, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States, the special-purpose financial statements of the Jefferson County, Florida, Supervisor of Elections (the "Supervisor of Elections") as of and for the year ended September 30, 2021, and the related notes to the special-purpose financial statements, which collectively comprise the Supervisor of Elections' basic special-purpose financial statements and have issued our report thereon dated June 15, 2022, which contains an emphasis of matter referring to a basis of presentation required for compliance with state reporting Requirements. Our opinion was not modified with respect to this matter.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements, we considered the Supervisor of Elections' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Supervisor of Elections' internal control. Accordingly, we do not express an opinion on the effectiveness of the Supervisor of Elections' internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's special-purpose financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described below as findings No. SOE2008-01 and SOE2008-02 that we consider to be significant deficiencies.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
(Continued)**

Prior Year Findings and Recommendations:

Need for Segregation of Duties - SOE2008-01

CRITERIA: The internal control environment should include proper segregation of duties and responsibilities over accounting functions.

CONDITION: There is a lack of segregation of duties between employees who have recordkeeping responsibility and employees in custody of the Supervisor of Elections' assets.

CAUSE: The Supervisor of Elections has limited personnel in the accounting department.

EFFECT: The possibility exists that unintentional or intentional errors or irregularities could occur and not be promptly detected.

RECOMMENDATION: We realize that due to the size of the Supervisor of Elections' administrative staff, it is difficult to achieve ideal separation of duties. However, the Supervisor of Elections should remain very active and involved in the day-to-day operations. Controls should be implemented to help compensate for these weaknesses and to provide checks and balances.

MANAGEMENT RESPONSE: The condition continues to exist.

Preparation of GAAP-Based Financial Statements - SOE2008-02

CRITERIA: An entity's system of internal control over financial reporting should include controls over the prevention, detection and correction of misstatements in the audited financial statements.

CONDITION: The Supervisor of Elections relies on the external auditor to assist with preparing the financial statements in conformity with generally accepted accounting principles.

CAUSE: The Supervisor of Elections does not have an individual on staff with the accounting education and experience to prepare financial statements in accordance with generally accepted accounting principles (GAAP).

EFFECT: The fact the Supervisor of Elections does not have someone on staff to prepare the financial statements in accordance with generally accepted accounting principles and to record complex accounting transactions results in a significant deficiency under professional standards.

RECOMMENDATION: We understand that the cost-benefit of hiring someone with the expertise is not practical, therefore, we recommend the Supervisor of Elections continue to request outside assistance.

MANAGEMENT RESPONSE: The condition continues to exist.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF SPECIAL-PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
(*Concluded*)**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Supervisor of Elections' special-purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of special-purpose financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Supervisor of Elections' internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Moran & Smith LLP

Moran & Smith LLP
June 15, 2022
Tallahassee, Florida

**INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE
WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

The Honorable Tyler McNeill
Jefferson County Supervisor of Elections
Monticello, Florida

We have examined the Jefferson County, Florida Supervisor of Elections' (the "Supervisor of Elections") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2021. Management is responsible for the Supervisor of Elections' compliance with those requirements. Our responsibility is to express an opinion on the Supervisor of Elections' compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Supervisor of Elections complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Supervisor of Elections complied with specific requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Supervisor of Elections' compliance with specified requirements.

In our opinion, the Supervisor of Elections complied, in all material respects, with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2021.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
June 15, 2022
Tallahassee, Florida

INDEPENDENT AUDITORS' MANAGEMENT LETTER

The Honorable Tyler McNeill
Jefferson County Supervisor of Elections
Monticello, Florida

Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the Jefferson County, Florida Supervisor of Elections (the "Supervisor of Elections"), as of and for the year ended September 30, 2021, and have issued our report thereon June 15, 2022.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, *Rules of the Auditor General*.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated June 15, 2022, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. Significant findings and recommendations made in the preceding annual financial audit report have not been corrected.

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the special-purpose financial statements. This item was disclosed in the notes to the financial statements. The Supervisor of Elections was established by the Constitution of the State of Florida, article VIII Section 1(d). The Supervisor of Elections has no component units.

Financial Condition and Management

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

INDEPENDENT AUDITORS' MANAGEMENT LETTER
(Concluded)

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the special-purpose financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we issued a schedule of findings all of which are considered material weaknesses.

Purpose of the Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, the Supervisor of Elections, his management team, and the Board of County Commissioners of Jefferson County, Florida and is not intended to be, and should not be, used by anyone other than these specified parties.

Moran & Smith LLP

Moran & Smith LLP
June 15, 2022
Tallahassee, Florida



Tyler McNeill, Supervisor of Elections
1175 W. Washington Street
Monticello, FL 32344

RE: Management's Response

Auditor General's Office
Post Office Box 1735
Tallahassee, FL 32302

Dear Sir or Madam:

This is in reply to the auditor's findings reported in my audit for the year ending September 30, 2021.

I agree with the auditor's findings and recommendations, however, with the financial pressures and lack of funding, I have found the cost/benefit ratio is far too great for this office to employ more personnel to have adequate segregation of duties and to prepare our own financial statements. In an attempt to rectify the deficiencies, I will continue to utilize procedures to help mitigate the lack of segregation of duties. Accordingly, I will continue to review bank statements prior to giving them to the person responsible for bank reconciliations. I will sign all checks and review supporting documentation.

I will continue to utilize Moran & Smith LLC to provide financial advice on certain issues when necessary and we will also continue to use Moran & Smith LLC to prepare the annual financial audit report. I do not have the expertise or the resources to prepare the year-end audit report. I do not have access to all GAAP disclosures and other accounting pronouncements. I will continue assisting in the audit report preparation and review the draft for approval.

Please feel free to contact me if you have any questions.

Sincerely,

Tyler McNeill
Jefferson County Supervisor of Elections

October 5, 2022

Board of County Commissioners
Jefferson County, Florida

Introduction

In accordance with the scope of our March 24, 2022, engagement letter with the Jefferson County, Florida Board of County Commissioners (“the Board”), Thomas Howell Ferguson P.A. CPAs (“we”) have made various document requests of the office of the Jefferson County, Florida Clerk of Court and Comptroller (“the Clerk’s Office”). Specifically, we requested items labeled ID 1 through ID 13 on May 9, 2022, items identified as ID 14 through ID 15 on July 9, 2022, and one other request in September 2022 that is referred to as ID 16 below. Hereafter, all dates listed in this letter are during 2022 unless otherwise specified.

This letter is intended to provide you with a status report of the public records requests we have made of the Clerk’s Office in advance of your October 6 Board meeting. Our most recent status report was in a similar letter dated August 30. We are not able to provide a detailed status report about the specific procedures we have performed, primarily because such other procedures are ongoing and such a status report would be premature at this time; however, we have provided certain preliminary initial observations in this letter under the heading “Initial Observations.”

Timeline of Requests and Responses

We submitted a document request via email to Kirk Reams, Clerk of Court and Comptroller for Jefferson County, Florida (“the Clerk”) on May 9. Later that day the Clerk replied stating, “We are in receipt of this request and I will appoint Charles [Culp] and John [Stephens] to begin compiling this information.”

On May 23, we sent an email about this public records request and seeking “an ETA for delivery of the requested information.” On May 24, we received an email from attorney David Collins stating in part, “Please be advised this office is assisting the Clerk of Court in complying with your public records request.”

We emailed Mr. Collins on June 20, to, in part, “see how the public records request is coming along and if there is an estimated delivery date for the requested materials.” Mr. Collins replied on June 24 “For the Clerk” reporting that, “We should have the documents to you by the end of next week. Sorry for the inconvenience.”

On Friday, July 1, the Clerk sent four emails with attachments to Mr. Collins, who that same day forward those four emails with attachments to attorney Elizabeth Desloge Ellis, who in turn provided such information to us on Sunday, July 3.

Board of County Commissioners
Jefferson County, Florida

October 5, 2022
Page 2

We submitted an additional public records request for documents via email to the Clerk and Mr. Collins on July 9. Certain items purporting to be responsive to this request were provided by the Clerk's Office on August 31 and were provided to us on September 1, although items to be provided by the external auditor for Jefferson County, Florida ("the County") remain outstanding.

As mentioned above, on August 30 we provided the Board with a summary of our requests dated May 9 and July 9, including the high-level "category" and "name" we assigned to such requests and the status of the requested information.

On September 1, we received a draft of the County's fiscal year 2021 audited financial statements that includes the government-wide financial statements and the combined major fund statements but does not include the special purpose financial statements for each constitutional office.

As of September 7, Mr. Collins stated to Board counsel Mrs. Ellis that he "spoke with the clerk [sic] regarding the May 7th [sic] request. His position is that he has complied with the request. If you could specify what is missing or incomplete I will expedite to complete as possible."

Later that day, we provided the Clerk with a "Public Records Request – Follow Up" dated September 7. Such follow-up request identified each original request ID 1 through ID 15, provided summarized discussion from our firm regarding the status of the Clerk's response, and provided columns for the Clerk to check either "Yes" or "No" that all responsive records related to each request had been provided to us.

On September 12, we received correspondence about the status of such follow-up requests, most of which indicated that "No," all responsive records related to such requests had not yet been provided for our review.

On September 15, we sent an email to the Clerk emphasizing certain gaps in the document production received to date, including the fact that the Clerk's general ledger detail reports and trial balances for multiple fiscal years did not appear to include the Agency/Fiduciary funds. We also noted in this emailed public records request that all Board general ledger detail reports and trial balances provided also appeared to be incomplete, i.e., they do not appear to include all funds (such as, for example, the Fine and Forfeiture fund or the Transportation fund).

We received records from the Clerk's Office from September 23 through September 26 purporting to relate to the remaining requested items as indicated in our September 7 follow-up request and the Clerk's September 12 correspondence to us regarding those outstanding items.

After inspecting the items provided, on September 27 we sent an email to the Clerk regarding several requests that we determined remain incomplete or unfulfilled, and suggested that “a phone call would be the easiest way to address them.” Some of the items had been marked by the Clerk in his responses as “need more information” while others were still incomplete or missing certain fund-level accounting reports.

We received additional documentation on September 30 as well as correspondence indicating that the remaining items are either in the possession of the County’s auditor or that no additional information can be provided. Additionally, Mr. Collins indicated that we were welcome to call him directly to discuss the outstanding items, or that we could “furnish by email [our] exact concerns about documents received or not , [sic] we can hopefully expedite responses.” Mr. Collins further indicated in his emails to Mrs. Ellis that he advised the Clerk to refer any questions to him (Mr. Collins), which we interpreted to mean that no phone call with the Clerk was in the offing.

Summary of Requests and Responses

What follows is a summary of all of the substantive public records requests we have made to the Clerk, including the high-level “category” and “name” we assigned to such requests and the status of the requested information as of the date of our most recent comparison of the documents received against the public records requests we provided to the Clerk

<i>Category</i>		
ID	Name	Discussion
<i>Policies and Procedures</i>		
1	Policies and procedures	Based on the Clerk’s correspondence, we believe we have received all items that will be responsive to this request. We are evaluating the response.
1.1	Procurement policies and procedures	Based on the Clerk’s correspondence, we believe we have received all items that will be responsive to this request. We are evaluating the response.
1.2	P-Cards	Based on the Clerk’s correspondence, we believe we have received all items that will be responsive to this request. We are evaluating the response.
1.3	Travel	Based on the Clerk’s correspondence, we believe we have received all items that will be responsive to this request. We are evaluating the response.
1.4	Disbursements and A/P	Based on the Clerk’s correspondence, we believe we have received all items that will be responsive to this request. We are evaluating the response.
1.5	Cash receipts and revenue recording	Based on the Clerk’s correspondence, we believe we have received all items that will be responsive to this request. We are evaluating the response.

<i>Category</i>		
ID	Name	Discussion
1.6	Budget processes	<p>Based on the Clerk’s correspondence, we believe we have received all items that will be responsive to this request, however, the procedures sent for our review were only those provided by the CCOC related to Article V funding.</p> <p>Based on responses from the Clerk, there are no written policies and procedures for the preparation of the Board’s budget or the other elements of the Clerk’s budget, including the Clerk funding provided by the Board’s General Revenue fund.</p>
1.7	IT security policies	<p>Based on the Clerk’s correspondence, we believe we have received all items that will be responsive to this request.</p> <p>Based on responses from the Clerk, there are no written policies and procedures developed for IT security policies, including remote access policies and procedures.</p>
1.8	Payroll and benefits	<p>Certain payroll summaries were provided, but not the detailed benefits summaries or statements we requested. Per the Clerk on September 30, “We have no further information that we deem responsive.”</p> <p>We requested, for both the Board and the Clerk, details about “benefits arrangements, including employer vs employee portions of premiums, for fiscal years 2018-2022” to include “insurance options, policies for sick, personal, and other types of leave, etc.”</p>
1.9	Expense allocations	<p>In our view, this was not provided or such policies and procedures do not exist. Per the Clerk on September 30, “We have no further information that we deem responsive.”</p>
Budgets		
2	The approved budget for the BOCC appropriation to the Clerk’s general fund for the fiscal years 2019, 2020, 2021, and 2022	Received. We are evaluating the response.
2.1	Certified BOCC Excess Fess report	<p>The Clerk responded that no excess fees existed except for one fiscal year where the excess fees were allowed to be kept.</p> <p>No documents were provided regarding the certified report required by §218.36, F.S. Responses indicate that the Clerk has not submitted the required reports to the Board.</p>

<i>Category</i>		
ID	Name	Discussion
3	The initial approved budget for the CCOC appropriation for each of the fiscal years 2019-2022	Received. We are evaluating the response.
3.1	Clerk of Court Monthly Expenditure and Collections reports	Received. We are evaluating the response.
<i>Trial Balances and General Ledgers</i>		
4	Trial balances for the Clerk's office financial statements for the fiscal years 2019-2022	The Clerk asserts that such reports have been provided, although questions remain as to the apparent omission of Agency/Fiduciary funds. Such questions may be resolved upon the future receipt of ID 4.1 below.
4.1	Trial Balance groupings [FY 2019-2022]	This has not been provided, but it has apparently been requested from the County's auditor. Our analysis would benefit from receipt of these items.
5	Detailed general ledger FY 2019-2022	Received, with the same Agency/Fiduciary fund questions as noted in ID 4 above.
14	Trial balances for the Board's financial statements for the fiscal years 2019-2022	The Clerk asserts that such reports have been provided, although questions remain as to the apparent omission of various major funds. Such questions may be resolved upon the future receipt of ID 14.1 below.
14.1	Trial Balance groupings [FY 2019-2022]	This has not been provided, but it has apparently been requested from the County's auditor. Our analysis would benefit from receipt of these items.
15	Detailed general ledgers FY 2019-2022	Received, with the same major fund questions as noted in ID 14 above.
<i>Other</i>		
6	Reimbursements	Although the Clerk provided a list of the reimbursements made by the Clerk's Office to the Board, and the checks related to such repayments, we still do not have the detailed support behind each expense as we initially requested.
7	Charles Culp 10/1/2018 - 4/30/2022	Per the Clerk on September 30, "We have no further information that we deem responsive." The documents provided appear to be incomplete, specifically as related to payments issued to either WCCJR Consulting LLC or Mr. Culp for services rendered in June 2020 and October 2021.
8	P-Card listing	Per the Clerk on September 30, "We have no further information that we deem responsive." Although a listing of P-Cards was provided, "documentation for the approval of the P-Card" was not provided for any of the P-Cards indicated in the Excel file we received.
9	Signature cards	Received. We are evaluating the response.

<i>Category</i>		
ID	Name	Discussion
10	Organizational chart - current	Received as related to the Clerk's Office. The Clerk stated that the Clerk's Office does not maintain any Board organizational charts.
11	Organizational chart - FY2021	Received as related to the Clerk's Office. The Clerk stated that the Clerk's Office does not maintain any Board organizational charts.
12	Organizational chart - FY2020	Received as related to the Clerk's Office. The Clerk stated that the Clerk's Office does not maintain any Board organizational charts.
13	Year-end payroll reports	Received. We are evaluating the response.
16	Final (or, if necessary, draft) financial statements for FY2021 for the Clerk's Office as well as the General Revenue fund combining schedule for the FY2021 government-wide financial statements	Based on responses from the Clerk, the 2019 Form W-3 cannot be recovered or provided. Not yet provided.

Next Steps

In lieu of a phone call, we intend to send the Clerk a list of detailed questions about the incomplete or otherwise outstanding requests from the public records requests outlined in the section above. We anticipate this list of follow-up questions and/or other requests for clarification will be sent to the Clerk no later than October 7. We will keep the Board informed about the status of our analysis as specific observations, findings, or recommendations are developed.

Initial Observations

We have developed certain initial observations, each of which we continue to evaluate and document in our workpapers, which may ultimately lead to findings or recommendations for the Board to consider. These include, based on the information reviewed as of the date of this letter:

- I. Various policies and procedures of the Clerk's Office, and therefore by extension the Board, appear to be insufficient for an organization the size of the County. We note that since at least fiscal year 2008 the County's audited financial statements have included deficiencies in internal controls related to the lack of appropriate segregation of duties and the processes in place for the preparation of financial statements in conformity with accounting principles generally accepted in the United States of America. These conditions have existed since at least 2008 with both of these matters reported in recent years by the County's auditor as material weaknesses, the most severe type of internal control deficiency. Further, the Clerk was unable to provide various essential policies and procedures in response to our repeated and specific requests.

Board of County Commissioners
Jefferson County, Florida

October 5, 2022
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- II. The Clerk's Office has not responded completely to certain of our requests. This has delayed our analyses as we have made repeated requests for the same information, such as the trial balance groupings that correspond to the reported audited amounts for each year. Such items would enable us to reconcile the Clerk general ledger reports that we have, to date, been unable to reconcile to the County's audited financial statements. In other instances, the Clerk indicated that he needs "more clarification on the question" but has requested that we discuss those items by phone only with Mr. Collins and not with the Clerk's Office directly. We will follow up with additional written requests.
- III. Questions about specific transactions, budget-to-actual results, and other financial matters have arisen and continue to be investigated. We are not in a position at this time to discuss any specific questions or findings related to these financial matters, as our work is ongoing.

Work is Ongoing

Our analyses are ongoing as of the date of this letter. Beyond the content of this letter, and for a variety of reasons, we are unable to provide a detailed status report about the specific analyses we are performing on the Board's behalf. Our March 24 engagement letter designated the Board's Vice Chairman as the Board's representative who is overseeing our services, and we continue to keep the Vice Chairman apprised of our progress. We also continue to answer her questions about the nature, timing, and extent of our procedures as any such questions arise. This project's main point of contact at Thomas Howell Ferguson P.A. is Julian Dozier, CPA. He can be reached at either jdozier@thf.cpa or (850) 668-8100; email preferred.

Closing

We are available to answer questions about the status of our work, although we respectfully request that any such questions be directed to the Board's Vice Chairman for her to address with us in her role overseeing this engagement, as described above.

Sincerely,



cc: Clerk of Court and Comptroller
Jefferson County, Florida

Elizabeth Desloge Ellis, Esq.
Nabors, Giblin & Nickerson, P.A.

MORAN & SMITH LLP

Certified Public Accountants

MORANSMITHCPA.COM

October 20, 2022

To the Honorable Board of County Commissioners
and County Manager

1 Courthouse Circle

Monticello, FL 32346

We are pleased to confirm our understanding of the services we are to provide Jefferson County for the years ended September 30, 2022, September 30, 2023, and September 30, 2024. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Jefferson County as of and for the years ended September 30, 2022, September 30, 2023, and September 30, 2024. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Jefferson County's basic financial statements. Such 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. As part of our engagement, we will apply certain limited procedures to Jefferson County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Florida Retirement System Pension Plan - Schedule of the County's Proportionate Share of Net Pension liability - Schedule of the County's Contributions
- 3) 3) Health insurance Subsidy Pension Plan - Schedule of the County's Proportionate Share of Net Pension liability - Schedule of the County's Contributions
- 4) 4) Other Post-Employment Benefits Plan - Schedule of Employer Contributions and Funding
- 5) RSI on other postemployment benefits

We have also been engaged to report on supplementary information other than RSI that accompanies Jefferson County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards and notes
- 2) Schedule of receipts and expenditures of funds related to the Deepwater Horizon Oil spill.
- 3) Combining Balance Sheet – nonmajor Governmental Funds
- 4) Combining Statement of Revenues, Expenditures and changes in Fund Balances – nonmajor governmental Funds
- 5) Combining statement of fiduciary Assets and Liabilities – All Agency Funds

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Jefferson County and other procedures we consider necessary to enable us to express such opinions.

The objective also includes reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*. internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and Chapter 10.550, Rules of the Florida Auditor General.

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance.

We will issue a written report upon completion of our audit of Jefferson County's financial statements. Our report will be addressed to Management and the Governing Board of the Jefferson County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Jefferson County is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. 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 will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Jefferson County's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements, preparation of the Single Audit Report required by the Federal Audit Clearinghouse (FAC), preparation of the Annual Financial Report required by the Florida Department of Financial Services, preparation of the Schedule of Expenditures of Federal awards and State Financial Assistance and related notes, preparation of Highway Report required by the Florida Department of Transportation, in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for identifying all federal awards and state financial assistance received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards and state financial assistance (including notes and noncash assistance received) in conformity with the Uniform Guidance and Chapter 10.550, Rules of the Florida Auditor General. You agree to include our report on the schedule of expenditures of federal awards and state financial assistance in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards and state financial assistance. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards and state financial assistance that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards and state financial assistance in accordance with the Uniform Guidance and Chapter 10.550, Rules of the Florida Auditor General; (2) you believe the schedule of expenditures of federal awards and state financial assistance, including its form and content, is stated fairly in accordance with the Uniform Guidance and Chapter 10.550, Rules of the Florida Auditor General; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and state financial assistance.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of any confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Moran & Smith LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner. or, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Moran & Smith LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Florida Auditor General. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation. In addition to other requirements provided herein, Moran & Smith shall comply with public records laws embodied in chapter 119, Florida Statutes, and specifically shall:

- 1) Keep and maintain public records required by the County in order to perform the Scope of Services identified herein.
- 2) Upon request from the County provide the County with any requested public records or allow the requested records to be inspected or copied within a reasonable time by the County.
- 3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and thereafter if the Moran & Smith does not transfer all records to the County.

- 4) Transfer, at no cost, to County all public records in possession of the Moran & Smith upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County, upon request from the County, in a format that is compatible with the information technology systems of the County. If the Moran & Smith keeps and maintains public records upon the conclusion of this Agreement, the Moran & Smith shall meet all applicable requirements for retaining public records that would apply to the County.
- 5) If Moran & Smith does not comply with a public records request, the County shall treat that omission as breach of this Agreement and enforce the contract provisions accordingly. Additionally, if Moran & Smith fails to provide records when requested, the Moran & Smith may be subject to penalties under section 119.10, Florida Statutes and reasonable costs of enforcement, including attorney fees.

We expect to begin our audit on approximately December 30, and to issue our reports no later than June 30, Chris Moran is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$90,000 for 2022, \$91,000 for 2023, and \$92,000 for 2024. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Jefferson County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Christopher H Moran CPA

Moran & Smith LLP

RESPONSE:

This letter correctly sets forth the understanding of the Jefferson County.

Management signature: *Shanice M. [Signature]*
Title: Interim Coordinator
Date: 10/14/2022

Governance signature: _____
Title: _____
Date: _____

Board of County Commissioners

Agenda Request

Date of Meeting: October 20, 2022

Date Submitted: September 29, 2022

To: Honorable Chairman and Members of the Board

From: Heather Encinosa, County Attorney

Subject: Request Board Approval to Hold the Public Hearing and Adopt an Ordinance Authorizing the Commission-Manager Form of Government in Accordance with Part III, Chapter 125, Florida Statutes

Statement of Issue:

This agenda item requests Board approval to Hold the Public Hearing and Adopt an Ordinance Authorizing the Commission-Manager Form of Government in Accordance with Part III, Chapter 125, Florida Statutes.

Background:

On August 18, 2022, the Board directed that the County Attorney bring back an ordinance to adopt Part III, Chapter 125, Florida Statutes, and authorize the Commission-Manager form of government in Jefferson County.

Part III of Chapter 125, Florida Statutes, (the “County Administration Law”) authorizes the County Commission-Manager form of government in the interest of promoting an adequate and efficient provision of services to citizens and the coordinated administration of county departments to better protect the health, welfare, safety, and quality of life of residents. The voluntary adoption of the County Administration Law enables the Board to perform freely, without unnecessary interruption, its fundamental intended purpose of making policies within the framework of law applicable to county government in this state and authorizes a county manager to be responsible for handling of all things necessary to accomplish and bring to fruition the policies established by the Board.

Section 125.72, Florida Statutes, provides that the provisions of the County Administration Law shall be applicable to any county upon adoption of a county ordinance expressly adopting the County Administration Law. Upon adoption of the County Administration Law, Section 125.73, Florida Statutes, provides for the appointment of a county manager or manager, who shall be the administrative head of the county and shall be responsible for the administration of all departments of the county government which the Board has authority to control. Further, upon adoption of the County Administration Law, Section 125.74, Florida Statutes, provides for the powers granted to and the duties of an appointed county manager.

Request Board Approval to Hold the Public Hearing and Adopt an Ordinance Authorizing the Commission-Manager Form of Government in Accordance with Part III, Chapter 125, Florida Statutes

October 20, 2022

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Analysis:

After public hearing and adoption, the attached ordinance will create a commission-manager form of government in Jefferson County by creating the office of the county manager and providing for qualifications, compensation, and appointment of that position. The ordinance outlines vacancies in that office and the method of filling said vacancies, and it provides a list of the county managers powers and duties.

Options:

1. Approve to Hold the Public Hearing and Adopt an Ordinance Authorizing the Commission-Manager Form of Government in Accordance with Part III, Chapter 125, Florida Statutes
2. Do Not Hold the Public Hearing and Adopt an Ordinance Authorizing the Commission-Manager Form of Government in Accordance with Part III, Chapter 125, Florida Statutes
3. Board Direction.

Recommendation:

Option #1

Attachments:

1. Commission-Manager Ordinance

ORDINANCE NO. 2022-_____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, AUTHORIZING THE COMMISSION-MANAGER FORM OF GOVERNMENT IN ACCORDANCE WITH PART III, CHAPTER 125, FLORIDA STATUTES; PROVIDING AUTHORITY AND FINDINGS; PROVIDING QUALIFICATIONS AND COMPENSATION; PROVIDING FOR THE COUNTY MANAGER'S FUNCTIONS AND DUTIES; PROVIDING FOR A POLICY OF NON-INTERFERENCE; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Pursuant to Article VIII, Section I of the Florida Constitution, and Chapter 125, Florida Statutes, the Board of County Commissioners of Jefferson County, Florida, (the "Board") has all powers of local self-government to perform county and municipal functions and to render services in a manner not inconsistent with general law, and such power may be exercised by the enactment of county ordinances and resolutions; and

WHEREAS, Part III of Chapter 125, Florida Statutes, (the "County Administration Law") authorizes the County Commission-Manager form of government in the interest of promoting an adequate and efficient provision of services to citizens and the coordinated administration of county departments to better protect the health, welfare, safety, and quality of life of residents; and

WHEREAS, the voluntary adoption of the County Administration Law enables the Board to perform freely, without unnecessary interruption, its fundamental intended purpose of making policies within the framework of law applicable to county government in this state and authorizes a county manager to be responsible for handling of all things necessary to accomplish and bring to fruition the policies established by the Board; and

WHEREAS, Section 125.72, Florida Statutes, provides that the provisions of the County Administration Law shall be applicable to any county upon adoption of a county ordinance expressly adopting the County Administration Law;

WHEREAS, upon adoption of the County Administration Law, Section 125.73, Florida Statutes, provides for the appointment of a county manager, who shall be the administrative head of the county and shall be responsible for the administration of all departments of the county government which the Board has authority to control; and

WHEREAS, upon adoption of the County Administration Law, Section 125.74, Florida Statutes, provides for the powers granted to and the duties of an appointed county manager; and

WHEREAS, it is in the best interest of the public health, safety and welfare of the County to adopt the County Administration Law within Jefferson County, as provided in this Ordinance.

NOW THEREFORE, be it ordained by the Board of County Commissioners of Jefferson County, Florida, as follows:

SECTION 1. INCORPORATION OF RECITALS. The above recitals are true and correct and are hereby incorporated by reference.

SECTION 2. AUTHORITY. This Ordinance is enacted pursuant to Article VIII, Section 1 of the Florida Constitution and Chapter 125, Florida Statutes, for the purpose of adopting the provisions of Part III, Chapter 125, Florida Statutes, and creating the office of county manager for Jefferson County, Florida.

SECTION 3. CREATION OF OFFICE OF COUNTY MANAGER. The office of county manager is hereby created. The county manager shall be the administrative head of the county and, with the exception of the office of the county attorney who reports directly to the Board, the county manager shall be responsible for the administration of all departments of the county government which the Board has authority to control.

SECTION 4. QUALIFICATION. The county manager shall be qualified by administrative and executive experience and ability to serve as a chief manager of the county and shall meet such requirements as established by the Board.

SECTION 5. APPOINTMENT. The county manager shall be appointed by an affirmative vote of not less than three members of the Board and may be removed at any time by an affirmative vote of not less than three members of the Board after a hearing, if such be requested by the county manager. The manager need not be a resident of the county at the time of appointment but shall have six (6) months from the date of appointment to change resident status to Jefferson County.

SECTION 6. COMPENSATION. The compensation of the county manager shall be fixed by the Board unless otherwise provided by law.

SECTION 7. VACANCY. The office of the county manager shall be deemed vacant if the incumbent moves residence from the county or is, by death, illness or other casualty unable to continue in office. A vacancy in the office shall be filled in the same manner as the original appointment. The Board may appoint an acting county manager in the case of vacancy or temporary absence or disability until a successor has been appointed and qualified or the manager returns.

SECTION 8. POWERS AND DUTIES.

(A) With the exception of the county attorney and such personnel under the control of the county attorney who reports directly to the Board, the county manager shall be responsible for the administration of all departments responsible to the Board and for the proper administration of all affairs as directed by the Board. The Board shall have the ability to delegate such powers and duties to the county manager as it deems appropriate and all such powers and duties so delegated shall be deemed to be administrative functions necessary for the operation of the county. To that end, the manager may, by way of enumeration and not by way of limitation, have the following specific powers and duties to:

- (1) Administer and carry out the directives and policies of the Board and to implement all orders, resolution, ordinances and regulations of the Board to assure that they are faithfully executed.
- (2) Report to the Board on action taken pursuant to any directive or policy within the time set by the Board and provide an annual report to the Board on the state of the county, the work of the previous year and any recommendations as to actions or programs he/she deems necessary for the improvement of the county and the welfare of its residents.
- (3) Provide the Board, or individual members thereof, upon request, with data or information concerning county government and to provide advice and recommendations on county government operations to the Board.
- (4) Prepare and submit to the Board for its consideration and adoption an annual operating budget, a capital budget, and a capital program by July 15 of each year.
- (5) Establish the schedules and procedures to be followed by all county departments, offices, and agencies in connection with the budget and supervise and administer all phases of the budgetary process.
- (6) Prepare and submit to the Board after the end of each fiscal year a complete report on the finances and administrative activities of the county for the preceding year and submit recommendations.
- (7) Supervise the care and custody of all county property.
- (8) Recommend to the Board a current position classification and pay plan for all positions in county service.
- (9) Develop, install and maintain centralized budgeting, personnel, legal, and purchasing procedures.
- (10) Organize the work of county departments subject to an administrative plan developed by the manager and adopted by the Board and review the departments, administration and operation of the county and make recommendations pertaining thereto for reorganization by the Board.
- (11) Select, employ and supervise all personnel, and fill all vacancies, positions or employment under the jurisdiction of the Board, pursuant to the policies and procedures adopted by the Board; provided, however, the employment of all department heads shall require confirmation by the Board.

- (12) Suspend, discharge or remove any employee under the jurisdiction of the county manager, pursuant to the policies and procedures adopted by the Board.
- (13) Negotiate leases, contracts, and other agreements, including consultant services, for the county, subject to approval either by the Board or pursuant to the policies and procedures adopted by the Board, and make recommendations concerning the nature and location of county improvements.
- (14) Ensure that all terms and conditions in all leases, contracts, and agreements are performed and notify the Board of any noted violation thereof.
- (15) Order, upon advising the Board, any agency under his/her jurisdiction to undertake any task for any other agency on a temporary basis if deemed necessary for the proper and efficient administration of the county government to do so.
- (16) Attend all meetings of the Board, being authorized to participate in the discussion of any matter.
- (17) Perform such other duties as may be required by the Board.

(B) The above powers and responsibilities shall be deemed to constitute administrative functions of the county and they may be delegated by the county manager to those employees under his/her supervision.

SECTION 9. INCLUSION IN THE CODE OF ORDINANCES. The provisions of this Ordinance shall become and be made a part of the Code of Ordinances of Jefferson County, Florida, as a new Article II of Chapter 2 of the Code entitled "County Manager." The sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "ordinance" may be changed to "section," "article," or any other appropriate word.

SECTION 10. EFFECTIVE DATE. A certified copy of this Ordinance shall be filed with the Department of State within 10 days after its enactment by the Board and shall take effect as provided by law.

PASSED AND DULY ENACTED by the Board of County Commissioners of Jefferson County, Florida in regular session, this _____ day of _____, 2022.

BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA

Gene Hall, Chair

ATTEST:

Kirk Reams, Clerk of the Circuit Court

APPROVED AS TO FORM:

Heather Encinosa, County Attorney

Board of County Commissioners

Agenda Request

Date of Meeting: October 20, 2022

Date Submitted: October 14, 2022

To: Honorable Chairman and Members of the Board

From: Heather Encinosa, County Attorney

Subject: Request Board Approval to Conduct a Public Hearing to Adopt a Non-binding Resolution of Intent Pursuant to Section 197.3632, Florida Statutes, to Preserve the County's Ability to Use the Tax Bill Collection Method for Non-Ad Valorem Assessments

Statement of Issue:

This agenda item requests Board approval to conduct a Public Hearing to Adopt a Non-binding Resolution of Intent Pursuant to Section 197.3632, Florida Statutes, to Preserve the County's Ability to Use the Tax Bill Collection Method for Non-Ad Valorem Assessments.

Background:

The County currently levies assessments to fund fire protection, solid waste disposal, and roadway improvements and maintenance services. To preserve the ability of the County to fund these and other potential county services, facilities and programs, including but not limited to, fire protection, roadways and sidewalks, solid waste collection and disposal, street lighting, utilities, and stormwater within the unincorporated and incorporated areas of the County next year, we have prepared the following attached documents related to the use of the tax bill collection method.

Analysis:

Section 197.3632, Florida Statutes, requires that the County hold a public hearing and adopt a resolution of intent (Attachment #1) to use the uniform method of collection for any assessment program in the calendar year prior to any such collection. The resolution, which does not obligate the County to use the method or impose a special assessment, must be adopted prior to January 1 and sent to the Jefferson County Tax Collector, the Jefferson County Property Appraiser and the Florida Department of Revenue by January 10.

Section 197.3632 also requires that **notice of the public hearing to adopt the resolution of intent be published in a newspaper of general circulation once a week for the four consecutive weeks immediately before the date of the hearing.** Pursuant to Board direction at the September 15 meeting, the advertisements were placed in the newspaper for the four consecutive weeks leading up to the October 20, 2022 BOCC meeting.

This resolution only assists the County in meeting statutory notice requirements necessary to

Request Board Approval to Conduct a Public Hearing to Adopt a Non-binding Resolution of Intent Pursuant to Section 197.3632, Florida Statutes, to Preserve the County's Ability to Use the Tax Bill Collection Method for Non-Ad Valorem Assessments

October 20, 2022

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preserve this collection approach. To reiterate, this resolution is non-binding and the County may reduce the areas covered by any future assessments or decide not to go forward with the assessment programs at a later date. By adopting the attached resolution, the County is simply reserving the right to use the tax bill collection method beginning in November of 2023.

Options:

1. Conduct a Public Hearing and Adopt a Non-binding Resolution of Intent Pursuant to Section 197.3632, Florida Statutes, to Preserve the County's Ability to Use the Tax Bill Collection Method for Non-Ad Valorem Assessments
Do Not Conduct a Public Hearing to Adopt a Non-binding Resolution of Intent Pursuant to Section 197.3632, Florida Statutes, to Preserve the County's Ability to Use the Tax Bill Collection Method for Non-Ad Valorem Assessments
2. Board Direction.

Recommendation:

Option #1

Attachments:

1. Resolution of Intent

RESOLUTION NO. _____

A RESOLUTION OF JEFFERSON COUNTY, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE UNINCORPORATED AND INCORPORATED AREAS OF JEFFERSON COUNTY, FLORIDA; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Jefferson County, Florida (the "County") is contemplating the imposition of special assessments for the provision of county services, facilities and programs, including but not limited to, fire protection, roadways and sidewalks, solid waste collection and disposal, street lighting, utilities, and stormwater; and

WHEREAS, the County intends to use the uniform method for collecting non-ad valorem special assessments for the cost of providing these services, facilities and programs within the unincorporated and incorporated areas of the County as authorized by section 197.3632, Florida Statutes, as amended, because this method will allow such special assessments to be collected annually commencing in November 2023, in the same manner as provided for ad valorem taxes; and

WHEREAS, the County held a duly advertised public hearing prior to the adoption of this Resolution, proof of publication of such hearing being attached hereto as Exhibit A.

NOW, THEREFORE BE IT RESOLVED:

1. Commencing with the Fiscal Year beginning on October 1, 2023, and with the tax statement mailed for such Fiscal Year and continuing until discontinued by the County, the County intends to use the uniform method of collecting non-ad valorem assessments authorized in section 197.3632, Florida Statutes, as amended, for collecting non-ad valorem assessments for the cost of providing county services, facilities and programs, including but not limited to, fire protection, roadways and sidewalks, solid waste collection and disposal, street lighting, utilities, and stormwater. Such non-ad valorem assessments shall be levied within the unincorporated area of the County and the incorporated areas of the City of Monticello. A legal description of such area subject to the assessments is attached hereto as Exhibit B and incorporated by reference.

2. The County hereby determines that the levy of the special assessments is needed to fund the cost of providing county services, facilities and programs, including but not limited to, fire protection, roadways and sidewalks, solid waste collection and disposal, street lighting, utilities, and stormwater, throughout the unincorporated area of the County and the incorporated areas of the City of Monticello.

3. Upon adoption, the County Clerk is hereby directed to send a copy of this

Resolution by United States mail to the Florida Department of Revenue, the Jefferson County Tax Collector, and the Jefferson County Property Appraiser by January 10, 2023.

4. This Resolution shall be effective upon adoption.

DULY ADOPTED this _____ day of October, 2022.

JEFFERSON COUNTY, FLORIDA

Gene Hall, Chairman

(SEAL)

Attest:

Clerk

EXHIBIT A

PROOF OF PUBLICATION

[INSERT PROOF OF PUBLICATION]

EXHIBIT B

LEGAL DESCRIPTION

All properties lying within Jefferson County as more particularly described in Section 7.33, Florida Statutes, as follows: Beginning at the point on the Gulf of Mexico where the line between ranges two and three east strikes said gulf; thence north on said line to the base parallel line; thence in a direction northeast to the point where the sections twenty-one, and twenty-eight and twenty-nine of township one north, range three east, corner; thence north on the section line dividing sections twenty and twenty-one and other sections of township one north, range three east, to township line dividing townships one and two north, range three east; thence east on said township line to the waters of the Miccosukee; thence up Lake Miccosukee to the south boundary of township three north, range three east; thence on said township line to the east line of section thirty-four in said township three north, range three east; thence north on the east line of section thirty-four and other sections in said township and said range to the boundary line between the States of Georgia and Florida; thence east along said boundary line to the northwest corner of lot number one hundred eighty, township three north, range seven east, or the west boundary of Madison County; thence south to the southwest corner of said lot number one hundred eighty; thence east on the south boundary of said lot number one hundred eighty to the northeast corner of section twenty-seven, township three north, range seven east; thence due south to the southeast corner of section ten, township two north, range seven east; thence due west to the southwest corner of the said section ten; thence due south to the southeast corner of section sixteen, township two north, range seven east; thence due west to the southwest corner of said section sixteen; thence due south to the southeast corner of section twenty, township two north, range seven east; thence due west to the southwest corner of section nineteen, township two north, range seven east; thence due south to the southeast corner of section twenty-five, township two north, range six east; thence due west to the southwest corner of section twenty-six, township two north, range six east; thence due south to the southwest corner of section thirty-five, township two north, range six east; thence due west to the thread of the Big Aucilla River; thence southerly along the thread of said river, concurrent with the west boundary of Madison and Taylor Counties, to the mouth of said Big Aucilla River; thence westerly through the waters of the Gulf of Mexico, including the waters of said gulf within the jurisdiction of the State of Florida, to the point of beginning.

Board of County Commissioners

Agenda Request

Date of Meeting: October 20, 2022

Date Submitted: September 22, 2022 edited October 6, 2022

To: Honorable Chairman and Members of the Board

From: Heather Encinosa, County Attorney

Subject: Approval of a Resolution Supporting Affordable and Reliable High-Speed Internet Throughout Florida, Establishing a Local Technology Planning Team, Appointing Members of the Local Technology Planning Team, and Providing an Effective Date.

Statement of Issue:

This agenda item requests Board approval of a Resolution Supporting Affordable and Reliable High-Speed Internet Throughout Florida, Establishing a Local Technology Planning Team, Appointing Members of the Local Technology Planning Team, and Providing an Effective Date

Background:

In 2020, the Florida Legislature created an Office of Broadband within the Department of Economic Opportunity. In response, the Florida Association of Counties sought county support for the operations of the Office of Broadband via county resolutions as part of its Access 67 Project. Section 288.9961, Florida Statutes, further requires the Office of Broadband to work with local entities to create Local Technology Planning Teams. In December of 2021, Jefferson County identified and the Department of Economic Opportunity approved Commissioner Betsy Barfield as its Local Technology Planning Team Leader.

Analysis:

This Resolution sets forth Jefferson County's support for the operations of the Office of Broadband within the Department of Economic Opportunity as called for in the Florida Association of Counties Access 67 Project. The Resolution also formally creates the Local Technology Planning Team in accordance with Section 288.9961, Florida Statutes, provides for its bylaws and procedures.

Approval of a Resolution Supporting Affordable and Reliable High-Speed Internet Throughout Florida, Establishing a Local Technology Planning Team, Appointing Members of the Local Technology Planning Team, and Providing an Effective Date

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Appointee	Representing	Term Length
Natalie Binder	Libraries	3 Years
Eydie Triquet or Designee	K-12 Education	3 Years
OJ Sloan	Colleges and Universities	2 Years
Kimberly Albritton	Local Health Care Providers	<u>2</u> Years
Brian Barfield	Private Businesses	3 Years
Gene Hall*	Community Organizations	2 Years
Shannon Metty	Economic Development Organizations	4 Years
Betsy Barfield*	Local Governments	5 Years
Katrina Richardson	Tourism	4 Years
Mike Holm	Parks and Recreation	4 Years
Cetta Barnhart	Agriculture	<u>2</u> Years

The Board may identify up to 4 other members to serve in the remaining positions, each serving 2-year terms. Any additional appointees will serve two-year terms.

Options:

1. Approve Resolution Supporting Affordable and Reliable High-Speed Internet Throughout Florida, Establishing a Local Technology Planning Team, Appointing Members of the Local Technology Planning Team, and Providing an Effective Date.
2. Do Not Approve Resolution Supporting Affordable and Reliable High-Speed Internet Throughout Florida, Establishing a Local Technology Planning Team, Appointing Members of the Local Technology Planning Team, and Providing an Effective Date.
3. Board Direction.

Recommendation:

Option #1

Attachments:

Resolution Supporting Affordable and Reliable High-Speed Internet Throughout Florida, Establishing a Local Technology Planning Team, Appointing Members of the Local Technology Planning Team, and Providing an Effective Date

RESOLUTION NO. 2022-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA SUPPORTING AFFORDABLE AND RELIABLE HIGH- SPEED INTERNET THROUGHOUT FLORIDA; ESTABLISHING A LOCAL TECHNOLOGY PLANNING TEAM; APPOINTING MEMBERS OF THE LOCAL TECHNOLOGY PLANNING TEAM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, reliable and affordable high-speed internet access is essential for Floridians to be prosperous and meet today's challenges; and

WHEREAS, the absence of access to reliable and affordable high-speed internet service prevents communities from achieving the high quality of life that is considered a fundamental component for educational and economic success; and

WHEREAS, the absence and/or lack of high-speed internet:

1. hinders the ability for all schoolchildren to have access to educational opportunities;
2. hinders access to telemedicine to improve health outcomes for its residents, and to provide access without demanding travel and transportation;
3. hinders the ability for rapid communication between the public and law enforcement agencies;
4. hinders the ability for communities to maintain and expand business opportunities, stimulate job growth;
5. hinders the ability to engage in innovative technologies that are required for a vibrant economy; and

WHEREAS, Section 288.9961(4), Florida Statutes, creates an Office of Broadband within the Department of Economic Opportunity requiring the creation of a strategic plan that has goals and strategies for increasing the use of broadband Internet service in the state; and

WHEREAS, it is imperative that the strategic plan be based on accurate and up-to-date mapping and the internet access needs of the public and private sector; and

WHEREAS, in order to meet the goal of universal access to high-speed internet, it will be necessary to determine what the private providers need to provide affordable and reliable connectivity in sparsely located areas, and the support necessary to address issues of sparse populations and to provide expanded internet services, and engage governmental entities at the Federal, State and local level in order to be successful; and

WHEREAS, the Jefferson County Board of County Commissioners (“Board”) has determined that a Local Technology Planning Team should be established to advise the Board and staff on the advancement of broadband service and infrastructure in Jefferson County, subject to certain bylaws; and

WHEREAS, the Board deems it appropriate to establish the Jefferson County Local Technology Planning Team.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, THAT:

SECTION 1. RECITALS. The above recitals are true and correct and incorporated in this Resolution.

SECTION 2. BROADBAND ACCESS.

(A) The Board supports the State of Florida Department of Economic Opportunity in the effort to achieve access to reliable and affordable high-speed internet for every household and business throughout the State of Florida.

(B) The Board will assist the State Office of Broadband by participating as needed in meeting the obligations of Section 288.9961, Florida Statutes, including providing information, assistance in mapping efforts, and supporting other such efforts that will lead to enhanced access to affordable, reliable high-speed internet services throughout Jefferson County.

SECTION 3. The Board hereby establishes an advisory committee to be known as the Jefferson County Local Technology Planning Team (LTPT) in accordance with Section 288.9961, Florida Statutes, and adopts the following bylaws for its operation:

(A) **Powers and Duties.** The LTPT has the duty and responsibility to make recommendations to the Board and staff in matters affecting the advancement of broadband services and infrastructure in Jefferson County. The LTPT shall:

1. Work with rural communities to help the communities understand their current broadband availability.
2. Locate unserved and underserved, as defined in Section 288.9961(2), businesses and residents.
3. Identify assets relevant to Broadband deployment.
4. Build partnerships with Broadband service providers.
5. Identify opportunities to leverage assets and reduce barriers to the deployment of broadband Internet services in the Jefferson County.

(B) **Membership.** The LTPT will be comprised of at least 7 and up to 11 members who are residents of Jefferson County. Members will be vetted by the Department of Economic Opportunity Office of Broadband and appointed by the Board of County Commissioners. The members of the LTPT will consist of the individuals representing the following sectors identified in Section 288.9961(4)(b), Florida Statutes:

1. Libraries
2. K-12 Education
3. Colleges and Universities
4. Local Health Care Providers
5. Private Businesses

6. Community Organizations
7. Economic Development Organizations
8. Local Governments
9. Tourism
10. Parks and Recreation
11. Agriculture

(C) **Chair.** The LTPT Team Leader as designated to the Department of Economic Opportunity will serve as the Chair of the LTPT.

(D) **Meetings.** The LTPT will meet annually or more frequently as directed by the LTPT Chair. Failure to attend three consecutive meetings will result in removal from the LTPT.

(E) **Terms.** The first seven Members appointed to the LTPT will serve 5, 4, 4, 4, 3, 3, and 3 years, respectively from the date of their appointments. The terms of the remaining members will be 2 years from the date of their appointments. Vacancies occurring during a term will be filled for the unexpired term. Each member will hold office until his or her successor has been appointed.

(F) **Minutes.** The Jefferson County Clerk will be responsible for taking and maintaining minutes of the meetings of the LTPT and keeping such minutes on file and available for public inspection.

(G) **Bylaws.** These Bylaws may be amended by recommendation of the LTPT and approval of the Board of County Commissioners

(H) **Sunshine and Public Records Law.** All meetings of the LTPT shall open to the public in accordance with Florida’s Government-in-the-Sunshine Law, Section 286.011, Florida Statutes. All records of the LTPT are public records pursuant to Florida’s Public Records Law, Chapter 119, Florida Statutes.

SECTION 4. The Jefferson County Board of County Commissioners hereby makes the following appointments to the LTPT, subject to approval by the Department of Economic Opportunity, Office of Broadband:

Appointee	Representing	Term Length
Natalie Binder	Libraries	3 Years
Eydie Triquet or Designee	K-12 Education	3 Years
OJ Sloan	Colleges and Universities	2 Years
Kimberly Albritton	Local Health Care Providers	2 Years
Brian Barfield	Private Businesses	3 Years
Gene Hall	Community Organizations	2 Years
Shannon Metty	Economic Development Organizations	4 Years
Betsy Barfield*	Local Governments	5 Years
Katrina Richardson	Tourism	4 Years
Mike Holm	Parks and Recreation	4 Years
Cetta Barnhart	Agriculture	2 Years

*Designated Team Leader and Chair

SECTION 5. This Resolution shall become effective immediately upon adoption.

PASSED AND DULY ADOPTED at the meeting of the Board of County Commissioners of Jefferson County, Florida on the ____ day of _____, 2022.

BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA

Gene Hall, Chair

ATTEST:

Kirk Reams
Clerk of the Circuit Court

APPROVED AS TO FORM:

Heather J. Encinosa, Esq.
County Attorney

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
OFF SYSTEM PROJECT MAINTENANCE AGREEMENT

This Off System Project Maintenance Agreement (“Agreement”) is between the State of Florida Department of Transportation (“DEPARTMENT”), and Jefferson County, Florida, a political subdivision of the State of Florida (“LOCAL AGENCY”). The DEPARTMENT and the LOCAL AGENCY are sometimes referred to in this Agreement as a “Party” and collectively as the “Parties.”

RECITALS

1. State funding is available for the costs of SR 8 (I-10) Jefferson County Rest Areas Wastewater Treatment Plant and Sprayfield Expansion pursuant to Title 23, United States Code; and
2. The DEPARTMENT is preparing to undertake a project within the LOCAL AGENCY identified and known to the Parties by Financial Project No: 222669-2, which will be of benefit to the LOCAL AGENCY (“PROJECT”); and
3. The PROJECT, or a portion of the PROJECT, is being performed on Thomas Road beginning at the end of the existing pavement and Hendry Tram Road to the proposed sprayfield site in Jefferson County, Florida, roads not on the State Highway System; and
4. The PROJECT requires agreement by the LOCAL AGENCY to maintain the PROJECT, or the portion of the PROJECT, that is located on the LOCAL AGENCY’S right-of-way; and
5. The LOCAL AGENCY, by Resolution No: _____, dated _____, 2022, a copy of which is attached hereto and made a part hereof, has authorized the _____ to execute this Agreement.

NOW THEREFORE, in consideration of the mutual benefits to be derived by the terms of this Agreement, the Parties hereby agree as follows:

6. The recitals in paragraphs 1-5 above are true and correct and are made a part of this Agreement.
7. The DEPARTMENT shall be responsible for grading the ditches along both sides of the road and compacting the roadbed to firm and unyielding; installing approximately one (1) foot of fill material in locations that currently flood to bring up the road grade; installing Optional Base Group 6 (8” of limerock) approximately eighteen (18) feet wide for the length of the PROJECT to provide a more stable surface to travel; and other minor drainage improvements as needed. The DEPARTMENT shall have final decision authority with respect to the design, design review process and construction of the PROJECT. The LOCAL AGENCY shall cooperate with and shall support the DEPARTMENT’S work efforts in these regards.

8. The LOCAL AGENCY hereby appoints the DEPARTMENT as its agent for purposes of the notification, construction, reconstruction, and relocation of utilities under Sections 337.401, 337.402, 337.403, and 337.404, Florida Statutes. The LOCAL AGENCY agrees to fully cooperate with the DEPARTMENT in the construction, reconstruction and relocation of utilities that may be located within the existing or acquired right-of-way. The Parties agree to meet on a periodic basis, as determined to be necessary by the DEPARTMENT, during the planning, design, construction, and post-construction phase to identify, plan and to relocate utilities. The responsibility for the costs associated with the relocation of utilities shall be based on Florida law as it relates to said matters. The Parties agree that if existing utilities owned by the LOCAL AGENCY are required to be reconstructed or relocated as a result of the PROJECT that the costs associated therewith shall be deemed to be a cost of the PROJECT to be paid for the by the LOCAL AGENCY.
9. The LOCAL AGENCY agrees to maintain the PROJECT in perpetuity according to DEPARTMENT standards.
10. The LOCAL AGENCY acknowledges and agrees that LOCAL AGENCY'S right-of-way, and the improvements located within the LOCAL AGENCY right-of-way, are and will remain under the ownership of the LOCAL AGENCY and that the DEPARTMENT will not have any ownership interest in the right-of-way, improvements located thereon. Additionally, the DEPARTMENT'S right-of-way, and the improvements located within the DEPARTMENT'S right-of-way, are and will remain under the ownership of the DEPARTMENT and the LOCAL AGENCY will not have any maintenance responsibilities nor ownership interest in the right-of-way, improvements located thereon. Notwithstanding the requirements hereof, the DEPARTMENT is authorized to temporarily use the LOCAL AGENCY existing right-of-way for construction of the PROJECT and maintenance during construction shall be the responsibility of the DEPARTMENT and its contractor.
11. Upon completion of the PROJECT, the DEPARTMENT shall issue a Notice of Final Acceptance to the contractor with a copy of said notice being provided to the LOCAL AGENCY. Upon issuance of the Notice of Final Acceptance, the LOCAL AGENCY shall be immediately responsible for the perpetual maintenance of the PROJECT or the portion of the PROJECT that is located on the LOCAL AGENCY'S right-of-way. The DEPARTMENT shall also have the right to assign interim maintenance responsibility to the LOCAL AGENCY for specified portions of the PROJECT before the issuance of the Notice of Final Acceptance. Said assignment of maintenance responsibility shall be sent by the DEPARTMENT to the LOCAL AGENCY in writing with sufficient description to place the LOCAL AGENCY on notice of the interim maintenance responsibility. Notwithstanding the issuance of the Notice of Final Acceptance, the DEPARTMENT shall have the right to assure completion of any punch list by the contractor. Additionally, the LOCAL AGENCY understands and agrees that the DEPARTMENT shall transfer all permits to the LOCAL AGENCY as the operational maintenance entity and the LOCAL AGENCY agrees to accept said transfer and to become fully responsible to comply with all operational and maintenance conditions of the permits.

12. This Agreement shall become effective as of the date both Parties hereto have executed the Agreement and shall continue in full force and effect until the PROJECT is completed by the DEPARTMENT and the improvements have been turned over to the LOCAL AGENCY by the DEPARTMENT by formal notice from the DEPARTMENT. The DEPARTMENT reserves the right to unilaterally cancel its performance hereunder if it determines that it is in the best interest of the public to do so. This discretion shall include but shall not be limited to budgetary and bid cost considerations.
13. The DEPARTMENT may unilaterally cancel this Agreement for refusal by the LOCAL AGENCY to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes and made or received by the LOCAL AGENCY in conjunction with this Agreement.
14. It is understood that the DEPARTMENT's participation in said PROJECT is subject to Legislative approval of the DEPARTMENT's appropriation request in the work program year that the PROJECT is scheduled.
15. The DEPARTMENT's performance and obligations to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the DEPARTMENT's funding for this PROJECT is in multiple years, funds approved from the DEPARTMENT'S Comptroller must be received every year prior to costs being incurred.
16. In the event this Agreement is in excess of \$25,000.00 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes are hereby incorporated:

"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000.00 and which have a term for a period of more than 1 year."
17. This Agreement shall be governed by the laws of the State of Florida. Any provision hereof found to be unlawful or unenforceable shall be severable and shall not affect the validity of the remaining portions hereof.

18. To the extent permitted by law, LOCAL AGENCY shall indemnify, defend, and hold harmless the DEPARTMENT and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission or negligent act by LOCAL AGENCY, its agents, or employees, during the performance of the Agreement, except that neither LOCAL AGENCY, its agents, or its employees will be liable under this paragraph for any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission, or negligent act by the DEPARTMENT or any of its officers, agents, or employees during the performance of the Agreement. Nothing herein shall be deemed a waiver of the rights of sovereign immunity of either Party.

19. In the event there are cost overruns, supplemental agreements (specifically incurred in the areas located off the State Highway System), and or liquidated damages not eligible to be paid for by federal funds due to the Federal Highway Administration determining that said costs are non-participating costs, the LOCAL AGENCY shall be responsible for one-hundred percent (100%) of the funds required to make up the shortfall not paid by federal funds. The PROJECT is off of the "State Highway System," therefore, in accordance with Section 339.08(1), F.S., State funding cannot be used for payments of non-participating costs on this PROJECT. (Examples of non-participating items could be fishing piers; premium costs due to design or CEI errors or omissions; material or equipment called for in the plans but not used in the construction, as referenced in the Federal Aid Policy Guide 23, CFR Section 635.120).

Should such shortfalls occur due to a determination that said costs are non-participating, the LOCAL AGENCY agrees to provide, without delay, a deposit within fourteen (14) calendar days of notification from the DEPARTMENT, to ensure that cash on deposit with the DEPARTMENT is sufficient to fully fund the shortfall. The DEPARTMENT shall notify the LOCAL AGENCY as soon as it becomes apparent there is a shortfall; however, failure of the DEPARTMENT to so notify the LOCAL AGENCY shall not relieve the LOCAL AGENCY of its obligation to pay for its full participation of non-participating costs during the PROJECT and on final accounting, as provided herein below. If the LOCAL AGENCY cannot provide the deposit within fourteen (14) days, a letter must be submitted to and approved by the DEPARTMENT'S contract manager indicating when the deposit will be made. The LOCAL AGENCY understands the request and approval of the additional time could delay the PROJECT, and additional non-participating costs may be incurred due to the delay of the PROJECT.

The DEPARTMENT intends to have its final and complete accounting of all costs incurred in connection with the work performed hereunder within three hundred sixty days (360) of final payment to the Contractor. The DEPARTMENT considers the PROJECT complete when the final payment has been made to the Contractor, not when the construction work is complete. All non-participating Project cost records and accounts shall be subject to audit by a representative of the LOCAL AGENCY for a period of three (3) years after final close out of the PROJECT. The LOCAL AGENCY will be notified of the final non-participating cost of the PROJECT. Both Parties agree that in the event the final accounting of total non-participating costs pursuant to the terms of this Agreement is less than the total deposits to

date, a refund of the excess will be made by the DEPARTMENT to the LOCAL AGENCY. If the final accounting is not performed within three hundred and sixty (360) days, the LOCAL AGENCY is not relieved from its obligation to pay.

In the event the final accounting of total non-participating costs are greater than the total deposits to date, the LOCAL AGENCY will pay the additional amount within forty (40) calendar days from the date of the invoice from the DEPARTMENT. The LOCAL AGENCY agrees to pay interest at a rate as established pursuant to Section 55.03, F.S., on any invoice not paid within forty (40) calendar days until the invoice is paid.

Any payment of funds under this Agreement provision will be made directly to the DEPARTMENT for deposit.

20. LOCAL AGENCY: Jefferson County, Florida

- a) Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the LOCAL AGENCY during the term of the contract; and
- b) Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

21. All notices required pursuant to the terms hereof may be sent by first class United States Mail, facsimile transmission, hand delivery or express mail and shall be deemed to have been received by the end of five business days from the proper sending thereof unless proof of prior actual receipt is provided. Each Party hereto shall have the continuing obligation to notify each other of the appropriate persons for notices to be sent to pursuant to the terms of this agreement. Unless otherwise notified in writing, notices shall be sent to the following:

LOCAL AGENCY: Shannon Metty
Interim County Manager
445 West Palmer Mill Road
Monticello, FL 32344

DEPARTMENT: John Whittington, P.E.
Assistant Consultant Project Management Engineer
1074 Highway 90
Chipley, FL 32428

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the dates exhibited by the signatures below.

DEPARTMENT:

LOCAL AGENCY:

**STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION**

**Jefferson County, a political
subdivision of the State of Florida**

By: Phillip Gainer, P.E.
Title: District Three Secretary

By: Gene Hall
Title: Chairman

Date: _____

Date: _____

Attest: _____

Attest: _____

Legal Review:

Legal Review:

Office of the General Counsel

RESOLUTION NO. _____

A RESOLUTION OF THE JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS, APPROVING AN OFF SYSTEM PROJECT MAINTENANCE AGREEMENT WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION FOR IMPROVEMENTS ON THOMAS ROAD AND HENDRY TRAM ROAD; AUTHORIZING THE CHAIRMAN TO EXECUTE THE AGREEMENT AND ASSOCIATED DOCUMENTS RELATED TO THE PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida Department of Transportation and Jefferson County desire to facilitate identified improvements to Thomas Road and Hendry Tram Road in conjunction with the expansion of the SR 8 (I-10) Jefferson County Rest Areas Wastewater Treatment Plan and Sprayfield; and

WHEREAS, the State of Florida Department of Transportation has requested Jefferson County to execute and deliver to the State of Florida Department of Transportation an Off System Project Maintenance Agreement for the aforementioned project, FPN 222669-2; and

WHEREAS, the Jefferson County Board of County Commissioners determines this project is in the best interest of the citizens of Jefferson County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, that:

SECTION 1. RECITALS. The above recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. APPROVAL OF MAINTENANCE AGREEMENT.

(A) The State of Florida Department of Transportation Off System Maintenance Agreement, Final Project No: 222669-2, relating to improvements to Thomas Road and Hendry Tram Road in conjunction with the expansion of the SR 8 (I-10) Jefferson County

Rest Areas Wastewater Treatment Plan and Sprayfield, which is attached hereto, is hereby approved.

(B) The chairman of the Jefferson County Board of County Commissioners is hereby authorized to make, execute, and deliver to the State of Florida Department of Transportation the Maintenance Agreement for the aforementioned project.

SECTION 3. EFFECTIVE DATE. This Resolution shall become effective upon its adoption.

PASSED AND DULY ADOPTED at the meeting of the Board of County Commissioners of Jefferson County, Florida on the ____ day of _____, 2022.

**BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA**

Gene Hall, Chair

ATTEST:

Clerk of the Circuit Court

APPROVED AS TO FORM:

Heather J. Encinosa, Esq.