



**Annual Financial Report**

**Year Ended September 30, 2023**

**ANNUAL FINANCIAL REPORT**  
**OF**  
**CLEARWATER DOWNTOWN DEVELOPMENT BOARD**  
**YEAR ENDED SEPTEMBER 30, 2023**

**PREPARED BY:**

**CLEARWATER DOWNTOWN DEVELOPMENT BOARD**

**CLEARWATER DOWNTOWN DEVELOPMENT BOARD**

**ANNUAL FINANCIAL REPORT**

**YEAR ENDED SEPTEMBER 30, 2023**

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**INTRODUCTORY SECTION**

**CLEARWATER DOWNTOWN DEVELOPMENT BOARD**

**BOARD MEMBERS**

Chairman	Keanan Kintzel
Vice Chairman	Terry Novitsky
Secretary	Chiara Zaniboni
Treasurer	Festus Porbeni
Board Member	Ray Cassano
Board Member	Shahab Emrani
Board Member	Jennifer Frazier

**EX-OFFICIO MEMBERS**

City of Clearwater Councilmember	Mark Bunker
City of Clearwater Councilmember	Lina Teixeira

## **FINANCIAL SECTION**

*This section contains the following subsections:*

**Independent Auditor's Report**

**Management's Discussion and Analysis**

**Basic Financial Statements**

**INDEPENDENT AUDITOR'S REPORT**



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## **INDEPENDENT AUDITOR’S REPORT**

Board Members  
Clearwater Downtown Development Board  
Clearwater, Florida

### **Report on the Audit of the Financial Statements**

#### **Opinions**

We have audited the accompanying financial statements of the governmental activities and general fund of the Clearwater Downtown Development Board as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Clearwater Downtown Development Board’s basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and general fund of the Clearwater Downtown Development Board, as of September 30, 2023, and the respective changes in financial position and budgetary comparison information for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinions**

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

#### **Responsibilities of Management for the Financial Statements**

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Clearwater Downtown Development Board’s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.



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

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Clearwater Downtown Development Board's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Clearwater Downtown Development Board's ability to continue as a going concern for a reasonable period of time.

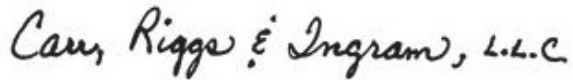
We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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. 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 Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 11, 2024, on our consideration of the Clearwater Downtown Development Board’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 solely 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 Clearwater Downtown Development Board’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 Clearwater Downtown Development Board’s internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Carr, Riggs & Ingram, L.L.C." in a cursive script.

CARR, RIGGS & INGRAM, LLC  
Clearwater, Florida  
March 11, 2024

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

## Management's Discussion and Analysis

As management of the Clearwater Downtown Development Board, we offer readers of the Clearwater Downtown Development Board's financial statements this narrative overview and analysis of the financial activities of the Clearwater Downtown Development Board for the fiscal year ended September 30, 2023, with comparisons to prior year performance. We encourage readers to consider the information presented here in conjunction with the statements and related notes contained in the Financial Section.

### Financial Highlights

The assets of the Clearwater Downtown Development Board exceeded its liabilities as of September 30, 2023 by \$701,846 (*net position*). All of this amount is unrestricted and may be used to meet the government's ongoing obligations to citizens and creditors.

The Clearwater Downtown Development Board's total net position increased by \$26,806 during the fiscal year ended September 30, 2023. Expenditures increased \$213,325 primarily due to an increase of \$143,402 in the Marketing category resulting from increased special event grant activity; an increase of \$23,975 in the Business Assistance category due increased costs for holiday lighting and increased business assistance grant activity; a decrease of \$4,450 in Policy and Project Work due to no policy and project work completed in fiscal 2023; an increase of \$14,924 in the Staff and Office Administration category due to increased legal fees resulting from contract development and review, phone consultations with board members and legal research; and an increase of \$35,474 in the Fixed Payments category due to an increase in the tax increment payment to the Community Redevelopment Agency resulting from increased property values within the DDB district.

Program revenues increased \$34,299 primarily due to increased intergovernmental revenues from the Community Redevelopment Agency resulting from increased property values within the DDB district. General revenues increased \$112,638 due to an increase of \$77,080 in investment income due to increased market valuation of investments, in addition to increased property tax revenues of \$35,558 resulting from increased property tax values.

### Overview of Financial Statements

This discussion and analysis are intended to serve as an introduction to the Clearwater Downtown Development Board's basic financial statements. The Clearwater Downtown Development Board's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

### Government-Wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the Clearwater Downtown Development Board's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Clearwater Downtown Development Board's assets and liabilities, with the differences between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Clearwater Downtown Development Board is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenditures are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

## **Fund Financial Statements**

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Clearwater Downtown Development Board, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Clearwater Downtown Development Board activity is accounted for in a single fund, the General Fund.

*Governmental funds* are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Clearwater Downtown Development Board adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this requirement.

## **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

## Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Clearwater Downtown Development Board, assets exceeded liabilities by \$701,846 at the close of the most recent fiscal year. The following table provides a summary of the Clearwater Downtown Development Board's net position:

### Clearwater Downtown Development Board Summary of Net Position

September 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
<b>Assets:</b>		
Current and other assets	\$ 685,186	\$ 640,852
Due from other governments	2,947	2,854
Loan receivable from Community Redevelopment Agency	<u>48,000</u>	<u>48,000</u>
Total assets	<u>736,133</u>	<u>691,706</u>
<b>Liabilities:</b>		
Current and other liabilities	<u>34,287</u>	<u>16,666</u>
Total liabilities	<u>34,287</u>	<u>16,666</u>
<b>Net position:</b>		
Unrestricted	<u>701,846</u>	<u>675,040</u>
Total net position	<u>\$ 701,846</u>	<u>\$ 675,040</u>

The following table provides a summary of the Clearwater Downtown Development Board's changes in net position for the years ended September 30, 2023 and 2022:

**Clearwater Downtown Development Board  
Summary of Changes in Net Position**

**Years Ended September 30, 2023 and 2022**

	<b>2023</b>	<b>2022</b>
<b>Revenues:</b>		
Program revenues:		
Charges for services	\$ 2,877	\$ 2,854
Intergovernmental	335,643	301,367
General revenues:		
Property taxes	456,622	421,064
Investment earnings (loss)	19,150	(57,930)
	814,292	667,355
<b>Expenses:</b>		
Marketing	255,291	111,889
Business Assistance	55,603	31,628
Policy and project work	-	4,450
Staff and office administration	117,123	102,199
Fixed payments	359,469	323,995
Total expenses	787,486	574,161
Change in net position	26,806	93,194
Beginning net position	675,040	581,846
Ending net position	\$ 701,846	\$ 675,040

## Governmental Activities

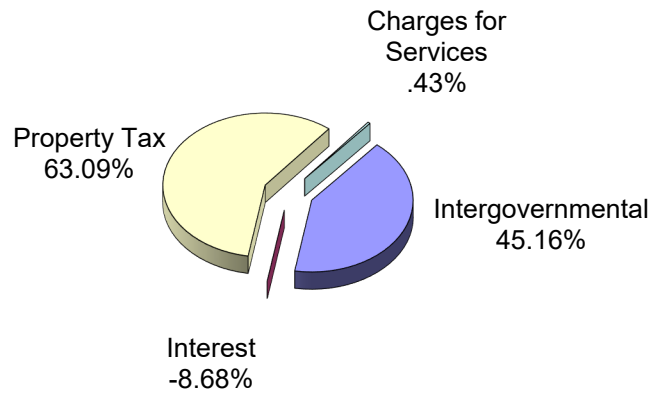
The increase in governmental activities *net position* in fiscal 2023 totaled \$26,806 as compared to an increase in net position of \$93,194 in fiscal 2022. Key elements of this change are as follows:

- Total expenses increased \$213,325 (37.2%) primarily due to an increase of \$143,402 (128.2%) in the Marketing category resulting from increased special event grant activity; an increase of \$23,975 (75.8%) in the Business Assistance category due increased costs for holiday lighting and increased business assistance grant activity; a decrease of \$4,450 (100.0%) in Policy and Project Work due to no policy and project work completed in fiscal 2023; an increase of \$14,924 (14.6%) in the Staff and Office Administration category due to increased legal fees resulting from contract development and review, phone consultations with board members and legal research; and an increase of \$35,474 (11.0%) in the Fixed Payments category due to an increase in the tax increment payment to the Community Redevelopment Agency resulting from increased property values within the DDB district.
- Total program revenues increased \$34,299 (11.3%) primarily due to increased intergovernmental revenues from the Community Redevelopment Agency resulting from increased property values within the DDB district.
- Total general revenues increased \$112,638 (31.0%) due to an increase of \$77,080 (133.1%) in investment income due to increased market valuation of investments, in addition to increased property tax revenues of \$35,558 (8.4%) resulting from increased property tax values.

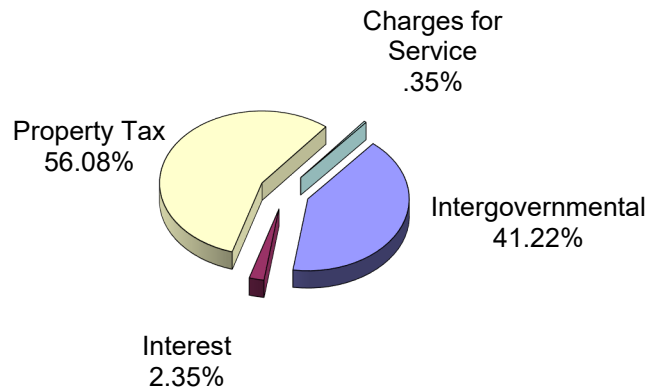


**Governmental Revenues by Sources  
Fiscal 2023 in Comparison to Fiscal 2022**

**Revenues by Sources for the Year Ended  
September 30, 2022**

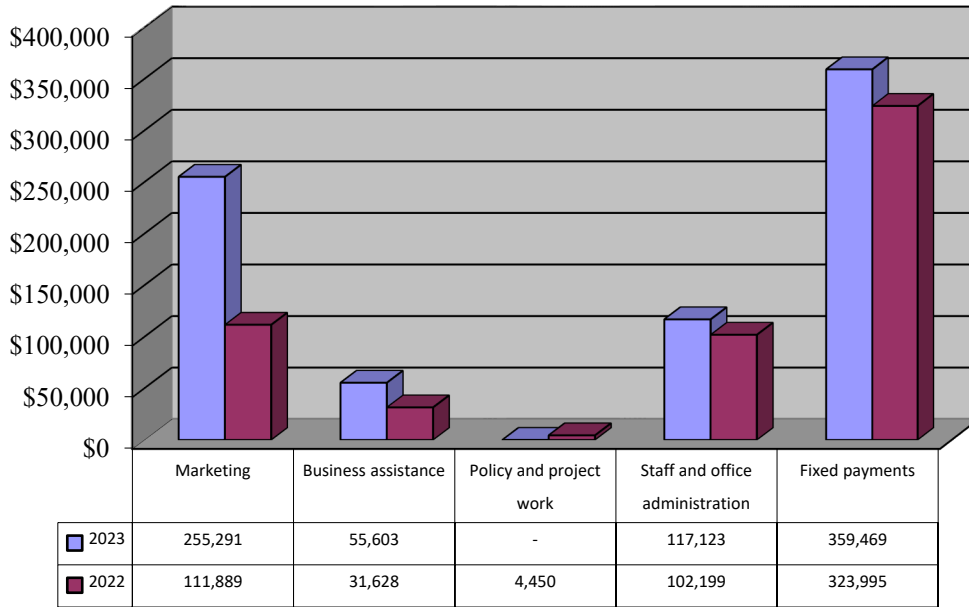


**Revenues by Sources for the Year Ended  
September 30, 2023**



**Governmental Functional Expenses  
Fiscal 2023 in Comparison to Fiscal 2022**

**Expenses for FY 2023 in comparison to FY 2022**



**Financial Analysis of the Clearwater Downtown Development Board’s General Fund**

As noted earlier, the Clearwater Downtown Development Board uses *fund accounting* to ensure and demonstrate compliance with finance related requirements.

**Governmental Fund**

The focus of the Clearwater Downtown Development Board’s general fund is to provide information on near term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Clearwater Downtown Development Board’s financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government’s net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Clearwater Downtown Development Board’s general fund reported an ending fund balance of \$701,846, an increase of \$26,806 for fiscal 2023 in comparison with an increase of \$93,194 for the prior year. The balances reported in the general fund are identical to those reported in the government-wide financial statements because there are no differences between the accrual basis of accounting and the modified accrual basis of accounting reported in these financial statements.

Other than the *nonspendable* portion, the fund balance is *unassigned*, and available for spending at the government’s discretion.

## **General Fund Budgetary Highlights**

*Final budgeted* General Fund revenues are the same as *original budgeted* revenues.

*Final budgeted* General Fund expenditures are \$518,396 greater than *original budgeted* expenditures.

Total *actual* expenditures were less than *final budgeted expenditures* in the amount of \$516,440, due to expenditures being less than anticipated in all categories except Staff and Office Administration, which exceeded budget in the amount of \$6,619 due to greater than anticipated legal fees resulting from contract development and review, phone consultations with board members and legal research.

## **Long-Term Debt**

The Clearwater Downtown Development Board has no long-term debt as of September 30, 2023.

## **Economic Factors and Next Year's Budgets and Rates**

Factors considered in preparing the Clearwater Downtown Development Board's budget for fiscal year 2024 included:

- Property values, including real property and tangible personal property, increased 5.83% for fiscal year 2024, from \$487 million to \$516 million. This is the eleventh consecutive increase that the Clearwater Downtown Development Board has recognized.
- The approved millage rate of .9700 mills for fiscal year 2024 has been in place since fiscal year 2018, when it was increased .0049 mills from the fiscal year 2017 millage of .9651 mills.
- The Community Redevelopment Agency of the City of Clearwater entered into an interlocal agreement with the Clearwater Downtown Development Board to provide personnel, administrative and management services for fiscal year 2024. This agreement has been in place since fiscal year 2000. It provides for the Clearwater Downtown Development Board to pay \$84,357 for these services in fiscal year 2024, an increase of 3.5% over the previous year. It also provides for the Community Redevelopment Agency to return the tax increment payment made pursuant to Florida Statue 163.387 to the Clearwater Downtown Development Board in exchange for the performance of certain responsibilities and functions consistent with and in furtherance of the Downtown Redevelopment Plan.

## **Request for Information**

This financial report is designed to provide a general overview of the Clearwater Downtown Development Board's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the City of Clearwater, Finance Department, 100 S. Myrtle Avenue, Clearwater, Florida 33756-5520.

**BASIC FINANCIAL STATEMENTS**

**CLEARWATER DOWNTOWN DEVELOPMENT BOARD**

**Statement of Net Position – Governmental Activities**

**September 30, 2023**

<b>Assets</b>	
Cash and cash equivalents	\$ 683,267
Interest receivable	1,919
Due from other governments	2,947
Loan receivable from Community Redevelopment Agency	<u>48,000</u>
Total assets	<u>736,133</u>
<b>Liabilities</b>	
Accounts payable	<u>34,287</u>
Total liabilities	<u>34,287</u>
<b>Net Position</b>	
Unrestricted	<u>701,846</u>
Total net position	<u>\$ 701,846</u>

*See accompanying Notes to Financial Statements.*

**CLEARWATER DOWNTOWN DEVELOPMENT BOARD**

**Statement of Activities – Governmental Activities**

**Year Ended September 30, 2023**

<u>Function/Program activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Government activities:				
Marketing	\$ 255,291	\$ -	\$ -	\$ (255,291)
Business assistance	55,603	-	-	(55,603)
Staff and office administration	117,123	2,877	-	(114,246)
Fixed payments	<u>359,469</u>	<u>-</u>	<u>335,643</u>	<u>(23,826)</u>
Total governmental activities	\$ <u>787,486</u>	\$ <u>2,877</u>	\$ <u>335,643</u>	<u>(448,966)</u>
General Revenues:				
Property taxes				456,622
Investment income				<u>19,150</u>
		Total general revenues		<u>475,772</u>
Change in net position				26,806
Net position, beginning of year				<u>675,040</u>
Net position, end of year				\$ <u>701,846</u>

*See accompanying Notes to Financial Statements.*

**CLEARWATER DOWNTOWN DEVELOPMENT BOARD**

**Balance Sheet  
General Fund**

**September 30, 2023**

Assets

Cash and cash equivalents	\$	683,267
Interest receivable		1,919
Due from other governments		2,947
Loan receivable from Community Redevelopment Agency		<u>48,000</u>

Total assets \$ 736,133

Liabilities and Fund Balance

Liabilities:

Accounts payable \$ 34,287

Total liabilities 34,287

Fund balance:

Nonspendable:

Loan to Community Redevelopment Agency 48,000

Unassigned 653,846

Total fund balance 701,846

Total liabilities and fund balance \$ 736,133

*See accompanying Notes to Financial Statements.*

**CLEARWATER DOWNTOWN DEVELOPMENT BOARD**

**Reconciliation of the General Fund Balance Sheet  
to the Statement of Net Position**

**September 30, 2023**

Total fund balance - general fund	\$ <u>701,846</u>
Net position of governmental activities	\$ <u><u>701,846</u></u>

*See accompanying Notes to Financial Statements.*



**CLEARWATER DOWNTOWN DEVELOPMENT BOARD**

**Statement of Revenues, Expenditures, and Changes in Fund Balance –  
General Fund**

**Year Ended September 30, 2023**

Revenues:

Property taxes	\$	456,622
Intergovernmental - Community Redevelopment Agency		335,643
Charges for services		2,877
Investment income (loss)		<u>19,150</u>
Total revenues		<u>814,292</u>

Expenditures:

Current:

Marketing		255,291
Business assistance		55,603
Staff and office administration		117,123
Fixed payments		<u>359,469</u>

Total expenditures 787,486

Excess of revenues over expenditures 26,806

Fund balance, beginning of the year 675,040

Fund balance, end of the year \$ 701,846

*See accompanying Notes to Financial Statements.*

**CLEARWATER DOWNTOWN DEVELOPMENT BOARD**

**Reconciliation of the Change in Fund Balance  
of the General Fund to the  
Statement of Activities**

**Year Ended September 30, 2023**

Net change in fund balance - total general fund	\$ <u>26,806</u>
Change in net position of governmental activities	\$ <u><u>26,806</u></u>

*See accompanying Notes to Financial Statements.*

**CLEARWATER DOWNTOWN DEVELOPMENT BOARD**

**Statement of Revenues, Expenditures and Changes in Fund Balance –  
Budget and Actual – General Fund**

**Year Ended September 30, 2023**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>With Final Budget - Positive (Negative)</u>
Revenues:				
Property taxes	\$ 448,887	\$ 448,887	\$ 456,622	\$ 7,735
Intergovernmental - Community Redevelopment Agency	335,643	335,643	335,643	-
Charges for service	500	500	2,877	2,377
Investment income (loss)	500	500	19,150	18,650
<b>Total revenues</b>	<u>785,530</u>	<u>785,530</u>	<u>814,292</u>	<u>28,762</u>
Expenditures:				
Current:				
Marketing	206,814	510,210	255,291	254,919
Business assistance	85,466	185,466	55,603	129,863
Policy and project work	22,049	22,049	-	22,049
Future initiatives	-	115,000	-	115,000
Staff and office administration	110,504	110,504	117,123	(6,619)
Fixed payments	360,697	360,697	359,469	1,228
<b>Total expenditures</b>	<u>785,530</u>	<u>1,303,926</u>	<u>787,486</u>	<u>516,440</u>
Net change in fund balance	-	(518,396)	26,806	545,202
Fund balance, beginning of year	<u>675,040</u>	<u>675,040</u>	<u>675,040</u>	<u>-</u>
Fund balance, end of year	\$ <u><u>675,040</u></u>	\$ <u><u>156,644</u></u>	\$ <u><u>701,846</u></u>	\$ <u><u>545,202</u></u>

*See accompanying Notes to Financial Statements.*

# CLEARWATER DOWNTOWN DEVELOPMENT BOARD

## Notes to Financial Statements

September 30, 2023

### (1) Summary of Significant Accounting Policies

The Clearwater Downtown Development Board (DDB) maintains its accounting records in accordance with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the DDB's accounting policies are described below.

The DDB is a political subdivision of the State of Florida, located in Pinellas County in the west central portion of the State. The DDB was incorporated in 1970 under the provisions of the Laws of Florida, Chapter 70-635 under a Board of Trustees (Board) Structure.

The City of Clearwater, Florida created the Clearwater Downtown Development Board Special Taxing District through a special referendum election held on February 9, 1971. The purpose of the referendum was to ratify the adoption of Chapter 70-635, Special Acts of Florida of 1970. The provisions of the Act permit the downtown real property owners of the City to tax themselves by voting to establish a Special Downtown Tax District. The DDB's Board is elected by the residents and freeholders of the tax district.

On December 16, 1993 the City Commission of the City of Clearwater adopted Ordinance No. 5510-93. With this ordinance the City Commission established that the Clearwater Community Redevelopment Agency (CRA) shall have the primary responsibility for planning and implementing downtown redevelopment. The City Commission further declared that the powers of the DDB are to function as an aid to the CRA.

#### (a) Reporting Entity

The Governmental Accounting Standards Board requires that these financial statements disclose any component units of the Clearwater Downtown Development Board. Component units generally are legally separate entities for which a primary government is financially accountable. In addition, the primary government is able to impose its will upon the component unit, or there is a possibility that the component unit may provide specific financial benefits or impose specific financial burdens on the primary government. The Board has determined that the DDB does not have any component units.

#### (b) Government-Wide and Fund Financial Statements

The government-wide financial statements (the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. Governmental activities normally are supported by taxes and intergovernmental revenues.

## CLEARWATER DOWNTOWN DEVELOPMENT BOARD

### Notes to Financial Statements - Continued

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is 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 function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for the governmental fund. Since the governmental fund financial statements are presented on a different measurement focus and basis of accounting than the government-wide statements' governmental activities column, a reconciliation is presented on the page following each statement, which briefly explains the adjustments necessary to reconcile the fund based financial statements to the governmental activities column of the government-wide presentation.

(c) **Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Interest income associated with the current fiscal period is considered to be susceptible to accrual and so has been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the DDB.

The DDB reports the following major governmental fund:

The general fund is the government's primary operating fund. It accounts for all financial resources of the general government.

## CLEARWATER DOWNTOWN DEVELOPMENT BOARD

### Notes to Financial Statements - Continued

(d) **Budgets**

Annual appropriated budgets are legally adopted by the Board on a basis consistent with generally accepted accounting principles for the General Fund. The budget is controlled at the individual line item level. The Board is authorized to transfer budget amounts within the General Fund. In instances where budget appropriations and estimated revenues have been revised during the year, budget data presented in the financial statements represent final authorized amounts. Encumbrances outstanding at year-end are reappropriated as part of the subsequent year's budget.

(e) **Encumbrances**

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund. There are no encumbrances as of September 30, 2023.

(f) **Cash and Investments**

The DDB does not currently maintain accounts with either financial institutions or brokerages titled under its name. Cash and cash equivalents as presented in these financial statements reflects the DDB's equity in the City of Clearwater's (City's) pooled cash and investments and for purposes of these financial statements are considered demand deposits. All investments are governed by the City's Investment Policy, which is adopted by the Clearwater Downtown Development Board by resolution.

Investments with original maturities of three months or less are considered to meet the definition of cash equivalents. The majority of the investments in which the City's funds have equity are held by the City's consolidated pool of cash and investments.

The City utilizes a consolidated cash pool to account for cash and investments of all City funds other than those which are required by ordinance to be physically segregated. The DDB is a participant in the City's pooled cash and investments program. The consolidated cash pool concept allows each participating fund to benefit from the economies of scale and improved yield which are inherent to a larger investment pool. Formal accounting records detail the individual equities of the participating funds. The cash pool utilizes a single checking account for all receipts and disbursements.

Since fund equities in this cash management pool have the general characteristics of demand deposits in that additional funds may be deposited at any time and also funds may be withdrawn at any time without prior notice or penalty, each fund's equity account is considered a cash equivalent regardless of the maturities of investments held by the pool.

(g) **Fund Balance**

The Downtown Development Board classifies the elements of fund balance in accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definition*.

**CLEARWATER DOWNTOWN DEVELOPMENT BOARD**

**Notes to Financial Statements - Continued**

The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which the Board is bound to observe constraints imposed upon the use of the resources reported in the general fund. Each classification of fund balance is based on the relative strength of the constraints that control how specific amounts can be spent. The order of spending would follow the same hierarchy; that is, if an amount for a specific purpose is categorized as restricted or committed, then spending for such purpose would come from that classification before any lower classification.

*Nonspendable* fund balance represents amounts that cannot be spent, such as inventories, prepaid amounts, property held for resale, long-term notes receivable and amounts legally or contractually required to remain intact. The \$48,000 nonspendable fund balance relates to a loan receivable from the Community Redevelopment Agency as described in Note 9.

*Restricted* fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

*Committed* fund balance includes amounts that can be used only for the specific purposes determined by the highest level of legal authority of the Board, a resolution, and can only be changed by the same action.

*Assigned* fund balance includes amounts that are intended to be used by the Board for specific purposes but do not meet the criteria to be classified as restricted or committed because they are supported by management’s intent rather than a formal action of the Board Members.

*Unassigned* fund balance represents the residual amount of fund balance not contained in the other classifications.

On January 11, 2023, the DDB adopted a minimum fund balance policy to set the minimum total unassigned fund balance threshold at \$75,000.

**(2) Deposits and Investments**

Cash and cash equivalents as of September 30, 2023 are as follows:

Demand deposits (pooled cash and investments)	<u>\$683,267</u>
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Interest Rate Risk

As a means of limiting exposure to fair value losses arising from rising interest rates, the City’s pooled cash investment policy prohibits investments in securities maturing more than fifteen years from the date of purchase, unless matched to a specific cash flow requirement. Additionally, the policy allows no more than 10% of the portfolio to have maturities in excess of ten years unless specifically matched against a debt or obligation, and the policy requires that the weighted average maturity be three years or less, except for temporary situations due to market conditions and/or cash needs when the average maturity may exceed three years but shall not exceed four years.

## CLEARWATER DOWNTOWN DEVELOPMENT BOARD

### Notes to Financial Statements - Continued

#### Credit Risk

The City's pooled cash investment policy, in accordance with *Florida Statutes*, allows investments in direct obligations of the United States, federal agencies, debt issued by the State of Florida or any political subdivision, and commercial paper of prime quality of the highest letter and numerical rating as provided by at least one nationally recognized rating service.

#### Concentration of Credit Risk

The City's pooled cash investment policy limits the investment in any one issuer to 40% of the portfolio.

#### Custodial Credit Risk

This is the risk that the DDB would not be able to recover the value of its deposits that are in the City of Clearwater's name. Monies on deposit with financial institutions are held in qualified public depositories in the City's name pursuant to Chapter 280, Florida Statutes, which provides protection against any loss to public depositors. Consistent with the City's investment policy, investment securities are held by the City's custodian in the City's name and all purchases use the "delivery vs. payment" procedure.

### **(3) 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 County Property Appraiser and County Tax Collector.

The tax levy is established by the DDB prior to October 1 of each year and the Pinellas County Tax Collector incorporates the DDB's millage into the total tax levy, which included the Pinellas County School Board tax requirements. The millage rate assessed by the DDB was 0.9700 for the fiscal year ending September 30, 2023.

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

All taxes are due and 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. The taxes paid in March are without discount.

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



# CLEARWATER DOWNTOWN DEVELOPMENT BOARD

## Notes to Financial Statements - Continued

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

Because of the Pinellas County Tax Collector's Office efficient system for selling tax certificates and remitting the proceeds to the DDB, any delinquent uncollected property taxes at year end are immaterial. The DDB's tax calendar is the same as that of the Pinellas County Board of Commissioners and is as follows:

Valuation Date: January 1  
Levy Date: November 1  
Due Date: March 31, succeeding year  
Lien Date: April 1, succeeding year

Ad valorem tax revenues of \$456,622 for the fiscal year ended September 30, 2023 are reported in the government-wide and governmental fund financial statements.

### (4) **Budget Information**

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. On or before June 30 of each year, the Treasurer submits requests for appropriation to the Board so that a budget may be prepared. The budget is prepared by fund, function and activity, and includes information on the past year, current year estimates and requested appropriations for the next fiscal year. All annual appropriations lapse at fiscal year end.

The proposed budget is presented to the Board for review before August 1. The Board holds public hearings and may add to, subtract from, or change appropriations, but may not change the form of the budget. Any changes in the budget must be within the revenues and reserves estimated as available by the Treasurer.

Expenditures may not legally exceed budgeted appropriations at the fund level.

### (5) **Risk Management**

In an effort to reduce the rising costs of commercial insurance, the Board carefully examines insurance premium quotes and has purchased all of its coverage from commercial insurance carriers.

The DDB is exposed to various risks of loss and has purchased commercial General Liability and Director/Officer Liability insurance policies to mitigate those risks.

No claims have been filed against these policies in any of the past three fiscal years. The DDB has not had any significant coverage reductions under these policies from the prior years.

### (6) **Interlocal Agreement**

The Clearwater Downtown Development Board (DDB) entered into an interlocal agreement with the Clearwater Community Redevelopment Agency (CRA) on September 19, 2022. The term of the interlocal agreement was October 1, 2022 thru September 30, 2023.

The agreement specifies that the CRA will refund to the DDB the fiscal 2023 tax increment payment

## CLEARWATER DOWNTOWN DEVELOPMENT BOARD

### Notes to Financial Statements - Continued

received from the DDB, which totaled \$335,643 for the current fiscal year, in support of downtown redevelopment initiatives. The agreement also provides that the CRA will deduct \$81,504 from the reimbursement, to represent reimbursement to the CRA from the DDB for fiscal 2023 administrative support services provided.

**(7) Office Facilities**

The City of Clearwater provides office space in the Clearwater City Offices as well as the use of office equipment and furniture to the DDB. The City provides unlimited rent-free use of these facilities. The value of the in-kind donations has not been determined and is not recorded in these financial statements.

**(8) Contingent Liabilities and Commitments**

For the year ended September 30, 2023, the DDB did not receive any amounts from grantor agencies that are subject to audit and adjustment by grantor agencies.

The DDB has not entered into any operating leases with scheduled rent increases as of September 30, 2023.

**(9) Loan Receivable from Community Redevelopment Agency**

On September 22, 2003, the DDB entered into an interlocal agreement with the Community Redevelopment Agency (CRA). Under the terms of this agreement, the DDB agreed to loan the CRA \$48,000. The purpose of this loan was to allow the CRA to purchase property. The unsecured loan is not subject to interest and will be repaid to the DDB upon subsequent sale of the property. If the property is resold for an amount greater than the original purchase price, the DDB will receive a proportionate share (3.85%) of the profit. If the property sells for less than the original purchase price, then the DDB will be reimbursed the entire principal amount of the loan.

**(10) Subsequent Event**

On February 15, 2024, the Clearwater City Council adopted Ordinance No. 9744-24 amending the governance structure of the Downtown Development Board in order to create strategic alignment and more efficient operations involving the City, the Community Redevelopment Agency and the Downtown Development Board. The ordinance provides that beginning April 1, 2024, the five members of the City Council shall, as an additional duty in public office, also serve as voting members of the Downtown Development Board. The Mayor shall serve as the Chairperson of the Board. In addition, the City Council shall appoint or reappoint two citizens to serve as Board members alongside the five City Council members. The two citizen Board members shall either reside within the District, have a principal place of business or employment within the District, or own real property in the District, and shall serve a term of three years.

**REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS**



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**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 *GOVERNMENT AUDITING STANDARDS***

Board Members  
Clearwater Downtown Development Board  
Clearwater, 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 *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the general fund of the Clearwater Downtown Development Board (the Board), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Clearwater Downtown Development Board’s basic financial statements, and have issued our report thereon dated March 11, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Board’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Board’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.

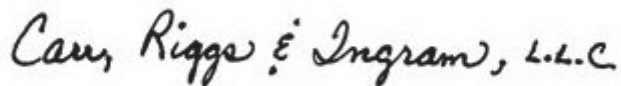
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Clearwater Downtown Development Board's financial statements are free from 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 financial statements. 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 entity'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.

A handwritten signature in black ink that reads "Carr, Riggs & Ingram, L.L.C." in a cursive style.

CARR, RIGGS & INGRAM, LLC  
Clearwater, Florida  
March 11, 2024

**MANAGEMENT LETTER**



**Carr, Riggs & Ingram, LLC**  
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727.461.7384 (fax)  
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## **INDEPENDENT AUDITOR’S MANAGEMENT LETTER**

Board Members  
Clearwater Downtown Development Board  
Clearwater, Florida

### **Report on the Financial Statements**

We have audited the financial statements of the Clearwater Downtown Development Board (the Board), as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated, March 11, 2024.

### **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 Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountant’s 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 March 11, 2024, 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 findings and recommendations made in the preceding annual financial audit report. No audit findings or recommendations were noted 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 this management letter, unless disclosed in the notes to the financial statements. This information is disclosed in the notes to the financial statements.

## Financial Condition and Management

Section 10.554(1)(i)5.a and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Board has met one of 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 Board 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 Board. It is management's responsibility to monitor the Board'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 communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

## Specific Information

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the Clearwater Downtown Development Board reported:

- a. The total number of district employees compensated in the last pay period of the district's fiscal year as -0-.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year as -0-.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as \$-0-.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$-0-.
- e. Each construction project with a total cost of at least \$65,000 approved by the district that is scheduled to begin on or after October 1 of the fiscal year being reported. The District had no such construction projects.
- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), Florida Statutes, as Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General included in the District's basic financial statements.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, the Clearwater Downtown Development Board reported:

- a. The millage rate imposed by the Board as 0.9700.
- b. The total amount of ad valorem taxes collected on behalf of the Board as \$456,622.
- c. The total amount of outstanding bonds issued by the district and the terms of such bonds as \$-0-.



**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 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, the members of the Board, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*Carr, Riggs & Ingram, L.L.C.*

CARR, RIGGS & INGRAM, LLC  
Clearwater, FL  
March 11, 2024

**INDEPENDENT ACCOUNTANTS' REPORT**



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**INDEPENDENT ACCOUNTANT’S REPORT ON COMPLIANCE  
WITH SECTION 218.415, FLORIDA STATUTES,  
LOCAL GOVERNMENT INVESTMENT POLICIES**

Board Members  
Clearwater Downtown Development Board  
Clearwater, Florida

We have examined the Clearwater Downtown Development Board’s, (the Board), compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2023. Management is responsible for the Board’s compliance with those requirements. Our responsibility is to express an opinion on the Board’s compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the Board’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. An examination involves performing procedures to obtain evidence about whether the Board 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 Board’s compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2023.

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 and should not be used by anyone other than these specified parties.

*Carr, Riggs & Ingram, L.L.C.*

CARR, RIGGS & INGRAM, LLC  
Clearwater, FL  
March 11, 2024