City of Chicago Department of Planning and Development Special Service Area (SSA) Program

Audit Report Package Transmittal Checklist

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

SSA Name and number: West Town SSA 29-2014

SSA Provider Name: West Town Chicago Chamber of Commerce

Submission Date: May 2, 2022

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

^{*}required if findings exist

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

Financial Statements
December 31, 2022 and 2021

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

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Joy L. Coombes, CPA MST

Certified Public Accountants

Independent Auditor's Report

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

Opinion

We have audited the accompanying financial statements of Special Service Area 29-2014, (SSA29-2014) (a taxing district authorized by the City of Chicago) which comprise the SSA29-2014 basic financial statements as listed in the table of contents as of and for the years ended December 31, 2022 and 2022, and the related notes to the financial statements. In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of SSA29-2014 as of December 31, 2022 and 2022, and the changes in its fund balance/net position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis of Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of SSA29-2014 and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about SSA29-2014's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures
 that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the
 effectiveness of SSA29-2014'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 SSA29-2014's ability to continue as a going concern for a reasonable
 period of time.

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

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of revenues and expenditures - budget and actual on page 10 and 11, are presented for comparison and analysis purposes only. The supplementary information is not a required part of the basic financial statements. We have not performed any auditing procedures on the budget amounts and therefore, express no opinion on them.

Joy L. Coombes, CPA MST

Joy L Coombes

Chicago, Illinois April 30, 2023

Special Service Area Number 29 - 2014 Managed by West Town Chicago Chamber of Commerce Statements of Net Position and Governmental Fund Balance Sheets December 31, 2022 and 2021

Governmental Fund Adjustments Statement of Net Position Fund Adjustments Net Position Fund Adjustments Net Position Statement of Fund Adjustments Net Position Fund Fund Fund Fund Fund Fund Fund Fun	
	10,434
Cash and cash equivalents \$ 444.706 \$ - \$ 444.706 \$ 340.434 \$ \$ 2	10,434
Oddit atta oddit oquivaletiis	,
	7,055
TIF rebate receivable 96,226 - 96,226 84,711	34,711
Total Assets <u>\$ 1,462,850</u> <u>\$ - \$ 1,462,850</u> <u>\$ 1,132,200</u> <u>\$ - \$ 1,1</u>	32,200
LIABILITIES	
	2,616
Due to City of Chicago 554 -	554 555
Due to West Town Chicago Chamber 291,781 - 291,781 85,535 -	35,535
Total Liabilities 295,947 - 295,947 128,705 - 1	28,705
DEFERRED INFLOWS	
Deferred property tax revenue 734,556 (734,556) - 707,055 (707,055)	
Total Deferred Inflows 734,556 (734,556) - 707,055 (707,055)	-
FUND BALANCE / NET POSITION	
Committed: Streetscape elements 137,854 - 137,854	-
Unassigned <u>294,493</u> <u>(294,493)</u> - <u>296,440</u> (296,440)	
Total Fund Balance 432,347 (294,493) - 296,440 (296,440)	
Total Liabilities, Deferred Inflows and Fund Balance \$ 1,462,850 \$ 1,132,200	
Net Position - Unrestricted \$ (1,029,049) \$ 1,029,049 \$ (1,003,495) \$ 1,0	3,495
Amounts reported for government activities in the statement of net position are different because:	
Total fund balance - governmental funds \$ 432,347 \$ 2	06,440
Less: Committed funds for Streetscape elements (137,854)	
Property tax revenue is recognized in the period for which levied rather than when	
"available." A portion of the property tax is deferred as it is not available in the government funds. 734,556 736,556	7,055
Total net position - governmental activities \$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	3,495

Special Service Area Number 29 - 2014 Managed by West Town Chicago Chamber of Commerce Statements of Activities and Governmental Fund, Revenues, Expenditures and Changes in Fund Balances For the Years Ended December 31, 2022 and 2021

	2022					2021						
		rnmental und	Adj	ustments		atement of Activities	Gov	ernmental Fund	Adj	ustments		atement of Activities
REVENUES												
Property taxes and interest TIF rebates	\$	755,675 11,515	\$	27,501	\$	783,176 11,515	\$	673,117 51,608	\$	27,644	\$	700,761 51,608
Bank interest		2,458		<u>-</u>		2,458		350		<u> </u>		350
Total Revenues		769,648		27,501		797,149		725,075		27,644		752,719
EXPENDITURES												
Customer attraction		135,211		-		135,211		103,294		-		103,294
Public way aesthetics		395,542		-		395,542		234,139		-		234,139
Economic business development		15,476		-		15,476		26,758		-		26,758
Public health and safety programs		7,001		-		7,001		333		-		333
SSA management		57,726		-		57,726		46,740		-		46,740
Personnel		160,639				160,639		161,307		-		161,307
Total Expenditures		771,595				771,595		572,571				572,571
Excess/(deficit) of												
Revenues over expenditures		(1,947)		27,501		25,554		152,504		27,644		180,148
Change in Net Position		(1,947)		27,501		25,554		152,504		27,644		180,148
Fund Balance/Net Position												
Beginning of the Year		296,440		707,055		1,003,495		143,936		679,411		823,347
End of the Year	\$	294,493	\$	734,556	\$	1,029,049	\$	296,440	\$	707,055	\$	1,003,495
Amounts reported for governmental activities in the statement of activities is different because:												
Net change in Fund balance - governmental fur	nds				\$	(1,947)					\$	152,504
Property tax is recognized in the year it is levied for governmental funds	d rather	than when	it is av	/ailable		27,501						27,644
Change in Net Position					\$	25,554					\$	180,148

NOTE 1 - Nature of Activities and Reporting Entity

Special Service Area 29-2014 is a taxing district authorized by the City of Chicago located in Chicago, Illinois. Its scope of services is to fund various activities to improve and enhance the West Town commercial district. The SSA is funded by property tax levied on properties within the SSA boundaries, which are collected by the Cook County Treasurer, and then distributed by the City of Chicago to the SSA.

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

NOTE 2 – Summary of Significant Accounting Policies

a. Governmental-Wide and Fund Financial Statements

The financial statements of the SSA have been prepared in conformity with accounting principles generally accepted in United States of America as applied to governmental units, hereinafter referred to as GAAP (generally accepted accounting principles). The accepted standard-setting body for establishing governmental accounting and financial reporting principles is GASB (the Governmental Accounting Standards Board). The SSA accounts for its activities in one fund, its general fund.

b. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year in which they are levied. The governmental fund financial statements are prepared on the modified accrual basis of accounting with only current assets and liabilities included on the balance sheet. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, both measurable and available to finance expenditures of the current period.

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

Available means collected within the current period or soon enough thereafter to be used to pay liabilities of the current period. Property taxes as susceptible to accrual and recognized as a receivable in the year levied. Revenue recognition is deferred unless the taxes are received within 60 days subsequent to year-end. Expenditures are recorded when the liability is incurred. The preparation of financial statements in conformity with generally accepted accounting principles accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reported period. Actual results could differ from those estimates.

c. Assets, Liabilities, and Net Position

Cash and Cash Equivalents

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

Receivables

All property tax receivables are shown net of allowances. As of December 31, 2022, and 2021, the allowance for uncollectible property tax levy is \$30,044 and \$21,145, respectively, which is approximately 3-4% of the total levy.

Fund Equity/Net Position

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned, or unassigned. Nonspendable fund balance cannot be spent because of its form. Restricted fund balance has limitations imposed by the SSA board through approval of resolutions. Assigned fund balance is a limitation imposed by a designee of the SSA board. Unassigned fund balance is the net resources in excess of what can be properly classified in one of the above four categories.

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

Fund Equity/Net Position— (continued)

When both restricted and unrestricted fund balances are available for use, it is the SSA's policy to use restricted fund balance first, then unrestricted fund balance. Furthermore, committed fund balance is reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

For the government-wide financial statements, net position is reported as invested in capital assets net of related debt, restricted or unrestricted. Invested in capital assets, net of related debt, if applicable, is comprised of the net capital asset balance less any related debt. Restricted net position is when restrictions are placed on net assets from 1) externally imposed by creditors, grantors, contributors, or laws, or regulations of other governments or 2) imposed by law through constitutional provisions or enabling legislation. The remaining net position is classified as unrestricted.

d. Subsequent Events

Subsequent events have been evaluated through April 30, 2023, which is the date the financial statements were available to be issued.

NOTE 3 – Cash and Cash Equivalents

The SSA 29-2014 maintains its cash in a bank deposit account, located in financial institution in Chicago, IL. The balance is insured by the Federal Deposit Insurance Corporation up to \$250,000. At times the balance in the bank deposit accounts may exceed federally insured limits. The Organization had not experienced any losses in such accounts, and believes it is not exposed to any significant credit risk in cash.

NOTE 4 – Property Taxes

The SSA's principal source of revenue is from real estate taxes levied on certain property located in its boundaries. Property taxes become an enforceable lien on real property on January 1 of the year it is levied. Taxes are payable in two installments in the subsequent year. The first installment is an estimate based on the prior year billed levy (55%) and is due March. The second installment is due August or 30 days from the

NOTE 4 – Property Taxes - (continued)

mailing of the tax bills, if issued later than July 1. The second installment is based on the remaining amount of the levy on file with the County. Bills are issued and collected by Cook County who remits the SSA's share to the City who then remits the monies to the SSA.

NOTE 5 - TIF Rebate Receivable

As of December 31, 2022, additional TIF Rebate funds were identified and resulted in an increase in the TIF rebate receivable balance during the year ending December 31, 2022 of \$11,515. As of December 31, 2022, and 2021, a TIF rebate receivable balance of \$96,226 and \$84,711, respectively, was identified and reported to the SSA, by the City of Chicago. TIF rebates will be received by the SSA over the remaining years in the term of this SSA.

NOTE 6 – Accounts Payable and Due to City of Chicago

Accounts payable balance at December 31, 2022 and 2021, is \$4,166 and \$42,616, respectively. These balances consist of expenses/services incurred during the respective year related to tree maintenance, litter abatement services, snow plowing and removal, decorative banners, and reimbursed costs. Amounts due to City of Chicago \$0 and \$554, this represent property tax refunds determined/reported but not yet refunded as of December 31, 2022 and 2021, respectively.

NOTE 7 – Deferred Inflows of Revenue

A deferred inflow of resources/property tax revenue represents an acquisition of fund balance that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time. The balance in deferred property tax revenue at December 31, 2022 and 2021, reflective of the 2022 and 2021 levy, is \$734,556 and \$707,055, respectively.

NOTE 8 – Fund Equity/Net Position

The SSA is required to present information regarding its financial position and activities according to the Agreement for Special Service Area 29-2014 between the City of Chicago and West Town Chicago Chamber of Commerce.

NOTE 8 – Fund Equity/Net Position –(continued)

As of December 31, 2022, and 2021, the SSA had unassigned net assets/carryover of \$294,493 and \$296,440, respectively.

NOTE 9 - Committed Funds

During the year ending December 31, 2022, SSA 29-2014 commissioners approved the contract and committed funds of \$137,854, for the production, delivery and installation of new garbage cans within the SSA 29-2014 boundaries.

NOTE 10 – Related Party Transactions and Due to West Town Chicago Chamber

The SSA is affiliated with West Town Chicago Chamber of Commerce, which acts as its service provider. Special service area 29-2014 shares office space, equipment, and employees through this affiliation. Special Service Area 29-2014 has no employees of their own, but reimburses West Town Chicago Chamber of Commerce for payroll and related costs. It also reimburses West Town Chicago Chamber of Commerce for a portion of its operating expenses, and allocation of rent and utilities.

West Town Chicago Chamber of Commerce paid for direct special service area services on behalf of SSA 29-2014 during 2022 and early 2023, due to the delay in receiving the second installment of the 2021 levy into early 2023. Hence, the substantial balance due to West Town Chicago Chamber at December 31, 2022. As of December 31, 2022, and 2021, the amount payable to West Town Chicago Chamber of Commerce from SSA 29-2014 is \$291,781 and \$85,535, respectively. See note 11 for more information.

NOTE 11 – Risks and Uncertainties

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

Management believes the SSA is taking appropriate actions to mitigate the negative impact. However, the full impact of COVID-19 outbreak continues as of the date the SSA's financial statements were issued.

NOTE 11 – Risks and Uncertainties – (continued)

Given the uncertainty related to the pandemic, the SSA is not able to estimate the effects of the COVID-19 outbreak on its operations, financial condition and liquidity for the year ended December 31, 2023.

NOTE 12 – Subsequent Events

SSA 29-2014 received its second installment of 2022 tax deposits late, a majority of the second installment was received in December 2022 through February 2023. The 2022 tax deposits received in January and February 2023, were included in Property tax receivables and in Property tax revenue at December 31, 2022 was \$187,362. Total Property Tax Receivable \$921,918, includes gross 2022 levy of \$764,600, less allowance for uncollectible of \$30,044, plus late collections of 2021 levy received in 2023 of \$187,362.



Special Service Area Number 29 - 2014 Managed by West Town Chicago Chamber of Commerce Schedule of Revenues and Expenditures - Budget and Actual December 31, 2022

	Budget		Actual		Variance	
REVENUE						
Property taxes and interest TIF rebates Bank interest	\$	749,345 5,692 -	\$	755,675 11,515 2,458	\$	(6,330) (5,823) (2,458)
Total Revenues		755,037		769,648		(14,611)
EXPENDITURES						
Customer attraction Public way aesthetics Sustainability and public places Economic business development Public health and safety programs SSA management Personnel		145,000 525,582 495 25,500 20,000 57,731 160,729		135,211 395,542 - 15,476 7,001 57,726 160,639		9,789 130,040 495 10,024 12,999 5
Total Expenditures		935,037		771,595		163,442
Excess/(deficit) of revenues over expenditures	\$	(180,000)	\$	(1,947)	\$	(178,053)
CARRYOVER		180,000				180,000
Net revenue in excess/(deficit) of expenditures	\$		\$	(1,947)	\$	1,947

Special Service Area Number 29 - 2014 Managed by West Town Chicago Chamber of Commerce Schedule of Revenues and Expenditures - Budget and Actual December 31, 2021

	Budget		Actual		Variance		
REVENUE							
Property taxes and interest	\$	693,524	\$	673,117	\$	20,407	
Estimated late collections		197,500		-		197,500	
TIF rebates		63,488		51,608		11,880	
Interest				350		(350)	
Total Revenues		954,512		725,075		229,437	
EXPENDITURES							
Customer attraction		216,764		103,294		113,470	
Public way aesthetics		502,401		234,139		268,262	
Sustainability and public places		100		-		100	
Economic business development		27,200		26,758		442	
Public health and safety programs		40,000		333		39,667	
SSA management		46,740		46,740		-	
Personnel		161,307		161,307		-	
Total Expenditures		994,512		572,571		421,941	
Excess(deficit) of revenues over expenditures	\$	(40,000)	\$	152,504	\$	(192,504)	
CARRYOVER		40,000				40,000	
Net revenue in excess (deficit) of expenditures	\$		\$	152,504	\$	(152,504)	

Special Service Area 29 – 2014 Managed by West Town Chicago Chamber of Commerce Summary Schedule of Findings For the Year Ended December 31, 2022

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

The auditor's report expresses an unmodified opinion on the financial statements of West Town Chicago Chamber Special Service Area 29-2014 for the year ended December 31, 2022. No significant deficiencies or material weaknesses were disclosed during the audit of the financial statements.

CURRENT YEAR FINDINGS:

No findings.

PRIOR YEAR FINDINGS:

- No prior year findings.

Special Service Area 29-2014 Managed by West Town Chicago Chamber of Commerce State of Illinois Professional CPA License December 31, 2022



Special Service Area Number 29 - 2014 Managed by West Town Chicago Chamber of Commerce Budget December 31, 2022

Budget

Special Service	Area #	29-2014

SSA Name: West Town

2022 BUDGET SUMMARY

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

		2021	Levy				
(Funded	EGORY Categories ope of Services)	Collectable Levy	Estimated Loss Collection	Carryover Funds	TIF Rebate Fund #	Estimated Late Collections and Interest	Total All Sources
1.00 Custor Attraction	mer	\$130,000	\$0	\$0	\$0	\$15,000	\$145,000
2.00 Public Aesthetics	Way	\$312,600	\$21,145	\$180,000	\$5,692	\$6,145	\$525,582
3.00 Sustain Public Plac	nability and	\$495	\$0	\$0	\$0	\$0	\$495
4.00 Econo Business D	mic/ evelopment	\$25,500	\$0	\$0	\$0	\$0	\$25,500
5.00 Public Safety Prog		\$20,000	\$0	\$0	\$0	\$0	\$20,000
6.00 SSA M	anagement	\$57,731	\$0	\$0	\$0	\$0	\$57,731
7.00 Persor	nnel	\$160,729	\$0		\$0	\$0	\$160,729
	Sub-total	\$707,055	\$21,145				
GRAND TOTALS	Levy Total	\$728,200		\$180,000	\$5,692	\$21,145	\$935,037

LEVY ANALYSIS	
Estimated 2021 EAV:	\$199,238,676
Authorized Tax Rate Cap:	0.470%
Maximum Potential Levy limited by Rate Cap:	\$936,422
Requested 2021 Levy Amount:	\$728,200
Estimated Tax Rate to Generate 2020 Levy:	0.3655%

LEVY CHANGE FROM PREVIOUS YEAR					
2020 Levy Total (in 2021 budget)	\$693,524				
2021 Levy Total (in 2022 budget)	\$728,200				
Percentage Change 5.00%					
Community meeting required if levy amount increases greater than 5% from previous levy.					

CARRYOVER CALCULATION					
2021 Budget Total	\$994,512				
Carryover request for 2022	\$180,000				
Percentage	18.099%				
Must be less than 25%					