

# **Jackson County, Florida**

## **Financial Statements**

**September 30, 2013**

**Jackson County, Florida  
FINANCIAL STATEMENTS  
September 30, 2013**

**BOARD OF COUNTY COMMISSIONERS**

**Willie Spires - District 1  
Edward Crutchfield - District 2  
Chuck Lockey - District 3  
Jeremy Branch - District 4  
Kenneth Stephens - District 5**

**CLERK OF THE CIRCUIT COURT  
Dale R. Guthrie**

**SHERIFF  
Louis S. Roberts III**

**TAX COLLECTOR  
Sherry Brown**

**PROPERTY APPRAISER  
Sharon Cox**

**SUPERVISOR OF ELECTIONS  
Sylvia Stephens**

**Jackson County, Florida**  
**Table of Contents**  
**September 30, 2013**

---

<b>Independent Auditors' Report</b>	1-2
<b>Management's Discussion and Analysis</b>	3.1-3.8
<b>Basic Financial Statements</b>	
<b>Government-wide Financial Statements</b>	
Statement of Net Position	4
Statement of Activities	5
<b>Fund Financial Statements</b>	
Balance Sheet - Governmental Funds	6
Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position	7
Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	8
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	9
Statement of Revenues, Expenditures, and Changes in Fund Balance - General Fund - Budget and Actual	10
Statement of Revenues, Expenditures, and Changes in Fund Balance - Fines and Forfeitures Fund - Budget and Actual	11
Statement of Revenues, Expenditures, and Changes in Fund Balance - Transportation Trust Fund - Budget and Actual	12
Statement of Revenues, Expenditures, and Changes in Fund Balance - Local Option Gas Tax - Budget and Actual	13
Statement of Revenues, Expenditures, and Changes in Fund Balance - Road Construction - Budget and Actual	14
Statement of Revenues, Expenditures, and Changes in Fund Balance - Utility Fee fund - Budget and Actual	15
Statement of Net Position - Proprietary Funds	16
Statement of Revenues, Expenses and Changes in Net Position - Proprietary Funds	17
Statement of Cash Flows - Proprietary Funds	18
Statement of Fiduciary Net Position - Agency Funds	19
Notes to Financial Statements	20-47

**Jackson County, Florida**  
**Table of Contents (continued)**  
**September 30, 2013**

---

**Supplementary Information**

Combining Balance Sheet - Nonmajor Governmental Funds	48-49
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - Nonmajor Governmental Funds	50-51
Combining Statement of Fiduciary Net Position - Agency Funds	52-53
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 <i>Government Auditing Standards</i>	54-55
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General	56-57
Schedule of Expenditures of Federal Awards and State Financial Assistance	58-59
Notes to Schedule of Expenditures of Federal Awards and State Financial Assistance Projects	60
Schedule of Findings and Questioned Costs	61-62
Summary Schedule of Prior Audit Findings	63-64
Independent Auditors' Management Letter	65-68
Management's Response	69-74

**Special-Purpose Financial Statements**

Board of County Commissioners  
Clerk of the Circuit Court  
Property Appraiser  
Sheriff  
Supervisor of Elections  
Tax Collector

## INDEPENDENT AUDITORS' REPORT

To the Honorable Board of County Commissioners  
and Constitutional Officers of Jackson County, Florida  
Marianna, Florida

### Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information and fiduciary fund type of Jackson County, Florida, Florida as of and for the year ended September 30, 2013, 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.

### Auditor's 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 basic financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business type activities, each major fund, the aggregate remaining fund information, and fiduciary fund type of Jackson County, Florida as of September 30, 2013, and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparison for 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.

To the Honorable Board of County Commissioners  
and Constitutional Officers of Jackson County, Florida  
Marianna, Florida

### **Other Matters**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3.1 to 3.8 be presented to supplement the basic 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 the 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 and comparing 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.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Jackson County, Florida's basic financial statements. The combining and individual non-major fund financial 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 Award Programs and State Financial Assistance is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations* and Chapter 10.550 of the Rules of the Auditor General State of Florida and is not a required part of the basic financial statements.

The combining and individual non-major fund financial statements and the Schedule of Expenditure of Federal Awards and State Financial Assistance 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 to 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 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 June 10, 2014, on our consideration of Jackson County, Florida'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* and should be read in conjunction with this report in considering the results of our audit.

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

June 10, 2014

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The management of Jackson County, Florida has prepared the following discussion and analysis to assist the reader in focusing on significant financial attributes; provide an overview and analysis of the County's financial activities; identify changes in the County's financial position; identify material deviations from the approved budget; and highlight significant attributes in individual funds.

Because the information contained in the Management's Discussion and Analysis (MD&A) is intended to highlight significant transactions, events and conditions, it should be considered in conjunction with the County's financial statements and notes to financial statements found on pages 4 through 47.

As of October 1, 2002, the County implemented Governmental Accounting Standards Board (GASB) Statement 34, *Basic Financial Statements - and Management's Discussion and Analysis – for State and Local Governments*. This statement requires governmental entities to report finances in accordance with specific guidelines. Among those guidelines are the components of this section dealing with management's discussion and analysis.

This discussion and analysis reflects the County's financial performance for the year and its financial position at fiscal year-end September 30, 2013. This is the eleventh year for reporting in accordance with GASB Statement 34.

One of the key changes in financial presentation is the requirement to capitalize infrastructure assets and record depreciation. Consequently, significant changes have resulted in the reporting of fixed assets, long term liabilities, and fund balances.

### HIGHLIGHTS OF SIGNIFICANT FINANCIAL ATTRIBUTES

Key financial highlights for the 2012-2013 fiscal year are as follows:

- The assets of the County exceeded its liabilities at the close of the most recent fiscal year by \$75,328,393.
- The County's total net position decreased by \$283,262, which represents a 0.37 percent decrease from the 2011-2012 fiscal year.
- As of the close of the current fiscal year, the County's governmental funds reported total fund balance of \$14,201,740 an decrease of \$2,884,138 in comparison with the prior year.
- During the current year, General Fund expenditures and transfers exceeded revenues by \$549,439. General Fund revenue decreased by \$306,954, or 1.94% over the prior fiscal year.

### OVERVIEW OF FINANCIAL ACTIVITIES AND STATEMENTS

The basic financial statements consist of three components:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

## MANAGEMENT'S DISCUSSION AND ANALYSIS

This report also contains other supplementary information in addition to the basic financial statements themselves.

### *Government-Wide Financial Statements*

The government-wide financial statements provide both short-term and long-term information about the County's overall financial condition in a manner similar to those of a private-sector business. The statements include a Statement of Net Position that is designed to provide consolidated financial information about the governmental activities of the County presented on the accrual basis of accounting. The Statement of Net Position provides information about the government's financial position, its assets and liabilities, using an economic resources measurement focus. The difference between the assets and liabilities, the net position, is a measure of the financial health of the County. The Statement of Activities presents information about the change in the County's net position, the results of operations, during the fiscal year. An increase or decrease in net position may be an indication of whether the County's financial health is improving or deteriorating.

The government activities of the County include general government, public safety, physical environment, transportation, economic environment, health and social services, culture/recreation, and other community services.

The government-wide financial statements can be found on pages 4 and 5 of this report.

### *Fund Financial Statements*

Fund financial statements are one of the components of the basic 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 County uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements and prudent fiscal management. Certain funds are established by law while others are created by legal agreements, such as bond covenants. Fund financial statements provide more detailed information about the County's financial activities, focusing on its most significant or "major" funds rather than fund types. This is in contrast to the entity-wide perspective contained in the government-wide statements.



## MANAGEMENT'S DISCUSSION AND ANALYSIS

Governmental Funds Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, the governmental funds utilize a spendable financial resources measurement focus rather than the economic resources measurement focus found in the government-wide financial statements. This financial resources measurement focus allows the governmental fund statements to provide information on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year.

The governmental fund statements provide a detailed short-term view that may be used to evaluate the County's near-term financing requirements. The short-term view is useful when compared to the long-term view presented as governmental activities in the government-wide financial statements. To facilitate this comparison, both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances provide a reconciliation of governmental funds to governmental activities.

The governmental funds balance sheet and statement of revenues, expenditures, and changes in fund balances provide detailed information about the County's funds. The County maintains 43 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Fine & Forfeiture, Transportation Trust, Local Option Gas Tax, Road Construction and Utility Fee Fund, which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation.

The County adopts an annual appropriated budget for its governmental funds. A budgetary comparison schedule has been provided for the major funds.

### *Notes to Financial Statements*

The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 20 through 47 of this report.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

### GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net assets may serve over time as a useful indicator of a government's financial position. The following is a summary of the County's net assets as of September 30, 2012 and September 30, 2013:

<i>as of September 30,</i>	<b>Governmental Activities</b>		<b>Business-type Activities</b>		<b>Totals</b>	
	<b>2013</b>	<b>2012</b>	<b>2013</b>	<b>2012</b>	<b>2013</b>	<b>2012</b>
Current and other assets	<b>\$ 17,733,599</b>	\$ 20,059,850	<b>\$ 1,122,908</b>	\$ 1,199,413	<b>\$ 18,856,507</b>	\$ 21,259,263
Non-current assets	<b>63,464,266</b>	61,757,973	<b>11,742,509</b>	11,658,528	<b>75,206,775</b>	73,416,501
<b>Total assets</b>	<b>81,197,865</b>	81,817,823	<b>12,865,417</b>	12,857,941	<b>94,063,282</b>	94,675,764
Current and other liabilities	<b>4,602,087</b>	4,011,229	<b>254,601</b>	197,015	<b>4,856,688</b>	4,208,244
Non-current liabilities	<b>9,395,201</b>	10,292,865	<b>4,483,000</b>	4,563,000	<b>13,878,201</b>	14,855,865
<b>Total liabilities</b>	<b>13,997,288</b>	14,304,094	<b>4,737,601</b>	4,760,015	<b>18,734,889</b>	19,064,109
Invested in capital assets, net of related debt	<b>55,663,155</b>	53,003,185	<b>7,179,509</b>	7,018,528	<b>62,842,664</b>	60,021,713
Restricted	<b>3,082,671</b>	3,430,643	<b>551,817</b>	551,817	<b>3,634,488</b>	3,982,460
Unrestricted	<b>8,454,751</b>	11,079,902	<b>396,490</b>	527,581	<b>8,851,241</b>	11,607,483
<b>Total net position</b>	<b>\$ 67,200,577</b>	\$ 67,513,729	<b>\$ 8,127,816</b>	\$ 8,097,926	<b>\$ 75,328,393</b>	\$ 75,611,655

## MANAGEMENT'S DISCUSSION AND ANALYSIS

### Statement of Activities for the year ended

<i>as of September 30,</i>	<b>Governmental Activities</b>		<b>Business-type Activities</b>		<b>Totals</b>	
	<b>2013</b>	<b>2012</b>	<b>2013</b>	<b>2012</b>	<b>2013</b>	<b>2012</b>
<b>Revenues</b>						
<b>Program revenues</b>						
Charges for services	\$ 6,324,272	\$ 5,941,770	\$ 1,133,287	\$ 1,177,704	\$ 7,457,559	\$ 7,119,474
Operating grants and contributions	3,203,291	2,488,371	-	-	3,203,291	2,488,371
Capital grants and contributions	150,604	1,835,810	393,104	-	543,708	1,835,810
<b>Total program revenues</b>	<b>9,678,167</b>	<b>10,265,951</b>	<b>1,526,391</b>	<b>1,177,704</b>	<b>11,204,558</b>	<b>11,443,655</b>
<b>General Revenues</b>						
Property taxes	10,405,785	10,569,525	-	-	10,405,785	10,569,525
Other taxes, intergovernmental and shared revenue	17,124,600	17,018,924	-	-	17,124,600	17,018,924
Investment earnings	37,076	68,288	11,129	10,095	48,205	78,383
Miscellaneous	1,093,965	643,204	2,372	404	1,096,337	643,608
Transfers	(194,450)	(184,701)	194,450	184,701	-	-
Transfers to State of FL	(194,848)	(168,175)	-	-	(194,848)	(168,175)
<b>Total general revenues</b>	<b>28,272,128</b>	<b>27,947,066</b>	<b>207,951</b>	<b>195,200</b>	<b>28,480,079</b>	<b>28,142,265</b>
<b>Total revenues</b>	<b>37,950,295</b>	<b>38,213,016</b>	<b>1,734,342</b>	<b>1,372,904</b>	<b>39,684,637</b>	<b>39,585,920</b>
<b>Expenses</b>						
<b>Program activities</b>						
<b>Governmental activities:</b>						
General government	8,552,668	8,153,546	-	-	8,552,668	8,153,546
Public safety	12,796,159	12,833,742	-	-	12,796,159	12,833,742
Physical environment	488,723	546,432	-	-	488,723	546,432
Transportation	11,330,646	12,600,949	-	-	11,330,646	12,600,949
Economic environment	811,346	1,160,676	-	-	811,346	1,160,676
Human services	1,591,748	1,550,303	-	-	1,591,748	1,550,303
Culture and recreation	1,146,021	1,107,433	-	-	1,146,021	1,107,433
Court related	1,248,186	1,167,105	-	-	1,248,186	1,167,105
Interest on long-term debt	297,950	332,394	-	-	297,950	332,394
<b>Business-type activities</b>	<b>-</b>	<b>-</b>	<b>1,704,452</b>	<b>1,617,578</b>	<b>1,704,452</b>	<b>1,617,578</b>
<b>Total expenses</b>	<b>38,263,447</b>	<b>39,452,580</b>	<b>1,704,452</b>	<b>1,617,578</b>	<b>39,967,899</b>	<b>41,070,158</b>
<b>Change in net position</b>	<b>(313,152)</b>	<b>(1,239,564)</b>	<b>29,890</b>	<b>(244,674)</b>	<b>(283,262)</b>	<b>(1,484,238)</b>
<b>Net position – beginning</b>	<b>67,513,729</b>	<b>68,753,293</b>	<b>8,097,926</b>	<b>8,342,600</b>	<b>75,611,655</b>	<b>77,095,893</b>
<b>Net position – ending</b>	<b>\$ 67,200,577</b>	<b>\$ 67,513,729</b>	<b>\$ 8,127,816</b>	<b>\$ 8,097,926</b>	<b>\$75,328,393</b>	<b>\$75,611,655</b>

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The largest portion of the County's net position (83.42%) reflects its investments in capital assets (e.g., land, buildings, and equipment), less any related outstanding debt used to acquire those assets. The County uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the County's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the County's net position (4.82%) represent resources that are dedicated or subject to restrictions on how they may be used. The remaining balance of unrestricted net position (\$8,851,241 or 11.76%) may be used to meet the government's ongoing obligations to citizens and creditors.

The key elements of the changes in the County's net position for the fiscal years ended September 30, 2013 are contained on the Statement of Activities on Page 5 of this report.

Governmental activities decreased the County's net position by \$313,152.

### FUND BUDGETS: DEVIATIONS AND SIGNIFICANT ATTRIBUTES

#### *Major Governmental Funds*

The General Fund is the chief operating fund of the County. At the end of the current fiscal year, the unassigned fund balance was \$3,143,964 while the total fund balance was \$4,660,229. As a measure of the General Fund's liquidity, it may be useful to compare both the unassigned fund balance and total fund balance to total General Fund expenditures. Unassigned fund balance represents 15.24% of total General Fund expenditures, while total fund balance represents 22.59% of that same amount. The fund balance decreased by \$549,439 during the 2012-2013 fiscal year.

The Fine and Forfeiture fund accounts for law enforcement activities of the County. At the end of the current fiscal year, the fund balance was \$124,197 which is assigned. The fund balance increased by \$123,723 during the 2012-2013 fiscal year.

The Transportation Trust fund accounts for the operation cost of the Public Works Department. At the end of the current fiscal year, the fund balance was \$849,323. The fund balance increased by \$68,549 during the 2012-2013 fiscal year.

The Local Option Gas Tax fund accounts for receipts and disbursements of the County gas tax funds distributed from the State. At the end of the current fiscal year, the fund balance was \$684,561. The fund balance decreased by \$1,447,566 during the 2012-2013 fiscal year.

The Road Construction fund accounts for revenues that improve roads throughout the County. At the end of the current fiscal year, the fund balance was \$1,645,325. The fund balance decreased by \$30,229 during the 2012-2013 fiscal year.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The Utility Fee fund accounts for utility fee tax revenues. At the end of the current fiscal year, the fund balance was \$463,595. The fund balance decreased by \$1,081,805 during the 2012-2013 fiscal year.

### Proprietary Funds

The County's proprietary funds reported net position of \$8,127,816 which includes \$7,063,904 from the operation of the Water/Sewer System.

Total unassigned fund balances for all governmental funds totaled \$3,143,964 at September 30, 2013, compared to total governmental fund balances of \$14,201,740 at the same date. The restricted fund balance was \$3,082,671 which included funds for Landfill Closure costs, the sick leave buy back program, debt services and bond proceeds for road construction projects.

The unassigned Governmental Fund balance of \$3,143,964 is different from the Unrestricted Net Position amount on the Statement of Net Position of \$8,454,751 due to reporting requirements regarding primarily capital assets and long-term debt liabilities which are not included on the Governmental Fund balance sheet.

### GENERAL FUND BUDGETARY HIGHLIGHTS

During the course of the 2012-2013 fiscal year, the County amended its General Fund budget on November 19, 2013. The County received unanticipated revenues and determined actual cash balance forward dollars in excess of the original budget figures in the amount of \$1,992,228.

### CAPITAL ASSETS

The County's investment in capital assets for its governmental and business type activities as of September 30, 2013 amounted to \$75,206,775 (net of accumulated depreciation). This investment in capital assets includes land; buildings and fixed equipment; cost for past road and other infrastructure; fixtures and equipment; and computer software.

### LONG-TERM DEBT

At the end of fiscal year ended September 30, 2013, the County had a long-term debt amounting to \$15,028,429. Of this amount, notes payable and revenue bond outstanding was \$12,364,111, with \$1,296,157 to meet compensated absences obligations, and the remainder for landfill closure and post-closure costs and other post-employment benefit obligation.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

### **ECONOMIC FACTORS – JACKSON COUNTY, FLORIDA**

- The unemployment rate for the County was 5.4% percent at September 30, 2013, this is a decrease of 31.5 percent from the prior year.
- Population increased to approximately 42,435
- The taxable value for personal and real property in the County at September 30, 2013 is \$1,421,008,561 a increase of 1.5 percent from the previous year.
- The general ad valorem tax millage rate was 7.1223 for the year ended September 30, 2013.
- The budget for the next fiscal year ending September 30, 2014 represents a 10 percent decrease over the 2012-2013 fiscal year total operating expenditures.

### **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of Jackson County's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed:

Jackson County Board of County Commissioners  
2864 Madison Street  
Marianna, Florida, 32448.

## **Basic Financial Statements**

**Jackson County, Florida**  
**Statement of Net Position**

*September 30, 2013*

	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
<b>Assets</b>			
Cash and cash equivalents	\$ 9,570,190	\$ 298,361	\$ 9,868,551
Restricted cash and cash equivalents	3,623,785	620,368	4,244,153
Accounts receivable	1,008,686	127,023	1,135,709
Inventory	21,101	-	21,101
Internal balances	(9,070)	14,296	5,226
Due from other governmental units	3,518,907	62,860	3,581,767
Capital assets, net			
Nondepreciable capital assets	3,371,800	21,145	3,392,945
Depreciable capital assets, net	60,092,466	11,721,364	71,813,830
<b>Total assets</b>	<b>81,197,865</b>	<b>12,865,417</b>	<b>94,063,282</b>
<b>Liabilities</b>			
Accounts payable and accrued expenses	2,469,716	127,557	2,597,273
Accrued interest payable	67,226	17,055	84,281
Due to other governmental units	529,476	-	529,476
Deferred revenue	465,441	-	465,441
Liabilities payable from restricted assets	-	29,989	29,989
Long-term liabilities			
Portion due or payable within one year			
Notes payable	46,000	-	46,000
Bonds payable	940,647	80,000	1,020,647
Landfill closure liability	83,581	-	83,581
Portion due or payable after one year			
Notes payable	408,000	-	408,000
Bonds payable	6,406,464	4,483,000	10,889,464
Compensated absences	1,296,157	-	1,296,157
Other post-employment benefit obligation	1,076,000	-	1,076,000
Landfill closure liability	208,580	-	208,580
<b>Total liabilities</b>	<b>13,997,288</b>	<b>4,737,601</b>	<b>18,734,889</b>
<b>Net position</b>			
Invested in capital assets, net of related debt	55,663,155	7,179,509	62,842,664
Restricted	3,082,671	551,817	3,634,488
Unrestricted	8,454,751	396,490	8,851,241
<b>Total net position</b>	<b>\$ 67,200,577</b>	<b>\$ 8,127,816</b>	<b>\$ 75,328,393</b>

See accompanying notes to financial statements.



**Jackson County, Florida**  
**Statement of Activities**

For the year ended September 30, 2013

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		
					Governmental Activities	Business-type Activities	Total
<b>Primary government</b>							
<b>Governmental activities</b>							
General government	\$ 8,552,668	\$ 5,699,335	\$ 128,847	\$ 96,077	\$ (2,628,409)	\$ -	\$ (2,628,409)
Public safety	12,796,159	467,735	257,059	10,320	(12,061,045)	-	(12,061,045)
Physical environment	488,723	-	69,031	-	(419,692)	-	(419,692)
Transportation	11,330,646	87	2,554,830	44,207	(8,731,522)	-	(8,731,522)
Economic environment	811,346	-	65,093	-	(746,253)	-	(746,253)
Human services	1,591,748	-	17,484	-	(1,574,264)	-	(1,574,264)
Culture and recreation	1,146,021	-	110,947	-	(1,035,074)	-	(1,035,074)
Court related	1,248,186	157,115	-	-	(1,091,071)	-	(1,091,071)
Interest on long-term debt	297,950	-	-	-	(297,950)	-	(297,950)
<b>Total governmental activities</b>	<b>38,263,447</b>	<b>6,324,272</b>	<b>3,203,291</b>	<b>150,604</b>	<b>(28,585,280)</b>	<b>-</b>	<b>(28,585,280)</b>
<b>Business-type activities</b>							
Water and sewer	928,529	896,758	-	393,104	-	361,333	361,333
Parks and recreation	393,763	139,783	-	-	-	(253,980)	(253,980)
Recycling	174,319	96,746	-	-	-	(77,573)	(77,573)
Interest on long-term debt	207,841	-	-	-	-	(207,841)	(207,841)
<b>Total business-type activities</b>	<b>1,704,452</b>	<b>1,133,287</b>	<b>-</b>	<b>393,104</b>	<b>-</b>	<b>(178,061)</b>	<b>(178,061)</b>
<b>Total primary government</b>	<b>\$ 39,967,899</b>	<b>\$ 7,457,559</b>	<b>\$ 3,203,291</b>	<b>\$ 543,708</b>	<b>(28,585,280)</b>	<b>(178,061)</b>	<b>(28,763,341)</b>
<b>General revenues</b>							
<b>Taxes</b>							
Property taxes					10,405,785	-	10,405,785
Local option taxes					5,929,948	-	5,929,948
Sales tax and other taxes					2,920,688	-	2,920,688
Intergovernmental and shared revenue					8,273,964	-	8,273,964
Investment earnings					37,076	11,129	48,205
Miscellaneous					1,093,965	2,372	1,096,337
Transfer to State of Florida					(194,848)	-	(194,848)
<b>Transfers</b>					(194,450)	194,450	-
<b>Total general revenues</b>					<b>28,272,128</b>	<b>207,951</b>	<b>28,480,079</b>
<b>Change in net position</b>					<b>(313,152)</b>	<b>29,890</b>	<b>(283,262)</b>
<b>Net position, beginning</b>					<b>67,513,729</b>	<b>8,097,926</b>	<b>75,611,655</b>
<b>Net position, ending</b>					<b>\$ 67,200,577</b>	<b>\$ 8,127,816</b>	<b>\$ 75,328,393</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Balance Sheet**  
**Governmental Funds**

September 30, 2013

	General Fund	Fines and Forfeitures	Transportation Trust	Local Option Gas Tax	Road Construction	Utility Fee Fund	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>								
Cash and cash equivalents	\$ 2,731,510	\$ 459,930	\$ 40,720	\$ 2,072,390	\$ 789,683	\$ 199,544	\$ 3,377,500	\$ 9,671,277
Restricted cash and cash equivalents	449,532	-	221,238	-	-	-	2,851,928	3,522,698
Accounts receivable	587,392	-	-	-	-	308,620	112,674	1,008,686
Inventory	-	-	-	21,101	-	-	-	21,101
Due from other funds	2,428,762	479,036	1,935,536	-	1,670,255	1,255,431	69,369	7,838,389
Due from other governmental units	711,841	159,313	590,248	402,721	1,471,802	-	182,982	3,518,907
<b>Total assets</b>	<b>\$ 6,909,037</b>	<b>\$ 1,098,279</b>	<b>\$ 2,787,742</b>	<b>\$ 2,496,212</b>	<b>\$ 3,931,740</b>	<b>\$ 1,763,595</b>	<b>\$ 6,594,453</b>	<b>\$ 25,581,058</b>
<b>Liabilities</b>								
Accounts payable and accrued expenses	\$ 1,002,413	\$ 235,738	\$ 268,164	\$ 18,785	\$ 662,869	\$ -	\$ 281,747	\$ 2,469,716
Accrued interest payable	-	-	-	-	67,226	-	-	67,226
Due to other funds	696,874	733,431	1,670,255	1,792,866	1,556,320	1,300,000	97,713	7,847,459
Due to other governmental units	529,476	-	-	-	-	-	-	529,476
Deferred revenue	20,045	4,913	-	-	-	-	440,483	465,441
<b>Total liabilities</b>	<b>2,248,808</b>	<b>974,082</b>	<b>1,938,419</b>	<b>1,811,651</b>	<b>2,286,415</b>	<b>1,300,000</b>	<b>819,943</b>	<b>11,379,318</b>
<b>Fund balances</b>								
Restricted	216,177	-	-	-	-	-	2,866,494	3,082,671
Committed	613,188	-	221,012	-	-	-	696,488	1,530,688
Assigned	686,900	124,197	628,311	684,561	1,645,325	463,595	2,211,528	6,444,417
Unassigned	3,143,964	-	-	-	-	-	-	3,143,964
<b>Total fund balances</b>	<b>4,660,229</b>	<b>124,197</b>	<b>849,323</b>	<b>684,561</b>	<b>1,645,325</b>	<b>463,595</b>	<b>5,774,510</b>	<b>14,201,740</b>
<b>Total liabilities and fund balances</b>	<b>\$ 6,909,037</b>	<b>\$ 1,098,279</b>	<b>\$ 2,787,742</b>	<b>\$ 2,496,212</b>	<b>\$ 3,931,740</b>	<b>\$ 1,763,595</b>	<b>\$ 6,594,453</b>	<b>\$ 25,581,058</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Reconciliation of the Balance Sheet of Governmental**  
**Funds to the Statement of Net Position**

*September 30, 2013*

---

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

Total fund balances – governmental funds	\$ 14,201,740
Capital assets used in governmental activities are not financial resources, and, therefore, are not reported in the governmental funds.	63,464,266
Long-term liabilities are not due and payable in the current period, and, therefore, are not reported in the governmental funds.	(10,465,429)
<u>Net position of governmental activities</u>	<u>\$ 67,200,577</u>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**

*For the year ended September 30, 2013*

	General Fund	Fines and Forfeitures	Transportation Trust	Local Option Gas Tax	Road Construction	Utility Fee Fund	Other Governmental Funds	Total Governmental Funds
<b>Revenues</b>								
Taxes	\$ 3,859,229	\$ 6,072,949	\$ 3,091,099	\$ 2,053,371	\$ 496,059	\$ 2,651,166	\$ 1,032,548	\$ 19,256,421
Licenses and permits	1,452,802	-	-	-	-	-	-	1,452,802
Intergovernmental	5,922,796	278,645	19,616	-	2,013,436	-	13,563	8,248,056
Charges for services	3,549,314	181,633	-	-	-	-	782,092	4,513,039
Fines and forfeitures	71,348	51,697	87	-	-	-	235,299	358,431
Grants	224,924	-	-	-	2,599,037	-	529,934	3,353,895
Investment earnings	15,142	1,986	902	9,388	136	44	9,478	37,076
Other fees and miscellaneous revenues	410,195	256,722	264,154	-	-	-	162,894	1,093,965
<b>Total revenues</b>	<b>15,505,750</b>	<b>6,843,632</b>	<b>3,375,858</b>	<b>2,062,759</b>	<b>5,108,668</b>	<b>2,651,210</b>	<b>2,765,808</b>	<b>38,313,685</b>
<b>Expenditures</b>								
Current:								
General government	7,939,916	-	-	-	-	-	240,455	8,180,371
Public health and safety	8,424,527	2,926,985	-	-	-	-	784,750	12,136,262
Physical environment	419,691	-	-	-	-	-	69,032	488,723
Transportation	182,009	-	5,283,443	320,728	2,783,521	-	479,902	9,049,603
Economic environment	581,755	-	-	-	-	-	225,431	807,186
Human services	1,130,702	-	-	-	-	-	33,842	1,164,544
Culture/recreation	433,630	-	-	-	-	-	581,016	1,014,646
Court related	934,656	-	-	-	-	-	222,843	1,157,499
Capital outlay	518,643	35,501	1,636,521	1,055,132	1,861,357	-	450,910	5,558,064
Debt service								
Principal	46,000	-	-	-	907,677	-	-	953,677
Interest and other charges	9,653	-	-	-	288,297	-	-	297,950
<b>Total expenditures</b>	<b>20,621,182</b>	<b>2,962,486</b>	<b>6,919,964</b>	<b>1,375,860</b>	<b>5,840,852</b>	<b>-</b>	<b>3,088,181</b>	<b>40,808,525</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(5,115,432)</b>	<b>3,881,146</b>	<b>(3,544,106)</b>	<b>686,899</b>	<b>(732,184)</b>	<b>2,651,210</b>	<b>(322,373)</b>	<b>(2,494,840)</b>
<b>Other financing sources (uses)</b>								
Transfers in	6,793,194	515,071	4,314,610	625,000	701,955	-	474,803	13,424,633
Transfers out	(2,032,353)	(4,272,494)	(701,955)	(2,759,465)	-	(3,733,015)	(119,801)	(13,619,083)
Transfer to State of Florida	(194,848)	-	-	-	-	-	-	(194,848)
<b>Net other financing sources (uses)</b>	<b>4,565,993</b>	<b>(3,757,423)</b>	<b>3,612,655</b>	<b>(2,134,465)</b>	<b>701,955</b>	<b>(3,733,015)</b>	<b>355,002</b>	<b>(389,298)</b>
<b>Net changes in fund balances</b>	<b>(549,439)</b>	<b>123,723</b>	<b>68,549</b>	<b>(1,447,566)</b>	<b>(30,229)</b>	<b>(1,081,805)</b>	<b>32,629</b>	<b>(2,884,138)</b>
<b>Fund balances - beginning</b>	<b>5,209,668</b>	<b>474</b>	<b>780,774</b>	<b>2,132,127</b>	<b>1,675,554</b>	<b>1,545,400</b>	<b>5,741,881</b>	<b>17,085,878</b>
<b>Fund balances - ending</b>	<b>\$ 4,660,229</b>	<b>\$ 124,197</b>	<b>\$ 849,323</b>	<b>\$ 684,561</b>	<b>\$ 1,645,325</b>	<b>\$ 463,595</b>	<b>\$ 5,774,510</b>	<b>\$ 14,201,740</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in**  
**Fund Balances of Governmental Funds to the Statement of Activities**

*For the year ended September 30, 2013*

---

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

Net change in fund balances - total governmental funds	\$ (2,884,138)
Capital outlay, reported as expenditures in governmental funds, are shown as capital assets in the statement of activities.	5,558,064
Depreciation expense on governmental capital assets included in the governmental activities in the statement of activities.	(3,877,679)
The net effect of transactions involving capital assets (i.e. sales, transfers and donations) included in the governmental activities in the statement of activities.	25,908
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 assets.	953,677
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.	(178,000)
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:	
Compensated absences	89,016
Change in net position of governmental activities	\$ (313,152)

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**General Fund**  
**Budget and Actual**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Taxes	\$ 3,812,664	\$ 3,841,664	\$ 3,859,229	\$ 17,565
Licenses and permits	1,244,500	1,450,500	1,452,802	2,302
Intergovernmental	5,716,124	5,891,974	5,922,796	30,822
Charges for services	3,467,158	3,612,158	3,549,314	(62,844)
Fines and forfeitures	73,750	73,750	71,348	(2,402)
Grants	90,000	222,007	224,924	2,917
Investment earnings	9,000	9,000	15,142	6,142
Other fees and miscellaneous revenues	156,222	330,943	410,195	79,252
<b>Total revenues</b>	<b>14,569,418</b>	<b>15,431,996</b>	<b>15,505,750</b>	<b>73,754</b>
<b>Expenditures</b>				
Current:				
General government	8,977,989	8,808,190	7,939,916	868,274
Public health and safety	8,465,727	8,818,804	8,424,527	394,277
Physical environment	518,663	495,663	419,691	75,972
Transportation	184,357	188,357	182,009	6,348
Economic environment	602,280	587,380	581,755	5,625
Human services	1,187,137	1,263,225	1,130,702	132,523
Culture and recreation	442,533	451,533	433,630	17,903
Court related	1,151,967	1,111,282	934,656	176,626
Capital outlay	1,091,500	784,250	518,643	265,607
Debt service	55,731	55,731	55,653	78
<b>Total expenditures</b>	<b>22,677,884</b>	<b>22,564,415</b>	<b>20,621,182</b>	<b>1,943,233</b>
Excess (deficiency) of revenues over (under) expenditures	(8,108,466)	(7,132,419)	(5,115,432)	2,016,987
<b>Other financing sources (uses)</b>				
Transfers in	9,358,739	9,429,792	6,793,194	(2,636,598)
Transfers out	(4,886,202)	(5,510,733)	(2,032,353)	3,478,380
Transfer to State of Florida	-	-	(194,848)	(194,848)
Net other financing sources (uses)	4,472,537	3,919,059	4,565,993	646,934
<b>Net change in fund balance</b>	<b>(3,635,929)</b>	<b>(3,213,360)</b>	<b>(549,439)</b>	<b>2,663,921</b>
<b>Fund balance - beginning</b>	<b>5,209,668</b>	<b>5,209,668</b>	<b>5,209,668</b>	<b>-</b>
<b>Fund balance - ending</b>	<b>\$ 1,573,739</b>	<b>\$ 1,996,308</b>	<b>\$ 4,660,229</b>	<b>\$ 2,663,921</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Fines and Forfeitures Fund**  
**Budget and Actual**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Taxes	\$ 5,946,038	\$ 6,021,038	\$ 6,072,949	\$ 51,911
Intergovernmental	322,296	322,296	278,645	(43,651)
Charges for services	184,500	184,500	181,633	(2,867)
Fines and forfeitures	51,500	51,500	51,697	197
Grants	35,000	75,700	-	(75,700)
Investment earnings	1,300	1,300	1,986	686
Other fees and miscellaneous revenues	221,041	261,041	256,722	(4,319)
<b>Total revenues</b>	<b>6,761,675</b>	<b>6,917,375</b>	<b>6,843,632</b>	<b>(73,743)</b>
<b>Expenditures</b>				
Current:				
Public health and safety	3,069,540	3,120,040	2,926,985	193,055
Capital outlay	-	76,200	35,501	40,699
<b>Total expenditures</b>	<b>3,069,540</b>	<b>3,196,240</b>	<b>2,962,486</b>	<b>233,754</b>
Excess (deficiency) of revenues over (under) expenditures	3,692,135	3,721,135	3,881,146	160,011
<b>Other financing sources (uses)</b>				
Transfers in	715,413	726,413	515,071	(211,342)
Transfers out	(4,257,548)	(4,257,548)	(4,272,494)	(14,946)
Net other financing sources (uses)	(3,542,135)	(3,531,135)	(3,757,423)	(226,288)
<b>Net change in fund balance</b>	<b>150,000</b>	<b>190,000</b>	<b>123,723</b>	<b>(66,277)</b>
<b>Fund balance - beginning</b>	<b>474</b>	<b>474</b>	<b>474</b>	<b>-</b>
<b>Fund balance - ending</b>	<b>\$ 150,474</b>	<b>\$ 190,474</b>	<b>\$ 124,197</b>	<b>\$ (66,277)</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Transportation Trust Fund**  
**Budget and Actual**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Taxes	\$ 2,929,773	\$ 3,101,773	\$ 3,091,099	\$ (10,674)
Intergovernmental	21,812	21,812	19,616	(2,196)
Fines and forfeitures	-	-	87	87
Investment earnings	500	500	902	402
Other fees and miscellaneous revenues	289,000	289,000	264,154	(24,846)
<b>Total revenues</b>	<b>3,241,085</b>	<b>3,413,085</b>	<b>3,375,858</b>	<b>(37,227)</b>
<b>Expenditures</b>				
Current:				
Transportation	5,832,644	6,092,890	5,283,443	809,447
Capital outlay	1,555,316	1,787,316	1,636,521	150,795
<b>Total expenditures</b>	<b>7,387,960</b>	<b>7,880,206</b>	<b>6,919,964</b>	<b>960,242</b>
Excess (deficiency) of revenues over (under) expenditures	(4,146,875)	(4,467,121)	(3,544,106)	923,015
<b>Other financing sources (uses)</b>				
Transfers in	4,631,995	4,631,995	4,314,610	(317,385)
Transfers out	(485,120)	(725,120)	(701,955)	23,165
Net other financing sources (uses)	4,146,875	3,906,875	3,612,655	(294,220)
<b>Net change in fund balance</b>	<b>-</b>	<b>(560,246)</b>	<b>68,549</b>	<b>628,795</b>
<b>Fund balance - beginning</b>	<b>780,774</b>	<b>780,774</b>	<b>780,774</b>	<b>-</b>
<b>Fund balance - ending</b>	<b>\$ 780,774</b>	<b>\$ 220,528</b>	<b>\$ 849,323</b>	<b>\$ 628,795</b>

See accompanying notes to financial statements.



**Jackson County, Florida**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Local Option Gas Tax**  
**Budget and Actual**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Taxes	\$ 2,096,505	\$ 2,096,505	\$ 2,053,371	\$ (43,134)
Investment earnings	5,000	5,000	9,388	4,388
<b>Total revenues</b>	<b>2,101,505</b>	<b>2,101,505</b>	<b>2,062,759</b>	<b>(38,746)</b>
<b>Expenditures</b>				
Current:				
Transportation	-	-	320,728	(320,728)
Capital outlay	2,175,000	2,175,000	1,055,132	1,119,868
<b>Total expenditures</b>	<b>2,175,000</b>	<b>2,175,000</b>	<b>1,375,860</b>	<b>799,140</b>
Excess (deficiency) of revenues over (under) expenditures	(73,495)	(73,495)	686,899	760,394
<b>Other financing sources (uses)</b>				
Transfers in	625,000	625,000	625,000	-
Transfers out	(3,276,505)	(3,276,505)	(2,759,465)	517,040
Net other financing sources (uses)	(2,651,505)	(2,651,505)	(2,134,465)	517,040
<b>Net change in fund balance</b>	<b>(2,725,000)</b>	<b>(2,725,000)</b>	<b>(1,447,566)</b>	<b>1,277,434</b>
<b>Fund balance - beginning</b>	<b>2,132,127</b>	<b>2,132,127</b>	<b>2,132,127</b>	<b>-</b>
<b>Fund balance - ending</b>	<b>\$ (592,873)</b>	<b>\$ (592,873)</b>	<b>\$ 684,561</b>	<b>\$ 1,277,434</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Road Construction**  
**Budget and Actual**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Taxes	\$ 496,587	\$ 496,587	\$ 496,059	\$ (528)
Intergovernmental	2,069,514	2,069,514	2,013,436	(56,078)
Grants	-	2,599,039	2,599,037	(2)
Investment earnings	300	300	136	(164)
<b>Total revenues</b>	<b>2,566,401</b>	<b>5,165,440</b>	<b>5,108,668</b>	<b>(56,772)</b>
<b>Expenditures</b>				
Current:				
Transportation	123,948	2,802,280	2,783,521	18,759
Debt service	1,196,753	1,196,753	1,195,974	779
Capital outlay	1,730,820	3,081,961	1,861,357	1,220,604
<b>Total expenditures</b>	<b>3,051,521</b>	<b>7,080,994</b>	<b>5,840,852</b>	<b>1,240,142</b>
Excess (deficiency) of revenues over (under) expenditures	(485,120)	(1,915,554)	(732,184)	1,183,370
<b>Other financing sources (uses)</b>				
Transfers in	485,120	725,120	701,955	(23,165)
Net other financing sources (uses)	485,120	725,120	701,955	(23,165)
<b>Net change in fund balance</b>	<b>-</b>	<b>(1,190,434)</b>	<b>(30,229)</b>	<b>1,160,205</b>
<b>Fund balance - beginning</b>	<b>1,675,554</b>	<b>1,675,554</b>	<b>1,675,554</b>	<b>-</b>
<b>Fund balance - ending</b>	<b>\$ 1,675,554</b>	<b>\$ 485,120</b>	<b>\$ 1,645,325</b>	<b>\$ 1,160,205</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Utility Fee Fund**  
**Budget and Actual**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Taxes	\$ 2,750,000	\$ 2,750,000	\$ 2,651,166	\$ (98,834)
Investment earnings	250	250	44	(206)
<b>Total revenues</b>	<b>2,750,250</b>	<b>2,750,250</b>	<b>2,651,210</b>	<b>(99,040)</b>
Excess (deficiency) of revenues over (under) expenditures	2,750,250	2,750,250	2,651,210	(99,040)
<b>Other financing sources (uses)</b>				
Transfers out	(3,625,000)	(3,733,015)	(3,733,015)	-
Net other financing sources (uses)	(3,625,000)	(3,733,015)	(3,733,015)	-
<b>Net change in fund balance</b>	<b>(874,750)</b>	<b>(982,765)</b>	<b>(1,081,805)</b>	<b>(99,040)</b>
<b>Fund balance - beginning</b>	<b>1,545,400</b>	<b>1,545,400</b>	<b>1,545,400</b>	<b>-</b>
<b>Fund balance - ending</b>	<b>\$ 670,650</b>	<b>\$ 562,635</b>	<b>\$ 463,595</b>	<b>\$ (99,040)</b>

See accompanying notes to financial statements

**Jackson County, Florida**  
**Statement of Net Position**  
**Proprietary Funds**

September 30, 2013

	<b>BUSINESS-TYPE ACTIVITIES/ENTERPRISE FUNDS</b>			
	<b>NON-MAJOR FUNDS</b>			<b>Total</b>
	<b>Jackson Water/Sewer</b>	<b>Parks and Recreation</b>	<b>Jackson Recycling</b>	
<b>Assets</b>				
Current assets				
Cash and cash equivalents	\$ 133,017	\$ 1,224	\$ 164,120	\$ 298,361
Accounts receivable, net	106,011	3,858	17,154	127,023
Due from other funds	-	14,161	137	14,298
Due from other governments	62,860	-	-	62,860
<b>Total current assets</b>	<b>301,888</b>	<b>19,243</b>	<b>181,411</b>	<b>502,542</b>
Noncurrent assets				
Restricted assets				
Cash and cash equivalents	620,368	-	-	620,368
Capital assets				
Nondepreciable	5,000	-	16,145	21,145
Depreciable, net	10,855,461	762,796	103,107	11,721,364
<b>Total noncurrent assets</b>	<b>11,480,829</b>	<b>762,796</b>	<b>119,252</b>	<b>12,362,877</b>
<b>Total assets</b>	<b>11,782,717</b>	<b>782,039</b>	<b>300,663</b>	<b>12,865,419</b>
<b>Liabilities</b>				
Current liabilities				
Accounts payable	108,769	12,372	6,416	127,557
Accrued interest payable	17,055	-	-	17,055
Due to other funds	-	-	2	2
Liabilities payable from restricted assets	29,989	-	-	29,989
Bonds payable - current	80,000	-	-	80,000
<b>Total current liabilities</b>	<b>235,813</b>	<b>12,372</b>	<b>6,418</b>	<b>254,603</b>
Noncurrent liabilities				
Revenue bonds payable	4,483,000	-	-	4,483,000
<b>Total noncurrent liabilities</b>	<b>4,483,000</b>	<b>-</b>	<b>-</b>	<b>4,483,000</b>
<b>Total liabilities</b>	<b>4,718,813</b>	<b>12,372</b>	<b>6,418</b>	<b>4,737,603</b>
<b>Net position</b>				
Invested in capital assets, net of related debt	6,297,461	762,796	119,252	7,179,509
Restricted for				
Debt service	296,436	-	-	296,436
Other purposes	293,943	-	-	293,943
Unrestricted	176,064	6,871	174,993	357,928
<b>Total net position</b>	<b>\$ 7,063,904</b>	<b>\$ 769,667</b>	<b>\$ 294,245</b>	<b>\$ 8,127,816</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**Proprietary Funds**

*For the year ended September 30, 2013*

	BUSINESS -TYPE ACTIVITIES/ENTERPRISE FUNDS			Total
	NON-MAJOR FUNDS			
	Jackson Water/Sewer	Parks and Recreation	Jackson Recycling	
<b>Operating revenues</b>				
Charges for services	\$ 896,758	\$ 139,783	\$ 96,746	\$ 1,133,287
<b>Total operating revenues</b>	<b>896,758</b>	<b>139,783</b>	<b>96,746</b>	<b>1,133,287</b>
<b>Operating expenses</b>				
Personal services	186,875	234,601	84,660	506,136
Utilities	107,155	20,093	-	127,248
Services and supplies	228,868	52,570	54,036	335,474
Repairs and maintenance	132,550	15,643	13,695	161,888
Other operating expenses	-	1,761	1,243	3,004
Depreciation	273,081	69,095	20,685	362,861
<b>Total operating expenses</b>	<b>928,529</b>	<b>393,763</b>	<b>174,319</b>	<b>1,496,611</b>
<b>Net operating income (loss)</b>	<b>(31,771)</b>	<b>(253,980)</b>	<b>(77,573)</b>	<b>(363,324)</b>
<b>Nonoperating revenues (expenses)</b>				
Interest income	10,961	-	168	11,129
Interest expense	(207,841)	-	-	(207,841)
Miscellaneous Revenue	-	2,307	65	2,372
<b>Total nonoperating revenues (expenses)</b>	<b>(196,880)</b>	<b>2,307</b>	<b>233</b>	<b>(194,340)</b>
<b>Income (loss) before contributions and transfers</b>	<b>(228,651)</b>	<b>(251,673)</b>	<b>(77,340)</b>	<b>(557,664)</b>
Capital contributions	393,104	-	-	393,104
Transfers, net	-	194,450	-	194,450
<b>Change in net position</b>	<b>164,453</b>	<b>(57,223)</b>	<b>(77,340)</b>	<b>29,890</b>
<b>Total net position - beginning</b>	<b>6,899,451</b>	<b>826,890</b>	<b>371,585</b>	<b>8,097,926</b>
<b>Total net position - ending</b>	<b>\$ 7,063,904</b>	<b>\$ 769,667</b>	<b>\$ 294,245</b>	<b>\$ 8,127,816</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Statement of Cash Flows**  
**Proprietary Funds**

*For the year ended September 30, 2013*

	<b>BUSINESS-TYPE ACTIVITIES/ENTERPRISE FUNDS</b>			
	<b>NON-MAJOR FUNDS</b>			<b>Total</b>
	<b>Jackson Water/Sewer</b>	<b>Parks and Recreation</b>	<b>Jackson Recycling</b>	
<b>Operating activities</b>				
Receipts from customers and users	\$ 819,565	\$ 144,696	\$ 81,707	\$ 1,045,968
Payments to suppliers	(402,897)	(97,939)	(73,043)	(573,879)
Payments to employees	(186,875)	(234,601)	(84,660)	(506,136)
Net cash provided (used) by operating activities	229,793	(187,844)	(75,996)	(34,047)
<b>Noncapital financing activities</b>				
Transfers to/from other funds	-	194,450	-	194,450
Advance from/to other funds	-	(19,443)	(301)	(19,744)
Net cash provided (used) by noncapital financing activities	-	175,007	(301)	174,706
<b>Capital and related financing activities</b>				
Capital contributions	393,104	-	-	393,104
Purchase of capital assets	(428,104)	(18,736)	-	(446,840)
Principal payments on capital debt	(77,000)	-	-	(77,000)
Interest payments on capital debt	(208,130)	-	-	(208,130)
Other receipts	-	2,307	65	2,372
Net cash (used) provided by capital and related financing activities	(320,130)	(16,429)	65	(336,494)
<b>Investing activities</b>				
Interest and dividends	10,961	-	168	11,129
Net cash provided by investing activities	10,961	-	168	11,129
<b>Net increase (decrease) in cash and cash equivalents</b>	(79,376)	(29,266)	(76,064)	(184,706)
<b>Cash - beginning of the year</b>	832,761	30,490	240,184	1,103,435
<b>Cash - ending of the year</b>	\$ 753,385	\$ 1,224	\$ 164,120	\$ 918,729
<b>Reconciliation of net operating income to net cash (used) provided by operating activities</b>				
Net operating income (loss)	\$ (31,771)	\$ (253,980)	\$ (77,573)	\$ (363,324)
Adjustments to reconcile operating income to net cash provided by operating activities:				
Depreciation	273,081	69,095	20,685	362,861
(Increase) decrease in accounts receivable	(15,497)	4,913	(15,039)	(25,623)
(Increase) decrease in due from other governments	(62,835)	-	-	(62,835)
(Increase) decrease in deposits	1,139	-	-	1,139
Increase (decrease) in accounts payable	65,676	(7,872)	(4,069)	53,735
Net cash provided (used) by operating activities	\$ 229,793	\$ (187,844)	\$ (75,996)	\$ (34,047)

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Statement of Fiduciary Net Position**  
**Agency Funds**

*September 30, 2013*

	<b>Agency Funds</b>
<b>Assets</b>	
Cash and cash equivalents	\$ 886,166
Due from other governmental units	69
<b>Total assets</b>	<b>\$ 886,235</b>
<b>Liabilities</b>	
Due to others	\$ 298,277
Due to other funds	5,226
Due to other governments	582,732
<b>Total liabilities</b>	<b>\$ 886,235</b>

See accompanying notes to financial statements.

## **Jackson County, Florida** **Notes to Financial Statements**

---

### **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of Jackson County, Florida (the County) have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units in accordance with the Governmental Accounting Standards Board (GASB). The GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following notes to the financial statements are an integral part of the County's Basic Financial Statements.

The accounting and reporting framework and the more significant accounting principles and practices are discussed in subsequent sections of this Note. The remainder of the notes is organized to provide explanations, including required disclosures, of the County's financial activities for the fiscal year ended September 30, 2013.

#### **Reporting Entity**

Jackson County, Florida, located in Northwest Florida, is a political subdivision of the State of Florida and provides services to approximately 50,000 residents in many areas including general government, public safety, physical environment, transportation, economic environment, human services, and culture and recreation. The County was established August 12, 1822, by the First Session of the Territorial Legislative Council. It is governed by a five-member elected Board of County Commissioners (the "Board"), which derives its authority by Florida Statutes and regulations. In addition to the members of the Board, there are five elected constitutional officers: Clerk of the Circuit Court, Sheriff, Tax Collector, Property Appraiser and Supervisor of Elections.

The elected offices of the Clerk of the Circuit Court, Sheriff, Tax Collector, Property Appraiser, and Supervisor of Elections are operated as separate County agencies in accordance with applicable provisions of Florida Statutes. These constitutional officers operate on a budget system whereby County-appropriated funds are received from the Board with unexpended funds returned to the Board. The Tax Collector and Clerk of the Circuit Court also operate as a fee officer by retaining various fees collected by these offices. The Clerk of the Circuit Court also receives appropriated funds from the State of Florida to fund court-related activities. Separate accounting records and budgets are maintained by each individual office.

Blended component unit - The Jackson County Agriculture Center (Ag Center), a separate independent district from the County, is governed by a five member Board appointed by the Board of County Commissioners. The Ag Center was originally formed January 24, 1957 by the Governor of the State of Florida. For financial reporting purposes, the Ag Center is blended in the financial statements of the County as part of the special revenue funds.



## Jackson County, Florida Notes to Financial Statements

---

### **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

The Compass Lake Municipal Service Taxing Unit (MSTU), was created by the Board pursuant to Section 125.01 (1)(g) of the Florida Statutes. The municipal service taxing unit was created for the unincorporated area known as Compass Lake in the Hills. An assessment against each lot was made for providing various services to the landowners of this area. Assessments are collected by the Tax Collector as part of the regular ad valorem tax collection schedule. The funds are remitted to the Compass Lake in the Hills Property Owners' Association, Inc. (a Florida not for profit corporation) which in turn is responsible for the administration of the funds. For financial reporting purposes, the MSTU is blended in the financial statements of the Board as a part of the special revenue funds.

#### **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 County, 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 distinguishes 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.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues are classified into three categories: charges for services, operating grants and contributions, and capital grants and contributions. Charges for services refer to direct recovery from customers for services rendered. Grants and contributions refer to revenues restricted for specific programs whose use may be restricted further to operational or capital items. The general revenues section displays revenue collected that helps support all functions of government and contributes to the change in the net position for the fiscal year.

The fund financial statements follow and report additional and detailed information about operations for major funds individually and nonmajor funds in the aggregate for governmental funds. Reconciliation is provided that converts the results of governmental fund accounting to the government-wide presentations.

#### **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, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the 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.

## Jackson County, Florida Notes to Financial Statements

---

### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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, considered to be sixty days. 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 are recorded only when payment is due.

Major revenue sources susceptible to accrual include: sales and use taxes, various motor fuel taxes, property taxes, intergovernmental revenues, and investment income. In general, other revenues are recognized when cash is received.

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

The County's enterprise funds are proprietary funds. In the fund financial statements, proprietary funds are presented using the accrual basis of accounting and the economic resources measurement focus. Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Proprietary Funds are charges to customers for sales and services. Operating expenses for the Proprietary Funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The County has elected not to follow subsequent private-sector guidance.

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.

The County reports the following major governmental funds:

**General Fund** - The general fund is the Board's primary operating fund. It accounts for all resources traditionally associated with governments except those required to be accounted for in another fund.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Fines and Forfeitures** - This fund accounts for 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.

**Transportation Trust** - This fund accounts for the County's county gas tax revenue, motor fuel taxes and other shared revenue earmarked for general and administrative operations costs of the Public Works Department.

**Local Option Gas Tax** - This fund accounts for the Board's local option gas tax funds distributed from the State. The funds are used for road maintenance and improvements.

**Road Construction** - This fund accounts for the various revenues provided for the resurfacing and improving roads throughout the County.

**Utility Fee Fund** – This fund accounts for Board's utility fee tax funds.

The County reports the following major proprietary fund:

**Water/Sewer System** - This fund accounts for the revenues and expenses, capital assets and debt for the utility department of the County.

The County also reports the following fund type:

**Agency Funds** - The agency funds are used to account for assets held by the County as an agent for individuals, private organizations, and other governments. Agency funds are custodial in nature and do not involve measurement of changes in financial position.

The County reports the following blended component unit:

**Compass Lake in the Hills Municipal Services Taxing Unit** – The MSTU fund is used to account for the municipal service taxes collected for Compass Lake in the Hills.

**Budgets and Budgetary Accounting**

General governmental revenue and expenditures accounted for in budgetary funds are controlled by a budgetary accounting system in accordance with various legal requirements which govern the County's operations. Budgets are monitored at varying levels of classification detail; however, expenditures cannot legally exceed total appropriations at the individual fund level. All budget changes that affect the total of a fund's budget must be approved by the Board.

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 reappropriated in the subsequent year.

**Jackson County, Florida**  
**Notes to Financial Statements**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Property Appraiser - 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 revenue and expenditures appropriated by the Board of County Commissioners. Adjustments to convert the results of operation of the general fund at the end of the year from the budgetary basis of accounting to the GAAP basis of accounting are as follows:

<b>Property Appraiser</b>	<b>Total Expenditures</b>	<b>Total Revenue</b>
GAAP basis	\$ 921,164	\$ 921,164
Non-budgeted revenues and expenditures:		
Revenues other than appropriations from the Board of County Commissioners and related expenditures	(4,292)	(4,292)
Budgetary basis	\$ 916,872	\$ 916,872

**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 Funds Trust Fund investment pools created by Sections 218.405 and 218.417, Florida Statutes.

**Investments**

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

**Receivables**

Receivables are shown at their net realizable value. See Note 5 for allowance for doubtful accounts.

**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."

**Inventories**

Inventory items of materials and supplies, which are not significant in amount, are considered expenditures when purchased in the governmental funds. No physical inventory was taken at year end. The amount is estimated to be immaterial.

**Prepaid Expenses**

General fund expenditures for insurance and similar services extending over more than one accounting period are accounted for as expenditures in the period of acquisition.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**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 asset accounts of the County. Property and equipment with initial, individual costs that exceed \$5,000 and an estimated useful life in excess of one year are recorded as capital assets. Buildings, roads, bridges, and sidewalks are capitalized when their initial costs exceed \$5,000 and possess estimated useful lives of more than one year. 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 Elections, and Tax Collector are accounted for within the Board of County Commissioner's capital assets. The Sheriff maintains its own property records.

The County's infrastructure was updated for infrastructure acquired prior to 2002. The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	5-50
Improvements, other than buildings	2-50
Machinery and equipment	3-30

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.

**Deferred Revenues**

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

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**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) effective October 1, 2010. This GASB Statement clarifies governmental fund balance classifications and fund-type definitions. Fund balances are classified either as non-spendable or spendable. See Note 13.

**Net Position**

For the year ending September 30, 2013, the County reports net position as restricted or unrestricted. Restricted net position 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. Unrestricted net position are 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 Board does not record encumbrances outstanding at year end.

**Management Estimates and Assumptions**

The preparation of financial statements in conformity with general accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Subsequent Events**

The County has evaluated subsequent events through the date of the Independent Auditors' Report.

**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 2013 millage rate assessed by the County was 7.1223 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 millage into the total tax levy, which includes the various municipalities, the county school board, and other taxing authorities.

**Jackson County, Florida**  
**Notes to Financial Statements**

---

**NOTE 2 - PROPERTY TAXES (CONTINUED)**

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.

On or prior to June 1, following the tax year, tax 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.

**NOTE 3 - DEPOSITS AND INVESTMENTS**

At year end, the carrying amount of the County's deposits was \$14,998,870 and the bank balance was \$15,872,184. 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 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 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.

The County invested funds in the Florida State Board of Administration Local Governments Surplus Funds Investment Pool. At September 30, 2013, the market value and the carrying value of these funds was \$4,757,056. The funds are carried as a cash equivalent on the balance sheet at September 30, 2013 (See Note 1 for definition of cash equivalents) and are included in carrying value and bank balance in the first paragraph of this note.

The County's investments in the Local Government Surplus Funds Trust Fund (Florida PRIME), which the State Board of Administration indicates is a Securities and Exchange Commission Rule 2a7-like external investment pool, as of September 30, 2013, are similar to money market funds in which shares are owned in the fund rather than the underlying investments. These investments are reported at fair value, which is amortized cost.

**NOTE 3 - DEPOSITS AND INVESTMENTS (CONTINUED)**

The State Board of Administration's interpretation in regards to the County's investments in Fund B is that it does not meet the requirement of a SEC 2a-7-like fund; therefore, the State Board of Administration is providing a Fair Value factor (i.e. total net asset value of Fund B divided by total participant balances of Fund B) for September 30, 2013. The Fair Value factor for Fund B for September 30, 2013, is 1.13262284.

As of September 30, 2013, the County had \$4,670,990 and \$86,066 invested in Florida PRIME and Fund B, respectively. 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](http://www.sbafla.com/prime).

**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, 2013, the County's investment in the Florida PRIME is rated by Standard and Poors and the current rating is AAAM. The Fund B Surplus Funds Trust Fund is not rated by any nationally recognized statistical rating agency.

**Interest Rate Risk**

The weighted average days to maturity (WAM) of the Florida PRIME at September 30, 2013, is 44 days. Next interest rate reset for floating rate securities are used in the calculation of the WAM. Due to the nature of the securities in Fund B, the interest rate risk information required by GASB 40 is not available. An estimate of weighted average life (WAL) is available. In the calculation of WAL, the time at which an expected principal amount is to be received (measured in years) is weighted by the principal amount received at that time divided by the sum of all expected principal payments. The principal amounts used in the WAL calculation are not discounted to present value as they would be in a weighted average duration calculation. The weighted average life (based on expected future cash flows) of Fund B at September 30, 2013, is estimated at 4.04 years. However, because Fund B consists of restructured or defaulted securities, there is considerable uncertainty regarding the weighted average life.

**Custodial Credit Risk**

At September 30, 2013, 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, 2013, the County did not hold any investments that were considered to have a concentration of credit risk.



**Jackson County, Florida**  
**Notes to Financial Statements**

---

**NOTE 4 - RESTRICTED ASSETS**

The General Fund's cash is restricted as follows:

	<b>Amount</b>
Technology Escrow	\$ 167,018
Federal election activities	8,405
Sick leave buyback program	274,109
<b>Total</b>	<b>\$ 449,532</b>

The Transportation Trust Fund's cash is restricted for the sick leave buyback program in the amount of \$221,238.

The Nonmajor Governmental funds' cash is restricted for other programs in the amount of \$2,851,928.

Certain Enterprise Fund assets are restricted for debt service and future extension and improvements. Impact fees are recorded as contributed capital and may only be used for extensions to the Water System. The Jackson County Water/Sewer Fund's cash is restricted as follows:

	<b>Amount</b>
Debt service	\$ 313,491
Investment extension and improvements	306,877
<b>Total</b>	<b>\$ 620,368</b>

**NOTE 5 - ACCOUNTS RECEIVABLE**

Accounts receivable of the Fire/Rescue Department is accounted for in the County's General Fund. Accounts receivable in the Fire/Rescue Department totaled \$1,044,850 and are shown net of the allowance for doubtful accounts and contractual adjustments of \$826,526. This allowance represents an uncollected billing ratio based on past history of collections and aged accounts receivable listings.

Accounts receivable for the General fund includes \$307,530 from franchise fees and royalties related to private landfills.

Accounts receivables for the Enterprise Fund are from various utility customers. No allowance for uncollectible accounts is deemed to be necessary.

**Jackson County, Florida**  
**Notes to Financial Statements**

**NOTE 6 - INTERFUND BALANCES**

Balances due to/from other funds at September 30, 2013 are as follows:

**Due to/from Other Funds:**

<b>Receivable Fund</b>	<b>Payable Fund</b>	
General fund	Road Construction	\$ 1,034,320
	Utility Fee fund	1,300,000
	Nonmajor governmental funds:	
	Other special revenue funds	89,216
	Agency funds	5,226
Fine and Forfeitures	General fund	473,291
	Nonmajor governmental funds:	
	Other special revenue funds	5,745
Transportation Trust	Local Option Gas Tax	1,792,866
	General fund	142,670
Utility Fee Fund	Fines and Forfeiture	733,431
	Road construction	522,000
Road Construction	Transportation	1,670,255
Parks and Recreation	General fund	14,161
Jackson Recycling	General fund	137
Nonmajor governmental funds	General fund	66,615
	Proprietary funds:	
	Jackson recycling	2
	Other special revenue funds	2,752
<hr/>		
<b>Total</b>		<b>\$ 7,852,687</b>

The General Fund and Fine and Forfeitures have 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.

**Jackson County, Florida**  
**Notes to Financial Statements**

**NOTE 6 - INTERFUND BALANCES (CONTINUED)**

Interfund transfers for the year ended September 30, 2013, consisted of the following:

<b>Transfers to General Fund from:</b>		
Fines and Forfeiture	\$ 4,272,494	
Utility Fee fund	2,500,000	
Nonmajor Governmental fund	20,700	
Total		\$ 6,793,194
 <b>Transfers to Fines and Forfeiture from:</b>		
General Fund	473,291	
Nonmajor Governmental fund	41,780	
Total		515,071
 <b>Transfers to Transportation Trust from:</b>		
Local Option Gas Tax	2,759,465	
Utility Fee fund	1,233,015	
General fund	322,130	
Total		4,314,610
 <b>Transfers to Local Option Gas Tax:</b>		
General fund		625,000
 <b>Transfers to Road Construction from:</b>		
Transportation Trust		701,955
 <b>Transfers to Nonmajor Governmental Funds from:</b>		
General fund	417,482	
Nonmajor Governmental funds	57,321	
Total		474,803
<b>Subtotal</b>		<b>13,424,633</b>
 <b>Transfers to Proprietary funds from:</b>		
General fund		194,450
<b>Total interfund transfers</b>		<b>\$ 13,619,083</b>

Transfers are used to (1) use fines and forfeiture revenues to finance sheriff's department expenses and use utility fees to finance general operating activities that are accounted for in general fund, (2) use revenue from inmate welfare fund to cover cost relating to inmate welfare expenses in other fund and use grant revenue to cover personal expense of the Drug Task force, (3) use local option gas tax to cover road and bridge operating expenses, (4) transfer fiscally constrained revenue to fund road raving expenditures in local option gas tax fund, (5) use local option gas tax to cover road construction projects, (6) use unrestricted general fund revenues and nonmajor governmental revenues to finance debt service and operating expenses that are accounted for in other funds, (7) use unrestricted general fund revenues and nonmajor governmental revenues to finance debt service and operating expenses that are accounted for in the proprietary funds.

**Jackson County, Florida**  
**Notes to Financial Statements**

**NOTE 7 - DUE FROM OTHER GOVERNMENTS**

Due from other governments consists of funds earned as of September 30, 2013, but not yet received by the County. The majority of these amounts were received in October and November 2013.

**NOTE 8 - CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2013, was as follows:

	BEGINNING BALANCE	INCREASES	DECREASES	ENDING BALANCE
<b>Governmental activities:</b>				
Capital assets, not being depreciated:				
Land and improvements	\$ 2,473,557	\$ 64,600	\$ -	\$ 2,538,157
Construction in progress	7,131,055	3,699,740	9,997,152	833,643
<b>Total capital assets, not being depreciated</b>	<b>9,604,612</b>	<b>3,764,340</b>	<b>9,997,152</b>	<b>3,371,800</b>
Capital assets, being depreciated:				
Buildings and improvements	31,542,289	1,944,002	64,600	33,421,691
Equipment	17,444,142	1,878,681	1,656,959	17,665,864
Roads	37,919,800	8,058,701	-	45,978,501
Infrastructure - Sidewalks	1,099,712	-	-	1,099,712
<b>Total capital assets, being depreciated</b>	<b>88,005,943</b>	<b>11,881,384</b>	<b>1,721,559</b>	<b>98,165,768</b>
<b>Less: Total accumulated depreciation</b>	<b>35,852,582</b>	<b>3,877,679</b>	<b>1,656,959</b>	<b>38,073,302</b>
<b>Total capital assets, being depreciated, net</b>	<b>52,153,361</b>	<b>8,003,705</b>	<b>64,600</b>	<b>60,092,466</b>
<b>Governmental activities capital assets, net</b>	<b>\$ 61,757,973</b>	<b>\$ 11,768,045</b>	<b>\$ 10,061,752</b>	<b>\$ 63,464,266</b>

**Jackson County, Florida**  
**Notes to Financial Statements**

**NOTE 8 - CAPITAL ASSETS (CONTINUED)**

	BEGINNING BALANCE	INCREASES	DECREASES	ENDING BALANCE
<b>Business-type activities:</b>				
Capital assets, not being depreciated:				
Land	\$ 21,145	\$ -	\$ -	\$ 21,145
Construction in progress	-	-	-	-
Total capital assets, not being depreciated	21,145	-	-	21,145
Capital assets, being depreciated:				
Equipment	14,884,251	446,840	-	15,331,091
Total capital assets, being depreciated	14,884,251	446,840	-	15,331,091
Less: Total accumulated depreciation	3,246,866	362,861	-	3,609,727
Total capital assets, being depreciated, net	11,637,385	83,979	-	11,721,364
Business-type activities capital assets, net	\$ 11,658,530	\$ 83,979	\$ -	\$ 11,742,509

Depreciation expense was charged to functions as follows:

<b>Governmental activities</b>	
General government	\$ 260,611
Public safety	682,599
Transportation	2,281,043
Economic environment	4,160
Culture and recreation	131,375
Human services	427,204
Court related	90,687
Total depreciation expense-governmental activities	\$ 3,877,679

**Jackson County, Florida**  
**Notes to Financial Statements**

**NOTE 8 - CAPITAL ASSETS (CONTINUED)**

**Business-type activities**

Water and sewer	\$	273,081
Recycling		20,685
Parks and recreation		69,095

Total depreciation expense-business-type activities	\$	362,861
---	----	---------

**NOTE 9 - LONG-TERM LIABILITIES**

Long-term debt activity for the year ended September 30, 2013, was as follows:

	BEGINNING BALANCE	ADDITIONS	REDUCTIONS	ENDING BALANCE	DUE WITHIN ONE YEAR
<b>Governmental activities:</b>					
Revenue bonds	\$ 8,254,788	\$ -	\$ 907,677	\$ 7,347,111	\$ 940,647
Notes payable	500,000	-	46,000	454,000	46,000
Compensated absences	1,385,174	170	89,187	1,296,157	-
Landfill closure and post-closure costs	292,161	-	-	292,161	83,581
<b>Total governmental activities:</b>	<b>10,432,123</b>	<b>170</b>	<b>1,042,864</b>	<b>9,389,429</b>	<b>1,070,228</b>
<b>Business-type activities:</b>					
Revenue bonds	4,640,000	-	77,000	4,563,000	80,000
<b>Total</b>	<b>\$ 15,072,123</b>	<b>\$ 170</b>	<b>\$ 1,119,864</b>	<b>\$ 13,952,429</b>	<b>\$ 1,150,228</b>

Payments on the notes, leases payable, and sales tax revenue bonds 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, 2013 are as follows:

FISCAL YEAR ENDING SEPTEMBER 30,	GOVERNMENTAL ACTIVITIES			
	REVENUE BONDS		NOTES PAYABLE	
	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
2014	\$ 940,647	\$ 259,686	\$ 46,000	\$ 8,793
2015	974,815	225,044	48,000	7,834
2016	1,010,225	189,637	48,000	6,854
2017	1,046,920	151,940	49,000	5,865
2018	1,084,948	113,384	51,000	4,845
2019-2023	2,289,556	105,509	212,000	8,773
<b>Total</b>	<b>\$ 7,347,111</b>	<b>\$ 1,045,200</b>	<b>\$ 454,000</b>	<b>\$ 42,964</b>

**Jackson County, Florida**  
**Notes to Financial Statements**

**NOTE 9 - LONG-TERM LIABILITIES (CONTINUED)**

FISCAL YEAR ENDING SEPTEMBER 30,	BUSINESS-TYPE ACTIVITIES	
	REVENUE BONDS	
	PRINCIPAL	INTEREST
2014	\$ 80,000	\$ 204,656
2015	84,000	201,048
2016	87,000	197,256
2017	91,000	193,330
2018	95,000	189,225
2019-2023	542,000	877,915
2024-2028	677,000	743,946
2029-2033	844,000	576,606
2034-2038	1,050,000	367,954
2039-2043	453,000	176,619
2044-2048	465,000	83,563
2049-2053	95,000	4,156
Total	\$ 4,563,000	\$ 3,816,274

**Governmental Activities**

**Revenue Bonds**

\$10,080,000, Gas Tax Revenue Bonds, Series 2010, payable in semi-annual installments of \$426,350 to \$587,796 through 2020, interest at 3.6%. Collateralized by pledged revenue generated from certain gas tax revenues.

	\$ 7,347,111
Total revenue bonds	\$ 7,347,111

**Notes Payable**

\$500,000, Series 2012 Note, payable in semi-annual installments of \$54,793 to \$55,845 through 2021, interest at 2.04%. Collateralized by pledged revenue generated from certain gas tax revenues.

	\$ 454,000
Total revenue bonds	\$ 454,000

**NOTE 9 - LONG-TERM LIABILITIES (CONTINUED)**

**Business-type activities**

**Revenue Bonds**

\$1,500,000, Water and Sewer Revenue Bonds, Series 1999B, payable in annual installments of \$65,625 to \$82,188 through 2039, interest at 4.375%. Collateralized by pledged revenue derived from the operation of the system.	\$ 1,254,000
\$2,014,000, Water and Sewer Revenue Bonds, Series 2009, payable in annual installments of \$22,000 to \$101,000 through 2049, interest at 4.375%. Collateralized by pledged revenue derived from the operation of the system.	1,969,000
\$1,618,000, Water and Sewer Revenue Bonds, Series 1999A, payable in annual installments of \$76,855 to \$90,085 through 2038, interest at 4.750%. Collateralized by pledged revenue derived from the operation of the system.	1,340,000
Total revenue bonds	\$ 4,563,000

**Compensated Absences** – Records kept for compensated absences relate only to hours earned, used and available. Accordingly, only the net change in compensated absences payable is shown.

**Long-term landfill closure and post-closure liability** – this obligation relates to long-term landfill post-closure costs. See also Note 16.

**NOTE 10 - RISK MANAGEMENT**

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

- Workers' compensation and employer's liability
- General and automobile liability
- Real and personal property damage
- Public officials' liability
- Accidental death and dismemberment



**NOTE 10 - RISK MANAGEMENT - CONTINUED**

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. Coverage under these programs includes:

- General liability
- Automobiles
- Money and securities coverage

The Sheriff provides for workers' compensation coverage through the Board. A separate insurance policy is carried for the aircraft.

In addition, the Sheriff participates in the Florida 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.

**NOTE 11 - EMPLOYEE BENEFITS**

The County employees and the elected officials participate in the Florida Retirement System (FRS) a cost-sharing, multiple employer defined benefit public retirement system administered by the State of Florida Department of Administration, Division of Retirement, to provide retirement and survivor benefits to participating public employees. Chapter 121, Florida Statutes, establishes the authority for participant eligibility, contribution requirements, vesting eligibility and benefit provisions. FRS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the State of Florida Division of Retirement, Tallahassee, FL 32399-1560 or by accessing their internet site at [www.frs.state.fl.us/frs/public/annual](http://www.frs.state.fl.us/frs/public/annual).

For those employees hired prior to July 1, 2011, FRS provides vesting of benefits after six years of creditable service. Members are eligible for normal retirement after six years of service and attaining age 62, or 30 years of service regardless of age. Early retirement may be taken any time after completing six years of service; however, there is a 5% benefit reduction for each year prior to normal retirement. For those employees hired on or after July 1, 2011, the System provides for vesting of benefits after eight years of creditable service. Normal retirement benefits are available to these employees who retire at or after age 65 with eight years of service with a 5% reduction of benefits for each year prior to normal retirement. FRS also provides death and disability benefits and cost-of-living adjustments. Generally, membership is compulsory for all full-time and part-time employees. Prior to July 1, 2011, retirement coverage was employee noncontributory. Effective July 1, 2011 the Florida Legislature mandated all employees contribute 3% to their retirement coverage with immediate vesting of their contributions.

**Jackson County, Florida**  
**Notes to Financial Statements**

**NOTE 11 - EMPLOYEE BENEFITS - Continued**

The funding methods and the determination of benefits payable are provided in various acts of the Florida Legislature. These acts provide that employers pay all contributions at rates determined each year by the legislature. The rates, as a percentage of gross earnings, are as follows:

	<b>10/01/12 Through 6/30/13</b>	<b>7/01/13 Through 9/30/13</b>
Regular employees	5.18%	6.95%
Senior management	6.30%	18.31%
Elected county officials' class	10.23%	33.03%
Special risk employees	14.90%	19.06%
DROP plan participants	5.44%	12.84%

For the period October 1, 2012 through September 30, 2013, the total payroll for all employees and the retirement contributions for all employees covered by FRS were as follows:

	<b>Payroll Expense</b>	<b>Retirement Contributions</b>
Board of County Commissioners	\$ 7,816,159	\$ 692,209
Clerk of the Circuit Court	1,216,341	72,237
Sheriff	2,887,920	362,805
Property Appraiser	553,049	28,985
Tax Collector	715,371	44,228
Supervisor of Elections	221,912	23,088
<b>Total</b>	<b>\$ 13,410,752</b>	<b>\$ 1,223,552</b>

The County's contributions to the Plan for the years ended September 30, 2013, 2012 and 2011 were \$1,223,552, \$1,058,188 and \$1,798,450 respectively, which equal the required contributions. For the year ended September 30, 2013, retirement contributions represent 9.12% of County's total covered payroll.

Effective July 1, 1998, the Legislature established a Deferred Retirement Option Program (DROP). This program allows eligible employees to defer receipt of monthly retirement benefit payments while continuing employment with a FRS employer for a period not to exceed sixty months after electing to participate. Deferred monthly benefits are held in the Florida Retirement System Trust Fund and accrue interest.

**NOTE 12 - GRANTS**

The County 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, 2013, 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.

**Jackson County, Florida**  
**Notes to Financial Statements**

**NOTE 13 - FUND EQUITY**

Spendable fund balances are classified based on a hierarchy of the County'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 ending September 30, 2013, the County reports net position as restricted, committed, assigned and unassigned. Restricted net position has 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. Committed net position has amounts constrained by a specific purpose by the Board of County Commissioners. Assigned net position has constraints placed on the use of resources by the County's intent to use the resources for specific purposes. Unassigned fund balances have not been restricted, committed or assigned to specific purposes within the general fund.

**Restricted Fund Balance:**

<b>Funds</b>	<b>Purpose</b>		
General Fund	Funding for:		
	Building Department	\$ 169,263	
	Tax Deeds	46,914	
	Total general fund		\$ 216,177
Special Revenue Fund	Nonmajor governmental funds		
	Gas Tax Bond Series 2010	5,413	
	Law Library	25,543	
	Local Law Enforcement	168,445	
	Drug Court	27,208	
	Contraband forfeitures	9,634	
	Crime prevention	85,303	
	Courts facility fund	1,387,801	
	Court construction improvement	50,836	
	Anti-drug abuse	27,418	
	Inmate Welfare Fund	228,138	
	Additional court costs	314,991	
	Contraband forfeitures	276,644	
	Modernization of public records	259,120	
	Total nonmajor governmental funds		2,866,494
	Total restricted fund balance		\$ 3,082,671

**Jackson County, Florida**  
**Notes to Financial Statements**

**NOTE 13 - FUND EQUITY (CONTINUED)**

**Committed Fund Balance**

<b>Funds</b>	<b>Purpose</b>		
General Fund	Funding for:		
	Sick Leave	\$ 273,865	
	Prior year Improvements	339,323	
	Total general fund		\$ 613,188
Special Revenue Fund	Funding for:		
	Transportation Trust		221,012
	Nonmajor governmental funds		
	Compass Lake MSTU	404,885	
	Jackson County Economic Recovery	41,484	
	West Jackson County Dev. Authority	250,119	
	Total nonmajor governmental funds		696,488
	Total committed fund balance		\$ 1,530,688

**Assigned Fund Balance**

<b>Funds</b>	<b>Purpose</b>		
General Fund	Funding for:		
	Technology Escrow	\$ 167,018	
	Administration Building Fund	519,882	
	Total general fund		\$ 686,900
Special Revenue Fund	Funding for:		
	Fines and Forfeitures		124,197
	Transportation Trust		628,311
	Local Option Gas Tax		684,561
	Road Construction		1,645,325
	Utility Fee fund		463,595
	Nonmajor governmental funds		
	JCDC Tax	1,683,352	
	Jackson County Ag Complex	293,358	
	Other Debt Service	101,087	
	E911	114,133	
	Sheriff Aviation Fund	18,194	
	Emergency Management Grant	1,001	
	Solid Waste Recycling Grant	403	
	Total nonmajor governmental funds		2,211,528
	Total assigned fund balance		\$ 6,444,417

**NOTE 14 - LITIGATION AND CONTINGENT LIABILITIES**

The County is involved in various litigation arising from 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.

**NOTE 15 - RECLASSIFICATION**

Certain 2012 amounts have been reclassified to conform with 2013 classifications. Such reclassification had no effect on reported net income.

**NOTE 16 - LANDFILL CLOSURE/LONG-TERM CARE ESCROW**

The County is no longer required to maintain the landfill management escrow account because the required long-term care period for the landfill has passed. Specific Condition 5.0 Financial Assurance of Permit No. 0077605-004-SF states that the financial assurance for the landfill is not required. The monitoring at the site is for the continued contamination assessment as discussed in Note 17.

The Board has adopted GASB Statement No. 18, which requires recognition of landfill post-closure care costs in the Board's long-term debt. State and federal laws and regulations require the County to perform certain maintenance and monitoring functions after closure. At September 30, 2013, the amount of \$292,161 in long-term debt recognizes the remaining year of long-term care period. The above estimate is based on current prices; actual costs may be higher due to inflation, changes in technology, or changes in regulations.

**NOTE 17 - COMMITMENTS AND CONTINGENCIES**

**Contractual Commitments**

At September 30, 2013, the Board had contractual commitments for construction projects, equipment purchases and leases in excess of amounts recognized in the financial statements.

Balances remaining on uncompleted construction contracts at September 30, 2013:

LAP – Reddoch Road	\$ 1,125,559
New Fleet Maintenance Facility	\$ 609,715
Library Stem Wall	\$ 164,618

**NOTE 17 - COMMITMENTS AND CONTINGENCIES - Continued**

**Workers Compensation Cases**

There are two workers compensation cases outstanding at year end that are associated with the Governmental Risk Insurance Trust (GRIT). The future medical costs of these claims are estimated to be \$291,524 and \$97,539 over ten years.

**Emergency Management Center**

Subsequent to year end, the Board of County Commissioners accepted a settlement of \$68,457 for construction and design defects therein related to the accumulation of moisture and mold in the Emergency Management Center. Remediation is complete and there are no further known issues related to the defects.

**Jackson County East Landfill—Remedial Action Plan**

Jones, Edmunds & Assoc. have been working with the County and the Florida Department of Environmental Protection (FDEP) to remediate contamination detected in the groundwater at the Jackson County East Landfill. The contamination is caused by migrating landfill gas in contact with the groundwater. FDEP evaluated the site and agreed that landfill gas was a problem and approved the installation of a landfill gas extraction system that was proposed by Jones Edmunds and approved by the County. The landfill gas system was installed in 2010 with additional gas extraction wells installed in 2013. Since system installation the landfill gas in the waste has decreased.

In addition to the landfill gas system, part of the contamination remediation was to install replacement wells at the site as it appeared, from discrepancies in measured well depths, that six wells were damaged. FDEP required the wells to be replaced at a schedule of 2 wells per year for 3 years.

- The 1<sup>st</sup> year well installations were completed in 2012.
- The 2<sup>nd</sup> year well installations were completed in 2013.
- The 3<sup>rd</sup> year well installations will be completed in 2014. The County has approved \$29,990 for the 2014 well installations.

Due to the contamination, FDEP is requiring groundwater monitoring past the end of long-term care at the landfill. The annual groundwater monitoring and reporting to FDEP will be approximately \$50,000 per year.

**NOTE 18 - 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 has entered into contracts for various construction projects totaling in excess of \$3.7 million.

**NOTE 18 - SUBSEQUENT EVENTS (CONTINUED)**

**Russ House**

Subsequent to year end, the County and the City of Marianna purchased the Russ House. The County's portion of the purchase price was \$174,546. These funds will be utilized to maintain and repair the Russ House.

**New Vehicle Maintenance Facility**

Subsequent to year end, the new vehicle maintenance facility was completed. Final payment to Kolmetz Construction was rendered on March 25, 2014.

**Community Development Property**

Subsequent to year end, Southeastern Retail Development, LLC terminated the contract for the Community Development property.

**Equipment Purchases**

Subsequent to year end, the Board purchased three dump trucks and two boom mowers for the Road Department in the amount of \$404,840, a water tanker for the Fire Rescue Department in the amount of \$63,000, a pickup truck for the Animal Control Department in the amount of \$18,192, a deep fryer in the amount of \$5,535 and a washer/extractor in the amount of \$9,033 for the Jackson County Correctional Facility, a pickup truck for Mosquito Control in the amount of \$5,500, a zero turn mower and a pickup truck for the Ag Center in the amount of \$32,449 and a John Deere gator for the Parks and Recycling Department in the amount of \$9,643.

**Jackson County Compass Lake Property Purchase**

On October 4, 2014, the Board purchased the "Compass Lake Property". This property, which includes a building, is across Lakeview Drive from the Jackson County Board of County Commissioners Compass Lake Boat Ramp. The property was purchased for \$78,434 utilizing \$61,225 of Florida Boating Improvement Program Grant funds and \$17,209 of Vessel Registration Funds.

**NOTE 19 - BUDGET**

Budgets were not prepared for the Sheriff's special revenue funds or the contraband forfeiture fund.

**NOTE 20 - 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 \$94,550.

**Jackson County, Florida**  
**Notes to Financial Statements**

---

**NOTE 21 - POST EMPLOYMENT BENEFITS OTHER THAN PENSION**

**Plan Description** – The Jackson County Board of County Commissioners (the “Board”) administers a single-employer defined benefit healthcare plan (the “Plan”). In accordance with Section 112.0801 of the Florida Statutes, because Jackson County provides a medical plan to active employees of the County and their eligible dependents, the Board is also required to provide retirees with the opportunity to participate in this Plan. The Plan provides healthcare benefits including medical coverage and life insurance coverage to both active and eligible retired 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 Board and the Constitutional officers. For regular, senior management service and elected officials, participants are eligible for normal retirement upon attaining the earlier of 1) six years of service and age 62 or 2) 30 years of service regardless of age. For Special Risk, participants are eligible for normal retirement upon attaining the earlier of 1) six years of special risk service and age 55 or 2) 25 total years of service consisting both of special risk service up to four years of military service and age 52 or 3) 25 total years of special risk service, regardless of age or 4) 30 years of any credible service, regardless of age.

**Benefits Provided** – The Board provides post-employment healthcare and life insurance to its retirees. Health benefits are provided through the Board’s healthcare provided, Blue Cross Blue Shield of Florida (BCBSFL). The benefit levels are the same as those afforded to active employees. Health benefits include inpatient and outpatient medical services and prescriptions. Upon a retiree reaching 65 years of age, Medicare becomes the primary insurer and the County’s plan becomes secondary.

**Membership** – At September 30, 2013, there were no terminated employees entitled to benefits but not yet receiving them. The membership of the Plan consisted of:

Active employees	338
Retirees and beneficiaries currently receiving benefits	19
<b>Total membership</b>	<b>357</b>
<hr/>	
Participating employers	1

**Funding Policy** – A qualifying trust or agency fund has not been authorized by the Board. The Board negotiates the premium rates with BCBSFL. 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 2013 was \$150,346. The Board contributes the remainder to cover the costs of providing the benefits to the retirees.



**Jackson County, Florida**  
**Notes to Financial Statements**

**NOTE 21 - POST EMPLOYMENT BENEFITS OTHER THAN PENSION (CONTINUED)**

**Annual OPEB and Net OPEB Obligation** – The Board’s annual other post employment benefit (OPEB) cost (expenses) is calculated based on the annual required contribution of the employer (the “ARC”) actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a closed period not to exceed 15 years. The following shows the components of the Board’s net OPEB obligation:

September 30,	2013
Annual required contribution	\$ 326,000
Interest on prior year net OPEB obligation	36,000
Adjustments to annual required contribution	(67,000)
Annual OPEB costs	295,000
Estimated employer contribution made	(117,000)
Increase (decrease) in net OPEB obligation	178,000
Net OPEB obligation, beginning of year	898,000
Estimated net OPEB obligation, end of year	\$ 1,076,000

The County has chosen to apply GASB No. 45 requirements prospectively in this transition year. The County’s annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan and the net OPEB obligation for 2013 and the prior two (2) years were as follows:

Fiscal Year Ended	Annual OPEB Costs	Percentage of OPEB Cost Contributed	Net OPEB Obligation
9/30/11	\$410,000	42.0%	\$172,000
9/30/12	\$422,000	46.4%	\$196,000
9/30/13	\$295,000	35.9%	\$117,000

**Jackson County, Florida**  
**Notes to Financial Statements**

**NOTE 22 - POST EMPLOYMENT BENEFITS OTHER THAN PENSION (CONTINUED)**

**Funded Status and Funding Progress** – As of September 30, 2013, the actuarial accrued liability of \$2,326,000 was unfunded. Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the Plan and the ARC's of employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements in the government-wide financial statements of Jackson County, Florida, presents multi-year trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**Actuarial Method and Assumptions** – The valuation dated October 1, 2012, for the fiscal date of October 1, 2012 to September 30, 2013, was prepared using generally accepted accrual principles and practices, and relied on unaudited census data and medical claims data reported by the Board. Projections of benefits for financial reporting purposes are based on the substantive plan (the Plan as understood by the employer and the Plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used included techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the September 30, 2013 actuarial valuation, the entry age normal actuarial cost method was used. The actuarial assumption included a 4.0% investment rate of return. The Unfunded Actuarial Accrued Liability (UAAL) is being amortized over 15 years assuming 5 annual level payments. The remaining amortization period at September 30, 2013 was 15 years.

**Post-Employment Benefits Plan Schedule of Funding Progress –**

<b>Actuarial Valuation Date</b>	<b>Actuarial Value of Assets</b>	<b>Actuarial Liabilities (AAL)</b>	<b>Unfunded Actuarial Liabilities (UAAL)</b>	<b>Funded Ratio</b>	<b>Covered Payroll</b>	<b>UAAL as a Percentage Of Covered Payroll</b>
10/01/2008	\$ -	\$2,106,000	\$ 2,106,000	0.00%	N/A	N/A
10/01/2010	\$ -	\$3,037,000	\$ 3,037,000	0.00%	N/A	N/A
10/01/2012	\$ -	\$2,326,000	\$ 2,326,000	0.00%	N/A	N/A

**Jackson County, Florida**  
**Notes to Financial Statements**

---

**NOTE 22 - OPERATING LEASES**

The Tax Collector leases various buildings under operating leases with yearly lease terms. Rental expense under operating leases for the year ended September 30, 2013 was \$20,040.

Minimum future lease payments under operating leases as of September 30, 2013 and for each year until expiration are:

2014	\$	12,540
2015		12,540
2016		12,540
<u>Total minimum future lease payments</u>		<u>\$ 37,620</u>

## **Supplementary Information**

**Jackson County, Florida**  
**Combining Balance Sheet**  
**Nonmajor Governmental Funds**

*September 30, 2013*

	Special Revenue Funds						
	Gas Tax Bond Series 2010	E911	Local Housing Assistance Trust (SHIP)	Courthouse Facility Fund	Jackson County Tourist Development Tax	Emergency Operations Center	
<b>Assets</b>							
Cash and cash equivalents	\$ -	\$ 124,495	\$ 402,295	\$ -	\$ 1,644,523	\$ -	16
Restricted cash and cash equivalents	5,413	-	-	1,362,293	-	-	-
Accounts receivable	-	-	-	-	-	-	-
Due from other funds	-	7,099	-	-	-	-	-
Due from other governmental units	-	14,005	-	26,258	42,797	-	-
<b>Total assets</b>	<b>\$ 5,413</b>	<b>\$ 145,599</b>	<b>\$ 402,295</b>	<b>\$ 1,388,551</b>	<b>\$ 1,687,320</b>	<b>\$ -</b>	<b>16</b>
<b>Liabilities</b>							
Accounts payable and accrued expenses	\$ -	\$ 29,127	\$ 9,758	\$ 750	\$ 3,968	\$ -	-
Due to other funds	-	-	-	-	-	-	16
Due to other governmental units	-	-	-	-	-	-	-
Deferred revenue	-	2,339	392,538	-	-	-	-
<b>Total liabilities</b>	<b>-</b>	<b>31,466</b>	<b>402,296</b>	<b>750</b>	<b>3,968</b>	<b>-</b>	<b>16</b>
<b>Fund balances</b>							
Restricted	5,413	-	-	1,387,801	-	-	-
Committed	-	-	-	-	-	-	-
Assigned	-	114,133	-	-	1,683,352	-	-
Unassigned	-	-	(1)	-	-	-	-
<b>Total fund balances</b>	<b>5,413</b>	<b>114,133</b>	<b>(1)</b>	<b>1,387,801</b>	<b>1,683,352</b>	<b>-</b>	<b>-</b>
<b>Total liabilities and fund balances</b>	<b>\$ 5,413</b>	<b>\$ 145,599</b>	<b>\$ 402,295</b>	<b>\$ 1,388,551</b>	<b>\$ 1,687,320</b>	<b>\$ -</b>	<b>16</b>

See Independent Auditors' Report

**Jackson County, Florida**  
**Combining Balance Sheet**  
**Nonmajor Governmental Funds**

September 30, 2013

	Special Revenue Funds				Debt Service Funds		Total Non-Major Governmental Funds
	MSTU	Inmate Welfare Fund	Sheriff Contraband Fund	Other Special Revenue Funds	Other Debt Service Funds		
<b>Assets</b>							
Cash and cash equivalents	\$ 312,704	\$ -	\$ -	\$ 792,380	\$ 101,087	\$ -	\$ 3,377,500
Restricted cash and cash equivalents	-	217,943	\$ 276,572	989,707	-	-	2,851,928
Accounts receivable	92,181	15,940	-	4,553	-	-	112,674
Due from other funds	-	-	72	62,198	-	-	69,369
Due from other governmental units	-	-	-	99,922	-	-	182,982
<b>Total assets</b>	<b>\$ 404,885</b>	<b>\$ 233,883</b>	<b>\$ 276,644</b>	<b>\$ 1,948,760</b>	<b>\$ 101,087</b>	<b>\$ -</b>	<b>\$ 6,594,453</b>
<b>Liabilities</b>							
Accounts payable and accrued expenses	\$ -	\$ -	\$ -	\$ 238,144	\$ -	\$ -	\$ 281,747
Due to other funds	-	5,745	-	91,952	-	-	97,713
Deferred revenue	-	-	-	45,606	-	-	440,483
<b>Total liabilities</b>	<b>-</b>	<b>5,745</b>	<b>-</b>	<b>375,702</b>	<b>-</b>	<b>-</b>	<b>819,943</b>
<b>Fund balances</b>							
Restricted	-	228,138	276,644	968,498	-	-	2,866,494
Committed	404,885	-	-	291,603	-	-	696,488
Assigned	-	-	-	312,956	101,087	-	2,211,528
Unassigned	-	-	-	1	-	-	-
<b>Total fund balances</b>	<b>404,885</b>	<b>228,138</b>	<b>276,644</b>	<b>1,573,058</b>	<b>101,087</b>	<b>-</b>	<b>5,774,510</b>
<b>Total liabilities and fund balances</b>	<b>\$ 404,885</b>	<b>\$ 233,883</b>	<b>\$ 276,644</b>	<b>\$ 1,948,760</b>	<b>\$ 101,087</b>	<b>\$ -</b>	<b>\$ 6,594,453</b>

See Independent Auditors' Report

**Jackson County, Florida**  
**Combining Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Nonmajor Governmental Funds**

*For the year ended September 30, 2013*

	Special Revenue Funds					
	Gas Tax Bond Series 2010	E911	Local Housing Assistance Trust (SHIP)	Courthouse Facility Fund	Jackson County Tourist Development Tax	Emergency Operations Center
<b>Revenues</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 289,419	\$ -
Intergovernmental	-	-	-	-	-	-
Charges for services	-	181,212	-	295,982	-	-
Fines and forfeitures	-	-	-	-	-	-
Grants	-	61,081	49,913	-	-	-
Investment earnings	117	373	13	624	6,347	-
Other fees and miscellaneous revenues	-	-	-	-	-	-
Total revenues	117	242,666	49,926	296,606	295,766	-
<b>Expenditures</b>						
Current:						
General government	-	-	-	-	-	-
Public health and safety	-	225,797	-	-	-	81,539
Physical environment	-	-	-	-	-	-
Transportation	205,615	-	-	-	-	-
Economic environment	-	-	49,928	-	160,261	-
Human services	-	-	-	-	-	-
Culture/recreation	-	-	-	-	-	-
Court related	-	-	-	26,496	-	-
Capital outlay	181,880	-	-	28,510	-	-
Total expenditures	387,495	225,797	49,928	55,006	160,261	81,539
Excess (deficiency) of revenues over (under) expenditures	(387,378)	16,869	(2)	241,600	135,505	(81,539)
<b>Other financing sources (uses)</b>						
Transfers in	-	-	-	-	-	81,539
Transfers out	-	-	-	-	-	-
Net other financing sources (uses)	-	-	-	-	-	81,539
<b>Net change in fund balances</b>	(387,378)	16,869	(2)	241,600	135,505	-
<b>Fund balances - beginning</b>	392,791	97,264	1	1,146,201	1,547,847	-
<b>Fund balances - ending</b>	\$ 5,413	\$ 114,133	\$ (1)	\$ 1,387,801	\$ 1,683,352	\$ -

See Independent Auditors' Report

**Jackson County, Florida**  
**Combining Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Nonmajor Governmental Funds**

*For the year ended September 30, 2013*

	Special Revenue Funds			Debt Service Funds		Total Non-Major Governmental Funds
	MSTU	Inmate Welfare Fund	Sheriff Contraband Fund	Other Special Revenue Funds	Other Debt Service Funds	
<b>Revenues</b>						
Taxes	\$ 743,129	\$ -	\$ -	\$ -	\$ -	\$ 1,032,548
Intergovernmental	-	-	-	13,563	-	13,563
Charges for services	-	100,983	-	203,915	-	782,092
Fines and forfeitures	-	-	77,845	157,454	-	235,299
Grants	-	-	-	418,940	-	529,934
Investment earnings	153	-	452	1,014	385	9,478
Other fees and miscellaneous revenues	-	1,626	-	161,268	-	162,894
<b>Total revenues</b>	<b>743,282</b>	<b>102,609</b>	<b>78,297</b>	<b>956,154</b>	<b>385</b>	<b>2,765,808</b>
<b>Expenditures</b>						
Current:						
General government	170,634	-	-	69,821	-	240,455
Public health and safety	80,053	76,705	5,215	315,441	-	784,750
Physical environment	-	-	-	69,032	-	69,032
Transportation	274,287	-	-	-	-	479,902
Economic environment	-	-	-	15,242	-	225,431
Human service	-	-	-	33,842	-	33,842
Culture/recreation	223,363	-	-	357,653	-	581,016
Court related	-	-	-	196,347	-	222,843
Capital outlay	25,000	-	134,775	80,745	-	450,910
<b>Total expenditures</b>	<b>773,337</b>	<b>76,705</b>	<b>139,990</b>	<b>1,138,123</b>	<b>-</b>	<b>3,088,181</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(30,055)</b>	<b>25,904</b>	<b>(61,693)</b>	<b>(181,969)</b>	<b>385</b>	<b>(322,373)</b>
<b>Other financing sources (uses)</b>						
Transfers in	-	-	-	393,264	-	474,803
Transfers out	-	(41,780)	-	(78,021)	-	(119,801)
<b>Net other financing sources (uses)</b>	<b>-</b>	<b>(41,780)</b>	<b>-</b>	<b>315,243</b>	<b>-</b>	<b>355,002</b>
<b>Net change in fund balances</b>	<b>(30,055)</b>	<b>(15,876)</b>	<b>(61,693)</b>	<b>133,274</b>	<b>385</b>	<b>32,629</b>
<b>Fund balances - beginning</b>	<b>434,940</b>	<b>244,014</b>	<b>338,337</b>	<b>1,439,784</b>	<b>100,702</b>	<b>5,741,881</b>
<b>Fund balances - ending</b>	<b>\$ 404,885</b>	<b>\$ 228,138</b>	<b>\$ 276,644</b>	<b>\$ 1,573,058</b>	<b>\$ 101,087</b>	<b>\$ 5,774,510</b>

See Independent Auditors' Report



**Jackson County, Florida**  
**Combining Statement of Fiduciary Net Position**  
**Agency Funds**

September 30, 2013

	<i>Clerk of the Circuit Court</i>						
	Fine and Forfeiture	Jury and Witness	Tax Deeds	Cash Bonds	Registry	Intangible Tax Fund	Documentary Stamp Fund
<b>Assets</b>							
Cash and cash equivalents	\$ 10,122	\$ 12,062	\$ 12,540	\$ 68,302	\$ 63,788	\$ 926	\$ 4,300
Due from other governmental units	-	-	69	-	-	-	-
<b>Total assets</b>	<b>\$ 10,122</b>	<b>\$ 12,062</b>	<b>\$ 12,609</b>	<b>\$ 68,302</b>	<b>\$ 63,788</b>	<b>\$ 926</b>	<b>\$ 4,300</b>
<b>Liabilities</b>							
Due to others	\$ 10,122	\$ 12,062	\$ 12,609	\$ 68,302	\$ 63,788	-	-
Due to other funds	-	-	-	-	-	926	4,300
Due to other governments	-	-	-	-	-	-	-
<b>Total liabilities</b>	<b>\$ 10,122</b>	<b>\$ 12,062</b>	<b>\$ 12,609</b>	<b>\$ 68,302</b>	<b>\$ 63,788</b>	<b>\$ 926</b>	<b>\$ 4,300</b>

See Independent Auditors' Report

**Jackson County, Florida**  
**Combining Statement of Fiduciary Net Position**  
**Agency Funds**

September 30, 2013

	<i>Board</i>		<i>Tax Collector</i>			<i>Driver's License</i>	<i>Sheriff</i>	<b>Total Agency Funds</b>
	<b>Inmate Welfare</b>	<b>License and Boat</b>	<b>Tag</b>	<b>Tax</b>				
<b>Assets</b>								
Cash and cash equivalents	\$ 91,780	\$ 1,775	\$ 94,285	\$ 479,469	\$ 7,203	\$ 39,614	\$	886,166
Due from other governmental units	-	-	-	-	-	-	-	69
<b>Total assets</b>	<b>\$ 91,780</b>	<b>\$ 1,775</b>	<b>\$ 94,285</b>	<b>\$ 479,469</b>	<b>\$ 7,203</b>	<b>\$ 39,614</b>	<b>\$</b>	<b>886,235</b>
<b>Liabilities</b>								
Due to others	\$ 91,780	\$ -	\$ -	\$ -	\$ -	\$ 39,614	\$	298,277
Due to other funds	-	-	-	-	-	-	-	5,226
Due to other governments	-	1,775	94,285	479,469	7,203	-	-	582,732
<b>Total liabilities</b>	<b>\$ 91,780</b>	<b>\$ 1,775</b>	<b>\$ 94,285</b>	<b>\$ 479,469</b>	<b>\$ 7,203</b>	<b>\$ 39,614</b>	<b>\$</b>	<b>886,235</b>

See Independent Auditors' Report

**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**

To the Honorable Board of County Commissioners  
and Constitutional Officers of Jackson County, Florida  
Marianna, Florida

We have audited the financial statements of the governmental activities, business type activities, each major fund and the aggregate remaining fund information of Jackson County, Florida (the "County") as of and for the year ended September 30, 2013, and have issued our report thereon dated June 20, 2013. 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.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, 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 opinions 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.

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 may exist that were not identified. However, as described below, we identified a certain deficiency in internal control that we consider to be a material weakness.

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. We considered the deficiency described in the accompanying schedule of findings and questioned costs as item SH06-01 to be a material weakness.

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 considered the deficiencies described in the accompanying schedule of findings and questioned costs as items Board No.12-01, PA06-01, SOE13-01 and TC06-01 to be significant deficiencies.

To the Honorable Board of County Commissioners  
and Constitutional Officers of Jackson County, Florida  
Marianna, Florida

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the County'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 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*.

### **County's Response to Findings**

The County's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The County's response was not subjected to the auditing procedures applied in the audit of the 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 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.

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

June 10, 2014

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE  
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY OMB CIRCULAR A-133 AND CHAPTER 10.550,  
RULES OF THE AUDITOR GENERAL**

To the Honorable Board of County Commissioners  
and Constitutional Officers of Jackson County, Florida  
Marianna, Florida

**Report on Compliance for Each Major Federal Program and Major State Project**

We have audited Jackson County, Florida's (the "County") compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* and Chapter 10.550, State of Florida Rules of the Auditor General (Auditor General) that could have a direct and material effect on each of the County's major federal programs and state projects for the year ended September 30, 2013. The County's major federal programs and major state projects are identified in the summary of auditor's 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.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the County's major federal programs and major 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; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and Chapter 10.550, Rules of the Auditor General. Those standards, OMB Circular A-133 and Chapter 10.550, Rules of the 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.

To the Honorable Board of County Commissioners  
and Constitutional Officers of Jackson County, Florida  
Marianna, Florida

***Opinion on Each Major Federal Program and Major State Project***

In our opinion, the County, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs or major state projects for the year ended September 30, 2013.

**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 of compliance, we considered the County's internal control over compliance with the types 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 federal program and major state project and to test and report on internal control over compliance in accordance with OMB Circular A-133 and 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 a 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.

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 OMB Circular A-133 and 10.550, Rules of the Auditor General. Accordingly, this report is not suitable for any other purpose.

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

June 10, 2014

**Jackson County, Florida**  
**Board of County Commissioners**  
**Schedule of Expenditures of Federal Awards and**  
**State Financial Assistance**

*For the year ended September 30, 2013*

Federal Agency Pass through entity Federal Program	CFDA/ CSFA Number	Grant/ Contract Number	Expenditures
<b>US Department of Homeland Security</b>			
Assistance to Firefighters Grant Program - Fire Prevention and Safety Grant	97.044	EMW-2011-FP-00439	\$ 55,377
<b>Pass through Florida Division of Emergency Management</b>			
Homeland Security Grant Program - County Specific Training	97.067	12-DS-20-02-41-01-433	20,000
Emergency Management Performance Grant FY 12-13	97.042	13-FG-86-02-41-01-099	38,042
Emergency Management Performance Grant FY 13-14	97.042	14-FG-1M-02-41-01-099	11,045
Total Emergency Management Performance Grant			49,087
<b>Total US Department of Homeland Security</b>			<b>124,464</b>
<b>US Department of Health and Human Services</b>			
<b>Pass through Florida Department of State, Division of Elections</b>			
Voting Access for Individuals with Disabilities (EAID)	93.617	MOA 2013-2014-002	6,627
Voting Access for Individuals with Disabilities (EAID)	93.617	MOA 2012-2013-003	1,703
Total Voting Access for Individuals with Disabilities			8,330
<b>Pass through Florida Agency for Children &amp; Families</b>			
Child Support Enforcement	93.563	CD332	94,550
<b>Pass through Florida Department of Community Affairs</b>			
Low-Income Home Energy Assistance	93.568	O9LH-7K-02-41-01-012	11,506
<b>Total US Department of Health and Human Services</b>			<b>114,386</b>
<b>US Department of Energy</b>			
<b>Pass through Florida Department of Community Affairs</b>			
Weatherization Assistance for Low-Income Persons (WAP)	81.042	09WX-7W-02-41-01-012	3,674
<b>Total US Department of Energy</b>			<b>3,674</b>
<b>US Department of Agriculture</b>			
<b>Pass through Florida Department of Agriculture Office of State Director</b>			
Rural Business Enterprise Grant (RBEG) BP Wastewater Extension	10.769	N/A	193,604
Rural Business Enterprise Grant (RBEG) BP Water Extension	10.769	N/A	199,500
<b>Total US Department of Agriculture</b>			<b>393,104</b>
<b>US Federal Highway Administration</b>			
<b>Pass through Florida Department of Transportation</b>			
Highway Planning and Construction (LAP) Reddoch Road	20.205	AQ036	972,699
<b>Total Florida State Court System</b>			<b>972,699</b>
<b>United States Department of Justice</b>			
<b>Pass through Florida Department of Law enforcement</b>			
<b>Edward Byrne Memorial Justice Assistance Grant Program</b>			
Taser Replacement	16.738	B2273EX02	40,700
Anti-Drug Abuse Act	16.738	2013-JAGC-JACK-1-D7-067	34,649
<b>Total United States Department of Justice</b>			<b>75,349</b>
<b>US Election Assistance Commission</b>			
Help America Vote Act Requirements Payments	90.401	N/A	5,967
<b>Total United States Federal Elections Administration</b>			<b>5,967</b>
<b>Total Expenditures of Federal Awards</b>			<b>\$ 1,689,643</b>

**Jackson County, Florida**  
**Board of County Commissioners**  
**Schedule of Expenditures of Federal Awards and**  
**State Financial Assistance, *continued***

*For the year ended September 30, 2013*

State Agency State Program Title State Financial Assistance Projects	CFDA/ CSFA Number	Grant/ Contract Number	Expenditures
<b>Florida Department of Transportation</b>			
<b>Transportation Systems Operations Program</b>			
County Incentive Grant Program - Compass Lake Drive	55.008	AQD02	\$ 44,207
Small County Road Assistance Program (SCRAP)-Nortek Blvd	55.016	AQR60	1,582,131
<b>Total Florida Department of Transportation</b>			<b>1,626,338</b>
<b>Florida Housing Finance Corporation</b>			
<b>Florida Housing Finance Corporation Program</b>			
State Housing Initiatives Partnership Program (SHIP)	52.901	N/A	49,913
<b>Total Florida Housing Finance Corporation</b>			<b>49,913</b>
<b>Florida Department of Environmental Protection</b>			
<b>Waste Management Program</b>			
Small County Consolidated Grant	37.012	318SC	65,746
<b>Total Florida Department of Environmental Protection</b>			<b>65,746</b>
<b>Florida Department of State and Secretary of State</b>			
<b>Library and Information Services:</b>			
State Aid to Libraries - Library Resources	45.030	11-ST-68	110,947
<b>Total Florida Department of State and Secretary of State</b>			<b>110,947</b>
<b>Florida Executive Office of the Governor</b>			
<b>Division of Emergency Management</b>			
Florida Hazardous Materials Planning & Prevention	31.067	13-CP-11-02-41-01-217	3,285
Emergency Management Preparedness Assistance (EMPA) Grant	31.063	12-BG-05-02-41-01-32	83,462
Emergency Management Preparedness Assistance (EMPA) Grant	31.063	14-BG-83-02-41-01-032	22,919
Total Emergency Management Preparedness Assistance (EMPA) Grant			106,381
<b>Total Florida Executive Office of the Governor</b>			<b>109,666</b>
<b>Florida Department of Health</b>			
<b>Community Public Health Program</b>			
County Grant Awards	64.005	C0032	1,190
County Grant Awards	64.005	C1032	8,872
<b>Total Florida Department of Health</b>			<b>10,062</b>
<b>Florida Department of Agriculture &amp; Consumer Services</b>			
<b>Consumer Protection Program</b>			
Mosquito Control	42.003	17393	17,484
<b>Total Florida Department of Agriculture &amp; Consumer Services</b>			<b>17,484</b>
<b>Florida Department of Management Services</b>			
<b>Technology Program</b>			
Wireless 911 Emergency Telephone System - Summer System Replacement	72.001	S4-11-06-12	10,320
Wireless 911 Emergency Telephone System - Spring 12-04 - Maintenance	72.001	12-04-07	4,018
Wireless 911 Emergency Telephone System - Spring 12-04 - Map	72.001	12-04-22	944
Wireless 911 Emergency Telephone System - Spring 13-04 -Maintenance	72.001	13-4-13	45,799
<b>Total Florida Department of Management Services</b>			<b>61,081</b>
<b>Florida Department of Law Enforcement</b>			
<b>Executive Direction and Support</b>			
Drug/Control Money Laundering Investigations	71.005	109701	6,119
<b>Total Florida Department of Law Enforcement</b>			<b>6,119</b>
<b>Total Expenditures of State Financial Assistance Projects</b>			<b>\$ 2,057,356</b>
<b>Total Federal Awards and State Financial Assistance</b>			<b>\$ 3,746,999</b>



**Jackson County, Florida**  
**Notes to Schedule of Expenditures of Federal Awards**  
**and State Financial Assistance Projects**  
**For the year ended September 30, 2013**

---

**NOTE 1 - BASIS OF ACCOUNTING**

The supplementary Schedule of Expenditures of State Financial Assistance Projects includes the grant activity of Jackson County, Florida (the County). State expenditures are presented on the modified accrual basis of accounting. The information in these schedules is presented in accordance with the requirement of Chapter 10.550, Rules of the 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 State Financial Assistance Projects includes all the funds of the primary government as defined by GASB 14, *The Financial Reporting Entity*.

**Jackson County, Florida**  
**Schedule of Findings and Questioned Costs**  
**For the year ended September 30, 2013**

---

**A. SUMMARY OF AUDIT RESULTS**

1. The Independent Auditors' Report expresses an unmodified opinion on the financial statements of Jackson County, Florida (the County).
2. 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*." We believe the significant deficiency listed as item SH06-01 to be a material weakness.
3. We noted no instances of noncompliance material to the financial statements of the County which were disclosed during the audit.
4. No significant deficiencies relating to the audit of the major federal award program and state financial assistance projects are reported in the Independent Auditors' Report on Compliance and Internal Control Over Compliance Applicable to Each Major Program and State Project.
5. The Independent Auditors' Report on Compliance For Each Major Program and on Internal Control over Compliance Required by OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General for Jackson County, Florida expresses an unmodified opinion.
6. No audit findings relative to the major federal award program and state financial assistance projects for Jackson County, Florida are reported in this schedule.
7. The programs/projects tested as major programs/projects included the following:

<b>Federal Program</b>	<b>CFDA No.</b>
US Department of Agriculture	
Rural Business Enterprise Grant	10.769
US Federal Highway Administration	
Highway Planning and Construction	20.205
<b>State Projects</b>	<b>CSFA No.</b>
Florida Department of Transportation	
Small County Road Assistance Program	55.016

**Jackson County, Florida**  
**Schedule of Findings and Questioned Costs**  
**For the year ended September 30, 2013**

---

**A. SUMMARY OF AUDIT RESULTS (CONTINUED)**

8. The threshold for distinguishing Type A and Type B programs/projects was \$300,000 for major federal program and major state financial assistance projects.
9. Jackson County, Florida did not qualify as a low-risk auditee pursuant to OMB Circular A-133.

**B. FINDINGS - FINANCIAL STATEMENT AUDIT**

**SUPERVISOR OF ELECTIONS**

**GRANT FUND DEPOSITS, FINDING SOE13-01**

**COMMENT:** During the audit, it was noted that grant funds received were not deposited timely.

**RECOMMENDATION:** We recommend that all funds collected be deposited intact in a timely manner.

**C. FINDINGS – MAJOR FEDERAL PROGRAMS AND STATE PROJECTS**

There were no current year audit findings.

**Jackson County, Florida**  
**Summary Schedule of Prior Audit Findings**  
**For the year ended September 30, 2013**

---

**PRIOR-YEAR AUDIT FINDINGS AND QUESTIONED COSTS**

**FINANCIAL STATEMENT AUDIT**

**BOARD OF COUNTY COMMISSIONERS**

**INFORMATION TECHNOLOGY SEGREGATION OF DUTIES, FINDING 12-01 – NOT RESOLVED**

**COMMENT:** Separation of accounting and administrative functions performed by the information technology administrator is recommended as an effective internal control procedure. The Finance information technology administrator occasionally performs the payroll function and the cash receipt function. As the administrator, she also has access to the entire financial system.

**RECOMMENDATION:** We recommend that the information technology administrator have no duties that require her to participate in the financial accounting function of the County.

**STATUS:** This item has not been corrected at year end.

**SHERIFF**

**SEGREGATION OF DUTIES, FINDING SH06-01 – NOT RESOLVED**

**COMMENT:** Separation of certain accounting and administrative duties among employees, which is recommended as an effective internal control procedure, was not adequate.

**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. At a minimum, we recommend the Sheriff receive and review the unopened bank statements each month.

**STATUS:** This condition continues to exist.

**PROPERTY APPRAISER**

**SEGREGATION OF DUTIES, FINDING PA06-01 - NOT RESOLVED**

**COMMENT:** The size of the Property Appraiser's staff precludes certain internal controls that would be preferred if the office staff were large enough to provide optimum segregation of duties. There is a lack of segregation of duties between employees who have record keeping responsibility and custody of Property Appraiser's assets.

**Jackson County, Florida**  
**Summary Schedule of Prior Audit Findings**  
**For the year ended September 30, 2013**

---

**PRIOR-YEAR AUDIT FINDINGS AND QUESTIONED COSTS (CONTINUED)**

**FINANCIAL STATEMENT AUDIT (CONTINUED)**

**PROPERTY APPRAISER (CONTINUED)**

RECOMMENDATION: The size of the Property Appraiser's administrative staff makes it difficult to achieve ideal segregation of duties. The Property Appraiser should be aware of this internal control weakness and continue to separate record keeping duties from custody of assets as much as possible. We also recommend that management require mandatory vacations of at least one week in duration for financial personnel and recommend that their duties be assigned to other personnel while on vacation.

STATUS: This condition continues to exist.

**TAX COLLECTOR**

**NEED FOR SEGREGATION OF DUTIES, FINDING TC06-01- NOT RESOLVED**

**COMMENT:** The size of the Tax Collector's staff precludes certain internal controls that would be preferred if the office staff were large enough to provide optimum segregation of duties. There is a lack of segregation of duties between employees who have record keeping responsibility and custody of Tax Collector's assets.

RECOMMENDATION: The size of the Tax Collector's administrative staff makes it difficult to achieve ideal segregation of duties. The Tax Collector should be aware of this internal control weakness and continue to separate record keeping duties from custody of assets as much as possible. We also recommend that management require mandatory vacations of at least one week in duration for financial personnel and recommend that their duties be assigned to other personnel while on vacation.

STATUS: This condition continues to exist.

## INDEPENDENT AUDITORS' MANAGEMENT LETTER

To the Honorable Board of County Commissioners  
and Constitutional Officers of Jackson County, Florida  
Marianna, Florida

We have audited the accompanying financial statements of Jackson County, Florida (the "County") as of and for the fiscal year ended September 30, 2013, and have issued our report thereon dated June 10, 2014.

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 OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. We have issued our 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*, Independent Auditors' Report on Compliance with Requirements that Could Have a Direct and Material Effect on Each Major State Project and On Internal Control Over Compliance In Accordance with Chapter 10.550, Rules of the Auditor General, and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated June 10, 2014, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditors' reports or schedule:

- 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 significant findings and recommendations made in the preceding annual financial audit report except as noted under the heading "Prior Year Findings and Recommendations."
- Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that Jackson County, Florida complied with Section 218.415, Florida Statutes.
- Section 10.554(1)(i)3., 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 disclosed the following findings:

To the Honorable Board of County Commissioners  
and Constitutional Officers of Jackson County, Florida  
Marianna, Florida

## **PRIOR YEAR FINDINGS AND RECOMMENDATIONS**

### **BOARD OF COUNTY COMMISSIONERS**

**COMMENT ML 06-01:** We noted that the individual responsible for the receipt of payments in the Fire and Rescue Department also is responsible for the posting of payments and charges to the accounts receivable ledger. In addition, this individual also is responsible for the mailing of the statements.

RECOMMENDATION: We recommend that a better separation of duties be established.

STATUS: This item has not been corrected.

**COMMENT ML 06-02:** We noted that the Board has not adopted written policies and procedures governing the accounting or administration of its grant programs.

RECOMMENDATION: We recommend the adoption of written policies and procedures which would standardize grant administration among the various departments and ensure that all compliance requirements are addressed on a timely basis.

STATUS: This item has not been corrected.

**COMMENT ML 06-03:** It was noted that the Board does not have a policy covering travel reimbursement when an employee with a county vehicle elects to use their personal car for trips to allow their spouse to accompany them.

RECOMMENDATION: We recommend the Board develop a written policy that addresses the reimbursement of personal car use for Board travel when a Board automobile is available.

STATUS: This item has not been corrected.

**COMMENT ML 06-04:** It was noted that the Board does not have a written cell phone or internet usage policy.

RECOMMENDATION: We recommend the Board develop written cell phone and internet usage policies that address the personal use of Board assets.

STATUS: This item has not been corrected.

To the Honorable Board of County Commissioners  
and Constitutional Officers of Jackson County, Florida  
Marianna, Florida

## **PRIOR YEAR FINDINGS AND RECOMMENDATIONS - CONTINUED**

### **BOARD OF COUNTY COMMISSIONERS - CONTINUED**

**COMMENT ML 10-01:** We noted that the Gas Tax Revenue Bonds, Series 2010, states that the County shall submit the County's audited financial statements for each fiscal year within 240 days following the end of such fiscal year. The County did not meet the stated requirement regarding submission of audited financial statements.

**RECOMMENDATION:** We recommend that audited financial statements be submitted according to the requirements of the bond resolution for the Gas Tax Revenue Bonds, Series 2010.

**STATUS:** Subsequent to year end, this item was corrected.

**COMMENT ML 12-02:** Subsequent to year end, approximately \$600 was misappropriated from the recycling department.

**RECOMMENDATION:** We recommend that additional policies and procedures be implemented to strengthen the controls in accounting for funds in the recycling department.

**STATUS:** This item has been corrected.

- Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address violations of provisions of contracts or grant agreements, or abuse, that have an effect on the financial statements that is less than material, but, more than inconsequential. In connection with our audit, we did not have any such findings.
- Section 10.554(1)(i)5., 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. This item is disclosed in the notes to the Financial Statements.
- Section 10.554(1)(i)6.a., Rules of the Auditor General, requires a statement be included as to whether or not the local governmental entity has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) 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.
- Section 10.554(1)(i)6.b., Rules of the Auditor General, requires that we determine whether the annual financial report for the Jackson County, Florida for the fiscal year ended September 30, 2013, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2013. In connection with our audit, we determined that these two reports were in agreement.



To the Honorable Board of County Commissioners  
and Constitutional Officers of Jackson County, Florida  
Marianna, Florida

- Pursuant to Sections 10.554(1)(i)6.c. and 10.556(7), Rules of the Auditor General, we applied financial condition assessment procedures. 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)7., Rules of the Auditor General, requires a statement as to whether or not the Clerk of Court complied with Section 28.35 and Section 28.36, Florida Statutes. In connection with our audit, we determined that the Clerk complied with such requirements.

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.

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

June 10, 2014



# BOARD of COUNTY COMMISSIONERS

---

Phone (850) 482-9633  
Fax (850) 482-9643  
www.jacksoncountyfl.com

Administration Building  
2864 Madison Street  
Marianna, Florida 32448-4021

State of Florida  
Auditor General

We are in receipt of the audit report for the Board of County Commissioners, Jackson County, Florida, for the fiscal year ending September 30, 2013. We have reviewed the internal control and compliance letters, the schedule of findings and questioned costs and the management letter included in the report.

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS

### INFORMATION TECHNOLOGY SEGREGATION OF DUTIES

**COMMENT:** Separation of accounting and administrative functions performed by the information technology administrator is recommended as an effective internal control procedure. The Finance information technology administrator occasionally performs the payroll function and the cash receipts function. As the administrator, she also has access to the entire financial system.

**RESPONSE:** Management feels there are appropriate internal control procedures in place to safeguard the integrity of the financial system. In an effort to resolve this comment, the Board of County Commissioners information technology staff has been performing the administrative related functions necessary. This item was completely resolved subsequent to year end.

## MANAGEMENT LETTER COMMENTS

### PRIOR YEAR FINDINGS

**COMMENT:** We noted that the individual responsible for the receipt of payments in the Fire and Rescue Department is also responsible for the posting of payments and charges to the accounts receivable ledger. In addition, this individual is also responsible for the mailing of the statements.

### Commissioners

Dr. Willie E. Spires  
District 1

Edward E. Crutchfield  
District 2

Chuck Lockey  
District 3

Jeremy Branch  
District 4

Kenneth Stephens  
District 5

Ted Lakey, County Administrator

RESPONSE: Currently, it is not feasible to properly separate the duties and functions of the Fire & Rescue Department. We will continue to monitor this situation to ensure all available controls are implemented.

COMMENT: We noted that the Board has not adopted written policies and procedures governing the accounting or administration of its grant programs.

RESPONSE: The County is in the process of developing policies and procedures for grant programs.

COMMENT: It was noted that the County doesn't have a policy covering travel reimbursement when an employee with a county vehicle elects to use their personal car for trips to allow their spouse to accompany them.

RESPONSE: The County is in the process of reviewing and revising the personnel policy to address the reimbursement of personal car use for travel in lieu of a County vehicle.

COMMENT: It was noted that the County doesn't have a written cell phone or internet usage policy.

RESPONSE: The County is in the process of reviewing and revising the personnel policy to address the personal use of County assets.

COMMENT: We noted that the Gas Tax Revenue Bonds Series 2010, states that the County shall submit the County's audited financial statement for each fiscal year within 240 days following the end of such fiscal year. The County did not meet the stated requirement regarding submission of audited financial statements.

RESPONSE: Subsequent to year end the County adopted an Ordinance that amended the 240 day requirement to 270 days to coincide with the State of Florida 9 months from fiscal year end requirement.

If additional information is required, please contact Daniele McDaniel, Finance Manager/Accountant at (850) 482-9634.

Sincerely,

  
Chuck Locky  
Chairman



*Sharon Cox, CFA*

Jackson County Property Appraiser

Post Office Box 1526  
Marianna, Florida 32447

**"WE ARE HERE TO SERVE YOU"**

PHONE: 850-482-9646  
FAX: 850-482-9036

Certified Florida Appraiser

Carr, Riggs & Ingram  
4267 Lafayette Street  
Marianna, FL 32446

To Whom it May Concern:

We are in receipt of the Jackson County Property Appraiser's audit for the fiscal year ending September 30, 2013. In response to the internal control and compliance report the following applies:

Segregation of duties – The Property Appraiser acknowledges the segregation of duties issue will always be of concern; however, I will continue to be involved in the day to day operations and separate duties as much as possible.

Thank you for your assistance during the audit.

Sincerely,

Sharon Cox, CFA  
Jackson County Property Appraiser



LOUIS S. ROBERTS III  
**Sheriff**  
Jackson County



AREA 850  
Office: 482-9624 • Dispatch: 482-9648  
Administration: 482-9664 • C.I.D.: 482-9664  
FAX: 482-9017  
P.O. Box 919 • Marianna, Florida 32447

Honorable David W. Martin  
State of Florida Auditor General  
Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450


Dear Auditor General Martin,

We have received the audit report for the Office of Sheriff, Jackson County Florida for the fiscal year ending September 30, 2013. We have reviewed the Management Letter included in the report. Concerning the items noted in the Management letter, the following response is:

**1. Need for Segregation of Duties.**

In past years only one person held all responsibilities of the accounting and payroll for the Sheriff's Office. In 1997 we were awarded another person to segregate the duties more than in the past by the Board of Commissioners. The Sheriff has also assigned the task of approving all bills to the Major before they are paid. Both Sheriff Roberts and Major Branch receive a copy of our Budget Position Analysis at the end of each month and Major Branch reviews all bank statements. Due to budgetary decreases no new administrative staff positions are expected to be granted by the Board of Commissioners.

Sincerely,

  
Louis S. Roberts III, Sheriff  
Jackson County Florida

  
Linda J. Cowan, Finance Officer  
Jackson County Sheriff's Office

cc: Carr, Riggs, and Ingram, LLC



*Sylvia D. Stephens*



Supervisor of Elections  
Jackson County, Florida

State of Florida  
Auditor General

I am in receipt of the audit report for the Supervisor of Elections, Jackson County, Florida, for the fiscal year ending September 30, 2013. I have reviewed the management letter included in the report. My response to the comment is listed below.

MANAGEMENT LETTER COMMENTS

CURRENT YEAR FINDING

COMMENT: During the audit, it was noted that grant funds received were not deposited timely.

RESPONSE: Staff will work to correct this finding by processing deposits to the Finance Office when funds are received.

If additional information is required, please contact me at (850) 482-9652.

Sincerely,

A handwritten signature in cursive script that reads "Sylvia D. Stephens".

Sylvia Stephens  
Supervisor of Elections  
Jackson County



# *Sherry A. Brown, CFC*

**Tax Collector, Jackson County  
Certified Florida Collector**

**Courthouse**  
P.O. Box 697  
Marianna, FL 32447  
850-482-9653  
Fax 850-526-3821

**Graceville Agency**  
P.O. Box 655  
Graceville, FL 32440  
850-263-3218  
Fax 850-263-2637

**Sneads Agency**  
P.O. Box 520  
Sneads, FL 32460  
850-593-6737  
Fax 850-593-5388

**Driver License Agency**  
3613 Hwy 90  
Marianna, FL 32446  
Phone 850-482-9602  
Fax 850-482-9603

Carr, Riggs and Ingram LLC  
P.O. Box 1606  
Marianna, FL 32447

Attention: Audit Department

I am in receipt of the audit report for the Jackson County Tax Collector's Office for the fiscal year ending September 30, 2013. Concerning the current year findings and recommendations, the following applies:

- **Need for Segregation of Duties** – The need for segregation of duties will always be a concern for my office due to the size of my staff. I am aware of internal control weaknesses this presents to my office, however we have implemented other internal controls to help compensate for this weakness. Although we do not require mandatory vacations of at least one week in duration for financial personnel, most employees do take a week's vacation as long as their personal leave balance permits. My staff is cross trained in various positions in order to cover the duties associated with those on leave. I will continue, as always, to be involved in the day-to-day tasks of running my office to help strengthen internal controls.

We will continue to strive to provide current, accurate and reliable financial information and serve the citizens of Jackson County, Florida in the most cost effective and efficient manner.

Sincerely,

A handwritten signature in cursive script that reads "Sherry A. Brown".

Sherry A. Brown, CFC  
Jackson County Tax Collector

**Jackson County, Florida  
Board of County Commissioners**

**Special-Purpose Financial Statements**

**September 30, 2013**



**Jackson County, Florida  
Board of County Commissioners  
SPECIAL-PURPOSE FINANCIAL STATEMENTS  
September 30, 2013**

**BOARD OF COUNTY COMMISSIONERS**

**Willie Spires - District 1  
Edward Crutchfield - District 2  
Chuck Lockey - District 3  
Jeremy Branch - District 4  
Kenneth Stephens - District 5**

**CLERK OF THE CIRCUIT COURT  
Dale R. Guthrie**

**SHERIFF  
Louis S. Roberts III**

**TAX COLLECTOR  
Sherry Brown**

**PROPERTY APPRAISER  
Sharon Cox**

**SUPERVISOR OF ELECTIONS  
Sylvia Stephens**

**Jackson County, Florida**  
**Board of County Commissioners**  
**Table of Contents**  
**September 30, 2013**

---

<b>Independent Auditors' Report</b>	1-2
<b>Special-Purpose Financial Statements</b>	
Special-Purpose Balance Sheet - Governmental Funds	3
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	4
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - General Fund - Budget and Actual	5
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - Fines and Forfeitures Fund - Budget and Actual	6
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - Transportation Trust Fund - Budget and Actual	7
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - Local Option Gas Tax - Budget and Actual	8
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - Road Construction - Budget and Actual	9
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - Utility Fee fund - Budget and Actual	10
Special-Purpose Statement of Net Position - Proprietary Funds	11
Special-Purpose Statement of Revenues, Expenses and Changes in Net Position - Proprietary Funds	12
Special-Purpose Statement of Cash Flows - Proprietary Funds	13
Special-Purpose Statement of Fiduciary Net Position - Agency Funds	14
Notes to Special-Purpose Financial Statements	15-40
<b>Supplementary Information</b>	
Combining Special-Purpose Balance Sheet - Nonmajor Governmental Funds	41-42
Combining Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balances - Nonmajor Governmental Funds	43-44
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 <i>Government Auditing Standards</i>	45-46

**Jackson County, Florida**  
**Board of County Commissioners**  
**Table of Contents (continued)**  
**September 30, 2013**

---

Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General	47-48
Schedule of Expenditures of Federal Awards and State Financial Assistance	49-50
Notes to Schedule of Expenditures of Federal Awards and State Financial Assistance	51
Schedule of Findings and Questioned Costs	52-53
Summary Schedule of Prior Audit Findings	54
Independent Auditors' Management Letter	55-58
Management's Response	59-60

## INDEPENDENT AUDITORS' REPORT

To the Honorable Board of County Commissioners  
of Jackson County, Florida  
Marianna, Florida

### Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the Jackson County, Florida, Board of County Commissioners (the "Board") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Board'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 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 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 audits contained in the *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 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 Board'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.

To the Honorable Board of County Commissioners  
of Jackson County, Florida  
Marianna, Florida

As discussed in Note 1 to the financial statements, the Board's financial statements are special-purpose financial statements presenting only the financial position and results of operations of the Board. These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jackson 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 Board.

### **Opinion**

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business type activities, each major fund, the aggregate remaining fund information and the fiduciary fund type of the Board as of September 30, 2013, and the respective changes in financial position and cash flows; where applicable, thereof and the respective budgetary comparison for the General Fund and the Major Special Revenue Funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Board's basic financial statements. The combining and individual nonmajor fund financial 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 is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations* and Chapter 10.550, Rules of the Florida Auditor General and is not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements and the Schedule of Expenditures of Federal Awards and State Financial assistance are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic 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 basic financial statements or to the basic 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 and individual nonmajor fund financial statements are fairly stated in all material respects in relation 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 our report dated June 10, 2014 on our consideration of the 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 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 Board's internal control over financial reporting and compliance.

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

June 10, 2014

## **Special-Purpose Financial Statements**

**Jackson County, Florida**  
**Board of County Commissioners**  
**Special-Purpose Balance Sheet**  
**Governmental Funds**

September 30, 2013

	General Fund	Fines and Forfeiture	Transportation Trust	Local Option Gas Tax	Road Construction	Utility Fee Fund	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>								
Cash and cash equivalents	\$ 2,153,209	\$ 459,930	\$ 40,720	\$ 2,072,390	\$ 789,683	\$ 199,544	\$ 3,375,588	\$ 9,091,064
Restricted cash and cash equivalents	441,127	-	221,238	-	-	-	2,300,706	2,963,071
Accounts receivable	525,854	-	-	-	-	308,620	112,578	947,052
Inventory	-	-	-	21,101	-	-	-	21,101
Due from other funds	2,423,536	461,723	1,935,536	-	1,670,255	1,255,431	69,297	7,815,778
Due from constitutional officers	136,108	17,313	-	-	-	-	-	153,421
Due from other governmental units	711,841	159,313	590,248	402,721	1,471,802	-	170,806	3,506,731
<b>Total assets</b>	<b>\$ 6,391,675</b>	<b>\$ 1,098,279</b>	<b>\$ 2,787,742</b>	<b>\$ 2,496,212</b>	<b>\$ 3,931,740</b>	<b>\$ 1,763,595</b>	<b>\$ 6,028,975</b>	<b>\$ 24,498,218</b>
<b>Liabilities</b>								
Accounts payable and accrued expenses	\$ 629,738	\$ 235,738	\$ 268,164	\$ 18,785	\$ 662,869	\$ -	\$ 281,528	\$ 2,096,822
Interest payable	-	-	-	-	67,226	-	-	67,226
Due to other funds	679,561	733,431	1,670,255	1,792,866	1,556,320	1,300,000	97,641	7,830,074
Due to constitutional officers	14,115	-	-	-	-	-	-	14,115
Due to other governmental units	400,535	-	-	-	-	-	-	400,535
Deferred revenue	9,697	4,913	-	-	-	-	438,478	453,088
<b>Total liabilities</b>	<b>1,733,646</b>	<b>974,082</b>	<b>1,938,419</b>	<b>1,811,651</b>	<b>2,286,415</b>	<b>1,300,000</b>	<b>817,647</b>	<b>10,861,860</b>
<b>Fund balances</b>								
Restricted	216,177	-	-	-	-	-	2,303,312	2,519,489
Committed	613,188	-	221,012	-	-	-	696,488	1,530,688
Assigned	686,900	124,197	628,311	684,561	1,645,325	463,595	2,211,528	6,444,417
Unassigned	3,141,764	-	-	-	-	-	-	3,141,764
<b>Total fund balances</b>	<b>4,658,029</b>	<b>124,197</b>	<b>849,323</b>	<b>684,561</b>	<b>1,645,325</b>	<b>463,595</b>	<b>5,211,328</b>	<b>13,636,358</b>
<b>Total liabilities and fund balances</b>	<b>\$ 6,391,675</b>	<b>\$ 1,098,279</b>	<b>\$ 2,787,742</b>	<b>\$ 2,496,212</b>	<b>\$ 3,931,740</b>	<b>\$ 1,763,595</b>	<b>\$ 6,028,975</b>	<b>\$ 24,498,218</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**

*For the year ended September 30, 2013*

	General Fund	Fines and Forfeiture	Transportation Trust	Local Option Gas Tax	Road Construction	Utility Fee Fund	Other Governmental Funds	Total Governmental Funds
<b>Revenues</b>								
Taxes	\$ 3,859,229	\$ 6,072,949	\$ 3,091,099	\$ 2,053,371	\$ 496,059	\$ 2,651,166	\$ 1,032,548	\$ 19,256,421
Licenses and permits	1,452,802	-	-	-	-	-	-	1,452,802
Intergovernmental	5,112,810	278,645	19,616	-	2,013,436	-	13,563	7,438,070
Charges for services	2,737,545	181,633	-	-	-	-	726,854	3,646,032
Fines and forfeitures	26,375	51,697	87	-	-	-	55,597	133,756
Grants	75,377	-	-	-	2,599,037	-	489,166	3,163,580
Investment earnings	14,645	1,986	902	9,388	136	44	9,026	36,127
Other fees and miscellaneous revenues	382,477	256,722	264,154	-	-	-	162,894	1,066,247
<b>Total revenues</b>	<b>13,661,260</b>	<b>6,843,632</b>	<b>3,375,858</b>	<b>2,062,759</b>	<b>5,108,668</b>	<b>2,651,210</b>	<b>2,489,648</b>	<b>36,193,035</b>
<b>Expenditures</b>								
Current:								
General Government	4,686,109	-	-	-	-	-	227,961	4,914,070
Public health and safety	4,103,926	2,926,985	-	-	-	-	746,267	7,777,178
Physical environment	419,691	-	-	-	-	-	69,032	488,723
Transportation	182,009	-	5,283,443	320,728	2,783,521	-	479,902	9,049,603
Economic environment	581,755	-	-	-	-	-	225,431	807,186
Human services	1,130,702	-	-	-	-	-	33,842	1,164,544
Culture/recreation	433,630	-	-	-	-	-	581,016	1,014,646
Court related	127,997	-	-	-	-	-	166,488	294,485
Capital outlay	498,093	35,501	1,636,521	1,055,132	1,861,357	-	260,819	5,347,423
Debt service								
Principal	46,000	-	-	-	907,677	-	-	953,677
Interest and other charges	9,653	-	-	-	288,297	-	-	297,950
<b>Total expenditures</b>	<b>12,219,565</b>	<b>2,962,486</b>	<b>6,919,964</b>	<b>1,375,860</b>	<b>5,840,852</b>	<b>-</b>	<b>2,790,758</b>	<b>32,109,485</b>
Excess (deficiency) of revenues over (under) expenditures	1,441,695	3,881,146	(3,544,106)	686,899	(732,184)	2,651,210	(301,110)	4,083,550
<b>Other financing sources (uses)</b>								
Transfers in	2,520,700	515,071	4,314,610	625,000	701,955	-	474,803	9,152,139
Transfers out	(4,511,834)	(4,272,494)	(701,955)	(2,759,465)	-	(3,733,015)	(119,801)	(16,098,564)
<b>Net other financing sources (uses)</b>	<b>(1,991,134)</b>	<b>(3,757,423)</b>	<b>3,612,655</b>	<b>(2,134,465)</b>	<b>701,955</b>	<b>(3,733,015)</b>	<b>355,002</b>	<b>(6,946,425)</b>
<b>Net changes in fund balances</b>	<b>(549,439)</b>	<b>123,723</b>	<b>68,549</b>	<b>(1,447,566)</b>	<b>(30,229)</b>	<b>(1,081,805)</b>	<b>53,892</b>	<b>(2,862,875)</b>
<b>Fund balances - beginning</b>	<b>5,207,468</b>	<b>474</b>	<b>780,774</b>	<b>2,132,127</b>	<b>1,675,554</b>	<b>1,545,400</b>	<b>5,157,436</b>	<b>16,499,233</b>
<b>Fund balances - ending</b>	<b>\$ 4,658,029</b>	<b>\$ 124,197</b>	<b>\$ 849,323</b>	<b>\$ 684,561</b>	<b>\$ 1,645,325</b>	<b>\$ 463,595</b>	<b>\$ 5,211,328</b>	<b>\$ 13,636,358</b>

See accompanying notes to financial statements.



**Jackson County, Florida**  
**Board of County Commissioners**  
**Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**General Fund**  
**Budget and Actual**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Taxes	\$ 3,812,664	\$ 3,841,664	\$ 3,859,229	\$ 17,565
Licenses and permits	1,244,500	1,450,500	1,452,802	2,302
Intergovernmental	4,906,138	5,081,988	5,112,810	30,822
Charges for services	2,613,250	2,758,250	2,737,545	(20,705)
Fines and forfeitures	24,250	24,250	26,375	2,125
Grants	-	75,377	75,377	-
Investment earnings	9,000	9,000	14,645	5,645
Other fees and miscellaneous revenues	155,222	320,223	382,477	62,254
<b>Total revenues</b>	<b>12,765,024</b>	<b>13,561,252</b>	<b>13,661,260</b>	<b>100,008</b>
<b>Expenditures</b>				
Current:				
General government	5,673,378	5,458,503	4,686,109	772,394
Public health and safety	4,225,807	4,511,307	4,103,926	407,381
Physical environment	518,663	495,663	419,691	75,972
Transportation	184,357	188,357	182,009	6,348
Economic environment	602,280	587,380	581,755	5,625
Human services	1,187,137	1,263,225	1,130,702	132,523
Culture and recreation	442,533	451,533	433,630	17,903
Court related	189,423	148,738	127,997	20,741
Capital outlay	1,091,500	759,500	498,093	261,407
Debt service	55,731	55,731	55,653	78
<b>Total expenditures</b>	<b>14,170,809</b>	<b>13,919,937</b>	<b>12,219,565</b>	<b>1,700,372</b>
Excess (deficiency) of revenues over (under) expenditures	(1,405,785)	(358,685)	1,441,695	1,800,380
<b>Other financing sources (uses)</b>				
Transfers in	2,520,700	2,520,700	2,520,700	-
Transfers out	(4,886,202)	(5,510,733)	(4,511,834)	998,899
Net other financing sources (uses)	(2,365,502)	(2,990,033)	(1,991,134)	998,899
<b>Net change in fund balance</b>	<b>(3,771,287)</b>	<b>(3,348,718)</b>	<b>(549,439)</b>	<b>2,799,279</b>
<b>Fund balance - beginning</b>	<b>5,207,468</b>	<b>5,207,468</b>	<b>5,207,468</b>	<b>-</b>
<b>Fund balance - ending</b>	<b>\$ 1,436,181</b>	<b>\$ 1,858,750</b>	<b>\$ 4,658,029</b>	<b>\$ 2,799,279</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Fines and Forfeitures Fund**  
**Budget and Actual**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Taxes	\$ 5,946,038	\$ 6,021,038	\$ 6,072,949	\$ 51,911
Intergovernmental	322,296	322,296	278,645	(43,651)
Charges for services	184,500	184,500	181,633	(2,867)
Fines and forfeitures	51,500	51,500	51,697	197
Grants	35,000	75,700	-	(75,700)
Investment earnings	1,300	1,300	1,986	686
Other fees and miscellaneous revenues	221,041	261,041	256,722	(4,319)
<b>Total revenues</b>	<b>6,761,675</b>	<b>6,917,375</b>	<b>6,843,632</b>	<b>(73,743)</b>
<b>Expenditures</b>				
Current:				
Public health and safety	3,069,540	3,120,040	2,926,985	193,055
Capital outlay	-	76,200	35,501	40,699
<b>Total expenditures</b>	<b>3,069,540</b>	<b>3,196,240</b>	<b>2,962,486</b>	<b>233,754</b>
Excess (deficiency) of revenues over (under) expenditures	3,692,135	3,721,135	3,881,146	160,011
<b>Other financing sources (uses)</b>				
Transfers in	715,413	726,413	515,071	(211,342)
Transfers out	(4,257,548)	(4,257,548)	(4,272,494)	(14,946)
Net other financing sources (uses)	(3,542,135)	(3,531,135)	(3,757,423)	(226,288)
<b>Net change in fund balance</b>	<b>150,000</b>	<b>190,000</b>	<b>123,723</b>	<b>(66,277)</b>
<b>Fund balance - beginning</b>	<b>474</b>	<b>474</b>	<b>474</b>	<b>-</b>
<b>Fund balance - ending</b>	<b>\$ 150,474</b>	<b>\$ 190,474</b>	<b>\$ 124,197</b>	<b>\$ (66,277)</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Transportation Trust Fund**  
**Budget and Actual**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Taxes	\$ 2,929,773	\$ 3,101,773	\$ 3,091,099	\$ (10,674)
Intergovernmental	21,812	21,812	19,616	(2,196)
Fines and forfeitures	-	-	87	87
Investment earnings	500	500	902	402
Other fees and miscellaneous revenues	289,000	289,000	264,154	(24,846)
<b>Total revenues</b>	<b>3,241,085</b>	<b>3,413,085</b>	<b>3,375,858</b>	<b>(37,227)</b>
<b>Expenditures</b>				
Current:				
Transportation	5,832,644	6,092,890	5,283,443	809,447
Capital outlay	1,555,316	1,787,316	1,636,521	150,795
<b>Total expenditures</b>	<b>7,387,960</b>	<b>7,880,206</b>	<b>6,919,964</b>	<b>960,242</b>
Excess (deficiency) of revenues over (under) expenditures	(4,146,875)	(4,467,121)	(3,544,106)	923,015
<b>Other financing sources (uses)</b>				
Transfers in	4,631,995	4,631,995	4,314,610	(317,385)
Transfers out	(485,120)	(725,120)	(701,955)	23,165
Net other financing sources (uses)	4,146,875	3,906,875	3,612,655	(294,220)
<b>Net change in fund balance</b>	<b>-</b>	<b>(560,246)</b>	<b>68,549</b>	<b>628,795</b>
<b>Fund balance - beginning</b>	<b>780,774</b>	<b>780,774</b>	<b>780,774</b>	<b>-</b>
<b>Fund balance - ending</b>	<b>\$ 780,774</b>	<b>\$ 220,528</b>	<b>\$ 849,323</b>	<b>\$ 628,795</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Local Option Gas Tax**  
**Budget and Actual**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Taxes	\$ 2,096,505	\$ 2,096,505	\$ 2,053,371	\$ (43,134)
Investment earnings	5,000	5,000	9,388	4,388
<b>Total revenues</b>	2,101,505	2,101,505	2,062,759	(38,746)
<b>Expenditures</b>				
Current:				
Transportation	-	-	320,728	(320,728)
Capital outlay	2,175,000	2,175,000	1,055,132	1,119,868
<b>Total expenditures</b>	2,175,000	2,175,000	1,375,860	799,140
Excess (deficiency) of revenues over (under) expenditures	(73,495)	(73,495)	686,899	760,394
<b>Other financing sources (uses)</b>				
Transfers in	625,000	625,000	625,000	-
Transfers out	(3,276,505)	(3,276,505)	(2,759,465)	517,040
Net other financing sources (uses)	(2,651,505)	(2,651,505)	(2,134,465)	517,040
<b>Net change in fund balance</b>	(2,725,000)	(2,725,000)	(1,447,566)	1,277,434
<b>Fund balance - beginning</b>	2,132,127	2,132,127	2,132,127	-
<b>Fund balance - ending</b>	\$ (592,873)	\$ (592,873)	\$ 684,561	\$ 1,277,434

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Road Construction**  
**Budget and Actual**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Taxes	\$ 496,587	\$ 496,587	\$ 496,059	\$ (528)
Intergovernmental	2,069,514	2,069,514	2,013,436	(56,078)
Grants	-	2,599,039	2,599,037	(2)
Investment earnings	300	300	136	(164)
<b>Total revenues</b>	<b>2,566,401</b>	<b>5,165,440</b>	<b>5,108,668</b>	<b>(56,772)</b>
<b>Expenditures</b>				
Current:				
Transportation	123,948	2,802,280	2,783,521	18,759
Debt service	1,196,753	1,196,753	1,195,974	779
Capital outlay	1,730,820	3,081,961	1,861,357	1,220,604
<b>Total expenditures</b>	<b>3,051,521</b>	<b>7,080,994</b>	<b>5,840,852</b>	<b>1,240,142</b>
Excess (deficiency) of revenues over (under) expenditures	(485,120)	(1,915,554)	(732,184)	1,183,370
<b>Other financing sources (uses)</b>				
Transfers in	485,120	725,120	701,955	(23,165)
<b>Net other financing sources (uses)</b>	<b>485,120</b>	<b>725,120</b>	<b>701,955</b>	<b>(23,165)</b>
<b>Net change in fund balance</b>	<b>-</b>	<b>(1,190,434)</b>	<b>(30,229)</b>	<b>1,160,205</b>
<b>Fund balance - beginning</b>	<b>1,675,554</b>	<b>1,675,554</b>	<b>1,675,554</b>	<b>-</b>
<b>Fund balance - ending</b>	<b>\$ 1,675,554</b>	<b>\$ 485,120</b>	<b>\$ 1,645,325</b>	<b>\$ 1,160,205</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Utility Fee Fund**  
**Budget and Actual**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Taxes	\$ 2,750,000	\$ 2,750,000	\$ 2,651,166	\$ (98,834)
Investment earnings	250	250	44	(206)
<b>Total revenues</b>	2,750,250	2,750,250	2,651,210	(99,040)
Excess of revenues over expenditures	2,750,250	2,750,250	2,651,210	(99,040)
<b>Other financing sources (uses)</b>				
Transfers out	(3,625,000)	(3,733,015)	(3,733,015)	-
<b>Net other financing sources (uses)</b>	(3,625,000)	(3,733,015)	(3,733,015)	-
<b>Net change in fund balance</b>	(874,750)	(982,765)	(1,081,805)	(99,040)
<b>Fund balance - beginning</b>	1,545,400	1,545,400	1,545,400	-
<b>Fund balance - ending</b>	\$ 670,650	\$ 562,635	\$ 463,595	\$ (99,040)

See accompanying notes to financial statements

**Jackson County, Florida**  
**Board of County Commissioners**  
**Special-Purpose Statement of Net Position**  
**Proprietary Funds**

September 30, 2013

	<b>BUSINESS-TYPE ACTIVITIES/ENTERPRISE FUNDS</b>			<b>Total</b>
	<b>Jackson Water/Sewer</b>	<b>NON-MAJOR FUNDS</b>		
		<b>Parks and Recreation</b>	<b>Jackson Recycling</b>	
<b>Assets</b>				
Current assets				
Cash and cash equivalents	\$ 133,017	\$ 1,224	\$ 164,120	\$ 298,361
Accounts receivable, net	106,011	3,858	17,154	127,023
Due from other funds	-	14,161	137	14,298
Due from other governments	62,860	-	-	62,860
<b>Total current assets</b>	<b>301,888</b>	<b>19,243</b>	<b>181,411</b>	<b>502,542</b>
Noncurrent assets				
Restricted assets				
Cash and cash equivalents	620,368	-	-	620,368
Capital assets				
Nondepreciable	5,000	-	16,145	21,145
Depreciable, net	10,855,461	762,796	103,107	11,721,364
<b>Total noncurrent assets</b>	<b>11,480,829</b>	<b>762,796</b>	<b>119,252</b>	<b>12,362,877</b>
<b>Total assets</b>	<b>11,782,717</b>	<b>782,039</b>	<b>300,663</b>	<b>12,865,419</b>
<b>Liabilities</b>				
Current liabilities				
Accounts payable	108,769	12,372	6,416	127,557
Interest payable	17,055	-	-	17,055
Due to other funds	-	-	2	2
Liabilities payable from restricted assets	29,989	-	-	29,989
Bonds payable - current	80,000	-	-	80,000
<b>Total current liabilities</b>	<b>235,813</b>	<b>12,372</b>	<b>6,418</b>	<b>254,603</b>
Noncurrent liabilities				
Revenue bonds payable	4,483,000	-	-	4,483,000
<b>Total noncurrent liabilities</b>	<b>4,483,000</b>	<b>-</b>	<b>-</b>	<b>4,483,000</b>
<b>Total liabilities</b>	<b>4,718,813</b>	<b>12,372</b>	<b>6,418</b>	<b>4,737,603</b>
<b>Net position</b>				
Invested in capital assets, net of related debt	6,297,461	762,796	119,252	7,179,509
Restricted for				
Debt service	296,436	-	-	296,436
Other purposes	293,943	-	-	293,943
Unrestricted (deficit)	176,064	6,871	174,993	357,928
<b>Total net position</b>	<b>\$ 7,063,904</b>	<b>\$ 769,667</b>	<b>\$ 294,245</b>	<b>\$ 8,127,816</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Special-Purpose Statement of Revenues, Expenses, and Changes in Net Position**  
**Proprietary Funds**

*For the year ended September 30, 2013*

	<b>BUSINESS -TYPE ACTIVITIES/ENTERPRISE FUNDS</b>			
	<b>Jackson Water/Sewer</b>	<b>NON-MAJOR FUNDS</b>		<b>Total</b>
<b>Parks and Recreation</b>		<b>Jackson Recycling</b>		
<b>Operating revenues</b>				
Charges for services	\$ 896,758	\$ 139,783	\$ 96,746	\$ 1,133,287
<b>Total operating revenues</b>	<b>896,758</b>	<b>139,783</b>	<b>96,746</b>	<b>1,133,287</b>
<b>Operating expenses</b>				
Personal services	186,875	234,601	84,660	506,136
Utilities	107,155	20,093	-	127,248
Services and supplies	228,868	52,570	54,036	335,474
Repairs and maintenance	132,550	15,643	13,695	161,888
Other operating expenses	-	1,761	1,243	3,004
Depreciation	273,081	69,095	20,685	362,861
<b>Total operating expenses</b>	<b>928,529</b>	<b>393,763</b>	<b>174,319</b>	<b>1,496,611</b>
<b>Net operating income (loss)</b>	<b>(31,771)</b>	<b>(253,980)</b>	<b>(77,573)</b>	<b>(363,324)</b>
<b>Nonoperating revenues (expenses)</b>				
Interest income	10,961	-	168	11,129
Interest expense	(207,841)	-	-	(207,841)
Miscellaneous revenue	-	2,307	65	2,372
<b>Total nonoperating revenues (expenses)</b>	<b>(196,880)</b>	<b>2,307</b>	<b>233</b>	<b>(194,340)</b>
<b>Income (loss) before contributions and transfers</b>	<b>(228,651)</b>	<b>(251,673)</b>	<b>(77,340)</b>	<b>(557,664)</b>
Capital contributions	393,104	-	-	393,104
Transfers, net	-	194,450	-	194,450
<b>Change in net position</b>	<b>164,453</b>	<b>(57,223)</b>	<b>(77,340)</b>	<b>29,890</b>
<b>Total net position - beginning</b>	<b>6,899,451</b>	<b>826,890</b>	<b>371,585</b>	<b>8,097,926</b>
<b>Total net position - ending</b>	<b>\$ 7,063,904</b>	<b>\$ 769,667</b>	<b>\$ 294,245</b>	<b>\$ 8,127,816</b>

See accompanying notes to financial statements.



**Jackson County, Florida**  
**Board of County Commissioners**  
**Special-Purpose Statement of Cash Flows**  
**Proprietary Funds**

*For the year ended September 30, 2013*

	BUSINESS-TYPE ACTIVITIES/ENTERPRISE FUNDS			
	NON-MAJOR FUNDS			Total
	Jackson Water/Sewer	Parks and Recreation	Jackson Recycling	
<b>Operating activities</b>				
Receipts from customers and users	\$ 819,565	\$ 144,696	\$ 81,707	\$ 1,045,968
Payments to suppliers	(402,897)	(97,939)	(73,043)	(573,879)
Payments to employees	(186,875)	(234,601)	(84,660)	(506,136)
Net cash (used) provided by operating activities	229,793	(187,844)	(75,996)	(34,047)
<b>Noncapital financing activities</b>				
Transfers to/from other funds	-	194,450	-	194,450
Advances from/to other funds	-	(19,443)	(301)	(19,744)
Net cash provided (used) by noncapital financing activities	-	175,007	(301)	174,706
<b>Capital and related financing activities</b>				
Capital contributions	393,104	-	-	393,104
Purchase of capital assets	(428,104)	(18,736)	-	(446,840)
Principal payments on capital debt	(77,000)	-	-	(77,000)
Interest payments on capital debt	(208,130)	-	-	(208,130)
Other receipts	-	2,307	65	2,372
Net cash (used) provided by capital and related financing activities	(320,130)	(16,429)	65	(336,494)
<b>Investing activities</b>				
Interest and dividends	10,961	-	168	11,129
Net cash provided by investing activities	10,961	-	168	11,129
<b>Net increase (decrease) in cash and equivalents</b>	(79,376)	(29,266)	(76,064)	(184,706)
<b>Cash - beginning of the year</b>	832,761	30,490	240,184	1,103,435
<b>Cash - end of the year</b>	\$ 753,385	\$ 1,224	\$ 164,120	\$ 918,729
<b>Reconciliation of net operating income to net cash provided (used) by operating activities</b>				
Net operating income (loss)	\$ (31,771)	\$ (253,980)	\$ (77,573)	\$ (363,324)
Adjustments to reconcile operating income to net cash provided by operating activities:				
Depreciation	273,081	69,095	20,685	362,861
(Increase) decrease in accounts receivable	(15,497)	4,913	(15,039)	(25,623)
(Increase) decrease in due from other governments	(62,835)	-	-	(62,835)
(Increase) decrease in deposits	1,139	-	-	1,139
Increase (decrease) in accounts payable	65,676	(7,872)	(4,069)	53,735
Net cash (used) provided by operating activities	\$ 229,793	\$ (187,844)	\$ (75,996)	\$ (34,047)

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Special-Purpose Statement of Fiduciary Net Position**  
**Agency Funds**

*September 30, 2013*

---

	<b>Agency Funds</b>
<hr/>	
<b>Assets</b>	
Cash and cash equivalents	\$ 91,780
<hr/>	
<b>Total assets</b>	<b>\$ 91,780</b>
<hr/>	
<b>Liabilities</b>	
Due to others	\$ 91,780
<hr/>	
<b>Total liabilities</b>	<b>\$ 91,780</b>
<hr/>	

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of Jackson County, Florida, Board of County Commissioners (the "Board") conform to accounting principles generally accepted in the United States of America, as applicable to governments. The following is a summary of significant accounting principles and policies used in the preparation of these special-purpose financial statements.

**Reporting Entity**

Jackson County, Florida (The County), located in Northwest Florida, is a political subdivision of the State of Florida and provides services to approximately 50,000 residents in many areas including general government, public safety, physical environment, transportation, economic environment, human services, and culture and recreation. The County was established August 12, 1822, by the First Session of the Territorial Legislative Council. It is governed by a five-member elected Board of County Commissioners (the "Board"), which derives its authority by Florida Statutes and regulations. In addition to the members of the Board, there are five elected constitutional officers: Clerk of the Circuit Court, Sheriff, Tax Collector, Property Appraiser and Supervisor of Elections.

The elected offices of the Clerk of the Circuit Court, Sheriff, Tax Collector, Property Appraiser, and Supervisor of Elections are operated as separate County agencies in accordance with applicable provisions of Florida Statutes. These constitutional officers operate on a budget system whereby County-appropriated funds are received from the Board with unexpended funds returned to the Board. The Tax Collector and Clerk of the Circuit Court also operate as a fee officer by retaining various fees collected by these offices. The Clerk of the Circuit Court also receives appropriated funds from the State of Florida to fund court-related activities. Separate accounting records and budgets are maintained by each individual office.

Blended component units - The Jackson County Agriculture Center (Ag Center), a separate independent district from the Board, is governed by a five member Board appointed by the Board. The Ag Center was originally formed January 24, 1957 by the Governor of the State of Florida. For financial reporting purposes, the Ag Center is blended in the financial statements of the Board as part of the special revenue funds.

The Compass Lake Municipal Service Taxing Unit (MSTU), was created by the Board pursuant to Section 125.01 (1)(g) of the Florida Statutes. The municipal service taxing unit was created for the unincorporated area known as Compass Lake in the Hills. An assessment against each lot was made for providing various services to the landowners of this area. Assessments are collected by the Tax Collector as part of the regular ad valorem tax collection schedule. The funds are remitted to the Compass Lake in the Hills Property Owners' Association, Inc. (a Florida not for profit corporation) which in turn is responsible for the administration of the funds. For financial reporting purposes, the MSTU is blended in the financial statements of the Board as a part of the special revenue funds.

These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of the Board 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 Board.

**Jackson County, Florida  
Board of County Commissioners  
Notes to Special-Purpose Financial Statements**

---

**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 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 Board, were prepared in conformity with accounting principles generally accepted in the United States of America.

Major revenue sources susceptible to accrual include: sales and use taxes, various motor fuel taxes, property taxes, intergovernmental revenues, and investment income. In general, other revenues are recognized when cash is received.

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 Board's policy to use restricted resources first, then unrestricted resources as needed.

The Board reports the following major governmental funds:

**General Fund** - The general fund is the Board's primary operating fund. It accounts for all resources traditionally associated with governments except those required to be accounted for in another fund.

**Fines and Forfeitures** - This fund accounts for 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.

**Transportation Trust** - This fund accounts for the Board's county gas tax revenue, motor fuel taxes and other shared revenue earmarked for general and administrative operations costs of the Public Works Department.

**Local Option Gas Tax** - This fund accounts for the Board's local option gas tax funds distributed from the State. The funds are used for road maintenance and improvements.

**Road Construction** - This fund accounts for the various revenues provided for the resurfacing and improving roads throughout the Board.

**Utility Fee Fund** - This fund accounts for the Board's utility fee tax funds.

The Board reports the following major proprietary fund:

**Water/Sewer System** - This fund accounts for the revenues and expenses, capital assets and debt for the utility department of the Board.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

The Board also reports the following fund type:

**Agency Funds** - The agency funds are used to account for assets held by the Board as an agent for individuals, private organizations, and other governments. Agency funds are custodial in nature and do not involve measurement of changes in financial position.

The County reports the following blended component unit:

**Compass Lake in the Hills Municipal Services Taxing Unit** – The MSTU fund is used to account for the municipal service taxes collected for Compass Lake in the Hills.

**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. All governmental funds are 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. 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 or expenses are recognized in the accounts and reported in the special-purpose financial statements. Basis of accounting related 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) and (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 Board’s enterprise funds are proprietary funds. In the fund financial statements, proprietary funds are presented using the accrual basis of accounting and the economic resources measurement focus. Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the Proprietary Funds are charges to customers for sales and services. Operating expenses for the Proprietary Funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The Board has elected not to follow subsequent private-sector guidance.

**Budgets and Budgetary Accounting**

General governmental revenue and expenditures accounted for in budgetary funds are controlled by a budgetary accounting system in accordance with various legal requirements which govern the Board's operations. Budgets are monitored at varying levels of classification detail; however, expenditures cannot legally exceed total appropriations at the individual fund level. All budget changes that affect the total of a fund's budget must be approved by the Board.

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 reappropriated 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 Funds Trust Fund investment pools created by Sections 218.405 and 218.417, Florida Statutes.

**Investments**

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

**Receivables**

Receivables are shown at their net realizable value. See Note 5 for allowance for doubtful accounts.

**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."

**Inventories**

Inventory items of materials and supplies, which are not significant in amount, are considered expenditures when purchased in the governmental funds. No physical inventory was taken at year end. The amount is estimated to be immaterial.

**Prepaid Expenses**

General fund expenditures for insurance and similar services extending over more than one accounting period are accounted for as expenditures in the period of acquisition.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Capital Assets**

The Board'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 asset accounts of the County. Property and equipment with initial, individual costs that exceed \$5,000 and an estimated useful life in excess of one year are recorded as capital assets. Buildings, roads, bridges, and sidewalks are capitalized when their initial costs exceed \$5,000 and possess estimated useful lives of more than one year. 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.

The Board's infrastructure was updated for infrastructure acquired prior to 2002. The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	5-50
Improvements, other than buildings	2-50
Machinery and equipment	3-30

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.

The Board's capital assets are reported in the statement of net position in the County's financial statements.

**Deferred Revenues**

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

**Accumulated Compensated Absences**

The Board 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 Board 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 Board's compensated absences are accrued and reported in the government-wide financial statements of 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 rates of pay. This is accounted for pursuant to GASB Statement No. 16, *Accounting for Compensated Absences*.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Long-term Debt**

The governmental fund financial statements recognize the proceeds of debt as other financial sources of the current period. Issuance costs are reported as expenditures.

**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 Board does not record encumbrances outstanding at year end.

**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 estimates.

**Subsequent Events**

The Board has evaluated subsequent events through the date of the Independent Auditors' Report.

**Governmental Fund Balances**

The Board adopted GASB Statement No. 54, *Fund Balance Reporting and Governmental Type Definitions* (GASB Statement No. 54) effective October 1, 2010. This GASB Statement clarifies governmental fund balance classifications and fund-type definitions. Fund balances are classified either as non-spendable or spendable. See Note 13.

**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 2013 millage rate assessed by the Board was 7.1223 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 millage 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.



**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 2 - PROPERTY TAXES (CONTINUED)**

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.

On or prior to June 1, following the tax year, tax 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.

**NOTE 3 - DEPOSITS AND INVESTMENTS**

At year end, the carrying amount of the Board's deposits was \$13,064,644 and the bank balance was \$13,299,593. 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 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 Board to invest in certificates of deposit, repurchase agreements and the State Treasurer's Investment Pool. In addition, the statutes allow the Board 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.

The Board invested funds in the Florida State Board of Administration Local Governments Surplus Funds Investment Pool. At September 30, 2013, the market value and the carrying value of these funds was \$4,757,056. The funds are carried as a cash equivalent on the balance sheet at September 30, 2013 (See Note 1 for definition of cash equivalents) and are included in carrying value and bank balance in the first paragraph of this note.

The Board's investments in the Local Government Surplus Funds Trust Fund (Florida PRIME), which the State Board of Administration indicates is a Securities and Exchange Commission Rule 2a7-like external investment pool, as of September 30, 2013, are similar to money market funds in which shares are owned in the fund rather than the underlying investments. These investments are reported at fair value, which is amortized cost.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 3 - DEPOSITS AND INVESTMENTS (CONTINUED)**

The State Board of Administration's interpretation in regards to the Board's investments in Fund B is that it does not meet the requirement of a SEC 2a-7-like fund; therefore, State Board of Administration is providing a Fair Value factor (i.e. total net asset value of Fund B divided by total participant balances of Fund B) for September 30, 2013. The Fair Value factor for Fund B for September 30, 2013, is 1.13262284.

As of September 30, 2013, the Board had \$4,670,990 and \$86,066 invested in Florida PRIME and Fund B, respectively. 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](http://www.sbafla.com/prime).

**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 Board investments are not evidenced by specific, identifiable investment securities.

As of September 30, 2013, the Board's investment in the Florida PRIME is rated by Standard and Poors and the current rating is AAAM. The Fund B Surplus Funds Trust Fund is not rated by any nationally recognized statistical rating agency.

**Interest Rate Risk**

The weighted average days to maturity (WAM) of the Florida PRIME at September 30, 2013, is 44 days. Next interest rate reset for floating rate securities are used in the calculation of the WAM. Due to the nature of the securities in Fund B, the interest rate risk information required by GASB 40 is not available. An estimate of weighted average life (WAL) is available. In the calculation of WAL, the time at which an expected principal amount is to be received (measured in years) is weighted by the principal amount received at that time divided by the sum of all expected principal payments. The principal amounts used in the WAL calculation are not discounted to present value as they would be in a weighted average duration calculation. The weighted average life (based on expected future cash flows) of Fund B at September 30, 2013, is estimated at 4.04 years. However, because Fund B consists of restructured or defaulted securities, there is considerable uncertainty regarding the weighted average life.

**Custodial Credit Risk**

At September 30, 2013, the Board did not hold any deposits or investments that were considered to have a custodial credit risk.

**Concentration of Credit Risk**

At September 30, 2013, the Board did not hold any investments that were considered to have a concentration of credit risk.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 4 - RESTRICTED ASSETS**

The General Fund's cash is restricted as follows:

	<b>Amount</b>
Technology Escrow	\$ 167,018
Sick leave buyback program	274,109
<b>Total</b>	<b>\$ 441,127</b>

The Transportation Trust Fund's cash is restricted for the sick leave buyback program in the amount of \$221,238.

The Nonmajor Governmental funds' cash is restricted for other programs in the amount of \$2,300,706.

Certain Enterprise Fund assets are restricted for debt service and future extension and improvements. Impact fees are recorded as contributed capital and may only be used for extensions to the Water System. The Jackson County Water/Sewer Fund's cash is restricted as follows:

	<b>Amount</b>
Debt service	\$ 313,491
Investment extension and improvements	306,877
<b>Total</b>	<b>\$ 620,368</b>

**NOTE 5 - ACCOUNTS RECEIVABLE**

Accounts receivable of the Fire/Rescue Department are accounted for in the Board's General Fund. Accounts receivable in the Fire/Rescue Department totaled \$1,044,850 and are shown net of allowance for doubtful accounts of \$826,526. This allowance represents an uncollected billing ratio based on past history of collections and aged accounts receivable listings.

Accounts receivable for the General fund includes \$307,530 from franchise fees and royalties related to private landfills.

Accounts receivables for the Enterprise Fund are from various utility customers. No allowance for uncollectible accounts is deemed to be necessary.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

**NOTE 6 - INTERFUND BALANCES**

Interfund balances at September 30, 2013 consisted of the following:

**Due to/from Other Funds:**

<b>Receivable Fund</b>	<b>Payable Fund</b>		
General fund	Road Construction	\$	1,034,320
	Utility Fee fund		1,300,000
	Nonmajor governmental funds:		
	Other special revenue funds		89,216
Fines and forfeiture	General fund		455,978
	Nonmajor governmental funds:		
	Other special revenue funds		5,745
Transportation Trust	Local Option Gas Tax		1,792,866
	General fund		142,670
Utility Fee Fund	Fines and Forfeiture		733,431
	Road construction		522,000
Road Construction	Transportation		1,670,255
Parks and Recreation	General fund		14,161
Jackson Recycling	General fund		137
Nonmajor governmental funds	General fund		66,615
	Proprietary funds:		
	Jackson recycling		2
	Other special revenue funds		2,680
<b>Total</b>		<b>\$</b>	<b>7,830,076</b>

The 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. Amounts are generally repaid during the next fiscal year.

The general fund and fines and forfeitures have amounts due 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.

	<b>INTERFUND RECEIVABLES</b>	<b>INTERFUND PAYABLES</b>
Board		
General fund	\$ 136,108	\$ 14,115
Fine and forfeiture	17,313	-
Constitutional officers		
Clerk of Courts	-	34,920
Tax Collector	-	101,188
Supervisor of Elections	14,115	-
Property Appraiser	-	-
Sheriff	-	17,313
<b>Total</b>	<b>\$ 167,536</b>	<b>\$ 167,536</b>

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

**NOTE 6 - INTERFUND BALANCES (CONTINUED)**

Interfund transfers for the year ended September 30, 2013, consisted of the following:

<b>Transfers to General Fund from:</b>		
Utility Fee fund	\$ 2,500,000	
Nonmajor Governmental fund	20,700	
Total		\$ 2,520,700
 <b>Transfers to Fines and Forfeiture from:</b>		
General fund	455,978	
Constitutional officer - Sheriff		
	17,313	
Nonmajor Governmental fund	41,780	
Total		515,071
 <b>Transfers to Transportation Trust from:</b>		
Local Option Gas Tax	2,759,465	
Utility Fee fund		
	1,233,015	
General fund		
	322,130	
Total		4,314,610
 <b>Transfers to Local Option Gas Tax:</b>		
General fund		625,000
 <b>Transfers to Road Construction from:</b>		
Transportation Trust		701,955
 <b>Transfers to Nonmajor Governmental Funds from:</b>		
General fund	417,482	
Nonmajor Governmental funds	57,321	
Total		474,803
<b>Subtotal</b>		<b>9,152,139</b>
 <b>Transfers to Proprietary funds from:</b>		
General fund		194,450
Total interfund transfers		<b>\$ 9,346,589</b>

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 6 - INTERFUND BALANCES (CONTINUED)**

Transfers are used to (1) use utility fees to finance general operating activities that are accounted for in general fund, (2) use revenue from inmate welfare fund to cover cost relating to inmate welfare expenses in another fund, (3) use local option gas tax to cover road and bridge operating expenses, (4) transfer fiscally constrained revenue to fund road raving expenditures in local option gas tax fund, (5) use local option gas tax to cover road construction projects, (6) use unrestricted general fund revenues and nonmajor governmental revenues to finance debt service and operating expenses that are accounted for in other funds, (7) use unrestricted general fund revenues and nonmajor governmental revenues to finance debt service and operating expenses that are accounted for in the proprietary funds.

The Board provides funding for the constitutional officers whose financial statements are not included with the Board's statements. Excess fees from the constitutional officers are netted against the transfers out. The following schedule shows the net transfers to and from the constitutional officers.

Interfund transfers to/from Constitutional Officers for the year ended September 30, 2013, consisted of the following:

	<b>Amount</b>
Clerk of Courts	\$ 475,662
Supervisor of Elections	472,250
Tax Collector	632,010
Property Appraiser	916,872
Sheriff	4,272,494
<hr/>	
Total	\$ 6,769,288

**NOTE 7 - DUE FROM OTHER GOVERNMENTS**

Due from other governments consists of funds earned as of September 30, 2013, but not yet received by the Board. The majority of these amounts were received in October and November 2013.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

**NOTE 8 - CAPITAL ASSETS**

The Board's governmental capital assets are reported in the statement of net position in the County's financial statements.

Capital asset activity for the year ended September 30, 2013, was as follows:

	<b>BEGINNING BALANCE</b>	<b>INCREASES</b>	<b>DECREASES</b>	<b>ENDING BALANCE</b>
<b>Governmental activities:</b>				
Capital assets, not being depreciated:				
Land and improvements	\$ 2,473,557	\$ 64,600	\$ -	\$ 2,538,157
Construction in progress	7,131,055	3,699,740	9,997,152	833,643
<b>Total capital assets, not being depreciated</b>	<b>9,604,612</b>	<b>3,764,340</b>	<b>9,997,152</b>	<b>3,371,800</b>
Capital assets, being depreciated:				
Buildings and improvements	31,542,289	1,944,002	64,600	33,421,691
Equipment	13,638,820	1,668,040	1,429,439	13,877,421
Roads	37,919,800	8,058,701	-	45,978,501
Infrastructure - Sidewalks	1,099,712	-	-	1,099,712
<b>Total capital assets, being depreciated</b>	<b>84,200,621</b>	<b>11,670,743</b>	<b>1,494,039</b>	<b>94,377,325</b>
Less: Total accumulated depreciation	32,716,861	3,641,190	1,429,439	34,928,612
<b>Total capital assets, being depreciated, net</b>	<b>51,483,760</b>	<b>8,029,553</b>	<b>64,600</b>	<b>59,448,713</b>
<b>Governmental activities capital assets, net</b>	<b>\$ 61,088,372</b>	<b>\$ 11,793,893</b>	<b>\$ 10,061,752</b>	<b>\$ 62,820,513</b>

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

**NOTE 8 - CAPITAL ASSETS (CONTINUED)**

	BEGINNING BALANCE	INCREASES	DECREASES	ENDING BALANCE
<b>Business-type activities:</b>				
Capital assets, not being depreciated:				
Land	\$ 21,145	\$ -	\$ -	\$ 21,145
Construction in progress	-	-	-	-
Total capital assets, not being depreciated	21,145	-	-	21,145
Capital assets, being depreciated:				
Equipment	14,884,251	446,840	-	15,331,091
Total capital assets, being depreciated	14,884,251	446,840	-	15,331,091
Less: Total accumulated depreciation	3,246,866	362,861	-	3,609,727
Total capital assets, being depreciated, net	11,637,385	83,979	-	11,721,364
Business-type activities capital assets, net	\$ 11,658,530	\$ 83,979	\$ -	\$ 11,742,509

The Board's depreciation expenses for governmental activities are reported in the statement of activities in the County's financial statements. Depreciation expense was charged to functions/programs of the County as follows:

<b>Governmental activities:</b>	
General government	\$ 229,796
Public safety	493,965
Transportation	2,281,043
Economic environment	4,160
Culture and recreation	131,375
Human services	427,204
Court related	73,647
Total depreciation expense-governmental activities	\$ 3,641,190
<b>Business-type activities:</b>	
Water and Sewer	\$ 273,081
Recycling	20,685
Parks and recreation	69,095
Total depreciation expense-business-type activities	\$ 362,861



**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

**NOTE 9 - LONG-TERM LIABILITIES**

The Board's long-term debt activity is reported in the statement of net position in the County's financial statements.

Long-term debt activity for the year ended September 30, 2013, was as follows:

	BEGINNING BALANCE	ADDITIONS	REDUCTIONS	ENDING BALANCE	DUE WITHIN ONE YEAR
<b>Governmental activities:</b>					
Revenue bonds	\$ 8,254,788	\$ -	\$ 907,677	\$ 7,347,111	\$ 940,647
Notes payable	500,000	-	46,000	454,000	46,000
Compensated absences	757,647	-	59,242	698,405	-
Landfill closure and post-closure costs	292,161	-	-	292,161	83,581
Total Governmental activities:	9,804,596	-	1,012,919	8,791,677	1,070,228
<b>Business-type activities:</b>					
Revenue bonds	4,640,000	-	77,000	4,563,000	80,000
Total	\$ 14,444,596	\$ -	\$ 1,089,919	\$ 13,354,677	\$ 1,150,228

Payments on the notes, leases payable, and sales tax revenue bonds that pertain to the Board'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, 2013 are as follows:

FISCAL YEAR ENDING SEPTEMBER 30,	GOVERNMENTAL ACTIVITIES			
	REVENUE BONDS		NOTES PAYABLE	
	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
2014	\$ 940,647	\$ 259,686	\$ 46,000	\$ 8,793
2015	974,815	225,044	48,000	7,834
2016	1,010,225	189,637	48,000	6,854
2017	1,046,920	151,940	49,000	5,865
2018	1,084,948	113,384	51,000	4,845
2019-2023	2,289,556	105,509	212,000	8,773
Total	\$ 7,347,111	\$ 1,045,200	\$ 454,000	\$ 42,964

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

**NOTE 9 - LONG-TERM LIABILITIES (CONTINUED)**

FISCAL YEAR ENDING SEPTEMBER 30,	BUSINESS-TYPE ACTIVITIES	
	REVENUE BONDS	
	PRINCIPAL	INTEREST
2014	\$ 80,000	\$ 204,656
2015	84,000	201,048
2016	87,000	197,256
2017	91,000	193,330
2018	95,000	189,225
2019-2023	542,000	877,915
2024-2028	677,000	743,946
2029-2033	844,000	576,606
2034-2038	1,050,000	367,954
2039-2043	453,000	176,619
2044-2048	465,000	83,563
2049-2053	95,000	4,156
Total	\$ 4,563,000	\$ 3,816,274

**Governmental activities**

**Revenue Bonds**

\$10,080,000, Gas Tax Revenue Bonds, Series 2010, payable in semi-annual installments of \$426,350 to \$587,796 through 2020, interest at 3.6%. Collateralized by pledged revenue generated from certain gas tax revenues.

	\$ 7,347,111
Total revenue bonds	\$ 7,347,111

**Notes Payable**

\$500,000, Series 2012 Note, payable in semi-annual installments of \$54,793 to \$55,845 through 2021, interest at 2.04%. Collateralized by pledged revenue generated from certain gas tax revenues.

	\$ 454,000
Total revenue bonds	\$ 454,000

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 9 - LONG-TERM LIABILITIES (CONTINUED)**

**Compensated Absences**

All full time employees of the Board are entitled to an annual vacation and sick leave with pay. The employees are generally allowed to accumulate vacation leave of 240 hours. Upon termination the employee is paid 20% of accumulated sick leave if the employee has 10 years or more of service to the Board. Vacation pay and sick leave payments are included in operating costs when the payments are made to the employees. The estimated commitment for annual leave at September 30, 2013 was \$698,405.

Long-term landfill closure and post-closure liability – this obligation relates to long-term landfill post-closure costs. See also Note 15.

**Business-type activities**

**Revenue Bonds**

\$1,500,000, Water and Sewer Revenue Bonds, Series 1999B, payable in annual installments of \$65,625 to \$82,188 through 2039, interest at 4.375%.  
Collateralized by pledged revenue derived from the operation of the system. \$ 1,254,000

\$2,014,000, Water and Sewer Revenue Bonds, Series 2009, payable in annual installments of \$22,000 to \$101,000 through 2049, interest at 4.375%.  
Collateralized by pledged revenue derived from the operation of the system. 1,969,000

\$1,618,000, Water and Sewer Revenue Bonds, Series 1999A, payable in annual installments of \$76,855 to \$90,085 through 2038, interest at 4.750%.  
Collateralized by pledged revenue derived from the operation of the system. 1,340,000

---

Total revenue bonds \$ 4,563,000

---

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 10 - RISK MANAGEMENT**

The Board is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors or omissions; injuries to employees and/or the public; or damage to property of others; and natural disasters for which the Board carries commercial insurance. Insurance against losses are provided for the following types of risk:

- Workers' compensation and employer's liability
- General and automobile liability
- Real and personal property damage
- Public officials' liability
- Accidental death and dismemberment

**NOTE 11 - EMPLOYEE BENEFITS**

The Board employees and the elected officials participate in the Florida Retirement System (FRS) a cost-sharing, multiple employer defined benefit public retirement system administered by the State of Florida Department of Administration, Division of Retirement, to provide retirement and survivor benefits to participating public employees. Chapter 121, Florida Statutes, establishes the authority for participant eligibility, contribution requirements, vesting eligibility and benefit provisions. FRS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the State of Florida Division of Retirement, Tallahassee, FL 32399-1560 or by accessing their internet site at [www.frs.state.fl.us/frs/public/annual](http://www.frs.state.fl.us/frs/public/annual).

For those employees hired prior to July 1, 2011, FRS provides vesting of benefits after six years of creditable service. Members are eligible for normal retirement after six years of service and attaining age 62, or 30 years of service regardless of age. Early retirement may be taken any time after completing six years of service; however, there is a 5% benefit reduction for each year prior to normal retirement. For those employees hired on or after July 1, 2011, the System provides for vesting of benefits after eight years of creditable service. Normal retirement benefits are available to these employees who retire at or after age 65 with eight years of service with a 5% reduction of benefits for each year prior to normal retirement. FRS also provides death and disability benefits and cost-of-living adjustments. Generally, membership is compulsory for all full-time and part-time employees. Prior to July 1, 2011, retirement coverage was employee noncontributory. Effective July 1, 2011 the Florida Legislature mandated all employees contribute 3% to their retirement coverage with immediate vesting of their contributions.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 11 - EMPLOYEE BENEFITS (CONTINUED)**

The funding methods and the determination of benefits payable are provided in various acts of the Florida Legislature. These acts provide that employers pay all contributions at rates determined each year by the legislature. The rates, as a percentage of gross earnings, are as follows:

	<b>10/01/12 Through <u>06/30/13</u></b>	<b>07/01/13 Through <u>09/30/13</u></b>
Regular employees	5.18%	6.95%
Senior management	6.30%	18.31%
Elected county officials' class	10.23%	33.03%
Special risk employees	14.90%	19.06%
DROP plan participants	5.44%	12.84%

Total payroll for the Board employees covered by the System was \$7,816,159 for the year ended September 30, 2013.

The Board's contributions to the Plan for the years ended September 30, 2013, 2012 and 2011 were \$692,209, \$603,427, and \$1,026,739 respectively, which equal the required contributions. For the year ended September 30, 2013, retirement contributions represent 8.86% of the Board's total covered payroll.

Effective July 1, 1998, the Legislature established a Deferred Retirement Option Program (DROP). This program allows eligible employees to defer receipt of monthly retirement benefit payments while continuing employment with a FRS employer for a period not to exceed sixty months after electing to participate. Deferred monthly benefits are held in the Florida Retirement System Trust Fund and accrue interest.

**NOTE 12 - GRANTS**

The Board 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, 2013, have not yet been accepted/approved by the grantors. Accordingly, the final determination of the Board'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 Board expects such amounts, if any, to be immaterial.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

**NOTE 13 – FUND EQUITY**

Spendable fund balances are classified based on a hierarchy of the Board'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 ending September 30, 2013, the Board reports net position as restricted. Restricted net position has 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. Committed net position has amounts constrained by a specific purpose by the Board of County Commissioners. Assigned net position has constraints placed on the use of resources by the Board's intent to use the resources for specific purposes. Unassigned fund balances have not been restricted, committed or assigned to specific purposes within the general fund.

At September 30, 2013, fund balance is comprised of the following:

**Restricted Fund Balance:**

<b>Funds</b>	<b>Purpose</b>		
General Fund	Funding for:		
	Building Department	\$ 169,263	
	Tax Deeds	46,914	
	<b>Total general fund</b>		<b>\$ 216,177</b>
Special Revenue Fund	Nonmajor governmental funds		
	Gas Tax Bond Series 2010	5,413	
	Law Library	25,543	
	Local Law Enforcement	168,445	
	Drug Court	27,208	
	Contraband forfeitures	9,634	
	Crime prevention	85,303	
	Courts facility fund	1,387,801	
	Court construction improvement	50,836	
	Inmate Welfare Fund	228,138	
	Additional court costs	314,991	
	<b>Total nonmajor governmental funds</b>		<b>2,303,312</b>
	<b>Total restricted fund balance</b>		<b>\$ 2,519,489</b>

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

**NOTE 13 - FUND EQUITY (CONTINUED)**

**Committed Fund Balance**

<b>Funds</b>	<b>Purpose</b>		
General Fund	Funding for:		
	Sick Leave	\$ 273,865	
	Prior year Improvements	339,323	
	Total general fund		\$ 613,188
Special Revenue Fund	Funding for:		
	Transportation Trust		221,012
	Nonmajor governmental funds		
	Compass Lake MSTU	404,885	
	Jackson County Economic Recovery	41,484	
	West Jackson County Dev. Authority	250,119	
	Total nonmajor governmental funds		696,488
	Total committed fund balance		\$ 1,530,688

**Assigned Fund Balance**

<b>Funds</b>	<b>Purpose</b>		
General Fund	Funding for:		
	Technology Escrow	\$ 167,018	
	Administration Building Fund	519,882	
	Total general fund		\$ 686,900
Special Revenue Fund	Funding for:		
	Fines and Forfeitures		124,197
	Transportation Trust		628,311
	Local Option Gas Tax		684,561
	Road Construction		1,645,325
	Utility Fee fund		463,595
	Nonmajor governmental funds		
	JCDC Tax	1,683,352	
	Jackson County Ag Complex	293,358	
	Other Debt Service	101,087	
	E911	114,133	
	Sheriff Aviation Fund	18,194	
	Emergency Management Grant	1,001	
	Solid Waste Recycling Grant	403	
	Total nonmajor governmental funds		2,211,528
	Total assigned fund balance		\$ 6,444,417

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 14 - LITIGATION AND CONTINGENT LIABILITIES**

The Board is involved in various litigation arising from 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 Board's financial position.

**NOTE 15 - LANDFILL CLOSURE/LONG-TERM CARE ESCROW**

The County is no longer required to maintain the landfill management escrow account because the required long-term care period for the landfill has passed. Specific Condition 5.0 Financial Assurance of Permit No. 0077605-004-SF states that the financial assurance for the landfill is not required. The monitoring at the site is for the continued contamination assessment as discussed in Note 16.

The Board has adopted GASB Statement No. 18, which requires recognition of landfill post-closure care costs in the Board's long-term debt. State and federal laws and regulations require the County to perform certain maintenance and monitoring functions after closure. At September 30, 2013, the amount of \$292,161 in long-term debt recognizes the remaining year of long-term care period. The above estimate is based on current prices; actual costs may be higher due to inflation, changes in technology, or changes in regulations.

**NOTE 16 - COMMITMENTS AND CONTINGENCIES**

**Contractual Commitments**

At September 30, 2013, the Board had contractual commitments for construction projects, equipment purchases and leases in excess of amounts recognized in the financial statements.

Balances remaining on uncompleted construction contracts at September 30, 2013:

LAP – Reddoch Road	\$ 1,125,559
New Fleet Maintenance Facility	\$ 609,715
Library Stem Wall	\$ 164,618

**Workers Compensation Cases**

There are two workers compensation cases outstanding at year end that are associated with the Governmental Risk Insurance Trust (GRIT). The future medical costs of these claims are estimated to be \$291,524 and \$97,539 over ten years.

**Emergency Management Center**

Subsequent to year end, the Board of County Commissioners accepted a settlement of \$68,457 for construction and design defects therein related to the accumulation of moisture and mold in the Emergency Management Center. Remediation is complete and there are no further known issues related to the defects.



**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 16 - COMMITMENTS AND CONTINGENCIES (CONTINUED)**

**Jackson County East Landfill—Remedial Action Plan**

Jones, Edmunds & Assoc. have been working with the County and the Florida Department of Environmental Protection (FDEP) to remediate contamination detected in the groundwater at the Jackson County East Landfill. The contamination is caused by migrating landfill gas in contact with the groundwater. FDEP evaluated the site and agreed that landfill gas was a problem and approved the installation of a landfill gas extraction system that was proposed by Jones Edmunds and approved by the County. The landfill gas system was installed in 2010 with additional gas extraction wells installed in 2013. Since system installation the landfill gas in the waste has decreased.

In addition to the landfill gas system, part of the contamination remediation was to install replacement wells at the site as it appeared, from discrepancies in measured well depths, that six wells were damaged. FDEP required the wells to be replaced at a schedule of 2 wells per year for 3 years.

- The 1<sup>st</sup> year well installations were completed in 2012.
- The 2<sup>nd</sup> year well installations were completed in 2013.
- The 3<sup>rd</sup> year well installations will be completed in 2014. The County has approved \$29,990 for the 2014 well installations.

Due to the contamination, FDEP is requiring groundwater monitoring past the end of long-term care at the landfill. The annual groundwater monitoring and reporting to FDEP will be approximately \$50,000 per year.

**NOTE 17 - RECLASSIFICATION**

Certain 2012 amounts have been reclassified to conform with 2013 classifications. Such reclassification had no effect on reported excess (deficiency) of revenues over (under) expenditures.

**NOTE 18 – SUBSEQUENT EVENTS**

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

Subsequent to year end, the board has entered into contracts for various construction projects totaling in excess of \$3.7 million.

**Russ House**

Subsequent to year end, the County and the City of Marianna purchased the Russ House. The County's portion of the purchase price was \$174,546. These funds will be utilized to maintain and repair the Russ House.

**New Vehicle Maintenance Facility**

Subsequent to year end, the new vehicle maintenance facility was completed. Final payment to Kolmetz Construction was rendered on March 25, 2014.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 18 - SUBSEQUENT EVENTS (CONTINUED)**

**Community Development Property**

Subsequent to year end, Southeastern Retail Development, LLC terminated the contract for the Community Development property.

**Equipment Purchases**

Subsequent to year end, the Board purchased three dump trucks and two boom mowers for the Road Department in the amount of \$404,840, a water tanker for the Fire Rescue Department in the amount of \$63,000, a pickup truck for the Animal Control Department in the amount of \$18,192, a deep fryer in the amount of \$5,535 and a washer/extractor in the amount of \$9,033 for the Jackson County Correctional Facility, a pickup truck for Mosquito Control in the amount of \$5,500, a zero turn mower and a pickup truck for the Ag Center in the amount of \$32,449 and a John Deere gator for the Parks and Recycling Department in the amount of \$9,643.

**Jackson County Compass Lake Property Purchase**

On October 4, 2014, the Board purchased the "Compass Lake Property". This property, which includes a building, is across Lakeview Drive from the Jackson County Board of County Commissioners Compass Lake Boat Ramp. The property was purchased for \$78,434 utilizing \$61,225 of Florida Boating Improvement Program Grant funds and \$17,209 of Vessel Registration Funds.

**NOTE 19 - POST EMPLOYMENT BENEFITS OTHER THAN PENSION**

The Board's post-employment benefits other than pension activity are reported in the statement of net position in the County's financial statements.

**Plan Description** – The Jackson County Board of County Commissioners (the "Board") administers a single-employer defined benefit healthcare plan (the "Plan"). In accordance with Section 112.0801 of the Florida Statutes, because Jackson County provides a medical plan to active employees of the County and their eligible dependents, the Board is also required to provide retirees with the opportunity to participate in this Plan. The Plan provides healthcare benefits including medical coverage and life insurance coverage to both active and eligible retired 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 Board and the Constitutional officers. For regular, senior management service and elected officials, participants are eligible for normal retirement upon attaining the earlier of 1) six years of service and age 62 or 2) 30 years of service regardless of age. For Special Risk, participants are eligible for normal retirement upon attaining the earlier of 1) six years of special risk service and age 55 or 2) 25 total years of service consisting both of special risk service up to four years of military service and age 52 or 3) 25 total years of special risk service, regardless of age or 4) 30 years of any credible service, regardless of age.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

**NOTE 19 - POST EMPLOYMENT BENEFITS OTHER THAN PENSION (CONTINUED)**

**Benefits Provided** – The Board provides post-employment healthcare and life insurance to its retirees. Health benefits are provided through the Board’s healthcare provided, Blue Cross Blue Shield of Florida (BCBSFL). The benefit levels are the same as those afforded to active employees. Health benefits include inpatient and outpatient medical services and prescriptions. Upon a retiree reaching 65 years of age, Medicare becomes the primary insurer and the Board’s plan becomes secondary.

**Membership** – At September 30, 2013, there were no terminated employees entitled to benefits but not yet receiving them. The membership of the Plan consisted of:

Active employees	338
Retirees and beneficiaries currently receiving benefits	19
<u>Total membership</u>	<u>357</u>
<u>Participating employers</u>	<u>1</u>

**Funding Policy** – A qualifying trust or agency fund has not been authorized by the Board. The Board negotiates the premium rates with BCBSFL. 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 2013 was \$150,346. The Board contributes the remainder to cover the costs of providing the benefits to the retirees.

**Annual OPEB and Net OPEB Obligation** – The Board’s annual other post employment benefit (OPEB) cost (expenses) is calculated based on the annual required contribution of the employer (the “ARC”) actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a closed period not to exceed 15 years. The following shows the components of the Board’s net OPEB obligation:

September 30,	2013
Annual required contribution	\$ 326,000
Interest on prior year net OPEB obligation	36,000
Adjustments to annual required contribution	(67,000)
Annual OPEB costs	295,000
Estimated employer contribution made	(117,000)
Increase (decrease) in net OPEB obligation	178,000
Net OPEB obligation, beginning of year	898,000
<u>Estimated net OPEB obligation, end of year</u>	<u>\$ 1,076,000</u>

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 19 - POST EMPLOYMENT BENEFITS OTHER THAN PENSION (CONTINUED)**

**Funded Status and Funding Progress** – As of September 30, 2013, the actuarial accrued liability of \$2,326,000 was unfunded. Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the Plan and the ARC's of employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements in the government-wide financial statements of Jackson County, Florida, presents multi-year trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**Actuarial Method and Assumptions** – The valuation dated October 1, 2012, for the fiscal date of October 1, 2012 to September 30, 2013, was prepared using generally accepted accrual principles and practices, and relied on unaudited census data and medical claims data reported by the Board. Projections of benefits for financial reporting purposes are based on the substantive plan (the Plan as understood by the employer and the Plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used included techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the September 30, 2013 actuarial valuation, the entry age normal actuarial cost method was used. The actuarial assumption included a 4.0% investment rate of return. The Unfunded Actuarial Accrued Liability (UAAL) is being amortized over 15 years assuming 5 annual level payments. The remaining amortization period at September 30, 2013 was 15 years.

## **Supplementary Information**

**Jackson County, Florida**  
**Board of County Commissioners**  
**Combining Special-Purpose Balance Sheet**  
**Nonmajor Governmental Funds**

*September 30, 2013*

	Special Revenue Funds					
	Gas Tax Bond Series 2010	E911	Local Housing Assistance Trust (SHIP)	Courthouse Facility Fund	Jackson County Tourist Development Tax	Emergency Operations Center
<b>Assets</b>						
Cash and cash equivalents	\$ -	\$ 124,495	\$ 402,295	\$ -	\$ 1,644,523	\$ 16
Restricted cash and cash equivalents	5,413	-	-	1,362,293	-	-
Accounts receivable	-	-	-	-	-	-
Due from other funds	-	7,099	-	-	-	-
Due from other governmental units	-	14,005	-	26,258	42,797	-
<b>Total assets</b>	<b>\$ 5,413</b>	<b>\$ 145,599</b>	<b>\$ 402,295</b>	<b>\$ 1,388,551</b>	<b>\$ 1,687,320</b>	<b>\$ 16</b>
<b>Liabilities</b>						
Accounts payable and accrued expenses	\$ -	\$ 29,127	\$ 9,758	\$ 750	\$ 3,968	\$ -
Due to other funds	-	-	-	-	-	16
Deferred revenue	-	2,339	392,538	-	-	-
<b>Total liabilities</b>	<b>-</b>	<b>31,466</b>	<b>402,296</b>	<b>750</b>	<b>3,968</b>	<b>16</b>
<b>Fund balances</b>						
Restricted	5,413	-	-	1,387,801	-	-
Committed	-	-	-	-	-	-
Assigned	-	114,133	-	-	1,683,352	-
Unassigned	-	-	(1)	-	-	-
<b>Total fund balances</b>	<b>5,413</b>	<b>114,133</b>	<b>(1)</b>	<b>1,387,801</b>	<b>1,683,352</b>	<b>-</b>
<b>Total liabilities and fund balances</b>	<b>\$ 5,413</b>	<b>\$ 145,599</b>	<b>\$ 402,295</b>	<b>\$ 1,388,551</b>	<b>\$ 1,687,320</b>	<b>\$ 16</b>

**Jackson County, Florida**  
**Board of County Commissioners**  
**Combining Special-Purpose Balance Sheet**  
**Nonmajor Governmental Funds**

*September 30, 2013*

	Special Revenue Funds			Debt Service Funds		Total Non-Major Governmental Funds
	MSTU	Inmate Welfare Fund	Other Special Revenue Funds	EOC Debt Service	Other Debt Service	
<b>Assets</b>						
Cash and cash equivalents	\$ 312,704	\$ -	\$ 790,468	\$ -	\$ 101,087	\$ 3,375,588
Restricted cash and cash equivalents	-	217,943	715,057	-	-	2,300,706
Accounts receivable	92,181	15,940	4,457	-	-	112,578
Due from other funds	-	-	62,198	-	-	69,297
Due from other governmental units	-	-	87,746	-	-	170,806
<b>Total assets</b>	<b>\$ 404,885</b>	<b>\$ 233,883</b>	<b>\$ 1,659,926</b>	<b>\$ -</b>	<b>\$ 101,087</b>	<b>\$ 6,028,975</b>
<b>Liabilities</b>						
Accounts payable and accrued expenses	\$ -	\$ -	\$ 237,925	\$ -	\$ -	\$ 281,528
Due to other funds	-	5,745	91,880	-	-	97,641
Deferred revenue	-	-	43,601	-	-	438,478
<b>Total liabilities</b>	<b>-</b>	<b>5,745</b>	<b>373,406</b>	<b>-</b>	<b>-</b>	<b>817,647</b>
<b>Fund balances</b>						
Restricted	-	228,138	681,960	-	-	2,303,312
Committed	404,885	-	291,603	-	-	696,488
Assigned	-	-	312,956	-	101,087	2,211,528
Unassigned	-	-	1	-	-	-
<b>Total fund balances</b>	<b>404,885</b>	<b>228,138</b>	<b>1,286,520</b>	<b>-</b>	<b>101,087</b>	<b>5,211,328</b>
<b>Total liabilities and fund balances</b>	<b>\$ 404,885</b>	<b>\$ 233,883</b>	<b>\$ 1,659,926</b>	<b>\$ -</b>	<b>\$ 101,087</b>	<b>\$ 6,028,975</b>

**Jackson County, Florida**  
**Board of County Commissioners**  
**Combining Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Nonmajor Governmental Funds**

*For the year ended September 30, 2013*

	Special Revenue Funds					
	Gas Tax Bond Series 2010	E911	Local Housing Assistance Trust (SHIP)	Courthouse Facility Fund	Jackson County Tourist Development Tax	Emergency Operations Center
<b>Revenues</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 289,419	\$ -
Intergovernmental	-	-	-	-	-	-
Charges for services	-	181,212	-	295,982	-	-
Fines and forfeitures	-	-	-	-	-	-
Grants	-	61,081	49,913	-	-	-
Investment earnings	117	373	13	624	6,347	-
Other fees and miscellaneous revenues	-	-	-	-	-	-
Total revenues	117	242,666	49,926	296,606	295,766	-
<b>Expenditures</b>						
Current:						
General government	-	-	-	-	-	-
Public health and safety	-	225,797	-	-	-	81,539
Physical environment	-	-	-	-	-	-
Transportation	205,615	-	-	-	-	-
Economic environment	-	-	49,928	-	160,261	-
Human services	-	-	-	-	-	-
Culture/recreation	-	-	-	-	-	-
Court related	-	-	-	26,496	-	-
Capital outlay	181,880	-	-	28,510	-	-
Total expenditures	387,495	225,797	49,928	55,006	160,261	81,539
Excess (deficiency) of revenues over (under) expenditures	(387,378)	16,869	(2)	241,600	135,505	(81,539)
<b>Other financing sources (uses)</b>						
Transfers in	-	-	-	-	-	81,539
Transfers out	-	-	-	-	-	-
Net other financing sources (uses)	-	-	-	-	-	81,539
<b>Net change in fund balances</b>	(387,378)	16,869	(2)	241,600	135,505	-
<b>Fund balances - beginning</b>	392,791	97,264	1	1,146,201	1,547,847	-
<b>Fund balances - ending</b>	\$ 5,413	\$ 114,133	\$ (1)	\$ 1,387,801	\$ 1,683,352	\$ -



**Jackson County, Florida**  
**Board of County Commissioners**

**Combining Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Nonmajor Governmental Funds**

*For the year ended September 30, 2013*

	Special Revenue Funds			Debt Service Funds		Total Non-Major Governmental Funds
	MSTU	Inmate Welfare Fund	Other Special Revenue Funds	EOC Debt Service	Other Debt Service Funds	
<b>Revenues</b>						
Taxes	\$ 743,129	\$ -	\$ -	\$ -	\$ -	\$ 1,032,548
Intergovernmental	-	-	13,563	-	-	13,563
Charges for services	-	100,983	148,677	-	-	726,854
Fines and forfeitures	-	-	55,597	-	-	55,597
Grants	-	-	378,172	-	-	489,166
Investment earnings	153	-	1,014	-	385	9,026
Other fees and miscellaneous revenues	-	1,626	161,268	-	-	162,894
<b>Total revenues</b>	<b>743,282</b>	<b>102,609</b>	<b>758,291</b>	<b>-</b>	<b>385</b>	<b>2,489,648</b>
<b>Expenditures</b>						
Current:						
General government	170,634	-	57,327	-	-	227,961
Public health and safety	80,053	76,705	282,173	-	-	746,267
Physical environment	-	-	69,032	-	-	69,032
Transportation	274,287	-	-	-	-	479,902
Economic environment	-	-	15,242	-	-	225,431
Human services	-	-	33,842	-	-	33,842
Culture/recreation	223,363	-	357,653	-	-	581,016
Court related	-	-	139,992	-	-	166,488
Capital outlay	25,000	-	25,429	-	-	260,819
<b>Total expenditures</b>	<b>773,337</b>	<b>76,705</b>	<b>980,690</b>	<b>-</b>	<b>-</b>	<b>2,790,758</b>
Excess (deficiency) of revenues over (under) expenditures	(30,055)	25,904	(222,399)	-	385	(301,110)
<b>Other financing sources (uses)</b>						
Transfers in	-	-	393,264	-	-	474,803
Transfers out	-	(41,780)	(78,021)	-	-	(119,801)
<b>Net other financing sources (uses)</b>	<b>-</b>	<b>(41,780)</b>	<b>315,243</b>	<b>-</b>	<b>-</b>	<b>355,002</b>
<b>Net change in fund balances</b>	<b>(30,055)</b>	<b>(15,876)</b>	<b>92,844</b>	<b>-</b>	<b>385</b>	<b>53,892</b>
<b>Fund balances - beginning</b>	<b>434,940</b>	<b>244,014</b>	<b>1,193,676</b>	<b>-</b>	<b>100,702</b>	<b>5,157,436</b>
<b>Fund balances - ending</b>	<b>\$ 404,885</b>	<b>\$ 228,138</b>	<b>\$ 1,286,520</b>	<b>\$ -</b>	<b>\$ 101,087</b>	<b>\$ 5,211,328</b>

**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**

To the Honorable Board of County Commissioners  
of Jackson County, Florida  
Marianna, 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, the business-type activities, each major fund, and the aggregate remaining fund information of Jackson County, Florida, Board of County Commissioners (the "Board"), as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements and have issued our report thereon dated June 10, 2014.

**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) to determine the 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 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. However, material weaknesses may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as 12-01 that we consider to be a significant deficiency.

To the Honorable Board of County Commissioners  
of Jackson County, Florida  
Marianna, Florida

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the 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 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*.

### **The Board's Response to Findings**

The Board's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Board's response was not subjected to the auditing procedures applied in the audit of the 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 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.

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

June 10, 2014

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE  
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY OMB CIRCULAR A-133 AND CHAPTER 10.550,  
RULES OF THE AUDITOR GENERAL**

To the Honorable Board of County Commissioners  
of Jackson County, Florida  
Marianna, Florida

**Report on Compliance for Each Major Federal Program and Major State Project**

We have audited Jackson County, Florida, Board of County Commissioner's (the "Board") compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* and Chapter 10.550, State of Florida Rules of the Auditor General (Auditor General) that could have a direct and material effect on each of the Board's major federal programs and state projects for the year ended September 30, 2013. The Board's major federal programs and major state projects are identified in the summary of auditor's 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.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the Board's major federal programs and major 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; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and Chapter 10.550, Rules of the Auditor General. Those standards, OMB Circular A-133 and Chapter 10.550, Rules of the 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 Board'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 Board's compliance.

To the Honorable Board of County Commissioners  
of Jackson County, Florida  
Marianna, Florida

### ***Opinion on Each Major Federal Program and Major State Project***

In our opinion, the Board, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs or major state projects for the year ended September 30, 2013.

### **Report on Internal Control Over Compliance**

Management of the Board, 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 of compliance, we considered the Board's internal control over compliance with the types 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 federal program and major state project and to test and report on internal control over compliance in accordance with OMB Circular A-133 and 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 Board'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 a 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.

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 OMB Circular A-133 and 10.550, Rules of the Auditor General. Accordingly, this report is not suitable for any other purpose.

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

June 10, 2014

**Jackson County, Florida**  
**Board of County Commissioners**  
**Schedule of Expenditures of Federal Awards and**  
**State Financial Assistance**

*For the year ended September 30, 2013*

Federal Agency Pass through entity Federal Program	CFDA/ CSFA Number	Grant/ Contract Number	Expenditures
<b>US Department of Homeland Security</b>			
Assistance to Firefighters Grant Program - Fire Prevention and Safety Grant	97.044	<b>EMW-2011-FP-00439</b>	\$ 55,377
<b>Pass through Florida Division of Emergency Management</b>			
Homeland Security Grant Program - County Specific Training	97.067	<b>12-DS-20-02-41-01-433</b>	20,000
Emergency Management Performance Grants FY 12-13	97.042	<b>13-FG-86-02-41-01-099</b>	38,042
Emergency Management Performance Grants FY 13-14	97.042	<b>14-FG-1M-02-41-01-099</b>	11,045
Total Emergency Management Performance Grants			49,087
<b>Total US Department of Homeland Security</b>			<b>124,464</b>
<b>US Department of Health and Human Services</b>			
<b>Pass through Florida Department of Community Affairs</b>			
Low-Income Home Energy Assistance	93.568	<b>O9LH-7K-02-41-01-012</b>	11,506
<b>Total US Department of Health and Human Services</b>			<b>11,506</b>
<b>US Department of Energy</b>			
<b>Pass through Florida Department of Community Affairs</b>			
Weatherization Assistance for Low-Income Persons (WAP)	81.042	<b>09WX-7W-02-41-01-012</b>	3,674
<b>Total US Department of Energy</b>			<b>3,674</b>
<b>US Department of Agriculture</b>			
<b>Pass through Florida Department of Agriculture Office of State Director</b>			
Rural Business Enterprise Grant (RBEG) BP Wastewater Extension	10.769	<b>N/A</b>	193,604
Rural Business Enterprise Grant (RBEG) BP Water Extension	10.769	<b>N/A</b>	199,500
<b>Total US Department of Agriculture</b>			<b>393,104</b>
<b>US Federal Highway Administration</b>			
<b>Pass through Florida Department of Transportation</b>			
Highway Planning and Construction (LAP) Reddoch Road	20.205	<b>AQ036</b>	972,699
<b>Total Florida State Court System</b>			<b>972,699</b>
<b>Total Expenditures of Federal Awards</b>			<b>\$ 1,505,447</b>

**Jackson County, Florida**  
**Board of County Commissioners**  
**Schedule of Expenditures of Federal Awards and**  
**State Financial Assistance, *continued***

*For the year ended September 30, 2013*

State Agency State Program Title State Financial Assistance Projects	CFDA/ CSFA Number	Grant/ Contract Number	Expenditures
<b>Florida Department of Transportation</b>			
<b>Transportation Systems Operations Program</b>			
County Incentive Grant Program - Compass Lake Drive	55.008	AQD02	\$ 44,207
Small County Road Assistance Program (SCRAP)-Nortek Blvd	55.016	AQR60	1,582,131
<b>Total Florida Department of Transportation</b>			<b>1,626,338</b>
<b>Florida Housing Finance Corporation</b>			
<b>Florida Housing Finance Corporation Program</b>			
State Housing Initiatives Partnership Program (SHIP)	52.901	n/a	49,913
<b>Total Florida Housing Finance Corporation</b>			<b>49,913</b>
<b>Florida Department of Environmental Protection</b>			
<b>Waste Management Program</b>			
Small County Consolidated Grant	37.012	318SC	65,746
<b>Total Florida Department of Environmental Protection</b>			<b>65,746</b>
<b>Florida Department of State and Secretary of State</b>			
<b>Library and Information Services:</b>			
State Aid to Libraries - Library Resources	45.030	11-ST-68	110,947
<b>Total Florida Department of State and Secretary of State</b>			<b>110,947</b>
<b>Florida Executive Office of the Governor</b>			
<b>Division of Emergency Management</b>			
Florida Hazardous Materials Planning & Prevention	31.067	13-CP-11-02-41-01-217	3,285
Emergency Management Preparedness Assistance (EMPA) Grant	31.063	12-BG-05-02-41-01-32	83,462
Emergency Management Preparedness Assistance (EMPA) Grant	31.063	14-BG-83-02-41-01-032	22,919
Total Emergency Management Preparedness Assistance (EMPA) Grant			106,381
<b>Total Florida Executive Office of the Governor</b>			<b>109,666</b>
<b>Florida Department of Health</b>			
<b>Community Public Health Program</b>			
County Grant Awards	64.005	C0032	1,190
County Grant Awards	64.005	C1032	8,872
<b>Total Florida Department of Health</b>			<b>10,062</b>
<b>Florida Department of Agriculture &amp; Consumer Services</b>			
<b>Consumer Protection Program</b>			
Mosquito Control	42.003	17393	17,484
<b>Total Florida Department of Agriculture &amp; Consumer Services</b>			<b>17,484</b>
<b>Florida Department of Management Services</b>			
<b>Technology Program</b>			
Wireless 911 Emergency Telephone System - Summer System Replacement	72.001	S4-11-06-12	10,320
Wireless 911 Emergency Telephone System - Spring 12-04 - Maintenance	72.001	12-04-07	4,018
Wireless 911 Emergency Telephone System - Spring 12-04 - Map	72.001	12-04-22	944
Wireless 911 Emergency Telephone System - Spring 13-04 -Maintenance	72.001	13-4-13	45,799
<b>Total Florida Department of Management Services</b>			<b>61,081</b>
<b>Total Expenditures of State Financial Assistance Projects</b>			<b>2,051,237</b>
<b>Total Federal Awards and State Financial Assistance</b>			<b>\$ 3,556,684</b>

**Jackson County, Florida**  
**Board of County Commissioners**  
**Notes to Schedule of Expenditures of Federal**  
**Awards and State Financial Assistance**  
**For the year ended September 30, 2013**

---

**NOTE 1 - BASIS OF ACCOUNTING**

The supplementary Schedule of Expenditures of State Financial Assistance Projects include the grant activity of Jackson County Board of County Commissioners (the Board). State expenditures are presented on the modified accrual basis of accounting. The information in these schedules is presented in accordance with the requirement of Chapter 10.550, Rules of the 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 Board for purposes of the supplementary Schedule of Expenditures of State Financial Assistance Projects includes all the funds of the primary government as defined by GASB 14, *The Financial Reporting Entity*.



**Jackson County, Florida  
Board of County Commissioners  
Schedule of Findings and Questioned Costs  
For the year ended September 30, 2013**

---

**A. SUMMARY OF AUDIT RESULTS**

1. The Independent Auditors' Report expresses an unmodified opinion on the financial statements of Jackson County, Florida, Board of County Commissioners (the Board).
2. 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*." No instances of material weakness to the financial statements of the Board were disclosed during the audit.
3. We noted no instances of noncompliance material to the financial statements of the Board during the audit.
4. No significant deficiencies relating to the audit of the major state financial assistance projects are reported in the Independent Auditor's Report on Compliance and Internal Control Over Compliance Applicable to Each Major Federal or State Program.
5. The Independent Auditors' Report on Compliance For Each Major Program and on Internal Control over Compliance Required by OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General for Jackson County, Florida expresses an unmodified opinion.
6. No audit findings relative to the major federal award programs or major state financial assistance projects for the Board are reported in this schedule.
7. The projects tested as major projects included the following:

<b>Federal Program</b>	<b>CFDA No.</b>
US Department of Agriculture	
Rural Business Enterprise Grant	10.769
US Federal Highway Administration	
Highway Planning and Construction	20.205
<b>State Projects</b>	<b>CSFA No.</b>
Florida Department of Transportation	
Small County Road Assistance Program	55.016
8. The threshold for distinguishing Type A and Type B projects was \$300,000 for major federal programs and major state financial assistance projects.
9. The Board did not qualify as a low-risk auditee pursuant to OMB Circular A-133.

**Jackson County, Florida**  
**Board of County Commissioners**  
**Schedule of Findings and Questioned Costs**  
**For the year ended September 30, 2013**

---

**B. FINDINGS - FINANCIAL STATEMENT AUDIT**

There were no current year audit findings.

**C. FINDINGS – FEDERAL PROGRAMS AND STATE PROJECTS**

There were no current year audit findings.

**Jackson County, Florida  
Board of County Commissioners  
Summary Schedule of Prior Year Audit Findings  
For the year ended September 30, 2013**

---

**PRIOR YEAR AUDIT FINDINGS AND QUESTIONED COSTS**

**FINANCIAL STATEMENT AUDIT**

**INFORMATION TECHNOLOGY SEGREGATION OF DUTIES, FINDING 12-01 – NOT RESOLVED**

**COMMENT:** Separation of accounting and administrative functions performed by the information technology administrator is recommended as an effective internal control procedure. The Finance information technology administrator occasionally performs the payroll function and the cash receipt function. As the administrator, she also has access to the entire financial system.

**RECOMMENDATION:** We recommend that the information technology administrator have no duties that require her to participate in the financial accounting function of the Board.

**STATUS:** This item has not been corrected at year end.

## INDEPENDENT AUDITORS' MANAGEMENT LETTER

To the Honorable Board of County Commissioners  
of Jackson County, Florida  
Marianna, Florida

We have audited the accompanying financial statements of Jackson County, Florida, Board of County Commissioners (the "Board") as of and for the fiscal year ended September 30, 2013, and have issued our report thereon dated June 10, 2014.

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, OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and 10.550, Rules of the Auditor General. We have issued our 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*, Independent Auditors' Report on Compliance For Each Major Program and On Internal Control Over Compliance In Accordance with OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General, and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated June 10, 2014, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditors' reports or schedule:

- 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 significant findings and recommendations made in the preceding annual financial audit report except as noted under the heading "Prior Year Findings and Recommendations."
- Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Board complied with Section 218.415, Florida Statutes.
- Section 10.554(1)(i)3., 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.

To the Honorable Board of County Commissioners  
of Jackson County, Florida  
Marianna, Florida

- Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address 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 disclosed the following findings:

#### **PRIOR YEAR FINDINGS AND RECOMMENDATIONS**

**COMMENT ML 06-01:** We noted that the individual responsible for the receipt of payments in the Fire and Rescue Department also is responsible for the posting of payments and charges to the accounts receivable ledger. In addition, this individual also is responsible for the mailing of the statements.

RECOMMENDATION: We recommend that a segregation of duties be established.

STATUS: This item has not been corrected.

**COMMENT ML 06-02:** We noted that the Board has not adopted written policies and procedures governing the accounting or administration of its grant programs.

RECOMMENDATION: We recommend the adoption of written policies and procedures which would standardize grant administration among the various departments and ensure that all compliance requirements are addressed on a timely basis.

STATUS: This item has not been corrected.

**COMMENT ML 06-03:** It was noted that the Board does not have a policy covering travel reimbursement when an employee with a county vehicle elects to use their personal car for trips to allow their spouse to accompany them.

RECOMMENDATION: We recommend the Board develop a written policy that addresses the reimbursement of personal car use for Board travel when a Board automobile is available.

STATUS: This item has not been corrected.

To the Honorable Board of County Commissioners  
of Jackson County, Florida  
Marianna, Florida

**COMMENT ML 06-04:** It was noted that the Board does not have a written cell phone or internet usage policy.

**RECOMMENDATION:** We recommend the Board develop written cell phone and internet usage policies that address of personal use of Board assets.

**STATUS:** This item has not been corrected.

**COMMENT ML 10-01:** We noted that the Gas Tax Revenue Bonds, Series 2010, states that the County shall submit the County's audited financial statements for each fiscal year within 240 days following the end of such fiscal year. The County did not meet the stated requirement regarding submission of audited financial statements.

**RECOMMENDATION:** We recommend that audited financial statements be submitted according to the requirements of the bond resolution for the Gas Tax Revenue Bonds, Series 2010.

**STATUS:** Subsequent to year end, this item was corrected.

**COMMENT ML 12-02:** Subsequent to year end, approximately \$600 was misappropriated from the recycling department.

**RECOMMENDATION:** We recommend that additional policies and procedures be implemented to strengthen the controls in accounting for funds in the recycling department.

**STATUS:** This item has been corrected.

- Section 10.554(1)(i)5., 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. This item is disclosed in the notes to the Financial Statements.
- Section 10.554(1)(i)6.a., Rules of the Auditor General, requires a statement be included as to whether or not the local governmental entity has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) 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.
- Section 10.554(1)(i)6.b., Rules of the Auditor General, requires that we determine whether the annual financial report for the Jackson County, Florida for the fiscal year ended September 30, 2013, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2013. In connection with our audit, we determined that these two reports were in agreement.
- Pursuant to Sections 10.554(1)(i)6.c. and 10.556(7), Rules of the Auditor General, we applied financial condition assessment procedures. 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.

To the Honorable Board of County Commissioners  
of Jackson County, Florida  
Marianna, Florida

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.

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

June 10, 2014



# BOARD of COUNTY COMMISSIONERS

---

Phone (850) 482-9633  
Fax (850) 482-9643  
www.jacksoncountyfl.com

Administration Building  
2864 Madison Street  
Marianna, Florida 32448-4021

State of Florida  
Auditor General

We are in receipt of the audit report for the Board of County Commissioners, Jackson County, Florida, for the fiscal year ending September 30, 2013. We have reviewed the internal control and compliance letters, the schedule of findings and questioned costs and the management letter included in the report.

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS

### INFORMATION TECHNOLOGY SEGREGATION OF DUTIES

**COMMENT:** Separation of accounting and administrative functions performed by the information technology administrator is recommended as an effective internal control procedure. The Finance information technology administrator occasionally performs the payroll function and the cash receipts function. As the administrator, she also has access to the entire financial system.

**RESPONSE:** Management feels there are appropriate internal control procedures in place to safeguard the integrity of the financial system. In an effort to resolve this comment, the Board of County Commissioners information technology staff has been performing the administrative related functions necessary. This item was completely resolved subsequent to year end.

## MANAGEMENT LETTER COMMENTS

### PRIOR YEAR FINDINGS

**COMMENT:** We noted that the individual responsible for the receipt of payments in the Fire and Rescue Department is also responsible for the posting of payments and charges to the accounts receivable ledger. In addition, this individual is also responsible for the mailing of the statements.

### Commissioners

Dr. Willie E. Spires  
District 1

Edward E. Crutchfield  
District 2

Chuck Lockey  
District 3

Jeremy Branch  
District 4

Kenneth Stephens  
District 5

Ted Lakey, County Administrator



RESPONSE: Currently, it is not feasible to properly separate the duties and functions of the Fire & Rescue Department. We will continue to monitor this situation to ensure all available controls are implemented.

COMMENT: We noted that the Board has not adopted written policies and procedures governing the accounting or administration of its grant programs.

RESPONSE: The County is in the process of developing policies and procedures for grant programs.

COMMENT: It was noted that the County doesn't have a policy covering travel reimbursement when an employee with a county vehicle elects to use their personal car for trips to allow their spouse to accompany them.

RESPONSE: The County is in the process of reviewing and revising the personnel policy to address the reimbursement of personal car use for travel in lieu of a County vehicle.

COMMENT: It was noted that the County doesn't have a written cell phone or internet usage policy.

RESPONSE: The County is in the process of reviewing and revising the personnel policy to address the personal use of County assets.

COMMENT: We noted that the Gas Tax Revenue Bonds Series 2010, states that the County shall submit the County's audited financial statement for each fiscal year within 240 days following the end of such fiscal year. The County did not meet the stated requirement regarding submission of audited financial statements.

RESPONSE: Subsequent to year end the County adopted an Ordinance that amended the 240 day requirement to 270 days to coincide with the State of Florida 9 months from fiscal year end requirement.

If additional information is required, please contact Daniele McDaniel, Finance Manager/Accountant at (850) 482-9634.

Sincerely,

  
Chuck Locky  
Chairman

**Jackson County, Florida  
Clerk of the Circuit Court**

**Special-Purpose Financial Statements**

**September 30, 2013**

**Jackson County, Florida**  
**Clerk of the Circuit Court**  
**Table of Contents**  
**September 30, 2013**

---

<b>Independent Auditors' Report</b>	1-2
<b>Special-Purpose Financial Statements</b>	
Special-Purpose Balance Sheet - Governmental Funds	3
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	4
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund	5
Special-Purpose Statement of Fiduciary Net Position - Agency Funds	6
Notes to Special-Purpose Financial Statements	7-15
<b>Supplementary Information</b>	
Combining Special-Purpose Statement of Fiduciary Net Position - Agency Funds	16
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 <i>Government Auditing Standards</i>	17-18
Independent Auditors' Management Letter	19-20



Carr, Riggs & Ingram, LLC  
4267 Lafayette Street  
Marianna, FL 32446

Mailing Address:  
P.O. Box 1606  
Marianna, FL 32447

(850) 526-3207  
(850) 526-5322 (fax)  
[www.cricpa.com](http://www.cricpa.com)

## INDEPENDENT AUDITORS' REPORT

The Honorable Dale Rabon Guthrie  
Clerk of Circuit Court of Jackson County, Florida  
Marianna, Florida

### Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the Jackson County, Florida, Clerk of the Circuit Court (the "Clerk") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Clerk'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 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 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 audits contained in the *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 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.

The Honorable Dale Rabon Guthrie  
Clerk of the Circuit Court of Jackson County, Florida  
Marianna, Florida

As discussed in Note 1 to the financial statements, the Clerk's financial statements are special-purpose financial statements presenting only the financial position and results of operations of the Clerk. These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jackson 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 Clerk.

### **Opinion**

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the Clerk as of September 30, 2013, and the respective changes in financial position 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.

### **Other Matters**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Clerk's basic financial statements. The combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic 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 basic financial statements or to the basic 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 and individual nonmajor fund financial statements are fairly stated in all material respects in relation 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 our report dated April 7, 2014 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. 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 Clerk's internal control over financial reporting and compliance.

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

April 7, 2014

## **Special-Purpose Financial Statements**

**Jackson County, Florida  
Clerk of the Circuit Court  
Special-Purpose Balance Sheet  
Governmental Funds**

*September 30, 2013*

	<b>General Fund</b>	<b>Public Records Modernization Trust Fund</b>	<b>Total Governmental Funds</b>
<b>Assets</b>			
Cash and cash equivalents	\$ 141,343	\$ 259,024	\$ 400,367
Accounts receivable	52,014	96	52,110
Due from other funds	5,226	-	5,226
<b>Total assets</b>	<b>\$ 198,583</b>	<b>\$ 259,120</b>	<b>\$ 457,703</b>
<b>Liabilities</b>			
Accounts payable and accrued expenses	\$ 34,722	\$ -	\$ 34,722
Due to Board of County Commissioners	34,920	-	34,920
Due to other governmental units	128,941	-	128,941
<b>Total liabilities</b>	<b>198,583</b>	<b>-</b>	<b>198,583</b>
<b>Fund balances</b>			
Restricted	-	259,120	259,120
<b>Total liabilities and fund balances</b>	<b>\$ 198,583</b>	<b>\$ 259,120</b>	<b>\$ 457,703</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Clerk of the Circuit Court**

**Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**

*For the year ended September 30, 2013*

	General Fund	Public Records Modernization Trust Fund	Total Governmental Funds
<b>Revenues</b>			
Intergovernmental	\$ 809,986	\$ -	\$ 809,986
Charges for services	319,726	55,238	374,964
Fines and forfeitures	44,973	101,857	146,830
Grants	94,550	-	94,550
Interest	493	-	493
<b>Total revenues</b>	<b>1,269,728</b>	<b>157,095</b>	<b>1,426,823</b>
<b>Expenditures</b>			
Current:			
General government	743,883	12,494	756,377
Court-related	806,659	56,355	863,014
<b>Total expenditures</b>	<b>1,550,542</b>	<b>68,849</b>	<b>1,619,391</b>
Excess (deficiency) of revenues over (under) expenditures	(280,814)	88,246	(192,568)
<b>Other financing sources (uses)</b>			
Transfers in	510,582	-	510,582
Transfers out	(34,920)	-	(34,920)
Transfers to State of Florida	(194,848)	-	(194,848)
<b>Net other financing sources (uses)</b>	<b>280,814</b>	<b>-</b>	<b>280,814</b>
<b>Net change in fund balances</b>	<b>-</b>	<b>88,246</b>	<b>88,246</b>
<b>Fund balances - beginning</b>	<b>-</b>	<b>170,874</b>	<b>170,874</b>
<b>Fund balances - ending</b>	<b>\$ -</b>	<b>\$ 259,120</b>	<b>\$ 259,120</b>

See accompanying notes to financial statements.



**Jackson County, Florida  
Clerk of the Circuit Court  
Special-Purpose Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual  
General Fund**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Intergovernmental	\$ 809,986	\$ 809,986	\$ 809,986	\$ -
Charges for services	366,713	366,713	319,726	(46,987)
Fines and forfeitures	49,500	49,500	44,973	(4,527)
Grants	90,000	90,000	94,550	4,550
Interest	-	-	493	493
<b>Total revenues</b>	<b>1,316,199</b>	<b>1,316,199</b>	<b>1,269,728</b>	<b>(46,471)</b>
<b>Expenditures</b>				
Current				
General government	744,296	744,296	743,883	413
Court-related	962,544	962,544	806,659	155,885
Reserve for contingency	119,941	119,941	-	119,941
<b>Total expenditures</b>	<b>1,826,781</b>	<b>1,826,781</b>	<b>1,550,542</b>	<b>276,239</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(510,582)</b>	<b>(510,582)</b>	<b>(280,814)</b>	<b>229,768</b>
<b>Other financing sources (uses)</b>				
Transfers in	510,582	510,582	510,582	-
Transfers out	-	-	(34,920)	(34,920)
Transfers to State of Florida	-	-	(194,848)	(194,848)
<b>Net other financing sources (uses)</b>	<b>510,582</b>	<b>510,582</b>	<b>280,814</b>	<b>(229,768)</b>
<b>Net change in fund balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

See accompanying notes to financial statements.

**Jackson County, Florida  
Clerk of the Circuit Court  
Special-Purpose Statement of Fiduciary Net Position  
Agency Funds**

*September 30, 2013*

---

	<b>Agency Funds</b>
<hr/>	
<b>Assets</b>	
Cash and cash equivalents	\$ 172,040
Due from other governmental units	69
<hr/>	
Total assets	\$ 172,109
<hr/>	
<b>Liabilities</b>	
Due to other funds	\$ 5,226
Due to others	166,883
<hr/>	
Total liabilities	\$ 172,109
<hr/>	

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Clerk of the Circuit Court**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies and the presentation of these 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 significant accounting principles and policies used in the preparation of these special-purpose financial statements.

**Reporting Entity**

The Jackson County Clerk of Circuit Court (Clerk) is an integral part of Jackson County, Florida and is an elected Constitutional Officer who is governed by state statutes and regulations. The financial statements of the Clerk are included in Jackson 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 received from the Board of County Commissioners and any unexpended appropriations are remitted 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 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) and provide a transition budget for the three month period from July 2013 through September 2013. The excess revenues over expenditures for the transition budget are to be returned to the Trust Fund by January 2015. The Clerk's special-purpose financial statements do not purport to reflect the financial position or the results of operations of Jackson County, Florida taken as a whole.

Entity status for financial reporting purposes 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 reporting purposes. Therefore, the Clerk is reported as part of the primary government of Jackson County, Florida.

These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jackson 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.

**Jackson County, Florida**  
**Clerk of the Circuit Court**  
**Notes to Special-Purpose Financial Statements**

---

**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 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 Clerk, were prepared in conformity with accounting principles generally accepted (GAAP) in the United States.

In preparing these financial statements the following is reported as a major 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 for those required to be accounted for in another fund.

In addition, the Clerk has reported the following non-major governmental fund:

**Public Records Modernization Trust Fund** - The modernization trust fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

The Clerk also reported the following fund type:

**Agency Funds** - Agency funds are custodial in nature and account for assets held in a trust capacity or as agent for individuals, other governmental units and/or other funds. Agency funds only report assets and liabilities and do not measure results of operations.

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

**Jackson County, Florida**  
**Clerk of the Circuit Court**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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) and (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 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 general fund. 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 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 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.

**Capital Assets**

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 her office.

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

Furniture, machinery, and equipment	3-30 years
-------------------------------------	------------

**Jackson County, Florida**  
**Clerk of the Circuit Court**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Accumulated Compensated Absences**

Permanent full-time employees of the Clerk are entitled to accrue sick leave hours based on pay periods worked, with a limit on total hours accrued being 900 hours. Vacation time is earned depending on the length of employment, with a limit of 225 hours. Upon separation from employment, employees can be paid for unused sick leave and annual leave in accordance with personnel policy.

The Clerk's accumulated compensated absences are reported in the statement of net assets in the County's financial statements.

**Fund Balance Reporting and Governmental Fund-Type Definitions**

The Clerk adopted GASB Statement No. 54, *Fund Balance Reporting and Governmental Type Definitions* (GASB Statement No. 54) effective October 1, 2010. This GASB Statement clarifies governmental fund balance classifications and fund-type definitions. Fund balances are classified either as non-spendable or spendable. See Note 6.

**Due to Others**

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

**Risk Management**

The Clerk is covered under the Board of County Commissioners insurance policies. The Board insures itself against losses from casualty, accident and dishonesty by purchasing insurance through a local insurance agency. 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 estimates.

**Subsequent Events**

The Clerk has evaluated subsequent events through the date of the Independent Auditors' Report.

**Jackson County, Florida**  
**Clerk of the Circuit Court**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 2 - DEPOSITS AND INVESTMENTS**

At September 30, 2013, the carrying amount of the Clerk's deposits was \$572,407 and the bank balance was \$949,544. 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 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 certificates 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. The Clerk did not have any investments at September 30, 2013.

**Credit Risk**

At September 30, 2013, the Clerk did not hold any investments.

**Interest Rate Risk**

At September 30, 2013, the Clerk did not hold any investments.

**Custodial Credit Risk**

As of September 30, 2013, the Clerk did not hold any deposits that were considered to have to custodial credit risk.

**Concentration of Credit Risk**

At September 30, 2013, the Clerk did not hold any investments.

**Jackson County, Florida**  
**Clerk of the Circuit Court**  
**Notes to Special-Purpose Financial Statements**

**NOTE 3 - LONG-TERM LIABILITIES**

The Clerk's long-term liabilities are reported in the statement of net assets in the County's financial statements.

Long-term liability activity for the year ended September 30, 2013, was as follows:

	<b>BEGINNING BALANCE</b>	<b>ADDITIONS</b>	<b>REDUCTIONS</b>	<b>ENDING BALANCE</b>	<b>DUE WITHIN ONE YEAR</b>
<b>Governmental</b>					
<b>activities:</b>					
Compensated absences	\$ 51,101	\$ 150	\$ -	\$ 51,251	\$ -
<b>Total</b>	<b>\$ 51,101</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>\$ 51,251</b>	<b>\$ -</b>

Accrued compensated absences represent the vested portion of accrued vacation and sick leave. See Note 1 for a summary of the Clerk's policy regarding compensated absences. Records kept for compensated absences relate only to hours earned, used and available. Accordingly, only the net changes in compensated absences are presented.

**NOTE 4 - EMPLOYEE PENSION PLAN**

The Clerk participates in the Florida Retirement System (FRS), a cost-sharing, multiple employer defined benefit public retirement system administered by the State of Florida Department of Administration, Division of Retirement, to provide retirement and survivor benefits to participating public employees. Chapter 121, Florida Statutes, establishes the authority for participant eligibility, contribution requirements, vesting eligibility and benefit provisions. FRS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the State of Florida Division of Retirement, Tallahassee, Florida, 32399-1560, or by accessing their internet site at [www.frs.state.fl.us/frs/public/annual](http://www.frs.state.fl.us/frs/public/annual).

For those employees hired prior to July 1, 2011, FRS provides vesting of benefits after six years of creditable service. Members are eligible for normal retirement after six years of service and attaining age 62, or 30 years of service regardless of age. Early retirement may be taken any time after completing six years of service; however, there is a 5% benefit reduction for each year prior to normal retirement. For those employees hired on or after July 1, 2011, the System provides for vesting of benefits after eight years of credible service. Normal retirement benefits are available to these employees who retire at or after age 65 with eight years of service with a 5% reduction of benefits for each year. FRS also provides death and disability benefits and cost-



**Jackson County, Florida  
Clerk of the Circuit Court  
Notes to Special-Purpose Financial Statements**

---

**NOTE 4 - EMPLOYEE PENSION PLAN (CONTINUED)**

of-living adjustments. Generally, membership is compulsory for all full-time and part-time employees. Prior to July 1, 2011, retirement coverage was employee noncontributory. Effective July 1, 2011 the Florida Legislature mandated all employees contribute 3% to their retirement coverage with immediate vesting of their contributions.

The funding method and the determination of benefits payable are provided in various acts of the Florida Legislature. These acts provide that employers pay all contributions at rates determined each year by the legislature. The rates, as a percentage of gross earnings, are as follows:

	<b>10/01/12 Through 06/30/13</b>	<b>07/01/13 Through 09/30/13</b>
Regular employees	5.18%	6.95%
Senior management	6.30%	18.31%
Elected county officials' class	10.23%	33.03%
DROP	5.44%	12.84%

Chapter 121, Florida Statutes establishes the authority for participant eligibility, contribution requirements, vesting eligibility and benefit provisions. For the period October 1, 2012 through September 30, 2013, the total payroll for all employees was \$1,216,341. The retirement contributions for all employees covered by the System for the years ended September 30, 2013, 2012 and 2011 were \$72,237, \$56,654 and \$134,887 which were the required contributions. For the year ended September 30, 2013, retirement contributions represented 5.94% of covered payroll.

**NOTE 5 – 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 liability, Due to Other Governmental Units. As of September 30, 2013, excess court-related funds were \$128,941.

**Jackson County, Florida  
Clerk of the Circuit Court  
Notes to Special-Purpose Financial Statements**

---

**NOTE 6 - FUND EQUITY**

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 ending September 30, 2013, 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.

Reservations of equity show amounts that are appropriated for expenditure or are legally restricted for specific uses. The purpose for each is indicated as follows:

<b>Funds</b>	<b>Purpose</b>	
Public	Funding for:	
Records		
Modernization		
Trust Fund		
	Modernization of Public Records	\$ 18,835
	Court-related technology	90,757
	Court-related operational needs and program enhancements	149,528
	<b>Total restricted fund equity</b>	<b>\$ 259,120</b>

**NOTE 7 - 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 \$94,550.

**NOTE 8 - EXCESS REVENUES**

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 recorded as a transfer out to the Board of County Commissioners in the amount of \$34,920 as of September 30, 2013.

**Jackson County, Florida**  
**Clerk of the Circuit Court**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 9 - LITIGATION AND CONTINGENT LIABILITIES**

The Clerk is involved in various litigation arising from 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 Clerk's financial position.

## **Supplementary Information**

**Jackson County, Florida**  
**Clerk of the Circuit Court**  
**Combining Special-Purpose Statement of Fiduciary Net Position**  
**Agency Funds**

*September 30, 2013*

	Fine and Forfeiture	Jury and Witness	Suspense	Cash Bonds	Registry	Intangible Tax Fund	Documentary Stamp Fund	Total
<b>Assets</b>								
Cash and cash equivalents	\$ 10,122	\$ 12,062	\$ 12,540	\$ 68,302	\$ 63,788	\$ 926	\$ 4,300	\$ 172,040
Due from other governmental units	-	-	69	-	-	-	-	69
<b>Total assets</b>	<b>\$ 10,122</b>	<b>\$ 12,062</b>	<b>\$ 12,609</b>	<b>\$ 68,302</b>	<b>\$ 63,788</b>	<b>\$ 926</b>	<b>\$ 4,300</b>	<b>\$ 172,109</b>
<b>Liabilities</b>								
Due to other funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 926	\$ 4,300	\$ 5,226
Due to others	10,122	12,062	12,609	68,302	63,788	-	-	166,883
<b>Total liabilities</b>	<b>\$ 10,122</b>	<b>\$ 12,062</b>	<b>\$ 12,609</b>	<b>\$ 68,302</b>	<b>\$ 63,788</b>	<b>\$ 926</b>	<b>\$ 4,300</b>	<b>\$ 172,109</b>



Carr, Riggs & Ingram, LLC  
4267 Lafayette Street  
Marianna, FL 32446

Mailing Address:  
P.O. Box 1606  
Marianna, FL 32447

(850) 526-3207  
(850) 526-5322 (fax)  
[www.cricpa.com](http://www.cricpa.com)

**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 Dale Rabon Guthrie  
Clerk of the Circuit Court of Jackson County, Florida  
Marianna, 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 special-purpose financial statements of the Jackson County, Florida, Clerk of the Circuit Court (the "Clerk") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements and have issued our report thereon dated April 7, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the 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 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 Clerk'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. We did not identify any deficiencies in internal control over financial reporting that we consider to be a material weakness, as defined above.

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. However, material weaknesses may exist that have not been identified.

The Honorable Dale Rabon Guthrie  
Clerk of the Circuit Court of Jackson County, Florida  
Marianna, Florida

### **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*.

### **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.

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

April 7, 2014



Carr, Riggs & Ingram, LLC  
4267 Lafayette Street  
Marianna, FL 32446

Mailing Address:  
P.O. Box 1606  
Marianna, FL 32447

(850) 526-3207  
(850) 526-5322 (fax)  
[www.cricpa.com](http://www.cricpa.com)

## INDEPENDENT AUDITORS' MANAGEMENT LETTER

The Honorable Dale Rabon Guthrie  
Clerk of the Circuit Court of Jackson County, Florida  
Marianna, Florida

We have audited the accompanying financial statements of the Jackson County, Florida, Clerk of the Circuit Court (the "Clerk"), as of and for the year ended September 30, 2013, and have issued our report thereon dated April 7, 2014.

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. We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which are dated April 7, 2014, if any, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditors' report:

- 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. No significant findings and recommendations were made in the preceding annual financial audit report.
- Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Jackson County, Florida, Clerk of the Circuit Court complied with Section 218.415, Florida Statutes.
- Section 10.554(1)(i)3, 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.



The Honorable Dale Rabon Guthrie  
Clerk of the Circuit Court of Jackson County, Florida  
Marianna, Florida

- Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address 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.
- Section 10.554(1)(i)5, 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 Jackson 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 Jackson County, Florida, Clerk of the Circuit Court.
- Section 10.554(1)(i)8., Rules of the Auditor General, requires a statement as to whether or not the Clerk of Court complied with Section 28.35, Florida Statutes, regarding the budget and performance standards certified by the Florida Clerk of Courts Operations Corporation. In connection with our audit, we determined that the Clerk complied with the budget and performance standards pursuant to Section 28.35, Florida Statutes.

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 Jackson County, Florida Clerk and is not intended to be and should not be used by anyone other than these specified parties.

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

April 7, 2014

**Jackson County, Florida  
Property Appraiser**

**Special-Purpose Financial Statements**

**September 30, 2013**

**Jackson County, Florida**  
**Property Appraiser**  
**Table of Contents**  
**September 30, 2013**

---

<b>Independent Auditors' Report</b>	1-2
<b>Special-Purpose Financial Statements</b>	
Special-Purpose Balance Sheet - Governmental Funds	3
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds	4
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund	5
Notes to Special-Purpose Financial Statements	6-12
<b>Supplementary Information</b>	
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 <i>Government Auditing Standards</i>	13-14
Independent Auditors' Management Letter	15-16
Management's Response	17



Carr, Riggs & Ingram, LLC  
4267 Lafayette Street  
Marianna, FL 32446

Mailing Address:  
P.O. Box 1606  
Marianna, FL 32447

(850) 526-3207  
(850) 526-5322 (fax)  
[www.cricpa.com](http://www.cricpa.com)

## INDEPENDENT AUDITORS' REPORT

To the Honorable Sharon Cox  
Property Appraiser of Jackson County, Florida  
Marianna, Florida

### Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the Jackson County, Florida, Property Appraiser (the "Property Appraiser") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Property Appraiser'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 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 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 audits contained in the *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 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.

To the Honorable Sharon Cox  
Property Appraiser of Jackson County, Florida  
Marianna, Florida

As discussed in Note 1 to the financial statements, the Property Appraiser's financial statements are special-purpose financial statements presenting only the financial position and results of operations of the Property Appraiser. These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jackson 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 Property Appraiser.

### **Opinion**

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the Property Appraiser as of September 30, 2013, and the respective changes in financial position 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.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 12, 2014 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. 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 Property Appraiser's internal control over financial reporting and compliance.

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

May 12, 2014

## **Special-Purpose Financial Statements**

**Jackson County, Florida**  
**Property Appraiser**  
**Special-Purpose Balance Sheet**  
**Governmental Funds**

*September 30, 2013*

---

	<b>General Fund</b>
<hr/>	
<b>Assets</b>	
Cash	\$ 48,278
<hr/>	
Total assets	\$ 48,278
<hr/> <hr/>	
<b>Liabilities</b>	
Accounts payable and accrued expenses	\$ 48,278
<hr/>	
Total liabilities	48,278
<hr/>	
<b>Fund balance</b>	-
<hr/>	
Total liabilities and fund balance	\$ 48,278
<hr/> <hr/>	

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Property Appraiser**  
**Special-Purpose Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance**  
**Governmental Funds**

*For the year ended September 30, 2013*

	<b>General Fund</b>
<b>Revenues</b>	
Charges for services	\$ 4,289
Interest earnings	3
Total revenues	4,292
<b>Expenditures</b>	
Current:	
General government	908,386
Capital Outlay	12,778
Total expenditures	921,164
Excess (deficiency) of revenues over (under) expenditures	(916,872)
<b>Other financing sources (uses)</b>	
Transfers in	916,872
Net other financing sources (uses)	916,872
<b>Net change in fund balance</b>	<b>-</b>
<b>Fund balance - beginning</b>	<b>-</b>
<b>Fund balance - ending</b>	<b>\$ -</b>

See accompanying notes to financial statements.



**Jackson County, Florida**  
**Property Appraiser**  
**Special-Purpose Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**General Fund**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Favorable (Unfavorable)
<b>Expenditures</b>				
Current:				
General government	\$ 862,976	\$ 902,102	\$ 904,094	\$ (1,992)
Capital outlay	-	14,770	12,778	1,992
Total expenditures	862,976	916,872	916,872	-
Excess (deficiency) of revenues over (under) expenditures	(862,976)	(916,872)	(916,872)	-
<b>Other financing sources (uses)</b>				
Transfer in	862,976	916,872	916,872	-
Net other financing sources (uses)	862,976	916,872	916,872	-
<b>Net change in fund balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Property Appraiser**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies and the presentation of these 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.

**Reporting Entity**

The Jackson County Property Appraiser's office is an agency of Jackson County, Florida, which is a political subdivision of the State of Florida. The County was established on August 12, 1822, by the First Session of the Territorial Legislative Council. Jackson County, Florida is governed by an elected Board of County Commissioners ("Board"), which derives its authority by the County Charter, Florida State Statutes and regulations. In addition to the members of the Board, there are five elected Constitutional Officers: Clerk of Courts, Sheriff, Tax Collector, Property Appraiser and Supervisor of Elections. The Constitutional Officers maintain separate accounting records and budgets.

The accompanying financial statements present the financial position and results of operations of the various fund types for all the funds controlled by the Jackson County Property Appraiser's Office.

The Jackson County, Florida, Property Appraiser (the "Property Appraiser") is a separately 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 Jackson County, Florida taken as a whole.

Entity status for financial reporting purposes 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 reporting purposes. Therefore, the Property Appraiser is reported as part of the primary government of Jackson County, Florida.

These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jackson 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 Property Appraiser.

The operations of the Property Appraiser are funded by the Board. The receipts from the Board are recorded as other financing sources on the Property Appraiser's 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 after the end of the fiscal year.

**Jackson County, Florida**  
**Property Appraiser**  
**Notes to Special-Purpose Financial Statements**

---

**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 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 generally accepted accounting principles in the United States of America.

In preparing these financial statements, the following is reported as a major governmental fund:

**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 the point at which revenues and expenditures are recognized in the accounts and reported in the general fund 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 Property Appraiser’s policy to use restricted resources first, then unrestricted resources as needed.

**Jackson County, Florida**  
**Property Appraiser**  
**Notes to Special-Purpose Financial Statements**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**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 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.

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 revenue and expenditures appropriated by the Board of County Commissioners. Adjustments to convert the results of operation of the general fund at the end of the year from the budgetary basis of accounting to the GAAP basis of accounting are as follows:

	<b>Total Expenditures</b>	<b>Total Revenue</b>
GAAP basis	\$ 921,164	\$ 921,164
Non-budgeted revenues and expenditures:		
Revenues other than appropriations from the Board of County Commissioners and related expenditures	(4,292)	(4,292)
Budgetary basis	\$ 916,872	\$ 916,872

**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 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 her office.

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

Furniture, machinery, and equipment	3-30 years
-------------------------------------	------------

**Jackson County, Florida**  
**Property Appraiser**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Accumulated Compensated Absences**

Permanent full-time employees of the Property Appraiser are entitled to accrue sick leave and vacation time related to the length of employment with the Property Appraiser's office. The vacation time must be taken during the calendar year earned. Upon separation from employment, employees can be paid for unused sick leave and annual leave in accordance with personnel policy.

The Property Appraiser'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 statement 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 covered under the Board of County Commissioners insurance policies. The Board insures itself against losses from casualty, accident and dishonesty by purchasing insurance through a local insurance agency. 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 during the current year.

**Management Estimates and Assumptions**

The preparation of financial statements in conformity with general 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. Actual results could differ from estimates.

**Subsequent Events**

The Property Appraiser has evaluated subsequent events through the date of the Independent Auditors' Report.

**NOTE 2 - DEPOSITS AND INVESTMENTS**

At September 30, 2013, the carrying amount of the Property Appraiser's cash and cash equivalents was \$48,278 and the bank balance was \$57,614. 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 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.

**Jackson County, Florida**  
**Property Appraiser**  
**Notes to Special-Purpose Financial Statements**

**NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)**

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 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, 2013, the Property Appraiser did not hold any deposits or investments that were considered to have credit risk.

**Interest Rate Risk**

At September 30, 2013, the Property Appraiser did not hold any investments that were considered to have interest rate risk.

**Custodial Credit Risk**

At September 30, 2013, the Property Appraiser did not hold any deposits or investments that were considered to have custodial risk.

**Concentration of Credit Risk**

At September 30, 2013, the Property Appraiser did not hold any investments that were considered to have concentration of credit risk.

**NOTE 3 - LONG-TERM LIABILITIES**

The Property Appraiser's long-term liabilities are reported in the statement of net assets in the County's financial statements.

Liability activity for the year ended September 30, 2013, was as follows:

	<b>BEGINNING BALANCE</b>	<b>ADDITIONS</b>	<b>REDUCTIONS</b>	<b>ENDING BALANCE</b>	<b>DUE WITHIN ONE YEAR</b>
<b>Governmental activities:</b>					
Compensated absences	\$ 23,033	\$ -	\$ 5,131	\$ 17,902	\$ -
<b>Total</b>	<b>\$ 23,033</b>	<b>\$ -</b>	<b>\$ 5,131</b>	<b>\$ 17,902</b>	<b>\$ -</b>

**Jackson County, Florida**  
**Property Appraiser**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 3 - LONG-TERM LIABILITIES (CONTINUED)**

Accrued compensated absences represent the vested portion of accrued vacation and sick leave. See Note 1 for a summary of the Property Appraiser’s policy regarding compensated absences. Records kept for compensated absences relate only to hours earned, used and available. Accordingly, only the net changes in compensated absences are presented.

**NOTE 4 - EMPLOYEE BENEFITS**

The Property Appraiser participates in the Florida Retirement System (FRS), a cost-sharing, multiple employer defined benefit public retirement system administered by the State of Florida Department of Administration, Division of Retirement, to provide retirement and survivor benefits to participating public employees. FRS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the State of Florida Division of Retirement, Tallahassee, Florida, 32399-1560, or by accessing their internet site at [www.frs.state.fl.us/frs/public/annual](http://www.frs.state.fl.us/frs/public/annual).

For those employees hired prior to July 1, 2011, FRS provides vesting of benefits after six years of creditable service. Members are eligible for normal retirement after six years of service and attaining age 62, or 30 years of service regardless of age. Early retirement may be taken any time after completing six years of service; however, there is a 5% benefit reduction for each year prior to normal retirement. For those employees hired on or after July 1, 2011, the System provides for vesting of benefits after eight years of creditable service. Normal retirement benefits are available to these employees who retire at or after age 65 with eight years of service with a 5% reduction of benefits for each year prior to normal retirement. FRS also provides death and disability benefits and cost-of-living adjustments. Generally, membership is compulsory for all full-time and part-time employees. Prior to July 1, 2011, retirement coverage was employee noncontributory. Effective July 1, 2011 the Florida Legislature mandated all employees contribute 3% to their retirement coverage with immediate vesting of their contributions.

The funding methods and the determination of benefits payable are provided in various acts of the Florida Legislature. These acts provide that employers and employees pay contributions at rates determined each year by the legislature. The employer rates, as a percentage of gross earnings, are as follows:

	<b>10/01/12 Through <u>06/30/13</u></b>	<b>07/01/13 Through <u>09/30/13</u></b>
Regular employees	5.18%	6.95%
Senior management	6.30%	18.31%
DROP	5.44%	12.84%
Elected county officials' class	10.23%	33.03%

**Florida  
Property Appraiser  
Notes to Special-Purpose Financial Statements**

---

**NOTE 4- EMPLOYEE BENEFITS (CONTINUED)**

Chapter 121, Florida Statutes establishes the authority for participant eligibility, contribution requirements, vesting eligibility and benefit provisions. Total payroll for the Property Appraiser employees covered by the Florida Retirement System was \$553,049 at September 30, 2013. The Property Appraiser's contribution to the plan for the years ended September 30, 2013, 2012, and 2011 was \$28,985, \$25,634, and \$57,719, which were the required contributions. For the year ended September 30, 2013 retirement contributions represent 5.24% of covered payroll.

**NOTE 5 - 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. For the year ending September 30, 2013, excess revenues over expenditures of \$0 are accrued and reported as transfers out to the Board of County Commissioners.



## **Supplementary Information**

**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**

To the Honorable Sharon Cox  
Property Appraiser of Jackson County, Florida  
Marianna, 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 special-purpose financial statements of the Jackson County, Florida, Property Appraiser (the "Property Appraiser") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Property Appraiser's basic financial statements and have issued our report thereon dated May 12, 2014.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the 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 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 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. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described below as finding PA06-01 that we consider to be significant deficiencies.

To the Honorable Sharon Cox  
Property Appraiser of Jackson County, Florida  
Marianna, Florida

## **PRIOR YEAR FINDING AND RECOMMENDATION**

### **Need for Segregation of Duties PA06-01**

**COMMENT:** The size of the Property Appraiser's staff precludes certain internal controls that would be preferred if the office staff were large enough to provide optimum segregation of duties. There is a lack of segregation of duties between employees who have record keeping responsibility and custody of Property Appraiser's assets.

**RECOMMENDATION:** The size of the Property Appraiser's administrative staff makes it difficult to achieve ideal segregation of duties. The Property Appraiser should be aware of this internal control weakness and continue to separate record keeping duties from custody of assets as much as possible. We also recommend that management require mandatory vacations of at least one week in duration for financial personnel and recommend that their duties be assigned to other personnel while on vacation.

**STATUS:** This condition continues to exist.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Property Appraiser'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*.

## **Property Appraiser's Response to Findings**

The Property Appraiser's response to the findings identified in our audit is described in the accompanying letter. We did not audit the Property Appraiser's response 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 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.

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

May 12, 2014

## INDEPENDENT AUDITORS' MANAGEMENT LETTER

To the Honorable Sharon Cox  
Property Appraiser of Jackson County, Florida  
Marianna, Florida

We have audited the accompanying financial statements of the Jackson County, Florida, Property Appraiser (the "Property Appraiser"), as of and for the year ended September 30, 2013, and have issued our report thereon dated May 12, 2014.

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. We have issued our Independent Auditors' Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which are dated May 12, 2014, if any, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida, and unless otherwise required to be reported in the report on compliance and internal controls, this letter is required to include the following information.

- 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. See the *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*.
- Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Jackson County, Florida, Property Appraiser complied with Section 218.415, Florida Statutes.
- Section 10.554(1)(i)3., 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.

To the Honorable Sharon Cox  
Property Appraiser of Jackson County, Florida  
Marianna, Florida

- Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address 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.
- Section 10.554(1)(i)5., 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. This item was disclosed in the notes to the financial statements.

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 Jackson County, Florida Property Appraiser and is not intended to be and should not be used by anyone other than these specified parties.

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

May 12, 2014



*Sharon Cox, CFA*

Jackson County Property Appraiser

Post Office Box 1526  
Marianna, Florida 32447

**"WE ARE HERE TO SERVE YOU"**

PHONE: 850-482-9646  
FAX: 850-482-9036

Certified Florida Appraiser

Carr, Riggs & Ingram  
4267 Lafayette Street  
Marianna, FL 32446

To Whom it May Concern:

We are in receipt of the Jackson County Property Appraiser's audit for the fiscal year ending September 30, 2013. In response to the internal control and compliance report the following applies:

Segregation of duties – The Property Appraiser acknowledges the segregation of duties issue will always be of concern; however, I will continue to be involved in the day to day operations and separate duties as much as possible.

Thank you for your assistance during the audit.

Sincerely,

Sharon Cox, CFA  
Jackson County Property Appraiser

**Jackson County, Florida  
Sheriff**

**Special-Purpose Financial Statements**

**September 30, 2013**

**Jackson County, Florida**  
**Sheriff**  
**Table of Contents**  
**September 30, 2013**

---

<b>Independent Auditors' Report</b>	1-2
<b>Special-Purpose Financial Statements</b>	
Special-Purpose Balance Sheet - Governmental Funds	3
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	4
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund	5
Special-Purpose Statement of Fiduciary Net Position - Agency Funds	6
Notes to Special-Purpose Financial Statements	7-14
<b>Supplementary Information</b>	
Combining Balance Sheet - Nonmajor Governmental Funds - All Special Revenue Funds	15
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - Nonmajor Governmental Funds - All Special Revenue Funds	16
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 <i>Government Auditing Standards</i>	17-18
Independent Auditors' Management Letter	19-20
Management's Response	21



## INDEPENDENT AUDITORS' REPORT

To the Honorable Louis S. Roberts, III  
Sheriff of Jackson County, Florida  
Marianna, Florida

### Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the Jackson County, Florida, Sheriff (the "Sheriff") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Sheriff'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 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 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 audits contained in the *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 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.

To the Honorable Louis S. Roberts, III  
Sheriff of Jackson County, Florida  
Jackson County, Florida

As discussed in Note 1 to the financial statements, the Sheriff's 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 Jackson 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.

### **Opinion**

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and fiduciary fund type of the Sheriff as of September 30, 2013, and the respective changes in financial position 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.

### **Other Matters**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Sheriff's basic financial statements. The combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic 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 basic financial statements or to the basic 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 and individual nonmajor fund financial statements are fairly stated in all material respects in relation 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 our report dated May 22, 2014 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.

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

May 22, 2014

## **Special-Purpose Financial Statements**

**Jackson County, Florida**  
**Sheriff**  
**Special-Purpose Balance Sheet - Governmental Funds**

*September 30, 2013*

	General Fund	Contraband Forfeitures	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>				
Cash	\$ 243,929	\$ 276,572	\$ 17,538	\$ 538,039
Due from other funds	-	72	-	72
Due from other governmental units	2,897	-	12,176	15,073
<b>Total assets</b>	<b>\$ 246,826</b>	<b>\$ 276,644</b>	<b>\$ 29,714</b>	<b>\$ 553,184</b>
<b>Liabilities</b>				
Accounts payable and accrued expenses	\$ 229,513	\$ -	\$ 219	\$ 229,732
Due to Board of County Commissioners	17,313	-	-	17,313
Due to other funds	-	-	72	72
Deferred revenue	-	-	2,005	2,005
<b>Total liabilities</b>	<b>246,826</b>	<b>-</b>	<b>2,296</b>	<b>249,122</b>
<b>Fund balances</b>				
Restricted	-	276,644	27,418	304,062
<b>Total liabilities and fund balances</b>	<b>\$ 246,826</b>	<b>\$ 276,644</b>	<b>\$ 29,714</b>	<b>\$ 553,184</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Sheriff**  
**Special-Purpose Statement of Revenues, Expenditures, and**  
**Changes in Fund Balances**  
**Governmental Funds**

*For the year ended September 30, 2013*

	General Fund	Contraband Forfeitures	Other Governmental Funds	Total Governmental Funds
<b>Revenues</b>				
Fines and forfeitures	\$ -	\$ 77,845	\$ -	\$ 77,845
Grants	40,700	-	40,768	81,468
Investment earnings	-	452	-	452
Other fees and miscellaneous revenues	24,720	-	-	24,720
<b>Total revenues</b>	<b>65,420</b>	<b>78,297</b>	<b>40,768</b>	<b>184,485</b>
<b>Expenditures</b>				
Current:				
Public safety	4,320,601	5,215	33,268	4,359,084
Capital outlay	-	134,775	55,316	190,091
<b>Total expenditures</b>	<b>4,320,601</b>	<b>139,990</b>	<b>88,584</b>	<b>4,549,175</b>
Excess (deficiency) of revenues over (under) expenditures	(4,255,181)	(61,693)	(47,816)	(4,364,690)
<b>Other financing sources (uses)</b>				
Transfers in	4,272,494	-	-	4,272,494
Transfers out	(17,313)	-	-	(17,313)
<b>Net other financing sources (uses)</b>	<b>4,255,181</b>	<b>-</b>	<b>-</b>	<b>4,255,181</b>
<b>Net change in fund balances</b>	<b>-</b>	<b>(61,693)</b>	<b>(47,816)</b>	<b>(109,509)</b>
<b>Fund balances - beginning</b>	<b>-</b>	<b>338,337</b>	<b>75,234</b>	<b>413,571</b>
<b>Fund balances - ending</b>	<b>\$ -</b>	<b>\$ 276,644</b>	<b>\$ 27,418</b>	<b>\$ 304,062</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Sheriff**  
**Special-Purpose Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance-Budget and Actual**  
**General Fund**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Grants	\$ -	\$ 40,700	\$ 40,700	\$ -
Other fees and miscellaneous revenues	-	9,720	24,720	15,000
<b>Total revenues</b>	<b>-</b>	<b>50,420</b>	<b>65,420</b>	<b>15,000</b>
<b>Expenditures</b>				
Current:				
Public safety	4,239,920	4,307,497	4,320,601	(13,104)
Reserve for contingency	15,417	15,417	-	15,417
<b>Total expenditures</b>	<b>4,255,337</b>	<b>4,322,914</b>	<b>4,320,601</b>	<b>2,313</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(4,255,337)</b>	<b>(4,272,494)</b>	<b>(4,255,181)</b>	<b>17,313</b>
<b>Other financing sources (uses)</b>				
Transfers in	4,255,337	4,272,494	4,272,494	-
Transfers out	-	-	(17,313)	(17,313)
<b>Total other financing sources</b>	<b>4,255,337</b>	<b>4,272,494</b>	<b>4,255,181</b>	<b>(17,313)</b>
<b>Net change in fund balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Sheriff**  
**Special-Purpose Statement of Fiduciary Net Position**  
**Agency Funds**

*September 30, 2013*

---

	<b>Agency Funds</b>
<b>Assets</b>	
Cash	\$ 39,614
<hr/>	
Total assets	\$ 39,614
<hr/>	
<b>Liabilities</b>	
Due to others	\$ 39,614
<hr/>	
Total liabilities	\$ 39,614
<hr/>	

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Sheriff**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies and the presentation of these 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.

**Reporting Entity**

The Jackson County Sheriff's office is an agency of Jackson County, Florida, which is a political subdivision of the State of Florida. The County was established on August 12, 1822, by the First Session of the Territorial Legislative Council. Jackson County, Florida is governed by an elected Board of County Commissioners ("Board"), which derives its authority by the County Charter, Florida State Statutes and regulations. In addition to the members of the Board, there are five elected Constitutional Officers: Clerk of Courts, Sheriff, Tax Collectors, Property Appraiser and Supervisor of Elections. The Constitutional Officers maintain separate accounting records and budgets.

The accompanying financial statements present the financial position and results of operations of the various fund types for all the funds controlled by the Jackson County, Florida Sheriff's Office.

The Jackson County, Florida, Sheriff (the "Sheriff") is a separately elected County official established pursuant to 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 Jackson 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 reporting purposes. Therefore, the Sheriff is reported as part of the primary government of Jackson County, Florida. These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jackson County, Florida taken as a whole. As permitted by Chapter 10.556(5), 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 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 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.

**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 Sheriff, were prepared in conformity with generally accepted accounting principles in the United States of America.



**Jackson County, Florida**  
**Sheriff**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

In preparing these financial statements the following are reported as major governmental funds:

**General Fund** - The General Fund is used to account for all revenue and expenditures applicable to the general operations of the Sheriff that are not required either legally or by generally accepted accounting principles to be accounted for in another fund.

**Contraband Forfeitures Fund** - Accounts for revenues and expenses relating to various forfeitures and seizures received through efforts of the drug task force.

In addition, the Sheriff reported the following non-major governmental funds:

**Special Revenue Funds** - 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 funds in the financial statements under the title "Other Governmental Funds."

**Anti-Drug Abuse Grant** - Accounts for revenues and expenditures of the drug task force grant.

**Operation Undertaker Grant** - Accounts for the reimbursement to the Sheriff's Department and other related departments for overtime and other investigative expenses. The grant was awarded for specific drug investigation.

**Local Law Enforcement Fund** - Accounts for revenues and expenditures relating to various equipment grants.

The Sheriff also reported the following fund type:

**Agency Funds** - The agency funds are used to account for assets held by the Sheriff as an agent for individuals, private organizations, and other governments. Agency funds are custodial in nature and do not involve measurement of changes in financial position.

**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 financial statements.

**Jackson County, Florida**  
**Sheriff**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Basis of accounting 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 investment income. In general, charges for services and other revenue are recognized 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 Sheriff's policy to use restricted resources first, then 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 includes 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 Sheriff are capitalized at cost in the capital asset accounts of the County. The Sheriff maintains custodial responsibility for the capital assets used by his office.

**Jackson County, Florida**  
**Sheriff**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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 separation of employment, employees can be paid up to 160 hours vacation time and portion of unused sick time, with the payment of unused sick time being subject to various criteria.

The Sheriff's accumulated compensated absences are reported in the statement of net assets in the County's financial statements.

**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. Coverage under these programs includes general liability, automobiles and money and securities coverage. The Sheriff provides for workers' compensation coverage through the Board. A separate insurance policy is carried for the aircraft.

In addition, the Sheriff participates in the Florida 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 financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make use of estimates and assumptions 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 estimates.

**Fund Balance Reporting and Governmental Fund-Type Definitions**

The Sheriff adopted GASB Statement No. 54, *Fund Balance Reporting and Governmental Type Definitions* (GASB Statement No. 54) effective October 1, 2010. This GASB Statement clarifies governmental fund balance classifications and fund-type definitions. Fund balances are classified either as non-spendable or spendable. See Note 10.

**Jackson County, Florida**  
**Sheriff**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Subsequent Events**

The Sheriff has evaluated subsequent events through the date of the Independent Auditors' Report.

**NOTE 2 - DEPOSITS AND INVESTMENTS**

At September 30, 2013, the carrying amount of the Sheriff's cash and cash equivalents and restricted cash was \$577,653 and the bank balance was \$600,973. 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 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, 2013, the Sheriff did not hold any deposits or investments that were considered to have credit risk.

**Interest Rate Risk**

At September 30, 2013, the Sheriff did not hold any investments that were considered to have interest rate risk.

**Custodial Credit Risk**

At September 30, 2013, the Sheriff did not hold any deposits or investments that were considered to have custodial credit risk.

**Concentration of Credit Risk**

At September 30, 2013, the Sheriff did not hold any investments that were considered to have concentration of credit risk.

**NOTE 3 - DUE FROM OTHER GOVERNMENTS**

Due from other governments consisted of amounts due from State of Florida earned but not received as of September 30, 2013.

**Jackson County, Florida**  
**Sheriff**  
**Notes to Special-Purpose Financial Statements**

**NOTE 4 - LONG-TERM LIABILITIES**

The Sheriff's long-term liabilities activity is reported in the statement of net assets in the County's financial statements.

Long-term liabilities activity for the year ended September 30, 2013, was as follows:

	BEGINNING BALANCE	ADDITIONS	REDUCTIONS	ENDING BALANCE	DUE WITHIN ONE YEAR
<b>Governmental activities:</b>					
Compensated absences	\$ 485,879	\$ -	\$ 22,703	\$ 463,176	\$ -
<b>Total</b>	<b>\$ 485,879</b>	<b>\$ -</b>	<b>\$ 22,703</b>	<b>\$ 463,176</b>	<b>\$ -</b>

Accrued compensated absences represent the vested portion of accrued vacation, sick leave, and compensatory time. See Note 1 for a summary of the Sheriff's policy regarding compensated absences. Records kept for compensated absences relate only to hours earned, used and available. Accordingly, only the net changes in compensated absences are presented.

**NOTE 5 - EMPLOYEE PENSION PLAN**

The Sheriff participates in the Florida Retirement System (FRS), a cost-sharing, multiple employer defined benefit public retirement system administered by the State of Florida Department of Administration, Division of Retirement, to provide retirement and survivor benefits to participating public employees. FRS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the State of Florida Division of Retirement, Tallahassee, Florida, 32399-1560, or by accessing their internet site at [www.frs.state.fl.us/frs/public/annual](http://www.frs.state.fl.us/frs/public/annual).

For those employees hired prior to July 1, 2011, FRS provides vesting of benefits after six years of creditable service. Members are eligible for normal retirement after six years of service and attaining age 62, or 30 years of service regardless of age. Early retirement may be taken any time after completing six years of service; however, there is a 5% benefit reduction for each year prior to normal retirement. For those employees hired on or after July 1, 2011, the System provides for vesting of benefits after eight years of creditable service. Normal retirement benefits are available to these employees who retire at or after age 65 with eight years of service with a 5% reduction of benefits for each year prior to normal retirement. FRS also provides death and disability benefits and cost-of-living adjustments. Generally, membership is compulsory for all full-time and part-time employees. Prior to July 1, 2011, retirement coverage was employee noncontributory. Effective July 1, 2011 the Florida Legislature mandated all employees contribute 3% to their retirement coverage with immediate vesting of their contributions.

**Jackson County, Florida**  
**Sheriff**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 5 - EMPLOYEE PENSION PLAN – (CONTINUED)**

The funding methods and the determination of benefits payable are provided in various acts of the Florida Legislature. These acts provide that employers pay all contributions at rates determined each year by the legislature. The rates, as a percentage of gross earnings, are as follows:

	<b>10/01/12 Through <u>06/30/13</u></b>	<b>07/01/13 Through <u>9/30/13</u></b>
Regular employees	5.18%	6.95%
Senior management	6.30%	18.31%
Elected county officials	10.23%	33.03%
Special risk employees	14.90%	19.06%
DROP participants	5.44%	12.84%

Chapter 121, Florida Statutes establishes the authority for participant eligibility, contribution requirements, vesting eligibility and benefit provisions. For the period October 01, 2012 through September 30, 2013, the total payroll for all employees was \$2,887,920. The retirement contributions for all employees covered by the System for the years ended September 30, 2013, 2012 and 2011 were \$362,805, \$316,380 and \$ 486,974 which were the required contributions. For the year ended September 30, 2013 retirement contributions represented 12.56% of covered payroll.

**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, 2013, as well as prior years, have not been yet been accepted/approved by the grantors. Accordingly, the final determination of the Sheriff'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 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 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 Sheriff's financial position.

**Jackson County, Florida**  
**Sheriff**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 8 - BUDGET**

Budgets were not prepared for the various special revenue funds or for contraband forfeiture fund.

**NOTE 9 - EXCESS REVENUES**

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 returned to the Board of County Commissioners as required by Florida Statutes are accrued and reported as a transfer out. For the year ending September 30, 2013, excess revenues over expenditures of \$17,313 are accrued and reported as transfers out to the Board of County Commissioners.

**NOTE 10 - FUND EQUITY**

Spendable fund balances are classified based on a hierarchy of the Sheriff'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 ending September 30, 2013, the Sheriff reports fund balance as restricted. Restricted fund balance has 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. Assigned fund balance has constraints placed on the use of resources by the Sheriff's intent to use the resources for specific purposes. Unassigned fund balance has not been restricted, committed or assigned to specific purposes within the general fund.

## **Supplementary Information**



**Jackson County, Florida  
Sheriff  
Combining Balance Sheet  
Nonmajor Governmental Funds  
All Special Revenue Funds**

September 30, 2013

	Anti-Drug Abuse Grant	Operation Undertaker Grant	Local Law Enforcement	Total Nonmajor Governmental Funds
<b>Assets</b>				
Cash	\$ 15,531	\$ 1,912	\$ 95	\$ 17,538
Due from other governments	12,176	-	-	12,176
<b>Total assets</b>	<b>\$ 27,707</b>	<b>\$ 1,912</b>	<b>\$ 95</b>	<b>\$ 29,714</b>
<b>Liabilities</b>				
Accounts payable and accrued expenses	\$ 219	\$ -	\$ -	\$ 219
Due to other funds	72	-	-	72
Deferred revenue	-	1,912	93	2,005
<b>Total liabilities</b>	<b>291</b>	<b>1,912</b>	<b>93</b>	<b>2,296</b>
<b>Fund balances</b>				
Restricted	27,416	-	2	27,418
<b>Total liabilities and fund balances</b>	<b>\$ 27,707</b>	<b>\$ 1,912</b>	<b>\$ 95</b>	<b>\$ 29,714</b>

**Jackson County, Florida  
Sheriff**

**Combining Statement of Revenues, Operating Transfers, Expenditures, and  
Changes in Fund Balances - Nonmajor Governmental Funds  
All Special Revenue Funds**

*For the year ended September 30, 2013*

	Anti-Drug Abuse Grant	Operation Undertaker Grant	Local Law Enforcement	Total Nonmajor Governmental Funds
<b>Revenues</b>				
Grants	\$ 34,649	\$ 6,119	\$ -	\$ 40,768
Total revenues	34,649	6,119	-	40,768
<b>Expenditures</b>				
Current:				
Public safety	27,149	6,119	-	33,268
Capital outlay	55,316	-	-	55,316
Total expenditures	82,465	6,119	-	88,584
<b>Net change in fund balances</b>	(47,816)	-	-	(47,816)
<b>Fund balances - beginning</b>	75,232	-	2	75,234
<b>Fund balances - ending</b>	\$ 27,416	\$ -	\$ 2	\$ 27,418

**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**

To the Honorable Louis S. Roberts, III  
Sheriff of Jackson County, Florida  
Marianna, 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 special-purpose financial statements of the Jackson County, Florida, Sheriff (the "Sheriff") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements and have issued our report thereon dated May 22, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the 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 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.

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 may exist that were not identified. However, as described below, we identified a certain deficiency in internal control that we consider to be a material weakness.

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. We consider the deficiency SH06-01 described below to be a material weakness.

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.

To the Honorable Louis S. Roberts, III  
Sheriff of Jackson County, Florida  
Marianna, Florida

### **Prior Year Comment**

#### **Need for Segregation of Duties – SH06-01**

**COMMENT:** Separation of certain accounting and administrative duties among employees, which is recommended as an effective internal control procedure, was not adequate.

**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. At a minimum, we recommend the Sheriff receive and review the unopened bank statements each month.

**STATUS:** This condition continues to exist.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Sheriff'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 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*.

### **Sheriff's Response to Findings**

The Sheriff's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Sheriff's response was not subjected to the auditing procedures applied in the audit of the 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 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.

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

May 22, 2014

## INDEPENDENT AUDITORS' MANAGEMENT LETTER

To the Honorable Louis S. Roberts, III  
Sheriff of Jackson County, Florida  
Marianna, Florida

We have audited the accompanying financial statements of the Jackson County, Florida, Sheriff (the Sheriff), as of and for the year ended September 30, 2013, and have issued our report thereon dated May 22, 2014.

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. We have issued our 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*. Disclosures in that report, which are dated May 22, 2014, if any, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditor's reports or schedule:

- 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. Corrective actions have 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.
- Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Jackson County, Florida, Sheriff complied with Section 218.415, Florida Statutes.
- Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.
- Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address violations of law, regulations, 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, more than inconsequential. In connection with our audit, we did not have any such findings.

To the Honorable Louis S. Roberts, III  
Sheriff of Jackson County, Florida  
Marianna, Florida

- Section 10.554(1)(i)5., 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 Jackson County, Florida, Sheriff was established by the Constitution of the State of Florida, Article VIII, Section 1(d). There were no component units related to the Jackson County, Florida Sheriff.

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 Jackson County, Florida Sheriff and is not intended to be and should not be used by anyone other than these specified parties.

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

May 22, 2014



LOUIS S. ROBERTS III  
**Sheriff**  
Jackson County



AREA 850  
Office: 482-9624 • Dispatch: 482-9648  
Administration: 482-9664 • C.I.D.: 482-9664  
FAX: 482-9017  
P.O. Box 919 • Marianna, Florida 32447

Honorable David W. Martin  
State of Florida Auditor General  
Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450


Dear Auditor General Martin,

We have received the audit report for the Office of Sheriff, Jackson County Florida for the fiscal year ending September 30, 2013. We have reviewed the Management Letter included in the report. Concerning the items noted in the Management letter, the following response is:

**1. Need for Segregation of Duties.**

In past years only one person held all responsibilities of the accounting and payroll for the Sheriff's Office. In 1997 we were awarded another person to segregate the duties more than in the past by the Board of Commissioners. The Sheriff has also assigned the task of approving all bills to the Major before they are paid. Both Sheriff Roberts and Major Branch receive a copy of our Budget Position Analysis at the end of each month and Major Branch reviews all bank statements. Due to budgetary decreases no new administrative staff positions are expected to be granted by the Board of Commissioners.

Sincerely,

  
Louis S. Roberts III, Sheriff  
Jackson County Florida

  
Linda J. Cowan, Finance Officer  
Jackson County Sheriff's Office

cc: Carr, Riggs, and Ingram, LLC

**Jackson County, Florida  
Supervisor of Elections**

**Special-Purpose Financial Statements**

**September 30, 2013**



**Jackson County, Florida**  
**Supervisor of Elections**  
**Table of Contents**  
**September 30, 2013**

---

<b>Independent Auditors' Report</b>	1-2
<b>Special-Purpose Financial Statements</b>	
Special-Purpose Balance Sheet - Governmental Funds	3
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds	4
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund	5
Notes to Special-Purpose Financial Statements	6-12
<b>Supplementary Information</b>	
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 <i>Government Auditing Standards</i>	13-14
Independent Auditors' Management Letter	15-16
Management's Response	17



Carr, Riggs & Ingram, LLC  
4267 Lafayette Street  
Marianna, FL 32446

Mailing Address:  
P.O. Box 1606  
Marianna, FL 32447

(850) 526-3207  
(850) 526-5322 (fax)  
[www.cricpa.com](http://www.cricpa.com)

## INDEPENDENT AUDITORS' REPORT

To the Honorable Sylvia Stephens  
Supervisor of Elections of Jackson County, Florida  
Marianna, Florida

### Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the Jackson County, Florida, Supervisor of Elections (the "Supervisor of Elections") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Supervisor of Elections' 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 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 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 audits contained in the *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 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.

To the Honorable Sylvia Stephens  
Supervisor of Elections of Jackson County, Florida  
Marianna, Florida

As discussed in Note 1 to the financial statements, the Supervisor of Elections financial statements are special-purpose financial statements presenting only the financial position and results of operations of the Supervisor of Elections. These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jackson 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 Supervisor of Elections.

### **Opinion**

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the Supervisor of Elections as of September 30, 2013, and the respective changes in financial position 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.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a report dated May 22, 2014 on our consideration of the Supervisor of Elections' internal control over financial reporting and 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 Supervisor of Elections' internal control over financial reporting and compliance.

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

May 22, 2014

## **Special-Purpose Financial Statements**

**Jackson County, Florida  
Supervisor of Elections  
Special-Purpose Balance Sheet  
Governmental Funds**

*September 30, 2013*

---

	<b>General Fund</b>
<hr/>	
<b>Assets</b>	
Cash and cash equivalents	\$ 2,665
Restricted cash and cash equivalents	8,405
Accounts receivable	6,627
Due from Board of County Commissioners	14,115
<hr/>	
Total assets	\$ 31,812
<hr/> <hr/>	
<b>Liabilities</b>	
Accounts payable and accrued expenses	\$ 23,412
Deferred revenue	8,400
<hr/>	
Total liabilities	31,812
<hr/>	
<b>Fund balance</b>	
-	
<hr/>	
Total liabilities and fund balance	\$ 31,812
<hr/> <hr/>	

See accompanying notes to financial statements.

**Jackson County, Florida  
Supervisor of Elections**  
**Special-Purpose Statement of Revenues, Expenditures, and  
Changes in Fund Balances  
Governmental Funds**

*For the year ended September 30, 2013*

	<b>General Fund</b>
<hr/>	
<b>Revenues</b>	
Grants	\$ 14,297
Investment earnings	1
Other fees and miscellaneous revenue	2,998
<hr/>	
Total revenues	17,296
<hr/>	
<b>Expenditures</b>	
Current:	
General government	481,774
Capital Outlay	7,772
<hr/>	
Total expenditures	489,546
<hr/>	
Excess (deficiency) of revenues over (under) expenditures	(472,250)
<hr/>	
<b>Other financing sources (uses)</b>	
Transfers in	472,250
<hr/>	
Net other financing sources (uses)	472,250
<hr/>	
<b>Net change in fund balance</b>	-
<hr/>	
<b>Fund balance, beginning</b>	-
<hr/>	
<b>Fund balance, ending</b>	\$ -
<hr/> <hr/>	

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Supervisor of Elections**  
**Special-Purpose Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**General Fund**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Fund Budget Favorable (Unfavorable)
<b>Revenues</b>				
Grants	\$ -	\$ 15,930	\$ 14,297	\$ (1,633)
Investment earnings	-	-	1	1
Other fees and miscellaneous revenues	1,000	1,000	2,998	1,998
<b>Total revenues</b>	<b>1,000</b>	<b>16,930</b>	<b>17,296</b>	<b>366</b>
<b>Expenditures</b>				
Current:				
General government	494,946	500,896	481,774	19,122
Capital outlay	-	9,980	7,772	2,208
<b>Total expenditures</b>	<b>494,946</b>	<b>510,876</b>	<b>489,546</b>	<b>21,330</b>
Excess (deficiency) of revenues over (under) expenditures	(493,946)	(493,946)	(472,250)	21,696
<b>Other financing sources (uses)</b>				
Transfer in	493,946	493,946	472,250	(21,696)
<b>Net other financing sources (uses)</b>	<b>493,946</b>	<b>493,946</b>	<b>472,250</b>	<b>(21,696)</b>
<b>Net change in fund balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

See accompanying note to financial statements.

**Jackson County, Florida**  
**Supervisor of Elections**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies and the presentation of these 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.

**Reporting Entity**

The Jackson County Supervisor of Elections' office is an agency of Jackson County, Florida, which is a political subdivision of the State of Florida. The County was established on August 12, 1822, by the First Session of the Territorial Legislative Council. Jackson County, Florida is governed by an elected Board of County Commissioners ("Board"), which derives its authority by the County Charter, Florida State Statutes and regulations. In addition to the members of the Board, there are five elected Constitutional Officers: Clerk of Courts, Sheriff, Tax Collector, Property Appraiser and Supervisor of Elections. The Constitutional Officers maintain separate accounting records and budgets.

The accompanying financial statements present the financial position and results of operations of the various fund types for all the funds controlled by the Jackson County Supervisor of Elections' Office.

The Jackson County, Florida, Supervisor of Elections (the "Supervisor of Elections") is a separately 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 Jackson County, Florida taken as a whole.

Entity status for financial reporting purposes 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 reporting purposes. Therefore, the Supervisor of Elections is reported as part of the primary government of Jackson County, Florida.

These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jackson 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 Supervisor of Elections.

The operations of the Supervisor of Elections are funded by the Board. The receipts from the Board are recorded as other financing sources on the Supervisor of Elections' 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.



**Jackson County, Florida**  
**Supervisor of Elections**  
**Notes to Special-Purpose Financial Statements**

---

**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 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 GAAP accepted in the United States.

In preparing these financial statements, the following is reported as a major governmental fund:

**General Fund** - The general fund is the general operating fund and grant activity 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 general fund financial statements and refers to the timing of the measurement 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 Election’s policy to use restricted resources first, then unrestricted resources as needed.

**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.

**Jackson County, Florida**  
**Supervisor of Elections**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Capital Assets and Depreciation**

Tangible personal property is recorded as expenditures in the governmental fund 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 position in the County's financial statements. The Supervisor of Elections maintains custodial responsibility for the capital assets used by her 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 employees to accumulate earned but unused vacation and sick pay benefits that will be paid to employees upon separation from Supervisor of Elections' office 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 Supervisor of Elections' compensated absences are accrued and reported in the government-wide financial statements of the County's financial statements.

**Budgetary Requirements**

General governmental revenue 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 prepared by the Supervisor of Elections and adopted by the Board for the general fund.

The Supervisor of Elections' annual budget is 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.

Budget to actual comparisons are provided in the financial statements for the general fund. 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.

**Risk Management and Insurance**

The Supervisor of Elections is covered under the Board of County Commissioners insurance policies. The Board insures itself against losses from casualty, accident and dishonesty by purchasing insurance through a local insurance agency. 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 during the current year.

**Jackson County, Florida**  
**Supervisor of Elections**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**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 estimates.

**Subsequent Events**

The Supervisor of Elections has evaluated subsequent events through the date of the Independent Auditors' Report.

**NOTE 2 - DEPOSITS AND INVESTMENTS**

At September 30, 2013, the carrying amount of the Supervisor of Elections' cash and cash equivalents was \$11,070 and the bank balance was \$1,834. 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 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, 2013, the Supervisor of Elections did not hold any deposits or investments that were considered to have credit risk.

**Interest Rate Risk**

At September 30, 2013, the Supervisor of Elections did not hold any investments that were considered to have interest rate risk.

**Jackson County, Florida  
Supervisor of Elections  
Notes to Special-Purpose Financial Statements**

---

**NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)**

**Custodial Credit Risk**

At September 30, 2013, the Supervisor of Elections did not hold any deposits or investments that were considered to have custodial risk.

**Concentration of Credit Risk**

At September 30, 2013, the Supervisor of Elections did not hold any investments that were considered to have concentration of credit risk.

**NOTE 3 - LONG-TERM LIABILITIES**

The Supervisor of Elections' long-term liabilities are reported in the statement of net position in the County's financial statements.

Long-term liability activity for the year ended September 30, 2013, was as follows:

	<b>BEGINNING BALANCE</b>	<b>ADDITIONS</b>	<b>REDUCTIONS</b>	<b>ENDING BALANCE</b>	<b>DUE WITHIN ONE YEAR</b>
<b>Governmental</b>					
<b>activities:</b>					
Compensated absences	\$ 22,133	\$ 20	\$ -	\$ 22,153	\$ -
<b>Total</b>	<b>\$ 22,133</b>	<b>\$ 20</b>	<b>\$ -</b>	<b>\$ 22,153</b>	<b>\$ -</b>

Accrued compensated absences represent the vested portion of accrued vacation, sick leave, and compensatory time. See Note 1 for a summary of the Supervisor of Elections' policy regarding compensated absences. Records kept for compensated absences relate only to hours earned, used and available. Accordingly, only the net changes in compensated absences are presented.

**Jackson County, Florida  
Supervisor of Elections  
Notes to Special-Purpose Financial Statements**

---

**NOTE 4 - EMPLOYEE BENEFITS**

The Supervisor of Elections participates in the Florida Retirement System (FRS), a cost-sharing, multiple employer defined benefit public retirement system administered by the State of Florida Department of Administration, Division of Retirement, to provide retirement and survivor benefits to participating public employees. FRS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the State of Florida Division of Retirement, Tallahassee, Florida, 32399-1560, or by accessing their internet site at [www.frs.state.fl.us/frs/public/annual](http://www.frs.state.fl.us/frs/public/annual).

For those employees hired prior to July 1, 2011, FRS provides vesting of benefits after six years of creditable service. Members are eligible for normal retirement after six years of service and attaining age 62, or 30 years of service regardless of age. Early retirement may be taken any time after completing six years of service; however, there is a 5% benefit reduction for each year prior to normal retirement. For those employees hired on or after July 1, 2011, the System provides for vesting of benefits after eight years of creditable service. Normal retirement benefits are available to these employees who retire at or after age 65 with eight years of service with a 5% reduction of benefits for each year prior to normal retirement. FRS also provides death and disability benefits and cost-of-living adjustments. Generally, membership is compulsory for all full-time and part-time employees. Prior to July 1, 2011, retirement coverage was employee noncontributory. Effective July 1, 2011 the Florida Legislature mandated all employees contribute 3% to their retirement coverage with immediate vesting of their contributions.

The funding methods and the determination of benefits payable are provided in various acts of the Florida Legislature. These acts provide that employers and employees pay contributions at rates determined each year by the legislature. The employer rates, as a percentage of gross earnings, are as follows:

	<b>10/01/12 Through 6/30/13</b>	<b>07/01/13 Through 09/30/13</b>
Regular class	5.18%	6.95%
Senior management	6.30%	18.31%
Elected county officials' class	10.23%	33.03%

**Jackson County, Florida  
Supervisor of Elections  
Notes to Special-Purpose Financial Statements**

---

**NOTE 4 - EMPLOYEE BENEFITS (CONTINUED)**

Chapter 121, Florida Statutes establishes the authority for participant eligibility, contribution requirements, vesting eligibility and benefit provisions. Total payroll for the Supervisor of Elections' employees covered by the Florida Retirement System was \$221,912 for the year ended September 30, 2013. The Supervisor of Elections' contribution to the plan for the years ended September 30, 2013, 2012 and 2011 was \$23,088, \$17,085 and \$27,688. These contributions represent 10.40% of covered payroll for the year ended September 30, 2013.

**NOTE 5 - GRANTS**

The Supervisor of Elections 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, 2013, as well as prior years, have not been yet been accepted/approved by the grantors. Accordingly, the final determination of the Supervisor or Elections' compliance with 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 Supervisor of Elections expects such amounts, if any, to be immaterial.

**NOTE 6 - 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. There was no excess revenue in the current year.

## **Supplementary Information**

**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**

To the Honorable Sylvia Stephens  
Supervisor of Elections of Jackson County, Florida  
Marianna, 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 special-purpose financial statements of the Jackson County, Florida, Supervisor of Elections (the "Supervisor of Elections") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Supervisor of Elections' basic financial statements and have issued our report thereon dated May 22, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the 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 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 Supervisor of Election'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. However, material weaknesses may exist that have not been identified. We did identify a certain deficiency in internal control, described below as finding SOE13-01 that we consider to be a significant deficiency.



To the Honorable Sylvia Stephens  
Supervisor of Elections of Jackson County, Florida  
Marianna, Florida

**CURRENT YEAR FINDING AND RECOMMENDATION:**

**Deposits - SOE13-01**

**COMMENT:** During the audit, it was noted that grant funds received were not deposited timely.

**RECOMMENDATION:** We recommend that all funds collected be deposited intact in a timely manner.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Supervisor of Election'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*.

**Supervisor of Elections' Response to Finding**

The Supervisor of Elections' response to the finding identified in our audit is described in the accompanying letter. The Supervisor of Elections' 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 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.

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

May 22, 2014



Carr, Riggs & Ingram, LLC  
4267 Lafayette Street  
Marianna, FL 32446

Mailing Address:  
P.O. Box 1606  
Marianna, FL 32447

(850) 526-3207  
(850) 526-5322 (fax)  
[www.cricpa.com](http://www.cricpa.com)

## INDEPENDENT AUDITORS' MANAGEMENT LETTER

To the Honorable Sylvia Stephens  
Supervisor of Elections of Jackson County, Florida  
Marianna, Florida

We have audited the special-purpose financial statements of the Jackson County, Florida, Supervisor of Elections (the Supervisor of Elections) as of and for the fiscal year ended September 30, 2013, and have issued our report thereon dated May 22, 2014.

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. We have issued our Independent Auditors' Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which are dated May 22, 2014, if any, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditors' report:

- 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 significant findings and recommendations made in the preceding annual financial audit report.
- Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Jackson County, Florida, Supervisor of Elections complied with Section 218.415, Florida Statutes.
- Section 10.554(1)(i)3., 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.

To the Honorable Sylvia Stephens  
Supervisor of Elections of Jackson County, Florida  
Marianna, Florida

- Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address 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.
- Section 10.554(1)(i)5, 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 Jackson County, Florida, Supervisor of Elections was established by the Constitution of the State of Florida, Article VIII, Section 1(d). There were no component units related to the Jackson County, Florida, Supervisor of Elections.

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 Jackson County, Florida, Supervisor of Elections and is not intended to be and should not be used by anyone other than these specified parties.

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

May 22, 2014



*Sylvia D. Stephens*



Supervisor of Elections  
Jackson County, Florida

State of Florida  
Auditor General

I am in receipt of the audit report for the Supervisor of Elections, Jackson County, Florida, for the fiscal year ending September 30, 2013. I have reviewed the management letter included in the report. My response to the comment is listed below.

MANAGEMENT LETTER COMMENTS

CURRENT YEAR FINDING

COMMENT: During the audit, it was noted that grant funds received were not deposited timely.

RESPONSE: Staff will work to correct this finding by processing deposits to the Finance Office when funds are received.

If additional information is required, please contact me at (850) 482-9652.

Sincerely,

Sylvia Stephens  
Supervisor of Elections  
Jackson County

**Jackson County, Florida  
Tax Collector**

**Special-Purpose Financial Statements**

**September 30, 2013**

**Jackson County, Florida**  
**Tax Collector**  
**Table of Contents**  
**September 30, 2013**

---

<b>Independent Auditors' Report</b>	1-2
<b>Special-Purpose Financial Statements</b>	
Special-Purpose Balance Sheet - Governmental Funds	3
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds	4
Special-Purpose Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund	5
Special-Purpose Statement of Fiduciary Net Position - Agency Funds	6
Notes to Special-Purpose Financial Statements	7-14
<b>Supplementary Information</b>	
Combining Special-Purpose Statement of Fiduciary Net Position - Agency Funds	15
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 <i>Government Auditing Standards</i>	16-18
Independent Auditors' Management Letter	19-20
Management's Response	21



Carr, Riggs & Ingram, LLC  
4267 Lafayette Street  
Marianna, FL 32446

Mailing Address:  
P.O. Box 1606  
Marianna, FL 32447

(850) 526-3207  
(850) 526-5322 (fax)  
[www.cricpa.com](http://www.cricpa.com)

## INDEPENDENT AUDITORS' REPORT

To the Honorable Sherry Brown  
Tax Collector of Jackson County, Florida  
Marianna, Florida

### Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the Jackson County, Florida, Tax Collector (the "Tax Collector") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Tax Collector'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 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 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 audits contained in the *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 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.

As discussed in Note 1 to the financial statements, the Tax Collector's financial statements are special-purpose financial statements presenting only the financial position and results of operations of the Tax Collector. These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jackson 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 Tax Collector.

To the Honorable Sherry Brown  
Tax Collector of Jackson County, Florida  
Marianna, Florida

### **Opinion**

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and fiduciary fund type of the Tax Collector as of September 30, 2013, and the respective changes in financial position 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.

### **Other Matters**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Tax Collector's basic financial statements. The combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic 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 basic financial statements or to the basic 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 and individual nonmajor fund financial statements are fairly stated in all material respects in relation 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 our report dated May 12, 2014 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.

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

May 12, 2014



## **Special-Purpose Financial Statements**

**Jackson County, Florida**  
**Tax Collector**  
**Special-Purpose Balance Sheet**  
**Governmental Funds**

*September 30, 2013*

	<b>General Fund</b>
<b>Assets</b>	
Cash	\$ 142,086
Total assets	\$ 142,086
<b>Liabilities</b>	
Accounts payable and accrued expenses	\$ 36,750
Deferred revenue	1,948
Due to Board of County Commissioners	101,188
Total liabilities	139,886
<b>Fund balance</b>	<b>2,200</b>
Total liabilities and fund balance	\$ 142,086

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Tax Collector**  
**Special-Purpose Statement of Revenues, Expenditures**  
**and Changes in Fund Balance**  
**Governmental Funds**

*For the year ended September 30, 2013*

	<b>General Fund</b>
<hr/>	
<b>Revenues</b>	
Charges for services	\$ 487,754
<hr/>	
Total revenues	487,754
<hr/>	
<b>Expenditures</b>	
Current:	
General government	1,119,764
<hr/>	
Total expenditures	1,119,764
<hr/>	
Excess (deficiency) of revenues over (under) expenditures	(632,010)
<hr/>	
<b>Other financing sources (uses)</b>	
Transfers in	733,198
Transfers out	(101,188)
<hr/>	
Net other financing sources (uses)	632,010
<hr/>	
<b>Net change in fund balance</b>	-
<b>Fund balance - beginning</b>	2,200
<hr/>	
<b>Fund balance - ending</b>	\$ 2,200
<hr/>	

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Tax Collector**  
**Special-Purpose Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**General Fund**

*For the year ended September 30, 2013*

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
Charges for services	\$ 487,195	\$ 487,195	\$ 487,754	\$ 559
Total revenues	487,195	487,195	487,754	559
<b>Expenditures</b>				
Current:				
General government	1,220,393	1,220,393	1,119,764	100,629
Total expenditures	1,220,393	1,220,393	1,119,764	100,629
Excess (deficiency) of revenues over (under) expenditures	(733,198)	(733,198)	(632,010)	101,188
<b>Other financing sources (uses)</b>				
Transfers in	733,198	733,198	733,198	-
Transfers out	-	-	(101,188)	(101,188)
Net other financing sources (uses)	733,198	733,198	632,010	(101,188)
<b>Net change in fund balances</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

See accompanying notes to financial statements.

**Jackson County, Florida**  
**Tax Collector**  
**Special-Purpose Statement of Fiduciary Net Position**  
**Agency Funds**

*September 30, 2013*

---

	<b>Agency Funds</b>
<hr/>	
<b>Assets</b>	
Cash	\$ 582,732
<hr/>	
Total assets	\$ 582,732
<hr/> <hr/>	
<b>Liabilities</b>	
Due to other governments	\$ 582,732
<hr/>	
Total liabilities	\$ 582,732
<hr/> <hr/>	

See accompanying notes to financial statements

**Jackson County, Florida**  
**Tax Collector**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies and the presentation of these 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.

**Reporting Entity**

The Jackson County Tax Collector's office is an agency of Jackson County, Florida, which is a political subdivision of the State of Florida. The County was established on August 12, 1822, by the First Session of the Territorial Legislative Council. Jackson County, Florida is governed by an elected Board of County Commissioners ("Board"), which derives its authority by the County Charter, Florida State Statutes and regulations. In addition to the members of the Board, there are five elected Constitutional Officers: Clerk of Courts, Sheriff, Tax Collector, Property Appraiser and Supervisor of Elections. The Constitutional Officers maintain separate accounting records and budgets.

The accompanying financial statements present the financial position and results of operations of the various fund types for all the funds controlled by the Jackson County Tax Collector's Office.

The Jackson County, Florida Tax Collector (the "Tax Collector") is a separately elected County official established pursuant to the Constitution of the State of Florida. The Tax Collector's special-purpose financial statements do not purport to reflect the financial position or the results of operations of Jackson County, Florida taken as a whole.

Entity status for financial reporting purposes is governed by Statement No. 14 of the Governmental Accounting Standards Board (GASB). Although the Tax Collector'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 reporting purposes. Therefore, the Tax Collector is reported as part of the primary government of Jackson County, Florida.

These special-purpose financial statements are not intended to be a complete presentation of the financial position and results of operations of Jackson 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 Tax Collector.

The Tax Collector 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 received from the Board of County Commissioners and are recorded as other financing sources on the Tax Collector's financial statements and as other financing uses on the Board's financial statements. Any excess of revenue and other financial sources received over expenditures are remitted to the Board of County Commissioners after the end of the fiscal year.

**Jackson County, Florida**  
**Tax Collector**  
**Notes to Special-Purpose Financial Statements**

---

**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 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 Tax Collector, were prepared in conformity with generally accepted accounting principles in the United States of America.

In preparing these financial statements the following is reported as a major 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.

The Tax Collector also reported the following fund type:

**Agency Funds** - The agency funds are used to account for assets held by the Tax Collector as an agent for individuals, private organizations, and other governments. Agency funds are custodial in nature and do not involve measurement of changes in financial position. The Tax Collector reports the Boats and Licenses, Tag, Tax, and Driver's License Transactions as agency funds.

**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. All governmental funds are 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. 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 financial statements. Basis of accounting 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.

**Jackson County, Florida  
Tax Collector  
Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Basis of Accounting - continued**

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 Tax Collector's policy to use restricted resources first, then unrestricted resources as needed.

**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 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 Assets in the County's financial statements. The Tax Collector maintains custodial responsibility for the capital assets used by her 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 Tax Collector are entitled to personal leave based on length of employment and up to 400 hours may be carried forward to future years. Upon separation from employment, employees can be paid for unused personal leave in accordance with personnel policy.

The Tax Collector's accumulated compensated absences are reported in the statement of net position in the County's financial statements.

**Budgetary Requirements**

Florida Statutes, Chapter 218.35 and 195.087, details the preparation, adoption and administration of the Tax Collectors' annual budget. The Tax Collector establishes an annual balanced budget for her office which displays the revenues available to the office and the functions for which the money is to be expended. The budgeted revenues and expenditures in the accompanying financial statements reflect all amendments approved by the Department of Revenue and the Board of County Commissioners. The budget is prepared on a basis consistent with generally accepted accounting principles (GAAP) in the United States of America.



**Jackson County, Florida  
Tax Collector  
Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**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 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.

**Due to Others**

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

**Risk Management and Insurance**

The Tax Collector is covered under the Board of County Commissioners insurance policies. The Board insures itself against losses from casualty, accident and dishonesty by purchasing insurance through a local insurance agency. 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 during the current 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 estimates.

**Subsequent Events**

The Tax Collector has evaluated subsequent events through the date of the Independent Auditors' Report.

**Jackson County, Florida  
Tax Collector  
Notes to Special-Purpose Financial Statements**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Governmental Fund Balances**

The County adopted GASB Statement No. 54, *Fund Balance Reporting and Governmental Type Definitions* (GASB Statement No. 54) effective October 1, 2010. 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.

**NOTE 2 - DEPOSITS AND INVESTMENTS**

At September 30, 2013, the carrying amount of the Tax Collector's cash and cash equivalents and restricted cash was \$724,818 and the bank balance was \$966,281. 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 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 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, 2013, the Tax Collector did not hold any deposits or investments that were considered to have credit risk.

**Interest Rate Risk**

At September 30, 2013, the Tax Collector did not hold any investments that were considered to have interest rate risk

**Custodial Credit Risk**

At September 30, 2013, the Tax Collector did not hold any deposits or investments that were considered to have custodial risk.

**Concentration of Credit Risk**

At September 30, 2013, the Tax Collector did not hold any investments that were considered to have concentration of credit risk.

**Jackson County, Florida  
Tax Collector  
Notes to Special-Purpose Financial Statements**

**NOTE 3 - LONG-TERM LIABILITIES**

The Tax Collector's long-term liabilities are reported in the statement of net assets in the County's financial statements.

Long-term liability activity for the year ended September 30, 2013, was as follows:

	<b>BEGINNING BALANCE</b>	<b>ADDITIONS</b>	<b>REDUCTIONS</b>	<b>ENDING BALANCE</b>	<b>DUE WITHIN ONE YEAR</b>
<b>Governmental</b>					
<b>activities:</b>					
Compensated absences	\$ 45,381	\$ -	\$ 2,111	\$ 43,270	\$ -
<b>Total</b>	<b>\$ 45,381</b>	<b>\$ -</b>	<b>\$ 2,111</b>	<b>\$ 43,270</b>	<b>\$ -</b>

Accrued compensated absences represent the vested portion of accrued vacation, sick leave, and compensatory time. See Note 1 for a summary of the Tax Collector's policy regarding compensated absences. Records kept for compensated absences relate only to hours earned, used and available. Accordingly, only the net changes in compensated absences are presented.

**NOTE 4 - EMPLOYEES PENSION PLAN**

The Tax Collector participates in the Florida Retirement System (FRS), a cost-sharing, multiple employer defined benefit public retirement system administered by the State of Florida Department of Administration, Division of Retirement, to provide retirement and survivor benefits to participating public employees. FRS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the State of Florida Division of Retirement, Tallahassee, Florida, 32399-1560, or by accessing their internet site at [www.frs.state.fl.us/frs/public/annual](http://www.frs.state.fl.us/frs/public/annual).

**Jackson County, Florida  
Tax Collector  
Notes to Special-Purpose Financial Statements**

---

**NOTE 4 - EMPLOYEE PENSION PLAN (CONTINUED)**

For those employees hired prior to July 1, 2011, FRS provides vesting of benefits after six years of creditable service. Members are eligible for normal retirement after six years of service and attaining age 62, or 30 years of service regardless of age. Early retirement may be taken any time after completing six years of service; however, there is a 5% benefit reduction for each year prior to normal retirement. For those employees hired on or after July 1, 2011, the System provides for vesting of benefits after eight years of creditable service. Normal retirement benefits are available to these employees who retire at or after age 65 with eight years of service with a 5% reduction of benefits for each year prior to normal retirement. FRS also provides death and disability benefits and cost-of-living adjustments. Generally, membership is compulsory for all full-time and part-time employees. Prior to July 1, 2011, retirement coverage was employee noncontributory. Effective July 1, 2011 the Florida Legislature mandated all employees contribute 3% to their retirement coverage with immediate vesting of their contributions.

The funding methods and the determination of benefits payable are provided in various acts of the Florida Legislature. These acts provide that employers and employees pay contributions at rates determined each year by the legislature. The employer rates, as a percentage of gross earnings, are as follows:

	10/01/12 Through <u>06/30/13</u>	<b>07/01/13 Through <u>09/30/13</u></b>
Regular employees	5.18%	6.95%
Senior management	6.30%	18.31%
Elected county officials' class	10.23%	33.03%
DROP plan participants	5.44%	12.84%

Chapter 121, Florida Statutes establishes the authority for participant eligibility, contribution requirements, vesting eligibility and benefit provisions. Total payroll for the Tax Collector employees covered by the Florida Retirement System was \$715,371 for the year ended September 30, 2013. The Tax Collector's contribution to the plan for the years ended September 30, 2013, 2012, and 2011 totaled \$44,228, \$39,008, and \$64,443. These contributions represented 6.18% of covered payroll for the year ended September 30, 2013.

**NOTE 5 - 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, 2013, excess revenues over expenditures of \$101,188 are accrued and reported as a transfer out.

**Jackson County, Florida**  
**Tax Collector**  
**Notes to Special-Purpose Financial Statements**

---

**NOTE 6 - OPERATING LEASES**

The Tax Collector leases various buildings under operating leases with yearly lease terms. Rental expense under operating leases for the year ended September 30, 2013 was \$20,040.

Minimum future lease payments under operating leases as of September 30, 2013 and for each year until expiration are:

2014	\$	12,540
2015		12,540
2016		12,540
<u>Total minimum future lease payments</u>		<u>\$ 37,620</u>

**NOTE 7 – GOVERNMENTAL FUND BALANCE**

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 nonspendable, restricted or committed.

Unassigned – All amounts not included in other spendable classifications.

At September 30, 2013, the all of Tax Collector's fund balance is classified as unassigned.

## **Supplementary Information**

**Jackson County, Florida  
Tax Collector  
Combining Special-Purpose Statement of Fiduciary Net Position  
Agency Funds**

*September 30, 2013*

	License and Boat	Tag	Tax	Driver's License	Total
<b>Assets</b>					
Cash	\$ 1,775	\$ 94,285	\$ 479,469	\$ 7,203	\$ 582,732
Total assets	\$ 1,775	\$ 94,285	\$ 479,469	\$ 7,203	\$ 582,732
<b>Liabilities</b>					
Due to other governments	\$ 1,775	\$ 94,285	\$ 479,469	\$ 7,203	\$ 582,732
Total liabilities	\$ 1,775	\$ 94,285	\$ 479,469	\$ 7,203	\$ 582,732

**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**

To the Honorable Sherry Brown  
Tax Collector of Jackson County, Florida  
Marianna, 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 special-purpose financial statements of the Jackson County, Florida, Tax Collector (the "Tax Collector") as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the Tax Collector's basic financial statements and have issued our report thereon dated May 12, 2014.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the 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 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 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. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described below as finding TC06-01 that we consider to be significant deficiency.



To the Honorable Sherry Brown  
Tax Collector of Jackson County, Florida  
Marianna, Florida

## **PRIOR YEAR FINDINGS AND RECOMMENDATIONS:**

### **Need for Segregation of Duties TC06-01**

**COMMENT:** The size of the Tax Collector's staff precludes certain internal controls that would be preferred if the office staff were large enough to provide optimum segregation of duties. There is a lack of segregation of duties between employees who have record keeping responsibility and custody of Tax Collector's assets.

**RECOMMENDATION:** The size of the Tax Collector's administrative staff makes it difficult to achieve ideal segregation of duties. The Tax Collector should be aware of internal control weakness and continue to separate record keeping duties from custody of assets as much as possible. We also recommend that management require mandatory vacations of at least one week in duration for financial personnel and recommend that their duties be assigned to other personnel while on vacation.

**STATUS:** This condition continues to exist.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Tax Collector'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*.

## **Tax Collector's Response to Findings**

The Tax Collector's response to the findings identified in our audit is described in the accompanying letter. The Tax Collector'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.

To the Honorable Sherry Brown  
Tax Collector of Jackson County, Florida  
Marianna, Florida

**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.

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

May 12, 2014

## INDEPENDENT AUDITORS' MANAGEMENT LETTER

To the Honorable Sherry Brown  
Tax Collector of Jackson County, Florida  
Marianna, Florida

We have audited the accompanying financial statements of the Jackson County, Florida, Tax Collector (the "Tax Collector"), as of and for the year ended September 30, 2013, and have issued our report thereon dated May 12, 2014.

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. We have issued our Independent Auditors' Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which are dated May 12, 2014, if any, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida, and unless otherwise required to be reported in the report on compliance and internal controls, this letter is required to include the following information.

- 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 significant findings and recommendations made in the preceding annual financial audit report. See the *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*.
- Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Jackson County, Florida, Tax Collector complied with Section 218.415, Florida Statutes.
- Section 10.554(1)(i)3., 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.

To the Honorable Sherry Brown  
Tax Collector of Jackson County, Florida  
Marianna, Florida

- Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address 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.
- Section 10.554(1)(i)5., 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. This item was disclosed in the notes to the financial statements.

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 Jackson County, Florida Tax Collector and is not intended to be and should not be used by anyone other than these specified parties.

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

May 12, 2014



# *Sherry A. Brown, CFC*

**Tax Collector, Jackson County  
Certified Florida Collector**

**Courthouse**  
P.O. Box 697  
Marianna, FL 32447  
850-482-9653  
Fax 850-526-3821

**Graceville Agency**  
P.O. Box 655  
Graceville, FL 32440  
850-263-3218  
Fax 850-263-2637

**Sneads Agency**  
P.O. Box 520  
Sneads, FL 32460  
850-593-6737  
Fax 850-593-5388

**Driver License Agency**  
3613 Hwy 90  
Marianna, FL 32446  
Phone 850-482-9602  
Fax 850-482-9603

Carr, Riggs and Ingram LLC  
P.O. Box 1606  
Marianna, FL 32447

Attention: Audit Department

I am in receipt of the audit report for the Jackson County Tax Collector's Office for the fiscal year ending September 30, 2013. Concerning the current year findings and recommendations, the following applies:

- **Need for Segregation of Duties** – The need for segregation of duties will always be a concern for my office due to the size of my staff. I am aware of internal control weaknesses this presents to my office, however we have implemented other internal controls to help compensate for this weakness. Although we do not require mandatory vacations of at least one week in duration for financial personnel, most employees do take a week's vacation as long as their personal leave balance permits. My staff is cross trained in various positions in order to cover the duties associated with those on leave. I will continue, as always, to be involved in the day-to-day tasks of running my office to help strengthen internal controls.

We will continue to strive to provide current, accurate and reliable financial information and serve the citizens of Jackson County, Florida in the most cost effective and efficient manner.

Sincerely,

A handwritten signature in cursive script that reads "Sherry A. Brown".

Sherry A. Brown, CFC  
Jackson County Tax Collector