

# Chicago Department of Planning and Development (DPD)

## Special Service Area (SSA) Program

### Audit Report Package Transmittal Checklist

This checklist must be completed by the SSA's auditing firm as part of a single PDF audit report package. On the checklist, enter the starting page number within the PDF for each of the audit report package components listed below. Each required component on the checklist must have a numeric page number, unless otherwise noted.

The SSA Service Provider must upload the PDF package and corresponding budget workplan file to DPD's SharePoint by May 1st. Audit packages submitted via e-mail are not acceptable. Audit packages will be deemed "not submitted" unless uploaded to DPD's SharePoint platform.

SSA Name and Number: Northalsted SSA#18

SSA Provider Name: Northalsted Area Merchants Association d/b/a Northalsted Business Alliance

Starting PDF Page Number	Audit Report Package Components
	<b>Comparative Financial Statements</b>
3	1. Statement of Net Position and Governmental Fund Balance Sheet – Current Year
3	2. Statement of Net Position and Governmental Fund Balance Sheet – Prior Year
4	3. Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance – Current Year
4	4. Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance – Prior Year
11 & 12	5. Statement of Revenues and Expenditures – Budget and Actual
2	<b>Auditor's Opinion on Financial Statements</b>
13	Schedule of Findings – Current and Prior Year, if applicable *
n/a	Corrective Action Plan – Current and Prior Year, if applicable*
14	Audit Firm CPA License
15	SSA Budget Summary page – used for comparison of actual expenses for current audit period
(Uploaded Separately)	Final Modified or Amended SSA Budget Workplan (Excel file) Date approved by Commission: <u>04 / 10 / 2019</u>
	Note: This budget workplan must correspond to Budget Summary page noted above in audit report package.

\*required if findings exist

*JAC 6.17.2020*

**Special Service Area 18**  
**(a taxing district authorized by the City of Chicago)**  
**Managed by Northalsted Area Merchants Association**  
**d/b/a Northalsted Business Alliance**

**Financial Statements**  
**December 31, 2019 and 2018**

**Special Service Area 18**  
**(a taxing district authorized by the City of Chicago)**  
**Managed by Northalsted Area Merchants Association**  
**d/b/a Northalsted Business Alliance**

**December 31, 2019 and 2018**

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Independent Auditor's Report

To the Commissioners of  
Special Service Area 18  
Managed by Northalsted Area Merchants Association  
d/b/a Northalsted Business Alliance  
Chicago, Illinois

We have audited the accompanying financial statements of Special Service Area 18, (a taxing district authorized by the City of Chicago) as of and for the years ended December 31, 2019 and 2018, and the related notes to the financial statements, which collectively comprise the Special Service Area 18 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 an opinion 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the 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 financial positions of Special Service Area 18 as of December 31, 2019 and 2018, and its statements of activities and governmental fund, revenues, expenditures and changes in fund balances for the years then ended in conformity with accounting principles generally accepted in the United States of America.

***Other Matters***

***Required Supplementary Information***

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

***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of revenues and expenditures - budget and actual on page 11 and 12, are presented for comparison and analysis purposes only. The supplementary information is not a required part of the basic financial statements. We have not performed any auditing procedures on the budget amounts and therefore, express no opinion on them.

*Eilts & Associates, Inc.*

EILTS & ASSOCIATES, INC.  
Chicago, Illinois  
April 29, 2020

**Special Service Area 18**  
**Managed by Northalsted Area Merchants Association**  
**d/b/a Northalsted Business Alliance**  
**Statements of Net Position and**  
**Governmental Fund Balance Sheets**  
**December 31, 2019 and 2018**

	2019			2018		
	Governmental Fund	Adjustments	Statement of Net Position	Governmental Fund	Adjustments	Statement of Net Position
<b>ASSETS</b>						
Cash and cash equivalents	\$ 604	\$ -	\$ 604	\$ 20,021	\$ -	\$ 20,021
Property tax receivable, net allowance of uncollectable \$10,000 & \$10,000	474,548	-	474,548	474,480	-	474,480
Other receivable	114,079	-	114,079	-	-	-
Prepaid expenses	3,115	-	3,115	-	-	-
<b>Total Assets</b>	<b>\$ 592,346</b>	<b>\$ -</b>	<b>\$ 592,346</b>	<b>\$ 494,501</b>	<b>\$ -</b>	<b>\$ 494,501</b>
<b>LIABILITIES</b>						
Accounts payable and accrued expenses Due to City of Chicago	\$ 66,208	\$ -	\$ 66,208	\$ 6,126	\$ -	\$ 6,126
	-	-	-	663	-	663
<b>Total Liabilities</b>	<b>66,208</b>	<b>-</b>	<b>66,208</b>	<b>6,789</b>	<b>-</b>	<b>6,789</b>
<b>DEFERRED INFLOWS</b>						
Deferred property tax revenue	474,548	(474,548)	-	474,480	(474,480)	-
<b>Total Deferred Inflows</b>	<b>474,548</b>	<b>(474,548)</b>	<b>-</b>	<b>474,480</b>	<b>(474,480)</b>	<b>-</b>
<b>FUND BALANCE / NET POSITION</b>						
Committed						
Streetscape elements	-	-	-	1,300	(1,300)	
Unassigned	51,590	(51,590)	-	11,932	(11,932)	-
<b>Total Fund balance</b>	<b>51,590</b>	<b>(51,590)</b>	<b>-</b>	<b>13,232</b>	<b>(13,232)</b>	<b>-</b>
<b>Total Liabilities, Deferred Inflows and Fund Balance</b>	<b>\$ 592,346</b>			<b>\$ 494,501</b>		
<b>Net Position - Unrestricted</b>		<b>\$ (526,138)</b>	<b>\$ 526,138</b>		<b>\$ (487,712)</b>	<b>\$ 487,712</b>

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

Total fund balance - governmental funds	\$ 51,590	\$ 13,232
Property tax revenue is recognized in the period for which levied rather than when "available." A portion of the property tax is deferred as it is not available in the government funds.	474,548	474,480
<b>Total net position - governmental activities</b>	<b>\$ 526,138</b>	<b>\$ 487,712</b>

See notes to the financial statements and independent auditor's report

**Special Service Area 18 Managed by Northalsted Area Merchants Assoc  
d/b/a Northalsted Business Alliance  
Statements of Activities and Governmental Fund,  
Revenues, Expenditures  
and Changes in Fund Balances  
December 31, 2019 and 2018**

	2019			2018		
	Governmental Fund	Adjustments	Statement of Activities	Governmental Fund	Adjustments	Statement of Activities
<b>REVENUES</b>						
Property taxes and interest	\$ 499,917	\$ (1,232)	\$ 498,685	\$ 487,928	\$ 2,286	\$ 490,214
Total Revenues	499,917	(1,232)	498,685	487,928	2,286	490,214
<b>EXPENDITURES</b>						
Customer attraction	136,369	-	136,369	140,975	-	140,975
Public way aesthetics	218,128	-	218,128	243,165	-	243,165
Sustainability & public places	10,000	-	10,000	-	-	-
Econ/business development	5,000	-	5,000	6,505	-	6,505
Safety programs	-	-	-	125	-	125
SSA management	30,762	-	30,762	32,868	-	32,868
Personnel	60,000	-	60,000	60,000	-	60,000
Total Expenditures	460,259	-	460,259	483,638	-	483,638
Excess of Revenues over Expenditures	39,658	(1,232)	38,426	4,290	2,286	6,576
Change in Net Position	39,658	(1,232)	38,426	4,290	2,286	6,576
Fund Balance/Net Position						
Beginning of the Year	11,932	475,780	487,712	7,642	473,494	481,136
End of the Year	<u>\$ 51,590</u>	<u>\$ 474,548</u>	<u>\$ 526,138</u>	<u>\$ 11,932</u>	<u>\$ 475,780</u>	<u>\$ 487,712</u>

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

Net change in Fund balance - governmental funds	\$ 39,658	\$ 4,290
Property tax is recognized in the year it is levied rather than when it is available for governmental funds	(1,232)	2,286
Change in Net Position	<u>\$ 38,426</u>	<u>\$ 6,576</u>

See notes to the financial statements and independent auditor's report

**Special Service Area 18**  
**(a taxing district authorized by the City of Chicago)**  
**Managed by Northalsted Area Merchants Association**  
**d/b/a Northalsted Business Alliance**  
**Notes to Financial Statements**  
**For the Years Ended December 31, 2019 and 2018**

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NOTE 1 – Nature of Activities and Reporting Entity

Special Service Area 18 is a taxing district authorized by the City of Chicago located in Chicago, Illinois. Its scope of services is to fund various activities to improve and enhance the North Halsted commercial district. The SSA is funded by property tax levied on properties within the SSA boundaries, which are collected by the Cook County Treasurer, and then distributed by the City of Chicago to the SSA.

Special Service Area 18 is governed by a Commission whose members are appointed by the Mayor of Chicago. The City of Chicago contracted with Northalsted Area Merchants Association d/b/a Northalsted Business Alliance to perform administrative duties as the service provider for this SSA during the reporting period. Northalsted Area Merchants Association d/b/a Northalsted Business Alliance is an Illinois not-for-profit corporation that is exempt from federal taxes under Section 501(c)6 of the Internal Revenue Code.

Services provided by the SSA include beautification, cleaning and maintenance of the streets and sidewalks; recruitment of new businesses to the Area and retention of existing ones; coordinated marketing and promotional activities; a façade and signage improvement program and maintaining a visible office with staff support to carry out promotional, educational and market research functions.

NOTE 2 – Summary of Significant Accounting Policies

a. Government-Wide and Fund Financial Statements

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

The SSA accounts for its activities in one fund, its general fund.



**Special Service Area 18**  
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**Notes to Financial Statements**  
**For the Years Ended December 31, 2019 and 2018**

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

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

Government-wide financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year in which they are levied.

The governmental fund financial statements are prepared on the modified accrual basis of accounting with only current assets and liabilities included on the balance sheet. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, both measurable and available to finance expenditures of the current period.

Available means collected within the current period or soon enough thereafter to be used to pay liabilities of the current period. Property taxes as susceptible to accrual and recognized as a receivable in the year levied. Revenue recognition is deferred unless the taxes are received within 60 days subsequent to year-end. Expenditures are recorded when the liability is incurred.

The preparation of financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reported period. Actual results could differ from those estimates.

**Special Service Area 18**  
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**Notes to Financial Statements**  
**For the Years Ended December 31, 2019 and 2018**

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

c. Assets, Liabilities, and Net Position

Cash and Cash Equivalents

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

Receivables

All property tax receivables are shown net of allowances. As of December 31, 2019, and 2018, the allowance is estimated to be 2% and 2%, respectively, of the outstanding property taxes.

Fund Equity/Net Position

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

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

**Special Service Area 18**  
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**Notes to Financial Statements**  
**For the Years Ended December 31, 2019 and 2018**

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

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

d. Subsequent Events

Subsequent events have been evaluated through April 29, 2020, which is the date the financial statements were available to be issued.

NOTE 3 – Cash and Cash Equivalents

The SSA defines cash and cash equivalents as short-term liquid investments such as cash in banks, money markets, and other financial instruments that can be reduced to cash in thirty days or less. The SSA maintains its cash balance in a financial institution located in Chicago, IL. The balance is insured by the Federal Deposit Insurance Corporation up to \$250,000. The SSA's cash balance did not exceed the insurance level as of December 31, 2019 and 2018.

**Special Service Area 18**  
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**Notes to Financial Statements**  
**For the Years Ended December 31, 2019 and 2018**

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NOTE 4 – Property Taxes

The SSA's principal source of revenue is from real estate taxes levied on certain property located in its boundaries. Property taxes become an enforceable lien on real property on January 1 of the year it is levied. Taxes are payable in two installments in the subsequent year. The first installment is an estimate based on the prior year billed levy (55%) and is due March. The second installment is due in August or 30 days from the mailing of the tax bills, if issued later than July 1. The second installment is based on the remaining amount of the levy on file with the County. Bills are issued and collected by Cook County who remits the SSA's share to the City who then remits the monies to the SSA.

NOTE 5 – Accounts Payable and Due to City of Chicago

Accounts payable balance at December 31, 2019 and 2018 is \$66,208 and \$6,126, respectively. These balances consist of expenses incurred during the respective year related to reimbursement to Northalsted Area Merchant Association d/b/a Northalsted Business Alliance for personnel and administrative non-personnel, and to other vendors for economic/business development and public way aesthetics. As of December 31, 2019, and 2018, there were amounts (due to)/due from City of Chicago for property taxes received but not yet distributed to SSA 18 of \$0 and (\$663), respectively.

NOTE 6 – Deferred Inflows of Revenue/Deferred Property Tax Revenue

A deferred inflow of resources/property tax revenue represents an acquisition of fund balance that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time. The balance in deferred property tax revenue at December 31, 2019 and 2018, reflective of the 2019 and 2018 levy, is \$474,548 and \$474,480, respectively.

**Special Service Area 18**  
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**Notes to Financial Statements**  
**For the Years Ended December 31, 2019 and 2018**

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NOTE 7 – Fund Equity / Net Position

The SSA is required to present information regarding its financial position and activities according to the Agreement for Special Service Area 18 between the City of Chicago and Northalsted Area Merchants Association d/b/a Northalsted Business Alliance. As of December 31, 2019, and 2018, the SSA had an unassigned fund balance of \$51,590 and (\$11,232), and committed fund balance of \$0 and \$1,300 respectively. These funds will be utilized in this special service area in future years.

NOTE 8 – Related Party Transactions

The SSA is affiliated with Northalsted Area Merchants Association d/b/a Northalsted Business Alliance which acts as its sole service provider. Special Service Area 18 shares office space, equipment, and employees through this affiliation. Special Service Area 18 has no employees of their own, but reimburses Northalsted Area Merchants Association d/b/a Northalsted Business Alliance for payroll and related costs of the individuals working on the programs. It also reimburses Northalsted Area Merchants Association d/b/a Northalsted Business Alliance for a portion of its operating expenses, and allocation of rent and utilities.

NOTE 9 – Committed Funds

Committed fund balance incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements. During 2018, SSA 18 entered into an agreement with David Trent Contracting for fabricating planter iron railings for \$3,900, of which \$2,600 was paid during 2018 as a down payment, and the remaining \$1,300 was included in the committed fund balance at December 31, 2018.

## **Supplementary Information**

**Special Service Area 18**  
**Managed by Northalsted Area Merchants Association**  
**d/b/a Northalsted Business Alliance**  
**Schedule of Revenues and**  
**Expenditures - Budget and Actual**  
**December 31, 2019**

	Budget	Actual	Variance
<b>REVENUE</b>			
Property revenues - current year	\$ 488,480	\$ 499,917	\$ (11,437)
Total revenues	488,480	499,917	(11,437)
<b>EXPENDITURES</b>			
Customer attraction	137,700	136,369	1,331
Public way aesthetics	233,000	218,128	14,872
Sustainability & public places	14,500	10,000	4,500
Econ/business development	6,500	5,000	1,500
Safety programs	3,000	-	3,000
SSA management	34,780	30,762	4,018
Personnel	60,000	60,000	-
Total expenditures	489,480	460,259	29,221
Excess of revenues over expenditures	\$ (1,000)	\$ 39,658	\$ (40,658)
<b>CARRYOVER</b>	1,000	-	1,000
Net revenues in excess of expenses	\$ -	\$ 39,658	\$ (41,658)

See notes to the financial statements and independent auditor's report

**Special Service Area 18**  
**Managed by Northalsted Area Merchants Association**  
**d/b/a Northalsted Business Alliance**  
**Schedule of Revenues and**  
**Expenditures - Budget and Actual**  
**December 31, 2018**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUE</b>			
Property revenues - current year	\$ 480,827	\$ 487,928	\$ (7,101)
Late collections and interest thereon	2,667	-	2,667
Loss Collection	<u>2,667</u>	<u>-</u>	<u>2,667</u>
 Total revenues	 486,161	 487,928	 (1,767)
<b>EXPENDITURES</b>			
Customer attraction	147,434	140,975	6,459
Public way aesthetics	245,375	243,165	2,210
Econ/business development	6,987	6,505	482
Safety programs	1,125	125	1,000
SSA management	35,240	32,868	2,372
Personnel	<u>60,000</u>	<u>60,000</u>	<u>-</u>
 Total expenditures	 <u>496,161</u>	 <u>483,638</u>	 <u>12,523</u>
Excess of revenues over expenditures	<u>\$ (10,000)</u>	<u>\$ 4,290</u>	<u>\$ (14,290)</u>
 <b>CARRYOVER</b>	 <u>10,000</u>	 <u>-</u>	 <u>10,000</u>
 Net revenues in excess of expenses	 <u>\$ -</u>	 <u>\$ 4,290</u>	 <u>\$ (24,290)</u>

See notes to the financial statements and independent auditor's report



**Special Service Area 18**  
**(a taxing district authorized by the City of Chicago)**  
**Managed by Northalsted Area Merchants Association**  
**d/b/a Northalsted Business Alliance**  
**Summary Schedule of Findings and Update on Prior Year Findings**  
**For the Year Ended December 31, 2019**

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As part of our audit and request by the Special Service Area Annual Audited Financial and Accounting Guide, prepared by the City of Chicago Department of Planning and Development, we have read and understand the requirements contained in the Agreement for Special Service Area 18, between the City of Chicago and Northalsted Area Merchants Association d/b/a Northalsted Business Alliance (The Sole Service Provider for the SSA 18). After conducting this audit, we determined that no exceptions were noted.

2019 Findings:

Financial Statement Audit – None Found

Questioned Costs – None Found

Updated status of the 2018 Findings:

Financial Statement Audit – None Found

Questioned Costs – None Found

# State of Illinois

## Department of Financial and Professional Regulation Division of Professional Regulation

LICENSE NO.  
066.003986  
065.029428

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:

EXPIRES:  
11/30/2021

### PUBLIC ACCOUNTANT FIRM LICENSE



EILTS & ASSOCIATES INC  
3729 N RAVENSWOOD AVE STE 117  
CHICAGO, IL 60613-3570



*Deborah Hagan*  
DEBORAH HAGAN  
ACTING SECRETARY

*Jessica Baer*

JESSICA BAER  
DIRECTOR

The official status of this license can be verified at [www.idfpr.com](http://www.idfpr.com)

13671182

## Exhibit A Budget

### Special Service Area # 18

Service Provider Agency: Northalsted Area Merchants Association d/b/a: Northalsted Business Alliance

#### 2019 BUDGET SUMMARY

Budget and Services Period: January 1, 2019 through December 31, 2019

CATEGORY	2018 Levy		Carryover Funds	TIF Rebate Fund #	Estimated Late Collections and Interest	Total All Sources
	Collectable Levy	Estimated Loss Collection				
1.00 Customer Attraction	\$137,700	\$0	\$0	\$0	\$0	\$137,700
2.00 Public Way Aesthetics	\$233,000	\$0	\$0	\$0	\$0	\$233,000
3.00 Sustainability and Public Places	\$13,500	\$0	\$1,000	\$0	\$0	\$14,500
4.00 Economic/ Business Development	\$6,500	\$0	\$0	\$0	\$0	\$6,500
5.00 Safety Programs	\$3,000	\$0	\$0	\$0	\$0	\$3,000
6.00 SSA Management	\$34,780	\$0	\$0	\$0	\$0	\$34,780
7.00 Personnel	\$60,000	\$0		\$0	\$0	\$60,000
	<b>Sub-total</b>	<b>\$488,480</b>				
<b>GRAND TOTALS</b>	<b>Levy Total</b>	<b>\$488,480</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$489,480</b>

#### LEVY ANALYSIS

Estimated 2018 EAV:	\$92,198,359
Authorized Tax Rate Cap:	0.550%
Maximum Potential Levy limited by Rate Cap:	\$507,091
Requested 2018 Levy Amount:	<b>\$488,480</b>
Estimated Tax Rate to Generate 2017 Levy:	<b>0.5298%</b>