

**LIBERTY COUNTY, FLORIDA**  
**FINANCIAL STATEMENTS**  
**AND**  
**INDEPENDENT AUDITOR'S REPORT**  
**SEPTEMBER 30, 2020**

**LIBERTY COUNTY BOARD OF COUNTY COMMISSIONERS**

**SEPTEMBER 30, 2020**

**Dewayne Branch**

District 1

**Hannah Causseaux**

District 2

**Jim Johnson**

District 3

**Doyle Brown**

District 4

**Scott Phillips**

District 5

**CONSTITUTIONAL OFFICERS**

**Clerk of the Circuit Court**

Daniel Stanley

**Sheriff**

Buddy Money

**Tax Collector**

Marie Goodman

**Property Appraiser**

Cindy Walker

**Supervisor of Elections**

Grant Conyers

**LIBERTY COUNTY, FLORIDA**  
**FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT**  
**SEPTEMBER 30, 2020**

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**LIBERTY COUNTY, FLORIDA**  
**FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT**  
**SEPTEMBER 30, 2020**

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## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Board of County Commissioners  
and Constitutional Officers  
Liberty County, Florida

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

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the budgetary comparison statements of Liberty County, Florida, (the "County") as of and for the year ended September 30, 2020, and the notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

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

### **Auditors' Responsibility**

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers the internal control relevant to the County'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 County's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

## INDEPENDENT AUDITOR'S REPORT (Continued)

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, and the budgetary comparison statements of the County, at September 30, 2020, and the respective changes in financial position, and cash flows thereof, and the respective budgetary comparison of the general fund and each major fund, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

### Other Matters

#### *Required Supplementary Information*

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

#### *Other Information*

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

The combining nonmajor fund statements and the schedule of expenditures of state financial assistance are the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the financial statements. This information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with the auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor fund statements and the schedule of state financial assistance are fairly stated in all material respects in relation to the financial statements as a whole. The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and accordingly, we do not express an opinion or provide any assurance on it.

**INDEPENDENT AUDITOR'S REPORT**  
*(Concluded)*

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a report dated June 30, 2021 on our consideration of the County's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance.

*Moran & Smith LLP*

Moran & Smith LLP  
June 30, 2021  
Tallahassee, FL

**LIBERTY COUNTY, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

The Management's Discussion and Analysis (MD&A) is designed to provide an objective and easy to read analysis of Liberty County, Florida's, (the "County") financial activities based on currently known facts, decisions or conditions. It is intended to provide a broad overview on the short-term and long-term analysis of the County's activities based on information presented in the financial report and fiscal policies that have been adopted by the County. The MD&A is designed to focus on significant financial issues, provide an overview of the County's financial activity, identify changes in the County's financial position (its ability to address the next and subsequent year challenges), identify any material deviations from the financial plan (the approved budget) and identify individual fund issues or concerns.

As with other sections of this financial report, the information contained within this MD&A should be considered only a part of a greater whole. The reader of this statement should take the time to read and evaluate all sections of this report, including the footnotes and other supplemental information that is provided.

**FINANCIAL HIGHLIGHTS**

**Government-wide Statements**

Total assets of the County exceeded total liabilities at the close of the 2019-20 fiscal year by \$32,677,526. The total revenue from all sources was \$16,310,038 and total expenditures for all services were \$14,038,211 for an entity-wide increase in net position of \$2,273,283.

Total *net* position is comprised of the following:

1. Capital assets, net of related debt of \$31,156,431, includes land, buildings, improvements other than buildings, vehicles, equipment, construction in progress, and infrastructure, net of accumulated depreciation, and reduced for outstanding debt related to the purchase and construction of those capital assets.
2. Net position of (\$5,094,510) of governmental net position represents the portion available to maintain the County's continuing obligation to citizens and creditors. Business-type net position available was \$229,253.

The County's total *net* position increased by \$2,255,211 in fiscal year ended September 30, 2020, with an increase of \$2,273,283 resulting from governmental activities and a decrease of 18,072 resulting from business-type activities. The major increase in net position in governmental activities is due primarily to State road paving grants which is an increase in intergovernmental revenues.

The total revenues from all sources for Governmental Funds Activities were \$16,310,038 while the total costs of all County programs were \$14,038,211.

The County's Proprietary Fund had a decrease in net position of \$16,617 prior to operating transfers out of \$1,455, which resulted in an overall decrease of net position of \$18,072.

The County's summary of Long-term Liabilities indicates an overall decrease in Long-term debt of \$156,667 with a decrease of \$138,667 for Governmental activities and a reduction of \$18,000 for Business-type activities. The County's total Long-term Debt for Governmental activities was \$13,438,936 and \$483,341 for Business-type activities at year-end.



**LIBERTY COUNTY, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

The County received \$7,518,106 in Federal and State Grant Programs including \$3,790,210 in operating grants and \$3,727,896 capital grants. The County also received an additional \$6,305,124 in Federal and State shared revenues and \$2,989,346 in charges for services and other income.

**COUNTY HIGHLIGHTS**

- Hurricane Michael impacted Liberty County, Florida on October 10, 2018. Over forty county structures were damaged along with dozens of other county assets. The county sought out funding for rebuilding the county's infrastructure through means of legislative appropriations, FEMA grant, and insurance claims. The focus was to provide essential services to the citizens of the county as quickly as possible. Through the efforts of local and state governments and agencies, along with volunteers, Liberty County began to rebuild. These efforts continued into the fiscal year 2020-2020.
- Liberty County undertook a project to be funded by a Florida Small Cities Community Development Block Grant (CDBG). Work consisted of installing approximately 11,700 total linear feet of potable water lines with fire hydrants, as well as installing residential water services plumbing connections from the new water meters to the adjacent homes, with well abandonment. The project was completed south of Bristol along County Road 12 from approximately NW Johnson Crossing Road and extended south approximately to the NW Zebbie Odom Road, and on CR 379 from CR 12 northeast approximately 4400 feet. Small side roads leading to residences were also included. In addition to water lines and connections, the grant funded project engineering and administration. This project closed in the County's Fiscal Year 2019-2020.
- The County received grant funding from the Department of Environmental Protection and Northwest Florida Water Management District, Hosford Well Project #3, for providing an improved water well and water quality for the citizens in the Hosford/Telogia area. This project began to actively supply water to the Hosford/Telogia area in the County's Fiscal Year 2019-2020.
- The County received \$50,000 from Florida Recreation Development Assistance Program (FRDAP) grant for Sumatra Park. The project was completed in the County's Fiscal Year 2019-2020. The FRDAP grant provided renovations of the existing Sumatra Park, to include renovations on the playground equipment and facilities.
- The County received numerous Federal and State Grants that were used for the purposes of repaving roads and the construction of other capital projects. Road projects include: Kever Road, CR67, CR379, CR 333, CR12, Talquin Circle, CR1641, CR22, and Neal Subdivision.
- In January 2017, County Voters, by referendum, approved passing a 0.5-cent Emergency Rescue Fire Services and Facilities Surtax. Said revenues were to be used specifically for Emergency Rescue Fire Services and Facilities within Liberty County. An Interlocal agreement was entered between the City of Bristol and Liberty County directing 20 percent of the collected sales tax revenues to the City of Bristol. The tax revenues were utilized to purchase buildings, machinery, equipment and supplies for County Fire Protection Services.
- The County collected \$2,324,131 in Ad Valorem taxes in 2020. This was a slight increase over the amount collected in 2019.

**USING THIS ANNUAL REPORT**

The County's basic financial statements include three components; 1) Government-wide financial statements, 2) Fund financial statements, and 3) Notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. A brief description of the different financial statements follows.

**LIBERTY COUNTY, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

**Government-wide Statements  
(The Statement of Net Position and The Statement of Activities)**

The Government-wide financial statements consist of two statements, the Statement of Net Position and the Statement of Activities. The Statement of Net Position presents information on all the County's assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private sector companies, with the difference between the two reported as net position. Net position, the difference between assets and liabilities, are one way to measure the County's financial health, or financial position. Over time, increases or decreases in net position are an indicator of whether the financial health is improving or deteriorating.

The Statement of Activities presents information on all revenues and expenses of the County and shows *how* the County's net position changed during the year. Expenses by major function and program revenues relating to those functions are reported, thus presenting the net cost of all functions provided by the County. In the Statement of Activities governments report their operations as either governmental activities and/or business-type activities. All the County's basic services are considered to be governmental activities. These include general government, public safety, physical environment, transportation, economic environment, human services and culture and recreation. Property taxes, sales taxes, gas taxes and franchise fees finance most of these activities.

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The County, like other state and local governments, uses fund accounting to insure and demonstrate compliance with finance-related legal requirements. All of the funds of the County can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

The Fund Financial Statements provide detailed information about the most significant *funds* – not the County as a whole. The Fund Financial Statements include a Balance Sheet, and a Statement of Revenues, Expenditures and Changes in Fund Balances for each major fund and aggregate nonmajor funds. The County has one Proprietary Fund, the water fund, which accounts for the activities of the County Water System. The County's two remaining types of funds, *governmental* and *fiduciary* use different accounting approaches as explained below.

- *Governmental funds* – Governmental fund presentation is presented on a sources and uses of liquid resources basis. Funds are established for various purposes and fund financial statements allow the demonstration of sources and uses and/or budgeting compliance associated therewith.
- *Fiduciary funds* – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the Government-wide Financial Statements because the resources of those funds are not available to support the County's own programs.

**LIBERTY COUNTY, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

**Government-wide versus Fund Financial**

The Government-wide Financial Statements and the Fund Financial Statements provide different pictures of the County. All assets of the County, including buildings, land, roads and bridges are reported in the Statements of Net Position. All liabilities, including principal outstanding on notes payable, capital leases, and future employee benefits obligated but not paid by the County, are included. The Statement of Activities includes depreciation on all long-lived assets of the County, but transactions between the different functions of the County have been eliminated in order to avoid "doubling up" the revenues and expenses. The Fund Financial Statements provide a picture of the major funds of the County and a column for all nonmajor funds. In the case of government activities, outlays for long-lived assets are reported as expenditures and long-term liabilities, such as notes payable, are not included in the Fund Financial Statements. To provide a link from the Fund Financial Statements to the Government-wide Financial Statements, reconciliation is provided from the Fund Financial Statements to Government-wide Financial Statements.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the County, *current* assets exceed *current* liabilities by \$11,448,539 at the close of the most recent fiscal year.

By far, the largest portion of the County's net position reflects its investment in capital assets, less any related debt to acquire those assets that are still outstanding. At year-end, this amount was \$31,156,431. 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. During the year, the County reduced its long-term debt by \$156,667 and incurred an additional \$64,144 as an increase in Employee Compensated Absences payable, equipment lease purchases, and an increase in the landfill closure cost.

An additional portion of the County's net position represents resources that are subject to external restrictions (i.e., Florida Statutes, grant proceeds, etc.). Total restricted assets at year-end were \$6,615,605. This leaves an unrestricted balance of \$(5,094,510) of the County's net position to meet the government's ongoing obligations to citizens and creditors. There was an overall increase in net position of \$2,273,283.

The County added \$5,658,323 and disposed of \$1,059,826 in capital assets being depreciated. The County also incurred \$2,226,094 in depreciation expense on Governmental activities and \$177,600 on the Water System.

**LIBERTY COUNTY, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

Comparative Statement of Net Position

	<b>Governmental Activities</b>		<b>Business-type Activities</b>		<b>Total</b>	
	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>
<b>Assets</b>						
Current and						
Other Assets	\$ 17,073,766	\$ 14,968,483	\$ 318,258	\$ 275,638	\$ 17,392,024	\$ 15,244,121
Capital Assets	31,455,771	28,509,824	2,642,766	2,710,140	34,098,537	31,219,964
<b>Total Assets</b>	<b>48,529,537</b>	<b>43,478,307</b>	<b>2,961,024</b>	<b>2,985,778</b>	<b>51,490,561</b>	<b>46,464,085</b>
Deferred						
Outflow	3,706,098	3,300,725	0	0	3,706,098	3,300,725
<b>Liabilities</b>						
Current						
Liabilities	5,625,227	4,255,204	107,004	93,685	5,732,231	4,348,890
Noncurrent						
Liabilities	13,186,463	11,100,604	465,341	485,341	13,651,803	11,585,944
<b>Total</b>						
<b>Liabilities</b>	<b>18,811,689</b>	<b>15,355,808</b>	<b>572,345</b>	<b>579,026</b>	<b>19,384,034</b>	<b>15,934,834</b>
Deferred						
Inflow	746,419	1,018,980	0	0	746,419	1,018,980
<b>Net Position</b>						
Invested in						
Capital						
Assets						
Net of Debt	31,156,431	28,185,102	2,159,426	2,208,799	33,315,857	30,393,901
Restricted	6,615,605	6,196,921	0	0	6,615,605	6,196,921
Unrestricted	(5,094,510)	(3,977,780)	229,253	197,952	(4,865,257)	(3,779,827)
<b>Total Net</b>						
<b>Position</b>	<b>\$ 32,677,527</b>	<b>\$ 30,404,243</b>	<b>\$ 2,388,679</b>	<b>\$ 2,406,751</b>	<b>\$ 35,066,205</b>	<b>\$ 32,810,995</b>

**LIBERTY COUNTY, FLORIDA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

Comparative Statement of Changes in Net Position

	Governmental Activities		Business-type Activities		Total	
	2020	2019	2020	2019	2020	2019
Revenues:						
Program Revenues:						
Charges for Services	\$ 1,486,093	\$ 1,328,351	\$ 399,708	\$ 334,351	\$ 1,885,801	\$ 1,662,702
Operating Grants and Contributions	3,790,210	2,424,481	0	0	3,790,210	2,424,481
Capital Grants and Contributions	3,631,008	1,770,994	96,888	755,723	3,727,896	2,526,717
General Revenues:						
Property Taxes	2,324,131	2,154,449	0	0	2,324,131	2,154,449
Other Taxes	3,980,993	5,477,295	0	0	3,980,993	5,477,295
Other	1,097,603	1,798,173	5,941	3,319	1,103,544	1,801,492
Total Revenues	16,310,038	14,953,742	502,537	1,093,393	16,812,576	16,047,136
Expenses:						
Program Expenses:						
General Government	3,568,253	2,965,982	0	0	3,568,253	2,965,982
Public Safety	4,443,264	4,340,891	0	0	4,443,264	4,340,891
Physical Environment	1,445,707	1,251,772	0	0	1,445,707	1,251,772
Transportation	3,401,145	3,235,013	0	0	3,401,145	3,235,013
Economic Environment	55,239	17,105	0	0	55,239	17,105
Human Services	340,614	379,795	0	0	340,614	379,795
Culture and Recreation	723,607	133,089	0	0	723,607	133,089
Court-related	53,980	701,249	0	0	53,980	701,249
Water Fund	0	0	519,154	499,482	519,154	499,482
Interest on Long-term Debt	6,401	18,686	0	0	6,401	18,686
Total Expenses	14,038,211	13,043,581	519,154	499,482	14,557,365	13,543,063
Transfers	1,455	(53,000)	(1,455)	53,000	0	0
Increase in Net Position	2,273,283	1,857,160	(18,072)	646,911	2,255,211	2,504,072
Net Position:						
Beginning of the Year	30,404,243	28,547,083	2,406,751	1,759,841	32,810,994	30,306,923
End of the Year	\$ 32,677,526	\$ 30,404,243	\$ 2,388,679	\$ 2,406,751	\$ 35,060,265	\$ 32,810,995

**LIBERTY COUNTY, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

**FUND FINANCIAL ANALYSIS**

The County's overall financial position of the County improved as documented through this report, with an overall increase in total governmental fund balances of \$754,678. The County's total governmental fund balances at September 30, 2020, were \$11,471,380. Of this amount, \$4,855,775 (unassigned) may be used to meet the County's ongoing obligations to citizens and creditors.

The *General Fund* is the chief operating fund of the County. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$4,792,934. Total expenditures including transfers out were \$7,840,618. The fund balance at year-end is sufficient to cover about 52% of the total expenditures. Industry standards suggest local governments should consider keeping up to three months (25%) of operating expenditures in reserves. The County is currently keeping a 40% reserve.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

There were slight differences between the General Fund's original budget and final amended budget. The final amended budget included additions to revenue and expenditures. The expenditure budget was increased from \$7,841,537 to \$9,441,071 and actual expenditures of the General Fund were \$7,450,768. This was \$1,990,303 under the amount in the final budget. Actual revenues were under the amounts of the amended budget, and the net change in fund balance was an increase of \$1,429,125.

**CAPITAL ASSETS AND DEBT MANAGEMENT**

**Capital Assets**

The County's investment in capital assets for its governmental activities as of September 30, 2020, exceeded \$28,509,824 (net of accumulated depreciation). This investment in capital assets includes land, buildings, equipment, and infrastructure, net of depreciation. Major capital asset events during the current fiscal year included \$5,172,041 of additions.

See the notes to the financial statements for additional information on capital assets.

**LIBERTY COUNTY, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

**Long-Term Debt**

As previously stated, for the fiscal year ended September 30, 2020, the County's long-term debt consisted of bonds payable on the Water System, mortgage payable on the Hosford Fire Station, the financing of a garbage truck, the lease of a semi-truck for the Road and Bridge Department, the estimated landfill post closure costs, the liability for post-employment benefits, employee compensated absences. In addition, the most significant increase in the County's debt position, \$10,615,207 is due to the implementation of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*. This statement requires governmental entities to disclose on their Statement of Net Position their portion of the unfunded liability of the pension plan. For Liberty County that is the Florida Retirement System (FRS). See the notes to the financial statements for additional information on long-term debt.

**ECONOMIC FACTORS AND FUTURE FINANCIAL CONDITION**

The County primarily relies on Ad Valorem taxes, a limited array of other taxes (sales, gasoline, etc.), state-shared revenues (mainly from Florida's sales tax collections) and fees (building permits, franchise, ambulance user charges, etc.) for its governmental activities. Revenues from these sources have not kept pace with the demand for services and the increased costs, especially in the retirement, employee health insurance and workers' compensation categories. Even though the national inflation rate was under 3% this past year, the County experienced double-digit percentage increases in the above-mentioned categories.

Other key factors impacting the County's financial condition are:

- Many Communities in Florida have realized significant decreases in the taxable value of property due to the downturn in the housing markets; Liberty County was not as affected as many of the coastal communities were. However, they were not immune to the market forces although new housing starts are up. The County is constantly trying to find ways to balance the budget and still maintain a satisfactory level of service.
- The County and the City of Bristol, with the assistance of Federal and State grant programs have made significant improvements and additions to the infrastructure of the County in the areas of road paving, emergency preparedness and the weatherization of houses. These additions have helped to maintain the taxable value of the County.

**CONTACTING THE COUNTY'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the County's finances and to demonstrate the County's accountability for the money it receives and manages. If you have questions about this report or need additional financial information, contact the Liberty County Finance Office, Highway 20, P.O. Box 399, Bristol, Florida 32321.

## **BASIC FINANCIAL STATEMENTS**



**LIBERTY COUNTY, FLORIDA**  
**STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2020**

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
<b>Assets</b>			
Current Assets:			
Cash	\$ 8,946,168	\$ 0	\$ 8,946,168
Investments	3,983,826	0	3,983,826
Accounts Receivables, Net	194,156	42,488	236,644
Internal Balances	2,332,860	275,769	2,608,630
Due from Other Governments	1,442,880	0	1,442,880
Prepaid Items	173,875	0	173,875
Due from Individuals	0	0	0
Total Current Assets	17,073,766	318,258	17,392,024
Noncurrent Assets:			
Capital Assets:			
Nondepreciable	669,512	36,520	706,032
Depreciable, Net	30,786,259	2,606,246	33,392,505
Total Noncurrent Assets	31,455,771	2,642,766	34,098,537
<b>Total Assets</b>	<b>48,529,537</b>	<b>2,961,024</b>	<b>51,490,561</b>
<b>Deferred Outflows of Resources</b>			
Pension Related	3,628,403	0	3,628,403
OPEB	77,695	0	77,695
<b>Liabilities</b>			
Current Liabilities:			
Accounts Payable and Accrued Expenses	599,284	14,683	613,967
Internal Balances	2,608,632	0	2,608,632
Due to Other Governments	3,783	0	3,783
Customer Deposits	0	74,322	74,322
Unearned Revenue	2,161,054	0	2,161,054
Bonds and Notes Payable	153,227	18,000	171,227
Accrued Compensated Absences	99,247	0	99,247
Estimated Landfill Closure Costs	0	0	0
Total Current Liabilities	5,625,227	107,004	5,732,231
Noncurrent Liabilities:			
Bonds and Notes Payable	114,893	465,341	580,234
Accrued Compensated Absences	297,740	0	297,740
Estimated Landfill Closure Costs	489,622	0	489,622
Other Postemployment Benefits Obligations	1,669,001	0	1,669,001
Net Pension Liability	10,615,207	0	10,615,207
Total Noncurrent Liabilities	13,186,463	465,341	13,651,803
<b>Total Liabilities</b>	<b>18,811,689</b>	<b>572,345</b>	<b>19,384,034</b>
<b>Deferred Inflows of Resources</b>			
Pension Related	532,367	0	532,367
OPEB	214,052	0	214,052
<b>Net Position</b>			
Invested in Capital Assets, Net of Related Debt	31,156,431	2,159,426	33,315,857
Restricted	6,615,605	0	6,615,605
Unrestricted	(5,094,510)	229,253	(4,865,257)
<b>Total Net Position</b>	<b>\$ 32,677,526</b>	<b>\$ 2,388,679</b>	<b>\$ 35,066,205</b>

See accompanying notes to Financial Statements

**LIBERTY COUNTY, FLORIDA**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		Total
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business- Type Activities	
<b>Governmental Activities:</b>							
General Government	\$ 3,568,253	\$ 263,345	\$ 87,232	\$ 74,978	\$ (3,142,697)	\$ 0	\$ (3,142,697)
Public Safety	4,443,264	517,116	1,097,501	150,092	(2,678,556)	0	(2,678,556)
Physical Environment	1,445,707	452,336	2,056,401	0	1,063,031	0	1,063,031
Transportation	3,401,145	28,850	297,382	3,405,938	331,024	0	331,024
Economic Environment	55,239	0	0	0	(55,239)	0	(55,239)
Human Services	340,614	0	0	0	(340,614)	0	(340,614)
Court Related	53,980	215,037	251,694	0	412,751	0	412,751
Culture and Recreation	723,607	9,409	0	0	(714,198)	0	(714,198)
Interest on Long-term Debt	6,401	0	0	0	(6,401)	0	(6,401)
<b>Total Governmental Activities</b>	<b>14,038,211</b>	<b>1,486,093</b>	<b>3,790,210</b>	<b>3,631,008</b>	<b>(5,130,900)</b>	<b>0</b>	<b>(5,130,900)</b>
<b>Business- Type Activities</b>							
Water Fund	519,154	399,708	0	96,888	0	(22,558)	(22,558)
<b>Total Primary Government</b>	<b>\$ 14,557,365</b>	<b>\$ 1,885,801</b>	<b>\$ 3,790,210</b>	<b>\$ 3,727,896</b>	<b>\$ (5,130,900)</b>	<b>\$ (22,558)</b>	<b>\$ (5,153,458)</b>
<b>General Revenues</b>							
Taxes:							
Property Taxes					\$ 2,324,131	\$ 0	\$ 2,324,131
Franchise and Utility Taxes					425,134	0	425,134
Discretionary Sales Surtax					753,222	0	753,222
Local Option Gas Tax					1,499,075	0	1,499,075
Federal Payment in Lieu of Taxes					784,851	0	784,851
Sales Tax and Other Shared Revenues					1,303,562	0	1,303,562
Investment Earnings					79,288	0	79,288
Miscellaneous					145,717	0	145,717
Gain on Disposal of Assets					87,746	5,941	93,687
<b>Transfers</b>					1,455	(1,455)	0
<b>Total General Revenues and Transfers</b>					7,404,183	4,486	7,408,669
<b>Change in Net Position</b>					2,273,283	(18,072)	2,255,211
<b>Net Position Beginning of Year</b>					30,404,243	2,406,751	32,810,994
<b>Net Position End of Year</b>					\$ 32,677,526	\$ 2,388,679	\$ 35,066,205

See accompanying notes to Financial Statements

**LIBERTY COUNTY, FLORIDA**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

	<b>General Fund</b>	<b>Transportation Fund</b>	<b>Capital Projects Fund</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>Assets</b>					
Cash	\$ 6,165,465	\$ 50,525	\$ 0	\$ 2,730,179	\$ 8,946,168
Investments	865,421	2,227,691	835,724	54,990	3,983,826
Receivables (Net)	97,658	3,856	0	92,642	194,156
Prepaid Items	173,875	0	0	0	173,875
Due from Other Funds	150,426	1,227,107	0	955,327	2,332,860
Due from Other Governments	451,072	807,394	0	184,415	1,442,880
Due from Individuals	0	0	0	0	0
<b>Total Assets</b>	<b>7,903,917</b>	<b>4,316,572</b>	<b>835,724</b>	<b>4,017,553</b>	<b>17,073,766</b>
<b>Liabilities and Fund Balances</b>					
<b>Liabilities</b>					
Payables and Accrued Expenses	346,086	165,328	0	87,870	599,284
Due to Individuals	0	0	0	0	0
Internal Balances	0	0	0	0	0
Due to Other Funds	2,458,206	0	0	150,426	2,608,632
Due to Other Governments	0	0	0	3,783	3,783
Deferred Revenues	6,348	0	0	2,154,706	2,161,054
<b>Total Liabilities</b>	<b>2,810,640</b>	<b>165,328</b>	<b>0</b>	<b>2,396,786</b>	<b>5,372,753</b>
<b>Deferred Inflows of Resources</b>					
Unavailable Resources	169,084	28,427	0	32,122	229,633
<b>Fund Balances</b>					
Nonspendable	0	0	0	0	0
Restricted	131,258	4,122,818	835,724	1,525,805	6,615,605
Committed	0	0	0	0	0
Assigned	0	0	0	0	0
Unassigned	4,792,934	0	0	62,841	4,855,775
<b>Total Fund Balances</b>	<b>4,924,192</b>	<b>4,122,818</b>	<b>835,724</b>	<b>1,588,646</b>	<b>11,471,380</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 7,903,916</b>	<b>\$ 4,316,572</b>	<b>\$ 835,724</b>	<b>\$ 4,017,554</b>	<b>\$ 17,073,766</b>

See accompanying notes to Financial Statements

**LIBERTY COUNTY, FLORIDA**  
**RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET POSITION**  
**GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

**Total Fund Balances of Governmental Funds** \$ 11,471,380

**Amounts Reported for Governmental Activities in the Statement  
of Net Position are Different Because:**

Capital assets, net of accumulated depreciation, used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. 31,455,771

Receivables that do not provide current financial resources are reported as deferred inflows of resources in the governmental funds. 229,632

Certain pension related amounts are being deferred and amortized over a period of years or are being deferred as contributions to the plan made after the measurement date:

Deferred Inflows Related to Pensions	(532,367)	
Deferred Outflows Related to Pensions	3,628,403	
Deferred Inflows Related to OPEB	(214,052)	
Deferred Outflows Related to OPEB	77,695	2,959,679

Long-term liabilities are not due and payable in the current period and, therefore, are not reported as liabilities in the governmental funds.

Long-term liabilities at year-end consist of:

Bonds and Installment Notes Payable	(147,120)	
Lease Purchase Agreement	(121,000)	
Accrued Other Postemployment Benefits Obligation	(1,669,001)	
Accrued Compensated Absences	(396,986)	
Estimated Landfill Postclosure Costs	(489,622)	
Net Pension Liability	(10,615,207)	(13,438,936)

**Total Net Position of Governmental Activities** \$ 32,677,526

**LIBERTY COUNTY, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>General Fund</b>	<b>Transportation Fund</b>	<b>Capital Projects Fund</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>Revenues</b>					
Taxes	\$ 3,468,894	\$ 350,719	\$ 0	\$ 0	\$ 3,819,613
Licenses and Permits	23,889	0	0	0	23,889
Intergovernmental	4,090,469	4,475,845	0	2,068,901	10,635,215
Charges for Services	544,356	28,850	0	782,277	1,355,483
Fines and Forfeitures	13,482	0	0	142,271	155,753
Miscellaneous	102,601	34,058	15,588	83,950	236,197
<b>Total Revenues</b>	<b>8,243,691</b>	<b>4,889,472</b>	<b>15,588</b>	<b>3,077,399</b>	<b>16,226,150</b>
<b>Expenditures</b>					
Current:					
General Government	2,976,269	0	0	40,404	3,016,673
Public Safety	2,831,870	0	0	846,999	3,678,869
Physical Environment	90,590	0	0	1,156,880	1,247,470
Transportation	0	1,074,838	0	448,325	1,523,163
Economic Environment	52,679	0	0	0	52,679
Human Services	260,484	0	0	0	260,484
Culture and Recreation	260,290	0	0	311,382	571,672
Court Related	0	0	0	0	0
Debt Service:					
Principal Payments	4,676	0	0	26,544	31,220
Interest	4,374	0	0	2,028	6,401
Capital Outlay	969,535	3,746,235	0	456,271	5,172,041
<b>(Total Expenditures)</b>	<b>(7,450,768)</b>	<b>(4,821,073)</b>	<b>0</b>	<b>(3,288,832)</b>	<b>(15,560,673)</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>792,922</b>	<b>68,400</b>	<b>15,588</b>	<b>(211,434)</b>	<b>665,476</b>
<b>Other Financing Sources (Uses)</b>					
Gain on Sale of Assets	37,315	50,431	0	0	87,746
Issuance of New Debt	0	0	0	0	0
Operating Transfers in	78,854	254,516	0	452,935	786,305
Operating Transfers out	(389,850)	(60,000)	0	(335,000)	(784,849)
<b>Total Other Financing Sources (Uses)</b>	<b>(273,680)</b>	<b>244,947</b>	<b>0</b>	<b>117,935</b>	<b>89,202</b>
<b>Net Change in Fund Balances</b>	<b>519,242</b>	<b>313,347</b>	<b>15,588</b>	<b>(93,498)</b>	<b>754,678</b>
<b>Fund Balances, Beginning of Year</b>	<b>4,404,950</b>	<b>3,809,471</b>	<b>820,137</b>	<b>1,682,144</b>	<b>10,716,702</b>
<b>Fund Balances, End of Year</b>	<b>\$ 4,924,192</b>	<b>\$ 4,122,818</b>	<b>\$ 835,725</b>	<b>\$ 1,588,646</b>	<b>\$ 11,471,380</b>

See accompanying notes to Financial Statements

**LIBERTY COUNTY, FLORIDA**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

**Differences in Amounts Reported for Governmental Activities in the  
Statement of Activities on Page 13:**

Net Change in Fund Balances - Total Governmental Funds.	\$	754,678
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:		
Expenditures for Capital Assets	\$ 5,172,041	
Less: Current Year Depreciation	<u>(2,226,094)</u>	2,945,947
Issuance of debt is not a revenue		0
Repayment of long-term debt is reported as an expenditure in the governmental fund but as a reduction of long-term liabilities in the statement of net position.		31,220
Receivables that do not provide current financial resources are reported as Deferred inflows of resources in the governmental fund.		(3,859)
Certain pension related amounts are being deferred and amortized over a period of years or are being deferred as contributions to the plan made after the measurement date:		
Deferred Inflows Related to Pensions	419,208	
Deferred Outflows Related to Pensions	414,006	
Deferred Inflows Related to OPEB	(146,647)	
Deferred Outflows Related to OPEB	(8,633)	677,934
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 the governmental funds:		
Compensated Absences	(62,238)	
Other Postemployment Benefits	102,204	
Landfill Postclosure Costs	3,337	
Net Pension Liability	(2,175,941)	<u>(2,132,638)</u>
<b>Change in Net Position of Governmental Activities</b>	<b>\$</b>	<b><u><u>2,273,283</u></u></b>

See accompanying notes to Financial Statements

**LIBERTY COUNTY, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance With</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Final Budget</b>
				<b>Positive</b>
				<b>(Negative)</b>
<b>Revenues</b>				
Taxes	\$ 3,101,539	\$ 3,880,975	\$ 3,468,894	\$ (412,080)
Licenses and Permits	21,359	26,727	23,889	(2,838)
Intergovernmental Revenues	3,790,934	4,522,493	4,090,469	(432,025)
Fines and Forfeitures	252,985	268,979	544,356	275,377
Charges for Services	12,054	30,922	13,482	(17,440)
Miscellaneous Revenues	63,779	59,989	102,601	42,612
<b>Total Revenues</b>	<u>7,242,650</u>	<u>8,790,084</u>	<u>8,243,691</u>	<u>(546,393)</u>
<b>Expenditures</b>				
Current:				
General Government	3,259,588	3,909,537	2,976,269	(933,268)
Public Safety	2,834,688	3,072,967	2,831,870	(241,097)
Physical Environment	108,769	153,049	90,590	(62,459)
Transportation	0	0	0	0
Economic Environment	63,251	89,000	52,679	(36,321)
Human Services	312,757	440,080	260,484	(179,595)
Culture and Recreation	312,524	439,751	260,290	(179,461)
Debt Service:				
Principal	5,615	7,901	4,676	(3,224)
Interest	5,251	7,389	4,374	(3,016)
Capital outlay	939,095	1,321,398	969,535	(351,862)
<b>(Total Expenditures)</b>	<u>(7,841,537)</u>	<u>(9,441,071)</u>	<u>(7,450,768)</u>	<u>1,990,303</u>
<b>Excess of Revenues Over</b>				
<b>Expenditures</b>	<u>(598,887)</u>	<u>(650,987)</u>	<u>792,922</u>	<u>1,443,910</u>
<b>Other Financing Sources (Uses)</b>				
Gain on Sale of Assets	0	0	37,315	37,315
Operating Transfers in	78,855	130,955	78,854	(52,101)
Operating Transfers out	(389,850)	(389,850)	(389,850)	0
<b>Total Other Financing Sources (Uses)</b>	<u>(310,995)</u>	<u>(258,895)</u>	<u>(273,680)</u>	<u>(14,785)</u>
<b>Net Change in Fund Balance</b>	<u>(909,882)</u>	<u>(909,882)</u>	<u>519,242</u>	<u>1,429,125</u>
<b>Fund Balance, Beginning of Year</b>	<u>909,882</u>	<u>909,882</u>	<u>4,404,950</u>	<u>3,495,068</u>
<b>Fund Balance, End of Year</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 4,924,192</u>	<u>\$ 4,924,193</u>

See accompanying notes to Financial Statements

**LIBERTY COUNTY, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - TRANSPORTATION FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance With</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Final Budget</b>
				<b>Positive</b>
				<b>(Negative)</b>
<b>Revenues</b>				
Taxes	\$ 359,771	\$ 388,705	\$ 350,719	\$ (37,986)
Licenses and Permits	143	143	0	(143)
Intergovernmental Revenues	7,583,119	8,079,637	4,475,845	(3,603,792)
Charges for Services	31,998	39,428	28,850	(10,578)
Miscellaneous Revenues	32,258	40,901	34,058	(6,843)
<b>Total Revenues</b>	<b>8,007,289</b>	<b>8,548,814</b>	<b>4,889,472</b>	<b>(3,659,342)</b>
<b>Expenditures</b>				
Current:				
Transportation	8,194,543	9,532,122	4,821,073	(4,711,049)
Debt Service:				
Principal	0	122,000	0	(122,000)
Interest	0	6,000	0	(6,000)
<b>(Total Expenditures)</b>	<b>8,194,543</b>	<b>9,660,122</b>	<b>4,821,073</b>	<b>(4,839,049)</b>
<b>(Deficiency) of Revenues (Under)</b>				
<b>Expenditures</b>	<b>(187,254)</b>	<b>(1,111,308)</b>	<b>68,400</b>	<b>1,179,708</b>
<b>Other Financing Sources (Uses)</b>				
Gain on Sale of Assets	0	803,054	50,431	(752,623)
Issuance of New Debt	0	121,000	0	(121,000)
Operating Transfers in	247,254	247,254	254,516	7,262
Operating Transfers out	(60,000)	(60,000)	(60,000)	0
<b>Total Other Financing Sources (Uses)</b>	<b>187,254</b>	<b>1,111,308</b>	<b>244,947</b>	<b>(866,361)</b>
<b>Net Change in Fund Balance</b>	<b>0</b>	<b>0</b>	<b>313,347</b>	<b>313,347</b>
<b>Fund Balance, Beginning of Year</b>	<b>0</b>	<b>0</b>	<b>3,809,471</b>	<b>3,809,471</b>
<b>Fund Balance, End of Year</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 4,122,818</b>	<b>\$ 4,122,818</b>

See accompanying notes to Financial Statements



**LIBERTY COUNTY, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - CAPITAL PROJECT FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance With</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Final Budget</b>
				<b>Positive</b>
				<b>(Negative)</b>
<b>Revenues</b>				
Taxes	\$ 0	\$ 0	\$ 0	\$ 0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Services	0	0	0	0
Miscellaneous Revenues	12,318	12,318	15,588	3,270
<b>Total Revenues</b>	<u>12,318</u>	<u>12,318</u>	<u>15,588</u>	<u>3,270</u>
<b>Expenditures</b>				
Current:				
Transportation	12,318	12,318	0	(12,318)
Debt Service:				
Principal	0	0	0	0
Interest	0	0	0	0
<b>(Total Expenditures)</b>	<u>12,318</u>	<u>12,318</u>	<u>0</u>	<u>(12,318)</u>
<b>(Deficiency) of Revenues (Under)</b>				
<b>Expenditures</b>	<u>0</u>	<u>0</u>	<u>15,588</u>	<u>15,588</u>
<b>Other Financing Sources (Uses)</b>				
Operating Transfers in	0	0	0	0
Operating Transfers (out)	0	0	0	0
<b>Total Other Financing Sources (Uses)</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net Change in Fund Balance</b>	0	0	15,588	15,588
<b>Fund Balance, Beginning of Year</b>	<u>0</u>	<u>0</u>	<u>820,137</u>	<u>820,137</u>
<b>Fund Balance, End of Year</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 835,725</u>	<u>\$ 835,725</u>

See accompanying notes to Financial Statements

**LIBERTY COUNTY, FLORIDA**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUND**  
**SEPTEMBER 30, 2020**

	<b>Water Fund</b>
<b>Assets</b>	
<b>Current Assets</b>	
Accounts Receivables (Net of Allowance for Doubtful Accounts)	\$ 42,488
Due from Other Funds	275,769
Due from Other Governments	0
<b>Total Current Assets</b>	<u>318,258</u>
<b>Noncurrent Assets</b>	
Restricted Cash and Cash Equivalents	
Capital Assets:	
Land and Land Improvements	36,520
Depreciable Buildings, Property and Equipment, Net	2,606,246
<b>Total Noncurrent Assets</b>	<u>2,642,766</u>
<b>Total Assets</b>	<u>2,961,024</u>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable and Accrued Liabilities	14,683
Due to Other Funds	0
<b>Total Current Liabilities</b>	<u>14,683</u>
<b>Payable from Restricted Assets</b>	
Current Portion of Long-term Obligations	18,000
Customer Deposits	74,322
<b>Total Payable from Restricted Assets</b>	<u>92,322</u>
<b>Noncurrent Liabilities</b>	
Noncurrent Portion of Long-term Obligations	465,341
<b>Total Noncurrent Liabilities</b>	<u>465,341</u>
<b>Total Liabilities</b>	<u>572,345</u>
<b>Net Position</b>	
Invested in Capital Assets, Net of Related Debt	2,159,426
Unrestricted	229,253
<b>Total Net Position</b>	<u>\$ 2,388,679</u>

See accompanying notes to Financial Statements

**LIBERTY COUNTY, FLORIDA**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**PROPRIETARY FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>Water Fund</b>
<b>Operating Revenues</b>	
Charges for Services	\$ 399,708
	<u>\$ 399,708</u>
<b>Operating Expenses</b>	
Personal Services	172,272
Electricity	32,216
Depreciation	177,600
Other Operating Expenses	113,220
<b>(Total Operating Expenses)</b>	<u>(495,308)</u>
<b>Operating (Loss)</b>	<u>(95,600)</u>
<b>Nonoperating (Expenses)</b>	
Interest Expense	(23,845)
<b>(Loss) Before Capital Grants and Operating Transfers</b>	<u>(119,445)</u>
<b>Capital Grants and Operating Transfers</b>	
Capital Grants	96,888
Gain on Sale of Assets	5,941
Transfers In	10,544
Transfers Out	(12,000)
<b>Total Capital Grants and Operating Transfers</b>	<u>101,373</u>
<b>Increase (Decrease) in Net Position</b>	<u>(18,072)</u>
<b>Net Position, Beginning of Year</b>	2,406,751
<b>Net Position, End of Year</b>	<u><u>\$ 2,388,679</u></u>

See accompanying notes to Financial Statements

**LIBERTY COUNTY, FLORIDA**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>Water Fund</b>
<b>Cash Flows from Operating Activities</b>	
Cash Received from Customers and Others	\$ 399,708
Cash Paid to Employees	(172,272)
Cash Paid to Suppliers	(133,883)
<b>Net Cash Provided by (Used in) Operating Activities</b>	<u>93,553</u>
<b>Cash Flows from Noncapital Financing Activities</b>	
Amounts Received from Other Funds	
Operating Transfers In	10,544
Operating Transfers Out	(12,000)
<b>Net Cash Provided by (Used in) Noncapital Financing Activities</b>	<u>(1,456)</u>
<b>Cash Flows from Capital and Related Financing Activities</b>	
Capital Grants	71,528
Principal Payments on Bonds	(18,000)
Interest Payments on Bonds	(23,845)
Purchase of Fixed Assets	(110,227)
<b>Net Cash Provided by (Used in) Capital and Related Financing Activities</b>	<u>(80,544)</u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	11,553
<b>Cash and Cash Equivalents, Beginning of Year</b>	<u>0</u>
<b>Cash and Cash Equivalents, End of Year</b>	<u><u>11,553</u></u>
<b>Total Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities</b>	<u><u>0</u></u>
<b>Cash Flows from Operating Activities</b>	
Operating Income (Loss)	(95,600)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities	
Depreciation	177,600
Changes in Assets - Decrease (Increase) and Liabilities - Increase (Decrease):	
Accounts Receivable, Net	(9,918)
Due From Other Funds	180,868
Due From Other Governments	(148,167)
Accounts Payable	(5,897)
Customer Deposits	(5,333)
<b>Net Cash Provided by (Used in) Operating Activities</b>	<u><u>\$ 93,553</u></u>

See accompanying notes to Financial Statements

**LIBERTY COUNTY, FLORIDA**  
**STATEMENT OF FIDUCIARY NET POSITION**  
**PROPRIETARY FUND**  
**SEPTEMBER 30, 2020**

	<b>Agency Funds</b>
<b>Assets</b>	
Cash	\$ 228,368
Due from Other Funds	0
Due from Other Governments	0
<b>Total Assets</b>	<b>228,368</b>
<b>Liabilities</b>	
Due to Individuals	10,521
Due to Other Funds	0
Unremitted Collections	217,847
<b>Total Liabilities</b>	<b>\$ 228,368</b>

See accompanying notes to Financial Statements

## **NOTES TO BASIC FINANCIAL STATEMENTS**

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 - Reporting Entity**

Liberty County, Florida, (the "County") is a political subdivision of the State of Florida created under the Constitution of the State of Florida. The County provides services to its residents in many areas including general government, public safety, physical environment, transportation, economic environment, human services, and culture and recreation. 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 Constitutional Officers maintain separate accounting records and budgets. The Board and Constitutional Officers provide the following services: public safety (police, fire and rescue), highways and streets, sanitation, water, health and social services, culture/recreation, public improvements, planning and zoning, and general administrative services.

In accordance with the provisions of generally accepted accounting standards, these financial statements present the financial position, results of operations, and cash flows of the applicable fund types governed by the Board of County Commissioners of Liberty County, Florida. As required by the Governmental Accounting Standards Board (GASB) Statement 14, as amended by GASB Statement 39, these financial statements include the operations of the Board and the Constitutional Officers. In addition, each Constitutional Officer has separately issued financial statements.

The accompanying financial statements present the primary government only since there are no component units for which the primary government is considered to be financially accountable.

The Board funds a portion, or in certain instances, all of the operating budgets of the County's Constitutional Officers. Florida Statutes require the applicable budget excess of the Constitutional Officers to be remitted back to the Board at the close of the fiscal year.

**Note 2 - Summary of Significant Accounting Policies**

The accounting policies of the County conform to generally accepted accounting principles (GAAP) as applicable to governments. The following is a summary of the more significant policies:

**Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which are normally 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 segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: a) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 2 - Summary of Significant Accounting Policies (continued)**

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The underlying accounting system of the County is organized and operated on the basis of separate funds. A fund is a group of related accounts that are used to maintain control over resources that have been segregated for specific activities or purposes. Fund accounting is used to ensure and demonstrate compliance with legal, legislative contractual and other finance-related provisions. All of the funds of the County may be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

The County-wide General Fund is comprised of the following six sub funds: Board of County Commissioners, Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector. In order to comply with the generally accepted accounting principles, the actual interfund activity has been consolidated in order to eliminate inflated amounts in the aggregate financial statements of the County-wide General Fund.

The County's major funds are reported as separate columns in the fund financial statements, and non-major funds are aggregated and presented as a single column on each statement. Fund financial statements are presented after the government-wide financial statements. A reconciliation is provided that converts the results of governmental fund accounting to the government-wide presentation.

The County's fiduciary funds are presented in the fund financial statements. Since, by definition, these assets are being held for the benefit of a third party (other local governments, private parties, etc.) and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements.

GASB Statement 34 sets forth minimum criteria for determination of what are to be considered major funds for financial statement presentation. The County has used GASB 34 minimum criteria for major fund determination. The non-major funds are combined into one column in the respective fund financial statements.

The County reports the following major governmental funds:

- **General Fund-** The general fund is the County's primary operating fund, and the Constitutional Officers' primary operating fund. It accounts for all resources traditionally associated with governments except those required to be accounted for in another fund.
- **Transportation Fund-** This fund accounts for fuel tax revenues, charges for services and grants for the construction and maintenance of road projects to be expended for activities related to the County transportation system.
- **Capital Projects Fund-** This fund accounts for the bond proceeds obtained d for paving and maintenance of the County road system;



**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 2 - Summary of Significant Accounting Policies (continued)**

The County also reports one proprietary fund, the water fund, which accounts for the activities of the County water system. In addition, the County reports a fiduciary fund, which consists of agency funds which are used to account for the collection and disbursement of monies received by the County on behalf of other governments and individuals.

The accounting policies of the County conform to generally accepted accounting principles as applicable to governments in accordance with the Government Accounting Standards Board (GASB). GASB is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

The government-wide financial statements, as well as the proprietary fund financial statements, are prepared on a full accrual basis using the economic resources measurement focus. Revenues are recorded when earned and The Fiduciary Funds consist of Agency Funds only. Agency funds are prepared on a full accrual basis, but do not have a measurement focus. Basis of accounting refers to when revenues and expenditures, or expenses, are recognized in the accounts, activities and funds. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and 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. Expenses are recorded when a liability is incurred. Property taxes are recognized in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all of the eligibility requirements have been met.

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

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. Non-operating revenues are not related to operations and include interest income and grants. Non-operating expenses are not related to operations, such as interest expense.

The preparation of financial statements in conformity with generally 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.

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 2 - Summary of Significant Accounting Policies (continued)**

**Enterprise Activities**

For enterprise activities, the County applies all applicable Governmental Accounting Standards Board (GASB) pronouncements. Additionally, the County applies pronouncements issued on or before November 30, 1989, by the Financial Accounting Standards Board (FASB) and its predecessor bodies, unless those pronouncements conflict with or contradict GASB pronouncements. Pursuant to GASB Statement No. 20, the County has elected not to apply all FASB Statements and Interpretations issued after November 30, 1989.

**Budgets and Budgetary Accounting**

The annual budget, formally adopted by the Board of County Commissioners, serves as the legal authorization for expenditures. Legal budgetary authority and control is established on a fund basis in accordance with Florida Statutes; however, operational control for management purposes is maintained during the year at the lower of the department or fund level. The adopted budget can only be changed by a budget amendment or a budget supplement. Management can transfer appropriations within a fund without the Board of County Commissioners approval unless the transfer affects a budgeted reserve.

Pursuant to Florida Statutes, budget amendments require the approval of the Board of County Commissioners whenever the effect of the amendment is to increase the total appropriations of the fund, to transfer monies between the funds, or to transfer budgeted reserve funds. The total of the estimated receipts, including balances brought forward, must equal the total of the appropriations and reserves, therefore enabling a balanced budget. During the budgeting process, budgets are prepared on a basis consistent with generally accepted accounting principles. All appropriations lapse at year-end.

The original budget is the first complete appropriated budget. The final budget is the original budget adjusted by all reserves, transfers, allocations, supplemental appropriations and other legally authorized executive changes applicable to the fiscal year, whenever legally authorized.

**Cash**

The County considers cash and cash equivalents for its statement of cash flows to include cash held in its checking and savings accounts.

**Investments**

Investments consist of certificates of deposit with original holding maturities of six months or longer. These amounts are stated at cost which approximates fair value.

**Receivables**

Receivables are shown at their net realizable value and reduced by an allowance for uncollectible accounts.

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 2 - Summary of Significant Accounting Policies (continued)**

**Due from (to) Other Funds**

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." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

**Prepaid Items**

Certain payments to vendors are made in advance of the accounting period to which the cost related. These payments are reported under the allocation method; i.e., an asset is established at the date of the payment and subsequently amortized over the account periods and are expected to benefit from the initial payment. The Prepaid balances reported on the governmental funds balance sheet are offset by a Non-spendable fund balance classification which indicates these balances do not constitute "available resources."

**Capital Assets**

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 applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the County as assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of one year. 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.

Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Machinery and Equipment	5-20
Infrastructure	15-25
Plant	30
Improvements to Plant	40

Major outlays for capital assets and improvements are capitalized as projects are constructed. No interest was capitalized in the enterprise fund during the current year. For assets constructed with governmental fund resources, interest during construction is not capitalized. In accordance with the provisions of GASB Statement No. 34, the County has elected not to retroactively report major infrastructure constructed prior to October 1, 2003.

**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.

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 2 - Summary of Significant Accounting Policies (continued)**

**Long-Term Obligations**

In the government-wide financial statements and the proprietary fund in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund statement of net position.

**Deferred Inflows/Outflows of Resources**

Deferred inflows of resources reported on applicable governmental fund types represent revenues which are measurable but not available in accordance with the modified accrual basis of accounting. The deferred inflows will be recognized as revenue in the fiscal year they are earned or become available. Deferred outflows of resources represent consumption of net position that is applicable to a future reporting period. Deferred outflows have a positive effect on net position, similar to assets.

***Pension and OPEB Related-*** Pension related and OPEB related Deferred Inflows and Outflows represent the difference between expected and actual experience with regard to economic or demographic factors and changes to assumptions in the measurement of total pension liability, and the differences between expected and actual earnings on pension plan investments, and changes in the County's proportionate share of pension contributions. The Deferred Inflows for OPEB are represent changes in assumptions. These amounts are reported as deferred inflows and outflows of resources, to be recognized in expense over time. Also included in deferred outflows are amounts contributed to the pension plans subsequent to the measurement date. See Note 9 for more information on Pension Related Deferred Inflows and Outflows.

***Unavailable Revenues-*** Unavailable revenues are revenues which are measurable, but not available because they have not been received within the County's period of availability. These revenues are deferred and recorded as deferred outflows of resources in governmental funds financial statements.

**Compensated Absences**

Upon retirement or resignation, employees may be paid a cash benefit equal to the number of vacation hours accrued up to a maximum amount, based upon the employee's current wage rate. Upon retirement or resignation in good standing, employees are paid a portion of accumulated sick leave. These benefits, plus their related tax and retirement costs are classified as compensated absences. The portion is payable at various percentages depending on years of service and the governmental office of the employee.

Both the current and 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*.

**Postemployment Benefits Other than Pension Benefits (OPEB)**

The County participates and administers an agent single-employer plan under which qualified retired employees are permitted to participate in the health insurance benefits program. Additional information on the County's OPEB liability can be found in Note 10.

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 2 - Summary of Significant Accounting Policies (continued)**

**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 state-wide. Florida Statutes permit counties to levy property taxes at a rate of up to 10 mills for general operations. The tax levy rate for general operations of the County for the year ended September 30, 2020, was 10 mills.

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

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

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

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.

**Governmental Fund Balance Classifications**

Governmental fund balances are classified either as non-spendable or spendable. Spendable fund balances are further classified in a hierarchy based on the extent to which constraints are placed on the spending of these fund balances. Fund balances are reported in the governmental fund statements in the following classifications:

**Non-spendable Fund Balance**

- **Non-spendable** – This component of fund balance consists of amounts that cannot be spent because (a) they are not expected to be converted to cash or (b) they are legally or contractually required to remain intact. Examples of this classification are prepaid items.

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 2 - Summary of Significant Accounting Policies (concluded)**

**Spendable Fund Balance**

- **Restricted** – This component of fund balance consists of amounts that are constrained either (a) externally by third parties, (creditors, grantors, contributors, or laws or regulations of other governments), or (b) by law through constitutional provisions or enabling legislation.
- **Committed** – This component of fund balance consists of amounts that can be used for specific purposes pursuant to constraints imposed by formal action (e.g., ordinance or resolution) of the organization's governing authority (the "Board"). These committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (e.g., ordinance or resolution) employed to constrain those amounts.
- **Assigned** – This component of fund balance consists of amounts that are constrained by a less-than-formal action of the organization's governing authority, or by an individual or body to whom the governing authority has delegated this responsibility. In addition, residual balances in capital projects and debt service funds are considered assigned for the general purpose of respective fund.
- **Unassigned** – This classification is used for (a) negative unrestricted fund balances in any governmental fund, or (b) fund balances within the general fund that are not restricted, committed, or assigned.
- **Flow Assumption** - When both restricted and unrestricted resources are available for use, it is the Board's policy to use restricted resources first, then unrestricted resources (committed, assigned, and unassigned) as they are needed. When unrestricted resources (committed, assigned, and unassigned) are available for use in any governmental fund, it is the Board's policy to use committed resources first, then assigned, and then unassigned as needed.

**Restricted Cash and Investments**

Cash and investments of \$399,621 in the landfill special revenue fund were restricted for landfill closure purposes.

**Encumbrances**

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

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 3 - Cash Deposits and Investments**

At September 30, 2020, the carrying amount of the County's deposits was \$9,255,225. Chapter 280 of the Florida Statutes provides that qualified public depositories must maintain eligible collateral having a market value equal to 50% of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held by the depository during the twelve months immediately preceding the date of any computation of the balance. As such, the depository is not required to hold collateral in the county agency's name, nor specify which collateral is held for the county agency's benefit. The Public Deposit Security Trust Fund, as created under the laws of the State of Florida, would be required to pay the county agency for any deposits not covered by depository insurance or collateral pledged by the depository, as previously described.

**Cash Deposits**

The following is a summary of the carrying value of bank deposits and cash on hand at September 30, 2020:

Cash and Cash Equivalents:	
Cash in Checking Accounts	\$ 8,946,168
Total Cash and Cash Equivalents	<u>\$ 8,946,168</u>

**Investments**

At September 30, 2020, the County had investments in certificates of deposit held at two local banks in Bristol of \$3,983,826. Of this amount, all certificates of deposits have maturity dates of less than one year.

**Custodial Credit Risk**

Custodial credit risk is the risk that, in the event of a bank failure, or the failure of the counterparty, the government's deposits may not be returned to it, or the government may not be able to recover the value of its investments that are in the possession of an outside party.

All cash resources of the County are placed in banks that are qualified public depositories, as required by law (Florida Security for Public Deposits Act). Every qualified public depository is required by this law to deposit with the State Treasurer eligible collateral equal to, or in excess of, an amount to be determined by the State Treasurer. The State Treasurer is required to ensure that the County's funds are entirely collateralized throughout the fiscal year. In the event of failure by a qualified public depository, losses in excess of federal depository insurance and proceeds from the sale of the securities pledged by the defaulting depository are assessed against the other qualified public depositories of the same type as the depository in default.

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 3 - Cash Deposits and Investments (concluded)**

**Interest Rate Risk**

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. At September 30, 2020, the County did not hold any investments that were considered to be an interest rate risk.

**Credit Risks**

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. At September 30, 2020, the County did not hold any investments that were considered to be a credit risk.

**Custodial Risk**

For an investment, there is a risk that in the event of a bank failure or the failure of the counterparty to a transaction, the government will not be able to recover the value of its investments or collateralized securities that are in the possession of an outside party. The County's investments are excluded from the definition of custodial credit risk.

**Concentration of Credit Risk**

At September 30, 2020, the County did not hold any investments that were considered to be a concentration of credit risk.

**Note 4- Receivables**

Receivables at September 30, 2020, consist of the following:

	General Fund	Ambulance Fund	Transportation Fund	Solid Waste Fund	Water Fund	Total
Receivables:						
Gross Receivables	\$97,658	\$ 111,907	\$ 3,856	\$ 639,768	\$105,656	\$958,845
Allowance for Uncollectible	0	(54,259)	0	(604,774)	(63,168)	(722,201)
Total Receivables, net	<u>\$97,658</u>	<u>\$ 57,648</u>	<u>\$ 3,856</u>	<u>\$ 34,994</u>	<u>\$ 42,488</u>	<u>\$236,644</u>



**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 5 – Interfund Receivables, Payables and Transfers**

Interfund balances at September 30, 2020, consisted of the following:

	Due From	Due To
General Fund	\$ 150,426	\$ 2,458,204
Transportation Fund	1,227,107	0
Other Governmental Funds	955,328	150,426
Water Fund	275,769	0
Total Due From/To Other Funds	\$ 2,608,630	\$ 2,608,630

The general fund has amounts due to and from Constitutional Officers, which predominantly represents the return of the excess due at the end of the fiscal year, from either budget officers or fee officers. 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.

Interfund transfers for the year ended September 30, 2020, consisted of the following:

	Interfund	
	Transfers In	Transfers Out
General Fund	\$ 78,854	\$ 389,849
Transportation Fund	254,516	60,000
Other Governmental Funds	452,935	335,000
Water Fund	10,544	12,000
Total Interfund Transfers	\$ 796,849	\$ 796,849

The purposes of these interfund transfers were to (a) fund budgetary requirements of other funds or Constitutional Officers, (b) meet grant requirements, or (c) to meet state requirements to expend revenues that were collected in another fund.

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

**Note 6 - Capital Assets**

	Beginning Balance 10/1/2019	Increases	(Decreases)	Ending Balance 9/30/2020
<b>Governmental Activities</b>				
<b>Capital Assets Not Being Depreciated:</b>				
Land	\$ 651,192	\$ 18,320	\$ 0	\$ 669,512
Construction in Progress	394,375	0	394,375	0
<b>Total Capital Assets Not Being Depreciated</b>	<u>1,045,567</u>	<u>18,320</u>	<u>394,375</u>	<u>669,512</u>
<b>Capital Assets Being Depreciated:</b>				
Buildings and Improvements	7,771,788	599,324	0	8,371,112
Machinery and Equipment:	8,296,703	1,226,727	0	9,523,430
Infrastructure	26,696,068	3,722,045	0	30,418,113
<b>Total Capital Assets Being Depreciated</b>	<u>42,764,559</u>	<u>5,548,096</u>	<u>0</u>	<u>48,312,655</u>
Less Accumulated Depreciation:				
Buildings and Improvements	(2,782,047)	(239,991)	0	(3,022,038)
Machinery and Equipment	(4,691,703)	(871,920)	0	(5,563,623)
Infrastructure	(7,826,552)	(1,114,183)	0	(8,940,735)
<b>Total Accumulated Depreciation</b>	<u>(15,300,302)</u>	<u>(2,226,094)</u>	<u>0</u>	<u>(17,526,396)</u>
<b>Total Capital Assets Being Depreciated, Net</b>	<u>27,464,257</u>	<u>3,322,002</u>	<u>0</u>	<u>30,786,259</u>
<b>Total Governmental Activities</b>				
Capital Assets, Net	<u>28,509,824</u>	<u>3,340,322</u>	<u>394,375</u>	<u>31,455,771</u>
<b>Business-Type Activities</b>				
<b>Capital Assets Not Being Depreciated</b>				
Land	36,520	0	0	36,520
<b>Total Capital Assets Not Being Depreciated</b>	<u>36,520</u>	<u>0</u>	<u>0</u>	<u>36,520</u>
<b>Capital Assets Being Depreciated</b>				
Plant, System and Improvements	5,541,417	110,227	0	5,651,644
Machinery and Equipment	12,986	0	0	12,986
<b>Total Capital Assets Being Depreciated</b>	<u>5,554,403</u>	<u>110,227</u>	<u>0</u>	<u>5,664,630</u>
Less Accumulated Depreciation:				
Plant, System and Improvements	(2,867,797)	(177,600)	0	(3,045,397)
Machinery and Equipment	(12,986)	0	0	(12,986)
<b>Total Accumulated Depreciation</b>	<u>(2,880,783)</u>	<u>(177,600)</u>	<u>0</u>	<u>(3,058,383)</u>
<b>Total Capital Assets Being Depreciated, Net</b>	<u>2,673,620</u>	<u>(67,373)</u>	<u>0</u>	<u>2,606,247</u>
<b>Business-Type Activities Capital Assets, Net</b>	<u>\$ 2,710,140</u>	<u>\$ (67,373)</u>	<u>\$ 0</u>	<u>\$ 2,642,767</u>
<b>Governmental Activities:</b>				
General Government				\$ 163,975
Public Safety				268,537
Physical Environment				38,635
Transportation				1,613,428
Human Services				45,636
Culture and Recreation				95,883
<b>Total Depreciation Expense</b>				<u>2,226,094</u>
<b>Business-Type Activities:</b>				
Water				177,600
<b>Total Depreciation Expense</b>				<u>\$ 2,403,694</u>

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 7 - Long-Term Debt**

**Summary of Changes in Long-Term Liabilities**

The following is a summary of changes in long-term debt for the year ended September 30, 2020:

	Balance 10/1/2019	Additions	Reductions	Balance 9/30/2020	Due Within One Year
Governmental Activities:					
Compensated Absences	\$ 334,748	\$ 64,144	\$ 1,906	\$ 396,986	\$ 99,247
Notes Payable	97,194	0	4,676	92,518	5,000
Equipment Loan	81,146	0	26,544	54,602	27,227
Equipment Lease Purchase	121,000	0	0	121,000	121,000
Landfill Closure Costs	492,959	0	3,337	489,622	0
Other Postemployment Benefits	1,771,205	0	102,204	1,669,001	0
Net Pension Liability	8,439,266	2,175,941	0	10,615,207	0
Total Governmental Activities	<u>11,337,518</u>	<u>2,240,085</u>	<u>138,667</u>	<u>13,438,936</u>	<u>252,474</u>
Business-type Activities:					
Bonds Payable	<u>501,341</u>	<u>0</u>	<u>18,000</u>	<u>483,341</u>	<u>18,000</u>
Total Business-type Activities	<u>501,341</u>	<u>0</u>	<u>18,000</u>	<u>483,341</u>	<u>18,000</u>
Total Long-term Liabilities	<u>\$ 11,838,859</u>	<u>\$ 2,240,085</u>	<u>\$ 156,667</u>	<u>\$ 13,922,277</u>	<u>\$ 270,474</u>

As much as records kept for compensated absences relate only to hours earned, used and available, the effect of changes in individual employee compensation rates on changes in the reported value of the liability for compensated absences cannot be reasonably estimated. Accordingly, only the net change in compensated absences payable is shown.

**Governmental Activities**

**Notes Payable**

During the 2003-2004 fiscal year, the County received long-term financing from the U.S. Department of Agriculture totaling \$145,000 for the Hosford Fire Station. Note Payables of \$145,000 were issued on November 18, 2004, at an interest rate of 4.5%. The bonds mature in 2034. Annual payments of \$4,000 plus interest are increasing to \$8,000 plus interest.

**Note Payable, USDA \$92,518**

**Equipment Loan Payable**

During the 2017 fiscal year, the County borrowed \$133,500 from People's South Bank (Blountstown) to purchase a garbage truck. The Note is a demand loan with five annual payments of \$28,571 beginning October 15, 2017. This loan is collateralized as a General Obligation of Liberty County.

**Balance \$54,602**

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 7 - Long-Term Debt (continued)**

**Lease Purchase Agreement**

The County entered into a lease purchase agreement to buy a Mack Tractor Trailer. The actual lease amount was \$126,000 but additional underwriting costs put the financing total at \$134,006. The County is scheduled to make a \$5,000 payment at signing, and four annual payments of \$32,252 starting on December 5, 2020. It has been the practice of the County to pay the lease off annually and purchase a new truck.

**Balance \$121,000**

**Business-type Activities**

**1998 Revenue Bonds**

During the 1998-1999 fiscal year, the County received long-term financing from the U.S. Department of Agriculture totaling \$717,000 for the County's Water Facilities Improvement Project. Revenue bonds of \$567,000 and \$150,000 were issued on November 20, 1998, at an interest rate of 4.75%. The net revenues of the water system are pledged to repay the bonds issued. Interest payments were due beginning September 1, 1999, and principal payments were due beginning September 1, 2001. The bonds mature in 2038.

**Bonds Payable \$483,341**

During the 2019-2020 fiscal year, interest expense for business-type activity debt totaled \$23,845, none of which was capitalized.

**Maturities of Long-Term Debt**

Governmental activities debt service requirements to maturity (excluding compensated absences, other postemployment benefits and the estimated landfill closure, post closure costs and pension liability) are as follows:

<u>Year</u>	<u>Principal</u>
2021	\$ 153,227
2022	32,343
2023	5,000
2024	6,000
2025	7,000
2026-2030	25,000
2031-2035	39,194
<b>Total</b>	<u>\$ 267,764</u>

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 7 - Long-Term Debt (concluded)**

Business-type activities debt service requirements to maturity are as follows:

<u>Year</u>	<u>Principal</u>
2021	\$ 18,000
2022	18,000
2023	19,000
2024	20,000
2025	21,000
2026-2030	122,000
2031-2035	154,000
2036-2038	111,341
<b>Total</b>	<b>\$ 483,341</b>

**Note 8 - Other Disclosures**

The following fund had deficit fund equity balances at September 30, 2020, in the amount shown below:

<b>Other Governmental Funds</b>	
Emergency Management	\$ (34,198)
Solid Waste	\$ (50,026)

**Note 9 – Employee Retirement Plan**

**Defined Benefit Plans**

**Plan Description**

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

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 9 – Employee Retirement Plan (continued)**

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

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

**Benefits Provided**

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

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

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 9 – Employee Retirement Plan (continued)**

**Contributions**

The contribution requirements of plan members and the County are established and may be amended by the Florida Legislature. Employees are required to contribute 3% of their salary to FRS. The County's contribution rates for the year ended September 30, 2020 were as follows:

	Year Ended June 30, 2020		Year Ended June 30, 2021	
	FRS(2)	HIS	FRS(2)	HIS
Regular Class	6.75%	1.66%	8.28%	1.66%
Elected County Officers	47.10%	1.66%	47.46%	1.66%
Senior Management	23.69%	1.66%	25.57%	1.66%
Special Risk Employee Class	23.76%	1.66%	22.73%	1.66%
DROP Plan Participants	12.94%	1.66%	15.26%	1.66%

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

The County's contributions for the year ended September 30, 2020, were \$712,887 to FRS and \$62,103 to HIS.

**Pension Liabilities and Pension Expense**

In its financial statements for the year ended September 30, 2020, the County reported a liability for its proportionate shares of the net pension liabilities. The net pension liabilities were measured as of June 30, 2019, and the total pension liabilities used to calculate the net pension liability were determined by actuarial valuation date July 1, 2018. The County's proportions of the net pension liabilities were based on the County's share of contributions to the pension plans relative to the contributions of all participating entities, actuarially determined.

	FRS	HIS
Net Pension Liability	\$ 9,299,343	\$ 1,315,864
Proportion at:		
Current Measurement Date	0.02145599%	0.01077708%
Prior Measurement Date	0.02110609%	0.01046223%
Pension Expense (Benefit)	\$ 2,020,757	\$ 107,523

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 9 – Employee Retirement Plan (continued)**

**Deferred Outflows/Inflows of Resources Related to Pensions**

At September 30, 2020, the County reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	FRS	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 355,905	\$ 0
Changes of assumptions	1,683,477	0
Net difference between projected and actual earnings on Pension Plan Investments	553,692	0
Changes in proportion and differences between employer contributions and proportionate share of contributions	507,143	358,810
Employer contributions subsequent to the measurement date	180,432	0
Total	<u>\$ 3,280,649</u>	<u>\$ 358,810</u>

	HIS	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 53,827	\$ 1,015
Changes of assumptions	141,493	76,512
Net difference between projected and actual earnings on Pension Plan Investments	1,051	0
Changes in proportion and differences between employer contributions and proportionate share of contributions	136,081	96,030
Employer contributions subsequent to the measurement date	15,302	0
Total	<u>\$ 347,754</u>	<u>\$ 173,557</u>



**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 9 – Employee Retirement Plan (continued)**

Deferred outflows of resources related to employer contributions paid subsequent to the measurement date and prior to the employer's fiscal year end will be recognized as a reduction of the net pension liability in the reporting period ending September 30, 2020. Other pension related amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Measurement period ending June 30,	FRS	HIS
2021	\$ 564,304	\$ 31,491
2022	854,451	33,740
2023	737,571	15,335
2024	464,024	20,696
2025	121,057	33,706
Thereafter	0	23,927
Total	\$ 2,741,407	\$ 158,895

**Actuarial Assumptions**

The total pension liability for each of the defined benefit plans, measured as of June 30, 2020, was determined by an actuarial valuation dated July 1, 2018, using the individual entry age normal actuarial cost method and the following significant actuarial assumptions:

	FRS	HIS
Inflation	2.40%	2.40%
Salary Increase	3.25% Average, Including Inflation	3.25%
Discount Rate	6.80%	2.21%
Long-term Expected Rate of Return, Net of Investment Income	6.80%	N/A
Municipal Bond	N/A	2.21%

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

For both plans, the actuarial assumptions used in the valuation date June 30, 2020 were based on the results of an actuarial experience study for the period July 1, 2013, through June 30, 2018.

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 9 – Employee Retirement Plan (continued)**

The following changes in key actuarial assumptions occurred in 2020:

- FRS: The long-term expected rate of return was decreased from 6.90% to 6.80% and the active member mortality assumption was updated.
- HIS: The municipal rate used to determine total pension liability was decreased from 3.50% to 2.21%.
- The long-term expected investment rate of return was not based on historical returns, but instead was based on a forward-looking capital market economic model. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. For FRS, the table below summarizes the target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class.

Asset Class	Target Allocation	Annual Arithmetic Return	Geometric Return	Standard Deviation
Cash	1%	2.2%	2.2%	1.2%
Fixed income	19%	3.0%	2.9%	3.5%
Global equity	54.2%	8.0%	6.7%	17.1%
Real estate (property)	10.3%	6.4%	5.8%	11.7%
Private equity	11.1%	10.8%	8.1%	25.7%
Strategic investments	4.4%	5.5%	5.3%	6.9%
	<u>100%</u>			
Assumed Inflation-Mean			2.4%	1.7%

**Discount Rate**

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

Because HIS is essentially funded on a pay-as-you-go basis, a municipal bond rate of 2.21% was used to determine the total pension liability for the program. The Bond Buyer General Obligation Bond 20-Bond Municipal Bond Index was used as the applicable municipal bond index.

**Sensitivity Analysis**

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

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 9 – Employee Retirement Plan (concluded)**

	FRS		
	1% Decrease	Current Discount Rate	1% Increase
Employer's proportionate share of the net pension liability	\$14,549,487	\$9,299,343	\$4,663,838

  

	HIS		
	1% Decrease	Current Discount Rate	1% Increase
Employer's proportionate share of the net pension liability	\$1,521,080	\$1,315,864	\$1,147,896

**Pension Plans' Fiduciary Net Position**

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

**Defined Contribution Plan**

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

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 10 – Other Post-Employment Benefits (OPEB)**

**Plan Description**

Liberty County's Retiree Health Care Plan (Plan) is a single employer defined benefit postemployment health care plan that covers eligible retired employees of the County. The Plan, which is administered by the County, allows employees who retire and meet retirement eligibility requirements under the Florida Retirement System and the Retiree Health Insurance Subsidy program administered by the State of Florida to continue medical insurance coverage as a participant in the County's plan. For purposes of applying Paragraph 4 under Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, the Plan does not meet the requirements for an OPEB plan administered through a trust.

*Employees Covered by Benefit Terms:*

At October 1, 2019, the following employees were covered by the benefit terms:

Inactive Plan Members, or Beneficiaries Currently Receiving Benefits	16
Inactive Plan Members Entitled to But Not Yet Receiving Benefits	0
Active Plan Members	98
	114

*Benefits Provided:*

A retired employee and his or her spouse and eligible dependents are eligible to continue health insurance identical to active employees if they meet the eligibility for retirement under the applicable retirement plan. The County subsidizes health care costs for those who elect to remain covered by the Plan upon retirement. Upon reaching age 65, Medicare is assumed to become primary.

For participants hired before August 8, 2013, the County contributes the difference between the monthly premium and the Board determined active employee monthly contribution, not to exceed \$300 monthly for Employee Only Coverage and \$600 monthly for all other coverage levels. Board determined active employee monthly contribution levels are indicated in the table below:

<u>Coverage Level</u>	<u>Active Employee Monthly Contribution</u>
Employee Only	\$110
Employee + Spouse	\$280
Employee + Children	\$250
Employee + Family	\$380
One Medicare	\$110
Two Medicare	\$280

For participants hired on or after August 8, 2013, the County contributes \$5 for every year of service with the County not to exceed \$150 monthly. Effective January 1, 2018, retiring participants must be eligible for the state sponsored RHIS in order to receive any subsidy from the County.

**LIBERTY COUNTY, FLORIDA  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 10 – Other Post-Employment Benefits (OPEB) (continued)**

**TOTAL OPEB LIABILITY**

The measurement date is September 30, 2020.

The measurement period for the OPEB expense was October 1, 2019 to September 30, 2020.

The reporting period is October 1, 2019 through September 30, 2020.

The County's Total OPEB Liability was measured as of September 30, 2020.

*Actuarial Assumptions:*

The Total OPEB Liability was determined by an actuarial valuation as of October 1, 2019, updated to September 30, 2020 using the following actuarial assumptions:

Inflation Rate	2.50%
Salary Increase Rate(s)	3.25%
Discount Rate	2.14%
Initial Trend Rate	7.50%
Ultimate Trend Rate	4.00%
Years to Ultimate	55

All mortality rates were based on the Pub-2010 mortality tables with fully generational improvement using Scale MP-2018. Rates are based on those outlined in Milliman's July 1, 2019 Florida Retirement System (FRS) valuation report.

Mortality – Active Lives:

For female (non-special risk) lives, the headcount-weighted PubG-2010 female below-median income employee table was used. For female special risk lives, the headcount-weighted PubS-2010 female employee table, set forward one year, was used. For male (non-special risk) lives, the headcount-weighted PubG-2010 male below-median income employee table, set back one year, was used. For male special risk lives, the headcount-weighted PubS-2010 male below-median income employee table, set forward one year, was used.

Mortality – Inactive Healthy Lives:

For female (non-special risk) lives, the headcount-weighted PubG-2010 female below-median income healthy retiree table was used. For female special risk lives, the headcount-weighted PubS-2010 female healthy retiree table, set forward one year, was used. For male (non-special risk) lives, the headcount-weighted PubG-2010 male below-median income healthy retiree table, set back one year, was used. For male special risk lives, the headcount-weighted PubS-2010 male below-median income healthy retiree table, set forward one year, was used.

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 10 – Other Post-Employment Benefits (OPEB) (continued)**

**Mortality – Disabled Lives:**

For female (non-special risk) lives, the headcount-weighted PubG-2010 female disabled retiree table, set forward 3 years, was used. For female special risk lives, an 80% headcount-weighted PubG-2010 female disabled retiree, 20% headcount-weighted PubS-2010 female disabled retiree blended table was used. For male (non-special risk) lives, the headcount-weighted PubG-2010 male disabled retiree table, set forward 3 years, was used. For male special risk lives, an 80% headcount-weighted PubG-2010 male disabled retiree, 20% headcount-weighted PubS-2010 male disabled retiree blended table was used.

**Discount Rate:**

Given the County's decision not to fund the program, all future benefit payments were discounted using a high-quality municipal bond rate of 2.14%. The high-quality municipal bond rate was based on the measurement date of the S&P Municipal Bond 20 Year High Grade Rate Index as published by S&P Dow Jones Indices. The S&P Municipal 20 Year High Grade Rate Index consists of bonds in the S&P Municipal Bond Index with a maturity of 20 years. Eligible bonds must be rated at least AA by Standard and Poor's Ratings Services, Aa2 by Moody's or AA by Fitch. If there are multiple ratings, the lowest rating is used.

**CHANGE IN TOTAL OPEB LIABILITY**

	Increases and (Decreases) in Total OPEB Liability
Reporting Period Ending September 30, 2019	\$ 1,771,205
Changes for the Year:	
Service Cost	99,428
Interest	63,384
Differences between Expected and Actual Experience	(52,127)
Changes of assumptions	(116,023)
Changes of benefit terms	0
Contributions – Employer	0
Benefit Payments	(96,866)
Other Changes	0
Net Changes	(102,204)
Reporting Period Ending September 30, 2020	\$ 1,669,001

Difference Between Expected and Actual Experience reflects the impact of changes to the census data from the prior valuation to the valuation as of October 1, 2019.

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 10 – Other Post-Employment Benefits (OPEB) (continued)**

Changes of Assumptions reflect a change in the discount rate from 3.58% for the reporting period ended September 30, 2019, to 2.14% for the reporting period ended September 30, 2020. Also reflected as assumption changes are:

- Updated health care costs and premiums based on plan experience and premiums in effect for the 2020 fiscal year,
- Updated health care cost trend rates,
- Updated participation assumptions, and
- Updated Mortality, Retirement, Termination and Disability rate.

*Sensitivity of the Total OPEB Liability to changes in the Discount Rate:*

The following presents the Total OPEB Liability of the County, as well as what the County's Total OPEB Liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current discount rate:

	1% Decrease 1.14%	Current Discount Rate 2.14%	1% Increase 3.14%
Total OPEB Liability (Asset)	\$1,829,565	\$1,669,001	\$1,529,434

*Sensitivity of the Total OPEB Liability to changes in the Healthcare Cost Trend Rates:*

The following presents the Total OPEB Liability of the County, as well as what the County's Total OPEB Liability would be if it were calculated using healthcare cost trend rates that are one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

	1% Decrease 3.00% - 6.50%	Healthcare Cost Trend Rates 4.00% - 7.50%	1% Increase 5.00% - 8.50%
Total OPEB Liability (Asset)	\$1,604,663	\$1,669,001	\$1,746,346

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 10 – Other Post-Employment Benefits (OPEB) (concluded)**

**OPEB EXPENSE AND DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED  
INFLOWS OF RESOURCES RELATED TO OPEB**

For the year ended September 30, 2020, the County will recognize OPEB Expense of \$155,092.

On September 30, 2020, the County reported Deferred Outflows of Resources and Deferred Inflows of Resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 0	\$ 47,783
Changes of Assumptions	77,695	166,269
Total	<u>\$ 77,695</u>	<u>\$ 214,052</u>

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

Year ended September 30:	
2021	\$ (12,870)
2022	\$ (12,870)
2023	\$ (12,870)
2024	\$ (12,870)
2025	\$ (12,870)
Thereafter	\$ (72,007)



**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 11 - 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 the public, or damage to property of others. The County obtained commercial insurance against losses for the following types of risk:

- Real and Personal Property Damage
- Public Employees' Bond
- Workers' Compensation
- Automobile Liability

The County participates in the Florida Association of Counties Trust (FACT), a public entity risk pool for risks related to comprehensive general liability. The agreement provides that the financial liability of each participating county is limited to premiums and surplus contributions paid or obligations made to FACT. Aggregate coverage provided is limited to \$1,000,000 for each claim.

**Note 12 - Landfill Closure and Post Closure Costs**

The County has obtained engineering estimates of future costs to monitor its sanitary landfill site in accordance with state and federal guidelines. U.S. Environmental Protection Agency regulations and related GASB Statement No. 18 require that all municipal solid waste landfill owners account for closure and post closure costs. State and federal laws and regulations require the County to place a final cover on its landfill when closed and to perform certain maintenance and monitoring functions at the landfill site for 30 years after closure. The landfill capacity was estimated at 100% as of September 30, 2020. For the year ending September 30, 2020, the County did not incur any closure costs that were reimbursed out of the landfill management escrow accounts. The County received a new cost estimate from their engineering firm for the landfill closure and monitoring liability as of October 8, 2019. The accrued cost for closure was \$232,500 and post closure care of \$260,458 (\$8,682 per year) for a total liability as of September 30, 2020, of \$489,622.

All amounts recognized are based on an estimate by the County's consulting engineers of the cost to perform all closure and post closure care as of September 25, 2019. Actual costs may vary due to inflation, changes in technology, or changes in laws and regulations. The County is required by state and federal laws and regulations to establish escrow accounts for closure and post closure costs of the landfill. The County is required to have the estimated cost of closure (\$232,500) and one-year monitoring of \$8,682 for a total requirement of \$241,182. The County has complied with these requirements by depositing \$395,818 into restricted landfill management escrow accounts.

**Note 13 - Commitments and Contingencies**

**Pending Litigation**

The County is a defendant in several miscellaneous lawsuits. The County's legal counsel cannot ascertain the potential liability for these lawsuits. No liability has been recorded in the financial statements for these potential liabilities.

**Commitments**

The County has several outstanding contract obligations at year end. They are all related to capital improvement type construction contracts for paving and water systems improvements.

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 14 - Grants**

The County participates in a number of federal and state grant programs. These programs are subject to program compliance audits by the grantors or their representatives. The audits of these programs for, or including the year ended September 30, 2020, 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 granting agencies cannot be determined, although the County expects such amounts, if any, to be immaterial.

**Note 15 - Conduit Debt Obligation**

On December 4, 2003, the County entered into an agreement with a corporation to issue industrial revenue bonds not to exceed \$30,000,000 for the construction of a solid waste disposal facility in the County. The bonds will be payable solely from the revenues derived from the loan agreement between the County and the corporation. Neither the County, nor the State of Florida, or any political subdivision thereof, will be obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as a liability in the accompanying financial statements.

**Note 16 – Fund Balance Classifications**

The following is a summary of the County's fund balance classifications and the purpose of each as of September 30, 2020:

Restricted Fund Balance:

General Fund	\$ 131,258
Transportation Fund	4,122,818
Capital Projects	835,724
Landfill Fund	399,621
Voted Gas Tax Fund	207,739
Liberty Transit Fund	619,033
Emergency Management Fund	(34,198)
Public Safety	74,242
Police Training	6,205
Law Enforcement Trust	10,793
Sheriff	88,399
Clerk	153,972

Total Restricted Fund Balance	<u>6,615,605</u>
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Unassigned Fund Balance:

General Fund	4,792,934
Ambulance Fund	181,537
Landfill Fund	(68,670)
Solid Waste	<u>(50,026)</u>

Total Unassigned Fund Balance	<u>4,855,775</u>
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Total Fund Balance	<u>\$ 11,471,380</u>
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## **REQUIRED SUPPLEMENTAL INFORMATION**

**LIBERTY COUNTY, FLORIDA**  
**FLORIDA'S RETIREMENT SYSTEM PENSION PLAN**  
**SCHEDULE OF THE COUNTY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**  
**SEPTEMBER 30, 2020**

	<u><b>2020</b></u>	<u><b>2019</b></u>	<u><b>2018</b></u>	<u><b>2017</b></u>	<u><b>2016</b></u>	<u><b>2015</b></u>
County's Proportion of the Net Pension Liability	0.02145599%	0.02110609%	0.05974024%	0.05794509%	0.058090248%	0.005113400%
County's Proportionate Share of the Net Pension Liability	\$ 9,299,343	\$ 7,268,446	\$ 17,994,069	\$ 17,145,653	\$ 14,667,833	\$ 6,961,137
County's Covered-Employee Payroll (FYE 9/30)	\$ 3,697,512	\$ 3,435,597	\$ 3,329,149	\$ 3,285,923	\$ 1,822,785	\$ 3,158,276
County's Proportionate Share of the Net Pension Liability as a Percentage of its Covered-Employee Payroll	251.50%	211.56%	540.50%	521.79%	804.69%	220.41%
<b>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</b>	78.85%	82.61%	84.26%	83.89%	84.88%	92.00%

Notes to Schedule:

The amounts presented for the Net Pension Liability were determined using a measurement date of June 30.

The Covered-Employee Payroll is for the fiscal year shown.

The Schedule will build to 10 years as information becomes available.

**LIBERTY COUNTY, FLORIDA**  
**HEALTH INSURANCE SUBSIDY PENSION PLAN**  
**SCHEDULE OF THE COUNTY'S PROPORTIONATE SHARE OF THE PENSION LIABILITY**  
**SEPTEMBER 30, 2020**

	<u><b>2020</b></u>	<u><b>2019</b></u>	<u><b>2018</b></u>	<u><b>2017</b></u>	<u><b>2016</b></u>	<u><b>2015</b></u>
County's Proportion of the Net Pension Liability	0.01077708%	0.01046223%	0.01000229%	0.10362500%	0.010213904%	0.009714630%
County's Proportionate Share of the Net Pension Liability	\$ 1,315,864	\$ 1,170,620	\$ 1,058,653	\$ 1,108,006	\$ 1,190,388	\$ 1,016,932
County's Covered-Employee Payroll (FYE 9/30)	\$ 3,697,512	\$ 3,435,597	\$ 3,329,149	\$ 3,285,923	\$ 1,822,785	\$ 3,158,276
County's Proportionate Share of the Net Pension Liability as a Percentage of its Covered-Employee Payroll	35.59%	34.07%	31.80%	33.72%	65.31%	32.20%
<b>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</b>	3.00%	2.63%	2.15%	1.64%	0.97%	0.50%

Notes to Schedule:

The amounts presented for the Net Pension Liability were determined using a measurement date of June 30.

The Covered-Employee Payroll is for the fiscal year shown.

The Schedule will build to 10 years as information becomes available.

**LIBERTY COUNTY, FLORIDA**  
**FLORIDA'S RETIREMENT SYSTEM PENSION PLAN**  
**SCHEDULE OF THE COUNTY'S CONTRIBUTIONS**  
**SEPTEMBER 30, 2020**

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually Required Contributions	\$ 712,887	\$ 654,442	\$ 575,916	\$ 547,048	\$ 523,928	\$ 523,928
Contributions in Relation to the Contractually Required Contribution	(712,887)	(654,442)	(575,916)	(547,048)	(523,928)	(523,928)
Contribution Deficiency (Excess)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
County's Covered-Employee Payroll	\$ 3,697,512	\$ 3,435,597	\$ 3,329,149	\$ 3,285,923	\$ 1,822,785	\$ 3,158,276
<b>Contributions as a Percentage of Covered-Employee Payroll</b>	19.28%	19.05%	17.30%	16.65%	28.74%	16.59%

Notes to Schedule:

The Schedule will build to 10 years as information becomes available.

**LIBERTY COUNTY, FLORIDA**  
**HEALTH INSURANCE SUBSIDY PENSION PLAN**  
**SCHEDULE OF THE COUNTY'S CONTRIBUTIONS**  
**SEPTEMBER 30, 2020**

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually Required Contributions	\$ 62,103	\$ 58,095	\$ 54,243	\$ 54,616	\$ 54,406	\$ 41,021
Contributions in Relation to the Contractually Required Contribution	(62,103)	(58,095)	(54,243)	(54,616)	(54,406)	(41,021)
Contribution Deficiency (Excess)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
County's Covered-Employee Payroll	\$ 3,697,512	\$ 3,435,597	\$ 3,329,149	\$ 3,285,923	\$ 1,822,785	\$ 3,158,276
<b>Contributions as a Percentage of Covered-Employee Payroll</b>	1.68%	1.69%	1.63%	1.66%	2.98%	1.30%

Notes to Schedule:

The Schedule will build to 10 years as information becomes available.

See Independent Auditors' Report

**LIBERTY COUNTY, FLORIDA  
REQUIRED SUPPLEMENTARY INFORMATION  
OTHER POST EMPLOYMENT  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

**SCHEDULE OF CHANGES IN THE COUNTY'S TOTAL OPEB LIABILITY AND RELATED RATIOS**

Reporting Period Ending Measurement Date	09/30/2020 09/30/2019	09/30/2019 09/30/2018	09/30/2018 09/30/2017
<b>Total OPEB Liability</b>			
Service Cost	\$ 99,428	\$ 92,600	\$ 97,854
Interest	63,384	69,733	62,354
Changes of Benefit Terms	0	0	0
Differences Between Expected and Actual Experience	(52,127)	0	0
Changes of Assumptions	(116,023)	94,961	(82,385)
Benefit Payments	(96,866)	(122,242)	(112,665)
Net Change in Total OPEB Liability	(102,204)	135,052	(34,842)
Total OPEB Liability – Beginning	1,771,205	1,636,153	1,670,995
Total OPEB Liability - Ending	<u>\$ 1,669,001</u>	<u>\$ 1,771,205</u>	<u>\$ 1,636,153</u>
 Covered Employee Payroll	 \$ 3,464,827	 \$ 3,333,481	 \$ 3,228,553
 County's Total OPEB Liability as a Percentage of Covered Employee Payroll	 48.17%	 53.13%	 50.68%

**Notes to Schedule:**

Covered Employee Payroll was projected one year forward from the valuation date for the reporting period ending September 30, 2020.

*Difference Between Expected and Actual Experience.* Difference Between Expected and Actual Experience reflects the impact of changes to the census data from the prior valuation to the valuation as of October 1, 2019.

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

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

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

*Benefit Payments.* The plan sponsor did not provide actual net benefits paid by the Plan for the fiscal year ending on September 30, 2020. Expected net benefit payments produced by the valuation model for the same period are shown in the table above.



## **ACCOMPANYING INFORMATION**

**LIBERTY COUNTY, FLORIDA**  
**COMBINING BALANCE SHEET**  
**ALL NONMAJOR GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

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	<b>Special Revenue</b>			
	<b>Ambulance</b>	<b>SHIP Fund</b>	<b>Landfill</b>	<b>Voted Gas Tax</b>
<b>Assets</b>				
Cash	\$ 0	\$ 2,145,720	\$ 340,828	\$ 0
Investments	0	0	54,990	0
Reveivables (Net)	57,648	0	0	0
Prepaid Items	0	0	0	0
Due from Other Funds	138,922	0	0	177,949
Due from Other Governments	774	0	17,233	61,911
Due from Individuals	0	0	0	0
<b>Total Assets</b>	<b>197,344</b>	<b>2,145,720</b>	<b>413,051</b>	<b>239,861</b>
<b>Liabilities and Fund Balances</b>				
<b>Liabilities</b>				
Accounts Payable and Accrued Expenses	4,877	20,350	3,296	0
Due to Individuals	0	0	0	0
Due to Other Funds	0	0	78,804	0
Due to Other Governments	0	0	0	0
Deferred Revenues	10,930	2,125,370	0	0
<b>Total Liabilities</b>	<b>15,807</b>	<b>2,145,720</b>	<b>82,100</b>	<b>0</b>
<b>Deferred Inflows of Resources</b>				
Unavailable Revenues	0	0	0	32,122
<b>Fund Balances</b>				
Nonspendable	0	0	0	0
Restricted	0	0	399,621	207,739
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	181,537	0	(68,670)	0
<b>Total Fund Balances</b>	<b>181,537</b>	<b>0</b>	<b>330,951</b>	<b>207,739</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 197,344</b>	<b>\$ 2,145,720</b>	<b>\$ 413,051</b>	<b>\$ 239,861</b>

**LIBERTY COUNTY, FLORIDA**  
**COMBINING BALANCE SHEET**  
**ALL NONMAJOR GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

*Page 2 of 4*

	<b>Special Revenue</b>			
	<b>Liberty Transit</b>	<b>Emergency Management</b>	<b>Public Safety 911</b>	<b>Solid Waste</b>
<b>Assets</b>				
Cash	\$ 0	\$ 0	\$ 0	\$ 0
Investments	0	0	0	0
Reveivables (Net)	0	0	0	34,994
Prepaid Items	0	0	0	0
Due from Other Funds	569,458	0	52,236	0
Due from Other Governments	50,660	10,178	22,493	0
Due from Individuals	0	0	0	0
<b>Total Assets</b>	<b>620,118</b>	<b>10,178</b>	<b>74,729</b>	<b>34,994</b>
<b>Liabilities and Fund Balances</b>				
<b>Liabilities</b>				
Accounts Payable and Accrued Expenses	1,085	311	488	57,464
Due to Individuals	0	0	0	0
Due to Other Funds	0	44,066	0	27,557
Due to Other Governments	0	0	0	0
Deferred Revenues	0	0	0	0
<b>Total Liabilities</b>	<b>1,085</b>	<b>44,377</b>	<b>488</b>	<b>85,021</b>
<b>Deferred Inflows of Resources</b>				
Unavailable Revenues	0	0	0	0
<b>Fund Balances</b>				
Nonspendable	0	0	0	0
Restricted	619,033	(34,198)	74,242	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	0	0	0	(50,026)
<b>Total Fund Balances</b>	<b>619,033</b>	<b>(34,198)</b>	<b>74,242</b>	<b>(50,026)</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 620,118</b>	<b>\$ 10,178</b>	<b>\$ 74,729</b>	<b>\$ 34,994</b>

**LIBERTY COUNTY, FLORIDA**  
**COMBINING BALANCE SHEET**  
**ALL NONMAJOR GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

*Page 3 of 4*

	<b>Special Revenue</b>			
	<b>Police Training</b>	<b>Law Enforcement Trust</b>	<b>Sheriff Special Revenue</b>	<b>Clerk of the Circuit Court Court Related</b>
<b>Assets</b>				
Cash	\$ 0	\$ 0	\$ 88,399	\$ 14,347
Investments	0	0	0	0
Reveivables (Net)	0	0	0	0
Prepaid Items	0	0	0	0
Due from Other Funds	6,019	10,743	0	0
Due from Other Governments	185	50	0	7,842
Due from Individuals	0	0	0	0
<b>Total Assets</b>	<b>6,205</b>	<b>10,793</b>	<b>88,399</b>	<b>22,189</b>
<b>Liabilities and Fund Balances</b>				
<b>Liabilities</b>				
Accounts Payable and Accrued Expenses	0	0	0	0
Due to Individuals	0	0	0	0
Due to Other Funds	0	0	0	0
Due to Other Governments	0	0	0	3,783
Deferred Revenues	0	0	0	18,406
<b>Total Liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,189</b>
<b>Deferred Inflows of Resources</b>				
Unavailable Revenues	0	0	0	0
<b>Fund Balances</b>				
Nonspendable	0	0	0	0
Restricted	6,205	10,793	88,399	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	0	0	0	0
<b>Total Fund Balances</b>	<b>6,205</b>	<b>10,793</b>	<b>88,399</b>	<b>0</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 6,205</b>	<b>\$ 10,793</b>	<b>\$ 88,399</b>	<b>\$ 22,189</b>

**LIBERTY COUNTY, FLORIDA**  
**COMBINING BALANCE SHEET**  
**ALL NONMAJOR GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

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	<u>Special Revenue</u>		<b>Total</b>
	<b>Clerk of the Circuit Court Child Support</b>	<b>Clerk of the Circuit Court Modernization</b>	<b>Nonmajor Governmental Funds</b>
<b>Assets</b>			
Cash	\$ 105,846	\$ 35,038	\$ 2,730,179
Investments	0	0	54,990
Reveivables (Net)	0	0	92,642
Prepaid Items	0	0	0
Due from Other Funds	0	0	955,327
Due from Other Governments	13,088	0	184,415
Due from Individuals	0	0	0
<b>Total Assets</b>	<u>118,934</u>	<u>35,038</u>	<u>4,017,553</u>
<b>Liabilities and Fund Balances</b>			
<b>Liabilities</b>			
Accounts Payable and Accrued Expenses	0	0	87,870
Due to Individuals	0	0	0
Due to Other Funds	0	0	150,426
Due to Other Governments	0	0	3,783
Deferred Revenues	0	0	2,154,706
<b>Total Liabilities</b>	<u>0</u>	<u>0</u>	<u>2,396,786</u>
<b>Deferred Inflows of Resources</b>			
Unavailable Revenues	0	0	32,122
<b>Fund Balances</b>			
Nonspendable	0	0	0
Restricted	118,934	35,038	1,525,805
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	62,841
<b>Total Fund Balances</b>	<u>118,934</u>	<u>35,038</u>	<u>1,588,646</u>
<b>Total Liabilities and Fund Balances</b>	<u>\$ 118,934</u>	<u>\$ 35,038</u>	<u>\$ 4,017,554</u>

**LIBERTY COUNTY, FLORIDA**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES**  
**NONMAJOR GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

*Page 1 of 4*

	<b>Special Revenue</b>			
	<b>Ambulance</b>	<b>SHIP Fund</b>	<b>Landfill</b>	<b>Voted Gas Tax</b>
<b>Revenues</b>				
Taxes	\$ 0	\$ 0	\$ 0	\$ 0
Licenses and Permits	0	0	0	0
Intergovernmental	169,386	548,006	90,909	318,524
Charges for Services	246,222	0	10,293	0
Fines and Forfeitures	0	0	0	0
Miscellaneous	11,477	3,057	1,949	0
<b>Total Revenues</b>	<b>427,085</b>	<b>551,063</b>	<b>103,151</b>	<b>318,524</b>
<b>Expenditures</b>				
Current:				
General Government	0	0	0	0
Public Safety	525,551	0	0	0
Physical Environment	0	551,063	160,273	0
Transportation	0	0	0	0
Economic Environment	0	0	0	0
Human Services	0	0	0	0
Culture and Recreation	0	0	0	0
Court Related	0	0	0	0
Debt Service:				
Principal Payments	0	0	26,544	0
Interest	0	0	2,028	0
Capital Outlay	202,583	0	0	0
<b>(Total Expenditures)</b>	<b>(728,134)</b>	<b>(551,063)</b>	<b>(188,844)</b>	<b>0</b>
<b>(Deficiency) Excess of Revenues (Under)</b>				
<b>Over Expenditures</b>	<b>(301,049)</b>	<b>0</b>	<b>(85,693)</b>	<b>318,524</b>
<b>Other Financing Sources (Uses)</b>				
Gain on Sale of Asset	0	0	0	0
Issuance of New Debt	0	0	0	0
Operating Transfers in	248,329	0	100,641	0
Operating Transfers out	0	0	0	(318,145)
<b>Total Other Financing Sources (Uses)</b>	<b>248,329</b>	<b>0</b>	<b>100,641</b>	<b>(318,145)</b>
<b>Net Change in Fund Balances</b>	<b>(52,720)</b>	<b>0</b>	<b>14,948</b>	<b>379</b>
<b>Fund Balances, Beginning of Year</b>	<b>234,257</b>	<b>0</b>	<b>316,003</b>	<b>207,359</b>
<b>Fund Balances, End of Year</b>	<b>\$ 181,537</b>	<b>\$ 0</b>	<b>\$ 330,951</b>	<b>\$ 207,739</b>

**LIBERTY COUNTY, FLORIDA**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES**  
**NONMAJOR GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

*Page 2 of 4*

	<b>Special Revenue</b>			
	<b>Liberty Transit</b>	<b>Emergency Management</b>	<b>Public Safety 911</b>	<b>Solid Waste</b>
<b>Revenues</b>				
Taxes	\$ 0	\$ 0	\$ 0	\$ 0
Licenses and Permits	0	0	0	0
Intergovernmental	336,816	132,855	211,154	0
Charges for Services	83,718	0	0	442,043
Fines and Forfeitures	0	0	0	0
Miscellaneous	7,077	810	0	0
<b>Total Revenues</b>	<b>427,611</b>	<b>133,666</b>	<b>211,154</b>	<b>442,043</b>
<b>Expenditures</b>				
Current:				
General Government	0	0	0	0
Public Safety	0	162,693	126,171	0
Physical Environment	0	0	0	445,544
Transportation	448,325	0	0	0
Economic Environment	0	0	0	0
Human Services	0	0	0	0
Culture and Recreation	0	0	0	0
Court Related	0	0	0	0
Debt Service:				
Principal Payments	0	0	0	0
Interest	0	0	0	0
Capital Outlay	4,977	0	247,617	0
<b>(Total Expenditures)</b>	<b>(453,302)</b>	<b>(162,693)</b>	<b>(373,789)</b>	<b>(445,544)</b>
<b>(Deficiency) Excess of Revenues (Under)</b>				
<b>Over Expenditures</b>	<b>(25,691)</b>	<b>(29,028)</b>	<b>(162,635)</b>	<b>(3,500)</b>
<b>Other Financing Sources (Uses)</b>				
Gain on Sale of Asset	0	0	0	0
Issuance of New Debt	0	0	0	0
Operating Transfers in	63,629	9,249	10,000	21,087
Operating Transfers out	0	0	0	(16,855)
<b>Total Other Financing Sources (Uses)</b>	<b>63,629</b>	<b>9,249</b>	<b>10,000</b>	<b>4,232</b>
<b>Net Change in Fund Balances</b>	<b>37,938</b>	<b>(19,779)</b>	<b>(152,635)</b>	<b>732</b>
<b>Fund Balances, Beginning of Year</b>	<b>581,095</b>	<b>(14,420)</b>	<b>226,877</b>	<b>(50,758)</b>
<b>Fund Balances, End of Year</b>	<b>\$ 619,033</b>	<b>\$ (34,198)</b>	<b>\$ 74,242</b>	<b>\$ (50,026)</b>

**LIBERTY COUNTY, FLORIDA**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES**  
**NONMAJOR GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

*Page 3 of 4*

	<b>Special Revenue</b>			
	<b>Police Training</b>	<b>Law Enforcement Trust</b>	<b>Sheriff Special Revenue</b>	<b>Clerk of the Circuit Court Court Related</b>
<b>Revenues</b>				
Taxes	\$ 0	\$ 0	\$ 0	\$ 0
Licenses and Permits	0	0	0	0
Intergovernmental	0	0	0	168,011
Charges for Services	0	0	0	0
Fines and Forfeitures	1,954	1,220	0	139,096
Miscellaneous	0	0	59,370	210
<b>Total Revenues</b>	<b>1,954</b>	<b>1,220</b>	<b>59,370</b>	<b>307,317</b>
<b>Expenditures</b>				
Current:				
General Government	0	0	0	0
Public Safety	0	0	32,583	0
Physical Environment	0	0	0	0
Transportation	0	0	0	0
Economic Environment	0	0	0	0
Human Services	0	0	0	0
Culture and Recreation	0	0	0	0
Court Related	0	0	0	307,317
Debt Service:				
Principal Payments	0	0	0	0
Interest	0	0	0	0
Capital Outlay	0	0	0	0
<b>(Total Expenditures)</b>	<b>0</b>	<b>0</b>	<b>(32,583)</b>	<b>(307,317)</b>
<b>(Deficiency) Excess of Revenues (Under)</b>				
<b>Over Expenditures</b>	<b>1,954</b>	<b>1,220</b>	<b>26,787</b>	<b>0</b>
<b>Other Financing Sources (Uses)</b>				
Gain on Sale of Asset	0	0	0	0
Issuance of New Debt	0	0	0	0
Operating Transfers in	0	0	0	0
Operating Transfers out	0	0	0	0
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Change in Fund Balances</b>	<b>1,954</b>	<b>1,220</b>	<b>26,787</b>	<b>0</b>
<b>Fund Balances, Beginning of Year</b>	<b>4,250</b>	<b>9,573</b>	<b>61,612</b>	<b>0</b>
<b>Fund Balances, End of Year</b>	<b>\$ 6,205</b>	<b>\$ 10,793</b>	<b>\$ 88,399</b>	<b>\$ 0</b>



**LIBERTY COUNTY, FLORIDA**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES**  
**NONMAJOR GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

*Page 4 of 4*

	<b>Special Revenue</b>		<b>Total</b>
	<b>Clerk of the Circuit Court Child Support</b>	<b>Clerk of the Circuit Court Modernization</b>	<b>Nonmajor Governmental Funds</b>
<b>Revenues</b>			
Taxes	\$ 0	\$ 0	\$ 0
Licenses and Permits	0	0	0
Intergovernmental	83,683	9,557	2,068,901
Charges for Services	0	0	782,277
Fines and Forfeitures	0	0	142,271
Miscellaneous	0	0	83,950
<b>Total Revenues</b>	<b>83,683</b>	<b>9,557</b>	<b>3,077,399</b>
<b>Expenditures</b>			
Current:			
General Government	40,404	0	40,404
Public Safety	0	0	846,999
Physical Environment	0	0	1,156,880
Transportation	0	0	448,325
Economic Environment	0	0	0
Human Services	0	0	0
Culture and Recreation	0	0	0
Court Related	3,901	164	311,382
Debt Service:			
Principal Payments	0	0	26,544
Interest	0	0	2,028
Capital Outlay	1,094	0	456,271
<b>(Total Expenditures)</b>	<b>(45,399)</b>	<b>(164)</b>	<b>(3,288,832)</b>
<b>(Deficiency) Excess of Revenues (Under)</b>			
<b>Over Expenditures</b>	<b>38,284</b>	<b>9,393</b>	<b>(211,434)</b>
<b>Other Financing Sources (Uses)</b>			
Gain on Sale of Asset	0	0	0
Issuance of New Debt	0	0	0
Operating Transfers in	0	0	452,935
Operating Transfers out	0	0	(335,000)
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>117,935</b>
<b>Net Change in Fund Balances</b>	<b>38,284</b>	<b>9,393</b>	<b>(93,498)</b>
<b>Fund Balances, Beginning of Year</b>	<b>80,650</b>	<b>25,645</b>	<b>1,682,144</b>
<b>Fund Balances, End of Year</b>	<b>\$ 118,934</b>	<b>\$ 35,038</b>	<b>\$ 1,588,646</b>

**LIBERTY COUNTY, FLORIDA**  
**COMBINING STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES**  
**ALL AGENCY FUNDS**  
**SEPTEMBER 30, 2020**

*Page 1 of 2*

	<b>Clerk of the Courts</b>			
	<b>General Agency</b>	<b>Domestic Relations</b>	<b>Registry of Court</b>	<b>Cash Bond</b>
<b>Assets</b>				
Cash	\$ 5,268	\$ 0	\$ 41,292	\$ 10,521
Due from Other Funds	0	0	0	0
Due from Other Governments	0	0	0	0
<b>Total Assets</b>	<b>5,268</b>	<b>0</b>	<b>41,292</b>	<b>10,521</b>
<b>Liabilities</b>				
Due to Individuals	0	0	0	10,521
Due to Other Funds	0	0	0	0
Unremitted Collections	5,268	0	41,292	0
<b>Total Liabilities</b>	<b>\$ 5,268</b>	<b>\$ 0</b>	<b>\$ 41,292</b>	<b>\$ 10,521</b>

**LIBERTY COUNTY, FLORIDA**  
**COMBINING STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES**  
**ALL AGENCY FUNDS**  
**SEPTEMBER 30, 2020**

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	<b>Sheriff</b>			<b>Tax Collector</b>	
	<b>Individual Depository</b>	<b>Suspense</b>	<b>Inmate Trust</b>	<b>Tax and Tag</b>	<b>Totals</b>
<b>Assets</b>					
Cash	\$ 913	\$ 9,080	\$ 70,600	\$ 90,694	\$ 228,368
Due from Other Funds	0	0	0	0	0
Due from Other Governments	0	0	0	0	0
<b>Total Assets</b>	<b>913</b>	<b>9,080</b>	<b>70,600</b>	<b>90,694</b>	<b>228,368</b>
<b>Liabilities</b>					
Due to Individuals	0	0	0	0	10,521
Due to Other Funds	0	0	0	0	0
Unremitted Collections	913	9,080	70,600	90,694	217,847
<b>Total Liabilities</b>	<b>\$ 913</b>	<b>\$ 9,080</b>	<b>\$ 70,600</b>	<b>\$ 90,694</b>	<b>\$ 228,368</b>

## **COMPLIANCE SECTION**

**LIBERTY COUNTY, FLORIDA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE**  
**FOR THE YEAR ENDING SEPTEMBER 30, 2020**

<b>Federal and State Grantor</b>	<b>CFDA / CSFA</b>	<b>Grant I.D.</b>	<b>Program Award</b>	<b>Federal</b>
<b>Pass Through Grantor / Program Title</b>	<b>Number</b>	<b>Number</b>	<b>Amount</b>	<b>Expenditures</b>
<b><u>Federal Awards</u></b>				
<b>U.S. Department of Agriculture</b>				
Pass through Florida Department of Agriculture and Consumer Services				
FDACS-VFA Grant	10.664	N/A	\$ 20,000	\$ 19,999
Schools and Roads-Grants to States	10.665	N/A	\$ 441,869	\$ 441,869
<b>Total U.S. Department of Agriculture</b>			<u>461,869</u>	<u>461,868</u>
<b>U.S. Department of Interior</b>				
Federal Payment in Lieu of Taxes (Secure Rural Schools)	15.226	N/A	<u>390,563</u>	<u>390,563</u>
<b>Total U.S. Department of Interior</b>			<u>390,563</u>	<u>390,563</u>
<b>U.S. Department of Justice</b>				
Pass through Florida Office of the Attorney General				
Corona Virus Emergency Funding	16.034	2020-CESF-LIBE-1-C9-064	50,000	50,000
Victims of Crime Act	16.575	V00317	65,122	64,012
STOP Grant	16.588	LN-114	54,760	54,760
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2019-JAGC-LIBE-1-N2-156	18,575	18,575
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2020-JAGC-LIBE-2-N2-193	<u>88,600</u>	<u>77,542</u>
<b>Total U.S. Department of Justice</b>			<u>277,057</u>	<u>264,889</u>
<b>U.S. Department of Transportation</b>				
Pass through Florida Department of Transportation				
Formula Grants for Rural Areas	20.509	G1L83	<u>163,974</u>	<u>87,957</u>
<b>Total U.S. Department of Transportation</b>			<u>163,974</u>	<u>87,957</u>

**LIBERTY COUNTY, FLORIDA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE**  
**FOR THE YEAR ENDING SEPTEMBER 30, 2020**

<b>Federal and State Grantor</b>	<b>CFDA / CSFA</b>	<b>Grant I.D.</b>	<b>Program Award</b>	<b>Federal</b>
<b>Pass Through Grantor / Program Title</b>	<b>Number</b>	<b>Number</b>	<b>Amount</b>	<b>Expenditures</b>
<b><u>Federal Awards (continued)</u></b>				
<b>U.S. Department of Treasury</b>				
Pass through Florida Governor-Cares Act				
Cares Act Ambulance Patient CHAMPVA	21.019	Y2316	1,457,708	372,194
<b>Total U.S. Election Assistance Commission</b>			<u>1,457,708</u>	<u>372,194</u>
<b>U.S. Election Assistance Commission</b>				
Pass through Florida Department of State				
Help America Vote Act Requirement Payments	90.401	MOA 2018-2018-002	5,741	5,741
Cybersecurity	90.404	MOA 2019-2020-001	34,745	33,845
<b>Total U.S. Election Assistance Commission</b>			<u>40,486</u>	<u>39,586</u>
<b>U.S. Department of Health and Human Services</b>				
Pass through Florida Department of Revenue				
Child Support Enforcement	93.563	CST39	449	449
Child Support Enforcement (Title IV-D)	93.563	COC39	130,758	130,758
<b>Total U.S. Department of Health and Human Services</b>			<u>131,207</u>	<u>131,207</u>
<b>U.S. Department of Homeland Security</b>				
Pass through Florida Division of Emergency Management				
Disaster Grants-Public Assistance	97.036	Z0847-HURRICANE MICHAEL	25,435	25,435
Emergency Management Performance Grant	97.036	FEMA-4280-DR	13,013	1,861
Emergency Management Performance Grant	97.042	G0051	40,132	40,132
<b>Total U.S. Department of Homeland Security</b>			<u>78,580</u>	<u>67,428</u>
<b>Total Federal Awards</b>			<u>\$ 3,001,444</u>	<u>\$ 1,815,692</u>

**LIBERTY COUNTY, FLORIDA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

<b>Federal and State Grantor</b>	<b>CFDA / CSFA</b>	<b>Grant I.D.</b>	<b>Program Award</b>	<b>Federal</b>
<b>Pass Through Grantor / Program Title</b>	<b>Number</b>	<b>Number</b>	<b>Amount</b>	<b>Expenditures</b>
<b><u>State Financial Assistance</u></b>				
<b>Florida State Court System</b>				
Disaster Grants	22.004	009JS	\$ 75,000	\$ 74,978
<b>Total Florida State Court System</b>			<u>75,000</u>	<u>74,978</u>
<b>Florida Executive Office of the Governor</b>				
Disaster Grants	31.xxx	Z0847-Hurricane Michael	\$ 97,468	\$ 97,468
Emergency Management Programs	31.063	A00060	105,806	105,806
<b>Total Florida Executive Office of the Governor</b>			<u>203,274</u>	<u>203,274</u>
<b>Florida Department of Environmental Protection</b>				
Small County Solid Waste	37.012	SC022	90,909	90,909
Florida Recreation Development Assistance Program	37.017	A7006/A17006	50,000	49,945
Hurricane Michael Recovery Grant	37.070	F0050	852,928	852,928
Drinking Water Facility Construction	37.076	Y1104	158,444	110,277
<b>Total Florida Department of Environmental Protection</b>			<u>1,152,281</u>	<u>1,104,059</u>
<b>Florida Department of Economic Opportunity</b>				
Hurricane Michael Restoration	40.038	N/A	825,000	258,662
Water System Grant	40.042	DO122	50,000	50,000
<b>Total Florida Department of Economic Opportunity</b>			<u>875,000</u>	<u>308,662</u>
<b>Florida Housing Finance Corporation</b>				
State Housing Initiatives Partnership Program (SHIP)	40.901		350,000	551,063
<b>Total Florida Housing Finance Corporation</b>			<u>350,000</u>	<u>551,063</u>
<b>Florida Department of Agriculture and Consumer Services</b>				
Mosquito Control Grant	42.003	26478	34,497	34,497
<b>Total Florida Department of Agriculture and Consumer Services</b>			<u>34,497</u>	<u>34,497</u>

**LIBERTY COUNTY, FLORIDA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

<b>Federal and State Grantor</b>	<b>CFDA / CSFA</b>	<b>Grant I.D.</b>	<b>Program Award</b>	<b>Federal</b>
<b>Pass Through Grantor / Program Title</b>	<b>Number</b>	<b>Number</b>	<b>Amount</b>	<b>Expenditures</b>
<b><u>State Financial Assistance (continued)</u></b>				
<b>Florida Department of State</b>				
State Aid to Libraries	45.030	21-ST-44	56,244	28,122
<b>Total Florida Department of State</b>			56,244	28,122
<b>Florida Department of Transportation</b>				
Commission for the Transportation Disadvantaged	55.001	G1A44	267,952	145,346
Commission for the Transportation Disadvantaged	55.001	G1O09	267,952	16,172
Commission for the Transportation Disadvantaged	55.001	G1D45	54,201	54,201
Sub-total for CFDA 55.001			590,105	215,719
County Incentive Grant Program (SR 67)	55.008	G0S51	923,239	369,904
Sub-total for CFDA 55.008			923,239	369,904
Small County Outreach Program (SCOP) (CR379)	55.009	G0S52	1,749,638	1,102,550
Sub-total for CFDA 55.009			1,749,638	1,102,550
Small County Road Assistance Program (SCRAP) (CR 333)	55.016	G0125	100,978	8,721
Small County Road Assistance Program (SCRAP) (CR 22)	55.016	G0S53	1,183,095	663,032
Small County Road Assistance Program (SCRAP) (CR Talquin)	55.016	G1G65	1,183,095	93,998
Small County Road Assistance Program (SCRAP) (CR Talquin)	55.016	G1H76	1,183,095	119,658
Small County Road Assistance Program (SCRAP) (CR 22)	55.016	G1O24	1,183,095	29,453
Small County Road Assistance Program (SCRAP) (CR 1641)	55.016	G1B79	1,183,095	67,414
Small County Road Assistance Program (SCRAP) (CR 1641)	55.016	G1B47	1,183,095	312,746
Small County Road Assistance Program (SCRAP) (CR 333)	55.016	G1B48	1,183,095	283,623
Sub-total for CFDA 55.016			8,382,643	1,578,645
Guardrail and Signage Replacement	55.039	G1B81	112,000	112,000
Sub-total for CFDA 55.039			112,000	112,000
<b>Total Florida Department of Transportation</b>			11,757,625	3,378,818



**LIBERTY COUNTY, FLORIDA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

<b>Federal and State Grantor</b>	<b>CFDA /</b>	<b>Grant I.D.</b>	<b>Program</b>	
<b>Pass Through Grantor / Program Title</b>	<b>CSFA</b>	<b>Number</b>	<b>Award</b>	<b>Federal</b>
	<b>Number</b>	<b>Number</b>	<b>Amount</b>	<b>Expenditures</b>
<b><u>State Financial Assistance (continued)</u></b>				
<b>Florida Department of Health</b>				
Emergency Medical Services	64.003	R7026	150,000	150,000
<b>Total Florida Department of Health</b>			150,000	150,000
<b>Florida Department of Management Services</b>				
Wireless 911 Emergency Telephone System	72.001	19-10-15	15,505	15,505
Wireless 911 Emergency Telephone System	72.001	19-10-16	24,000	24,000
<b>Total Florida Department of Management Services</b>			39,505	39,505
<b>Total State Financial Assistance</b>			14,693,426	5,872,978
<b>Total State and Federal Financial Assistance</b>			\$ 17,694,870	\$ 7,688,670

**LIBERTY COUNTY, FLORIDA**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**AND STATE FINANCIAL ASSISTANCE**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

**Note 1 - General**

The accounting policies and presentation of the accompanying schedule of expenditures of federal awards and state financial assistance of Liberty County, Florida (the "County"). Have been designed to conform with generally accepted accounting principles applicable to governmental units. The information in these schedules is presented in accordance with the requirement of Title 2 U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance), and Chapter 10.550, *Rules of the Auditor General* of the State of Florida.

**Note 2 - Basis of Presentation**

The accompanying schedule of expenditures of federal awards and state financial assistance projects includes the federal and state award activity of Liberty County, Florida, and is presented using the same basis of accounting as the fund in which the grant is recorded, generally the accrual or modified accrual basis of accounting, as described in Note 2 to the County's financial statements.

**Note 3 - Contingencies**

Grant monies received and disbursed by the County are for specific purposes and are subject to review by grantor agencies. Such audits may result in requests for reimbursements due to disallowances of expenditures. Based upon prior experience, the County does not believe that such disallowances, if any, would have a material effect on the financial position of the County.

## **OTHER REPORTS**

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

The Honorable Board of County Commissioners  
and Constitutional Officers  
Liberty County, Florida

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

We have audited Liberty County, Florida's (the "County") compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (*OMB Compliance Supplement*) and the requirements described in the Florida Department of Financial Services' *State Projects Compliance Supplement*, that could have a direct and material effect on each of the County's major federal programs and state financial assistance projects for the year ended September 30, 2020. The County's major federal programs and major state financial assistance projects are identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs.

**Management's Responsibility**

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

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of the County's major federal programs and state financial assistance projects based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance); and Chapter 10.550, *Rules of the Auditor General*. Those standards, Uniform Guidance and Chapter 10.550 Rules of the Florida Auditor General require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program or state financial assistance 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 financial assistance project. However, our audit does not provide a legal determination of the County's compliance with those requirements.

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

**Opinion on the Major Federal Program and State Financial Assistance Projects**

In our opinion, the County complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs or major state financial assistance projects for the year ended September 30, 2020.

**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 requirements referred to above. In planning and performing our audit, we considered the County's internal control over compliance with the requirements that could have a direct and material effect on each major federal program and major state assistance project in order 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 financial assistance project and to test and report on internal control over compliance in accordance with Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program or state financial assistance 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 financial assistance project will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or 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 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 deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

**Purpose of this Report**

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

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

**Report on Schedule of Expenditures of Federal Awards and State Financial Assistance Required by the Uniform Guidance and Chapter 10.550, Rules of the Auditor General**

We have audited the financial statements of the County as of and for the year ended September 30, 2020, and have issued our report thereon dated June 30, 2021, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditure of federal awards and state financial assistance is presented for the purposes of additional analysis as required by Uniform Guidance and Chapter 10.550, *Rules of the Auditor General* and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and state financial assistance is fairly stated in all material respects in relation to the financial statements taken as a whole.

*Moran & Smith LLP*

Moran & Smith LLP  
June 30, 2021  
Tallahassee, Florida

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE  
WITH SECTION 218.415, FLORIDA STATUTES**

The Honorable Board of County Commissioners  
and Constitutional Officers  
Liberty County, Florida

We have examined the Liberty County, Florida's (the "County") compliance with the requirements of Section 218.415, Florida Statutes, as of and for the year ended September 30, 2020, as required by Section 10.556(10)(a), *Rules of the Auditor General*. Management is responsible for the County's compliance with those requirements. Our responsibility is to express an opinion on the County's compliance based on our examination.

Our examination was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants, and, accordingly, included 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 examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination of the County's compliance with specific requirements.

In our opinion, the County complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, the County and its management, and the Board of Commissioners of Liberty County, Florida, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Moran & Smith LLP*

Moran & Smith LLP  
June 30, 2021  
Tallahassee, Florida

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

The Honorable Board of County Commissioners  
and Constitutional Officers  
Liberty County, Florida

We have examined the Liberty County, Florida's (the "County") compliance with the requirements of Section 365.172(10), and Section 365.173(2)(d), Florida Statutes, as of for the year ended September 30, 2020, as required by Section 10.556(10)(a), *Rules of the Auditor General*. Management is responsible for the County's compliance with those requirements. Our responsibility is to express an opinion on the County's compliance based on our examination.

Our examination was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants, and, accordingly, included 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 examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination of the County's compliance with specific requirements.

In our opinion, the County complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, the County and its management, and the Board of Commissioners of Liberty County, Florida, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Moran & Smith LLP*

Moran & Smith LLP  
June 30, 2021  
Tallahassee, Florida



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

The Honorable Board of County Commissioners  
and Constitutional Officers  
Liberty County, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller 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 for Liberty County, Florida, (the "County") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the County's basic financial statements and have issued our report thereon dated June 30, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit, we considered the County's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a significant deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the 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 preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, there can be no assurance that all material weaknesses or significant deficiencies have been identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be a material weakness. However, material weaknesses may exist that have not been identified.

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

**Compliance and Other Matters**

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

We also noted certain additional matters that we have reported to management of the County in a separate management letter dated June 30, 2021.

**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 Governmental Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Moran & Smith LLP*

Moran & Smith LLP  
June 30, 2021  
Tallahassee, Florida

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FEDERAL AWARD PROGRAMS AND STATE FINANCIAL ASSISTANCE PROJECTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2020  
LIBERTY COUNTY, FLORIDA**

**PART I- SUMMARY OF AUDITOR'S RESULTS**

1. The independent auditors' report expresses unqualified opinions on the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of Liberty County, Florida, as of and for the year ended September 30, 2019.
2. There were no instances of material weakness(es) or significant deficiency(ies) identified during the audit of the financial statements reported in the 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*.
3. There were no instances of noncompliance identified during the audit of the financial statements as 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*.
4. The audit disclosed no significant deficiencies relating to the audit of the major federal award programs and major state financial assistance projects reported in the Independent Auditors' Report on Compliance for Each Major Federal Award and State Financial Assistance project that are required to be reported in the schedule of findings and questioned costs.
5. The "Independent Auditors' Report on Compliance for Each Major Federal Award Program and State Financial Assistance Projects and on Internal Control Over Compliance Required by Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*, for Liberty County, Florida, expresses an unmodified opinion.
6. The audit disclosed no findings required to be reported in accordance with the Uniform Guidance or Chapter 10.550, *Rules of the Auditor General* relative to the major federal awards programs or state financial assistance projects for Liberty County, Florida.
7. The programs/projects tested as major federal award programs and major state financial assistance programs/projects included the following:

Pass through Florida Department of Agriculture and Consumer Services	
FDACS-VFA Grant	10.664
Schools and Roads-Grants to States	10.665
U.S. Department of Interior	
Federal Payment in Lieu of Taxes (Secure Rural Schools)	15.226
Pass through Florida Department of Transportation	
Formula Grants for Rural Areas	20.509
Florida Department of Transportation	
Commission for the Transportation Disadvantaged	55.001
County Incentive Grant Program	55.008
Small County Outreach Program (SCOP)	55.009
Small County Road Assistance Program (SCRAP)	55.016

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FEDERAL AWARD PROGRAMS AND STATE FINANCIAL ASSISTANCE PROJECTS FOR THE  
YEAR ENDED SEPTEMBER 30, 2020  
LIBERTY COUNTY, FLORIDA**

**PART I - SUMMARY OF AUDITOR'S RESULTS *(concluded)***

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

**PART II - FINDINGS - FINANCIAL STATEMENT FINDINGS**

There were no findings relative to the Financial Statements.

**PART III - FINDINGS AND QUESTIONED COSTS - FEDERAL AWARD PROGRAMS**

There were no findings relative to the federal programs.

**PART IV - FINDINGS AND QUESTIONED COSTS - MAJOR STATE FINANCIAL ASSISTANCE PROJECTS**

There were no findings relative to the major state projects.

**PART V – SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS RELATIVE TO FINANCIAL ASSISTANCE**

There were no prior audit findings.

## INDEPENDENT AUDITOR'S MANAGEMENT LETTER

The Honorable Board of County Commissioners  
and Constitutional Officers  
Liberty County, Florida

### Report on the Financial Statements

We have audited the accompanying financial statements of Liberty County, Florida, (the "County") as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated June 30, 2021.

### Auditor's Responsibility

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

### Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditor's Report on Compliance for Each Major Federal Awards Program and State Assistance Project and Report on Internal Control over Compliance; Schedule of Findings and Questioned Costs; and Independent Accountant's Report on an examination conducted in accordance with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Florida Auditor General*. Disclosures in those reports and schedules, if any, which are dated June 30, 2021, should be considered in conjunction with this management letter.

### Prior Audit Findings

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

### Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority of the primary government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the financial statements. This was disclosed in the footnotes. There were no component units related to the County.

**INDEPENDENT AUDITOR'S MANAGEMENT LETTER**  
**(Concluded)**

**Financial Condition**

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

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

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

**Special District Component Units**

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

**Additional Matters**

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

**Purpose of This Letter**

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

*Moran & Smith LLP*

Moran & Smith LLP  
June 30, 2021  
Tallahassee, Florida

**FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITOR'S REPORT**

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT  
LIBERTY COUNTY, FL**

**SEPTEMBER 30, 2020**

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT**  
**LIBERTY COUNTY, FLORIDA**  
**SEPTEMBER 30, 2020**

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## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Daniel Stanley  
Liberty County Clerk of the Circuit Court  
Liberty County, Florida

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

We have audited the accompanying financial statements of each major fund and the aggregate remaining fund information of the Liberty County, Florida, Clerk of the Circuit Court (the "Clerk") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Clerk's 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 statement audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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 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 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 each major fund and remaining aggregate fund information of the Clerk as of September 30, 2020, and the respective changes in financial position, where applicable, and the respective budgetary comparison for the General Fund, Court Fund, Child Support Fund, and Records Modernization Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **INDEPENDENT AUDITOR'S REPORT** *(Concluded)*

### **Emphasis of Matter**

As discussed in Note 1 to the financial statements, the financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial positioning, where applicable, of each major fund, and the aggregate remaining fund information, only for the portion of each major fund and the aggregate remaining fund information, of Liberty County, Florida that is attributable to the Clerk. They do not purport to, and do not, present fairly the financial position of Liberty County, Florida, as of September 30, 2020, and the changes in its financial position, where applicable, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to these matters.

### **Other Matters**

#### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Clerk's basic financial statements. The combining and individual 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 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 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 29, 2021, 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.

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

## **FINANCIAL STATEMENTS**

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT**  
**COMBINING BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

	<b>Major Funds</b>				
	<b>General</b>	<b>Court</b>	<b>Child Support</b>	<b>Records Modernization</b>	<b>Total Governmental</b>
<b>Assets</b>					
Cash	\$ 13,247	\$ 14,347	\$ 105,846	\$ 35,038	\$ 168,478
Due from Other Funds	0	0	0	0	0
Due from Other Governments	0	7,842	13,088	0	20,930
Due from Individuals	0	0	0	0	0
<b>Total Assets</b>	<b>13,247</b>	<b>22,189</b>	<b>118,934</b>	<b>35,038</b>	<b>189,408</b>
<b>Liabilities and Fund Balances</b>					
<b>Liabilities</b>					
Accounts Payable and Accrued Expenses	0	0	0	0	0
Due to BCC	6,899	0	0	0	6,899
Due to Other Funds	0	0	0	0	0
Due to State	0	3,783	0	0	3,783
Deferred Revenues	6,348	18,406	0	0	24,754
<b>Total Liabilities</b>	<b>13,247</b>	<b>22,189</b>	<b>0</b>	<b>0</b>	<b>35,436</b>
<b>Fund Balances</b>					
Restricted	0	0	118,934	35,038	153,972
Committed	0	0	0	0	0
Assigned	0	0	0	0	0
Unassigned	0	0	0	0	0
<b>Total Fund Balances</b>	<b>0</b>	<b>0</b>	<b>118,934</b>	<b>35,038</b>	<b>153,972</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 13,247</b>	<b>\$ 22,189</b>	<b>\$ 118,934</b>	<b>\$ 35,038</b>	<b>\$ 189,408</b>

**LIBERTY COUNTY CLERK OF THE COURT**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

	<b>Special Revenue</b>				
	<b>General</b>	<b>Court</b>	<b>Child Support</b>	<b>Records Modernization</b>	<b>Total Governmental</b>
<b>Revenues</b>					
Intergovernmental	\$ 0	\$ 168,011	\$ 83,683	\$ 9,557	\$ 261,251
Charges for Services	21,284	0	0	0	21,284
Fines and Forfeitures	0	139,096	0	0	139,096
Miscellaneous	18,834	210	0	0	19,044
<b>Total Revenues</b>	<b>40,118</b>	<b>307,317</b>	<b>83,683</b>	<b>9,557</b>	<b>440,675</b>
<b>Expenditures</b>					
Current:					
General Government:					
Salaries and Benefits	346,193	0	0	0	346,193
Operating Expenditures	9,035	0	40,404	0	49,439
Court-related:					
Salaries and Benefits	36,503	300,916	0	0	337,419
Operating Expenditures	653	6,401	3,901	164	11,119
Capital Outlay	2,200	0	1,094	0	3,294
<b>(Total Expenditures)</b>	<b>394,584</b>	<b>307,317</b>	<b>45,399</b>	<b>164</b>	<b>747,464</b>
<b>(Deficiency) Excess of Revenues (Under)</b>					
<b>Over Expenditures</b>	<b>(354,466)</b>	<b>0</b>	<b>38,284</b>	<b>9,393</b>	<b>(306,789)</b>
<b>Other Financing Sources (Uses)</b>					
Operating Transfers In	361,365	0	0	0	361,365
Operating Transfers Out	(6,899)	0	0	0	(6,899)
<b>Total Other Financing Sources (Uses)</b>	<b>354,466</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>354,466</b>
<b>Net Change in Fund Balances</b>	<b>0</b>	<b>0</b>	<b>38,284</b>	<b>9,393</b>	<b>47,677</b>
<b>Fund Balances, Beginning of Year</b>	<b>0</b>	<b>0</b>	<b>80,650</b>	<b>25,645</b>	<b>106,295</b>
<b>Fund Balances, End of Year</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 118,934</b>	<b>\$ 35,038</b>	<b>\$ 153,972</b>

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
GENERAL FUND  
SEPTEMBER 30, 2020**

	General Fund			
	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	With Final Budget Positive (Negative)
<b>Revenues</b>				
Intergovernmental	\$ 0	\$ 0	\$ 0	\$ 0
Charges for Services	21,080	21,080	21,284	204
Fines and Forfeitures	0	0	0	0
Miscellaneous	15,838	15,838	18,834	2,996
<b>Total Revenues</b>	<b>36,918</b>	<b>36,918</b>	<b>40,118</b>	<b>3,200</b>
<b>Expenditures</b>				
Current:				
General Government				
Salaries and Benefits	375,750	386,663	346,193	(40,470)
Operating Expenditures	11,620	11,620	9,035	(2,585)
Court-related				
Salaries and Benefits	0	0	36,503	36,503
Operating Expenditures	0	0	653	653
Capital Outlay	0	0	2,200	2,200
<b>(Total Expenditures)</b>	<b>387,370</b>	<b>398,283</b>	<b>394,584</b>	<b>(3,699)</b>
<b>(Deficiency) Excess of Revenues (Under)</b>				
<b>Over Expenditures</b>	<b>(350,452)</b>	<b>(361,365)</b>	<b>(354,466)</b>	<b>6,899</b>
<b>Other Financing Sources (Uses)</b>				
Operating Transfers In	350,452	361,365	361,365	0
Operating Transfers Out	0	0	(6,899)	(6,899)
<b>Total Other Financing Sources (Uses)</b>	<b>350,452</b>	<b>361,365</b>	<b>354,466</b>	<b>(6,899)</b>
<b>Net Change in Fund Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balances, Beginning of Year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balances, End of Year</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**COURT FUND**  
**SEPTEMBER 30, 2020**

	Court Fund			
	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	With Final Budget
				Positive
				(Negative)
<b>Revenues</b>				
Intergovernmental	\$ 243,695	\$ 207,943	\$ 168,011	\$ (39,932)
Fines and Forfeitures	129,645	129,645	139,096	9,451
Miscellaneous	250	250	210	(40)
<b>Total Revenues</b>	<b>373,590</b>	<b>337,838</b>	<b>307,317</b>	<b>(30,521)</b>
<b>Expenditures</b>				
Current:				
General Government				
Salaries and Benefits	0	0	0	0
Operating Expenditures	0	0	0	0
Court-related				
Salaries and Benefits	348,945	322,168	300,916	(21,252)
Operating Expenditures	24,645	15,670	6,401	(9,269)
Capital Outlay	0	0	0	0
<b>(Total Expenditures)</b>	<b>373,590</b>	<b>337,838</b>	<b>307,317</b>	<b>(30,521)</b>
<b>(Deficiency) Excess of Revenues (Under)</b>				
<b>Over Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Financing Sources (Uses)</b>				
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Change in Fund Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balances, Beginning of Year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balances, End of Year</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
CHILD SUPPORT FUND  
SEPTEMBER 30, 2020**

	Child Support Fund			
	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	With Final Budget Positive (Negative)
<b>Revenues</b>				
Intergovernmental	\$ 36,366	\$ 36,366	\$ 83,683	\$ 47,317
Fines and Forfeitures	0	0	0	0
Miscellaneous	0	0	0	0
<b>Total Revenues</b>	<b>36,366</b>	<b>36,366</b>	<b>83,683</b>	<b>47,317</b>
<b>Expenditures</b>				
Current:				
General Government				
Salaries and Benefits	0	0	0	0
Operating Expenditures	174,971	174,971	40,404	(134,567)
Court-related				
Salaries and Benefits	0	0	0	0
Operating Expenditures	0	0	3,901	3,901
Capital Outlay	0	0	1,094	1,094
<b>(Total Expenditures)</b>	<b>174,971</b>	<b>174,971</b>	<b>45,399</b>	<b>(129,572)</b>
<b>(Deficiency) Excess of Revenues (Under)</b>				
<b>Over Expenditures</b>	<b>(138,605)</b>	<b>(138,605)</b>	<b>38,284</b>	<b>176,889</b>
<b>Other Financing Sources (Uses)</b>				
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Change in Fund Balances</b>	<b>(138,605)</b>	<b>(138,605)</b>	<b>38,284</b>	<b>176,889</b>
<b>Fund Balances, Beginning of Year</b>	<b>0</b>	<b>0</b>	<b>80,650</b>	<b>80,650</b>
<b>Fund Balances, End of Year</b>	<b>\$ (138,605)</b>	<b>\$ (138,605)</b>	<b>\$ 118,934</b>	<b>\$ 257,539</b>



**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
RECORDS MODERNIZATION FUND  
SEPTEMBER 30, 2020**

	Records Modernization Fund			
	Budgeted Amounts		Variance	
			With Final Budget	
	Original	Final	Actual Amounts	Positive (Negative)
<b>Revenues</b>				
Intergovernmental	\$ 37,355	\$ 37,355	\$ 9,557	\$ (27,798)
Charges for Services	0	0	0	0
Miscellaneous	0	0	0	0
<b>Total Revenues</b>	<u>37,355</u>	<u>37,355</u>	<u>9,557</u>	<u>(27,798)</u>
<b>Expenditures</b>				
Current:				
General Government				
Salaries and Benefits	0	0	0	0
Operating Expenditures	0	0	0	0
Court-related				
Salaries and Benefits	0	0	0	0
Operating Expenditures	37,355	37,355	164	(37,191)
Capital Outlay	0	0	0	0
<b>(Total Expenditures)</b>	<u>37,355</u>	<u>37,355</u>	<u>164</u>	<u>27,781</u>
<b>(Deficiency) Excess of Revenues (Under)</b>				
<b>Over Expenditures</b>	<u>0</u>	<u>0</u>	<u>9,393</u>	<u>9,393</u>
<b>Other Financing Sources (Uses)</b>				
Operating Transfers in	0	0	0	0
Operating Transfers (out)	0	0	0	0
<b>Total Other Financing Sources (Uses)</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net Change in Fund Balances</b>	<u>0</u>	<u>0</u>	<u>9,393</u>	<u>9,393</u>
<b>Fund Balances, Beginning of Year</b>	<u>0</u>	<u>0</u>	<u>25,645</u>	<u>25,645</u>
<b>Fund Balances, End of Year</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 35,038</u>	<u>\$ 35,038</u>

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT**  
**STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES**  
**AGENCY FUNDS**  
**SEPTEMBER 30, 2020**

**Assets**

Cash	<u>\$ 57,081</u>
<b>Total Assets</b>	<u>57,081</u>

**Liabilities**

Due to Individuals	10,521
Unremitted Collections	<u>46,560</u>
<b>Total Liabilities</b>	<u><u>\$ 57,081</u></u>

## **NOTES TO BASIC FINANCIAL STATEMENTS**

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies**

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

The Clerk of the Circuit Court (the “Clerk”) is an elected Constitutional Officer of the County pursuant to Article VIII, Section (1) of the *Constitution of the State of Florida*. For financial statement and reporting purposes, the Clerk is a separate Constitutional Officer as provided by Chapter 218, Florida Statutes. However, the Clerk does not meet the definition of a legally separate organization and is not considered to be a component unit. Accordingly, the Clerk is considered to be a part of the primary government of Liberty County, Florida (the “County”), and the financial activities of the Clerk are included as such in the Liberty County annual financial report, along with the other Constitutional Officers and the Liberty County Board of County Commissioners (the “Board”). The financial statements contained herein represent the financial transactions of the Clerk only. There are no component units for the Clerk to consider for inclusion in these financial statements.

The Clerk funds its non-court operations as a Budget Officer and a Fee Officer pursuant to Florida Statutes, Chapters 28, 218 and 129, respectively. As a Budget Officer, the operations of the Clerk are approved and funded by the County General Fund. Prior to July 1, 2009, as a Fee Officer, the operations of the Clerk were funded from the fees and charges authorized under Chapter 2004-265, Laws of Florida. Beginning July 1, 2009, the Clerk’s court-related operations were funded from the State’s general appropriations, pursuant to Chapter 2009-204, Laws of Florida. The receipts from the County General Fund are recorded as other financing sources on the Clerk’s General Fund financial statements. Any excess of revenues and other financing sources received over expenditures of the General Fund are remitted to the County General Fund at year-end. Any excess of revenues over court-related expenditures of the court fund is remitted to the State of Florida at year-end.

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

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Basis of Presentation**

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

Section 10.556(4), *Rules of the Auditor General-Local Government Entity Audits* requires the Clerk to only present fund financial statements. Accordingly, due to the omission of government-wide financial statements, full accrual financial statements and related disclosures, including a management's discussion and analysis, these financial statements do not constitute a complete presentation of the financial position of the Clerk as of September 30, 2020, and the changes in its financial position for the year then ended, in conformity with Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statement-and Management's Discussion and Analysis-for State and Local Governments*, but otherwise constitute financial statements prepared in conformity with U.S. generally accepted accounting principles (GAAP).

**Fund Accounting**

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

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

The Clerk utilizes the following fund type:

- **Governmental Fund:**

- **General Fund** – The general fund is the general operating fund of the Clerk. It is used to account for all financial resources, except those required to be accounted for in another fund.
- **Court Fund** – The Court Fund was established to account for court-related revenues and expenditures and are required to be reported separately from the Clerk's general fund activities.
- **Child Support Enforcement** – The Child Support Enforcement Fund was established to account for federal reimbursement of the court-related child support revenues and expenditures for overhead that is required to be reported separately from the Clerk's general fund activities.
- **Public Records Trust Fund** – The Public Records Trust Fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for the public records system of the Clerk's office and additional court-related operational needs and program enhancements.

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (continued)**

● **Fiduciary Fund:**

- **Agency Fund** – The agency fund is used to account for assets held by the Clerk in a trustee capacity or 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 positions. Such assets include receipts for property taxes, vehicle registrations, sales tax, and hunting and fishing licenses.

**Basis of Accounting**

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

The modified accrual basis of accounting is followed by the general fund and agency fund. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available and as such, are susceptible to accrual. Expenditures are recorded when the liability is incurred, except for accumulated sick and vacation pay, which are not recorded until paid. The Clerk considers revenues collected within 30 days after year-end to be available and susceptible to accrual as revenues of the current year. The following major revenues are considered susceptible to accrual: charges for services and interest earned.

**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.

**Budgets and Budgetary Accounting**

Government fund revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary accounting system in accordance with the Florida Statutes. An annual budget is adopted for the Clerk’s General Fund, Child Support Fund and the Public Records Trust Fund. All budget amounts presented in the accompanying financial statements have been adjusted for legally authorized amendments of the annual budget for the year. A budget was adopted for the Court Fund and approved by the Florida Clerk of Courts Operations Corporation. 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 appropriation at the individual fund level. Appropriations lapse at the end of the fiscal year to the extent they have not been expended, except for the Clerk’s court funds, which lapse at the end of the State year on June 30 of each year.

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (continued)**

The budgeted revenues and expenditures in the accompanying budgetary comparisons statement reflect the Clerk's original adopted budget and the final budget with all amendments approved by the Clerk, the CCOC and/or the Board.

**Capital Assets**

Capital assets purchased in the Governmental Fund type are recorded as expenditures (capital outlay) in the general fund 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 its office.

**Accumulated Compensated Absences**

Permanent full-time employees of the Clerk are entitled to accrue unlimited hours of sick leave and 240 hours of vacation time. Upon termination, employees can be paid based upon the employee's current wage rate, up to 240 hours of vacation time and 25% of sick time up to 480 hours if employed for ten years.

The Clerk uses the vesting method to calculate the liability for compensated absences. The Clerk does not, nor is it legally required to, accumulate expendable available financial resources to liquidate these obligations. Accordingly, the liability for compensated absences is not reported in the general fund, but is reported in the statement of net position in the County-wide financial statements.

**Transfers In and Out**

The Clerk is a fee officer whose operating budget is funded from fees, fines, and service charges relating to various statutory court and non-court services provided by the office. The Clerk also receives appropriations from the Board to fund the Clerk's functions as auditor and custodian of the County. The payments by the Board to fund these services are recorded as transfers out on the financial statements of the Board and as transfers in on the financial statements of the Clerk.

In accordance with Section 218.36, Florida Statutes, all General Fund non-court related revenues in excess of non-court related expenditures during the fiscal year are distributed to the Board within 31 days following the end of the fiscal year. In accordance with Section 28.37, Florida Statutes, the excess of court related fees, service charges, court costs and fines retained by the Clerk in excess of approved court-related expenditures, are distributed to the Florida Department of Revenue by January 1 following the Clerk's fiscal year-end. Accordingly, such amounts are recorded as liabilities due to other County units and other governments and as transfers out to the Board and the Florida Department of Revenue on the financial statements of the Clerk. The Clerk's transfers to the Board are recognized as transfers in on the financial statements of the Board.

**Related Organizations – Common Expenses**

Certain expenses, which are common to the Board and all Constitutional Officers, are reported as expenses of the Board and, therefore, are not budgeted by or allocated to the Clerk. These expenses paid by the Board relating to the Clerk's operations are occupancy costs, janitorial service, utilities, and Property and Worker's Compensation Insurance.

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Risk Management**

The Clerk is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors or omissions; injuries to employees and/or the public; or damage to property of others. The Clerk participates in the risk management program through the Board of County Commissioners, which uses commercial insurance and a public entity risk pool to cover certain risks from loss:

- Real and Personal Property Damage
- Public Employees' Bond
- Workers' Compensation
- Automobile Liability

The Board participates in the Florida Association of Counties Trust (FACT), a public entity risk pool for risks related to comprehensive general liability. The agreement provides that the financial liability of each participating county is limited to premiums and surplus contributions paid or obligations made to FACT. Aggregate coverage provided is limited to \$1,000,000 for each claim.

**Fund Balance Reporting**

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

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



**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (concluded)**

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

**Use of Estimates**

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

**Note 2 - Cash**

**Cash Deposits**

The carrying amount of cash deposits was \$13,427 at September 30, 2020. Deposits in banks and savings and loan institutions are collateralized as public funds through a state procedure provided for in Chapter 280, Florida Statutes. Financial institutions qualifying as public depositories are required to pledge eligible collateral having a market value equal to or greater than the average daily or monthly balance of all public deposit's times the depository's collateral pledging level. The Public Deposit Security Trust Fund has a procedure to allocate and recover losses in the event of a default or insolvency. When public deposits are made in accordance with Chapter 280, no public depositor shall be liable for any loss thereof. All the cash deposits of the Clerk are placed with qualified financial institutions and are classified as category one credit risk, which means they are insured or collateralized.

**Credit Risk**

Section 218.415(17), Florida Statutes, stipulates the State-approved investment policy for all governmental entities and includes the following investments:

- The Florida PRIME (formerly the Local Government Surplus Trust Fund), administered by the State Board of Administration.
- Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- Interest-bearing time deposits or savings accounts in qualified public depositories.
- Direct obligations of the U.S. Treasury.

The Clerk does not have an investment policy that would further limit its investment choices.

**Custodial Credit Risk**

Custodial credit risk is the risk that, in the event of a bank failure, the government's deposits may not be returned to it.

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 2 – Cash (concluded)**

Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, Florida Statutes. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The Clerk's deposits are therefore considered fully insured or collateralized.

**Note 3 – Pension and Postemployment Benefits Other Than Pension Benefits**

**Florida Retirement System (FRS) Pension Benefits**

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

**Postemployment Benefits Other Than Pensions**

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

**Note 4 – Changes in Long-term Obligations**

The following is a summary of the changes in long-term obligations of the Clerk for the year ended September 30, 2020:

	Beginning Balance			Ending Balance
	September 30, 2019	Additions	Deletions	September 30, 2020
Compensated Absences	\$ 55,757	\$ 35,383	\$ 0	\$ 91,140

Records kept for compensated absences relate only to hours earned, used and available, the effect of changes in individual employee compensation rates on changes in the reported value of the liability for compensated absences cannot be reasonably estimated.

The portion of the compensated absences liability estimated to be paid during the next year (current portion) is \$22,785.

**Note 5 – Encumbrances**

Encumbrances represent commitments related to underperformed contracts for goods or services. They do not constitute expenditures or liabilities. The encumbrances will be honored in the subsequent year. The Clerk had no outstanding encumbrances at September 30, 2020.

**Note 6 – Fund Balances**

The Clerk at September 30, 2020, had a restricted fund balance of \$118,934 in the Child Support Enforcement Fund, and a restricted fund balance of \$35,038 in the Records Modernization Fund.

## **OTHER FINANCIAL INFORMATION**

**LIBERTY COUNTY CLERK OF THE CIRCUIT COURT**  
**COMBINING STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES**  
**ALL AGENCY FUNDS**  
**SEPTEMBER 30, 2020**

	<b>Clerk of the Courts</b>				
	<b>General Agency</b>	<b>Domestic Relations</b>	<b>Registry of Court</b>	<b>Cash Bond</b>	<b>Total</b>
<b>Assets</b>					
Cash	\$ 5,268	\$ 0	\$ 41,292	\$ 10,521	\$ 57,081
Due from Other Funds	0	0	0	0	0
Due from Other Governments	0	0	0	0	0
<b>Total Assets</b>	<b>5,268</b>	<b>0</b>	<b>41,292</b>	<b>10,521</b>	<b>57,081</b>
<b>Liabilities</b>					
Due to Individuals	0	0	0	10,521	10,521
Unremitted Collections	5,268	0	41,292	0	46,560
<b>Total Liabilities</b>	<b>\$ 5,268</b>	<b>\$ 0</b>	<b>\$ 41,292</b>	<b>\$ 10,521</b>	<b>\$ 57,081</b>

## **LIBERTY COUNTY CLERK OF THE CIRCUIT COURT**

### **AGENCY FUNDS**

**GENERAL AGENCY** – This fund is a central clearing account for all monies received, and the receipt and disbursement of fines and service charges.

**DOMESTIC RELATIONS** – This fund accounts for the collection and disbursement of court-ordered alimony and child support payments.

**REGISTRY OF COURT** – This fund accounts for the collection and disbursement of deposits required by circuit and county court legal actions.

**CASH BOND** – This accounts for funds received from defendants of criminal and traffic arrests required to assure that the defendant will meet the requirement to appear in court. Disposition of these bond funds is made as ordered by the court.

## **COMPLIANCE SECTION**

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

The Honorable Daniel Stanley  
Liberty County Clerk of the Circuit Court  
Liberty County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of each major fund and the aggregate remaining fund information of the Liberty County, Florida, Clerk of the Circuit Court (the "Clerk") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements and have issued our report thereon dated June 29, 2021.

**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 entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

**Compliance and Other Matters**

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

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

**Purpose of this Report**

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

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida



**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE  
WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

The Honorable Daniel Stanley  
Liberty County Clerk of the Circuit Court  
Liberty County, Florida

We have examined the Liberty County, Florida, Clerk of the Circuit Court's (the "Clerk") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2020. Management is responsible for the Clerk's compliance with those requirements. Our responsibility is to express an opinion on the Clerk's compliance based on our examination.

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

In our opinion, the Clerk complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

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

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE  
WITH THE REQUIREMENTS OF SECTIONS 28.35 AND 28.36, FLORIDA STATUTES**

The Honorable Daniel Stanley  
Liberty County Clerk of the Circuit Court  
Liberty County, Florida

We have examined the Liberty County, Florida, Clerk of the Circuit Court (the "Clerk") compliance with the requirements of Section 28.35, Florida Statutes, *Florida Clerks of Court Operations Corporation*, and Section 28.36, Florida Statutes, *Budget Procedure*, during the year ended September 30, 2020. Management is responsible for the Clerk's compliance with those requirements. Our responsibility is to express an opinion on the Clerk's compliance based on our examination.

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

In our opinion, the Clerk complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, the Clerk, its management, and the Board of County Commissioners of Liberty County, Florida, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE  
WITH THE REQUIREMENTS OF SECTION 61.181, FLORIDA STATUTES**

The Honorable Daniel Stanley  
Liberty County Clerk of the Circuit Court  
Liberty County, Florida

We have examined the Liberty County, Florida, Clerk of the Circuit Court (the "Clerk") compliance with the requirements of Section 61.181, Florida Statutes, *Depository for Alimony Transactions, Support, Maintenance and Support Payments; Fees* during the year ended September 30, 2020. Management is responsible for the Clerk's compliance with those requirements. Our responsibility is to express an opinion on the Clerk's compliance based on our examination.

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

In our opinion, the Clerk complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, the Clerk, its management, and the Board of County Commissioners of Liberty County, Florida, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

## **INDEPENDENT AUDITOR'S MANAGEMENT LETTER**

The Honorable Daniel Stanley  
Liberty County Clerk of the Circuit Court  
Liberty County, Florida

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

We have audited the accompanying financial statements of the Liberty County, Florida, Clerk of the Circuit Court (the "Clerk"), as of and for the year ended September 30, 2020, and have issued our report thereon June 29, 2021.

### **Auditor's Responsibility**

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

### **Other Reporting Requirements**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditor's Report on Compliance for Each Major Federal Program and State Project and Report on Internal Control over Compliance; Schedule of Findings and Questioned Costs; and Independent Accountant's Report on an examination conducted in accordance with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 29, 2021, should be considered in conjunction with this management letter.

### **Prior Audit Findings**

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

### **Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the financial statements. The Liberty 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 Liberty County, Florida, Clerk of the Circuit Court.

### **Financial Management**

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

**INDEPENDENT AUDITOR'S MANAGEMENT LETTER**  
*(Concluded)*

**Additional Matters**

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

**Purpose of the Letter**

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

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

**FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITOR'S REPORT**

**LIBERTY COUNTY SHERIFF  
LIBERTY COUNTY, FL**

**SEPTEMBER 30, 2020**

**LIBERTY COUNTY SHERIFF  
LIBERTY COUNTY, FLORIDA  
SEPTEMBER 30, 2020**

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## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Buddy Money  
Liberty County Sheriff  
Liberty County, Florida

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

We have audited the accompanying financial statements of the major fund of the Liberty County, Florida, Sheriff (the "Sheriff") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Sheriff's 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 statement audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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 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 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 each major fund and remaining aggregate fund information of the Sheriff as of September 30, 2020, and the respective changes in financial position, where applicable, and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.



**INDEPENDENT AUDITOR'S REPORT**  
**(Concluded)**

**Emphasis of Matter**

As discussed in Note 1 to the financial statements, the financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial positioning, where applicable, of the major fund, only for the portion of the major fund of Liberty County, Florida that is attributable to the Sheriff. They do not purport to, and do not, present fairly the financial position of Liberty County, Florida, as of September 30, 2020, and the changes in its financial position, where applicable, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to these matters.

**Other Matters**

*Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Sheriff's basic financial statements. The combining and individual 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 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 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 29, 2021, on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Sheriff's internal control over financial reporting and compliance.

*Moran & Smith LLP*  
Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

## **FINANCIAL STATEMENTS**

**LIBERTY COUNTY SHERIFF  
COMBINING BALANCE SHEET  
GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2020**

	<b>Major Fund</b>	<b>Other</b>	<b>Total</b>
	<b>General</b>	<b>Governmental</b>	<b>Governmental</b>
<b>Assets</b>			
Cash	\$ 5,414	\$ 88,399	\$ 93,813
Due from Other Funds	0	0	0
Due from Other Governments	58,809	0	58,809
Prepaid Expenses	0	0	0
<b>Total Assets</b>	<b>64,223</b>	<b>88,399</b>	<b>152,622</b>
<b>Liabilities and Fund Balances</b>			
<b>Liabilities</b>			
Accounts Payable and Accrued Expenses	24,626	0	24,626
Due to Other Funds	39,597	0	39,597
Due to Board of County Commissioners	0	0	0
Due to State	0	0	0
Deferred Revenues	0	0	0
<b>Total Liabilities</b>	<b>64,223</b>	<b>0</b>	<b>64,223</b>
<b>Fund Balances</b>			
Restricted	0	88,399	88,399
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0
<b>Total Fund Balances</b>	<b>0</b>	<b>88,399</b>	<b>88,399</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 64,223</b>	<b>\$ 88,399</b>	<b>\$ 152,622</b>

**LIBERTY COUNTY SHERIFF**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

	<b>Major Fund General</b>	<b>Other Governmental</b>	<b>Total Governmental</b>
<b>Revenues</b>			
Intergovernmental	\$ 788,334	\$ 0	\$ 788,334
Charges for Services	266,563	0	266,563
Fines and Forfeitures	0	0	0
Miscellaneous	21,697	59,370	81,067
<b>Total Revenues</b>	<b>1,076,594</b>	<b>59,370</b>	<b>1,135,964</b>
<b>Expenditures</b>			
Current:			
Public Safety			
Salaries and Benefits	1,486,324	0	1,486,324
Operating Expenditures	449,516	0	449,516
Capital outlay	185,197	0	185,197
Corrections			
Salaries and Benefits	655,775	0	655,775
Operating Expenditures	82,466	32,583	115,049
<b>(Total Expenditures)</b>	<b>2,859,277</b>	<b>32,583</b>	<b>2,891,860</b>
<b>(Deficiency) Excess of Revenues (Under)</b>			
<b>Over Expenditures</b>	<b>(1,782,683)</b>	<b>26,787</b>	<b>(1,755,896)</b>
<b>Other Financing Sources (Uses)</b>			
Operating Transfers In	1,874,380	0	1,874,380
Operating Transfers Out	(91,696)	0	(91,696)
<b>Total Other Financing Sources (Uses)</b>	<b>1,782,683</b>	<b>0</b>	<b>1,782,683</b>
<b>Net Change in Fund Balances</b>	<b>0</b>	<b>26,787</b>	<b>26,787</b>
<b>Fund Balances, Beginning of Year</b>	<b>0</b>	<b>61,612</b>	<b>61,612</b>
<b>Fund Balances, End of Year</b>	<b>\$ 0</b>	<b>\$ 88,399</b>	<b>\$ 88,399</b>

**LIBERTY COUNTY SHERIFF**  
**STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES - BUDGET AND ACTUAL**  
**GENERAL FUND**  
**SEPTEMBER 30, 2020**

	<b>General Fund</b>			
	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>With Final Budget</b>
				<b>Positive</b>
				<b>(Negative)</b>
<b>Revenues</b>				
Intergovernmental	\$ 879,907	\$ 879,907	\$ 788,334	\$ (91,573)
Charges for Services	0	0	266,563	266,563
Fines and Forfeitures	0	0	0	0
Miscellaneous	0	0	21,697	21,697
<b>Total Revenues</b>	<b>879,907</b>	<b>879,907</b>	<b>1,076,594</b>	<b>196,687</b>
<b>Expenditures</b>				
Current:				
Public Safety				
Salaries and Benefits	1,375,059	1,458,830	1,486,324	27,494
Operating Expenditures	415,865	441,201	449,516	8,315
Capital Outlay	171,333	181,771	185,197	3,426
Corrections				
Salaries and Benefits	606,684	643,645	655,775	12,130
Operating Expenditures	76,292	80,940	82,466	1,525
<b>(Total Expenditures)</b>	<b>2,645,234</b>	<b>2,806,387</b>	<b>2,859,277</b>	<b>52,890</b>
<b>(Deficiency) Excess of Revenues (Under)</b>				
<b>Over Expenditures</b>	<b>(1,765,327)</b>	<b>(1,926,480)</b>	<b>(1,782,683)</b>	<b>143,797</b>
<b>Other Financing Sources (Uses)</b>				
Operating Transfers In	1,765,327	1,926,480	1,874,380	(52,101)
Operating Transfers Out	0	0	(91,696)	(91,696)
<b>Total Other Financing Sources (Uses)</b>	<b>1,765,327</b>	<b>1,926,480</b>	<b>1,782,683</b>	<b>(143,797)</b>
<b>Net Change in Fund Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balances, Beginning of Year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balances, End of Year</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**LIBERTY COUNTY SHERIFF  
STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES  
AGENCY FUNDS  
SEPTEMBER 30, 2020**

**Assets**

Cash	\$ 80,593
<b>Total Assets</b>	<u>80,593</u>

**Liabilities**

Due to Individuals	
Due to Other Funds	
Unremitted Collections	80,593
<b>Total Liabilities</b>	<u><u>\$ 80,593</u></u>

## **NOTES TO BASIC FINANCIAL STATEMENTS**

**LIBERTY COUNTY SHERIFF**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies**

The following is a summary of the significant principles and policies used in the preparation of the accompanying financial statements

**Reporting Entity**

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

The Sheriff is an elected Constitutional Officer of the County pursuant to Article VIII, Section (1) of the *Constitution of the State of Florida*. For financial statement and reporting purposes, the Sheriff is a separate Constitutional Officer as provided by Chapter 218, Florida Statutes. However, the Sheriff does not meet the definition of a legally separate organization and is not considered to be a component unit. Accordingly, the Sheriff is considered to be a part of the primary government of Liberty County, Florida (the “County”), and the financial activities of the Sheriff are included as such in the Liberty County annual financial report, along with the other Constitutional Officers and the Liberty County Board of County Commissioners (the “Board”). The financial statements contained herein represent the financial transactions of the Sheriff only. There are no component units for the Sheriff to consider for inclusion in these financial statements. The accounting policies of the Sheriff conform to accounting principles generally accepted in the United States of America as applicable to government units. The following is a summary of the more significant accounting principles and policies used in the preparation of these financial statements.

For financial reporting purposes, the Sheriff is deemed to be a part of the primary government of the County and, therefore, is included as such in the County’s annual financial report.

**Basis of Presentation**

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

Section 10.556(4), *Rules of the Auditor General-Local Government Entity Audits* requires the Sheriff to only present fund financial statements. Accordingly, due to the omission of government-wide financial statements, full accrual financial statements and related disclosures, including a management’s discussion and analysis, these financial statements do not constitute a complete presentation of the financial position of the Sheriff as of September 30, 2020, and the changes in its financial position for the year then ended, in conformity with Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statement-and Management’s Discussion and Analysis-for State and Local Governments*, but otherwise constitute financial statements prepared in conformity with U.S. generally accepted accounting principles (GAAP).



**LIBERTY COUNTY SHERIFF**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (continued)**

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

The Sheriff utilizes the following fund type:

- **Major Governmental Fund**
  - **General Fund** – The general fund is the general operating fund of the Sheriff. It is used to account for all financial resources, except those required to be accounted for in another fund.
- **Non-major Governmental Funds**
  - **Special Revenue Fund** – Special revenue funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. The Sheriff reports the following special revenue fund in the financial statements under the title “Other Governmental Fund”:
    - **Inmate Welfare** – A special revenue fund which accounts for commissions received from pay telephones and commissary profits restricted for the benefit of inmates.
- **Fiduciary Fund**
  - **Agency Fund** – The agency fund is 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 positions. They are Individual Depository, Suspense, and Inmate Trust.

**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. The modified accrual basis of accounting is followed by the governmental funds and agency fund. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available to finance expenditures of the current period. The Sheriff considers revenues to be available if they are collected within 30 days of the end of the current fiscal period. Expenditures are recorded when 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 Sheriff considers receivables collected within 30 days after year-end to be available and susceptible to accrual as revenues of the current year. The following major revenues are considered susceptible to accrual: intergovernmental revenue, charges for services, and interest earned. However, intergovernmental revenue, consisting of a cost reimbursement grant, is recognized as revenue as the related expenditures are incurred.

**LIBERTY COUNTY SHERIFF**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Measurement Focus**

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

**Budgets and Budgetary Accounting**

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 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.

**Capital Assets**

The Sheriff is accountable for, and thus maintains, capital asset records pertaining to the equipment used in his operations. Real property used by the Sheriff is accounted for by the Board, as the Board holds legal title and is accountable for such assets under Florida law. Capital assets purchased in Governmental Funds costing \$1,000 or more and having a useful life in excess of one year are recorded as expenditures (capital outlay) at the time of purchase.

Capital assets, which include vehicles and equipment, are recorded as capital outlay expenditures in the governmental funds at the time goods are received and a liability is incurred. These assets are then capitalized at cost in the statement of net position as part of the basic financial statements of the County (statement of net position). Capital assets acquired under capital leases are capitalized at cost in the statement of net assets at the time the assets are received. Donated and confiscated capital assets are recorded in the statement of net assets and are recorded at fair value at the time received. Capital assets are depreciated using the straight-line method over three to seven years. The depreciation expense is recorded in the statement of activities as part of the basic financial statements of the County.

**Accumulated Compensated Absences**

Permanent full-time employees of the Sheriff are entitled to accrue unlimited hours of sick leave and 240 hours annually of vacation time. Upon termination, employees can be paid up to 240 hours of vacation time and employees with ten years of service can be paid 25% of their sick leave not to exceed 480 hours. The Sheriff’s accumulated compensated absences are reported in the statement of net position in the County’s financial statements. The Sheriff uses the vesting method to calculate the liability for compensated absences.

**LIBERTY COUNTY SHERIFF  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (concluded)**

**Transfers In and Out**

The Board funds primarily all the operating budget of the Sheriff's General Fund. The payments by the Board to fund the operations of the Sheriff are recorded as transfers out on the financial statements of the Board and as transfers in on the financial statements of the Sheriff. In accordance with Florida Statutes , the Sheriff distributes all General Fund revenues in excess of expenditures to the Board within 31 days following the end of the fiscal year. Accordingly, such amounts are recorded as a liability and as transfers out on the financial statements of the Sheriff and as an asset and as transfers in on the financial statements of the Board.

**Related Organizations – Common Expenses**

Certain expenses, which are common to the Board and all Constitutional Officers, are reported as expenses of the Board and, therefore, are not budgeted by or allocated to the Sheriff. These expenses paid by the Board relating to the Sheriff's operations are occupancy costs, janitorial service, utilities, and Property and Worker's Compensation Insurance.

**Risk Management**

The Sheriff 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. The Sheriff carries commercial insurance against losses for automobiles, personal property damage, worker's compensation, and law enforcement officers.

The Sheriff's coverage for workers' compensation is under a retrospectively rated policy. Premiums are accrued based on the ultimate cost-to-date of the Sheriff's experience for this type of risk.

In addition, the Sheriff participates in the Florida Sheriffs' Association's Self-Insurance Fund for risks related to professional liability and public officials' coverage.

**Fund Balance**

Restrictions reported in the governmental funds' balance sheet indicate that portion of fund balance that is not available for appropriation or which is legally segregated for a specific future use.

**Use of Estimates**

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

**LIBERTY COUNTY SHERIFF  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 2 - Cash**

**Cash Deposits**

At September 30, 2020, the carrying amount of the Sheriff's deposits was \$93,813 for Governmental Funds and \$80,593 for the Agency Funds for a total of \$174,406. On September 30, 2020, the Sheriff's cash on deposit in its bank accounts was insured by federal deposit insurance or collateralized pursuant to Chapter 280, Florida Statutes. Deposits in banks and thrift institutions are collateralized as public funds through a state procedure provided for in Chapter 280 of the Florida Statutes. Financial institutions qualifying as public depositories are required to pledge eligible collateral having market value equal to or greater than the average daily or monthly balance of all public deposits times the depository's collateral pledging level. The Public Deposit Security Trust Fund has a procedure to allocate and recover losses in the event of a default or insolvency. When public deposits are made in accordance with Chapter 280, no public depositor shall be liable for any loss thereof. All the cash deposits of the Sheriff are placed with qualified financial institutions and are classified as category one credit risk, which means they are insured or collateralized.

**Credit Risk**

Section 218.415(17), Florida Statutes stipulates the State-approved investment policy for all governmental entities and includes the following investments:

- The Florida PRIME (formerly the Local Government Surplus Trust Fund), administered by the State Board of Administration.
- Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- Interest-bearing time deposits or savings accounts in qualified public depositories.
- Direct obligations of the U.S. Treasury.

The Sheriff does not have an investment policy that would further limit its investment choices.

**Custodial Credit Risk**

Custodial credit risk is the risk that, in the event of a bank failure the government's deposits may not be returned to it.

Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, Florida Statutes. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The Sheriff's deposits are therefore considered fully insured or collateralized.

**LIBERTY COUNTY SHERIFF  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 3 – Capital Assets**

The tangible personal property used by the Sheriff in its governmental fund operations is reported as capital assets in the statement of net assets as part of the basic financial statements of the County. Upon acquisition, such assets are recorded as expenditures in the governmental fund types of the Sheriff and capitalized at cost in the capital asset accounts of the County. The Sheriff maintains recordkeeping and custodial responsibility for certain tangible capital assets used by his office. Information on vehicles, equipment and furniture used in the operations of the Sheriff's office are presented below:

	Balance September 30, 2019	Increase	Decrease	Balance September 30, 2020
Vehicles, Equipment, and Furniture	\$ 1,585,147	\$ 185,197	\$ 0	\$ 1,770,344
Accumulated Depreciation	(894,403)	(107,665)	0	(1,002,068)
Capital Assets, Net	\$ 690,744	\$ 77,532	\$ 0	\$ 768,276

Depreciation expense was charged to Public Safety expense in the government-wide financial statements.

**Note 4 – Pension and Postemployment Benefits Other Than Pension Benefits**

**Florida Retirement System (FRS) Pension Benefits**

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

**Postemployment Benefits Other Than Pensions**

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

**Note 5 – Contingencies**

The Sheriff is contingently liable with respect to lawsuits and other claims incidental to the ordinary course of its operations. In the opinion of management, based on the advice of legal counsel, the ultimate disposition of these lawsuits and claims will not have a material adverse effect on the financial position of the Sheriff.

**LIBERTY COUNTY SHERIFF  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 6 – Changes in Long-term Obligations**

The following is a summary of the changes in long-term obligations of the Sheriff for the year ended September 30, 2020:

	Beginning Balance September 30, 2019	Additions	Deletions	Ending Balance September 30, 2020
Compensated Absences	\$ 128,696	\$ 16,227	\$ 0	\$ 144,923

Records kept for compensated absences relate only to hours earned, used and available, the effect of changes in individual employee compensation rates on changes in the reported value of the liability for compensated absences cannot be reasonably estimated.

The portion of the compensated absences liability estimated to be paid during the next year (current portion) is \$36,231.

**Note 7 – Encumbrances**

Encumbrances represent commitments related to underperformed contracts for goods or services. They do not constitute expenditures or liabilities. The encumbrances will be honored in the subsequent year. The Sheriff had no outstanding encumbrances on September 30, 2020.

**Note 8 – Fund Balance Reporting**

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

The purpose of GASB 54 is to improve the consistency and usefulness of fund balance information to the financial statement user. The statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which the organization is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – non-spendable, restricted, committed, assigned, and unassigned. The Sheriff had \$88,399 in restricted fund balance in the Inmate Welfare Fund at September 30, 2020.

- **Non-spendable-** This component of fund balance consists of amounts that cannot be spent because (a) they are not expected to be converted to cash or (b) they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) or an endowment fund. The Sheriff does not have any non-spendable funds.
- **Restricted-** This component of fund balance consists of amounts that are constrained either (a) externally by third parties (creditors, grantors, contributors, or laws or regulations of other governments), or (b) by the law through constitutional provisions or enabling legislation.

**LIBERTY COUNTY SHERIFF**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 8 – Fund Balance Reporting (concluded)**

- **Committed-** This component of fund balance consists of amounts that can be used for specific purposes to constraints imposed by formal action (e.g., ordinance or resolution) of the County's governing body. These committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (e.g. ordinance or resolution) it employed previously to constrain those amounts.
- **Assigned-** This component of fund balance consists of amounts that are constrained by a less-than-formal action of the organization's governing authority, or by an individual or body to whom the governing authority has delegated this responsibility. The Sheriff has not delegated the responsibility to assign fund balances to any individual body.
- **Unassigned-** This classification is used for (a) negative unrestricted fund balances in any governmental fund, or (b) fund balances within the General Fund that are not restricted, committed or assigned.

## **OTHER FINANCIAL INFORMATION**



## **AGENCY FUNDS**

**INDIVIDUAL DEPOSITORY** – Accounts for fees charged for the service of process in civil cases. These nonrefundable fees are set by Section 30.231 of the Florida Statutes. The costs of executing enforceable writs are also handled through this fund. On a monthly basis, these fees are deposited to the general fund of the Board.

**SUSPENSE** – Accounts for the receipt and disbursement of funds received from various sources such as purges for child support, transportation restitution, interest on certificates of deposit, proceeds from court ordered sale of abandoned property, etc. Disbursement of these funds is made in accordance with the purpose of the receipt and any balance remaining is transferred to the Board's general fund on a monthly basis.

**INMATE TRUST** – Accounts for inmates' personal cash receipts and disbursements. Individual inmate account records are maintained. This fund makes disbursement requested by inmates to the extent of their available funds.

**LIBERTY COUNTY SHERIFF**  
**COMBINING STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES**  
**ALL AGENCY FUNDS**  
**SEPTEMBER 30, 2020**

	<b>Individual</b>		<b>Inmate</b>	
	<b>Depository</b>	<b>Suspense</b>	<b>Trust</b>	<b>Total</b>
<b>Assets</b>				
Cash	\$ 913	\$ 9,080	\$ 70,600	\$ 80,593
Due from Other Funds	0	0	0	0
Due from Other Governments	0	0	0	0
<b>Total Assets</b>	913	9,080	70,600	80,593
<b>Liabilities</b>				
Due to Individuals	0	0	0	0
Due to Other Funds	0	0	0	0
Unremitted Collections	913	9,080	70,600	80,593
<b>Total Liabilities</b>	\$ 913	\$ 9,080	\$ 70,600	\$ 80,593

## **COMPLIANCE SECTION**

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

The Honorable Buddy Money  
Liberty County Sheriff  
Liberty County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the major fund of the Liberty County, Florida, Sheriff (the "Sheriff") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements and have issued our report thereon dated June 29, 2021.

**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.

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 deficiencies described in the accompanying schedule of findings to be material weaknesses. Finding, 2016-IC-03.

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. However, as described in the accompanying schedule of findings, we identified certain deficiencies in internal control that we consider to be material weaknesses.

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

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Sheriff'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 Sheriff's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

### INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES

The Honorable Buddy Money  
Liberty County Sheriff  
Liberty County, Florida

We have examined the Liberty County, Florida, Sheriff's (the "Sheriff") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2020. Management is responsible for the Sheriff's compliance with those requirements. Our responsibility is to express an opinion on the Sheriff's compliance based on our examination.

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

In our opinion, the Sheriff complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

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

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

## **INDEPENDENT AUDITOR'S MANAGEMENT LETTER**

The Honorable Buddy Money  
Liberty County Sheriff  
Liberty County, Florida

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

We have audited the accompanying financial statements of the Liberty County, Florida, Sheriff (the "Sheriff") as of and for the year ended September 30, 2020, and have issued our report thereon June 29, 2021.

### **Auditor's Responsibility**

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

### **Other Reporting Requirements**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditor's Report on Compliance for Each Major Federal Program and State Project and Report on Internal Control over Compliance; Schedule of Findings and Questioned Costs; and Independent Accountant's Report on an examination conducted in accordance with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated June 29, 2021, should be considered in conjunction with this management letter.

### **Prior Audit Findings**

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

### **Official Title and Legal Authority**

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

### **Financial Management**

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

**INDEPENDENT AUDITOR'S MANAGEMENT LETTER**  
*(Concluded)*

**Additional Matters**

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

**Purpose of the Letter**

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

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida



**LIBERTY COUNTY SHERIFF  
SCHEDULE OF YEAR'S FINDINGS  
SEPTEMBER 30, 2020**

**Prior Year Findings**

**Finding 2016-IC -03**

Criteria: Florida Statute 30.51 Fees and Commissions - establishes the uses of trust funds as well as provides guidance on the uses of fees. F.S 30.51(5) "all fees, commissions or other funds collected by the Sheriff for services rendered or performed by his office shall be remitted monthly to the county."

Cause: The Sheriff's office deposited numerous different types of fee proceeds into the Sheriff's operating account, instead of remitting these fees to the county as required. The sheriff also deposited impound fees into a separate "Narcotics account" and this activity was not recorded to the general ledger's activity of the Sheriff's office.

Condition: The Sheriff deposited several types of fees into its operating account or into a narcotic checking account or into the inmate trust account during the year.

Effect: The Sheriff's office cannot document compliance with F.S. 30.51.

Recommendation: We recommend the Sheriff set up the controls and procedures necessary to account for the activity of the agency accounts and its own operating accounts. We also recommend the Sheriff's office review the F.S regarding the uses of fees.

**FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITOR'S REPORT  
LIBERTY COUNTY TAX COLLECTOR  
LIBERTY COUNTY, FL  
SEPTEMBER 30, 2020**

**LIBERTY COUNTY TAX COLLECTOR**  
**LIBERTY COUNTY, FLORIDA**  
**SEPTEMBER 30, 2020**

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### INDEPENDENT AUDITOR'S REPORT

The Honorable Marie Goodman  
Liberty County Tax Collector  
Liberty County, Florida

#### Report on the Financial Statements

We have audited the accompanying financial statements of the major fund and the aggregate remaining fund information of the Liberty County, Florida, Tax Collector (the "Tax Collector") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Tax Collector's 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 statement audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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 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 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 major fund and aggregate remaining fund information of the Tax Collector as of September 30, 2020, and the respective changes in financial position, where applicable, and the respective budgetary comparison for the General Fund thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## INDEPENDENT AUDITOR'S REPORT

(Concluded)

### Emphasis of Matter

As discussed in Note 1 to the financial statements, the financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial positioning, where applicable, of the major fund, and the aggregate remaining fund information, only for the portion of the major fund, and the aggregate remaining fund information, of Liberty County, Florida that is attributable to the Tax Collector. They do not purport to, and do not, present fairly the financial position of Liberty County, Florida, as of September 30, 2020, and the changes in its financial position, where applicable, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to these matters.

### Other Matters

#### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Tax Collector's basic financial statements. The combining and individual 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 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 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 29, 2021, on our consideration of the Tax Collector's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Tax Collector's internal control over financial reporting and compliance.

*Moran & Smith LLP*

Moran & Smith LLP

June 29, 2021

Tallahassee, Florida

## **FINANCIAL STATEMENTS**

**LIBERTY COUNTY TAX COLLECTOR  
BALANCE SHEET  
GENERAL FUND  
SEPTEMBER 30, 2020**

	<b><u>Total Governmental</u></b>
<b>Assets</b>	
Cash	\$ 12,788
Due from Agency Fund	<u>5,939</u>
<b>Total Assets</b>	<u>18,727</u>
 <b>Liabilities and Fund Balances</b>	
 <b>Liabilities</b>	
Accounts Payables	0
Due to Board of County Commissioners	<u>18,727</u>
<b>Total Liabilities</b>	<u>18,727</u>
 <b>Fund Balances</b>	
<b>Total Fund Balances</b>	<u>0</u>
 <b>Total Liabilities and Fund Balances</b>	 <u><u>\$ 18,727</u></u>

**LIBERTY COUNTY TAX COLLECTOR**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES**  
**GENERAL FUND**  
**SEPTEMBER 30, 2020**

	<b><u>Total</u></b> <b><u>Governmental</u></b>
<b>Revenues</b>	
Charges for Services	\$ 184,530
Miscellaneous	461
<b>Total Revenues</b>	<u>184,990</u>
<b>Expenditures</b>	
Current:	
General Government	
Salaries and Benefits	353,610
Operating Expenditures	65,213
Capital Outlay	0
<b>(Total Expenditures)</b>	<u>418,823</u>
<b>(Deficiency) Excess of Revenues (Under)</b>	
<b>Over Expenditures</b>	<u>(233,833)</u>
<b>Other Financing Sources (Uses)</b>	
Operating Transfers In	252,560
Operating Transfers Out	(18,727)
<b>Total Other Financing Sources (Uses)</b>	<u>233,833</u>
<b>Net Change in Fund Balances</b>	0
<b>Fund Balances, Beginning of Year</b>	<u>0</u>
<b>Fund Balances, End of Year</b>	<u><u>\$ 0</u></u>



**LIBERTY COUNTY TAX COLLECTOR**  
**STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES - BUDGET AND ACTUAL**  
**GENERAL FUND**  
**SEPTEMBER 30, 2020**

	General Fund			
	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	With Final Budget Positive (Negative)
<b>Revenues</b>				
Charges for Services	\$ 168,262	\$ 168,262	\$ 184,530	\$ 16,268
Miscellaneous	0	0	461	461
<b>Total Revenues</b>	168,262	168,262	184,990	16,728
<b>Expenditures</b>				
Current:				
General Government				
Salaries and Benefits	355,298	355,298	353,610	(1,688)
Operating Expenditures	65,524	65,524	65,213	(311)
<b>(Total Expenditures)</b>	420,822	420,822	418,823	(1,999)
<b>(Deficiency) Excess of Revenues (Under)</b>				
<b>Over Expenditures</b>	(252,560)	(252,560)	(233,833)	18,727
<b>Other Financing Sources (Uses)</b>				
Operating Transfers In	252,560	252,560	252,560	0
Operating Transfers Out	0	0	(18,727)	(18,727)
<b>Total Other Financing Sources (Uses)</b>	252,560	252,560	233,833	(18,727)
<b>Net Change in Fund Balances</b>	0	0	0	0
<b>Fund Balances, Beginning of Year</b>	0	0	0	0
<b>Fund Balances, End of Year</b>	\$ 0	\$ 0	\$ 0	\$ 0

**LIBERTY COUNTY TAX COLLECTOR  
STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES  
AGENCY FUNDS  
SEPTEMBER 30, 2020**

**Assets**

Cash

\$ 90,694

**Total Assets**

90,694

**Liabilities**

Unremitted Collections

90,694

**Total Liabilities**

\$ 90,694

## **NOTES TO BASIC FINANCIAL STATEMENTS**

**LIBERTY COUNTY TAX COLLECTOR**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies**

The following is a summary of the significant principles and policies used in the preparation of the accompanying financial statements.

**Reporting Entity**

Liberty County, Florida (the “County”) is a political subdivision of the State of Florida. It is governed by an elected Board of County Commissioners (the “Board”), as provided by Section 125.73, Florida Statutes. The Board is responsible for the administration of all departments of which the Board has the authority to control pursuant to general laws of Florida.

The Liberty County, Florida, Tax Collector (the “Tax Collector”) is an elected official of the County pursuant to the Constitution of the State of Florida, Article VIII, Section 1(d), and is a part of the primary government of the County. Although the Board and the Florida Department of Revenue approve the Tax Collector’s total operating budget, the Tax Collector is responsible for the administration and the operation of the Tax Collector’s office, and the Tax Collector’s financial statements do not include the financial statements of the Board or the other Constitutional Officers of the County. There are no component units related to the Tax Collector.

The Tax Collector operates as a fee and budget officer. Upon approval of the operating budget, revenues are collected from fees and from commissions earned for the collection of taxes for Liberty County taxing authorities pursuant to Section 192.091(2), Florida Statutes. The receipts from the Board are recorded as other financing sources on the Tax Collector’s financial statements and as other financing uses on the Board’s financial statements.

For financial reporting purposes, the Tax Collector is deemed to be a part of the primary government of the County and, therefore, is included as such in the County’s annual financial report.

**Basis of Presentation**

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

Section 10.556(4), *Rules of the Auditor General-Local Government Entity Audits* requires the Tax Collector to only present fund financial statements. Accordingly, due to the omission of government-wide financial statements, full accrual financial statements and related disclosures, including a management’s discussion and analysis, these financial statements do not constitute a complete presentation of the financial position of the Tax Collector as of September 30, 2020, and the changes in its financial position for the year then ended, in conformity with Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statement-and Management’s Discussion and Analysis-for State and Local Governments*, but otherwise constitute financial statements prepared in conformity with U.S. generally accepted accounting principles (GAAP).

**LIBERTY COUNTY TAX COLLECTOR**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (continued)**

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

The Tax Collector utilizes the following fund type:

- **Governmental Fund:**

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

- **Fiduciary Fund:**

- **Agency Fund** – The agency fund is 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 positions. Such assets include receipts for property taxes, vehicle registrations, sales tax, and hunting and fishing licenses.

**Basis of Accounting**

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

The modified accrual basis of accounting is followed by the general fund and agency fund. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available and as such, are susceptible to accrual. Expenditures are recorded when the liability is incurred, except for accumulated sick and vacation pay, which are not recorded until paid. The Tax Collector considers revenues collected within 30 days after year-end to be available and susceptible to accrual as revenues of the current year. The following major revenues are considered susceptible to accrual: charges for services and interest earned.

**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.

**LIBERTY COUNTY TAX COLLECTOR**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Budgets and Budgetary Accounting**

General governmental 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 prepared by the Tax Collector and approved by the Florida Department of Revenue for the general fund. Budget to actual comparisons are provided in the financial statements for the general fund, where the Tax Collector has legally adopted an annual budget. 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 (GAAP) basis of accounting. The Tax Collector's annual budget is monitored at varying levels of classification detail. However, for purposes of budgetary control, expenditures cannot legally exceed the total annual budget appropriation at the individual fund level. All appropriations lapse at year-end.

**Capital Assets**

Capital assets purchased in the Governmental Fund type are recorded as expenditures (capital outlay) 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 maintains custodial responsibility for the capital assets used by its office.

**Accumulated Compensated Absences**

Permanent full-time employees of the Tax Collector are entitled to accrue unlimited hours of sick leave and 240 hours of vacation time. Upon termination, employees can be paid based upon the employee's current wage rate, up to 240 hours of vacation time and 25% of sick time up to 480 hours if employed for ten years.

The Tax Collector uses the vesting method to calculate the liability for compensated absences. The Tax Collector does not, nor is it legally required to, accumulate expendable available financial resources to liquidate these obligations. Accordingly, the liability for compensated absences is not reported in the general fund, but is reported in the statement of net position in the County-wide financial statements.

**Use of Estimates**

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

**Transfers In and Out**

The Board funds primarily all the operating budget of the Tax Collector. The payments by the Board to fund the operations of the Tax Collector are recorded as transfers in on the financial statements of the Tax Collector. In accordance with Florida Statutes, the Tax Collector distributes all general fund revenues in excess of expenditures to the Board within 31 days following the end of the fiscal year.

**LIBERTY COUNTY TAX COLLECTOR  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (concluded)**

**Related Organizations – Common Expenses**

Certain expenses, which are common to the Board and all Constitutional Officers, are reported as expenses of the Board and, therefore, are not budgeted by, or allocated to the Tax Collector. These expenses paid by the Board relating to the Tax Collector's operations are occupancy costs, janitorial service, utilities, and Property and Worker's Compensation Insurance.

**Risk Management**

The Tax Collector is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors or omissions; injuries to employees and/or the public; or damage to property of others. The Tax Collector participates in the risk management program through the Board of County Commissioners, which uses commercial insurance and a public entity risk pool to cover certain risks from loss:

- Real and Personal Property Damage
- Public Employees' Bond
- Workers' Compensation
- Automobile Liability

The Board participates in the Florida Association of Counties Trust (FACT), a public entity risk pool for risks related to comprehensive general liability. The agreement provides that the financial liability of each participating county is limited to premiums and surplus contributions paid or obligations made to FACT. Aggregate coverage provided is limited to \$1,000,000 for each claim.

**Property Tax Collections**

Chapter 197, Florida Statutes, governs property tax collections.

- **Current Taxes**

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

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

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

- **Tax Deeds**

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

**LIBERTY COUNTY TAX COLLECTOR**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 2 - Cash**

**Cash Deposits**

The carrying amount of cash deposits was \$12,788 in operating and \$90,694 in the agency account for a total balance of \$103,482 at September 30, 2020. Deposits in banks and savings and loan institutions are collateralized as public funds through a state procedure provided for in Chapter 280, Florida Statutes. Financial institutions qualifying as public depositories are required to pledge eligible collateral having a market value equal to or greater than the average daily or monthly balance of all public deposits times the depository's collateral pledging level. The Public Deposit Security Trust Fund has a procedure to allocate and recover losses in the event of a default or insolvency. When public deposits are made in accordance with Chapter 280, no public depositor shall be liable for any loss thereof. All the cash deposits of the Tax Collector are placed with qualified financial institutions and are classified as category one credit risk, which means they are insured or collateralized.

**Credit Risk**

Section 218.415(17), Florida Statutes, stipulates the State-approved investment policy for all governmental entities and includes the following investments:

- The Florida PRIME (formerly the Local Government Surplus Trust Fund), administered by the State Board of Administration.
- Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- Interest-bearing time deposits or savings accounts in qualified public depositories.
- Direct obligations of the U.S. Treasury.

The Tax Collector does not have an investment policy that would further limit its investment choices.

**Custodial Credit Risk**

Custodial credit risk is the risk that, in the event of a bank failure the government's deposits may not be returned to it.

Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, Florida Statutes. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The Tax Collector's deposits are therefore considered fully insured or collateralized.



**LIBERTY COUNTY TAX COLLECTOR**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 3 – Pension and Postemployment Benefits Other Than Pension Benefits**

**Florida Retirement System (FRS) Pension Benefits**

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

**Postemployment Benefits Other Than Pensions**

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

**Note 4 – Changes in Long-term Obligations**

The following is a summary of the changes in long-term obligations of the Tax Collector for the year ended September 30, 2020:

	Beginning Balance			Ending Balance
	September 30, 2019	Additions	Deletions	September 30, 2020
Compensated Absences	\$ 8,156	\$ 0	\$ 1,906	\$ 6,250

Records kept for compensated absences relate only to hours earned, used and available, the effect of changes in individual employee compensation rates on changes in the reported value of the liability for compensated absences cannot be reasonably estimated.

The portion of the compensated absences liability estimated to be paid during the next year (current portion) is \$1,563.

**Note 5 – Encumbrances**

Encumbrances represent commitments related to underperformed contracts for goods or services. They do not constitute expenditures or liabilities. The encumbrances will be honored in the subsequent year. The Tax Collector had no outstanding encumbrances at September 30, 2020.

## **COMPLIANCE SECTION**

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

The Honorable Marie Goodman  
Liberty County Tax Collector  
Liberty County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the major fund and the aggregate remaining fund information of the Liberty County, Florida, Tax Collector (the "Tax Collector") as of and for the year ended September 30, 2020, 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 June 29, 2021.

**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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

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

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

**Purpose of this Report**

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

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE  
WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

The Honorable Marie Goodman  
Liberty County Tax Collector  
Liberty County, Florida

We have examined the Liberty County, Florida, Tax Collector's (the "Tax Collector") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2020. Management is responsible for the Tax Collector's compliance with those requirements. Our responsibility is to express an opinion on the Tax Collector's compliance based on our examination.

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

In our opinion, the Tax Collector complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

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

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

## **INDEPENDENT AUDITOR'S MANAGEMENT LETTER**

The Honorable Marie Goodman  
Liberty County Tax Collector  
Liberty County, Florida

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

We have audited the accompanying financial statements of the Liberty County, Florida, Tax Collector (the "Tax Collector") as of and for the year ended September 30, 2020, and have issued our report thereon June 29, 2021.

### **Auditor's Responsibility**

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

### **Other Reporting Requirements**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditor's Report on Compliance for Each Major Federal Program and State Project and Report on Internal Control over Compliance; Schedule of Findings and Questioned Costs; and Independent Accountant's Report on an examination conducted in accordance with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated June 29, 2021, should be considered in conjunction with this management letter.

### **Prior Audit Findings**

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

### **Official Title and Legal Authority**

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

### **Financial Management**

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

**INDEPENDENT AUDITOR'S MANAGEMENT LETTER**  
*(Concluded)*

**Additional Matters**

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

**Purpose of the Letter**

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

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

**FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITOR'S REPORT**

**LIBERTY COUNTY PROPERTY APPRAISER  
LIBERTY COUNTY, FL**

**SEPTEMBER 30, 2020**



**LIBERTY COUNTY PROPERTY APPRAISER  
LIBERTY COUNTY, FLORIDA  
SEPTEMBER 30, 2020**

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## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Cindy Walker  
Liberty County Property Appraiser  
Liberty County, Florida

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

We have audited the accompanying financial statements of the major fund of the Liberty County, Florida, Property Appraiser (the "Property Appraiser") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Property Appraiser's 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 statement audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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 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 financial statements.

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

**INDEPENDENT AUDITOR'S REPORT**  
**(Concluded)**

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the major fund of the Property Appraiser as of September 30, 2020, and the respective changes in financial position, where applicable, and the respective budgetary comparison for the General Fund thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Emphasis of Matter**

As discussed in Note 1 to the financial statements, the financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial positioning, where applicable, of the major fund, only for the portion of the major fund, of Liberty County, Florida that is attributable to the Property Appraiser. They do not purport to, and do not, present fairly the financial position of Liberty County, Florida, as of September 30, 2020, and the changes in its financial position, where applicable, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to these matters.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2021, 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.

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

## **FINANCIAL STATEMENTS**

**LIBERTY COUNTY PROPERTY APPRAISER  
BALANCE SHEET  
GENERAL FUND  
SEPTEMBER 30, 2020**

	<b><u>Total Governmental</u></b>
<b>Assets</b>	
Cash	\$ 8,795
Prepaid Expense	<u>13,454</u>
<b>Total Assets</b>	<u>22,249</u>
 <b>Liabilities and Fund Balances</b>	
 <b>Liabilities</b>	
Other Liabilities	2,633
Due to Board of County Commissioners	<u>19,616</u>
<b>Total Liabilities</b>	<u>22,249</u>
 <b>Fund Balances</b>	 <u>0</u>
<b>Total Fund Balances</b>	<u>0</u>
 <b>Total Liabilities and Fund Balances</b>	 <u><u>\$ 22,249</u></u>

**LIBERTY COUNTY PROPERTY APPRAISER  
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES  
GENERAL FUND  
SEPTEMBER 30, 2020**

	<b><u>Total Governmental</u></b>
<b>Revenues</b>	
Charges for Services	\$ 100
Miscellaneous	2,150
<b>Total Revenues</b>	<b><u>2,250</u></b>
<b>Expenditures</b>	
Current:	
General Government	
Salaries and Benefits	367,973
Operating Expenditures	71,584
<b>(Total Expenditures)</b>	<b><u>439,557</u></b>
<b>(Deficiency) Excess of Revenues (Under)</b>	
<b>Over Expenditures</b>	<b><u>(437,307)</u></b>
<b>Other Financing Sources (Uses)</b>	
Operating Transfers In	456,923
Operating Transfers Out	(19,616)
<b>Total Other Financing Sources (Uses)</b>	<b><u>437,307</u></b>
<b>Net Change in Fund Balances</b>	<b>0</b>
<b>Fund Balances, Beginning of Year</b>	<b><u>0</u></b>
<b>Fund Balances, End of Year</b>	<b><u>\$ 0</u></b>

**LIBERTY COUNTY PROPERTY APPRAISER  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
GENERAL FUND  
SEPTEMBER 30, 2020**

	General Fund			
	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final	Amounts	
<b>Revenues</b>				
Charges for Services	\$ 0	\$ 0	\$ 100	\$ 100
Miscellaneous	0	0	2,150	2,150
<b>Total Revenues</b>	0	0	2,250	2,250
<b>Expenditures</b>				
Current:				
General Government				
Salaries and Benefits	377,244	377,244	367,973	(9,271)
Operating Expenditures	79,082	79,679	71,584	(8,095)
<b>(Total Expenditures)</b>	456,326	456,923	439,557	(17,366)
<b>(Deficiency) Excess of Revenues (Under)</b>				
<b>Over Expenditures</b>	(456,326)	(456,923)	(437,307)	19,616
<b>Other Financing Sources (Uses)</b>				
Operating Transfers In	456,326	456,923	456,923	0
Operating Transfers Out	0	0	(19,616)	(19,616)
<b>Total Other Financing Sources (Uses)</b>	456,326	456,923	437,307	(19,616)
<b>Net Change in Fund Balances</b>	0	0	0	0
<b>Fund Balances, Beginning of Year</b>	0	0	0	0
<b>Fund Balances, End of Year</b>	\$ 0	\$ 0	\$ 0	\$ 0

## **NOTES TO BASIC FINANCIAL STATEMENTS**



**LIBERTY COUNTY PROPERTY APPRAISER  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies**

The following is a summary of the significant principles and policies used in the preparation of the accompanying financial statements.

**Reporting Entity**

Liberty County, Florida (the “County”) is a political subdivision of the State of Florida. It is governed by an elected Board of County Commissioners (the “Board”), as provided by Section 125.73, Florida Statutes. The Board is responsible for the administration of all departments of which the Board has the authority to control pursuant to general laws of Florida.

The Liberty County, Florida, Property Appraiser (the “Property Appraiser”) is an elected official of the County pursuant to the Constitution of the State of Florida, Article VIII, Section 1(d), and is a part of the primary government of the County. Although the Board and the Florida Department of Revenue approve the Property Appraiser’s total operating budget, the Property Appraiser is responsible for the administration and the operation of the Property Appraiser’s office, and the Property Appraiser’s financial statements do not include the financial statements of the Board or the other Constitutional Officers of the County.

The operations of the Property Appraiser are funded by the Board and the Northwest Florida Water Management District. 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.

For financial reporting purposes, the Property Appraiser is deemed to be a part of the primary government of the County and, therefore, is included as such in the County’s annual financial report.

**Basis of Presentation**

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

Section 10.556(4), *Rules of the Auditor General-Local Government Entity Audits* requires the Property Appraiser to only present fund financial statements. Accordingly, due to the omission of government-wide financial statements, full accrual financial statements and related disclosures, including a management’s discussion and analysis, these financial statements do not constitute a complete presentation of the financial position of the Property Appraiser as of September 30, 2020, and the changes in its financial position for the year then ended, in conformity with Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statement-and Management’s Discussion and Analysis-for State and Local Governments*, but otherwise constitute financial statements prepared in conformity with U.S. generally accepted accounting principles (GAAP).

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

**LIBERTY COUNTY PROPERTY APPRAISER  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Basis of Presentation**

The Property Appraiser utilizes the following fund type:

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

**Basis of Accounting**

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

The modified accrual basis of accounting is followed by the general fund. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available to finance expenditures of the current period. The Property Appraiser considers revenues to be available if they are collected within 30 days of the end of the current fiscal period. Expenditures are recorded when the liability is incurred, except for accumulated sick and vacation pay, which are not recorded until paid.

**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.

**Budgets and Budgetary Accounting**

Section 195.087, Florida Statutes, governs the preparation, adoption, and administration of the Property Appraisers’ annual budget. General governmental 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 prepared by the Property Appraiser and approved by the Florida Department of Revenue for the general fund. Budget to actual comparisons are provided in the financial statements for the general fund, where the Property Appraiser has legally adopted an annual budget. 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 (GAAP) basis of accounting. The Property Appraiser’s annual budget is monitored at varying levels of classification detail. However, for purposes of budgetary control, expenditures cannot legally exceed the total annual budget appropriation at the individual fund level. All appropriations lapse at year-end.

**LIBERTY COUNTY PROPERTY APPRAISER  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Capital Assets**

Capital assets purchased in the Governmental Fund type are recorded as expenditures (capital outlay) in the general 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 maintains custodial responsibility for the capital assets used by its office.

**Accumulated Compensated Absences**

Permanent full-time employees of the Property Appraiser are entitled to accrue unlimited hours of sick leave and 240 hours of vacation time. Upon termination, employees can be paid based upon the employee's current wage rate, up to 240 hours of vacation time and 25% of sick time up to 480 hours if employed for ten years.

The Property Appraiser uses the vesting method to calculate the liability for compensated absences. The Property Appraiser does not, nor is it legally required to, accumulate expendable available financial resources to liquidate these obligations. Accordingly, the liability for compensated absences is not reported in the general fund, but is reported in the statement of net position in the County-wide financial statements.

**Use of Estimates**

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

**Transfers In and Out**

The Board funds primarily all the operating budget of the Property Appraiser. The payments by the Board to fund the operations of the Property Appraiser are recorded as transfers in on the financial statements of the Property Appraiser. In accordance with Florida Statutes, the Property Appraiser distributes all general fund revenues in excess of expenditures to the Board within 31 days following the end of the fiscal year.

**Related Organizations – Common Expenses**

Certain expenses, which are common to the Board and all Constitutional Officers, are reported as expenses of the Board and, therefore, are not budgeted by, or allocated to the Property Appraiser. These expenses paid by the Board relating to the Property Appraiser's operations are:

- Occupancy Costs
- Janitorial Service
- Utilities
- Property and Worker's Compensation Insurance

**LIBERTY COUNTY PROPERTY APPRAISER  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (concluded)**

**Risk Management**

The Property Appraiser is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors or omissions; injuries to employee and/or the public; or damage to property of others. The Property Appraiser participates in the risk management program through the Board of County Commissioners, which uses commercial insurance and a public entity risk pool to cover certain risks from loss:

- Real and Personal Property Damage
- Public Employees' Bond
- Workers' Compensation
- Automobile Liability

The Board participates in the Florida Association of Counties Trust (FACT), a public entity risk pool for risks related to comprehensive general liability. The agreement provides that the financial liability of each participating county is limited to premiums and surplus contributions paid or obligations made to FACT. Aggregate coverage provided is limited to \$1,000,000 for each claim.

**Note 2 - Cash**

**Cash Deposits**

The carrying amount of cash deposits was \$8,795 at September 30, 2020. Deposits in banks and savings and loan institutions are collateralized as public funds through a state procedure provided for in Chapter 280, Florida Statutes. Financial institutions qualifying as public depositories are required to pledge eligible collateral having a market value equal to or greater than the average daily or monthly balance of all public deposits times the depository's collateral pledging level. The Public Deposit Security Trust Fund has a procedure to allocate and recover losses in the event of a default or insolvency. When public deposits are made in accordance with Chapter 280, no public depositor shall be liable for any loss thereof. All the cash deposits of the Property Appraiser are placed with qualified financial institutions and are classified as category one credit risk, which means they are insured or collateralized.

**Credit Risk**

Section 218.415(17), Florida Statutes, stipulates the State-approved investment policy for all governmental entities and includes the following investments:

- The Florida PRIME (formerly the Local Government Surplus Trust Fund), administered by the State Board of Administration.
- Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- Interest-bearing time deposits or savings accounts in qualified public depositories.
- Direct obligations of the U.S. Treasury.

The Property Appraiser does not have an investment policy that would further limit its investment choices.

**LIBERTY COUNTY PROPERTY APPRAISER  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 2 – Cash (concluded)**

**Custodial Credit Risk**

Custodial credit risk is the risk that, in the event of a bank failure the government's deposits may not be returned to it.

Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, Florida Statutes. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The Property Appraiser's deposits are therefore considered fully insured or collateralized.

**Note 3 – Pension and Postemployment Benefits Other Than Pension Benefits**

**Florida Retirement System (FRS) Pension Benefits**

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

**Postemployment Benefits Other Than Pensions**

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

**Note 4 – Changes in Long-term Obligations**

The following is a summary of the changes in long-term obligations of the Property Appraiser for the year ended September 30, 2020:

	Beginning Balance			Ending Balance
	September 30, 2019	Additions	Deletions	September 30, 2020
Compensated Absences	\$ 11,773	\$ 1,927	\$ 0	\$ 13,700

**LIBERTY COUNTY PROPERTY APPRAISER  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 4 – Changes in Long-term Obligations (concluded)**

Records kept for compensated absences relate only to hours earned, used and available, the effect of changes in individual employee compensation rates on changes in the reported value of the liability for compensated absences cannot be reasonably estimated. Accordingly, only the net change in compensated absences payable is shown.

The portion of the compensated absences liability estimated to be paid during the next year (current portion) is \$3,425.

**Note 5 – Encumbrances**

Encumbrances represent commitments related to underperformed contracts for goods or services. They do not constitute expenditures or liabilities. The encumbrances will be honored in the subsequent year. The Property Appraiser had no outstanding encumbrances at September 30, 2020.

## **COMPLIANCE SECTION**

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

The Honorable Cindy Walker  
Liberty County Property Appraiser  
Liberty County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the major fund of the Liberty County, Florida, Property Appraiser (the "Property Appraiser") as of and for the year ended September 30, 2020, 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 June 29, 2021.

**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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



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

**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*.

**Purpose of this Report**

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

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE  
WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

The Honorable Cindy Walker  
Liberty County Property Appraiser  
Liberty County, Florida

We have examined the Liberty County, Florida, Property Appraiser's (the "Property Appraiser") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2020. Management is responsible for the Property Appraiser's compliance with those requirements. Our responsibility is to express an opinion on the Property Appraiser's compliance based on our examination.

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

In our opinion, the Property Appraiser complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

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

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

## INDEPENDENT AUDITOR'S MANAGEMENT LETTER

The Honorable Cindy Walker  
Liberty County Property Appraiser  
Liberty County, Florida

### Report on the Financial Statements

We have audited the accompanying financial statements of the Liberty County, Florida, Property Appraiser (the "Property Appraiser") as of and for the year ended September 30, 2020, and have issued our report thereon June 29, 2021.

### Auditor's Responsibility

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

### Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditor's Report on Compliance for Each Major Federal Program and State Project and Report on Internal Control over Compliance; Schedule of Findings and Questioned Costs; and Independent Accountant's Report on an examination conducted in accordance with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated June 29, 2021, should be considered in conjunction with this management letter.

### Prior Audit Findings

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

### Official Title and Legal Authority

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

### Financial Management

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

**INDEPENDENT AUDITOR'S MANAGEMENT LETTER**  
*(Concluded)*

**Additional Matters**

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

**Purpose of the Letter**

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

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

**FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITOR'S REPORT**

**LIBERTY COUNTY SUPERVISOR OF ELECTIONS  
LIBERTY COUNTY, FL**

**SEPTEMBER 30, 2020**

**LIBERTY COUNTY SUPERVISOR OF ELECTIONS  
LIBERTY COUNTY, FLORIDA  
SEPTEMBER 30, 2020**

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## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Grant Conyers  
Liberty County Supervisor of Elections  
Liberty County, Florida

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

We have audited the accompanying financial statements of the major fund of the Liberty County, Florida, Supervisor of Elections (the "Supervisor of Elections") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Supervisor of Elections' 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 statement audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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 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 financial statements.

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

**INDEPENDENT AUDITOR'S REPORT**  
**(Concluded)**

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the major fund of the Supervisor of Elections as of September 30, 2020, and the respective changes in financial position, where applicable, and the respective budgetary comparison for the General Fund thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Emphasis of Matter**

As discussed in Note 1 to the financial statements, the financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial positioning, where applicable, of the major fund, only for the portion of the major fund, of Liberty County, Florida that is attributable to the Supervisor of Elections. They do not purport to, and do not, present fairly the financial position of Liberty County, Florida, as of September 30, 2020, and the changes in its financial position, where applicable, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to these matters.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2021, on our consideration of the Supervisor of Elections' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. 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.

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida



## **FINANCIAL STATEMENTS**

**LIBERTY COUNTY SUPERVISOR OF ELECTIONS**  
**BALANCE SHEET**  
**GENERAL FUND**  
**SEPTEMBER 30, 2020**

	<b><u>Total</u></b> <b><u>Governmental</u></b>
<b>Assets</b>	
Cash	\$ 57,452
Cash on Hand	0
Due from Other Governments	24,404
Prepaid Expenses	<u>0</u>
<b>Total Assets</b>	<u>81,856</u>
 <b>Liabilities and Fund Balances</b>	
 <b>Liabilities</b>	
Accounts Payable	8,756
Other Liabilities	0
Deferred Revenue	0
Due to Board of County Commissioners	<u>73,100</u>
<b>Total Liabilities</b>	<u>81,856</u>
 <b>Total Fund Balances</b>	 <u>0</u>
 <b>Total Liabilities and Fund Balances</b>	 <u><u>\$ 81,856</u></u>

**LIBERTY COUNTY SUPERVISOR OF ELECTIONS  
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES  
GENERAL FUND  
SEPTEMBER 30, 2020**

	<b><u>Total Governmental</u></b>
<b>Revenues</b>	
Intergovernmental	\$ 59,110
Charges for Services	698
Miscellaneous	5,840
<b>Total Revenues</b>	<b><u>65,649</u></b>
<b>Expenditures</b>	
Current:	
General Government	
Salaries and Benefits	264,742
Operating Expenditures	154,606
Capital Outlay	0
<b>(Total Expenditures)</b>	<b><u>419,349</u></b>
<b>(Deficiency) Excess of Revenues (Under)</b>	
Over Expenditures	<b><u>(353,700)</u></b>
<b>Other Financing Sources (Uses)</b>	
Operating Transfers In	426,800
Operating Transfers Out	(73,100)
<b>Total Other Financing Sources (Uses)</b>	<b><u>353,700</u></b>
<b>Net Change in Fund Balances</b>	<b>0</b>
<b>Fund Balances, Beginning of Year</b>	<b><u>0</u></b>
<b>Fund Balances, End of Year</b>	<b><u>\$ 0</u></b>

**LIBERTY COUNTY SUPERVISOR OF ELECTIONS  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
GENERAL FUND  
SEPTEMBER 30, 2020**

	General Fund			
	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final	Amounts	
<b>Revenues</b>				
Intergovernmental	\$ 0	\$ 0	\$ 59,110	\$ 59,110
Charges for Services	0	0	698	698
Miscellaneous	0	0	5,840	5,840
<b>Total Revenues</b>	0	0	65,649	65,649
<b>Expenditures</b>				
Current:				
General Government				
Salaries and Benefits	269,446	269,446	264,742	(4,704)
Operating Expenditures	157,354	157,354	154,606	(2,748)
<b>(Total Expenditures)</b>	426,800	426,800	419,349	(7,451)
<b>(Deficiency) Excess of Revenues (Under)</b>				
<b>Over Expenditures</b>	(426,800)	(426,800)	(353,700)	73,100
<b>Other Financing Sources (Uses)</b>				
Operating Transfers In	426,800	426,800	426,800	0
Operating Transfers Out	0	0	(73,100)	(73,100)
<b>Total Other Financing Sources (Uses)</b>	426,800	426,800	353,700	(73,100)
<b>Net Change in Fund Balances</b>	0	0	0	0
<b>Fund Balances, Beginning of Year</b>	0	0	0	0
<b>Fund Balances, End of Year</b>	\$ 0	\$ 0	\$ 0	\$ 0

## **NOTES TO BASIC FINANCIAL STATEMENTS**

**LIBERTY COUNTY SUPERVISOR OF ELECTIONS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies**

The following is a summary of the significant principles and policies used in the preparation of the accompanying financial statements.

**Reporting Entity**

Liberty County, Florida (the “County”) is a political subdivision of the State of Florida. It is governed by an elected Board of County Commissioners (the “Board”) as provided by Section 125.73, Florida Statutes. The Board is responsible for the administration of all departments of which the Board has the authority to control pursuant to general laws of Florida.

The Liberty County, Florida, Supervisor of Elections (the “Supervisor of Elections”) is an elected official of the County pursuant to the Constitution of the State of Florida, Article VIII, Section 1(d), and is a part of the primary government of the County. Although the Board and the Florida Department of Revenue approve the Supervisor of Elections’ total operating budget, the Supervisor of Elections is responsible for the administration and the operation of the Supervisor of Elections’ office, and the Supervisor of Elections’ financial statements do not include the financial statements of the Board or the other Constitutional Officers of the County.

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.

For financial reporting purposes, the Supervisor of Elections is deemed to be a part of the primary government of the County and, therefore, is included as such in the County’s annual financial report.

**Basis of Presentation**

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

Section 10.556(4), *Rules of the Auditor General-Local Government Entity Audits* requires the Supervisor of Elections to only present fund financial statements. Accordingly, due to the omission of government-wide financial statements, full accrual financial statements and related disclosures, including a management’s discussion and analysis, these financial statements do not constitute a complete presentation of the financial position of the Supervisor of Elections as of September 30, 2020, and the changes in its financial position for the year then ended, in conformity with Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statement-and Management’s Discussion and Analysis-for State and Local Governments*, but otherwise constitute financial statements prepared in conformity with U.S. generally accepted accounting principles (GAAP).

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

**LIBERTY COUNTY SUPERVISOR OF ELECTIONS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Basis of Presentation**

The Supervisor of Elections utilizes the following fund type:

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

**Basis of Accounting**

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

The modified accrual basis of accounting is followed by the general fund. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available to finance expenditures of the current period. The Supervisor of Elections considers revenues to be available if they are collected within 30 days of the end of the current fiscal period. Expenditures are recorded when the liability is incurred, except for accumulated sick and vacation pay, which are not recorded until paid.

**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.

**Budgets and Budgetary Accounting**

Section 195.087, Florida Statutes govern the preparation, adoption, and administration of the Supervisor of Elections annual budget. General governmental 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 prepared by the Supervisor of Elections and adopted by the Board for the general fund. 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. Budgets are prepared on the modified accrual (GAAP) basis of accounting. 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 appropriation at the individual fund level. All appropriations lapse at year-end.

**Capital Assets**

Capital assets purchased in the Governmental Fund type are recorded as expenditures (capital outlay) in the general 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 maintains custodial responsibility for the capital assets used by its office.

**LIBERTY COUNTY SUPERVISOR OF ELECTIONS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Accumulated Compensated Absences**

Permanent full-time employees of the Supervisor of Elections are entitled to accrue unlimited hours of sick leave and 240 hours of vacation time. Upon termination, employees can be paid based upon the employee's current wage rate, up to 240 hours of vacation time and 25% of sick time up to 480 hours if employed for ten years.

The Supervisor of Elections uses the vesting method to calculate the liability for compensated absences. The Supervisor of Elections does not, nor is it legally required to, accumulate expendable available financial resources to liquidate these obligations. Accordingly, the liability for compensated absences is not reported in the general fund, but is reported in the statement of net position in the County-wide financial statements.

**Use of Estimates**

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

**Transfers In and Out**

The Board funds primarily all the operating budget of the Supervisor of Elections. The payments by the Board to fund the operations of the Supervisor of Elections are recorded as transfers in on the financial statements of the Supervisor of Elections. In accordance with Florida Statutes, the Supervisor of Elections distributes all general fund revenues in excess of expenditures to the Board within 31 days following the end of the fiscal year.

**Related Organizations – Common Expenses**

Certain expenses, which are common to the Board and all Constitutional Officers, are reported as expenses of the Board and, therefore, are not budgeted by, or allocated to the Supervisor of Elections. These expenses paid by the Board relating to the Supervisor of Elections' operations are:

- Occupancy Costs
- Janitorial Service
- Utilities
- Property and Worker's Compensation Insurance

**Risk Management**

The Supervisor of Elections is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors or omissions; injuries to employees and/or the public; or damage to property of others. The Supervisor of Elections participates in the risk management program through the Board of County Commissioners, which uses commercial insurance and a public entity risk pool to cover certain risks from loss:

- Real and Personal Property Damage
- Public Employees' Bond
- Workers' Compensation
- Automobile Liability



**LIBERTY COUNTY SUPERVISOR OF ELECTIONS  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 1 – Summary of Significant Accounting Policies (concluded)**

The Board participates in the Florida Association of Counties Trust (FACT), a public entity risk pool for risks related to comprehensive general liability. The agreement provides that the financial liability of each participating county is limited to premiums and surplus contributions paid or obligations made to FACT. Aggregate coverage provided is limited to \$1,000,000 for each claim.

**Note 2 - Cash**

**Cash Deposits**

The carrying amount of cash deposits was \$57,452 at September 30, 2020. Deposits in banks and savings and loan institutions are collateralized as public funds through a state procedure provided for in Chapter 280, Florida Statutes. Financial institutions qualifying as public depositories are required to pledge eligible collateral having a market value equal to or greater than the average daily or monthly balance of all public deposits times the depository's collateral pledging level. The Public Deposit Security Trust Fund has a procedure to allocate and recover losses in the event of a default or insolvency. When public deposits are made in accordance with Chapter 280, no public depositor shall be liable for any loss thereof. All the cash deposits of the Supervisor of Elections are placed with qualified financial institutions and are classified as category one credit risk, which means they are insured or collateralized.

**Credit Risk**

Section 218.415(17), Florida Statutes, stipulates the State-approved investment policy for all governmental entities and includes the following investments:

- The Florida PRIME (formerly the Local Government Surplus Trust Fund), administered by the State Board of Administration.
- Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- Interest-bearing time deposits or savings accounts in qualified public depositories.
- Direct obligations of the U.S. Treasury.

The Supervisor of Elections does not have an investment policy that would further limit its investment choices.

**Custodial Credit Risk**

Custodial credit risk is the risk that, in the event of a bank failure the government's deposits may not be returned to it.

Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, Florida Statutes. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The Supervisor of Elections' deposits are therefore considered fully insured or collateralized.

**LIBERTY COUNTY SUPERVISOR OF ELECTIONS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**Note 3 – Pension and Postemployment Benefits Other Than Pension Benefits**

**Florida Retirement System (FRS) Pension Benefits**

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

**Postemployment Benefits Other Than Pensions**

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

**Note 4 – Changes in Long-term Obligations**

The following is a summary of the changes in long-term obligations of the Supervisor of Elections for the year ended September 30, 2020:

	Beginning Balance			Ending Balance
	September 30, 2019	Additions	Deletions	September 30, 2020
Compensated Absences	\$ 3,516	\$ 4,476	\$ 0	\$ 7,992

Records kept for compensated absences relate only to hours earned, used and available, the effect of changes in individual employee compensation rates on changes in the reported value of the liability for compensated absences cannot be reasonably estimated.

The portion of the compensated absences liability estimated to be paid during the next year (current portion) is \$1,998.

**Note 5 – Encumbrances**

Encumbrances represent commitments related to underperformed contracts for goods or services. They do not constitute expenditures or liabilities. The encumbrances will be honored in the subsequent year. The Supervisor of Elections had no outstanding encumbrances at September 30, 2020.

## **COMPLIANCE SECTION**

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

The Honorable Grant Conyers  
Liberty County Supervisor of Elections  
Liberty County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the major fund of the Liberty County, Florida, Supervisor of Elections (the "Supervisor of Elections") as of and for the year ended September 30, 2020, 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 June 29, 2021.

**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 entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

**Compliance and Other Matters**

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

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

**Purpose of this Report**

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

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE  
WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

The Honorable Grant Conyers  
Liberty County Supervisor of Elections  
Liberty County, Florida

We have examined the Liberty County, Florida, Supervisor of Elections' (the "Supervisor of Elections") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2020. Management is responsible for the Supervisor of Elections' compliance with those requirements. Our responsibility is to express an opinion on the Supervisor of Elections' compliance with the specified requirements based on our examination.

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

In our opinion, the Supervisor of Elections complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, the Supervisor of Elections, its management team, the Board of County Commissioners of Liberty County, Florida and is not intended to be, and should not be, used by anyone other than these specified parties.

*Moran & Smith LLP*

Moran & Smith LLP

June 29, 2021

Tallahassee, Florida

## INDEPENDENT AUDITOR'S MANAGEMENT LETTER

The Honorable Grant Conyers  
Liberty County Supervisor of Elections  
Liberty County, Florida

### Report on the Financial Statements

We have audited the accompanying financial statements of the Liberty County, Florida, Supervisor of Elections (the "Supervisor of Elections") as of and for the year ended September 30, 2020, and have issued our report thereon June 29, 2021. We issued a qualified opinion.

### Auditor's Responsibility

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

### Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditor's Report on Compliance for Each Major Federal Program and State Project and Report on Internal Control over Compliance; Schedule of Findings and Questioned Costs; and Independent Accountant's Report on an examination conducted in accordance with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated June 29, 2021, should be considered in conjunction with this management letter.

### Prior Audit Findings

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

### Official Title and Legal Authority

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

### Financial Management

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

**INDEPENDENT AUDITOR'S MANAGEMENT LETTER**  
*(Concluded)*

**Additional Matters**

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

**Purpose of the Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, the Supervisor of Elections, its management team, and the Board of County Commissioners of Liberty County, Florida and is not intended to be, and should not be, used by anyone other than these specified parties.

*Moran & Smith LLP*

Moran & Smith LLP  
June 29, 2021  
Tallahassee, Florida



**LIBERTY COUNTY SUPERVISOR OF ELECTIONS  
SCHEDULE OF FINDINGS  
FOR YEAR ENDED SEPTEMBER 30, 2020**

**Schedule of Prior Year Findings**

**2019-001                      There was not adequate documentation supporting credit card purchases**

Type of Finding:            Material weakness

Criteria:                      The Supervisor of Elections' management is responsible for establishing and maintaining internal controls to ensure that transactions are properly recorded and reported in the financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).

Condition:                    We noted a significant increase in the amount paid to the Capital One credit card account "Liberty Co Supervisor of Elections. Total Payments made during the fiscal year ending September 30, 2019 were over \$30,600.

We inquired about the actual supporting documentation regarding the specific payments made to the credit card company. The Supervisor of Elections was able to provide us with printed copies of the actual monthly credit card statements. These listed the individual transactions including dates of charges and the location of vendors. We were never provided with any original invoices.

It became apparent once we reviewed the credit card statements and scheduled the information, that the majority of the charges could not be supported as necessary to the operations of the office. Based on our preliminary review many appear to be personal in nature.

Cause:                         The Supervisor of Elections maintained all financial records and approved all payments as well as how they were recorded in the monthly general ledgers. The financial statements presented are not accurate as to the nature of all expenses recorded.

Effect:                         The Supervisor of Elections paid credit card statements with office funds and was unable to produce the documentation to support the business purpose served. These payments were described and charged to expense accounts that were not consistent with the details on the credit card statements. These card payments were coded to various general ledger accounts with specific descriptions that were not consistent with the actual charges. This appears to have been done in a deliberate manner with the intent to hide the true nature of the charges.

Recommendation:           We recommend a forensic audit be performed to determine the nature of these charges.

**LIBERTY COUNTY SUPERVISOR OF ELECTIONS  
SCHEDULE OF FINDINGS  
FOR YEAR ENDED SEPTEMBER 30, 2020**

**Schedule of Prior Year Findings (concluded)**

**2019-002                      Related Party transactions**

Type of Finding	Material weakness
Criteria:	The Supervisor of Elections' management is responsible for establishing and maintaining internal controls to ensure that transactions are properly recorded and reported in the financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).
Condition	<p>We noted significant increases in contract labor and we noted unusual payment amounts and frequency. It was also noted that upon initial inquiry the Supervisor of Elections denied any type of related party transactions occurred.</p> <p>None of the related party payments are supported by any type of documentation, and none of the payments were reported to the IRS. These payments were recorded in numerous different general ledger accounts in what appears to be a deliberate attempt to hide the true nature of the charges.</p>
Effect:	It appears that the Supervisor of Elections is paying related parties and has no documentation that any office functions were performed. The total of the checks issued to the three parties identified was over \$25,000.
Recommendation:	We recommend all amounts be reviewed for appropriateness and that the payments be reported to the IRS for all periods that payments have been made.

**2019-04                      Overspent the legally adopted budget and the actual cash position**

Type	Material weakness
Criteria	The Supervisor of Elections is a constitutional officer and operates under an approved budget.
Condition:	The Supervisor of Elections' budget was over spent by \$24,682. This was accomplished because of the office receiving a Federal grant that was not budgeted during the year.
Effect:	The Supervisor of Elections overspent the legally adopted budget. Even though the legally adopted was overspent the Supervisor of Elections still returned an excess of revenue over expenses of over \$32,00 after covering an opening deficit fund balance of \$24,682.
Recommendation:	We recommend that in the future the budget be amended for any grant funds received during the year.