
Florence Urban Renewal Agency

Memorandum

To: Florence Urban Renewal Board

From: Anne Baker, Administrative Services Director

Date: September 18, 2019

Re: 2018-19 Annual Audit Engagement Letter

Background and Information:

The Florence Urban Renewal Agency is required to have an annual audit of the financial statements performed by an independent Certified Public Accounting (CPA) firm. The City has selected its independent audit firm, Isler CPA, through a competitive process in 2013. The audit of the Agency's financial statements is completed in conjunction with the City's audit.

Fiscal Impact: The fee is not to exceed \$6,000.

Attachments:

Engagement letter from Isler CPA for the audit services for the fiscal year 2018-2019



August 20, 2019

Florence Urban Renewal Agency Board
(A Component Unit of The City of Florence)
City of Florence, Oregon

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Eugene, OR 97403
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We are pleased to confirm our understanding of the services we are to provide Florence Urban Renewal Agency (Agency) for the year ended June 30, 2019. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Agency as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Agency's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Agency's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding 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 will 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. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies the Agency's financial statements. We will subject the following supplementary information to the auditing procedures applied in our 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, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:.

1) The Debt Service Fund Budget to Actual Schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1) The list of Agency officials accompanying the financial statements

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Agency's financial statements. Our report will be addressed to the governing board of the Agency and management of the Agency. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. 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 will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Agency's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of the Agency in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

In order to provide the most secure and up-to-date services to our clients, Isler CPA outsources its information technology to Right Networks, a firm that specializes in cloud computing services for the accounting profession. Right Networks provides a higher level of control over security and processing than can be obtained locally or through the use of an in-house network. Right Networks has an annual independent service organization audit performed which tests their controls and processes. We have taken reasonable precautions to determine that Right Networks has the appropriate procedures in place to prevent unauthorized release of confidential information to others. No accounting, auditing, or tax services will be outsourced and we will remain responsible for the security of your information.

The working papers for this engagement are the property of Isler CPA. However, if you acknowledge and grant your assent that representatives of other government audit staffs shall have access to the audit working papers upon their request and that we shall maintain the working papers for a period of at least seven years after the date of the report, or for a longer period if we are requested to do so by an oversight agency. Access to requested working papers will be provided under the supervision of Isler CPA audit personnel and at a location designated by our Firm.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$6,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If circumstances arise relating to the conditions of your records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, misappropriation of assets, or noncompliance which in our professional judgment prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawal from the engagement

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

We appreciate the opportunity to be of service to Florence Urban Renewal Agency and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Isler CPA

RESPONSE:

This letter correctly sets forth the understanding of Florence Urban Renewal Agency

Signature: _____ Title: _____

Florence Urban Renewal Agency

Memorandum

To: Florence Urban Renewal Board

From: Anne Baker, Administrative Services Director

Date: September 18, 2019

Re: Quarterly Financial Report for Quarter Ending June 30, 2019

Background and Information:

In an effort to improve financial and management reporting to the Florence Urban Renewal Board, citizens, and other interested individuals, we have prepared the attached quarterly report.

Fiscal Impact: Staff time to prepare.

Alternatives: N/A

Recommendation: N/A

Attachments:

Quarterly Report



Florence Urban Renewal Agency

Financial Report

Quarter Ended June 30, 2019

September 18, 2019

Members of the Florence Urban Renewal Agency (Agency), Citizens of Florence, and other interested individuals;

We are pleased to report on activities and progress we have made on Agency goals on behalf of the Florence Urban Renewal Agency (FURA) for the eighth quarter of the Biennium ended June, 2019. The report includes comparisons of actual to budgeted amounts, current period resources and expenditures, the ending fund balance for the FURA General and Debt Service Funds, and narrative explaining results and highlights for the quarter. The financial information presented is unaudited and any significant adjustments are noted.

Please note that the budgeted amounts presented reflect the Agency's budget for the July 1, 2017 – June 30, 2019 biennium. Additionally, we have included reporting on the Agency's debt such as outstanding amounts, debt coverage ratios, maturities, and interest rates.

Following are highlights for the quarter related to these goals:

- The General Fund ended the quarter with a fund balance of \$2.818 million, \$2.663 million greater than budgeted.
- A supplemental budget was needed for the 2017-2019 biennium.
- Revenue during the quarter was sufficient to meet authorized operations per the adopted budget.

Operations

- Adopted the 2019-2021 biennial budget.
- Continued coordination with the Oregon Department of Transportation (ODOT) on the ReVision Florence project.
- Secured the financing for ReVision Florence.

If you have any questions, please let Erin or me know.

Sincerely,



Erin Reynolds, CPA
City Manager



Anne Baker, CPFO, MAcc
Administrative Services Director

Agency-wide - All Funds

The Agency began the quarter with a combined \$990,057 fund balance. During the quarter the Agency received \$7.4 million in revenue, had operating expenditures of \$939,701 and invested \$2.9 million in capital.

The Agency's ending combined fund balance totals \$3.6 million, of which part is due to the \$3.3 million debt acquired in the last quarter to finance the ReVision Florence project.

Quarter Ended June 30, 2019

Information for the April 1 – June 30, 2019 quarter only

Fund	Beginning Fund Balance	Revenue	Debt Proceeds	Total Resources	Expenses	Capital Outlay	Debt Service	Total Expenditures	Ending Fund Balance
FURA General	206,783	2,966,598	3,439,450	6,612,831	939,701	2,854,136	-	3,793,837	2,818,994
FURA Debt Service	783,274	16,151	-	799,425	-	-	46,229	46,229	753,196
Agency Totals	990,057	2,982,749	3,439,450	7,412,256	939,701	2,854,136	46,229	3,840,066	3,572,190



General Fund

The Agency's general fund accounts for all the Agency's operations, excluding debt service. Revenue sources for the fund include intergovernmental payments from Lane County, interest income, and debt proceeds.

A transfer from the City Stormwater Fund was received during the last quarter in payment of stormwater improvements done in conjunction with the ReVision Florence project.

The fund operations remained within appropriations for the biennium. A supplemental budget was necessary, which moved \$961,000 from capital outlay to materials and services due to moving the du jour loan from the FURA debt service fund and financing costs incurred from the loan secured from Banner Bank.

Capital expenditures for the quarter were related to the ReVision Florence project.

Overall, the General Fund realized an increase in fund balance of \$2.6 million from the prior quarter and \$2.7 million for the biennium due to receipt of loan proceeds from Banner Bank.

	5th Quarter	6th Quarter	7th Quarter	8th Quarter	Biennium Ended June 30, 2019		
	Actual	Actual	Actual	Actual	Budget	Actual	Over(Under)
Beginning fund balance	137,144	313,037	189,369	206,783	915,484	956,775	41,291
Current year resources							
Intergovernmental	300,000	-	100,000	2,696,221	2,750,000	3,096,221	346,221
Miscellaneous	389	275	427	20,377	1,000	35,077	34,077
Transfers	-	-	-	250,000	250,000	250,000	-
Debt proceeds	-	-	-	3,439,450	3,900,000	4,539,462	639,462
Total current year resources	300,389	275	100,427	6,406,048	6,901,000	7,920,760	1,019,760
Expenditures							
Materials and services	37,925	30,826	31,263	939,701	1,391,200	1,248,469	(142,731)
Capital outlay	86,571	93,116	51,750	2,854,136	6,269,000	4,810,072	(1,458,928)
Total expenditures	124,496	123,942	83,013	3,793,837	7,660,200	6,058,541	(1,601,659)
Other requirements							
Contingency	-	-	-	-	156,284	-	-
Total expenditures and other requirements	124,496	123,942	83,013	3,793,837	7,816,484	6,058,541	(1,601,659)
Resources over (under) expenditures	175,893	(123,667)	17,414	2,612,211	(759,200)	1,862,219	2,621,419
Beginning fund balance	137,144	313,037	189,369	206,783	915,484	956,775	41,291
Ending fund balance	313,037	189,370	206,783	2,818,994	156,284	2,818,994	2,662,710

Debt Service Fund

This fund accounts for the Agency's debt payments. Current debt issues of the Agency are listed in detail in the Debt Summary.

The Agency secured \$3.3 million dollars to finance the ReVision Florence project. \$3,150,000 is a 20-year, non-taxable loan with principal and interest payments starting in the 2019-2021 biennium. Interest-only payments were made for the months of April, May, and June of this quarter. The remaining \$150,000 is a five-year taxable loan with interest-only payments until the loan matures in its fifth year.

Debt principal and interest payments in the last quarter of the 2017-2019 biennium totaled \$246,229. The du jour loan in the amount of \$200,000 was moved to the FURA General Fund netting debt service to \$46,229 for the quarter.

	5th Quarter	6th Quarter	7th Quarter	8th Quarter	Biennium Ended June 30, 2019		
	Actual	Actual	Actual	Actual	Budget	Actual	Variance Over(Under)
Current year resources							
Property Taxes	9,552	472,623	21,525	16,151	815,400	959,269	143,869
Miscellaneous	-	-	-	-	9,000	5,080	(3,920)
Total current year resources	9,552	472,623	21,525	16,151	824,400	964,349	139,949
Expenditures							
Debt service	-	-	-	46,229	1,217,200	492,459	(724,741)
Total expenditures	-	-	-	46,229	1,217,200	492,459	(724,741)
Other requirements							
Contingency	-	-	-	-	387,390	-	-
Total other requirements	-	-	-	-	387,390	-	-
Total expenditures and other requirements	-	-	-	46,229	1,604,590	492,459	(724,741)
Resources over (under) expenditures	9,552	472,623	21,525	(30,078)	(392,800)	471,890	864,690
Beginning fund balance	279,574	289,126	761,749	783,274	780,190	281,305	(498,885)
Ending fund balance	289,126	761,749	783,274	753,196	387,390	753,195	365,805

Debt Summary

The following schedule provides information related to the Agency's outstanding debt during the 2017-2019 biennium through fiscal year 2024. The schedule includes:

- Debt issue
- Original amount of the loan
- The annual principal payment in fiscal year 2019
- Interest rate
- Maturity of the obligation
- Outstanding principal balance as of June 30, by fiscal year through 2024
- Estimated debt per capita for each fiscal year

Description	Original Amount	Annual Payment FY 2019	Interest Rate	Maturity	Outstanding balance fiscal year ending June 30,					
					2019	2020	2021	2022	2023	2024
Existing Obligations										
FFCO 2016 - FURA	3,700,000	71,350	2.92%	2036	3,486,062	3,341,247	3,192,173	3,038,714	2,880,742	2,718,122
FFCO 2019 A	3,150,000	-	3.50%	2040	3,150,000	3,038,381	2,922,877	2,803,355	2,679,673	2,551,688
FFCO 2019 B	150,000	-	5.30%	2024	150,000	150,000	150,000	150,000	-	-
Total City Debt	7,000,000	71,350			6,786,062	6,529,628	6,265,050	5,992,069	5,560,415	5,269,810
Population	assumes 1% annual increase				8,767	8,854	8,943	9,032	9,123	9,214
Debt per capita					774	737	701	663	609	572