

**Municipal Service District of  
Ponte Vedra Beach**

**Audit Report**

**September 30, 2015**



**CRI** CARR  
RIGGS &  
INGRAM

CPAs and Advisors

[CRlcpa.com](http://CRlcpa.com) | [blog.cricpa.com](http://blog.cricpa.com)



## Municipal Service District of Ponte Vedra Beach

### Table of Contents September 30, 2015

#### **REPORT**

Independent Auditor's Report	1
------------------------------	---

#### **REQUIRED SUPPLEMENTARY INFORMATION**

Management's Discussion and Analysis (M D & A)	3
--	---

#### **BASIC FINANCIAL STATEMENTS**

##### Government-wide Financial Statements:

Statement of Net Position	6
---------------------------	---

Statement of Activities	7
-------------------------	---

##### Governmental Fund Financial Statements:

Balance Sheet	8
---------------	---

Reconciliation of the Balance Sheet to the Statement of Net Position	9
--	---

Statement of Revenues, Expenditures and Changes in Fund Balance	10
---	----

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities	11
---	----

Notes to Financial Statements	12
-------------------------------	----

#### **REQUIRED SUPPLEMENTARY INFORMATION**

Budgetary Comparison Schedule – General Fund	17
--	----

#### **ADDITIONAL ELEMENTS REQUIRED BY THE RULES OF THE AUDITOR GENERAL**

Management Letter	18
-------------------	----

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 <i>Government Auditing Standards</i>	20
---	----

Independent Accountant's Report on Compliance with Section 218.415, Florida Statutes	22
---	----

Schedule of Findings	23
----------------------	----

## **INDEPENDENT AUDITOR'S REPORT**

Board of Trustees  
Municipal Service District of Ponte Vedra Beach  
Ponte Vedra Beach, Florida

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

We have audited the accompanying financial statements of the governmental activities and General Fund of the Municipal Service District of Ponte Vedra Beach (the "District") as of and for the fiscal year ended September 30, 2015, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

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

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

#### ***Auditor's Responsibility***

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

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

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

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and General Fund of the District as of September 30, 2015, and the respective changes in financial position thereof for the year then ended in accordance 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 budgetary comparison information 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, 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 Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 23, 2016 on our consideration of the District'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 District's internal control over financial reporting and compliance.

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

St. Augustine, Florida  
June 23, 2016

### Management's Discussion and Analysis

As management of the Municipal Service District of Ponte Vedra Beach (the "District"), we offer readers of the financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended September 30, 2015.

#### FINANCIAL HIGHLIGHTS

The following are various financial highlights for fiscal year 2015:

- The District's overall net position decreased by approximately \$11,500, which is about 6 percent.
- Total ending unrestricted net position was approximately \$168,000.
- The District had total expenses for the year of about \$572,000, compared to revenues of approximately \$560,000.

#### OVERVIEW OF THE BASIC FINANCIAL STATEMENTS

This annual report contains government-wide financial statements that report on the District's activities as a whole and fund financial statements that report on the District's individual fund.

##### Government-wide Financial Statements

The first financial statement is the Statement of Net Position. This statement includes all of the District's assets and liabilities using the accrual basis of accounting. Accrual accounting is similar to the accounting used by most private-sector companies. All of the current year revenues and expenses are recorded, regardless of when cash is received or paid. Net position – the difference between assets and liabilities – can be used to measure the District's financial position.

The second financial statement is the Statement of Activities. This statement is also shown using the accrual basis of accounting. It shows the increases and decreases in net position during the fiscal year. Over time, the increases or decreases in net position are useful indicators of whether the District's financial health is improving or deteriorating. However, other non-financial factors, such as changes in the tax base, must also be considered when assessing the overall health of the District.

##### Fund Financial Statements

Following the government-wide financial statements are the fund financial statements.

- Governmental funds – The General Fund is the District's only governmental fund. This fund is accounted for using modified accrual accounting. Modified accrual accounting focuses on available cash and other financial assets that can readily be converted to cash. This provides a shorter-term view of the governmental fund's financial position. A reconciliation is provided with these statements, which helps to explain the difference between the fund financial statements and the government-wide financial statements.

## Municipal Service District of Ponte Vedra Beach

### Management's Discussion and Analysis

#### CONDENSED FINANCIAL INFORMATION

The following tables present condensed, government-wide data about net position and changes in net position.

#### Net Position

	<b>2015</b>	2014
<b>Assets</b>		
Non-capital assets	\$ 179,682	\$ 191,155
Total assets	<b>179,682</b>	191,155
<b>Liabilities</b>		
Current liabilities	11,577	11,594
Total liabilities	<b>11,577</b>	11,594
<b>Net position</b>		
Unrestricted	168,105	179,561
Total net position	<b>\$ 168,105</b>	\$ 179,561

#### Change in Net Position

	<b>2015</b>	2014
<b>General revenues</b>		
Taxes	\$ 558,644	\$ 532,293
Miscellaneous	1,849	1,779
Total revenues	<b>560,493</b>	534,072
<b>Program expenses</b>		
General government services	64,982	64,985
Public safety	295,526	286,918
Physical environment	143,207	142,518
Transportation	68,234	108,217
Total expenses	<b>571,949</b>	602,638
<b>Change in net position</b>	<b>(11,456)</b>	(68,566)
<b>Net position, October 1</b>	<b>179,561</b>	248,127
<b>Net position, September 30</b>	<b>\$ 168,105</b>	\$ 179,561

**Management's Discussion and Analysis**

**OVERALL FINANCIAL POSITION AND RESULTS OF OPERATIONS**

**Governmental Activities**

The governmental activities generated \$560,493 of general revenues and incurred \$571,949 of program expenses. This resulted in an \$11,456 decrease in net position.

**THE DISTRICT'S INDIVIDUAL FUNDS**

**General Fund**

The General Fund's fund balance decreased by \$11,456 from \$179,561 to \$168,105.

**BUDGETARY HIGHLIGHTS**

There were no changes between the original and final budgets for the General Fund.

Revenues received by the General Fund were more than budgeted amounts. The largest variance between final budget amounts and actual results arose from taxes received from St. Johns County.

General Fund expenditures were less than budgeted amounts by \$36,251. The largest variances between final budget amounts and actual results were due to less than expected street lighting and street sign expenses during the year.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital Assets**

The District has no capital assets.

**Long-Term Debt**

The District has no long-term liabilities.

**ECONOMIC FACTORS**

We are not currently aware of any conditions that are expected to have a significant effect on the District's financial position or results of operations.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact Murle Harrison, Treasurer at P.O. Box 1323, Ponte Vedra Beach, Florida 32004.

**Municipal Service District of Ponte Vedra Beach**

**Statement of Net Position  
September 30, 2015**

	Governmental Activities
<hr/>	
<b>Assets</b>	
Cash and cash equivalents	\$ 172,886
Prepaid expenses	2,250
Due from other governments	4,546
<hr/>	
Total assets	179,682
<b>Liabilities</b>	
Accounts payable and accrued liabilities	11,577
<hr/>	
<b>Net position</b>	
Unrestricted	\$ 168,105
<hr/> <hr/>	

*The accompanying "Notes to Financial Statements"  
form an integral part of this statement.*



## Municipal Service District of Ponte Vedra Beach

### Statement of Activities Year ended September 30, 2015

	Expenses	Program Revenues	Net (Expenses) Revenue and Change In Net Position
<b>Functions/programs</b>			
Governmental activities:			
General government	\$ 64,982	\$ -	\$ (64,982)
Public safety	295,526	-	(295,526)
Physical environment	143,207	-	(143,207)
Transportation	68,234	-	(68,234)
<b>Total</b>	<b>\$ 571,949</b>	<b>\$ -</b>	<b>(571,949)</b>
<b>General revenues</b>			
Property taxes			558,644
Miscellaneous			1,849
<b>Total general revenues</b>			<b>560,493</b>
<b>Change in net position</b>			<b>(11,456)</b>
<b>Net position, October 1, 2014</b>			<b>179,561</b>
<b>Net position, September 30, 2015</b>			<b>\$ 168,105</b>

*The accompanying "Notes to Financial Statements" form an integral part of this statement.*

Municipal Service District of Ponte Vedra Beach

Balance Sheet – Governmental Funds  
September 30, 2015

	General Fund
<b>Assets</b>	
Cash and cash equivalents	\$ 172,886
Prepays	2,250
Due from other governments	4,546
<b>Total assets</b>	<b>\$ 179,682</b>
<b>Liabilities and fund balances</b>	
<b>Liabilities</b>	
Accounts payable and accrued liabilities	\$ 11,577
<b>Fund balances</b>	
Assigned for 2016 expenditures	21,220
Unassigned	146,885
<b>Total fund balances</b>	<b>168,105</b>
<b>Total liabilities and fund balances</b>	<b>\$ 179,682</b>

*The accompanying "Notes to Financial Statements"  
form an integral part of this statement.*

**Municipal Service District of Ponte Vedra Beach**

**Reconciliation of the Balance Sheet to the  
Statement of Net Position – Governmental Funds  
September 30, 2015**

**Fund balances - total governmental funds** \$ 168,105

There are no amounts reported in the governmental fund balance sheet that are different from those reported in the statement of net position.

-

---

**Net position of governmental funds** \$ 168,105

---

*The accompanying "Notes to Financial Statements"  
form an integral part of this statement.*

Municipal Service District of Ponte Vedra Beach

Statement of Revenues, Expenditures and Changes in  
Fund Balance – Governmental Funds  
Year ended September 30, 2015

	General Fund
<hr/>	
<b>Revenues</b>	
Taxes	\$ 558,644
Miscellaneous	1,849
<hr/>	
Total revenues	560,493
<hr/>	
<b>Expenditures</b>	
Current:	
General government services	64,982
Public safety	295,526
Physical environment	143,207
Transportation	68,234
<hr/>	
Total expenditures	571,949
<hr/>	
<b>Excess of revenues under expenditures</b>	(11,456)
<hr/>	
<b>Fund balance - October 1, 2014</b>	179,561
<hr/>	
<b>Fund balance - September 30, 2015</b>	\$ 168,105
<hr/> <hr/>	

*The accompanying "Notes to Financial Statements"  
form an integral part of this statement.*

**Municipal Service District of Ponte Vedra Beach**

**Reconciliation of the Statement of Revenues, Expenditures  
and Changes in Fund Balances to the Statement of  
Activities – Governmental Funds  
Year ended September 30, 2015**

<b>Excess of revenues under expenditures - total governmental funds</b>	\$ (11,456)
There are no amounts reported in the statement of activities that are different from the governmental fund amounts.	-
<b>Change in net position of governmental activities</b>	<b>\$ (11,456)</b>

*The accompanying "Notes to Financial Statements"  
form an integral part of this statement.*

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

The accounting policies of the Municipal Service District of Ponte Vedra Beach (the “District”) conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies:

***Reporting Entity***

The District was established by Chapter 82-375, Laws of Florida, on April 23, 1982, and approved by a majority of the registered voters of the District in a referendum on June 8, 1982. Chapter 82-375 was amended by Chapter 90-463, Laws of Florida, and approved by a majority of the registered voters in the District in a referendum on November 6, 1990. Chapters 82-375 and 90-463 were amended by Chapter 2002-373, Laws of Florida. The provisions of Chapter 2002-373 were effective October 1, 2002.

The purpose of the District is to provide services, through contracts with third parties, to the residents of the District independent of, as well as supplemental to those services provided by St. Johns County.

The District uses the criteria established in GASB Statement No. 14, as amended, to define the reporting entity and identify component units. There are no component units included within the District’s reporting entity.

The District did not participate in any joint ventures during the 2014 - 2015 fiscal year.

***Government-wide Financial Statements***

The government-wide financial statements (the Statement of Net Position and the Statement of Activities) report information on all of the activities of the District. Governmental activities are reported separately from business-type activities, which rely on fees charged to external parties as their primary revenues. The District has no business-type activities.

The Statement of Net Position reports the District’s financial position as of the end of the year. All of the District’s net position is unrestricted.

The Statement of Activities is displayed using a net-cost format and reports the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges for services that are directly related to a given function, and 2) grants and contributions that are restricted to meeting operational or capital requirements of a particular function. Other items not properly included among program revenues are reported instead as general revenues.

Notes to Financial Statements

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

***Fund Financial Statements***

The financial transactions of the District are reported in individual funds in the fund financial statements. The governmental fund statements include reconciliations with brief explanations to better identify the relationship between the government-wide statements and the statements for the governmental funds. The following fund is the only fund used by the District:

***Governmental Funds***

General Fund – The General Fund is the general operating fund of the District. It is used to account for all financial resources.

***Measurement Focus and Basis of Accounting***

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when the related fund liability is incurred. However, debt service expenditures are recorded only when payment is due. The District has no long-term debt.

Property taxes and intergovernmental revenues are considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. Certain other revenue items may be considered to be measurable and available only when cash is received.

***Cash and Cash Equivalents***

For purposes of the financial statements, investments in money markets are also included with cash and cash equivalents.

All deposits are placed in a bank that qualifies as a public depository, as required by law (Florida Security for Public Deposits Act). Accordingly, all deposits are insured by Federal depository insurance and/or entirely collateralized pursuant to Chapter 280, Florida Statutes.

Notes to Financial Statements

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Investments

The District does not have a formal investment policy. Excess funds are deposited in a money market account which is an authorized form of investment pursuant to Section 218.415, Florida Statutes.

Capital Assets and Depreciation

Capital assets are defined by the District as assets with an initial, individual cost of \$750 or more and an estimated useful life of more than one year. These assets are recorded at historical cost. Donated capital assets are recorded at estimated fair value at the date of donation. The District has no capital assets as of September 30, 2015.

Pursuant to GASB 34, the District has elected to report infrastructure prospectively. Depreciable capital assets will be depreciated using the straight-line method over the following estimated useful lives:

	Years
Equipment	5 - 10
Infrastructure	40

Net Position

Net position represents the difference between assets and liabilities and is reported in three categories as hereafter described. Net position reported as *net investment in capital assets*, represents capital assets, net of accumulated depreciation and any outstanding debt related to those assets. Net position is reported as *restricted* when there are legal limitations imposed on their use by the District’s legislation, or external restrictions imposed by other governments, creditors, or grantors. *Unrestricted* net position is net position that does not meet the definitions of the classifications previously described. The District’s net position at September 30, 2015 is unrestricted.

When both restricted and unrestricted resources are available for use, it is the District’s policy to use restricted resources first, and then unrestricted resources as they are needed.

Fund Balance

The District follows the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* to classify fund balances for governmental funds into specifically defined classifications. The classifications comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the funds can be spent.



Notes to Financial Statements

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

Fund balance classifications are described below:

*Nonspendable Fund Balance* – Nonspendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

*Restricted Fund Balance* – Restricted fund balances are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed Fund Balance* – Committed fund balances are amounts that can only be used for specific purposes as a result of constraints imposed by formal action of the District’s highest level of decision-making authority, which is an ordinance of the District’s Board of Trustees. Committed amounts cannot be used for any other purpose unless the District removes those constraints by taking the same type of action.

*Assigned Fund Balance* – Assigned fund balances are amounts that are constrained by the District’s intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by (a) the District’s Board of Trustees or (b) a body or official to which the Trustees have delegated the authority to assign amounts to be used for specific purposes.

*Unassigned Fund Balance* – Unassigned fund balance is the residual classification for the General Fund.

The District’s policy is to expend resources in the following order: restricted, committed, assigned, and unassigned.

***Use of Estimates***

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make various estimates and assumptions. Actual results could vary from the estimates that were used.

Notes to Financial Statements

**NOTE 2 – PROPERTY TAXES**

In governmental funds, property tax revenues are recognized when levied, to the extent that they result in current receivables.

Details of the property tax calendar are presented below.

Lien date	January 1
Levy date	October 1
Regular payments:	
Discount periods	November - February
No discount period	March
Delinquent date	April 1

Property taxes are assessed by the St. Johns County Property Appraiser. These tax revenues are then collected and remitted to the District by the St. Johns County Tax Collector.

**NOTE 3 – INVESTMENTS**

The District’s investment in the money market fund is included in cash and cash equivalents on the balance sheet.

The District’s investment in the money market fund exposes it to credit risk. The District does not have a formal policy relating to this risk, which is hereafter described.

*Credit Risk* – The risk that an issuer or other counterparty to an investment will not fulfill its obligations.

Fund	Amount	Rating
Iberia Money Market	\$ 161,124	Unrated

**NOTE 4 – RISK MANAGEMENT**

To manage its risks, the District participates in the Florida League of Cities Self Insurance Fund, (the “Fund”), a public entity risk pool currently operating as a common risk management and insurance program for member governments. The District pays an annual premium to the Fund for its coverage. The premiums are designed to fund the liability risks assumed by the Fund and are based on certain actual exposures of each member. The District’s settled claims have not exceeded coverage in any of the past three fiscal years.

## **Required Supplementary Information**

## Municipal Service District of Ponte Vedra Beach

### Budgetary Comparison Schedule – General Fund Year ended September 30, 2015

	Budgeted		Actual	Variance
	Original	Final	Amounts	With Final Budget
<b>Revenues</b>				
Taxes	\$ 550,400	\$ 550,400	\$ 558,644	\$ 8,244
Miscellaneous	1,800	1,800	1,849	49
<b>Total revenues</b>	<b>552,200</b>	<b>552,200</b>	<b>560,493</b>	<b>8,293</b>
<b>Expenditures</b>				
General government services	76,159	76,159	64,982	11,177
Public safety	295,526	295,526	295,526	-
Physical environment	142,405	142,405	143,207	(802)
Transportation	94,110	94,110	68,234	25,876
<b>Total expenditures</b>	<b>608,200</b>	<b>608,200</b>	<b>571,949</b>	<b>36,251</b>
<b>Excess of revenues over (under) expenditures</b>	<b>(56,000)</b>	<b>(56,000)</b>	<b>(11,456)</b>	<b>44,544</b>
<b>Fund balances - October 1, 2014</b>	<b>227,809</b>	<b>227,809</b>	<b>179,561</b>	<b>(48,248)</b>
<b>Fund balances - September 30, 2015</b>	<b>\$ 171,809</b>	<b>\$ 171,809</b>	<b>\$ 168,105</b>	<b>\$ (3,704)</b>

#### Notes to Schedule

The annual budget is prepared by the Treasurer and approved by the Board of Trustees. The budget is prepared on the modified accrual basis of accounting, which is consistent with generally accepted accounting principles. Budget amendments can only be made with approval of the Board of Trustees. The fund is the legal level of control.

## **Additional Elements Required by the Rules of the Auditor General**

## MANAGEMENT LETTER

Board of Trustees  
Municipal Service District of Ponte Vedra Beach  
Ponte Vedra Beach, Florida

We have audited the financial statements of the Municipal Service District of Ponte Vedra Beach (the "District"), as of and for the fiscal year ended September 30, 2015, and have issued our report thereon dated June 23, 2016. That report should be considered in conjunction with this management letter.

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. Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida and require that certain items be addressed in this letter.

### ***Prior Audit Findings***

The Rules of the Auditor General require that we comment as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding audit. If the audit findings in the preceding audit report are uncorrected, we are required to identify those findings that were also included in the second preceding audit report. These requirements of the Rules of the Auditor General are addressed in the Schedule of Findings that accompanies this letter.

### ***Financial Condition***

As required by the Rules of the Auditor General, the scope of our audit included a review of the provisions of Section 218.503, Florida Statutes, "Determination of Financial Emergency." In connection with our audit, we determined that the District has not met one or more of the conditions described in Section 218.503(1), Florida Statutes.

Also, as required by the Rules of the Auditor General, we applied financial condition assessment procedures, as of the end of the fiscal year, pursuant to Rule 10.556(8). It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by management. The application of such procedures did not reveal evidence of "deteriorating financial condition" as that term is defined in Rule 10.554.

### ***Annual Financial Report***

As required by the Rules of the Auditor General, we determined that the annual financial report for the fiscal year ended September 30, 2015, filed with the Department of Financial Services pursuant to Section 218.32, Florida Statutes, is in substantial agreement with the audit report for the fiscal year ended September 30, 2015.

***Other Matters***

Our audit did not reveal any other matters that we are required to include in this management letter.

This management letter is intended solely for the information and use of the Board of Trustees, management, and the Office of the Auditor General, and is not intended to be and should not be used by anyone other than these specified parties.

We wish to take this opportunity to thank you and your staff for the cooperation and courtesies extended to us during the course of the audit. We have sincerely enjoyed our association with the District and look forward to a continuing relationship. Please let us know if you have any questions or comments concerning this letter, our accompanying reports, or other matters.

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

St. Augustine, Florida

June 23, 2016

**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***

Board of Trustees  
Municipal Service District of Ponte Vedra Beach  
Ponte Vedra Beach, 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 and the General Fund of the Municipal Service District of Ponte Vedra Beach (the “District”) as of and for the year ended September 30, 2015, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements, and have issued our report thereon dated June 23, 2016.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the District’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 District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District’s internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings, we identified deficiencies in internal control over financial reporting that we consider to be material weaknesses.

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 as items 2015-001 and 2015-002 to be material weaknesses.



### ***Compliance and Other Matters***

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

### ***District's Response to Findings***

The District's response to the findings identified in our audit is described in the accompanying Schedule of Findings. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### ***Purpose of this Report***

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

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

St. Augustine, Florida  
June 23, 2016

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

Board of Trustees  
Municipal Service District of Ponte Vedra Beach  
Ponte Vedra Beach, Florida

We have examined the Municipal Service District of Ponte Vedra Beach's (the "District") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2015. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the District'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 on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2015.

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 and should not be used by anyone other than these specified parties.

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

St. Augustine, Florida  
June 23, 2016

Schedule of Findings

2015-001 (Reported in previous audit reports as items 2014-001 and 2013-001.)

**Condition** – Because of a limited number of available personnel, it is not always possible to adequately segregate incompatible duties so that no one employee has access to both physical assets and the related accounting records, or to all phases of a transaction. Consequently, the possibility exists that unintentional errors or irregularities could exist and not be promptly detected.

**Recommendation** – To the extent possible, given available personnel, steps should be taken to separate employee duties so that no one individual has access to both physical assets and the related accounting records, or to all phases of a transaction.

**Response** – Due to the limited number of financial staff, it is not always possible to segregate incompatible duties. Whenever possible, incompatible duties are segregated in order to minimize the impact of the control deficiency.

2015-002 (Reported in previous audit reports as items 2014-002 and 2013-002.)

**Condition** – It was necessary for us to assist with the preparation of your financial statements, in order for the statements to be fairly presented in conformity with generally accepted accounting principles.

**Recommendation** – We recommend that you consider and evaluate the costs and benefits of improving internal controls relative to the financial reporting process.

**Response** – We have evaluated the cost versus benefit of improving internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the District's best interest to outsource this task to our independent auditors.