

# PUTNAM COUNTY, FLORIDA

## AUDIT REPORT

SEPTEMBER 30, 2020

### BOARD OF COUNTY COMMISSIONERS

Bill Pickens  
Jeff Rawls  
Terry Turner  
Larry Harvey  
Paul Adamczyk

District No. 1  
District No. 2  
District No. 3  
District No. 4  
District No. 5

### CLERK OF THE CIRCUIT COURT

Matt Reynolds

### SHERIFF

H.D. "Gator" DeLoach, III

### PROPERTY APPRAISER

Tim Parker

### TAX COLLECTOR

Linda Myers

### SUPERVISOR OF ELECTIONS

Charles L. Overturf III

INDEPENDENT AUDITORS' REPORT .....	i
MANAGEMENT'S DISCUSSION AND ANALYSIS .....	v
BASIC FINANCIAL STATEMENTS:	
Government-wide Financial Statements:	
Statement of Net Position .....	1
Statement of Activities.....	2
Governmental Fund Financial Statements:	
Balance Sheet.....	3
Reconciliation of the Balance Sheet to the Statement of Net Position .....	4
Statement of Revenues, Expenditures and Changes in Fund Balances.....	5
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities .....	6
Proprietary Fund Statements:	
Statement of Net Position .....	7
Statement of Revenues, Expenses and Changes in Fund Net Position .....	8
Statement of Cash Flows .....	9
Fiduciary Fund Financial Statements:	
Statement of Fiduciary Net Position .....	11
Notes to Financial Statements .....	12
REQUIRED SUPPLEMENTARY INFORMATION:	
Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund.....	53
Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – Miscellaneous Grants Fund .....	54
Notes to Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual.....	55

Other Postemployment Benefits:

Schedule of Changes in the County's Total OPEB Liability and Related Ratios .....	57
Schedules of Proportionate Share of Net Pension Liability.....	58
Schedules of Employer Contributions .....	59

SUPPLEMENTARY INFORMATION:

Combining Balance Sheet – Board and Officer General Funds.....	62
Combining Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – Board and Officer General Funds.....	64
Nonmajor Governmental Funds .....	69
Combining Balance Sheet – Nonmajor Governmental Funds .....	72
Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Nonmajor Governmental Funds.....	79
Schedules of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual:	
County Transportation Fund .....	86
Fishing Improvement Fund .....	87
Fire Taxing Unit Fund .....	88
Law Enforcement Trust Fund .....	89
Law Enforcement Education Fund.....	90
Court Improvement Fund.....	91
Drivers Education Fund .....	92
Article V Fund .....	93
Court Technology Fund .....	94
Crime Prevention Fund.....	95
Federal Forfeiture Fund .....	96
E911 System Fund .....	97
Tourist Development Fund .....	98
Communication Improvement Fund.....	99
Economic Development Fund.....	100

	<b>Page</b>
Community Development Block Grant Fund .....	101
Interlachen Lakes Estates Fund .....	102
West Putnam Municipal Services Benefit Unit Fund .....	103
Local Housing Assistance Fund .....	104
MSBU Fund .....	105
Water Utilities Fund .....	106
Commissary Fund.....	107
Records Modernization Fund.....	108
Article V Records Modernization Fund .....	109
Court Fund.....	110
Supervisor of Elections Grant Fund.....	111
County Jail Fund.....	112
MSBU Loan Fund .....	113
Capital Projects Fund .....	114
Road Project Fund.....	115
Better Place Plan Fund.....	116
Schedule of Net Position by Department – East Putnam Water Fund .....	118
Schedule of Revenues, Expenses & Changes in Fund Net Position by Department - East Putnam Water Fund .....	119
Internal Service Funds.....	120
Combining Statement of Net Position – Internal Service Funds.....	121
Combining Statement of Revenues, Expenses and Changes in Fund Net Position – Internal Service Funds .....	122
Combining Statement of Cash Flows – Internal Service Funds .....	123
Fiduciary Funds .....	124
Combining Statement of Fiduciary Net Position – Agency Funds .....	125

Combining Statement of Changes in Assets and Liabilities – Agency Funds.....	126
Discretely Presented Component Unit – Putnam County Development Authority.....	127
Statement of Net Position – Putnam County Development Authority .....	128
Statement of Revenues, Expenses and Changes in Fund Net Position – Putnam County Development Authority.....	129
Statement of Cash Flows – Putnam County Development Authority.....	130
Schedule of Expenditures of Federal Awards and State Financial Assistance .....	131
Notes to Schedule of Expenditures of Federal Awards and State Financial Assistance .....	134
ADDITIONAL ELEMENTS REQUIRED BY THE RULES OF THE AUDITOR GENERAL:	
Management Letter.....	136
Independent Accountants’ Report on Compliance with Section 218.415, Florida Statutes.....	138
Independent Accountants’ Report on Compliance with Sections 365.172(10), and 365.173(2)(d), Florida Statutes.....	139
Independent Auditors’ Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> .....	140
Independent Auditors’ Report on Compliance for Each Major Federal Program and State Project and Report on Internal Control over Compliance Required by the Uniform Guidance and Chapter 10.550, Rules of the Auditor General .....	142
Schedule of Findings and Questioned Costs.....	144
Audit Findings-Follow Up:	
Summary Schedule of Prior Audit Findings (Relative to Federal Programs and State Projects) .....	146
Corrective Action Plan (Relative to Current Findings).....	- -



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRIcpa.com

## **INDEPENDENT AUDITORS' REPORT**

The Honorable County Commissioners  
Putnam 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 discretely presented component unit and remaining fund information of Putnam 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 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 auditors' 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, the business-type activities, each major fund, and the aggregate discretely presented component unit and remaining fund information of the County as of September 30, 2020, and the respective changes in financial position and, where applicable, cash flows 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 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 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 opinions on the financial statements that collectively comprise the County's basic financial statements. The information listed in the table of contents as "supplementary information", including the Schedule of Expenditures of Federal Awards and State Financial Assistance, which is required by 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, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 information is 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 March 29, 2021 on our consideration of the County'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 solely 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 effectiveness of the County's 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.

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

Jacksonville, Florida  
March 29, 2021

*This Page Intentionally Left Blank*

# Management's Discussion & Analysis



**PUTNAM COUNTY, FLORIDA**  
**Management's Discussion and Analysis**  
**September 30, 2020**

The County's discussion and analysis is designed to provide an objective and easy to read analysis of the County's financial activities for the fiscal year ended September 30, 2020. It is intended to provide a broad overview using a short-term and long-term analysis of the County's activities based on information in the financial report and fiscal policies that have been adopted by the Board of County Commissioners. Please read it in conjunction with the Letter of Transmittal and the County's financial statements. *All amounts, unless otherwise indicated, are expressed in thousands of dollars.*

***Financial Highlights***

**Government-wide Statements**

- Putnam County's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at September 30, 2020 by \$179,452 (*net position*). Of this amount, (\$5,224) represents a deficit unrestricted net position.
- Total net position is comprised of the following:
  - 1) (\$5,224) deficit unrestricted net position which is primarily due to the County's long-term liabilities and related deferrals for employees which totaled \$52,084 at September 30, 2020. This total is made up of the following: OPEB liability \$2,684, compensated absences liability \$2,568, net pension liability of \$64,026, and deferred inflows of resources of \$2,404, offset by deferred outflows of resources of (\$19,598).
  - 2) Net Investment in Capital Assets of \$163,385, includes property, equipment, intangibles and infrastructure, net of accumulated depreciation, and reduced for outstanding debt related to the purchase or construction of those capital assets, including retainages and amounts owed contractors for work completed through September 30, 2020.
  - 3) Net position of \$21,291 is restricted by constraints imposed from outside of the County such as debt covenants, grantors, laws, or regulations.
- The County's total net position increased \$8,599 from the previous year with an increase of \$2,923 in governmental activities and an increase of \$5,676 from business activities.

The increase in governmental activities is mostly attributed to a \$3,238 CARES Act grant and \$1,805 increase in property taxes, offset by \$4,681 less capital grants. The increase in business activities is mostly from \$2,400 increase in solid waste charges and no losses on property sales. The Waste Management Fund revenues increased because they began accepting solid waste from outside the county in August 2019. In fiscal year 2019, the Port Authority had a \$837 loss on the sale of a magnet building in the business park.

## Management's Discussion and Analysis

### **Fund Statements**

- At September 30, 2020, the County's governmental funds reported combined ending fund balances of \$41,959, an increase of \$6,242 over the prior fiscal year. A detail of the components of ending fund balance follow in the Financial Analysis section on governmental funds.
- Governmental fund assets were \$51,664 at year end which is mostly made up of cash and equivalents of \$44,792, net receivables of \$1,686 and \$3,312 balances due from other governments.
- Liabilities in the governmental funds totaled \$5,406 at year-end with most of the balance in accounts payable and accrued liabilities of \$2,122, due to other funds of \$1,169, and due to other governments of \$1,022.
- The governmental funds also have a \$4,299 balance of deferred inflows which includes \$2,188 CARES Act monies which were received, but not earned and \$2,111 in receivables which are not available in the current period and therefore not recognized as revenue.
- Governmental Fund revenues decreased (\$3,008) or (3.6%) from the prior year. Tax revenues increased \$1,891 from higher property values, and charges for services increased \$208. However, intergovernmental revenue decreased (\$3,956) from less FEMA reimbursements and miscellaneous revenues decreased (\$1,022) mostly from lower interest rates.
- Governmental Fund expenditures decreased (\$4,531) or (5.9%) from the prior year. (\$6,834) of the decrease is from less capital outlay related to grant projects. The remaining decrease is (\$31) in debt service, and (\$21) in transportation. These decreases are offset by increased expenditures of \$1,064 in public safety, \$725 in general government, and \$244 in culture and recreation.
- The County's governmental funds had net transfers out of (\$2,708) for the year which is \$1,399 more than fiscal year 2019.

### ***Overview of the Financial Statements***

This discussion and analysis is intended to serve as an introduction to Putnam County's Comprehensive Annual Financial Report (Report). The Report contains the Basic Financial Statements which include three components: Government-wide Financial Statements, Fund Financial Statements and Notes to the Financial Statements. The report also contains the Statistical Section, Compliance Section, and Other Supplementary Information.

### **Government-wide Financial Statements**

The *Government-wide Financial Statements* are designed to provide readers with a broad overview of the County's finances, in a manner similar to a private-sector business. These statements include a ***Statement of Net Position*** and a ***Statement of Activities***.

- The *Statement of Net Position* presents information on all of the County's assets, deferred outflows of resources, liabilities and deferred inflows, with the difference between sum of assets and deferred outflows of resources minus liabilities and deferred inflows reported as net position. Changes in net position over time may serve as a useful indicator of whether the financial position of the County is improving or deteriorating.

## Management's Discussion and Analysis

- The *Statement of Activities* presents information showing how the government's net position changed during the fiscal year. Changes in net position are reported as soon as the underlying economic transactions occur, regardless of when cash is received or paid. Therefore, some of the revenues or expenses reported in the Statement of Activities will have cash flows in future fiscal periods. For example, certain sales taxes are shown as revenues although cash receipts will occur early in the following fiscal year; an increase in unused vacation leave is recorded as an expense although related cash outflows will occur in the future. Furthermore, this statement demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Please refer to the Notes to the Financial Statements for further elaboration regarding direct expenses and program versus general revenues.

The *Government-wide Financial Statements* show a distinction between activities that are supported primarily by taxes and intergovernmental revenues (i.e., governmental activities) and activities that attempt to recover all or most of their costs through user fees and charges (i.e., business-type activities). The governmental activities of the County include general government, public safety, physical environment, transportation, economic environment, human services, court related activities, and culture and recreation. Business-type activities of the County are the Water and Wastewater Utility System, Port Authority and the Waste Management System.

### **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 uses fund accounting to ensure and demonstrate compliance with legal, legislative, contractual, and other finance-related provisions. The fund statements focus on the *major* funds of the County (i.e., the most significant funds, either quantitatively or qualitatively). All of the County's funds may be divided into three categories: ***governmental, proprietary*** and ***fiduciary*** funds.

### ***Governmental funds***

*Governmental funds* are used to account for essentially the same functions that are reported as *governmental activities* in the Government-wide Financial Statements. However, unlike the Government-wide Financial Statements, Governmental Fund Financial Statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Reconciliations of the differences between the Government-wide and the Fund Financial Statements are provided immediately after the *Balance Sheet-Governmental Funds* and the *Statement of Revenues, Expenditures, and Changes in Fund Balances-Governmental Funds*, respectively, in the *Basic Financial Statements*. Governmental funds presented individually in the County's statements include three major funds: the General Fund, the Miscellaneous Grants Fund, and the Better Place Plan Fund. Although there are numerous smaller governmental funds in the County, they have been presented in a total column labeled as *Other Governmental Funds*.

## Management's Discussion and Analysis

Budget and actual comparison statements are also presented as *Required Supplementary Information* (RSI) for the General Fund and for each major special revenue fund with an annually adopted budget, if any. Combining statements for the County's non-major funds and budget and actual comparison schedules for any non-major funds or major capital project funds with annually appropriated budgets are presented in the *Supplemental Information* section of this report.

### ***Proprietary funds***

The *Proprietary Fund Financial Statements* may be found in the *Basic Financial Statements*. The County maintains two different types of proprietary funds. *Enterprise funds* are used to report in greater detail the same functions presented as business-type activities in the Government-wide Financial Statements. The County uses enterprise funds to account for its Water and Wastewater Utility System, Port Authority and its Waste Management System. In-depth information between water and wastewater services is provided in the *Supplemental Information* section. *Internal Service Funds* are an accounting device used to accumulate and allocate costs internally among the County's various functions. The County uses internal service funds to account for its Fleet Maintenance, Group Insurance Reserve and Risk Management Funds. These programs are included within governmental activities in the Government-wide Financial Statements because they predominantly benefit governmental rather than business-type functions. The internal service funds are combined into a single presentation in the Proprietary Fund Financial Statements. Individual fund data for the internal service funds are provided in the *Supplemental Information* section of the report.

### ***Fiduciary funds***

*Fiduciary funds* are used to account for resources held for the benefit of parties outside the government. *Agency funds* are the only type of fiduciary fund used by the County. The amounts in these fiduciary funds are not included in the Government-wide Financial Statements because the resources of these funds are not available to support the County's own programs. However, the *Statement of Fiduciary Net Position* in the *Basic Financial Statements* is provided for information on the fiduciary funds. In addition, the individual agency funds are presented in the *Supplemental Information* section of this report.

### **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the Government-wide and Fund Financial Statements.

### **Other Information**

Combining and individual statements and schedules referred to earlier, which present more detailed views of nonmajor funds, as well as individual fund budget and actual comparison schedules for the nonmajor funds and major capital project fund, are found in the *Supplemental Information* section of the Financial Statements.

## Management's Discussion and Analysis

### Government-wide Financial Analysis

#### *Net Position*

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, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$179,452 at the close of the fiscal year ended September 30, 2020. By far the largest portion of the County's net position, \$163,385 or 91%, reflects its investment in capital assets such as land, buildings, infrastructure, intangibles and equipment, less any related outstanding debt (including retainages and amounts owed to contractors for work completed through September 30, 2020) used to acquire those assets. The County uses these capital assets to provide services to its 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 and applicable obligations, 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. The payment of maintenance and debt service costs on those capital assets will require future government resources.

#### Putnam County Summary Statement of Net Position

	Governmental Activities		Business-type Activites		Total		Percent Change
	2020	2019	2020	2019	2020	2019	
Cash and Investments	\$ 49,142	\$ 37,617	\$ 39,908	\$ 33,045	\$ 89,050	\$ 70,662	26.0%
Other Current Assets	5,345	7,304	828	1,155	6,173	8,459	-27.0%
Capital Assets, Net	143,850	143,910	52,179	51,920	196,029	195,830	0.1%
Total Assets	<u>198,337</u>	<u>188,831</u>	<u>92,915</u>	<u>86,120</u>	<u>291,252</u>	<u>274,951</u>	5.9%
Deferred Outflows of Resources	<u>19,247</u>	<u>17,007</u>	<u>351</u>	<u>270</u>	<u>19,598</u>	<u>17,277</u>	13.4%
Current Liabilities	6,756	6,971	926	1,149	7,682	8,120	-5.4%
Long-Term Debt - Current	2,176	2,079	1,353	1,317	3,529	3,396	3.9%
Long-Term Debt - Non Current	83,204	71,264	34,578	33,144	117,782	104,408	12.8%
Total Liabilities	<u>92,136</u>	<u>80,314</u>	<u>36,857</u>	<u>35,610</u>	<u>128,993</u>	<u>115,924</u>	11.3%
Deferred Inflows of Resources	<u>2,348</u>	<u>5,347</u>	<u>57</u>	<u>104</u>	<u>2,405</u>	<u>5,451</u>	-55.9%
Net Position:							
Net Investment in							
Capital Assets	125,909	124,845	37,476	36,267	163,385	161,112	1.4%
Restricted	21,291	16,558	-	-	21,291	16,558	28.6%
Unrestricted	(24,100)	(21,226)	18,876	14,409	(5,224)	(6,817)	-23.4%
TOTAL NET POSITION	<u>\$ 123,100</u>	<u>\$ 120,177</u>	<u>\$ 56,352</u>	<u>\$ 50,676</u>	<u>\$ 179,452</u>	<u>\$ 170,853</u>	5.0%

An additional portion of the County's net position, \$21,291, is restricted, meaning it is subject to constraints on how the funds may be used, such as by laws, grantors, debt covenants, regulations or capital projects. At the end of the current fiscal year, the County's unrestricted net position was a deficit (\$5,224) which is mostly caused by recording \$69,278 of compensated absences, OPEB, and net pension liabilities. See Financial Statement Note 12 and 13 for more information on these liabilities and related changes.

## Management's Discussion and Analysis

### *Change in Net Position*

Governmental activities increased the County's net position by \$2,923 and Business-type activities increased the County's net position by \$5,676. See further details on pages xi and xii.

	Putnam County, Florida Summary Statement of Activities						Percent Change
	Governmental Activities		Business-type Activities		Total		
	2020	2019	2020	2019	2020	2019	
<b>Revenues:</b>							
Program revenues:							
Charges for services	\$ 10,241	\$ 10,692	\$ 16,146	\$ 13,558	\$ 26,387	\$ 24,250	8.8%
Operating grants and contributions	10,492	7,541	57	326	10,549	7,867	34.1%
Capital grants and contributions	5,974	10,655	1,734	1,270	7,708	11,925	-35.4%
General revenues:							
Property taxes	40,083	38,278	-	-	40,083	38,278	4.7%
Sales tax and other state shared revenues	8,811	8,952	-	-	8,811	8,952	-1.6%
Local infrastructure surtax	6,320	6,101	-	-	6,320	6,101	3.6%
Other taxes	937	956	-	-	937	956	-2.0%
Other revenue	1,226	2,263	392	709	1,618	2,972	-45.6%
<b>Total revenues</b>	<b>84,084</b>	<b>85,438</b>	<b>18,329</b>	<b>15,863</b>	<b>102,413</b>	<b>101,301</b>	<b>1.1%</b>
<b>Expenses:</b>							
General Government	16,845	16,199	-	-	16,845	16,199	4.0%
Public Safety	41,175	39,496	-	-	41,175	39,496	4.3%
Physical Environment	1,640	817	-	-	1,640	817	100.7%
Transportation	10,648	10,855	-	-	10,648	10,855	-1.9%
Economic Environment	1,455	1,263	-	-	1,455	1,263	15.2%
Human Services	2,401	2,383	-	-	2,401	2,383	0.8%
Culture/Recreation	1,892	1,955	-	-	1,892	1,955	-3.2%
Court Related	3,933	3,724	-	-	3,933	3,724	5.6%
Interest on Long Term Obligations	558	578	-	-	558	578	-3.5%
Water and Wastewater	-	-	2,468	2,300	2,468	2,300	7.3%
Solid Waste	-	-	10,660	8,472	10,660	8,472	25.8%
Port Authority	-	-	139	160	139	160	-13.1%
<b>Total Expenses</b>	<b>80,547</b>	<b>77,270</b>	<b>13,267</b>	<b>10,932</b>	<b>93,814</b>	<b>88,202</b>	<b>6.4%</b>
Increase (Decrease) in Net Position							
Before Special Items and Transfers	3,537	8,168	5,062	4,931	8,599	13,099	
Special Items-Loss on Sale of Property	-	-	-	(837)	-	(837)	
Transfers	(614)	(1,064)	614	1,064	-	-	
Increase (Decrease) in net position	2,923	7,104	5,676	5,158	8,599	12,262	
Net Position - Beginning of Year	120,177	113,073	50,676	45,518	170,853	158,591	
Net Position - End of Year	<b>\$ 123,100</b>	<b>\$ 120,177</b>	<b>\$ 56,352</b>	<b>\$ 50,676</b>	<b>\$ 179,452</b>	<b>\$ 170,853</b>	<b>5.0%</b>

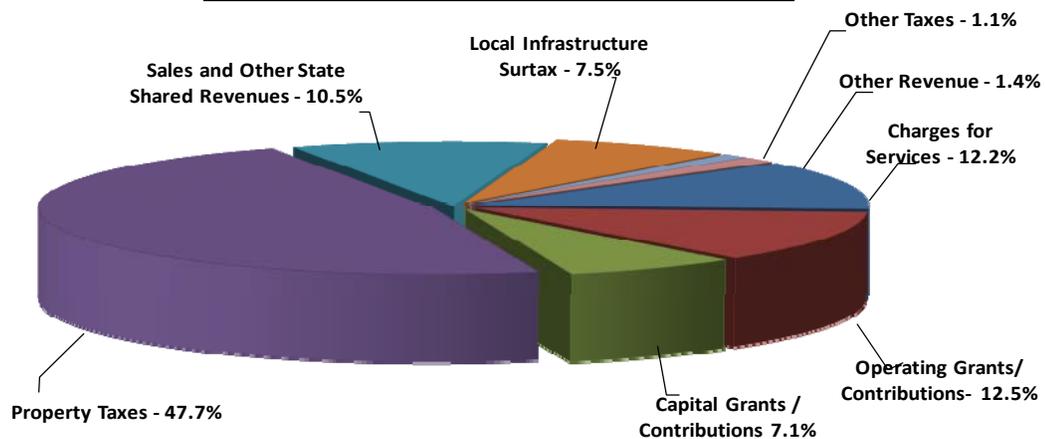
## Management's Discussion and Analysis

### Governmental Activities

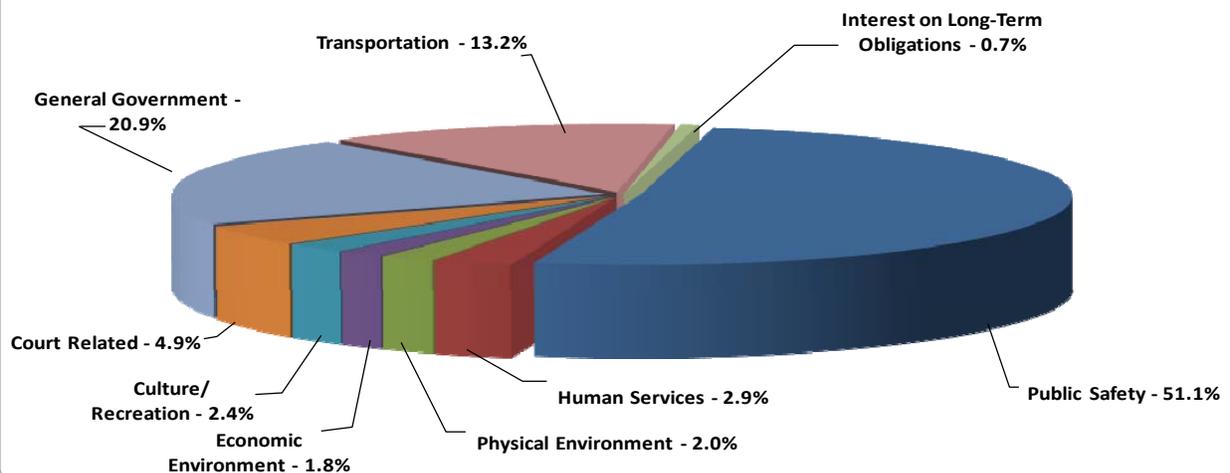
Although the county's governmental net position increased \$2,923 in fiscal year 2020, the increase is \$4,181 lower than fiscal year 2019. Revenues decreased \$1,354 over the prior year and expenses increased \$3,277. Significant changes in revenues and expenses consist mostly of the following:

- Operating grants increased \$2,951 in fiscal year 2020 from \$3,238 in CARES Act grant, offset by (\$356) less SHIP funding.
- Property Taxes increased \$1,805 from higher property values.
- Capital grants decreased (\$4,681) from fiscal year 2019 mostly from (\$2,137) less FEMA revenue, (\$789) no public safety communications grant, and (\$903) no grant to construct a new fire station in East Palatka.
- General government expenses were \$646 higher mostly from higher election costs.
- Public Safety expenses were \$1,679 higher than fiscal year 2019 from COVID-19 expenses.
- Physical environment expenses are \$823 higher from CDBG grant expenses.

**Revenues by Source - Governmental Activities**



**Expenses - Governmental Activities**

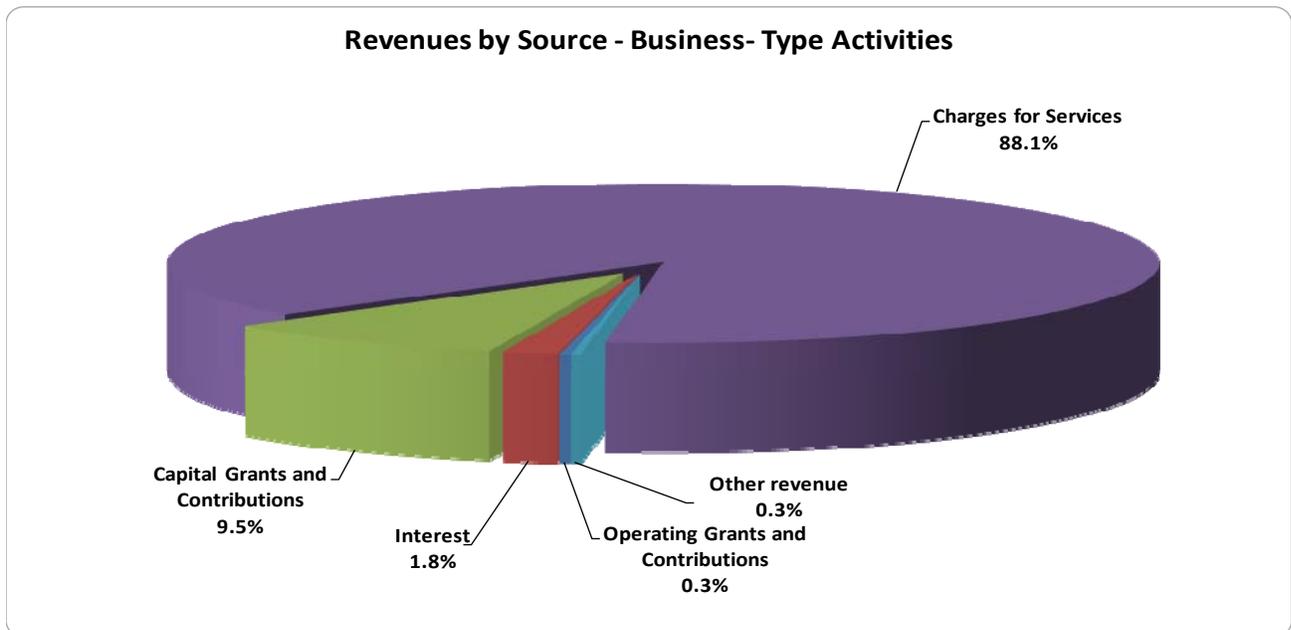


## Management's Discussion and Analysis

### **Business-type Activities**

As noted on page x, business-type activities increased the County's net position by \$5,676. Revenues increased \$2,466 over 2019 and expenses increased \$2,335 over 2019. In addition, total special items and transfers were \$387 lower than fiscal year 2019. Key elements of the changes include:

- User charges in the Waste Management fund were \$2,400 higher because they began accepting out of county solid waste in August 2019.
- The East Putnam Water fund had \$364 more in capital grants for septic to sewer conversions.
- The Port Authority had \$100 contribution from the Rotary Club for construction of a playground.
- Revenues are offset by (\$289) lower earnings on investments as the interest rates fell in response to the COVID19 pandemic.
- Expenses increased in the Waste Management fund by \$2,188 mostly from higher landfill closure and long-term care costs.
- The East Putnam Water fund expenses increased \$168 from higher depreciation and personnel costs.
- The Port Authority had a \$837 loss in fiscal year 2019 from the sale of a magnet building in the business park.
- Net transfers to other funds were (\$450) less than fiscal year 2019.



## Management's Discussion and Analysis

### **Financial Analysis of the County's Funds**

As mentioned earlier, the County uses fund accounting to ensure and demonstrate compliance with finance-related requirements.

#### ***Governmental funds***

The focus of the County's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. This difference in focus and purpose creates significant variances between the Governmental Fund Financial Statements and the Government-wide Financial Statements. For the year ended September 30, 2020, the net increase in fund balances per the Governmental Funds Financial Statements totaled \$6,242 while the governmental activities column of the Government-wide Financial Statements reported an increase of \$2,923 in net position. A detailed reconciliation between these two amounts is provided on page 6 of the accompanying Financial Statements.

Unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. At September 30, 2020, the County's governmental funds reported combined ending fund balances of \$41,959, of which \$5,701 constitutes unassigned fund balance. At September 30, 2020, the unassigned fund balance in the County's general fund increased \$606 or 11.9% over the prior year to \$5,701.

The County's fund balance also includes \$709 which is committed for the Sheriff's commissary and \$15,114 which is assigned (\$12,812 for subsequent year's expenditures and \$2,302 for road and bridge maintenance).

The remainder of the governmental fund balance is made up of \$20,435 that is restricted (primarily \$8,066 for Better Place Plan, \$1,897 for Fire Protection, \$1,428 for Court Improvement, \$1,484 for Tourist Development, \$1,153 for Local Housing Assistance, \$1,581 for Public Records Modernization, and \$1,266 for Road Projects);

The following funds experienced the most significant changes in fund balance for the year: the General Fund increased \$2,248 mostly due to higher ad valorem taxes as the result of increased property values. The Better Place Plan Fund increased \$1,761 as the result of delayed capital expenditures due to the COVID-19 pandemic. The Fire Taxing Fund increased \$835 from less capital outlay expenditures and the Transportation Fund increased \$754 due to budgeted transfers from the General Fund.

#### ***Proprietary Funds***

The proprietary funds that are enterprise fund type provide the same type of information found in the Government-wide Financial Statements, business type activities, but in more detail. Two of the proprietary enterprise funds, Waste Management and East Putnam Water, are major funds. At September 30, 2020, total net position increased \$5,676 to \$56,352. Unrestricted net position totaled \$18,876. Other factors concerning the finances of the proprietary enterprise funds were previously addressed in the discussion of the County's business-type activities.

## Management's Discussion and Analysis

### General Fund Budgetary Highlights

The General Fund budget to actual schedule is presented as *Required Supplementary Information* on page 53 of the accompanying Financial Statements. Primary variances between original and final budgeted amounts for the year are composed of the following:

- Intergovernmental revenue was increased \$723 to account for unanticipated grant funds.
- Miscellaneous revenue was increased \$146 to reflect surplus land sales and reimbursements.
- Budgeted Public Safety expenditures were increased by \$2,123 to account for more operating supplies due to the COVID-19 pandemic.
- Culture & Recreation expenses were increased \$539 to account for the renovation of Veteran's Memorial Park.

A comparison of actual revenues versus the final budget reflects that total revenues were \$1,629 higher than budget mostly from \$587 higher taxes due to higher property values and \$830 more Intergovernmental revenue from unanticipated grant revenues such as the Veteran's Memorial Park.

A review of General Fund actual expenditures versus the final General Fund budget reveals that expenditures were \$16,927 under final budget. This was primarily attributable to Reserve for Contingencies, Public Safety, and General Government expenditures being \$12,327, \$2,191 and \$1,117 under budget, respectively. Along with conservative fiscal management, expenditures are under budget because capital purchases and other projects were delayed due to the COVID-19 pandemic.

### Capital Asset and Debt Administration

	<b>Capital Assets</b>						<b>Percent Change</b>
	<b>(Net of Depreciation)</b>						
	<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>		
Land	\$ 21,366	\$ 21,312	\$ 5,866	\$ 5,866	\$ 27,232	\$ 27,178	0.2%
Intangible Assets	275	225	-	-	275	225	22.2%
Buildings and Improvements	34,296	35,933	786	157	35,082	36,090	-2.8%
Equipment	7,211	8,794	1,778	1,661	8,989	10,455	-14.0%
Infrastructure	80,364	77,283	-	-	80,364	77,283	4.0%
Water and Sewer							
Distribution System	-	-	40,938	40,586	40,938	40,586	0.9%
Landfill	-	-	2,315	3,113	2,315	3,113	-25.6%
Construction in Progress	338	363	496	537	834	900	-7.3%
<b>Total Capital Assets, Net</b>	<b>\$ 143,850</b>	<b>\$ 143,910</b>	<b>\$ 52,179</b>	<b>\$ 51,920</b>	<b>\$ 196,029</b>	<b>\$ 195,830</b>	<b>0.1%</b>

### *Capital Assets*

The County's financial statements present capital assets in two groups: those assets subject to depreciation such as infrastructure, equipment, operational facilities, intangible assets, and those assets not subject to depreciation such as land and construction in progress.

## Management's Discussion and Analysis

The County's investment in capital assets for its governmental and business-type activities as of September 30, 2020, totals \$196,029 (net of accumulated depreciation). This investment in capital assets includes land, buildings, building improvements, equipment, computer software, infrastructure (including roads and bridges), construction in progress, the Landfill, and the Water and Sewer Distribution System. Currently, infrastructure, buildings, improvements, and the water and sewer distribution system represent the largest components of capital assets.

Major capital asset events during the current fiscal year include the following:

- The County continued its program to resurface, widen and add paved roads and improve bridges during the year at a capitalized cost of \$7,744.
- Veteran's Memorial Park was renovated at a cost of \$578.
- The Sheriff bought new vehicles totaling \$372.
- The East Putnam Water Fund spent \$1,329 for the expansion of the waste-water system.

Additional information on the County's Capital Assets may be found in Note 8 beginning on page 30 of the accompanying Financial Statements.

### ***Long-term Obligations***

County-wide, total long-term obligations increased \$13,508 from the prior year, mostly from an increase of \$12,449 in net pension liability and an increase of \$1,873 in landfill closure and long-term care costs. Increases are offset by payments on notes, capital leases, and bonds of (\$1,231).

<b>Putnam County, FL</b>							
<b>Long-Term Obligations</b>							
	<b>Governmental</b>		<b>Business-type</b>		<b>Total</b>		<b>Percent Change</b>
	<b>Activities</b>		<b>Activities</b>				
	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>	
Notes Payable	\$ -	\$ 89	\$ 5,953	\$ 6,500	\$ 5,953	\$ 6,589	-9.7%
Revenue Bonds	16,994	17,248	8,565	8,731	25,559	25,979	-1.6%
Capital Lease Obligations	365	539	-	-	365	539	-32.3%
Landfill Closure and Post-Closure Costs	-	-	20,156	18,283	20,156	18,283	10.2%
Other Post Employment Benefits	2,598	2,500	85	77	2,683	2,577	4.1%
Compensated Absences	2,507	2,209	61	49	2,568	2,258	13.7%
Net Pension Liability	62,916	50,757	1,110	820	64,026	51,577	24.1%
<b>Total</b>	<b>\$ 85,380</b>	<b>\$ 73,342</b>	<b>\$ 35,930</b>	<b>\$ 34,460</b>	<b>\$ 121,310</b>	<b>\$ 107,802</b>	<b>12.5%</b>

## Management's Discussion and Analysis

### **Governmental Activities:**

- The County made the following principal payments during the year: notes payable - \$89; revenue bonds - \$254; and capital leases - \$175.
- Governmental obligations for compensated absences increased \$298 or 13.5% to \$2,507.
- The net pension liability increased \$12,159 or 23.9% to \$62,916 at year-end.

### **Business-type Activities:**

- Principal payments of \$547 were made on notes payable and \$166 on revenue bonds during the year.
- Total accrued landfill closure and long-term care costs increased by \$1,873.
- The net pension liability increased \$290 or 35.3% to \$1,110 at year-end.

Additional information on the County's long-term obligations can be found in Note 9 beginning on page 32 of the accompanying Financial Statements.

### **Economic Factors and Next Year's Budgets and Rates**

- The unemployment rate for the County increased from 4.4% at September 2019 to 6.6% at September 2020. The increase is directly related to the COVID-19 pandemic.
- During 2020, the taxable value of real property increased \$140,896 million or 5.26%, and the taxable value of personal property increased \$40,151 million or 3.85% over the 2019 fiscal year. The millage rate did not change from fiscal year 2019 to fiscal year 2020.
- The population increased slightly from 73,268 in 2019 to an estimated 73,723 in 2020.
- The County's overall budget for fiscal year 2021 increased \$3,595 or 2.29% to \$160,865 and is based on a millage rate of 9.4404.

### **Requests for Information**

This financial report is designed to present users with a general overview of the County's finances and to demonstrate the County's accountability. If you have questions concerning any of the information provided in this report or need additional information, contact the Putnam County Clerk of Courts, Finance and Accounting, P.O. Box 758, Palatka, Florida 32178-0758. Additional financial information can be found on our website at <http://www.putnam-fl.com/coc/> and click on *Clerks in the Sunshine*.

# Basic Financial Statements



**Putnam County, Florida**  
**Statement of Net Position**  
**September 30, 2020**

	<u>Primary Government</u>			<u>Component Unit</u>
	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>	<u>Putnam County Development Authority</u>
<b>ASSETS</b>				
Cash and Equivalents	\$ 48,454,348	\$ 29,523,312	\$ 77,977,660	\$ 197,709
Investments	687,360	490,000	1,177,360	115,649
Receivables	1,686,801	543,288	2,230,089	-
Due From Other Governments	3,441,094	285,230	3,726,324	-
Inventory	198,113	-	198,113	-
Other Assets	18,819	-	18,819	-
Restricted Cash and Equivalents	-	3,118,486	3,118,486	-
Restricted Investments	-	6,775,207	6,775,207	-
Capital Assets:				
Non-Depreciable	21,703,820	6,361,780	28,065,600	473,853
Depreciable, Net	122,146,525	45,817,126	167,963,651	69,560
<b>TOTAL ASSETS</b>	<b>198,336,880</b>	<b>92,914,429</b>	<b>291,251,309</b>	<b>856,771</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
OPEB	566,936	18,609	585,545	-
Pensions	18,680,079	332,647	19,012,726	-
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>19,247,015</b>	<b>351,256</b>	<b>19,598,271</b>	<b>-</b>
<b>LIABILITIES</b>				
Accounts Payable and Accrued Liabilities	3,481,271	655,341	4,136,612	184
Retainage and Capital Related Liabilities	582,084	185,366	767,450	-
Other Liabilities	2,692,243	86,330	2,778,573	-
Noncurrent Liabilities:				
Due Within One Year	2,176,081	1,352,826	3,528,907	-
Due in More Than One Year	83,204,340	34,577,538	117,781,878	-
<b>TOTAL LIABILITIES</b>	<b>92,136,019</b>	<b>36,857,401</b>	<b>128,993,420</b>	<b>184</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
OPEB	371,129	12,181	383,310	-
Pensions	1,976,427	44,549	2,020,976	-
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>2,347,556</b>	<b>56,730</b>	<b>2,404,286</b>	<b>-</b>
<b>NET POSITION</b>				
Net Investment In Capital Assets	125,909,079	37,475,492	163,384,571	543,413
Restricted For:				
Capital Projects	10,223,879	-	10,223,879	-
Economic Development	2,223,075	-	2,223,075	-
Public Records Modernization	1,580,884	-	1,580,884	-
Tourist Development	1,484,021	-	1,484,021	-
Law Enforcement and Other Public Safety	1,482,384	-	1,482,384	-
Affordable Housing Assistance	1,153,286	-	1,153,286	-
Road and Bridge Maintenance	1,044,339	-	1,044,339	-
Court Functions & Courthouse Improvements	831,567	-	831,567	-
Debt Service	485,924	-	485,924	-
Fishing Improvement	410,667	-	410,667	-
Water Utilities	283,902	-	283,902	-
Other Purposes	87,516	-	87,516	-
Unrestricted	(24,100,203)	18,876,062	(5,224,141)	313,174
<b>TOTAL NET POSITION</b>	<b>\$ 123,100,320</b>	<b>\$ 56,351,554</b>	<b>\$ 179,451,874</b>	<b>\$ 856,587</b>

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

**Putnam County, Florida**  
**Statement of Activities**  
**For the Year Ended September 30, 2020**

Functions/Programs	Program Revenues				Net (Expense) Revenue and Changes in Net Position			
	Expenses	Charges for Services	Operating Grants & Contributions	Capital Grants & Contributions	Primary Government			Component Unit
					Governmental Activities	Business-type Activities	Total	Putnam Co. Develop. Auth.
<b>PRIMARY GOVERNMENT:</b>								
<b>GOVERNMENTAL ACTIVITIES:</b>								
General Government	\$ 16,845,060	\$ 3,121,338	\$ 130,648	\$ -	\$ (13,593,074)	\$ -	\$ (13,593,074)	\$ -
Public Safety	41,175,387	4,982,057	1,426,095	100,919	(34,666,316)	-	(34,666,316)	-
Physical Environment	1,640,184	191,333	44,584	-	(1,404,267)	-	(1,404,267)	-
Transportation	10,647,501	736,513	4,122,419	5,009,649	(778,920)	-	(778,920)	-
Economic Environment	1,454,731	23,999	3,256,504	863,062	2,688,834	-	2,688,834	-
Human Services	2,401,271	185,736	94,773	-	(2,120,762)	-	(2,120,762)	-
Culture and Recreation	1,892,108	17,670	145,259	-	(1,729,179)	-	(1,729,179)	-
Court Related	3,932,618	981,938	1,271,387	-	(1,679,293)	-	(1,679,293)	-
Interest on Long-Term Debt	558,146	-	-	-	(558,146)	-	(558,146)	-
<b>TOTAL GOVERNMENTAL ACTIVITIES</b>	<b>80,547,006</b>	<b>10,240,584</b>	<b>10,491,669</b>	<b>5,973,630</b>	<b>(53,841,123)</b>	<b>-</b>	<b>(53,841,123)</b>	<b>-</b>
<b>BUSINESS-TYPE ACTIVITIES:</b>								
Water and Wastewater System	2,468,155	1,157,041	-	1,634,488	-	323,374	323,374	-
Solid Waste	10,659,712	14,900,648	56,614	-	-	4,297,550	4,297,550	-
Port Authority	139,245	88,297	-	100,000	-	49,052	49,052	-
<b>TOTAL BUSINESS-TYPE ACTIVITIES</b>	<b>13,267,112</b>	<b>16,145,986</b>	<b>56,614</b>	<b>1,734,488</b>	<b>-</b>	<b>4,669,976</b>	<b>4,669,976</b>	<b>-</b>
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>\$93,814,118</b>	<b>\$26,386,570</b>	<b>\$10,548,283</b>	<b>\$7,708,118</b>	<b>(53,841,123)</b>	<b>4,669,976</b>	<b>(49,171,147)</b>	<b>-</b>
<b>COMPONENT UNIT:</b>								
Putnam County Development Authority	\$ 9,095	\$ 10,505	\$ -	\$ -	-	-	-	1,410
<b>General Revenues:</b>								
Property Taxes					40,083,059	-	40,083,059	-
Sales Taxes					3,196,300	-	3,196,300	-
Unrestricted State Shared Revenues					5,614,866	-	5,614,866	-
Local Infrastructure Surtax					6,319,582	-	6,319,582	-
Tourist Development Tax					557,805	-	557,805	-
Communications Service Tax					379,677	-	379,677	-
Investment Earnings					345,318	330,575	675,893	1,061
Miscellaneous					881,209	61,600	942,809	-
<b>Transfers</b>					<b>(613,509)</b>	<b>613,509</b>	<b>-</b>	<b>-</b>
<b>TOTAL GENERAL REVENUES, SPECIAL ITEMS, &amp; TRANSFERS</b>					<b>56,764,307</b>	<b>1,005,684</b>	<b>57,769,991</b>	<b>1,061</b>
<b>CHANGE IN NET POSITION</b>					<b>2,923,184</b>	<b>5,675,660</b>	<b>8,598,844</b>	<b>2,471</b>
<b>NET POSITION - BEGINNING OF YEAR</b>					<b>120,177,136</b>	<b>50,675,894</b>	<b>170,853,030</b>	<b>854,116</b>
<b>NET POSITION - END OF YEAR</b>					<b>\$ 123,100,320</b>	<b>\$56,351,554</b>	<b>\$ 179,451,874</b>	<b>\$ 856,587</b>

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

**Putnam County, Florida**  
**Balance Sheet – Governmental Funds**  
**September 30, 2020**

	<u>General Fund</u>	<u>Miscellaneous Grants Fund</u>	<u>Better Place Plan Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b><u>ASSETS</u></b>					
Cash and Equivalents	\$ 19,087,174	\$ 3,014,404	\$ 7,641,262	\$ 15,048,917	\$ 44,791,757
Investments	-	-	-	687,360	687,360
Receivables, net	1,623,754	-	-	62,076	1,685,830
Due From Other Funds	1,129,316	-	-	39,559	1,168,875
Due From Other Governments	816,622	52,408	425,197	2,017,595	3,311,822
Other Assets	18,819	-	-	-	18,819
<b>TOTAL ASSETS</b>	<b><u>22,675,685</u></b>	<b><u>3,066,812</u></b>	<b><u>8,066,459</u></b>	<b><u>17,855,507</u></b>	<b><u>51,664,463</u></b>
<b><u>LIABILITIES, DEFERRED OUTFLOWS, AND FUND BALANCES</u></b>					
<b><u>LIABILITIES</u></b>					
Accounts Payable and Accrued					
Liabilities	1,485,138	24,758	-	611,632	2,121,528
Retainage and Capital					-
Related Liabilities	34,275	-	-	547,809	582,084
Due to Other Funds	39,559	854,316	-	275,000	1,168,875
Due to Other Governments	469,980	-	-	551,948	1,021,928
Customer Deposits	277,001	-	-	234,966	511,967
<b>TOTAL LIABILITIES</b>	<b><u>2,305,953</u></b>	<b><u>879,074</u></b>	<b><u>-</u></b>	<b><u>2,221,355</u></b>	<b><u>5,406,382</u></b>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>					
Revenues - Unavailable	1,751,147	2,187,738	-	360,308	4,299,193
<b><u>FUND BALANCES</u></b>					
Restricted	105,801	-	8,066,459	12,262,749	20,435,009
Committed	-	-	-	709,073	709,073
Assigned	12,811,949	-	-	2,302,022	15,113,971
Unassigned	5,700,835	-	-	-	5,700,835
<b>TOTAL FUND BALANCES</b>	<b><u>18,618,585</u></b>	<b><u>-</u></b>	<b><u>8,066,459</u></b>	<b><u>15,273,844</u></b>	<b><u>41,958,888</u></b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b><u>\$ 22,675,685</u></b>	<b><u>\$ 3,066,812</u></b>	<b><u>\$ 8,066,459</u></b>	<b><u>\$ 17,855,507</u></b>	<b><u>\$ 51,664,463</u></b>

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

**Putnam County, Florida**  
**Reconciliation of the Balance Sheet to the Statement of Net Position-**  
**Governmental Funds**  
**September 30, 2020**

FUND BALANCES - TOTAL GOVERNMENTAL FUNDS \$ 41,958,888

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

Capital assets used in governmental activities are not current financial resources and therefore are not reported in the funds.  
Capital Assets - Net..... 143,842,818

Certain receivables are not available in the current period and therefore are not recognized as revenues in the Governmental Funds..... 4,299,193

Interest on long-term debt is not recognized under the modified accrual basis of accounting until due, rather than as it accrues.  
Accrued Interest on Long-term Debt ..... (290,935)

Long-term liabilities do not require the use of current financial resources and are not reported in the funds.

Long-Term Debt .....	(16,994,400)	
Capital Lease Obligations .....	(364,782)	
Compensated Absences .....	(2,439,900)	
OPEB Liability.....	(2,560,970)	
OPEB Deferred Outflows .....	558,749	
OPEB Deferred Inflows .....	<u>(365,769)</u>	
		(22,167,072)

A Net Pension liability is recorded when the plan's fiduciary net position is not sufficient for payment of those benefits. Additionally, deferred outflows and deferred inflows related to pensions are reported.

Net Pension Liability .....	(62,495,424)	
Deferred outflows related to pensions.....	18,554,114	
Deferred inflows related to pensions.....	<u>(1,959,557)</u>	(45,900,867)

Internal service funds are used by management to charge the costs of fleet maintenance and insurance activities to individual funds. The assets and liabilities of the internal service funds are included in governmental activities in the statement of net position because they primarily serve governmental activities of the county.

Internal Service Funds ..... 1,358,295

Net Position of Governmental Activities \$ 123,100,320

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

**Putnam County, Florida**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances –**  
**Governmental Funds**  
**For the Year Ended September 30, 2020**

	<u>General Fund</u>	<u>Miscellaneous Grants Fund</u>	<u>Better Place Plan Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>					
Taxes	\$36,793,640	\$ -	\$ 6,319,582	\$ 7,564,536	\$50,677,758
Licenses and Permits	653,791	-	-	36,596	690,387
Intergovernmental	10,586,515	1,396,874	-	7,942,323	19,925,712
Charges for Services	6,365,505	-	-	1,364,314	7,729,819
Fines and Forfeitures	119,375	-	-	335,239	454,614
Special Assessments	-	-	-	496,526	496,526
Miscellaneous	477,614	327	61,632	809,303	1,348,876
<b>TOTAL REVENUES</b>	<b>54,996,440</b>	<b>1,397,201</b>	<b>6,381,214</b>	<b>18,548,837</b>	<b>81,323,692</b>
<b>EXPENDITURES</b>					
Current:					
General Government	14,126,681	-	-	59,524	14,186,205
Public Safety	29,857,614	201,300	-	3,909,789	33,968,703
Physical Environment	305,562	-	-	431,043	736,605
Transportation	30,000	-	-	5,247,620	5,277,620
Economic Environment	442,739	196,000	-	809,781	1,448,520
Human Services	2,389,653	-	-	-	2,389,653
Culture and Recreation	1,939,903	145,585	-	-	2,085,488
Court Related	1,283,291	-	-	2,161,316	3,444,607
Capital Outlay	-	-	3,113,279	4,642,279	7,755,558
Debt Service:					
Principal Retirement	49,508	-	-	468,163	517,671
Interest and Fiscal Charges	11,317	-	-	552,583	563,900
<b>TOTAL EXPENDITURES</b>	<b>50,436,268</b>	<b>542,885</b>	<b>3,113,279</b>	<b>18,282,098</b>	<b>72,374,530</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>4,560,172</b>	<b>854,316</b>	<b>3,267,935</b>	<b>266,739</b>	<b>8,949,162</b>
<b>OTHER FINANCING SOURCES/(USES)</b>					
Transfers In	1,086,330	-	-	2,188,144	3,274,474
Transfers Out	(3,398,728)	(854,316)	(1,507,321)	(221,682)	(5,982,047)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(2,312,398)</b>	<b>(854,316)</b>	<b>(1,507,321)</b>	<b>1,966,462</b>	<b>(2,707,573)</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>2,247,774</b>	<b>-</b>	<b>1,760,614</b>	<b>2,233,201</b>	<b>6,241,589</b>
<b>FUND BALANCES - BEGINNING OF YEAR</b>	<b>16,370,811</b>	<b>-</b>	<b>6,305,845</b>	<b>13,040,643</b>	<b>35,717,299</b>
<b>FUND BALANCES - END OF YEAR</b>	<b>\$18,618,585</b>	<b>\$ -</b>	<b>\$ 8,066,459</b>	<b>\$15,273,844</b>	<b>\$41,958,888</b>

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

**Putnam 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**

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS		\$ 6,241,589
<p>Amounts reported for governmental activities in the statement of activities are different because:</p>		
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their useful lives and reported as depreciation expense.</p>		
Capital assets acquired by use of financial resources .....	9,098,755	
Current year depreciation and amortization .....	<u>(8,933,630)</u>	
Difference.....		165,125
<p>Certain items reported in the Statement of Activities are not considered available current financial resources and therefore are not reported as revenues in the Governmental Funds.....</p>		
		2,015,133
<p>In the statement of activities, only the gain or loss on the disposal of capital assets is reported. However, in the governmental funds, the change in net position differs from the change in fund balance by the net book value of the assets disposed.</p>		
Loss on disposal of capital assets .....		(217,982)
<p>Repayment of debt principal is an expenditure in governmental funds, but the repayment results in a reduction of long-term liabilities in the statement of net position.</p>		
Debt Principal Payments .....		517,671
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.</p>		
Compensated Absences .....	(291,900)	
OPEB Liability.....	175,454	
Accrued Interest Payable .....	<u>5,754</u>	
Total		(110,692)
<p>Pension expense is recorded in the statement of activities for changes in the County's proportionate share of the Florida Retirement System collective pension expense. Also included in pension expense are amounts required to be amortized in accordance with GASB Statement No.</p>		
		(7,142,942)
<p>Internal service funds are used to charge the cost of certain activities to individual funds. The net revenue (expense) is reported with governmental</p>		
		<u>1,455,282</u>
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES		<u><u>\$ 2,923,184</u></u>

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

**Putnam County, Florida**  
**Statement of Net Position – Proprietary Funds**  
**September 30, 2020**

	<b>Business-type Activities - Enterprise Funds</b>				<b>Governmental</b>
	<b>Waste Management Fund</b>	<b>East Putnam Water Fund</b>	<b>Non-Major Proprietary Fund (Port Authority)</b>	<b>Total Enterprise Funds</b>	<b>Activities Internal Service Funds</b>
<b>ASSETS</b>					
<b>CURRENT ASSETS:</b>					
Cash and Equivalents	\$ 27,880,851	\$ 96,783	\$ 1,545,678	\$ 29,523,312	\$ 3,662,591
Investments	490,000	-	-	490,000	-
Receivables, net	416,650	105,896	20,742	543,288	971
Due From Other Governments	66,042	219,188	-	285,230	129,272
Inventory	-	-	-	-	198,113
<b>TOTAL CURRENT ASSETS</b>	<b>28,853,543</b>	<b>421,867</b>	<b>1,566,420</b>	<b>30,841,830</b>	<b>3,990,947</b>
<b>NONCURRENT ASSETS:</b>					
Restricted Cash and Equivalents	2,167,305	951,181	-	3,118,486	-
Restricted Investments	6,775,207	-	-	6,775,207	-
Capital Assets, Net	7,893,361	41,712,394	2,573,151	52,178,906	7,527
<b>TOTAL NONCURRENT ASSETS</b>	<b>16,835,873</b>	<b>42,663,575</b>	<b>2,573,151</b>	<b>62,072,599</b>	<b>7,527</b>
<b>TOTAL ASSETS</b>	<b>45,689,416</b>	<b>43,085,442</b>	<b>4,139,571</b>	<b>92,914,429</b>	<b>3,998,474</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>					
OPEB	15,274	3,335	-	18,609	8,187
Pensions	274,678	57,969	-	332,647	125,965
<b>TOTAL DEFERRED OUTFLOWS</b>	<b>289,952</b>	<b>61,304</b>	<b>-</b>	<b>351,256</b>	<b>134,152</b>
<b>LIABILITIES</b>					
<b>CURRENT LIABILITIES:</b>					
Accounts Payable and Accrued Liabilities	525,134	127,465	2,742	655,341	1,068,808
Retainage and Capital Related Liabilities	43,987	141,379	-	185,366	-
Estimated Liability for Self-Insured Losses	-	-	-	-	658,348
Deposits	10,965	74,490	875	86,330	-
Current Portion of Long-Term Obligations	602,085	750,741	-	1,352,826	36,901
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,182,171</b>	<b>1,094,075</b>	<b>3,617</b>	<b>2,279,863</b>	<b>1,764,057</b>
<b>NONCURRENT LIABILITIES</b>	<b>20,570,466</b>	<b>14,007,072</b>	<b>-</b>	<b>34,577,538</b>	<b>988,044</b>
<b>TOTAL LIABILITIES</b>	<b>21,752,637</b>	<b>15,101,147</b>	<b>3,617</b>	<b>36,857,401</b>	<b>2,752,101</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>					
OPEB	9,998	2,183	-	12,181	5,360
Pensions	36,786	7,763	-	44,549	16,870
<b>TOTAL DEFERRED INFLOWS</b>	<b>46,784</b>	<b>9,946</b>	<b>-</b>	<b>56,730</b>	<b>22,230</b>
<b>NET POSITION</b>					
Net Investment in Capital Assets	7,849,374	27,052,967	2,573,151	37,475,492	7,527
Unrestricted	16,330,573	982,686	1,562,803	18,876,062	1,350,768
<b>TOTAL NET POSITION</b>	<b>\$ 24,179,947</b>	<b>\$ 28,035,653</b>	<b>\$ 4,135,954</b>	<b>\$ 56,351,554</b>	<b>\$ 1,358,295</b>

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

**Putnam County, Florida**  
**Statement of Revenues, Expenses and Changes in Fund Net Position – Proprietary Funds**  
**For the Year Ended September 30, 2020**

	<b>Business-type Activities - Enterprise Funds</b>				<b>Governmental</b>
	<b>Waste Management Fund</b>	<b>East Putnam Water Fund</b>	<b>Non-Major Proprietary Fund (Port Authority)</b>	<b>Total Enterprise Funds</b>	<b>Activities Internal Service Funds</b>
<b><u>OPERATING REVENUES</u></b>					
User Fees and Assessments	\$ 14,900,648	\$ 1,157,041	\$ 88,297	\$ 16,145,986	\$ 8,570,007
Miscellaneous	61,512	-	88	61,600	156,819
<b>TOTAL OPERATING REVENUES</b>	<b>14,962,160</b>	<b>1,157,041</b>	<b>88,385</b>	<b>16,207,586</b>	<b>8,726,826</b>
<b><u>OPERATING EXPENSES</u></b>					
Personal Services	1,024,540	262,845	-	1,287,385	563,591
Insurance	70,935	-	39,006	109,941	2,622,412
Claims Expense	-	-	-	-	5,414,607
Contractual Services	5,510,107	4,737	2,700	5,517,544	269,332
Repairs and Maintenance	329,034	67,962	25,176	422,172	26,466
Other Operating Expenses	638,070	332,363	43,688	1,014,121	462,401
Depreciation	1,214,051	1,312,146	28,675	2,554,872	6,799
Closure and Long-Term Care Costs	1,872,975	-	-	1,872,975	-
<b>TOTAL OPERATING EXPENSES</b>	<b>10,659,712</b>	<b>1,980,053</b>	<b>139,245</b>	<b>12,779,010</b>	<b>9,365,608</b>
<b>OPERATING INCOME (LOSS)</b>	<b>4,302,448</b>	<b>(823,012)</b>	<b>(50,860)</b>	<b>3,428,576</b>	<b>(638,782)</b>
<b><u>NON OPERATING REVENUES (EXPENSES)</u></b>					
Interest Revenue	310,079	5,704	14,792	330,575	-
Grants	56,614	-	-	56,614	-
Interest Expense	-	(488,102)	-	(488,102)	-
<b>TOTAL NONOPERATING REVENUES/ (EXPENSES)</b>	<b>366,693</b>	<b>(482,398)</b>	<b>14,792</b>	<b>(100,913)</b>	<b>-</b>
<b>INCOME (LOSS) BEFORE SPECIAL ITEMS, CAPITAL GRANTS &amp; CONTRIBUTIONS, AND TRANSFERS</b>	<b>4,669,141</b>	<b>(1,305,410)</b>	<b>(36,068)</b>	<b>3,327,663</b>	<b>(638,782)</b>
Capital Grants & Contributions	-	1,634,488	100,000	1,734,488	-
Transfers In	-	680,684	-	680,684	2,095,950
Transfers Out	(63,333)	-	(3,842)	(67,175)	(1,886)
<b>TOTAL INCOME (LOSS) FROM SPECIAL ITEMS, CAPITAL GRANTS &amp; CONTRIBUTIONS, AND TRANSFERS</b>	<b>(63,333)</b>	<b>2,315,172</b>	<b>96,158</b>	<b>2,347,997</b>	<b>2,094,064</b>
<b>CHANGE IN NET POSITION</b>	<b>4,605,808</b>	<b>1,009,762</b>	<b>60,090</b>	<b>5,675,660</b>	<b>1,455,282</b>
<b>NET POSITION, Beginning of Year</b>	<b>19,574,139</b>	<b>27,025,891</b>	<b>4,075,864</b>	<b>50,675,894</b>	<b>(96,987)</b>
<b>NET POSITION, End of Year</b>	<b>\$ 24,179,947</b>	<b>\$ 28,035,653</b>	<b>\$ 4,135,954</b>	<b>\$ 56,351,554</b>	<b>\$ 1,358,295</b>

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

**Putnam County, Florida**  
**Statement of Cash Flows – Proprietary Funds**  
**For the Year Ended September 30, 2020**

	<u>Business-type Activities - Enterprise Funds</u>				<u>Governmental</u>
	<u>Waste</u> <u>Management</u> <u>Fund</u>	<u>East</u> <u>Putnam</u> <u>Water Fund</u>	<u>Non-Major</u> <u>Proprietary Fund</u> <u>(Port Authority)</u>	<u>Total</u> <u>Enterprise</u> <u>Funds</u>	<u>Activities</u> <u>Internal</u> <u>Service</u> <u>Funds</u>
<u>CASH FLOWS FROM OPERATING</u>					
<u>ACTIVITIES</u>					
Receipts From Customers	\$ 14,992,482	\$ 1,209,393	\$ 71,069	\$ 16,272,944	\$ 8,741,810
Payments to Suppliers	(6,493,442)	(450,665)	(110,033)	(7,054,140)	(8,887,746)
Payments to Employees	(874,742)	(222,059)	-	(1,096,801)	(503,968)
<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	<u>7,624,298</u>	<u>536,669</u>	<u>(38,964)</u>	<u>8,122,003</u>	<u>(649,904)</u>
<u>CASH FLOWS FROM NONCAPITAL</u>					
<u>FINANCING ACTIVITIES</u>					
Transfers In	-	116,333	-	116,333	2,095,950
Transfers Out	(63,333)	-	(3,842)	(67,175)	(1,886)
Grants	291,664	-	-	291,664	-
<b>NET CASH PROVIDED (USED) BY NONCAPITAL FINANCING ACTIVITIES</b>	<u>228,331</u>	<u>116,333</u>	<u>(3,842)</u>	<u>340,822</u>	<u>2,094,064</u>
<u>CASH FLOWS FROM CAPITAL AND</u>					
<u>RELATED FINANCING ACTIVITIES</u>					
Principal Paid on Debt	-	(713,151)	-	(713,151)	-
Interest Paid on Debt	-	(493,554)	-	(493,554)	-
Grants	-	1,146,318	-	1,146,318	-
Capital Contributions	-	-	100,000	100,000	-
Transfers In-Capital & Debt Service	-	564,351	-	564,351	-
Acquisitions of Capital Assets	(563,566)	(1,603,724)	(367,973)	(2,535,263)	-
<b>NET CASH PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES</b>	<u>(563,566)</u>	<u>(1,099,760)</u>	<u>(267,973)</u>	<u>(1,931,299)</u>	<u>-</u>
<u>CASH FLOWS FROM INVESTING</u>					
<u>ACTIVITIES</u>					
Purchase of Investments	(2,125,684)	-	-	(2,125,684)	-
Interest on Investments	310,079	5,704	14,792	330,575	-
<b>NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES</b>	<u>(1,815,605)</u>	<u>5,704</u>	<u>14,792</u>	<u>(1,795,109)</u>	<u>-</u>
<b>NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS</b>	<b>5,473,458</b>	<b>(441,054)</b>	<b>(295,987)</b>	<b>4,736,417</b>	<b>1,444,160</b>
<b>CASH AND EQUIVALENTS - BEGINNING OF YEAR</b>	<u>24,574,698</u>	<u>1,489,018</u>	<u>1,841,665</u>	<u>27,905,381</u>	<u>2,218,431</u>
<b>CASH AND EQUIVALENTS - END OF YEAR</b>	<u><b>\$ 30,048,156</b></u>	<u><b>\$ 1,047,964</b></u>	<u><b>\$ 1,545,678</b></u>	<u><b>\$ 32,641,798</b></u>	<u><b>\$ 3,662,591</b></u>

(continued)

**Putnam County, Florida**  
**Statement of Cash Flows – Proprietary Funds**  
**For the Year Ended September 30, 2020**

	Business-type Activities - Enterprise Funds				Governmental
	Waste Management Fund	East Putnam Water Fund	Non-Major Proprietary Fund (Port Authority)	Total Enterprise Funds	Activities Internal Service Funds
RECONCILIATION OF OPERATING INCOME					
(LOSS) TO NET CASH PROVIDED					
(USED) BY OPERATING ACTIVITIES:					
OPERATING INCOME (LOSS)	\$ 4,302,448	\$ (823,012)	\$ (50,860)	\$ 3,428,576	\$ (638,782)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:					
Depreciation	1,214,051	1,312,146	28,675	2,554,872	6,799
Change In:					
Accounts Receivable	38,283	50,902	(17,166)	72,019	24,566
Due From Other Governments	(7,386)	-	-	(7,386)	(9,582)
Inventory	-	-	-	-	(4,338)
Deferred Outflows	(64,131)	(16,897)	-	(81,028)	(25,548)
Accounts Payable and Accrued Liabilities	62,183	(43,561)	537	19,159	(360,613)
Estimated Liability for Self Insured Losses	-	-	-	-	275,322
Customer Deposits	(575)	1,450	(150)	725	-
Compensated Absences	5,000	7,000	-	12,000	6,000
OPEB Liability	12,627	(4,730)	-	7,897	4,884
Net Pension Liability	228,519	61,363	-	289,882	91,287
Deferred Inflows	(39,696)	(7,992)	-	(47,688)	(19,899)
Accrued Landfill and Post- Closure Costs	1,872,975	-	-	1,872,975	-
	<u>\$ 7,624,298</u>	<u>\$ 536,669</u>	<u>\$ (38,964)</u>	<u>\$ 8,122,003</u>	<u>\$ (649,904)</u>
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES					

(concluded)

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

**Putnam County, Florida**  
**Statement of Fiduciary Net Position**  
**September 30, 2020**

	Agency <u>Funds</u>
<u>ASSETS</u>	
Cash and Equivalents	\$ 2,505,263
Receivables	<u>189,842</u>
TOTAL ASSETS	<u><u>\$ 2,695,105</u></u>
<u>LIABILITIES</u>	
Assets Held for Others	<u><u>\$ 2,695,105</u></u>

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

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

1.	SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES	
	A. Reporting Entity .....	14
	B. Future Accounting Changes.....	15
	C. Government-wide and Fund Financial Statements .....	15
	D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation .....	16
	E. Assets, Liabilities and Net Position or Equity .....	18
	Cash and Investments .....	18
	Statement of Cash Flows .....	19
	Accounts Receivable .....	19
	Due To/From Other Funds .....	19
	Restricted Assets .....	19
	Inventories .....	19
	Long Term Receivables .....	20
	Capital Assets .....	20
	Compensated Absences .....	21
	F. Management Estimates and Assumptions .....	21
	G. Deferred Inflows and Outflows .....	22
	H. Pensions .....	22
	I. OPEB .....	22
	J. Fund Balance .....	22
	K. Use of Estimates.....	23
2.	DEFERRED COMPENSATION PLAN.....	24
3.	PROPERTY TAXES .....	24
4.	DEPOSITS AND INVESTMENTS... ..	25
5.	ACCOUNTS RECEIVABLE .....	27
6.	INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS .....	28
7.	OPERATING LEASES.....	29
8.	CAPITAL ASSET ACTIVITY .....	30
9.	LONG-TERM OBLIGATIONS .....	32
10.	CONDUIT DEBT.....	37
11.	ACCRUED LANDFILL CLOSURE AND LONG-TERM CARE COSTS.....	37
12.	STATE OF FLORIDA PENSION PLANS.....	38
13.	OTHER POST-EMPLOYMENT BENEFITS.....	43
14.	RISK MANAGEMENT.....	48

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

15.	COMMITMENTS AND CONTINGENCIES .....	49
16.	NET POSITION RESTRICTED BY ENABLING LEGISLATION .....	49
17.	FUND BALANCE CLASSIFICATIONS .....	50
18.	DEFICIT BALANCES – INDIVIDUAL FUNDS .....	51
19.	SUBSEQUENT EVENT .....	51

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

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

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

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

**A. Reporting Entity**

The County is a non-charter, general purpose local government established under the legal authority of the Constitution of the State of Florida. It is composed of an elected Board of County Commissioners and elected Constitutional Officers, who are governed by State statutes and regulations. The Commissioners appoint a county administrator whose duties include the administration of directives and policies of the Commissioners and who has responsibility for the operation of all business centers and the provision of services under the purview of the Commissioners.

The Board of County Commissioners and the offices of the Clerk of the Circuit Court, Sheriff, Tax Collector, Property Appraiser, and Supervisor of Elections are operated as separate County agencies in accordance with applicable provisions of Florida Statutes. The office of the Tax Collector operates on a fee system, whereby the officer retains fees, commissions, and other revenues to pay all operating expenditures, including statutory compensation. Any excess income is remitted to the Board of County Commissioners and other County taxing authorities at the end of the fiscal year. The offices of the Sheriff, Property Appraiser, and Supervisor of Elections operate on a budget system, whereby County-appropriated funds are received from the Board of County Commissioners, and any unexpended appropriations are required to be returned to the Board of County Commissioners at the end of the fiscal year. The Clerk's duties as Clerk to the Board and Chief Financial Officer for the County are budgeted functions, funded by the Board. The Clerk's duties as Clerk of the Circuit and County Courts are funded by appropriations from the Florida Clerks of Court Operations Corporation.

The accompanying financial statements present the County as a primary government, and its component units, entities for which the County is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the County's operations and, accordingly, data from these units are combined with data of the County. The discretely presented component unit, on the other hand, is reported in a separate column in the government-wide financial statements to emphasize it is legally separate from the County. Each blended and discretely presented component unit has a September 30th year end.

Blended Component Units – The Putnam County Port Authority, a dependent special district created by Chapter 67-1961, Laws of Florida, to carry out the operations of the County's barge port, is a blended component unit of the primary government. The Putnam County Solid Waste District, a dependent special district, is also a blended component unit of the primary government and was created by Ordinance 87-9 of the County to provide waste disposal services.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

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

The Putnam County Board of County Commissioners serves as the governing board of the Port Authority and makes up the majority of the Board of the Solid Waste District. County management maintains operational responsibility for both entities. Additionally, the County is legally obligated to provide resources in case the component units experience deficiencies in debt service payments and resources are not available from any other remedies. These component units are presented as Enterprise Funds. Separate financial statements are not prepared.

Discretely Presented Component Unit – The Putnam County Development Authority is an independent special district created by Chapter 61-2727 as amended by Chapter 69-1523, Laws of Florida, for the purpose of promoting economic growth and development in all areas of the County. The governing Board of the Authority has nine members, of which three are appointed by the County's Board of County Commissioners. The Authority cannot issue bonded debt without the substantive approval of the Board of County Commissioners and, accordingly, the Authority is considered to be fiscally dependent on the Board of County Commissioners. The Authority is included as an Enterprise Fund because if excluded the County's financial statements would be misleading. The separately issued financial statements for the Authority are available at the Authority's office at 1100 Reid Street, Palatka, FL 32177 or on their website at ([www.putnamcountydevelopmentauthority.com](http://www.putnamcountydevelopmentauthority.com)).

Related Organization – The Putnam County Fair Authority, Inc. is a not-for-profit corporation created under Chapter 616, Florida Statutes. The Authority is considered a related organization because a majority of its Board of Directors are appointed by the Putnam County Board of County Commissioners. The County is not financially accountable for the Authority and, accordingly, the Authority is not included in the accompanying financial statements.

**B. Future Accounting Changes**

The Governmental Accounting Standards Board has issued statements that will become effective in 2021. The statements address:

- Fiduciary Activities and
- Majority Equity Interests

The County is currently evaluating the effects that these statements will have on its financial statements for the year ended September 30, 2021.

**C. Government-wide and Fund Financial Statements**

The government-wide financial statements (the Statement of Net Position and the Statement of Activities) concentrate on the County as a whole, except for its fiduciary activities, and do not emphasize fund types but rather a governmental or a business-type classification, which are presented in separate columns. The governmental activities and business-type activities comprise the primary government and are reported separately from the component unit for which the County is accountable.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

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

General governmental and intergovernmental revenues support the governmental activities, whereas the business-type activities are primarily supported by user fees and charges for services.

The statement of activities reflects the direct expenses of a given function or segment, which are offset by program revenues. Program revenues are defined as charges for services, operating grants and contributions, and capital grants and contributions directly associated with a given function. Taxes and other items not properly included among program revenues are reported as general revenues.

The County's major funds are presented in separate columns on the governmental fund financial statements and the proprietary fund financial statements. The definition of a major fund is one that meets certain criteria set forth in GASB 34. The funds that do not meet the criteria of a major fund are considered non-major funds and are combined into a single column on the fund financial statements. Non-major governmental funds are comprised of special revenue, debt service and capital projects funds.

The effect of interfund activity has been removed from the government-wide financial statements. However, the interfund services between functions are not eliminated. The internal service activity has been eliminated except for the outside activity and is combined with the governmental activity on the government-wide financial statements. Internal service activity is reported in full on the proprietary fund financial statements. The internal service funds are combined and thus reported in a single summary column on the proprietary fund financial statements.

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

The accounts of the County are organized on the basis of 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 its assets, deferred outflows, liabilities, deferred inflows, fund balance or net position, revenues, and expenditures or expenses, as appropriate. 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 accounting and financial reporting treatment is determined by the applicable measurement focus and the basis of accounting. The *basis of accounting* refers to when revenues and expenditures, or expenses, are recognized in the accounts and reported in the financial statements. The basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. *Measurement focus* indicates the type of resources being measured such as current financial resources (current assets less current liabilities) or economic resources (all assets and liabilities).

The government-wide financial statements, the proprietary fund financial statements and the fiduciary fund financial statements are prepared on a full accrual basis using the economic resources measurement focus. Revenues are recorded in the period in which they are earned and measurable and expenses are recorded in the period in which the related liability is incurred, regardless of the timing of the related cash flows.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

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

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 imposed by the provider have been met.

Proprietary funds record both operating and non-operating revenues and expenses. The principal operating revenues are those that are obtained from the operations of the proprietary fund and include user fees, special assessments, and rental fees. Non-operating revenues are not related to the operations of the proprietary fund and include taxes, interest earnings and grants. Operating expenses represent the cost of operations, which includes depreciation. Non-operating expenses are not related to operations, such as interest expense.

Governmental fund financial statements are prepared on the modified accrual basis using the current financial resources measurement focus. Under the modified accrual basis, revenues are recognized when they become measurable and available as net current assets. For this purpose, the County considers all revenues available if they are collected within sixty days after year-end. Primary revenues, such as property taxes, special assessments, intergovernmental revenues, charges for services, sales and franchise taxes, rents and interest are treated as susceptible to accrual under the modified accrual basis and have been recognized as revenues. Expenditures reported in governmental fund financial statements are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule includes principal and interest on general long-term debt, which is recognized when due.

The County reports the following major funds in the governmental fund financial statements:

General Fund – The General Fund is the general operating fund of the County. It is used to account for and report all financial resources not accounted for and reported in another fund. The General Fund is subdivided into the following categories: Board of County Commissioners (BOCC), Sheriff, Tax Collector, Property Appraiser, Supervisor of Elections, and Clerk of the Circuit Court.

Miscellaneous Grants Fund – The Miscellaneous Grants Fund is used to account for projects financed with federal and state funds that are nonrecurring and of short-term duration.

Better Place Plan Fund – The Better Place Fund is used to account for revenues received from a one-cent discretionary surtax imposed to finance certain capital projects.

The County reports the following major funds in the proprietary fund financial statements:

Waste Management Fund – The County's Waste Management Fund is used to account for the fees charged for providing solid waste collection and disposal services to the general public on a user fee basis, and to account for special assessments levied to County residents for mandatory solid waste collection.

East Putnam Water Fund – The East Putnam Water Fund is used to account for the collection and use of fees established to provide a water and wastewater system to residents in that region of the County.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

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

The County reports the following other fund types:

Internal Service Funds – The Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis (i.e., risk management, liability insurance, and fleet maintenance).

Agency Funds – The Agency Funds are used to account for assets held by the County in a trustee capacity or as an agent for individuals, private organizations, or other governments. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Clerk of the Circuit Court maintains agency funds to account for assets held for others under court order; the Sheriff's agency fund accounts for assets held for use by inmates while incarcerated, and on behalf of other agencies and individuals; the Tax Collector maintains an agency fund to account for taxes received but not distributed and for funds not yet distributed to the state from the sale of vehicle and other licenses and permits.

**E. Assets, Liabilities and Net Position or Equity**

**Cash and Investments**

For accounting and investment purposes, the County maintains a cash and investment pool that is available for use by all funds except those whose cash and investments must be segregated due to legal or other restrictions. Investments within this pool are treated as a demand deposit account by the various funds of the County that participate. Interest earned on investments in the pool is allocated to the various funds based upon each fund's equity balance in the pool during the allocation period.

All funds that are not invested are deposited in institutions that are certified as "Qualified Public Depositories," as required under the Florida Security for Public Deposits Act. This law requires every qualified public depository to deposit, with the State Treasurer, eligible collateral equal to or in excess of an amount to be determined by the State Treasurer. The law requires the State Treasurer to ensure that funds are entirely collateralized throughout the fiscal year. Therefore, the County's total deposits and the deposits of the Putnam County Development Authority, a component unit, are insured or collateralized by the Federal Depository Insurance Corporation and the Bureau of Collateral Securities, Division of Treasury, State Department of Insurance.

Investments are stated at fair value, except for some investments in the State Board of Administration Local Government Surplus Trust Fund Investment Pool. The State Investment Pool is administered by the Florida State Board of Administration (SBA), who provides regulatory oversight. The SBA is not a registrant with the Securities and Exchange Commission (SEC). Investments in the SBA are classified as Cash and Equivalents in the accompanying financial statements.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

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

Statement of Cash Flows

For purposes of the statement of cash flows, the County considers cash and cash equivalents to be cash on hand, demand deposits, and highly liquid investments with original maturities of three months or less when purchased.

Accounts Receivable

The accounts receivable of the County are recorded in the government-wide, governmental, and proprietary fund financial statements and are net of an allowance for doubtful accounts, which is generally equivalent to the receivables that are over 90 days.

Due To/From Other Funds

Activity between funds during the year is recorded by moving cash; however, after September 30th cash can no longer move between funds; therefore a “due from” and “due to” are used to record any activity representing current interfund loans. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide statement of net position as “internal balances”.

Restricted Assets

Certain resources of the County are classified as restricted assets on the statement of net position because the restriction is either imposed by law through constitutional provisions or enabling legislation or imposed externally by creditors, grantors, contributors, or laws or regulations of other governments. When both restricted and unrestricted resources are available for use, it is the County’s policy to use restricted resources first, then unrestricted resources as they are needed.

Inventories

Inventories, consisting primarily of materials and supplies, are stated at cost, which approximates fair market value. The “first-in/first-out” (FIFO) method is used to determine cost. No inventories were reported in any governmental funds at September 30, 2020.

All inventories are recorded as expenditures, or expense, as they are used (consumption method). An offsetting non-spendable fund balance is reported in the governmental fund financial statements to indicate that the asset is not available for appropriation or expenditure.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

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

Long-Term Receivables

Noncurrent portions of long-term receivables due to governmental funds are reported on their balance sheets, in spite of their spending measurement focus. However, special reporting treatments are used to indicate that they are not considered “available spendable resources,” since they do not represent net current position. Recognition of governmental fund type revenues represented by noncurrent receivables is not made until they become current receivables.

Capital Assets

Capital assets include property, plant, equipment, infrastructure, and intangible assets such as computer software. Infrastructure assets are defined as public domain assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the governmental unit. Capital assets are reported in the government-wide financial statements in the applicable governmental or business-type activities column, as well as the proprietary fund financial statements. The established threshold for capitalizing property, plant and equipment is generally \$3,000. The threshold for capitalizing infrastructure ranges from \$5,000 to \$25,000. The Office of the Sheriff, however, has established a capitalization threshold of \$5,000 for all classes of capital assets. The threshold for the capitalization of all intangible assets is \$50,000.

The reported values of general infrastructure exclude normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or extend its useful life beyond the original estimate.

The County holds legal title to the capital assets of the Board of County Commissioners, Property Appraiser, Tax Collector, Clerk of the Circuit Court, and Supervisor of Elections and is accountable for them under Florida Law. The Sheriff, under Florida Law, is accountable for maintaining capital asset records for equipment used in the operations of the Office.

Capital assets are recorded at cost, or estimated historical cost. Contributed assets are recorded at estimated acquisition value at the time received.

Amortization of intangible assets is included with depreciation expense.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

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

Depreciation or amortization, as appropriate, is calculated using the straight-line method over the following estimated useful lives:

Intangible Assets	7 – 40 Years
Buildings	30 – 50 Years
Improvements	10 – 50 Years
Equipment	5 – 15 Years
Water Distribution System	40 Years

Infrastructure assets are depreciated using a group depreciation method over a period of 10-100 years.

The landfill is depreciated proportionately based on capacity used.

**Compensated Absences**

The various County agencies maintain policies that permit employees to accumulate earned but unused vacation and sick pay benefits that will be paid to employees upon separation of service if certain criteria are met. These benefits, plus their related tax and retirement costs, are classified as compensated absences. The policies of the various County agencies vary as to the amount and the vesting of employee vacation and sick time. Generally, the policies allow limited vesting of unused employee vacation leave time and in some instances sick time. The amount of vacation time is determined by the period of employment. In prior years, the following governmental funds have been used to eliminate the liability for compensated absences: the General Fund, the County Transportation Trust Fund, the Fire Taxing Unit Fund, the E911 System Fund, and the Court Fund.

Compensated absences liabilities are accrued when incurred in the government-wide and proprietary fund financial statements. No expenditure is reported in the governmental fund statements for these amounts until payment is due. The compensated absences liability is based on current rates of pay.

**F. Management Estimates and Assumptions**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows, liabilities, deferred inflows, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could vary from estimates used.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

G. Deferred Inflows and Outflows

Deferred outflows of resources are defined as a consumption of resources by the government that is applicable to a future reporting period. Deferred inflows of resources are defined as an acquisition of resources by the government that is applicable to a future reporting period. Deferred outflows of resources have a positive effect on net position, similar to assets, and deferred inflows of resources have a negative effect on net position, similar to liabilities. Notwithstanding those similarities, deferred outflows of resources are not assets and deferred inflows of resources are not liabilities, and accordingly, are not included in those sections of the statement of financial position.

H. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Florida Retirement System Pension Plan and Health Insurance Subsidy Program and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the Plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. In prior years, the following governmental funds have been used to eliminate the pension liabilities: the General Fund, the County Transportation Trust Fund, the Fire Taxing Unit Fund, the E911 System Fund, and the Court Fund.

I. Post-employment Benefits other than Pensions (OPEB)

In addition to pension benefits noted above, the County provides health care and life insurance benefits for retired employees (OPEB). For purposes of measuring total OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense, the economic resources measurement focus and full accrual basis of accounting are utilized. Benefit payments are recognized when due and payable in accordance with the benefit terms. In prior years, the following governmental funds have been used to eliminate the OPEB liabilities: the General Fund, the County Transportation Trust Fund, the Fire Taxing Unit Fund, the E911 System Fund, and the Court Fund.

J. Fund Balance

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

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Fund balance classifications are described below:

*Nonspendable Fund Balance* – Non-spendable 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 County's highest level of decision-making authority, which is by Ordinance approved by the County Commission. Committed amounts cannot be used for any other purpose unless the Commission removes those constraints by taking the same type of action.

*Assigned Fund Balance* – Assigned fund balances are amounts that are constrained by the County's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by (a) formal action of the County Commission, other than by Ordinance, or (b) an official to which the Commission has delegated the authority, by formal action, to assign amounts used for specific purposes. The Commission has delegated this authority to the County Administrator.

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

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

K. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make various estimates. Actual results could differ from those estimates.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 2 – DEFERRED COMPENSATION PLAN**

The County offers its employees a deferred compensation plan (the “Plan”) created in accordance with Section 457 of the Internal Revenue Code. This Plan (refer to Section 112.215, Florida Statutes), is available to all regular payroll County employees and permits them to defer a portion of their salaries until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

All amounts of compensation deferred under the Plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property or rights are (notwithstanding the mandates of 26 U.S. Code s. 457 (b) (6)), all of the assets specified in subparagraph 1) held in trust for the exclusive benefit of participants and their beneficiaries as mandated by 26 U.S. Code s. 457 (g) (1).

**NOTE 3 – PROPERTY TAXES**

Property taxes become due and payable on November 1<sup>st</sup> of each year and are delinquent on April 1 of the following year. Discounts on property taxes are allowed for payments made prior to the April 1 delinquent date. Tax certificates for the full amount of any unpaid taxes must be sold no later than June 1<sup>st</sup> of each year.

Procedures for collecting delinquent taxes, including applicable tax certificate sales and tax deed sales, are provided by Florida Statutes. The enforceable lien date is approximately two years after taxes become delinquent and occurs only upon request of a holder of a delinquent tax certificate. There were no significant delinquent property taxes receivable at September 30, 2020.

Tax revenues are recognized when levied, to the extent that they result in current receivables in governmental funds. By year-end, substantially all property taxes have been collected. Accordingly, there is no ad-valorem property taxes receivable reported in the accompanying financial statements.

Details of the County’s tax calendar are presented below:

Lien Date	January 1
Levy Date	October 1
Installment Payments:	
1st Installment	No later than June 30
2nd Installment	No later than September 30
3rd Installment	No later than December 31
4th Installment	No later than March 31
Regular Payments:	
Discount Periods	November - February
No Discount Period	March
Delinquent Date	April 1

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 4 – DEPOSITS AND INVESTMENTS**

As of September 30, 2020, the County had the following investments and maturities:

<u>Investment</u>	<u>Fair Value</u>	<u>Investment Maturities (in years)</u>				<u>S &amp; P Rating</u>
		<u>Less Than 1</u>	<u>1 - 2</u>	<u>2 - 3</u>	<u>3 - 5</u>	
State Investment Pool - Florida						
Prime, amortized cost	\$ 10,597,397	\$ 10,597,397	\$ -	\$ -	\$ -	AAAm
Florida Local Government						
Investment Trust:						
Day to Day Fund	1,591,662	1,591,662	-	-	-	AAAm
Short-Term Bond Fund	6,360,905	1,143,691	2,167,160	2,949,552	100,502	AAAf
Florida Cooperative Liquid						
Assets Securities System	24,229,109	24,229,109	-	-	-	AAAm
Money Market Funds	1,626,193	1,626,193	-	-	-	NA
<b>TOTAL INVESTMENTS</b>	<b>\$ 44,405,266</b>	<b>\$ 39,188,052</b>	<b>\$ 2,167,160</b>	<b>\$ 2,949,552</b>	<b>\$ 100,502</b>	

Total Investments of the primary government include \$36,452,699 classified as Cash and Equivalents in the accompanying financial statements.

The County categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The County uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable, and uses significant unobservable inputs that uses the best information available under the circumstances, which includes the County's own data in measuring unobservable inputs.

At September 30, 2020 the County has no investments which are required to be classified within the fair value hierarchy.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 4 – DEPOSITS AND INVESTMENTS**

Interest Rate Risk

Investment interest rate risk is the risk that changes in interest rates of debt investments will adversely affect the fair value of an investment. In accordance with its investment policy, the County manages its exposure to declines in fair values by limiting the maturity of investments to less than five years. Additionally, the investment policy requires the portfolio to be diversified by type of investment, issuer, and dates of maturity in order to protect against fluctuations in the market economy. The weighted average days to maturity (WAM) of the Florida PRIME fund were 48 days. The WAM for the Florida Local Government Investment Trust Day to Day Fund was 27.33 days, and the WAM for the Short Term Bond Fund was 2.0 years. The WAM for the Florida Cooperative Liquid Assets Securities System was 51 days.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The various agencies of the County and its component unit invest excess public funds pursuant to the guidelines established in Section 218.415, Florida Statutes, and County Investment Resolution 2003-112 (investment policy), which authorizes investments of excess public funds to be invested the Local Government Surplus Trust Funds Investment Pool (State Investment Pool); or any intergovernmental investment pool, Securities and Exchange Commission registered money market funds with the highest credit quality rating; savings accounts; interest bearing time deposits in qualified public depositories; direct obligations of the U.S. Treasury; Federal agencies and instrumentalities; certain securities (limited to obligations of the U.S. Government or any agency or instrumentalities thereof); certificates of deposit and other evidence of deposit at financial institutions, bankers' acceptances, and commercial paper rated in the highest tier by a nationally recognized rating agency; and other investments authorized by law or by ordinance for the County.

State Investment Pool: The State Investment Pool is administered by the Florida State Board of Administration (SBA), which provides regulatory oversight. The Florida PRIME is an external investment pool that has adopted operating procedures consistent with GASB's requirements to measure its investments at amortized cost. Therefore, the fair value of the position in the pool is equal to the value of the pool shares. The Florida PRIME is rated by Standard and Poor's and has a rating at September 30, 2020 of AAAM. The Florida PRIME has the ability to impose redemption gates (thus restricting withdrawals) per F.S. 218.409 (8)(a) and to impose penalties for early withdrawals per F.S. 218.409 (4). However, at September 30, 2020, there were no redemption fees, maximum transaction amounts, or any other requirements to limit a participant's daily access to their account value.

Florida Local Government Investment Trust: The County participates in the Florida Local Government Investment Trust (FLGIT), an external investment pool. Regulatory oversight for the pool consists of the Board of Trustees comprised of County Clerks and County Commissioners; an Investment Board comprised of finance officers throughout the State; an Independent Investment Advisor; a Custodian Bank; and an Administrator (Florida Association of Court Clerks). The Day to Day Fund's fair value of the pool is equal to the value of the pool shares. However, the Short-Term Bond Fund is a floating rate net asset value. Additionally, the pool's investments are periodically rated by Standard & Poor's. At September 30, 2020, the Credit Quality and Bond Fund Volatility Ratings for the Short Term bond fund were AA Af and S1, respectively. The Credit Quality rating for the Day to Day Fund was AAAM.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 4 – DEPOSITS AND INVESTMENTS**

The County may have indirect exposure to derivatives through its participation in the FLGIT. Information about the nature and extent of the County's indirect exposure to risks from derivatives and similar debt and investment items is not available. Management is aware of this aspect of the investments held in the FLGIT and has adhered to the County's investment policy requirements to monitor such investment activity on a consistent periodic basis.

Florida Cooperative Liquid Assets Securities System: The County also participates in the Florida Cooperative Liquid Assets Securities System (FLCLASS), an external investment pool. Regulatory oversight is administered by Public Trust Advisors, LLC. FLCLASS follows FASB Accounting Standards Topic (ASC) 820 Fair Value Measurement and Disclosure for financial reporting purposes. FLCLASS does not meet all of the specific criteria outlined in GASB 79 Paragraph 4, therefore FLCLASS participants measure their investments in FLCLASS at fair value. FLCLASS reports the amortize cost of investments, which approximates fair value, to its participants. FLCLASS is rated by Standard and Poor's Global Ratings and has a rating at September 30, 2020 of AAAM.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the County will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. All County deposits are in qualified public depositories pursuant to Chapter 280, Florida Statutes. All deposits made in qualified public depositories are fully collateralized and backed by the Public Deposit Security Trust Fund.

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty, the County will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The County's investment policy and Florida Statutes require that securities purchased by and all collateral obtained by the County be properly designated as an asset of the County and held in safekeeping by a third party.

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of an investment in a single issuer. Unless market conditions otherwise require, the investment policy requires that no more than fifteen (15%) of the County's investment portfolio may be in any one class of security other than those issued or guaranteed by the U.S. Government or its agencies.

**NOTE 5 – ACCOUNTS RECEIVABLE**

Accounts receivable of the General Fund consist primarily of \$5,626,007 ambulance service accounts which are reported net of an allowance for doubtful accounts of \$4,012,007 at September 30, 2020. The allowance represents approximately 71.3% of the gross ambulance service accounts receivable at September 30, 2020. The balance of the receivable consists of miscellaneous service fees from the Sheriff and Tax Collector.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 5 – ACCOUNTS RECEIVABLE**

Accounts receivable of the non-major Governmental Funds consist primarily of \$45,362 in receivables in the Sheriff Commissary fund, and \$16,097 in utility customer receivables. The remaining \$617 of miscellaneous receivables are in the Transportation and Court Funds. Allowances for doubtful accounts are not considered necessary. All receivables are expected to be collected within the next year.

Accounts receivable of the Enterprise Funds consist primarily of \$416,650 in Landfill fees, \$147,896 in East Putnam Utility customer receivables, and \$29,442 in receivables from the Port Authority warehouse rent. Receivables are reported net of allowances for doubtful accounts of \$42,000 in the East Putnam Water Fund and \$8,700 in the Port Authority. All net receivables are expected to be collected within the next year.

**NOTE 6 – INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS**

The following is a schedule of interfund receivables and payables as of September 30, 2020:

Due To / Due From Other Funds:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General Fund	Major Governmental Fund	\$ 854,316
General Fund	Nonmajor Capital Projects Fund	275,000
Non-Major Governmental Fund	General Fund	39,559
<b>TOTAL PRIMARY GOVERNMENT</b>		<b><u><u>\$ 1,168,875</u></u></b>

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

<u>Transfer Out:</u>	<u>Transfer In:</u>				
	<u>General Fund</u>	<u>Nonmajor Governmental</u>	<u>East Putnam Water</u>	<u>Internal Service</u>	<u>Total Transfers In</u>
General Fund	\$ -	\$ 1,265,624	\$ 116,333	\$ 2,016,771	\$ 3,398,728
Miscellaneous Grants Fund	854,316	-	-	-	854,316
Better Place Plan Fund	70,450	872,520	564,351	-	1,507,321
Nonmajor Governmental	107,835	50,000	-	63,847	221,682
Waste Management	53,729	-	-	9,604	63,333
Nonmajor Proprietary	-	-	-	3,842	3,842
Internal Service	-	-	-	1,886	1,886
<b>Total Transfers Out</b>	<b><u><u>\$ 1,086,330</u></u></b>	<b><u><u>\$ 2,188,144</u></u></b>	<b><u><u>\$ 680,684</u></u></b>	<b><u><u>\$ 2,095,950</u></u></b>	<b><u><u>\$ 6,051,108</u></u></b>

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 6 – INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS**

Some 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 are made between funds.

Other balances are transfers that include transfers to provide match for grant requirements; transfer moneys to other funds based on budgetary requirements; and to move moneys from a fund that by statute or budgetary authority must collect revenues to funds that are required by statute or budgetary authority to expend them.

**NOTE 7– OPERATING LEASES**

The Transportation Fund (a Special Revenue Fund) leases three boom mowers used to maintain road right of ways within the County. These leases have five-year terms which expire in April, 2021. The Transportation Fund also leases six road graders which expire September, 2021.

During 2020, the Waste Management Fund leased an off-road dump truck to assist in maintaining the Central Landfill. The lease has a four-year term which expires in February, 2024. The final payment of \$145,000 will only be made if the County decides to exercise a purchase option on the dump truck.

Future minimum lease payments under these leases are as follows:

Year Ending September 30,	Governmental Funds	Proprietary Funds	Total
2021	\$ 261,366	\$ 86,722	\$ 348,088
2022	-	86,722	86,722
2023	-	86,722	86,722
Total future minimum lease payments	<u>\$ 261,366</u>	<u>\$ 260,166</u>	<u>\$ 521,532</u>

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 8 – CAPITAL ASSET ACTIVITY**

Capital asset activity for the year was as follows:

	<u>Beginning Balance October 1, 2019</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance September 30, 2020</u>
<b>Primary Government</b>				
<b>Governmental Activities</b>				
Capital Assets Not Being Depreciated:				
Land	\$ 21,312,435	\$ 53,680	\$ -	\$ 21,366,115
Construction in Progress	363,482	14,265	(40,042)	337,705
Total Capital Assets Not Being Depreciated	<u>21,675,917</u>	<u>67,945</u>	<u>(40,042)</u>	<u>21,703,820</u>
Capital Assets Being Depreciated:				
Intangible Assets	1,414,666	96,750	-	1,511,416
Buildings	48,335,473	89,528	-	48,425,001
Improvements	10,738,760	577,977	(861,426)	10,455,311
Equipment	42,228,765	1,205,014	(956,210)	42,477,569
Infrastructure	111,707,529	7,743,975	(2,329,790)	117,121,714
Total Capital Assets Being Depreciated	<u>214,425,193</u>	<u>9,713,244</u>	<u>(4,147,426)</u>	<u>219,991,011</u>
Less Accumulated Depreciation For:				
Intangible Assets	(1,189,870)	(45,936)	-	(1,235,806)
Buildings	(17,792,665)	(1,242,877)	-	(19,035,542)
Improvements	(5,349,101)	(342,273)	142,796	(5,548,578)
Equipment	(33,435,001)	(2,773,901)	942,090	(35,266,812)
Infrastructure	(34,424,472)	(4,663,066)	2,329,790	(36,757,748)
Total Accumulated Depreciation	<u>(92,191,109)</u>	<u>(9,068,053)</u>	<u>3,414,676</u>	<u>(97,844,486)</u>
Total Capital Assets Being Depreciated, Net	<u>122,234,084</u>	<u>645,191</u>	<u>(732,750)</u>	<u>122,146,525</u>
Governmental Activities Capital Assets, Net	<u>\$143,910,001</u>	<u>\$ 713,136</u>	<u>\$ (772,792)</u>	<u>\$143,850,345</u>
<b>Business-type Activities</b>				
Capital Assets Not Being Depreciated:				
Land	\$ 5,865,945	\$ -	\$ -	\$ 5,865,945
Construction in Progress	537,010	61,435	(102,610)	495,835
Total Capital Assets Not Being Depreciated	<u>6,402,955</u>	<u>61,435</u>	<u>(102,610)</u>	<u>6,361,780</u>
Capital Assets Being Depreciated:				
Buildings	1,045,735	-	-	1,045,735
Improvements	967,510	740,129	-	1,707,639
Landfill	11,347,894	-	-	11,347,894
Water and Sewer Distribution System	50,692,953	1,670,534	-	52,363,487
Equipment	4,611,737	551,714	-	5,163,451
Total Capital Assets Being Depreciated	<u>68,665,829</u>	<u>2,962,377</u>	<u>-</u>	<u>71,628,206</u>
Less Accumulated Depreciation For:				
Buildings	(950,987)	(22,224)	-	(973,211)
Improvements	(905,696)	(88,863)	-	(994,559)
Landfill	(8,235,167)	(797,757)	-	(9,032,924)
Water and Sewer Distribution System	(10,106,598)	(1,318,884)	-	(11,425,482)
Equipment	(2,950,141)	(434,763)	-	(3,384,904)
Total Accumulated Depreciation	<u>(23,148,589)</u>	<u>(2,662,491)</u>	<u>-</u>	<u>(25,811,080)</u>
Total Capital Assets Being Depreciated, Net	<u>45,517,240</u>	<u>299,886</u>	<u>-</u>	<u>45,817,126</u>
Business-type Activities Capital Assets, Net	<u>\$ 51,920,195</u>	<u>\$ 361,321</u>	<u>\$ (102,610)</u>	<u>\$ 52,178,906</u>

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 8 – CAPITAL ASSET ACTIVITY**

Depreciation was charged to the functions of the primary government as follows:

**Governmental Activities:**

General Government	\$ 651,010
Public Safety	2,876,141
Physical Environment	18,473
Transportation	5,162,156
Human Services	10,362
Culture and Recreation	248,261
Court Related	94,851
Capital assets held by the government's internal service funds are charged to the various functions based on their usage of the assets	6,799
Total Depreciation Expense - Governmental Activities	\$ 9,068,053

**Business-type Activities:**

Waste Management	\$ 1,214,051
Water and Sewer System	1,312,146
Port Authority	28,675
Total Depreciation Expense - Business-type Activities	\$ 2,554,872

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 9 – LONG-TERM OBLIGATIONS**

Governmental Activities

Revenue Bonds - \$9,000,000 from the United States Department of Agriculture, Public Improvement Revenue Bond, Series 2016 to provide financing for the Putnam County Jail. The interest rate is 3.125%. The bonds will be repaid in 40 annual principal and interest payments of approximately \$397,250 each. The bond is secured by pledged revenues from the local government half-cent sales tax clearing trust fund. The bond is payable from the County Jail Fund (a Debt Service Fund.) \$ 8,513,600

\$8,965,300 from the United States Department of Agriculture, Public Improvement Revenue Bond, Series 2016 to provide financing for the Putnam County Jail. The interest rate is 3.125%. The bonds will be repaid in 40 annual principal and interest payments of approximately \$395,750 each. The bond is secured by pledged revenues from the local government half-cent sales tax clearing trust fund. The bond is payable from the County Jail Fund (a Debt Service Fund.) 8,480,800

Capital Leases consist of agreements with financial institutions for the following equipment: phone system with \$245,828 aggregate historical cost and 8.71% interest rate; excavator with \$386,436 aggregate historical cost and 2.99% interest rate; and an excavator with \$366,500 aggregate historical cost and 2.99% interest rate. 364,782

Other Post Employment Benefits 2,598,494

Accrued Compensated Absences 2,506,900

Net Pension Liability 62,915,845

Total Long-Term Obligations, Governmental Activities \$ 85,380,421

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 9 – LONG-TERM OBLIGATIONS**

Business-Type Activities

<p><u>Notes Payable</u> - \$1,402,009 from the State of Florida State Revolving Fund loans to provide financing for the East Putnam Wastewater System. The interest rate is 1.31% and will be repaid in semiannual principal and interest payments of \$28,386 until maturity on June 2035. The note is secured by operating proceeds from the Wastewater System. The Better Place Plan Fund is obligated to cover any deficiencies.</p>	\$ 770,861
<p>\$9,783,912 from the State of Florida in three series of State Revolving Fund loans to provide financing for the East Putnam Water System. The interest rates range from 2.64% to 2.82%. The loan will be repaid in 40 semiannual loan payments of \$327,026. The note is secured by operating proceeds of the Water System and matures in the 2030 fiscal year.</p>	5,182,187
<p><u>Revenue Bonds</u> - \$4,268,000 from the United States Department of Agriculture is Water Revenue Bonds, Series 2008B to provide financing for the East Putnam Water System. The interest rate is 4.25%. The loan will be repaid in 38 annual loan payments of \$228,300 beginning September 1, 2011. The bond is secured by operating proceeds from the East Putnam Water System. The Better Place Plan Fund is obligated to cover deficiencies up to \$275,000 per year.</p>	3,697,000
<p>\$2,054,900 from the United States Department of Agriculture is Water Revenue Bonds, Series 2008A to provide financing for the East Putnam Water System. The interest rate is 4.50%. The loan will be repaid in 38 annual loan payments of \$113,600 beginning September 1, 2011. The bond is secured by operating proceeds from the East Putnam Water System. The Better Place Plan Fund is obligated to cover deficiencies up to \$275,000 per year.</p>	1,793,000
<p>\$3,057,000 from the United States Department of Agriculture is Sewer Revenue Bonds, Series 2014 (Bond R-1) to provide financing for the East Putnam Wastewater System. The interest rate is 2.75%. The loan will be repaid in 38 annual loan payments of \$126,888 beginning September 1, 2017. The bond is secured by operating proceeds from the East Putnam Wastewater System.</p>	2,803,000
<p>\$276,000 from the United States Department of Agriculture is Sewer Revenue Bonds, Series 2014 (Bond R-2) to provide financing for the East Putnam Wastewater System. The interest rate is 3.25%. The loan will be repaid in 38 annual loan payments of \$13,466 beginning September 1, 2017. The bond is secured by operating proceeds from the East Putnam Wastewater System.</p>	272,000
<p>Accrued Landfill Closure and Long-Term Care Costs</p>	20,155,785
<p>Other Post Employment Benefits</p>	85,293
<p>Accrued Compensated Absences</p>	61,000
<p>Net Pension Liability</p>	1,110,238
<p>Total Long-Term Obligations, Business-Type Activities</p>	<hr/> <b>\$ 35,930,364</b> <hr/>

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 9 – LONG-TERM OBLIGATIONS**

Changes in long-term debt transactions of the County for the year ended September 30, 2020 are summarized below:

<b>Governmental Activities</b>					
	<b>Balance October 1, 2019</b>	<b>Increases</b>	<b>Decreases</b>	<b>Balance September 30, 2020</b>	<b>Due Within One Year</b>
Direct Borrowings:					
- Notes Payable	\$ 88,708	\$ -	\$ (88,708)	\$ -	\$ -
- Revenue Bonds	17,248,500	-	(254,100)	16,994,400	261,900
Capital Leases	539,645	-	(174,863)	364,782	183,100
Other Post Employment Benefits	2,499,786	98,708	-	2,598,494	-
Accrued Compensated					
Absences	2,209,000	2,586,700	(2,288,800)	2,506,900	1,631,600
Net Pension Liability	50,756,854	12,158,991	-	62,915,845	99,481
Total Long-Term Obligations, Governmental Activities	<u>\$73,342,493</u>	<u>\$ 14,844,399</u>	<u>\$ (2,806,471)</u>	<u>\$ 85,380,421</u>	<u>\$ 2,176,081</u>
<b>Business-Type Activities</b>					
	<b>Balance October 1, 2019</b>	<b>Increases</b>	<b>Decreases</b>	<b>Balance September 30, 2020</b>	<b>Due Within One Year</b>
Direct Borrowings:					
- Notes Payable	6,500,199	\$ -	\$ (547,151)	\$ 5,953,048	\$ 561,669
- Revenue Bonds	8,731,000	-	(166,000)	8,565,000	172,000
Accrued Landfill Closure and Post-Closure Care Costs	18,282,810	1,872,975	-	20,155,785	584,312
Other Post Employment Benefits	77,396	7,897	-	85,293	-
Accrued Compensated					
Absences	49,000	82,000	(70,000)	61,000	32,940
Net Pension Liability	820,356	289,882	-	1,110,238	1,905
Total Long-Term Obligations, Business-Type Activities	<u>\$ 34,460,761</u>	<u>\$ 2,252,754</u>	<u>\$ (783,151)</u>	<u>\$ 35,930,364</u>	<u>\$ 1,352,826</u>

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 9 – LONG-TERM OBLIGATIONS**

Annual debt service requirements to maturity for long-term obligations at September 30, 2020, excluding obligations under capital leases, are as follows:

<b>Year Ending</b> <b>September 30</b>	<b>Governmental Activities</b>		<b>Business-Type Activities</b>	
	<b>Direct Borrowings</b>		<b>Direct Borrowings</b>	
	<b>Principal</b>	<b>Interest</b>	<b>Principal</b>	<b>Interest</b>
2021	\$ 261,900	\$ 531,075	\$ 733,669	\$ 472,885
2022	270,100	522,891	754,564	451,610
2023	278,600	514,450	774,860	429,685
2024	287,300	505,744	798,573	407,145
2025	296,200	496,766	741,777	384,931
2026-2030	1,626,000	2,339,041	3,883,706	1,560,159
2031-2035	1,896,500	2,068,600	1,562,900	1,156,174
2036-2040	2,212,200	1,753,147	1,528,000	880,500
2041-2045	2,579,800	1,385,222	1,818,000	561,123
2046-2050	3,008,900	956,138	1,469,000	191,460
2051-2055	3,509,300	455,678	452,999	32,181
2056-2060	767,600	23,986	-	-
	<b>\$ 16,994,400</b>	<b>\$ 11,552,738</b>	<b>\$ 14,518,048</b>	<b>\$ 6,527,853</b>

The annual requirements under capital lease obligations are as follows:

<b>Year Ending</b> <b>September 30</b>	<b>Governmental</b> <b>Activities</b>
2021	197,761
2022	187,623
Total Minimum Lease Payments	<b>\$ 385,384</b>
Less Amount Representing Interest	(20,602)
Present Value of Minimum Lease Payments	<b>\$ 364,782</b>

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 9 – LONG-TERM OBLIGATIONS**

Pledged Revenues

The County has pledged future water customer revenues to repay \$6.323 million in water system revenue bonds issued in fiscal year 2009 and State Revolving Fund notes totaling \$9.784 million issued during fiscal years 2008 through 2011. Additionally, the County has pledged up to \$275,000 per annum of discretionary infrastructure surtax revenue through December 31, 2032 to supplement water customer revenues if necessary. Proceeds from the bonds and notes provided financing for the East Putnam Regional Water System. The notes will mature in 2030 and the bonds will mature in 2048. Annual principal and interest payments are expected to exceed 100% of future water revenues. Any shortfalls will be made up from the discretionary surtax and other non-ad valorem revenue sources. The total of principal and interest payments remaining to be made is \$15.48 million. Principal payments of \$600,941 were made in the current year, while interest payments totaling \$388,564 were made.

The County has pledged future wastewater system customer service revenues to repay \$3.333 million in wastewater system revenue bonds and state revolving fund notes totaling \$1.402 million issued in fiscal year 2015 and 2016. Additionally, the County has pledged discretionary infrastructure surtax revenue to supplement wastewater customer revenues if necessary to meet payments on the note. Proceeds from the bonds and note provided financing for the East Putnam Regional Wastewater System. The note will mature in 2035 and the bonds will mature in 2054. Annual principal and interest payments are expected to exceed 100% of future wastewater revenues. Any shortfalls in payments of the note will be made up from the discretionary infrastructure surtax while other non-ad valorem revenue sources will be applied to any shortfalls in bond payments. The total of principal and interest payments remaining to be made is \$5.565 million. For the current year, principal of \$112,210 and interest of \$99,538 were paid.

The County has pledged a portion of future half-cent sales tax revenue to repay \$17.965 million of public improvement bonds issued in 2016. Proceeds from the bonds financed construction of improvements to the county jail. Annual principal and interest payments are expected to be approximately 26.18% of estimated revenues. The bonds are payable from the County Jail Fund, a Debt Service Fund and mature March 2056. The total principal and interest remaining to be paid is \$28.55 million. For the current year, principal and interest paid was \$793,116.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 9 – LONG-TERM OBLIGATIONS**

**Events of Default and Remedies**

The County follows GASB Statement No. 88 *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*. The County has no unused lines of credit or assets pledged as collateral for debt. However, the following bonds and notes have terms related to significant events of default with finance-related consequences and/or acceleration clauses:

\$17,965,300 USDA Jail Bonds contain a provision that in an event of default all pledged funds shall be applied to the payment of the interest and principal due on the bonds.

\$3,333,000 USDA Wastewater Bonds contain a provision that in an event of default the bondholder may take any action necessary to collect the amounts then due and thereafter to become due or to enforce performance of the obligation.

\$1,402,009 State of Florida Revolving Fund loan for the East Putnam Wastewater Loan contains a provision that in the event of default, the department may accelerate the repayment schedule or increase the financing rate on the unpaid principal to as much as 1.667 times the financing rate.

\$9,783,912 State of Florida Revolving Fund loan for the East Putnam Water Loan contains a provision that in the event of default, the department may accelerate the repayment schedule or increase the financing rate on the unpaid principal to as much as 1.667 times the financing rate.

**NOTE 10 – CONDUIT DEBT**

The Putnam County Development Authority, a discretely presented component unit of Putnam County, has issued Revenue Bonds to provide financial assistance to private-sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Neither the Authority, the County, the State, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements.

In May 2018, the Authority issued Pollution Control revenue refunding bonds in an aggregate principal amount of \$125,248,878 to refund several series issued prior to 2007. At September 30, 2020, the aggregate bonds outstanding is approximately \$124,782,000.

**NOTE 11 – ACCRUED LANDFILL CLOSURE AND LONG-TERM CARE COSTS**

State and federal laws and regulations require the County to place a final cover on its landfill sites when it stops accepting waste and to perform certain maintenance and monitoring functions at the sites for twenty to thirty years after closure.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 11 – ACCRUED LANDFILL CLOSURE AND LONG-TERM CARE COSTS**

Although closure and long-term care costs will be paid only near or after the date the landfills stop accepting waste, the County reports a portion of these closure and long-term care costs as an operating expense in each period based on landfill capacity used as of each balance sheet date. The \$20,155,785 reported as landfill closure and long-term care liability at September 30, 2020, represents the cumulative amounts reported to date based on the use of the following estimated capacity of the landfills:

Central Landfill Phase II, Cells 1, 2, & 3	79.60%
Class III Landfill	100%
Central Landfill Phase I	100%

The County will recognize the remaining estimated cost of closure and long-term care of \$4,712,953 as the remaining estimated capacity is used (estimated to be 1.8 years for Central Landfill Phase II, Cells 1, 2, & 3). These amounts are based on what it would cost to perform all closure and long-term care in 2020. Actual costs may be higher or lower due to inflation, deflation, changes in technology, or changes in regulations.

Additionally, the Florida Department of Environmental Protection (D.E.P.) requires that landfill operators escrow landfill long-term maintenance costs in addition to closure costs, in an amount sufficient to cover the following year's long-term care costs. The County has escrowed \$8,942,512 to cover D.E.P.'s landfill post-closure maintenance cost requirements and closure costs of current operating landfills, as of September 30, 2020. This is shown as restricted cash and equivalents and restricted investments of the business-type activities in the accompanying financial statements.

**NOTE 12 – STATE OF FLORIDA PENSION PLANS**

**Defined Benefit Plans**

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 or 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 the 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 is available from the Florida Department of Financial services website at ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

The Florida Retirement System (FRS) Pension Plan is a cost-sharing, multiple-employer defined benefit pension plan with a Deferred Retirement Option Program (DROP) available for eligible employees. The 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.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 12 – STATE OF FLORIDA PENSION PLANS**

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 and 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 Retiree Health Insurance Subsidy (HIS) Program is a cost-sharing, multiple-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 one of the state administered retirement systems must provide proof of eligible health insurance coverage, which can include Medicare.

**Benefits Provided**

Benefits under the FRS Pension Plan 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 service, 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.

**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 3.00% of their salary to the FRS Pension Plan. The County's contribution rates as of September 30, 2020, were as follows:

	<u>FRS</u>	<u>HIS</u>	<u>TOTAL</u>
Regular Class	8.34%	1.66%	10.00%
Special Risk Class	22.79%	1.66%	24.45%
Senior Management	25.63%	1.66%	27.29%
Elected Officials	47.52%	1.66%	49.18%
DROP from FRS	15.32%	1.66%	16.98%

The County's contributions for the year ended September 30, 2020, were \$4,233,190 to the FRS and \$462,444 to the HIS.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 12 – STATE OF FLORIDA PENSION PLANS**

Pension Liabilities and Pension Expense

At September 30, 2020, the County reported a liability for its proportionate shares of the net pension liability of the FRS Pension Plan and the HIS Program. The net pension liabilities were measured as of June 30, 2020. 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.

	<u>FRS</u>	<u>HIS</u>	<u>TOTAL</u>
Net Pension Liability	\$ 54,313,983	\$ 9,712,100	\$ 64,026,083
Proportion at:			
Current Measurement Date	0.1253164%	0.0795432%	0.2048597%
Prior Measurement Date	0.1241135%	0.0789547%	0.2030682%
Pension expense (benefit)	\$ 11,323,062	\$ 736,345	\$ 12,059,407

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 pension from the following sources:

	<u>FRS</u>		<u>HIS</u>		<u>TOTAL</u>	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 2,078,707	\$ -	\$ 397,284	\$ (7,492)	\$ 2,475,991	\$ (7,492)
Changes of assumptions	9,832,559	-	1,044,327	(564,721)	10,876,886	(564,721)
Net difference between projected and actual earnings on pension plan investments	3,233,907	-	7,754	-	3,241,661	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	860,880	(964,089)	316,818	(484,674)	1,177,698	(1,448,763)
Employer contributions subsequent to the measurement date	1,120,428	-	120,062	-	1,240,490	-
	<u>\$ 17,126,481</u>	<u>\$ (964,089)</u>	<u>\$ 1,886,245</u>	<u>\$ (1,056,887)</u>	<u>\$ 19,012,726</u>	<u>\$ (2,020,976)</u>

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 12 – STATE OF FLORIDA PENSION PLANS**

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, 2021. Other pension-related amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year Ending September 30,	FRS	HIS	TOTAL
2020	\$ 3,094,231	\$ 171,674	\$ 3,265,905
2021	4,793,400	132,950	4,926,350
2022	4,085,944	6,884	4,092,828
2023	2,475,870	101,854	2,577,724
2024	592,519	152,468	744,987
Thereafter	-	143,466	143,466
Total	<u>\$ 15,041,964</u>	<u>\$ 709,296</u>	<u>\$ 15,751,260</u>

**Actuarial Assumptions**

The total pension liability for each of the defined benefit plans was measured as of June 30, 2020. The total pension liability for both the FRS Pension Plan and the HIS Program were determined by actuarial valuations dated July 1, 2020. The individual entry age actuarial cost method was used for each plan, along with the following significant actuarial assumptions:

	<u>FRS</u>	<u>HIS</u>
Inflation	2.40%	2.40%
Salary Increases	3.25%	3.25%
Investment rate of return	6.80%	N/A
Discount Rate	6.80%	2.21%

Mortality assumptions for both plans were based on the PUB-2010 base tables projected generationally with Scale MP-2018.

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

The following changes in key actuarial assumptions occurred in 2020:

**FRS:**

- The long-term expected rate of return and the discount rate used to determine the total pension liability decreased from 6.90% to 6.80%.
- The assumed rate of inflation was decreased from 2.60% to 2.40%.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 12 – STATE OF FLORIDA PENSION PLANS**

HIS:

- The municipal bond index rate and the discount rate used to determine the total pension liability decreased from 3.50% to 2.21%.
- The assumed rate of inflation was decreased from 2.60% to 2.40%.
- Mortality assumptions for the HIS Program were changed from the Generational RP-2000 with Projection Scale BB to the PUB-2010 base tables projected generationally with Scale MP-2018.

The long-term expected investment rate of return for the FRS Pension Plan was not based on historical returns, but instead was based on a forward-looking capital market economic model developed during 2020 by an outside investment consultant to the Florida State Board of Administration. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption of 2.40%.

For the FRS Pension Plan, the table below summarizes the consulting actuary's assumptions based on the long-term target asset allocation.

Asset Class	Target Allocation	Annual Arithmetic Return	Compound Annual (Geometric) Return
Cash	1.00%	2.20%	2.20%
Fixed Income	19.00%	3.00%	2.90%
Global Equity	54.20%	8.00%	6.70%
Real estate	10.30%	6.40%	5.80%
Private equity	11.10%	10.80%	8.10%
Strategic Investments	4.40%	5.50%	5.30%
	<u>100.00%</u>		

**Discount Rate**

The discount rate used to measure the total pension liability for the FRS Pension Plan was 6.80%. The 6.80% reported investment return assumption differs from the 7.0% investment return assumption chosen by the 2020 FRS Actuarial Assumption Conference for funding policy purposes, as allowable under governmental accounting and reporting standards. 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 the HIS Program is essentially funded on a pay-as-you-go basis and the depletion date is considered to be immediate, 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.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 12 – STATE OF FLORIDA PENSION PLANS**

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 1.00% higher or 1.00% lower than the current discount rate.

	FRS			HIS		
	Current			Current		
	1% Decrease (5.80%)	Discount Rate (6.80%)	1% Increase (7.80%)	1% Decrease (1.21%)	Discount Rate (2.21%)	1% Increase (3.21%)
Employer's proportionate share of the net pension liability	\$ 86,730,302	\$ 54,313,983	\$ 27,239,731	\$ 11,226,755	\$ 9,712,100	\$ 8,472,360

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. Required employer contributions made to the plan during the year ended September 30, 2020, totaled \$712,902.

**NOTE 13 – OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

Plan Description

Pursuant to a resolution of the Board of County Commissioners, the County provides health care and life insurance benefits for retired employees. The single-employer defined benefit plan for post-employment benefits other than pension benefits (OPEB Plan) is administered by the Board of County Commissioners. The County can amend the benefit provisions provided by the OPEB plan. Funding for the OPEB Plan is on a pay-as-you-go basis from the County's general assets when due. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 13 – OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

Benefits Provided

The OPEB Plan provides a health insurance subsidy for retirees and eligible dependents of the Board of County Commissioners, Clerk of Court, Supervisor of Elections, Property Appraiser, Sheriff, and Tax Collector. Additionally, life insurance benefits are available to retirees at the cost paid by the County for active employees. Life insurance benefits are \$10,000 or \$20,000.

The health insurance subsidy is provided to retirees with at least six years of service who retire and begin receiving benefits from the Florida Retirement System (FRS). Retirees must maintain health care coverage after employment to be eligible for the subsidy. The amount of monthly subsidy is based on the number of years of total service with the County or Constitutional Officer and is equal to four dollars a month for each year of service. The minimum monthly subsidy is \$24 and the maximum monthly subsidy is \$120 for employees that retire with 30 or more years of service.

Pursuant to the provisions of Section 112.0801 Florida Statutes any employee who retires and immediately begins receiving FRS benefits has the option of paying premiums to continue in the County's healthcare plan at the same group rate that is applicable to active employees. The retiree pays 100% of the blended group rate premium less the subsidy mentioned above, therefore receiving an implicit subsidy.

The plan does not issue separate stand-alone financial reports.

Contributions

The contribution requirements of plan members are established each year during open enrollment when rates are set by insurance providers. Contributions are not based on a measure of pay. Contributions are accounted for in the County's Group Insurance Reserve Fund. County retiree plan members receiving benefits contribute to pay-as-you-go financing depending on the family members covered and the plan selected.

Employees Covered by benefit terms

At September 30, 2020, the following employees were covered by the benefit terms:

Active Employees	599
Retirees with Medical Coverage	24
Retirees with Dental and/or Life, but no Medical Coverage	<u>125</u>
Total	<u>748</u>

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 13 – OTHER POST-EMPLOYMENT BENEFITS**

Total OPEB Liability

At September 30, 2020, The County reported a total OPEB liability of \$2,683,787. The OPEB liability was measured as of September 30, 2019, and was determined by an actuarial valuation as of September 30, 2020.

Actuarial Assumptions and Other Inputs

The total OPEB liability in the September 30, 2020 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.20%
Salary Increases	3.25% per annum, compounded annually
Healthcare cost	Under 65 years of age:
Trend Rates	5.9% for 2020, increasing to 4.50% in 2039. The ultimate rate of 3.70% begins in 2073.
	64 years and older:
	5.30% for 2020, increasing to 4.50% in 2039. The ultimate rate of 3.7% begins in 2073.
	The dental trend is 4.0% each year. The ultimate rate of 3.70% begins in 2073.
Mortality	Rates were based on the Pub-2010 General Retirees Headcount Table using MP 2018 Scale. Rates for Disabled Retirement Participants were based on Pub-2010 General Disabled Retirees Headcount - Weighted Mortality using MP 2018 Scale.

The discount rate used to measure the total OPEB liability was 2.66%, which is based on the Bond Buyer General Obligation 20-Bond Municipal Index. An actuarial experience study has not yet been performed for the plan.

<u>Changes in the Total OPEB Liability</u>	<u>Increase/Decrease in Total OPEB Liability</u>
Balance at September 30, 2019	\$ 2,577,182
Changes for the year:	
Service cost	152,432
Interest	107,834
Effect of economic/demographic gains/losses	(52,027)
Changes in assumptions or inputs	201,176
Benefit payments	(302,810)
Balance at September 30, 2020	<u>\$ 2,683,787</u>

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 13 – OTHER POST-EMPLOYMENT BENEFITS**

Changes in assumptions or inputs reflect a change in the discount rate from 4.18% in 2019 to 2.66% in 2020.

**Sensitivity of the Total OPEB Liability to Changes in the Discount Rate**

The following presents the total OPEB liability of Putnam County, calculated using the discount rate of 2.66%, as well as what Putnam County's total OPEB liability would be if it were calculated using a discount rate that is 1.0% lower (1.66%) or 1.0% higher (3.66%) than the current rate.

	1% Decrease (1.66%)	Current Discount Rate (2.66%)	1% Increase (3.66%)
Total OPEB liability	\$ 3,098,637	\$ 2,683,787	\$ 2,353,201

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

The following presents the total OPEB liability of Putnam County, calculated using the current healthcare cost trend rate, as well as what Putnam County's total OPEB liability would be if it were calculated using trend rates that are 1.0% lower or 1.0% higher than the current rate.

	1% Decrease	Current Healthcare Cost Trend Rate	1% Increase
Total OPEB liability	\$ 2,454,653	\$ 2,683,787	\$ 2,963,136

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 13 – OTHER POST-EMPLOYMENT BENEFITS**

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources**

For the year ended September 30, 2020, the County recognized OPEB expense of \$228,966. At September 30, 2020, the County reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>
Differences between expected and actual experience	\$ (46,824)	\$ -
Changes of assumptions or other inputs	(336,486)	181,058
Contributions made subsequent to to measurement date	-	<u>404,487</u>
Total	<u>\$ (383,310)</u>	<u>\$ 585,545</u>

Amounts currently reported as deferred outflows of resources and deferred inflows of resources related to other postemployment benefits will be recognized in OPEB expense as follows:

Year ended September 30,	
2021	\$ (31,300)
2022	(31,300)
2023	(31,300)
2024	(31,300)
2025	(31,300)
Thereafter	<u>(45,752)</u>
Total	<u>\$ (202,252)</u>

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 14 – RISK MANAGEMENT**

Public Entity Risk Pool

The County is exposed to various risks of loss related to general liability, personal injury, and errors and omissions. The County joined the Florida Association of Counties Trust (the “Trust”), a public entity risk pool currently operating as a common risk management and insurance program for several member counties. The County pays an annual premium to the Trust for its coverage. The premiums are designed to fund the liability risks assumed by the Trust and are based on certain actual exposures of each member. The premiums are paid from the Risk Management Fund, an Internal Service Fund.

Self-Insurance Program – Worker’s Compensation

The County has a self-insurance program for its worker’s compensation insurance. The activities of the self-insurance program are administered by a third party and are accounted for in the County’s Risk management Fund. The Risk Management Fund provides coverage up to a maximum of \$600,000 for each occurrence. The County purchases commercial insurance for claims in excess of coverage provided by the fund. Settlements have not exceeded insurance coverage for the last three years.

Liabilities are reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated, including an estimate for those incurred but not reported (IBNR). The 2020 IBNR estimate of \$883,026 is determined based on historical experience and current trends. The claims liabilities are shown at current dollar value.

All appropriate funds of the County participate in the program and make payments to the Risk Management Fund to pay prior and current year claims and to establish a reserve for losses.

Changes in the fund’s claims liability were:

	<u>Beginning</u> of Fiscal <u>Year Liability</u>	<u>Claims Incurred</u> and Changes <u>in Estimates</u>	<u>Claims</u> <u>Payments</u>	<u>End of Fiscal</u> <u>Year Liability</u>	<u>Due Within</u> <u>One Year</u>
2018-2019	\$ 1,452,292	\$ 2,244,183	\$ (1,529,967)	\$ 2,166,508	\$ 1,666,508
2019-2020	2,166,508	600,229	(1,348,039)	1,418,698	918,698

Self-Insurance Program – Health Insurance

The County provides health insurance for its employees via the Group Insurance Reserve Fund (an Internal Service Fund). Effective October 1, 2019, the County changed its health plan from “fully insured” to self-insured. An excess coverage insurance policy covers claims in excess of \$150,000. Liabilities are reported if information prior to the issuance of the financial statements indicate that it is probable that a loss has been incurred at the date of the financial statements and the amount of the loss can be reasonable estimated, including an estimate for those claims incurred by not reported (IBNRs).

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 14 – RISK MANAGEMENT**

The estimate is based on historical experience and current trends, and is reported at current dollar value in the County’s Group Insurance Reserve fund. The liability is all considered long term.

Change in the fund’s claims liability were:

		<u>Beginning of Fiscal Year Liability</u>	<u>Claims Incurred and Changes in Estimates</u>	<u>Claims Payments</u>		<u>End of Fiscal Year Liability</u>
2019-2020	\$	-	\$ 4,814,378	\$ (4,539,056)	\$	275,322

**Group Insurance**

The County purchases life and accidental death and dismemberment insurance for its employees via the Group Insurance Reserve Fund (an Internal Service Fund). The County is “fully insured” and has no liability for claims above the monthly premiums charged by the commercial insurer. Settled claims have not exceeded commercial coverage in any of the past three fiscal years. All funds of the County participate in the program and make payments to the Group Insurance Reserve Fund to pay the premiums.

**NOTE 15 – COMMITMENTS AND CONTINGENCIES**

At September 30, 2020, the County was committed under signed contracts for approximately \$321,536 of road construction, resurfacing and engineering work.

The County is party to lawsuits and claims arising out of the normal conduct of its activities. While the results of the lawsuits and claims against the County cannot be predicted with certainty, management does not expect that these matters will have a material adverse effect on the financial position of the County.

**NOTE 16 – NET POSITION RESTRICTED BY ENABLING LEGISLATION**

The government-wide statement of net position reports \$21,291,444 of restricted net position, of which \$8.43 million is restricted by enabling legislation.

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

**NOTE 17 – FUND BALANCE CLASSIFICATIONS**

A schedule of County fund balances is provided as follows:

	<u>Major Governmental Funds</u>			<u>Total Non-Major Governmental Funds</u>	<u>Total Governmental Funds</u>
	<u>General Fund</u>	<u>Miscellaneous Grants Fund</u>	<u>Better Place Plan Fund</u>		
<b>FUND BALANCES:</b>					
Restricted for:					
Debt Service	-	-	-	774,015	774,015
Better Place Plan - Capital Projects	-	-	8,066,459	-	8,066,459
Fishing Improvement	-	-	-	410,667	410,667
Fire Protection	-	-	-	1,897,329	1,897,329
Law Enforcement	61,400	-	-	64,022	125,422
Court Improvements	-	-	-	1,427,871	1,427,871
Drivers Education	-	-	-	243,590	243,590
Court Article V Support	-	-	-	4,959	4,959
Court Technology	-	-	-	280,690	280,690
Crime Prevention	-	-	-	51,229	51,229
Federal Forfeiture Fund	-	-	-	371,392	371,392
E911 System	-	-	-	114,698	114,698
Tourist Development	-	-	-	1,484,021	1,484,021
Communication Improvement	-	-	-	61,961	61,961
Economic Development	-	-	-	35,337	35,337
MSBU Road Maintenance	-	-	-	731,038	731,038
Local Housing Assistance	-	-	-	1,153,286	1,153,286
Water Utilities	-	-	-	283,902	283,902
Interlachen Lakes Estates Lk Access	44,401	-	-	-	44,401
Public Records Modernization	-	-	-	1,580,884	1,580,884
Voter Equipment and Education	-	-	-	25,555	25,555
Road Projects	-	-	-	1,266,303	1,266,303
Committed to:					
Commissary - Inmate Benefits	-	-	-	709,073	709,073
Assigned to:					
Subsequent Year's Expenditures	12,811,949	-	-	-	12,811,949
Road and Bridge Maintenance	-	-	-	2,302,022	2,302,022
Unassigned:					
	5,700,835	-	-	-	5,700,835
<b>Total Fund Balances</b>	<b><u>\$18,618,585</u></b>	<b><u>\$ -</u></b>	<b><u>\$8,066,459</u></b>	<b><u>\$ 15,273,844</u></b>	<b><u>\$41,958,888</u></b>

**Putnam County, Florida**  
**Notes to Financial Statements**  
**September 30, 2020**

NOTE 18 – DEFICIT BALANCES – INDIVIDUAL FUNDS

At September 30, 2020, an Internal Service Fund, the Fleet Maintenance Fund, reflected a deficit net position of \$27,254. County Management anticipates that future rate increases for services rendered will eliminate these deficits in the following year. The General Fund of the Supervisor of Elections also reflected a deficit balance of \$25,511.

NOTE 19 – SUBSEQUENT EVENT

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law. The CARES Act established the Coronavirus Relief Fund to provide aid to governments due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). Subsequent to September 30, 2020, the County received \$8,414,478 in additional funds through the Department of Treasury Coronavirus Relief Fund passed through the Florida Division of Emergency Management.

## **REQUIRED SUPPLEMENTARY INFORMATION**

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances**  
**Budget and Actual – General Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Taxes	\$ 36,206,859	\$ 36,206,859	\$ 36,793,640	\$ 586,781
Licenses and Permits	610,000	610,000	653,791	43,791
Intergovernmental	9,032,984	9,756,199	10,586,515	830,316
Charges for Services	6,164,214	6,162,907	6,365,505	202,598
Fines and Forfeitures	57,700	57,700	119,375	61,675
Miscellaneous	427,380	573,723	477,614	(96,109)
<b>TOTAL REVENUES</b>	<b>52,499,137</b>	<b>53,367,388</b>	<b>54,996,440</b>	<b>1,629,052</b>
<u>EXPENDITURES</u>				
Current:				
General Government	15,104,548	15,244,152	14,126,681	1,117,471
Public Safety	29,924,954	32,048,169	29,857,614	2,190,555
Physical Environment	512,595	515,395	305,562	209,833
Transportation	30,000	30,000	30,000	-
Economic Environment	441,459	490,571	442,739	47,832
Human Services	2,990,247	2,995,247	2,389,653	605,594
Culture and Recreation	1,965,872	2,504,597	1,939,903	564,694
Court Related	1,141,551	1,147,372	1,283,291	(135,919)
Reserve for Contingencies	8,994,577	12,326,985	-	12,326,985
Debt Service:				
Principal Retirement	49,509	49,509	49,508	1
Interest and Fiscal Charges	11,317	11,317	11,317	-
<b>TOTAL EXPENDITURES</b>	<b>61,166,629</b>	<b>67,363,314</b>	<b>50,436,268</b>	<b>16,927,046</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(8,667,492)</b>	<b>(13,995,926)</b>	<b>4,560,172</b>	<b>18,556,098</b>
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfers In	413,829	502,179	1,086,330	584,151
Transfers Out	(3,100,688)	(2,845,474)	(3,398,728)	(553,254)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(2,686,859)</b>	<b>(2,343,295)</b>	<b>(2,312,398)</b>	<b>30,897</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>(11,354,351)</b>	<b>(16,339,221)</b>	<b>2,247,774</b>	<b>18,586,995</b>
FUND BALANCES -				
BEGINNING OF YEAR	11,354,351	16,339,221	16,370,811	31,590
<b>FUND BALANCES - END OF YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,618,585</b>	<b>\$ 18,618,585</b>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Miscellaneous Grants Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Intergovernmental Revenue	\$ 330,222	\$ 1,396,875	\$ 1,396,874	\$ (1)
Miscellaneous Revenue	-	327	327	-
<b>TOTAL REVENUES</b>	<u>330,222</u>	<u>1,397,202</u>	<u>1,397,201</u>	<u>(1)</u>
<u>EXPENDITURES</u>				
Current:				
Public Safety	165,222	201,627	201,300	327
Economic Environment	-	196,000	196,000	-
Culture/Recreation	165,000	145,259	145,585	(326)
<b>TOTAL EXPENDITURES</b>	<u>330,222</u>	<u>542,886</u>	<u>542,885</u>	<u>1</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	-	854,316	854,316	-
<u>OTHER FINANCING USES</u>				
Transfers Out	-	(854,316)	(854,316)	-
<b>NET CHANGE IN FUND BALANCES</b>	-	-	-	-
<b>FUND BALANCES, October 1, 2019</b>	-	-	-	-
<b>FUND BALANCES, September 30, 2020</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Putnam County, Florida**  
**Notes to Schedule of Revenues, Expenditures and Changes in Fund Balances**  
**Budget and Actual**  
**For the Year Ended September 30, 2020**

Basis of Budgetary Accounting

Annual budgets are legally adopted for governmental funds, hereafter described, on a basis consistent with generally accepted accounting principles.

The following procedures are used in establishing the budgetary data reflected in the financial statements:

Prior to June 1, constitutional officers, with the exception of the office of the Tax Collector, submit tentative budgets for the operations of their offices to the Board. Budgets for the operations of the office of the Tax Collector are submitted to the Department of Revenue for approval. Additionally, the Property Appraiser submits his budget to the Department of Revenue for approval prior to the submission to the Board.

Prior to July 15, the County Administrator/Budget Officer submits to the Board a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them. Public hearings are conducted by the Board to obtain taxpayer comments. Prior to October 1, the budget is legally enacted through passage of a resolution. All budget appropriations lapse at year-end.

As required by Florida Statutes, Sections 218.35 and 28.36, the Clerk of Circuit Court prepares his annual budget in two parts:

The budget relating to the state court system, which is filed with the Clerks of Court Operations Corporation and the budget relating to the requirements of the Clerk as Clerk of the Board of County Commissioners, County Auditor, County Recorder and Custodian or Treasurer of all County funds and other county-related duties.

County Departments of the Clerk's Office are budgeted with appropriations from the Board of County commissioners. All excess fees (unspent revenues) along with Clerk investment earnings on Board funds are remitted to the Board of County Commissioners on or before October 31<sup>st</sup> of each year.

Florida Statutes provide that it is unlawful to make expenditures that exceed the total amount budgeted for each fund. Therefore, the fund level is the legal level of control for budget considerations. Chapter 129, Florida Statutes, governs the manner in which the budget may be legally amended once it has been approved. Pursuant to Chapter 129, only the Board of County Commissioners can approve budget amendments that change the total approved budget appropriation of an individual fund. The County Administrator/Budget Officer and Department managers can transfer appropriations within the budget, but cannot change the total appropriation of an individual fund without the approval of the Board of County Commissioners.

Pursuant to the provisions of Chapter 129, Florida Statutes, the amount that the County may appropriate is limited to ninety-five (95%) percent of estimated revenues. In order to present a conservative as well as balanced budget, the County presents only ninety-five (95%) percent of estimated revenues.

(continued)

**Putnam County, Florida**  
**Notes to Schedule of Revenues, Expenditures and Changes in Fund Balances**  
**Budget and Actual**  
**For the Year Ended September 30, 2020**

Appropriations from the reserve for contingencies may be made to increase the appropriation for any particular expenditure in the same fund, or to create an appropriation in the fund for any lawful purpose, but no expenditures shall be charged directly to the reserve for contingencies.

A receipt of a nature or from a source not anticipated in the budget and received for a particular purpose, including but not limited to grants, donations, gifts, or reimbursements for damages, may, by resolution of the Board be recorded in its minutes, be appropriated and expended for that purpose, in addition to the appropriations and expenditures provided for in the budget. Such receipts and appropriations shall be added to the budget of the proper fund.

Supplemental appropriations funded from sources not described above, require public hearings and action by the Board in the same manner as adopting the original budget.

(concluded)

**Putnam County, Florida**  
**Schedule of Changes in the County's Total OPEB Liability and Related Ratios**  
**For the Year Ended September 30, 2020**  
**Last 10 Fiscal Years\***

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB Liability - beginning	\$ 2,577,182	\$ 2,675,035	\$ 2,731,745
Changes for the year:			
Service cost	152,432	192,642	211,926
Interest	107,834	101,398	88,028
Changes in economic/demographic gains/losses	(52,027)	-	-
Changes in assumptions or inputs	201,176	(226,427)	(225,552)
Benefit payments	(302,810)	(165,466)	(131,112)
Total OPEB Liability - ending	<u>\$ 2,683,787</u>	<u>\$ 2,577,182</u>	<u>\$ 2,675,035</u>
Covered employee payroll	\$27,188,362	\$ 25,832,377	\$ 25,880,178
Total OPEB liability as a percentage of covered-employee payroll	9.87%	9.98%	10.34%

Notes to schedules:

Changes in assumptions or inputs reflect a change in the discount rate from 4.18% in 2019 to 2.66% in 2020.

\*GASB Statement No. 75 was implemented in 2018. Until a full 10-year trend is compiled, information for those years for which it is available will be presented.

**Putnam County, Florida**  
**Schedules of Proportionate Share of Net Pension Liability**  
**Last 10 Fiscal Years\***

<b>Florida Retirement System</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Employer's proportion of the net pension liability (asset)	0.1253164%	0.1241135%	0.1253707%	0.1259494%	0.1302864%	0.1255929%
Employer's proportionate share of the net pension liability (asset)	\$ 54,313,983	\$ 42,742,966	\$ 37,762,297	\$ 37,254,999	\$ 32,897,416	\$ 16,222,010
Employer's covered payroll**	\$ 27,669,373	\$ 26,901,444	\$ 26,091,587	\$ 25,491,810	\$ 25,570,176	\$ 25,105,924
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	196.30%	158.89%	144.73%	146.14%	128.66%	64.61%
Plan fiduciary net position as a percentage of the total pension liability	78.85%	82.61%	84.26%	83.89%	84.88%	92.00%

<b>Health Insurance Subsidy Program</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Employer's proportion of the net pension liability (asset)	0.0795432%	0.0789547%	0.0797470%	0.0798985%	0.0826718%	0.0825509%
Employer's proportionate share of the net pension liability (asset)	\$ 9,712,100	\$ 8,834,244	\$ 8,440,515	\$ 8,543,115	\$ 9,635,055	\$ 8,414,610
Employer's covered payroll**	\$ 27,669,373	\$ 26,901,444	\$ 26,091,587	\$ 25,491,810	\$ 25,570,176	\$ 25,105,924
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	35.10%	32.84%	32.35%	33.51%	37.68%	33.52%
Plan fiduciary net position as a percentage of the total pension liability	3.00%	2.63%	2.15%	1.64%	0.97%	0.50%

**Notes to schedules:**

\*The amounts presented for each fiscal year were determined as of the measurement date, which was June 30th of the current fiscal year.

\*GASB Statement No. 68 was implemented in 2015. Until a full 10-year trend is compiled, information for those years for which it is available will be presented.

\*\*Covered payroll Includes defined benefit plan actives, investment plan members, and members in DROP for the measurement period ending June 30, 2020.

**Putnam County, Florida**  
**Schedules of Employer Pension Contributions**  
**Last 10 Fiscal Years**

<b>Florida Retirement System</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Contractually required contribution	\$ 4,233,190	\$ 4,005,301	\$ 3,511,262	\$ 3,357,991	\$ 3,248,814	\$ 3,108,405
Contributions in relation to the contractually required contribution	4,233,190	4,005,301	3,511,262	3,357,991	3,248,814	3,108,405
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employer's covered payroll *	\$ 27,971,911	\$ 27,188,362	\$ 25,832,377	\$ 25,880,178	\$ 25,687,995	\$ 25,442,040
Contributions as a percentage of covered payroll	15.13%	14.73%	13.59%	12.98%	12.65%	12.22%

<b>Health Insurance Subsidy Program</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Contractually required contribution	\$ 462,444	\$ 450,873	\$ 420,584	\$ 429,079	\$ 426,360	\$ 344,803
Contributions in relation to the contractually required contribution	462,444	450,873	420,584	429,079	426,360	344,803
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employer's covered payroll *	\$ 27,971,911	\$ 27,188,362	\$ 25,832,377	\$ 25,880,178	\$ 25,687,995	\$ 25,442,040
Contributions as a percentage of covered payroll	1.65%	1.66%	1.63%	1.66%	1.66%	1.36%

**Notes to schedules:**

\* Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP for the fiscal year ended September 30, 2020.

GASB Statement No. 68 was implemented in 2015. Until a full 10-year trend is compiled, information for those years for which it is available will be presented.

## **SUPPLEMENTARY INFORMATION**

## GENERAL FUND BY CATEGORY

The six categories shown below together represent the General Fund, the primary operating fund of the County.

**General Fund—Board of County Commissioners** – To account for the revenues and expenditures of the Board of County Commissioners (BOCC) portion of the General Fund—which are activities that benefit all County residents. Countywide activities include Administration, County Attorney, Human Resources, Information Technology, Emergency Management and Emergency Medical Services, Parks and Recreation, and certain payments to Constitutional Officers and nonprofit agencies.

**General Fund—Sheriff** – To account for the revenues and expenditures necessary to carry out the duties and obligations of the Sheriff as specified in Section 30.15, Florida Statutes. The funds for the Sheriff's operation are received from the BOCC pursuant to Section 30.49, Florida Statutes.

**General Fund—Clerk of Circuit Court** – To account for revenues and expenditures of the Clerk of Circuit Court whose responsibilities include: County recorder for official records of Putnam County; accountant for the BOCC, custodian of all County funds, County auditor, and keeping BOCC records and meeting minutes as ex-officio Clerk to the Board of County Commissioners; as well as court-related activities that are not accounted for in the “Clerk of Circuit Court – Court Fund and Public Records Modernization Funds.”

**General Fund—Tax Collector** – To account for revenues and expenditures of the Tax Collector pursuant to Section 197, Florida Statutes.

**General Fund—Property Appraiser** – To account for revenues and expenditures of the Property Appraiser in the performance of Constitutional responsibilities. These responsibilities include determining the assessed value of all real and tangible property within the County, maintaining associated financial and property records, and providing the Tax Collector with the certified value of real and tangible property and tax millage levied by the respective taxing authorities.

**General Fund—Supervisor of Elections** – To account for revenues and expenditures of the Supervisor of Elections in the performance of Constitutional responsibilities pursuant to Chapters 97 through 102, Florida Statutes. The funds for the Supervisor of Elections' operation are received from the BOCC pursuant to Section 129.202, Florida Statutes.

**Putnam County, Florida**  
**Combining Balance Sheet**  
**Board and Officer General Funds**  
**For the Year Ended September 30, 2020**

	Board of County Commissioners <u>Sub-fund</u>	Sheriff <u>Sub-fund</u>	Clerk of Circuit Court <u>Sub-fund</u>	Tax Collector <u>Sub-fund</u>
<u>ASSETS</u>				
Cash and Equivalents	\$ 15,907,795	\$ 1,726,722	\$ 773,884	\$ 589,840
Receivables, net	1,617,283	1,541	2,013	2,917
Due From Other Funds	2,936,426	748,638	17,998	53,160
Due From Other Governments	681,137	-	48,967	-
Other Assets	-	4,204	10,663	270
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	21,142,641	2,481,105	853,525	646,187
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<u>LIABILITIES, DEFERRED OUTFLOWS, AND FUND BALANCES</u>				
<u>LIABILITIES</u>				
Accounts Payable and Accrued Liabilities	781,156	323,933	168,236	51,192
Retainage and Capital Related Liabilities	34,275	-	-	-
Due to Other Funds	-	2,095,772	1,553	525,117
Due to Other Governments	5,952	-	424,824	39,204
Customer Deposits	18,089	-	258,912	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES	839,472	2,419,705	853,525	615,513
	<hr/>	<hr/>	<hr/>	<hr/>
<u>DEFERRED INFLOWS OF RESOURCES</u>				
Revenues - unavailable	1,720,473	-	-	30,674
	<hr/>	<hr/>	<hr/>	<hr/>
<u>FUND BALANCES</u>				
Restricted	44,401	61,400	-	-
Assigned	12,811,949	-	-	-
Unassigned	5,726,346	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUND BALANCES	18,582,696	61,400	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 21,142,641	\$ 2,481,105	\$ 853,525	\$ 646,187
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

(continued)

**Putnam County, Florida**  
**Combining Balance Sheet**  
**Board and Officer General Funds**  
**For the Year Ended September 30, 2020**

	Property Appraiser General <u>Sub-Fund</u>	Supervisor of Elections General <u>Sub-Fund</u>	Interfund Eliminations & <u>Consolidations</u>	Total General <u>Fund</u>
<b><u>ASSETS</u></b>				
Cash and Equivalents	\$ 78,031	\$ 10,902	\$ -	\$ 19,087,174
Receivables, net	-	-	-	1,623,754
Due From Other Funds	1,307	33,213	(2,661,426)	1,129,316
Due From Other Governments	-	86,518	-	816,622
Other Assets	3,682	-	-	18,819
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	<u>83,020</u>	<u>130,633</u>	<u>(2,661,426)</u>	<u>22,675,685</u>
<b><u>LIABILITIES, DEFERRED OUTFLOWS AND FUND BALANCES</u></b>				
<b><u>LIABILITIES</u></b>				
Accounts Payable and Accrued Liabilities	30,032	130,589	-	1,485,138
Retainage and Capital Related Liabilities	-	-	-	34,275
Due to Other Funds	52,988	25,555	(2,661,426)	39,559
Due to Other Governments	-	-	-	469,980
Customer Deposits	-	-	-	277,001
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES	<u>83,020</u>	<u>156,144</u>	<u>(2,661,426)</u>	<u>2,305,953</u>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>				
Revenues - unavailable	-	-	-	1,751,147
<b><u>FUND BALANCES</u></b>				
Restricted	-	-	-	105,801
Assigned	-	-	-	12,811,949
Unassigned	-	(25,511)	-	5,700,835
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUND BALANCES	<u>-</u>	<u>(25,511)</u>	<u>-</u>	<u>18,618,585</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>				
	<u>\$ 83,020</u>	<u>\$ 130,633</u>	<u>\$ (2,661,426)</u>	<u>\$ 22,675,685</u>

(concluded)

**Putnam County, Florida**  
**Combining Schedule of Revenues, Expenditures**  
**and Changes in Fund Balances – Budget and Actual**  
**Board and Officer General Funds**  
**For the Year Ended September 30, 2020**

	Board of County Commissioners Sub-fund			Sheriff Sub-fund		
	Budgeted Amounts		Actual Amounts	Budgeted Amounts		Actual Amounts
	Original	Final		Original	Final	
<b>REVENUES</b>						
Taxes	\$ 36,206,859	\$ 36,206,859	\$ 36,793,640	\$ -	\$ -	\$ -
Licenses and Permits	610,000	610,000	653,791	-	-	-
Intergovernmental	8,712,842	9,436,057	10,231,177	-	-	-
Charges for Services	4,447,340	4,447,340	4,417,338	-	-	-
Fines and Forfeitures	40,700	40,700	72,018	17,000	17,000	47,357
Miscellaneous	395,800	456,452	377,834	-	85,691	85,691
<b>TOTAL REVENUES</b>	<b>50,413,541</b>	<b>51,197,408</b>	<b>52,545,798</b>	<b>17,000</b>	<b>102,691</b>	<b>133,048</b>
<b>EXPENDITURES</b>						
Current:						
General Government	8,784,547	8,915,442	7,954,877	-	-	-
Public Safety	8,570,097	8,695,536	8,609,419	21,354,857	23,352,633	21,248,195
Physical Environment	512,595	515,395	305,562	-	-	-
Transportation	30,000	30,000	30,000	-	-	-
Economic Environment	441,459	490,571	442,739	-	-	-
Human Services	2,990,247	2,995,247	2,389,653	-	-	-
Culture and Recreation	1,965,872	2,504,597	1,939,903	-	-	-
Court Related	322,016	327,837	320,552	617,260	617,260	626,472
Reserve for Contingencies	8,992,577	12,324,985	-	-	-	-
Debt Service:						
Principal Retirement	49,509	49,509	49,508	-	-	-
Interest and Fiscal Charges	11,317	11,317	11,317	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>32,670,236</b>	<b>36,860,436</b>	<b>22,053,530</b>	<b>21,972,117</b>	<b>23,969,893</b>	<b>21,874,667</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>17,743,305</b>	<b>14,336,972</b>	<b>30,492,268</b>	<b>(21,955,117)</b>	<b>(23,867,202)</b>	<b>(21,741,619)</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers In	360,000	430,452	2,839,711	21,955,117	23,867,202	23,867,202
Transfers Out	(29,457,656)	(31,106,645)	(31,088,505)	-	-	(2,095,772)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(29,097,656)</b>	<b>(30,676,193)</b>	<b>(28,248,794)</b>	<b>21,955,117</b>	<b>23,867,202</b>	<b>21,771,430</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>(11,354,351)</b>	<b>(16,339,221)</b>	<b>2,243,474</b>	<b>-</b>	<b>-</b>	<b>29,811</b>
<b>FUND BALANCES - BEGINNING OF YEAR</b>	<b>11,354,351</b>	<b>16,339,221</b>	<b>16,339,222</b>	<b>-</b>	<b>-</b>	<b>31,589</b>
<b>FUND BALANCES - END OF YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,582,696</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,400</b>

(continued)

**Putnam County, Florida**  
**Combining Schedule of Revenues, Expenditures**  
**and Changes in Fund Balances – Budget and Actual**  
**Board and Officer General Funds**  
**For the Year Ended September 30, 2020**

	Clerk of the Circuit Court Sub-fund			Tax Collector Sub-fund		
	Budgeted Amounts		Actual Amounts	Budgeted Amounts		Actual Amounts
	Original	Final		Original	Final	
<b>REVENUES</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-	-
Intergovernmental	320,142	320,142	261,728	-	-	-
Charges for Services	381,240	381,240	410,696	2,538,146	2,538,146	2,731,207
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	17,360	17,360	5,214	14,220	14,220	5,850
<b>TOTAL REVENUES</b>	<b>718,742</b>	<b>718,742</b>	<b>677,638</b>	<b>2,552,366</b>	<b>2,552,366</b>	<b>2,737,057</b>
<b>EXPENDITURES</b>						
Current:						
General Government	2,212,362	2,230,260	2,053,611	2,359,811	2,359,811	2,265,100
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Economic Environment	-	-	-	-	-	-
Human Services	-	-	-	-	-	-
Culture and Recreation	-	-	-	-	-	-
Court Related	202,275	202,275	336,267	-	-	-
Reserve for Contingencies	-	-	-	-	-	-
Debt Service:						
Principal Retirement	-	-	-	-	-	-
Interest and Fiscal Charges	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,414,637</b>	<b>2,432,535</b>	<b>2,389,878</b>	<b>2,359,811</b>	<b>2,359,811</b>	<b>2,265,100</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(1,695,895)</b>	<b>(1,713,793)</b>	<b>(1,712,240)</b>	<b>192,555</b>	<b>192,555</b>	<b>471,957</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers In	1,695,895	1,713,793	1,713,793	-	-	53,160
Transfers Out	-	-	(1,553)	(192,555)	(192,555)	(525,117)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>1,695,895</b>	<b>1,713,793</b>	<b>1,712,240</b>	<b>(192,555)</b>	<b>(192,555)</b>	<b>(471,957)</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES - BEGINNING OF YEAR</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES - END OF YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

(continued)

**Putnam County, Florida**  
**Combining Schedule of Revenues, Expenditures**  
**and Changes in Fund Balances – Budget and Actual**  
**Board and Officer General Funds**  
**For the Year Ended September 30, 2020**

	Property Appraiser Sub-fund			Supervisor of Elections Sub-fund		
	Budgeted Amounts		Actual Amounts	Budgeted Amounts		Actual Amounts
	Original	Final		Original	Final	
<b>REVENUES</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	93,610
Charges for Services	27,488	26,181	28,014	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	323	-	-	2,702
<b>TOTAL REVENUES</b>	<b>27,488</b>	<b>26,181</b>	<b>28,337</b>	<b>-</b>	<b>-</b>	<b>96,312</b>
<b>EXPENDITURES</b>						
Current:						
General Government	1,984,828	1,975,639	1,924,807	993,000	993,000	1,150,036
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Economic Environment	-	-	-	-	-	-
Human Services	-	-	-	-	-	-
Culture and Recreation	-	-	-	-	-	-
Court Related	-	-	-	-	-	-
Reserve for Contingencies	-	-	-	2,000	2,000	-
Debt Service:						
Principal Retirement	-	-	-	-	-	-
Interest and Fiscal Charges	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,984,828</b>	<b>1,975,639</b>	<b>1,924,807</b>	<b>995,000</b>	<b>995,000</b>	<b>1,150,036</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(1,957,340)</b>	<b>(1,949,458)</b>	<b>(1,896,470)</b>	<b>(995,000)</b>	<b>(995,000)</b>	<b>(1,053,724)</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers In	1,957,340	1,949,458	1,949,458	995,000	995,000	1,028,213
Transfers Out	-	-	(52,988)	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>1,957,340</b>	<b>1,949,458</b>	<b>1,896,470</b>	<b>995,000</b>	<b>995,000</b>	<b>1,028,213</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(25,511)</b>
<b>FUND BALANCES - BEGINNING OF YEAR</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES - END OF YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (25,511)</b>

(continued)

**Putnam County, Florida**  
**Combining Schedule of Revenues, Expenditures**  
**and Changes in Fund Balances – Budget and Actual**  
**Board and Officer General Funds**  
**For the Year Ended September 30, 2020**

	Subtotals			Interfund Eliminations and consolidations		
	Budgeted Amounts		Actual Amounts	Budgeted Amounts		Actual Amounts
	Original	Final		Original	Final	
<b>REVENUES</b>						
Taxes	\$ 36,206,859	\$ 36,206,859	\$ 36,793,640	\$ -	\$ -	\$ -
Licenses and Permits	610,000	610,000	653,791	-	-	-
Intergovernmental	9,032,984	9,756,199	10,586,515	-	-	-
Charges for Services	7,394,214	7,392,907	7,587,255	(1,230,000)	(1,230,000)	(1,221,750)
Fines and Forfeitures	57,700	57,700	119,375	-	-	-
Miscellaneous	427,380	573,723	477,614	-	-	-
<b>TOTAL REVENUES</b>	<b>53,729,137</b>	<b>54,597,388</b>	<b>56,218,190</b>	<b>(1,230,000)</b>	<b>(1,230,000)</b>	<b>(1,221,750)</b>
<b>EXPENDITURES</b>						
Current:						
General Government	16,334,548	16,474,152	15,348,431	(1,230,000)	(1,230,000)	(1,221,750)
Public Safety	29,924,954	32,048,169	29,857,614	-	-	-
Physical Environment	512,595	515,395	305,562	-	-	-
Transportation	30,000	30,000	30,000	-	-	-
Economic Environment	441,459	490,571	442,739	-	-	-
Human Services	2,990,247	2,995,247	2,389,653	-	-	-
Culture and Recreation	1,965,872	2,504,597	1,939,903	-	-	-
Court Related	1,141,551	1,147,372	1,283,291	-	-	-
Reserve for Contingencies	8,994,577	12,326,985	-	-	-	-
Debt Service:						
Principal Retirement	49,509	49,509	49,508	-	-	-
Interest and Fiscal Charges	11,317	11,317	11,317	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>62,396,629</b>	<b>68,593,314</b>	<b>51,658,018</b>	<b>(1,230,000)</b>	<b>(1,230,000)</b>	<b>(1,221,750)</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(8,667,492)</b>	<b>(13,995,926)</b>	<b>4,560,172</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers In	26,963,352	28,955,905	31,451,537	(26,549,523)	(28,453,726)	(30,365,207)
Transfers Out	(29,650,211)	(31,299,200)	(33,763,935)	26,549,523	28,453,726	30,365,207
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(2,686,859)</b>	<b>(2,343,295)</b>	<b>(2,312,398)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>(11,354,351)</b>	<b>(16,339,221)</b>	<b>2,247,774</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES - BEGINNING OF YEAR</b>	<b>11,354,351</b>	<b>16,339,221</b>	<b>16,370,811</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES - END OF YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,618,585</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

(continued)

**Putnam County, Florida**  
**Combining Schedule of Revenues, Expenditures**  
**and Changes in Fund Balances – Budget and Actual**  
**Board and Officer General Funds**  
**For the Year Ended September 30, 2020**

	Totals		
	Budgeted Amounts		Actual
	Original	Final	Amounts
<b>REVENUES</b>			
Taxes	\$ 36,206,859	\$ 36,206,859	\$ 36,793,640
Licenses and Permits	610,000	610,000	653,791
Intergovernmental	9,032,984	9,756,199	10,586,515
Charges for Services	6,164,214	6,162,907	6,365,505
Fines and Forfeitures	57,700	57,700	119,375
Miscellaneous	427,380	573,723	477,614
	52,499,137	53,367,388	54,996,440
<b>TOTAL REVENUES</b>			
<b>EXPENDITURES</b>			
Current:			
General Government	15,104,548	15,244,152	14,126,681
Public Safety	29,924,954	32,048,169	29,857,614
Physical Environment	512,595	515,395	305,562
Transportation	30,000	30,000	30,000
Economic Environment	441,459	490,571	442,739
Human Services	2,990,247	2,995,247	2,389,653
Culture and Recreation	1,965,872	2,504,597	1,939,903
Court Related	1,141,551	1,147,372	1,283,291
Reserve for Contingencies	8,994,577	12,326,985	-
Debt Service:			
Principal Retirement	49,509	49,509	49,508
Interest and Fiscal Charges	11,317	11,317	11,317
	61,166,629	67,363,314	50,436,268
<b>TOTAL EXPENDITURES</b>			
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	(8,667,492)	(13,995,926)	4,560,172
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers In	413,829	502,179	1,086,330
Transfers Out	(3,100,688)	(2,845,474)	(3,398,728)
	(2,686,859)	(2,343,295)	(2,312,398)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>			
<b>NET CHANGE IN FUND BALANCES</b>	(11,354,351)	(16,339,221)	2,247,774
<b>FUND BALANCES - BEGINNING OF YEAR</b>	11,354,351	16,339,221	16,370,811
<b>FUND BALANCES - END OF YEAR</b>	\$ -	\$ -	\$ 18,618,585

(concluded)

## **Non-major Governmental Funds**

### **Special Revenue Funds**

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

The County maintains the following Special Revenue Funds:

County Transportation Trust Fund – to account for the operations of the road and bridge department. Financing is provided principally by the County's share of state gasoline taxes.

Fishing Improvement Fund – to account for maintenance of the County's lakes and rivers with financing provided by recreational vessels' license fees and state grants.

Fire Taxing Unit Fund – to account for interlocal agreements with municipal fire departments within the County. Financing is provided from ad valorem taxes.

Law Enforcement Trust Fund – to account for law enforcement related projects funded by the proceeds from confiscated property forfeitures.

Law Enforcement Education Fund – to account for law enforcement training funded with proceeds from fines.

Court Improvement Fund – to account for physical improvements and security for the courthouse. Funding is provided by State of Florida grants and court related revenues.

Drivers Education Fund – to account for receipts and disbursements of designated traffic fines imposed by ordinance in accordance with Section 318.1215, Florida Statutes.

Article V Fund – to account for certain revenues generated pursuant to Article V of the Constitution of the State of Florida.

Court Technology Fund – to account for certain revenues generated pursuant to Article V of the Constitution of the State of Florida that must be expended to enhance court technology.

Crime Prevention Fund – to account for neighborhood crime prevention projects funded by the collection of fines pursuant to Section 775.083, Florida Statutes.

Federal Forfeiture Fund – to account for monies received from federal forfeitures. Expenditures can only be made in accordance with the Federal Equitable Sharing Program. In accordance with the Department of Justice and the Department of the Treasury's Executive Office for Asset Forfeiture, these funds were transferred from the Putnam County Sheriff's office to the Board of County Commissioners before September 30, 2020.

E911 System Fund – to account for the improvements and operations of the 911 emergency telephone system in the County. Financing is provided from telephone user charges.

Tourist Development Fund – to account for revenues and expenditures relating to tourist development in the County through the assessment of a tourist tax.

Communication Improvement Fund – to account for the collection of traffic infractions surcharge to be used to develop and improve a county wide public safety communications system.

Economic Development Fund – to account for revenues and expenditures made to promote economic development.

Interlachen Lakes Estates Fund – to account for the collection and use of special assessments paid by the residents of Interlachen Lakes Estates Municipal Services Benefit Unit.

## **Non-major Governmental Funds**

West Putnam Municipal Services Benefit Unit Fund – to account for the collection and use of special assessments paid by the residents of unincorporated West Putnam for road improvements.

Local Housing Assistance (SHIP) Fund – to account for funds received from the State to be used to assist eligible low income individuals to buy or construct new housing or rehabilitate older homes.

MSBU Fund – to account for the collection and use of special assessments levied to provide specific road improvements and maintenance within several Municipal Service Benefit Units.

Water Utilities Fund – to account for the collection and use of fees established to provide one or more small water systems.

Commissary Fund – to account for the commissary operations of the County's Detention Facility. Revenues are provided by sales of products to inmates. The profits can only be spent for the benefit of inmates.

Records Modernization Fund – to account for fees charged pursuant to Section 28.24, Florida Statutes, and related expenditures to modernize the public records storage and retrieval system of the County.

Article V Records Modernization Fund – to account for fees charged pursuant to Article V of the Constitution of the State of Florida, and related expenditures to fund court-related technology as defined in Section 29.008, Florida Statutes.

Court Fund – to account for certain revenues generated by and disbursements related to the Court System pursuant to Article V of the Constitution of the State of Florida.

Supervisor of Elections Grants Fund – to account for proceeds and expenditures related to state and federal grants designed to improve the elections process.

### **Debt Service Funds**

A debt service fund is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

The County maintains the following Debt Service Fund:

County Jail Fund – to account for funds acquired to pay bonded debt used to fund expansion of County jail facility.

## **Non-major Governmental Funds**

### **Capital Projects Funds**

Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

The County maintains the following non-major Capital Projects Fund:

Road Projects Fund – to account for resources to be used in developing and enhancing the County's Road System.

## **Major Governmental Capital Projects Fund**

Better Place Plan Fund – The Better Place Fund is used to account for revenues received from a one-cent discretionary surtax imposed to finance certain capital projects.

**Putnam County, Florida**  
**Combining Balance Sheet – Non-major Governmental Funds**  
**September 30, 2020**

	Special Revenue Funds				
	County Transportation Trust	Fishing Improvement	Fire Taxing Unit	Law Enforcement Trust	Law Enforcement Education
<u>ASSETS</u>					
Cash and Equivalents	\$ 2,249,776	\$ 408,395	\$ 1,970,477	\$ 57,843	\$ 5,554
Investments	-	-	-	-	-
Receivables	321	-	-	-	-
Due From Other Funds	-	-	14,004	-	-
Due From Other Governments	241,557	2,299	13,133	585	625
<b>TOTAL ASSETS</b>	<b>2,491,654</b>	<b>410,694</b>	<b>1,997,614</b>	<b>58,428</b>	<b>6,179</b>
<u>LIABILITIES, DEFERRED OUTFLOWS, AND FUND BALANCES</u>					
<u>LIABILITIES</u>					
Accounts Payable and Accrued Liabilities	189,632	27	100,285	585	-
Retainage and Capital Related Liabilities	-	-	-	-	-
Due to Other Funds	-	-	-	-	-
Due to Other Governments	-	-	-	-	-
Customer Deposits	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>189,632</b>	<b>27</b>	<b>100,285</b>	<b>585</b>	<b>-</b>
<u>DEFERRED INFLOWS OF RESOURCES</u>					
Revenues - unavailable	-	-	-	-	-
<u>FUND BALANCES</u>					
Restricted	-	410,667	1,897,329	57,843	6,179
Committed	-	-	-	-	-
Assigned	2,302,022	-	-	-	-
<b>TOTAL FUND BALANCES</b>	<b>2,302,022</b>	<b>410,667</b>	<b>1,897,329</b>	<b>57,843</b>	<b>6,179</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 2,491,654</b>	<b>\$ 410,694</b>	<b>\$ 1,997,614</b>	<b>\$ 58,428</b>	<b>\$ 6,179</b>

(continued)

**Putnam County, Florida**  
**Combining Balance Sheet – Non-major Governmental Funds**  
**September 30, 2020**

Special Revenue Funds

	<u>Court Improvement</u>	<u>Drivers Education</u>	<u>Article V</u>	<u>Court Technology</u>	<u>Crime Prevention</u>
<u>ASSETS</u>					
Cash and Equivalents	\$ 1,427,325	\$ 242,895	\$ 8,449	\$ 270,198	\$ 49,948
Investments	-	-	-	-	-
Receivables	-	-	-	-	-
Due From Other Funds	-	-	-	-	-
Due From Other Governments	4,321	695	2,881	11,016	1,281
<b>TOTAL ASSETS</b>	<u>1,431,646</u>	<u>243,590</u>	<u>11,330</u>	<u>281,214</u>	<u>51,229</u>
<u>LIABILITIES, DEFERRED OUTFLOWS, AND FUND BALANCES</u>					
<u>LIABILITIES</u>					
Accounts Payable and Accrued Liabilities	3,775	-	6,371	524	-
Retainage and Capital Related Liabilities	-	-	-	-	-
Due to Other Funds	-	-	-	-	-
Due to Other Governments	-	-	-	-	-
Customer Deposits	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<u>3,775</u>	<u>-</u>	<u>6,371</u>	<u>524</u>	<u>-</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>					
Revenues - unavailable	-	-	-	-	-
<u>FUND BALANCES</u>					
Restricted	1,427,871	243,590	4,959	280,690	51,229
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
<b>TOTAL FUND BALANCES</b>	<u>1,427,871</u>	<u>243,590</u>	<u>4,959</u>	<u>280,690</u>	<u>51,229</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<u>\$ 1,431,646</u>	<u>\$ 243,590</u>	<u>\$ 11,330</u>	<u>\$ 281,214</u>	<u>\$ 51,229</u>

(continued)

**Putnam County, Florida**  
**Combining Balance Sheet – Non-major Governmental Funds**  
**September 30, 2020**

	<b>Special Revenue Funds</b>			
	<b>Federal Forfeiture</b>	<b>E911 System</b>	<b>Tourist Development</b>	<b>Communication Improvement</b>
<b><u>ASSETS</u></b>				
Cash and Equivalents	\$ 371,392	\$ 93,884	\$ 1,456,132	\$ 62,585
Investments	-	-	-	-
Receivables	-	-	-	-
Due From Other Funds	-	-	-	-
Due From Other Governments	-	31,281	38,133	-
	371,392	125,165	1,494,265	62,585
<b>TOTAL ASSETS</b>	<b>371,392</b>	<b>125,165</b>	<b>1,494,265</b>	<b>62,585</b>
<b><u>LIABILITIES, DEFERRED OUTFLOWS, AND FUND BALANCES</u></b>				
<b><u>LIABILITIES</u></b>				
Accounts Payable and Accrued Liabilities	-	10,467	10,244	624
Retainage and Capital Related Liabilities	-	-	-	-
Due to Other Funds	-	-	-	-
Due to Other Governments	-	-	-	-
Customer Deposits	-	-	-	-
	-	10,467	10,244	624
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>10,467</b>	<b>10,244</b>	<b>624</b>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>				
Revenues - unavailable	-	-	-	-
	-	-	-	-
<b><u>FUND BALANCES</u></b>				
Restricted	371,392	114,698	1,484,021	61,961
Committed	-	-	-	-
Assigned	-	-	-	-
	371,392	114,698	1,484,021	61,961
<b>TOTAL FUND BALANCES</b>	<b>371,392</b>	<b>114,698</b>	<b>1,484,021</b>	<b>61,961</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 371,392</b>	<b>\$ 125,165</b>	<b>\$ 1,494,265</b>	<b>\$ 62,585</b>

(continued)

**Putnam County, Florida**  
**Combining Balance Sheet – Non-major Governmental Funds**  
**September 30, 2020**

	<u>Special Revenue Funds</u>			
	<u>Economic Development</u>	<u>Community Development Block Grant</u>	<u>Interlachen Lakes Estates</u>	<u>West Putnam Municipal Services Benefit Unit</u>
<u>ASSETS</u>				
Cash and Equivalents	\$ 47,837	\$ 19,777	\$ 124,372	\$ 119,396
Investments	-	-	-	-
Receivables	-	-	-	-
Due From Other Funds	-	-	-	-
Due From Other Governments	-	386,889	9,605	4,842
<b>TOTAL ASSETS</b>	<b>47,837</b>	<b>406,666</b>	<b>133,977</b>	<b>124,238</b>
<u>LIABILITIES, DEFERRED OUTFLOWS, AND FUND BALANCES</u>				
<u>LIABILITIES</u>				
Accounts Payable and Accrued Liabilities	12,500	114,666	20,010	-
Retainage and Capital Related Liabilities	-	17,000	-	-
Due to Other Funds	-	275,000	-	-
Due to Other Governments	-	-	-	-
Customer Deposits	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>12,500</b>	<b>406,666</b>	<b>20,010</b>	<b>-</b>
<u>DEFERRED INFLOWS OF RESOURCES</u>				
Revenues - unavailable	-	-	-	-
<u>FUND BALANCES</u>				
Restricted	35,337	-	113,967	124,238
Committed	-	-	-	-
Assigned	-	-	-	-
<b>TOTAL FUND BALANCES</b>	<b>35,337</b>	<b>-</b>	<b>113,967</b>	<b>124,238</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 47,837</b>	<b>\$ 406,666</b>	<b>\$ 133,977</b>	<b>\$ 124,238</b>

(continued)

**Putnam County, Florida**  
**Combining Balance Sheet – Non-major Governmental Funds**  
**September 30, 2020**

	<b>Special Revenue Funds</b>			
	<b>Local Housing Assistance</b>	<b>MSBU</b>	<b>Water Utilities</b>	<b>Commissary</b>
<b><u>ASSETS</u></b>				
Cash and Equivalents	\$ 806,346	\$ 490,708	\$ 275,910	\$ 710,262
Investments	687,360	-	-	-
Receivables	-	-	16,097	45,362
Due From Other Funds	-	-	-	-
Due From Other Governments	-	2,125	-	-
	1,493,706	492,833	292,007	755,624
<b>TOTAL ASSETS</b>	<b>1,493,706</b>	<b>492,833</b>	<b>292,007</b>	<b>755,624</b>
<b><u>LIABILITIES, DEFERRED OUTFLOWS, AND FUND BALANCES</u></b>				
<b><u>LIABILITIES</u></b>				
Accounts Payable and Accrued Liabilities	33,884	-	1,588	46,551
Retainage and Capital Related Liabilities	-	-	-	-
Due to Other Funds	-	-	-	-
Due to Other Governments	306,536	-	-	-
Customer Deposits	-	-	6,517	-
	340,420	-	8,105	46,551
<b>TOTAL LIABILITIES</b>	<b>340,420</b>	<b>-</b>	<b>8,105</b>	<b>46,551</b>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>				
Revenues - unavailable	-	-	-	-
<b><u>FUND BALANCES</u></b>				
Restricted	1,153,286	492,833	283,902	-
Committed	-	-	-	709,073
Assigned	-	-	-	-
	1,153,286	492,833	283,902	709,073
<b>TOTAL FUND BALANCES</b>	<b>1,153,286</b>	<b>492,833</b>	<b>283,902</b>	<b>709,073</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 1,493,706</b>	<b>\$ 492,833</b>	<b>\$ 292,007</b>	<b>\$ 755,624</b>

(continued)

**Putnam County, Florida**  
**Combining Balance Sheet – Non-major Governmental Funds**  
**September 30, 2020**

	<b>Special Revenue Funds</b>			
	<b>Records Modernization</b>	<b>Article V Records Modernization</b>	<b>Court Fund</b>	<b>Supervisor of Elections Grants Fund</b>
<b><u>ASSETS</u></b>				
Cash and Equivalents	\$ 344,199	\$ 1,238,690	\$ 531,153	\$ -
Investments	-	-	-	-
Receivables	-	-	296	-
Due From Other Funds	-	-	-	25,555
Due From Other Governments	-	-	306	-
	344,199	1,238,690	531,755	25,555
<b>TOTAL ASSETS</b>	<b>344,199</b>	<b>1,238,690</b>	<b>531,755</b>	<b>25,555</b>
<b><u>LIABILITIES, DEFERRED OUTFLOWS, AND FUND BALANCES</u></b>				
<b><u>LIABILITIES</u></b>				
Accounts Payable and Accrued Liabilities	-	2,005	57,894	-
Retainage and Capital Related Liabilities	-	-	-	-
Due to Other Funds	-	-	-	-
Due to Other Governments	-	-	245,412	-
Customer Deposits	-	-	228,449	-
	-	2,005	531,755	-
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>2,005</b>	<b>531,755</b>	<b>-</b>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>				
Revenues - unavailable	-	-	-	-
<b><u>FUND BALANCES</u></b>				
Restricted	344,199	1,236,685	-	25,555
Committed	-	-	-	-
Assigned	-	-	-	-
	344,199	1,236,685	-	25,555
<b>TOTAL FUND BALANCES</b>	<b>344,199</b>	<b>1,236,685</b>	<b>-</b>	<b>25,555</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 344,199</b>	<b>\$ 1,238,690</b>	<b>\$ 531,755</b>	<b>\$ 25,555</b>

(continued)

**Putnam County, Florida**  
**Combining Balance Sheet – Non-major Governmental Funds**  
**September 30, 2020**

	<u>Debt</u> <u>Service Fund</u>	<u>Capital</u> <u>Projects Fund</u>	<u>Total</u> <u>Nonmajor</u> <u>Governmental</u> <u>Funds</u>
	<u>County</u> <u>Jail</u>	<u>Road</u> <u>Projects</u>	
<u>ASSETS</u>			
Cash and Equivalents	\$ 774,015	\$ 891,399	\$ 15,048,917
Investments	-	-	687,360
Receivables	-	-	62,076
Due From Other Funds	-	-	39,559
Due From Other Governments	-	1,266,021	2,017,595
<b>TOTAL ASSETS</b>	<b>774,015</b>	<b>2,157,420</b>	<b>17,855,507</b>
<u>LIABILITIES, DEFERRED OUTFLOWS,</u> <u>AND FUND BALANCES</u>			
<u>LIABILITIES</u>			
Accounts Payable and Accrued Liabilities	-	-	611,632
Retainage and Capital Related Liabilities	-	530,809	547,809
Due to Other Funds	-	-	275,000
Due to Other Governments	-	-	551,948
Customer Deposits	-	-	234,966
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>530,809</b>	<b>2,221,355</b>
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Revenues - Unavailable	-	360,308	360,308
<u>FUND BALANCES</u>			
Restricted	774,015	1,266,303	12,262,749
Committed	-	-	709,073
Assigned	-	-	2,302,022
<b>TOTAL FUND BALANCES</b>	<b>774,015</b>	<b>1,266,303</b>	<b>15,273,844</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 774,015</b>	<b>\$ 2,157,420</b>	<b>\$ 17,855,507</b>

(concluded)

**Putnam County, Florida**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balances –**  
**Non-major Governmental Funds**  
**For the Year Ended September 30, 2020**

	<u>Special Revenue Funds</u>				
	<u>County Transportation Trust</u>	<u>Fishing Improvement</u>	<u>Fire Taxing Unit</u>	<u>Law Enforcement Trust</u>	<u>Law Enforcement Education</u>
<u>REVENUES</u>					
Taxes	\$ 2,143,345	\$ -	\$ 3,669,096	\$ -	\$ -
Licenses and Permits	2,816	33,780	-	-	-
Intergovernmental Revenue	2,387,709	10,088	214,970	-	-
Charges For Services	267,971	-	-	-	-
Fines and Forfeitures	-	-	-	36,551	11,521
Special Assessments	34,880	-	-	-	-
Miscellaneous Revenue	27,440	1,667	24,414	171	14
<b>TOTAL REVENUES</b>	<u>4,864,161</u>	<u>45,535</u>	<u>3,908,480</u>	<u>36,722</u>	<u>11,535</u>
<u>EXPENDITURES</u>					
Current:					
General Government Services	-	-	-	-	-
Public Safety	-	-	3,004,345	10,570	8,184
Physical Environment	-	35,094	-	-	-
Transportation	4,736,132	-	-	-	-
Economic Environment	-	-	-	-	-
Culture/Recreation	-	-	-	-	-
Court Related	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service:					
Principal Retirement	125,355	-	-	-	-
Interest and Fiscal Charges	11,582	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<u>4,873,069</u>	<u>35,094</u>	<u>3,004,345</u>	<u>10,570</u>	<u>8,184</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(8,908)</u>	<u>10,441</u>	<u>904,135</u>	<u>26,152</u>	<u>3,351</u>
<u>OTHER FINANCING SOURCES (USES)</u>					
Transfers In	793,284	-	14,004	-	-
Transfers Out	(30,300)	-	(83,547)	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>762,984</u>	<u>-</u>	<u>(69,543)</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>754,076</u>	<u>10,441</u>	<u>834,592</u>	<u>26,152</u>	<u>3,351</u>
<b>FUND BALANCES, October 1, 2019</b>	<u>1,547,946</u>	<u>400,226</u>	<u>1,062,737</u>	<u>31,691</u>	<u>2,828</u>
<b>FUND BALANCES, September 30, 2020</b>	<u>\$ 2,302,022</u>	<u>\$ 410,667</u>	<u>\$ 1,897,329</u>	<u>\$ 57,843</u>	<u>\$ 6,179</u>

(continued)

**Putnam County, Florida**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balances –**  
**Non-major Governmental Funds**  
**For the Year Ended September 30, 2020**

	Special Revenue Funds				
	Court Improvement	Drivers Education	Article V	Court Technology	Crime Prevention
<b>REVENUES</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Charges For Services	80,381	-	47,293	105,434	-
Fines and Forfeitures	-	12,319	-	-	19,759
Special Assessments	-	-	-	-	-
Miscellaneous Revenue	9,697	1,085	48	1,125	198
<b>TOTAL REVENUES</b>	<b>90,078</b>	<b>13,404</b>	<b>47,341</b>	<b>106,559</b>	<b>19,957</b>
<b>EXPENDITURES</b>					
Current:					
General Government Services	-	-	-	-	-
Public Safety	-	20,000	-	-	13,584
Physical Environment	-	-	-	-	-
Transportation	-	-	-	-	-
Economic Environment	-	-	-	-	-
Culture/Recreation	-	-	-	-	-
Court Related	72,793	-	82,351	87,252	-
Capital Outlay	-	-	-	-	-
Debt Service:					
Principal Retirement	-	-	-	-	-
Interest and Fiscal Charges	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>72,793</b>	<b>20,000</b>	<b>82,351</b>	<b>87,252</b>	<b>13,584</b>
<b>EXCESS (DEFICIENCY) OF</b>					
<b>REVENUES OVER EXPENDITURES</b>	<b>17,285</b>	<b>(6,596)</b>	<b>(35,010)</b>	<b>19,307</b>	<b>6,373</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	-	-	33,438	-	-
Transfers Out	-	-	-	-	-
<b>TOTAL OTHER FINANCING</b>					
<b>SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>33,438</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>17,285</b>	<b>(6,596)</b>	<b>(1,572)</b>	<b>19,307</b>	<b>6,373</b>
<b>FUND BALANCES, October 1, 2019</b>	<b>1,410,586</b>	<b>250,186</b>	<b>6,531</b>	<b>261,383</b>	<b>44,856</b>
<b>FUND BALANCES, September 30, 2020</b>	<b>\$ 1,427,871</b>	<b>\$ 243,590</b>	<b>\$ 4,959</b>	<b>\$ 280,690</b>	<b>\$ 51,229</b>

(continued)

**Putnam County, Florida**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balances –**  
**Non-major Governmental Funds**  
**For the Year Ended September 30, 2020**

	<u>Special Revenue Funds</u>			
	<u>Federal Forfeiture</u>	<u>E911 System</u>	<u>Tourist Development</u>	<u>Communication Improvement</u>
<u>REVENUES</u>				
Taxes	\$ -	\$ -	\$ 557,805	\$ -
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	438,564	-	-
Charges For Services	-	-	-	31,180
Fines and Forfeitures	67,060	-	-	22,536
Special Assessments	-	-	-	-
Miscellaneous Revenue	-	152	9,563	139
<b>TOTAL REVENUES</b>	<u>67,060</u>	<u>438,716</u>	<u>567,368</u>	<u>53,855</u>
<u>EXPENDITURES</u>				
Current:				
General Government Services	-	-	-	-
Public Safety	6,622	305,187	-	46,642
Physical Environment	-	-	-	-
Transportation	-	-	-	-
Economic Environment	-	-	356,287	-
Culture/Recreation	-	-	-	-
Court Related	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service:				
Principal Retirement	-	-	-	88,708
Interest and Fiscal Charges	-	-	-	1,985
<b>TOTAL EXPENDITURES</b>	<u>6,622</u>	<u>305,187</u>	<u>356,287</u>	<u>137,335</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>60,438</u>	<u>133,529</u>	<u>211,081</u>	<u>(83,480)</u>
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfers In	-	-	-	100,000
Transfers Out	-	(107,835)	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>-</u>	<u>(107,835)</u>	<u>-</u>	<u>100,000</u>
<b>NET CHANGE IN FUND BALANCES</b>	60,438	25,694	211,081	16,520
FUND BALANCES, October 1, 2019	<u>310,954</u>	<u>89,004</u>	<u>1,272,940</u>	<u>45,441</u>
FUND BALANCES, September 30, 2020	<u>\$ 371,392</u>	<u>\$ 114,698</u>	<u>\$ 1,484,021</u>	<u>\$ 61,961</u>

(continued)

**Putnam County, Florida**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balances –**  
**Non-major Governmental Funds**  
**For the Year Ended September 30, 2020**

	<u>Special Revenue Funds</u>			
	<u>Economic Development</u>	<u>Community Development Block Grant</u>	<u>Interlachen Lake Estates</u>	<u>West Putnam Municipal Services Benefit Unit</u>
<b>REVENUES</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	424,125	-	-
Charges For Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Special Assessments	-	-	232,413	126,386
Miscellaneous Revenue	68	514	856	640
<b>TOTAL REVENUES</b>	<b>68</b>	<b>424,639</b>	<b>233,269</b>	<b>127,026</b>
<b>EXPENDITURES</b>				
Current:				
General Government Services	-	-	-	-
Public Safety	-	-	-	-
Physical Environment	-	373,134	-	-
Transportation	-	-	276,153	124,782
Economic Environment	172,000	51,505	-	-
Culture/Recreation	-	-	-	-
Court Related	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service:				
Principal Retirement	-	-	-	-
Interest and Fiscal Charges	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>172,000</b>	<b>424,639</b>	<b>276,153</b>	<b>124,782</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(171,932)</b>	<b>-</b>	<b>(42,884)</b>	<b>2,244</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers In	181,898	-	-	-
Transfers Out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>181,898</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>9,966</b>	<b>-</b>	<b>(42,884)</b>	<b>2,244</b>
FUND BALANCES, October 1, 2019	25,371	-	156,851	121,994
FUND BALANCES, September 30, 2020	<b>\$ 35,337</b>	<b>\$ -</b>	<b>\$ 113,967</b>	<b>\$ 124,238</b>

(continued)

**Putnam County, Florida**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balances –**  
**Non-major Governmental Funds**  
**For the Year Ended September 30, 2020**

	<u>Special Revenue Funds</u>			
	<u>Local Housing Assistance</u>	<u>MSBU</u>	<u>Water Utilities</u>	<u>Commissary</u>
<u>REVENUES</u>				
Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges For Services	-	-	34,084	-
Fines and Forfeitures	-	-	-	-
Special Assessments	-	102,847	-	-
Miscellaneous Revenue	42,544	2,296	1,155	658,540
<b>TOTAL REVENUES</b>	<u>42,544</u>	<u>105,143</u>	<u>35,239</u>	<u>658,540</u>
<u>EXPENDITURES</u>				
Current:				
General Government Services	-	-	-	-
Public Safety	-	-	-	494,655
Physical Environment	-	-	22,815	-
Transportation	-	110,553	-	-
Economic Environment	229,989	-	-	-
Culture/Recreation	-	-	-	-
Court Related	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service:				
Principal Retirement	-	-	-	-
Interest and Fiscal Charges	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<u>229,989</u>	<u>110,553</u>	<u>22,815</u>	<u>494,655</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(187,445)</u>	<u>(5,410)</u>	<u>12,424</u>	<u>163,885</u>
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>(187,445)</u>	<u>(5,410)</u>	<u>12,424</u>	<u>163,885</u>
FUND BALANCES, October 1, 2019	<u>1,340,731</u>	<u>498,243</u>	<u>271,478</u>	<u>545,188</u>
<b>FUND BALANCES, September 30, 2020</b>	<u>\$ 1,153,286</u>	<u>\$ 492,833</u>	<u>\$ 283,902</u>	<u>\$ 709,073</u>

(continued)

**Putnam County, Florida**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balances –**  
**Non-major Governmental Funds**  
**For the Year Ended September 30, 2020**

	<u>Special Revenue Funds</u>			
	<u>Records Modernization</u>	<u>Article V Records Modernization</u>	<u>Court Fund</u>	<u>Supervisor of Elections Grants Fund</u>
<u>REVENUES</u>				
Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	1,009,659	37,038
Charges For Services	34,859	100,162	662,950	-
Fines and Forfeitures	-	-	165,493	-
Special Assessments	-	-	-	-
Miscellaneous Revenue	2,162	7,132	3,776	5
<b>TOTAL REVENUES</b>	<u>37,021</u>	<u>107,294</u>	<u>1,841,878</u>	<u>37,043</u>
<u>EXPENDITURES</u>				
Current:				
General Government Services	3,289	-	-	56,235
Public Safety	-	-	-	-
Physical Environment	-	-	-	-
Transportation	-	-	-	-
Economic Environment	-	-	-	-
Culture/Recreation	-	-	-	-
Court Related	-	77,042	1,841,878	-
Capital Outlay	-	-	-	-
Debt Service:				
Principal Retirement	-	-	-	-
Interest and Fiscal Charges	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<u>3,289</u>	<u>77,042</u>	<u>1,841,878</u>	<u>56,235</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>33,732</u>	<u>30,252</u>	<u>-</u>	<u>(19,192)</u>
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>33,732</u>	<u>30,252</u>	<u>-</u>	<u>(19,192)</u>
FUND BALANCES, October 1, 2019	<u>310,467</u>	<u>1,206,433</u>	<u>-</u>	<u>44,747</u>
FUND BALANCES, September 30, 2020	<u>\$ 344,199</u>	<u>\$ 1,236,685</u>	<u>\$ -</u>	<u>\$ 25,555</u>

(continued)

**Putnam County, Florida**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balances –**  
**Non-major Governmental Funds**  
**For the Year Ended September 30, 2020**

	<u>Debt</u> <u>Service Fund</u>	<u>Capital</u> <u>Projects Fund</u>	<u>Total</u> <u>Nonmajor</u> <u>Governmental</u> <u>Funds</u>
	<u>County</u> <u>Jail</u>	<u>Road</u> <u>Projects</u>	
<u>REVENUES</u>			
Taxes	\$ -	\$ 1,194,290	\$ 7,564,536
Licenses and Permits	-	-	36,596
Intergovernmental Revenue	-	3,420,170	7,942,323
Charges For Services	-	-	1,364,314
Fines and Forfeitures	-	-	335,239
Special Assessments	-	-	496,526
Miscellaneous Revenue	6,070	7,832	809,303
<b>TOTAL REVENUES</b>	<u>6,070</u>	<u>4,622,292</u>	<u>18,548,837</u>
<u>EXPENDITURES</u>			
Current:			
General Government Services	-	-	59,524
Public Safety	-	-	3,909,789
Physical Environment	-	-	431,043
Transportation	-	-	5,247,620
Economic Environment	-	-	809,781
Culture/Recreation	-	-	-
Court Related	-	-	2,161,316
Capital Outlay	-	4,642,279	4,642,279
Debt Service:			
Principal Retirement	254,100	-	468,163
Interest and Fiscal Charges	539,016	-	552,583
<b>TOTAL EXPENDITURES</b>	<u>793,116</u>	<u>4,642,279</u>	<u>18,282,098</u>
<b>EXCESS (DEFICIENCY) OF</b> <b>REVENUES OVER EXPENDITURES</b>	<u>(787,046)</u>	<u>(19,987)</u>	<u>266,739</u>
<u>OTHER FINANCING SOURCES (USES)</u>			
Transfers In	872,520	193,000	2,188,144
Transfers Out	-	-	(221,682)
<b>TOTAL OTHER FINANCING</b> <b>SOURCES (USES)</b>	<u>872,520</u>	<u>193,000</u>	<u>1,966,462</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>85,474</u>	<u>173,013</u>	<u>2,233,201</u>
<b>FUND BALANCES, October 1, 2019</b>	<u>688,541</u>	<u>1,093,290</u>	<u>13,040,643</u>
<b>FUND BALANCES, September 30, 2020</b>	<u>\$ 774,015</u>	<u>\$ 1,266,303</u>	<u>\$ 15,273,844</u>

(concluded)

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – County Transportation**  
**For the Year Ended September 30, 2020**

	<b>Budgeted Amounts</b>		<b>Actual Amounts</b>	<b>Variance With Final Budget</b>
	<b><u>Original</u></b>	<b><u>Final</u></b>		
<b><u>REVENUES</u></b>				
Taxes	\$ 2,096,294	\$ 2,096,294	\$ 2,143,345	\$ 47,051
Licenses and Permits	4,500	4,500	2,816	(1,684)
Intergovernmental Revenue	2,361,702	2,361,702	2,387,709	26,007
Charges for Services	260,238	260,238	267,971	7,733
Special Assessments	-	23,000	34,880	11,880
Miscellaneous Revenue	69,000	69,000	27,440	(41,560)
<b>TOTAL REVENUES</b>	<b>4,791,734</b>	<b>4,814,734</b>	<b>4,864,161</b>	<b>49,427</b>
<b><u>EXPENDITURES</u></b>				
Current:				
Transportation	5,512,175	5,627,188	4,736,132	891,056
Reserve for Contingencies	1,069,630	1,361,539	-	1,361,539
Debt Service:				
Principal Retirement	125,355	125,355	125,355	-
Interest and Fiscal Charges	11,582	11,582	11,582	-
<b>TOTAL EXPENDITURES</b>	<b>6,718,742</b>	<b>7,125,664</b>	<b>4,873,069</b>	<b>2,252,595</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(1,927,008)</b>	<b>(2,310,930)</b>	<b>(8,908)</b>	<b>2,302,022</b>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Transfers In	857,308	793,284	793,284	-
Transfers Out	(30,300)	(30,300)	(30,300)	-
<b>NET CHANGE IN FUND BALANCES</b>	<b>(1,100,000)</b>	<b>(1,547,946)</b>	<b>754,076</b>	<b>2,302,022</b>
<b>FUND BALANCES, October 1, 2019</b>	<b>1,100,000</b>	<b>1,547,946</b>	<b>1,547,946</b>	<b>-</b>
<b>FUND BALANCES, September 30, 2020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,302,022</b>	<b>\$ 2,302,022</b>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Fishing Improvement Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b><u>REVENUES</u></b>				
Licenses and Permits	\$ 41,200	\$ 41,200	\$ 33,780	\$ (7,420)
Intergovernmental Revenue	-	-	10,088	10,088
Miscellaneous Revenue	6,000	6,000	1,667	(4,333)
<b>TOTAL REVENUES</b>	<u>47,200</u>	<u>47,200</u>	<u>45,535</u>	<u>(1,665)</u>
<b><u>EXPENDITURES</u></b>				
Current:				
Physical Environment	239,790	239,790	35,094	204,696
Reserve for Contingencies	230,153	207,645	-	207,645
<b>TOTAL EXPENDITURES</b>	<u>469,943</u>	<u>447,435</u>	<u>35,094</u>	<u>412,341</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(422,743)	(400,235)	10,441	410,676
<b>FUND BALANCES, October 1, 2019</b>	<u>422,743</u>	<u>400,235</u>	<u>400,226</u>	<u>(9)</u>
<b>FUND BALANCES, September 30, 2020</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 410,667</u>	<u>\$ 410,667</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Fire Taxing Unit Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Taxes	\$ 3,619,961	\$ 3,619,961	\$ 3,669,096	\$ 49,135
Intergovernmental Revenue	195,500	195,500	214,970	19,470
Miscellaneous Revenue	30,000	30,000	24,414	(5,586)
<b>TOTAL REVENUES</b>	<u>3,845,461</u>	<u>3,845,461</u>	<u>3,908,480</u>	<u>63,019</u>
<u>EXPENDITURES</u>				
Current:				
Public Safety	3,776,380	3,780,492	3,004,345	776,147
Reserve for Contingencies	543,413	1,046,458	-	1,046,458
<b>TOTAL EXPENDITURES</b>	<u>4,319,793</u>	<u>4,826,950</u>	<u>3,004,345</u>	<u>1,822,605</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(474,332)</u>	<u>(981,489)</u>	<u>904,135</u>	<u>1,885,624</u>
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfers In	2,300	2,300	14,004	11,704
Transfers Out	(83,547)	(83,547)	(83,547)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(81,247)</u>	<u>(81,247)</u>	<u>(69,543)</u>	<u>11,704</u>
<b>NET CHANGE IN FUND BALANCES</b>	(555,579)	(1,062,736)	834,592	1,897,328
<b>FUND BALANCES, October 1, 2019</b>	<u>555,579</u>	<u>1,062,736</u>	<u>1,062,737</u>	<u>1</u>
<b>FUND BALANCES, September 30, 2020</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,897,329</u>	<u>\$ 1,897,329</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Law Enforcement Trust Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Fines and Forfeitures	\$ 12,000	\$ 12,000	\$ 36,551	\$ 24,551
Miscellaneous Revenue	450	450	171	(279)
<b>TOTAL REVENUES</b>	<u>12,450</u>	<u>12,450</u>	<u>36,722</u>	<u>24,272</u>
<u>EXPENDITURES</u>				
Current:				
Public Safety	34,000	38,093	10,570	27,523
Reserve for Contingencies	6,048	6,048	-	6,048
<b>TOTAL EXPENDITURES</b>	<u>40,048</u>	<u>44,141</u>	<u>10,570</u>	<u>33,571</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(27,598)	(31,691)	26,152	57,843
<b>FUND BALANCES, October 1, 2019</b>	<u>27,598</u>	<u>31,691</u>	<u>31,691</u>	<u>-</u>
<b>FUND BALANCES, September 30, 2020</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,843</u>	<u>\$ 57,843</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Law Enforcement Education Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Fines and Forfeitures	\$ 12,000	\$ 12,000	\$ 11,521	\$ (479)
Miscellaneous Revenue	50	50	14	(36)
TOTAL REVENUES	<u>12,050</u>	<u>12,050</u>	<u>11,535</u>	<u>(515)</u>
<u>EXPENDITURES</u>				
Current:				
Public Safety	<u>14,977</u>	<u>14,877</u>	<u>8,184</u>	<u>6,693</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(2,927)	(2,827)	3,351	6,178
FUND BALANCES, October 1, 2019	<u>2,927</u>	<u>2,827</u>	<u>2,828</u>	<u>1</u>
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,179</u>	<u>\$ 6,179</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Court Improvement Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Charges for Services	\$ 85,000	\$ 85,000	\$ 80,381	\$ (4,619)
Miscellaneous Revenue	12,000	12,000	9,697	(2,303)
<b>TOTAL REVENUES</b>	<u>97,000</u>	<u>97,000</u>	<u>90,078</u>	<u>(6,922)</u>
<u>EXPENDITURES</u>				
Current:				
Court Related	1,431,000	1,431,000	72,793	1,358,207
Reserve for Contingencies	108,199	76,585	-	76,585
<b>TOTAL EXPENDITURES</b>	<u>1,539,199</u>	<u>1,507,585</u>	<u>72,793</u>	<u>1,434,792</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(1,442,199)</b>	<b>(1,410,585)</b>	<b>17,285</b>	<b>1,427,870</b>
<b>FUND BALANCES, October 1, 2019</b>	<u>1,442,199</u>	<u>1,410,585</u>	<u>1,410,586</u>	<u>1</u>
<b>FUND BALANCES, September 30, 2020</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,427,871</u>	<u>\$ 1,427,871</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Drivers Education Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance</u> <u>With Final</u> <u>Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Fines and Forfeitures	\$ 13,500	\$ 13,500	\$ 12,319	\$ (1,181)
Miscellaneous Revenue	3,500	3,500	1,085	(2,415)
TOTAL REVENUES	<u>17,000</u>	<u>17,000</u>	<u>13,404</u>	<u>(3,596)</u>
<u>EXPENDITURES</u>				
Current:				
Public Safety	25,000	25,000	20,000	5,000
Reserve for Contingencies	240,716	242,185	-	242,185
TOTAL EXPENDITURES	<u>265,716</u>	<u>267,185</u>	<u>20,000</u>	<u>247,185</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(248,716)	(250,185)	(6,596)	243,589
FUND BALANCES, October 1, 2019	<u>248,716</u>	<u>250,185</u>	<u>250,186</u>	<u>1</u>
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 243,590</u>	<u>\$ 243,590</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Article V Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Charges for Services	\$ 48,000	\$ 48,000	\$ 47,293	\$ (707)
Miscellaneous Revenue	-	-	48	48
<b>TOTAL REVENUES</b>	<u>48,000</u>	<u>48,000</u>	<u>47,341</u>	<u>(659)</u>
<u>EXPENDITURES</u>				
Current:				
Court Related	<u>84,000</u>	<u>87,968</u>	<u>82,351</u>	<u>5,617</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(36,000)</u>	<u>(39,968)</u>	<u>(35,010)</u>	<u>4,958</u>
<u>OTHER FINANCING SOURCES</u>				
Transfers In	<u>33,438</u>	<u>33,438</u>	<u>33,438</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>(2,562)</u>	<u>(6,530)</u>	<u>(1,572)</u>	<u>4,958</u>
FUND BALANCES, October 1, 2019	<u>2,562</u>	<u>6,530</u>	<u>6,531</u>	<u>1</u>
<b>FUND BALANCES, September 30, 2020</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,959</u>	<u>\$ 4,959</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Court Technology Fund**  
**For the Year Ended September 30, 2020**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		
<u>REVENUES</u>				
Charges for Services	\$ 90,000	\$ 90,000	\$ 105,434	\$ 15,434
Miscellaneous Revenue	3,000	3,000	1,125	(1,875)
TOTAL REVENUES	93,000	93,000	106,559	13,559
<u>EXPENDITURES</u>				
Current:				
Court Related	241,026	241,026	87,252	153,774
Reserve for Contingencies	89,086	113,357	-	113,357
TOTAL EXPENDITURES	330,112	354,383	87,252	267,131
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(237,112)	(261,383)	19,307	280,690
FUND BALANCES, October 1, 2019	237,112	261,383	261,383	-
FUND BALANCES, September 30, 2020	\$ -	\$ -	\$ 280,690	\$ 280,690

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Crime Prevention Fund**  
**For the Year Ended September 30, 2020**

	<b>Budgeted Amounts</b>		<b>Actual Amounts</b>	<b>Variance With Final Budget</b>
	<b><u>Original</u></b>	<b><u>Final</u></b>		
<b><u>REVENUES</u></b>				
Fines and Forfeitures	\$ 19,500	\$ 19,500	\$ 19,759	\$ 259
Miscellaneous Revenue	600	600	198	(402)
<b>TOTAL REVENUES</b>	<b>20,100</b>	<b>20,100</b>	<b>19,957</b>	<b>(143)</b>
<b><u>EXPENDITURES</u></b>				
Current:				
Public Safety	55,000	56,273	13,584	42,689
Reserve for Contingencies	8,683	8,683	-	8,683
<b>TOTAL EXPENDITURES</b>	<b>63,683</b>	<b>64,956</b>	<b>13,584</b>	<b>51,372</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(43,583)</b>	<b>(44,856)</b>	<b>6,373</b>	<b>51,229</b>
<b>FUND BALANCES, October 1, 2019</b>	<b>43,583</b>	<b>44,856</b>	<b>44,856</b>	<b>-</b>
<b>FUND BALANCES, September 30, 2020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 51,229</b>	<b>\$ 51,229</b>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Federal Forfeiture Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Fines and Forfeitures	\$ 80,000	\$ 80,000	\$ 67,060	\$ (12,940)
<u>EXPENDITURES</u>				
Current				
Public Safety	80,000	80,000	6,622	73,378
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-	-	60,438	60,438
<u>OTHER FINANCING USES</u>				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
NET CHANGE IN FUND BALANCES	-	-	60,438	60,438
FUND BALANCES, October 1, 2019	-	-	310,954	310,954
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 371,392</u>	<u>\$ 371,392</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – E911 System Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Intergovernmental Revenue	\$ 392,851	\$ 495,245	\$ 438,564	\$ (56,681)
Miscellaneous Revenue	5,000	5,000	152	(4,848)
<b>TOTAL REVENUES</b>	<u>397,851</u>	<u>500,245</u>	<u>438,716</u>	<u>(61,529)</u>
<u>EXPENDITURES</u>				
Current:				
Public Safety	<u>507,692</u>	<u>489,248</u>	<u>305,187</u>	<u>184,061</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(109,841)	10,997	133,529	122,532
<u>OTHER FINANCING USES</u>				
Transfers Out	<u>(100,000)</u>	<u>(100,000)</u>	<u>(107,835)</u>	<u>(7,835)</u>
<b>NET CHANGE IN FUND BALANCES</b>	(209,841)	(89,003)	25,694	114,697
FUND BALANCES, October 1, 2019	<u>209,841</u>	<u>89,003</u>	<u>89,004</u>	<u>1</u>
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 114,698</u>	<u>\$ 114,698</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Tourist Development Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Taxes	\$ 494,652	\$ 494,652	\$ 557,805	\$ 63,153
Miscellaneous Revenue	17,000	17,000	9,563	(7,437)
TOTAL REVENUES	<u>511,652</u>	<u>511,652</u>	<u>567,368</u>	<u>55,716</u>
<u>EXPENDITURES</u>				
Current:				
Economic Environment	<u>1,553,136</u>	<u>1,553,136</u>	<u>356,287</u>	<u>1,196,849</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(1,041,484)	(1,041,484)	211,081	1,252,565
FUND BALANCES, October 1, 2019	<u>1,041,484</u>	<u>1,041,484</u>	<u>1,272,940</u>	<u>231,456</u>
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,484,021</u>	<u>\$ 1,484,021</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Communication Improvement Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Charges for Services	\$ 28,814	\$ 28,814	\$ 31,180	\$ 2,366
Fines and Forfeitures	22,000	22,000	22,536	536
Miscellaneous Revenue	1,000	1,000	139	(861)
<b>TOTAL REVENUES</b>	<b>51,814</b>	<b>51,814</b>	<b>53,855</b>	<b>2,041</b>
<u>EXPENDITURES</u>				
Current:				
Public Safety	96,145	96,145	46,642	49,503
Reserve for Contingencies	6,372	10,651	-	10,651
Debt Service:				
Principal	88,708	88,708	88,708	-
Interest and Fiscal Charges	1,751	1,751	1,985	(234)
<b>TOTAL EXPENDITURES</b>	<b>192,976</b>	<b>197,255</b>	<b>137,335</b>	<b>59,920</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(141,162)</b>	<b>(145,441)</b>	<b>(83,480)</b>	<b>61,961</b>
<u>OTHER FINANCING SOURCES</u>				
Transfers In	100,000	100,000	100,000	-
<b>NET CHANGE IN FUND BALANCES</b>	<b>(41,162)</b>	<b>(45,441)</b>	<b>16,520</b>	<b>61,961</b>
<b>FUND BALANCES, October 1, 2019</b>	<b>41,162</b>	<b>45,441</b>	<b>45,441</b>	<b>-</b>
<b>FUND BALANCES, September 30, 2020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,961</b>	<b>\$ 61,961</b>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Economic Development Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Miscellaneous Revenue	\$ 200	\$ 200	\$ 68	\$ (132)
<u>EXPENDITURES</u>				
Current:				
Economic Environment	<u>207,469</u>	<u>207,469</u>	<u>172,000</u>	<u>35,469</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(207,269)	(207,269)	(171,932)	35,337
<u>OTHER FINANCING SOURCES</u>				
Transfers In	<u>174,451</u>	<u>181,898</u>	<u>181,898</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	(32,818)	(25,371)	9,966	35,337
FUND BALANCES, October 1, 2019	<u>32,818</u>	<u>25,371</u>	<u>25,371</u>	<u>-</u>
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,337</u>	<u>\$ 35,337</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Community Development Block Grant**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Intergovernmental Revenue	\$ -	\$ 4,319,507	\$ 424,125	\$ (3,895,382)
Miscellaneous Revenue	-	-	514	514
<b>TOTAL REVENUES</b>	<b>-</b>	<b>4,319,507</b>	<b>424,639</b>	<b>(3,894,868)</b>
<u>EXPENDITURES</u>				
Current:				
Physical Environment	-	3,569,507	373,134	3,196,373
Economic Environment	-	750,000	51,505	698,495
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>4,319,507</b>	<b>424,639</b>	<b>3,894,868</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES, October 1, 2019</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES, September 30, 2020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Interlachen Lakes Estates Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Special Assessments	\$ 208,637	\$ 208,637	\$ 232,413	\$ 23,776
Miscellaneous Revenue	2,420	2,420	856	(1,564)
TOTAL REVENUES	<u>211,057</u>	<u>211,057</u>	<u>233,269</u>	<u>22,212</u>
<u>EXPENDITURES</u>				
Current:				
Transportation	234,600	265,100	276,153	(11,053)
Reserve for Contingencies	115,129	102,808	-	102,808
TOTAL EXPENDITURES	<u>349,729</u>	<u>367,908</u>	<u>276,153</u>	<u>91,755</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(138,672)	(156,851)	(42,884)	113,967
FUND BALANCES, October 1, 2019	<u>138,672</u>	<u>156,851</u>	<u>156,851</u>	<u>-</u>
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 113,967</u>	<u>\$ 113,967</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – West Putnam Municipal Services Benefit Unit Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance</u> <u>With Final</u> <u>Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Special Assessments	\$ 132,000	\$ 132,000	\$ 126,386	\$ (5,614)
Miscellaneous Revenue	1,830	1,830	640	(1,190)
TOTAL REVENUES	133,830	133,830	127,026	(6,804)
<u>EXPENDITURES</u>				
Current:				
Transportation	201,571	201,571	124,782	76,789
Reserve for Contingencies	31,999	54,252	-	54,252
TOTAL EXPENDITURES	233,570	255,823	124,782	131,041
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(99,740)	(121,993)	2,244	124,237
FUND BALANCES, October 1, 2019	99,740	121,993	121,994	1
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 124,238</u>	<u>\$ 124,238</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Local Housing Assistance Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance</u> <u>With Final</u> <u>Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Miscellaneous Revenue	\$ 4,000	\$ 4,000	\$ 42,544	\$ 38,544
<u>EXPENDITURES</u>				
Current:				
Economic Environment	<u>951,134</u>	<u>1,344,731</u>	<u>229,989</u>	<u>1,114,742</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(947,134)	(1,340,731)	(187,445)	1,153,286
FUND BALANCES, October 1, 2019	<u>947,134</u>	<u>1,340,731</u>	<u>1,340,731</u>	<u>-</u>
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,153,286</u>	<u>\$ 1,153,286</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – MSBU Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Special Assessments	\$ 94,575	\$ 94,575	\$ 102,847	\$ 8,272
Miscellaneous Revenue	7,000	7,000	2,296	(4,704)
TOTAL REVENUES	<u>101,575</u>	<u>101,575</u>	<u>105,143</u>	<u>3,568</u>
<u>EXPENDITURES</u>				
Current:				
Transportation	157,193	167,193	110,553	56,640
Reserve for Contingencies	<u>439,149</u>	<u>432,624</u>	<u>-</u>	<u>432,624</u>
TOTAL EXPENDITURES	<u>596,342</u>	<u>599,817</u>	<u>110,553</u>	<u>489,264</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(494,767)	(498,242)	(5,410)	492,832
FUND BALANCES, October 1, 2019	<u>494,767</u>	<u>498,242</u>	<u>498,243</u>	<u>1</u>
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 492,833</u>	<u>\$ 492,833</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Water Utilities Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Charges for Services	\$ 32,500	\$ 32,500	\$ 34,084	\$ 1,584
Miscellaneous Revenue	3,000	3,000	1,155	(1,845)
<b>TOTAL REVENUES</b>	<u>35,500</u>	<u>35,500</u>	<u>35,239</u>	<u>(261)</u>
<u>EXPENDITURES</u>				
Current:				
Physical Environment	30,650	30,650	22,815	7,835
Reserve for Contingencies	271,501	276,327	-	276,327
<b>TOTAL EXPENDITURES</b>	<u>302,151</u>	<u>306,977</u>	<u>22,815</u>	<u>284,162</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(266,651)</b>	<b>(271,477)</b>	<b>12,424</b>	<b>283,901</b>
<b>FUND BALANCES, October 1, 2019</b>	<u>266,651</u>	<u>271,477</u>	<u>271,478</u>	<u>1</u>
<b>FUND BALANCES, September 30, 2020</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 283,902</u>	<u>\$ 283,902</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Commissary Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance</u> <u>With Final</u> <u>Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Miscellaneous Revenue	\$ 600,000	\$ 658,500	\$ 658,540	\$ 40
<u>EXPENDITURES</u>				
Current:				
Public Safety	<u>600,000</u>	<u>658,500</u>	<u>494,655</u>	<u>163,845</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-	-	163,885	163,885
FUND BALANCES, October 1, 2019	<u>-</u>	<u>-</u>	<u>545,188</u>	<u>545,188</u>
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 709,073</u>	<u>\$ 709,073</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Records Modernization Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Charges for Services	\$ 34,000	\$ 34,000	\$ 34,859	\$ 859
Miscellaneous Revenue	3,000	3,000	2,162	(838)
TOTAL REVENUES	37,000	37,000	37,021	21
<u>EXPENDITURES</u>				
Current:				
General Government Services	103,000	103,000	3,289	99,711
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(66,000)	(66,000)	33,732	99,732
FUND BALANCES, October 1, 2019	66,000	66,000	310,467	244,467
FUND BALANCES, September 30, 2020	\$ -	\$ -	\$ 344,199	\$ 344,199

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Article V Records Modernization Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance</u> <u>With Final</u> <u>Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Charges for Services	\$ 94,000	\$ 94,000	\$ 100,162	\$ 6,162
Miscellaneous Revenue	12,800	12,800	7,132	(5,668)
TOTAL REVENUES	106,800	106,800	107,294	494
<u>EXPENDITURES</u>				
Current:				
Court Related	266,800	266,800	77,042	189,758
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(160,000)	(160,000)	30,252	190,252
FUND BALANCES, October 1, 2019	160,000	160,000	1,206,433	1,046,433
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,236,685</u>	<u>\$ 1,236,685</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Court Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Intergovernmental Revenue	\$ 1,041,451	\$ 878,256	\$ 1,009,659	\$ 131,403
Charges for Services	839,515	761,423	662,950	(98,473)
Fines and Forfeitures	208,400	208,400	165,493	(42,907)
Miscellaneous Revenue	6,304	6,304	3,776	(2,528)
<b>TOTAL REVENUES</b>	<b>2,095,670</b>	<b>1,854,383</b>	<b>1,841,878</b>	<b>(12,505)</b>
<u>EXPENDITURES</u>				
Current:				
Court Related	2,084,084	1,854,383	1,841,878	12,505
Reserve for Contingencies	11,586	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,095,670</b>	<b>1,854,383</b>	<b>1,841,878</b>	<b>12,505</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES, October 1, 2019</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES, September 30, 2020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Supervisor of Elections - Grant Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance</u> <u>With Final</u> <u>Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Intergovernmental Revenue	\$ 19,188	\$ 19,188	\$ 37,038	\$ 17,850
Miscellaneous Revenues	-	-	5	5
TOTAL REVENUES	19,188	19,188	37,043	17,855
<u>EXPENDITURES</u>				
Current:				
General Government Services	19,188	19,188	56,235	(37,047)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-	-	(19,192)	(19,192)
FUND BALANCES, October 1, 2019	-	-	44,747	44,747
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,555</u>	<u>\$ 25,555</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual - County Jail Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance</u> <u>With Final</u> <u>Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Miscellaneous Revenue	\$ 11,000	\$ 11,000	\$ 6,070	\$ (4,930)
<b>EXPENDITURES</b>				
Current:				
Reserve for Contingencies	780,001	778,945	-	778,945
Debt Service:				
Principal Retirement	254,100	254,100	254,100	-
Interest and Fiscal Charges	539,016	539,016	539,016	-
<b>TOTAL EXPENDITURES</b>	<u>1,573,117</u>	<u>1,572,061</u>	<u>793,116</u>	<u>778,945</u>
<b>EXCESS (DEFICIENCY) OF REVENUES</b> <b>OVER EXPENDITURES</b>	(1,562,117)	(1,561,061)	(787,046)	774,015
<b>OTHER FINANCING SOURCES</b>				
Transfers In	<u>872,520</u>	<u>872,520</u>	<u>872,520</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCES</b>	(689,597)	(688,541)	85,474	774,015
<b>FUND BALANCES, October 1, 2019</b>	<u>689,597</u>	<u>688,541</u>	<u>688,541</u>	<u>-</u>
<b>FUND BALANCES, September 30, 2020</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 774,015</u>	<u>\$ 774,015</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – MSBU Loan Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Special Assessments	\$ 13,000	\$ -	\$ -	\$ -
Miscellaneous Revenue	10,000	-	-	-
TOTAL REVENUES	<u>23,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	23,000	-	-	-
<u>OTHER FINANCING USES</u>				
Transfers Out	<u>(64,024)</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES, October 1, 2019	<u>41,024</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Capital Projects Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance</u> <u>With Final</u> <u>Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Intergovernmental Revenue	\$ 500,000	\$ 1,967,135	\$ -	\$ (1,967,135)
<u>EXPENDITURES</u>				
Capital Outlay-Physical Environment	<u>500,000</u>	<u>1,967,135</u>	<u>-</u>	<u>1,967,135</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-	-	-	-
FUND BALANCES, October 1, 2019	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES, September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances –**  
**Budget and Actual – Road Projects Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance</u> <u>With Final</u> <u>Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Taxes	\$ 1,147,121	\$ 1,147,121	\$ 1,194,290	\$ 47,169
Intergovernmental Revenue	3,018,869	11,701,999	3,420,170	(8,281,829)
Miscellaneous Revenue	5,000	5,000	7,832	2,832
<b>TOTAL REVENUES</b>	<u>4,170,990</u>	<u>12,854,120</u>	<u>4,622,292</u>	<u>(8,231,828)</u>
<u>EXPENDITURES</u>				
Capital Outlay-Transportation	4,211,933	12,895,063	4,642,279	8,252,784
Reserve for Contingencies	1,532,788	1,245,411	-	1,245,411
<b>TOTAL EXPENDITURES</b>	<u>5,744,721</u>	<u>14,140,474</u>	<u>4,642,279</u>	<u>9,498,195</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(1,573,731)	(1,286,354)	(19,987)	1,266,367
<u>OTHER FINANCING SOURCES</u>				
Transfers In	193,064	193,064	193,000	(64)
<b>NET CHANGE IN FUND BALANCES</b>	(1,380,667)	(1,093,290)	173,013	1,266,303
<b>FUND BALANCES, October 1, 2019</b>	<u>1,380,667</u>	<u>1,093,290</u>	<u>1,093,290</u>	<u>-</u>
<b>FUND BALANCES, September 30, 2020</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,266,303</u>	<u>\$ 1,266,303</u>

**Putnam County, Florida**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances**  
**Budget and Actual – Better Place Plan Fund**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>		<u>With Final Budget</u>
<u>REVENUES</u>				
Taxes	\$6,093,489	\$6,093,489	\$6,319,582	\$ 226,093
Miscellaneous Revenue	113,500	113,500	61,632	(51,868)
<b>TOTAL REVENUES</b>	<u>6,206,989</u>	<u>6,206,989</u>	<u>6,381,214</u>	<u>174,225</u>
<u>EXPENDITURES</u>				
Capital Outlay:				
Public Safety	2,330,000	2,330,000	-	2,330,000
Physical Environment	352,294	440,261	117,760	322,501
Transportation	5,642,984	5,642,984	2,953,766	2,689,218
Culture & Recreation	200,000	200,000	41,753	158,247
Reserve for Contingencies	2,918,954	2,406,617	-	2,406,617
<b>TOTAL EXPENDITURES</b>	<u>11,444,232</u>	<u>11,019,862</u>	<u>3,113,279</u>	<u>7,906,583</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(5,237,243)	(4,812,873)	3,267,935	8,080,808
<u>OTHER FINANCING USES</u>				
Transfers Out	(1,422,520)	(1,492,972)	(1,507,321)	(14,349)
<b>NET CHANGE IN FUND BALANCES</b>	(6,659,763)	(6,305,845)	1,760,614	8,066,459
<b>FUND BALANCES, October 1, 2019</b>	<u>6,659,763</u>	<u>6,305,845</u>	<u>6,305,845</u>	<u>-</u>
<b>FUND BALANCES, September 30, 2020</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$8,066,459</u>	<u>\$ 8,066,459</u>

## **Business-type Activities – Enterprise Funds**

### Enterprise Funds

The County uses Enterprise funds to account for the activity in its Water and Wastewater Utility System, Port Authority, and its Waste Management System.

East Putnam Water Fund – This fund accounts for the operations of the water and wastewater utility systems. Customers are charged for services provided. The following Schedule of Net Position by Department and Schedule of Revenues, Expenses and Changes in Fund Net Position by Department provides more in-depth information between the water and wastewater services accounted for in the fund.

**Putnam County, Florida**  
**Schedule of Net Position by Department**  
**East Putnam Water Fund**  
**September 30, 2020**

	<b>Water Services Department</b>	<b>Waste-Water Services Department</b>	<b>Total</b>
<b><u>ASSETS</u></b>			
<b>CURRENT ASSETS:</b>			
Cash and Equivalents	\$ 96,783	\$ -	\$ 96,783
Receivables, Net	52,677	53,219	105,896
Due From Other Governments	-	219,188	219,188
<b>TOTAL CURRENT ASSETS</b>	<b>149,460</b>	<b>272,407</b>	<b>421,867</b>
<b>NONCURRENT ASSETS:</b>			
Restricted Cash and Equivalents	819,358	131,823	951,181
Capital Assets, Net	24,054,382	17,658,012	41,712,394
<b>TOTAL NONCURRENT ASSETS</b>	<b>24,873,740</b>	<b>17,789,835</b>	<b>42,663,575</b>
<b>TOTAL ASSETS</b>	<b>25,023,200</b>	<b>18,062,242</b>	<b>43,085,442</b>
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>			
OPEB	3,335	-	3,335
Pensions	57,969	-	57,969
<b>TOTAL DEFERRED OUTFLOWS</b>	<b>61,304</b>	<b>-</b>	<b>61,304</b>
<b><u>LIABILITIES</u></b>			
<b>CURRENT LIABILITIES:</b>			
Accounts Payable & Accrued Liabilities	108,196	19,269	127,465
Retainage & Capital Related Liabilities	-	141,379	141,379
Deposits	72,500	1,990	74,490
Current Portion of Compensated Absences:	16,740	-	16,740
Current Portion of Net Pension Liability	332	-	332
Current Portion of Long-Term Debt	618,842	114,827	733,669
<b>TOTAL CURRENT LIABILITIES</b>	<b>816,610</b>	<b>277,465</b>	<b>1,094,075</b>
<b>NONCURRENT LIABILITIES</b>			
Compensated Absences	14,260	-	14,260
Notes Payable	4,667,345	724,034	5,391,379
Revenue Bonds	5,386,000	3,007,000	8,393,000
OPEB	15,288	-	15,288
Net Pension Liability	193,145	-	193,145
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>10,276,038</b>	<b>3,731,034</b>	<b>14,007,072</b>
<b>TOTAL LIABILITIES</b>	<b>11,092,648</b>	<b>4,008,499</b>	<b>15,101,147</b>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>			
OPEB	2,183	-	2,183
Pensions	7,763	-	7,763
<b>TOTAL DEFERRED INFLOWS</b>	<b>9,946</b>	<b>-</b>	<b>9,946</b>
<b><u>NET POSITION</u></b>			
Net Investment in Capital Assets	13,382,195	13,670,772	27,052,967
Unrestricted	599,715	382,971	982,686
<b>TOTAL NET POSITION</b>	<b>\$ 13,981,910</b>	<b>\$ 14,053,743</b>	<b>\$28,035,653</b>

**Putnam County, Florida**  
**Schedule of Revenues, Expenses and Changes in Fund Net Position by Department**  
**East Putnam Water Fund**  
**For the Year Ended September 30, 2020**

	<u>Water Services Department</u>	<u>Waste-Water Services Department</u>	<u>Total</u>
<u>OPERATING REVENUES</u>			
User Fees and Assessments	\$ 699,699	\$ 457,342	\$ 1,157,041
<u>OPERATING EXPENSES</u>			
Personal Services	262,845	-	262,845
Contractual Services	1,205	3,532	4,737
Repairs and Maintenance	58,908	9,054	67,962
Other Operating Expenses	251,827	80,536	332,363
Depreciation	833,752	478,394	1,312,146
TOTAL OPERATING EXPENSES	<u>1,408,537</u>	<u>571,516</u>	<u>1,980,053</u>
OPERATING INCOME (LOSS)	<u>(708,838)</u>	<u>(114,174)</u>	<u>(823,012)</u>
<u>NON OPERATING REVENUES</u>			
<u>(EXPENSES)</u>			
Interest Revenue	5,036	668	5,704
Interest Expense	<u>(388,564)</u>	<u>(99,538)</u>	<u>(488,102)</u>
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>(383,528)</u>	<u>(98,870)</u>	<u>(482,398)</u>
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS	(1,092,366)	(213,044)	(1,305,410)
Capital Contributions - Grants	420	1,119,300	1,119,720
Capital Contributions	-	514,768	514,768
Transfers In	<u>680,684</u>	<u>-</u>	<u>680,684</u>
CHANGE IN NET POSITION	\$ (411,262)	\$ 1,421,024	\$ 1,009,762
NET POSITION, Beginning of Year			<u>\$ 27,025,891</u>
NET POSITION, End of Year			<u>\$ 28,035,653</u>

## Internal Service Funds

Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

The County administers the following Internal Service Funds:

Fleet Maintenance Fund - to account for the costs of providing a maintenance facility for automotive equipment used by other departments.

Group Insurance Reserve Fund - to accumulate funds for the payment of premiums for employees' health and accident insurance.

Risk Management Fund - to account for the costs and the allocation of costs relating to various insurance carried by the County except health and life insurance benefits for County employees.

**Putnam County, Florida**  
**Combining Statement of Net Position -**  
**Internal Service Funds**  
**September 30, 2020**

	<u>Fleet Maintenance</u>	<u>Group Insurance Reserve</u>	<u>Risk Management Fund</u>	<u>Totals</u>
<b><u>CURRENT ASSETS</u></b>				
Cash and Equivalents	\$ 81,006	\$1,850,331	\$ 1,731,254	\$ 3,662,591
Receivables	-	971	-	971
Due from Other Governments	2,397	117,526	9,349	129,272
Inventory	198,113	-	-	198,113
<b>TOTAL CURRENT ASSETS</b>	<b>281,516</b>	<b>1,968,828</b>	<b>1,740,603</b>	<b>3,990,947</b>
<b><u>NONCURRENT ASSETS</u></b>				
Capital Assets, Net	7,527	-	-	7,527
<b>TOTAL ASSETS</b>	<b>289,043</b>	<b>1,968,828</b>	<b>1,740,603</b>	<b>3,998,474</b>
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>				
OPEB	5,907	776	1,504	8,187
Pensions	95,750	14,299	15,916	125,965
<b>TOTAL DEFERRED OUTFLOWS</b>	<b>101,657</b>	<b>15,075</b>	<b>17,420</b>	<b>134,152</b>
<b><u>CURRENT LIABILITIES</u></b>				
Accounts Payable and Accrued Liabilities	16,616	514,867	537,325	1,068,808
Estimated Liability for Self-Insured Losses	-	275,322	383,026	658,348
Compensated Absences	20,520	8,640	7,020	36,180
Net Pension Liability	548	82	91	721
<b>TOTAL CURRENT LIABILITIES</b>	<b>37,684</b>	<b>798,911</b>	<b>927,462</b>	<b>1,764,057</b>
<b><u>NONCURRENT LIABILITIES</u></b>				
Compensated Absences	17,480	7,360	5,980	30,820
Estimated Liability for Self Insured Losses	-	-	500,000	500,000
OPEB Liability	27,075	3,555	6,894	37,524
Net Pension Liability	319,025	47,644	53,031	419,700
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>363,580</b>	<b>58,559</b>	<b>565,905</b>	<b>988,044</b>
<b>TOTAL LIABILITIES</b>	<b>401,264</b>	<b>857,470</b>	<b>1,493,367</b>	<b>2,752,101</b>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>				
OPEB	3,867	508	985	5,360
Pensions	12,823	1,915	2,132	16,870
<b>TOTAL DEFERRED INFLOWS</b>	<b>16,690</b>	<b>2,423</b>	<b>3,117</b>	<b>22,230</b>
<b><u>NET POSITION</u></b>				
Net Investment in Capital Assets	7,527	-	-	7,527
Unrestricted	(34,781)	1,124,010	261,539	1,350,768
<b>TOTAL NET POSITION</b>	<b>\$ (27,254)</b>	<b>\$1,124,010</b>	<b>\$ 261,539</b>	<b>\$ 1,358,295</b>

**Putnam County, Florida**  
**Combining Statement of Revenues, Expenses and Changes in Fund Net Position**  
**Internal Service Funds**  
**For the Year Ended September 30, 2020**

	<u>Fleet Maintenance</u>	<u>Group Insurance Reserve</u>	<u>Risk Management Fund</u>	<u>Totals</u>
<u>OPERATING REVENUES</u>				
User Charges	\$ 1,145,039	\$5,897,262	\$ 1,527,706	\$ 8,570,007
Miscellaneous	53	134,124	22,642	156,819
<b>TOTAL OPERATING REVENUES</b>	<u>1,145,092</u>	<u>6,031,386</u>	<u>1,550,348</u>	<u>8,726,826</u>
<u>OPERATING EXPENSES</u>				
Personal Services	424,802	63,042	75,747	563,591
Insurance	14,427	1,747,222	860,763	2,622,412
Claims Expense	-	4,814,378	600,229	5,414,607
Contractual Services	249,546	15,836	3,950	269,332
Repairs and Maintenance	26,466	-	-	26,466
Other Operating Expenses	462,401	-	-	462,401
Depreciation Expense	6,799	-	-	6,799
<b>TOTAL OPERATING EXPENSES</b>	<u>1,184,441</u>	<u>6,640,478</u>	<u>1,540,689</u>	<u>9,365,608</u>
<b>OPERATING INCOME (LOSS)</b>	<u>(39,349)</u>	<u>(609,092)</u>	<u>9,659</u>	<u>(638,782)</u>
Transfers In	32,025	1,396,192	667,733	2,095,950
Transfers Out	(1,886)	-	-	(1,886)
<b>CHANGE IN NET POSITION</b>	(9,210)	787,100	677,392	1,455,282
<b>NET POSITION, Beginning of Year</b>	<u>(18,044)</u>	<u>336,910</u>	<u>(415,853)</u>	<u>(96,987)</u>
<b>NET POSITION, End of Year</b>	<u>\$ (27,254)</u>	<u>\$1,124,010</u>	<u>\$ 261,539</u>	<u>\$ 1,358,295</u>

**Putnam County, Florida**  
**Combining Statement of Cash Flows – Internal Service Funds**  
**For the Year Ended September 30, 2020**

	<u>Fleet Maintenance</u>	<u>Group Insurance Reserve</u>	<u>Risk Management Fund</u>	<u>Totals</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>				
Receipts from Customers	\$ 1,143,904	\$6,032,065	\$ 1,565,841	\$8,741,810
Payments to Suppliers	(859,081)	(5,815,914)	(2,212,751)	(8,887,746)
Payments to Employees	<u>(381,543)</u>	<u>(55,544)</u>	<u>(66,881)</u>	<u>(503,968)</u>
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>(96,720)</u>	<u>160,607</u>	<u>(713,791)</u>	<u>(649,904)</u>
<u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</u>				
Transfers In	32,025	1,396,192	667,733	2,095,950
Transfers Out	<u>(1,886)</u>	<u>-</u>	<u>-</u>	<u>(1,886)</u>
NET CASH PROVIDED (USED) BY NONCAPITAL FINANCING ACTIVITIES	<u>30,139</u>	<u>1,396,192</u>	<u>667,733</u>	<u>2,094,064</u>
NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS	(66,581)	1,556,799	(46,058)	1,444,160
CASH AND EQUIVALENTS, October 1, 2019	<u>147,587</u>	<u>293,532</u>	<u>1,777,312</u>	<u>2,218,431</u>
CASH AND EQUIVALENTS, September 30, 2020	<u>\$ 81,006</u>	<u>\$1,850,331</u>	<u>\$ 1,731,254</u>	<u>\$3,662,591</u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:				
Operating Income (Loss)	(39,349)	(609,092)	9,659	(638,782)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:				
Depreciation	6,799	-	-	6,799
Changes in:				
Accounts Receivable	-	(276)	24,842	24,566
Due From Other Governments	(1,188)	955	(9,349)	(9,582)
Inventory	(4,338)	-	-	(4,338)
Deferred Outflows	(19,016)	(3,092)	(3,440)	(25,548)
Accounts Payable & Accrued Liabilities	(99,781)	486,531	(747,363)	(360,613)
Estimated Liability for Self Insured Losse:	-	275,322	-	275,322
Compensated Absences	4,000	1,000	1,000	6,000
OPEB Liability	2,453	116	2,315	4,884
Net Pension Liability	69,044	11,351	10,892	91,287
Deferred Inflows	<u>(15,344)</u>	<u>(2,208)</u>	<u>(2,347)</u>	<u>(19,899)</u>
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>\$ (96,720)</u>	<u>\$ 160,607</u>	<u>\$ (713,791)</u>	<u>\$ (649,904)</u>

## Fiduciary Funds

### Agency Funds

Agency funds are used to report resources held in a purely custodial capacity.

The County maintains the following Agency Funds:

Clerk of the Circuit Court Agency Fund – to account for assets held by the Office as an agent for individuals, private organizations, and/or other governments.

Sheriff Agency Fund – to account for assets held by the Office as an agent for individuals, private organizations, and/or other governments.

Tax Collector Agency Fund – to account for assets held by the Office as an agent for individuals, private organizations, and/or other governments.

**Putnam County, Florida**  
**Combining Statement of Fiduciary Net Position – Agency Funds**  
**September 30, 2020**

	<b>Clerk of the Circuit Court</b>	<b>Sheriff</b>	<b>Tax Collector</b>	<b>Totals</b>
<b><u>ASSETS</u></b>				
Cash and Equivalents	\$ 441,902	\$ 96,074	\$ 1,967,287	\$2,505,263
Receivables	-	-	189,842	189,842
<b>TOTAL ASSETS</b>	<b>\$ 441,902</b>	<b>\$ 96,074</b>	<b>\$2,157,129</b>	<b>\$2,695,105</b>
<b><u>LIABILITIES</u></b>				
Assets Held for Others	<b>\$ 441,902</b>	<b>\$ 96,074</b>	<b>\$2,157,129</b>	<b>\$2,695,105</b>

**Putnam County, Florida**  
**Combining Statement of Changes in Assets and Liabilities**  
**Agency Funds**  
**For the Year Ended September 30, 2020**

	<u>Balance October 1, 2019</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance September 30, 2020</u>
<b><u>CLERK OF THE CIRCUIT COURT</u></b>				
Assets:				
Cash and Equivalents	\$ 1,042,982	\$ 3,553,809	\$ 4,154,889	\$ 441,902
Receivables	-	-	-	-
Total Assets	<u>1,042,982</u>	<u>3,553,809</u>	<u>4,154,889</u>	<u>441,902</u>
Liabilities:				
Assets Held for Others	<u>\$ 1,042,982</u>	<u>\$ 1,752,582</u>	<u>\$ 2,353,662</u>	<u>\$ 441,902</u>
<b><u>SHERIFF</u></b>				
Assets:				
Cash and Equivalents	\$ 78,379	\$ 1,073,644	\$ 1,055,949	\$ 96,074
Receivables	103	-	103	-
Total Assets	<u>78,482</u>	<u>1,073,644</u>	<u>1,056,052</u>	<u>96,074</u>
Liabilities:				
Assets Held for Others	<u>\$ 78,482</u>	<u>\$ 1,109,072</u>	<u>\$ 1,091,480</u>	<u>\$ 96,074</u>
<b><u>TAX COLLECTOR</u></b>				
Assets:				
Cash and Equivalents	\$ 1,887,708	\$ 69,094,630	\$ 69,015,051	\$ 1,967,287
Receivables	211,112	20,453,432	20,474,702	189,842
Total Assets	<u>\$ 2,098,820</u>	<u>\$ 89,548,062</u>	<u>\$ 89,489,753</u>	<u>\$ 2,157,129</u>
Liabilities:				
Assets Held for Others	<u>\$ 2,098,820</u>	<u>\$ 89,548,062</u>	<u>\$ 89,489,753</u>	<u>\$ 2,157,129</u>
<b><u>TOTALS - ALL AGENCY FUNDS</u></b>				
Assets:				
Cash and Equivalents	\$ 3,009,069	\$ 73,722,083	\$ 74,225,889	\$ 2,505,263
Receivables	211,215	20,453,432	20,474,805	189,842
Total Assets	<u>\$ 3,220,284</u>	<u>\$ 94,175,515</u>	<u>\$ 94,700,694</u>	<u>\$ 2,695,105</u>
Liabilities:				
Assets Held for Others	<u>\$ 3,220,284</u>	<u>\$ 92,409,716</u>	<u>\$ 92,934,895</u>	<u>\$ 2,695,105</u>

## **Discretely Presented Component Unit**

The Putnam County Development Authority – promotes economic growth and development in all areas of the county.

**Putnam County Development Authority**  
**Statement of Net Position**  
**September 30, 2020**

**ASSETS:**

**CURRENT ASSETS**

Cash and Equivalents	\$ 197,709
Investments in Certificates of Deposits	115,649
<b>TOTAL CURRENT ASSETS</b>	<b>313,358</b>

**NONCURRENT ASSETS**

Non Depreciable Capital Assets	473,853
Depreciable Capital Assets, Net	69,560
<b>TOTAL NONCURRENT ASSETS</b>	<b>543,413</b>

<b>TOTAL ASSETS</b>	<b>856,771</b>
---------------------	----------------

**LIABILITIES:**

**CURRENT LIABILITIES**

Accounts Payable and Accrued Liabilities	184
--	-----

**NET POSITION:**

Net Investment in Capital Assets	543,413
Unrestricted	313,174
<b>TOTAL NET POSITION</b>	<b>856,587</b>

<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 856,771</b>
---	-------------------

**Putnam County Development Authority**  
**Statement of Revenues, Expenses and Changes in Fund Net Position**  
**For the Year Ended September 30, 2020**

<u>OPERATING REVENUES</u>	
Rent	<u>\$ 10,505</u>
<u>OPERATING EXPENSES</u>	
Contractual Services	2,400
Other Operating Expenses	2,739
Depreciation Expense	<u>3,956</u>
TOTAL OPERATING EXPENSES	<u>9,095</u>
OPERATING INCOME (LOSS)	<u>1,410</u>
<u>NON OPERATING REVENUES</u>	
Interest Revenue	<u>1,061</u>
CHANGE IN NET POSITION	2,471
NET POSITION, October 1, 2019	<u>854,116</u>
NET POSITION, September 30, 2020	<u><u>\$ 856,587</u></u>

**Putnam County Development Authority**  
**Statement of Cash Flows**  
**For the Year Ended September 30, 2020**

<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>	
Receipts from Customers	\$ 10,505
Payments to Suppliers	<u>(5,139)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>5,366</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>	
Interest on Cash & Equivalents	<u>310</u>
CHANGE IN CASH AND EQUIVALENTS	5,676
CASH AND EQUIVALENTS, October 1, 2019	<u>192,033</u>
CASH AND EQUIVALENTS, September 30, 2020	<u>\$ 197,709</u>
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES:	
Operating Income	\$ 1,410
Depreciation	<u>3,956</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 5,366</u>
NONCASH INVESTING ACTIVITIES:	
Change in fair value of investments	\$ 751

**Putnam County, Florida**  
**Schedule of Expenditures of Federal Awards and State Financial Assistance**  
**For the Year Ended September 30, 2020**

<u>Federal Agency</u>	<u>Federal CFDA Number</u>	<u>Contract Number</u>	<u>Expenditures</u>	<u>Program Total</u>
<u>DEPARTMENT OF HOUSING &amp; URBAN DEVELOPMENT</u>				
Passed Through Florida Depart. of Economic Opportunity:				
Community Development Block Grant- Disaster Recove	14.228	HM007	\$ 373,134	
Community Development Block Grant - Housing	14.228	20DB-00-04-64-01-H06	51,504	424,638
<u>DRUG ENFORCEMENT ADMINISTRATION</u>				
Organized Crime Drug Enforcement Task Force	16.U01	NF000	14,114	
<u>DEPARTMENT OF JUSTICE</u>				
Direct Assistance:				
State Criminal Alien Assistance Program	16.606	2019-AP-BX-0077	3,731	
Asset Forfeiture Program-Equitable Sharing	16.922	--	6,623	
Passed Through Office of Attorney General:				
Crime Victim Assistance	16.575	VOCA-2019-PCSO 0-00127	177,937	
Passed Through Florida Coalition Against Domestic Violence:				
Violence Against Women Formula Grant	16.588	20-8023-LE-ENH	73,501	
Passed Through Bureau of Justice Assistance				
Bulletproof Vest Partnership	16.607	--	8,768	
Passed Through Florida Depart. of Law Enforcement:				
Special Data Collections and Statistical Studies	16.734	2020-NCSX-PUTN-1-D6-009	11,400	
Edward Byrne Justice Assistance Grant Program	16.738	2019-DJ-BX-0087	17,887	
Edward Byrne Justice Assistance Grant Program	16.738	2018-MU-BX-0292	12,650	30,537
<u>DEPARTMENT OF TRANSPORTATION</u>				
Passed Through Florida Department of Transportation:				
Highway Planning and Construction Cluster:				
- Sport Compelx	20.205	433996-1-38-01	500	
Highway Planning and Construction Cluster:		433996-1-58-01, 433996-1-68-02		
- St. Johs Ave. Bike Trail from Francis	20.205	and 433996-1-68-40	8,345	
Highway Planning and Construction Cluster:		430512-1-58-01, 430512-68-02		
- Crescent City Bike Trail	20.205	and 430512-1-68-40	648,773	657,618
Highway Safety Cluster:				
- National Priority Safety Program	20.616	MSHVE-20-06-10/G1F22	1,252	

NOTE: For fiscal year ending 9/30/20, the County did not have any expenditures to subrecipients.

(continued)

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

**Putnam County, Florida**  
**Schedule of Expenditures of Federal Awards and State Financial Assistance**  
**For the Year Ended September 30, 2020**

<u>Federal Agency</u>	<u>Federal CFDA Number</u>	<u>Contract Number</u>	<u>Expenditures</u>	<u>Program Total</u>
<u>FLORIDA DIVISION OF EMERGENCY MANAGEMENT</u>				
COVID-19 - Coronavirus Relief Fund	21.019	Y2288	\$ 1,050,315	
<u>GENERAL SERVICES ADMINISTRATION</u>				
Passed Through State Department of Management Services: Federal Surplus Property	39.003	--	27,188	
<u>ELECTIONS ASSISTANCE COMMISSION</u>				
Passed Through Department of State, Division of Elections				
Help America Vote Act Requirements	90.401	MOA 2014-2015-0001-PUT	10,955	
Help America Vote Act Requirements	90.401	MOA 2015-2016-0006-PUT	25,555	
Help America Vote Act Requirements	90.401	MOA 2016-2017-0001-PUT	4,834	41,344
2018 HAVA Election Security Grant-Cybersecurity Initiative	90.404	MOA 2019-2020-0001-PUT	18,575	
COVID-19 - 2018 HAVA Election Security Grant	90.404	MOA 2020-0001-PUT	85,826	104,401
<u>DEPARTMENT OF HEALTH AND HUMAN SERVICES</u>				
Passed Through Florida Department of Health				
Mosquito Control/Zika	93.354		22,814	
Passed Through State Department of Revenue:				
Child Support Enforcement - Title IV-D Reimbursements	93.563	CSS90/1901 FLCSES	276,286	
<u>EXECUTIVE OFFICE OF THE PRESIDENT</u>				
Office of National Drug Control and Policy				
Passed Through St. Johns County, Florida:				
HIDTA - DEA Task Force Overtime	95.001	DEAOTF	15,561	
<u>DEPARTMENT OF HOMELAND SECURITY</u>				
Passed Through State Division of Emergency Management:				
Disaster Grants - Public Assist. - Tropical Storm Debby	97.036	13-DB-73-04-64-02-611	143,269	
Disaster Grants - Public Assist. - Hurricane Matthew	97.036	17-PA-U5-04-64-02-262	383,464	
Disaster Grants - Public Assist. - Hurricane Irma	97.036	PA-00-04-64-02-042	(53,268)	
Disaster Grants - Public Assist. - Hurricane Irma	97.036	84202F/Z0005	947	
Disaster Grants - Public Assist. - Hurricane Dorian	97.036	PA-00-04-64-15-062	9,069	483,481
Emergency Management Performance Grants	97.042	G0032	32,543	
Emergency Management Performance Grants	97.042	G0115	32,896	65,439
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$ 3,496,948</u>	

NOTE: For fiscal year ending 9/30/20, the County did not have any expenditures to subrecipients.

(continued)

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

**Putnam County, Florida**  
**Schedule of Expenditures of Federal Awards and State Financial Assistance**  
**For the Year Ended September 30, 2020**

<u>State Agency</u>	<u>CSFA Number</u>	<u>Contract Number</u>	<u>Expenditures</u>	<u>Project Total</u>
<u>EXECUTIVE OFFICE OF THE GOVERNOR</u>				
Division of Emergency Management				
Emergency Management Program	31.063	A0031	\$ 90,687	
Emergency Management Program	31.063	A0132	19,512	110,199
Hurricane Shelter Retrofit Project	31.068	18SR-3B-04-64-01-392	15,520	
<u>DEPARTMENT OF ENVIRONMENTAL PROTECTION</u>				
Small County Consolidated Grants	37.012	SC027	90,909	
Statewide Surface Water Restoration & Wastewater Projects: Dog Branch Creek	37.039	LP54061	1,126,172	
Water line to East Palatka Fire Station	37.039	LP54063	420	1,126,592
<u>FLORIDA HOUSING FINANCE CORPORATION</u>				
State Housing Initiatives Program	40.901	2014 - 2015	(47,105)	
State Housing Initiatives Program	40.901	2015 - 2016	277,094	229,989
<u>DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES</u>				
Mosquito Control - State Aid	42.003	26495	34,497	
<u>DEPARTMENT OF STATE AND SECRETARY OF STATE</u>				
State Aid to Libraries	45.030	20-ST-53	145,259	
<u>DEPARTMENT OF EDUCATION</u>				
Coach Aaron Feis Guardian Program	48.140	96U-90210-9D001	29,616	
<u>DEPARTMENT OF TRANSPORTATION</u>				
Small County Outreach Program - Ashley Lake Blvd	55.009	436460-1-54-01	6,243	
Small County Outreach Program - Ashley Lake Blvd II	55.009	436460-2-54-01	1,261,653	
Small County Outreach Program - Lake Susan Rd	55.009	435331-3-54-01	96,250	
Small County Outreach Program - St Johns Ave.	55.009	443700-1-54-01	107,161	
Small County Outreach Program - CR310 Bridge	55.009	446944-1-54-01	167	
Small County Outreach Program - CR309D Bridge	55.009	446945-1-54-01	360,140	1,831,614
<u>DEPARTMENT OF HEALTH</u>				
County Grant Awards	64.005	C8054	10,142	
<u>DEPARTMENT OF MANAGEMENT SERVICES</u>				
Wireless 911 Emergency Telephone System	72.001	19-04-27	53,836	
Wireless 911 Emergency Telephone System	72.001	19-10-19	61,201	115,037
<u>FISH AND WILDLIFE CONSERVATION COMMISSION</u>				
Derelict Vessel Removal Grant	77.005	19154	10,087	
<b>TOTAL EXPENDITURES OF STATE FINANCIAL ASSISTANCE</b>			<b>\$ 3,749,461</b>	

Note: For fiscal year ending 9/30/20, the County did not have any expenditures to subrecipients.

(concluded)

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

**Putnam County, Florida**  
**Notes to Schedule of Expenditures of Federal Awards and State Financial Assistance**  
**For the Year Ended September 30, 2020**

**NOTE 1 – BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance includes the federal and state award activity of the County under programs of the federal and state government for the year ended September 30, 2020. The information in this Schedule is presented in accordance with the 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.

Because this schedule presents only a selected portion of the operations of the County, it is not intended to and does not present the financial position, changes in net position or cash flows of the County.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on this schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized when they become a demand on current available financial resources. Expenditures on contracts dated before or on December 26, 2014 are recognized following the cost principles in OMB Circular A-133, and expenditures on all subsequent contracts are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedules represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

**NOTE 3 – INDIRECT COST RATE**

The County has elected not to use the 10% de minimis indirect cost rate as outlined in the Uniform Guidance.

**NOTE 4 – SUBRECIPIENTS**

The County did not provide federal or state awards to sub-recipients.

**NOTE 5 – PRIOR YEAR EXPENDITURES**

Expenditures of \$143,269 for Tropical Storm Debby and \$9,069 for Hurricane Dorian were incurred in a prior year. In fiscal year 2019 the County reported expenditures of \$53,268 for Hurricane Irma because they were obligated by the Division of Emergency Management during that fiscal year. However, these expenditures were disallowed in fiscal year 2020.

**NOTE 6 - OTHER**

The County does not participate in any loan or loan guarantee programs, nor did the County receive any non-cash federal or state assistance in fiscal year 2020.

Additional Elements Required  
By the Rules of the Auditor General

## **MANAGEMENT LETTER**

The Honorable County Commissioners  
Putnam County, Florida

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

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

### ***Auditors' Responsibility***

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; the audit requirements of Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Costs 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 Auditors' 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*; and Independent Auditors' Report on Compliance for Each Major Federal Program and State Project and Report on Internal Control over Compliance Required by the Uniform Guidance and Chapter 10.550, Rules of the Auditor General; and Report on the Schedule of Federal Awards and State Financial Assistance; Schedule of Findings and Questioned Costs; and Independent Auditor's Reports on examinations 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 March 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 findings and recommendations made in the preceding financial audit report. Corrective Actions have been taken to address audit findings and recommendations made in the preceding financial audit report.

### ***Financial Condition and Management***

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 to identify the specific condition(s) met. In connection with our audit, we determined that the County did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

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 review of financial information provided by 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.

***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 note 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, the Board of County Commissioners of Putnam County, Florida, and applicable management, and it 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. Please let us know if you have any questions or comments concerning this letter, our accompanying reports, or other matters.

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

Jacksonville, Florida  
March 29, 2021



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRLcpa.com

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

The Honorable County Commissioners  
Putnam County, Florida

We have examined the Putnam County, Florida's (the "County") 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 County's compliance with the specified requirements. Our responsibility is to express an opinion on the County's 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 County complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the County complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the County's compliance with specified 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 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.*

Jacksonville, Florida  
March 29, 2021



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRlcpa.com

**INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE WITH SECTIONS 365.172(10) AND 365.173(2)(d), FLORIDA STATUTES**

The Honorable County Commissioners  
Putnam County, Florida

We have examined Putnam County, Florida's (the "County") compliance with the requirements of Section 365.172(10), Florida Statutes, *Authorized Expenditures of E911 Fee*, and Section 365.173(2)(d), Florida Statutes, *Distribution and Use of (E911) Funds*, during the year ended September 30, 2020. Management is responsible for the County's compliance with the specified requirements. Our responsibility is to express an opinion on the County's 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 County complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the County complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the County's compliance with specified 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 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, LLC*

Jacksonville, Florida  
March 29, 2021

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

The Honorable County Commissioners  
Putnam 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 *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 discretely presented component unit and remaining fund information of Putnam 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 March 29, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2020-001, which we consider to be a significant deficiency.

## **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 noted certain matters that we have reported in separately-issued reports for the County's constitutional officers.

## **The County's Response to Finding**

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

## **Purpose of this Report**

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

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

Jacksonville, Florida

March 29, 2021



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRlcpa.com

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

The Honorable County Commissioners  
Putnam County, Florida

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

We have audited Putnam County, Florida's (the "County") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and the requirements described in the Department of Financial Services' State Projects Compliance Supplement that could have a direct and material effect on each of its major federal programs and state projects for the year ended September 30, 2020. The County's major federal program and state 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 federal and state statutes, regulations, and the terms and conditions of its federal and state awards applicable to its federal programs and state projects.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of the County's major federal programs and state projects based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; 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. Those standards, the Uniform Guidance, and Chapter 10.550, Rules of the Auditor General, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program or state project occurred. An audit includes examining, on a test basis, evidence about the County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program and state project. However, our audit does not provide a legal determination of the County's compliance.

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

In our opinion, the County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs and state 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 compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program and state project to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and state project and to test and report on internal control over compliance in accordance with the 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 Putnam County, Florida's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program or state project on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program or state project will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program or state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that were not identified.

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

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

Jacksonville, Florida  
March 29, 2021

Schedule of Findings and Questioned Costs  
Year ended September 30, 2020

**SECTION I – SUMMARY OF AUDITORS’ RESULTS**

*Financial Statements:*

- |  |            |
|--|------------|
| 1. Type of auditors’ report issued   | Unmodified |
| 2. Internal control over financial reporting:                                    |            |
| a. Material weaknesses identified?   | No         |
| b. Significant deficiencies identified not considered to be material weaknesses? | Yes        |
| c. Noncompliance material to the financial statements noted?                     | No         |

*Federal and State Awards:*

- |   |            |
|---|------------|
| 1. Type of auditors’ report issued on compliance for major programs/projects  | Unmodified |
| 2. Internal control over major programs/projects:   |            |
| a. Material weaknesses identified?  | No         |
| b. Significant deficiencies identified not considered to be material weaknesses?  | None noted |
| 3. Any audit findings disclosed that are required to be reported in accordance with 2CFR section 200.516(a) and Chapter 10.557, Rules of the Auditor General? | None noted |

4. Identification of major programs/projects:

<u>Federal Program</u>	<u>Federal CFDA Number</u>
Coronavirus Relief Fund	21.019

<u>State Projects</u>	<u>State CFSA Number</u>
Small County Outreach Program	55.009
Wireless 911 Emergency Telephone System	
Rural County Grant Program	72.001

- |  |           |
|--|-----------|
| 5. Dollar threshold used to distinguish between type A and type B federal programs and state projects: | \$750,000 |
| 6. Auditee qualified as low-risk auditee under 2 CFR 200.520?  | Yes       |

Schedule of Findings and Questioned Costs  
Year ended September 30, 2020

---

**SECTION II – FINANCIAL STATEMENT FINDINGS**

**2020-001**    **Criteria:** In accordance with established County procedures, a physical count of inventories should be performed and reconciled annually to the accounting records.

**Condition:** The physical inventory performed by the Fleet department at fiscal year-end resulted in a material difference between the inventory records and the accounting records recorded by management.

**Cause:** A material adjustment to inventory was required to be recorded in the accounting records at year end by management.

**Effect:** Large adjustments to inventory could be indicative of an unreliable inventory system and/or inventory records or potentially undetected losses of inventory.

**Recommendation:** Management should review the inputs and outputs of the inventory system on a regular basis and the procedures used by the Fleet department when conducting its physical inventory and implement steps to improve the integrity of the process and results.

**Views of responsible officials:** See accompanying corrective action plan.

**SECTION III – FINDINGS AND QUESTIONED COSTS -  
FEDERAL PROGRAMS**

-None -

**SECTION IV – FINDINGS AND QUESTIONED COSTS -  
STATE PROJECTS**

-None -

Summary Schedule of Prior Audit Findings  
(Relative to Federal Programs and State Projects)

---

There were no prior audit findings relative to federal programs and state projects.



## PUTNAM COUNTY

2509 Crill Avenue, Suite 200  
PALATKA, FLORIDA 32177  
(386) 329-0205

## BOARD OF COUNTY COMMISSIONERS

BILL PICKENS  
District 1

JEFF RAWLS  
District 2

TERRY TURNER  
District 3

LARRY HARVEY  
District 4

PAUL ADAMCZYK  
District 5

March 29, 2021

The Honorable Sherill F. Norman  
Florida Auditor General  
P. O. Box 1735  
Tallahassee, FL 32302

Dear Ms. Norman:

In accordance with Section 218.39, Florida Statutes, the following statements are submitted in response to the Putnam County Board of County Commissioners Audit Report for the fiscal year ending September 30, 2020. The responses are keyed to the numbering of the Schedule of Findings:

2020-001 Although the County's physical inventory differences were nominal compared to Fleet's internal inventory software, there was a material difference between those records and the accounting general ledger. However, this difference was not considered a material weakness to internal control over financial reporting.

County administration is currently implementing new inventory software at the Fleet Maintenance Department. A physical inventory count will be completed and verified with the counts and values entered into the new software. In addition, management will monitor the flow of inventory receipts and billings to ensure accuracy to the accounting records.

Sincerely,

A handwritten signature in blue ink, appearing to read "Terry Suggs".

Terry Suggs  
County Administrator

Putnam County  
Clerk of the Circuit Court

Audit Report

September 30, 2020

**Putnam County Clerk of the Circuit Court  
September 30, 2020**

**Table of Contents**

	<b><u>Page</u></b>
<b>Independent Auditors' Report</b>	1
<b>Financial Statements</b>	
Governmental Funds:	
Balance Sheet	4
Statement of Revenues, Expenditures and Changes in Fund Balances	5
Fiduciary Funds:	
Statement of Fiduciary Net Position	6
Notes to Financial Statements	7
<b>Required Supplementary Information</b>	
Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund	12
Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – Court Fund	13
Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – Records Modernization Fund	14
Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – Article V Records Modernization Fund	15
<b>Supplementary Information</b>	
Combining Statement of Fiduciary Net Position – Agency Funds	16
<b>Additional Elements Required by the Rules of the Auditor</b>	
<b>General</b>	
Management Letter	17
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	19

## **Table of Contents**

Independent Accountants' Report on Compliance with Section 218.415, Florida Statutes.	21
Independent Accountants' Report on Compliance with Sections 28.35 and 28.36, Florida Statutes.	22
Independent Accountants' Report on Compliance with Section 61.181, Florida Statutes.	23
Schedule of Findings	24
Elected Official's Response to Auditors' Comments	--



**Carr, Riggs & Ingram, LLC**  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRLcpa.com

## **INDEPENDENT AUDITORS' REPORT**

The Honorable Matt Reynolds  
Clerk of the Circuit Court  
Putnam 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 Putnam County Clerk of the Circuit Court (the "Office") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Office'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.

### ***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 auditors' 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 financial position of each major fund and the aggregate remaining fund information of the Office as of September 30, 2020, and the changes in financial position, where applicable, 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 position of the major funds, and the aggregate remaining fund information, only for that portion of the major funds, and the aggregate remaining fund information, of Putnam County, Florida, that is attributable to the Office. They do not purport to, and do not, present fairly the financial position of Putnam County, Florida, as of September 30, 2020, and the changes in its financial position 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***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, as listed in the table of contents, be presented to supplement the financial statements. Such information, although not a required part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the 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 financial statements, and other knowledge we obtained during our audit of the 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.

#### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Office's financial statements. The combining statement of fiduciary net position is presented for purposes of additional analysis and is not a required part of the financial statements. The supplementary 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. Such 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 information is fairly stated in all material respects in relation to the 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 March 1, 2021 on our consideration of the Office'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 solely 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 effectiveness of the Office's 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 Office's internal control over financial reporting and compliance.

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

Jacksonville, Florida  
March 1, 2021

# Putnam County Clerk of the Circuit Court

## Balance Sheet - Governmental Funds As of September 30, 2020

	General Fund	Court Fund	Records Modernization Fund	Article V Records Modernization Fund	Total Governmental Funds
<b>Assets</b>					
Equity in pooled cash and equivalents	\$ 773,884	\$ 531,153	\$ 344,199	\$ 1,238,690	\$ 2,887,926
Accounts receivable	2,013	296	-	-	2,309
Due from other county agencies	17,998	-	-	-	17,998
Due from other governments	48,967	306	-	-	49,273
Other assets	10,663	-	-	-	10,663
<b>Total assets</b>	<b>\$ 853,525</b>	<b>\$ 531,755</b>	<b>\$ 344,199</b>	<b>\$ 1,238,690</b>	<b>\$ 2,968,169</b>
<b>Liabilities and fund balances</b>					
Liabilities:					
Accounts payable and accrued liabilities	\$ 168,236	\$ 57,894	-	\$ 2,005	\$ 228,135
Due to other county agencies	1,553	11,713	-	-	13,266
Due to other governments	424,824	233,699	-	-	658,523
Customer deposits	258,912	228,449	-	-	487,361
<b>Total liabilities</b>	<b>853,525</b>	<b>531,755</b>	<b>-</b>	<b>2,005</b>	<b>1,387,285</b>
Fund Balances:					
Restricted:					
Restricted for records modernization	-	-	344,199	-	344,199
Restricted for court-related technology and program enhancements	-	-	-	1,236,685	1,236,685
<b>Total fund balances</b>	<b>-</b>	<b>-</b>	<b>344,199</b>	<b>1,236,685</b>	<b>1,580,884</b>
<b>Total liabilities and fund balances</b>	<b>\$ 853,525</b>	<b>\$ 531,755</b>	<b>\$ 344,199</b>	<b>\$ 1,238,690</b>	<b>\$ 2,968,169</b>

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

**Putnam County Clerk of the Circuit Court**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Year ended September 30, 2020**

	General Fund	Court Fund	Records Modernization Fund	Article V Records Modernization Fund	Total Governmental Funds
<b>Revenues</b>					
Intergovernmental	\$ 261,728	\$ 1,022,164	\$ -	\$ -	\$1,283,892
Charges for services	410,696	662,950	34,859	100,162	1,208,667
Fines and forfeitures	-	165,493	-	-	165,493
Interest	5,140	3,502	2,162	7,132	17,936
Other miscellaneous revenue	74	274	-	-	348
<b>Total revenues</b>	<b>677,638</b>	<b>1,854,383</b>	<b>37,021</b>	<b>107,294</b>	<b>2,676,336</b>
<b>Expenditures</b>					
Current:					
General government services	2,053,611	-	3,289	-	2,056,900
Court related	336,267	1,841,878	-	77,042	2,255,187
<b>Total expenditures</b>	<b>2,389,878</b>	<b>1,841,878</b>	<b>3,289</b>	<b>77,042</b>	<b>4,312,087</b>
<b>Excess of revenues over (under) expenditures</b>	<b>(1,712,240)</b>	<b>12,505</b>	<b>33,732</b>	<b>30,252</b>	<b>(1,635,751)</b>
<b>Other financing sources (uses)</b>					
Appropriation from board of county commissioners	1,713,793	-	-	-	1,713,793
Budget appropriation reverted to board of county commissioners	(1,553)	-	-	-	(1,553)
Reversion to the clerks of court operations corporation	-	(12,505)	-	-	(12,505)
<b>Total other financing sources (uses)</b>	<b>1,712,240</b>	<b>(12,505)</b>	<b>-</b>	<b>-</b>	<b>1,699,735</b>
<b>Net change in fund balances</b>	<b>-</b>	<b>-</b>	<b>33,732</b>	<b>30,252</b>	<b>63,984</b>
<b>Fund balances - October 1, 2019</b>	<b>-</b>	<b>-</b>	<b>310,467</b>	<b>1,206,433</b>	<b>1,516,900</b>
<b>Fund balances - September 30, 2020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 344,199</b>	<b>\$1,236,685</b>	<b>\$1,580,884</b>

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

**Putnam County Clerk of the Circuit Court**

**Statement of Fiduciary Net Position  
As of September 30, 2020**

---

	Agency Funds
<hr/>	
<b>Assets</b>	
Equity in pooled cash and equivalents	\$ 441,902
<b>Liabilities</b>	
Assets held for others	441,902
<hr/>	
Net position	\$ -

---

---

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

# Putnam County Clerk of the Circuit Court

## Notes to Financial Statements

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

The accounting policies of the office of the Putnam County Clerk of the Circuit Court (the “Office”) conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

#### ***Reporting Entity***

The Clerk of the Circuit Court is an elected constitutional officer, whose office is established by Article VIII of the Constitution of the State of Florida and is governed by various provisions of state law.

The Office is an integral part of Putnam County, which is the primary government for financial reporting purposes.

#### ***Basis of Presentation***

The Office’s financial statements have been prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida (the “Rules”). These financial statements are the fund financial statements required by generally accepted accounting principles. However, these fund financial statements do not constitute a complete presentation because, in conformity with the Rules, the Office has not presented the government-wide financial statements, the reconciliations to those government-wide financial statements, management’s discussion and analysis, or the pension or other post-employment benefit related required supplementary information. Also, certain notes to the financial statements may supplement rather than duplicate the notes included in the County’s countywide financial statements. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial position, where applicable, of each major fund, and the aggregate remaining fund information, only for that portion of each major fund, and the aggregate remaining fund information, of Putnam County, Florida, that is attributable to the Office. They do not purport to, and do not, present fairly the financial position of Putnam 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.

#### ***Fund Accounting***

Accounts are organized on the basis of 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 its assets, liabilities, deferred outflows, deferred inflows, 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 focus of fund financial statements is on major funds, each displayed in a separate column. All nonmajor funds are aggregated and displayed in a single column.

# Putnam County Clerk of the Circuit Court Notes to Financial Statements

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

The Office reports the following major governmental funds:

General Fund - The General Fund is the primary operating fund. It is used to account for and report all financial resources not accounted for and reported in another fund.

Court Fund – The Court Fund is used to account for all court-related activities funded by appropriations from the state and certain fees retained by the office.

Records Modernization Fund – The Records Modernization Fund is used to account for fees charges pursuant to Section 28.24(12)(d), Florida Statutes, and related expenditures to modernize the public records storage and retrieval system of the County.

Article V Records Modernization Fund – The Article V Records Modernization Fund is used to account for fees and fines charged pursuant to Sections 28.24(12)(e)(1) and 28.37, Florida Statutes, and related expenditures to fund court-related technology as defined in Section 29.008, Florida Statutes, and court-related program enhancements.

The Office also reports the following fiduciary fund:

Agency Funds – Agency Funds are used to account for assets held in a custodial capacity.

### ***Fund Balance***

The Office 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 Office is bound to honor constraints on the specific purposes for which amounts in the funds can be spent.

Fund balance classifications are described below:

*Non-spendable Fund Balance* – Non-spendable 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.

# Putnam County Clerk of the Circuit Court Notes to Financial Statements

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

*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 Office's highest level of decision-making authority, which is a policy of the Office. Committed amounts cannot be used for any other purpose unless the Office removes those constraints by taking the same type of action.

*Assigned Fund Balance* – Assigned fund balances are amounts that are constrained by the Office's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by (a) the constitutional officer or (b) a body or official to which the constitutional officer has delegated the authority to assign amounts used for specific purposes.

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

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

### **Measurement Focus/Basis of Accounting**

All governmental funds are accounted for on a current financial resources measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources." Their operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets and, accordingly, are said to present a summary of sources and uses of "available spendable resources" during a period.

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

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, principal and interest on long-term debt are recognized when due.

Agency fund assets and liabilities are accounted for on the accrual basis of accounting.

### **Capital Assets and Long-Term Liabilities**

Capital assets used by the Office are recorded and accounted for by the Putnam County Board of County Commissioners.

# Putnam County Clerk of the Circuit Court

## Notes to Financial Statements

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

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities. They are instead reported as liabilities in the financial statements of the County.

#### **Equity in Pooled Cash and Equivalents**

The Office maintains a cash and equivalents pool that is available for use by all funds. Each fund's portion of this pool is displayed on the balance sheet as "Equity in Pooled Cash and Equivalents". If a fund overdraws its account in the pool, a liability and corresponding receivable (i.e., due to/from other funds) are reported on the balance sheet. Management has designated the General Fund as the fund to report a receivable.

#### **Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make various estimates. Actual results could differ from those estimates.

### NOTE 2 – DEPOSITS AND INVESTMENTS

#### **Deposits**

All deposits of the Office are placed in a bank that qualifies as a public depository pursuant to the provisions of the Florida Security or 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 all funds are entirely collateralized throughout the fiscal year.

#### **Investments**

The Office has adopted an investment policy pursuant to Section 218.415, Florida Statutes, which allows for surplus funds to be invested in the following:

- a. The Local Government Surplus Funds Trust fund (the "State Pool") or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act as provided in Section 163.01, Florida Statutes,
- b. Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- c. Interest bearing time deposits and savings accounts in state-certified qualified public depositories.
- d. Direct obligations of the U.S. Treasury.

# Putnam County Clerk of the Circuit Court

## Notes to Financial Statements

### NOTE 2 – DEPOSITS AND INVESTMENTS (CONTINUED)

At September 30, 2020, surplus funds are invested in Florida Cooperative Liquid Assets Securities System (FLCLASS) which is an intergovernmental investment pool authorized per Section 218.415, Florida Statutes. FLCLASS is administered by Public Trust Advisors, LLC, who provides regulatory oversight.

FLCLASS follows FASB Accounting Standards Topic (ASC) 820 Fair Value Measurement and Disclosure for financial reporting purposes. FLCLASS does not meet all of the specific criteria outlined in GASB 79 Paragraph 4, therefore FLCLASS participants measure their investments in FLCLASS at fair value. FLCLASS reports the amortized cost of investments, which approximates fair value, to its participants.

#### Investment in FLCLASS

The Office's investments in FLCLASS are included in Equity in Pooled Cash and Equivalents in the accompanying financial statements. At year-end the Office had \$1,160,103 invested in Florida Cooperative Liquid Assets Securities System (FLCLASS).

The Office's investment in FLCLASS exposes it to credit risk. The Office does not have a formal investment 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. FLCLASS is rated by Standard and Poor's Global Ratings and has a rating at September 30, 2020 of AAAM.

*Interest Rate Risk* – The risk that changes in interest rates of debt investments will adversely affect the fair value of an investment. In accordance with its investment policy, the Office manages its exposure to declines in fair values by limiting the maturity of investments to less than five years. Additionally, the investment policy requires the portfolio to be diversified by type of investment, issuer, and dates of maturity in order to protect against fluctuations in the market economy. The weighted average days to maturity (WAM) of FLCLASS at September 30, 2020 is 51 days. Next interest rate reset dates for floating rate securities are used in the calculation of the WAM. The weighted average life (WAL) of FLCLASS at September 30, 2020 is 82 days.

### NOTE 3 – RISK MANAGEMENT

For health insurance and worker's compensation, the Office participates in the risk management program established by the Board of County Commissioners to cover claims against the Board and Constitutional Officers. The risk management program is accounted for in the Board's financial statements as an Internal Service Fund, in accordance with requirements of GASB 10.

For risks of loss related to general liability and errors or omissions, the Office participates with the Board to purchase commercial insurance. For the past three years, there have been no insurance settlements in excess of insurance coverages.

## Required Supplementary Information

**Putnam County Clerk of the Circuit Court**

**Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual - General Fund  
Year ended September 30, 2020**

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
<b>Revenues</b>				
Intergovernmental	\$ 320,142	\$ 320,142	\$ 261,728	\$ (58,414)
Charges for services	381,240	381,240	410,696	29,456
Interest	15,360	15,360	5,140	(10,220)
Other miscellaneous revenue	2,000	2,000	74	(1,926)
Total revenues	718,742	718,742	677,638	(41,104)
<b>Expenditures</b>				
Current:				
General government services	2,212,362	2,230,260	2,053,611	176,649
Court related	202,275	202,275	336,267	(133,992)
Total expenditures	2,414,637	2,432,535	2,389,878	42,657
<b>Excess of revenues over (under) expenditures</b>	<b>(1,695,895)</b>	<b>(1,713,793)</b>	<b>(1,712,240)</b>	<b>1,553</b>
<b>Other financing sources (uses)</b>				
Appropriation from board of county commissioners	1,695,895	1,713,793	1,713,793	-
Budget appropriation reverted to board of county commissioners	-	-	(1,553)	(1,553)
Total other financing sources (uses)	1,695,895	1,713,793	1,712,240	(1,553)
<b>Net change in fund balances</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balances - October 1, 2019</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balances - September 30, 2020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Notes to Schedule:

The budget is prepared on a basis that does not differ materially from generally accepted accounting principles. Its preparation, adoption, and amendment is governed by Florida Statutes. The fund is the legal level of control.

**Putnam County Clerk of the Circuit Court**

**Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual - Court Fund  
Year ended September 30, 2020**

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
<b>Revenues</b>				
Intergovernmental	\$1,041,451	\$ 878,256	\$1,022,164	\$143,908
Charges for services	839,515	761,423	662,950	(98,473)
Fines and forfeitures	208,400	208,400	165,493	(42,907)
Interest	4,814	4,814	3,502	(1,312)
Other miscellaneous revenue	1,490	1,490	274	(1,216)
<b>Total revenues</b>	<b>2,095,670</b>	<b>1,854,383</b>	<b>1,854,383</b>	<b>-</b>
<b>Expenditures</b>				
Current:				
Court related	2,084,084	1,854,383	1,841,878	12,505
Reserve for Contingencies	11,586	-	-	-
<b>Total expenditures</b>	<b>2,095,670</b>	<b>1,854,383</b>	<b>1,841,878</b>	<b>12,505</b>
<b>Excess of revenues over (under) expenditures</b>	<b>-</b>	<b>-</b>	<b>12,505</b>	<b>12,505</b>
<b>Other financing sources (uses)</b>				
Reversion to the Clerks of court operations corporation	-	-	(12,505)	(12,505)
<b>Net changes in fund balances</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balances - October 1, 2019</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balances - September 30, 2020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Notes to Schedule:

Pursuant to Section 28.36, Florida Statutes, the budget is subject to the General Appropriations Act of the Florida Legislature. The State of Florida releases this appropriation on a monthly basis. The fund is the legal level of control.

The budget is prepared on a basis that does not differ materially from generally accepted accounting principles. Its preparation, adoption, and amendment is governed by Florida Statutes.

**Putnam County Clerk of the Circuit Court**

**Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual - Records Modernization Fund  
Year ended September 30, 2020**

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
<b>Revenues</b>				
Charges for services	\$ 34,000	\$ 34,000	\$ 34,859	\$ 859
Interest	3,000	3,000	2,162	(838)
Total revenues	37,000	37,000	37,021	21
<b>Expenditures</b>				
Current:				
General government services	103,000	103,000	3,289	99,711
<b>Excess of revenues over (under) expenditures</b>	(66,000)	(66,000)	33,732	99,732
<b>Fund balances - October 1, 2019</b>	66,000	66,000	310,467	244,467
<b>Fund balances - September 30, 2020</b>	\$ -	\$ -	\$ 344,199	\$ 344,199

Notes to Schedule:

The budget is prepared on a basis that does not differ materially from generally accepted accounting principles. Its preparation, adoption, and amendment is governed by Florida Statutes. The fund is the legal level of control.

**Putnam County Clerk of the Circuit Court**

**Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual - Article V Records Modernization Fund  
Year ended September 30, 2020**

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
<b>Revenues</b>				
Charges for services	\$ 94,000	\$ 94,000	\$ 100,162	\$ 6,162
Interest	12,800	12,800	7,132	(5,668)
Total revenues	106,800	106,800	107,294	494
<b>Expenditures</b>				
Current:				
Court related	266,800	266,800	77,042	189,758
<b>Excess of revenues over (under) expenditures</b>	(160,000)	(160,000)	30,252	190,252
<b>Fund Balances - October 1, 2019</b>	160,000	160,000	1,206,433	1,046,433
<b>Fund Balances - September 30, 2020</b>	\$ -	\$ -	\$1,236,685	\$1,236,685

Notes to Schedule:

The budget is prepared on a basis that does not differ materially from generally accepted accounting principles. Its preparation, adoption, and amendment is governed by Florida Statutes. The fund is the legal level of control.

## Supplementary Information

**Putnam County Clerk of the Circuit Court**  
**Combining Statement of Fiduciary Net Position**  
**Agency Funds**  
**As of September 30, 2020**

	Circuit Court Trust Fund	Jury and Witness Fund	Total Agency Funds
<b>Assets</b>			
Equity in pooled cash and equivalents	\$ 421,105	\$ 20,797	\$ 441,902
<b>Liabilities</b>			
Assets held for others	421,105	20,797	441,902
Net position	\$ -	\$ -	\$ -

Additional Elements Required by the  
Rules of the Auditor General



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRIcpa.com

## MANAGEMENT LETTER

The Honorable Matt Reynolds  
Clerk of the Circuit Court  
Putnam County, Florida

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

We have audited the financial statements of the office of the Putnam County, Florida Clerk of the Circuit Court (the "Office"), as of and for the year ended September 30, 2020, and have issued our report thereon dated March 1, 2021.

### ***Auditors' Responsibility***

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 and Chapter 10.550, Rules of the Auditor General.

### ***Other Reporting Requirements***

We have issued our Independent Auditors' 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*; and Independent Accountants' 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 March 1, 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 findings and recommendations made in the preceding annual financial audit report. These requirements of the Rules of the Auditor General are addressed in the accompanying Schedule of Findings.

### ***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.

### ***Additional Matters***

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we 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 note 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, the Putnam County, Florida Clerk of the Circuit Court, and applicable management, and is not intended to be and should not be used by another 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. Please let us know if you have any questions or comments concerning this letter, our accompanying reports, or other matters.

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

Jacksonville, Florida  
March 1, 2021

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

The Honorable Matt Reynolds  
Clerk of the Circuit Court  
Putnam 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 *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 office of the Putnam County, Florida Clerk of the Circuit Court (the "Office"), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Office's financial statements, and have issued our report thereon dated March 1, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Office'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 Office's internal control. Accordingly, we do not express an opinion on the effectiveness of the Office'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 Office's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that is 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 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.

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

Jacksonville, Florida

March 1, 2021



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRIcpa.com

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

The Honorable Matt Reynolds  
Clerk of the Circuit Court  
Putnam County, Florida

We have examined the office of the Putnam County, Florida Clerk of Court's (the "Office") 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 Office's compliance with those requirements. Our responsibility is to express an opinion on the Office's 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 Office complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Office 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 the evidence obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Office's compliance with specified requirements.

In our opinion, the Office 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 and should not be used by anyone other than these specified parties.

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

Jacksonville, Florida  
March 1, 2021



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256  
  
904.356.6023  
904.353.5836 (fax)  
CRIcpa.com

**INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE WITH SECTIONS 28.35 AND 28.36, FLORIDA STATUTES**

The Honorable Matt Reynolds  
Clerk of the Circuit Court  
Putnam County, Florida

We have examined the office of the Putnam County, Florida Clerk of Court's (the "Office"), 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 Office's compliance with those requirements. Our responsibility is to express an opinion on the Office's 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 Office complied in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Office 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 the evidence obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Office's compliance with specified requirements.

In our opinion, the Office complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020. However, we did note an immaterial instance of noncompliance as reported in the schedule of findings as item 2020-001.

The Office's response to item 2020-001 is described in its accompanying letter of response. The Office's response was not subjected to the examination procedures applied in the examination of compliance with Sections 28.35 and 28.36, Florida Statutes, and, accordingly, we express no opinion on it.

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, LLC*

Jacksonville, Florida  
March 1, 2021



**Carr, Riggs & Ingram, LLC**  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRlcpa.com

## **INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE WITH SECTION 61.181, FLORIDA STATUTES**

The Honorable Matt Reynolds  
Clerk of the Circuit Court  
Putnam County, Florida

We have examined the Office of the Putnam County, Florida Clerk of Court's 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 Office's compliance with those requirements. Our responsibility is to express an opinion on the Office's 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 Office complied, in all material respects, with the specified requirements reference above. An examination involves performing procedures to obtain evidence about whether the Office 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 the evidence obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Office's compliance with specified requirements.

In our opinion, the Office 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 and should not be used by anyone other than these specified parties.

*Carr, Riggs & Ingram, LLC*

Jacksonville, Florida  
March 1, 2021

## Putnam County Clerk of the Circuit Court

### Schedule of Findings

2020-001 (A similar finding was reported in previous audit reports as items 2019-001 and 2018-001.)

Criteria: Section 28.35(2)(d), Florida Statutes, establishes a uniform system of workload measures and performance standards, which the clerks are charged to meet.

Condition: The Office did not achieve the following performance measures:

- Collections performance standards for Circuit Criminal, County Criminal, Juvenile Delinquency and Civil Traffic.
- Timeliness standards for Circuit Criminal, County Criminal, Juvenile Delinquency, Criminal Traffic, and Juvenile Dependency.

Cause: External factors, including poor demographics.

Effect: Certain Florida Clerks of Court Operations Corporation objectives were not achieved.

Recommendation: The Office should continue to pursue the goal of meeting the performance standards for which it has the ability to control.



Office of  
Clerk of Circuit Court  
and Comptroller  
**Matt Reynolds**

March 1, 2021

The Honorable Sherill F. Norman  
Florida Auditor General  
PO Box 1735  
Tallahassee, FL 32302

**SUBJECT: CORRECTIVE ACTION PLAN FOR CURRENT AUDIT FINDINGS FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

Dear Mrs. Norman:

The following statements are submitted in response to the Putnam County Clerk of Circuit Court and Comptroller Audit Report for the fiscal year ending September 30, 2020.

20-001 Collection and timeliness standards were not met during fiscal year 2020 and may never be completely resolved due to limited resources and numerous demographic factors such as:

- Putnam County is a rural county with extremely low personal income levels.
- Although Putnam's graduation rates have increased in the last year, they are still some of the lowest in Florida causing more poverty and higher crime.
- Putnam has no interstate highway system to provide the county with a high number of civil traffic infractions which have a higher rate of collection.
- The Judiciary in Putnam County has issued orders converting fines to civil liens at the conclusion of many cases. Thus, the defendants are released with no fees collected.
- Fines assessed on criminal violations are typically not collected because the defendants are incarcerated for long sentences and have no ability to pay.

The Putnam County Clerk's Office has strived to improve collections with the following procedures:

- The Office began sending electronic notification of fines due in 2017. Notifications are sent by email and text, as well as by regular mail.
- The Clerk's Office contracts with a collection agency to pursue delinquent fines and court costs.
- Staff from the Office attend each court event to gather contact information from defendants such as address and phone numbers. Partial pay contracts are offered and explained to defendants.

Sincerely,

Matt Reynolds  
Putnam County Clerk of Circuit Court and Comptroller

# Putnam County, Florida Sheriff

## Audit Report

September 30, 2020



**CRI** CARR  
RIGGS &  
INGRAM

CPAs and Advisors

[CRIcpa.com](http://CRIcpa.com)

Table of Contents  
September 30, 2020

**REPORT**

Independent Auditors' Report 1

**FINANCIAL STATEMENTS**

Governmental Funds:

Balance Sheet 4

Statement of Revenues, Expenditures and Changes in Fund Balances 5

Fiduciary Funds:

Statement of Fiduciary Net Position 6

Notes to Financial Statements 7

**REQUIRED SUPPLEMENTARY INFORMATION**

Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund 10

Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – Commissary Fund 11

Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual Forfeiture Fund 12

**SUPPLEMENTARY INFORMATION**

Combining Statement of Fiduciary Net Position – Agency Funds 13

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

**GENERAL**

Management Letter 14

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* 16

Independent Accountants' Report on Compliance with Section 218.415, Florida Statutes 18

Elected Official's Response to Auditors' Comments --



**Carr, Riggs & Ingram, LLC**  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRlcpa.com

## **INDEPENDENT AUDITORS' REPORT**

The Honorable H.D. "Gator" DeLoach, III  
Sheriff  
Putnam 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 office of the Putnam County, Florida Sheriff (the "Office") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Office'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.

### ***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 auditors' 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 each major fund and the aggregate remaining fund information of the Office as of September 30, 2020, and the respective changes in financial position, where applicable, 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 position, where applicable, of each major fund, and the aggregate remaining fund information, only for that portion of each major fund, and the aggregate remaining fund information, of Putnam County, Florida, that is attributable to the Office. They do not purport to, and do not, present fairly the financial position of Putnam 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***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, as listed in the table of contents, be presented to supplement financial statements. Such information, although not a required part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the 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 financial statements, and other knowledge we obtained during our audit of the 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 opinions on the financial statements that collectively comprise the Office's financial statements. The combining statement of fiduciary net position-agency funds is presented for purposes of additional analysis and is not a required part of the financial statements.

The supplementary 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. Such 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 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 supplementary information is fairly stated in all material respects in relation to the 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 February 18, 2021 on our consideration of the Office'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 solely 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 effectiveness of the Office's 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 Office's internal control over financial reporting and compliance.

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

Jacksonville, Florida  
February 18, 2021

**Putnam County, Florida Sheriff**

**Balance Sheet – Governmental Funds  
September 30, 2020**

	General Fund	Commissary Fund	Forfeiture Fund	Total Governmental Funds
<b>Assets</b>				
Cash and equivalents	\$ 1,726,722	\$ 710,262	\$ -	\$ 2,436,984
Accounts receivable	1,541	45,362	-	46,903
Due from other county agencies	748,638	-	-	748,638
Other assets	4,204	-	-	4,204
<b>Total assets</b>	<b>\$ 2,481,105</b>	<b>\$ 755,624</b>	<b>\$ -</b>	<b>\$ 3,236,729</b>
<b>Liabilities and fund balances</b>				
Liabilities:				
Accounts payable and accrued liabilities	\$ 323,933	\$ 46,551	\$ -	\$ 370,484
Due to other county agencies	2,095,772	-	-	2,095,772
<b>Total liabilities</b>	<b>2,419,705</b>	<b>46,551</b>	<b>-</b>	<b>2,466,256</b>
Fund balances:				
Restricted for law enforcement	61,400	-	-	61,400
Committed for inmate benefits	-	709,073	-	709,073
<b>Total fund balances</b>	<b>61,400</b>	<b>709,073</b>	<b>-</b>	<b>770,473</b>
<b>Total liabilities and fund balances</b>	<b>\$ 2,481,105</b>	<b>\$ 755,624</b>	<b>\$ -</b>	<b>\$ 3,236,729</b>

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

Putnam County, Florida Sheriff

Statement of Revenues, Expenditures and Changes in Fund Balances  
 Governmental Funds  
 Year ended September 30, 2020

	General Fund	Commissary Fund	Forfeiture Fund	Total Governmental Funds
<b>Revenues</b>				
Fines and forfeitures	\$ 47,357	\$ -	\$ 67,060	\$ 114,417
Miscellaneous revenue	85,691	658,540	-	744,231
<b>Total revenues</b>	<b>133,048</b>	<b>658,540</b>	<b>67,060</b>	<b>858,648</b>
<b>Expenditures</b>				
Current:				
Public safety	21,248,195	494,655	6,622	21,749,472
Court related	626,472	-	-	626,472
<b>Total expenditures</b>	<b>21,874,667</b>	<b>494,655</b>	<b>6,622</b>	<b>22,375,944</b>
<b>Excess of revenues over (under) expenditures</b>	<b>(21,741,619)</b>	<b>163,885</b>	<b>60,438</b>	<b>(21,517,296)</b>
<b>Other financing sources (uses)</b>				
Appropriation from board of county commissioners	23,867,202	-	-	23,867,202
Reversion to board of county commissioners	(2,095,772)	-	(371,392)	(2,467,164)
<b>Total other financing sources (uses)</b>	<b>21,771,430</b>	<b>-</b>	<b>(371,392)</b>	<b>21,400,038</b>
<b>Net change in fund balances</b>	<b>29,811</b>	<b>163,885</b>	<b>(310,954)</b>	<b>(117,258)</b>
<b>Fund balances – October 1, 2019</b>	<b>31,589</b>	<b>545,188</b>	<b>310,954</b>	<b>887,731</b>
<b>Fund balances – September 30, 2020</b>	<b>\$ 61,400</b>	<b>\$ 709,073</b>	<b>\$ -</b>	<b>\$ 770,473</b>

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

Putnam County, Florida Sheriff

Statement of Fiduciary Net Position  
As of September 30, 2020

	Agency Funds
<hr/>	
<b>Assets</b>	
Cash and equivalents	\$ 96,074
<hr/>	
<b>Liabilities</b>	
Assets held for others	96,074
<hr/>	
<b>Net position</b>	<b>\$ -</b>
<hr/> <hr/>	

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

Notes to Financial Statements

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

The accounting policies of the office of the Putnam County, Florida Sheriff (the “Office”) conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

**Reporting Entity**

The Sheriff is an elected constitutional officer, whose office is established by Article VIII of the Constitution of the State of Florida and is governed by various provisions of state law.

The Office is an integral part of Putnam County, Florida, which is the primary government for financial reporting purposes.

**Basis of Presentation**

The Office’s financial statements have been prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida (the “Rules”). These financial statements are the fund financial statements required by generally accepted accounting principles. However, these fund statements do not constitute a complete presentation because, in conformity with the Rules, the Office has not presented reconciliations to the government-wide financial statements, the government-wide financial statements, management’s discussion and analysis, or the pension or the other post-employment benefit related required supplementary information. Also, certain notes to the financial statements may supplement rather than duplicate the notes included in the County’s countywide financial statements. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial position, where applicable, of each major fund, and the aggregate remaining fund information, only for that portion of each major fund, and the aggregate remaining fund information, of Putnam County, Florida, that is attributable to the Office. They do not purport to, and do not, present fairly the financial position of Putnam 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.

**Fund Accounting**

Accounts are organized on the basis of 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 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 focus of fund financial statements is on major funds, each displayed in a separate column.

The Office reports the following major governmental funds:

*General Fund* - the General Fund is the primary operating fund. It is used to account for and report all financial resources not accounted for and reported in another fund.

*Commissary Fund* – the Commissary Fund is used to account for the commissary operations of the County’s Detention Facility. Revenues are provided by sales of products to inmates. The profits can only be spent for the benefit of the inmates.

*Forfeiture Fund* – the Forfeiture Fund is used to account for monies received from federal forfeitures. Expenditures can only be spent in accordance with the Federal Equitable Sharing Program.

Notes to Financial Statements

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

The Office also reports the following fiduciary fund type:

*Agency Funds* – Agency Funds are used to account for resources held in a custodial capacity.

***Fund Balance***

The Office 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 Office is bound to honor constraints on the specific purposes for which amounts in the funds can be spent.

The fund balance classifications specified in GASB Statement No. 54 are as follows:

*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 Office's highest level of decision-making authority, which is a policy of the Office. Committed amounts cannot be used for any other purpose unless the Office removes those constraints by taking the same type of action.

*Assigned Fund Balance* – Assigned fund balances are amounts that are constrained by the Office's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by (a) the constitutional officer or (b) a body or official to which the constitutional officer has 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 Office's policy is to expend resources in the following order: restricted, committed, assigned, and unassigned.

***Measurement Focus/Basis of Accounting***

All governmental funds are accounted for on a current financial resources measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources." Their operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets and, accordingly, are said to present a summary of sources and uses of "available spendable resources" during a period.

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

Notes to Financial Statements

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

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. For this purpose, the Office considers revenues available if they are collected within sixty days of the end of the current fiscal year. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, principal and interest on long-term debt are recognized when due.

Agency fund assets and liabilities are accounted for on the accrual basis of accounting.

***Cash and Equivalent***

Cash and Equivalent consist of deposits placed in a bank that qualifies as a public depository pursuant to the provisions of the Florida Security for Public Deposits Act. Every qualified public depository is required by this law to deposit with the Chief Financial Officer eligible collateral equal to, or in excess of, an amount to be determined by the Chief Financial Officer. The Chief Financial Officer is required to ensure that all funds are entirely insured or collateralized throughout the fiscal year.

***Accounts Receivable***

The Office considers accounts receivable to be fully collectible and no allowance for doubtful accounts is provided.

***Capital Assets and Long-Term Liabilities***

Because of the current financial resources measurement focus, the accompanying fund financial statements do not report capital assets or long-term liabilities. Such amounts are instead reported in the government-wide financial statements of the County.

***Use of Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make various estimates. Actual results could differ from those estimates.

**NOTE 2 – RISK MANAGEMENT**

For health insurance and worker's compensation, the Office participates in the risk management program established by the Board of County Commissioners to cover claims against the Board and Constitutional Officers. The risk management program is accounted for in the Board's financial statements as an Internal Service Fund, in accordance with requirements of GASB 10.

The Office also participates in the Florida Sheriff's self-insurance fund for risk related to professional liability and certain tangible personal property. For the past three years, there have been no insurance settlements significantly in excess of insurance coverage.

**NOTE 3 – CONTINGENCIES**

The Office is involved in claims in the normal course of operations. It is the opinion of management that any uninsured claims would not be material in relation to the Office's financial condition.

## **Required Supplementary Information**

**Putnam County, Florida Sheriff**

**Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual - General Fund  
Year ended September 30, 2020**

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
<b>Revenues</b>				
Fines and forfeitures	\$ 17,000	\$ 17,000	\$ 47,357	\$ 30,357
Miscellaneous revenues	-	85,691	85,691	-
<b>Total revenues</b>	<b>17,000</b>	<b>102,691</b>	<b>133,048</b>	<b>30,357</b>
<b>Expenditures</b>				
Current:				
Public safety	21,354,857	23,352,633	21,248,195	2,104,438
Court related	617,260	617,260	626,472	(9,212)
<b>Total expenditures</b>	<b>21,972,117</b>	<b>23,969,893</b>	<b>21,874,667</b>	<b>2,095,226</b>
<b>Excess of revenues over (under) expenditures</b>	<b>(21,955,117)</b>	<b>(23,867,202)</b>	<b>(21,741,619)</b>	<b>2,125,583</b>
<b>Other financing sources (uses)</b>				
Appropriation from board of county commissioners	21,955,117	23,867,202	23,867,202	-
Reversion to board of county commissioners	-	-	(2,095,772)	(2,095,772)
<b>Total other financing sources (uses)</b>	<b>21,955,117</b>	<b>23,867,202</b>	<b>21,771,430</b>	<b>(2,095,772)</b>
<b>Net change in fund balances</b>	<b>-</b>	<b>-</b>	<b>29,811</b>	<b>29,811</b>
<b>Fund balances - October 1, 2019</b>	<b>-</b>	<b>-</b>	<b>31,589</b>	<b>31,589</b>
<b>Fund balances - September 30, 2020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,400</b>	<b>\$ 61,400</b>

Notes to Schedule:

The budget is prepared on a basis that does not differ materially from generally accepted accounting principles. Its preparation, adoption, and amendment is governed by Florida Statutes. The fund is the legal level of control.

**Putnam County, Florida Sheriff**

**Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual - Commissary Fund  
Year ended September 30, 2020**

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
<b>Revenues</b>				
Miscellaneous revenue	\$ 600,000	\$ 658,500	\$ 658,540	\$ 40
<b>Expenditures</b>				
Current:				
Public safety	600,000	658,500	494,655	163,845
<b>Excess of revenues over expenditures</b>	-	-	163,885	163,885
<b>Fund balances - October 1, 2019</b>	-	-	545,188	545,188
<b>Fund balances - September 30, 2020</b>	\$ -	\$ -	\$ 709,073	\$ 709,073

Notes to Schedule:

The budget is prepared on a basis that does not differ materially from generally accepted accounting principles. Its preparation, adoption, and amendment is governed by Florida Statutes. The fund is the legal level of control.

**Putnam County, Florida Sheriff**

**Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual - Forfeiture Fund  
Year ended September 30, 2020**

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
<b>Revenues</b>				
Fines and forfeitures	\$ 80,000	\$ 80,000	\$ 67,060	\$ (12,940)
<b>Expenditures</b>				
Current:				
Public safety	80,000	80,000	6,622	73,378
<b>Excess of revenues over expenditures</b>	-	-	60,438	60,438
<b>Other financing sources (uses)</b>				
Reversion to board of county commissioners	-	-	(371,392)	(371,392)
<b>Fund balances - October 1, 2019</b>	-	-	310,954	310,954
<b>Fund balances - September 30, 2020</b>	\$ -	\$ -	\$ -	\$ -

Notes to Schedule:

The budget is prepared on a basis that does not differ materially from generally accepted accounting principles. Its preparation, adoption, and amendment is governed by Florida Statutes. The fund is the legal level of control.

## **Supplementary Information**

Putnam County, Florida Sheriff

Combining Statement of Fiduciary Net Position  
Agency Funds  
As of September 30, 2020

	Inmate Bank Fund	Trust Fund	Total Agency Funds
<b>Assets</b>			
Cash and equivalents	\$ 71,502	\$ 24,572	\$ 96,074
<b>Liabilities</b>			
Assets held for others	71,502	24,572	96,074
<b>Net position</b>	\$ -	\$ -	\$ -

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

## **MANAGEMENT LETTER**

The Honorable H.D. "Gator" DeLoach, III  
Sheriff  
Putnam County, Florida

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

We have audited the financial statements of the office of the Putnam County, Florida Sheriff (the "Office"), as of and for the year ended September 30, 2020, and have issued our report thereon dated February 18, 2021.

### ***Auditors' Responsibility***

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 and Chapter 10.550, Rules of the Auditor General.

### ***Other Reporting Requirements***

We have issued our Independent Auditors' 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; and Independent Accountants' 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 February 18, 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 findings and recommendations made in the preceding annual financial audit report. There were no findings and recommendations made in the preceding annual financial audit report.

### ***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.

### ***Additional Matters***

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we 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 note 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, the Putnam County, Florida Sheriff, and applicable management, and is not intended to be and should not be used by another 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. 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.*

Jacksonville, Florida  
February 18, 2021

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

The Honorable H.D. "Gator" DeLoach, III  
Sheriff  
Putnam 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 *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 office of the Putnam County, Florida Sheriff (the "Office"), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Office's financial statements, and have issued our report thereon dated February 18, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Office'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 Office's internal control. Accordingly, we do not express an opinion on the effectiveness of the Office'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 Office's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **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.*

Jacksonville, Florida  
February 18, 2021



**Carr, Riggs & Ingram, LLC**  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256  
  
904.356.6023  
904.353.5836 (fax)  
CRIcpa.com

## **INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES**

The Honorable H.D. "Gator" DeLoach, III  
Sheriff  
Putnam County, Florida

We have examined the Putnam County, Florida Sheriff's (the "Office") 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 Office's compliance with the specified requirements. Our responsibility is to express an opinion on the Office's 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 Office complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Office 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 the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Office's compliance with specified requirements.

In our opinion, the Office 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 and should not be used by anyone other than these specified parties.

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

Jacksonville, Florida  
February 18, 2021

# Sheriff

H.D. "Gator" DeLoach  
Putnam County Sheriff's Office



130 Orié Griffin Blvd.  
Palatka, FL 32177  
(386) 329-0800  
[www.putnamsheriff.org](http://www.putnamsheriff.org)

February 18, 2021

Sherrill F. Norman, CPA  
Auditor General  
111 West Madison St.  
Tallahassee, Florida 32399-1450

Dear Sir/Madam

We are pleased that there are no findings for the current fiscal year.

We are also very pleased that our office's efforts to maintain quality and the integrity of our staff are being recognized.

Sincerely,

A handwritten signature in blue ink, appearing to read "H.D. DeLoach".

H.D. DeLoach  
Sheriff

HD:db

West District Office  
108 N. County Road 315  
Interlachen, FL 32148  
(386) 329-0848



A State Accredited Agency

# Putnam County, Florida Tax Collector

## Audit Report

September 30, 2020



**CRI** CARR  
RIGGS &  
INGRAM

CPAs and Advisors

[CRIcpa.com](http://CRIcpa.com)

Table of Contents  
September 30, 2020

**REPORT**

Independent Auditors' Report	1
------------------------------	---

**FINANCIAL STATEMENTS**

Governmental Funds:

Balance Sheet	3
---------------	---

Statement of Revenues, Expenditures and Changes in Fund Balance	4
---	---

Fiduciary Funds:

Statement of Fiduciary Net Position	5
-------------------------------------	---

Notes to Financial Statements	6
-------------------------------	---

**REQUIRED SUPPLEMENTARY INFORMATION**

Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund	10
--	----

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

**GENERAL**

Management Letter	11
-------------------	----

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	13
---	----

Independent Accountants' Report on Compliance with Section 218.415, Florida Statutes	15
--	----

Elected Official's Response to Auditors' Comments	--
---	----



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRlcpa.com

## INDEPENDENT AUDITORS' REPORT

The Honorable Linda Myers  
Tax Collector  
Putnam 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 office of the Putnam County Tax Collector (the "Office") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Office'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.

#### *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 auditors' 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 major fund and the aggregate remaining fund information of the Office as of September 30, 2020, and the respective changes in financial position, where applicable, 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 position, where applicable, of the major fund, and the aggregate remaining fund information, only for that portion of the major fund, and the aggregate remaining fund information, of Putnam County, Florida, that is attributable to the Office. They do not purport to, and do not, present fairly the financial position of Putnam County, Florida, as of September 30, 2020, and the changes in its financial position 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***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, as listed in the table of contents, be presented to supplement the financial statements. Such information, although not a required part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the 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 financial statements, and other knowledge we obtained during our audit of the 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 January 12, 2021, on our consideration of the Office'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 solely 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 effectiveness of the Office's 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 Office's internal control over financial reporting and compliance.

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

Jacksonville, Florida

January 12, 2021

Putnam County, Florida Tax Collector

Balance Sheet – Governmental Funds  
September 30, 2020

	General Fund
<hr/>	
<b>Assets</b>	
Equity in pooled cash and cash equivalents	\$ 589,840
Accounts receivable	2,917
Due from other county agencies	53,160
Other assets	270
<hr/>	
Total assets	\$ 646,187
<hr/>	
<b>Liabilities</b>	
Accounts payable and accrued liabilities	\$ 51,192
Due to other county agencies	525,117
Due to other governments	39,204
<hr/>	
Total liabilities	615,513
<b>Deferred inflows of resources</b>	
Collections made in advance	30,674
<hr/>	
<b>Fund balance</b>	-
<hr/>	
Total liabilities, deferred inflows of resources and fund balance	\$ 646,187
<hr/>	

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

**Putnam County, Florida Tax Collector**

**Statement of Revenues, Expenditures and Changes in Fund Balance  
Governmental Funds  
Year ended September 30, 2020**

	General Fund
<hr/>	
<b>Revenues</b>	
Charges for services	\$ 2,731,207
Miscellaneous revenue	5,850
<hr/>	
Total revenues	2,737,057
<b>Expenditures</b>	
Current:	
General government services	2,265,100
<hr/>	
<b>Excess of revenues over expenditures</b>	471,957
<b>Other financing sources (uses)</b>	
Appropriation from board of county commissioners	53,160
Reversion to board of county commissioners	(525,117)
<hr/>	
Total other financing sources (uses)	(471,957)
<hr/>	
<b>Net change in fund balance</b>	-
<b>Fund balance - October 1, 2019</b>	-
<hr/>	
<b>Fund balance - September 30, 2020</b>	\$ -
<hr/> <hr/>	

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

Putnam County, Florida Tax Collector

Statement of Fiduciary Net Position  
As of September 30, 2020

	Agency Funds
<hr/>	
<b>Assets</b>	
Equity in pooled cash and cash equivalents	\$ 1,967,287
Accounts receivable	189,842
<hr/>	
Total assets	2,157,129
<b>Liabilities</b>	
Assets held for others	2,157,129
<hr/>	
<b>Net position</b>	\$ -
<hr/> <hr/>	

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

# Putnam County, Florida Tax Collector

## Notes to Financial Statements

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the office of the Putnam County Tax Collector (the “Office”) conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

#### ***Reporting Entity***

The Tax Collector is an elected constitutional officer, whose office is established by Article VIII of the Constitution of the State of Florida and is governed by various provisions of state law.

The Office is an integral part of Putnam County, Florida, which is the primary government for financial reporting purposes.

#### ***Basis of Presentation***

The Office’s financial statements have been prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida (the “Rules”). These financial statements are the fund financial statements required by generally accepted accounting principles. However, these fund statements do not constitute a complete presentation because, in conformity with the Rules, the Office has not presented reconciliations to the government-wide financial statements, the government-wide financial statements, management’s discussion and analysis, or the pension or the other post-employment benefit related required supplementary information. Also, certain notes to the financial statements may supplement rather than duplicate the notes included in the County’s countywide financial statements. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial position, where applicable, of the major fund, and the aggregate remaining fund information, only for that portion of the major fund, and the aggregate remaining fund information, of Putnam County, Florida, that is attributable to the Office. They do not purport to, and do not, present fairly the financial position of Putnam 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.

#### ***Fund Accounting***

Accounts are organized on the basis of 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 its assets, liabilities, deferred outflows/inflows, 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 focus of fund financial statements is on major funds, each displayed in a separate column. All nonmajor funds are aggregated and displayed in a single column. The Office has no nonmajor governmental funds.

The Office reports the following major governmental fund:

*General Fund* – The General Fund is the primary operating fund. It is used to account for and report all financial resources not accounted for and reported in another fund.

The Office also reports the following fiduciary fund:

*Agency Fund* – The Agency Fund is used to account for assets held in a custodial capacity.

# Putnam County, Florida Tax Collector

## Notes to Financial Statements

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

#### ***Fund Balance***

The Office 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 Office is bound to honor constraints on the specific purposes for which amounts in the funds can be spent.

The fund balance classifications specified in GASB Statement No. 54 are as follows:

*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 Office's highest level of decision-making authority, which is a policy of the Office. Committed amounts cannot be used for any other purpose unless the Office removes those constraints by taking the same type of action.

*Assigned Fund Balance* – Assigned fund balances are amounts that are constrained by the Office's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by (a) the constitutional officer or (b) a body or official to which the constitutional officer has 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 Office's policy is to expend resources in the following order: restricted, committed, assigned, and unassigned.

#### ***Measurement Focus/Basis of Accounting***

All governmental funds are accounted for on a current financial resources measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources." Their operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets and, accordingly, are said to present a summary of sources and uses of "available spendable resources" during a period.

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

# Putnam County, Florida Tax Collector

## Notes to Financial Statements

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

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, principal and interest on long-term debt are recognized when due.

Agency fund assets and liabilities are accounted for on the accrual basis of accounting.

#### ***Equity in Pooled Cash***

The Office maintains a cash pool that is available for use by all funds. Each fund type's portion of this pool is displayed as "Equity in Pooled Cash and Cash Equivalents." If a fund overdraws its account in the pool, a liability and corresponding receivable (i.e. due to/from other funds) are reported on the balance sheet. Management has designated the General Fund as the fund to report a receivable.

#### ***Capital Assets and Long-Term Liabilities***

Capital assets used by the Office are recorded and accounted for by the Putnam County, Florida Board of County Commissioners.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities. They are instead reported as liabilities in the financial statements of the County.

#### ***Deferred Inflow of Resources***

A deferred inflow of resources is an acquisition of net assets that is applicable to a future reporting period.

#### ***Use of Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make various estimates. Actual results could differ from those estimates.

### NOTE 2 – DEPOSITS AND INVESTMENTS

#### ***Deposits***

All deposits are placed in a bank that qualifies as a public depository pursuant to the provisions of the Florida Security for Public Deposits Act. Every qualified public depository is required by this law to deposit with the Chief Financial Officer eligible collateral equal to, or in excess of, an amount to be determined by the Chief Financial Officer. The Chief Financial Officer is required to ensure that all funds are entirely insured or collateralized throughout the fiscal year.

## Putnam County, Florida Tax Collector

### Notes to Financial Statements

#### NOTE 2 – DEPOSITS AND INVESTMENTS (CONTINUED)

##### *Investments*

Pursuant to Section 218.415, Florida Statutes, the Office adopted a policy that allows it to invest surplus funds in the following:

- (a) The Local Government Surplus Funds Trust Fund, or any governmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Section 163.01, Florida Statutes.
- (b) Securities and Exchange Commission registered money market funds with highest credit quality rating from a nationally recognized rating agency.
- (c) Repurchase agreements fully collateralized by U.S. government obligations, as provided in Section 218.415(16)(g), Florida Statutes.
- (d) Interest bearing time deposits or savings accounts in qualified public depositories, as defined in Section 280.02, Florida Statutes.
- (e) Other investment accounts authorized by law or by ordinance for the County.

The Office holds a money market account with a financial institution in which it invests surplus funds during the year. The balance in the account was \$657,289 at September 30, 2020.

#### NOTE 3 – RISK MANAGEMENT

For health insurance and worker's compensation, the Putnam County, Florida Tax Collector participates in the risk management program established by the Board of County Commissioners to cover claims against the Board and Constitutional Officers. The risk management program is accounted for in the Board's financial statements as an Internal Service Fund, in accordance with requirements of GASB 10.

#### NOTE 4 – CONTINGENCIES

The Office is involved in claims in the normal course of operations. It is the opinion of management that any uninsured claims would not be material in relation to the Office's financial condition.

## **Required Supplementary Information**

**Putnam County, Florida Tax Collector**

**Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual – General Fund  
Year ended September 30, 2020**

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
<b>Revenues</b>				
Charges for services	\$ 2,538,146	\$ 2,538,146	\$ 2,731,207	\$ 193,061
Miscellaneous revenue	14,220	14,220	5,850	(8,370)
<hr/>				
Total revenues	2,552,366	2,552,366	2,737,057	184,691
<b>Expenditures</b>				
Current:				
General government services	2,359,811	2,359,811	2,265,100	94,711
<hr/>				
<b>Excess of revenues over expenditures</b>	192,555	192,555	471,957	279,402
<b>Other financing sources (uses)</b>				
Appropriation from board of county commissioners	-	-	53,160	53,160
Reversion to board of county commissioners	(192,555)	(192,555)	(525,117)	(332,562)
<hr/>				
Total other financing sources (uses)	(192,555)	(192,555)	(471,957)	(279,402)
<hr/>				
<b>Net change in fund balances</b>	-	-	-	-
<hr/>				
<b>Fund balances - October 1, 2019</b>	-	-	-	-
<hr/>				
<b>Fund balances - September 30, 2020</b>	\$ -	\$ -	\$ -	\$ -
<hr/>				

**Notes to Schedule:**

The budget is prepared on a basis that does not differ materially from generally accepted accounting principles. Its preparation, adoption, and amendment is governed by Florida Statutes. The fund is the legal level of control.

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

## MANAGEMENT LETTER

The Honorable Linda Myers  
Tax Collector  
Putnam County, Florida

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

We have audited the financial statements of the office of the Putnam County, Florida Tax Collector (the "Office"), as of and for the year ended September 30, 2020, and have issued our report thereon dated January 12, 2021.

### ***Auditors' Responsibility***

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.

### ***Other Reporting Requirements***

We have issued our Independent Auditors' 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; and Independent Accountants' 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 January 12, 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 findings and recommendations made in the preceding annual financial audit report. There were no findings and recommendations made in the preceding annual financial audit report.

### ***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.

### ***Additional Matters***

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we 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 note 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, the Putnam County, Florida Tax Collector, and applicable management, and is not intended to be and should not be used by another 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. 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.*

Jacksonville, Florida  
January 12, 2021



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256  
  
904.356.6023  
904.353.5836 (fax)  
CRIcpa.com

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

The Honorable Linda Myers  
Tax Collector  
Putnam 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 *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 office of the Putnam County, Florida Tax Collector (the "Office"), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Office's financial statements, and have issued our report thereon dated January 12, 2021 .

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Office'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 Office's internal control. Accordingly, we do not express an opinion on the effectiveness of the Office'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 Office's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **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.

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

Jacksonville, Florida  
January 12, 2021



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256  
  
904.356.6023  
904.353.5836 (fax)  
CRlcpa.com

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

The Honorable Linda Myers  
Tax Collector  
Putnam County, Florida

We have examined the Putnam County, Florida Tax Collector's (the "Office") 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 Office's compliance with the specified requirements. Our responsibility is to express an opinion on the Office's 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 Office complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Office complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Office's compliance with specified requirements.

In our opinion, the Office 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 and should not be used by anyone other than these specified parties.

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

Jacksonville, Florida  
January 12, 2021

**Linda Myers**  
Putnam County Tax Collector

---



January 12, 2021

The Honorable Sherill F. Norman  
Florida Auditor General  
Claude Pepper Building, Ste. G74  
111 W. Madison Street  
Tallahassee, FL 32399

Dear Ms. Norman;

Pursuant to the provisions of Section 218.39(6) Florida Statutes, the following is a statement in response to the audit of our office conducted by Carr, Riggs & Ingram, LLC for the period of October 1, 2019 to September 30, 2020.

We are pleased that the results of the auditor's tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards. We are further pleased that the audit noted no matters involving the internal control over financial reporting and its operation that were considered to be reportable conditions or material weaknesses.

Sincere Regards,

  
Linda Myers, CFC, CPA

LM/EH

# Putnam County, Florida Property Appraiser

## Audit Report

September 30, 2020



**Table of Contents**  
**September 30, 2020**

**REPORT**

Independent Auditors' Report	1
------------------------------	---

**FINANCIAL STATEMENTS**

Governmental Funds:

Balance Sheet	3
---------------	---

Statement of Revenues, Expenditures and Changes in Fund Balance	4
---	---

Notes to Financial Statements	5
-------------------------------	---

**REQUIRED SUPPLEMENTARY INFORMATION**

Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund	8
--	---

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

**GENERAL**

Management Letter	9
-------------------	---

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	11
---	----

Independent Accountants' Report on Compliance with Section 218.415, Florida Statutes	13
--	----

Elected Official's Response to Auditors' Comments	—
---	---

## **INDEPENDENT AUDITORS' REPORT**

The Honorable Timothy E. Parker  
Property Appraiser  
Putnam County, Florida

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

We have audited the accompanying financial statements of the major fund of the Putnam County, Florida Property Appraiser (the "Office") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Office'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.

#### ***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

#### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the major fund of the Office as of September 30, 2020, and the changes in its financial position 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 position of the major fund only for that portion of the major fund of Putnam County, Florida, that is attributable to the Office. They do not purport to, and do not, present fairly the financial position of Putnam County, Florida, as of September 30, 2020, and the changes in its financial position for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to these matters.

***Other Matters***

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, as listed in the table of contents, be presented to supplement the financial statements. Such information, although not a required part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the 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 financial statements, and other knowledge we obtained during our audit of the 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 February 12, 2021 on our consideration of the Office'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 solely 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 effectiveness of the Office's 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 Office's internal control over financial reporting and compliance.

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

Jacksonville, Florida  
February 12, 2021

Putnam County, Florida Property Appraiser

Balance Sheet – Governmental Funds  
September 30, 2020

	General Fund
<hr/>	
<b>Assets</b>	
Cash and equivalents	\$ 78,031
Due from other county agencies	1,307
Other assets	3,682
<hr/>	
Total assets	<hr/> \$ 83,020 <hr/>
<b>Liabilities and fund balance</b>	
Liabilities:	
Accounts payable and accrued liabilities	\$ 30,032
Due to other county agencies	52,988
<hr/>	
Total liabilities	83,020
Fund balance	-
<hr/>	
Total liabilities and fund balance	<hr/> \$ 83,020 <hr/>

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

**Putnam County, Florida Property Appraiser**

**Statement of Revenues, Expenditures  
and Changes in Fund Balance – Governmental Funds  
Year ended September, 30 2020**

	General Fund
<hr/>	
<b>Revenues</b>	
Charges for services	\$ 28,014
Miscellaneous revenue	323
<hr/>	
Total revenues	28,337
<b>Expenditures</b>	
Current:	
General government services	1,924,807
<hr/>	
<b>Excess of revenues under expenditures</b>	<b>(1,896,470)</b>
<hr/>	
<b>Other financing sources (uses)</b>	
Appropriation from board of county commissioners	1,949,458
Reversion to board of county commissioners	(52,988)
<hr/>	
Total other financing sources (uses)	1,896,470
<hr/>	
<b>Net change in fund balance</b>	<b>-</b>
<hr/>	
<b>Fund balance – October 1, 2019</b>	<b>-</b>
<hr/>	
<b>Fund balance – September 30, 2020</b>	<b>\$ -</b>
<hr/> <hr/>	

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

# Putnam County, Florida Property Appraiser

## Notes to Financial Statements

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the office of the Putnam County, Florida Property Appraiser (the “Office”) conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

#### ***Reporting Entity***

The Property Appraiser is an elected constitutional officer, whose office is established by Article VIII of the Constitution of the State of Florida and is governed by various provisions of state law.

The Office is an integral part of Putnam County, Florida, which is the primary government for financial reporting purposes.

#### ***Basis of Presentation***

The Office’s financial statements have been prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida (the “Rules”). These financial statements are the fund financial statements required by generally accepted accounting principles. However, these fund statements do not constitute a complete presentation because, in conformity with the Rules, the Office has not presented reconciliations to the government-wide financial statements, the government-wide financial statements, management’s discussion and analysis, or the pension or the other post-employment benefit related required supplementary information. Also, certain notes to the financial statements may supplement rather than duplicate the notes included in the County’s countywide financial statements. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial position of the major fund, only for that portion of the major fund of Putnam County, Florida, that is attributable to the Office. They do not purport to, and do not, present fairly the financial position of Putnam County, Florida, as of September 30, 2020, and the changes in its financial position for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Fund Accounting***

Accounts are organized on the basis of 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 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 focus of fund financial statements is on major funds, each displayed in a separate column. All nonmajor funds are aggregated and displayed in a single column.

The Office reports the following major governmental fund:

General Fund – the General Fund is the primary operating fund. It is used to account for and report all financial resources not accounted for and reported in another fund.

# Putnam County, Florida Property Appraiser

## Notes to Financial Statements

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

#### ***Fund Balance***

The Office 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 Office is bound to honor constraints on the specific purposes for which amounts in the funds can be spent.

The fund balance classifications specified in GASB Statement No. 54 are as follows:

*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 Office's highest level of decision-making authority, which is a policy of the Office. Committed amounts cannot be used for any other purpose unless the Office removes those constraints by taking the same type of action.

*Assigned Fund Balance* – Assigned fund balances are amounts that are constrained by the Office's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by (a) the constitutional officer or (b) a body or official to which the constitutional officer has 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 Office's policy is to expend resources in the following order: restricted, committed, assigned, and unassigned.

#### ***Measurement Focus/Basis of Accounting***

All governmental funds are accounted for on a current financial resources measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources." Their operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets and, accordingly, are said to present a summary of sources and uses of "available spendable resources" during a period.

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

# Putnam County, Florida Property Appraiser

## Notes to Financial Statements

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

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, principal and interest on long-term debt are recognized when due.

#### ***Capital Assets and Long-Term Liabilities***

Capital assets used by the Office are recorded and accounted for by the Putnam County Board of County Commissioners.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities. They are instead reported as liabilities in the financial statements of the County.

#### ***Cash and Equivalent***

All cash and equivalents are placed in a bank that qualifies as a public depository pursuant to the provisions of the Florida Security For Public Deposits Act. Every qualified public depository is required by this law to deposit with the Chief Financial Officer eligible collateral equal to, or in excess of, an amount to be determined by the Chief Financial Officer. The Chief Financial Officer is required to ensure that all funds are entirely insured or collateralized throughout the fiscal year.

#### ***Use of Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make various estimates. Actual results could differ from those estimates.

### NOTE 2 – RISK MANAGEMENT

For health insurance and worker's compensation, the Office participates in the risk management program established by the Board of County Commissioners to cover claims against the Board and Constitutional Officers. The risk management program is accounted for in the Board's financial statements as an Internal Service Fund, in accordance with requirements of GASB 10.

For risk of loss related to general liability and errors or omissions, the Office participates with the Board to purchase commercial insurance. For the past three years, there have been no insurance settlements in excess of insurance coverages.

### NOTE 3 – CONTINGENCIES

The Office is involved in various lawsuits regarding the assessments of real property. It is the opinion of legal counsel that the outcome of these lawsuits cannot be estimated at this time.

## **Required Supplementary Information**

**Putnam County, Florida Property Appraiser**

**Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual – General Fund  
Year ended September, 30 2020**

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
<b>Revenues</b>				
Charges for services	\$ 27,488	\$ 26,181	\$ 28,014	\$ 1,833
Miscellaneous revenue	-	-	323	323
<b>Total revenues</b>	<b>27,488</b>	<b>26,181</b>	<b>28,337</b>	<b>2,156</b>
<b>Expenditures</b>				
Current:				
General government services	1,984,828	1,975,639	1,924,807	50,832
<b>Excess of revenues over (under) expenditures</b>	<b>(1,957,340)</b>	<b>(1,949,458)</b>	<b>(1,896,470)</b>	<b>52,988</b>
<b>Other financing sources (uses)</b>				
Appropriation from board of county commissioners	1,957,340	1,949,458	1,949,458	-
Reversion to board of county commissioners	-	-	(52,988)	(52,988)
<b>Total other financing sources (uses)</b>	<b>1,957,340</b>	<b>1,949,458</b>	<b>1,896,470</b>	<b>(52,988)</b>
<b>Net change in fund balances</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balances – October 1, 2019</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balances – September 30, 2020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Notes to Schedule:

The budget is prepared on a basis that does not differ materially from generally accepted accounting principles. Its preparation, adoption, and amendment is governed by Florida Statutes. The fund is the legal level of control.

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



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRlcpa.com

## **MANAGEMENT LETTER**

The Honorable Timothy E. Parker  
Property Appraiser  
Putnam County, Florida

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

We have audited the financial statements of the office of the Putnam County, Florida Property Appraiser (the "Office"), as of and for the year ended September 30, 2020, and have issued our report thereon dated February 12, 2021.

### ***Auditors' Responsibility***

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, and Chapter 10.550, Rules of the Auditor General.

### ***Other Reporting Requirements***

We have issued our Independent Auditors' 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; and Independent Accountants' 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 February 12, 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 findings and recommendations made in the preceding annual financial audit report. There were no findings and recommendations made in the preceding annual financial audit report.

### ***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.

### ***Additional Matters***

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we 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 note 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, the Putnam County, Florida Property Appraiser, and applicable management, and is not intended to be and should not be used by another 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. 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.*

Jacksonville, Florida

February 12 2021



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRlcpa.com

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

The Honorable Timothy E. Parker  
Property Appraiser  
Putnam 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 *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the office of the Putnam County, Florida Property Appraiser (the "Office"), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Office's financial statements, and have issued our report thereon dated February 12, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Office'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Office's internal control. Accordingly, we do not express an opinion on the effectiveness of the Office'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 Office's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

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

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

Jacksonville, Florida  
February 12, 2021



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRlcpa.com

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

The Honorable Timothy E. Parker  
Property Appraiser  
Putnam County, Florida

We have examined the Putnam County, Florida Property Appraiser's (the "Office") 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 Office's compliance with the specified requirements. Our responsibility is to express an opinion on the Office's 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 Office complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Office 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 the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Office's compliance with specified requirements.

In our opinion, the Office 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 and should not be used by anyone other than these specified parties.

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

Jacksonville, Florida  
February 12, 2021



Timothy E. Parker, C.F.A  
**Putnam County Property Appraiser**

---

386/329-0286 • Fax: 386/329-0447  
www.putnam-fl.com/app • appraiser@putnam-fl.com

February 12, 2021

Honorable Sherrill F. Norman, Auditor General  
Claude Pepper Building  
111 West Madison Street  
Tallahassee, FL 32399

Dear Ms. Norman:

Pursuant to the provisions of Section 218.39(6) Florida Statutes, the following is a statement in response to the audit of our office conducted by Carr, Riggs & Ingram, LLC for the period of October 1, 2019 to September 30, 2020.

We are pleased that the results of the auditor's tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards. We are further pleased that the audit noted no matters involving the internal control over financial reporting and its operation that were considered to be reportable conditions or material weaknesses.

Yours very truly,

Handwritten signature of Timothy E. Parker in blue ink.

Timothy E. Parker, C. F. A.  
State-Certified General Appraiser RZ2438  
Property Appraiser

TEP/dhh

cc: Director of Finance, Putnam County

---

**Crescent City Annex**  
115 N. Summit Street  
386/698-4284

**Main Office**  
P.O. Box 1920  
312 Oak Street  
Palatka, FL 32178

**Interlachen Annex**  
Hitchcock's Plaza, SR #20  
386/684-3383

**Putnam County, Florida  
Supervisor of Elections**

**Audit Report**

**September 30, 2020**



**CRI** CARR  
RIGGS &  
INGRAM

CPAs and Advisors

[CRIcpa.com](http://CRIcpa.com)

# Putnam County, Florida Supervisor of Elections

## Table of Contents September 30, 2020

### REPORT

Independent Auditors' Report	1
------------------------------	---

### FINANCIAL STATEMENTS

#### Governmental Funds:

Balance Sheet	3
---------------	---

Statement of Revenues, Expenditures and Changes in Fund Balances	4
--	---

Notes to Financial Statements	5
-------------------------------	---

### REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund	8
--	---

Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – Grant Fund	9
--	---

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

#### GENERAL

Management Letter	10
-------------------	----

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	12
---	----

Independent Accountants' Report on Compliance with Section 218.415, Florida Statutes	14
--	----

Schedule of Findings	15
----------------------	----

Elected Official's Response to Auditors' Comments	--
---	----



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRIcpa.com

## INDEPENDENT AUDITORS' REPORT

The Honorable Charles Overturf  
Supervisor of Elections  
Putnam County, Florida

### Report on the Financial Statements

We have audited the accompanying financial statements of each major fund of the office of the Putnam County, Florida Supervisor of Elections (the "Office") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Office'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.

#### *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 auditors' 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 each major fund of the Office as of September 30, 2020, 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.

***Emphasis of Matter***

As discussed in Note 1 to the financial statements, the financial statement 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 position of each major fund, only for that portion of each major fund, of Putnam County, Florida, that is attributable to the Supervisor of Elections. They do not purport to, and do not, present fairly the financial position of Putnam County, Florida, as of September 30, 2020, and the changes in its financial position 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***

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, as listed in the table of contents, be presented to supplement the financial statements. Such information, although not a required part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the 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 financial statements, and other knowledge we obtained during our audit of the 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 March 8, 2021, on our consideration of the Office'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 solely 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 effectiveness of the Office's 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 Office's internal control over financial reporting and compliance.

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

Jacksonville, Florida

March 8, 2021

**Putnam County, Florida Supervisor of Elections**

**Balance Sheet – Governmental Funds  
September 30, 2020**

	General Fund	Grant Fund	Total Governmental Funds
<b>Assets</b>			
Cash and equivalents	\$ 10,902	\$ -	\$ 10,902
Due from other county agencies	33,213	-	33,213
Due from other governments	86,518	-	86,518
Due from other funds	-	25,555	25,555
<b>Total assets</b>	<b>\$ 130,633</b>	<b>\$ 25,555</b>	<b>\$ 156,188</b>
<b>Liabilities and fund balances</b>			
Liabilities:			
Accounts payable and accrued liabilities	\$ 130,589	\$ -	\$ 130,589
Due to other funds	25,555	-	25,555
<b>Total liabilities</b>	<b>156,144</b>	<b>-</b>	<b>156,144</b>
Fund balances:			
Restricted for elections	-	25,555	25,555
Unassigned	(25,511)	-	(25,511)
<b>Total fund balances</b>	<b>(25,511)</b>	<b>25,555</b>	<b>44</b>
<b>Total liabilities and fund balances</b>	<b>\$ 130,633</b>	<b>\$ 25,555</b>	<b>\$ 156,188</b>

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

**Putnam County, Florida Supervisor of Elections**

**Statement of Revenues, Expenditures and Changes in Fund Balances  
Governmental Funds  
Year ended September 30, 2020**

	General Fund	Grant Fund	Total Governmental Funds
<b>Revenues</b>			
Intergovernment revenue	\$ 93,610	\$ 37,038	\$ 130,648
Miscellaneous revenue	2,702	5	2,707
<b>Total revenues</b>	<b>96,312</b>	<b>37,043</b>	<b>133,355</b>
<b>Expenditures</b>			
Current:			
General government services	1,144,950	56,235	1,201,185
Capital outlay	5,086	-	5,086
<b>Total expenditures</b>	<b>1,150,036</b>	<b>56,235</b>	<b>1,206,271</b>
<b>Excess of revenues under expenditures</b>	<b>(1,053,724)</b>	<b>(19,192)</b>	<b>(1,072,916)</b>
<b>Other financing sources</b>			
Appropriation from board of county commissioners	1,028,213	-	1,028,213
<b>Net change in fund balances</b>	<b>(25,511)</b>	<b>(19,192)</b>	<b>(44,703)</b>
<b>Fund balances - October 1, 2019</b>	<b>-</b>	<b>44,747</b>	<b>44,747</b>
<b>Fund balances - September 30, 2020</b>	<b>\$ (25,511)</b>	<b>\$ 25,555</b>	<b>\$ 44</b>

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

# Putnam County, Florida Supervisor of Elections

## Notes to Financial Statements

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the office of the Putnam County, Florida Supervisor of Elections (the “Office”) conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

#### ***Reporting Entity***

The Supervisor of Elections is an elected constitutional officer, whose office is established by Article VIII of the Constitution of the State of Florida and is governed by various provisions of state law.

The Office is an integral part of Putnam County, Florida, which is the primary government for financial reporting purposes.

#### ***Basis of Presentation***

The Office’s financial statements have been prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida (the “Rules”). These financial statements are the fund financial statements required by generally accepted accounting principles. However, these fund statements do not constitute a complete presentation because, in conformity with the Rules, the Office has not presented reconciliations to the government-wide financial statements, the government-wide financial statements, management’s discussion and analysis, or the pension or the other post-employment benefit related required supplementary information. Also, certain notes to the financial statements may supplement rather than duplicate the notes included in the County’s countywide financial statements. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial position of each major fund, only for that portion of each major fund of Putnam County, Florida, that is attributable to the Office. They do not purport to, and do not, present fairly the financial position of Putnam County, Florida, as of September 30, 2020, and the changes in its financial position for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Fund Accounting***

Accounts are organized on the basis of 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 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 focus of fund financial statements is on major funds, each displayed in a separate column. All nonmajor funds are aggregated and displayed in a single column. The Office has no nonmajor governmental funds.

The Office reports the following major governmental funds:

*General Fund* – The General Fund is the primary operating fund. It is used to account for and report all financial resources not accounted for and reported in another fund.

*Grant Fund* – Used to account for and report grant resources that are restricted for voter education and voting equipment.

# Putnam County, Florida Supervisor of Elections

## Notes to Financial Statements

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

#### ***Fund Balance***

The Office 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 Office is bound to honor constraints on the specific purposes for which amounts in the funds can be spent.

The fund balance classifications specified in GASB Statement No. 54 are as follows:

*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 Office's highest level of decision-making authority, which is a policy of the Office. Committed amounts cannot be used for any other purpose unless the Office removes those constraints by taking the same type of action.

*Assigned Fund Balance* – Assigned fund balances are amounts that are constrained by the Office's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by (a) the constitutional officer or (b) a body or official to which the constitutional officer has 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 Office's policy is to expend resources in the following order: restricted, committed, assigned, and unassigned.

#### ***Measurement Focus/Basis of Accounting***

All governmental funds are accounted for on a current financial resources measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources." Their operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets and, accordingly, are said to present a summary of sources and uses of "available spendable resources" during a period.

# Putnam County, Florida Supervisor of Elections

## Notes to Financial Statements

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

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

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, principal and interest on long-term debt are recognized when due.

#### ***Capital Assets and Long-Term Liabilities***

Capital assets used by the Office are recorded and accounted by the Putnam County, Florida Board of County Commissioners.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities. They are instead reported as liabilities in the financial statements of the County.

#### ***Cash and Equivalents***

All cash and equivalents are placed in a bank that qualifies as a public depository pursuant to the provisions of the Florida Security For Public Deposits Act. Every qualified public depository is required by this law to deposit with the Chief Financial Officer eligible collateral equal to, or in excess of, an amount to be determined by the Chief Financial Officer. The Chief Financial Officer is required to ensure that all funds are entirely insured or collateralized throughout the fiscal year.

#### ***Use of Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make various estimates. Actual results could differ from those estimates.

### NOTE 2 – RISK MANAGEMENT

For health insurance and worker's compensation, the Office participates in the risk management program established by the Board of County Commissioners to cover claims against the Board and Constitutional Officers. The risk management program is accounted for in the Board's financial statements as an Internal Service Fund, in accordance with requirements of GASB 10.

For risks of loss related to general liability and errors or omissions, the Office participates with the Board to purchase commercial insurance. For the past three years, there have been no insurance settlements in excess of insurance coverages.

**Required Supplementary  
Information**

**Putnam County, Florida Supervisor of Elections**

**Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual – General Fund  
Year ended September 30, 2020**

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
<b>Revenues</b>				
Intergovernment revenue	\$ -	\$ -	\$ 93,610	\$ 93,610
Miscellaneous revenue	-	-	2,702	2,702
<b>Total revenues</b>	<b>-</b>	<b>-</b>	<b>96,312</b>	<b>96,312</b>
<b>Expenditures</b>				
Current:				
General government services	993,000	993,000	1,144,950	(151,950)
Capital outlay	-	-	5,086	(5,086)
Reserve for contingencies	2,000	2,000	-	2,000
<b>Total expenditures</b>	<b>995,000</b>	<b>995,000</b>	<b>1,150,036</b>	<b>(155,036)</b>
<b>Excess of revenues under expenditures</b>	<b>(995,000)</b>	<b>(995,000)</b>	<b>(1,053,724)</b>	<b>(58,724)</b>
<b>Other financing sources</b>				
Appropriation from board of county commissioners	995,000	995,000	1,028,213	33,213
<b>Net change in fund balances</b>	<b>-</b>	<b>-</b>	<b>(25,511)</b>	<b>(25,511)</b>
<b>Fund balances - October 1, 2019</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balances - September 30, 2020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (25,511)</b>	<b>\$ (25,511)</b>

Notes to Schedule:

The budget is prepared on a basis that does not differ materially from generally accepted accounting principles. Its preparation, adoption, and amendment is governed by Florida Statutes. The fund is the legal level of control.

**Putnam County, Florida Supervisor of Elections**

**Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual - Grant Fund  
Year ended September 30, 2020**

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
<b>Revenues</b>				
Intergovernmental revenue	\$ 19,188	\$ 19,188	\$ 37,038	\$ 17,850
Miscellaneous revenue	-	-	5	5
Total revenues	19,188	19,188	37,043	17,855
<b>Expenditures</b>				
Current:				
General government services	19,188	19,188	56,235	(37,047)
<b>Excess of revenues under expenditures</b>	-	-	(19,192)	(19,192)
<b>Fund balances - October 1, 2019</b>	-	-	44,747	44,747
<b>Fund balances - September 30, 2020</b>	\$ -	\$ -	\$ 25,555	\$ 25,555

Notes to Schedule:

The budget is prepared on a basis that does not differ materially from generally accepted accounting principles. Its preparation, adoption, and amendment is governed by Florida Statutes. The fund is the legal level of control. The final budget includes grant-length budgets for additional grants obtained during the year.

**Additional Elements Required by  
the Auditor General**



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRlcpa.com

## MANAGEMENT LETTER

The Honorable Charles Overturf  
Supervisor of Elections  
Putnam County, Florida

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

We have audited the financial statements of the office of the Putnam County, Florida Supervisor of Elections (the "Office"), as of and for the year ended September 30, 2020, and have issued our report thereon dated March 8, 2021.

### ***Auditors' Responsibility***

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, and Chapter 10.550, Rules of the Auditor General.

### ***Other Reporting Requirements***

We have issued our Independent Auditors' 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*; and Independent Accountants' 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 March 8, 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 findings and recommendations made in the preceding annual financial audit report. These requirements of the Rules of the Auditor General are addressed in the Schedule of Findings that accompanies this letter. Finding 2020-001 was also reported as 2019-001 and 2018-001 in the preceding audit reports.

### ***Financial Management***

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. These requirements of the Rules of the Auditor General are addressed in item 2020-002 in the Schedule of Findings that accompanies this letter.

### ***Additional Matters***

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we 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 note 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, the Putnam County, Florida Supervisor of Elections, and applicable management, and is not intended to be and should not be used by another 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. Please let us know if you have any questions or comments concerning this letter, our accompanying reports, or other matters.

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

Jacksonville, Florida  
March 8, 2021



Carr, Riggs & Ingram, LLC  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256

904.356.6023  
904.353.5836 (fax)  
CRlcpa.com

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

The Honorable Charles Overturf  
Supervisor of Elections  
Putnam 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 *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of each major fund of the office of the Putnam County, Florida Supervisor of Elections (the "Office"), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Office's financial statements, and have issued our report thereon dated March 8, 2021.

**Internal Control Over Financial Reporting**

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. We did identify a deficiency in internal control described in the accompanying schedule of findings, as item 2020-001, that we consider to be a material weakness.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Office's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards*, and which is described in the accompanying Schedule of Findings as item 2020-002.

### **Office's Response to Finding**

The Office's response to the findings identified in our audit is described in its accompanying letter of response. The Office'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.

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

Jacksonville, Florida

March 8, 2021



**Carr, Riggs & Ingram, LLC**  
7411 Fullerton Street  
Suite 300  
Jacksonville, FL 32256  
  
904.356.6023  
904.353.5836 (fax)  
CRlcpa.com

## **INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES**

The Honorable Charles Overturf  
Supervisor of Elections  
Putnam County, Florida

We have examined the Putnam County, Florida Supervisor of Elections' (the "Office") 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 Office's compliance with the specified requirements. Our responsibility is to express an opinion on the Office'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 Office complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Office 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 the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Office's compliance with specified requirements.

In our opinion, the Office 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 and should not be used by anyone other than these specified parties.

*Carr, Riggs & Ingram, LLC*

Jacksonville, Florida  
March 8, 2021

## Putnam County, Florida Supervisor of Elections

### Schedule of Findings

2020-001 (Reported previously as item 2019-001 and 2018-001)

Criteria: Financial statements must be presented in accordance with generally accepted accounting principles.

Condition: As part of the audit process, it was necessary for us to propose material adjustments to the Office's financial statements. It was also necessary for us to assist with the preparation of the Office's financial statements.

Cause: Material audit adjustments were necessary to properly state certain balances at year-end. Also, personnel are unable to prepare financial statements, including notes, in accordance with generally accepted accounting principles.

Effect: Our proposed adjustments were accepted by management, enabling the financial statements to be fairly presented in conformity with generally accepted accounting principles.

Recommendation: The Office should consider and evaluate the costs and benefits of improving internal controls relative to the financial reporting process.

2020-002 Criteria: Pursuant to Section 129.202, Florida Statutes, the Office should operate within its approved budget.

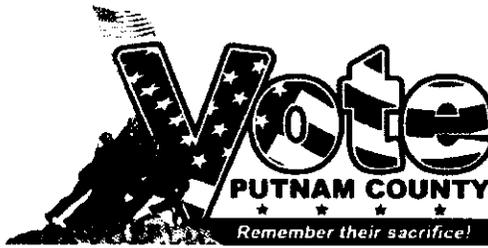
Condition: The Office over expended its General Fund budget by approximately \$155,000, resulting in a negative fund balance for the year ended September 30, 2020. The Office also over expended its Grant Fund budget by approximately \$37,000.

Cause: The Office did not implement budgetary controls and monitoring at the fund level.

Effect: The Office is not in compliance with Section 129.202, Florida Statutes.

Recommendation: The Office should implement budgetary controls and monitoring at the fund level at a minimum

**Charles L. Overturf III**  
**Supervisor of Elections**  
**Putnam County, Florida**



2509 Crill Ave., Suite 900  
Palatka, Florida 32177  
Telephone: 386-329-0224  
Facsimile: 386-329-0455  
Web: [www.putnam-fl.com/soe](http://www.putnam-fl.com/soe)

March 8, 2021

The Honorable Sherrill F. Norman  
Florida Auditor General  
PO Box 1735  
Tallahassee, FL 32302

Dear Ma'am,

The financial statement audit of the Putnam County Elections Office for the fiscal year ending September 30, 2020 has been completed by Carr, Riggs, and Ingram, LLC.

Their audit disclosed material weaknesses in internal controls identified as items 2020-001 and 2020-002 in the Schedule of Findings.

The Office will evaluate our procedures in regard to the preparation of financial statements and reporting and make the adjustment necessary to conform to GAAP. Concerning the second finding, COVID-19 caused unexpected incurred expenditures in the general fund and in the grant fund, however this should not occur again.

Sincerely,

Charles L. Overturf III  
Supervisor of Elections