 CRA Reporting Requirements At-A-Glance

A Community Redevelopment Agency must file the following annual reports, as dependent special districts AND as governmental entities.

I. Audit to Auditor General

II. Annual Report to Taxing Entities

**III. Special District Report to DEO**

**IV. Annual financial report (AFR) to DFS**

**V. Budget Reports**

The statutory quotes in this document are meant as a summary of the requirements and not verbatim text. The penalty for failing to properly file these reports is the Legislative Auditing Committee will petition the DEO to initiate enforcement. This action begins if a CRA fails to respond to the DEO’s written offer of technical assistance and a time extension.

***Annual Financial Audit Reports Questions:***

**Marilyn Rosetti**, Office of Auditor General

(850) 487-9031

# flaudgen\_localgovt@aud.state.fl.us

# **Annual Financial Reports (AFR) Questions:**

Department of Financial Services

Bureau of Local Government

Division of Accounting and Auditing

850-413-5712

###### ***Florida Redevelopment Association***

**Carol Westmoreland**, Executive Director

850-701-3608

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[www.redevelopment.net](http://www.redevelopment.net)

***Special District Reporting Questions:***

**Jack Gaskins Jr.**

Department of Economic Opportunity

Special District Information Program

(850) 717-8430

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[www.FloridaJobs.org/SpecialDistricts](http://www.FloridaJobs.org/SpecialDistricts)

1. ***AUDIT***

*S. 163.387(8), Florida Statutes*

(8) Each community redevelopment agency shall provide for an audit of the trust fund each fiscal year and a report of such audit to be prepared by an independent certified public accountant or firm. Such report shall describe the amount and source of deposits into, and the amount and purpose of withdrawals from, the trust fund during such fiscal year and the amount of principal and interest paid during such year on any indebtedness to which increment revenues are pledged and the remaining amount of such indebtedness. The agency shall provide by registered mail a copy of the report to each taxing authority.

*S. 218.39, Florida Statutes*

(3)(a) A dependent special district may make provision for an annual financial audit by being included within the audit of another local governmental entity upon which it is dependent (note: the audit report must clearly state that the special district is a component unit of the city or county).

(b) A special district that is a component unit, as defined by generally accepted accounting principles, of a local governmental entity shall provide the local governmental entity, within a reasonable time period as established by the local governmental entity, with financial information necessary to comply with this section. The failure of a component unit to provide this financial information must be noted in the annual financial audit report of the local governmental entity.

(7) All audits conducted pursuant to this section must be conducted in accordance with the rules of the Auditor General adopted pursuant to s.[11.45](http://www.flsenate.gov/Laws/Statutes/2012/11.45). Upon completion of the audit, the auditor shall prepare an audit report in accordance with the rules of the Auditor General. The audit report shall be filed with the Auditor General within 45 days after delivery of the audit report to the governing body of the audited entity, **but no later than 9 months after the end of the audited entity’s fiscal year.** The audit report must include a written statement describing corrective actions to be taken in response to each of the auditor’s recommendations included in the audit report.

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Checklist

* **Obtain copy and file annual CRA audit from auditor/finance office**
* **Send or confirm it was forwarded to the Auditor General by June 30**
* **Refer to members section of** [**www.redevelopment.net**](http://www.redevelopment.net) **for best practices**

*II. ANNUAL REPORT TO TAXING ENTITIES*

*S. 163.356(3)(c), Florida Statutes*

The governing body of the county or municipality shall designate a chair and vice chair from among the commissioners… An agency authorized to transact business and exercise powers under this part shall file with the governing body, on or before March 31 of each year, a report of its activities for the preceding fiscal year, which report shall include a complete financial statement setting forth its assets, liabilities, income, and operating expenses as of the end of such fiscal year. At the time of filing the report, the agency shall publish in a newspaper of general circulation in the community a notice to the effect that such report has been filed with the county or municipality and that the report is available for inspection during business hours in the office of the clerk of the city or county commission and in the office of the agency.

Checklist

#### Produce an annual CRA report (samples on file through FRA):

#### Include a copy of the annual audit if available

#### Include how much money came in from which taxing entities

#### Projects finished, started, planned and related costs/totals last year

**Description of the CRA area(s)**

**CRA history as applicable**

**Who to contact for more information, who is on board, etc.**

* Take out ad in local newspaper (samples available from FRA)
* Send annual report to taxing entities
* Refer to the members section of [www.redevelopment.net](http://www.redevelopment.net) for best practices.

*Tip:* Send by certified mail with a cover letter to the chairpersons of the city/county/special district that pays into the CRA. Take the opportunity to outreach and do positive marketing. Photographs, letters of support, etc. are especially effective (before and after photos are great).

*III. SPECIAL DISTRICT REPORTS TO DEO*

*S. 189 Florida Statutes—Reports, Budgets, Audits*

Basic Information on special districts in Florida must be made available to legislators, the public and other officials, i.e. how many districts are in existence, what their functions are and where to go for further information on their activities. The basic reporting requirements to the Department of Economic Opportunity, Special District Information Program are the following:

Checklist

* **File the creation documents a boundary map, and any amendments to either within 30 days after adoption/approval.**
* **When invoiced (approximately October 1) submit $175 along with the invoice, which also serves as an update form, noting any changes to the information presented.**
* **File merger documents if applicable within 30 days of effective date.**
* **File dissolution document within 30 days of dissolution effective date.**

***Tip*:** The Special District Information Program is more of a technical assistance and clearinghouse program than an enforcement agency. However, if the reports are not filed, they give ample opportunity to resolve the matter by providing technical assistance and coordinating time extensions. If all else fails and the reports are not filed, their job is to initiate legal enforcement when directed to do so by the Joint Legislative Auditing Committee.

*IV. ANNUAL FINANCIAL REPORTS* (AFR) to DFS

*S. 218.32 - Annual financial reports; local governmental entities*

(1)(a) Each local governmental entity that is determined to be a reporting entity, as defined by generally accepted accounting principles, and each independent special district as defined in s. 189.403, shall submit to the department a copy of its annual financial report for the previous fiscal year in a format prescribed by the department. The annual financial report must include a list of each local governmental entity included in the report and each local governmental entity that failed to provide financial information as required by paragraph (b). The chair of the governing body and the chief financial officer of each local governmental entity shall sign the annual financial report submitted pursuant to this subsection attesting to the accuracy of the information included in the report. The county annual financial report must be a single document that covers each county agency.

(b) Each component unit, as defined by generally accepted accounting principles, of a local governmental entity shall provide the local governmental entity, within a reasonable time period as established by the local governmental entity, with financial information necessary to comply with the reporting requirements contained in this section.

The city or county submits this with the Annual Financial Audit Report on behalf of the CRA unless otherwise provided. This report is sent by the city/county each year, within 12 months of the fiscal year end (9/30) and 45 days of audit completion.

**Checklist**

* **Check with Finance Director to get a copy of the portion that relates to CRA**
* **Ask for certain information useful to you be tracked in the report, and that the format of the CRA portion be consistent so that data can be compared year to year**
* **Keep a copy handy to include in annual or other reports**

##### Tip: This report is done each year by the city or county, and useful financial information on the CRA report is usually included. If the CRA report is included in the city or county’s AFR, it should be clearly stated that the CRA data is reflected within their report. However, you should keep a copy of the CRA portion of this report, as a historical record of the TIF each year.

V. ANNUAL BUDGET REQUIREMENTS

*189.418 Reports, Budgets, Audits*

**Checklist**

* **Post the proposed CRA Annual Budget on an official website two days prior to the budget hearing (September);**
* **Adopt, by resolution, each fiscal year, a special district (CRA) budget at least at the level of detail required for the annual financial report;**
* **Special District (CRA) budgets must:**
  + - **Include the total amount available from taxation/other sources, including amounts carried over from prior fiscal years, which must equal the total of appropriations for expenditures and reserves**
    - **Be presented in accordance with generally accepted accounting principles**
    - **Be contained within the general budget of the local governing authority (unless the local governing authority consents to a separate budget) and clearly stated as the budget of the CRA**
    - **Regulate the expenditures of the special district; and**
* **Post a copy of final budget on an official website 30 days after (October).**

***Tip:***Discuss how the budget process will work with the appropriate persons at the city or county before drawing up a budget each year. The FRA has sample budgets and information on how other CRAs plan, adopt and implement their budgets.

