

**SNEADS TOWN COUNCIL
BUDGET WORKSHOP/ SPECIAL MEETING
AUGUST 27, 2024**

The Town Council of the Town of Sneads, Florida, met in a budget workshop/ special session at the Sneads Town Hall on Tuesday, August 27, 2024, at 5:00 p.m.

Mike Weeks called the meeting to order with the following present:

Mike Weeks, Angela Locke, Tony Money,
Kay Neel and Tim Perry, Council Members
Bill Rentz, Town Manager
Tyler Weeks, Police Chief
Sherri Griffin, City Clerk
Danielle Guy, Deputy Clerk

And the following were absent:

Daniel Cox, Attorney

All stood for the Pledge of Allegiance.

Sherri Griffin presented Council with an engagement letter from Leslie A Tucker, CPA (See attached). She will be taking over the upcoming services that Dale Cavin provided since he is retiring. After discussion, Angie Locke made a motion to hire Leslie A Tucker, CPA as the Town's Consultant for the upcoming year. Tony Money seconded. All voted aye.

Sherri Griffin presented dates for the upcoming budget hearings as September 16th and 30th, both at 5:01pm.

Purpose of the meeting was to discuss the budget for the fiscal year 2024-2025. Mr Rentz started out with Water and Sewer. He stated that we started out to be about \$145,000+ in the red. He said after the increase with ACI that brings us out some, but we are going to have to raise utility rates. He informed Council that we had researched other towns around the county, and we are lower than any others. (see attached) We are proposing the attached rate increases for utilities and other water and sewer cost related items. He also stated that we are having a rate study done in a few months by Rural Water and they could possibly come back and say these increases aren't enough. All agreed that we need to make the increases to cover our cost.

Gas Tax fund was discussed, and it was explained that the amount of money we get from the state is determined by our population and since ours has gone down, so has our gas revenues. It was then discussed about Annexation of ACI and getting the numbers of the inmates. Mr Rentz stated that everything he has researched and been told, there isn't a benefit for the town to do the annexation. He also stated he doesn't think we get to count the inmates in our numbers, but he will check. Mr Rentz said if we were getting new customers, or selling ACI electricity, water, or gas, then it would be different. As of right now we wouldn't be doing any of those things other than taking on more grass to cut and so forth.

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Solid Waste Fund is doing good at the moment as long as we don't have any major rate increases.

General Fund was next for discussion. Mr Rentz stated that we are in the red as it stands, and we really need to make some cuts. He stated that a lot of things were done before his and Chief Weeks' time as far as salaries in the Police Department go, but that is where most of the GF budget goes. Our liability and workers' comp insurance has gone up over the years and we are expecting a 5% increase this year. He stated he has already talked with Chief Weeks about a few cuts; we aren't going to fill the officer position he has vacant, cutting part time officer position and cutting the custodian position. However, even after that we are still red \$94,754, and have cut everything we can cut down. He said we have presented a budget taking \$50,000 from solid waste and a carryover of \$44,754, but this is not the way to do business and that he really doesn't like doing it. He said these funds aren't recurring funds and we have to come up with a way to balance the budget. He said he is up for suggestions. Discussion about ways to help the budget were brought up such as: a public safety fee, the camera system fees and cutting the administrative assistant position at the police department. After discussion, it was decided to wait until mid-year to revisit the idea of a public safety fee and the administrative assistant position and see what kind of fees the camera system is bringing in.

Tony Money made a motion to move forward with the budget presented. Angie Locke seconded. All voted aye.

Mr Rentz informed Council about an offer presented to the town about buying the T-Mobile lease. He stated he had been offered several, but that he informed them unless it was \$500,000, we weren't interested. After discussion, Angie Locke made motion to allow Mr Rentz to move forward and to get the best deal for the town. Tony Money seconded. All voted aye.

Tony Money made a motion to adjourn at 6:45 pm.

Respectfully Submitted,

Danielle Guy, Deputy Clerk

APPROVED:

MIKE WEEKS, COUNCIL PRESIDENT

LESLIE A. TUCKER, CPA

PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANT

August 26, 2024

Town of Sneads, Florida
2028 Third Avenue
Sneads, Florida

Dear Mayor:

Leslie A. Tucker CPA, PA ("firm," we," "us," or "our") is pleased to provide the Town of Sneads, Florida ("you" or "your") with the professional services described below. This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this Agreement.

Engagement Objective and Scope

The objectives of this engagement are to assist you with evaluating the 2023/2024 fiscal year end general fund and enterprise fund trial balances and general ledgers and make recommendations from cash to accrual accounting.

- *Assist with cash to accrual accounting adjustments at year-end; search for receivables, payables, reclassifications*
- *Assist with adjusting entries identified in the prior year external audit and agree fund balances to audit report*
- *Assist with schedules and workpapers as required for the external audit*

Our recommendations regarding procedures to be performed and the results of the procedures performed are dependent upon the accuracy and completeness of the representations and information that we receive from you. Accordingly, inaccurate or incomplete representations may result in inaccurate findings or inappropriate recommendations, and critical recommendations may not be identified.

CPA Firm Responsibilities

We will perform our services in accordance with the *Statement on Standards for Consulting Services* issued by the American Institute of Certified Public Accountants ("AICPA"). Such services do not constitute an audit, review, or any other attestation service as those services are defined in AICPA literature applicable to such engagements. Accordingly, these services will not result in the issuance of a written communication to third parties by Leslie A. Tucker CPA, PA regarding financial data or internal controls, expressing an opinion or conclusion or obtaining or providing any form of assurance.

Our engagement does not include any procedures designed to detect errors, fraud, theft, or other wrongdoing. Therefore, our engagement cannot be relied upon to disclose such matters. In addition, we are not responsible for identifying or communicating deficiencies in your internal controls, unless otherwise specified in the scope of this Agreement. You are responsible for developing and implementing internal controls applicable to your operations.

This engagement is limited to the professional services outlined above. Leslie A. Tucker CPA, PA will not make management decisions or perform management functions on your behalf.

Engagement Deliverables

We anticipate issuing the following deliverables in connection with our services:

- *Recommended adjusting journal entries*

We will provide draft deliverables to you for review and comment, prior to final delivery.

The advice and recommendations included in the deliverable(s) will be based upon information you provide.

The deliverable(s) presented as part of this engagement are solely for the internal use of your management. It is not to be distributed to third parties other than those noted herein, in whole or in part, or used for any other purpose.

After we provide you with the deliverables, we shall have no obligation to update or revise the observations or conclusions reflected in our deliverable(s), if new information, future events or changes in applicable laws and regulations affect the observations or conclusions reflected in those deliverables.

You understand and agree that our services may include advice and recommendations based upon our knowledge, training and experience, but at all times, the decisions related to implementation of the advice and recommendations are solely your responsibility. We encourage you to consider our recommendations and advice and implement what you believe is best for your Town. If you ask us to

assist you in implementing any advice or recommendation, we will confirm this representation in a separate engagement letter.

If, for any reason, we are unable to complete the engagement, we will not issue a deliverable(s).

Client Responsibilities

Your Support

We will require the support of your personnel in order to achieve timely completion of the engagement. Support includes, but is not limited to, making personnel available to us, providing access to or collecting all relevant documents (paper or electronic), providing timely responses to questions, including requests for your decisions, devoting sufficient resources necessary to achieve the engagement objectives, and the coordination of meetings. Failure to provide such support in a timely manner may negatively affect our ability to fulfill the requirements in the *Engagement Objectives and Scope* and *Engagement Deliverables* sections above within the agreed-upon timeframe.

Management Functions

Your management agrees to:

- make all management decisions and perform all management functions;
- evaluate the adequacy and results of the services performed;
- accept responsibility for the results of the services, including decisions regarding the implementation of any recommendations provided by us; and
- establish and maintain internal controls relevant to your organization, including monitoring ongoing activity related to their operation.

You agree that your management and employees are responsible for the accuracy and reliability of information provided to us, including but not limited to, the proper recording of transactions, the safekeeping of assets, and the accuracy of the financial statements.

Timing of the Engagement

We expect to begin our services upon receipt of this executed Agreement and the information requested, at a time mutually determined by you and Leslie A. Tucker CPA, PA.

Professional Fee

Our professional fee for the services will be billed at our standard hourly rates. This fee is based upon the complexity of the expected work to be performed, our professional time, and out-of-pocket expenses. Circumstances may arise that

impact our estimated fee such as, but not limited to, issues encountered with the timely delivery, availability, quality or completeness of the information you provide to us, changes in your personnel or operations that impact our services or other unanticipated items that arise during our engagement and that require additional time in order to complete the services. You agree that you will deliver all records requested and respond to all inquiries made by our staff to complete this engagement on a timely basis. You agree to pay all fees and expenses incurred whether or not we issue a deliverable.

* * * * *

We appreciate the opportunity to be of service to Town of Sneads, Florida. Please date and execute this Agreement and return it to us to acknowledge your acceptance. We will not initiate services until we receive the executed Agreement.

Very truly yours,
Leslie A. Tucker CPA, PA

ACCEPTED:

Town of Sneads, Florida

Date

TOWN OF SNEADS

Budget Proposal and Prior Year Comparison

	FY 2024		FY 2025 Proposed	
	\$	%	\$	%
ALL FUNDS				
GENERAL FUND	1,779,897.00	50.06%	1,562,693.00	11.24%
SPECIAL REVENUE FUNDS:				
GAS TAX	163,442.00	4.60%	146,198.00	1.05%
RECREATION DEPT	157,292.00	4.42%	150,971.00	1.09%
ENTERPRISE FUNDS:				
WATER AND SEWER	1,155,000.00	32.48%	1,193,685.00	8.59%
SOLID WASTE	300,000.00	8.44%	305,000.00	2.19%
OTHER FUNDS:				
CDBG-DR-HR			765,099.00	5.50%
CDBG-DR-WT/SW/RD			9,778,347.99	70.34%
Total All Funds	<u>3,555,631.00</u>	<u>100.00%</u>	<u>13,901,993.99</u>	<u>100.00%</u>

TOWN COUNCIL:

THE DATES FOR THE BUDGET HEARINGS IN SEPTEMBER WILL BE MONDAY, SEPTEMBER 16TH AND FINAL WILL BE MONDAY, SEPTEMBER 30TH. BOTH WILL BE AT 5:01 P.M.

I WILL NEED ALL IN ATTENDANCE PER TRIM RULES DUE TO THE INCREASE IN MILLAGE.

THANK YOU,

SHERRI