

Plymouth Growth & Development Corporation
(A Component Unit of the Town of Plymouth, Massachusetts)
Financial Statements with Independent Auditor's Report
For the Year Ended December 31, 2013

Plymouth Growth & Development Corporation
(A Component Unit of the Town of Plymouth, Massachusetts)
Financial Statements with Independent Auditor's Report
For the Year Ended December 31, 2013

TABLE OF CONTENTS

Independent Auditor's Report	1-2
Basic Financial Statements:	
Statement of Net Position	3
Statement of Revenues, Expenses, and Changes in Net Position	4
Statement of Cash Flows	5
Notes to Financial Statements	6-10

SCAPPINI CPA, P.C.

INDEPENDENT AUDITOR'S REPORT

To the Honorable Board of Directors of
Plymouth Growth & Development Corporation

I have audited the accompanying financial statements of the business-type activities of Plymouth Growth & Development Corporation (the Corporation), a component unit of the Town of Plymouth, Massachusetts as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I 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 auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statement referred to above present fairly, in all material respects, the respective financial position of the business-type activities of Plymouth Growth & Development Corporation, as of December 31, 2013, 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

The Corporation has not presented a Management's Discussion and Analysis (MD&A) that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. My opinion on the basic financial statements is not affected by this missing information.

Scappini CPA, PC

Norwell, Massachusetts
December 31, 2014

Plymouth Growth & Development Corporation
(A Component Unit of the Town of Plymouth, Massachusetts)
Statement of Net Position
December 31, 2013

ASSETS

Current assets	
Cash and cash equivalents	\$ 1,121,471
Prepaid expenses	20,684
Parking tickets receivable, net of allowance for uncollectible accounts of \$131,245	78,465
Other current assets	25,181
	1,245,801
Long-term assets	
Fixed assets	674,473
Accumulated depreciation	(388,006)
	286,467
Total assets	\$ 1,532,268

LIABILITIES

Accounts payable and accrued expenses	\$ 42,240
Payroll liabilities	5,062
Accrued vacation	8,562
Total liabilities	55,864

NET POSITION

Net investment in capital assets	286,467
Unrestricted	1,189,937
Total net position	1,476,404
Total liabilities and net position	\$ 1,532,268

The accompanying notes are an integral part of the financial statements

Plymouth Growth & Development Corporation
(A Component Unit of the Town of Plymouth, Massachusetts)
Statement of Changes in Net Position
December 31, 2013

Operating revenues	
Parking fees	\$ 565,538
Parking citations	211,884
Parking permits	70,460
Citation penalties and fees	<u>165,760</u>
Total operating revenues	1,013,642
Operating expenses	
Payroll and related expenses	280,704
General and administrative expenses	
Administrative services	16,073
Professional services	11,235
Office supplies and expense	16,405
Advertising	1,013
Insurance	24,472
Permits and fees	298
Dues and subscriptions	947
Bank charges	39,190
Telephone	10,823
Other	<u>2,870</u>
Total general and administrative expenses	123,326
Other operating expenses	
Contracted services	121,635
Parking violation expenses	14,304
Rent/lease expense	40,630
Parts and equipment	11,511
Vehicle expenses	3,475
Repairs and maintenance	17,511
Utilities	3,382
Uniforms	1,539
Depreciation expense	89,142
Community development awards	<u>28,091</u>
Total other operating expenses	331,220
Total operating expenses	<u>735,250</u>
Operating income	278,392
Nonoperating revenues (expenses)	
Interest income	<u>546</u>
Change in net position	278,938
Net position at beginning of year	<u>1,197,466</u>
Net position at end of year	<u><u>\$ 1,476,404</u></u>

The accompanying notes are an integral part of the financial statements

Plymouth Growth & Development Corporation
(A Component Unit of the Town of Plymouth, Massachusetts)
Statement of Cash Flows
December 31, 2013

Cash flows from operating activities	
Receipts from customers and users	\$ 1,022,331
Payments to vendors and employees	<u>(683,300)</u>
Net cash provided by operating activities	339,031
 Cash flows from capital and related financing activities	
Purchase of capital assets	<u>(70,833)</u>
Net cash provided by capital and related financing activities	(70,833)
 Cash flows from investing activities	
Investment income	<u>546</u>
Net cash provided by investing activities	546
Net change in cash and cash equivalents	268,744
Cash and cash equivalents at beginning of year	<u>852,727</u>
Cash and cash equivalents at end of year	<u><u>\$ 1,121,471</u></u>
 Reconciliation of operating income to net cash provided by operating activities	
Operating income	278,392
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation expense	89,142
Changes in assets and liabilities:	
Parking tickets receivable, net	8,689
Prepaid expenses	1,862
Accounts payable and accrued expenses	<u>(39,054)</u>
Total adjustments	<u>60,639</u>
Net cash provided by operating activities	<u><u>\$ 339,031</u></u>

The accompanying notes are an integral part of the financial statements

PLYMOUTH GROWTH & DEVELOPMENT CORPORATION
(A Component Unit of the Town of Plymouth, Massachusetts)
Notes to the Financial Statements
December 31, 2013

Note 1. History, reporting entity, and operations

Plymouth Growth & Development Corporation (the Corporation) is a community-based development organization, which for accounting purposes is a component unit of the Town of Plymouth, Massachusetts. The Corporation was established under Chapter 182 of the Acts of 2002 by the General Court of the Commonwealth of Massachusetts (the Enabling Legislation), for the purpose of aiding the Town of Plymouth, Massachusetts, private enterprises, nonprofit organizations, and other public agencies in the speedy and orderly development or redevelopment of unused, underused, or underdeveloped areas, and in the development, operation, and management of facilities and infrastructure necessary to support the economic vitality of the Plymouth Downtown Waterfront District and portions of the North Plymouth Village Center.

A Board of Directors consisting of seven members, appointed by the Board of Selectmen of the Town of Plymouth, Massachusetts (the Town), manages the Corporation. At least one member of the Board of Directors is a nominee of the Plymouth Regional Economic Development Foundation, Inc.

Currently, the Corporation manages and operates, on behalf of the Town, a parking management program in the downtown and waterfront districts. The parking management program primarily consists of paid parking spaces and lots through the use of parking meters, a pay and display program, and the issuance of parking permits. The authority to manage and operate the parking program is provided through a memorandum of agreement entered into by the Town and the Corporation, as provided under the Enabling Legislation, which expires October 30, 2023. The Corporation has the ability to operate additional programs in keeping with its purpose under its enabling legislation.

Note 2. Summary of significant accounting policies

A. Basis of presentation

The accounting policies of the Corporation conform to generally accepted accounting principles applicable to governmental units and the financial statements conform to the reporting presentation set forth in "Governmental Accounting and Financial Reporting Standards" issued by the Governmental Accounting Standards Board (GASB) applicable to public corporations and authorities. Accordingly, the Corporation utilizes the accrual basis of accounting, which recognizes revenue when earned and liabilities when incurred, regardless of the timing of the related cash flows.

Under GASB Statement Number 20, Accounting and Reporting for Proprietary Funds and Other Governmental Entities that use Proprietary Fund Accounting, the Corporation has elected to apply accounting standards applicable to the private sector issued on or before November 30, 1989, unless those standards conflict with or contradict pronouncements of the GASB.

PLYMOUTH GROWTH & DEVELOPMENT CORPORATION
(A Component Unit of the Town of Plymouth, Massachusetts)
Notes to the Financial Statements
December 31, 2013

B. Operating and non-operating revenue and expense

Operating revenues and expenses are distinguished from non-operating items. Currently, operating revenues and expenses generally result from the management of parking spaces within the Plymouth Downtown/Waterfront. The principal operating revenues consist of parking fees, parking fines, and parking permits. Operating expenses include salaries and administrative costs and costs incurred to operate and maintain the parking program and related equipment. Additional operating revenues and expenses may be incurred as the Corporation undertakes additional programs.

All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

C. Cash and investments

For purposes of the statement of cash flows, the Corporation considers all highly liquid investments purchased with a maturity of three months or less to be cash equivalents.

Investments are carried at fair value except for short-term U.S. Treasury obligations with a remaining maturity at the time of purchase of one year or less. Those investments are reported at amortized cost. Fair value is based on quoted market prices.

D. Receivables

Receivables consist of all revenues earned at year-end and not yet received, net of an allowance for uncollectible amounts. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. The Corporation classifies outstanding parking fines three or more years old as uncollectible for financial reporting purposes.

E. Capital assets

Capital assets are stated at cost. Generally, assets with a unit value over \$1,000 are capitalized and depreciated. Depreciation is computed using the straight-line method over the economic useful lives of the assets. The range of estimated useful lives by asset type is as follows:

- | | |
|--------------------|--------------|
| ○ Meter equipment | 5 to 7 years |
| ○ Office equipment | 5 to 7 years |
| ○ Vehicles | 5 years |

F. Equity classifications

Equity is classified as net position and displayed in three components:

PLYMOUTH GROWTH & DEVELOPMENT CORPORATION
(A Component Unit of the Town of Plymouth, Massachusetts)
Notes to the Financial Statements
December 31, 2013

Net investment in capital assets – this component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

Restricted – this component of net position consists of restricted net position reduced by liabilities and deferred inflows or resources related to those assets. These assets may be restricted by constraints placed on their use by either (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted – this component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of investment in capital assets or the restricted component of net position.

G. 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 estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results will differ from those estimates.

Note 3. Cash and cash equivalents

Massachusetts General Laws, Chapter 44, Sections 54 and 55, place certain limitations on cash deposits and investments available to the Corporation. Authorized deposits include demand deposits, term deposits, and certificates of deposit in trust companies, national banks, savings banks, and certain other financial institutions. Deposits may not exceed certain levels without collateralization of the excess by the financial institution involved.

The Corporation may also invest in securities issued by or unconditionally guaranteed by the United States Government or an agency thereof, and having a maturity from the date of purchase of one year or less. The Corporation may also invest in repurchase agreements guaranteed by such government securities with maturity dates of not more than ninety days from date of purchase. The Corporation may invest in units of the Massachusetts Municipal Depository Trust (MMDT), a pooled investment account. Cash deposits are reported at carrying amount, which reasonably approximates fair value.

The corporation maintains deposits in authorized financial institutions. In the case of deposits, custodial credit risk is the risk that in the event of a bank failure, the Corporation's deposits may not be returned. The Corporation does not have a formal deposit policy for custodial credit risk. At December 31, 2013, deposits totaled \$1,125,833

PLYMOUTH GROWTH & DEVELOPMENT CORPORATION
(A Component Unit of the Town of Plymouth, Massachusetts)
Notes to the Financial Statements
December 31, 2013

and the carrying amount was \$1,121,471. Of the deposit amount, \$681,743 was covered by federal depository insurance or collateralization, and \$444,090 was uninsured and uncollateralized as allowed under the general laws of Massachusetts. The difference between bank deposits and carrying amounts consists primarily of outstanding checks and deposits in transit.

Note 4. Receivables

The Corporation reports a receivable for outstanding parking tickets of \$78,465 as of December 31, 2013, which is net of allowance for uncollectible of \$131,245. Penalties associated with parking fines have not been accrued as receivable because the Corporation does not consider these penalties collectible; these amounts total \$304,880 as of December 31, 2013.

Note 5. Capital assets

Capital assets as of December 31, 2013 and changes in capital assets for the year ended December 31, 2013 are as follows:

	Balance			Balance
	<u>12/31/2012</u>	<u>Additions</u>	<u>Disposals</u>	<u>12/31/2013</u>
Leasehold improvements	\$ 36,890	\$ 10,000		\$ 46,890
Meter equipment	357,574	53,340		410,914
Office and other equipment	176,494	7,493		183,987
Vehicles	<u>32,682</u>	<u>-</u>	<u>-</u>	<u>32,682</u>
Subtotal capital assets	603,640	70,833	-	674,473
Accumulated depreciation	<u>(298,864)</u>	<u>(89,142)</u>	<u>-</u>	<u>(388,006)</u>
Total capital assets, net	<u>\$ 304,776</u>	<u>\$ (18,309)</u>	<u>\$ -</u>	<u>\$ 286,467</u>

Note 6. Long-term obligations

Operating leases

Under an agreement originally dated October 1, 2011, the Corporation leases parking spaces located at Four North Street, Plymouth, Massachusetts from Santander Bank. The lease agreement calls for an annual renewal, the most recent of which will expire on September 30, 2014 and provides for annual rent of \$3,000, payable in installments of \$1,500 due on January 1 and July 1 of each year.

On January 21, 2013, the Corporation entered into a lease agreement with Polar Cat, LLC for commercial office space located at 40 Court Street Plymouth, Massachusetts. The lease provides for annual rent of \$31,800, payable in monthly installments of \$2,650. The lease has a term of five years, commencing on March 1, 2013 and terminating on March 31, 2018 with the option to extend the lease for an additional period of two years.

PLYMOUTH GROWTH & DEVELOPMENT CORPORATION
(A Component Unit of the Town of Plymouth, Massachusetts)
Notes to the Financial Statements
December 31, 2013

On April 19, 2013, the Corporation entered into a lease agreement with Eastport Bayside, LLC for two adjacent parking lots located on the west side of Water Street, Plymouth, Massachusetts. The lease provides for annual rent of \$5,950, payable in two installments of \$2,975 on May 1 and September 1. The original lease, which expired November 30, 2013, was extended for a period of one year and the new expiration is November 30, 2014.

Lease expense totaled \$40,630 for the year ended December 31, 2013. The following is a schedule of future minimum operating lease payments as of December 31, 2013:

<u>Year ended</u>	<u>Amount</u>
12/31/2014	\$ 37,750
12/31/2015	31,800
12/31/2016	31,800
12/31/2017	31,800
12/31/2018	7,950

Note 7. Contractual obligations

On October 30, 2013, the Corporation renewed a Memorandum of Agreement with the Town of Plymouth, Massachusetts for management of on and off-street parking spaces; to develop a comprehensive parking management plan; and to develop and submit plans for the construction of multi-level parking facilities. As part of this agreement, the Corporation will provide monthly reimbursements to the Town for all salaries and benefits associated with existing meter enforcement personnel. Total payments to the Town of Plymouth for the year ended December 31, 2013 amounted to \$51,560. This agreement expires on October 30, 2023.

Note 8. Risk Management

The corporation is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions, injuries to employees, and natural disasters. The Corporation carries commercial insurance for all risks except health insurance.

Note 9. Implementation of new GASB Pronouncements

The following are pronouncements issued by the Governmental Accounting Standards Board (GASB), which the Corporation believes are applicable to its financial statements:

GASB Statement No. 65, Items Previously Reported as Assets and Liabilities, requires certain items that are currently reported as assets or liabilities to be reclassified as deferred outflows or deferred inflows. Based on the definitions in Concepts Statement No. 4, the GASB reevaluated certain assets, liabilities, revenues and expenditures and reclassified several items. The pronouncement is effective for years ending December 31, 2013.