



AGREED-UPON PROCEDURES REPORT • CALENDAR YEAR 2023 AND 2024

Jekyll Island Authority Agreed Upon Procedures - Leases Jekyll Island, Georgia

Including Independent Accountant's Report

Greg S. Griffin | State Auditor



DOAA

Georgia Department
of Audits & Accounts



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State Auditor

INDEPENDENT ACCOUNTANT'S REPORT ON AGREED-UPON PROCEDURES

Members of the Board of the Jekyll Island Authority
Mr. Mark Williams, Executive Director

We have performed the procedures enumerated below, which were agreed to by management of the Jekyll Island Authority (Authority), solely to assist you in evaluating compliance by businesses located on Jekyll Island with the lease agreements between the Authority and the businesses. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The entity has acknowledged that the procedures are appropriate to meet the intended purpose. The procedures performed may not address all of the items of interest to a user of this report and may not meet the needs of all users in this report, and, as such, users are responsible for determining whether the procedures performed are appropriate and for their purposes.

The procedures and associated findings are:

1. Confirm the mathematical accuracy of the monthly reports of gross income submitted by the businesses selected by the Authority for each month in calendar years 2023 and 2024.

Of the nineteen (19) businesses reviewed, seventeen (17) businesses submitted mathematically accurate monthly reports of gross income. Two (2) businesses did not submit at least one monthly report.

2. Compare the categories of revenue shown on the monthly revenue reports to the applicable lease agreement for calendar years 2023 and 2024.

Of the nineteen (19) businesses reviewed, seventeen (17) businesses included all categories of revenue in the monthly reports submitted. Two businesses (2) did not submit monthly revenue reports for one or more months in calendar year 2024, resulting in accountants being unable to confirm the revenue categories to those in the lease agreement.

3. Compare amounts reported in each monthly revenue report to the accounting records of the business and recalculate percentage rent based on the amounts in the accounting records and the conditions of the applicable lease for calendar years 2023 and 2024.

Of the nineteen (19) businesses reviewed, nine (9) businesses had no overpayments or underpayments calculated for 2023 or 2024. Four (4) businesses had net underpayments totaling \$9,326.38 for 2023 and 2024, (5) businesses had net overpayments totaling \$10,045.06 and one (1) business had an overpayment in 2023 totaling \$12,847.81 and an underpayment in 2024 totaling \$817.90.

4. Compare the amount reported in each monthly revenue report to the accounting records of the business and recalculate base rent, including late fees, based on the amounts in the accounting records and the conditions of the applicable lease for calendar years 2023 and 2024.

Of the sixteen (16) businesses reviewed, two (2) businesses had no overpayments, underpayments, or late fees calculated for 2023 and 2024. Of the remaining fourteen (14) businesses, thirteen (13) businesses had underpayments of base rent totaling \$6,984.72 and late fees totaling \$31,211.22 and one (1) business had an overpayment of base rent totaling \$522.90.

5. If the business is subject to hotel/motel tax, recalculate the mathematical accuracy of the hotel/motel tax report submitted for each month in calendar years 2023 and 2024.

Of the sixteen (16) businesses reviewed, fifteen (15) businesses accurately calculated hotel/motel tax on the monthly reports. One (1) business had mathematical errors noted on the monthly hotel/motel report, which resulted in a net underpayment of \$261.90 for 2023 and a net underpayment of \$8.47 for 2024.

6. If the business is subject to hotel/motel tax, compare amounts shown on the hotel/motel tax report to the accounting records of the business and recalculate the hotel/motel tax due based on the amounts in the accounting records for calendar years 2023 and 2024.

Of the sixteen (16) businesses reviewed, two (2) businesses correctly calculated and paid hotel/motel tax. Eleven (11) businesses had underpayments totaling \$64,743.96, and three (3) businesses had overpayments totaling \$795.04.

7. If the business is subject to capital reserve requirements, compare amounts deposited into the capital reserve accounts to the deposits required by the lease based on the revenue amounts in the accounting records for calendar years 2023 and 2024.

Of the ten (10) businesses reviewed, four (4) businesses did not deposit the required amounts into their capital reserve accounts and six (6) businesses did not provide bank statements for one or more months and we were unable to determine whether they met the capital reserve requirements.

8. For one business selected by the Authority, we will obtain and review lease agreements in effect for calendar years 2023 and 2024. Based on the terms of these agreements, we will recalculate rental income due to the business for each of the respective years. We will compare the recalculated rental income to the amounts recorded in the business's accounting records and note any differences.

One (1) business was reviewed for this procedure. Auditors were unable to complete procedure due to lack of term details in the lease agreements.

9. Perform procedures 1, 2, 3, 5, 6, and 8 listed above for one business previously selected for review as part of a prior agreed-upon procedures engagement for calendar years 2021 and 2022.

One (1) business was reviewed for this procedure. For procedure 1, the business submitted accurate monthly reports of gross income for all months except for one month, for which no report was provided. For procedure 2, the business included all categories of revenue in the monthly reports submitted. The accountant was unable to confirm the revenue categories to those in the lease agreement for the one month for which the revenue report was not provided. For procedure 3, the business had net underpayments of percentage rent totaling \$124.10 and \$7.30 for 2021 and 2022. The accountant was unable to

compare recalculated percentage rent to the monthly revenue report for one month for which the revenue report was not provided. For procedure 5, the monthly hotel/motel tax reports submitted for 2021 and 2022 were mathematically accurate. For procedure 6, the business had a net underpayment of hotel/motel tax totaling \$35.68 for 2021 and a net overpayment totaling \$341.58 for 2022. For procedure 8, the accountant was unable to complete this procedure due to inadequate documentation.

We were not engaged to and did not conduct an examination, the objective of which would have resulted in the expression of an opinion on the businesses' compliance with the lease agreements. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Jekyll Island Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of management of the Jekyll Island Authority and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Greg S. Griffin". The signature is fluid and cursive, with a horizontal line extending from the end.

Greg S. Griffin
State Auditor

September 26, 2025

APPENDIX 1

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES BEACH HOUSE RESTAURANT CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. The accountant was unable to complete this procedure for one month in calendar year 2024, due to inadequate documentation.
2. The accountant compared the categories of revenue reported by the business to the Authority to the applicable lease agreement for all months in 2023 but only eleven months in 2024 due to inadequate documentation.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. No issues were noted in calendar year 2023. The accountant noted an overpayment of \$2,024.06 in calendar year 2024.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted a late payment of base rent for one month during calendar year 2024 resulting in uncollected late fees totaling \$366.00.
7. The accountant was unable to complete this procedure as no documentation for a capital reserve account was provided by the business.

APPENDIX 2

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES THE BEACHVIEW CLUB CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. No issues were noted.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted a late payment of base rent for one month during calendar year 2024 resulting in uncollected late fees totaling \$309.49.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. The accountant noted underpayments of \$120.85 in 2023 and \$33.08 in 2024.
7. The accountant was unable to complete this procedure as no documentation for a capital reserve account was provided by the business.

APPENDIX 3

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES COTTAGES CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. No issues were noted.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted a late payment of base rent for one month during calendar year 2024 resulting in uncollected late fees totaling \$400.72.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. No issues were noted.

APPENDIX 4

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES COURTYARD MARRIOTT CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. No issues were noted in calendar year 2023. The accountant noted an underpayment of \$617.04 in calendar year 2024.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted late payments of base rent for three months during calendar year 2023 resulting in uncollected late fees totaling \$4,203.30.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. The accountant noted overpayments of \$145.50 in 2023 and \$349.20 in 2024.
7. The accountant compared amounts deposited into the capital reserve accounts for 2023 and 2024 to the deposits required by the lease based on the revenue amounts in the business's accounting records. Per the lease agreement, 3% of the preceding month's gross income is required to be deposited each month, and the business did not meet this requirement for all months in 2024. Additionally, the business did not provide bank statements for eleven months in 2023, therefore the accountant was unable to determine if lease requirements were met for these months.

APPENDIX 5

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES DAYS INN CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. No issues were noted.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted late payments of base rent for two months during calendar year 2023 resulting in uncollected late fees totaling \$2,285.34.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. The accountant noted underpayments of \$630.81 in 2023 and \$672.91 in 2024 .
7. The accountant compared amounts deposited into the capital reserve accounts for 2023 and 2024 to the deposits required by the lease based on the revenue amounts in the business's accounting records. Per the lease agreement, 6% of the preceding month's gross income is required to be deposited each month, and the business did not meet this requirement for one month in 2023.

APPENDIX 6

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES HAMPTON INN & SUITES CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. No issues were noted.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted late payments of base rent for eight months during 2023 and 2024 resulting in uncollected late fees totaling \$3,012.29.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. The accountant noted underpayments of \$6,120.84 in 2023 and \$23.73 in 2024.
7. The accountant compared amounts deposited into the capital reserve accounts for 2023 and 2024 to the deposits required by the lease based on the revenue amounts in the business's accounting records. Per the lease agreement, 4% of the preceding month's gross income is required to be deposited each month and the business did not meet this requirement for one month in 2023 and four months in 2024.

APPENDIX 7

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES HOLIDAY INN RESORT CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. No issues were noted.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted underpayments of base rent for three months and late payments of base rent for two months during 2023 and 2024 resulting in uncollected rent and late fees totaling \$6,984.72 and \$4,986.75, respectively.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. The accountant noted underpayments of \$4,393.93 in 2023 and \$1,664.33 in 2024.
7. The accountant compared amounts deposited into the capital reserve accounts for 2023 and 2024 to the deposits required by the lease based on the revenue amounts in the business's accounting records. Per the lease agreement, 4% of the preceding month's gross income is required to be deposited each month. The business did not provide bank statements for eleven months in 2023 and eleven months in 2024, therefore the accountant was unable to determine if lease requirements were met for these months.

APPENDIX 8

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES HOME2SUITES CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. The accountant noted an underpayment of \$100.00 in calendar year 2023. No issues were noted in calendar year 2024.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted late payments of base rent for two months during 2023 and 2024 resulting in uncollected late fees totaling \$787.39.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. The accountant noted underpayments of \$847.75 in 2023 and \$6,236.82 in 2024.
7. The accountant compared amounts deposited into the capital reserve accounts for 2023 and 2024 to the deposits required by the lease based on the revenue amounts in the business's accounting records. Per the lease agreement, 4% of the preceding month's gross income is required to be deposited each month, and the business did not meet this requirement for five months in 2024.

APPENDIX 9

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES JEKYLL ISLAND CLUB HOTEL CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. No issues were noted in calendar year 2023. The accountant noted an underpayment of \$389.23 in calendar year 2024.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. The accountant noted underpayments of \$3,378.18 in 2023 and \$6,211.55 in 2024.
7. The accountant compared amounts deposited into the capital reserve accounts for 2023 and 2024 to the deposits required by the lease based on the revenue amounts in the business's accounting records. Per the lease agreement, 4% of the preceding month's gross income is required to be deposited each month, and the business did not meet this requirement for one month of 2024. Additionally, the business did not provide bank statements for all months in 2023 and eleven months in 2024, therefore the accountant was unable to determine if the lease requirements were met for these months.

APPENDIX 10

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES JEKYLL REALTY CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. The accountant noted an overpayment of \$90.00 in calendar year 2023. No issues were noted in calendar year 2024.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted late payments of base rent for two months during 2023 and 2024 resulting in uncollected late fees totaling \$74.71.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. The accountant noted underpayments of \$601.68 in 2023 and \$3,546.70 in 2024.

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APPENDIX 11

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES THE MOORINGS CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. No issues were noted.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted an overpayment of base rent for calendar year 2024 totaling \$522.90.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. The accountant noted underpayments of \$267.54 in 2023 and \$364.81 in 2024.

APPENDIX 12

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES OCEAN OAKS CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. The accountant noted an overpayment of \$77.28 in calendar year 2023. No issues were noted in calendar year 2024.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted late payments of base rent for two months during 2023 and 2024 resulting in uncollected late fees totaling \$717.18.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. The accountant noted an overpayment of \$124.97 in 2023.

APPENDIX 13

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES PARKER KAUFMAN CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. No issues were noted.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. There were no overpayments, underpayments, or late fees calculated for base rent for either 2023 or 2024.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. No issues were noted.

APPENDIX 14

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES SEAFARER INN & SUITES / JEKYLL ISLAND, LLC CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. No issues were noted.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted late payments of base rent for four months in 2023 and 2024 resulting in uncollected late fees totaling \$2,381.25.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. The accountant noted underpayments of \$2,690.85 in 2023 and \$1,080.86 in 2024.
7. The accountant compared amounts deposited into the capital reserve accounts for 2023 and 2024 to the deposits required by the lease based on the revenue amounts in the business's accounting records. Per the lease agreement, 4% of the preceding month's gross income is required to be deposited each month, and the business did not meet this requirement for two months in 2023 and five months in 2024. Additionally, the business did not provide a bank statement for one month in 2023, therefore the accountant was unable to determine if lease requirements were met for this month.

APPENDIX 15

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES VILLAS BY THE SEA CONDO ASSOCIATION CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. The accountant noted underpayments of \$2,626.15 in calendar year 2023 and \$5,593.96 in calendar year 2024.

APPENDIX 16

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES VILLAS BY THE SEA CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. The accountant noted overpayments of \$4,801.85 in calendar year 2023 and \$2,949.46 in calendar year 2024.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted late payments of base rent for ten months during 2023 and 2024 resulting in uncollected late fees totaling \$9,478.80.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. The accountant noted underpayments of \$261.90 in calendar year 2023 and \$8.47 in calendar year 2024.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. Monthly reports were not received for two months in 2023, therefore the accountant was unable to compare amounts to the business's accounting records. The accountant noted underpayments of \$4,473.81 in 2023 and \$3,533.59 in 2024.

APPENDIX 17

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES WESTIN CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. The accountant was unable to complete this procedure for three months in calendar year 2024, due to inadequate documentation.
2. The accountant compared the categories of revenue reported by the business to the Authority to the applicable lease agreement for all months in 2023 but only nine months in 2024 due to inadequate documentation.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. The accountant noted overpayments of \$12,847.81 in calendar year 2023 and underpayments of \$817.90 in calendar year 2024.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. The accountant noted late payments of base rent for two months during 2023 and 2024 resulting in uncollected late fees totaling \$2,208.00.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. The accountant noted underpayments of \$14,623.32 in 2023 and \$3,224.79 in 2024.
7. The accountant compared amounts deposited into the capital reserve accounts for 2023 and 2024 to the deposits required by the lease based on the revenue amounts in the business's accounting records. Per the lease agreement, 4% of the preceding month's gross income is required to be deposited each month. The business did not meet this requirement for one month in 2023 and one month in 2024.

APPENDIX 18

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES WHARF RESTAURANT – JEKYLL ISLAND CLUB CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. No issues were noted.
4. The accountant compared the amount reported in each monthly revenue report to the accounting records of the business and recalculated base rent, including late fees. There were no overpayments, underpayments, or late fees calculated for base rent for either 2023 or 2024.

APPENDIX 19

JEKYLL ISLAND AUTHORITY RESULTS OF AGREED-UPON PROCEDURES 3 BRICE LANE CALENDAR YEAR 2023 AND 2024

1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2023 and 2024. No issues were noted.
2. The accountant compared the categories of revenue reported by the business to the Authority in 2023 and 2024 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.
3. The accountant compared the amounts reported on the monthly revenue reports for 2023 and 2024 to the business's accounting records and recalculated percentage rent due. The accountant noted overpayments of \$102.41 in calendar year 2023. No issues were noted in calendar year 2024.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2023 and 2024. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2023 and 2024 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. An overpayment of \$175.37 was noted in 2023 due to revenue used in the calculation being inconsistent with support.
8. The accountant obtained and reviewed lease agreements in effect for calendar years 2023 and 2024. Based on the terms of these agreements, the accountant recalculated rental income due to the business for each of the respective years and compared the recalculated rental income to the amounts recorded in the business's accounting records. The accountant was unable to complete the procedure as all lease agreements effective for the period of review were not provided.
9. The accountant performed procedures 1, 2, 3, 5, 6, and 8 for calendar years 2021 and 2022 at the request of the Authority. See results below.
 1. The accountant confirmed the mathematical accuracy of the monthly reports of gross income submitted by the business to the Authority for 2021 and 2022. The accountant was unable to complete this procedure for one month in calendar year 2021, due to inadequate documentation.
 2. The accountant compared the categories of revenue reported by the business to the Authority in 2021 and 2022 to the applicable lease agreement and found the business was within their lease agreement for types of revenue reported.

3. The accountant compared the amounts reported on the monthly revenue reports for 2021 and 2022 to the business's accounting records and recalculated percentage rent due. The accountant noted underpayments of \$124.10 and \$7.30 in 2021 and 2022. The accountant was unable to complete this procedure for November 2021 as no monthly revenue report was provided.
5. The accountant recalculated the mathematical accuracy of the hotel/motel tax report submitted for each month of 2021 and 2022. No issues were noted.
6. The accountant compared the amounts reported on the hotel/motel tax reports for 2021 and 2022 to the business's accounting records and recalculated the hotel/motel tax due based on the amounts in the business's accounting records. An underpayment of \$35.68 was noted in 2021, and an overpayment of \$341.58 was noted 2022.
8. The accountant obtained and reviewed lease agreements in effect for calendar years 2021 and 2022. Based on the terms of these agreements, the accountant recalculated rental income due to the business for each of the respective years and compared the recalculated rental income to the amounts recorded in the business's accounting records. The accountant was unable to complete the procedure as all lease agreements effective for the period of review were not provided.