

BROWN METROPOLITAN HOUSING AUTHORITY

Financial Condition

As of

March 31, 2013

Together with Auditors' Report



Dave Yost • Auditor of State

Board of Trustees
Brown Metropolitan Housing Authority
406 West Plum Street
Georgetown, Ohio 45121

We have reviewed the *Independent Auditor's Report* of the Brown Metropolitan Housing Authority, Brown County, prepared by Kevin L. Penn, Inc., for the audit period April 1, 2012 through March 31, 2013. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Brown Metropolitan Housing Authority is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

November 18, 2013

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BROWN METROPOLITAN HOUSING AUTHORITY
BROWN, OHIO

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Brown Metropolitan Housing Authority
Georgetown, Ohio

Report on the Financial Statements

I have audited the accompanying financial statements of the business-type activities of Brown Metropolitan Housing Authority, Brown County as of and for the year ended March 31, 2013, and the related notes to the financial statements, which collectively comprise the Brown Metropolitan Housing Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes designing, implementing, and maintaining internal control relevant to preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to opine on these financial statements based on my audit. I audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require me to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on my judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, I consider internal control relevant to the Brown Metropolitan Housing Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Brown Metropolitan Housing Authority's internal control. Accordingly, I express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as my evaluation of the overall financial statement presentation.

I believe the audit evidence I obtained is sufficient and appropriate to support my audit opinions.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of Brown Metropolitan Housing Authority, Brown County, Ohio as of March 31, 2013, and the respective changes in financial position and cash flows for the year then ended in accordance with the 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 this presentation to include *Management's discussion and analysis*, listed in the table of contents, to supplement the basic financial statements. Although this information is not part of the basic financial statements, the Governmental Accounting Standards Board considers it essential for placing the basic financial statements in an appropriate operational, economic, or historical context. I applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, consisting of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, to the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not opine or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to opine or provide any other assurance.

Supplementary

My audit was conducted to opine on the Brown Metropolitan Housing Authority's basic financial statements taken as a whole. The Supplemental Financial Data Schedules present additional analysis and is not a required part of the basic financial statements.

The Supplemental Financial Data Schedules is management's responsibility, and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. I subjected these schedules to the auditing procedures I applied to the basic financial statements. I also applied certain additional procedures, including comparing and reconciling this 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 my opinion, this information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated August 19, 2013 on my consideration of the Brown Metropolitan Housing Authority's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of my internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on 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 Brown Metropolitan Housing Authority's internal control over financial reporting and compliance.

Kevin L. Penn, Inc.

August 19, 2013

**BROWN METROPOLITAN HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED MARCH 31, 2013
(Unaudited)**

It is a privilege to present for you the financial picture of Brown Metropolitan Housing Authority. The Brown Metropolitan Housing Authority's (the "Authority") management's discussion and analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Authority's financial activity, (c) identify changes in the Authority's financial position (its ability to address the next and subsequent year challenges), and (d) identify the single enterprise fund issues or concerns.

Since the Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the Authority's basic financial statements.

**FINANCIAL
HIGHLIGHTS**

- The revenues decreased by \$10,464 (3.3%) during 2013, and were \$314,130 and \$324,594 for 2013 and 2012, respectively.
- The total expenses decreased by \$26,872 (8.6%). Total expenses were \$311,384 and \$338,256 for 2013 and 2012, respectively.

USING THIS ANNUAL REPORT

The focus is on the Authority as a single enterprise fund. This format will allow the user to address relevant questions, broaden a basis for comparison (year to year or Authority to Authority) and enhance the Authority's accountability.

MD&A

~ Management's Discussion and Analysis ~

Basic Financial Statements

~ Statement of Net Position ~

~ Statement of Revenues, Expenses and Change in Net Position ~

~ Statement of Cash Flows ~

~ Notes to the Basic Financial Statements ~

**BROWN METROPOLITAN HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED MARCH 31, 2013
(Unaudited)**

BASIC FINANCIAL STATEMENTS

The basic financial statements are designed to be corporate-like in that all business-type programs are consolidated into one single enterprise fund for the Authority.

These statements include a Statement of Net Position, which is similar to a Balance Sheet. The Statement of Net Position reports all financial and capital resources for the Authority. The statement is presented in the format where assets, minus liabilities, equals "Net Position", formerly known as equity. Assets and liabilities are presented in order of liquidity, and are classified as "Current" (convertible into cash within one year), and "Non-current".

The focus of the Statement of Net Position (the "Unrestricted Net Position") is designed to represent the net available liquid (non-capital) assets, net of liabilities, for the entire Authority. Net Position (formerly equity) are reported in three broad categories (as applicable):

Net Position, Invested in Capital Assets, Net of Related Debt: This component of Net Position consists of all Capital Assets, reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted Net Position: This component of Net Position consists of restricted assets, when constraints are placed on the asset by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc.

Unrestricted Net Position: Consists of Net Position that do not meet the definition of "Net Position Invested in Capital Assets, Net of Related Debt", or "Restricted Net Position". This account resembles the old operating reserves account.

The basic financial statements also include a Statement of Revenues, Expenses and Changes in Net Position (similar to an Income Statement). This Statement includes Operating Revenues, such as rental income, Operating Expenses, such as administrative, utilities, maintenance, and depreciation, and Non-Operating Revenue and Expenses, such as grant revenue, investment income, and interest expense.

The focus of the Statement of Revenues, Expenses and Changes in Net Position is the "Change in Net Position", which is similar to Net Income or Loss.

Finally, a Statement of Cash Flows is included, which discloses net cash provided by, or used for operating activities, non-capital financing activities, and from capital and related financing activities.

The Authority's programs that are consolidated into a single enterprise fund are as follows:

Project Total (Low-rent Public Housing & Capital Fund) – Under the Projects Program, the Authority rents units that it owns to low-income households. The Conventional Public Housing Program is operated under an Annual Contributions Contract (ACC) with HUD, and HUD provides Operating Subsidy to enable the PHA to provide the housing at a rent that is based upon 30% of adjusted gross household income. The Conventional Public Housing Program also includes the Capital Fund Program, which is the primary funding source for the Authority's physical and management improvements. Funds are allocated by a formula allocation and based on size and age of the Authority's units.

**BROWN METROPOLITAN HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED MARCH 31, 2013
(Unaudited)**

Housing Choice Voucher Program – Under the Housing Choice Voucher Program, the Authority subsidizes rents to independent landlords that own the property. The Authority subsidizes the family's rent through a Housing Assistance Payment (HAP) made to the landlord. The program is administered under an Annual Contributions Contract (ACC) with HUD. HUD provides funding to enable the Authority to structure a lease that requires the participant to pay a rent based on a percentage of their adjusted gross household income, typically 30%, and the

Condensed Financial Statements

The following represents a condensed Statement of Net Position compared to prior year. The Authority is engaged only in business type activities.

Table 1 - Condensed Statement of Net Position Compared to Prior Year

	2012	2013
Assets		
Current and Other Assets	\$ 59,800	\$ 73,486
Capital Assets	<u>1,167,025</u>	<u>1,149,200</u>
Total Assets	<u>\$ 1,226,825</u>	<u>\$ 1,222,686</u>
Liabilities		
Current Liabilities	<u>\$ 14,329</u>	<u>\$ 7,444</u>
Total Liabilities	<u>\$ 14,329</u>	<u>\$ 7,444</u>
Net Position		
Investment in Capital Assets, Net of Related Debt	\$ 1,167,025	\$ 1,149,200
Restricted Net Position	18,015	15,043
Unrestricted Net Position	<u>27,456</u>	<u>50,999</u>
Total Net Position	<u>1,212,496</u>	<u>1,215,242</u>
Total Liabilities and Net Position	<u>\$ 1,226,825</u>	<u>\$ 1,222,686</u>

MAJOR FACTORS AFFECTING THE STATEMENT OF NET POSITION:

Current assets increased due to more cash on hand. This year the Authority tried to cut costs and have at least two months of cash in the bank at the end of the year.

Capital assets decreased due to additional depreciation. New doors were added to capital assets but the depreciation expense still outweighed the increase.

Net Position increased due to increase in unrestricted Net Position. The Authority is cutting costs where possible to reserve money if there are future cuts in funding.

**BROWN METROPOLITAN HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED MARCH 31, 2013
(Unaudited)**

The following is a condensed Statement of Revenues, Expenses, and Changes in Fund Net Position. The Authority is engaged only in business type activities.

Table 2 - Statement of Revenues, Expenses, and Changes in Fund Net Position

	<u>2012</u>	<u>2013</u>
<u>Revenues</u>		
Tenant Revenues - Rents and Other	\$ 26,503	\$ 20,763
Operating Subsidies and Grants	251,691	253,936
Capital Grants	31,982	36,756
Interest Income/Other Revenues	<u>14,418</u>	<u>2,675</u>
Total Revenues	\$ 324,594	\$ 314,130
<u>Expenses</u>		
Administrative	\$ 74,334	\$ 55,729
Insurance	2,289	1,978
Utilities	5,179	26,298
Maintenance	56,602	23,469
General/PILOT	292	0
Housing Assistance Payments	147,416	148,436
Bad Debt	0	892
Depreciation	<u>52,144</u>	<u>54,582</u>
Total Expenses	<u>338,256</u>	<u>\$ 311,384</u>
Net Increases (Decreases) in Net Position	<u>\$ (13,662)</u>	<u>\$ 2,746</u>

MAJOR FACTORS AFFECTING THE STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION:

Tenant revenue is decreasing due to economic challenges in our rural community. Tenants are paying less out of pocket and HUD is providing more funding for subsidies.

The Authority is still reviewing expenses and cutting cost where possible.

**BROWN METROPOLITAN HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED MARCH 31, 2013
(Unaudited)**

As of year-end, the Authority had \$1,149,200 invested in a variety of capital assets as reflected in the following schedule, which represents a net decrease of \$17,825 from the end of last fiscal year.

Table 3 - Condensed Statement of Changes in Capital Assets

	<u>2012</u>	<u>2013</u>
Land and Land Rights	\$ 1,049	\$ 1,049
Building	1,878,154	1,914,911
Equipment	25,303	25,303
Accumulated Depreciation	<u>(737,481)</u>	<u>(792,063)</u>
Total	<u>\$ 1,167,025</u>	<u>\$ 1,149,200</u>

The following reconciliation summarizes the change in Capital Assets.

Table 4 - Changes in Capital Assets

Beginning Balance	\$ 1,167,025
Capital Asset additions – CF	36,757
Capital Asset additions – Project	0
Depreciation	<u>(54,582)</u>
Ending Balance	<u>\$ 1,149,200</u>

Debt

As of March 31, 2013, the Authority had no debt.

Economic Factors

Significant economic factors affecting the Authority are as follows:

- Due to the economic depression in Brown County, foreclosures and unemployment rate are rising, and making our waiting list increase at a rapid pace. The current HAP Tenants are losing their jobs thus making our HAP expense increase.

FINANCIAL CONTACT

If you have any questions regarding this report, you may contact Shelly Spiller, Executive Director of the Brown Metropolitan Housing Authority at (937) 378-6041.

Respectfully submitted,

Shelly Spiller Executive Director

BROWN METROPOLITAN HOUSING AUTHORITY
STATEMENT OF NET POSITION
MARCH 31, 2013

ASSETS

Current Assets

Cash and Cash Equivalents - Unrestricted (Note 1)	\$	57,913
Accounts Receivable - Tenant		<u>530</u>
Total Current Assets		58,443

Non-Current Assets

Cash and Cash Equivalents - Restricted (Note 1)		15,043
Land		1,049
Depreciation Capital Assets - (Note 1)		<u>1,148,151</u>
Total Non-Current Assets		<u>1,164,243</u>
TOTAL ASSETS	\$	<u><u>1,222,686</u></u>

LIABILITIES AND NET POSITION

Current Liabilities

Accounts Payable	\$	292
Security Deposit		<u>7,152</u>
Total Current Liabilities		7,444
Total Liabilities	\$	<u><u>7,444</u></u>

Net Position

Investment in Capital Assets, Net of Related Debt		\$1,149,200
Restricted		15,043
Unrestricted		<u>50,999</u>
Total Net Position	\$	<u><u>1,215,242</u></u>

The accompanying notes are an integral part of the financial statements.

BROWN METROPOLITAN HOUSING AUTHORITY
 STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
 FOR THE YEAR ENDED MARCH 31, 2013

Operating Revenue:

HUD Operating Subsidies and Grants	\$ 253,936
Tenant Revenue	20,763
Other Revenue	<u>2,603</u>
Total Operating Revenue	277,302

Operating Expenses:

Housing Assistance Payments	148,436
Administrative Expense	55,729
Maintenance	23,469
Utilities	26,298
Insurance	1,978
Depreciation Expense	54,582
General Expenses	<u>892</u>
Total Operating Expenses	<u>311,384</u>

Operating Income (Loss)	(34,082)
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Non-Operating Revenues (Expenses)

Investment Income – Unrestricted	36
Investment Income – Restricted	36
Capital Grant – HUD	<u>36,756</u>
Total Non-Operating Revenues (Expenses)	36,828

Change in Net Position	2,746
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Net Position - Beginning of Year	<u>1,212,496</u>
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Net Position - End of Year	<u><u>\$ 1,215,242</u></u>
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The accompanying notes are an integral part of the financial statements.

BROWN METROPOLITAN HOUSING AUTHORITY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2013

Cash Flows From Operating Activities:	
Cash payments to suppliers for goods and services	\$ (149,196)
Cash payments for housing assistance payments	(148,436)
Cash received from HUD	290,692
Cash received from tenants	20,763
Cash received from other receipts	2,603
Cash payments for other operating expenses	<u>(892)</u>
Net Cash Provided (Used) by Operating Activities	15,534
Cash Flows From Capital Activities:	
Fixed Assets Addition	(36,757)
Capital Grant received for Capital Assets	<u>36,756</u>
Net Cash Provided (Used) by Capital and Related Financing Activities	(1)
Cash Flows From Investing Activities:	
Investment Income	<u>72</u>
Net Cash Provided (Used) by Investing Activities	72
Increase (Decrease) in Cash and Cash Equivalents	15,605
Cash and Cash Equivalents - Beginning of Year	<u>57,351</u>
Cash and Cash Equivalents - End of Year	<u><u>\$ 72,956</u></u>
Reconciliation of Operating Income (Loss) to Net Cash Used in Operating Activities:	
Operating Income (Loss)	\$ (34,082)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Used in Operating Activities:	
Depreciation	54,582
(Increase) decrease in:	
Accounts Receivable	355
Prepaid Expenses	1,564
Increase (decrease) in:	
Accounts Payable	(810)
Deferred Revenue	(5,719)
Security Deposits	<u>(356)</u>
Net cash used in operating activities	<u><u>\$ 15,534</u></u>

The accompanying notes are an integral part of the financial statements.

**BROWN METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2013**

1. DESCRIPTION OF THE REPORTING ENTITY

Reporting Entity

The Authority was created under the Ohio Revised Code, Section 3735.27 for the purpose of engaging in the development, acquisition and administrative activities of the low-income housing program and other programs with similar objectives. The Authority contracts with the United States Department of Housing and Urban Development (HUD) to provide low and moderate income persons with safe and sanitary housing through subsidies provided by HUD. The Authority depends on the subsidies from HUD to operate.

The financial statements of the Brown Metropolitan Housing Authority (the "Authority") have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Authority's accounting policies are described below.

The accompanying basic financial statements comply with the provision of GASB Statement 14, the Financial Reporting Entity, in that the financial statements include all organizations, activities and functions for which the Authority is financially accountable. This report includes all activities considered by management to be part of the Authority by virtue of Section 2100 of the Codification of Governmental Accounting and Financial Reporting Standards.

Section 2100 indicates that the reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

The definition of the reporting entity is based primarily on the notion of financial accountability. A primary government is financially accountable for the organizations that make up its legal entity.

It is also financially accountable for legally separate organizations if its officials appoint a voting majority of an organization's government body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government. A primary government may also be financially accountable for governmental organizations that are fiscally dependent on it.

A primary government has the ability to impose its will on an organization if it can significantly influence the programs, projects, or activities of, or the level of services performed or provided by, the organization. A financial benefit or burden relationship exists if the primary government (a) is entitled to the organization's resources; (b) is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to, the organization; or is obligated in some manner for the debt of the organizations.

Management believes the financial statements included in this report represent all of the funds of the Authority over which the Authority is financially accountable. The housing authority has no component units.

The following are the various programs which are included in the single enterprise fund:

Project Total (Low-rent Public Housing & Capital Fund) — Under the Projects Program, the Authority rents units that it owns to low-income households. The Conventional Public Housing Program is operated under an Annual Contributions Contract (ACC) with HUD, and HUD provides Operating Subsidy to enable the PHA to provide the housing at a rent that is based upon 30% of adjusted gross household income. The Conventional Public Housing Program also includes the Capital Fund Program, which is the primary funding source for the Authority's physical and management improvements. Funds are allocated by a formula allocation and based on size and age of the Authority's units.

BROWN METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2013

1. DESCRIPTION OF THE REPORTING ENTITY – CONTINUED

Housing Choice Voucher Program — Under the Housing Choice Voucher Program, the Authority subsidizes rents to independent landlords that own the property. The Authority subsidizes the family's rent through a Housing Assistance Payment (HAP) made to the landlord. The program is administered under an Annual Contributions Contract (ACC) with HUD. HUD provides funding to enable the Authority to structure a lease that requires the participant to pay a rent based on a percentage of their adjusted gross household income, typically 30%, and the Housing Authority subsidizes the balance.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The Authority's basic financial statements consist of a statement of Net Position, a statement of revenue, expenses and changes in Net Position, and a statement of cash flows.

Fund Accounting

The Authority uses the proprietary fund to report on its financial position and the results of its operations for its programs. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. Funds are classified into three categories: governmental, proprietary and fiduciary. The Authority uses the proprietary category for its programs.

Proprietary Fund Types

Proprietary funds are used to account for the Authority's ongoing activities, which are similar to those found in the private sector. The following is the proprietary fund type:

Enterprise Fund — This fund is used to account for the operations that are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or where it has been decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Measurement Focus/Basis of Accounting

The proprietary funds are accounted for on the accrual basis of accounting. Revenues are recognized in the period earned and expenses are recognized in the period incurred. Pursuant to GASB Statement No. 20 Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting, the Authority follows GASB guidance as applicable to proprietary funds and FASB Statements and Interpretations, Accounting Principles Board Opinions and Accounting Research Bulletins issued after November 30, 1989, that do not conflict with or contradict GASB pronouncements. The Authority has elected not to apply FASB statements and interpretations issued after November 30, 1989.

Accounting and Reporting for Nonexchange Transactions

Nonexchange transactions occur when the Public Housing Authority (PHA) receives (or gives) value without directly giving equal value in return. GASB 33 identifies four classes of nonexchange transactions as follows:

Derived tax revenues: result from assessments imposed on exchange transactions (i.e., income taxes, sales taxes and other assessments on earnings or consumption).

**BROWN METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2013**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Imposed nonexchange revenues: result from assessments imposed on nongovernmental entities, including individuals, other than assessments on exchange transactions (i.e. property taxes and fines).

Government-mandated nonexchange transactions: occur when a government at one level provides resources to a government at another level and requires the recipient to use the resources for a specific purpose (i.e., federal programs that state or local governments are mandated to perform). Voluntary nonexchange transactions: result from legislative or contractual agreements, other than exchanges, entered into willingly by the parties to the agreement (i.e., certain grants and private donations).

PHA grants and subsidies will be defined as government-mandated or voluntary nonexchange transactions.

GASB 33 establishes two distinct standards depending upon the kind of stipulation imposed by the provider.

Time requirements specify (a) the period when resources are required to be used or when use may begin (for example, operating or capital grants for a specific period) or (b) that the resources are required to be maintained intact in perpetuity or until a specified date or event has occurred (for example, permanent endowments, term endowments, and similar agreements). Time requirements affect the timing of recognition of nonexchange transactions.

Purpose restrictions specify the purpose for which resources are required to be used. (i.e. capital grants used for the purchase of capital assets). Purpose restrictions do not affect when a nonexchange transaction is recognized. However, PHAs that receive resources with purpose restrictions should report resulting Net Position, equity, or fund balance as restricted.

The PHA will recognize assets (liabilities) when all applicable eligibility requirements are met or resources received whichever is first. Eligibility requirements established by the provider may stipulate the qualifying characteristics of recipients, time requirements, allowable costs, and other contingencies.

The PHA will recognize revenues (expenses) when all applicable eligibility requirements are met. For transactions that have a time requirement for the beginning of the following period, PHAs should record resources received prior to that period as deferred revenue and the provider of those resources would record an advance.

The PHA receives government-mandated or voluntary nonexchange transactions, which do not specify time requirements. Upon award, the entire subsidy should be recognized as a receivable and revenue in the period when applicable eligibility requirements have been met.

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 certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents include all cash balances and highly liquid investments with a maturity of three months or less. Amounts in excess of FDIC insurance limits are fully collateralized.

Investments

The provisions of the HUD Regulations restrict investments. Interest income earned in fiscal year ended March 31, 2013 for both programs totaled \$72.

**BROWN METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2013**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Receivables — Net of Allowance

Bad debts are provided on the allowance method based on management's evaluation of the collectibility of outstanding tenant receivable balances at the end of the year. Management believes all receivables to be collectible, therefore the allowance for doubtful accounts was \$0 at March 31, 2013.

Capital Assets

Capital assets are stated at cost. The capitalization policy of the Authority is to depreciate all non-expendable personal property having a useful life of more than one year and purchase price of \$500 or more per unit. Depreciation is calculated using the straight line method over the estimated useful lives as follows:

Buildings and improvements	15 — 40 years
Furniture, fixtures and equipment	3 — 7 years
Vehicles	5 years

Expenditures for repairs and maintenance are charged directly to expense as they are incurred. Expenditures determined to represent additions or betterments are capitalized.

Due From/To Other Programs

On the basic financial statements, receivables and payables resulting from the short-term inter-program loans classified as due to/due from other programs on the FDS are eliminated.

Net Position

Net Position represent the difference between assets and liabilities. Net assets invested in capital assets — net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net assets are recorded as restricted when there are limitations imposed on their use either by internal or external restrictions.

Operating Revenues and Expenses

Operating revenues are those revenues that are generated directly from the primary activities of the proprietary fund. For the Authority, operating revenues are tenant rent charges, operating subsidy from HUD and other miscellaneous revenue.

Operating expenses are those expenses that are expended directly for the primary activities of the proprietary fund. For the Authority, these expenses are administrative, utilities, maintenance, PILOT, insurance, depreciation, bad debt and housing assistance payments.

Capital Grant

This represents grants provided by HUD that the Authority spends on capital assets.

Budgetary Accounting

The Authority is required by contractual agreements to adopt annual, appropriated operating budgets for all its Enterprise Funds receiving federal expenditure awards. All budgets are prepared on a HUD basis, which is materially consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at fiscal year end. The Board of Commissioners adopts the budget through passage of a budget resolution.

**BROWN METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2013**

Prepaid Expenses

This represents the amounts paid for the Administration of the Voucher Program prepaid for the fiscal year 2013.

2. DEPOSITS AND INVESTMENTS

Deposits

State statutes classify monies held by the Authority into three categories.

Active deposits are public deposits necessary to meet demands on the treasury. Such monies must be maintained either as cash in the Authority's treasury, in commercial accounts payable or withdrawn on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits identified as not required for use within the current two-year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit account including, but not limited to, passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies, which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts including passbook accounts.

Protection of Authority deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by eligible securities pledged by the financial institution as security for repayment, by collateral held by the Authority or by a single collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution.

Based on the criteria described in GASB Statement No. 40, "Deposit and Investment Risk Disclosure," as of March 31, 2013, the Authority was not exposed to custodial risk because all of the funds on deposit were covered by federal depository insurance or by collateral held by the Authority's agent. Custodial credit risk is the risk that in the event of bank failure, the Authority will not be able to recover the deposits.

At fiscal year end March 31, 2013, the carrying amount of the Authority's deposits totaled \$72,956 and its bank balance was \$73,664.

Investments

In accordance with the Ohio Revised Code and HUD investment policy, the Authority is permitted to invest in certificates of deposit, savings accounts, money market accounts, certain highly rated commercial paper, obligations of certain political subdivisions or Ohio and the United States government and its agencies, and repurchase agreements with any eligible depository or any eligible dealer. Public depositories must give security for all public funds on deposit. Repurchase agreement must be secured by the specific qualifying securities upon which the repurchase agreements are based.

The Authority is prohibited from investing in any financial instruments, contracts, or obligations whose value or return is based upon or linked to another asset or index, or both, separate from the financial investment, contract, or obligation itself (commonly known as a derivative). The Authority is also prohibited from investing in reverse purchase agreements.

**BROWN METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2013**

2. DEPOSITS AND INVESTMENTS - CONTINUED

Interest Rate Risk — The Authority does not have a formal investment policy that limits investments as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk — HUD requires specific collateral on individual accounts in excess of amounts insured by the Federal Deposit Insurance Corporation. The Authority depository agreement specifically requires compliance with HUD requirements.

Concentration of Credit Risk - The Authority places no limit on the amount that may be invested with any one issuer.

At March 31, 2013, the Authority did not have any investments.

3. INSURANCE AND RISK MANAGEMENT

The Authority 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 Authority participates in the State Housing Authorities Risk Pool (SHARP), a public entity risk plan that operates as a common risk management and insurance program for housing authorities. The authority pays insurance premiums directly to SHARP.

The authority continues to carry commercial insurance for other risks of loss. There has been no significant reduction in insurance coverage from coverage in the prior year. In addition, settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

4. CAPITAL ASSETS

A summary of capital assets at March 31, 2013, by class is as follows:

	<u>3/31/2012</u>	Reclasses	<u>Additions</u>	<u>Disposals</u>	<u>3/31/2013</u>
Capital Assets Not Being Depreciated					
Land	\$ 1,049	0	0	0	\$ 1,049
Total Capital Assets Not Being Depreciated	<u>1,049</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,049</u>
Capital Assets Being Depreciated					
Buildings and Improvements	1,878,154	0	36,757	0	1,914,911
Furniture, Equipment, and Machinery- Administrative	<u>25,303</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,303</u>
Subtotal Capital Assets Being Depreciated	1,903,457	0	36,757	0	1,940,214
Accumulated Depreciation:					
Buildings and Improvements	(712,178)	0	(54,582)	0	(766,760)
Furniture, Equipment and Machinery- Administrative	<u>(25,303)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(25,303)</u>
Total Accumulated Depreciation	<u>(737,481)</u>	<u>0</u>	<u>(54,582)</u>	<u>0</u>	<u>(792,063)</u>
Depreciable Assets, Net	<u>1,165,976</u>	<u>0</u>	<u>(17,825)</u>	<u>0</u>	<u>1,148,151</u>
Total Capital Assets, Net	<u>\$ 1,167,025</u>	<u>\$ 0</u>	<u>\$(17,825)</u>	<u>\$ 0</u>	<u>\$ 1,149,200</u>

Depreciation is calculated using the straight line method with lives varying between 3 and 40 years. The depreciation expense for the year ended March 31, 2013 was \$54,582.

BROWN METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2013
(CONTINUED)

5. FDS SCHEDULE SUBMITTED TO HUD

For the fiscal year ended March 31, 2013, the Authority electronically submitted an unaudited version of the balance sheet, statement of revenues, expenses and changes in Net Position and other data to HUD as required on the GAAP basis. The FDS schedules follow the footnotes. The schedules are presented in the manner prescribed by the Department of Housing and Urban Development.

6. CONTRACT SERVICES

The authority contracts with:

- Adams Brown Counties Economic Opportunities Inc. to provide financial services for the housing authority. The authority does not have any employees; instead, services are subcontracted from Adams Brown Counties Economic Opportunities Inc.
- Adams Brown Counties Economic Opportunities Inc. to provide management and financial reporting services. Compensation shall be based on the amount allowed by HUD for performing these services.

7. CONTINGENT LIABILITIES

Under the terms of Federal grants, periodic audits are required and certain costs may be questioned as not being appropriate expenses under the terms of the grants. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenses which may be disallowed by the grantor cannot be determined at this time, although the Authority expects such amounts, if any, to be immaterial.

8. HAP AND ADMINISTRATIVE TRACKING ACCOUNTS

The Authority is required to track its housing choice voucher program equity accounts in two tracking accounts as follows:

	<u>HAP</u>	<u>Administrative</u>	<u>Total</u>
Balance 3/31/12	\$ 18,015	\$ 1,016	\$ 19,031
HAP received	145,428		145,428
Administrative received		19,886	19,886
HAP Expenses	(148,436)		(148,436)
Administrative expenses		(18,587)	(18,587)
Other Income		2,639	2,639
Interest income/other income	<u>36</u>		<u>36</u>
Balance 3/31/13	<u>\$ 15,043</u>	<u>\$ 4,954</u>	<u>\$ 19,997</u>

9. SUBSEQUENT EVENTS

Generally accepted accounting principles define subsequent events as events or transactions that occur after the statement of financial position date, but before the financial statements as issued or are available to be issued. Management has evaluated subsequent events through August 19, 2013, the date on which the financial statements were available to be issued.

Brown Metropolitan Housing Authority
Statement of Net Position
March 31, 2013

Financial Data Schedule Submitted to U.S. Department of HUD

Line item	Account Description	Project	Housing Choice Voucher	Total
111	Cash - Unrestricted	\$ 45,807	\$ 4,954	\$ 50,761
113	Cash - Other Restricted		15,043	15,043
114	Cash - Security Deposits	7,152		7,152
100	Total Cash	<u>52,959</u>	<u>19,997</u>	<u>72,956</u>
126	Acct Rec. - Tenant	530		530
150	Total Current Assets	<u>53,489</u>	<u>19,997</u>	<u>73,486</u>
161	Land	1,049		1,049
162	Buildings	1,914,911		1,914,911
164	F/E/M Admin	25,303		25,303
166	Accumulated Depreciation	<u>(792,063)</u>		<u>(792,063)</u>
160	Net Fixed Assets	<u>1,149,200</u>	<u>-</u>	<u>1,149,200</u>
190	TOTAL ASSETS	<u>\$ 1,202,689</u>	<u>\$ 19,997</u>	<u>\$1,222,686</u>
333	A/P - Other Government	\$ 292		\$ 292
341	Tenant Security Deposit	7,152		7,152
310	Total Current Liabilities	<u>7,444</u>	<u>-</u>	<u>7,444</u>
	TOTAL Liabilities	7,444	-	7,444
508.1	Invested in Capital Assets Net	1,149,200		1,149,200
511.1	Restricted Net Position	-	15,043	15,043
512.1	Unrestricted Net Position	46,045	4,954	50,999
513	TOTAL Equity/Net Position	<u>1,195,245</u>	<u>19,997</u>	<u>1,215,242</u>
600	TOTAL LIAB. & EQUITY	<u>\$ 1,202,689</u>	<u>\$ 19,997</u>	<u>\$1,222,686</u>

Brown Metropolitan Housing Authority
Statement of Net Position
March 31, 2013

Financial Data Schedule Submitted to U.S. Department of HUD

Line item	Account Description	Project	Housing Choice Voucher	Total
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100	Total Cash	52,959	19,997	72,956
126	Acct Rec. - Tenant	530		530
150	Total Current Assets	53,489	19,997	73,486
161	Land	1,049		1,049
162	Buildings	1,914,911		1,914,911
164	F/E/M Admin	25,303		25,303
166	Accumulated Depreciation	(792,063)		(792,063)
160	Net Fixed Assets	1,149,200	-	1,149,200
190	TOTAL ASSETS	\$ 1,202,689	\$ 19,997	\$1,222,686
333	A/P - Other Government	\$ 292		\$ 292
341	Tenant Security Deposit	7,152		7,152
310	Total Current Liabilities	7,444	-	7,444
	TOTAL Liabilities	7,444	-	7,444
508.1	Invested in Capital Assets Net	1,149,200		1,149,200
511.1	Restricted Net Position	-	15,043	15,043
512.1	Unrestricted Net Position	46,045	4,954	50,999
513	TOTAL Equity/Net Position	1,195,245	19,997	1,215,242
600	TOTAL LIAB. & EQUITY	\$ 1,202,689	\$ 19,997	\$1,222,686

Brown Metropolitan Housing Authority
Statement of Revenues and Expenses
For the Year Ended March 31, 2013

Financial Data Schedule Submitted to U.S. Department of HUD

Line item	Account Description	Project	Housing Choice Voucher	Total
703	Net Tenant Rental Revenue	\$ 20,583	\$ -	\$ 20,583
704	Tenant Revenue - Other	180	-	180
705	Total Tenant Revenue	20,763	-	20,763
706	HUD PHA Operating Grants	88,622	144,850	233,472
706.1	Capital Grants	36,756		36,756
711	Investment Income - Unrestricted	36		36
715	Other Revenue		23,067	23,067
720	Investment Income - Restricted		36	36
700	TOTAL REVENUE	146,177	167,953	314,130
912	Audit	2,935	2,640	5,575
913	Management Fee	30,090	15,911	46,001
914	Advertising and Marketing	381		381
916	Office Expenses	2,531		2,531
917	Legal Fees	600		600
918	Travel	333		333
919	Other	308		308
	Total Operating - Admin.	37,178	18,551	55,729
931	Water	5,282		5,282
932	Electricity	884		884
936	Sewer	11,811		11,811
936	Other Utilities Expense	8,321		8,321
938	Total Utilities	26,298	-	26,298
941	Ordinary Maint. & Operations - Labor	9,234		9,234
942	Ordinary Maint. & Operations - Materials	7,744		7,744
943	Ordinary Maint. & Operations - Contracts	6,491		6,491
		23,469	-	23,469

Brown Metropolitan Housing Authority
Statement of Revenues and Expenses
For the Year Ended March 31, 2013

Financial Data Schedule Submitted to U.S. Department of HUD

<u>Line item</u>	<u>Account Description</u>	<u>Project</u>	<u>Housing Choice Voucher</u>	<u>Total</u>
961.1	Property Insurance	1,978	-	1,978
	Total Insurance	1,978		1,978
964	Bad Debt - Tenant Rents	892		892
	TOTAL OPERATING EXPENSES	89,815	18,551	108,366
970	Excess Oper. Rev. over Exp.	56,362	149,402	205,764
973	HAP		127,972	127,972
973.5	HAP Portability-In		20,464	20,464
974	Depreciation Exp	54,582		54,582
900	TOTAL EXPENSES	144,397	166,987	311,384
10010	Operating Transfer In	2,257	-	2,257
10020	Operating Transfer Out	(2,257)	-	(2,257)
		-	-	-
1000	NET	\$ 1,780	\$ 966	\$ 2,746

Brown Metropolitan Housing Authority
Additional Information Required by HUD
For the Year Ended March 31, 2013

Financial Data Schedule Submitted to U.S. Department of HUD

<u>Line item</u>	<u>Account Description</u>	<u>Housing Choice Voucher</u>	<u>Project</u>
11170	Administrative Fee Equity	\$ 4,954	
11180	Housing Assistance Payment Equity	\$ 15,043	
11190	Unit Months Available	456	228
11210	Number of Unit Months Leased	460	228

Brown Metropolitan Housing Authority
Cost Certifications
For the Year Ended March 31, 2013

OH10P081501-10

Total Expenditures \$ 31,224

Total Received \$ 31,224

1. The grant cost certificate was approved by HUD.
2. The Authority's records agreed to the above total expenditures.
3. There are no outstanding liabilities.



Certified Public Accountant
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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
REQUIRED BY *GOVERNMENT AUDITING STANDARDS***

Board of Trustees
Brown Metropolitan Housing Authority
Georgetown, Ohio

I have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of Brown Metropolitan Housing Authority, Brown County, Ohio as of and for the year ended March 31, 2013, and the related notes to the financial statements, and have issued my report thereon dated August 19, 2013.

Internal Control Over Financial Reporting

As part of my financial statement audit, I considered the Brown Metropolitan Housing Authority's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support my opinion(s) on the financial statements, but not to the extent necessary to opine on the effectiveness of the Brown Metropolitan Housing Authority's internal control. Accordingly, I have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Brown Metropolitan Housing Authority's financial statements. 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.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, I did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

Compliance and Other Matters

As part of reasonably assuring whether the Brown Metropolitan Housing Authority's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of my audit and accordingly, I do not express an opinion. The results of my tests disclosed no instances of noncompliance or other matters I must report under *Government Auditing Standards*.

I noted certain matters that I reported to management of Brown Metropolitan Housing Authority's in a separate letter dated August 19, 2013.

Purpose of this Report

This report only describes the scope of my internal control and compliance testing and my testing results, and does not opine on the effectiveness of the Brown Metropolitan Housing Authority's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Brown Metropolitan Housing Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Kevin L. Penn, Inc.

August 19, 2013

Brown Metropolitan Housing Authority
Status of Prior Year Findings
March 31, 2013

The prior year report contained no findings.

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Dave Yost • Auditor of State

BROWN METROPOLITAN HOUSING AUTHORITY

BROWN COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
DECEMBER 3, 2013**