

**PREBLE METROPOLITAN HOUSING AUTHORITY**

Financial Statements

For the Year Ended March 31, 2013





# Dave Yost • Auditor of State

Board of Commissioners  
Preble Metropolitan Housing Authority  
719 S. Main Street  
Dayton, Ohio 45402

We have reviewed the *Independent Auditors' Report* of the Preble Metropolitan Housing Authority, Preble County, prepared by Manning & Associates CPAs, LLC, 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 Preble 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

December 16, 2013

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# PREBLE METROPOLITAN HOUSING AUTHORITY

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## INDEPENDENT AUDITORS' REPORT

Board of Commissioners  
Preble Metropolitan Housing Authority  
Eaton, Ohio

### Report on the Financial Statements

We have audited the accompanying financial statements of Preble Metropolitan Housing Authority, Ohio (the Authority) as of and for the year ended March 31, 2013, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

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

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of Preble Metropolitan Housing Authority, Ohio as of March 31, 2013, and the respective changes in financial position, and cash flows for the year then ended in accordance with 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 that the Management's Discussion and Analysis on pages 4 through 9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Preble Metropolitan Housing Authority, Ohio's basic financial statements. The Financial Data Schedules are presented for purposes of additional analysis and not a required part of the basic financial statements.

The Financial Data Schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such 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 our opinion, the Financial Data Schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated September 27, 2013, on our consideration of Preble Metropolitan Housing Authority, Ohio's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or an compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Manning & Associates  
CPAs, LLC

Digitally signed by Manning & Associates CPAs, LLC  
DN: cn=Manning & Associates CPAs, LLC, o=Manning &  
Associates CPAs, LLC, ou=Manning & Associates CPAs, LLC,  
email=tschmidt@manningcpallc.com, c=US  
Date: 2013.09.30 13:50:15 -0400

Manning & Associates CPAs, LLC  
Dayton, Ohio

September 27, 2013

# *Preble Metropolitan Housing Authority Management's Discussion and Analysis For the Year Ended March 31, 2013*

## **Introduction**

This Management's Discussion and Analysis (MD&A) of the Preble Metropolitan Housing Authority (Authority) provides an introduction and overview to the financial statements of the Preble Metropolitan Housing Authority for the fiscal year ended March 31, 2013. The Preble Metropolitan Housing Authority presents this discussion and analysis of its financial performance during the fiscal year ended March 31, 2013, to assist the reader in focusing on significant financial issues.

The primary focus of the Authority's financial statements is on the statements of its single enterprise fund encompassing all programs administered by the Preble Metropolitan Housing Authority. The information contained herein this MD&A should be considered in conjunction with the Authority's financial statements and related notes to the financial statements.

The Authority has one individual program, the Housing Choice Voucher Program. This program provides rental assistance to aid low income families afford, decent, safe and sanitary rental housing. The Authority provides rental assistance in the form of a Housing Assistance Payment to a landlord on behalf of the tenant. The Authority currently has 52 units available. Funds are provided by HUD to provide rental assistance payments. The Authority is provided an administrative fee for the purpose of covering the administrative costs of the program. The fee is preset by HUD on an annual basis.

## **Overview of the Financial Statements**

This overview of the financial statement is intended to inform and introduce the reader to the Authority's financial statements. The financial statements are comprised of three individual statements. These statements include:

- The Statement of Net Position
- The Statement of Revenues, Expense, and Changes in Net Position
- The Statement of Cash Flows

**The Statement of Net Position** presents information on the assets, deferred outflows or resources, liabilities, and deferred inflows of resources with the differences between them being reported as Net Position. Over time, increases or decreases in Net Position may serve as a useful indicator of whether the financial situation of the Authority is improving or deteriorating. Net Position is comprised of three individual components:

- *Net Investment in Capital Assets* consists of capital asset balances net of accumulated depreciation less any outstanding balances of related debt associated with the acquisition of these assets.
- *Restricted* component of net position consists of resources that are restricted by limitations placed on these resources by an external source or imposed by law through constitutional provisions.
- *Unrestricted* component of net position represents the remaining resources available that does not meet the definition of the above categories. The unrestricted component of Net Position is basically the amount of resources available for future year appropriations.

## ***Management's Discussion and Analysis-Cont.***

**The Statement of Revenues, Expenses, and Changes in Net Position** reports the operating revenues, operating expenses, non-operating revenues, and non-operating expenses of the Authority for the fiscal year ended March 31, 2013, to determine the net change in Net Position for the fiscal year.

**The Statement of Cash Flows** reports cash activities for the fiscal year resulting from operating activities, investing activities, non-capital financing activities, and capital and related financing activities. The net result of these activities represents the increase or decrease of the cash equivalent account balance for the year ended March 31, 2013.

### **Financial Highlights**

The Preble Metropolitan Housing Authority's Net Position decreased from \$62,175 to \$14,625, a decrease of \$47,550 or 76%. Total assets also decreased by \$61,170 or 67%.

Total revenue decreased from \$203,545 to \$169,253, a decrease of \$34,292 or 78%.

Total expenses decreased by \$22,729 from \$239,532 to \$216,803 for the current year. This represents a decrease of 9%.

### **Authority Activities & Highlights**

The Authority's overall financial position and operations for the past two years are summarized below based on the information in the current and prior financial statements. The table below lists the asset and liability comparisons for the year ended March 31, 2013 and March 31, 2012.

#### ***Summary Statement of Net Position***

<b>Category</b>	<b>FYE 2013</b>	<b>FYE 2012</b>	<b>Change \$</b>	<b>Change %</b>
Current Assets	\$ 30,426	\$ 91,596	\$ (61,170)	-67%
Total Assets	\$ 30,426	\$ 91,596	\$ (61,170)	-67%
Current Liabilities	\$ 11,752	\$ 25,378	\$ (13,626)	-54%
Noncurrent Liabilities	\$ 4,049	\$ 4,043	\$ 6	0%
Total Liabilities	\$ 15,801	\$ 29,421	\$ (13,620)	-46%
Unrestricted	\$ 0	\$ 13,670	\$ (13,670)	-100%
Restricted	\$ 14,625	\$ 48,505	\$ (33,880)	-70%
Total Net Position	\$ 14,625	\$ 62,175	\$ (47,550)	-76%

### **Current Assets**

Current assets decreased by \$61,170 from the previous year. Unrestricted cash and investments decreased from \$35,976 to \$7,216, a decrease of \$28,760 from March 31, 2012 to March 31, 2013. This is due to operating expenses exceeding operating revenues. Restricted cash decreased from \$52,548 to \$19,124 a decrease of \$33,424. This was due to the reduced funding for the 2012 calendar year from HUD. The 2012 calendar year's funding was reduced by a mandatory offset of available HAP equity resulting in a decrease in HAP funding in the amount of \$41,195.

## ***Management's Discussion and Analysis-Cont.***

### **Net Position**

The total net position of the Authority decreased by \$47,550, from \$62,175 to \$14,625. As discussed in the earlier section, the decrease was due in large part to the reduction of funding provided by HUD for HAP payments in the 2012 calendar year.

The Authority's unrestricted component of Net Position changed from \$13,670 to \$0. The primary reason for the decrease was due to excess operating expenditures over operating revenues for the current year. The unrestricted component of net position is the amount available for future appropriations. This balance is subject to program specific guidelines.

The Authority's restricted component of Net Position decreased from \$48,505 to \$14,625, a decrease of \$33,880 for the current year. This decrease was the result of the Housing Choice Voucher Program's HAP costs exceeded the HAP funding by \$35,093 for the current year.

#### ***Summary Statement of Revenues & Expenses and Changes in Net Position Years Ended March 31, 2013 and 2012***

<b>Category</b>	<b>FYE 2013</b>	<b>FYE 2012</b>	<b>Change \$</b>	<b>Change %</b>
HUD Operating Grants	\$ 155,235	\$ 197,821	\$ (42,586)	-22%
Interest Income	\$ 15	\$ 58	\$ (43)	-74%
Other Revenue	\$ 14,003	\$5,666	\$ 8,337	147%
Total Revenue	\$ 169,253	\$203,545	\$ (34,292)	-17%
Administration	\$ 36,445	\$ 50,493	\$ (14,048)	-28%
Other General Expenses	\$ 12	\$ 9	\$ 3	33%
Housing Assistance Payments	\$ 170,814	\$ 184,101	\$ (13,287)	-7%
HAP Portability-In	\$ 9,532	\$ 4,929	\$ 4,603	93%
Total Expenses	\$216,803	\$ 239,532	\$ (22,729)	-9%
Increase (Decrease) in Net Position	\$ (47,550)	\$ (35,987)	\$ (11,563)	32%
Net Position, Beginning of Year	\$ 62,175	\$ 98,162	\$ (35,987)	-37%
Net Position, End of Year	\$ 14,625	\$ 62,175	\$ (47,550)	-76%

### **Results of Operations**

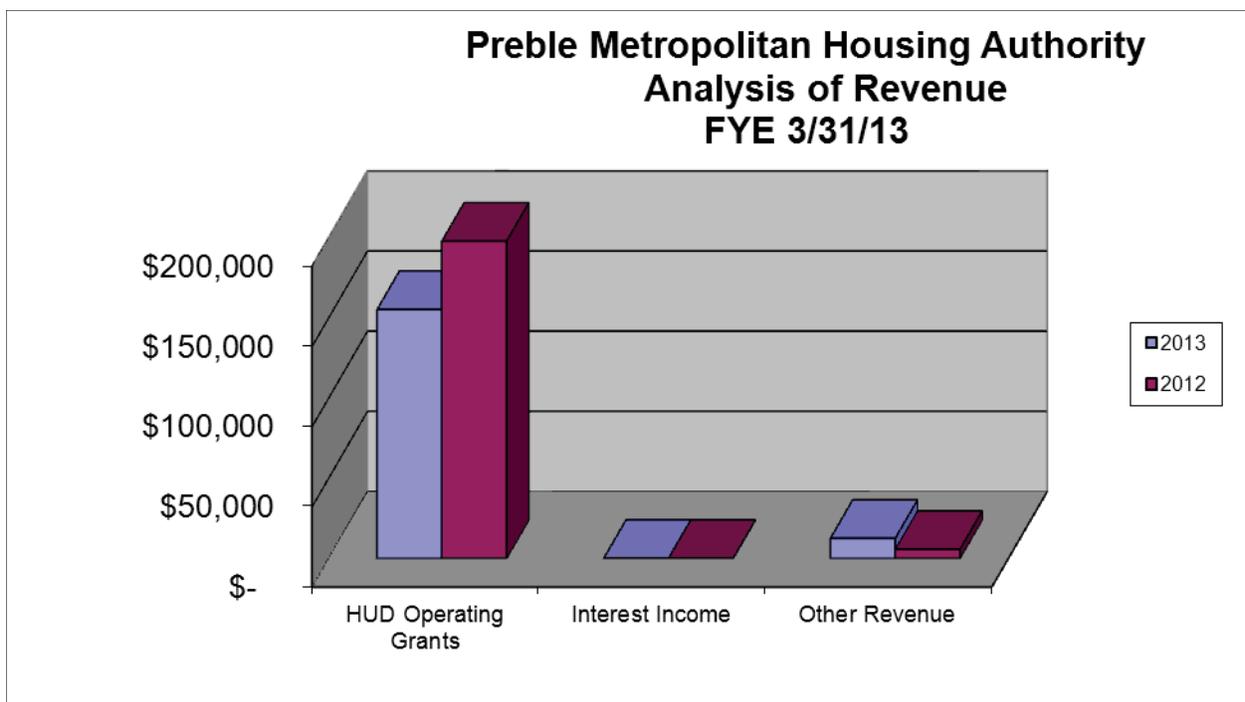
Revenues of the Authority are generated principally Federal and State funding grant income. The Authority's revenue decreased by \$34,292 compared to the previous fiscal year. The decrease in revenue was primarily a decrease of HUD operating funding as a result of the offset to available NRA balances mandated by the 2012 Appropriations Act and lower administrative fee funding levels. Other revenue increased due to an increase in portability-in revenue and higher fraud amounts recovered.

Total expenses decreased by \$22,729. Significant changes from the previous year include:

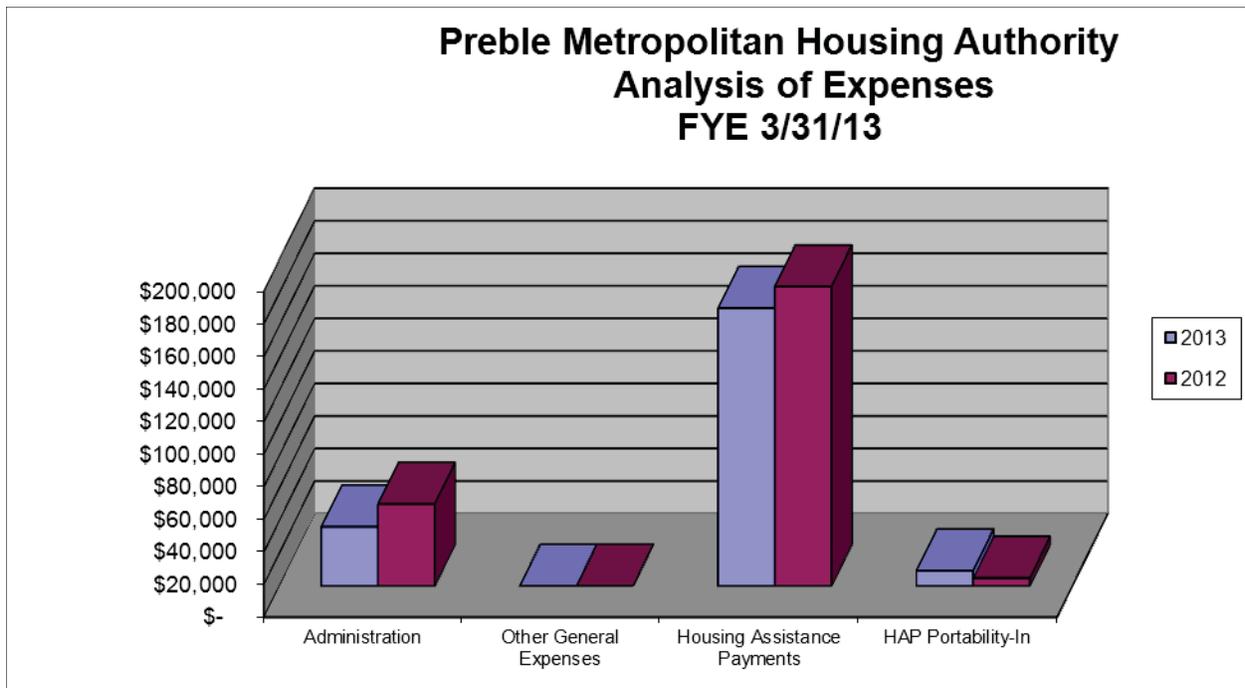
## Management's Discussion and Analysis-Cont.

- Administration costs decreased by \$14,048 due to additional audit costs incurred in the previous year.
- HAP costs related to portability-in units increased by \$4,603 due to additional units acquired during the current year.
- Housing assistance payments decreased due to the reduction in average payment per voucher. The average payment per voucher decreased from \$392.54 per voucher in the prior year to \$371.33 in the current year.

The following presentations have been provided to demonstrate the revenues and expenses by summarized account category:



*Management’s Discussion and Analysis-Cont.*



**Capital Assets**

As of March 31, 2013, The Preble Metropolitan Housing Authority’s investment in capital assets was \$0. This investment includes land, building, construction in progress, and equipment.

<u>Category</u>	<u>FYE 2013</u>	<u>FYE 2012</u>	<u>Change \$</u>	<u>Change %</u>
Land	\$ -	\$ -	\$ -	0%
Buildings	\$ -	\$ -	\$ -	0%
Equipment	\$ 968	\$ 968	\$ -	0%
Accumulated Depreciation	\$ (968)	\$ (968)	\$ -	0%
<b>Total Net Capital Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

**Subsequent Event**

Funding projections discussed for the current year have included the proration of administrative fees being funded at 69% and HAP funding at 94%. These funding levels will result in lower revenues resulting in a decreased level of services that can be supported in the upcoming fiscal year.

## *Management's Discussion and Analysis-Cont.*

### **Request for Information**

This financial report is designed to provide a general overview of the Authority's accountability for all those interested.

If you should have additional questions regarding the financial information, you can contact our office in writing at the following address:

Preble Metropolitan Housing Authority  
Stephen V. Pipenger, Chief Financial Officer  
719 S. Main Street  
Dayton, OH 45402

**PREBLE METROPOLITAN HOUSING AUTHORITY**

Statement of Net Assets

Proprietary Funds

March 31, 2013

**ASSETS**

**Current assets**

Cash and cash equivalents	\$	26,340
Accounts Receivable		3,899
Fraud Recovery - Net of \$1,684 Allowance		<u>187</u>
<b>Total current assets</b>		<u><u>30,426</u></u>

**Noncurrent assets**

Capital assets:

Building and equipment		968
Less accumulated depreciation		<u>(968)</u>
<b>Total noncurrent assets</b>		<u><u>-</u></u>

**Total assets** \$ 30,426

**LIABILITIES**

**Current liabilities**

Accounts Payable	\$	11,752
Other current liabilities		<u>4,049</u>
<b>Total current liabilities</b>		<u><u>15,801</u></u>

**Total liabilities** \$ 15,801

**NET ASSETS**

Restricted net assets	\$	14,625
Unrestricted net assets		<u>-</u>
<b>Total net assets</b>	\$	<u><u>14,625</u></u>

The notes to the financial statements are an integral part of these statements.

**PREBLE METROPOLITAN HOUSING AUTHORITY**  
Statement of revenues, Expenses, and Changes in Fund Net Assets  
Proprietary Funds  
For the Year Ended March 31, 2013

<b><i>OPERATING REVENUES</i></b>	
Government operating grants	\$ 155,235
Other Revenue	14,003
<b>Total operating revenues</b>	<u>169,238</u>
 <b><i>OPERATING EXPENSES</i></b>	
Administrative	\$ 36,457
Housing assistance payment	180,346
Depreciation	-
<b>Total operating expenses</b>	<u>\$ 216,803</u>
<b>Operating income</b>	<u>\$ (47,565)</u>
 <b><i>NONOPERATING REVENUES (EXPENSES)</i></b>	
Interest and investment revenue	\$ <u>15</u>
<b>Total nonoperating revenues (expenses)</b>	<u>15</u>
Income before contributions and transfers	\$ (47,550)
 Total net assets - beginning	 <u>\$ 62,175</u>
<b>Total net assets - ending</b>	 <u><u>\$ 14,625</u></u>

The notes to the financial statements are an integral part of these statements.

**PREBLE METROPOLITAN HOUSING AUTHORITY**

Combined Statement of Cash Flows  
Proprietary Fund Type- Enterprise Fund  
For the Year Ended March 31, 2013

**CASH FLOWS FROM OPERATING ACTIVITIES**

Cash received from grantor	\$ 153,951
Other income received	14,273
Cash paid Operating Activities	(50,077)
Cash Paid for Housing Assistance	<u>(180,346)</u>

**Net cash provided (used) by operating activities** \$ (62,199)

**CASH FLOWS FROM INVESTING ACTIVITIES**

Interest earned	\$ <u>15</u>
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**Net cash provided by investing activities** \$ 15

**CASH FLOWS FROM CAPITAL AND RELATED ACTIVITIES**

Property and equipment purchased	\$ <u>-</u>
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**Net cash provided (used) by capital and related activities** \$ -

Net Increase (Decrease) in Cash	\$ (62,184)
Cash and cash equivalents- Beginning of Year	<u>88,524</u>

**Cash and cash equivalents- end of year** \$ 26,340

**RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES**

Net Operating Income (Loss)	\$ (47,565)
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Adjustments to Reconcile Net Income to net Cash Provided  
by Operating Activities:

(Increase) Decrease in accounts receivable	(1,284)
(Increase) Decrease in fraud recovery	270
Increase (Decrease) in accounts payable	(13,626)
Increase (Decrease) in other current liabilities	<u>6</u>

**Net cash provided by operating activities** \$ (62,199)

The notes to the financial statements are an integral part of these statements.

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

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Summary of Significant Accounting Policies**

The financial statements of the Preble Metropolitan Housing Authority (the Authority) have been prepared in conformity with generally accepted accounting principles (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.

**Reporting Entity**

The Preble Metropolitan Housing Authority was created under the Ohio Revised Code, Section 3735.27. 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 accompanying financial statements comply with the provision of Governmental Accounting Standards Board (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 appointing 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 c) is obligated in some manner for the debt of the organization.

Management believes the financial statements included in this report represent all of the funds of the Authority over which the Authority is financially accountable.

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

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Basis of Presentation**

The Authority's financial statements consist of a statement of net assets, a statement of revenue, expenses, and changes net assets, 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 the HUD 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.

**Description of programs**

The Authority operates the Housing Choice Voucher Program as a single enterprise fund.

The Housing Choice Voucher Program was authorized by Section 8 of the National Housing Act and provides housing assistance payments to private, not-for-profit or public landlords to subsidize rentals for low-income persons.

**Investments**

The provisions of the HUD Regulations restrict investments. Investments are valued at market value. Interest income earned in fiscal year ending March 31, 2013 totaled \$15.

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

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**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 \$250 or more per unit. Depreciation is calculated using the straight line method over the estimated useful lives of three years. Expenditures for repairs and maintenance are charged directly to expense as they are incurred. Expenditures determined to represent additions or betterments are capitalized.

**Net Assets**

Net assets 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 balance 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 by internal or external restrictions.

**Operating Revenues and Expenses**

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

**Cash and Cash Equivalents**

For the purpose of the statement of cash flows, cash and cash equivalents include all highly liquid debt instruments with original maturities of three months or less.

**Budgetary Accounting**

The Authority is required by contractual agreements to adopt annual operating budgets for its HUD funded program. The budget for its program is prepared on 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.

**Accounting and Reporting for Non-exchange Transactions**

The Authority accounts for non-exchange transactions in accordance with Governmental Accounting Standards Board (GASB) Statement No. 33, Accounting and Financial Reporting for Non-exchange Transactions. Non-exchange transactions occur when the Authority receives (or gives) value without directly giving (or receiving) equal value in return.

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

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

**NOTE 2: DEPOSITS AND INVESTMENTS**

Deposits

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

- A. 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 withdrawal on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.
- B. Inactive deposits are public deposits that the Authority has identified as not required for use within the current two period of designation of depositories. Inactive deposits must either be evidenced by certificate of deposits maturing not later than the end of the current period of designation of the depositories, or by savings or deposit accounts including, but not limited to passbook accounts.
- C. 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 the time certificate of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts including passbook accounts.

Protection of the 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 Authority or by a single collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution.

At fiscal year end March 31, 2013, the carrying amount of the Authority's deposits totaled \$26,340 and its bank balance was \$38,292. Based on the criteria described in GASB Statement No. 40, "Deposit and Investment Risk Disclosure," as of March 31, 2013, the entire cash balance of \$26,340 was covered by the Federal Depository Insurance Corporation. The custodial credit risk for the Authority deposit is Category 1.

**NOTE 3: 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. During the fiscal year ending March 31, 2013 the Authority contracted with Cincinnati Insurance Company for liability and property coverage of \$1,000,000.

Settled claims have not exceeded this coverage in any of the last three years.

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

**NOTE 4: CAPITAL ASSETS**

The following is a summary:

	<b>Balance 03/31/12</b>	<b>Additions</b>	<b>Deletion</b>	<b>Balance 03/31/13</b>
<b>Capital Assets Being Depreciated:</b>				
Furnt, Mach. & Equip.- Admin.	968	0	0	968
Total Capital Assets Being Depreciated	968	0	0	968
<b>Accumulated Depreciation:</b>				
Furnt, Mach. & Equip. -Admin.	(968)	0	0	(968)
Total Accumulated Depreciation	(968)	0	0	(968)
<b>Total Capital Assets Being Depreciated, Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital Assets, Net</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**NOTE 5: MANAGEMENT CONTRACT/ RELATED PARTY TRANSACTION**

The Authority Contracts with the Community Action Partnership of the Greater Dayton Area, a non-profit corporation, for the management and operations of its Housing Choice Voucher Program. The Authority does not have any employees; all staffs are subcontracted from the Community Action Partnership. The Authority's current exposer to payroll of subcontract employees is \$8,240 annual.

**NOTE 6: SUBSEQUENT EVENTS**

Management has evaluated subsequent events through September 27, 2013, the date on which the financial statements were available for issue.

**PREBLE METROPOLITAN HOUSING AUTHORITY**

Combining FDS Schedule Submitted To REAC

Property Fund Type - Enterprise Fund

March 31, 2013

Line Item No.	Account Description	Housing Choice Vouchers
111	Cash - Unrestricted	\$ 7,216
113	Cash - Other Restricted	18,674
115	Cash - Restricted for Payment of Current Liabilities	450
100	Total Cash	<u>\$ 26,340</u>
125	Accounts Receivable - PHA Projects	\$ 2,364
125	Accounts Receivable - Miscellaneous	1,535
128	Fraud Recovery	1,871
128.1	Allowance for Doubtful Accounts - Fraud	(1,684)
120	Total Receivables, net of allowances for doubtful accounts	<u>\$ 4,086</u>
150	Total Current Assets	<u>\$ 30,426</u>
164	Furniture, Equipment & Machinery- Administration	\$ 968
166	Accumulated Depreciation	(968)
160	Total Fixed Assets, Net of Accumulated Depreciation	<u>\$ -</u>
180	Total Non-Current Assets	<u>\$ -</u>
190	Total Assets	<u><u>\$ 30,426</u></u>
312	Accounts Payable <=90 Days	\$ 11,110
331	Accounts Payable - HUD PHA Programs	16
342	Deferred Revenues	176
345	Other Current Liabilities	450
310	Total Current Liabilities	<u>\$ 11,752</u>
353	Non-Current Liabilities - Other	\$ 4,049
350	Total Non-Current Liabilities	<u>\$ 4,049</u>
300	Total Liabilities	<u>\$ 15,801</u>
508.1	Invested in Capital Assets, Net of Related Debt	\$ -
511.1	Restricted Net Assets	14,625
512.1	Unrestricted Net Assets	-
513	Total Equity/Net Assets	<u>\$ 14,625</u>
600	Total Liabilities and Equity/Net Assets	<u><u>\$ 30,426</u></u>

**PREBLE METROPOLITAN HOUSING AUTHORITY**

Combining FDS Schedule Submitted To REAC

Propriety Fund Type- Enterprise Fund

March 31, 2013

Line Item No.	Account Description	Housing Choice Vouchers
705	Total Tenant Revenue	\$ -
706	HUD PHA Operating Grants	155,235
711	Investment Income - Unrestricted	15
714	Fraud Recovery	2,426
715	Other Revenue	<u>11,577</u>
700	Total Revenue	<u>\$ 169,253</u>
912	Administrative Salaries	\$ 13,232
911	Auditing Fees	1,501
913	Outside Management Fees	11,666
915	Employee Benefit Contributions - Administrative	3,633
916	Office Expenses	2,371
918	Travel	233
919	Other	3,809
961	Insurance Premiums	<u>12</u>
969	Total Operating Expenses	<u>\$ 36,457</u>
970	Excess Operating Revenue over Operating Expenses	<u>\$ 132,796</u>
973	Housing Assistance Payments	\$ 180,346
974	Depreciation Expense	-
900	Total Expenses	<u>\$ 180,346</u>
1000	Excess (Deficiency) of Operating Revenue Over (Under) Expenses	\$ (47,550)
1103	Beginning Equity	\$ 62,175
1104	Prior Period Adjustments, Equity Transfers and Correction of Errors	-
	Ending Equity	<u><u>\$ 14,625</u></u>
1120	Unit Months Available	499
1121	Number of Unit Months Leased	460
1117	Administrative Fee Equity	-
1118	Housing Assistance Payments Equity	14,625

# Manning & Associates

## Certified Public Accountants, LLC

John M. Manning, CPA • Sandra L. Comer, CPA • John C. Benschman, CPA • John M. Keller, CPA

### REPORT IN INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNEMENT AUDITING STANDARDS

Board of Commissioners  
Preble Metropolitan Housing Authority

We have audited the financial statements of the business-type activities of Preble Metropolitan Housing Authority, Preble County, (the authority) as of and for the year ended March 31, 2013, which collectively comprise the Preble Metropolitan Housing Authority's, basic financial statements and have issued our report thereon dated September 27, 2013. We conducted the audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*.

#### Internal Control over Financial Reporting

Management of Preble Metropolitan Housing Authority, Preble County, is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Preble Metropolitan Housing Authority's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of opining on the effectiveness of the authority's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the authority's internal control over financial reporting.

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 more than a reasonable possibility that a material misstatement of the authority's financial statements will not be prevented, or detected and timely corrected.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

Preble Metropolitan Housing Authority  
Board of Directors  
Independent Auditors' Report on Internal Control Over  
Financial Reporting and On Compliance and Other Matters  
Based on an Audit of Financial Statements Performed  
In Accordance with *Government Auditing Standards*  
Page 2

### **Compliance and Other Matters**

As part of reasonably assuring whether the 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, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under Government Auditing Standards.

We intend this report solely for the information and use of the Board of Commissioners, management, and federal awarding agencies and others within the Authority. We intend it for no one other than these specified parties.

Manning &  
Associates CPAs, LLC

Digitally signed by Manning & Associates CPAs, LLC  
DN: cn=Manning & Associates CPAs, LLC, o=Manning  
& Associates CPAs, LLC, ou=Manning & Associates  
CPAs, LLC, email=lschmidt@manningcpallc.com, c=US  
Date: 2013.09.30 13:50:42 -04'00'

Manning & Associates CPAs, LLC  
Dayton, Ohio

September 27, 2013

**PREBLE METROPOLITAN HOUSING AUTHORITY**

Schedule of Prior Audit Findings

March 31, 2013

The following are the status of March 31, 2012 audit findings. Those findings not fully corrected are repeated in the 2013 audit report.

Finding Number	Finding Summary	Fully Corrected?
	No prior audit findings	



# Dave Yost • Auditor of State

**PREBLE METROPOLITAN HOUSING AUTHORITY**

**PREBLE 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 26, 2013**