

**BROWN METROPOLITAN HOUSING AUTHORITY  
BROWN COUNTY**

**AUDITED FINANCIAL STATEMENTS**

**Year Ended March 31, 2019**



OHIO AUDITOR OF STATE  
KEITH FABER



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Board of Directors  
Brown Metropolitan Housing Authority  
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We have reviewed the *Independent Auditor's Report* of the Brown Metropolitan Housing Authority, Brown County, prepared by JC & Company, for the audit period April 1, 2018 through March 31, 2019. 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 "Keith Faber".

Keith Faber  
Auditor of State  
Columbus, Ohio

October 14, 2019

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**BROWN METROPOLITAN HOUSING AUTHORITY  
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Jeanette R. Addington, MBA, CPA, CGFM ▪ Brian D. Long, CPA, PFS, CFF ▪ Keith A. Lewis, CPA

## INDEPENDENT AUDITOR'S REPORT

**Board of Directors and Management  
Brown Metropolitan Housing Authority**

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the business-type activities of Brown Metropolitan Housing Authority ("Authority"), as of and for the year ended March 31, 2019, and the related notes to the financial statements, which 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 about whether the financial statements are free from material misstatement.

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

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 financial position of the business-type activities of Brown Metropolitan Housing Authority, as of March 31, 2019, and the change in financial position and cash flows for the year then ended in conformity 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 information on pages 3-8 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 of the Brown Metropolitan Housing Authority. The Financial Data Schedules is presented for purposes of additional analysis and is not a required part of the financial statements.

The information is the responsibility of management and was derived from and relates 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 information is 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 our report dated September 4, 2019, on our consideration of the Brown Metropolitan Housing Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 the effectiveness of the Brown Metropolitan Housing Authority's 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 Brown Metropolitan Housing Authority's internal control over financial reporting and compliance.



JC & Company  
Lancaster, Ohio  
September 4, 2019



**BROWN METROPOLITAN HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended March 31, 2019**

**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 revenue increased by \$50,330 (15.2%) during 2019. Total revenues were \$331,798 and \$382,128 for 2018 and 2019, respectively.
- The total expenses decreased by \$5,159 (1.3%). Total expenses were \$385,028 and \$379,869 for 2018 and 2019, 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.

<b>MD&amp;A</b> ~ Management's Discussion and Analysis ~
<b>Basic Financial Statements</b> ~ Statement of Net Position ~ ~ Statement of Revenues, Expenses and Change in Net Position ~ ~ Statement of Cash Flows ~ ~ Notes to the Basic Financial Statements ~
<b>Supplementary Information</b> ~ Financial Data Schedules ~

**BROWN METROPOLITAN HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED  
Year Ended March 31, 2019**

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 Investment in Capital Assets: 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 Change 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 Change 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.

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.

**BROWN METROPOLITAN HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED  
Year Ended March 31, 2019**

Unaudited

**BASIC FINANCIAL STATEMENTS**

The following table reflects the condensed Statement of Net Position for this fiscal year compared to the prior year.

**TABLE 1  
STATEMENT OF NET POSITION**

	2018	2019
<b>Assets:</b>		
Current and other assets	\$ 41,490	\$ 70,116
Capital assets	962,319	935,745
<b>TOTAL ASSETS</b>	1,003,809	1,005,861
Current liabilities	10,579	10,372
<b>TOTAL LIABILITIES</b>	10,579	10,372
<b>Net Position:</b>		
Net investment in capital assets	962,319	935,745
Restricted net position	913	14,488
Unrestricted net position	29,998	45,256
<b>TOTAL NET POSITION</b>	\$ 993,230	\$ 995,489

**MAJOR FACTORS AFFECTING THE STATEMENT OF NET POSITION:**

Current assets increased due to the Authority cutting costs and trying to have at least two months of cash in the bank at the end of the year.

Capital assets decreased due to additional depreciation. The capital improvements totaled less than the accumulated depreciation this fiscal year.

Net position increased due to the change in net investment in capital assets because of the increase in accumulated depreciation.

**BROWN METROPOLITAN HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED  
Year Ended March 31, 2019**

Unaudited

The following schedule compares the revenues and expenses for the current and previous fiscal year.

**TABLE 2  
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION**

	2018	2019
<b>Revenues</b>		
Tenant revenue - rents	\$ 30,742	\$ 46,487
Operating subsidies and grants	254,165	252,343
Capital grants	-	30,424
Interest income/other revenues	46,891	52,874
<b>TOTAL REVENUE</b>	<b>331,798</b>	<b>382,128</b>
<b>Expenses</b>		
Administration	68,092	66,932
Utilities	29,150	18,983
Insurance	5,656	7,133
Maintenance	34,042	39,946
General	84	96
Bad debt	196	4,315
Housing assistance payments	184,371	177,576
Depreciation	63,437	64,888
<b>TOTAL EXPENSES</b>	<b>385,028</b>	<b>379,869</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ (53,230)</b>	<b>\$ 2,259</b>

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

Total revenue increased due to Capital Grant monies in this fiscal year. Total expenses decreased due to working tenants not receiving utility reimbursements and not paying as much rent on their behalf.

**TABLE 3  
CHANGE IN UNRESTRICTED NET POSITION**

Unrestricted Net Position 3/31/18		\$ 29,998
Results from operations	(11,316)	
Adjustments:		
Depreciation (1)	64,888	
Adjusted results from operations		53,572
Capital expenditures		(38,314)
Unrestricted Net Position 3/31/19		\$ 45,256

(1) Depreciation is treated as an expense and reduces the results of operations but does not have an impact on Unrestricted Net Position.

**BROWN METROPOLITAN HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED  
Year Ended March 31, 2019**

Unaudited

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**CAPITAL ASSETS**

As of year-end, the Authority had \$935,745 invested in a variety of capital assets as reflected in the following schedule, which represents a net decrease of \$26,574 from the end of last fiscal year.

**TABLE 4  
CAPITAL ASSETS AT YEAR-END  
(NET OF DEPRECIATION)**

	2018	2019
Land and land rights	\$ 1,049	\$ 1,049
Buildings	2,023,360	2,061,674
Equipment - dwellings	25,303	25,303
Accumulated depreciation	(1,087,393)	(1,152,281)
<b>TOTAL</b>	<b>\$ 962,319</b>	<b>\$ 935,745</b>

The following reconciliation summarizes the change in Capital Assets.

**TABLE 5  
CHANGE IN CAPITAL ASSETS**

BEGINNING BALANCE 3/31/18	\$ 962,319
Capital asset additions	38,314
Depreciation	(64,888)
<b>ENDING BALANCE 3/31/19</b>	<b>\$ 935,745</b>

**DEBT ADMINISTRATION**

As of March 31, 2019, the Authority had no debt.

**BROWN METROPOLITAN HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED  
Year Ended March 31, 2019**

**Unaudited**

**ECONOMIC FACTORS**

Significant economic factors affecting the Authority are as follows:

- The Authority's public tenants are holding jobs with higher wages due to the increase in minimum wage rate. Tenants are also keeping their employment longer due to changes in policy allowing tenants to work for a full year before their income is considered.

**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, 2019**

<b>ASSETS</b>	
Cash and cash equivalents	\$ 47,492
Cash and cash equivalents - restricted	22,393
Accounts receivable - net of allowance	<u>231</u>
<b>TOTAL CURRENT ASSETS</b>	<b>70,116</b>
 <b>CAPITAL ASSETS</b>	
Land	1,049
Other capital assets - net	<u>934,696</u>
<b>TOTAL CAPITAL ASSETS</b>	<u><b>935,745</b></u>
<b>TOTAL ASSETS</b>	<b>\$ 1,005,861</b>
 <b>LIABILITIES AND NET POSITION</b>	
Accounts payable	\$ 2,395
Accounts payable - other government	72
Tenant security deposits	<u>7,905</u>
<b>TOTAL LIABILITIES</b>	<b>10,372</b>
 <b>NET POSITION</b>	
Net investment in capital assets	935,745
Restricted net position	14,488
Unrestricted net position	<u>45,256</u>
<b>TOTAL NET POSITION</b>	<u><u><b>\$ 995,489</b></u></u>

See accompanying notes to the basic financial statements

**BROWN METROPOLITAN HOUSING AUTHORITY**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION**  
**Year Ended March 31, 2019**

<b>OPERATING REVENUES</b>	
HUD operating grants	\$ 252,343
Tenant rental revenue	46,487
Other revenue	<u>52,874</u>
<b>TOTAL OPERATING REVENUES</b>	<b>351,704</b>
 <b>OPERATING EXPENSES</b>	
Administrative	66,932
Utilities	18,983
Insurance	7,133
Maintenance	39,946
General	96
Bad debt	4,315
Housing assistance payments	177,576
Depreciation	<u>64,888</u>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>379,869</u></b>
<b>OPERATING (LOSS)</b>	<b>(28,165)</b>
 <b>NON-OPERATING REVENUE</b>	
HUD Capital Grants	<u>30,424</u>
<b>CHANGE IN NET POSITION</b>	<b>2,259</b>
<b>NET POSITION BEGINNING OF YEAR</b>	<u>993,230</u>
<b>NET POSITION END OF YEAR</b>	<b><u><u>\$ 995,489</u></u></b>

See accompanying notes to the basic financial statements



**BROWN METROPOLITAN HOUSING AUTHORITY**  
**STATEMENT OF CASH FLOWS**  
**Year Ended March 31, 2019**

<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Cash received from HUD	\$ 252,343
Cash received from tenants	46,487
Cash received from other revenue	53,906
Cash payments for housing assistance payments	(177,576)
Cash payments for other operating expenses	(137,161)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>37,999</b>
 <b>CASH FLOW FROM CAPITAL ACTIVITIES</b>	
Capital grants received for capital assets	30,423
Acquisition of capital assets	(38,314)
<b>NET CASH (USED) BY CAPITAL ACTIVITIES</b>	<b>(7,891)</b>
<b>CHANGE IN CASH AND CASH EQUIVALENTS</b>	<b>30,108</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING</b>	<b>39,777</b>
<b>CASH AND CASH EQUIVALENTS, ENDING</b>	<b>\$ 69,885</b>
 <b>RECONCILIATION OF CHANGE IN NET POSITION TO NET CASH PROVIDED BY OPERATING ACTIVITIES:</b>	
Change in net position	\$ (28,165)
Adjustments to reconcile change in net position to net cash provided by operating activities	
Depreciation	64,888
(Increase) decrease in:	
Receivables - net of allowance	1,553
Increase (decrease) in:	
Accounts payable	(243)
Tenant security deposits	(34)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>\$ 37,999</b>

See accompanying notes to the basic financial statements

**BROWN METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**Year Ended March 31, 2019**

**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 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 in Note 2.

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 BASIC FINANCIAL STATEMENTS**  
Year Ended March 31, 2019

**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 change 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 Authority has prepared its financial statements in conformity with accounting principles generally accepted in the United States of America. The Authority follows the business-type activities reporting requirements of GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*. In accordance with GASB Statement No. 34, the accompanying basic financial statements are reported on an Authority-wide basis. GASB Statement No. 34 (as amended by GASB Statement No. 63) requires the following, which collectively make up the Authority's basic financial statements: Statement of Net Position, Statement of Revenues, Expenses, and Change in Net Position, Statement of Cash Flows, and Notes to the Financial Statements.

**Accounting and Reporting for Nonexchange 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 Public Housing Authority (PHA) receives (or gives) value without directly giving (or receiving) equal value in return.

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

**BROWN METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**Year Ended March 31, 2019**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

**Accounting and Reporting for Nonexchange Transactions - Continued**

**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 and include unrestricted cash of \$47,492 and restricted cash of \$22,393 for total cash and cash equivalents of \$69,885. There were no amounts in excess of FDIC insurance limits.**

**Investments**

**The provisions of the HUD Regulations restrict investments. Interest income earned in fiscal year ended March 31, 2019 for both programs totaled \$0.**

**Receivables – Net of Allowance**

**Bad debts are provided on the allowance method based on management's evaluation of the collectability of outstanding tenant receivables at the end of the year. Management identified receivables they believe to be uncollectible and recorded an allowance for doubtful accounts of \$2,157 at March 31, 2019.**

**BROWN METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**Year Ended March 31, 2019**

**2. 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 \$1,000 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 represents the difference between assets and liabilities. Net position 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 position is recorded as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Authority or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The amounts reported as restricted net position at fiscal year-end represent the amounts restricted by HUD for future Housing Assistance Payments and amounts restricted as tenant security deposits. When an expense is incurred for purposes which both restricted and unrestricted net position is available, the Authority first applies restricted resources. Net position restricted by HUD was \$14,488.

**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, 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.

**3. 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.

**BROWN METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**Year Ended March 31, 2019**

**3. DEPOSITS AND INVESTMENTS - CONTINUED**

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, 2019, 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, 2019, the carrying amount of the Authority's deposits totaled \$69,885 and its bank balance was \$72,326.

**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 of 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.

*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, 2019, the Authority did not have any investments.

**BROWN METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
Year Ended March 31, 2019

**4. 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 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.

**5. CAPITAL ASSETS**

The following is a summary of capital assets:

	Balance 3/31/2018	Additions	Disposals	Balance 3/31/2019
<b>CAPITAL ASSETS, NOT BEING DEPRECIATED</b>				
Land	\$ 1,049	\$ -	\$ -	\$ 1,049
<b>CAPITAL ASSETS, BEING DEPRECIATED</b>				
Buildings and improvements	2,023,360	38,314	-	2,061,674
Furniture and equipment	25,303	-	-	25,303
Totals at Historical Costs	2,048,663	38,314	-	2,086,977
Accumulated depreciation	(1,087,393)	(64,888)	-	(1,152,281)
<b>TOTAL CAPITAL ASSETS, NET, BEING DEPRECIATED</b>	<b>961,270</b>	<b>(26,574)</b>	<b>-</b>	<b>934,696</b>
<b>TOTAL NET CAPITAL ASSETS</b>	<b>\$ 962,319</b>	<b>\$ (26,574)</b>	<b>\$ -</b>	<b>\$ 935,745</b>

Accumulated Depreciation by Class:

Building and improvements	\$ 1,126,978
Furniture and equipment	25,303
<b>TOTAL ACCUMULATED DEPRECIATION</b>	<b>\$ 1,152,281</b>

**6. FDS SCHEDULE SUBMITTED TO HUD**

For the fiscal year ended March 31, 2019, the Authority electronically submitted an unaudited version of the balance sheet, statement of revenues, expenses and change 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.

**BROWN METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**Year Ended March 31, 2019**

**7. 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.

**8. 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.

**9. HAP AND ADMINISTRATIVE TRACKING ACCOUNTS**

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

	Restricted		
	HAP	Administrative	Total
Balance 3/31/18	\$ 913	\$ 9,589	\$ 10,502
HAP received	142,347	-	142,347
Administrative received	-	20,796	20,796
HAP expenses	(128,772)	-	(128,772)
Administrative expenses	-	(23,316)	(23,316)
Other income	-	3,895	3,895
Balance 3/31/19	<u>\$ 14,488</u>	<u>\$ 10,964</u>	<u>\$ 25,452</u>

**10. ECONOMIC DEPENDENCY**

The Authority is economically dependent of receiving operating subsidies from the U.S. Department of Housing and Urban Development (HUD).

**11. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through September 4, 2019, the date the financial statements were available to be issued. Any subsequent events after that date have not been evaluated.



**BROWN METROPOLITAN HOUSING AUTHORITY**  
**FINANCIAL DATA SCHEDULE SUBMITTED TO HUD**  
**ENTITY WIDE - STATEMENT OF NET POSITION**  
**For the Year Ended March 31, 2019**

	Project Total	14,871 Housing Choice Vouchers	Total
111 Cash - Unrestricted	\$36,456	\$11,036	\$47,492
113 Cash - Other Restricted		\$14,488	\$14,488
114 Cash - Tenant Security Deposits	\$7,905		\$7,905
100 Total Cash	\$44,361	\$25,524	\$69,885
127 Notes, Loans, & Mortgages Receivable - Current	\$231		\$231
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$231	\$0	\$231
150 Total Current Assets	\$44,592	\$25,524	\$70,116
161 Land	\$1,049		\$1,049
162 Buildings	\$2,061,674		\$2,061,674
163 Furniture, Equipment & Machinery - Dwellings	\$25,303		\$25,303
166 Accumulated Depreciation	-\$1,152,281		-\$1,152,281
160 Total Capital Assets, Net of Accumulated Depreciation	\$935,745	\$0	\$935,745
180 Total Non-Current Assets	\$935,745	\$0	\$935,745
290 Total Assets and Deferred Outflow of Resources	\$980,337	\$25,524	\$1,005,861
312 Accounts Payable <= 90 Days	\$2,395		\$2,395
333 Accounts Payable - Other Government		\$72	\$72
341 Tenant Security Deposits	\$7,905		\$7,905
310 Total Current Liabilities	\$10,300	\$72	\$10,372
350 Total Non-Current Liabilities	\$0	\$0	\$0
300 Total Liabilities	\$10,300	\$72	\$10,372
508.4 Net Investment in Capital Assets	\$935,745		\$935,745
511.4 Restricted Net Position	\$0	\$14,488	\$14,488
512.4 Unrestricted Net Position	\$34,292	\$10,964	\$45,256
513 Total Equity - Net Assets / Position	\$970,037	\$25,452	\$995,489
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$980,337	\$25,524	\$1,005,861

See independent auditor's report

**BROWN METROPOLITAN HOUSING AUTHORITY**  
**FINANCIAL DATA SCHEDULE SUBMITTED TO HUD**  
**ENTITY WIDE - STATEMENT OF REVENUE AND EXPENSES**  
**For the Year Ended March 31, 2019**

	Project Total	14.871 Housing Choice Vouchers	Total
70300 Net Tenant Rental Revenue	\$46,487		\$46,487
70400 Tenant Revenue - Other	\$175		\$175
70500 Total Tenant Revenue	\$46,662	\$0	\$46,662
70600 HUD PHA Operating Grants	\$89,200	\$163,143	\$252,343
70610 Capital Grants	\$30,424		\$30,424
71500 Other Revenue		\$52,699	\$52,699
70000 Total Revenue	\$166,286	\$215,842	\$382,128
91200 Auditing Fees	\$2,520	\$2,520	\$5,040
91300 Management Fee	\$35,000	\$20,796	\$55,796
91400 Advertising and Marketing	\$449		\$449
91600 Office Expenses	\$4,213		\$4,213
91700 Legal Expense	\$200		\$200
91800 Travel	\$927		\$927
91900 Other	\$307		\$307
91000 Total Operating - Administrative	\$43,616	\$23,316	\$66,932
93100 Water	\$6,445		\$6,445
93200 Electricity	\$281		\$281
93600 Sewer	\$8,565		\$8,565
93800 Other Utilities Expense	\$3,692		\$3,692
93000 Total Utilities	\$18,983	\$0	\$18,983
94100 Ordinary Maintenance and Operations - Labor	\$10,578		\$10,578
94200 Ordinary Maintenance and Operations - Materials and Other	\$9,372		\$9,372
94300 Ordinary Maintenance and Operations Contracts	\$19,998		\$19,998
94000 Total Maintenance	\$39,948	\$0	\$39,948
96120 Liability Insurance	\$7,133		\$7,133
96100 Total insurance Premiums	\$7,133	\$0	\$7,133

See independent auditor's report

**BROWN METROPOLITAN HOUSING AUTHORITY**  
**FINANCIAL DATA SCHEDULE SUBMITTED TO HUD**  
**ENTITY WIDE - STATEMENT OF REVENUE AND EXPENSES**  
**For the Year Ended March 31, 2019**

	Project Total	14,871 Housing Choice Vouchers	Total
96200 Other General Expenses	\$96		\$96
96400 Bad debt - Tenant Rents	\$4,315		\$4,315
96000 Total Other General Expenses	\$4,411	\$0	\$4,411
96900 Total Operating Expenses	\$114,091	\$23,316	\$137,407
97000 Excess of Operating Revenue over Operating Expenses	\$52,195	\$192,526	\$244,721
97300 Housing Assistance Payments		\$128,772	\$128,772
97350 HAP Portability-In		\$48,804	\$48,804
97400 Depreciation Expense	\$64,888		\$64,888
90000 Total Expenses	\$178,979	\$200,892	\$379,871
10010 Operating Transfer In	\$9,250		\$9,250
10020 Operating transfer Out	-\$9,250		-\$9,250
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$12,693	\$14,950	\$2,257
11030 Beginning Equity	\$982,730	\$10,502	\$993,232
11170 Administrative Fee Equity		\$10,964	\$10,964
11180 Housing Assistance Payments Equity		\$14,488	\$14,488
11190 Unit Months Available	228	456	684
11210 Number of Unit Months Leased	228	439	667
11270 Excess Cash	\$24,836		\$24,836
11610 Land Purchases	\$26,175		\$26,175
11620 Building Purchases	\$12,141		\$12,141

See independent auditor's report

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Jeanette R. Addington, MBA, CPA, CGFM ▪ Brian D. Long, CPA, PFS, CFF ▪ Keith A. Lewis, CPA

**INDEPENDENT AUDITOR'S 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**

**Board of Directors  
Brown Metropolitan Housing Authority**

We have audited, 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, the financial statements of the business-type activities of Brown Metropolitan Housing Authority as of and for the year ended March 31, 2019, and the related notes to the financial statements, which comprise Brown Metropolitan Housing Authority's basic financial statements, and have issued our report thereon dated September 4, 2019.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Brown Metropolitan Housing Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Brown Metropolitan Housing Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of Brown Metropolitan Housing Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. 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.

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

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Brown Metropolitan Housing Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on 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 such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of Brown Metropolitan Housing Authority in a separate letter dated September 4, 2019.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



JC & Company  
Lancaster, Ohio  
September 4, 2019

# OHIO AUDITOR OF STATE KEITH FABER



**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  
NOVEMBER 7, 2019**