

**HIGHLAND METROPOLITAN  
HOUSING AUTHORITY  
HIGHLAND COUNTY, OHIO**

**AUDITED FINANCIAL STATEMENTS**

**For the Year Ended December 31, 2018**



OHIO AUDITOR OF STATE  
KEITH FABER



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Board of Directors  
Highland Metropolitan Housing Authority  
121 East East Street  
Washington Court House, Ohio 43160

We have reviewed the *Independent Auditor's Report* of the Highland Metropolitan Housing Authority, Highland County, prepared by JC & Company, for the audit period January 1, 2018 through December 31, 2018. 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 Highland 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

July 22, 2019

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**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
TABLE OF CONTENTS**

	<b>Page</b>
<b>Independent Auditor’s Report</b>	<b>1 – 2</b>
<b>Management’s Discussion and Analysis</b>	<b>3 – 8</b>
<b>Basic Financial Statements:</b>	
<b>Statement of Net Position</b>	<b>9</b>
<b>Statement of Revenues, Expenses and Changes in Net Position</b>	<b>10</b>
<b>Statement of Cash Flows</b>	<b>11</b>
<b>Notes to the Financial Statements</b>	<b>12 – 17</b>
<b>Supplementary Schedules:</b>	
<b>Financial Data Schedule:</b>	
<b>Entity Wide Balance Sheet Summary</b>	<b>18</b>
<b>Entity Wide Revenue and Expense Summary</b>	<b>19</b>
<b>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 <i>Government Auditing Standards</i></b>	<b>20 – 21</b>

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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  
Highland Metropolitan Housing Authority  
Hillsboro, Ohio

### Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of the Highland Metropolitan Housing Authority, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which comprise Highland Metropolitan Housing Authority's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for 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 the Highland Metropolitan Housing Authority, as of December 31, 2018, and the 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 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 that comprise the Highland Metropolitan Housing Authority's basic financial statements. The financial data schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The financial data schedule 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 financial data schedule 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 June 20, 2019, on our consideration of Highland Metropolitan Housing Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants 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 on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Highland Metropolitan Housing Authority's internal control over financial reporting and compliance.



JC & Company  
Lancaster, Ohio  
June 20, 2019

**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018  
(UNAUDITED)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

The Highland 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 fiscal year challenges), and (d) identify individual fund issues or concerns.

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

**FINANCIAL HIGHLIGHTS**

- During FY 2018, the Authority's Net Position decreased by \$449 or less than 1%. Since the Authority engages only in business-type activities, the decrease is all in the category of business-type Net Position. Net Position was \$59,456 and \$59,007 for FY 2017 and FY 2018 respectively.
- The revenue increased by \$26,559 (or 6.38%) during FY 2018 and was \$416,097 and 442,656 for FY 2017 and FY 2018 respectively.
- The total expenses of the Authority increased by \$19,655 (or 4.64%). Total expenses were \$423,450 and \$443,105 for FY 2017 and FY 2018 respectively.

**USING THIS ANNUAL REPORT**

The Report includes the following sections:

<p><b>MD&amp;A</b> ~ Management's Discussion and Analysis ~</p>
<p><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 ~</p>
<p><b>Other Required Supplementary Information</b> ~ Required Supplementary Information (Pension Schedules) ~</p>
<p><b>Supplementary and Other Information</b> ~ Financial Data Schedules ~ ~ Schedule of Federal Awards Expenditures ~</p>

**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018  
(UNAUDITED)**

The primary focus of the Authority's financial statement is on the Authority as a whole (Authority-wide). The Authority operates as a single enterprise fund and this presentation allows the user to address relevant questions, broaden a basis for comparison (year to year or Authority to Authority) and enhance the Authority's accountability.

**Government-Wide Financial Statements**

The Government-wide financial statements are designed to be corporate-like in that all business type activities are consolidated into columns, which add to a total for the entire 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, equal "Net Position", formerly known as Net Assets. 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 represent the net available liquid (non-capital) assets, net of liabilities, for the entire Authority. Net Position is reported in three broad categories:

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

Restricted: 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: 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".

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

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

Finally, 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.

**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018  
(UNAUDITED)**

**Fund Financial Statements**

The Authority consists of exclusively an Enterprise Fund. The Enterprise fund utilizes the full accrual basis of accounting. The Enterprise method of accounting is similar to accounting utilized in the private sector. The fund maintained by the Authority is required by the Department of Housing and Urban Development (HUD).

**Business-Type Activities:**

**Housing Choice Voucher Program** – Under the Housing Choice Voucher Program, the Authority administers contracts with independent landlords that own the property. The Authority subsidizes the family's rent through a Housing Assistance Payment made to the landlord. The program is administered under and Annual Contributions Contract (ACC) with HUD. HUD provides Annual Contributions Funding to enable the Authority to structure a lease that sets the participants' rent at 30% of adjusted household income.

**Statement of Net Position**

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

**STATEMENT OF NET POSITION**

	<u>2018</u>	<u>2017</u>
Current and Other Assets	\$ 59,340	\$ 60,009
Current Liabilities	\$ 333	\$ 553
Net Position:		
Restricted - HAP	-	2,273
Unrestricted - Admin	59,007	57,183
Total Net Position	<u>59,007</u>	<u>59,456</u>
Total Liabilities & Net Position	<u>\$ 59,340</u>	<u>\$ 60,009</u>

For more detailed information see Page 9 for the Statement of Net Position.

**Major Factors Affecting the Statement of Net Position**

Current assets were decreased by \$669 or 1.11% the main reason was a decrease in RNP. Liabilities also were decreased by \$220 also the result of no deferred inflows.

No change in Capital Assets. No new purchases, no depreciation, assets are fully depreciated. For more detail see "Capital Assets and Debt Administration" on Page 7.

While the result of operations is a significant measure of the Authority's activities, the analysis of the changes in Unrestricted and Restricted Net Position provides a clearer change in financial well-being.

**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018  
(UNAUDITED)**

**CHANGE OF UNRESTRICTED NET POSITION**

Unrestricted Net Position as of 12/31/17	\$	57,183
Results of Operations Admin Fees		1,824
Unrestricted Net Position as of 12/31/18	\$	59,007

**CHANGE OF RESTRICTED NET POSITION**

Restricted Net Position as of 12/31/17	\$	2,273
Results of Operations HAP reserves C/Y decrease		(2,273)
Restricted Net Position as of 12/31/18	\$	-

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

The following schedule compares the revenues and expenses for the current and previous fiscal year. The Authority is engaged only in Business-Type Activities.

	2018	2017
<b>Revenues</b>		
HUD PHA Operating Grants	\$ 425,504	\$ 412,722
Investment Income/Other Revenue	154	158
Other Revenues	16,998	3,217
<b>Total Revenue</b>	<b>442,656</b>	<b>416,097</b>
<b>Expenses</b>		
Administrative	53,654	52,541
Housing Assistance Payments	389,451	370,642
Depreciation	-	267
<b>Total Expenses</b>	<b>443,105</b>	<b>423,450</b>
<b>Net (Decrease)</b>	<b>\$ (449)</b>	<b>\$ (7,353)</b>

**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018  
(UNAUDITED)**

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

Total amount of HUD PHA Grants for FY 2018 increased by \$12,782 or 3.10% this includes both Administrative Fees and Housing Assistance Payments. Also, there was an increase in Housing Assistance Payments by \$18,809 or 5.07% which caused the RNP to \$0

Leasing rate for 2018 increased to 1,163-unit months leased out of 1,200 available or 96.92%. Compared to FY17 1,162-unit months leased out of 1,200 or 96.83%

Net decrease for FY 2018 reflects the decrease of \$2,273 in the Restricted HAP funds and an increase of \$1,824 in Administrative funds.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital Assets**

As of 12/31/18, the Authority had \$0 invested in capital assets as reflected in the following schedule, which represents no change (additions, deductions and depreciation).

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

	2018	2017
Equipment - Administrative	\$ 33,464	\$ 33,464
Accumulated Depreciation	(33,464)	(33,464)
<b>Total Assets</b>	<b>\$ -</b>	<b>\$ -</b>

**Debt Outstanding**

As of 12/31/18, the Authority has no outstanding debt (bonds, notes, etc.)

**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018  
(UNAUDITED)**

**ECONOMIC FACTORS**

Significant economic factors affecting the Authority are as follows:

- Federal funding of the Department of Housing and Urban Development
- Local labor supply and demand, which can affect salary and wage rates
- Local inflationary, recession and employment trends, which can affect resident incomes and therefore the amount of housing assistance
- Inflationary pressure on utility rates, supplies and other costs

**FINANCIAL CONTACT**

The individual to be contacted regarding this report is Nancy Reed; Executive Director for the Highland Metropolitan Housing Authority, at (740) 335-7525. Specific requests may be submitted to the Authority at 121 E. East Street, Washington Court House, OH 43160.

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**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
STATEMENT OF NET POSITION  
DECEMBER 31, 2018**

**ASSETS**

**CURRENT ASSETS**

Cash and cash equivalents	\$ 52,117
Receivables - net of allowance	3,623
Prepaid expenses and other assets	<u>3,600</u>

**TOTAL CURRENT ASSETS** 59,340

**LIABILITIES**

**CURRENT LIABILITIES**

Accounts payable	<u>333</u>
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**NET POSITION**

Unrestricted - Admin Pre FY03	6,163
Unrestricted - Admin Post FY04	<u>52,844</u>

**TOTAL NET POSITION** \$ 59,007

See accompanying notes to the basic financial statements

**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION  
YEAR ENDED DECEMBER 31, 2018**

<b>OPERATING REVENUES</b>		
HUD operating grants	\$	425,504
Other operating revenues		<u>16,998</u>
<b>TOTAL OPERATING REVENUES</b>		<u>442,502</u>
 <b>OPERATING EXPENSES</b>		
Administrative		53,654
Housing assistance payments		<u>389,451</u>
<b>TOTAL OPERATING EXPENSES</b>		<u>443,105</u>
<b>OPERATING (LOSS)</b>		(603)
 <b>NON-OPERATING REVENUE</b>		
Interest income		<u>154</u>
<b>CHANGE IN NET POSITION</b>		(449)
<b>NET POSITION BEGINNING OF YEAR</b>		<u>59,456</u>
<b>NET POSITION END OF YEAR</b>	<b>\$</b>	<u><u>59,007</u></u>

See accompanying notes to the basic financial statements

**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
STATEMENT OF CASH FLOWS  
YEAR ENDED DECEMBER 31, 2018**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Cash received from HUD	\$ 421,894
Other revenue received	16,998
Administrative expenses paid	(54,809)
Housing assistance payments	<u>(389,451)</u>
<b>NET CASH (USED) BY OPERATING ACTIVITIES</b>	<b>(5,368)</b>
 <b>CASH FLOWS FROM CAPITAL AND FINANCING ACTIVITIES</b>	
Interest income	<u>154</u>
<b>CHANGE IN CASH AND CASH EQUIVALENTS</b>	<b>(5,214)</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING</b>	<u>57,331</u>
<b>CASH AND CASH EQUIVALENTS, ENDING</b>	<u><u>\$ 52,117</u></u>
 <b>RECONCILIATION OF OPERATING (LOSS) TO NET CASH (USED) BY OPERATING ACTIVITIES</b>	
Operating (loss)	\$ (603)
Adjustments to reconcile operating loss to net cash provided by operating activities	
(Increase) decrease in:	
Accounts receivable - HUD	(932)
Accounts receivable - ports	(13)
Prepaid expenses and other assets	(3,600)
Increase (decrease) in:	
Accounts payable	<u>(220)</u>
<b>NET CASH (USED) BY OPERATING ACTIVITIES</b>	<u><u>\$ (5,368)</u></u>

See accompanying notes to the basic financial statements

**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Summary of Significant Accounting Policies**

The basic financial statements of the Highland Metropolitan Housing Authority (the Authority) have been prepared in conformity with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the generally 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 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 basic financial statements comply with the provisions of GASB Statement No. 61, *The Financial Reporting Entity: Omnibus an amendment of GASB Statements No. 14 and No. 34*, 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 (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.

HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Basis of Presentation

The Authority's financial statements consist of a statement of net position, a statement of revenue, expenses and changes in net position, and a statement of cash flows.

Fund Accounting

The Authority uses a proprietary fund to report on its financial position and the results of its operations for the Section 8 Housing Choice Voucher program. 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 Authority's only proprietary fund type:

*Enterprise Fund* – The Authority is accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of the Authority are included on the statement of net position. The statement of revenues, expenses and changes in net position presents increases (i.e. revenues) and decreases (i.e. expenses) in total net position. The statement of cash flows provides information about how the Authority finances and meets cash flow needs.

The Authority accounts for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body 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.

Accounting and Reporting for Nonexchange Transactions

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

In conformity with the requirements of GASB Statement No. 33, the Authority has recognized grant funds expended for capitalizable capital assets acquired after June 30, 2000 as revenues and the related depreciation thereon, as expenses in the accompanying Statement of Revenues, Expenses and Changes in Net Position.

Cash and Cash Equivalents

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

**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**Capital Assets**

Capital assets are stated at cost and depreciation is computed using the straight-line method over the estimated useful life of the assets. The cost of normal maintenance and repairs, that do not add to the value of the asset or materially extend the assets life, are not capitalized. The capitalization threshold used by the Authority is \$500. The following are the useful lives used for depreciation purposes:

<u>Description</u>	<u>Estimated Useful Life – Years</u>
Furniture & Equipment	3-7
Computer Hardware & Software	3

**Tenant/Fraud Receivables-net of allowance**

Bad debts are provided on the allowance method based on management’s evaluation of the collectability of outstanding tenant/fraud receivable balances at the end of the year. The allowance for doubtful accounts was \$0 at December 31, 2018.

**Prepaid Items**

Payments made to vendors for services that will benefit beyond fiscal year-end are recorded as prepaid items via the consumption method.

**Deferred Inflows**

Deferred Inflows arises when assets are recognized before revenue recognition criteria have been satisfied. Grants associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as a receivable or revenue, or unearned revenue of the current fiscal year. The Deferred Inflows recognized for fiscal year 2018 was \$0

**Restricted Assets**

Assets are reported as restricted assets when limitations on their use change the normal understanding of the availability of the asset. Such constraints are either imposed by creditors, contributors, grantors, or laws of other governments or imposed by enabling legislation. The Authority had restricted assets for Housing Assistance Payment equity balances of \$0

**Net Position**

Net position represents the difference between assets and liabilities. The investment in capital assets consists of capital assets net of accumulated depreciation. Net position is reported 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. When an expense is incurred for purposes which both restricted and unrestricted net position is available, the Authority first applies restricted resources. The Authority had no reported restricted net position for HAP reserves at December 31, 2018.

**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**Estimates**

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

**Operating Revenues and Expenses**

Operating revenues are those revenues that are generated directly from the primary activity of the proprietary fund. For the Authority, these revenues are for Housing and Urban Development Grants and other revenues.

Operating expenses are those expenses that are expended directly for the primary activity of the proprietary fund. For the Authority, these expenses are administrative and housing assistance payments.

**2. CASH AND CASH EQUIVALENTS**

Cash equivalents include short-term, highly liquid investments that are both readily convertible to known amounts of cash and are so near maturity that they present insignificant risk of changes in value because of changes in interest rates. Generally, only investments with original maturities of three months or less qualify under this definition.

All monies are deposited into banks as determined by the Authority. Funds are deposited in a non-interest bearing checking account. Security shall be furnished for all accounts in the Authority's name.

At fiscal year-end December 31, 2018, the carrying amount of the Authority's deposits totaled \$52,117 and its bank balance was \$52,117. Based on the criteria described in GASB Statement No. 40, *Deposit and Investment Risk Disclosure*, as of December 31, 2018, no amount was exposed to custodial risk as discussed below and the full balance was covered by the Federal Depository Insurance Corporation.

Custodial credit risk is the risk that in the event of bank failure, the Authority will not be able to recover the deposits. All deposits are collateralized with eligible securities in amounts equal to at least 105 percent of the carrying value of the deposits. Such collateral, as permitted by the Ohio Revised Code, is held in single financial institution collateral pools at the Federal Reserve Banks or at member banks of the federal reserve system, in the name of the respective depository bank and pledged as a pool of collateral against all the public deposits it holds as specific collateral held at the Federal Reserve in the name of the Authority.

**Investments**

Highland Metropolitan Housing Authority had no investments at December 31, 2018.

**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018**

**3. RESTRICTED CASH AND NET POSITION**

Restricted cash balance and net position as of December 31, 2018 of \$0 represents advances from HUD to be used for Housing Assistance Payments.

**4. RISK MANAGEMENT**

The Authority utilizes private insurance carriers for comprehensive coverage of real property, vehicles and furnishings & equipment and health. Individual policies allow for coverage for bodily injury and property damage liabilities. There was no significant reduction in coverage and no settlements exceeded insurance coverage, during the past three fiscal years.

**5. CAPITAL ASSETS**

The following is a summary of capital assets at December 31, 2018:

	<u>Balance at 12/31/17</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance at 12/31/18</u>
Furniture & equipment	\$33,464	\$ 0	\$ 0	\$33,464
Accumulated depreciation	<u>(33,464)</u>	<u>0</u>	<u>0</u>	<u>(33,464)</u>
Total Capital assets, net	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

**6. ECONOMIC DEPENDENCY**

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

**7. CONTINGENT LIABILITIES**

Grants

Amounts grantor agencies pay to the Authority are subject to audit and adjustment by the grantor, principally the federal government. Grantors may require refunding any disallowed costs or excess reserve balances. Management cannot presently determine amounts grantors may disallow or recapture. However, based on prior experience, management believes any such disallowed claims or recaptured amounts would not have a material adverse effect on the overall financial position of the Authority at December 31, 2018.

Litigation

The Authority is unaware of any outstanding lawsuits or other contingencies.

**HIGHLAND METROPOLITAN HOUSING AUTHORITY  
HIGHLAND COUNTY  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018**

**8. MANAGEMENT SERVICES CONTRACT**

The Authority has contracted with Fayette Metropolitan Housing Authority for management services including management and operations of the Housing Choice Voucher Program meeting all HUD program requirements. Fayette Metropolitan Housing Authority has contracted with Fayette County Commissioners for management services. Highland Metropolitan Housing Authority has no employees and is staffed by personnel subcontracted from the Fayette County Commissioners.

**9. ADMINISTRATIVE FEE**

The Authority receives an 'Administrative fee' as part of the annual contributions from HUD to cover the costs (including overhead) of administering the Section 8 Housing Choice Voucher Program. The fee is a percentage of a HUD-determined base rate for each unit leased at the first of each month under HAP contracts.

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**HIGHLAND COUNTY METROPOLITAN HOUSING AUTHORITY  
SUPPLEMENTAL FINANCIAL DATA SCHEDULE  
ENTITY WIDE BALANCE SHEET SUMMARY  
DECEMBER 31, 2018**

	14.871 Housing Choice Vouchers	Total
111 Cash - Unrestricted	\$52,117	\$52,117
100 Total Cash	\$52,117	\$52,117
121 Accounts Receivable - PHA Projects		
122 Accounts Receivable - HUD Other Projects	\$3,610	\$3,610
124 Accounts Receivable - Other Government	\$13	\$13
126.2 Allow ance for Doubtful Accounts - Other	\$0	\$0
120 Total Receivables, Net of Allow ances for Doubtful Accounts	\$3,623	\$3,623
142 Prepaid Expenses and Other Assets	\$3,600	\$3,600
150 Total Current Assets	\$59,340	\$59,340
164 Furniture, Equipment & Machinery - Administration	\$33,464	\$33,464
166 Accumulated Depreciation	-\$33,464	-\$33,464
160 Total Capital Assets, Net of Accumulated Depreciation	\$0	\$0
290 Total Assets and Deferred Outflow of Resources	\$59,340	\$59,340
312 Accounts Payable <= 90 Days	\$333	\$333
310 Total Current Liabilities	\$333	\$333
511.4 Restricted Net Position	\$0	\$0
512.4 Unrestricted Net Position	\$59,007	\$59,007
513 Total Equity - Net Assets / Position	\$59,007	\$59,007
600 Total Liabilities, Deferred Inflow s of Resources and Equity - Net	\$59,340	\$59,340

See Independent Auditor's Report

**HIGHLAND COUNTY METROPOLITAN HOUSING AUTHORITY  
SUPPLEMENTAL FINANCIAL DATA SCHEDULE  
ENTITY WIDE REVENUE AND EXPENSE SUMMARY  
FOR THE YEAR ENDED DECEMBER 31, 2018**

	14,871 Housing Choice Vouchers	Total
70300 Net Tenant Rental Revenue		
70400 Tenant Revenue - Other		
70500 Total Tenant Revenue	\$0	\$0
70600 HUD PHA Operating Grants	\$425,504	\$425,504
70610 Capital Grants		
71100 Investment Income - Unrestricted	\$154	\$154
71500 Other Revenue	\$16,998	\$16,998
70000 Total Revenue	\$442,656	\$442,656
91200 Auditing Fees	\$3,195	\$3,195
91300 Management Fee	\$43,200	\$43,200
91600 Office Expenses	\$4,634	\$4,634
91900 Other	\$2,625	\$2,625
91000 Total Operating - Administrative	\$53,654	\$53,654
96900 Total Operating Expenses	\$53,654	\$53,654
97000 Excess of Operating Revenue over Operating Expenses	\$389,002	\$389,002
97300 Housing Assistance Payments	\$374,170	\$374,170
97350 HAP Portability-In	\$15,281	\$15,281
90000 Total Expenses	\$443,105	\$443,105
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$449	-\$449
11020 Required Annual Debt Principal Payments	\$0	\$0
11030 Beginning Equity	\$59,456	\$59,456
11170 Administrative Fee Equity	\$59,007	\$59,007
11180 Housing Assistance Payments Equity	\$0	\$0
11190 Unit Months Available	1200	1200
11210 Number of Unit Months Leased	1163	1163

**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  
Highland Metropolitan Housing Authority

Regional Inspector General of Audit  
Department of Housing and Urban  
Development

We have audited, in accordance with the 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 the Highland Metropolitan Housing Authority, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which comprise the Highland Metropolitan Housing Authority's basic financial statements, and have issued our report thereon dated June 20, 2019.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Highland 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 the Highland Metropolitan Housing Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Highland 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 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 the Highland 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*.

**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  
June 20, 2019

# OHIO AUDITOR OF STATE KEITH FABER



**HIGHLAND METROPOLITAN HOUSING AUTHORITY**

**HIGHLAND 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  
AUGUST 1, 2019**