

**HILLIARD DEVELOPMENT CORPORATION
FRANKLIN COUNTY, OHIO**

**BASIC FINANCIAL STATEMENTS
(AUDITED)**

FOR THE YEAR ENDED DECEMBER 31, 2018



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Board of Directors
Hilliard Development Corporation
3800 Municipal Way
Hilliard, Ohio 43026

We have reviewed the *Independent Auditor's Report* of the Hilliard Development Corporation, Franklin County, prepared by Julian & Grube, Inc., 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 Hilliard Development Corporation is responsible for compliance with these laws and regulations

Keith Faber
Auditor of State
Columbus, Ohio

June 20, 2019

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**HILLIARD DEVELOPMENT CORPORATION
FRANKLIN COUNTY, OHIO**

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Julian & Grube, Inc.
Serving Ohio Local Governments

333 County Line Rd. West, Westerville, OH 43082 Phone: 614.846.1899 Fax: 614.846.2799

Independent Auditor's Report

Hilliard Development Corporation
Franklin County
3800 Municipal Way
Hilliard, Ohio 43026

To the Members of the Board of Directors:

Report on the Financial Statements

We have audited the accompanying financial statements of the Hilliard Development Corporation, Franklin County, Ohio (a not-for-profit corporation), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Hilliard Development Corporation's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Hilliard Development Corporation, Franklin County, Ohio, as of December 31, 2018, and the changes in its financial position and its cash flows for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require this presentation to include *management's discussion and analysis*, listed in the table of contents, to supplement the basic financial statements. Although this information is not part of the basic financial statements, the Governmental Accounting Standards Board considers it essential for placing the basic financial statements in an appropriate operational, economic, or historical context. We applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, consisting of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries to the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not opine or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to opine or provide any other assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 30, 2019, on our consideration of the Hilliard Development Corporation's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Hilliard Development Corporation's internal control over financial reporting and compliance.



Julian & Grube, Inc.
May 30, 2019

**HILLIARD DEVELOPMENT CORPORATION
FRANKLIN COUNTY, OHIO**

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2018

The discussion and analysis of the Hilliard Development Corporation's (the "Corporation") financial performance provides an overall review of the Corporation's financial activities for the year ended December 31, 2018. The intent of this discussion and analysis is to look at the Corporation's financial performance as a whole; readers should also review the notes to the basic financial statements and financial statements to enhance their understanding of the Corporations' financial performance.

Financial Highlights

Key financial highlights for 2018 are as follows:

- In total, net position was \$688,995 at December 31, 2018. This represents an increase of \$546,165, or 382.39% from December 31, 2017.
- During 2018, the Corporation had operating expenses of \$43,064 resulting in an operating loss of \$43,064. Nonoperating revenues consisted of contributions from the City of Hilliard in the amount of \$206,874 and contributions of land from the City of Hilliard with an acquisition value of \$407,000. Nonoperating expenses consisted of a loss on the sale of land held for resale in the amount of \$24,645. Total change in net position for the year was an increase of \$546,165.

Using These Basic Financial Statements

This annual report consists of a series of financial statements and notes to those statements. These statements are organized so the reader can understand the Corporation's financial activities. The *Statement of Net Position* and *Statement of Revenues, Expenses and Changes in Net Position* provide information about the activities of the Corporation, including all short-term and long-term financial resources and obligations.

Reporting the Corporation's Financial Activities

Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position and the Statement of Cash Flows

These documents look at all financial transactions and ask the question, "How did we do financially during 2018?" The Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position answer this question. These statements include *all assets, liabilities, revenues and expenses* using the *accrual basis of accounting* similar to the accounting used by most private-sector companies. This basis of accounting will take into account all of the current year's revenues and expenses regardless of when cash is received or paid.

These two statements report the Corporation's *net position* and changes in net position. This change in net position is important because it tells the reader that, for the Corporation as a whole, the *financial position* of the Corporation has improved or diminished. The causes of this change may be the result of many factors, some financial, some not. These statements can be found on pages 7 and 8 of this report.

The statement of cash flows provides information about how the Corporation finances and meets the cash flow needs of its operations. The statement of cash flows can be found on page 9 of this report.

The notes provide additional information that is essential to a full understanding of the data provided in the financial statements. These notes to the basic financial statements can be found on pages 11-13 of this report.

**HILLIARD DEVELOPMENT CORPORATION
FRANKLIN COUNTY, OHIO**

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2018

The table below provides a summary of the Corporation's net position at December 31, 2018 and 2017.

	<u>2018</u>	<u>2017</u>
<u>Assets</u>		
Current assets	\$ 689,905	\$ 142,830
Total assets	<u>689,905</u>	<u>142,830</u>
<u>Liabilities</u>		
Current liabilities	<u>910</u>	<u>-</u>
Total liabilities	<u>910</u>	<u>-</u>
<u>Net Position</u>		
Unrestricted	<u>688,995</u>	<u>142,830</u>
Total net position	<u>\$ 688,995</u>	<u>\$ 142,830</u>

Over time, net position can serve as a useful indicator of a Corporation's financial position. At December 31, 2018, the Corporation's net position totaled \$688,995.

At December 31, 2018, the Corporation had no amount of net position representing resources that are subject to external restriction on how they may be used. The entire balance of net position of \$688,995 is unrestricted and may be used to meet the Corporation's ongoing obligations.

Current assets and unrestricted net position increased primarily related to activity related to land held for resale. During 2018, the Corporation sold property for \$410,000 and incurred closing costs related to the sale in the amount of \$27,645. The net sale proceeds of \$382,355 is included in the Corporation's cash balance at December 31, 2018. In addition, the Corporation acquired land for community purposes.

Current liabilities increased due to outstanding legal expenses at December 31, 2018.

**HILLIARD DEVELOPMENT CORPORATION
FRANKLIN COUNTY, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2018**

The table below shows the changes in net position for 2018 and 2017.

Change in Net Position

	<u>2018</u>	<u>2017</u>
<u>Operating expenses</u>		
Administrative and general operating	476	5,434
Contract services	17,932	41,480
Legal fees	2,655	1,888
Grants	21,270	-
Other	<u>731</u>	<u>789</u>
Total operating expenses	<u>43,064</u>	<u>49,591</u>
Operating loss	<u>(43,064)</u>	<u>(49,591)</u>
<u>Nonoperating revenues (expenses)</u>		
Contributions from the City of Hilliard	206,874	88,008
Loss on sale of land held for resale	(24,645)	-
Contribution of land from the City of Hilliard	<u>407,000</u>	<u>-</u>
Total nonoperating revenues (expenses)	<u>589,229</u>	<u>88,008</u>
Change in net position	546,165	38,417
Net position at beginning of year	<u>142,830</u>	<u>104,413</u>
Net position at end of year	<u>\$ 688,995</u>	<u>\$ 142,830</u>

During 2018, the Corporation relied upon contributions from the City of Hilliard to support operations.

Operating expenses decreased \$6,527 from 2017 or 13.16% primarily to decreases in administrative and general operating expenses along with contract services of the Corporation. During 2018, the Corporation disbursed two grants for facade improvements.

During 2018, the City of Hilliard contributed \$206,874 to the Corporation. The City has a 6% hotel/motel tax, of which the City contributes one-half, or 3%, to the Corporation. This contribution is used to support the general operations of the Corporation. In 2018, the City conveyed four parcels of land on Center Street with an acquisition value of \$407,000 to the Corporation. The Corporation sold this land and incurred a loss of the on the sale of \$24,645 primarily due to \$27,645 in closing costs incurred on the sale.

Capital Assets

At December 31, 2018, the Corporation had no capital assets.

Debt Obligations

At December 31, 2018, the Corporation had no long-term debt obligations.

**HILLIARD DEVELOPMENT CORPORATION
FRANKLIN COUNTY, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2018**

Current Financial Related Activities

The Corporation is reliant upon contributions from the City of Hilliard to support operations. The purpose of the Corporation is to advance, encourage, and promote industrial, economic, commercial and civic development of the City of Hilliard.

Contacting the Corporation's Financial Management

This financial report is designed to provide our clients and creditors with a general overview of the Corporation's finances and to show the Corporation's accountability for the money it receives. If you have questions about this report or need additional financial information contact Mr. David Meadows, Executive Director, Hilliard Development Corporation, P.O. Box 779, Hilliard, OH, 43026.

**HILLIARD DEVELOPMENT CORPORATION
FRANKLIN COUNTY, OHIO**

STATEMENT OF NET POSITION
DECEMBER 31, 2018

ASSETS

Current assets:	
Cash	\$ 404,977
Receivables:	
Due from the City of Hilliard	15,633
Prepayments	305
Land held for resale (Note 7)	268,990
	<hr/>
Total assets	689,905
	<hr/>

LIABILITIES

Current liabilities:	
Accounts payable	910
	<hr/>

NET POSITION

Unrestricted	\$ 688,995
	<hr/> <hr/>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**HILLIARD DEVELOPMENT CORPORATION
FRANKLIN COUNTY, OHIO**

STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION
FOR THE YEAR ENDED DECEMBER 31, 2018

OPERATING EXPENSES

Administrative and general operating	\$	476
Contract services		17,932
Legal fees		2,655
Grants		21,270
Other		731
Total operating expenses		43,064
OPERATING LOSS		(43,064)

NONOPERATING REVENUES (EXPENSES)

Contributions from the City of Hilliard		206,874
Loss on sale of land held for resale (Note 7)		(24,645)
Contribution of land from the City of Hilliard (Note 7)		407,000
Total nonoperating revenues (expenses)		589,229

CHANGE IN NET POSITION		546,165
Net position at beginning of year		142,830
NET POSITION AT END OF YEAR	\$	688,995

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**HILLIARD DEVELOPMENT CORPORATION
FRANKLIN COUNTY, OHIO**

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2018

CASH FLOWS FROM OPERATING ACTIVITIES

Cash payments for administrative and general operating	\$	(476)
Cash payments for contract services		(18,121)
Cash payments for legal fees		(1,745)
Cash payments for grants		(21,270)
Cash payments for other operating expenses		(731)
		(42,343)
Net cash (used in) operating activities		(42,343)

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

Contributions received from the City of Hilliard		191,241
Sale of land held for resale (Note 7)		410,000
Closing costs paid (Note 7)		(27,645)
Acquisition of land held for resale (Note 7)		(268,990)
		304,606
Net cash provided by noncapital financing activities		304,606
NET INCREASE IN CASH		262,263
Cash at beginning of year		142,714
CASH AT END OF YEAR	\$	404,977

**RECONCILIATION OF OPERATING LOSS
TO NET CASH (USED IN) OPERATING ACTIVITIES**

Operating loss	\$	(43,064)
Changes in assets and liabilities:		
(Increase) in prepayments		(189)
Increase in accounts payable		910
		910
Net cash (used in) operating activities	\$	(42,343)

Noncash Transactions:

During 2018, the Corporation received land from the City of Hilliard with an acquisition value of \$407,000.

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

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**HILLIARD DEVELOPMENT CORPORATION
FRANKLIN COUNTY, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 - PURPOSE AND NATURE OF OPERATIONS

The Hilliard Development Corporation of Franklin County, Ohio, (the “Corporation”) is a not-for-profit corporation created on January 2, 2015 pursuant to Chapters 1702 and 1724 of the Ohio Revised Code to advance, encourage and promote the industrial, economic, commercial and civic development of the City of Hilliard in whatever way and by such means as will improve the normal growth, employment opportunities, and stability of employment and existing industry as well as to advance the industrial and commercial life of the community and to stabilize the general economy of the Hilliard area.

The sole member of the Corporation shall be the individual who is serving as the Director of Economic Development of the City of Hilliard, Ohio (the “Member”). The authority of the Corporation shall be exercised by its Board of Directors. The Member has the sole right to elect Directors and to fill any vacancy resulting from the departure of a Director. The number of Directors may be fixed or changed by the Member from time to time, but shall never be less than three (3). Directors serve one-year terms and may be reelected without limitation. Any Director may be removed from office, with or without cause, by the Member. At December 31, 2018, there were four Directors serving on the Board of Directors of the Corporation.

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

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Corporation have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The Corporation’s significant accounting policies are described below.

A. Basis of Accounting

The basic financial statements of the Corporation have been prepared on the accrual basis of accounting in conformity with GAAP and accordingly reflect all significant receivables, payables and other liabilities.

B. Basis of Presentation

The Corporation’s basic financial statements consist of a statement of net position, a statement of revenues, expenses, and changes in net position, and a statement of cash flows.

The Corporation distinguishes operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the Corporation’s principal ongoing operation. All revenues and expenses not meeting these definitions are reported as nonoperating revenues and expenses. Nonoperating revenues consisted of contributions from the City of Hilliard to support operations (see Note 4) and contributions of land from the City of Hilliard (see Note 7). Nonoperating expenses include a loss on sale of land held for resale (see Note 7).

**HILLIARD DEVELOPMENT CORPORATION
FRANKLIN COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

C. Cash

Cash consists of one depository account maintained at a credit union.

D. Payables

The Corporation recognizes expenses when due, but unpaid as of year-end. The Corporation's payables represent monies owed at year-end for legal fees provided in 2018.

E. Receivables

The Corporation recognizes revenue for amounts due, but not received, as of year-end. The Corporation's receivables represent monies due from the City of Hilliard for December 2018 hotel/motel tax not received until January 2019.

F. Uses of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

G. Restricted Assets

Assets are reported as restricted assets on the financial statements to the extent that their use is subject to constraints externally imposed by the debt agreements, creditors, grant contributors, or laws or regulations of other governments. The Corporation did not have any restricted assets at December 31, 2018.

H. Net Position

Net position represents the difference between assets and liabilities. Net position is reported as restricted when there are limitations imposed on the use of resources either through enabling legislation or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

I. Federal Income Tax

The Hilliard Development Corporation is exempt from federal income tax under section 501(C)(6) of the Internal Revenue Code.

J. Prepayments

Certain payments to vendors reflect the costs applicable to future accounting periods and are recorded as prepayments in the statement of net position. These items are reported as assets on the statement of net position using the consumption method. A current asset for the prepaid amounts is recorded at the time of the purchase and the expense is reported in the year in which services are consumed.

**HILLIARD DEVELOPMENT CORPORATION
FRANKLIN COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

NOTE 3 - CASH

At December 31, 2018, the carrying amount of the Corporation’s deposits was \$404,977 and the bank balance was \$405,048. Based on the criteria described in GASB Statement No. 40, “Deposits and Investment Risk Disclosures”, as of December 31, 2018, \$155,048 was exposed to custodial credit risk and \$250,000 was covered by the National Credit Union Share Insurance Fund. There are no significant statutory restrictions regarding the deposits and investments of funds held by the not-for-profit corporation.

NOTE 4 - CONTRIBUTION REVENUE

During 2018, the Corporation recognized \$206,874 in contributions from the City of Hilliard which equals 50% of the 6% City of Hilliard hotel/motel excise tax levied and collected pursuant to Ohio Revised Code Section 5739.08(A). The contribution of hotel/motel excise taxes are to be provided by the City of Hilliard to the Corporation on a monthly basis with payment due within thirty days of such tax funds being deposited by the City of Hilliard.

NOTE 5 - RISK MANAGEMENT

The Corporation is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to contracted personnel; and natural disasters. The Corporation manages these risks through commercial insurance policies purchased by the Corporation. Settled claims have not exceeded commercial coverage in any of the past three years and there was no significant reduction in coverage from the prior year.

NOTE 6 - LITIGATION

The Corporation is not party to any legal proceedings as either plaintiff or defendant.

NOTE 7 - LAND HELD FOR RESALE

The Corporation had the following activity in land held for resale:

Property	Balance 12/31/2017	Additions	Disposals	Balance 12/31/2018
Center Street	\$ -	\$ 407,000	\$ (407,000)	\$ -
Leap Road	-	268,990	-	268,990
	<u>\$ -</u>	<u>\$ 675,990</u>	<u>\$ (407,000)</u>	<u>\$ 268,990</u>

On March 12, 2018, the Corporation was conveyed from the City of Hilliard four parcels of real property located on Center Street in Hilliard, Ohio. The acquisition value at the date donated was \$407,000. On December 4, 2018, this property was sold by the Corporation for \$410,000. The Corporation incurred \$27,645 in closing costs related to the sale resulting in a loss on the sale of \$24,645.

On December 11, 2018, the Corporation acquired real property located at 3461 Leap Road, Hilliard, Ohio for \$268,990. This property was acquired for community purposes.

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Julian & Grube, Inc.
Serving Ohio Local Governments

333 County Line Rd. West, Westerville, OH 43082 Phone: 614.846.1899 Fax: 614.846.2799

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards*

Hilliard Development Corporation
Franklin County
3800 Municipal Way
Hilliard, Ohio 43026

To the Members of the Board of Directors:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the Hilliard Development Corporation, Franklin County, Ohio (a not-for-profit corporation), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Hilliard Development Corporation's basic financial statements and have issued our report thereon dated May 30, 2019.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Hilliard Development Corporation's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Hilliard Development Corporation's internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Hilliard Development Corporation's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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 internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

Compliance and Other Matters

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

Purpose of this Report

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



Julian & Grube, Inc.
May 30, 2019

OHIO AUDITOR OF STATE KEITH FABER



HILLIARD DEVELOPMENT CORPORATION

FRANKLIN 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
JULY 9, 2019**