

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY  
CAMBRIDGE, OHIO**

**BASIC FINANCIAL STATEMENTS AND SINGLE AUDIT**

**FOR THE YEAR ENDED MARCH 31, 2005**





**Auditor of State  
Betty Montgomery**

Board of Commissioners  
Cambridge Metropolitan Housing Authority  
1100 Maple Court  
Cambridge, Ohio 43725

We have reviewed the Independent Auditor's Report of the Cambridge Metropolitan Housing Authority, Guernsey County, prepared by James G. Zupka, CPA, Inc. for the audit period April 1, 2004 through March 31, 2005. 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 Cambridge Metropolitan Housing Authority is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Betty Montgomery".

BETTY MONTGOMERY  
Auditor of State

December 20, 2005

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CAMBRIDGE METROPOLITAN HOUSING AUTHORITY  
CAMBRIDGE, OHIO  
BASIC FINANCIAL STATEMENTS AND SINGLE AUDIT  
FOR THE YEAR ENDED MARCH 31, 2005

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**JAMES G. ZUPKA, C.P.A., INC.**  
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**INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
Cambridge Metropolitan Housing Authority  
Cambridge, Ohio

Regional Inspector General of Audit  
Department of Housing and Urban  
Development

We have audited the accompanying basic financial statements of the Cambridge Metropolitan Housing Authority as of and for the year ended March 31, 2005, which collectively comprise the Authority's basic financial statements as listed in the Table of Contents. These basic financial statements are the responsibility of the Cambridge Metropolitan Housing Authority's management. Our responsibility is to express an opinion on these basic 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 basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Cambridge Metropolitan Housing Authority as of March 31, 2005, and the changes in net assets and the cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1 to the basic financial statements, the Authority adopted the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statement - and Management's Discussion and Analysis - For State and Local Governments*, as of April 1, 2004. This results in a change to the Authority's format and content of the basic financial statements.

In accordance with *Government Auditing Standards*, we have also issued a report dated August 30, 2005 on our consideration of the Cambridge Metropolitan Housing Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The Management's Discussion and Analysis is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion thereon.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of the Authority taken as a whole. The supplemental Financial Data Schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements of the Cambridge Metropolitan Housing Authority. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the U. S. Office of Management and Budget Circular A-133, *Audits of States, Local Government and Non-Profit Organizations* and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

James G. Zupka, CPA, Inc.  
Certified Public Accountants

August 30, 2005

# CAMBRIDGE METROPOLITAN HOUSING AUTHORITY

## MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED MARCH 31, 2005 (Unaudited)

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Throughout this document, references to “we”, “our”, “Authority” or “us” refer to the Cambridge Metropolitan Housing Authority.

### **Management's Discussion and Analysis**

The Cambridge 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 (it's ability to address the next and subsequent year challenges), and (d) identify individual fund issues or concerns.

This Management 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 (beginning on page 13).

### **FINANCIAL HIGHLIGHTS**

- The Authority's total net assets increased by \$174,475 (or 2.4 percent) during the fiscal year ended 2005. Since the Authority engages only in business-type activities, the increase is all in the category of business-type net assets. Net assets were \$7,391,365 and \$7,216,890 for 2005 and 2004 respectively.
- The business-type activities revenue increased by \$146,445 (or 3.7 percent) during the fiscal year ended 2005, and were \$4,100,759 and \$3,954,314 for 2005 and 2004 respectively.
- The total expenses of all Authority programs decreased by \$93,942 (or 2.3 percent). Total expenses were \$3,893,618 and \$3,987,560 for 2005 and 2004 respectively.



**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**MANAGEMENT’S DISCUSSION AND ANALYSIS (Continued)**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(Unaudited)**

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**Using This Annual Report**

The report includes three major sections, the “Management’s Discussion and Analysis (MD&A)”, “Basic Financial Statements”, and “Other Required Supplementary Information”:

**MD&A**  
**- Management Discussion  
and Analysis (new) -**

**Basic Financial Statements**  
**- Authority-Wide Financial Statements  
(new) - pgs 13-15**  
**- Notes to Financial Statements  
(Expanded/Restructured) - pgs 16 - 26**

**Other Required Supplementary  
Information**  
**- Required Supplementary Information  
pgs 27 - 29  
(Other than MD&A)  
(Expanded)**

The primary focus of the Authority’s financial statements is on both the Authority as a whole (Authority-wide) and the major individual funds. Both perspectives (Authority-wide and major fund) 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.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(Unaudited)**

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**AUTHORITY-WIDE FINANCIAL STATEMENT**

The Authority-wide financial statements (see pages 13-15) 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 Assets**, which is similar to a Balance Sheet. The Statement of Net Assets reports all financial and capital resources for the Authority. The Statement is presented in the format where assets, minus liabilities, equals "Net Assets", 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 Assets (the "**Unrestricted** Net Assets") is designed to represent the net available liquid (non-capital) assets, net of liabilities, for the entire Authority. Net Assets (formerly equity) are reported in three broad categories:

**Net Assets, Invested in Capital Assets, Net of Related Debt:** This component of Net Assets 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 Assets:** This component of Net Assets consists of restricted assets, when constraints are placed on the asset by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc.

**Unrestricted Net Assets:** Consists of Net Assets that do not meet the definition of "Net Assets Invested in Capital Assets, Net of Related Debt", or "Restricted Net Assets".

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

The focus of the Statement of Revenues, Expenses and Changes in Fund Net Assets is the "Change in Net Assets", 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.

# CAMBRIDGE METROPOLITAN HOUSING AUTHORITY

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued) FOR THE YEAR ENDED MARCH 31, 2005 (Unaudited)

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### AUTHORITY-WIDE FINANCIAL STATEMENT (Continued)

#### Fund Financial Statements

The Authority consists of exclusively Enterprise Funds. Enterprise funds utilize the full accrual basis of accounting. The Enterprise method of accounting is similar to accounting utilized by the private sector accounting. The Authority has the Public Housing Operating Fund, Capital Fund, Housing Choice Voucher Program, Mod Rehab Fund, and a Business Activity Fund. The financial statements reflect the transactions for these programs.

#### The Authority's Funds

##### *Business Type Funds*

Conventional Public Housing - Under the Conventional Public Housing 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 and Capital Grant funding to enable the PHA to provide the housing at a rent that is based upon 30 percent of household income. The Conventional Public Housing Program also includes the Capital Funds Program, which is the primary funding source for physical and management improvements to the Authority's properties.

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 an 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 percent of household income. The Housing Choice Voucher Program also includes the Family Self-Sufficiency Program (FSS), which is a grant program funded by the Department of Housing and Urban Development that encourages economic self-sufficiency among the Authority's resident population.

Business Activity - Business activity represents other services that the PHA provides to Noble Metropolitan Housing Authority, Monroe Metropolitan Housing Authority and Cambridge Management Corporation for a fee for services that the PHA provides to the entities. The revenue and expenses for these services are identified and tracked separate from the HUD activities.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(Unaudited)**

**AUTHORITY-WIDE FINANCIAL STATEMENT** (Continued)

*Statement of Net Assets*

The following table reflects the condensed Statement of Net Assets compared to prior year. The Authority is engaged only in Business-Type Activities.

**Table 1 - Statement of Net Assets**

	<u>2005</u>	<u>2004</u>
Current and Other Assets	\$ 1,957,565	\$ 1,623,601
Capital Assets	5,665,279	5,848,144
Total Assets	<u>\$ 7,622,844</u>	<u>\$ 7,471,745</u>
Other Liabilities	\$ 184,367	\$ 179,580
Long-Term Liabilities	47,112	75,275
Total Liabilities	<u>231,479</u>	<u>254,855</u>
Net Assets:		
Invested in Capital Assets, Net of Related Debt	\$ 5,665,279	\$ 5,848,144
Unrestricted	1,726,086	1,368,746
Total Net Assets	<u>7,391,365</u>	<u>7,216,890</u>
Total Liabilities and Net Assets	<u>\$ 7,622,844</u>	<u>\$ 7,471,745</u>

For more detailed information see page 13 for the Statement of Net Assets.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)  
FOR THE YEAR ENDED MARCH 31, 2005  
(Unaudited)**

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**AUTHORITY-WIDE FINANCIAL STATEMENT** (Continued)

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

The increase in current assets of \$333,964 was due mainly to the collection of accounts receivable and excess operating revenue over operating expenses for current year operation.

Table 2 presents details on the change in Unrestricted Net Assets.

**Table 2 - Change of Unrestricted Net Assets**

Beginning Balance - March 31, 2004	\$ 1,368,746
Results of Operation	207,141
Proceeds from Sale of Assets	1,079
Adjustments:	
Current Year Depreciation Expense	353,544
Capital Expenditures	(204,241)
Change in Construction in Progress	(5,369)
Loss on Disposal of Assets	<u>5,186</u>
Ending Balance - March 31, 2005	<u>\$ 1,726,086</u>

While the results of operations are a significant measure of the Authority's activities, the analysis of the changes in Unrestricted Net Assets provides a clearer change in financial well-being.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(Unaudited)**

**AUTHORITY-WIDE FINANCIAL STATEMENT** (Continued)

**Major Factors Affecting the Statement of Net Assets** (Continued)

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

**Table 3 - Statement of Revenue, Expenses and Changes in Net Assets**

	<u>2005</u>	<u>2004</u>
<b><u>Revenues</u></b>		
Operating Subsidies	\$ 3,241,794	\$ 3,179,414
Capital Grants	186,055	157,882
Tenant Revenue	436,700	420,444
Investment Income	19,686	24,294
Other Revenues	<u>216,524</u>	<u>172,280</u>
<b>Total Revenues</b>	<u>4,100,759</u>	<u>3,954,314</u>
<b><u>Expenses</u></b>		
Administrative	449,322	672,366
Tenant Services	39,529	38,587
Utilities	99,078	89,894
Ordinary Maintenance & Operations	322,721	323,465
Insurance	35,203	32,809
Other Expenses	4,655	3,885
Payments in lieu of Taxes	34,382	32,935
Housing Assistance Payments	2,555,184	2,478,575
Depreciation	<u>353,544</u>	<u>315,044</u>
<b>Total Expenses</b>	<u>3,893,618</u>	<u>3,987,560</u>
<b>Change in Net Assets</b>	<u>\$ 207,141</u>	<u>\$ (33,246)</u>

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)  
FOR THE YEAR ENDED MARCH 31, 2005  
(Unaudited)**

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**AUTHORITY-WIDE FINANCIAL STATEMENT** (Continued)

**Major Factors Affecting the Statement of Revenue, Expenses and Changes in Net Assets**

HUD PHA Operating Grants increased by \$62,380 (2 percent). This increase was primarily due to unit months leased. In March 2004, the PHA unit months leased was 10,726; for the fiscal year ending March 2005 the unit months leased was 10,871. The increase of 145 unit months and increase in fair market rent resulted in the PHA increase in HUD Operating Subsidy received.

Total Tenant Revenue increased by \$16,256 (4 percent). This increase was primarily due to increased tenant rents.

Other revenue increased \$37,823 (21 percent) which can be attributed to FSS Escrow account forfeitures in the Housing Choice Voucher Program and increased management fees in the Business Activity Program.

The total operating expenses (exclusive of Housing Assistance payments and depreciation) decreased by \$209,051. Administrative Salaries decreased by \$22,492 (9 percent) for the year as a result of reduction in number of full-time staff members. Other administrative expenses decreased by \$191,713 (58 percent) mainly because the Housing Choice Voucher Program did not spend any of its operating reserves during the year.

The Housing Assistance Payments increased by \$76,609 (4 percent). This increase was due to the increase in the fair market rents and the increase in unit months leased.

**CAPITAL ASSETS**

As of year end, the Authority had \$5,665,279 invested in a variety of capital assets as reflected in the following schedule, net of accumulated depreciation. This represents a net decrease (current purchases less depreciation) of \$182,865 or (4 percent) from the end of last year.

**Table 4 - Condensed Statement of Changes in Capital Assets**

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	<u>2005</u>	<u>2004</u>
Land and Land Rights	\$ 404,075	\$ 404,075
Buildings	9,000,740	8,901,452
Equipment	260,717	206,799
Leasehold Improvements	441,708	422,919
Construction in Progress	338,090	332,721
Accumulated Depreciation	<u>(4,780,051)</u>	<u>(4,419,822)</u>
Total	<u>\$ 5,665,279</u>	<u>\$ 5,848,144</u>

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(Unaudited)**

**CAPITAL ASSETS** (Continued)

The following reconciliation summarizes the change in Capital Assets, which are presented in detail on page 22 of the Notes.

**Table 5 - Change in Capital Assets**

Beginning Balance - March 31, 2004	\$ 5,848,144
Current Year Additions	204,241
Current Year Deletions	(32,246)
Current Year Depreciation Expense	(353,544)
Prior Period Adjustment - Depreciation CF01 Assets	(32,666)
Accumulated Depreciation Adjustment for Sale of Assets	25,981
Change in Construction in Progress	<u>5,369</u>
 Ending Balance - March 31, 2005	 <u>\$ 5,665,279</u>

Current Year Additions are summarized as follows:

Concrete Work	\$ 18,789
Carpet/Vinyl	18,379
New Cabinets	21,161
New Doors	7,530
New Furnace & A/C Units	44,316
New Roof/Siding/Windows	10,433
Security System	17,778
Mower/Edger/snow Thrower	13,147
Concrete/Doors - West Side Storage	7,108
New Vehicles	<u>45,600</u>
 Total 2005 Additions	 <u>\$ 204,241</u>

**Debt Outstanding**

As of year-end, the Authority had no debt outstanding.



**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)  
FOR THE YEAR ENDED MARCH 31, 2005  
(Unaudited)**

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**ECONOMIC FACTORS**

Significant economic factors affecting the Authority are as follows:

- Federal funding of the Department of Housing and Urban Development
- Local inflationary, recessionary and employment trends, which can affect resident incomes and therefore the amount of rental income
- Inflationary pressure on utility rates, supplies and other costs

**FINANCIAL CONTACT**

The individual to be contacted regarding this report is Jolinda Baranich, Executive Director, Cambridge Metropolitan Housing Authority, P.O. Box 1388, Cambridge, Ohio 43725.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY  
CAMBRIDGE, OHIO  
STATEMENT OF NET ASSETS  
MARCH 31, 2005**

**ASSETS**

**Current Assets**

Cash and Cash Equivalents	\$1,544,192
Investments	245,376
Accounts Receivable - HUD	5,024
Accounts Receivable - Miscellaneous	35,684
Tenant Accounts Receivable, Net of Allowance	29
Inventories	<u>6,329</u>
<b>Total Current Assets</b>	<b><u>1,836,634</u></b>

**Restricted Assets**

Investment - Tenant Security Deposits	41,538
Cash and Cash Equivalents - FSS Escrow	46,919
Cash and Cash Equivalents - Tenant Council	339
Cash and Cash Equivalents - Modernization and Development	<u>32,135</u>
<b>Total Restricted Assets</b>	<b><u>120,931</u></b>

Capital Assets - Net of Accumulated Depreciation	<u>5,665,279</u>
<b>TOTAL ASSETS</b>	<b><u>\$7,622,844</u></b>

**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts Payable	\$ 17,642
Accrued Wages and Payroll Taxes	26,761
Accrued Compensated Absences - Current Portion	2,677
Accounts Payable - Other Governments	52,383
Tenant Security Deposits	32,289
Deferred Revenue	43,643
Other Current Liabilities	<u>8,972</u>
<b>Total Current Liabilities</b>	<b><u>184,367</u></b>

**Noncurrent Liabilities**

FSS Program Liability	46,919
Other Long-Term Liabilities	<u>193</u>
<b>Total Noncurrent Liabilities</b>	<b><u>47,112</u></b>
<b>TOTAL LIABILITIES</b>	<b><u>231,479</u></b>

**NET ASSETS**

Invested in Capital Assets, Net of Related Debt	5,665,279
Unrestricted Net Assets	<u>1,726,086</u>
<b>TOTAL NET ASSETS</b>	<b><u>\$7,391,365</u></b>

See accompanying notes to the basic financial statements.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY  
CAMBRIDGE, OHIO  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS  
FOR THE YEAR ENDED MARCH 31, 2005**

<b><u>Operating Revenues</u></b>	
Net Tenant Revenue	\$ 436,700
HUD Operating Grants	3,241,794
Management Fees	<u>186,148</u>
<b>Total Operating Revenues</b>	<b><u>3,864,642</u></b>
<b><u>Operating Expenses</u></b>	
Housing Assistance Payments	2,555,184
Administrative	449,322
Tenant Services	39,529
Utilities	99,078
Maintenance	322,721
General	<u>74,240</u>
<b>Total Operating Expenses before Depreciation</b>	<b><u>3,540,074</u></b>
<b>Income Before Depreciation</b>	324,568
Depreciation	<u>353,544</u>
<b>Operating Income</b>	<b><u>(28,976)</u></b>
<b><u>Non-Operating Revenues (Expenses)</u></b>	
Capital Grants	186,055
Interest Income	19,686
Loss on Disposal of Fixed Assets	(5,186)
Other Non-Operating Revenue	<u>35,562</u>
<b>Total Non-Operating Revenues (Expenses)</b>	<b><u>236,117</u></b>
Change in Net Assets	207,141
Total Net Assets - Beginning of Year	7,216,890
Prior Period Adjustment	<u>(32,666)</u>
<b>Total Net Assets - End of Year</b>	<b><u>\$7,391,365</u></b>

See accompanying notes to the basic financial statements.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**CAMBRIDGE, OHIO**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED MARCH 31, 2005**

**Cash Flows from Operating Activities**

Cash Received from HUD	\$3,412,135
Cash Received from Tenants	455,104
Cash Received for Management Fees	221,155
Cash Payments for Housing Assistance	(2,555,184)
Cash Payments for Administrative Expenses	(473,108)
Cash Payments to FSS Escrow	(28,163)
Cash Payments for Other Operating Expenses	(520,299)
<b>Net Cash Provided by Operating Activities</b>	<b><u>511,640</u></b>

**Cash Flows from Capital and Related Financing Activities**

Acquisition of Capital Assets	(209,610)
Proceeds from Disposal of Capital Assets	1,079
Capital Grants Received	186,055
Other Non-Operating Revenue Received	35,562
<b>Net Cash Provided by Capital and Other Related Financing Activities</b>	<b><u>13,086</u></b>

**Cash Flows from Investing Activities**

Interest Received	<u>19,686</u>
<b>Net Cash Provided by Investing Activities</b>	<b><u>19,686</u></b>

Net Increase in Cash and Cash Equivalents

Cash and Cash Equivalents, Beginning	<u>544,412</u>
<b>Cash and Cash Equivalents, Ending</b>	<b><u>\$1,910,499</u></b>

**Reconciliation of Operating Income to Net**

**Cash Provided by Operating Activities**

Net Operating Income	\$ (28,976)
Adjustment to Reconcile Operating Income to Net Cash Provided by Operating Activities:	
Depreciation	353,544
(Increase) Decrease in:	
Accounts Receivable - HUD	153,986
Accounts Receivable - Miscellaneous	35,007
Tenant Accounts Receivable	910
Prepaid Expenses	5,740
Inventories	(2,564)
Increase (Decrease) in:	
Accounts Payable	(10,499)
Accounts Payable - HUD	17,628
Accrued Payroll, Benefits and Taxes	(1,194)
Tenant Security Deposits	1,684
FSS Program Liability	(28,163)
Deferred Revenue (Prepaid Rent)	15,810
Deferred Revenue (HUD Subsidy)	(1,273)
<b>Net Cash Provided by Operating Activities</b>	<b><u>\$ 511,640</u></b>

See accompanying notes to the basic financial statements.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2005**

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

**Organization and Reporting Entity**

The Cambridge Metropolitan Housing Authority (the Authority) was created under the Ohio Revised Code Section 3735.27 to engage in the acquisition, development, leasing, and administration of a low-rent housing program. An Annual Contributions Contract (ACC) was signed by the Authority and the U. S. Department of Housing and Urban Development (HUD) under the provisions of the United States Housing Act of 1937 (42 U.S.C. 1437) Section 1.1. The Authority was also created in accordance with state law to eliminate housing conditions which are detrimental to the public peace, health, safety, morals, or welfare by purchasing, acquiring, constructing, maintaining, operating, improving, extending, and repairing housing facilities.

The nucleus of the financial reporting entity as defined by the Governmental Accounting Standards Board (GASB) Statement No. 14 is the “primary government”. A fundamental characteristic of a primary government is that it is a fiscally independent entity. In evaluating how to define the financial reporting entity, management has considered all potential component units. A component unit is a legally separate entity for which the primary government is financially accountable. The criteria of financial accountability is the ability of the primary government to impose its will upon the potential component unit. These criteria were considered in determining the reporting entity.

**Basis of Presentation**

The financial statements of 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.

In accordance with GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the Authority has elected to apply the provisions of Statements and Interpretations of the Financial Accounting Standards Board issued after November 30, 1989 that do not conflict with GASB pronouncements. The Authority will continue applying all applicable pronouncements issued by the Governmental Accounting Standards Board.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(CONTINUED)**

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

**Basis of Presentation** (Continued)

The Authority's basic financial statements consist of a statement of net assets, a statement of revenues, expenses, and changes in net assets, and a statement of cash flows.

The Authority uses a single enterprise fund to maintain its financial records on an accrual basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts.

Enterprise fund reporting focuses on the determination of the change in net assets, financial position, and cash flows. An enterprise fund may be used to account for any activity for which a fee is charged to external users for goods and services.

**Measurement Focus and Basis of Accounting**

The enterprise fund is accounted for on a flow of economic resources measurement focus and the accrual basis of accounting. All assets and all liabilities associated with the operation of the Authority are included on the statement of net assets. The statement of revenues, expenses and changes in net assets presents increases (i.e., revenues) and decreases (i.e., expenses) in net total assets. The statement of cash flows provides information about how the Authority finances and meets the cash flows needs of its enterprise activity.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Authority's enterprise fund are charges to tenants for rent and operating subsidies from HUD. Operating expenses for the enterprise fund include housing assistance payments and administrative expenses. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(CONTINUED)**

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

**Changes in Accounting Principles**

Effective April 1, 2004, the Authority adopted the provisions of GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* as amended by GASB Statement No. 37, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments: Omnibus*, and GASB Statement No. 38, *Certain Financial Statement Disclosures*. GASB Statement No. 34 establishes financial reporting standards for all state and local governments and related entities. GASB Statement No. 34 primarily relates to presentation and disclosure requirements. The impact of this accounting change was related to the format of the financial statements, presentation of net assets, the inclusion of Management's Discussion and Analysis, additional disclosures for capital assets, and the preparation of the statement of cash flows on the direct method.

**Use of Estimates**

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

**Cash and Cash Equivalents**

The Authority considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

**Investments**

Investments are stated at fair value. Cost based measures of fair value were applied to nonnegotiable certificates of deposit and money market investments.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(CONTINUED)**

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

**Compensated Absences**

The Authority accounts for compensated absences in accordance with GASB Statement No. 16. Sick leave and other compensated absences with similar characteristics are accrued as a liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments. To calculate the liability, these accumulations are reduced to the maximum amount allowed as a termination payment. All employees who meet the termination policy of the Authority for years of service are included in the calculation of the compensated absences accrual amount.

Vacation leave and other compensated absences with similar characteristics are accrued as a liability as the benefits are earned by the employees if both of the following conditions are met: **(1)** the employees' rights to receive compensation are attributable to services already rendered and are not contingent on a specific event that is outside the control of the employer and employee; and **(2)** it is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

In the proprietary fund, the compensated absences are expensed when earned with the amount reported as a liability. Information regarding compensated absences is detailed in Note 6.

**Capital Assets**

Capital assets are recorded at cost. Costs with a threshold of \$1,000 materially add to the productive capacity or extend the life of an asset are capitalized while maintenance and repair costs are expensed as incurred. Depreciation is computed on the straight line method based on the following estimated useful lives:

Buildings	40 years
Building Improvements	15 years
Land Improvements	15 years
Furniture and Equipment	5-7 years
Vehicles	5 years



**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(CONTINUED)**

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

**Capitalization of Interest**

The Authority's policy is not to capitalize interest related to the construction or purchase of capital assets.

NOTE 2: **DEPOSITS AND INVESTMENTS**

**Cash**

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

- A. Active deposits are public deposits necessary to meet demands on the treasury. Such monies must be maintained either as cash in the Authority's Treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.
- B. Inactive deposits are public deposits that the Authority has identified as not required for use within the current two 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 accounts including, but not limited to passbook accounts.
- C. Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts including passbook accounts.

Governmental Accounting Standards Board Statement No. 3 (GASB No. 3) has established custodial credit risk categories for deposits and investments as follows:

**Deposits**

- Category 1      Insured or collateralized with securities held by the Authority or by its agent in the Authority's name.
- Category 2      Collateralized with securities held by the pledging financial institution's trust department or agent in the Authority's name.
- Category 3      Uncollateralized as defined by the GASB (securities pledged with the pledging financial institution's trust department or agent, but not in the Authority's name).

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(CONTINUED)**

NOTE 2: **DEPOSITS AND INVESTMENTS** (Continued)

**Deposits** (Continued)

The carrying amount of the Authority's deposits was \$1,910,349 at March 31, 2005. The corresponding bank balances were \$1,933,468.

The amount of \$400,000 was covered by federal depository insurance and the remaining deposits were covered by collateralization held by the bank in the Authority's name as required by HUD and are Category 1 deposits.

Book balances by program at March 31, 2005 were as follows:

	<u>Cash</u>	<u>Unrestricted Investments</u>	<u>Restricted Assets</u>				<u>Total</u>
			<u>Tenant Security Deposits</u>	<u>FSS Program</u>	<u>Mod &amp; Dev.</u>	<u>Tenant Council</u>	
Business Activities	\$ 203,810	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 203,810
Public Housing	628,284	162,209	41,538	0	0	339	832,370
Section 8 Mod. Rehab.	111,832	0	0	0	0	0	111,832
Section 8 Voucher	600,116	83,167	0	46,919	0	0	730,202
Public Housing Capital Program	0	0	0	0	32,135	0	32,135
Subtotal	<u>\$1,544,042</u>	<u>\$245,376</u>	<u>\$ 41,538</u>	<u>\$ 46,919</u>	<u>\$ 32,135</u>	<u>\$ 339</u>	<u>1,910,349</u>
Petty Cash:							
Business Activities							100
Public Housing							50
Subtotal							<u>150</u>
<b>Total</b>							<u><u>\$1,910,499</u></u>

**Investments**

HUD, State Statute, and Board resolutions authorize the Authority to invest in obligations of the U. S. Treasury, agencies and instrumentalities, certificates of deposit, repurchase agreements, money market deposit accounts, municipal depository funds, super NOW accounts, sweep accounts, separate trading of registered interest and principal of securities, mutual funds, bonds and other obligations of this State, and the State Treasurer's investment pool. Investments in stripped principal or interest obligations, reverse repurchase agreements, and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage, and short selling are also prohibited. An investment must mature within five years from the date of purchase unless matched to a specific obligation or debt of the Authority and must be purchased with the expectation that it will be held to maturity. Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the treasurer or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(CONTINUED)**

**NOTE 2: DEPOSITS AND INVESTMENTS (Continued)**

**Investments (Continued)**

The Authority did not have any investments at March 31, 2005 other than certificates of deposits.

**NOTE 3: RESTRICTED ASSETS**

The Authority's assets restricted as to purpose are as follows:

Tenant Security Deposits	\$ 41,538
Family Self Sufficiency (FSS) Program Escrow	46,919
Modernization and Development	32,135
Tenant Council	<u>339</u>
Total Restricted Assets	<u>\$ 120,931</u>

The FSS Program is designed to promote employment and increase savings among families receiving Section 8 vouchers or living in public housing.

**NOTE 4: CAPITAL ASSETS**

A summary of capital assets at March 31, 2005 by class is as follows:

	03/31/04 <u>Balance</u>	<u>Transfers</u>	<u>Additions</u>	<u>Deletions</u>	03/31/05 <u>Balance</u>
Land	\$ 404,075	\$ 0	\$ 0	\$ 0	\$ 404,075
Construction in Progress	<u>332,721</u>	<u>(180,686)</u>	<u>186,055</u>	<u>0</u>	<u>338,090</u>
<b>Total Capital Assets not Being Depreciated</b>	<u>736,796</u>	<u>(180,686)</u>	<u>186,055</u>	<u>0</u>	<u>742,165</u>
<b><u>Capital Assets Being Depreciated</u></b>					
Buildings and Building Improvements	8,901,452	101,819	7,108	(9,639)	9,000,740
Leasehold Improvements	422,919	18,789	0	0	441,708
Furniture, Equipment and Machinery	<u>206,799</u>	<u>60,078</u>	<u>16,447</u>	<u>(22,607)</u>	<u>260,717</u>
<b>Total Capital Assets Being Depreciated</b>	<u>9,531,170</u>	<u>180,686</u>	<u>23,555</u>	<u>(32,246)</u>	<u>9,703,165</u>
Accumulated Depreciation	(4,419,822)	(32,666)	(353,544)	25,981	(4,780,051)
Depreciable Assets, Net	<u>5,111,348</u>	<u>148,020</u>	<u>(329,989)</u>	<u>(6,265)</u>	<u>4,923,114</u>
<b>Total Capital Assets, Net</b>	<u>\$ 5,848,144</u>	<u>\$ (32,666)</u>	<u>\$ (143,934)</u>	<u>\$ (6,265)</u>	<u>\$ 5,665,279</u>

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(CONTINUED)**

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NOTE 5: **DEFINED BENEFIT PENSION PLANS**

**Ohio Public Employees Retirement System**

The Authority participates in the Ohio Public Employees Retirement System (OPERS). OPERS administers three separate pension plans. The traditional plan is a cost-sharing, multiple-employer defined benefit pension plan. The member-directed plan is a defined contribution plan in which the member invests both member and employee contributions (employer contributions vest over five years at 20 percent per year). Under the member directed plan, members accumulate retirement assets equal to the value of the member and vested employer contributions plus any investment earnings. The combined plan is a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and a defined contribution plan. Under the combined plan, employer contributions are invested by the retirement system to provide a formula retirement benefit similar to the tradition plan benefit. Member contributions, whose investment is self-directed by the member, accumulate retirement assets in a manner similar to the member directed plan.

OPERS provides retirement, disability, survivor and death benefits, and annual cost of living adjustments to members of both the traditional and combined plans. Members of the member-directed plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that may be obtained by writing to OPERS, 277 E. Town Street, Columbus, Ohio 43215-4642 or by calling (614) 222-6701 or 1-800-222-7377.

For the year ended March 31, 2005, the members of all three plans were required to contribute 8.5 percent of their annual covered salaries. The Authority's contribution rate for pension benefits for 2005 was 9.55 percent of covered payroll. The Ohio Revised Code provides statutory authority for member and employer contributions.

The Authority's required contributions for pension obligations to the traditional and combined plans for the years ended March 31, 2005, 2004 and 2003 were \$90,940, \$89,448, and \$85,785 respectively; 90.23 percent has been contributed for 2005 and 100 percent for 2004 and 2003.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(CONTINUED)**

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NOTE 6: **POST-EMPLOYMENT BENEFITS**

**Ohio Public Employees Retirement System**

The Ohio Public Employees Retirement System (OPERS) provides post-retirement health care coverage to age and service retirees with ten or more years of qualifying Ohio service credit. Health care coverage for disability recipients and primary survivor recipients is available with both the Traditional and the Combined plan; however, health care benefits are not statutorily guaranteed. Members of the Member-Directed Plan do not qualify for postretirement health care coverage. The health care coverage provided by the retirement system is considered an Other Postemployment Benefit as described in GASB Statement No. 12. A portion of each employer's contribution to OPERS is set aside for the funding of postretirement health care based on authority granted by State statute. The 2005 local government employer contribution rate was 13.55 percent of covered payroll; 4.00 percent of covered payroll was the portion that was used to fund health care.

Benefits are advance-funded using the entry age normal actuarial cost method. Significant actuarial assumptions, based on OPERS' latest actuarial review performed as of December 31, 2003, include a rate of return on investments of 8.00 percent, an annual increase in active employee total payroll of 4.00 percent compounded annually (assuming no change in the number of active employees) and an additional increase in total payroll of between .50 percent and 6.30 percent based on additional annual pay increases. Health care premiums were assumed to increase 4 percent annually.

All investments are carried at market. For actuarial valuation purposes, a smoothed market approach is used. Assets are adjusted to reflect 25 percent of unrealized market appreciation or depreciation on investment assets annually.

At December 31, 2004, the number of active contributing participants in the Traditional and Combined Plans totaled 369,885. Actual employer contributions for 2005 which were used to fund postemployment benefits were \$26,846. The actual contribution and the actuarially required contribution amounts are the same. OPERS' net assets available for payment of benefits at December 31, 2003, (the latest information available) were \$10.5 billion. The actuarially accrued liability and the unfunded actuarial accrued liability were \$26.9 billion and \$16.4 billion, respectively.

On September 9, 2004, the OPERS Retirement Board adopted a Health Care Preservation Plan (HCPP) with an effective date of January 1, 2007. The HCPP restructures OPERS' health care coverage to improve the financial solvency of the fund in response to skyrocketing health care costs.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(CONTINUED)**

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NOTE 6: **POST-EMPLOYMENT BENEFITS** (Continued)

**Ohio Public Employees Retirement System** (Continued)

Under the HCPP, retirees eligible for health care coverage will receive a graded monthly allocation based on their years of service at retirement. The Plan incorporates a cafeteria approach, offering a broad range of health care options that allow benefit recipients to use their monthly allocation to purchase health care coverage customized to meet their individual needs. If the monthly allocation exceeds the cost of the options selected, the excess is deposited into a Retiree Medical Account that can be used to fund future health care expenses.

NOTE 7: **COMPENSATED ABSENCES**

Vacation and sick leave policies are established by the Board of Directors based on local and state laws.

All permanent employees will earn 4.6 hours sick leave per eighty (80) hours of service. Unused sick leave may be accumulated up to 960 hours. Upon separation employees are not paid for sick leave not taken, except for one-fourth (1/4) accumulated sick leave upon retirement. All permanent employees will earn vacation hours accumulated based on length of service. All vacation time earned must be used in the year earned without accumulation. Upon separation, no payment for unused vacation is made to employees.

At March 31, 2004, based on the vesting method, \$2,677 was accrued by the Authority for unused vacation and sick time of which 100 percent was current.

NOTE 8: **RISK MANAGEMENT**

The Authority is covered for property damage, general liability, automobile liability, law enforcement liability, public officials liability, and other crime liabilities through membership in the State Housing Authority Risk Pool Association, Inc. (SHARP). SHARP is an insurance risk pool comprised of thirty-six (36) Ohio housing authorities, of which Cambridge is one. Settled claims have not exceeded the Authority's insurance in any of the past three years.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2005**  
**(CONTINUED)**

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NOTE 9: **CONTINGENCIES**

The Authority is party to various legal proceedings which seek damages or injunctive relief generally incidental to its operations and pending projects. The Authority's management is of the opinion that the ultimate disposition of various claims and legal proceedings will not have a material effect, if any, on the financial condition of the Authority.

The Authority has received federal grants for specific purposes which are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to grantor agencies for expenditures disallowed under the terms of the grant. Based upon prior experience, management believes such disallowances, if any, will be immaterial.

NOTE 10: **MANAGEMENT AGREEMENTS**

The Cambridge Metropolitan Housing Authority (the Authority) entered into housing management agreements with the Noble Metropolitan Housing Authority (Noble) and Monroe Metropolitan Housing Authority (Monroe) on March 30, 1987 and August 27, 1990, respectively. Pursuant to these agreements the Authority provides all management services to Noble and Monroe in order that they shall comply with all applicable laws of the State of Ohio and of the United States Government, and with the terms of all contracts which the parties have executed or may, from time to time, execute with HUD. As compensation for these services, Noble and Monroe transfer to the Authority the monthly earned administrative fees as determinable by the Department of Housing and Urban Development or an allocation of actual expenses as determined through the budget process. Total management fees earned for the fiscal year ended March 31, 2005 by the Authority from Noble and Monroe were \$38,998 and \$78,076, respectively.

NOTE 11: **PRIOR PERIOD ADJUSTMENT**

During the period ending March 31, 2005, the Authority transferred capital assets from the Public Housing Capital Fund Program to the Public Housing Program. This transfer related to assets from prior periods that had depreciation in fiscal year 2004 of \$32,666. This amount therefore is shown as a prior period adjustment.

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY  
SUPPLEMENTAL FINANCIAL DATA SCHEDULE  
STATEMENT OF NET ASSETS  
MARCH 31, 2005**

Line Item No.	Account Description	Business Activities	Low Rent Public Housing	Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitat OH033MR0001	Housing Choice Vouchers	Public Housing Capital Fund Program	Total
<b>ASSETS</b>							
<b>Current Assets:</b>							
111	Cash - Unrestricted	\$203,910	\$628,334	\$111,832	\$600,116	\$0	\$1,544,192
112	Cash - Restricted - Modernization and Development	\$0	\$0	\$0	\$0	\$32,135	\$32,135
113	Cash - Other Restricted	\$0	\$339	\$0	\$46,919	\$0	\$47,258
114	Cash - Tenant Security Deposits	\$0	\$41,538	\$0	\$0	\$0	\$41,538
100	Total Cash	\$203,910	\$670,211	\$111,832	\$647,035	\$32,135	\$1,665,123
122	Accounts Receivable - HUD Other Projects	\$0	\$0	\$0	\$0	\$5,024	\$5,024
125	Accounts Receivable - Miscellaneous	\$35,684	\$0	\$0	\$0	\$0	\$35,684
126	Accounts Receivable - Tenants - Dwelling Rents	\$0	\$29	\$0	\$0	\$0	\$29
126.1	Allowance for Doubtful Accounts - Dwelling Rents	\$0	\$0	\$0	\$0	\$0	\$0
126.2	Allowance for Doubtful Accounts - Other	\$0	\$0	\$0	\$0	\$0	\$0
120	Total Receivables, net of allowances for doubtful accounts	\$35,684	\$29	\$0	\$0	\$5,024	\$40,737
131	Investments - Unrestricted	\$0	\$162,209	\$0	\$83,167	\$0	\$245,376
143	Inventories	\$0	\$6,329	\$0	\$0	\$0	\$6,329
143.1	Allowance for Obsolete Inventories	\$0	\$0	\$0	\$0	\$0	\$0
144	Interprogram Due From	\$5,051	\$5,024	\$0	\$0	\$0	\$10,075
150	Total Current Assets	\$244,645	\$843,802	\$111,832	\$730,202	\$37,159	\$1,967,640
<b>Noncurrent Assets:</b>							
161	Land	\$0	\$404,075	\$0	\$0	\$0	\$404,075
162	Buildings	\$0	\$9,000,740	\$0	\$0	\$0	\$9,000,740
164	Furniture, Equipment & Machinery - Administration	\$17,899	\$227,828	\$0	\$14,990	\$0	\$260,717
165	Leasehold Improvements	\$0	\$441,708	\$0	\$0	\$0	\$441,708
166	Accumulated Depreciation	(\$5,370)	(\$4,773,182)	\$0	(\$1,499)	\$0	(\$4,780,051)
167	Construction In Progress	\$0	\$0	\$0	\$0	\$338,090	\$338,090
160	Total Fixed Assets, Net of Accumulated Depreciation	\$12,529	\$5,301,169	\$0	\$13,491	\$338,090	\$5,665,279
180	Total Non-Current Assets	\$12,529	\$5,301,169	\$0	\$13,491	\$338,090	\$5,665,279
190	Total Assets	\$257,174	\$6,144,971	\$111,832	\$743,693	\$375,249	\$7,632,919



**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY  
SUPPLEMENTAL FINANCIAL DATA SCHEDULE  
STATEMENT OF NET ASSETS  
MARCH 31, 2005**

Line Item No.	Account Description	Business Activities	Low Rent Public Housing	Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitat OH033MR0001	Housing Choice Vouchers	Public Housing Capital Fund Program	Total
<b>LIABILITIES</b>							
<b>Current Liabilities:</b>							
312	Accounts Payable <= 90 Days	\$3,258	\$14,312	\$0	\$72	\$0	\$17,642
321	Accrued Wage/Payroll Taxes Payable	\$5,775	\$12,178	\$454	\$7,853	\$501	\$26,761
322	Accrued Compensated Absences - Current Portion	\$1,037	\$669	\$0	\$971	\$0	\$2,677
331	Accounts Payable - HUD PHA Programs	\$0	\$0	\$2,226	\$15,775	\$0	\$18,001
333	Accounts Payable - Other Government	\$0	\$34,382	\$0	\$0	\$0	\$34,382
341	Tenant Security Deposits	\$0	\$32,289	\$0	\$0	\$0	\$32,289
342	Deferred Revenues	\$7,000	\$5,069	\$0	\$0	\$31,574	\$43,643
345	Other Current Liabilities	\$8,972	\$0	\$0	\$0	\$0	\$8,972
347	Interprogram Due To	\$0	\$1,462	\$0	\$3,529	\$5,084	\$10,075
310	Total Current Liabilities	\$26,042	\$100,361	\$2,680	\$28,200	\$37,159	\$194,442
<b>Noncurrent Liabilities:</b>							
353	Noncurrent Liabilities - Other	\$2	\$191	\$0	\$46,919	\$0	\$47,112
350	Total Noncurrent Liabilities	\$2	\$191	\$0	\$46,919	\$0	\$47,112
300	Total Liabilities	\$26,044	\$100,552	\$2,680	\$75,119	\$37,159	\$241,554
<b>NET ASSETS</b>							
508	Total Contributed Capital	\$0	\$0	\$0	\$0	\$0	\$0
508.1	Invested in Capital Assets, Net of Related Debt	\$12,529	\$5,301,169	\$0	\$13,491	\$338,090	\$5,665,279
511	Total Reserved Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0
511.1	Restricted Net Assets	\$0	\$0	\$0	\$0	\$0	\$0
512.1	Unrestricted Net Assets	\$218,601	\$743,250	\$109,152	\$655,083	\$0	\$1,726,086
513	Total Net Assets	\$231,130	\$6,044,419	\$109,152	\$668,574	\$338,090	\$7,391,365
600	Total Liabilities and Net Assets	\$257,174	\$6,144,971	\$111,832	\$743,693	\$375,249	\$7,632,919

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY  
SUPPLEMENTAL FINANCIAL DATA SCHEDULE  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS BY PROGRAM  
MARCH 31, 2005**

Line Item No.	Account Description	Business Activities	Low Rent Public Housing	Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitat OH033MR0001	Housing Choice Vouchers	Public Housing Capital Fund Program	Total
<b>REVENUES</b>							
703	Net Tenant Rental Revenue	\$0	\$424,354	\$0	\$0	\$0	\$424,354
704	Tenant Revenue - Other	\$0	\$12,346	\$0	\$0	\$0	\$12,346
705	Total Tenant Revenue	\$0	\$436,700	\$0	\$0	\$0	\$436,700
706	HUD PHA Operating Grants	\$0	\$239,933	\$151,028	\$2,780,365	\$70,468	\$3,241,794
706.1	Capital Grants	\$0	\$0	\$0	\$0	\$186,055	\$186,055
711	Investment Income - Unrestricted	\$600	\$11,953	\$146	\$6,987	\$0	\$19,686
715	Other Revenue	\$186,148	\$3,693	\$0	\$31,869	\$0	\$221,710
716	Gain/Loss on Sale of Fixed Assets	\$0	(\$5,186)	\$0	\$0	\$0	(\$5,186)
700	Total Revenue	\$186,748	\$687,093	\$151,174	\$2,819,221	\$256,523	\$4,100,759
<b>EXPENSES</b>							
911	Administrative Salaries	\$69,091	\$57,924	\$6,264	\$89,460	\$7,263	\$230,002
912	Auditing Fees	\$0	\$3,114	\$278	\$4,022	\$0	\$7,414
915	Employee Benefit Contributions - Administrative	\$22,749	\$36,315	\$1,895	\$27,243	\$2,197	\$90,399
916	Other Operating - Administrative	\$17,904	\$32,648	\$3,569	\$51,367	\$16,019	\$121,507
921	Tenant Services - Salaries	\$0	\$9,635	\$0	\$23,839	\$0	\$33,474
923	Employee Benefit Contributions - Tenant Services	\$0	\$1,407	\$0	\$0	\$0	\$1,407
924	Tenant Services - Other	\$0	\$4,648	\$0	\$0	\$0	\$4,648
931	Water	\$0	\$39,302	\$0	\$0	\$0	\$39,302
932	Electricity	\$0	\$35,719	\$0	\$0	\$0	\$35,719
933	Gas	\$0	\$24,057	\$0	\$0	\$0	\$24,057
941	Ordinary Maintenance and Operations - Labor	\$17,871	\$136,914	\$0	\$0	\$0	\$154,785
942	Ordinary Maintenance and Operations - Materials and Other	\$1,821	\$53,548	\$0	\$0	\$42,864	\$98,233
943	Ordinary Maintenance and Operations - Contract Costs	\$0	\$41,245	\$0	\$0	\$2,125	\$43,370
945	Employee Benefit Contributions - Ordinary Maintenance	\$2,975	\$23,358	\$0	\$0	\$0	\$26,333
961	Insurance Premiums	\$4,375	\$12,995	\$0	\$17,833	\$0	\$35,203
962	Other General Expenses	\$0	\$3,659	\$0	\$0	\$0	\$3,659
963	Payments in Lieu of Taxes	\$0	\$34,382	\$0	\$0	\$0	\$34,382
964	Bad Debt - Tenant Rents	\$0	\$996	\$0	\$0	\$0	\$996
969	Total Operating Expenses	\$136,786	\$551,866	\$12,006	\$213,764	\$70,468	\$984,890
970	Excess Operating Revenue over Operating Expenses	\$49,962	\$135,227	\$139,168	\$2,605,457	\$186,055	\$3,115,869
973	Housing Assistance Payments	\$0	\$0	\$128,125	\$2,427,059	\$0	\$2,555,184
974	Depreciation Expense	\$3,580	\$348,465	\$0	\$1,499	\$0	\$353,544
900	Total Expenses	\$140,366	\$900,331	\$140,131	\$2,642,322	\$70,468	\$3,893,618
1010	Total Other Financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0	\$0
1000	Excess (Deficiency) of Operating Revenue Over (Under) Expenses	\$46,382	(\$213,238)	\$11,043	\$176,899	\$186,055	\$207,141
1102	Debt Principal Payments - Enterprise Funds	\$0	\$0	\$0	\$0	\$0	\$0
1103	Beginning Equity	\$184,748	\$6,109,637	\$98,109	\$491,675	\$332,721	\$7,216,890
1104	Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0	\$148,020	\$0	\$0	(\$180,686)	(\$32,666)
1113	Maximum Annual Contributions Commitment (Per ACC)	\$0	\$0	\$153,111	\$1,749,948	\$0	\$1,903,059
1114	Prorata Maximum Annual Contributions Applicable to a Period of less than Twelve Months	\$0	\$0	\$0	\$227,244	\$0	\$227,244
1115	Contingency Reserve, ACC Program Reserve	\$0	\$0	\$0	\$429,892	\$0	\$429,892
1116	Total Annual Contributions Available	\$0	\$0	\$153,111	\$2,407,084	\$0	\$2,560,195
1120	Unit Months Available	0	2,123	576	8,340	0	11,039
1121	Number of Unit Months Leased	0	2,121	559	8,191	0	10,871

**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED MARCH 31, 2005**

<b>Federal Grantor/ Pass Through Grantor/ Program Title</b>	<b>Federal CFDA Number</b>	<b>Expenditures</b>
<b><u>U.S. Department of Housing and Urban Development</u></b>		
<b>Direct Programs:</b>		
<b><u>Public Housing Programs</u></b>		
Low Rent Public Housing	14.850a	\$ 239,933
Capital Fund Program	14.872	256,523
Total Public Housing Programs		496,456
<b><u>Section 8 Programs</u></b>		
Section 8 Tenant Based Program:		
Housing Choice Voucher Program	14.871	2,780,365
Section 8 Moderate Rehabilitation	14.856	151,028
Total Section 8 Programs		2,931,393
<b>Total Federal Assistance</b>		\$3,427,849

NOTE: This schedule is prepared on the accrual basis of accounting.

**JAMES G. ZUPKA, C.P.A., INC.**  
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**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  
Cambridge Metropolitan Housing Authority  
Cambridge, Ohio

Regional Inspector General of Audit  
Department of Housing and Urban  
Development

We have audited the basic financial statements of the Cambridge Metropolitan Housing Authority as of and for the year ended March 31, 2005, and have issued our report thereon dated August 30, 2005. The Authority adopted the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, as of April 1, 2004. This results in a change to the Authority's method of accounting for certain nonexchange revenues and a change in the format and content of the basic financial statements. 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.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Cambridge Metropolitan Housing Authority's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the basic financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Cambridge Metropolitan Housing Authority's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Directors, management, Auditor of State, and federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

James G. Zupka, CPA, Inc.  
Certified Public Accountants

August 30, 2005

**JAMES G. ZUPKA, C.P.A., INC.**  
*Certified Public Accountants*  
*5240 East 98<sup>th</sup> Street*  
*Garfield Hts., Ohio 44125*

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**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO  
EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE  
IN ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Directors  
Cambridge Metropolitan Housing Authority  
Cambridge, Ohio

Regional Inspector General of Audit  
Department of Housing and Urban  
Development

**Compliance**

We have audited the compliance of the Cambridge Metropolitan Housing Authority with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133* that are applicable to each of its major federal programs for the year ended March 31, 2005. Cambridge Metropolitan Housing Authority's major federal program is identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts and grants, applicable to its major federal program is the responsibility of the Cambridge Metropolitan Housing Authority's management. Our responsibility is to express an opinion on Cambridge Metropolitan Housing Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Cambridge Metropolitan Housing Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Cambridge Metropolitan Housing Authority's compliance with those requirements.

In our opinion, Cambridge Metropolitan Housing Authority complied, in all material respects, with the requirements referred to above that are applicable to its major federal program for the year ended March 31, 2005.

### **Internal Control Over Compliance**

The management of the Cambridge Metropolitan Housing Authority is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Cambridge Metropolitan Housing Authority's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the Board of Directors, management, Auditor of State, and Federal Awarding Agencies and is not intended to be used by anyone other than these specified parties.

James G. Zupka, CPA, Inc.  
Certified Public Accountants

August 30, 2005

CAMBRIDGE METROPOLITAN HOUSING AUTHORITY  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 OMB CIRCULAR A-133 & .505  
 MARCH 31, 2005

1. **SUMMARY OF AUDITOR'S RESULTS**

2005(i)	Type of Financial Statement Opinion	Unqualified
2005(ii)	Were there any material control weakness conditions reported at the financial statement level (GAGAS)?	No
2005(ii)	Were there any other reportable control weakness conditions reported at the financial statements level (GAGAS)?	No
2005(iii)	Was there any reported material noncompliance at the financial statement level (GAGAS)?	No
2005(iv)	Were there any material internal control weakness conditions reported for major federal programs?	No
2005(iv)	Were there any other reportable internal control weakness conditions reported for major federal programs?	No
2005(v)	Type of Major Program's Compliance Opinion	Unqualified
2005(vi)	Are there any reportable findings under .510?	No
2005(vii)	Major Programs (list):	Section 8 Housing Choice Voucher CFDA #14.871
2005(viii)	Dollar Threshold: Type A\B Programs	Type A: >\$300,000 Type B: > all others
2005(ix)	Low Risk Auditee?	Yes



CAMBRIDGE METROPOLITAN HOUSING AUTHORITY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
OMB CIRCULAR A-133 & .505  
MARCH 31, 2005  
(CONTINUED)

2. **FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

None.

3. **FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS**

None.





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Betty Montgomery**

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**CAMBRIDGE METROPOLITAN HOUSING AUTHORITY**

**GUERNSEY COUNTY**

**CLERK'S CERTIFICATION**

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

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
DECEMBER 30, 2005**