



The Board of Law Examiners
of The
State of North Carolina

October 30, 2017

MEMBERS

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RALEIGH, N.C.

RANDEL E. PHILLIPS
CHARLOTTE, N.C.

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KITTY HAWK, NC

RONALD L. GIBSON
CHARLOTTE, NC

LEE A. VLAHOS
EXECUTIVE DIRECTOR
5510 SIX FORKS RD.,
SUITE 300
RALEIGH, N.C. 27609

Mr. Harrison Moore
Joint Legislative Administrative Procedure Oversight Committee
North Carolina General Assembly Research Division
300 N. Salisbury Street, Room Suite 545
Raleigh, NC 27603-5925

Re: Annual Report and Financial Report for the North Carolina
Board of Law Examiners

Dear Mr. Moore:

Please find enclosed the Annual Report for the year ending
December 31, 2016, and the 2016-2017 Financial Report/Audit, including
financial statements, for the Board of Law Examiners of the State of
North Carolina.

The Rules Governing Admission to Practice of Law in the State of
North Carolina provide that comity applicants are not considered until
they have been filed in this office for six months; therefore, some
applicants who file in one calendar year are not considered until the next
calendar year.

Since the Board has no jurisdiction over the supervision or
discipline of attorneys, items 1(a), 7(a), 7(b), 8 and 9 are inapplicable to
the Board; the information requested by these items would need to be
furnished by the North Carolina State Bar.

With best wishes, I am,

Very truly yours,

Lee A. Vlahos
Executive Director

EMERITUS MEMBERS

JOHN D. WARLICK, JR., JACKSONVILLE
ERIC C. MICHAUX, DURHAM
ARCH SCHOCH, JR., HIGH POINT
HON. LINDA M. MCGEE, COROLLA
RICHARD S. JONES, JR., FRANKLIN
LILLIAN B. JORDAN, RANDLEMAN
BILLIE L. POOLE, CLINTON
ISAAC N. NORTHUP, JR., ASHEVILLE
LLOYD F. BAUCOM, CHARLOTTE
JOE L. WEBSTER, PITTSBORO
GERALD R. COLLINS, JR., MURPHY
KARL ADKINS, CHARLOTTE
ROBIN TATUM CURRIN, ASHEVILLE
SUSAN FREYA OLIVE, DURHAM
CATHERINE E. THOMPSON, CHARLOTTE
GAIL C. ARNEKE, ROCKY MOUNT
EMIL F. KRATT, CHARLOTTE
WILLIAM K. DAVIS, WINSTON-SALEM
SAMUEL S. WOODLEY, JR., ROCKY MOUNT

LAV/apb
Enclosures
cc: Jaye P. Meyer

THE BOARD OF LAW EXAMINERS

ANNUAL REPORT

* * * * *

ANNUAL REPORT, filed pursuant to the requirements of North Carolina General Statutes, §93B-2, for the year ending December 31, 2016.

- 1) Board of Law Examiners of the State of North Carolina
(Occupational Licensing Board)

5510 Six Forks Road, Suite 300
(Address)

Raleigh, North Carolina 27609
(City, State and Zip Code)

Names of Board members: See Attachment A

Officers of Board:

Jaye P. Meyer, Chair
Lee A. Vlahos, Executive Director

*****	(1a)	The total number of licensees supervised by the Board.	<u>N/A</u>
*	(2)	Number of persons who applied to Board for examination	<u>2,074</u>
*	(3)	Number who were refused examination	<u>10</u>
*	(4)	Number who took the examination	<u>1827</u>
**	(5)	Number to whom initial licenses were issued	<u>924</u>
	(5a)	Number who failed the examination	<u>883</u>
***	(6)	Number who applied for licenses by reciprocity or comity	<u>144</u>
****	(7)	Number who were granted licenses by reciprocity or comity	<u>127</u>
*****	(7a)	Number of official complaints received involving licensed and unlicensed activities	<u>N/A</u>
*****	(7b)	The number of disciplinary actions taken against licensees, or other actions taken against nonlicensees, including injunctive relief	<u>N/A</u>
*****	(8)	Number of licenses suspended or revoked	<u>N/A</u>
*****	(9)	Number of licenses terminated for any reason other than failure to pay the required renewal fee	<u>N/A</u>
	(10)	Substance of any anticipated request by the occupational licensing board to the General Assembly to amend statutes related to the occupational licensing board	<u>NONE</u>

- (11) Substance of any anticipated change in rules adopted by the occupational licensing board or the substance of any anticipated adoption of new rules by the occupational licensing board

See Attachment C

Respectfully,

Date: October 30, 2017


Executive Director

- * See Attachment B
- ** Some of those applicants who were issued licenses took an examination in 2015, but were not approved by the Board until 2016.
- *** Some of these applicants have not been yet been considered because their applications have not been completed.
- **** Some of those applicants who were issued licenses applied in 2015, but were not approved by the Board until 2016.
- ***** The North Carolina Board of Law Examiners' authority ends at licensure; as such, the board does not supervise licensees nor handle complaints involving licensed and unlicensed activities. Complaints involving licensed and unlicensed activities fall within the purview of the North Carolina State Bar. Information in that regard will need to be furnished by the North Carolina State Bar.
- ***** The North Carolina Board of Law Examiners' authority ends at licensure; as such, the board does not handle disciplinary actions against licensees, or other actions taken against non licensees, including license suspension, revocations and injunctive relief. Disciplinary actions fall within the purview of the North Carolina State Bar. Information in that regard will need to be furnished by The North Carolina State Bar.

ATTACHMENT A

(1) (a) Members of the Board as of December 31, 2016.

Ms. Jaye P. Meyer (Chair)

Mr. Randel E. Phillips

Mr. James R. Van Camp

Judge A. Leon Stanback, Jr.

Ms. Beth R. Fleishman

Ms. Kimberly Anne Herrick

Mr. D. Clark Smith Jr.

Mr. Roger A. Askew

Judge W. Erwin Spainhour

Mr. Ronald G. Baker, Sr.

Mr. Ronald L. Gibson

ATTACHMENT B

	<u>Feb. 2016</u>	<u>July 2016</u>	<u>Other*</u>
(2) Number of persons who applied to Board for examination:	793	1281	
(3) Number who were refused examination:	8	2	
(4) Number who took the examination:	672	1155	
(5) Number to whom initial licenses were issued:	276	648	
(5)(a) Number who failed the examination:	382	501	

February 2016 North Carolina Bar Examination:

Of the 793 applicants who made initial application, 113 withdrew, failed to appear or did not finish the examination.

July 2016 North Carolina Bar Examination:

Of the 1281 applicants who made initial application, 124 withdrew, failed to appear or did not finish the examination.

ATTACHMENT C

Question 11: Substance of any anticipated change in rules adopted by the occupational licensing board or the substance of any anticipated adoption of new rules by the occupational licensing board

The Board of Law Examiners recently voted to adopt the Uniform Bar Examination (UBE). Adoption of the UBE will necessitate revision of the current Rules Governing the Admission to Practice Law in North Carolina to effectuate the transition from the current North Carolina bar examination to the UBE.

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THE BOARD OF LAW EXAMINERS OF
THE STATE OF NORTH CAROLINA

Financial Statements

June 30, 2017 and 2016

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THE BOARD OF LAW EXAMINERS OF THE STATE OF NORTH CAROLINA
Management's Discussion and Analysis
June 30, 2017

The following is a discussion and analysis of The Board of Law Examiners of the State of North Carolina's (the "Board") financial statements for the fiscal year ended June 30, 2017. The following financial statements and footnotes comprise our complete set of financial information. The Management's Discussion and Analysis identifies significant transactions that have financial impact and highlights favorable and unfavorable trends. Comparative data for the current year and the previous years are presented in the analysis.

Financial Highlights

The operating revenues of the Board decreased by \$101,867, or 4.6%, primarily due to a decrease in attorney examination application fees and in non-licensed examination application fees related to the closing of a law school.

The operating expenses of the Board decreased by \$46,715, or 2.3%, primarily due to a decrease in grading and examination expenses and board hearing expenses, offset by increases in salaries, payroll taxes, and employee benefits.

Overview of the Financial Statements

This discussion and analysis is an introduction to the Board's financial statements, which are comprised of the following components: 1) Statements of Net Position, 2) Statements of Revenues, Expenses, and Changes in Net Position, 3) Statements of Cash Flows, and 4) Notes to Financial Statements. These financial statements are prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB).

Financial Statements

The financial statements of the Board report information about the Board using accounting methods similar to those used by private sector companies. These statements offer short and long-term financial information about the activities of the Board.

The Statements of Net Position present the current and noncurrent portions of assets and liabilities separately.

The Statements of Revenues, Expenses, and Changes in Net Position present information on how the Board's net position changed as a result of the years' operations.

The Statements of Cash Flows present information on how the Board's cash changed as a result of the years' activity.

THE BOARD OF LAW EXAMINERS OF THE STATE OF NORTH CAROLINA
Management's Discussion and Analysis
June 30, 2017

The following presents condensed financial information on the operations of the Board as of and for the year ended June 30:

	<u>2017</u>	<u>2016</u>
Current Assets	\$ 1,920,228	\$ 1,312,919
Capital Assets, net of depreciation	57,282	69,693
Noncurrent Assets	<u>152,311</u>	<u>701,742</u>
Total Assets	<u>2,129,821</u>	<u>2,084,354</u>
Current Liabilities	897,173	1,021,924
Noncurrent Liabilities	<u>47,549</u>	<u>33,012</u>
Total Liabilities	<u>944,722</u>	<u>1,054,936</u>
Unrestricted	1,127,817	959,725
Investment in Capital Assets	<u>57,282</u>	<u>69,693</u>
Total Net Position	<u>\$ 1,185,099</u>	<u>\$ 1,029,418</u>
Operating Revenues	\$ 2,114,639	\$ 2,216,506
Operating Expenses	<u>1,979,089</u>	<u>2,025,804</u>
Operating Income	135,550	190,702
Nonoperating Revenues	<u>20,131</u>	<u>10,455</u>
Change in Net Position	<u>\$ 155,681</u>	<u>\$ 201,157</u>

Events Affecting Future Operations

The Board expects revenues from comity applicants to remain at current levels. The Board expects revenues from examination applicants to decrease due to the closure of the Charlotte School of Law.

Contacting the Board's Management

This financial report is designed to provide a general overview of the Board's finances and to demonstrate the Board's accountability for the money it receives and expends. If you have any questions about this report or need additional information, contact:

The Board of Law Examiners of the State of North Carolina
5510 Six Forks Road, Suite 300
Raleigh, NC 27609



Koonce, Wooten & Haywood, LLP
CERTIFIED PUBLIC ACCOUNTANTS

Members of the Board
The Board of Law Examiners of the State of North Carolina
Raleigh, North Carolina

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying financial statements of The Board of Law Examiners of the State of North Carolina (the "Board"), an enterprise fund of the State of North Carolina, as of June 30, 2017 and 2016, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Board of Law Examiners of the State of North Carolina as of June 30, 2017 and 2016, and its changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

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Pittsboro
10 Sanford Road
Post Office Box 1399
Pittsboro, North Carolina 27312

919 542 6000
919 542 5764 FAX

*Other Matters**Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 1 through 2 be presented to supplement the financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Raleigh, North Carolina
October 10, 2017

Koonce, Wooten + Hayward, LLP

THE BOARD OF LAW EXAMINERS OF THE STATE OF NORTH CAROLINA
Statements of Net Position
June 30, 2017 and 2016

	<u>2017</u>	<u>2016</u>
CURRENT ASSETS:		
Cash and Cash Equivalents	\$ 805,160	\$ 853,118
Investments--Current Portion	1,059,698	432,661
Notes Receivable--Current Portion	5,739	1,013
Prepaid Expenses	49,631	26,127
Total Current Assets	<u>1,920,228</u>	<u>1,312,919</u>
 CAPITAL ASSETS, net of depreciation	 <u>57,282</u>	 <u>69,693</u>
 NONCURRENT ASSETS:		
Investments--Noncurrent Portion	134,448	700,504
Notes Receivable--Noncurrent Portion	17,863	1,238
Total Noncurrent Assets	<u>152,311</u>	<u>701,742</u>
 Total Assets	 <u>\$ 2,129,821</u>	 <u>\$ 2,084,354</u>
 CURRENT LIABILITIES:		
Advance Exam Fees	\$ 857,250	\$ 985,550
Pension Contribution Payable	27,739	29,022
Accounts Payable	6,363	6,257
Payroll Taxes Withheld	82	82
Notes Payable--Current Portion	5,739	1,013
Total Current Liabilities	<u>897,173</u>	<u>1,021,924</u>
 NONCURRENT LIABILITIES:		
Notes Payable--Noncurrent Portion	17,863	1,238
Accrued Compensated Absences	29,686	31,774
Total Noncurrent Liabilities	<u>47,549</u>	<u>33,012</u>
 Total Liabilities	 <u>\$ 944,722</u>	 <u>\$ 1,054,936</u>
 NET POSITION:		
Unrestricted	\$ 1,127,817	\$ 959,725
Investment in Capital Assets	57,282	69,693
 Total Net Position	 <u>\$ 1,185,099</u>	 <u>\$ 1,029,418</u>

The accompanying notes are an integral part of the financial statements.

THE BOARD OF LAW EXAMINERS OF THE STATE OF NORTH CAROLINA
Statements of Revenues, Expenses, and Changes in Net Position
For the Years Ended June 30, 2017 and 2016

	2017	2016
OPERATING REVENUES:		
Non-Licensed Examination Fees	\$ 742,700	\$ 819,700
Attorney Examination Fees	298,500	348,000
Comity Fees	343,000	307,000
Supplemental Examination Fees	298,400	289,200
Late Application Fees	164,750	177,750
Laptop Fees	206,175	222,200
Miscellaneous Income	61,114	52,656
Total Operating Revenues	<u>2,114,639</u>	<u>2,216,506</u>
OPERATING EXPENSES:		
Salaries, Payroll Taxes, and Employee Benefits	766,143	759,684
Pension Plan Contributions and Expenses	68,319	75,641
Bar Examination Grading Expenses	193,657	219,568
Bar Examination Expenses	467,410	473,902
Board Meeting/Hearing Expenses	89,061	95,370
Investigation/Hearing Preparation	29,380	26,374
Bar Examination Fees Refunded	19,400	23,680
Rent--Office	98,283	95,421
Postage	45,904	51,411
Depreciation Expense	17,413	19,855
Office Equipment		2,840
Office Supplies and Expense	47,628	46,345
Printing and Engraving	21,262	17,620
Leased Equipment	37,261	36,922
Equipment Repairs and Maintenance	16,994	17,653
Telephone	4,898	5,797
Professional Association, Meetings, Fees	6,397	8,166
Professional Fees	8,800	8,500
Insurance and Bonding	34,572	34,621
Publications and Subscriptions	1,523	1,926
Certification to the Supreme Court	1,030	1,101
Bank Fees	3,446	3,152
Miscellaneous	308	255
Total Operating Expenses	<u>1,979,089</u>	<u>2,025,804</u>
OPERATING INCOME	<u>135,550</u>	<u>190,702</u>
NONOPERATING REVENUES (EXPENSES):		
Interest Income	20,131	11,104
Loss on Sale of Assets		(649)
Total Nonoperating Revenues	<u>20,131</u>	<u>10,455</u>
CHANGE IN NET POSITION	155,681	201,157
NET POSITION--Beginning of Year	<u>1,029,418</u>	<u>828,261</u>
NET POSITION--End of Year	<u>\$ 1,185,099</u>	<u>\$ 1,029,418</u>

The accompanying notes are an integral part of the financial statements.

THE BOARD OF LAW EXAMINERS OF THE STATE OF NORTH CAROLINA
Statements of Cash Flows
For the Years Ended June 30, 2017 and 2016

	2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash Received from Fees	\$ 1,986,339	\$ 2,161,656
Cash Payments to Employees for Services	(837,833)	(835,717)
Cash Payments for Operating Expenses	(1,150,612)	(1,154,496)
Net Cash Provided (Used) by Operating Activities	<u>(2,106)</u>	<u>171,443</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Reinvestment in Certificates of Deposit	(60,981)	(169,967)
Interest Received	20,131	11,104
Purchase of Capital Assets	(5,002)	(1,772)
Proceeds from Sale of Assets	800	800
Net Cash Used by Investing Activities	<u>(45,852)</u>	<u>(159,835)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Proceeds from Note Payable	25,000	
Repayments of Note Payable	(3,649)	(971)
Loan to Employees	(25,000)	
Repayments from Employees	3,649	971
Net Cash Provided (Used) by Financing Activities	<u></u>	<u></u>
NET INCREASE (DECREASE) IN CASH	(47,958)	11,608
CASH--Beginning of Year	<u>853,118</u>	<u>841,510</u>
CASH--End of Year	<u>\$ 805,160</u>	<u>\$ 853,118</u>
RECONCILIATION OF OPERATING INCOME TO		
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:		
Operating Income	\$ 135,550	\$ 190,702
Adjustments to Reconcile Operating Income to		
Net Cash Provided (Used) by Operating Activities:		
Depreciation	17,413	19,855
Changes in Assets and Liabilities:		
Prepaid Expenses	(23,504)	38,938
Advance Exam Fees	(128,300)	(54,850)
Pension Contribution Payable	(1,283)	(1,399)
Accounts Payable	106	(22,810)
Payroll Taxes Withheld	(156)	(156)
Accrued Compensated Absences	(2,088)	1,163
Net Cash Provided (Used) by Operating Activities	<u>\$ (2,106)</u>	<u>\$ 171,443</u>

The accompanying notes are an integral part of the financial statements.

THE BOARD OF LAW EXAMINERS OF THE STATE OF NORTH CAROLINA
Notes to Financial Statements
June 30, 2017 and 2016

1. Summary of Significant Accounting Policies

A. Description of Organization:

The Board of Law Examiners of the State of North Carolina (the "Board") is an independent State agency. It is occupational licensing board authorized by Chapter 84 of the *North Carolina General Statutes*. The Board was created for the purpose of examining applicants and providing rules and regulations for admission to the Bar, including the issuance of licenses.

The Board's operations are financed with self-generated revenues from fees charged to examinees and licensees.

B. Financial Reporting Entity:

The concept underlying the definition of the financial reporting entity is that elected officials are accountable to their constituents for their actions. As required by accounting principles generally accepted in the United States of America (GAAP), the financial reporting entity includes both the primary government and all of its component units. An organization other than a primary government serves as a nucleus for a reporting entity when it issues separate financial statements. The accompanying financial statements present all funds and activities for which the Board is responsible.

For financial reporting purposes, the Board is a nonmajor enterprise fund of the primary government of the State of North Carolina and is reported as such in the State's *Comprehensive Annual Financial Report* (CAFR). These financial statements for the Board are separate and apart from those of the State of North Carolina and do not present the financial position of the State nor changes in the State's financial position and cash flows.

C. Basis of Presentation:

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by Governmental Accounting Standards Board (GASB).

Proprietary funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

D. Basis of Accounting:

The financial statements of the Board have been prepared using the economic resource measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when a liability has been incurred, regardless of the timing of the cash flows.

The Board classifies its revenues and expenses as operating or nonoperating in the accompanying Statements of Revenues, Expenses, and Changes in Net Position. Operating revenues and expenses generally result from providing services that are necessary to the Board's principal ongoing operations. Operating revenues include activities that have characteristics of exchange transactions and consist primarily of fees charged for the North Carolina Bar Examination. Operating expenses are all expense transactions other than those related to capital and noncapital financing or investing activities as defined by GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities that Use Proprietary Fund Accounting*.

Nonoperating revenues and expenses include activities that have characteristics of nonexchange transactions and consist primarily of investment activities.

THE BOARD OF LAW EXAMINERS OF THE STATE OF NORTH CAROLINA
Notes to Financial Statements
June 30, 2017 and 2016

1. Summary of Significant Accounting Policies (Continued)

E. Cash and Cash Equivalents:

This classification includes cash on deposit and money market accounts with financial institutions. For purposes of the statements of cash flows, the Board considers all investments with a maturity of three months or less when purchased as cash equivalents.

F. Investments:

Investments consist of certificates of deposit with original maturities of more than three months. Investments are recorded at fair market value which is cost plus accrued interest to date.

G. Capital Assets:

Capital assets are recorded at cost at the date of the acquisition. The Board capitalizes assets that have a cost of \$2,000 or greater at the date of acquisition and an expected useful life in excess of one year. Depreciation is computed using the straight-line method over the following useful lives:

Furniture and Equipment	5-10 years
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When a capital asset is disposed of, the cost and the related accumulated depreciation are removed from the financial records. Any gain or loss on disposition is reflected in nonoperating revenues for the period.

H. Advance Exam Fees:

Advance exam fees represent examination fees collected in current periods for exams to be given in the next fiscal year.

I. Unearned Licensing Fees:

Unearned licensing fees represent fees collected for licensing agreements which related to future periods.

J. Accrued Compensated Absences:

The vacation leave policy allows employees to carry over a maximum of 13 days of paid vacation leave into the next calendar year. Upon separation from employment due to resignation, dismissal or death, an employee may be paid for accumulated vacation leave up to 26 days. The sick leave policy states that unlimited sick time may be accumulated with no loss of hours at year end. Accumulated sick leave is not recorded as a liability as it is not paid should the employee leave employment.

K. Net Position:

The Board's net position is classified as follows:

Investment in Capital Assets – This represents the Board's total investment in capital assets, net of accumulated depreciation.

Unrestricted – This represents assets with no external restriction as to use or purpose. Unrestricted net assets can be employed for any purpose designated by the governing board, as distinguished from funds restricted externally for specific purposes.

THE BOARD OF LAW EXAMINERS OF THE STATE OF NORTH CAROLINA
Notes to Financial Statements
June 30, 2017 and 2016

1. Summary of Significant Accounting Policies (Concluded)

L. Use of Estimates:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates, resulting in adjustments in future periods.

2. Deposits and Investments

Cash and Certificates of Deposit

The Board's deposits include cash on deposit with financial institutions, money market accounts, and certificates of deposit.

Custodial Credit Risk: Custodial credit risk is the risk that in the event of a bank failure, the Board's deposits may not be returned to it. The Board's deposits at each commercial bank are insured by the Federal Deposit Insurance Company (FDIC) up to \$250,000. As of June 30, 2017 and 2016, the uninsured balances were \$48,888 and \$39,314, of which \$0 in either year related to uninsured amounts in the Board's checking account.

Interest Rate Risk: Interest rate risk is the risk that the Board may face should interest rate variances affect the fair value of investments. The Board minimizes this risk by investing only in certificates of deposit.

The Board's investments consist of certificates of deposit.

3. Capital Assets

Changes in capital assets for the year ended June 30, 2017 were as follows:

	Cost 6/30/16	Additions	Retirements	Cost 6/30/17	Accumulated Depreciation	Net Amount
Furniture/ Equipment	\$ 250,921	\$ 5,002	\$	\$ 255,923	\$ 198,641	\$ 57,282

Changes in capital assets for the year ended June 30, 2016 were as follows:

	Cost 6/30/15	Additions	Retirements	Cost 6/30/16	Accumulated Depreciation	Net Amount
Furniture/ Equipment	\$ 291,263	\$ 1,772	\$ 42,114	\$ 250,921	\$ 181,228	\$ 69,693

4. Note Receivable and Note Payable

On September 2, 2014, the Board advanced an employee \$4,000 and concurrently received proceeds from the employee's retirement account for \$4,000. The note was payable by the employee in monthly payroll deductions of \$91, including interest at 4.25%, and payments were remitted by the Board to the employee's retirement account on a monthly basis. The note receivable had a balance of \$1,238 and \$2,251 at June 30, 2017 and 2016, respectively.

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4. Note Receivable and Note Payable (Continued)

On December 1, 2016, the Board advanced an employee \$25,000 and concurrently received proceeds from the employee's retirement account for \$25,000. The note was payable by the employee in monthly payroll deductions of \$466, including interest at 4.50%, and payments were remitted by the Board to the employee's retirement account on a monthly basis. The note receivable had a balance of \$22,364 June 30, 2017.

5. Note Payable and Compensated Absences

Changes in the current and noncurrent portions of liabilities for the year ended June 30, 2017 are as follows:

	Balance 6/30/16	Additions	Retirements	Balance 6/30/17	Current Portion of Balance
Note Payable	\$ 2,251	\$ 25,000	\$ (3,649)	\$ 23,602	\$ 5,739
Compensated Absences	31,774	40,919	(43,007)	29,686	
	<u>\$ 34,025</u>	<u>\$ 65,919</u>	<u>\$ (46,656)</u>	<u>\$ 53,288</u>	<u>\$ 5,739</u>

Changes in the current and noncurrent portions of liabilities for the year ended June 30, 2016 are as follows:

	Balance 6/30/15	Additions	Retirements	Balance 6/30/16	Current Portion of Balance
Note Payable	\$ 3,222	\$	\$ (971)	\$ 2,251	\$ 1,013
Compensated Absences	30,611	38,397	(37,234)	31,774	
	<u>\$ 33,833</u>	<u>\$ 38,397</u>	<u>\$ (38,205)</u>	<u>\$ 34,025</u>	<u>\$ 1,013</u>

Annual debt service requirements to maturity for long-term obligations are as follows:

Years Ending June 30	Principal	Interest	Total
2018	\$ 5,739	\$ 943	\$ 6,682
2019	5,078	696	5,774
2020	5,122	470	5,592
2021	5,358	235	5,593
2022	2,305	26	2,331
	<u>\$ 23,602</u>	<u>\$ 2,370</u>	<u>\$ 25,972</u>

6. Leases

The Board leases office space under a five-year operating lease commencing November 1, 2012. The lease agreement calls for graduated monthly lease payments of \$7,348 beginning in year one and increasing by approximately 3% per year for each of the next four years. The Board has an option to renew the lease for an additional five years which they exercised in January 2017. Total rental expense charged to operations under this lease for the years ended June 30, 2017 and 2016 was \$98,283 and \$95,421, respectively.

The Board also leases certain office equipment under operating leases. Total equipment rental expense charged to operations under these arrangements for the years ended June 30, 2017 and 2016 was \$37,261 and \$36,922, respectively.

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6. Leases (Continued)

Future minimum lease payments at June 30, 2017 are as follows:

Years Ending <u>June 30</u>	<u>Commitment</u>
2018	\$ 140,724
2019	143,761
2020	110,037
2021	110,619
2022	113,934
Thereafter	<u>38,351</u>
	<u>\$ 657,429</u>

7. Retirement Plans

The Board maintains a defined contribution pension plan for its employees. Pension costs for the years ended June 30, 2017 and 2016 totaled \$68,319 and \$75,641, respectively. Employer contributions to the plan were 10% of qualified wages for eligible and participating employees for the years ended June 30, 2017 and 2016. Employees do not contribute to this plan. Beginning January 1, 2018, the administrative expenses for the defined contribution retirement plan will be paid from plan assets rather than by the Board.

The Board maintained a 401(k) plan for employees which was terminated in December 2013 and replaced with a 457(b) deferred compensation plan. The Board does not contribute to the plan.

8. Commitments

As of June 30, 2017, the Board entered into contracts for the August 2017, March 2018, and August 2018 grading sessions with a total committed balance of \$113,989.

9. Risk Management

The Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Tort claims of Board members up to \$1,000,000 are self-insured by the State under the authority of the State Tort Claims Act. Additional coverage is provided to the Board under the State's public officers' and employees' liability insurance contract with a private insurance company.

10. Life Insurance Policy

Effective June 27, 2013, the Board was the beneficiary of a new term life insurance policy in the amount of \$150,000 on the Executive Director.

11. Subsequent Events

Management of the Board evaluated subsequent events through October 10, 2017, which is the date the financial statements were available to be issued. In August 2017, the Charlotte School of Law closed. The Board had anticipated this event and factored in the projected corresponding loss of applicant fee revenue in its budget for fiscal year 2017-2018.