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NORTH CAROLINA BOARD
OF OCCUPATIONAL THERAPY

Financial Statements

June 30, 2018 and 2017

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NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
Management's Discussion and Analysis
June 30, 2018 and 2017

The following is a discussion and analysis of the Board's financial performance for the fiscal year ended June 30, 2018. Please read it in conjunction with the financial statements which follow this section.

Financial Highlights

The operating revenues of the Board increased \$19,292 or 4.9%, due primarily to an increase in the number of initial licensees and renewing licensees.

The operating expenses of the Board decreased by \$32,407 or 9.6%, due to decreases in storage/recall expenses relating to scanning in files to store electronically.

Overview of the Financial Statements

This discussion and analysis is an introduction to the Board's financial statements, which are comprised of two components: 1) financial statements, and 2) notes to financial statements.

Financial Statements

The financial statements of the Board report information about the Board using accounting methods similar to those used by private sector companies.

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

The Statements of Revenues, Expenses, and Changes in Net Position present information on how the Board's assets 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 following presents condensed financial information on the operations of the Board:

	As of and for the Year Ended June 30, 2018	As of and for the Year Ended June 30, 2017
Current Assets	\$ 843,894	\$ 1,015,477
Non-Current Assets	400,000	100,000
Total Assets	<u>1,243,894</u>	<u>1,115,477</u>
Total Current Liabilities	<u>312,488</u>	<u>294,147</u>
Total Net Position--Unrestricted	<u>\$ 931,406</u>	<u>\$ 821,330</u>
Operating Revenues	\$ 413,772	\$ 394,480
Operating Expenses	306,681	339,088
Operating Income	<u>107,091</u>	<u>55,392</u>
Non-Operating Revenue	<u>2,985</u>	<u>3,110</u>
Change in Net Position	<u>\$ 110,076</u>	<u>\$ 58,502</u>

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Events Affecting Future Operations

Due to the increasing demand for occupational therapy services, the number of renewals and new licensees should continue to increase moderately with a similar increase in income as in the past year.

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: North Carolina Board of Occupational Therapy, PO Box 2280, Raleigh, North Carolina 27602-2280.



Koonce, Wooten & Haywood, LLP
CERTIFIED PUBLIC ACCOUNTANTS

Board of Directors
North Carolina Board of Occupational Therapy
Raleigh, North Carolina

INDEPENDENT AUDITOR'S REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of the North Carolina Board of Occupational Therapy as of and for the years ended June 30, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the 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 auditors' judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the North Carolina Board of Occupational Therapy as of June 30, 2018 and 2017, and the changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

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

Koonce, Wooten & Hayward, LLP

Raleigh, North Carolina
September 25, 2018

NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
Statements of Net Position
June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
ASSETS:		
Current Assets:		
Cash	\$ 443,014	\$ 412,712
Certificates of Deposit	400,000	600,000
Accrued Interest	880	2,765
Total Current Assets	<u>843,894</u>	<u>1,015,477</u>
Non-Current Assets:		
Certificates of Deposit	<u>400,000</u>	<u>100,000</u>
Total Assets	<u>1,243,894</u>	<u>1,115,477</u>
LIABILITIES:		
Current Liabilities:		
Accounts Payable	12,238	13,197
Unearned Revenue	<u>300,250</u>	<u>280,950</u>
Total Liabilities	<u>312,488</u>	<u>294,147</u>
NET POSITION	<u>\$ 931,406</u>	<u>\$ 821,330</u>

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

NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
Statements of Revenues, Expenses, and Changes in Net Position
For the Years Ended June 30, 2018 and 2017

	2018	2017
OPERATING REVENUES:		
Fees	\$ 413,772	\$ 394,480
OPERATING EXPENSES:		
Contractual Services	186,187	180,765
Travel and Board	24,297	22,571
Internet Services	21,732	18,717
Special Legal	20,775	34,850
Merchant Fees	19,189	16,522
Part-Time Assistance	7,500	7,500
Strategic Planning Conference	4,700	2,497
Audit and Accounting	4,400	4,300
Printing and Binding	3,613	1,282
Civil Penalties Remitted	3,440	960
Copies and Postage	2,818	3,330
Office Supplies	2,477	3,617
Telephone	2,289	2,289
Miscellaneous	1,869	1,903
Jurisprudence Exam	749	749
Disciplinary Hearings	640	635
Storage/Recall	6	36,601
Total Operating Expenses	<u>306,681</u>	<u>339,088</u>
INCOME FROM OPERATIONS	107,091	55,392
NON-OPERATING REVENUES:		
Interest Income	<u>2,985</u>	<u>3,110</u>
CHANGE IN NET POSITION	110,076	58,502
NET POSITION--Beginning of Year	<u>821,330</u>	<u>762,828</u>
NET POSITION--End of Year	<u>\$ 931,406</u>	<u>\$ 821,330</u>

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

NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
Statements of Cash Flows
For the Years Ended June 30, 2018 and 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash Received from Fees	\$ 433,072	410,530
Cash Payments for Operating Expenses	<u>(307,640)</u>	<u>(335,680)</u>
Net Cash Provided by Operating Activities	<u>125,432</u>	<u>74,850</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of Investments	(100,000)	
Investment Income	<u>4,870</u>	<u>2,103</u>
Net Cash Provided (Used) by Investing Activities	<u>(95,130)</u>	<u>2,103</u>
NET INCREASE IN CASH	30,302	76,953
CASH--Beginning of Year	<u>412,712</u>	<u>335,759</u>
CASH--End of Year	<u>\$ 443,014</u>	<u>\$ 412,712</u>
RECONCILIATION OF INCOME FROM OPERATIONS TO NET CASH PROVIDED BY OPERATING ACTIVITIES:		
Income from Operations	\$ 107,091	\$ 55,392
Adjustments to Reconcile Income from Operations to Net Cash Provided by Operating Activities:		
Changes in Assets and Liabilities:		
Accounts Payable	(959)	3,408
Unearned Revenue	<u>19,300</u>	<u>16,050</u>
Net Cash Provided by Operating Activities	<u>\$ 125,432</u>	<u>\$ 74,850</u>

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

NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
Notes to Financial Statements
June 30, 2018 and 2017

1. Summary of Significant Accounting Policies

A. Description of Organization:

The North Carolina Board of Occupational Therapy was created by the 1983 N.C. General Assembly General Statute Chapter 90, Article 18D to become effective September 1, 1984. The Board was created to provide for the regulation of persons offering occupational therapy services to the public. The first board meeting was March 15, 1985. Financial operations of the Board began June 28, 1985.

The Board is considered an agency of the State of North Carolina for financial reporting purposes. The Board members are appointed by the Governor.

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. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting principles and reporting standards.

All activities of the Board are accounted for within a single proprietary (enterprise) fund. 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:

In accordance with *Statement of Governmental Accounting Standards 34*, the Board presents a Statement of Net Position; a Statement of Revenues, Expenses, and Changes in Net Position; and a Statement of Cash Flows. These statements reflect entity-wide operations of the Board. The Board has no fiduciary funds or component units.

The financial statements report all activities of the North Carolina Board of Occupational Therapy using the full accrual basis of accounting. Revenues are recognized in the accounting period in which they are earned and become measurable. Expenses are recognized when incurred, if measurable.

Operating revenues and expenses consist of those revenues and expenses that result from the ongoing principal operations of the Board. Operating revenues consist primarily of license fees. Non-operating revenues consist of those revenues that are related to investing types of activities and are classified as non-operating in the financial statements.

NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
Notes to Financial Statements
June 30, 2018 and 2017

1. Summary of Significant Accounting Policies (Continued)

E. Cash:

For purposes of the statement of cash flows, the Board considers all highly liquid investments with a maturity of three months or less when purchased to be cash.

F. Contractual Services:

The Board does not have any employees. The Board contracts with a law firm to provide legal representation, advice, consultation and assistance in all matters relating to the practice of occupational therapy in the State of North Carolina. The contract includes office space, furniture and equipment, as well as the necessary administrative and bookkeeping requirements of the Board. The contract does not include litigation services. The contract may be terminated at any time upon mutual consent of both parties or 180 days after one of the contracting parties gives notice to terminate.

G. Unearned Revenue:

Unearned revenue represents renewal fees received before the fiscal year-end that apply to the following fiscal year.

H. Use of Estimates:

The presentation of financial statements in conformity with U.S. generally accepted accounting principles 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.

2. Deposits and Investments

Custodial Credit Risk. The Board maintains a demand deposit and certificates of deposit at one commercial bank in North Carolina. At June 30, 2018 and 2017, the Board had carrying amounts of \$1,243,014 and \$1,112,712, respectively, and bank balances of \$1,226,362 and \$1,099,812, respectively. Of these bank balances, which include a non-interest bearing checking account, \$250,000 was covered by federal depository insurance and \$976,362 and \$849,812, respectively, were uninsured and the financial institution had pledged collateral to protect the uninsured balance.

3. Net Position

The Board has reserved a portion of the unrestricted net position for use in a future period. Future uses are categorized as either pre-planned special projects or unforeseen financial emergencies which may require a large, non-recurring outlay of funds. The Board reviews the fund on an annual basis and makes decisions as appropriate relative to reserved funds. The Board had reserved unrestricted net position of up to \$700,000 at June 30, 2018 and 2017, respectively, for legal contingencies.

4. Insurance

The Board is exposed to various risks of loss related to torts; theft of, damage to, and the 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.

NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
Notes to Financial Statements
June 30, 2018 and 2017

5. Related Party

The Board's technical support is provided by a relative of a member of the law firm mentioned in Note 1, "Contractual Services," and is reported in internet services. Payments to the contractor totaled \$14,531 and \$9,398 for the years ended June 30, 2018 and 2017, respectively.

6. Subsequent Events

Management evaluated subsequent events through September 25, 2018, which is the date the financial statements were available to be issued. They discovered no subsequent events that should be disclosed.

7. Reclassifications

Certain reclassifications have been made to the 2017 financial statements to conform to the 2018 financial statement presentation. Such reclassifications had no effects on net position or cash flows.