Financial Statements for the Year Ended May 31, 2021 and Independent Auditor's Report

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### **BOARD MEMBERS (2021)**

James Judge, DPM, President

Alan P. Bocko, DPM, Vice President

J. Scott Stancil, DPM, Secretary-Treasurer

Tanzy Wallace, Public Member

### **BOARD ADMINISTRATOR**

Tracy Steadman, Executive Secretary

### **LEGAL COUNSEL**

Young Moore and Henderson, P.A.

### TABLE OF CONTENTS

	Page
MANAGEMENT'S DISCUSSION AND ANALYSIS	1-4
INDEPENDENT AUDITOR'S REPORT	5-6
FINANCIAL STATEMENTS FOR THE YEAR ENDED MAY 31, 2021	
Statement of Net Position	7
Statement of Revenues, Expenses, and Changes in Net Position	8-9
Statement of Cash Flows	10
Notes to Financial Statements	11-16

#### MANAGEMENT'S DISCUSSION AND ANALYSIS

#### Introduction

This section of the Board's financial report represents Management's analysis of the Board's financial performance during the year ended May 31, 2021. Please read it in conjunction with the financial statements which follow this section.

### **Financial Highlights**

During 2021 the net position of the Board increased by \$2,194, or .79%, due primarily to the Board's operating revenues exceeding its operating expenses.

During 2021, the operating revenues of the Board increased by \$617, or .60%, due primarily to an increase in individual renewal fees and mailing list income.

During 2021, the non-operating revenues of the Board decreased by \$5,611, or 95.51%, due to a decrease in funds held as investments and due to valuation adjustments to certificates of deposit in the secondary market.

During 2021, the operating expenses of the Board decreased by \$7,444, or 6.83%, due primarily to a decrease in board per diem related expenses and exam related expenses.

### **Overview of the Financial Statements**

This financial report consists of two sections: Management's Discussion and Analysis and the Financial Statements. The Board has no other supplementary information required by the Governmental Accounting Standards Board (GASB). The Financial Statements also include notes to the financial statements that provide detail of the information included in the 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 Statement of Net Position presents the current and long-term portions of assets and liabilities separately.

The Statement of Revenues, Expenses, and Changes in Net Position presents information on how the Board's assets changed as a result of its operations.

The Statement of Cash Flows presents information on how the Board's cash changed as a result of its financial activities.

### MANAGEMENT'S DISCUSSION AND ANALYSIS

### **Condensed Financial Information**

The following presents condensed financial information on the operations of the Board:

	Current Year as of and for the year ended May 31, 2021			Prior Year as of and for the year ended May 31, 2020	
Current assets	\$	210,773	\$	115,711	
Other assets		90,464		202,940	
Total assets	\$	301,237	\$	318,651	
Current liabilities	\$	21,584	\$	41,192	
Total liabilities	\$	21,584	\$	41,192	
Unrestricted net position	\$	279,653	\$	277,459	
Total net position	\$	279,653	\$	277,459	
Operating revenues	\$	103,431	\$	102,814	
Operating expenses		(101,501)		(108,945)	
Operating income		1,930		(6,131)	
Non-operating revenues		264		5,875	
Change in net position	\$	2,194	\$	(256)	

### MANAGEMENT'S DISCUSSION AND ANALYSIS

### **Financial Analysis**

Net position is an indicator of the fiscal health of the Board. Assets exceeded liabilities by \$279,653 for the year ended May 31, 2021. The largest component of net position was cash and investments. Cash and investments represented 104.65% of total net position. Current assets consist of cash in bank and prepaid insurance. The Board has no capital assets. Current liabilities consist of accounts payable due to vendors and unearned revenue from license fees paid in advance. The Board has no long-term liabilities. Net position consists entirely of unrestricted net assets. The following is a comparative summary of the Statements of Net Position.

	Current Year May 31, 2021		 Prior Year May 31, 2020		Amount f Change	Percentage Change
Current assets	\$	210,773	\$ 115,711	\$	95,062	82.15%
Other assets		90,464	202,940		(112,476)	-55.42%
Total assets	\$	301,237	\$ 318,651	\$	(17,414)	-5.46%
Current liabilities	\$	21,584	\$ 41,192	\$	(19,608)	-47.60%
Total liabilities	\$	21,584	\$ 41,192	\$	(19,608)	-47.60%
Unrestricted	\$	279,653	\$ 277,459	\$	2,194	0.79%
Total net position	\$	279,653	\$ 277,459	\$	2,194	0.79%

The following is a summary of the Statement of Revenues, Expenses, and Changes in Net Position. Further discussion of this is included in the preceding section entitled "Financial Highlights."

	The year ended May 31, 2021		The year ended May 31, 2020		Amount of Change		Percentage Change
Operating revenues	\$	103,431	\$	102,814	\$	617	0.60%
Operating expenses		(101,501)		(108,945)		7,444	-6.83%
Non-operating revenues		264		5,875		(5,611)	-95.51%
Change in net position	\$	2,194	\$	(256)	\$	2,450	957.03%
Ending net position	\$	279,653	\$	277,459	\$	2,194	0.79%

### MANAGEMENT'S DISCUSSION AND ANALYSIS

The following is a breakdown of operating revenues by source. Further discussion of this is included in the preceding section entitled "Financial Highlights."

	The year ended		•	The year ended Amoun			Percentage
	May	31, 2021	May	31, 2020	of 0	<u>Change</u>	Change
Individual renewal fees	\$	83,917	\$	80,717	\$	3,200	3.96%
New individual licenses		1,492		2,566		(1,074)	-41.86%
Corporate license renewals		4,383		5,149		(766)	-14.88%
New corporate licenses		181		340		(159)	-46.76%
Late fee income		525		2,145		(1,620)	-75.52%
Exam fee income		8,050		9,100		(1,050)	-11.54%
Mailing list income		4,500		2,400		2,100	87.50%
Other income		383		397		(14)	-3.53%
Total	\$	103,431	\$	102,814	\$	617	0.60%

The following is a breakdown of non-operating revenues by source. Further discussion of this is included in the preceding section entitled "Financial Highlights."

	The year	The year ended		The year ended		Amount	Percentage
	May 3	1, 2021	May	31, 2020	of	Change	Change
Interest income	\$	264	\$	5,875	\$	(5,611)	-95.51%
Total	\$	264	\$	5,875	\$	(5,611)	-95.51%

### **Events Affecting Future Operations**

The Board is not aware of any significant events that may affect future operations of the Board which are reportable pursuant to GASB reporting requirements. The Board anticipates that revenues and expenses of the Board in the upcoming year will be comparable to preceding years.

### 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. If you have any questions about this report or need additional information, contact: North Carolina Board of Podiatry Examiners, 1500 Sunday Drive, Suite 102, Raleigh, NC 27607.

### Hawley, C.P.A., P.A. Certified Public Accountant

Suite B1 Telephone: (919) 639-4825 800 N. Raleigh St. Facsimile: (919) 639-3102 P.O. Box 1545

Angier, North Carolina 27501-1545

### INDEPENDENT AUDITOR'S REPORT

Members of the Board North Carolina Board of Podiatry Examiners Raleigh, North Carolina

### Report on the Financial Statements

We have audited the accompanying financial statements of the North Carolina Board of Podiatry Examiners (the "Board"), an independent state board which is a nonmajor enterprise fund of the primary government of the State of North Carolina, as of and for the year ended May 31, 2021, and the related notes to the financial statements, which comprise the Board's 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 the audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 judgement, 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 auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the North Carolina Board of Podiatry Examiners as of May 31, 2021 and the results of its operations, changes in financial position, and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### INDEPENDENT AUDITOR'S REPORT (CONCLUDED)

### Other Matters - Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis 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 historic context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the supplementary information because the limited procedures do not provide sufficient evidence to express an opinion or provide any assurance thereon.

Hawley, C.P.A., P.A.

Hawley, C.P.A., P. A.

Angier, North Carolina

September 28, 2021

# NORTH CAROLINA BOARD OF PODIATRY EXAMINERS STATEMENT OF NET POSITION AS OF MAY 31, 2021

	May 31, 2021  Proprietary- Enterprise Fund		
ASSETS			
Current assets:			
Cash and cash equivalents (Notes 1 and 2)	\$	202,350	
Prepaid expenses (Note 1)		8,423	
Total current assets		210,773	
Other assets:			
Investments (Notes 1, 2 and 3)		90,295	
Accrued interest receivable (on investments)		169	
Total other assets		90,464	
TOTAL ASSETS	\$	301,237	
LIABILITIES AND NET POSITION			
Current liabilities:			
Accounts payable (Note 4)	\$	4,541	
Unearned revenue (Note 1)		17,043	
Total current liabilities		21,584	
TOTAL LIABILITIES		21,584	
NET POSITION (NOTE 1)			
Unrestricted net position		279,653	
TOTAL NET POSITION		279,653	
TOTAL LIABILITIES AND NET POSITION	\$	301,237	

### NORTH CAROLINA BOARD OF PODIATRY EXAMINERS STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION YEAR ENDED MAY 31, 2021

	 2021 Proprietary- Enterprise Fund
OPERATING REVENUES:	
Fees, licenses, and fines:	
Individual renewal fees	\$ 83,917
New individual licenses	1,492
Corporate license renewals	4,383
New corporate licenses	181
Exam fee income	8,050
Late fee income	525
Other operating income:	
Mailing list income	4,500
Other income	383
Total operating revenues	\$ 103,431
OPERATING EXPENSES:	
Personal services (and board members expenses):	
Board per diem expense (including meals and transportation)	\$ 1,103
Supplies and materials:	
Office supplies expense	544
Services:	
Contracted management services - administrative fees (Note 5)	48,667
Staff travel expense	54
Legal and accounting fees	22,295
Information technology expense	3,040
Website and graphics expense	563
Copying and printing expense	670
Mailing/postage expense	1,675
Telephone expense	801
Exam expense (including exam supplies, food supplies and rental space)	9,115
Bank charges (including merchant fees)	1,995

See notes to financial statements.

### NORTH CAROLINA BOARD OF PODIATRY EXAMINERS STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION YEAR ENDED MAY 31, 2021

		2021 Proprietary- Enterprise Fund
OPERATING EXPENSES (CONTINUED)		
Insurance expense		10,979
Total operating expenses	\$	101,501
Operating income (loss)	\$	1,930
NON-OPERATING REVENUES (EXPENSES):		
Interest income (including unrealized gain/loss on certificates of deposit in the secondary market) (Notes 1 and 2)	_\$	264
Total non-operating revenues	\$	264
Change in net position	\$	2,194
Net position - beginning of year		277,459
Net position - end of year	\$	279,653

See notes to financial statements.

# NORTH CAROLINA BOARD OF PODIATRY EXAMINERS STATEMENT OF CASH FLOWS YEAR ENDED MAY 31, 2021

	2021 Proprietary- Enterprise Fund
Cash flows from operating activities:	
Cash received from fees and other revenues	\$ 84,859
Cash payments for operating expenses	 (105,482)
Net cash provided by operating activities	\$ (20,623)
Cash flows from investing activities:	
Transfers from investments	\$ 112,063
Transfers (to) investments	
Interest earned from investments	 678
Net cash provided by investing activities	\$ 112,741
Net increase in cash	\$ 92,118
Cash - beginning of year	 110,232
Cash - end of year	\$ 202,350
Reconciliation of operating income	
to net cash provided by operating activities:	
Operating income	\$ 1,930
Adjustments to reconcile operating income	
to net cash provided by operating activities:	
Changes in assets and liabilities:	
Prepaid expenses	\$ (2,944)
Accounts payable	(1,037)
Unearned revenue	 (18,572)
Total adjustments	\$ (22,553)
Net cash provided by operating activities	\$ (20,623)

See notes to financial statements.

### NORTH CAROLINA BOARD OF PODIATRY EXAMINERS NOTES TO FINANCIAL STATEMENTS YEAR ENDED MAY 31, 2021

Note 1 - Nature of Activities and Significant Accounting Policies

### **Description of Organization and Purpose**

The North Carolina Board of Podiatry Examiners (the "Board") is an independent state board. It is an occupational licensing board and is authorized by Chapter 90 of the North Carolina General Statutes. The Board is composed of four members who are appointed by the Governor of the State of North Carolina. It 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).

The Board is established to maintain minimum standards for services provided by podiatrists.

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

### **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.

### **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.

NOTES TO FINANCIAL STATEMENTS

**YEAR ENDED MAY 31, 2021** 

Note 1 - Nature of Activities and Significant Accounting Policies (Continued)

### **Basis of Accounting**

The financial statements of the Board are prepared using the economic resource measurement focus and the accrual basis of accounting. The economic resource measurement focus measures all assets that are available to the entity, not only cash or soon to be assets. Both long-term assets and long-term liabilities are measured and depreciation is recorded as a cost of operations. Under the accrual basis of accounting, revenues are recognized when earned, and expenses are recorded when a liability has been incurred, regardless of the timing of cash flows. Fees received for the various licenses are deemed earned when the license period begins.

The Statement of Revenues, Expenses, and Changes in Net Position classifies the Board's revenues as operating. 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 and includes activities that have characteristics of exchange transactions. Operating expenses are all expense transactions incurred 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. Non-operating revenues and expenses consist of those revenues and expenses that are related to investing, capital, and non-capital financing activities; and are classified as non-operating in the financial statements.

### **Cash and Cash Equivalents**

This classification includes undeposited receipts, petty cash, checking accounts and time deposits (excluding certain certificates of deposit) held by the Board.

#### **Investments**

The Board is authorized to invest idle funds in accordance with North Carolina General Statutes. This classification consists of certain certificates of deposits held by the Board for investment. Investments generally are reported at fair market value. Certificates of deposit are reported at cost (which is the same as fair value) if purchased in the primary certificate of deposit market, and at fair value if purchased in the secondary certificate of deposit market (as determined by quoted market prices). The net increase (decrease) in the fair value of investments for certificates of deposit is recognized as a component of investment interest income.

### **Prepaid Expenses**

This classification includes prepaid insurance.

### **Unearned Revenue**

The Board's fees are assessed and collected for fiscal periods which do not correspond with the Board's financial accounting period. License fees received in the latter part of the fiscal year are deferred and recognized as revenue over the periods to which they relate.

### NORTH CAROLINA BOARD OF PODIATRY EXAMINERS NOTES TO FINANCIAL STATEMENTS YEAR ENDED MAY 31, 2021

Note 1 - Nature of Activities and Significant Accounting Policies (Continued)

### **Net Position**

Net investment in capital assets - This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any loan proceeds that are attributable to the acquisition, construction, or improvement of those capital assets. The Board had no capital assets at year end.

Restricted net position - This component of net position consists of net position which the Board is legally or contractually obligated to spend in accordance with restrictions imposed by external parties. The Board had no restricted net position at year end.

Unrestricted net position - This component of net position consists of net position that does not meet the definition of *restricted or net investment in capital assets*.

### **Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

### Note 2 - Deposits and Investments

All of the Board's deposits which are uninsured are uncollateralized [unless collateralized pursuant to NC Administrative Code (20 NCAC 7)] by the financial institution holding said deposits. For deposits, custodial credit risk is the risk that in the event of the failure of the depository (or counterparty), the Board will not be able to recover the value of its deposits that are in the possession of the outside party. The Board does not have a formal written policy regarding custodial credit risk for deposits.

At May 31, 2021, the Board's deposits in banks had a carrying amount of \$292,645 and a bank balance of \$294,979, which was covered by federal depository insurance. Certificates of deposit in the amount of \$90,295 are considered time deposits for this disclosure and are classified as investments on the Statement of Net Position.

The Board had interest earnings of \$264 for the year ended May 31, 2021 (including an unrealized loss of \$2,062 on certificates of deposit in the secondary market).

### NORTH CAROLINA BOARD OF PODIATRY EXAMINERS NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2021

### Note 2 - Deposits and Investments (Continued)

The Board is subject to the following risks:

Interest rate risk - Interest rate risk is the risk the Board may face should interest rate variances affect the fair value of investments. As a means of limiting its exposure to fair value losses arising from interest rate variances, the Board limits its investments, if any, to certificates of deposits with maturities of no more than 36 months and to money market mutual funds.

Credit risk - Credit risk is the risk that an issuer or counterparty to an investment will not fulfill its obligations. Investments of the Board are subject to the statutory requirements of North Carolina General Statutes; however, the Board's present policy for managing credit risk is to limit its investments to certificates of deposits and money market mutual funds.

The following table presents fair value of investments by type and investment subject to interest rate risk and credit risk at May 31, 2021, for the Board's investments.

		Properties of De	ot Securities
Investment Type	Fair Value	Weighted Average Maturities	Ratings
Securities:	 		
Certificates of Deposit	\$ 90,295	18 Months	N/A

### **Reconciliation of Deposits and Investments**

A reconciliation of deposits and investments for the Board to the basic financial statements at May 31, 2021 is as follows:

May 31, 2021
\$ 202,350
 90,295
\$ 292,645
\$ 202,350
 90,295
\$ 292,645
\$

### NOTES TO FINANCIAL STATEMENTS YEAR ENDED MAY 31, 2021

### Note 3 - Fair Value Measurements

Fair value, as defined under GASB 72, Fair Value Measurement and Application, is an exit price representing the price that would be received to sell or paid to transfer a liability in an orderly transaction between market participants at the measurement date. U.S. GAAP establishes a three-tier fair value hierarchy, which prioritizes the inputs used in measuring fair value. These tiers include:

- Level 1: Observable inputs such as quoted prices in active markets.
- Level 2: Inputs other than quoted prices in active markets that are either directly or indirectly observable.
- Level 3: Unobservable inputs about which little or no market data exists, therefore requiring an entity to develop its own assumptions.

Assets and liabilities are classified in their entirety based on the lowest level of input that is significant to the fair value measurement. The Board's assessment of the significance of a particular input to the fair value measurement requires judgment, and may affect the valuation of fair value assets and liabilities and their placement within the fair value hierarchy levels.

The following table sets forth by level the fair value hierarchy of the Board's financial assets and liabilities accounted for at fair value on a recurring basis as of May 31, 2021.

		2021						
	Total							
	Fa	ir Value	Level 1		Level 2			Level 3
Negotiable certificates of deposit	\$	90,295	\$	9	\$	90,295	\$	

### Note 4 - Accounts Payable

Accounts payable consists of amounts due to vendors in the ordinary operations of the Board. Accounts payable due in the ordinary operations of the Board which are due to other state agencies (if any) are reported separately.

	 May 31, 2021
Due to Vendors	\$ 4,541
Total Accounts Payable	\$ 4,541

### Note 5 - Contracted Management Services

The Board does not have any employees. The Board contracts with a management consultant service to provide services for the Board. The contract includes all services related to the process of licensure application and renewal and various other clerical duties. The Board also reimburses the management service for telephone, printing, copying, postage and miscellaneous office supplies and expenses. Payments to the management service totaled \$62,255 during the fiscal year ended May 31, 2021.

### NORTH CAROLINA BOARD OF PODIATRY EXAMINERS NOTES TO FINANCIAL STATEMENTS YEAR ENDED MAY 31, 2021

### Note 6 - 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. These exposures to loss are handled by participation in state-administered risk programs and self retention of certain risks. Additionally, the Board protects itself from exposure to loss through the purchase of commercial insurance coverage. There have been no significant reductions in insurance coverage from coverage in the prior year, and no insurance claims were filed during the last three fiscal years.

### Note 7 - Contingencies

The Board is involved in occasional disciplinary hearings throughout the year which arise in the ordinary course of its operations. In the opinion of management of the Board, the results of such actions during the year under audit do not materially affect the Board's operations, changes in financial position, or cash flows for the year herein ended.

### Note 8 - Subsequent Events

Subsequent events have been evaluated through September 28, 2021, the date the financial statements were available to be issued. Events occurring after that date have not been evaluated to determine whether a change in the financial statements would be required.

This audit was conducted in approximately 55 audit hours at a cost of \$6,095.