Financial Statements for the Years Ended June 30, 2021 and 2020 and Independent Auditor's Report

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### **BOARD MEMBERS (2020-2021)**

Joan Sutton, LRT/CTRS, Chairman

Rhonda Walton, LRT, Vice Chair-Treasurer

Judith Kinney, PhD, LRT/CTRS, Secretary

Wendy Chavez, MS, RN

Russell H. Greenfield, MD

Doretha Maxwell, LRTA

Carl Sipe Owens, LRT/CTRS

Tina Pilkington

### **EXECUTIVE OFFICER**

Becky Garrett, LRT/CTRS, Executive Director

### **LEGAL COUNSEL**

North Carolina Department of Justice

### TABLE OF CONTENTS

	Page
MANAGEMENT'S DISCUSSION AND ANALYSIS	1 - 4
INDEPENDENT AUDITOR'S REPORT	5 - 6
FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2021 AND 2020	
Statements of Net Position	7
Statements of Revenues, Expenses, and Changes in Net Position	8 - 9
Statements of Cash Flows	10
Notes to Financial Statements	11 - 15

### 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 years ended June 30, 2021 and 2020. Please read it in conjunction with the financial statements which follow this section.

### **Financial Highlights**

During 2021, the Board's net position decreased by \$3,326, or 5.20%, due primarily to expenses exceeding revenues. During 2020, the Board's net position decreased by \$3,450, or 5.12%, due primarily to an increase in expenses.

During 2021, the operating revenues of the Board decreased by \$1,235, or 1.47%, due to a decrease in revenue from fees. During 2020, the operating revenues of the Board increased by \$3,580, or 4.46%, due to an increase in revenue from fees.

During 2021, the non-operating revenues of the Board decreased by \$112, or 66.67%, due to the fact that the board had less average cash on hand during the current year. During 2020, the non-operating revenues of the Board increased by \$19, or 12.75%, due to the fact that the board had more average cash on hand during the current year.

During 2021, the operating expenses of the Board decreased by \$1,471, or 1.68%, due primarily to a decrease in website expenses, and travel and related expenses. During 2020, the operating expenses of the Board increased by \$8,067, or 10.16%, due primarily to an increase in website 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 Statements of Net Position present the current and long-term portions of 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 its operations.

The Statements of Cash Flows present 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:

	Cu	rrent Year	Prior Year		
	as	of and for	as	of and for	
	the	year ended	the	year ended	
	Jun	e 30, 2021	June	e 30, 2020	
Current assets	\$	64,728	\$	75,026	
Capital assets		1,365		2,211	
Total assets	<u>\$</u>	66,093	\$	77,237	
Current liabilities	\$	5,428	\$	13,246	
Total liabilities	\$	5,428	\$	13,246	
Investment in capital assets	\$	1,365	\$	2,211	
Unrestricted		59,300		61,780	
Total net position	\$	60,665	\$	63,991	
Operating revenues	\$	82,645	\$	83,880	
Operating expenses		(86,027)		(87,498)	
Operating income		(3,382)		(3,618)	
Non-operating revenues		56		168	
Change in net position	\$	(3,326)	\$	(3,450)	

### MANAGEMENT'S DISCUSSION AND ANALYSIS

### **Financial Analysis**

Net position is an indicator of the fiscal health of the Board. Assets exceeded liabilities by \$60,665 for the year ended June 30, 2021. The largest component of net position was cash and cash equivalents. Cash and cash equivalents represented 106.69% of total net position. Current assets consist of cash and cash equivalents, and accrued interest receivable. Noncurrent assets consist of capital assets (net of accumulated depreciation). Capital assets are not a significant component of assets and are denoted below in the comparative summary of the Statements of Net Position. Current liabilities consist of accounts payable and payroll related liabilities. The Board has no long term liabilities. Net position consists of net assets invested in capital assets and unrestricted net assets. Net investment in capital assets is a component of net position and consists of capital assets net of depreciation. The following is a summary of the Statements of Net Position.

	 Current Year as of June 30, 2021		rior Year as of te 30, 2020	 mount of Change	Percentage Change	
Current assets	\$ 64,728	\$	75,026	\$ (10,298)	-13.73%	
Capital assets	1,365		2,211	(846)	-38.26%	
Total assets	\$ 66,093	\$	77,237	\$ (11,144)	-14.43%	
Current liabilities	\$ (5,428)	\$	(13,246)	\$ 7,818	-59.02%	
Total liabilities	\$ (5,428)	\$	(13,246)	\$ 7,818	-59.02%	
Invested in capital assets	\$ 1,365	\$	2,211	\$ (846)	-38.26%	
Unrestricted	59,300		61,780	(2,480)	-4.01%	
Total net position	\$ 60,665	\$	63,991	\$ (3,326)	-5.20%	

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

	The	The year ended		year ended	Aı	nount of	Percentage		
	Jun	e 30, 2021	Jun	e 30, 2020		Change	Change		
Operating revenues	\$	82,645	82,645 \$ 83,880			\$ 83,880 \$		(1,235)	-1.47%
Operating expenses		(86,027)		(87,498)		1,471	-1.68%		
Non-operating revenues		56		168		(112)	-66.67%		
Change in net position	\$	(3,326)	\$	(3,450)	\$	124	-3.59%		
Ending net position	\$	60,665	\$	63,991	\$	(3,326)	-5.20%		

### 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	A	mount of	Percentage		
	June	30, 2021	June	30, 2020		Change	Change		
Revenue from fees	\$	82,645	\$	83,880	\$	(1,235)	-1.47%		
Total	\$	82,645	\$	83,880	\$	(1,235)	-1.47%		

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 ye	The year ended		ar ended	Am	ount of	Percentage		
	June 3	0, 2021	June 30, 2020		C	hange	Change		
Interest income	\$	56	\$	168	\$	(112)	-66.67%		
Total	\$	56	\$	168	\$	(112)	-66.67%		

### **Events Affecting Future Operations**

The Board is not aware of any significant events that may affect future operations of the Board which is 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 Recreational Therapy Licensure, PO Box 2655, Durham, NC 27715.

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### INDEPENDENT AUDITOR'S REPORT

Members of the Board North Carolina Board of Recreational Therapy Licensure Durham, North Carolina

### Report on the Financial Statements

We have audited the accompanying financial statements of the North Carolina Board of Recreational Therapy Licensure (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 years ended June 30, 2021 and 2020, 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 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 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 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 Recreational Therapy Licensure as of June 30, 2021 and 2020, and the results of its operations and its cash flows for the years 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 audits 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.
Angier, North Carolina
October 27, 2021

# NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE STATEMENTS OF NET POSITION JUNE 30, 2021 AND 2020

	Ju	ne 30, 2021	June 30, 2020
		roprietary- Enterprise Fund	Proprietary- Enterprise Fund
ASSETS			
Current assets:			
Cash and cash equivalents (Notes 1 and 2)	\$	64,725	\$ 73,852
Accrued interest receivable		3	12
Prepaid expense (Note 1)			 1,162
Total current assets		64,728	75,026
Capital assets (Notes 1 and 3):			
Furniture and office equipment		1,365	 2,211
Total capital assets - net of depreciation		1,365	 2,211
TOTAL ASSETS	\$	66,093	\$ 77,237
LIABILITIES AND NET POSITION			
Current liabilities:			
Accounts payable (Note 4)	\$	341	\$ 8,093
Accrued payroll		3,560	3,602
Withheld and accrued payroll taxes		1,527	1,551
Total current liabilities		5,428	 13,246
TOTAL LIABILITIES		5,428	13,246
NET POSITION (NOTE 1)			
Investment in capital assets		1,365	2,211
Unrestricted net position		59,300	61,780
TOTAL NET POSITION		60,665	63,991
TOTAL LIABILITIES AND NET POSITION	\$	66,093	\$ 77,237

See notes to financial statements.

# NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION YEARS ENDED JUNE 30, 2021 AND 2020

	 2021		2020		
	Proprietary- Enterprise Fund		Proprietary- Enterprise Fund		
OPERATING REVENUES:					
Fees, licenses and fines:					
Revenue from fees	\$ 82,645	\$	83,880		
Total operating revenues	\$ 82,645	\$	83,880		
OPERATING EXPENSES:					
Personal services (and board members expenses):					
Salaries and wages - staff	\$ 41,408	\$	42,840		
Payroll taxes	3,168		3,277		
Supplies and materials:					
Office supplies	1,290		979		
Services:					
Professional fees - legal, audit and accounting	8,195		7,795		
Website expense (design build and hosting)	8,181		10,032		
Travel and related expense (staff) (including conferences)	175		1,632		
Postage	458		719		
Telephone	1,071		1,479		
Credit card fees	6,778		5,098		
Depreciation	846		847		
Insurance	12,958		11,958		
Other expenses:					
Rental of storage space	1,162		830		
Dues and subscriptions	325				
Miscellaneous other expenses	12		12		
Total operating expenses	\$ 86,027	\$	87,498		
Operating income (loss)	\$ (3,382)	\$	(3,618)		

See notes to financial statements.

# NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION YEARS ENDED JUNE 30, 2021 AND 2020

	 2021	 2020
	Proprietary- Enterprise Fund	Proprietary- Enterprise Fund
NON-OPERATING REVENUES (EXPENSES):		
Interest income	\$ 56	\$ 168
Total non-operating revenues	\$ 56	\$ 168
Change in net position	\$ (3,326)	\$ (3,450)
Net position - beginning of year	 63,991	67,441
Net position - end of year	\$ 60,665	\$ 63,991

# NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE STATEMENTS OF CASH FLOWS YEARS ENDED JUNE 30, 2021 AND 2020

		2021	2020		
	Proprietary- Enterprise Fund				
Cash flows from operating activities:					
Cash received from fees and other sources	\$	82,645	\$	83,880	
Cash payments to employees for services		(44,642)		(45,968)	
Cash payments for operating expenses		(47,195)		(34,257)	
Net cash provided (used) by operating activities	\$	(9,192)	\$	3,655	
Cash flows from investing activities:					
Earnings on savings and investments	\$	65	\$	169	
Net cash provided (used) by investing activities	\$	65	\$	169	
Net increase(decrease) in cash	_\$	(9,127)	\$	3824	
Cash and cash equivalents - beginning of year		73,852		70,028	
Cash and cash equivalents - end of year	\$	64,725	\$	73,852	
Reconciliation of operating income to net cash provided by operating activities:					
Operating income	\$	(3,382)	\$	(3,618)	
Adjustments to reconcile operating income		(3.75.5)		(-,)	
to net cash provided by operating activities:					
Depreciation	\$	846	\$	847	
Changes in assets and liabilities:					
Prepaid expense		1,162		(1,162)	
Accounts payable		(7,752)		7,439	
Accrued payroll and payroll taxes		(66)		149	
Total adjustments	\$	(5,810)	\$	7,273	
Net cash provided by operating activities	\$	(9,192)	\$	3,655	

See notes to financial statements.

Note 1 - Nature of Activities and Significant Accounting Policies

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

The North Carolina Board of Recreational Therapy Licensure (the "Board") is an independent state board. During 2005, the Board had its name changed, pursuant to North Carolina General Statute, from the North Carolina Therapeutic Recreation Certification Board to the North Carolina Board of Recreational Therapy Licensure. The Board is an occupational licensing board and is authorized by Chapter 90C of the North Carolina General Statutes. The Board is composed of eight members who are appointed by the Governor and the General Assembly 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 recreational therapists and assistants.

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

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

### **Basis of Accounting**

The basic 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 Statements of Revenues, Expenses, and Changes in Net Position classify the Board's revenues as operating or non-operating revenues. 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 Non-expendable 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, if any) held by the Board. Certain certificates of deposits, if any, are considered investments for the Statements of Net Position presentation.

### **Prepaid Expenses**

This classification includes expenses which were prepaid at year. The Board had no prepaid expense for the year ended June 30, 2021. The Board had prepaid expense for storage space of \$1,162 for the year ended June 30, 2020.

### **Capital Assets**

Property and equipment are stated at cost and are being depreciated over their useful lives on a straight-line basis. The Board capitalizes assets that have a value or cost of \$100 or greater at the date of acquisition and an estimated useful life of more than one year. Depreciation is computed using the straight-line method of depreciation over the estimated useful lives of the assets, generally estimated as follows: office furniture and equipment, 5 to 7 years.

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

#### **Net Position**

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.

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 investment in capital assets*.

### **Revenue Recognition**

Prior to July 1, 2013, the Board's licensing term was on a biennial basis, which began with each respective licensee's inception date, and ended on each respective licensee's subsequent second year anniversary date (the former method). Further, in alternating years, licensing maintenance fees (in the same amount as the license renewal fee) were and continue to be collected. Pursuant to a change in the Board's administrative code, effective on July 1, 2013, the Board's licensing term is now on a biennial basis which coincides with the licensee's month of birth (the current method). For all periods through June 30, 2013, license renewal fees were reported as revenue in the period received and were not allocated to other years. During the latter part of the fiscal year ended June 30, 2014, additional fees (for renewals and for maintenance fees) were collected in advance from licensees in the amounts of a pro-rated fees beginning with the licensees' renewal date under the "former method" until the month of licensees' birth month (the current method). This unearned revenue calculation for the year ended June 30, 2014 was a one year-one time only calculation, which was employed in order to allocate those advance collected pro-rata fees to the year ended June 30, 2015. Except for this one time allocation for the year ended June 30, 2015 and 2014, license renewal fees are recognized as revenue in the period received and are not deferred and recognized as revenue over the periods to which they relate. This revenue recognition method reasonably reflects income of the Board.

### **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

### **Deposits**

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 formal written policies regarding custodial credit risk for deposits.

At June 30, 2021, the Board's deposits had a carrying amount of \$64,725 (including undeposited receipts, if any) and a bank balance of \$64,725, which was covered by federal depository insurance with the National Credit Union Administration. At June 30, 2020, the Board's deposits had a carrying amount of \$73,852 (including undeposited receipts) and a bank balance of \$72,954, which was covered by federal depository insurance with the National Credit Union Administration.

### Note 3 - Capital Assets

Changes in capital assets as of and for the years ended June 30, 2021 and 2020 are as follows:

		Cost						Cost	Acc	umulated		Net
	06	5-30-20	Acquisitions Disp		Dispo	Disposals		06-30-21		reciation	Amount	
Furniture/Equipment	\$	4,596	\$	-	\$		\$	4,596	\$	3,231	\$	1,365
	\$	4,596	\$	0	\$	0	\$	4,596	\$	3,231	\$	1,365
		Cost						Cost	Acc	umulated		Net
	06	5-30-19	Acqu	isitions	Dispo	osals	06	5-30-20	Dep	reciation	Α	mount
Furniture/Equipment	\$	4,596	\$		\$		\$	4,596	\$	2,385	\$	2,211
	\$	4,596	\$	0	\$	0	\$	4,596	\$	2,385	\$	2,211

When an asset is disposed of, the cost of the asset and the related accumulated depreciation are removed from the books. Any gain or loss on disposition is reflected in earnings for the period. Depreciation expense was \$846 for the year ended June 30, 2021 and \$847 for the year ended June 30, 2020.

### 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.

	Jur	ie 30, 2021	June 30, 2020		
Due to Vendors	\$	341	\$	8,093	
Total Accounts Payable	\$	341	\$	8,093	

### Note 5 - Risk Management

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. These exposures to loss are handled by participation in certain 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 6 - 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 years under audit do not materially affect the Board's operations, changes in financial position, or cash flows for the years herein ended.

### Note 7 - Subsequent Events

Subsequent events have been evaluated through October 27, 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 required approximately 52 audit hours at a cost of \$5,295.