

NORTH CAROLINA ACUPUNCTURE LICENSING BOARD

**Financial Statements for the
Years Ended June 30, 2014 and 2013 and
Independent Auditor's Report**

NORTH CAROLINA ACUPUNCTURE LICENSING BOARD

Financial Statements for the Years Ended June 30, 2014 and 2013 and Independent Auditor's Report

BOARD MEMBERS (2013-2014)

Andrew Kingoff, L AC, Chairperson

Daniel Gonzalez, L.AC, Secretary

Vikki Andrews, Ed D

Nancy Fuller, L.AC

Harriet Hansell, MD

Brian Kramer, L.AC

Mary Majebe, L.AC

Emmylou Norfleet, L.AC

Karen A. Vaughn, L.AC

EXECUTIVE OFFICERS

Paola Learoyd, Executive Director

LEGAL COUNSEL

E. Ann Christian

NORTH CAROLINA ACUPUNCTURE LICENSING BOARD

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NORTH CAROLINA ACUPUNCTURE LICENSING BOARD

MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the Board's financial report represents Management's analysis of the Board's financial performance during the years ending June 30, 2014 and 2013. Please read it in conjunction with the financial statements which follow this section.

Financial Highlights

During 2014, the Board's net position increased by \$2,579, or 2.3%, due primarily to a consistent recurrence of revenues exceeding expenses. During 2013, the Board's net position increased by \$10,469, or 10.5%, due primarily to a consistent recurrence of revenues exceeding expenses..

During 2014, the operating revenues of the Board increased by \$3,484, or 3.6%, due to an increase in licensee revenue recognized for the period. During 2013, the operating revenues of the Board increased by \$12,876, or 15.5%, due to an increase in licensee revenue recognized for the period.

During 2014, the non-operating revenues of the Board increased by \$122, or 28.1%, due primarily to an increase in cash on hand. During 2013, the non-operating revenues of the Board decreased by \$262, or 37.6%, due primarily to a decrease in interest earnings rates.

During 2014, the operating expenses of the Board increased by \$11,496, or 13.4%, due primarily to an increase in board members expenses and web site expenses. During 2013, the operating expenses of the Board increased by \$15,647, or 22.2%, due primarily to an increase in board members expenses and legal fees.

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 Governmental Accounting Standards Board (GASB) Statement No. 34. The Financial Statements also include notes to the financial statements that provide detail of the information included in the financial statements.

Basic 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.

NORTH CAROLINA ACUPUNCTURE LICENSING BOARD

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 June 30, 2014	Current Year as of and for the year ended June 30, 2013
Current assets	\$ 168,661	\$ 153,560
Capital assets	30	30
Other assets	48,155	47,841
Total assets	<u>\$ 216,846</u>	<u>\$ 201,431</u>
Current liabilities	\$ 104,156	\$ 91,320
Total liabilities	<u>\$ 104,156</u>	<u>\$ 91,320</u>
Investment in capital assets	\$ 30	\$ 30
Unrestricted	112,660	110,081
Total net position	<u>\$ 112,690</u>	<u>\$ 110,111</u>
Operating revenues	\$ 99,624	\$ 96,140
Operating expenses	(97,601)	(86,105)
Operating income	\$ 2,023	\$ 10,035
Non-operating revenues	\$ 556	\$ 434
Change in net position	<u>\$ 2,579</u>	<u>\$ 10,469</u>

Events Affecting Future Operations

The Board has indicated it has no significant events affecting future operations which are reportable pursuant to GASB 34.

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 Acupuncture Licensing Board, PO Box 10686, Raleigh, NC 27605.

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INDEPENDENT AUDITOR'S REPORT

Members of the Board
North Carolina Acupuncture Licensing Board
Raleigh, North Carolina

Report on the Financial Statements

I have audited the accompanying financial statements and the related notes to the financial statements as listed in the table of contents of the North Carolina Acupuncture Licensing Board (the "Board"), an independent state agency which is a nonmajor enterprise fund of the primary government of the State of North Carolina, as of June 30, 2014 and 2013.

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

My responsibility is to express an opinion on these financial statements based on the audits. I conducted my audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that I 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 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the North Carolina Acupuncture Licensing Board as of June 30, 2014 and 2013, 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)

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. I 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 I obtained during my audits of the basic financial statements. I 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.



Shelton L. Hawley, C.P.A., P.A.

Angier, North Carolina

October 17, 2014

NORTH CAROLINA ACUPUNCTURE LICENSING BOARD
STATEMENTS OF NET POSITION
JUNE 30, 2014 AND 2013

	June 30, 2014	June 30, 2013
	Proprietary- Enterprise Fund	Proprietary- Enterprise Fund
ASSETS		
Current assets:		
Cash and cash equivalents (Note 2)	\$ 93,496	\$ 153,441
Investments (Note 2)	75,032	
Accrued interest receivable on certificate of deposit	14	
Prepaid expense	119	119
Total current assets	<u>168,661</u>	<u>153,560</u>
Capital assets (Note 1):		
Furniture and office equipment	30	30
Total property and equipment - net of depreciation	<u>30</u>	<u>30</u>
Other assets:		
Investments (Note 2)	48,155	47,841
Total other assets	<u>48,155</u>	<u>47,841</u>
TOTAL ASSETS	<u>\$ 216,846</u>	<u>\$ 201,431</u>
LIABILITIES AND NET POSITION		
Current liabilities:		
Accounts payable	\$ 21,668	\$ 20,633
Unearned revenue	82,488	70,687
Total current liabilities	<u>104,156</u>	<u>91,320</u>
TOTAL LIABILITIES	<u>104,156</u>	<u>91,320</u>
NET POSITION (NOTE 4)		
Investment in capital assets	30	30
Unrestricted net position	112,660	110,081
TOTAL NET POSITION	<u>112,690</u>	<u>110,111</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 216,846</u>	<u>\$ 201,431</u>

See notes to financial statements.

NORTH CAROLINA ACUPUNCTURE LICENSING BOARD
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
YEARS ENDED JUNE 30, 2014 AND 2013

	<u>2014</u>	<u>2013</u>
	<u>Proprietary- Enterprise Fund</u>	<u>Proprietary- Enterprise Fund</u>
OPERATING REVENUES:		
Revenue from fees	\$ 98,824	\$ 95,915
Other income	<u>800</u>	<u>225</u>
Total operating revenues	\$ 99,624	\$ 96,140
OPERATING EXPENSES:		
Contractual management services (Note 5)	\$ 30,900	\$ 30,000
Staff travel		301
Board members expenses (including meeting expenses)	21,959	16,741
Hearing expenses	186	
Telephone	1,740	1,897
Office, printing, and postage expenses	2,304	1,599
Insurance	2,416	2,196
Legal and audit fees	34,778	33,161
Web site expenses	3,175	204
Miscellaneous expenses	<u>143</u>	<u>6</u>
Total operating expenses	\$ 97,601	\$ 86,105
Operating income (loss)	<u>\$ 2,023</u>	<u>\$ 10,035</u>
NON- OPERATING REVENUES (EXPENSES):		
Interest income	<u>\$ 556</u>	<u>\$ 434</u>
Total non-operating revenues	\$ 556	\$ 434
Change in net position	<u>\$ 2,579</u>	<u>\$ 10,469</u>
Net position - beginning of year	<u>110,111</u>	<u>99,642</u>
Net position - end of year	<u><u>\$ 112,690</u></u>	<u><u>\$ 110,111</u></u>

See notes to financial statements.

NORTH CAROLINA ACUPUNCTURE LICENSING BOARD
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2014 AND 2013

	2014	2013
	Proprietary- Enterprise Fund	Proprietary- Enterprise Fund
Cash flows from operating activities:		
Cash received from fees and other income	\$ 111,425	\$ 96,823
Cash payments for operating expenses	(96,566)	(79,489)
Net cash provided (used) by operating activities	\$ 14,859	\$ 17,334
Cash flows from investing activities:		
Transfer from (to) investments	\$ (75,000)	\$
Interest on investments	196	313
Net cash provided by investing activities	\$ (74,804)	\$ 313
Net increase(decrease) in cash	\$ (59,945)	\$ 17,647
Cash - beginning of year	153,441	135,794
Cash - end of year	<u>\$ 93,496</u>	<u>\$ 153,441</u>
Reconciliation of operating income		
to net cash provided by operating activities:		
Operating income (loss)	\$ 2,023	\$ 10,035
Adjustments to reconcile operating income		
to net cash provided by operating activities:		
Changes in assets and liabilities:		
Accounts payable	1,035	6,616
Unearned revenue	11,801	683
Total adjustments	\$ 12,836	\$ 7,299
Net cash provided (used) by operating activities	<u>\$ 14,859</u>	<u>\$ 17,334</u>

See notes to financial statements.

NORTH CAROLINA ACUPUNCTURE LICENSING BOARD
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2014 AND 2013

Note 1 - Nature of Activities and Significant Accounting Policies

Description of Organization

The North Carolina Acupuncture Licensing Board (the "Board") is an independent state agency. It is an occupational licensing board and is authorized by Chapter 90 of the North Carolina General Statutes. The Board is composed of nine 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 acupuncturists.

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

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.

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.

NORTH CAROLINA ACUPUNCTURE LICENSING BOARD
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2014 AND 2013

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

Basis of Accounting

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

The Statements of Revenues, Expenses, and Changes in Net Position demonstrate the degree to which the direct expenses of the Board are offset by license fees.

The financial statements report all activities of the North Carolina Acupuncture Licensing Board using the economic resource measurement focus and 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, regardless of the timing of cash flows.

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. 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, if any) 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, when applicable, is recognized as a component of investment interest income.

Fair Value of Financial Instruments

The carrying amounts of the Board's financial instruments approximate their fair value.

NORTH CAROLINA ACUPUNCTURE LICENSING BOARD
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2014 AND 2013

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

Prepaid Expenses

This classification includes expenses which were prepaid at year end for the annual website hosting fee.

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. Summaries follow:

	Cost			Net		
	06-30-13	Acquisitions	Disposals	06-30-14	Accumulated Depreciation	Amount
Furniture/Equipment	\$ 250	\$	\$	\$ 250	\$ 220	\$ 30
	\$ 250	\$	\$	\$ 250	\$ 220	\$ 30

	Cost			Net		
	06-30-12	Acquisitions	Disposals	06-30-13	Accumulated Depreciation	Amount
Furniture/Equipment	\$ 250	\$	\$	\$ 250	\$ 220	\$ 30
	\$ 250	\$	\$	\$ 250	\$ 220	\$ 30

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. No depreciation expense was recorded for the fiscal year ended June 30, 2014 or for the year ended June 30, 2013.

Income Taxes

The Board is a nonmajor enterprise fund of the primary government of the State of North Carolina and is exempt from federal and state income taxes.

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.

NORTH CAROLINA ACUPUNCTURE LICENSING BOARD
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2014 AND 2013

Note 2 - Deposits and Investments

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 policies regarding custodial credit risk for deposits.

At June 30, 2014, the Board's deposits had a carrying amount of \$216,683 and a bank balance of \$216,745, which was covered by federal depository insurance. Certificate of deposits in the amount of \$123,187 are considered a time deposits for this disclosure and are classified as an investments on the Statements of Net Position. At June 30, 2013, the Board's deposits had a carrying amount of \$201,282 and a bank balance of \$201,361, which was covered by federal depository insurance. A certificate of deposit in the amount of \$47,841 is considered a time deposit for this disclosure and is classified as an investment on the Statements of Net Position.

Investments

At June 30, 2014 and 2013, the Board had the following investments and maturities.

Investment Type	2014			2013		
	Fair Value	3-12 Months	Over 12 Months	Fair Value	3-12 Months	Over 12 Months
Certificates of Deposit	\$ 123,187	\$ 75,032	\$ 48,155	\$ 47,841	\$	\$ 47,841
Total	\$ 123,187	\$ 75,032	\$ 48,155	\$ 47,841	\$ 0	\$ 47,841

Risk Disclosures for Investments

Interest rate risk - As a means of limiting its exposure to fair value losses arising from rising interest rates, the Board limits its investment in certificates of deposits to maturities of no more than 24 months.

Credit risk - State law limits the investments of the Board to certain types of investments, however the Board's present policy for managing credit risk is to limit its investments to certificates of deposits.

Custodial credit risk - For an investment, 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 investments that are in the possession of the outside party. The Board does not have policies regarding custodial credit risk for investments.

Concentration of credit risk - The Board places no limit on the amount that it may invest in any one issuer. All of the Board's deposits and investments are with one financial institution.

NORTH CAROLINA ACUPUNCTURE LICENSING BOARD
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2014 AND 2013

Note 2 - Deposits and Investments (Continued)

Reconciliation of Deposits and Investments

A reconciliation of deposits and investments for the Board to the basic financial statements at June 30, 2014 and 2013, is as follows:

	<u>June 30, 2014</u>	<u>June 30, 2013</u>
Carrying Amount of Bank Deposits	\$ 93,496	\$ 153,441
Certificates of Deposits	123,187	47,841
Total Deposits and Investments	<u>\$ 216,683</u>	<u>\$ 201,282</u>
Current:		
Cash and Cash Equivalents	\$ 93,496	\$ 153,441
Investments	75,032	
Noncurrent:		
Investments	48,155	47,841
Total Deposits and Investments	<u>\$ 216,683</u>	<u>\$ 201,282</u>

Note 3 - Unearned Revenue and Revenue Recognition

Prior to July 1, 2008 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). Pursuant to a change in the Board's administrative code, beginning on July 1, 2008, the Board's licensing term is on a biennial basis which coincides with the Board's fiscal year (the current method). For all periods through June 30, 2008, license renewal fees were reported as revenue in the period received (except as discussed in the following sentence) and were not unearned and recognized as revenue over the periods to which they relate. During the latter part of the fiscal year ended June 30, 2008, fees were collected in advance for those licensees whose renewal dates under "the former method" would have occurred between July 1, 2008 and June 30, 2009. These fees collected in advance were reported as unearned revenues (the latter method) for the year ended June 30, 2008. Likewise, fees collected in advance, during the latter part of the fiscal years ended June 30, 2009, 2010, 2011, 2012, 2013 and 2014 are reported as unearned revenues (the latter method) for those years ended, and revenues are allocated to the appropriate periods. This revenue recognition method reasonably reflects income of the Board, and is materially consistent with the reporting method employed in preceding years. Licenses are renewed for a period of two years and renewal fees are (were) collected on a biennial basis under both methods.

NORTH CAROLINA ACUPUNCTURE LICENSING BOARD
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2014 AND 2013

Note 4 - 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 - expendable - 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*.

Note 5 - Contractual Management Services and Related Party Transactions

The Board does not have any employees. The Board contracted with a management consultant service to provide services for the Board during the years ended June 30, 2014 and 2013. The contract included all services related to the process of licensure application and renewal and various other secretarial duties. The Board also reimbursed the management service for occasional purchases of miscellaneous office supplies and expenses. Payments to the management service (including employee reimbursements) totaled \$30,900 during the fiscal year ended June 30, 2014 and \$30,301 during the fiscal year ended June 30, 2013.

Note 6 - 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 potential loss through the purchase of commercial insurance coverage.

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 years under audit do not materially affect the Board's operations, changes in financial position, or cash flows for the years herein ended.

Note 8 - Subsequent Events

Subsequent events have been evaluated through October 17, 2014, 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 44 audit hours at a cost of \$3,950.