

**NORTH CAROLINA INTERPRETER AND TRANSLITERATOR LICENSING BOARD**

**Financial Statements and  
Supplemental Schedules for the  
Years Ended September 30, 2016 and 2015 and  
Independent Auditor's Report**

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Supplemental Schedules for the  
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**BOARD MEMBERS (2015-2016)**

Bethany Hamm-Whitfield, Chairperson

Catherine Johnson, Vice-Chairperson

Pamela Smith, Secretary

Emily Pope, Treasurer

Kim Calabretta

Donnie Dove, Jr.

Kevin Earp

Lauren Pruett

Jeff Trader

**EXECUTIVE OFFICER (2015-2016)**

Caitlin Schwab, Administrator

**LEGAL COUNSEL (2015-2016)**

North Carolina Department of Justice

# NORTH CAROLINA INTERPRETER AND TRANSLITERATOR LICENSING BOARD

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# **NORTH CAROLINA INTERPRETER AND TRANSLITERATOR 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 ended September 30, 2016 and 2015. Please read it in conjunction with the financial statements which follow this section.

### **Financial Highlights**

During 2016, the Board's net position increased by \$7,452, or 5.8%, due to operating revenues exceeding operating expenses. During 2015, the Board's net position increased by \$14,701, or 13.0%, due to operating revenues exceeding operating expenses.

During 2016, the operating revenues of the Board decreased by \$2,819, or 3.3%, due primarily to a decrease in initial license fees. During 2015, the operating revenues of the Board increased by \$6,420, or 8.0%, due primarily to an increase in initial license fees.

During 2016, the non-operating revenues of the Board increased by \$194, or 25.1%, due to an increased amount of cash being held in interest bearing accounts. During 2015, the non-operating revenues of the Board decreased by \$32, or 4.0%, due to a decreased amount of cash being held in interest bearing accounts.

During 2016, the operating expenses of the Board increased by \$4,624, or 6.4%, due primarily to an increase in legal fees. During 2015, the operating expenses of the Board decreased by \$10,387, or 12.5%, due primarily to a decrease in 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 INTERPRETER AND TRANSLITERATOR 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 September 30, 2016	Current Year as of and for the year ended September 30, 2015
Current assets	\$ 253,483	\$ 237,057
Capital assets	182	240
Total assets	<u>\$ 253,665</u>	<u>\$ 237,297</u>
Current liabilities	\$ 118,057	\$ 109,141
Total liabilities	<u>\$ 118,057</u>	<u>\$ 109,141</u>
Investment in capital assets	\$ 182	\$ 240
Unrestricted	135,426	127,916
Total net position	<u>\$ 135,608</u>	<u>\$ 128,156</u>
Operating revenues	\$ 83,617	\$ 86,436
Operating expenses	<u>(77,131)</u>	<u>(72,507)</u>
Operating income	6,486	13,929
Non-operating revenues	966	772
Change in net position	<u>\$ 7,452</u>	<u>\$ 14,701</u>

### Events Affecting Future Operations

The Board 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: The North Carolina Interpreter and Transliterators Licensing Board, 3801 Lake Boone Trail, Suite 190, Raleigh, NC 27607.

***Shelton L. Hawley, CPA, PA***  
**Certified Public Accountants**

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P.O. 1545  
Angier, North Carolina 27501-1545

Telephone: (919) 639-4825  
Facsimile: (919) 639-3102

**INDEPENDENT AUDITOR'S REPORT**

Members of the Board  
North Carolina Interpreter and Transliterator Licensing Board  
Raleigh, North Carolina

***Report on the Financial Statements***

We have audited the accompanying financial statements of the North Carolina Interpreter and Transliterator 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 and for the years ended September 30, 2016 and 2015, 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 Interpreter and Transliterator Licensing Board as of September 30, 2016 and 2015, 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)

### *Management's Discussion and Analysis - Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that 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 this supplementary information because the limited procedures do not provide sufficient evidence to express an opinion or provide any assurance thereon.

### *Other Supplementary Information*

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedules of Receipts and Disbursements - Modified Cash Basis are presented for purposes of additional analysis and are not a required part of the financial statements. We have applied certain limited procedures to the 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 this 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 NC

January 12, 2017

**NORTH CAROLINA INTERPRETER AND TRANSLITERATOR LICENSING BOARD  
STATEMENTS OF NET POSITION  
SEPTEMBER 30, 2016 AND 2015**

	<u>September 30, 2016</u>	<u>September 30, 2015</u>
	<u>Proprietary- Enterprise Fund</u>	<u>Proprietary- Enterprise Fund</u>
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents (Note 2)	\$ 212,934	\$ 197,375
Prepaid expense - management fees (Note 5)	40,549	39,682
Total current assets	<u>253,483</u>	<u>237,057</u>
Capital assets (Note 1):		
Furniture and office equipment	182	240
Total capital assets - net of depreciation	<u>182</u>	<u>240</u>
<b>TOTAL ASSETS</b>	<u>\$ 253,665</u>	<u>\$ 237,297</u>
<b>LIABILITIES AND NET POSITION</b>		
Current liabilities:		
Accounts payable	\$ 42,509	\$ 36,576
Due to other state agencies	923	865
Unearned revenue (Note 3)	74,625	71,700
Total current liabilities	<u>118,057</u>	<u>109,141</u>
<b>TOTAL LIABILITIES</b>	<u>118,057</u>	<u>109,141</u>
NET POSITION (NOTE 4)		
Investment in capital assets	182	240
Unrestricted net position	\$ 135,426	\$ 127,916
<b>TOTAL NET POSITION</b>	<u>135,608</u>	<u>128,156</u>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u>\$ 253,665</u>	<u>\$ 237,297</u>

See notes to financial statements.



**NORTH CAROLINA INTERPRETER AND TRANSLITERATOR LICENSING BOARD  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
YEARS ENDED SEPTEMBER 30, 2016 AND 2015**

	<u>2016</u>	<u>2015</u>
	<b>Proprietary- Enterprise Fund</b>	<b>Proprietary- Enterprise Fund</b>
OPERATING REVENUES:		
Initial license fees	\$ 12,150	\$ 15,525
Renewal fees	69,150	67,800
SBI fingerprinting fees	2,242	2,736
Other income	<u>75</u>	<u>375</u>
Total operating revenues	\$ 83,617	\$ 86,436
OPERATING EXPENSES:		
Contractual management services (Note 5)	\$ 44,806	\$ 46,357
Board members expenses (including hearing expenses)	8,263	6,350
SBI fingerprinting costs	2,242	2,736
Other contracted services - interpreters	3,770	3,733
Legal, audit and accounting fees	14,755	9,908
Telephone	360	360
Office expenses	143	142
Depreciation	58	59
Printing and copying	1,456	1,323
Postage	910	966
Website expenses	174	429
Miscellaneous expenses	<u>194</u>	<u>144</u>
Total operating expenses	\$ 77,131	\$ 72,507
Operating income	\$ 6,486	\$ 13,929
NON- OPERATING REVENUES (EXPENSES):		
Interest income	<u>\$ 966</u>	<u>\$ 772</u>
Total non-operating revenues	\$ 966	\$ 772
Change in net position	<u>\$ 7,452</u>	<u>\$ 14,701</u>
Net position - beginning of year	<u>\$ 128,156</u>	<u>\$ 113,455</u>
Net position - end of year	<u><u>\$ 135,608</u></u>	<u><u>\$ 128,156</u></u>

See notes to financial statements.

**NORTH CAROLINA INTERPRETER AND TRANSLITERATOR LICENSING BOARD**  
**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED SEPTEMBER 30, 2016 AND 2015**

	<u>2016</u>	<u>2015</u>
	<u>Proprietary- Enterprise Fund</u>	<u>Proprietary- Enterprise Fund</u>
Cash flows from operating activities:		
Cash received from fees and other income	\$ 86,542	\$ 90,186
Cash payments for operating expenses	(71,949)	(90,317)
Net cash provided by operating activities	\$ 14,593	\$ (131)
Cash flows from investing activities:		
Interest earned	\$ 966	\$ 772
Net cash provided by investing activities	\$ 966	\$ 772
Net increase in cash	\$ 15,559	\$ 641
Cash - beginning of year	\$ 197,375	\$ 196,734
Cash - end of year	\$ 212,934	\$ 197,375
Reconciliation of operating income		
to net cash provided by operating activities:		
Operating income	\$ 6,486	\$ 13,929
Adjustments to reconcile operating income		
to net cash provided by operating activities:		
Depreciation	\$ 58	\$ 59
Changes in assets and liabilities:		
Prepaid expense - management fees	(867)	(2,227)
Accounts payable	5,991	(15,492)
Unearned revenue	2,925	3,600
Total adjustments	\$ 8,107	\$ (14,060)
Net cash provided by operating activities	\$ 14,593	\$ (131)

See notes to financial statements.

**NORTH CAROLINA INTERPRETER AND TRANSLITERATOR LICENSING BOARD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED SEPTEMBER 30, 2016 AND 2015**

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Note 1 - Nature of Activities and Significant Accounting Policies

**Description of Organization**

The North Carolina Interpreter and Transliterators Licensing Board (the "Board") is an independent State agency. It is an occupational licensing board and is authorized by Chapter 90D 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 interpreters and transliterators.

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 INTERPRETER AND TRANSLITERATOR LICENSING BOARD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED SEPTEMBER 30, 2016 AND 2015**

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

**Basis of Accounting**

In accordance with *Statement of Governmental Accounting Standards 34*, 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 Interpreter and Transliterators 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 held by the Board (if any).

**Fair Value of Financial Instruments**

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

**Prepaid Expenses**

This classification includes management agency fees which were prepaid at year end which related to unearned revenue. See Note 5 for further explanation.

**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.

**NORTH CAROLINA INTERPRETER AND TRANSLITERATOR LICENSING BOARD**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED SEPTEMBER 30, 2016 AND 2015**

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

**Capital Assets**

Capital assets 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 \$500 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			Cost	Accumulated	Net
	09-30-15	Acquisitions	Disposals	09-30-16	Depreciation	Amount
Furniture/Equipment	\$ 934	\$ 0	\$ 0	\$ 934	\$ 752	\$ 182
	\$ 934	\$ 0	\$ 0	\$ 934	\$ 752	\$ 182

	Cost			Cost	Accumulated	Net
	09-30-14	Acquisitions	Disposals	09-30-15	Depreciation	Amount
Furniture/Equipment	\$ 934	\$ 0	\$ 0	\$ 934	\$ 694	\$ 240
	\$ 934	\$ 0	\$ 0	\$ 934	\$ 694	\$ 240

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 \$58 for the fiscal year ended September 30, 2016 and \$59 for the fiscal year ended September 30, 2015

**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

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 policies regarding custodial credit risk for deposits.

At September 30, 2016, the Board's deposits (including undeposited receipts on hand) had a carrying amount of \$212,934 and a bank balance of \$212,934, which was covered by federal depository insurance. At September 30, 2015, the Board's deposits (including undeposited receipts on hand) had a carrying amount of \$197,375 and a bank balance of \$197,403, which was covered by federal depository insurance.

**NORTH CAROLINA INTERPRETER AND TRANSLITERATOR LICENSING BOARD**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED SEPTEMBER 30, 2016 AND 2015**

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Note 3 - Unearned Revenue

The Board's fees are assessed and collected on an annual basis for the period October 1 through September 30, which corresponds with the Board's accounting period. License renewal fees received in the latter part of the fiscal year are deferred and recognized as revenue over the one year period to which they relate.

Note 4 - Net Position

Investment in capital assets - This component of net position consists of capital assets, net of accumulated depreciation.

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*.

Note 5 - Contractual Management Services and Related Prepaid Expense

The Board does not have any employees. The Board contracts with a management consultant service to provide services for the Board. The management service fee is calculated as a percentage (55%) of certain revenues collected during the period. The contract includes all services related to the process of licensure application and renewal and various other secretarial duties. The Board also reimburses the management service for printing, copying, postage and miscellaneous office supplies and expenses. Payments to the management service (including adjustments for prepaid expense, discussed below) totaled \$46,997 during the fiscal year ended September 30, 2016 and \$49,135 (including adjustments for prepaid expense, discussed below) during the fiscal year ended September 30, 2015.

Since management fees are calculated as a percentage of certain income collected, when revenue collected during a period is deferred and recognized in a future period, the management fees related to the collection of that unearned revenue should be deferred and recognized as expense in that future period that the revenue is recognized. Accordingly, management fees paid and accrued, which relate to unearned income, are recorded as prepaid expense - management fees (an asset) on the Statements of Net Position, and is recognized as expense in the period that the revenue is recognized.

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. The Board has not purchased any commercial insurance coverage.

**NORTH CAROLINA INTERPRETER AND TRANSLITERATOR LICENSING BOARD**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED SEPTEMBER 30, 2016 AND 2015**

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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 January 12, 2017, 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.

Note 9 - Deferred Outflows/Inflows of Resources

Because the Board has no reportable deferred outflows and inflows of resources, there is no reporting requirement to include zero presentation amounts on the Statements of Net Position, and accordingly, none are herewith presented.

Note 10 - North Carolina Legislative Statutory Disclosure Requirement Concerning Audit Fees

This audit required 42 audit hours at a cost of \$4,195.

**NORTH CAROLINA INTERPRETER AND TRANSLITERATOR LICENSING BOARD  
SCHEDULES OF RECEIPTS AND DISBURSEMENTS - MODIFIED CASH BASIS  
YEARS ENDED SEPTEMBER 30, 2016 and 2015**

	<b>2016</b>	<b>2015</b>
	<b>Proprietary- Enterprise Fund</b>	<b>Proprietary- Enterprise Fund</b>
<b>RECEIPTS:</b>		
Initial license fees	\$ 13,275	\$ 15,975
Renewal fees	70,800	71,100
SBI fingerprinting fees	2,242	2,736
Other income	75	375
Interest income	966	772
Total receipts	\$ 87,358	\$ 90,958
<b>DISBURSEMENTS:</b>		
Contractual management services	\$ 41,036	\$ 44,336
Board members expenses (including hearing expenses)	7,991	5,720
SBI fingerprinting costs	1,748	2,660
Other contracted services - interpreters	3,033	3,733
Legal, audit and accounting fees	14,782	30,504
Telephone	270	360
Office supplies	88	142
Printing and copying	1,214	1,323
Postage	481	966
Website expenses	962	429
Miscellaneous expenses	194	144
Total disbursements	\$ 71,799	\$ 90,317
Receipts in excess of disbursements	\$ 15,559	\$ 641
Change in cash	\$ 15,559	\$ 641
Cash in bank - beginning of year	197,375	196,734
Cash in bank - end of year	\$ 212,934	\$ 197,375