

NORTH CAROLINA LANDSCAPE CONTRACTORS' LICENSING BOARD

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

NORTH CAROLINA LANDSCAPE CONTRACTORS' LICENSING BOARD

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BOARD MEMBERS (2015-2016)

Robert Scott Makey, Chairman

John W. Scott, Vice-Chairman

Chris W. Mitchell, Secretary-Treasurer

Connie Hoyes

Tracy Sides

Peggy VanDevender

Skip Warrick

Marsha L. Wyly

Vacant Member

EXECUTIVE OFFICER

Calvin M. Kirven, Executive Administrator

LEGAL COUNSEL

Nichols, Choi & Lee, PLLC

NORTH CAROLINA LANDSCAPE CONTRACTORS' LICENSING BOARD

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NORTH CAROLINA LANDSCAPE CONTRACTORS' 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 June 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 \$72,243, or 2,843.1%, due primarily to an increase in the Board's operating revenues. During 2015, the Board's net position decreased by \$74,754, or 96.7%, due to the Board's operating expenses exceeding its operating revenues because of statutory changes.

During 2016, the operating revenues of the Board increased by \$219,013, or 137.5%, due primarily to an increase in license fees due to statutory changes. During 2015, the operating revenues of the Board increased by \$75,772, or 90.7%, due primarily to an increase in application fees effected by statutory changes.

During 2016, the non-operating revenues of the Board increased by \$73, or 48.7%, due primarily to an increase in cash on hand held by the Board. During 2015, the non-operating revenues of the Board increased by \$14, or 10.3%, due to an increase in cash on hand held by the Board.

During 2016, the operating expenses of the Board increased by \$72,089, or 30.8%, due primarily to an increase in contractual management services, committee expenses, legal fees, and contracted temporary services. During 2015, the operating expenses of the Board increased by \$160,951, or 219.6%, due primarily to an increase in contractual management services, board and committee expenses, legal fees, and promotional costs.

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 LANDSCAPE CONTRACTORS' 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, 2016	Current Year as of and for the year ended June 30, 2015
Current assets	\$ 173,740	\$ 145,858
Capital assets	0	0
Total assets	<u>\$ 173,740</u>	<u>\$ 145,858</u>
Current liabilities	\$ 98,956	\$ 143,317
Total liabilities	<u>\$ 98,956</u>	<u>\$ 143,317</u>
Investment in capital assets	\$ 0	\$ 0
Unrestricted	74,784	2,541
Total net position	<u>\$ 74,784</u>	<u>\$ 2,541</u>
Operating revenues	\$ 378,344	\$ 159,331
Operating expenses	(306,324)	(234,235)
Operating income	\$ 72,020	\$ (74,904)
Non-operating revenues	\$ 223	\$ 150
Change in net position	<u>\$ 72,243</u>	<u>\$ (74,754)</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: North Carolina Landscape Contractors' Licensing Board, PO Box 20875, Raleigh, NC 27619.

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INDEPENDENT AUDITOR'S REPORT

Members of the Board
North Carolina Landscape Contractors' Licensing Board
Raleigh, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the North Carolina Landscape Contractors' 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 June 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 Landscape Contractors' Licensing Board as of June 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)

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.

A handwritten signature in black ink that reads "Shelton L. Hawley, C.P.A., P.A." The signature is written in a cursive, flowing style.

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

Angier, North Carolina

October 12, 2016

NORTH CAROLINA LANDSCAPE CONTRACTORS' LICENSING BOARD
STATEMENTS OF NET POSITION
JUNE 30, 2016 AND 2015

	June 30, 2016	June 30, 2015
	Proprietary- Enterprise Fund	Proprietary- Enterprise Fund
ASSETS		
Current assets:		
Cash and cash equivalents (Note 2)	\$ 140,909	\$ 113,764
Cash in State Treasurer (Note 2)	31,417	31,193
Inventory (books and decals for resale, at cost)	<u>1,414</u>	<u>901</u>
Total current assets	173,740	145,858
Capital assets (Note 1):		
Furniture and office equipment	<u>0</u>	<u>0</u>
Total capital assets - net of depreciation	<u>0</u>	<u>0</u>
TOTAL ASSETS	<u>\$ 173,740</u>	<u>\$ 145,858</u>
LIABILITIES AND NET POSITION		
Current liabilities:		
Accounts payable	\$ 3,290	\$ 5,832
Due to other state agencies	176	145
Unearned revenue (Note 3)	<u>95,490</u>	<u>137,340</u>
Total current liabilities	98,956	143,317
TOTAL LIABILITIES	<u>98,956</u>	<u>143,317</u>
NET POSITION (NOTE 4)		
Investment in capital assets	0	0
Unrestricted net position	<u>74,784</u>	<u>2,541</u>
TOTAL NET POSITION	<u>74,784</u>	<u>2,541</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 173,740</u>	<u>\$ 145,858</u>

See notes to financial statements.

NORTH CAROLINA LANDSCAPE CONTRACTORS' LICENSING BOARD
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
YEARS ENDED JUNE 30, 2016 AND 2015

	<u>2016</u>	<u>2015</u>
	<u>Proprietary- Enterprise Fund</u>	<u>Proprietary- Enterprise Fund</u>
OPERATING REVENUES:		
Individual license fees	\$ 178,555	\$ 31,320
Corporate license fees	70,235	
Certificate fees	50	290
Application fees	117,825	122,100
Examination fees	900	600
Late filing fees		575
Books, manuals and decal sales	10,489	4,334
Miscellaneous income	<u>290</u>	<u>112</u>
Total operating revenues	\$ 378,344	\$ 159,331
OPERATING EXPENSES:		
Contractual management services (Note 6)	\$ 156,000	\$ 107,880
Board members expenses	3,724	20,070
Committee members expenses	32,509	17,863
Contracted temporary services	34,236	12,574
Contracted services- manual revision	1,000	5,000
Website	640	494
Exam expenses	2,397	626
Office supplies	1,284	239
Dues and subscriptions	1,150	
Printing and copying	12,948	11,228
Postage and related costs (Note 5)	12,170	7,475
Legal, audit and accounting	36,265	13,472
Books, manuals and decals	4,428	446
Promotional costs (including trade show expense) (Note 1)	3,625	34,889
Bank fees and credit card discount fees	3,908	1,979
Miscellaneous	<u>40</u>	
Total operating expenses	<u>\$ 306,324</u>	<u>\$ 234,235</u>
Operating income	<u>\$ 72,020</u>	<u>\$ (74,904)</u>

See notes to financial statements.

NORTH CAROLINA LANDSCAPE CONTRACTORS' LICENSING BOARD
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
YEARS ENDED JUNE 30, 2016 AND 2015

	<u>2016</u>	<u>2015</u>
	Proprietary- Enterprise Fund	Proprietary- Enterprise Fund
NON- OPERATING REVENUES (EXPENSES):		
Interest income	\$ 223	\$ 150
Total non-operating revenues	\$ 223	\$ 150
Change in net position	\$ 72,243	\$ (74,754)
Net position - beginning of year	<u>2,541</u>	<u>77,295</u>
Net position - end of year	<u>\$ 74,784</u>	<u>\$ 2,541</u>

See notes to financial statements.

NORTH CAROLINA LANDSCAPE CONTRACTORS' LICENSING BOARD
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2016 AND 2015

	2016	2015
	Proprietary- Enterprise Fund	Proprietary- Enterprise Fund
Cash flows from operating activities:		
Cash received from fees	\$ 336,494	\$ 267,091
Cash payments for operating expenses	(309,348)	(228,539)
Net cash provided (used) by operating activities	\$ 27,146	\$ 38,552
Cash flows from investing activities:		
Interest on investments	\$ 223	\$ 150
Net cash provided by investing activities	\$ 223	\$ 150
Net increase(decrease) in cash	\$ 27,369	\$ 38,702
Cash - beginning of year	144,957	106,255
Cash - end of year	\$ 172,326	\$ 144,957
Reconciliation of operating income		
to net cash provided by operating activities:		
Operating income	\$ 72,020	\$ (74,904)
Adjustments to reconcile operating income		
to net cash provided by operating activities:		
Changes in assets and liabilities:		
Accounts receivable	\$	\$ 420
Inventory	(513)	(105)
Accounts payable	(2,511)	5,801
Unearned revenue	(41,850)	107,340
Total adjustments	\$ (44,874)	\$ 113,456
Net cash provided by operating activities	\$ 27,146	\$ 38,552

See notes to financial statements.

NORTH CAROLINA LANDSCAPE CONTRACTORS' LICENSING BOARD
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2016 AND 2015

Note 1 - Nature of Activities and Significant Accounting Policies

Description of Organization

The North Carolina Landscape Contractors' Licensing Board (the "Board") is an independent State agency. It functions as an occupational licensing board and is authorized by Chapter 89D of the North Carolina General Statutes. Effective August 1, 2015, pursuant to a statutory change, the Board became the NC Landscape Contractors' Licensing Board. It was formerly the NC Landscape Contractors' Registration Board. The Board is a nonmajor enterprise fund of the primary government of the State of North Carolina. The Board is composed of nine members who are appointed by the Governor, the Commissioner of the NC Department of Agriculture, and certain associations designated by statute. 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 landscape contractors.

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 LANDSCAPE CONTRACTORS' LICENSING BOARD
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2016 AND 2015

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 Landscape Contractors' 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.

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.

Cash in State Treasurer

This classification consists of funds deposited by the Board with the cash accounts of the North Carolina State Treasurer.

Fair Value of Financial Instruments

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

NORTH CAROLINA LANDSCAPE CONTRACTORS' LICENSING BOARD
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2016 AND 2015

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

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 \$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
	06-30-15	Acquisitions	Disposals	06-30-16	Depreciation	Amount
Furniture/Equipment	\$ 852	\$ -	\$ -	\$ 852	\$ 852	\$ 0
	<u>\$ 852</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 852</u>	<u>\$ 852</u>	<u>\$ 0</u>

	Cost			Cost	Accumulated	Net
	06-30-14	Acquisitions	Disposals	06-30-15	Depreciation	Amount
Furniture/Equipment	\$ 852	\$ -	\$ -	\$ 852	\$ 852	\$ 0
	<u>\$ 852</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 852</u>	<u>\$ 852</u>	<u>\$ 0</u>

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, 2016 or for the year ended June 30, 2015.

Promotional Costs

The Board incurs trade show expenses annually and it incurred expenses to apprise licensees of significant statutory changes primarily during the fiscal year ended June 30, 2015. Promotional costs are expensed as incurred. Payments for promotional costs totaled \$3,625 during the fiscal year ended June 30, 2016 and \$34,889 during the fiscal year ended June 30, 2015.

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 LANDSCAPE CONTRACTORS' LICENSING BOARD
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2016 AND 2015

Note 2 - Deposits

Cash in Bank

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, 2016, the Board's deposits had a carrying amount (including undeposited receipts, if any) of \$140,909 and a bank balance of \$136,690, which was covered by federal depository insurance. At June 30, 2015, the Board's deposits had a carrying amount (including undeposited receipts, if any) of \$113,764 and a bank balance of \$123,278, which was covered by federal depository insurance.

Cash in State Treasurer Short Term Investment Fund (STIF)

Pursuant to North Carolina General Statute 147-69.3(b), the Board voluntarily deposits to the North Carolina Short Term Investment Fund (STIF). Disbursements, if applicable, are through the issuance of warrants by the Board. Investments of the Short Term Investment Fund are limited to those authorized for the State's General Fund, generally high quality money market investments and US Government/agency securities. FDIC insurance and deposit collateralization rules do not apply.

Deposit and investments risks associated with the State Treasurer's Investment Pool (which includes the State Treasurer's Short-Term Investment Fund) are included in the State of North Carolina's Comprehensive Annual Financial Report. An electronic version of the financial report is available by accessing the North Carolina Office of the State Controller's internet home page, www.ncosc.net, and clicking on "Financial Reports", or calling the State Controller's Financial Reporting Section at (919) 707-0500.

At June 30, 2016, the Board's deposits with the State Treasurer STIF account had a carrying value and fair market value of \$31,417 (including undeposited receipts, if any), and a bank balance of \$31,417. At June 30, 2015, the Board's deposits with the State Treasurer STIF account had a carrying value and fair market value of \$31,193 (including undeposited receipts, if any), and a bank balance of \$31,193.

Note 3 - Unearned Revenue

The Board's license fees were assessed and collected on a calendar year basis until the fiscal year ended June 30, 2015. During the fiscal year ended June 30, 2015, concurrent with the Board's statutory name change, the Board adopted a new license term beginning August 1st of each year, and ending July 31st of each succeeding year. Licenses are renewed for a period of one year. License fees are deferred and recognized as revenue over the one year period to which they relate.

NORTH CAROLINA LANDSCAPE CONTRACTORS' LICENSING BOARD
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2016 AND 2015

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 - Operating Leases

The Board leased office equipment under an operating lease. Total rent expense charged to operations under the lease agreement was \$319 in 2016 and \$319 in 2015.

Rental commitments under noncancellable operating leases at June 30, 2016 are as follows:

Year Ended June 30,	
2017	\$ 319
2018	319
2019	319
2020	80
	<u>\$ 1,037</u>

Note 6 - Contractual Management Services

The Board contracted with a management consultant agency to provide services for the Board during the years ended June 30, 2016 and 2015. 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 agency for occasional purchases of miscellaneous office supplies and expenses. Payments to the management service agency totaled \$157,334 during the fiscal year ended June 30, 2016 and \$108,143 during the fiscal year ended June 30, 2015.

Note 7 - 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 LANDSCAPE CONTRACTORS' LICENSING BOARD
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2016 AND 2015

Note 8 - 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 9 - Subsequent Events

Subsequent events have been evaluated through October 12, 2016, 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 10 - North Carolina Legislative Statutory Disclosure Requirement Concerning Audit Fees

This audit required 45 audit hours at a cost of \$4,695.