

**NORTH CAROLINA BOARD OF PODIATRY EXAMINERS**

**Financial Statements for the  
Year Ended May 31, 2016 and  
Independent Auditor's Report**

**NORTH CAROLINA BOARD OF PODIATRY EXAMINERS**

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Year Ended May 31, 2016 and  
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**BOARD MEMBERS (2016)**

David R. Kirlin, DPM, President

Christine R. Wright, DPM, Vice President

William J. O'Neill, DPM, Secretary-Treasurer

Tanzy B. Wallace, Public Member

**BOARD ADMINISTRATOR**

Penney De Pas, MA, CAE, Executive Secretary

**LEGAL COUNSEL**

Young Moore and Henderson, P.A.

# NORTH CAROLINA BOARD OF PODIATRY EXAMINERS

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# **NORTH CAROLINA BOARD OF PODIATRY EXAMINERS**

## **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 year ended May 31, 2016. Please read it in conjunction with the financial statements which follow this section.

### **Financial Highlights**

During 2016, the net position of the Board decreased by \$7,499, or 2.6%, due primarily to an increase in expenses during 2016.

During 2016, the operating revenues of the Board decreased by \$3,746, or 3.9%, due primarily to a decrease in exam fee income.

During 2016, the non-operating revenues of the Board decreased by \$272, or 18.4%, due primarily to valuation adjustments to certificates of deposit in the secondary market.

During 2016, the operating expenses of the Board increased by \$6,512, or 7.0%, due primarily to an increase in insurance expense, board member 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 Statement of Net Position presents the current and long-term portions of assets and liabilities separately.

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

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

# NORTH CAROLINA BOARD OF PODIATRY EXAMINERS

## MANAGEMENT'S DISCUSSION AND ANALYSIS

### Condensed Financial Information

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

	Current Year as of and for the year ended May 31, 2016	Current Year as of and for the year ended May 31, 2015
Current assets	\$ 127,586	\$ 179,132
Other assets	200,910	150,645
Total assets	<u>\$ 328,496</u>	<u>\$ 329,777</u>
Current liabilities	\$ 41,974	\$ 35,756
Total liabilities	<u>\$ 41,974</u>	<u>\$ 35,756</u>
Unrestricted net position	\$ 286,522	\$ 294,021
Total net position	<u>\$ 286,522</u>	<u>\$ 294,021</u>
Operating revenues	\$ 91,412	\$ 95,158
Operating expenses	(100,120)	(93,608)
Operating income	(8,708)	1,550
Non-operating revenues	1,209	1,481
Change in net position	<u>\$ (7,499)</u>	<u>\$ 3,031</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 Board of Podiatry Examiners, 1500 Sunday Drive, Suite 102, 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 Board of Podiatry Examiners  
Raleigh, North Carolina

***Report on the Financial Statements***

We have audited the accompanying financial statements of the North Carolina Board of Podiatry Examiners (the "Board"), an independent state agency which is a nonmajor enterprise fund of the primary government of the State of North Carolina, as of and for the year ended May 31, 2016, and the related notes to the financial statements, which comprise the Board's financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on the audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation of fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the North Carolina Board of Podiatry Examiners as of May 31, 2016, and the results of its operations, changes in financial position, and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## INDEPENDENT AUDITOR'S REPORT (CONCLUDED)

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historic context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the supplementary information because the limited procedures do not provide sufficient evidence to express an opinion or provide any assurance thereon.



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

Angier, North Carolina

July 26, 2016

**NORTH CAROLINA BOARD OF PODIATRY EXAMINERS  
STATEMENT OF NET POSITION  
AS OF MAY 31, 2016**

	<b>May 31, 2016</b>	
	<b>Proprietary- Enterprise Fund</b>	
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents (Note 2)	\$	122,187
Prepaid expenses		5,399
Total current assets		127,586
Other assets:		
Investments (Note 2)	\$	200,299
Accrued interest receivable (on investments)		611
Total other assets		200,910
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>328,496</b>
<b>LIABILITIES AND NET POSITION</b>		
Current liabilities:		
Accounts payable	\$	8,701
Unearned revenue (Note 3)		33,273
Total current liabilities		41,974
<b>TOTAL LIABILITIES</b>		<b>41,974</b>
NET POSITION (NOTE 4)		
Unrestricted net position		286,522
<b>TOTAL NET POSITION</b>		<b>286,522</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$</b>	<b>328,496</b>

See notes to financial statements.



**NORTH CAROLINA BOARD OF PODIATRY EXAMINERS**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**YEAR ENDED MAY 31, 2016**

	<b>2016</b>	
	<b>Proprietary- Enterprise Fund</b>	
<b>OPERATING REVENUES:</b>		
Individual renewal fees	\$	72,000
New individual licenses		3,308
Corporate license renewals		5,623
New corporate licenses		229
Mailing list income		900
Late fee income		2,290
Exam fee income		5,950
Other income		1,112
Total operating revenues	\$	91,412
<b>OPERATING EXPENSES:</b>		
Contracted management services - administrative fees (Note 5)	\$	46,795
Board per diem expense (including meals and transportation)		12,214
Legal and accounting fees		14,326
Information technology expense		4,060
Telephone expense		718
Copying expense		1,769
Printing expense		481
Mailing/postage expense		2,232
Office supplies expense		565
Insurance expense		9,647
Staff travel expense		497
Exam expense (including exam supplies, food supplies and rental space)		4,501
Bank charges (including merchant fees)		1,404
Website and graphics expense		223
Miscellaneous expense		688
Total operating expenses	\$	100,120
Operating income	\$	(8,708)

See notes to financial statements.

**NORTH CAROLINA BOARD OF PODIATRY EXAMINERS**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**YEAR ENDED MAY 31, 2016**

	<b>2016</b>
	<b>Proprietary- Enterprise Fund</b>
NON-OPERATING REVENUES (EXPENSES):	
Interest (and investment) income	\$ 1,209
Total non-operating revenues	1,209
Change in net position	\$ (7,499)
Net position - beginning of year	294,021
Net position - end of year	\$ 286,522

See notes to financial statements.

**NORTH CAROLINA BOARD OF PODIATRY EXAMINERS  
STATEMENT OF CASH FLOWS  
YEAR ENDED MAY 31, 2016**

	<b>2016</b>
	<b>Proprietary- Enterprise Fund</b>
Cash flows from operating activities:	
Cash received from fees and other revenues	\$ 94,077
Cash payments for operating expenses	(95,537)
Net cash provided by operating activities	\$ (1,460)
Cash flows from investing activities:	
Transfers (to) from investments	\$ (50,000)
Interest earned from investments	944
Net cash provided by investing activities	\$ (49,056)
Net increase in cash	\$ (50,516)
Cash - beginning of year	172,703
Cash - end of year	\$ 122,187
Reconciliation of operating income	
to net cash provided by operating activities:	
Operating income	\$ (8,708)
Adjustments to reconcile operating income	
to net cash provided by operating activities:	
Changes in assets and liabilities:	
Prepaid expenses	\$ (470)
Account(s) receivable	1,500
Accounts payable	5,053
Unearned revenue	1,165
Total adjustments	\$ 7,248
Net cash provided by operating activities	\$ (1,460)

See notes to financial statements.

**NORTH CAROLINA BOARD OF PODIATRY EXAMINERS**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED MAY 31, 2016**

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Note 1 - Nature of Activities and Significant Accounting Policies

**Description of Organization**

The North Carolina Board of Podiatry Examiners (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 four members who are appointed by the Governor of the State of North Carolina. It is a nonmajor enterprise fund of the primary government of the State of North Carolina and is reported as such in the State's Comprehensive Annual Financial Report (CAFR).

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

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

**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 BOARD OF PODIATRY EXAMINERS  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED MAY 31, 2016**

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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 a Statement of Net Position; a Statement of Revenues, Expenses, and Changes in Net Position; and a Statement of Cash Flows. These statements reflect entity-wide operations of the Board. The Board has no fiduciary funds or component units.

The Statement 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 Board of Podiatry Examiners 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) held by the Board.

**Investments**

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

**Fair Value of Financial Instruments**

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

**Prepaid Expenses**

This classification includes prepaid insurance.

**NORTH CAROLINA BOARD OF PODIATRY EXAMINERS**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED MAY 31, 2016**

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

**Income Taxes**

The Board is a non-major 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.

Note 2 - Deposits and Investments

**Deposits in Banks**

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 May 31, 2016, the Board's deposits in banks had a carrying amount of \$322,486 and a bank balance of \$322,078, which was covered by federal depository insurance. Certificates of deposit in the amount of \$200,299 are considered time deposits for this disclosure and are classified as investments on the Statement of Net Position.

**Investments**

At May 31, 2016, the Board had the following investments and maturities.

<b>Investment Type</b>	<b>Fair Value</b>	<b>3-12 Months</b>	<b>Over 12 Months</b>
Certificate of Deposit	\$ 50,029	\$	\$ 50,029
Certificate of Deposit	50,100		50,100
Certificate of Deposit	50,083		50,083
Certificate of Deposit	50,087		50,087
Total	<u>\$ 200,299</u>	<u>\$ 0</u>	<u>\$ 200,299</u>

**NORTH CAROLINA BOARD OF PODIATRY EXAMINERS**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED MAY 31, 2016**

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Note 2 - Deposits and Investments (Continued)

**Risk Disclosures**

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

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

Custodial credit risk - 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. Federal depository insurance is discussed in the preceding section.

**Reconciliation of Deposits and Investments**

A reconciliation of deposits and investments for the Board to the basic financial statements at May 31, 2016 is as follows:

	<u>May 31, 2016</u>	
Carrying Amount of Bank Deposits	\$	122,187
Certificates of Deposits		200,299
Total Deposits and Investments	\$	<u>322,486</u>
Current:		
Cash and Cash Equivalents	\$	122,187
Noncurrent:		
Investments		200,299
Total Deposits and Investments	\$	<u>322,486</u>

Note 3 - Unearned Revenue

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

**NORTH CAROLINA BOARD OF PODIATRY EXAMINERS**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED MAY 31, 2016**

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Note 4 - Net Position

Net investment in capital assets - This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any loan proceeds that are attributable to the acquisition, construction, or improvement of those capital assets. The Board had no capital assets at May 31, 2016.

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 May 31, 2016.

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

Note 5 - Contracted Management Services

The Board does not have any employees. The Board contracts with a management consultant service to provide services for the Board. The contract includes all services related to the process of licensure application and renewal and various other clerical duties. The Board also reimburses the management service for telephone, printing, copying, postage and miscellaneous office supplies and expenses. Payments to the management service totaled \$56,807 during the fiscal year ended May 31, 2016.

Note 6 - Risk Management

The Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These exposures to loss are handled by participation in state-administered risk programs and self retention of certain risks. Additionally, the Board protects itself from exposure to loss through the purchase of commercial insurance coverage.

Note 7 - Contingencies

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

Note 8 - Subsequent Events

Subsequent events have been evaluated through July 26, 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.

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This audit required 48 hours at a cost of \$4,795.