

**NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE**

**Financial Statements for the  
Years Ended June 30, 2017 and 2016 and  
Independent Auditor's Report**

# **NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE**

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## **BOARD MEMBERS (2016-2017)**

Suzanne Thompson, LRT/CTRS, Chairman

Elizabeth Bailey, LRT/CTRS, Vice Chair-Treasurer

Tracey Warren, Secretary

John Aguilar, MD

Michael Atkins

Latetia Cheltenham, LRT

Judith Kinney, PhD, LRT?CTRS

Doretha Maxwell, LRTA

## **EXECUTIVE OFFICER**

Becky Garrett, LRT/CTRS, Executive Director

## **LEGAL COUNSEL**

North Carolina Department of Justice

# NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE

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# **NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE**

## **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, 2017 and 2016. Please read it in conjunction with the financial statements which follow this section.

### **Financial Analysis**

During 2017, the Board's net position decreased by \$2,686, or 4.1%, due to a small decrease in income and a small increase in expenses. During 2016, the Board's net position decreased by \$1,341, or 2.0%, due primarily to an increase in expenses.

During 2017, the operating revenues of the Board decreased by \$720, or 1.0%, due to a decrease in revenue from fees. During 2016, the operating revenues of the Board increased by \$533, or .8%, due to an increase in revenue from fees.

During 2017, the non-operating revenues of the Board increased by \$151, or 2,157.1%, due to the fact that the board recognized a loss on a write off of a capital asset during the preceding year but did not do so during the current year. During 2016, the non-operating revenues of the Board decreased by \$181, or 96.3%, due to the fact that the board recognized a loss on a write off of a capital asset during the current year.

During 2017, the operating expenses of the Board increased by \$776, or 1.1%, due primarily to an increase in travel expenses. During 2016, the operating expenses of the Board increased by \$7,189, or 11.3%, due primarily to an increase in payroll expenses, board member expenses, credit card processing fees and insurance expense.

### **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.

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 BOARD OF RECREATIONAL THERAPY LICENSURE

## 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, 2017	Current Year as of and for the year ended June 30, 2016
Current assets	\$ 66,883	\$ 71,470
Capital assets	1,706	96
Total assets	<u>\$ 68,589</u>	<u>\$ 71,566</u>
Current liabilities	\$ 5,090	\$ 5,381
Total liabilities	<u>\$ 5,090</u>	<u>\$ 5,381</u>
Investment in capital assets	\$ 1,706	\$ 96
Unrestricted	61,793	66,089
Total net position	<u>\$ 63,499</u>	<u>\$ 66,185</u>
Operating revenues	\$ 68,705	\$ 69,425
Operating expenses	(71,549)	(70,773)
Operating income	(2,844)	(1,348)
Non-operating revenues	158	7
Change in net position	<u>\$ (2,686)</u>	<u>\$ (1,341)</u>

### Events Affecting Future Operations

A committee appointed by the North Carolina Legislature, The Joint Legislative Administrative Procedure Oversight Committee, has been performing a study concerning the deregulation, elimination and consolidation of occupational licensing boards in the State of North Carolina. The effect of any resulting legislation on the Board's operations in future years is not certain at this time.

### Contacting the Board's Management

This financial report is designed to provide a general overview of the Board's finances and to demonstrate the Board's accountability for the money it receives. If you have any questions about this report or need additional information, contact: North Carolina Board of Recreational Therapy Licensure, PO Box 2655, Durham, NC 27715.

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

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**INDEPENDENT AUDITOR'S REPORT**

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

***Report on the Financial Statements***

We have audited the accompanying financial statements of the North Carolina Board of Recreational Therapy Licensure (the "Board"), an independent state 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, 2017 and 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 financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

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

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

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

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the North Carolina Board of Recreational Therapy Licensure as of June 30, 2017 and 2016, 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.



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

Angier, North Carolina

September 22, 2017

**NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE  
STATEMENTS OF NET POSITION  
JUNE 30, 2017 AND 2016**

	<u>June 30, 2017</u>	<u>June 30, 2016</u>
	<u>Proprietary- Enterprise Fund</u>	<u>Proprietary- Enterprise Fund</u>
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents (Note 2)	\$ 66,525	\$ 69,165
Accrued interest receivable	13	16
Prepaid expense (Note 1)	345	2,289
Total current assets	<u>66,883</u>	<u>71,470</u>
Capital assets (Notes 1 and 3):		
Furniture and office equipment	<u>1,706</u>	<u>96</u>
Total capital assets - net of depreciation	<u>1,706</u>	<u>96</u>
<b>TOTAL ASSETS</b>	<u>\$ 68,589</u>	<u>\$ 71,566</u>
<b>LIABILITIES AND NET POSITION</b>		
Current liabilities:		
Accounts payable	\$ 322	\$ 549
Accrued payroll	3,563	3,309
Withheld and accrued payroll taxes	<u>1,205</u>	<u>1,523</u>
Total current liabilities	5,090	5,381
<b>TOTAL LIABILITIES</b>	<u>\$ 5,090</u>	<u>\$ 5,381</u>
NET POSITION (NOTE 5)		
Investment in capital assets	1,706	96
Unrestricted net position	<u>61,793</u>	<u>66,089</u>
<b>TOTAL NET POSITION</b>	<u>63,499</u>	<u>66,185</u>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u>\$ 68,589</u>	<u>\$ 71,566</u>

See notes to financial statements.



**NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE**  
**STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**YEARS ENDED JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
	<u>Proprietary- Enterprise Fund</u>	<u>Proprietary- Enterprise Fund</u>
OPERATING REVENUES:		
Revenue from fees	\$ 68,705	\$ 69,425
Total operating revenues	\$ 68,705	\$ 69,425
OPERATING EXPENSES:		
Salary- management	\$ 39,350	\$ 38,972
Payroll taxes	3,010	2,981
Staff travel (including conferences)	2,714	484
Other contracted services- clerical		360
Board members expenses	1,196	2,199
Telephone	942	931
Office supplies, postage and printing	1,917	2,188
Credit card fees	3,563	3,915
Depreciation	113	43
Insurance	11,786	11,902
Professional fees- legal, audit and accounting	5,295	4,895
Website expense (design build and hosting)	740	1,390
Miscellaneous expenses	923	513
Total operating expenses	\$ 71,549	\$ 70,773
Operating income (loss)	\$ (2,844)	\$ (1,348)
NON-OPERATING REVENUES (EXPENSES):		
Gain (loss) on disposition of capital assets	\$	\$ (163)
Interest income	158	170
Total non-operating revenues	\$ 158	\$ 7
Change in net position	\$ (2,686)	\$ (1,341)
Net position - beginning of year	66,185	67,526
Net position - end of year	\$ 63,499	\$ 66,185

See notes to financial statements.

**NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE**  
**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
	<b>Proprietary- Enterprise Fund</b>	<b>Proprietary- Enterprise Fund</b>
Cash flows from operating activities:		
Cash received from fees and other sources	\$ 68,705	\$ 69,425
Cash payments to employees for services	(42,424)	(41,676)
Cash payments for operating expenses	(27,359)	(30,639)
Net cash provided (used) by operating activities	<u>\$ (1,078)</u>	<u>\$ (2,890)</u>
Cash flows from investing activities:		
Earnings on savings and investments	\$ 161	\$ 170
Net cash provided (used) by investing activities	<u>\$ 161</u>	<u>\$ 170</u>
Cash flows from capital and related financing activities:		
Acquisition of capital assets	\$ (1,723)	\$
Net cash provided (used) by capital and financing activities	<u>\$ (1,723)</u>	<u>\$ 0</u>
Net increase(decrease) in cash	<u>\$ (2,640)</u>	<u>\$ (2,720)</u>
Cash - beginning of year	69,165	71,885
Cash - end of year	<u><u>\$ 66,525</u></u>	<u><u>\$ 69,165</u></u>

See notes to financial statements.

**NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE**  
**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
	<u>Proprietary- Enterprise Fund</u>	<u>Proprietary- Enterprise Fund</u>
Reconciliation of operating income		
to net cash provided by operating activities:		
Operating income	\$ (2,844)	\$ (1,348)
Adjustments to reconcile operating income		
to net cash provided by operating activities:		
Depreciation	\$ 113	\$ 43
Changes in assets and liabilities:		
Prepaid expense	1,944	(2,084)
Accounts payable	(227)	222
Accrued payroll and payroll taxes	(64)	277
Total adjustments	\$ 1,766	\$ (1,542)
Net cash provided by operating activities	<u>\$ (1,078)</u>	<u>\$ (2,890)</u>
Supplemental disclosure(s) of noncash investing, capital, and financing activities:		
Capital asset write-offs	\$	\$ (163)

See notes to financial statements.

**NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2017 AND 2016**

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Note 1 - Nature of Activities and Significant Accounting Policies

**Description of Organization and Purpose**

The North Carolina Board of Recreational Therapy Licensure (the "Board") is an independent state agency. During 2005, the Board had its name changed, pursuant to North Carolina General Statute, from the North Carolina Therapeutic Recreation Certification Board to the North Carolina Board of Recreational Therapy Licensure. The Board is an occupational licensing board and is authorized by Chapter 90C of the North Carolina General Statutes. The Board is composed of eight members who are appointed by the Governor and the General Assembly of the State of North Carolina. It is a nonmajor enterprise fund of the primary government of the State of North Carolina and is reported as such in the State's Comprehensive Annual Financial Report (CAFR).

The Board is established to maintain minimum standards for services provided by recreational therapists and assistants.

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

**Financial Reporting Entity**

The concept underlying the definition of the financial reporting entity is that elected officials are accountable to their constituents for their actions. As required by accounting principles generally accepted in the United States of America (GAAP), the financial reporting entity includes both the primary government and all of its component units. An organization other than a primary government serves as a nucleus for a reporting entity when it issues separate financial statements. The accompanying financial statements present all funds and activities for which the Board is responsible.

For financial reporting purposes, the Board is a nonmajor enterprise fund of the primary government of the State of North Carolina and is reported as such in the State's Comprehensive Annual Financial Report (CAFR). These financial statements for the Board are separate and apart from those of the State of North Carolina and do not present the financial position of the State nor changes in the State's financial position and cash flows.

**Basis of Presentation**

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting principles and reporting standards.

All activities of the Board are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2017 AND 2016**

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

**Basis of Accounting**

The basic financial statements of the Board are prepared using the economic resource measurement focus and the accrual basis of accounting. The economic resource measurement focus measures all assets that are available to the entity, not only cash or soon to be assets. Both long-term assets and long-term liabilities are measured and depreciation is recorded as a cost of operations. Under the accrual basis of accounting, revenues are recognized when earned, and expenses are recorded when a liability has been incurred, regardless of the timing of cash flows. Fees received for the various licenses are deemed earned when the license period begins.

The Statements of Revenues, Expenses, and Changes in Net Position classifies the Board's revenues as operating or non-operating revenues. Operating revenues and expenses consist of those revenues and expenses that result from the ongoing principal operations of the Board. Operating revenues consist primarily of license fees and includes activities that have characteristics of exchange transactions. Operating expenses are all expense transactions incurred other than those related to capital and noncapital financing or investing activities as defined by GASB Statement No. 9, *Reporting Cash Flows of Proprietary and 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. Certain certificates of deposits, if any, are considered investments for Statements of Net Position presentation.

**Prepaid Expenses**

This classification includes expenses which were prepaid at year end for dues and other prepayments.

**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.

**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 BOARD OF RECREATIONAL THERAPY LICENSURE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2017 AND 2016**

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Note 2 - Deposits

**Deposits**

All of the Board's deposits which are uninsured are uncollateralized [unless collateralized pursuant to NC Administrative Code (20 NCAC 7)] by the financial institution holding said deposits. For deposits, custodial credit risk is the risk that in the event of the failure of the depository (or counterparty), the Board will not be able to recover the value of its deposits that are in the possession of the outside party. The Board does not have policies regarding custodial credit risk for deposits.

At June 30, 2017, the Board's deposits had a carrying amount of \$66,525 (including undeposited receipts) and a bank balance of \$66,109, \$57,597 of which was covered by federal depository insurance with the National Credit Union Administration and \$8,512 of which was covered by federal depository insurance with the Federal Deposit Insurance Corporation. At June 30, 2016, the Board's deposits had a carrying amount of \$69,165 (including undeposited receipts) and a bank balance of \$68,407, which was covered by federal depository insurance (National Credit Union Administration).

Note 3 - Capital Assets

Changes in capital assets as of and for the years ended June 30, 2017 and 2016 are as follows:

	Cost 06-30-16	Acquisitions	Disposals	Cost 06-30-17	Accumulated Depreciation	Net Amount
Furniture/Equipment	\$ 183	\$ 1,723	\$ -	\$ 1,906	\$ 200	1,706
	\$ 183	\$ 1,723	\$ 0	\$ 1,906	\$ 200	\$ 1,706

  

	Cost 06-30-15	Acquisitions	Disposals	Cost 06-30-16	Accumulated Depreciation	Net Amount
Furniture/Equipment	\$ 2,154	\$	\$ 1,971	\$ 183	\$ 87	96
	\$ 2,154	\$ 0	\$ 1,971	\$ 183	\$ 87	\$ 96

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 \$113 for the year ended June 30, 2017 and \$43 for the year ended June 30, 2016

**NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2017 AND 2016**

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Note 4 - Unearned Revenue Presentation

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

Note 5 - 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 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 loss through the purchase of commercial insurance coverage. There have been no significant reductions in insurance coverage from coverage in the prior year, and no insurance claims were filed during the years ended June 30, 2017 and 2016.

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.

**NORTH CAROLINA BOARD OF RECREATIONAL THERAPY LICENSURE  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED JUNE 30, 2017 AND 2016**

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Note 8 - Subsequent Events

Subsequent events have been evaluated through September 22, 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 - North Carolina Legislative Statutory Disclosure Requirement Concerning Audit Fees

This audit required 45 audit hours at a cost of \$4,295.