

NC BOARD OF ARCHITECTURE

FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2018 AND 2017

**NC BOARD OF ARCHITECTURE**  
**Board Members**

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**BOARD MEMBERS (2018)**

Stephen M. McClure, President

Robert W. Bishop, Vice President

Jimmy L. Norwood, Jr., Secretary

Steven G. Clipp, Treasurer

Fred Dodson, Jr.

Katherine N. Peele

Cathy C. Morrision

**EXECUTIVE DIRECTOR**

Cathe M. Evans

**ATTORNEY**

M. Jack Nichols

# NC BOARD OF ARCHITECTURE

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**NC BOARD OF ARCHITECTURE**  
**Management's Discussion and Analysis**  
**For the Fiscal Year Ended June 30, 2018**

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The following is a discussion and analysis of the NC Board of Architecture's (the "Board") financial performance for the fiscal year ended June 30, 2018. Please read it in conjunction with the financial statements which follow this section.

**Financial Highlights**

The operating revenues of the Board decreased by \$16,467 due primarily to an decrease in individual late fees collected, offset by an increase in individual renewals. The operating expenses of the Board decreased by \$2,438. There were net non-operating expenses of \$1,989 and \$965, for the fiscal years ended June 30, 2018 and 2017, respectively, an increase of \$1,024 in the current year.

**Overview of the Financial Statements**

This discussion and analysis is an introduction to the Board's basic financial statements, which are comprised of two components: (1) financial statements and (2) notes to financial statements. This report also contains required supplementary information in addition to the basic 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.

The Statements of Net Position (page 5) present assets and liabilities separately.

The Statements of Revenues, Expenses and Changes in Net Position (page 6) present information on how the Board's assets changed as a result of the years' operations.

The Statements of Cash Flows (page 7) present information on how the Board's cash changed as a result of the years' activity.

**NC BOARD OF ARCHITECTURE**  
**Management's Discussion and Analysis**  
**For the Fiscal Year Ended June 30, 2018**

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

	As of and for the fiscal year ended <b>June 30, 2018</b>	As of and for the fiscal year ended June 30, 2017	As of and for the fiscal year ended June 30, 2016
Current assets	\$ 2,003,711	\$ 1,962,044	\$1,880,899
Capital assets, net of depreciation	<b>66,940</b>	85,851	105,409
Total assets	<b>2,070,651</b>	2,047,895	1,986,308
Current liabilities	<b>409,708</b>	396,069	375,129
Non-current liabilities	<b>25,549</b>	30,707	19,388
Total liabilities	<b>435,257</b>	426,776	394,517
Invested in capital assets	<b>66,940</b>	85,851	105,409
Unrestricted	<b>1,568,454</b>	1,535,268	1,486,382
Total net position	<b>\$ 1,635,394</b>	\$ 1,621,119	\$ 1,591,791
Operating revenues	\$ 577,200	\$ 593,667	\$558,022
Operating expenses	<b>560,936</b>	563,374	498,965
Operating income	<b>16,264</b>	30,293	59,057
Non-operating revenues (expenses)	<b>(1,989)</b>	(965)	12,222
Changes in net position	<b>\$ 14,275</b>	\$ 29,328	\$ 71,279

**Events Affecting Future Operations**

As of the issuance of this financial report, there are no major events planned that may affect future operations.

In order to develop and maintain its information technology and develop programs that will enhance the Board's ability to carry out its statutory charges, a fee ceiling increase should be considered.

**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 and expends. If you have any questions about this report or need additional information, contact: NC Board of Architecture, 127 W. Hargett Street, Suite 304, Raleigh, NC 27601.



## **Independent Auditor's Report**

Board of Directors  
NC Board of Architecture  
Raleigh, North Carolina

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the NC Board of Architecture (the "Board"), an enterprise fund of the State of North Carolina, which comprise the statements of net position as of June 30, 2018 and 2017, and the related statements of revenues, expenses and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements.

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

Management is responsible for the preparation and fair presentation of these basic 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 basic 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 basic financial statements based on our 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 basic financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Board's preparation and fair presentation of the basic 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 Board'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 basic 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 basic financial statements referred to above present fairly, in all material respects, the financial position of the NC Board of Architecture as of June 30, 2018 and 2017, and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

As discussed in Note 1, the financial statements presented are only for the NC Board of Architecture and do not purport to, and do not present fairly the financial position of the State of North Carolina as of June 30, 2018 and 2017, or the changes in its financial position and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, on pages 1 – 2, 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 historical 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 information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Bernard Robinson & Company, L.L.P.*

Raleigh, North Carolina  
September 10, 2018

**NC BOARD OF ARCHITECTURE**  
**Statements of Net Position**  
**June 30, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
<b>ASSETS:</b>		
Current assets:		
Cash	\$ 946,219	\$ 898,637
Prepaid services	-	3,768
Investments	<u>1,057,492</u>	<u>1,059,639</u>
Total current assets	<u>2,003,711</u>	<u>1,962,044</u>
Capital assets:		
Furniture and equipment, net of depreciation	<u>66,940</u>	<u>85,851</u>
Total assets	<u>2,070,651</u>	<u>2,047,895</u>
<b>LIABILITIES:</b>		
Current liabilities:		
Accounts payable	24,098	32,319
Due to the State Treasurer	32,560	12,500
Unearned revenues	<u>353,050</u>	<u>351,250</u>
Total current liabilities	<u>409,708</u>	<u>396,069</u>
Noncurrent liabilities:		
Lease obligation	9,436	11,576
Accrued vacation pay	<u>16,113</u>	<u>19,131</u>
Total noncurrent liabilities	<u>25,549</u>	<u>30,707</u>
Total liabilities	<u>435,257</u>	<u>426,776</u>
<b>NET POSITION:</b>		
Invested in capital assets	66,940	85,851
Unrestricted	<u>1,568,454</u>	<u>1,535,268</u>
Total net position	<u>\$ 1,635,394</u>	<u>\$ 1,621,119</u>



**NC BOARD OF ARCHITECTURE**  
**Statements of Revenues, Expenses and Changes in Net Position**  
**Years Ended June 30, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
Operating revenues:		
Individual renewals	\$ 289,200	\$ 278,550
Corporate renewals	162,100	157,500
Reciprocity	54,600	46,500
Individual reinstatement fees	15,750	18,000
Individual late fees	28,100	59,150
New firm registrations	14,100	17,025
Firm late fees	6,500	9,250
Application fees	650	1,150
Certification fees	6,200	3,850
Miscellaneous	-	2,692
Total operating revenues	<u>577,200</u>	<u>593,667</u>
Operating expenses:		
Salaries and wages	204,024	204,292
Employee benefits	44,218	35,633
Payroll taxes	15,323	15,250
Legal fees	73,626	81,046
Equipment - maintenance and rental	3,561	4,168
Travel and subsistence	31,655	26,372
Rent	49,446	59,275
Board member per diem	5,700	5,880
Contractual services	3,158	2,618
Advertising	480	480
Postage and supplies	6,394	6,831
Registration and dues	11,459	11,792
Printing	226	329
Audit	8,500	8,250
Payroll service fees	3,643	3,717
Insurance	5,792	5,362
Telephone	4,413	4,719
Computer services	47,264	45,884
Miscellaneous	1,293	308
Online renewal expense	17,950	17,883
Depreciation	22,811	23,285
Total operating expenses	<u>560,936</u>	<u>563,374</u>
Operating income	<u>16,264</u>	<u>30,293</u>
Non-operating revenues (expenses):		
Interest and dividend income	22,236	17,621
Unrealized loss on investments	(24,225)	(16,576)
Loss on disposal of fixed assets	-	(2,010)
Total non-operating revenues (expenses)	<u>(1,989)</u>	<u>(965)</u>
Changes in net position	14,275	29,328
Net position - beginning of year	<u>1,621,119</u>	<u>1,591,791</u>
Net position - end of year	<u>\$ 1,635,394</u>	<u>\$ 1,621,119</u>

**NC BOARD OF ARCHITECTURE**  
**Statements of Cash Flows**  
**Years Ended June 30, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
Cash flows from operating activities:		
Cash received from fees	\$ 579,000	\$ 637,117
Cash payments to employees for services	(207,042)	(201,001)
Cash payments to suppliers for goods and services	(246,785)	(279,950)
Cash payments for other expenses	(73,849)	(67,597)
Net cash provided by operating activities	<u>51,324</u>	<u>88,569</u>
Cash flows from investing activities:		
Investment income	22,236	17,621
Purchase of investments	(22,078)	(17,462)
Net cash provided by investing activities	<u>158</u>	<u>159</u>
Cash flows from capital and related financing activities:		
Acquisition of capital assets	(3,900)	(5,738)
Net cash used in capital and related financing activities	<u>(3,900)</u>	<u>(5,738)</u>
Net increase in cash	47,582	82,990
Cash - beginning of year	<u>898,637</u>	<u>815,647</u>
Cash - end of year	<u>\$ 946,219</u>	<u>\$ 898,637</u>
Reconciliation of operating income to net cash provided by operating activities:		
Operating income	\$ 16,264	\$ 30,293
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation	22,811	23,285
Changes in assets and liabilities:		
Prepaid expenses	3,768	2,732
Accounts payable	(8,221)	20,490
Due to the State Treasurer	20,060	(43,000)
Unearned revenues	1,800	43,450
Lease obligation	(2,140)	8,028
Accrued vacation pay	(3,018)	3,291
Net cash provided by operating activities	<u>\$ 51,324</u>	<u>\$ 88,569</u>

## NC BOARD OF ARCHITECTURE

### Notes to Financial Statements

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#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### **Description of Organization**

The NC Board of Architecture (the "Board") is an independent State agency. It is an occupational licensing board authorized by Chapter 93B of the *North Carolina General Statutes*, and established under Chapter 83A of the *North Carolina General Statutes* to maintain minimum standards for services provided by architects. The Board formally consists of seven members appointed by the Governor. The Board's operations are funded primarily through license renewal fees.

##### **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 ("U.S. 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 only the 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 may be included 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 or changes in the State's financial position and cash flows.

##### **Basis of Presentation**

The accompanying financial statements have been prepared in accordance with U.S. GAAP as prescribed by Governmental Accounting Standards Board ("GASB").

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.

##### **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 cash assets. Both long-term assets and long-term liabilities are measured, and depreciation is recorded as a cost of operations. Under the accrual basis, revenues are recognized when earned and expenses are recorded when a liability has been incurred, regardless of the timing of the cash flows.

The Board classifies its revenues and expenses as operating and non-operating in the accompanying statements of revenues, expenses and changes in net position. Operating revenues include activities that have characteristics of exchange transactions and consist primarily of license renewal fees. Non-operating revenues and expenses include activities that have characteristics of non-exchange transactions and consist primarily of investing type activities.

## NC BOARD OF ARCHITECTURE

### Notes to Financial Statements

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#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### **Cash**

For purposes of the statements of cash flows, the Board considers all highly liquid investments with an original maturity of three months or less to be cash.

##### **Investments**

The Board reports investments at fair value, which is based on readily available published values. The Board's investments consist of various mutual funds.

##### **Capital Assets**

Furniture and equipment purchases of \$1,000 or more with an expected useful life greater than one year are considered capital assets. Capital assets are recorded at cost and are depreciated over their estimated useful lives. Furniture, equipment, and software are depreciated over a 3-5 year period. 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 as a non-operating activity.

##### **Unearned Revenues**

The Board's fees for individual license renewals are assessed and collected on a fiscal year basis which corresponds with the accounting period. Individual licenses are renewed for a period of one fiscal year. Individual license renewal fees received prior to the end of the fiscal year are deferred and recognized as revenue in the period to which they relate. Annual corporate renewals are assessed and collected on a calendar year basis. Unearned revenue is recorded at June 30 to report the estimated renewal fees not earned as of the Board's fiscal year-end.

##### **Lease Obligation**

The Board's lease for office space provides for annual increases and 3 months of free rent. These amounts are recognized on a straight-line basis over the 7-year lease period. The difference between rent expense recognized and rental payments, per the lease, is reflected as a lease obligation in the financial statements.

##### **Accrued Vacation Pay**

The vacation policy of the Board provides for the accumulation of up to 30 days earned vacation leave with such leave being fully vested when earned.

The Board's sick leave policy provides for an unlimited accumulation of earned sick leave. There is no liability for unpaid accumulated sick leave because the Board has no obligation to pay sick leave upon employee termination or retirement.

##### **Net Position**

The Board's net position is classified as follows:

*Invested in Capital Assets* - This represents the Board's total investment in capital assets, net of accumulated depreciation.

**NC BOARD OF ARCHITECTURE**  
**Notes to Financial Statements**

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

**Net Position (Continued)**

*Unrestricted* - This represents assets with no external restriction as to use or purpose. This equity can be employed for any purpose designated by the governing board.

Designations of net position represent management's estimates based on perceived operating conditions and situations.

The Board designated amounts up to \$1,500,000 as of June 30, 2018, as follows:

Litigation	\$1,000,000
Operating expenses	400,000
Technology updates	100,000
Total reserved balances	<u>\$1,500,000</u>

**Use of Estimates**

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities at the date of the financial statements and the reported amount of revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates and assumptions, resulting in adjustments in future periods.

NOTE 2 - DEPOSITS AND INVESTMENTS

The Board has a formal investment policy to establish investment objectives, standards of prudence, eligible investments, and safekeeping and custodial procedures necessary for the prudent management of the private funds maintained by the Board. The Board maintains cash deposits within a single, private financial institution. The Board maintains investments in two separate accounts managed by the same broker, and both accounts contain limited-term government securities mutual funds. The Fund may invest up to 20% in non-U.S. government securities, which carry greater risk. The investment accounts are uninsured, and the mutual funds have no ratings. The Board is subject to the following risks:

*Custodial credit risk:* Custodial credit risk is the risk that in the event of a bank failure, the Board's deposits may not be returned to it. The Board does not have a formal deposit policy for custodial credit risk. The Board's deposits with each commercial bank are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At June 30, 2018, the Board had cash deposits that exceeded the FDIC limits by \$699,624. The Securities Investor Protection Corporation (SIPC) is a nonprofit membership corporation funded by its member securities broker-dealers. The SIPC insures against the loss or theft of securities as well as the failure or insolvency of the brokerage firm. Also, at June 30, 2018, the Board owned investments that exceeded the SIPC limit of \$500,000 by \$557,492.

*Interest rate risk:* Interest rate risk is the risk that the Board may face should interest rate variances affect the fair value of investments.

*Credit risk:* Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. The Board's current investments are limited to mutual funds.

**NC BOARD OF ARCHITECTURE**  
**Notes to Financial Statements**

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**NOTE 3 - FAIR VALUE MEASUREMENTS**

Fair value, as defined under U.S. GAAP, is an exit price representing the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. U.S. GAAP establishes a three-tier fair value hierarchy, which prioritizes the inputs used in measuring fair value.

These tiers include:

- Level 1: Observable inputs such as quoted prices in active markets.
- Level 2: Inputs other than quoted prices in active markets that are either directly or indirectly observable.
- Level 3: Level 3: Unobservable inputs about which little or no market data exists, therefore requiring an entity to develop its own assumptions.

Assets and liabilities are classified in their entirety based on the lowest level of input that is significant to the fair value measurement. The Board's assessment of the significance of a particular input to the fair value measurement requires judgment, and may affect the valuation of fair value assets and liabilities and their placement within the fair value hierarchy levels.

The following tables set forth by level the fair value hierarchy of the Board's financial assets and liabilities accounted for at fair value on a recurring basis as of June 30, 2018:

	<u>Total Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments:				
Fixed Income Securities	\$ 1,057,492	\$ 1,057,492	\$ -	\$ -

**NOTE 4 - CAPITAL ASSETS**

Capital assets were comprised of the following:

	<u>Cost 6/30/2017</u>	<u>Additions</u>	<u>Disposals</u>	<u>Cost 6/30/2018</u>	<u>Accumulated Depreciation</u>	<u>Net Amount</u>
Furniture/ equipment	<u>\$215,188</u>	<u>\$ 3,900</u>	<u>\$ -</u>	<u>\$ 219,088</u>	<u>\$ 152,148</u>	<u>\$ 66,940</u>
	<u>Cost 6/30/2016</u>	<u>Additions</u>	<u>Disposals</u>	<u>Cost 6/30/2017</u>	<u>Accumulated Depreciation</u>	<u>Net Amount</u>
Furniture/ equipment	<u>\$251,661</u>	<u>\$ 5,738</u>	<u>\$ 42,211</u>	<u>\$ 215,188</u>	<u>\$ 129,337</u>	<u>\$ 85,851</u>

**NC BOARD OF ARCHITECTURE**  
**Notes to Financial Statements**

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**NOTE 5 - ACCRUED VACATION**

Changes to accrued vacation are as follows:

	<u>2018</u>	<u>2017</u>
Beginning accrued vacation	\$ 19,131	\$ 15,840
Vacation earned	18,351	17,325
Vacation used	<u>(21,369)</u>	<u>(14,034)</u>
Ending accrued vacation	<u>\$ 16,113</u>	<u>\$ 19,131</u>

**NOTE 6 - OPERATING LEASES**

The Board has an operating lease for office space. The Board's lease was negotiated in November 2013 to replace the prior lease. The lease term is for seven years beginning December 1, 2013 and ending on November 30, 2020. Rent expense for the years ended June 30, 2018 and 2017, totaled \$49,446 and \$59,275, respectively.

The Board also has an operating lease for a copier. The lease requires monthly payments of \$289 through January 2021. Rent expense related to this agreement was \$2,986 and \$3,579 for the years ended June 30, 2018 and 2017, respectively.

Future minimum lease payments under these non-cancelable operating leases are as follows:

<u>Years Ending June 30</u>	
2019	\$ 51,363
2020	52,440
2021	<u>22,328</u>
	<u>\$ 126,131</u>

**NOTE 7 - RETIREMENT PLAN**

The Board has a simplified employee pension plan covering all employees who have performed services for the Board in at least one of the immediately preceding five calendar years. Participants may elect to contribute one percent to fifteen percent of their compensation to the plan each year and are fully vested in all contributions. The Board contributes six percent of compensation for all eligible employees. Total participant contributions in any calendar year are subject to limitations set by the Internal Revenue Code. For the years ended June 30, 2018 and 2017, the Board contributed \$12,108 and \$11,755, respectively, on behalf of its employees. For the years ended June 30, 2018 and 2017, the employees contributed \$13,007 and \$13,600, respectively.

## **NC BOARD OF ARCHITECTURE**

### **Notes to Financial Statements**

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#### **NOTE 8 - 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 managed using a combination of the purchase of commercial insurance and various State coverages. Tort claims of board members are self-insured by the State, under the authority of the State Tort Claims Act. Additional coverage is provided to the Board under the State's public officers' and employees' liability insurance contract.

#### **NOTE 9 - SUBSEQUENT EVENTS**

Management of the Board evaluated subsequent events through September 10, 2018, which is the date the financial statements were available to be issued. Management discovered no subsequent events that should be disclosed.

The Board's audit was conducted in approximately 70 hours at a total cost of \$8,800.