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October 5, 2023

Board of Commissioners
Bloomfield Housing Authority
100 West Main, PO Box 801
Bloomfield, IN 47424

We have reviewed the audit report of the Bloomfield Housing Authority, which was opined upon by Barry E. Gaudette, CPA, PC, Independent Public Accountant, for the period January 1, 2022 to December 31, 2022. Per the *Independent Auditor's Report*, the financial statements included in the report present fairly the financial condition of the Bloomfield Housing Authority, as of December 31, 2022, and the results of its operations for the period then ended, on the basis of accounting described in the report.

In our opinion, Barry E. Gaudette, CPA, PC, prepared the audit report in accordance with the guidelines established by the Indiana State Board of Accounts.

The audit report is filed with this letter in our office as a matter of public record.

A handwritten signature in black ink that reads "Tammy R. White". The signature is written in a cursive, flowing style.

Tammy R. White, CPA
Deputy State Examiner

**BLOOMFIELD HOUSING AUTHORITY
GREENE COUNTY, INDIANA
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2022
AND
REPORTS ON INTERNAL CONTROL AND COMPLIANCE**

**BLOOMFIELD HOUSING AUTHORITY
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DECEMBER 31, 2022**

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INTRODUCTION

**Barry E. Gaudette, CPA, PC
3149 Lake Meadows Circle
Traverse City, Michigan 49685**

Independent Auditor's Report

Board of Commissioners
Bloomfield Housing Authority
Greene County, Indiana

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of the business-type activities of the Bloomfield Housing Authority, Indiana, as of December 31, 2022 and 2021, and the related statement and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Bloomfield Housing Authority, Indiana as of December 31, 2022 and 2021, 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.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Bloomfield Housing Authority, Indiana and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Bloomfield Housing Authority, Indiana's ability to continue as a going concern for the year ending December 31, 2022.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Bloomfield Housing Authority, Indiana's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Report on Other Legal and Regulatory Requirements

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 4-11 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Bloomfield Housing Authority, Indiana's basic financial statements. The financial data schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The financial data schedule, which can be found at the end of the report, is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the financial data schedule is fairly stated in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2023, on our consideration of the Bloomfield Housing Authority, Indiana's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Bloomfield Housing Authority, Indiana's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Bloomfield Housing Authority, Indiana's internal control over financial reporting and compliance.

Barry E. Gaudette, CPA, PC

June 27, 2023

Bloomfield Housing Authority
Management’s Discussion and Analysis (MD&A)
December 31, 2022
(Unaudited)

As management of the Bloomfield Housing Authority we offer reviewers of this audit report this narrative discussion and analysis of the Bloomfield Housing Authority’s financial activities for the year ended December 31, 2022. This discussion and analysis letter of the Bloomfield Housing Authority’s financial performance should be read in conjunction with the auditor’s opinion letter and the following financial statements.

The combined financial statements reflect all of the Housing Authority’s federally funded programs and activities in one place. The Housing Authority reports all its activities and programs using the Enterprise Fund type model. HUD encourages PHAs to use this accounting method as it is normally used to account for “business-type activities” – activities similar to those found in the private sector. Enterprise Fund types use the accrual method of accounting, the same accounting method employed by most private-sector businesses. Under this method, revenues and expenditures may be reported as such even though no cash transaction has actually taken place.

FINANCIAL HIGHLIGHTS

The term “net position” refers to the difference between assets and liabilities. The Housing Authority’s total net position as of December 31, 2022 was \$1,026,508. The net position increased by \$53,785, an increase of 5.5% over the prior year.

Revenues and contributions for the Housing Authority were \$727,443 for the year ended December 31, 2022. This was an increase of \$6,860 or 1.0% over the prior year.

Expenses for the Housing Authority were \$673,658 for the year ended December 31, 2022. This was a decrease of \$25,712 or 3.7% from the prior year.

HUD operating grants were \$347,224 for the year ended December 31, 2022. This was an increase of \$4,551 or 1.3% over the prior year. There was \$77,594 in capital grants of which \$47,275 was classified as soft costs and are in the total of \$347,224 in HUD operating grants.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report contains this *Management & Discussion Analysis* report, the *Basic Financial Statements* and the *Notes to the Financial Statements*. This report also contains the Financial Data Schedule (FDS) as referenced in the section of *Supplemental Information*. The Housing Authority’s financial statements are presented as fund financial statements because the Housing Authority only has proprietary funds.

Bloomfield Housing Authority
Management's Discussion and Analysis (MD&A)
December 31, 2022
(Continued)

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Required Financial Statements

The *Statement of Net Position* includes the Housing Authority's assets and liabilities and provides information about the nature and amounts of investments in resources (assets) and obligations of the Housing Authority creditors (liabilities). It also provides the basis for evaluating the liquidity and financial flexibility of the Housing Authority.

All of the current year's revenues and expenses are accounted for in the *Statement of Revenues, Expenses, and Changes in Net Position*. This statement measures the success of the Housing Authority's operations over the past year and can be used to determine whether the Housing Authority has successfully recovered all its costs through its user fees and other charges, profitability and credit worthiness.

The final required financial statement is the *Statement of Cash Flows*. The statement reports cash receipts, cash payments, and net changes in cash resulting from operations, investing and financing activities and provides answers to such questions as where did cash come from, what was cash used for, and what was the change in the cash balance during the reporting period.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements and provide more detailed data.

Supplemental Information

This report also contains the Financial Data Schedule (FDS) as referenced in the section of *Supplemental Information*. HUD has established Uniform Financial Reporting Standards that require Housing Authorities to submit financial information electronically to HUD using the FDS format. This financial information was electronically transmitted to the Real Estate Assessment Center (REAC) and is required to be included in the audit reporting package.

FUND STATEMENTS

The Financial Data Schedule reports the Housing Authority's operations in more detail. The Housing Authority reports all its activities using Enterprise fund types. These funds are used to show activities that operate more like commercial enterprises. The Financial Data Schedule is organized by the government Catalogue of Financial Domestic Assistance (CFDA) numbers.

Bloomfield Housing Authority
Management's Discussion and Analysis (MD&A)
December 31, 2022
(Continued)

FUND STATEMENTS (Continued)

Low Rent Public Housing Program: Under this program, the Housing Authority rents units that it owns to low-income elderly and family households. This program is operated under an Annual Contributions Contract with HUD. HUD provides Operating Subsidies to enable the Housing Authority to lease these units at a rate that is based on 30% of the household income or a flat rent.

Capital Fund Program: Under this program, the Housing Authority is awarded funds each year to use for Capital needs. The Housing Authority is awarded funds each year to use for Capital needs. The Housing Authority also has the ability to use up to 100% of these funds, if need be, to supplement Operating Subsidies, since the Housing Authority is considered a "small" PHA. This program is the primary funding source for physical improvements to its properties.

Section 8 Housing Choice Voucher Program: Under this program, the Housing Authority administers contracts with independent landlords to provide housing for low-income households. These units are not owned by the Housing Authority. The Housing Authority subsidizes the family's rent via a "Housing Assistance Payment" made directly to the landlord. HUD provides subsidy to the Housing Authority to enable the Housing Authority to set the rental rates at 30% to 40% of a participant's income.

FINANCIAL ANALYSIS

Net position may serve, over time, as a useful indicator of a government's financial position. As stated in the following table, assets exceeded liabilities by \$1,026,508 at the close of the year ended December 31, 2022 an increase from \$972,723 in 2021.

The unrestricted net position was \$275,692 as of December 31, 2022. It can be used to meet the Housing Authority's ongoing obligations. The Housing Authority had \$4,751 in net position classified as restricted, which would be subject to external restrictions on how they may be used. At the end of the current fiscal year, the Housing Authority is able to report positive balances in all categories of net position.

Bloomfield Housing Authority
Management's Discussion and Analysis (MD&A)
December 31, 2022
(Continued)

FINANCIAL ANALYSIS (Continued)

CONDENSED STATEMENTS OF NET POSITION

	<u>12/31/22</u>	<u>12/31/21</u>	<u>Dollar Change</u>
Current and other assets	\$ 334,534	\$ 250,557	\$ 83,977
Capital assets, net	746,065	783,920	(37,855)
Total Assets	<u>1,080,599</u>	<u>1,034,477</u>	<u>46,122</u>
Current liabilities	49,205	57,034	(7,829)
Noncurrent liabilities	4,886	4,720	166
Total Liabilities	<u>54,091</u>	<u>61,754</u>	<u>(7,663)</u>
Net Position:			
Net in capital assets	746,065	783,920	(37,855)
Restricted net position	4,751	131	4,620
Unrestricted net position	<u>275,692</u>	<u>188,672</u>	<u>87,020</u>
Total Net Position	<u>\$ 1,026,508</u>	<u>\$ 972,723</u>	<u>\$ 53,785</u>

Total current assets increase of \$83,977 was due, in large part, to an increase in cash flows of \$113,612.

Total current liabilities decrease of \$(7,829) was due, in large part, to a decrease in accrued wages of \$(4,321) and a decrease in unearned revenue of \$(4,197).

The largest portion of the Housing Authority's net position reflects its investment in capital assets (e.g. land, buildings and equipment) less accumulated depreciation. The Housing Authority uses these capital assets to provide service and consequently these assets are not available to liquidate liabilities or other spending.

While the Statement of Net Position shows the change in financial position of net position, the Statements of Revenues, Expenses, and Changes in Net Position provides answers as to the nature and source of these changes.

Bloomfield Housing Authority
Management's Discussion and Analysis (MD&A)
December 31, 2022
(Continued)

FINANCIAL ANALYSIS (Continued)

**CONDENSED STATEMENTS OF REVENUES, EXPENSES,
AND CHANGES IN NET POSITION**

	<u>12/31/22</u>	<u>12/31/21</u>	<u>Dollar Change</u>
Revenues and contributions			
Operating, non operating, capital contributions:			
Net tenant revenue	\$ 302,979	\$ 269,176	\$ 33,803
[BGG] Tenant revenue-other	33,176	27,141	6,035
HUD operating grants	347,224	342,673	4,551
Capital grants	30,319	79,866	(49,547)
Investment income	86	69	17
Other revenue	13,659	1,658	12,001
Total Revenues and Contributions	<u>727,443</u>	<u>720,583</u>	<u>6,860</u>
Expenses			
Personnel services	181,446	187,689	(6,243)
Tenant services	6,258	5,953	305
Utilities	143,199	121,534	21,665
Maintenance	87,168	127,361	(40,193)
Insurance	36,956	32,760	4,196
Other supplies and expenses	45,433	35,567	9,866
Housing assistance payments	98,089	114,861	(16,772)
Depreciation	75,109	73,645	1,464
Total Expenses	<u>673,658</u>	<u>699,370</u>	<u>(25,712)</u>
Change in net position	53,785	21,213	32,572
Beginning net position	972,723	951,510	21,213
Ending net position	<u>\$ 1,026,508</u>	<u>\$ 972,723</u>	<u>\$ 53,785</u>

Revenues:

As can be seen in the above table total revenues and contributions increased by \$6,860, in large part, due to increasing tenant rent revenue by \$33,803.

Bloomfield Housing Authority's primary revenue sources are subsidies and grants received by HUD, as well as tenant revenue. Please note that Capital Fund Program grants are classified as either soft cost revenue or hard cost revenue. The Housing Authority received \$77,594 in capital grants during the current year. These grants were classified as soft costs in the amount of \$47,275. For the year ending December 31, 2022, revenue generated by the Housing Authority accounted for \$336,155 (or 46.2% of total revenue), while HUD contributions accounted for \$377,543 (or 51.9% of total revenue).

Bloomfield Housing Authority
Management's Discussion and Analysis (MD&A)
December 31, 2022
(Continued)

FINANCIAL ANALYSIS (Continued)

Expenses:

Total expenses for the year ending December 31, 2022 were \$673,658 while for the year ending December, 31, 2021 they were \$699,370. This represents a 3.7% decrease in our operating costs. The expenses decreased, in large part, because of a decrease in maintenance materials by \$23,485 and maintenance contracts decreased by \$16,708.

The following represents changes in Federal Assistance received:

	12/31/22	12/31/21	Dollar Change
Public Housing Operating Subsidy	\$ 178,418	\$ 181,604	\$ (3,186)
Capital Fund Program	77,594	111,364	(33,770)
Housing Choice Voucher	121,531	129,571	(8,040)
Total	\$ 377,543	\$ 422,539	\$ (44,996)

The above chart is segregated as to the Program source of funds, not the use of funds. The subsidy for Public Housing decreased mainly due to HUD decreasing its funding formula amount for the Housing Authority. The Capital Fund Program used less than one year's worth of capital funds in 2022.

Budget Analysis:

A Low Rent Public Housing Operating Budget for the year ending December 31, 2022 was presented to and approved by the Board of Commissioners. Actual results were in line with the budgeted amounts.

OPERATIONAL HIGHLIGHTS

The Bloomfield Housing Authority provided the following housing for low-income individuals and families:

	12/31/22	12/31/21
Low Rent Public Housing Program	88	88
Housing Choice Voucher Program	27	27

The Housing Authority had a lease up rate of 89.3% in the Low Rent program for the current fiscal year.

Bloomfield Housing Authority
Management's Discussion and Analysis (MD&A)
December 31, 2022
(Continued)

CAPITAL ASSETS

The Bloomfield Housing Authority's investment in capital assets, as of December 31, 2022 amounts to \$746,065 (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements, and equipment. For further detail of capital assets see Note C.

CAPITAL ASSETS
NET OF ACCUMULATED DEPRECIATION
December 31,

	<u>2022</u>	<u>2021</u>	<u>Dollar Change</u>
Land	\$ 147,934	\$ 147,934	\$
Buildings	5,226,423	5,208,028	18,395
Furniture, equipment and machinery			
- dwellings	198,775	181,536	17,239
Furniture, equipment and machinery			
- administration	293,942	292,322	1,620
	<u>5,867,074</u>	<u>5,829,820</u>	<u>37,254</u>
Accumulated depreciation	<u>(5,121,009)</u>	<u>(5,045,900)</u>	<u>(75,109)</u>
Total	<u>\$ 746,065</u>	<u>\$ 783,920</u>	<u>\$ (37,855)</u>

Capital assets decreased by \$37,854 due to capital outlays of \$37,255 and depreciation of \$(75,109).

During the year ending December 31, 2022, our Capital Fund was used to replace air conditioners, oven ranges, and refrigerators; garage camera; flooring; and a toilet,

Capital projects planned for the next year include the following:

The planned capital expenditures for the next fiscal year will be used for ongoing operational purposes.

Bloomfield Housing Authority
Management's Discussion and Analysis (MD&A)
December 31, 2022
(Continued)

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The Housing Authority is primarily dependent upon HUD for the funding of operations as well as capital needs. Therefore, the Housing Authority is affected more by the Federal Budget than by local economic conditions.

Although the Housing Authority remains concerned about the future levels of HUD funding due to the state of the federal budget, we feel that we are both financially and operationally in a strong position to continue to provide safe, sanitary, and decent housing to our residents.

We know of no other currently known facts, decisions, or conditions that are expected to have a significant effect on financial position (net position) or results of operations (revenues, expenses, and other changes).

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of the Housing Authority's finances for all those with an interest in its finances. Questions or comments concerning any of the information contained in this report or request for additional information should be directed to:

Sandra Owen, Executive Director
Bloomfield Housing Authority
100 W. Main Street
P.O. Box 801
Bloomfield, Indiana 47424-1345

FINANCIAL STATEMENTS

Bloomfield Housing Authority
Statement of Net Position
December 31, 2022

ASSETS

Current Assets:

Cash and cash equivalents	\$ 319,021
Accounts receivable- net	6,431
Prepaid expenses	7,844
Inventories	1,238
Total Current Assets	334,534

Capital Assets:

Land	147,934
Buildings	5,226,423
Equipment – dwelling	492,717
	5,867,074
Less: accumulated depreciation	(5,121,009)
Net Capital Assets	746,065

Total Assets	\$ 1,080,599
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LIABILITIES and NET POSITION

Current Liabilities:

Accounts payable	\$ 10,450
Accrued expenses	9,772
Tenant security deposit liability	24,757
Unearned revenue	4,226
Total Current Liabilities	49,205

Noncurrent Liabilities:

Accrued expenses	4,886
Total Liabilities	54,091

Net Position:

Net investment in capital assets	746,065
Restricted net position	4,751
Unrestricted net position	275,692
Total Net Position	1,026,508

Total Liabilities and Net Position	\$ 1,080,599
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See notes to financial statements

Bloomfield Housing Authority
Statement of Revenues, Expenses, And
Changes in Net Position
Year Ended December 31, 2022

OPERATING REVENUES:

Net tenant rental revenue	\$	302,979
Tenant revenue-other		33,176
Operating grants		<u>347,224</u>
Total operating revenues		<u>683,379</u>

OPERATING EXPENSES:

Administrative		211,582
Tenant services		6,258
Utilities		143,199
Maintenance		96,022
Insurance		36,956
General expenses		6,443
Housing assistance payments		98,089
Depreciation		<u>75,109</u>
Total operating expenses		<u>673,658</u>

Operating income (loss)		<u>9,721</u>
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NONOPERATING REVENUES:

Investment interest income		86
Other revenue		<u>13,659</u>

Total non operating revenues		<u>13,745</u>
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Income (loss) before contributions		23,466
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CAPITAL CONTRIBUTIONS

		<u>30,319</u>
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Change in net position		53,785
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Net Position, beginning		<u>972,723</u>
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Net Position, ending	\$	<u>1,026,508</u>
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See notes to financial statements

Bloomfield Housing Authority
Statement of Cash Flows
Year Ended December 31, 2022

CASH FLOWS FROM OPERATING ACTIVITIES:

Cash received from dwelling and non dwelling rents	\$	334,688
Cash received from operating grants		348,610
Cash payments to other suppliers of goods and services		(392,583)
Cash payments to employees for services		(185,270)
		(185,270)

Net cash provided by operating activities		105,445
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CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:

Tenant security deposits		1,357
Other revenue		13,659
		13,659

Net cash provided by noncapital financing activities		15,016
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CASH FLOW FROM CAPITAL AND RELATED FINANCING ACTIVITIES:

Payments for capital acquisitions		(37,254)
Capital contributions		30,319
		30,319

Net cash (used) by capital and related financing activities		(6,935)
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CASH FLOWS FROM INVESTING ACTIVITIES:

Receipt of interest income		86
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Net cash provided by investing activities		86
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Net increase (decrease) in cash		113,612
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Cash and cash equivalents, beginning		205,409
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Cash and cash equivalents, ending		\$ 319,021
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See notes to financial statements

Bloomfield Housing Authority
Statement of Cash Flows (Continued)
Year Ended December 31, 2022

RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED) OPERATING ACTIVITIES:

Operating income (loss)	\$	9,721
Adjustments to reconcile operating (loss) to net cash provided (used)		
By operating activities:		
Depreciation		75,109
Changes in assets and liabilities:		
(Increase) decrease in assets:		
Accounts receivable-HUD		1,386
Accounts receivable-tenants		2,730
Prepaid expenses		25,430
Inventory		89
Increase (decrease) in liabilities:		
Accounts payable-trade		(1,879)
Accrued liability-other		880
Accrued wages/payroll taxes payable		(4,321)
Accrued compensated absences		497
Unearned revenue		(4,197)
		(4,197)
Net cash provided by operating activities	\$	105,445

See notes to financial statements

Bloomfield Housing Authority
Notes to Financial Statements
December 31, 2022

NOTE A: DESCRIPTION OF THE HOUSING AUTHORITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Bloomfield Housing Authority (“Housing Authority”) is an independent municipal entity created by the City of Bloomfield pursuant to Indiana state law and the National Housing Act of 1937. Although the Housing Authority maintains close ties with the City of Bloomfield in several respects, the Housing Authority is not a component unit of the City, as defined by the Governmental Accounting Standards Board, since the City is not financially accountable for the operations of the Housing Authority, and has no responsibility to fund its deficits or receive its surpluses. The Housing Authority operates under a Board of Commissioners form of government to provide safe and decent housing for eligible low and moderate income families and elderly and disabled individuals. The Board is comprised of seven members, all City of Bloomfield residents, appointed by the City Board.

1. Reporting Entity

The Housing Authority’s financial statements include the accounts of all of the Housing Authority’s operations. The Housing Authority maintains its accounting records by program and operates the following programs:

Low Income Public Housing

This program accounts for all activities relating to the leasing and operation of apartments in buildings that were constructed and are owned by the Housing Authority. These units are rented to low income families and low income elderly, disabled, and special needs individuals. The properties were constructed with grants and/or loans provided by the U.S. Department of Housing and Urban Development (HUD). The Housing Authority receives grants from HUD to subsidize operating costs. Tenants are charged rents based on a percentage of their incomes. HUD subsidizes 88 federal public housing units through this program.

Public Housing Capital Fund

HUD provides grant funds to authorities with Low Rent Public Housing units on a formula basis. The funds are predominantly used to make physical improvements to buildings and dwelling units owned by the Housing Authority under the Low Income Public Housing Program. A designated portion of these funds may also be used to support operations and to make improvements in the management and operation of the Housing Authority’s Low Income Public Housing Program.

Section 8 Housing Choice Vouchers

The Section 8 Housing Choice Voucher Program administered by the Housing Authority provides rent subsidies from HUD that are used by very low income families, the elderly, and the disabled to afford them decent, safe, and sanitary housing in the private market. This program provides rental assistance to approximately 27 families and individuals.

NOTE A: DESCRIPTION OF THE HOUSING AUTHORITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Basis of Presentation

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The statement of net position and the statement of activities (the government-wide financial statements) present information for the primary government. Interfund activity has been eliminated in the preparation of these statements.

The Housing Authority is a special-purpose government entity engaged only in business-type activities and, as such, the financial statements are presented as a single enterprise fund.

3. Measurement Focus

The government-wide financial statements are presented using the economic resources measurement focus, similar to that used by business enterprises

4. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

Proprietary funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Housing Authority are charges to customers for rents. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Subsidies received from HUD or other grantor agencies, for operating purposes, are recorded as operating revenue in the operating statement while capital grant funds are added to the net position below the nonoperating revenue and expense.

If/when, both restricted and unrestricted resources are available for use, it is the Housing Authority's policy to use restricted resources first, then unrestricted resources as they are needed.

NOTE A: DESCRIPTION OF THE HOUSING AUTHORITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

5. Budgets and Budgetary Accounting

The Housing Authority adopts a formal operating budget each year for its operating programs and on a project-length basis for its capital expenditures, which are approved by the board of Commissioners and submitted to the U.S. Department of Housing and Urban Development for their approval, if required.

6. Cash and Cash Equivalents

Cash and cash equivalents consist of checking accounts, savings accounts, and certificates of deposit. The cash equivalents are recorded at cost, which approximates market.

7. Tenant Accounts Receivable and Allowance for Bad Debts

Tenant accounts receivable are stated at net rent amounts. Tenant accounts generally are collectible as long as the tenant is occupying the unit; thus, no allowance for bad debts has been established by management. When the tenant vacates the unit, any unpaid balance remaining after application of the security deposit and after procedures have been followed to recover outstanding amounts, is charged as a reduction of rental revenue.

8. Prepaid Expenses

Prepaid expenditures, such as insurance premiums and deferred costs, which are expected to be written off within the next fiscal year, are included in net current assets.

9. Compensated Absences

Housing Authority employees are granted vacation and sick leave in varying amounts. In the event of termination, an employee is paid for accumulated vacation days according to contract or personnel policies. In the event of termination by retirement or death, an employee is paid for accumulated sick days according to contract or personnel policies.

10. Inter-Program Activity

During the course of operations, transactions occur within individual programs that may result in amounts owed or transfers between programs. Offsetting inter-program receivables and payables as well as offsetting inter-program transfers are eliminated for financial statement presentation. For the year ended December 31, 2022, there were no inter-program receivables and payables, and there was \$47,275 in operating transfers.

NOTE A: DESCRIPTION OF THE HOUSING AUTHORITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

11. Buildings and Equipment

Buildings and equipment are recorded at historical cost. Costs in excess of \$500 that materially add to the productive capacity and extend the life of an asset longer than one year are capitalized, while maintenance and repair costs are expensed as incurred. Buildings and equipment are depreciated using the straight-line method over the following estimated useful lives:

Buildings and improvements	15	-	40 years
Equipment and furnishings	5	-	7 years

Land and land improvements include approximately \$147,934 of capitalized land that is not subject to depreciation.

12. Income Taxes

The Housing Authority is a quasi-governmental entity. The Housing Authority is not subject to Federal or State income taxes.

13. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

14. Deferred Outflows/Inflows of Resources

In addition to assets and liabilities, the statement of financial position will, when applicable, report separate sections for deferred outflows or resources and deferred inflows of resources. *Deferred outflows of resources*, a separate financial statement element, represents a consumption of net position or fund balance, respectively, that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that time. *Deferred inflows of resources* a separate financial statement element, represents an acquisition of net position or fund balance, respectively, that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

The Housing Authority does not have any items that qualifies for reporting in these categories.

NOTE A: DESCRIPTION OF THE HOUSING AUTHORITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

15. Unearned Revenue

The Housing Authority reports unearned revenue in connection with resources that have been received, but not yet earned.

16. Comparative Data

Comparative data for the prior year has not been presented in the accompanying financial statements since their inclusion would make the statements unduly complex and difficult to read.

17. Net Position

Net positions are comprised of three categories (1) net investment in capital assets, (2) restricted, and (3) unrestricted. The Housing Authority's positive value of unrestricted net position in the primary government may be used to meet ongoing obligations. When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the Housing Authority's policy is to first apply restricted resources. Each component of net position is reported separately on the statement of net position.

- i. Net Investment in capital assets – This category consists of capital assets (including restricted capital assets), net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, and improvements of those assets.
- ii. Restricted – This category equals the restricted cash of the Housing Authority and consists of net position restricted for use by (1) external groups such as grantors, creditors, or laws and regulations of other governments or (2) law through constitutional provisions or enabling legislation.
- iii. Unrestricted – This category includes all of the remaining net position that do not meet the definition of the other two categories.

18. Subsequent Events

The financial statements and related disclosures include evaluation of events through and including June 27, 2023, which is the date the financial statements were available to be issued.

NOTE B: CASH AND CASH EQUIVALENTS

Indiana Code authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Indiana. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications, which matures not more than 270 days after the date of purchase; obligations of the State of Indiana or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Indiana.

The Housing Authority has designated one bank for the deposit of its funds. The Housing Authority's deposits are included on the balance sheet under the classification cash and cash equivalents and consist of the following:

Cash – operations (checking accounts)	<u>\$ 319,021</u>
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The above deposits are classified by Governmental Accounting Standards Board Statement Nos. 3 and 40 in the following categories as of December 31, 2022:

Bank deposits (checking accounts)	<u>\$ 319,021</u>
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Custodial Credit Risk of Bank Deposits – Custodial credit risk is the risk that in the event of a bank failure, the Housing Authority's deposits may not be returned to it. At year end, The Housing Authority had no bank deposits (checking accounts) that were uninsured and uncollateralized.

NOTE C: CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2022, was as follows:

	Balance 12/31/21	Additions/ Transfers	Retirements/ Transfers	Balance 12/31/22
Low Rent Program				
Land	\$ 147,934	\$ 0	\$ 0	\$ 147,934
Buildings	5,208,028	18,395	0	5,226,423
Furniture, equipment & machinery - dwellings	181,536	17,239	0	198,775
Furniture, equipment & machinery - administration	292,322	1,620	0	293,942
	<u>5,829,820</u>	<u>\$ 37,254</u>	<u>\$ 0</u>	<u>5,867,074</u>
Less accumulated depreciation	<u>(5,045,900)</u>	<u>\$ (75,109)</u>	<u>\$ 0</u>	<u>(5,121,009)</u>
Total	<u>\$ 783,920</u>			<u>\$ 746,065</u>

Depreciation expense was charged to functions/programs of the government as follows:

Business-type activities:	
Low Rent Program	<u>\$ 75,109</u>

NOTE D: NON-CURRENT LIABILITIES

As of December 31, 2022, the non-current liabilities are comprised of the following:

Accrued compensated absences- noncurrent portion	<u>\$ 4,886</u>
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The following is a summary of changes in non-current liabilities for the year ended December 31, 2022:

	Balance 12/31/21	Additions	Deductions	Balance 12/31/22	Amounts Due within One Year
Accrued compensated absences	<u>\$ 4,720</u>	<u>\$ 663</u>	<u>\$ (497)</u>	<u>\$ 4,886</u>	<u>\$ 9,772</u>

NOTE E: RETIREMENT PLAN

The Housing Authority provides pension benefits for all its full-time employees through a defined contribution plan with Metlife. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Employees are eligible to participate after one year of full-time employment. The Housing Authority contributes an amount equal to 13.0% of the employee base salary each month. The Housing Authority’s contributions for each employee (and interest allocated to the employee’s account) are fully vested immediately. The Housing Authority’s total pension contribution in fiscal year 2022 was \$16,042. Total annual payroll expense was \$123,399.

The Housing Authority does not provide post employment retirement benefits. As a result, there are no disclosures included in these statements as required by GASB 75.

NOTE F: COMMITMENTS AND CONTINGENCIES

Commitments – Construction

At December 31, 2022, the Housing Authority had the following capital fund grants:

	<u>IN36P032501-21</u>	<u>IN36P032501-20</u>
Funds Approved	\$ 168,085	\$ 160,493
Funds Expended	(51,476)	(160,493)
Excess of Funds Approved	<u>\$ 116,609</u>	<u>\$ 0</u>
Funds Advanced (HUD Grants)	51,476	\$ 160,493
Funds Expended	(51,476)	(160,493)
Excess of Funds Advanced	<u>\$ 0</u>	<u>\$ 0</u>

The audited costs for the 2020 CFP agree with the costs shown on the financial statements.

Contingencies

The Housing Authority is subject to possible examination by Federal and State authorities who determine compliance with terms, conditions, laws and regulations governing other grants given to the Housing Authority in the current and prior years. No significant violations of finance-related legal or contractual provisions occurred.

NOTE G: RISK MANAGEMENT

The Housing Authority is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employees health and life; and natural disasters. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Housing Authority. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

SUPPLEMENTARY INFORMATION

**Barry E. Gaudette, CPA, PC
3149 Lake Meadows Circle
Traverse City, Michigan 49685**

Independent Accountant’s Report on Applying Agreed-Upon Procedure

To the Board of Commissioners
Bloomfield Housing Authority

We have performed the procedure described in the second paragraph of this report, which was agreed to by the Bloomfield Housing Authority (the “Authority”) and the U.S. Department of Housing and Urban Development, Public Indian Housing-Real Estate Assessment Center (PIH-REAC), on whether the electronic submission of certain information agrees with the related hard copy documents within the audit reporting package. The Authority is responsible for the accuracy and completeness of the electronic submission. The sufficiency of the procedure is solely the responsibility of the Authority and the U.S. Department of Housing and Urban Development, PIH-REAC. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the “UFRS Rule information” column with the corresponding printed documents listed in the “Hard Copy Documents” column. The associated findings from the performance of our agreed-upon procedure indicate agreement or non-agreement of the electronically submitted information and hard copy documents as shown in the attached chart.

This agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on whether the electronic submission of the items listed in the “UFRS Rule Information” column agrees with the related hard copy documents within the audit reporting package. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We were engaged to perform an audit in accordance with the audit requirements of OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, for the Bloomfield Housing Authority as of and for the year ended December 31, 2022, and have issued our reports thereon dated June 27, 2023. The information in the “Hard Copy Documents” column was included within the scope, or was a by-product of that audit. Further, our opinion on the fair presentation of the supplementary information dated June 27, 2023, was expressed in relation to the basic financial statements of the Authority taken as a whole.

Independent Accountant’s Report on Applying Agreed-Upon Procedure

Page Two

A copy of the reporting package required by OMB Uniform Administrative Requirements, which includes the auditor’s reports, is available in its entirety from the Bloomfield Housing Authority. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, PIH-REAC.

The purpose of this report on applying the agreed-upon procedure is solely to describe the procedure performed on the electronic submission of the items listed in the “UFRS Rule Information” column and the associated findings, and not to provide an opinion or conclusion. Accordingly, this report is not suitable for any other purpose.

Barry E. Gaudette, CPA, PC

June 27, 2023

ATTACHMENT TO INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING AGREED-UPON PROCEDURE

Procedure	UFRS Rule Information	Hard Copy Documents	Agrees	Does Not Agree
1	Business Sheet, Revenue and Expense and Cash Flow Data	Financial Data Templates (i.e. the Financial Data Schedule)	X	
2	Footnotes	Footnotes to Audited Basic Financial Statements	X	
3	Type of Opinion on the Financial Statements and Compliance	Auditor’s Reports on the Financial Statements and Compliance	X	
4	Type of Opinion on Financial Data Templates	Auditor’s Supplemental Report on Financial Data Templates	X	

REPORTS ON INTERNAL CONTROL AND COMPLIANCE

Barry E. Gaudette, CPA, PC
3149 Lake Meadows Circle
Traverse City, Michigan 49685

**Independent Auditor's Report on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on an
Audit of Financial Statements Performed in Accordance
with *Government Auditing Standards***

Board of Housing Commissioners
Bloomfield Housing Authority
Greene County, Indiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Bloomfield Housing Authority, Indiana, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Bloomfield Housing Authority, Indiana's basic financial statements, and have issued our report thereon dated June 27, 2023.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Bloomfield Housing Authority, Indiana's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Bloomfield Housing Authority, Indiana's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bloomfield Housing Authority, Indiana's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Bloomfield Housing Authority, Indiana's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Barry E. Gaudette, CPA

June 27, 2023