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State Examiner

INDIANA STATE BOARD OF ACCOUNTS

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January 14, 2025

Board of Directors
Housing Authority of the City of Elwood
Madison County, Indiana

We have reviewed the audit report of Housing Authority of the City of Elwood, which was opined upon by Audit Solutions, LLC, Independent Public Accountant, for the period April 1, 2023 to March 31, 2024. Per the *Independent Auditor's Report*, the financial statements included in the report present fairly the financial condition of Housing Authority of the City of Elwood as of March 31, 2024, and the results of its operations for the period then ended, on the basis of accounting described in the report.

In our opinion, Audit Solutions, LLC, 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.

Tammy R. White, CPA
Deputy State Examiner



**HOUSING AUTHORITY OF THE CITY OF ELWOOD
ELWOOD, INDIANA**

**INDEPENDENT AUDITOR'S REPORT
AND
FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED MARCH 31, 2024**

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

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Audit Solutions, LLC.

Certified Public Accountant

INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Housing Authority of the City of Elwood
Elwood, Indiana

Report on the Audit of the Financial Statements

Opinions

I have audited the accompanying financial statements of the business-type activities of the Housing Authority of the City of Elwood (Authority), Indiana, as of and for the year ended March 31, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Authority, as of March 31, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

I conducted my audit in accordance with 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. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of the Authority and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

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 the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

My 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 my opinions. 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 generally accepted auditing standards and *Government Auditing Standards* 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 there is a substantial likelihood that, individually or in aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, I:

- 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, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- 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 my judgment, there are conditions or events considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

I am 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 I identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion on pages i-vi be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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. I 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 my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying Financial Data Schedule is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* is also presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 my opinion, the accompanying Financial Data Schedule and the Schedule of Expenditures of Federal Awards are 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*, I have also issued my report dated September 3, 2024, on my consideration of the Authority's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my 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 Authority'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 Authority's internal control over financial reporting and compliance.

Audit Solutions, LLC

Chesterfield, Missouri

September 3, 2024

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
March 31, 2024

This section of the Housing Authority of the City of Elwood, Indiana's annual financial report presents our management's discussion and analysis of the Authority's financial performance during the fiscal year ended on March 31, 2024. This discussion and analysis is designed to assist the reader in focusing on significant financial issues and activities and to identify any significant changes in financial position. Please read and consider the information presented in conjunction with the financial statements as a whole.

For accounting purposes, the Housing Authority is classified as an enterprise fund. Enterprise funds account for activities similar to those found in the private business sector, where the determination of net income is necessary or useful to sound financial administration. Enterprise funds are reported using the full accrual method of accounting in which all assets, all deferred outflows of resources, all liabilities, and all deferred inflows of resources, associated with the operation of these funds are included on the Statement of Net Position. The focus of enterprise funds is on income measurement, which, together with the maintenance of equity, is an important financial indication.

FINANCIAL HIGHLIGHTS

- The term "net position" refers to the difference between assets plus deferred outflows of resources less liabilities and deferred inflows of resources. The Authority's total net position as of March 31, 2024, was \$271,001. The net position increased by \$24,954, an increase of 10.1% over the prior year.
- Revenues for the Authority were \$1,718,854 for the year ended March 31, 2024. This was an increase of \$77,410 or 4.7% over the prior year.
- Expenses for the Authority were \$1,693,900 for the year ended March 31, 2024. This was an increase of \$104,424 or 6.6% over the prior year.
- Governmental grants and subsidies awarded to the Authority were \$1,686,814 for the year ended March 31, 2024, an increase of \$75,590 or 4.7% over the prior year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report includes this *Management Discussion and 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 Required by HUD*. The Authority's financial statements are presented as fund level financial statements because the Authority only has proprietary funds.

Required Financial Statements

The financial statements of the Housing Authority report information of the Authority using accounting methods similar to those used by private sector companies. These statements offer short- and long-term financial information about its activities. The Statement of Net Position includes all the Authority's assets, deferred outflows of resources, liabilities, and deferred inflows of resources and provides information about the nature and amounts of investments in resources (assets and deferred outflows of resources) and obligations of the Authority creditors (liabilities and deferred inflows of resources). It also provides the basis for evaluating the capital structure of the Authority and assessing the liquidity and financial flexibility of the Authority.

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

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) – (Continued)
March 31, 2024

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

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 Required by HUD*. HUD has established *Uniform Financial Reporting Standards* that require Housing Authority's to submit financial information electronically to HUD using the FDS format. This financial information was electronically transmitted to the Real Estate Assessment Center (REAC) for the year ended March 31, 2024, and is required to be included in the audit reporting package.

FINANCIAL ANALYSIS

Net position may serve, over time, as a useful indicator of an agency's financial position. As stated in the table on the following page, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$271,001 at the close of the year ended March 31, 2024, up from \$246,047 in fiscal year 2023. The increase in net position of \$24,954 was due to the reasons noted below:

- Current assets include cash, investments, receivables, and prepaid expenses. Of the \$159,936 increase in this category, cash and investments increased \$145,540, receivables increased \$11,205, and prepaid expenses increased \$3,191.
- Capital assets increased \$12,518 because current year capital asset additions exceeded current year depreciation expense. Change in capital assets is explained in section titled "Capital Asset" of this analysis.
- Current liabilities increased \$20,807 from FY 2023 primarily due to mainly due to an increase in unearned revenue of \$19,050 and increase in accounts payable of \$1,750.

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

MANAGEMENT’S DISCUSSION AND ANALYSIS (MD&A) – (Continued)
March 31, 2024

FINANCIAL ANALYSIS (CONTINUED)

CONDENSED STATEMENTS OF NET POSITION

| | <u>FY 2024</u> | <u>FY 2023</u> | <u>Dollar Change</u> | <u>Percent Change</u> |
|----------------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| ASSETS | | | | |
| Current assets | \$ 412,958 | \$ 253,022 | \$ 159,936 | 63.2% |
| Capital assets | 14,920 | 2,402 | 12,518 | 521.1% |
| TOTAL ASSETS | <u>\$ 427,878</u> | <u>\$ 255,424</u> | <u>\$ 172,454</u> | 67.5% |
| LIABILITIES | | | | |
| Current liabilities | \$ 30,184 | \$ 9,377 | \$ 20,807 | 221.9% |
| TOTAL LIABILITIES | <u>30,184</u> | <u>9,377</u> | <u>20,807</u> | 221.9% |
| NET POSITION | | | | |
| Net investment in capital assets | 14,920 | 2,402 | 12,518 | 521.1% |
| Restricted | 1,896 | 27,273 | (25,377) | -93.0% |
| Unrestricted | 254,185 | 216,372 | 37,813 | 17.5% |
| TOTAL NET POSITION | <u>\$ 271,001</u> | <u>\$ 246,047</u> | <u>\$ 24,954</u> | 10.1% |

The unrestricted net position was \$254,185 as of March 31, 2024. This amount may be used to meet the Authority’s ongoing obligations. The restricted net position was \$1,896 as of March 31, 2024. This may only be used to assist families and individuals with housing assistance payments for leased vouchers.

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.

As can be seen in the table on the following page, total revenues increased \$77,410 due to the reasons noted below.

- Governmental grants and subsidies increased \$75,590 or 4.7% from FY 2023. The Authority had a \$25,947 increase in administrative fees earned and a \$49,643 increase in funding received for housing assistance payments.
- Investment income increased \$3,866 from FY 2023 due to an increase in cash and investments, and higher interest rates on deposit accounts.
- Miscellaneous revenue decreased \$2,046 or 6.8% from FY 2023 due to a \$4,995 decrease in revenue received from port-in vouchers. This was partially offset by a \$2,950 increase in revenue received from fraud recoveries.

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) – (Continued)
March 31, 2024

FINANCIAL ANALYSIS (CONTINUED)

Total expenses increased by \$104,424 due to the reasons noted below:

- Administrative expenses increased \$17,054 or 9.1% from FY 2023. The primary reason was an increase in administrative wages and benefits of \$10,522 or 7.9%. The Authority also had an increase in office and other administrative expenses of \$6,922 or 15.9%.
- Utilities decreased \$312 or 23.2% from FY 2023.
- Ordinary maintenance and operations increased \$1,739 or 103.3% from FY 2023.
- Insurance increased \$717 or 39.6% from FY 2023 mainly due to a \$677 increase in auto insurance.
- Other general expenses increased \$52 from FY 2023.
- Housing assistance payments increased \$85,821 or 6.2% from FY 2023 due to an increase in the average housing assistance payment per unit of \$33.84 or 8.4%. This was partially offset by a 1.7% decrease in the number of vouchers issued and outstanding during FY 2024.
- The Authority had a \$647 or 14.0% decrease in depreciation, which is the write-off of capital assets over their estimated useful life.

The Housing Choice Voucher leasing rate for fiscal year March 31, 2024, was 91.9%, down from 94.0% in FY 2023. The Authority currently has 304 Housing Choice Voucher units.

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

MANAGEMENT’S DISCUSSION AND ANALYSIS (MD&A) – (Continued)
March 31, 2024

FINANCIAL ANALYSIS (CONTINUED)

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

| | FY 2024 | FY 2023 | Dollar Change | Percent Change |
|--|-------------------|-------------------|------------------|-------------------|
| REVENUES | | | | |
| Operating - non-operating - capital contributions: | | | | |
| Governmental grants & subsidy | \$ 1,686,814 | \$ 1,611,224 | \$ 75,590 | 4.7% |
| Investment income | 3,954 | 88 | 3,866 | 4393.2% |
| Miscellaneous revenue | 28,086 | 30,132 | (2,046) | -6.8% |
| TOTAL REVENUES | 1,718,854 | 1,641,444 | 77,410 | 4.7% |
| EXPENSES | | | | |
| Administrative | 205,183 | 188,129 | 17,054 | 9.1% |
| Utilities | 1,034 | 1,346 | (312) | -23.2% |
| Ordinary maintenance and operations | 3,423 | 1,684 | 1,739 | 103.3% |
| Insurance | 2,529 | 1,812 | 717 | 39.6% |
| Other general expenses | 52 | - | 52 | 100.0% |
| Housing assistance payments | 1,477,697 | 1,391,876 | 85,821 | 6.2% |
| Depreciation | 3,982 | 4,629 | (647) | -14.0% |
| TOTAL EXPENSES | 1,693,900 | 1,589,476 | 104,424 | 6.6% |
| CHANGE IN NET POSITION | 24,954 | 51,968 | (27,014) | |
| NET POSITION | | | | |
| Beginning net position | 246,047 | 194,079 | 51,968 | |
| Prior period adjustments | - | - | - | |
| NET POSITION - BEG OF YEAR | 246,047 | 194,079 | 51,968 | |
| NET POSITION - END OF YEAR | \$ 271,001 | \$ 246,047 | \$ 24,954 | |

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

MANAGEMENT’S DISCUSSION AND ANALYSIS (MD&A) – (Continued)
March 31, 2024

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets – The Housing Authority of the City of Elwood, Indiana’s net investment in capital assets as of March 31, 2024, amounts to \$14,920. This investment in capital assets includes equipment and accumulated depreciation.

The total increase in the Authority’s investment in capital assets for the current fiscal year was 521.1% in terms of net book value. Depreciation charges for the year totaled \$3,982. Additional information on the Authority’s capital assets can be found in the notes to the financial statements of this report.

| | Beginning | Additions | Depreciation | Disposals | Ending |
|----------------|-----------|-----------|--------------|-----------|----------|
| Capital assets | \$2,402 | \$16,500 | \$(3,982) | \$(0) | \$14,920 |

ECONOMIC FACTORS AND NEXT YEAR’S BUDGET AND RATES

The Authority receives annual budget authority from HUD based on prior year leasing and HAP utilization. In addition to annual budget authority, the Authority also has \$1,896 in HAP Reserves available for housing assistance payments. Administrative fees for the Housing Choice Voucher program will be based on actual utilization in FY 2025 and adjusted for pro-ration which is currently at 92.00%.

The Authority receives annual budget authority from HUD based on prior year leasing and HAP utilization. In addition to annual budget authority, the Authority has \$162,862 in HUD-Held Reserves available for housing assistance payments. Administrative fees for the Housing Choice Voucher program will be based on actual utilization in FY 2024 and adjusted for pro-ration which is currently at 85.80%.

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of the Authority’s finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to Kimala Hanlin, Executive Director, Housing Authority of the City of Elwood, 1621 South “A” St., Suite B Elwood, Indiana 46036.

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

STATEMENT OF NET POSITION
March 31, 2024

ASSETS

Current Assets:

| | |
|---------------------------------|--------------|
| Cash and cash equivalents | \$ 306,477 |
| Cash - restricted | 1,896 |
| Investments | 78,938 |
| Receivables - net of allowances | 19,683 |
| Prepaid expenses | <u>5,964</u> |

Total Current Assets 412,958

Non-current Assets:

Capital assets:

Other capital assets, net of depreciation 14,920

Total capital assets - net 14,920

Total Non-current Assets 14,920

DEFERRED OUTFLOWS OF RESOURCES

-

Total Assets and Deferred Outflow of Resources \$ 427,878

LIABILITIES

Current Liabilities:

| | |
|-------------------------------|---------------|
| Accounts payable | \$ 2,785 |
| Accrued salaries and benefits | 8,349 |
| Unearned revenues | <u>19,050</u> |

Total Current Liabilities 30,184

Total Liabilities 30,184

DEFERRED INFLOWS OF RESOURCES

Operating HAP grant 126,693

NET POSITION

| | |
|----------------------------------|----------------|
| Net investment in capital assets | 14,920 |
| Restricted | 1,896 |
| Unrestricted | <u>254,185</u> |

Total Net Position 271,001

Total Liabilities, Deferred Inflows of Resources and Net Position \$ 427,878

See accompanying notes to the basic financial statements

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For the Year Ended March 31, 2024

| | |
|--|--------------|
| OPERATING REVENUES | |
| Governmental grants and subsidy | \$ 1,686,814 |
| Miscellaneous | 28,086 |
| | <hr/> |
| Total operating revenue | 1,714,900 |
| | <hr/> |
| OPERATING EXPENSES | |
| Administrative | 205,183 |
| Utilities | 1,034 |
| Ordinary maintenance and operations | 3,423 |
| Insurance | 2,529 |
| General | 52 |
| Housing assistance payment | 1,477,697 |
| Depreciation expense | 3,982 |
| | <hr/> |
| Total operating expenses | 1,693,900 |
| | <hr/> |
| Operating income (loss) | 21,000 |
| | <hr/> |
| NON-OPERATING REVENUES (EXPENSES) | |
| Investment income | 3,954 |
| | <hr/> |
| Net non-operating revenues (expenses) | 3,954 |
| | <hr/> |
| Income (loss) before contributions and transfers | 24,954 |
| | <hr/> |
| Change in net position | 24,954 |
| | <hr/> |
| Total net position - beginning of year | 246,047 |
| | <hr/> |
| Total net position - end of year | \$ 271,001 |
| | <hr/> <hr/> |

See accompanying notes to the basic financial statements

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

STATEMENT OF CASH FLOWS
For the Year Ended March 31, 2024

| CASH FLOWS FROM OPERATING ACTIVITIES | |
|---|--------------------|
| Received from governmental grants and subsidy | \$ 1,822,711 |
| Received from other operating activities | 26,740 |
| Payments for goods and services | (69,124) |
| Payments to employees | (144,531) |
| Payment for housing assistance | <u>(1,477,697)</u> |
| Net cash provided by (used in) operating activities | <u>158,099</u> |
| CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES | |
| Purchases of capital assets | <u>(16,500)</u> |
| Net cash provided by (used in) capital and related financing activities | <u>(16,500)</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | |
| Proceeds (payments) from sale (purchase) of investments | (3,938) |
| Receipts of interest and dividends | <u>3,941</u> |
| Net cash provided by (used in) investing activities | <u>3</u> |
| Net increase (decrease) in cash and cash equivalents | 141,602 |
| Cash and cash equivalents at beginning of year | <u>166,771</u> |
| Cash and cash equivalents at end of year | <u>\$ 308,373</u> |
| Reconciliation of operating income (loss) to net cash provided (used) by operating activities | |
| Operating income (loss) | \$ 21,000 |
| Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities: | |
| Depreciation expense | 3,982 |
| Change in assets and liabilities: | |
| Receivables, net | (11,192) |
| Prepaid expenses | (3,191) |
| Accounts and other payables | 1,757 |
| Unearned revenues | <u>145,743</u> |
| Net cash provided by (used) by operating activities | <u>\$ 158,099</u> |

See accompanying notes to the basic financial statements

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

NOTES TO THE BASIC FINANCIAL STATEMENTS
March 31, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Housing Authority of the City of Elwood (Authority) is a public body and a body corporate and politic organized under the laws of the State of Indiana that is legally separate, fiscally independent and governed by a Board of Commissioners. The Authority administers the Section 8 Housing Choice Vouchers program which provides housing for qualified individuals in accordance with the rules and regulations prescribed by the Department of Housing and Urban Development (HUD). The Authority is not subject to Federal or State income taxes and is not required to file Federal or State income tax returns.

The financial statements of the Authority have been prepared in conformity with Generally Accepted Accounting Principles (GAAP). GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this Note.

1A. Financial Reporting Entity

The Authority's financial reporting entity comprises the following:

Primary Government: Housing Authority

In determining the financial reporting entity, the Authority complies with the provisions of GASB Statement No. 14 as amended by GASB No. 39 and No. 61, "The Financial Reporting Entity," and includes all component units of which the Authority appointed a voting majority of the units' board; the Authority is either able to impose its will on the unit or a financial benefit or burden relationship exists. On the basis of the application of these criteria, there are no component units which are required to be included in the Authority's financial statements.

1B. Basis of Presentation

The accounts of the reporting entity are organized into funds, each of which is considered to be separate accounting entities. The operations of each fund are reported as a separate set of self-balancing accounts that are comprised of each fund's assets, liabilities, fund equity, revenues, and expenditure/expenses. Funds consist of three major categories: governmental, proprietary and fiduciary. Funds within each major category are grouped by fund type in the combined financial statements. The Authority uses the following fund:

Proprietary Fund Types - This fund is used to account for the Authority's ongoing activities that are similar to those often found in the private sector. The accounting objectives are the determination of net income, financial position and changes in cash flow. All assets and liabilities associated with a proprietary fund's activities are included on its statement of net position. Proprietary fund equity is segregated into net investment in capital assets and restricted and unrestricted net position. The following are the Authority's proprietary fund types:

Enterprise Fund - Enterprise funds are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges and the measurement of financial activity focuses on net income measurement similar to the private sector. The reporting entity includes all of the Authority's programs as an enterprise fund.

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

NOTES TO THE BASIC FINANCIAL STATEMENTS – (Continued)
March 31, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

1B. Basis of Presentation – (Continued)

The Authority operates the following program in the enterprise fund:

Section 8 Housing Choice Vouchers - The objective of the program is to help low-income families obtain decent, safe, and sanitary housing through a system of rental assistance. HUD will limit the disbursement of HAP (Housing Assistance Payments) funds to the amount needed by the PHA to make immediate payments to private landlords and the administrative costs of managing the program.

1C. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus - The proprietary fund utilizes an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or non-current) associated with their activities are reported. Proprietary fund equity is classified as net position.

Basis of Accounting - In the financial statements, the proprietary fund utilizes the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred, or economic asset used.

1D. Budgets

Budgets are prepared on an annual basis for each major operating program and are used as a management tool throughout the accounting cycle.

Budget compared to actual presentation has been omitted because the Authority does not annually adopt a legally authorized budget. The Authority’s budget is adopted by the management’s board. This budget does not represent an appropriated budget that has been signed into law or a non-appropriated budget authorized by constitution. The Authority’s budget represents budgetary execution and management by its board; therefore, budgetary data and presentation is not required.

1E. Estimates and assumptions

The preparation of financial statements in conformity with Generally Accepted Accounting Principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could vary from those estimates.

1F. Assets, Liabilities, and Equity

Cash and Investments

For the purpose of the Statement of Net Position, “cash and cash equivalents” includes all demand, savings accounts, and certificates of deposits or short-term investments with an original maturity of three months or less. For the purpose of the Statement of Cash Flows, “cash and cash equivalents” include all demand and savings accounts, and certificates of deposit or short-term investments with an original maturity of three months or less.

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

NOTES TO THE BASIC FINANCIAL STATEMENTS – (Continued)
March 31, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

1F. Assets, Liabilities, and Equity – (Continued)

Cash and Investments – (Continued)

Investments are carried at fair value except for short-term U.S. Treasury obligations, if any, with a remaining maturity at the time of purchase of one year or less. Those investments, if any, are reported at amortized cost. Fair value is based on quoted market price. Additional cash and investment disclosures are presented in Notes 2B and 3A.

Receivables

Receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Major receivable balances consist of HUD, miscellaneous, tenant fraud recovery and accrued interest receivable.

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.

Capital Assets

Capital assets in the proprietary fund types are stated at historical cost, or estimated historical cost if actual is unavailable, except for donated fixed assets which are recorded at their estimated fair value at the date of donation. It is the policy of the Authority to capitalize all assets with a cost of \$500 or greater. The cost of maintenance and repairs are charged to operations as incurred. Costs of major additions, improvements, and betterments are capitalized.

Depreciation of all exhaustible capital assets is charged as an expense against operations and is recorded in the Statement of Revenues, Expenses and Changes in Net Position with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

| | |
|---|-----------|
| Furniture, equipment and machinery - administrative | 3-7 years |
|---|-----------|

Compensated Absences

The Authority's policies regarding vacation time do not permit employees to carry forward unused vacation leave. As such, no liability is recorded at year end.

Equity Classifications

Equity is classified as net position and displayed in three components:

- 1) Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowing that are attributable to the acquisition, construction, or improvement of those assets.
- 2) Restricted net position - Consists of net position with constraints placed on the use either by (i) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; (ii) law through constitutional provisions or enabling legislation. The statement of net position of the Authority reports \$1,896 of restricted net position which consists entirely of Section 8 Housing Choice Vouchers HAP reserves.
- 3) Unrestricted net position - All other net position that do not meet the definition of "restricted" or "net investment in capital assets."

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

NOTES TO THE BASIC FINANCIAL STATEMENTS – (Continued)
March 31, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

1F. Assets, Liabilities, and Equity – (Continued)

Use of Restricted/Unrestricted Net Position

When an expense is incurred for purposes for which both restricted and unrestricted are available, the Authority's policy is to apply restricted assets to fund restricted costs and then unrestricted as they are needed.

1G. Revenues, Expenditures, and Expenses

Operating Revenues and Expenses

Operating revenues and expenses are those that result from providing services and delivering goods and/or services. It also includes all revenue and expenses not related to capital and related financing, non-capital financing, or investing activities.

NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

The Authority and its component units, if any, are subject to various federal, state, and local laws and contractual regulations. An analysis of the Authority's compliance with significant laws and regulations and demonstration of its stewardship over Authority resources follows.

2A. Program Accounting Requirements

The Authority's complies with all state and local laws and regulations requiring the use of separate programs. The programs used by the Authority are as follows:

Program

Section 8 Housing Choice Vouchers

Required By

U.S. Department of Housing and Urban Development

2B. Deposits and Investments Laws and Regulations

It is the Authority's policy for deposits to be secured by collateral valued at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation (FDIC) insurance. The Authority must maintain a written collateral agreement from all financial institutions pledging collateral to the Authority. As reflected in Note 3A, all deposits were fully insured or collateralized.

Investing is performed in accordance with HUD regulations and State Statutes. Funds may be invested in the following type of investments:

- Direct obligations of the U.S. Government pledged by its full faith and credit.
- Demand, savings, money-market and certificates of deposit at commercial banks, mutual savings banks, savings and loan associations and credit unions provided that the entire deposit be insured by the FDIC and any deposits in excess of insured amounts are adequately collateralized.

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

NOTES TO THE BASIC FINANCIAL STATEMENTS – (Continued)
March 31, 2024

NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY – (Continued)

2C. Revenue Restrictions

The Authority has various restrictions placed over certain revenue sources. The primary restricted revenue sources include:

| <u>Revenue Source</u> | <u>Legal Restrictions of Use</u> |
|----------------------------------|----------------------------------|
| Housing Assistance Payment Grant | For HAP purposes only |

For the year ended March 31, 2024, the Authority complied, in all material respects, with these revenue restrictions.

NOTE 3 – DETAILED NOTES ON TRANSACTION CLASSES/ACCOUNTS

The following notes present detailed information to support the amounts reported in the basic financial statements for its various assets, liabilities, equity, revenues, and expenditures/expenses.

3A. Cash and Investments

As of March 31, 2024, the Authority had the following cash deposits and investments:

| | |
|------------------------|-----------------------|
| Cash deposits | \$ 308,273 |
| Petty cash | 100 |
| Certificate of deposit | <u>78,938</u> |
| Total | \$ <u>387,311</u> |

Following is a reconciliation of the Authority’s deposit balances as of March 31, 2024:

| | |
|---------------------------|------------------------------|
| Cash and cash equivalents | \$ 306,477 |
| Restricted assets | 1,896 |
| Investments | <u>78,938</u> |
| Total | \$ <u><u>387,311</u></u> |

Deposits

Custodial Credit Risk - Deposits

The custodial credit risk for *deposits* is the risk that, in the event of the failure of the counterparty, the Authority will not be able to recover the value of its investment or collateral securities that are in the possession of an outside party. At March 31, 2024, the Authority’s bank balance of \$308,273 was entirely covered by FDIC insurance or by the Public Deposit Insurance Fund (PDIF) which was created in 1937 to protect the public funds of the state and its political subdivisions deposited in approved financial institutions in the state of Indiana. The PDIF insures those public funds deposited in approved financial institutions which exceed the limits of coverage provided by federal deposit insurance. The fund is administered by the Indiana Board for Depositories.

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

NOTES TO THE BASIC FINANCIAL STATEMENTS – (Continued)
March 31, 2024

NOTE 3 – DETAILED NOTES ON TRANSACTION CLASSES/ACCOUNTS – (Continued)

3A. Cash and Investments – (Continued)

Investments

Custodial Credit Risk - Investments

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty, the Authority will not be able to recover the value of its investment or collateral securities that are in the possession of an outside party. At March 31, 2024, the Authority’s investment balance of \$78,938 was entirely covered by FDIC insurance or by pledged collateral held by the Authority’s agent bank.

Interest Rate Risk

The Authority does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

State law limits investment in commercial paper, corporate bonds, and mutual bond funds to the top two ratings issued by nationally recognized statistical rating organization. As the Authority’s investments consist entirely of certificate of deposits, credit risk is not applicable to the Housing Authority.

Concentration of Credit Risk

The Authority places no limit on the amount the Authority may invest in any one issuer. At March 31, 2024, the concentration of the Authority’s investment (excluding cash deposits) was as follows:

| Type of Investment | Market Value | Maturity Date |
|------------------------|--------------|---------------|
| Certificate of Deposit | \$ 78,938 | 3/27/2025 |

3B. Restricted Assets

Restricted assets at March 31, 2024 consist of the following:

| Type of Restricted Assets | Cash Including Time Deposits | Investments | Accrued Interest | Total |
|---------------------------|------------------------------------|-------------|---------------------|----------|
| HAP funds | \$ 1,896 | \$ ---- | \$ ---- | \$ 1,896 |

3C. Accounts Receivable

Receivables at March 31, 2024 consist of the following:

| | |
|--------------------------|-----------|
| Tenants – Fraud Recovery | \$ 9,339 |
| HUD | 10,150 |
| Miscellaneous | 95 |
| Accrued interest | 99 |
| Total receivables | \$ 19,683 |

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

NOTES TO THE BASIC FINANCIAL STATEMENTS – (Continued)
March 31, 2024

NOTE 3 – DETAILED NOTES ON TRANSACTION CLASSES/ACCOUNTS – (Continued)

3D. Prepaid Expenses

Prepaid expenses totaled \$5,964 at March 31, 2024, and consisted of primarily prepaid insurances and deferred costs.

3E. Capital Assets

A summary of capital asset activity for the year ended March 31, 2024, is as follows:

| | Balance April 1, 2023 | Additions | (Retirement) | Balance March 31, 2024 |
|--------------------------------------|--------------------------------------|------------------|---------------------|---------------------------------------|
| Depreciable assets: | | | | |
| Equipment - administration | \$ 21,345 | \$ 16,500 | \$ - | \$ 37,845 |
| Total depreciable assets | 21,345 | 16,500 | - | 37,845 |
| Accumulated depreciation | (18,943) | (3,982) | - | (22,925) |
| Total depreciable assets, net | 2,402 | 12,518 | - | 14,920 |
| Capital assets, net | \$ 2,402 | \$ 12,518 | \$ - | \$ 14,920 |

Depreciation expense is charged to programs as follows:

| Business-type Activities | |
|--------------------------|----------|
| Housing Choice Vouchers | \$ 3,982 |

3F. Accounts Payable

Accounts payable at March 31, 2024 consist of the following:

| | |
|-------------------------------|----------|
| Vendors | \$ 2,628 |
| Accrued utilities | 157 |
| Total Accounts Payable | \$ 2,785 |

NOTE 4 – OTHER NOTES

4A. Financial Data Schedule

The Authority prepares its Financial Data Schedule (FDS) in accordance with HUD requirements in a prescribed format which differs from the presentation of the basic financial statements. The FDS format excludes depreciation expense and Housing Assistance Payment (HAP) and includes investment income in operating activities, which differs from the presentation of basic financial statements.

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

NOTES TO THE BASIC FINANCIAL STATEMENTS – (Continued)
March 31, 2024

NOTE 4 – OTHER NOTES – (Continued)

4B. Contingencies

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

4C. Risk Management

The Authority is exposed to various risks of losses related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employee's health and life; and natural disasters. Claims liabilities are reported when it is probable that a loss has occurred, and the amount of that loss can be reasonably estimated. The Authority manages these various risks of loss as follows:

| <u>Type of Loss</u> | <u>Method Managed</u> |
|---|--|
| a. Torts, errors and omissions | Purchased insurance with Auto Owners Insurance. |
| b. Injuries to employees (workers' compensation) | Purchased insurance with Auto Owners Insurance. Claims are administered by the same company. |
| c. Physical property loss and natural disasters | Purchased commercial insurance with \$500 deductibles. |

Management believes such coverage is sufficient to preclude any significant uninsured losses to the Authority. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

4D. Subsequent Events

Events that occur after the balance sheet date but before the financial statements were issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about conditions that existed at the balance sheet date are recognized in the accompanying financial statements. Subsequent events, which provide evidence about conditions that existed after the balance sheet date, require disclosure in the accompanying notes. Management evaluated the activity of the Authority through September 3, 2024, and concluded that no subsequent events have occurred that would require adjustment to or disclosures within these financial statements.

4E. Economic Dependency

The Authority is primarily dependent upon HUD for the funding of operations; therefore, the Authority is affected more by the federal budget than by local economic conditions. The funding of programs could be significantly affected by the 2025 federal budget.

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended March 31, 2024

| <u>Federal Grantor</u> | <u>Assistance Listings Number</u> | <u>Total Federal Expenditures</u> |
|--|---|---------------------------------------|
| <u>U.S. Department of Housing and Urban Development</u> | | |
| Housing Voucher Cluster: | | |
| Housing Choice Vouchers | 14.871 | \$ <u>1,686,814</u> |
| Total Expenditures of Federal Awards | | \$ <u>1,686,814</u> |

NOTE 1 – BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal grant activity of the Housing Authority of the City of Elwood (Authority) under programs of the federal government for the year ended March 31, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Authority.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The Authority has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

NOTE 3 – SOURCES OF FUNDING

The schedule includes all grants and contracts entered into directly between the Authority and agencies and departments of the federal government, as well as federal funds passed through to the Authority by primary recipients. The Authority provided no part of its direct grant federal dollars to sub-recipients.

NOTE 4 – SUB-RECIPIENTS

There were no sub-recipients for the year ended March 31, 2024.

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

FINANCIAL DATA SCHEDULE
Year Ended March 31, 2024

| | 14,871 Housing Choice Vouchers | Subtotal | Total |
|---|---|-----------|-----------|
| 111 Cash - Unrestricted | \$306,477 | \$306,477 | \$306,477 |
| 113 Cash - Other Restricted | \$1,896 | \$1,896 | \$1,896 |
| 100 Total Cash | \$308,373 | \$308,373 | \$308,373 |
| 122 Accounts Receivable - HUD Other Projects | \$10,150 | \$10,150 | \$10,150 |
| 125 Accounts Receivable - Miscellaneous | \$95 | \$95 | \$95 |
| 128 Fraud Recovery | \$9,339 | \$9,339 | \$9,339 |
| 129 Accrued Interest Receivable | \$99 | \$99 | \$99 |
| 120 Total Receivables, Net of Allowances for Doubtful Accounts | \$19,683 | \$19,683 | \$19,683 |
| 131 Investments - Unrestricted | \$78,938 | \$78,938 | \$78,938 |
| 142 Prepaid Expenses and Other Assets | \$5,964 | \$5,964 | \$5,964 |
| 150 Total Current Assets | \$412,958 | \$412,958 | \$412,958 |
| 164 Furniture, Equipment & Machinery - Administration | \$37,845 | \$37,845 | \$37,845 |
| 166 Accumulated Depreciation | -\$22,925 | -\$22,925 | -\$22,925 |
| 160 Total Capital Assets, Net of Accumulated Depreciation | \$14,920 | \$14,920 | \$14,920 |
| 180 Total Non-Current Assets | \$14,920 | \$14,920 | \$14,920 |
| 290 Total Assets and Deferred Outflow of Resources | \$427,878 | \$427,878 | \$427,878 |
| 312 Accounts Payable <= 90 Days | \$2,628 | \$2,628 | \$2,628 |
| 321 Accrued Wage/Payroll Taxes Payable | \$8,349 | \$8,349 | \$8,349 |
| 342 Unearned Revenue | \$19,050 | \$19,050 | \$19,050 |
| 346 Accrued Liabilities - Other | \$157 | \$157 | \$157 |
| 310 Total Current Liabilities | \$30,184 | \$30,184 | \$30,184 |
| 300 Total Liabilities | \$30,184 | \$30,184 | \$30,184 |
| 400 Deferred Inflow of Resources | \$126,693 | \$126,693 | \$126,693 |
| 508.4 Net Investment in Capital Assets | \$14,920 | \$14,920 | \$14,920 |
| 511.4 Restricted Net Position | \$1,896 | \$1,896 | \$1,896 |
| 512.4 Unrestricted Net Position | \$254,185 | \$254,185 | \$254,185 |
| 513 Total Equity - Net Assets / Position | \$271,001 | \$271,001 | \$271,001 |
| 600 Total Liabilities, Deferred Inflows of Resources and Equity - Net | \$427,878 | \$427,878 | \$427,878 |

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

FINANCIAL DATA SCHEDULE – (Continued)
Year Ended March 31, 2024

| | 14.871 Housing Choice Vouchers | Subtotal | Total |
|--|---|-------------|-------------|
| 70600 HUD PHA Operating Grants | \$1,686,814 | \$1,686,814 | \$1,686,814 |
| 71100 Investment Income - Unrestricted | \$3,954 | \$3,954 | \$3,954 |
| 71400 Fraud Recovery | \$11,189 | \$11,189 | \$11,189 |
| 71500 Other Revenue | \$16,897 | \$16,897 | \$16,897 |
| 70000 Total Revenue | \$1,718,854 | \$1,718,854 | \$1,718,854 |
| 91100 Administrative Salaries | \$129,080 | \$129,080 | \$129,080 |
| 91200 Auditing Fees | \$7,320 | \$7,320 | \$7,320 |
| 91500 Employee Benefit contributions - Administrative | \$15,458 | \$15,458 | \$15,458 |
| 91600 Office Expenses | \$41,367 | \$41,367 | \$41,367 |
| 91800 Travel | \$2,775 | \$2,775 | \$2,775 |
| 91900 Other | \$9,183 | \$9,183 | \$9,183 |
| 91000 Total Operating - Administrative | \$205,183 | \$205,183 | \$205,183 |
| 93300 Gas | \$1,034 | \$1,034 | \$1,034 |
| 93000 Total Utilities | \$1,034 | \$1,034 | \$1,034 |
| 94200 Ordinary Maintenance and Operations - Materials and Other | \$1,239 | \$1,239 | \$1,239 |
| 94300 Ordinary Maintenance and Operations Contracts | \$2,184 | \$2,184 | \$2,184 |
| 94000 Total Maintenance | \$3,423 | \$3,423 | \$3,423 |
| 96120 Liability Insurance | \$1,204 | \$1,204 | \$1,204 |
| 96130 Workmen's Compensation | \$523 | \$523 | \$523 |
| 96140 All Other Insurance | \$802 | \$802 | \$802 |
| 96100 Total insurance Premiums | \$2,529 | \$2,529 | \$2,529 |
| 96200 Other General Expenses | \$52 | \$52 | \$52 |
| 96000 Total Other General Expenses | \$52 | \$52 | \$52 |
| 96900 Total Operating Expenses | \$212,221 | \$212,221 | \$212,221 |
| 97000 Excess of Operating Revenue over Operating Expenses | \$1,506,633 | \$1,506,633 | \$1,506,633 |
| 97300 Housing Assistance Payments | \$1,461,901 | \$1,461,901 | \$1,461,901 |
| 97350 HAP Portability-In | \$15,796 | \$15,796 | \$15,796 |
| 97400 Depreciation Expense | \$3,982 | \$3,982 | \$3,982 |
| 90000 Total Expenses | \$1,693,900 | \$1,693,900 | \$1,693,900 |
| 10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses | \$24,954 | \$24,954 | \$24,954 |

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

FINANCIAL DATA SCHEDULE – (Continued)
Year Ended March 31, 2024

| | 14,871 Housing Choice Vouchers | Subtotal | Total |
|--|---|-----------|-----------|
| 11030 Beginning Equity | \$246,047 | \$246,047 | \$246,047 |
| 11170 Administrative Fee Equity | \$269,105 | \$269,105 | \$269,105 |
| 11180 Housing Assistance Payments Equity | \$1,896 | \$1,896 | \$1,896 |
| 11190 Unit Months Available | 3630 | 3630 | 3630 |
| 11210 Number of Unit Months Leased | 3354 | 3354 | 3354 |



Audit Solutions, LLC.

Certified Public Accountant

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 Commissioners
Housing Authority of the City of Elwood
Elwood, Indiana

I 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 Housing Authority of the City of Elwood (Authority), Indiana, as of and for the year ended March 31, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued my report thereon dated September 3, 2024.

Report on Internal Control Over Financial Reporting

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

My 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 my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, I 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 my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instance 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 my 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.

Audit Solutions, LLC

Chesterfield, Missouri

September 3, 2024



Audit Solutions, LLC.

Certified Public Accountant

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Commissioners
Housing Authority of the City of Elwood
Elwood, Indiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

I have audited the Housing Authority of the City of Elwood (Authority), Indiana's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Authority's major federal programs for the year ended March 31, 2024. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In my opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2024.

Basis for Opinion on Each Major Federal Program

I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). My responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of my report.

I am required to be independent of the Authority and to meet my other ethical responsibilities, in accordance with relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion on compliance for each major federal program. My audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Authority's federal programs.

Auditor's Responsibilities for the Audit of Compliance

My objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on my audit. 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 generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, I:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Authority's compliance with the compliance requirements referred to above and performing such other procedures as I considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that I identified during the audit.

Report on Internal Control over Compliance

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

My consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during my audit I did not identify any deficiencies in internal control over compliance that I consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

My audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of my testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Audit Solutions, LLC

Chesterfield, Missouri
September 3, 2024



Audit Solutions, LLC.

Certified Public Accountant

INDEPENDENT AUDITORS REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Commissioners
Housing Authority of the City of Elwood
Elwood, Indiana

I have performed the procedure described in the second paragraph of this report, which was agreed to by the Housing Authority of the City of Elwood and the U.S. Department of Housing and Urban Development, Public Indian Housing - Real Estate Assessment Center (PIH-REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents included within the OMB Uniform Guidance reporting package. The Authority is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedures 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 the Government Auditing Standards issued by the Comptroller General of the United States. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, I 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.

I 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 results of the performance of my agreed-upon procedure indicate agreement or non-agreement of the electronically submitted information and hard copy documents as shown in the chart below.

I was engaged to perform an audit in accordance with the audit requirements of Title 2 U.S. Code of the Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), by the Authority as of and for the year ended March 31, 2024, and have issued my report thereon dated September 3, 2024. The information in the "Hard Copy Documents" column was included within the scope or was a by-product of that audit. Further, my opinion on the fair presentation of the Financial Data Schedule (FDS) dated September 3, 2024, was expressed in relation to the basic financial statements of the Authority taken as a whole.

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

This report is intended solely for the information and use of the Authority and the U.S. Department of Housing and Urban Development, PIH-REAC, and is not intended to be and should not be used by anyone other than these specified parties.

Audit Solutions, LLC

Chesterfield, Missouri
September 3, 2024

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

AGREED UPON PROCEDURES
March 31, 2024

| Procedure | UFRS Rule Information | Hard Copy Document(s) | Agrees |
|------------------|--|--|---------------|
| 1 | Balance Sheet and Revenue and Expense (data line items 111 to 1121) | Financial Data Schedule, all CFDA's | √ |
| 2 | Footnotes (data element G5000-010) | Footnotes to audited basic financial statements | √ |
| 3 | Type of opinion to FDS (data element G5100-010) | Auditor's supplemental report on FDS | √ |
| 4 | Audit findings narratives (data element G5200-010) | Schedule of Findings and Questioned costs | √ |
| 5 | General Information (data element series G2000, G2100, G2200, G2300, G90000, G9100) | OMB Data Collection Form | √ |
| 6 | Financial statement report information (data element G3000-010 to G3000-050) | Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form | √ |
| 7 | Federal program report information (data element G4000-020 to G4000-040) | Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form | √ |
| 8 | Type of compliance requirement (G4000-020 & G4000-030) | OMB Data Collection Form | √ |
| 9 | Basic financial statements and auditors' reports required to be submitted electronically | Basic financial statements (inclusive of auditor reports) | √ |

HOUSING AUTHORITY OF THE CITY OF ELWOOD
Elwood, Indiana

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
March 31, 2024

Section I - Summary of Auditor's Results

Financial Statements

| | |
|---|---------------|
| Type of auditor's report issued: | Unmodified |
| <u>Internal control over financial reporting:</u> | |
| ➤ Material weakness(es) identified? | No |
| ➤ Significant deficiency(ies) identified? | None Reported |
| Noncompliance material to financial statements noted? | No |

Federal Awards

| | |
|--|---------------|
| <u>Internal control over major programs:</u> | |
| ➤ Material weakness(es) identified? | No |
| ➤ Significant deficiency(ies) identified? | None Reported |
| Type of auditor's report issued on compliance for major programs: | Unmodified |
| Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? | No |
| <u>Identification of Major programs:</u> | |
| ➤ ALN #14.871 Section 8 Housing Choice Vouchers | |
| Dollar threshold used to distinguish between type A and type B programs: | \$750,000 |
| Auditee qualified as low-risk auditee? | Yes |

Section II - Financial Statement Findings

The current audit report for the year ended March 31, 2024, disclosed no Financial Statement audit findings.

Section III - Federal Award Findings and Questioned Costs

The current audit report for the year ended March 31, 2024, disclosed no Federal Awards audit findings and questioned costs.