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May 11, 2017

Board of Directors  
Housing Authority of the City of Mishawaka  
601 East 11<sup>th</sup> Street, PO Box 1347  
Mishawaka, IN 46544

We have reviewed the audit report prepared by Henderson & DeJohn, LLC, Independent Public Accountants, for the period July 1, 2015 to June 30, 2016. In our opinion, the audit report was prepared in accordance with the guidelines established by the State Board of Accounts. Per the Independent Auditor's Report, the financial statements included in the report present fairly the financial condition of the Housing Authority of the City of Mishawaka, as of June 30, 2016 and the results of its operations for the period then ended, on the basis of accounting described in the report.

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

A handwritten signature in blue ink that reads "Paul D. Joyce".

Paul D. Joyce, CPA  
State Examiner

**HOUSING AUTHORITY OF THE CITY OF MISHAWAKA**

**FINANCIAL STATEMENTS  
&  
SUPPLEMENTAL INFORMATION**

**YEAR ENDED JUNE 30, 2016**

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
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YEAR ENDED JUNE 30, 2016

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HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
MANAGEMENT'S DISCUSSION & ANALYSIS  
YEAR ENDED JUNE 30, 2016

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**Management's Discussion and Analysis**

The Management's Discussion and Analysis (the "MD&A") is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Housing Authority of the City of Mishawaka's, (the "Authority") financial activity, (c) identify changes in the Authority's financial position (its ability to address the next and subsequent years' challenges), and (d) identify issues or concerns. This will now be presented at the front of each year's financial statements.

Since the MD&A is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the financial statements, which follow this section.

**Financial Highlights**

- Net position at June 30, 2016, decreased to \$7,636,128. Since the Authority engages only in business-type activities, the decrease is all in the category of business-type net position. Net position was \$8,021,738 for 2015.
- The business-type activities operating revenue at June 30, 2016, increased to \$3,387,582. Total operating revenue was \$3,095,984 for 2015.
- The total operating expenses of all programs for June 30, 2016, increased to \$3,950,984. Total operating expenses were \$3,794,320 for 2015.
- Total capital grant contributions at June 30, 2016, increased to \$165,154. Total capital grant contributions were \$149,167 for 2015.

**Overview of the Financial Statements**

The financial statements included in this annual report are those of a special-purpose government engaged in a business-type activity.

This MD&A is intended to serve as an introduction to the Authority's basic financial statements.

The following statements are included:

- Statement of Net Position – reports current financial resources (short-term expendable resources) with capital assets and long-term obligations.
- Statement of Revenue, Expenses, and Changes in Fund Net Position – reports operating and nonoperating revenue, by major source along with operating and nonoperating expenses and capital contributions.
- Statement of Cash Flows – reports cash flows from operating, investing, capital, non-capital activities.

**Programs**

Conventional Public Housing – Under the Conventional Public Housing Program, the Authority rents units that it owns to low-income households. The Conventional Public Housing Program is operated under an Annual Contributions Contract (ACC) with HUD, and HUD provides operating subsidy and capital grant funding to enable the Authority to provide the housing at a rent that is based upon 30% of household income (as defined in the HUD regulations).

Capital Fund Grants – The Authority's capital funds are received from the federal government through a formula driven computation. These funds are used to upgrade our facilities at various developments to give our residents the decent and safe living environment they need. Each year's grant funds must be entirely obligated within two years of inception of the grant, and entirely expended within four years.

Housing Choice Voucher Program – Under the Housing Choice Voucher Program, the Authority contracts with independent landlords that own the property. The Authority subsidizes the family's rent through a Housing Assistance Payment (HAP) made to the landlord. The program is administered under an Annual Contributions Contract (ACC) with HUD. HUD provides Annual Contributions funding to enable the Authority to structure a lease that sets the participant's rent at 30% or up 40% of household income.

## FINANCIAL ANALYSIS

The following tables focus on the net position and the change in net position of the primary government as a whole.

**TABLE 1 – STATEMENT OF NET POSITION**

	<u>2016</u>	<u>2015</u>	<u>Variance</u>	<u>% Change</u>
Current Assets	\$ 2,136,339	\$ 2,046,253	\$ 90,086	4.40%
Capital Assets, Net	<u>5,714,827</u>	<u>6,173,372</u>	<u>(458,545)</u>	-7.43%
Total Assets	<u>7,851,166</u>	<u>8,219,625</u>	<u>(368,459)</u>	-4.48%
Current Liabilities	205,354	172,429	32,925	19.09%
Noncurrent Liabilities	<u>9,684</u>	<u>25,458</u>	<u>(15,774)</u>	-61.96%
Total Liabilities	<u>215,038</u>	<u>197,887</u>	<u>17,151</u>	8.67%
Net Position				
Net Investment in Capital Assets	5,714,827	6,173,372	(458,545)	-7.43%
Restricted	79,929	14,106	65,823	466.63%
Unrestricted	<u>1,841,372</u>	<u>1,834,260</u>	<u>7,112</u>	0.39%
Total Net Position	<u>\$ 7,636,128</u>	<u>\$ 8,021,738</u>	<u>\$ (385,610)</u>	-4.81%

### MAJOR FACTORS AFFECTING THE STATEMENT OF NET POSITION

Current assets increased by \$90,086 due to the increases in cash on hand, HUD accounts receivable and prepaid expenses which were partially offset by a decrease in tenant accounts receivable.

Capital assets decreased by \$458,545 due to normal depreciation exceeding modernization work and capital asset purchases.

Current liabilities increased by \$32,925, primarily due to increases in accounts payable – other government, accrued compensated absences and accrued wages/payroll taxes payable.

Noncurrent liabilities decreased by \$15,774 due to a decrease in accrued compensated absences – noncurrent.

**TABLE 2 – STATEMENTS OF REVENUE, EXPENSES AND CHANGES IN FUND NET POSITION**

The following schedule compares the revenue and expenses for the current and previous fiscal years. The Authority is engaged only in business-type activities.

	<u>2016</u>	<u>2015</u>	<u>Variance</u>	<u>% Change</u>
<b>Operating Revenues</b>				
Rental Income	\$ 818,134	\$ 729,007	\$ 89,127	12.23%
Federal Grants	2,432,130	2,249,444	182,686	8.12%
Other	<u>137,318</u>	<u>117,533</u>	<u>19,785</u>	16.83%
Total Operating Revenues	<u>3,387,582</u>	<u>3,095,984</u>	<u>291,598</u>	9.42%
<b>Operating Expenses</b>				
Administration	631,531	526,223	105,308	20.01%
Tenant Services	83,841	65,361	18,480	28.27%
Utilities	213,706	311,416	(97,710)	-31.38%
Maintenance	785,122	725,623	59,499	8.20%
General	225,831	205,776	20,055	9.75%
Housing Assistance Payments	1,342,597	1,147,769	194,828	16.97%
Depreciation	<u>668,356</u>	<u>812,152</u>	<u>(143,796)</u>	-17.71%
Total Operating Expenses	<u>3,950,984</u>	<u>3,794,320</u>	<u>156,664</u>	4.13%
Operating Income (loss)	<u>(563,402)</u>	<u>(698,336)</u>	<u>134,934</u>	-19.32%
<b>Nonoperating revenues (expenses)</b>				
Interest Revenue	1,638	1,710	(72)	-4.21%
Gain on Sale of Capital Assets	11,000	-	11,000	
Capital Contributions	<u>165,154</u>	<u>149,167</u>	<u>15,987</u>	10.72%
Total Nonoperating Activity	<u>177,792</u>	<u>150,877</u>	<u>26,915</u>	17.84%
Change in Net Position	(385,610)	(547,459)	161,849	-29.56%
Beginning Net Position	<u>8,021,738</u>	<u>8,569,197</u>	<u>(547,459)</u>	-6.39%
Ending Net Position	<u>\$ 7,636,128</u>	<u>\$ 8,021,738</u>	<u>\$ (385,610)</u>	-4.81%

**MAJOR FACTORS AFFECTING THE STATEMENT OF REVENUE, EXPENSES AND CHANGES IN FUND NET POSITION**

Decrease in net position was \$385,610 primarily due to an excess of expenses over revenue throughout the year.

The Authority had an operating loss of \$563,402 including non-cash depreciation expense of \$668,356 versus an operating loss of \$698,336 and depreciation expense of \$812,152 in the prior year.

Total operating revenue increased by \$291,598 to \$3,387,582 due to increases in rental income, federal awards received and other income in the current fiscal year.

Total operating expenses increased by \$156,664 to \$3,950,984 primarily due to an increase in administrative costs, maintenance and housing assistance payments, partially offset by a decrease in depreciation expense.

Capital contributions increased by \$15,987 to \$165,154 due to an increase capital projects during the current fiscal year.

## **CAPITAL ASSETS**

As of June 30, 2016, investment in capital assets for its business-type activities was \$5,714,827, net of accumulated depreciation. This investment in capital assets includes land, buildings, improvements, equipment and construction in progress.

Major capital asset purchases during the current fiscal year included the following:

- Flooring replacements
- Hot water heaters
- Tree removal
- Purchase of 2 maintenance vehicles
- Fire alarm upgrade
- Site improvements

There were no major individual capital asset disposals during the current fiscal year.

## **ECONOMIC FACTORS**

Significant economic factors affecting the Authority are as follows:

- Federal funding of the Department of Housing and Urban Development.
- Local labor supply and demand, which can affect salary and wage rates.
- Local inflation, recession and employment trends, which can affect resident incomes and therefore the amount of rental income.
- Inflationary pressure on utility rates, supplies and other costs.

## **FINANCIAL CONTACT**

This financial report is designed to provide a general overview of the finances for all those with an interest in the Authority's finances. Questions concerning any of the information provided in this report or request for additional information should be addressed to Ms. Kathryn Baumgartner, Executive Director, Housing Authority of the City of Mishawaka, (574)258-1658.



# HENDERSON & DEJOHN, LLC

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## CERTIFIED PUBLIC ACCOUNTANTS

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### Independent Auditor's Report

To the Board of Commissioners  
Housing Authority of the City of Mishawaka

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

We have audited the financial statements of the Housing Authority of the City of Mishawaka (the "Authority"), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

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

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

#### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

#### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Authority, as of June 30, 2016, 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.

#### ***Other Matters***

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

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 1-4 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 comprise the Authority's basic financial statements. The accompanying supplemental data including the financial data schedule, the statement of net position – by program and the statement of revenues, expenses, and changes in fund net position – by program are presented for purposes of additional analysis as required by the U.S. Department of Housing and Urban Development and is not a required part of the basic financial statements. The schedule of expenditures of federal awards, as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The financial data schedule, the statement of net position – by program, the statement of revenues, expenses, and changes in fund net position – by program and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relates 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, the statement of net position – by program, the statement of revenues, expenses, and changes in fund net position – by program 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*, we have also issued our report dated March 21, 2017 on our consideration of the Authority'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 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.

*Henderson & DeJohn, LLC*

Birmingham, AL  
March 21, 2017



# HENDERSON & DEJOHN, LLC

## CERTIFIED PUBLIC ACCOUNTANTS

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### **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***

#### **Independent Auditor's Report**

To the Board of Commissioners  
Housing Authority of the City of Mishawaka

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 basic financial statements of the Housing Authority of the City of Mishawaka (the "Authority"), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated March 21, 2017.

#### **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we 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 our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we 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.

Our consideration of internal control over financial reporting 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 Authority'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*.

We noted certain matters that we have reported to management of the Authority in a separate letter dated March 21, 2017.

#### **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.

*Henderson & DeJohn, LLC*

Birmingham, AL  
March 21, 2017



# HENDERSON & DEJOHN, LLC

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### **Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance**

#### **Independent Auditor's Report**

To the Board of Commissioners  
Housing Authority of the City of Mishawaka

#### **Report on Compliance for Each Major Federal Program**

We have audited the Housing Authority of the City of Mishawaka's (the "Authority") compliance with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended June 30, 2016. 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.

#### ***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

#### ***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our 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 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Authority's compliance.

#### ***Opinion on Each Major Federal Program***

In our 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 June 30, 2016.

#### **Report on Internal Control over Compliance**

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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 internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's 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 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.

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

The purpose of this report on internal control over compliance is solely to describe the scope of our 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.

*Henderson & DeJohn, LLC*

Birmingham, AL  
March 21, 2017

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
STATEMENT OF NET POSITION  
ENTERPRISE FUND  
JUNE 30, 2016

**ASSETS**

Unrestricted cash and cash equivalents	\$ 893,558
Restricted cash and cash equivalents	127,508
Due from HUD	115,220
Miscellaneous receivable, net	966,428
Tenants receivable, net	100
Fraud recovery receivable, net	2,220
Prepaid expenses and other assets	31,305
Capital assets:	
Land and construction in progress	610,862
Buildings and equipment, net of depreciation	5,103,965
Total capital assets	5,714,827
Total assets	7,851,166

**LIABILITIES**

Accounts payable	14,688
Accrued liabilities	36,080
Intergovernmental payables	91,549
Tenant security deposits	47,579
Unearned revenue	932
Long-term liabilities:	
Due within one year:	
Compensated absences	14,526
Due in more than one year:	
Compensated absences, net of current portion	9,684
Total liabilities	215,038

**NET POSITION**

Net investment in capital assets	5,714,827
Restricted	79,929
Unrestricted	1,841,372
Total net position	\$ 7,636,128

*The accompanying notes are an integral part of these financial statements.*

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION  
ENTERPRISE FUND  
YEAR ENDED JUNE 30, 2016

**OPERATING REVENUES**

Rental income	\$ 818,134
Federal grants	2,432,130
Other	<u>137,318</u>
 Total operating revenues	 <u>3,387,582</u>

**OPERATING EXPENSES**

Administration	631,531
Tenant services	83,841
Utilities	213,706
Maintenance	785,122
General	225,831
Housing assistance payments	1,342,597
Depreciation	<u>668,356</u>
 Total operating expenses	 <u>3,950,984</u>

Operating income (loss) (563,402)

**NONOPERATING REVENUES (EXPENSES)**

Interest revenue	1,638
Gain on sale of capital assets	<u>11,000</u>

Income (loss) before contributions (550,764)

Capital contributions	<u>165,154</u>
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Change in net position (385,610)

Total net position - beginning of the year	<u>8,021,738</u>
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Total net position - end of the year	<u><u>\$ 7,636,128</u></u>
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*The accompanying notes are an integral part of these financial statements.*

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
STATEMENT OF CASH FLOWS  
ENTERPRISE FUND  
YEAR ENDED JUNE 30, 2016

**CASH FLOWS FROM OPERATING ACTIVITIES**

Receipts from tenants	\$	768,584
Federal grants		2,417,270
Other receipts		133,062
Payments to suppliers and Section 8 landlords		(2,334,212)
Payments to or on behalf of employees		<u>(877,484)</u>
 Net cash provided (used) by operating activities		 <u>107,220</u>

**CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES**

Proceeds from sale of capital assets		11,000
Purchase of capital assets		(209,812)
Capital contributions		<u>135,846</u>
 Net cash provided (used) by capital financing activities		 <u>(62,966)</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Interest revenue		<u>1,638</u>
 Net cash provided (used) by investing activities		 <u>1,638</u>

Net increase (decrease) in cash and cash equivalents		45,892
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Balances - beginning of the year		<u>975,174</u>
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Balances - end of the year		<u><u>\$ 1,021,066</u></u>
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**RECONCILIATION OF INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES**

Operating income (loss)	\$	(563,402)
Adjustments to reconcile operating income to net cash provided (used) by operating activities:		
Depreciation expense		668,356
Change in assets and liabilities:		
Receivables, net		5,054
Prepays and other assets		(19,939)
Accounts payable		5,467
Intergovernmental payables		30,797
Unearned revenue		(27,201)
Accrued liabilities		11,320
Compensated absences		(4,077)
Tenant security deposits		<u>845</u>

Net cash provided (used) by operating activities	\$	<u><u>107,220</u></u>
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*The accompanying notes are an integral part of these financial statements.*

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2016

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Housing Authority of the City of Mishawaka (the “Authority”) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Authority has previously implemented GASB Statement 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. Certain significant changes in the statements are as follows: The financial statements will include a Management’s Discussion and Analysis (MD&A) section providing an analysis of the Authority’s overall financial position and results of operations.

The Authority is a special-purpose government engaged only in business-type activities and therefore, presents only the financial statements required for enterprise funds, in accordance with GASB Statement 34, paragraph 138. For these governments, basic financial statements and required supplemental information consist of:

- Management Discussion and Analysis (MD&A)
- Enterprise fund financial statements consisting of –
  - Statement of Net Position
  - Statement of Revenues, Expenses and Changes in Fund Net Position
  - Statement of Cash Flows
- Notes to financial statements
- Required supplemental information other than MD&A

The Authority has multiple programs which are accounted for in one enterprise fund, which is presented as the “enterprise fund” in the basic financial statements. Significant Authority policies are described below.

**A. The Reporting Entity**

The Housing Authority of the City of Mishawaka was established by the City of Mishawaka pursuant to the laws of the State of Indiana, to transact business and to have powers as defined therein. The Authority is a special-purpose governmental unit as an entity under the United States Housing Act of 1937 for the purpose of providing affordable housing to low and moderate income families in St. Joseph County, Indiana. The governing body of the Authority is composed of a 4 member appointed Board of Commissioners (the “Board”). The Mayor appoints the Board, who in turn hires the Executive Director. The Authority is governed by its charter and by-laws, state and local laws and federal regulations. The Board is responsible for the establishment and adoption of policy. The execution of such policy is the responsibility of the Authority’s management. The Authority has no component units.

**B. Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The Authority’s financial statements are accounted for on the flow of economic resources management focus using the accrual basis of accounting. The accounting objectives are a determination of net income, financial position, and changes in cash flow.

All assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with a proprietary fund’s activities are included on the Statement of Net Position. Proprietary fund net position is segregated into Net Investment in Capital Assets, Restricted Net Position and Unrestricted Net Position. Revenues are recognized when they are earned and expenses are recognized when incurred. Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the proprietary funds are rental charges to tenants and operating subsidy grants from HUD. Operating expenses for proprietary funds include the cost of administrative expenses, maintenance expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses. The Authority applies restricted resources to fund restricted costs and unrestricted resources to fund unrestricted costs. All material inter-program accounts and transactions are eliminated in the preparation of the basic financial statements.

The Authority has previously adopted GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*. In accordance with this statement, the Authority accounted for all grants that qualify as non-exchange transactions, recognizing receivables and revenues when all applicable eligibility requirements are met. In addition, capital contributions are recorded on the Statement of Revenues, Expenses and Changes in Fund Net Position after income before contributions and before changes in net position.

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2016

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

Generally accepted accounting principles for state and local governments requires that resources be classified for accounting and reporting purposes into the following three net position categories:

- *Net investment in capital assets* – Capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction or improvement of those assets.
- The *restricted* component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets.
- The *unrestricted* component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component on net position.

**C. Cash, Cash Equivalents and Investments**

Cash and cash equivalents include cash on hand, demand deposits and money market accounts. For purposes of the statement of cash flows, the Authority considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. The carrying amounts reported on the balance sheet approximate fair values because of the short maturities of those investments.

**D. Receivables**

All receivables are current and due within one year. Receivables are reported net of an allowance for uncollectible accounts. Allowances are reported when accounts are proven to be uncollectible.

**E. Restricted Assets and Liabilities**

Debt covenants, HUD regulations, and inter-local agreements restrict the use of certain assets. Restricted assets are offset by related liabilities in accordance with their liquidity.

**F. Inventories**

Inventories are accounted for under the consumption method and recorded at the lower of cost or market, net of an allowance for obsolete inventories. Materials and supplies are recorded as inventories when purchased and as expenditures when used. Allowances are reported when materials and supplies are deemed obsolete.

**G. Prepaid Items**

Prepaid items consist of payments made to vendors for services that will benefit future periods.

**H. Capital Assets**

Capital assets include property, furniture, equipment and machinery. Capital assets with initial, individual costs that equal or exceed \$1,000 and estimated useful lives of over one year are recorded as capital assets. Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is included as part of the capitalized value of the assets constructed. Construction in progress consists of capital improvements funded by modernization grant programs. Capital assets are depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings & Improvements	20-40
Furniture, equipment, and machinery	5

**I. Compensated Absences**

Full-time employees are allowed to accrue annual leave and sick leave on the last day of each month. Employees accumulate annual leave at monthly accrual rates between 3.33 and 13.33 hours depending on length of service. Annual leave cannot be carried over from year to year; however, employees who separate will receive pay for an unused portion of leave accumulated during that year. Time accrued beyond these amounts is forfeited unless exception is granted by the CEO. Sick leave is accumulated at a rate of one day per month or twelve days per year to a maximum of 72 days. Sick leave accumulated is not paid upon separation. The majority of employees utilize their annual accrual of vacation during the year accrued. The Authority records compensated absences in the period they use a systematic allocation process to allocate between short-term and long-term liability classification.

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2016

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

**J. Unearned Revenue**

The Authority recognizes revenues as earned. An amount received in advance of the period in which it is earned is recorded as a liability under unearned revenue.

**K. Use of Estimates**

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 differ from those estimates.

**L. Recent Accounting Pronouncements**

The Authority has adopted GASB Statement No. 72, *Fair Value Measurement and Application*. This statement defines fair value and describes how fair value should be measured, what assets and liabilities should be measured at fair value, and what information about fair value should be disclosed in the notes to the financial statements. Under Statement No. 72, fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Investments, which generally are measured at fair value, are defined as a security or other asset that governments hold primarily for the purpose of income or profit and the present service capacity of which are based solely on their ability to generate cash or to be sold to generate cash. The adoption of GASB Statement No. 72 had no material effect on the Authority's June 30, 2016 financial statements.

The Authority adopted GASB Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*; this completes the suite of pension standards. Statement 73 establishes requirements for those pensions and pension plans that are not administered through a trust meeting specified criteria (in other words, those not covered by Statements 67 and 68). The requirements in Statement 73 for reporting pensions generally are the same as in Statement 68. However, the lack of a pension plan that is administered through a trust that meets specified criteria is reflected in the measurements. The adoption of GASB Statement No. 73 had no material effect on the Authority's June 30, 2016 financial statements.

The Authority adopted GASB Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. This statement reduces the GAAP hierarchy to two categories of authoritative GAAP from the four categories under GASB Statement No. 55. The first category of authoritative GAAP consists of GASB Statements of Governmental Accounting Standards. The second category comprises GASB Technical Bulletins and Implementation Guides, as well as guidance from the AICPA that is cleared by GASB. The Statement also addresses the use of authoritative and non-authoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP. The adoption of GASB Statement No. 76 had no material effect on the Authority's June 30, 2016 financial statements.

**NOTE 2 – CASH DEPOSITS AND INVESTMENTS**

Cash and investments may be invested in the following HUD-approved vehicles:

- Direct obligations of the federal government backed by the full faith and credit of the United States;
- Obligations of government agencies;
- Securities of government sponsored agencies;
- Demand and savings deposits; and,
- Time deposits and repurchase agreements.

At June 30, 2016, cash was in bank deposits or money market funds that were insured or collateralized with securities held by the Authority or by its agent through the State of Indiana's collateralization program. Cash balances at June 30, 2016 totaled \$1,021,066. The Authority had no investments at June 30, 2016.

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2016

**NOTE 2 – CASH DEPOSITS AND INVESTMENTS (Continued)**

*Interest Rate Risk* – The Authority’s formal investment policy does not specifically address the exposure to this risk.

*Credit Risk* – The Authority’s formal investment policy does not specifically address credit risk, other than the limitations of Indiana state law and/or HUD regulations. Credit risk is generally evaluated based on the credit ratings issued by nationally recognized statistical rating organizations.

*Custodial Credit Risk* – The Authority’s policy is to limit credit risk by adherence to the list of HUD permitted investments, which are backed by the full faith and credit of or a guarantee of principal and interest by the U.S. Government.

*Concentration of Credit Risk* – The Authority’s investment policy does not restrict the amount that the Authority may invest in any one issuer.

**NOTE 3 – MISCELLANEOUS RECEIVABLE, NET**

At June 30, 2016, miscellaneous receivable, net consisted of \$966,428 related to the assisted living centers managed by the Authority.

**NOTE 4 – CAPITAL ASSETS**

**A. Changes in Capital Assets**

Capital asset activity for the year ended June 30, 2016 was as follows:

	Beginning Balance	Additions	Retirements	Reclassifications	Ending Balance
Capital assets not being depreciated					
Land	\$ 587,150	\$ -	\$ -	\$ -	\$ 587,150
Construction in process	150,813	165,154	-	(292,255)	23,712
Total capital assets not being depreciated	<u>737,963</u>	<u>165,154</u>	<u>-</u>	<u>(292,255)</u>	<u>610,862</u>
Capital assets being depreciated					
Buildings and improvements	18,759,517	20,772	-	225,041	19,005,330
Equipment	665,422	23,886	(51,905)	67,214	704,617
Total capital assets being depreciated	<u>19,424,939</u>	<u>44,658</u>	<u>(51,905)</u>	<u>292,255</u>	<u>19,709,947</u>
Less accumulated depreciation for:					
Buildings and improvements	(13,415,198)	(620,646)	-	(2,569)	(14,038,413)
Equipment	(574,333)	(47,710)	51,905	2,569	(567,569)
Total accumulated depreciation	<u>(13,989,531)</u>	<u>(668,356)</u>	<u>51,905</u>	<u>-</u>	<u>(14,605,982)</u>
Capital assets, net	<u>\$ 6,173,371</u>	<u>\$(458,544)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,714,827</u>

**B. Capital Contributions**

The Authority receives capital grants from HUD. The Authority recognized \$165,154 in capital contributions for the fiscal year ended June 30, 2016.

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
 NOTES TO FINANCIAL STATEMENTS  
 YEAR ENDED JUNE 30, 2016

**NOTE 5 – LONG-TERM LIABILITIES**

Long-term liabilities at June 30, 2016 consisted of the following:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Accrued compensated absences	\$ 28,287	\$ 24,235	28,312	\$ 24,210	\$ 14,526
Total long-term liabilities	<u>\$ 28,287</u>	<u>\$ 24,235</u>	<u>\$ 28,312</u>	<u>\$ 24,210</u>	<u>\$ 14,526</u>

**NOTE 6 – PENSION PLAN (DEFINED CONTRIBUTION)**

The Authority provides benefits for all of its full-time employees through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate after a six month exclusionary period. The Authority contributes 13% of the employee's base salary each month for employees hired before January 1, 2006 and 6% of base salary each month for employees hired on or after January 1, 2006. Employees are not required to contribute to the plan. The Authority's contributions for each employee (and interest allocated to the employee's account) are vested 20% annually for each year of participation. An employee is fully vested after 5 years of participation. Contributions to the plan were \$66,840 by the Authority and \$8,741 by employees for the year ended June 30, 2016.

**NOTE 7 – RISK MANAGEMENT**

The Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority has mitigated this risk by obtaining insurance coverage from commercial insurance companies. Premiums paid for insurance coverage are recorded as expenses of the funds affected. The various insurance policies are subject to deductible amounts and maximum coverages. If the deductibles and maximums are exceeded, this could cause the Authority to suffer losses if a loss is incurred from any such incidents. The ultimate outcome of uninsured losses cannot presently be determined, and no provision for any liability that may result, if any, has been made in the financial statements. During the current year and the prior three years, settled claims have not exceeded coverage levels, and insurance coverage, by major categories of risk, is consistent with prior year.

**NOTE 8 – CONCENTRATION OF RISK**

The Authority receives most of its funding from HUD. These funds and grants are subject to modification by HUD depending on availability of funding.

**NOTE 9 – COMMITMENTS AND CONTINGENCIES**

**A. Grants**

Amounts received or receivable from HUD are subject to audit and adjustment by grantor agencies. If expenses are disallowed as a result of these audits, the claims for reimbursement to the grantor agency would become a liability of the Authority. In the opinion of management, any such adjustments would not be significant.

**B. Pending Litigation**

The Authority is not involved in any pending lawsuit but has been notified of a claim against it arising from matters relating to its normal operation. The Authority intends to vigorously defend itself in all litigation. The Authority's potential liability in these matters, if any, cannot yet be determined.

**NOTE 10 – RESTRICTED NET POSITION**

Restricted Net Position consists of excess Housing Assistance Payment (HAP) funds available to the Authority under the Section 8 Housing Choice Vouchers program. These funds are to be used only for HAP expenditures for the program. These funds are also known as Restricted Net Position since there is no offsetting liability. Total restricted net position related to this excess was \$79,929 as of the end of the fiscal year.

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2016

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**NOTE 11 – SUBSEQUENT EVENTS**

Events that occur after the balance sheet date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about the 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 March 21, 2017 (the date the financial statements were available to be issued) and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

**NOTE 12 – FINANCIAL DATA SCHEDULE**

The Authority prepares its financial data schedule in accordance with HUD requirements in a prescribed format. The schedule's format excludes depreciation expense from operating activities and includes investment revenue and capital grant revenue in operating activities, which differs from the presentation of the basic financial statements.

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
 SUPPLEMENTARY INFORMATION – STATEMENT OF NET POSITION – BY PROGRAM  
 JUNE 30, 2016

	<u>PUBLIC HOUSING</u>	<u>SECTION 8</u>	<u>TOTAL</u>
<b>ASSETS</b>			
Unrestricted cash and cash equivalents	\$ 838,031	55,527	\$ 893,558
Restricted cash and cash equivalents	47,579	79,929	127,508
Due from HUD	113,858	1,362	115,220
Miscellaneous receivable, net	966,428	-	966,428
Tenants receivable, net	100	-	100
Fraud recovery receivable, net	-	2,220	2,220
Prepaid expenses and other assets	31,305	-	31,305
Capital assets:			
Land and construction in progress	610,862	-	610,862
Buildings and equipment, net of depreciation	<u>5,103,924</u>	<u>41</u>	<u>5,103,965</u>
Total capital assets	<u>5,714,786</u>	<u>41</u>	<u>5,714,827</u>
Total assets	<u>7,712,087</u>	<u>139,079</u>	<u>7,851,166</u>
<b>LIABILITIES</b>			
Accounts payable	14,088	600	14,688
Accrued liabilities	35,292	788	36,080
Intergovernmental payables	91,549	-	91,549
Tenant security deposits	47,579	-	47,579
Unearned revenue	932	-	932
Long-term liabilities:			
Due within one year:			
Compensated absences, current portion	13,871	655	14,526
Due in more than one year:			
Compensated absences, net of current portion	<u>9,247</u>	<u>437</u>	<u>9,684</u>
Total liabilities	<u>212,558</u>	<u>2,480</u>	<u>215,038</u>
<b>NET POSITION</b>			
Net investment in capital assets	5,714,786	41	5,714,827
Restricted	-	79,929	79,929
Unrestricted	<u>1,784,743</u>	<u>56,629</u>	<u>1,841,372</u>
Total net position	<u>\$ 7,499,529</u>	<u>\$ 136,599</u>	<u>\$ 7,636,128</u>

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
 SUPPLEMENTARY INFORMATION – STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND  
 NET POSITION – BY PROGRAM  
 YEAR ENDED JUNE 30, 2016

	<u>PUBLIC HOUSING</u>	<u>SECTION 8</u>	<u>TOTAL</u>
<b>OPERATING REVENUES</b>			
Rental income	\$ 818,134	\$ -	\$ 818,134
Federal grants	922,060	1,510,070	2,432,130
Other	<u>83,559</u>	<u>53,759</u>	<u>137,318</u>
Total operating revenues	<u>1,823,753</u>	<u>1,563,829</u>	<u>3,387,582</u>
<b>OPERATING EXPENSES</b>			
Administration	502,845	128,686	631,531
Tenant services	83,841	-	83,841
Utilities	213,706	-	213,706
Maintenance	784,914	208	785,122
General	224,736	1,095	225,831
Housing assistance payments	-	1,342,597	1,342,597
Depreciation	<u>668,347</u>	<u>9</u>	<u>668,356</u>
Total operating expenses	<u>2,478,389</u>	<u>1,472,595</u>	<u>3,950,984</u>
Operating income (loss)	(654,636)	91,234	(563,402)
<b>NONOPERATING REVENUES (EXPENSES)</b>			
Interest revenue	1,638	-	1,638
Gain on sale of capital assets	<u>11,000</u>	<u>-</u>	<u>11,000</u>
Income (loss) before contributions	(641,998)	91,234	(550,764)
Capital contributions	<u>165,154</u>	<u>-</u>	<u>165,154</u>
Change in net position	(476,844)	91,234	(385,610)
Total net position - beginning of the year	<u>7,976,373</u>	<u>45,365</u>	<u>8,021,738</u>
Total net position - end of the year	<u>\$ 7,499,529</u>	<u>\$ 136,599</u>	<u>\$ 7,636,128</u>

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 YEAR ENDED JUNE 30, 2016

<u>Federal Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Federal Expenditures</u>	<u>Amounts to Subrecipients</u>
<b>U.S. Department of Housing and Urban Development</b>			
Direct Program:			
Public and Indian Housing	14.850	827,457	-
Section 8 Housing Choice Vouchers	14.871	1,555,461	-
Public Housing Capital Fund	14.872	<u>259,757</u>	<u>-</u>
<b>Total Federal Awards Expended</b>		<u>\$ 2,642,675</u>	<u>\$ -</u>

**Note 1 – Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of the Authority under programs of the federal government for the year ended June 30, 2016. 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 for 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. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. The Authority has elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.



HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 YEAR ENDED JUNE 30, 2016

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**Section I - Summary of Auditor's Results**

*Financial Statements*

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Are any material weaknesses identified?            Yes   x   No

Are any significant deficiencies identified?            Yes   x   None Reported

Is any noncompliance material to financial statements noted?            Yes   x   No

*Federal Awards*

Internal control over major federal programs:

Are any material weaknesses identified?            Yes   x   No

Are any significant deficiencies identified?            Yes   x   None Reported

Type of auditor's report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?            Yes   x   No

Identification of major federal programs:

Name of Federal Program or Cluster

CFDA #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?   x   Yes            No

**Section II - Financial Statement Findings**

None

**Section III - Federal Award Findings**

None



# HENDERSON & DEJOHN, LLC

## CERTIFIED PUBLIC ACCOUNTANTS

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 PHONE : (205) 982-0992 WWW.HENDERSONCPA.COM FAX: (205) 982-0997

To the Board of Commissioners  
 Housing Authority of the City of Mishawaka

### Independent Accountant’s Report on Applying Agreed-Upon Procedure

We have performed the procedure described in the second paragraph, which was agreed to by the Housing Authority of the City of Mishawaka (the Housing Authority) and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with related hard copy documents included within the Single Audit reporting package. The Housing 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. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. 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 results of the performance of our agreed-upon procedure indicate agreement or non-agreement of electronically submitted information and hard copy documents as shown in the chart below.

We were engaged to perform an audit in accordance with 2 CFR 200 Subpart F, Audit Requirements for the Housing Authority as of and for the year ended June 30, 2016, and have issued our reports thereon dated March 21, 2017. 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 Housing Authority’s Financial Data Schedule (FDS) dated March 21, 2017, was expressed in relation to the basic financial statements of the Housing Authority taken as a whole.

A copy of the reporting package required by OMB, which includes the auditor’s reports, is available in its entirety from the 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, REAC.

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

Procedure	UFRS Rule Information	Hard Copy Documents	Agrees	Does Not Agree
1	Balance Sheet and Revenue and Expense	Financial Data Schedule, all CFDAs, If applicable	X	
2	Footnotes	Footnotes to audited basic financial statements	X	
3	Type of opinion on FDS	Auditor's supplemental report on FDS	X	
4	Audit findings narrative	Schedule of Findings and Questioned Costs	X	
5	General Information	OMB Data Collection Form	X	
6	Financial Statement report information	Schedule of Findings and Questioned Costs, Part 1 and OMB Data Collection Form	X	
7	Federal program report information	Schedule of Findings and Questioned Costs, Part 1 and OMB Data Collection Form	X	
8	Type of Compliance Requirement	OMB Data Collection Form	X	
9	Basic financial statements and auditor reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)	X	

*Henderson & DeJohn, LLC*

Birmingham, AL  
 March 21, 2017

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
 FINANCIAL DATA SCHEDULE – BALANCE SHEET  
 JUNE 30, 2016

	Project Total	14,871 Housing Choice Vouchers	COCC	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$245,722	\$55,527	\$592,309	\$893,558		\$893,558
112 Cash - Restricted - Modernization and Development	\$0			\$0		\$0
113 Cash - Other Restricted	\$0	\$79,929		\$79,929		\$79,929
114 Cash - Tenant Security Deposits	\$47,579			\$47,579		\$47,579
115 Cash - Restricted for Payment of Current Liabilities	\$0			\$0		\$0
100 Total Cash	\$293,301	\$135,456	\$592,309	\$1,021,066	\$0	\$1,021,066
121 Accounts Receivable - PHA Projects	\$0			\$0		\$0
122 Accounts Receivable - HUD Other Projects	\$113,858	\$1,362		\$115,220		\$115,220
124 Accounts Receivable - Other Government	\$0			\$0		\$0
125 Accounts Receivable - Miscellaneous	\$885,352		\$81,076	\$966,428		\$966,428
126 Accounts Receivable - Tenants	\$916			\$916		\$916
126.1 Allowance for Doubtful Accounts - Tenants	(\$816)			(\$816)		(\$816)
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0	\$0	\$0		\$0
127 Notes, Loans, & Mortgages Receivable - Current	\$0			\$0		\$0
128 Fraud Recovery	\$0	\$2,220		\$2,220		\$2,220
128.1 Allowance for Doubtful Accounts - Fraud	\$0	\$0		\$0		\$0
129 Accrued Interest Receivable	\$0			\$0		\$0
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$999,310	\$3,582	\$81,076	\$1,083,968	\$0	\$1,083,968
131 Investments - Unrestricted	\$0			\$0		\$0
132 Investments - Restricted	\$0			\$0		\$0
135 Investments - Restricted for Payment of Current Liability	\$0			\$0		\$0
142 Prepaid Expenses and Other Assets	\$31,087		\$218	\$31,305		\$31,305
143 Inventories	\$0			\$0		\$0
143.1 Allowance for Obsolete Inventories	\$0			\$0		\$0
144 Inter Program Due From			\$0	\$0		\$0
145 Assets Held for Sale	\$0			\$0		\$0
150 Total Current Assets	\$1,323,698	\$139,038	\$673,603	\$2,136,339	\$0	\$2,136,339
161 Land	\$587,150			\$587,150		\$587,150
162 Buildings	\$10,196,864			\$10,196,864		\$10,196,864
163 Furniture, Equipment & Machinery - Dwellings	\$304,546			\$304,546		\$304,546
164 Furniture, Equipment & Machinery - Administration	\$358,494	\$5,484	\$36,093	\$400,071		\$400,071
165 Leasehold Improvements	\$8,808,466			\$8,808,466		\$8,808,466
166 Accumulated Depreciation	(\$14,564,672)	(\$5,443)	(\$35,867)	(\$14,605,982)		(\$14,605,982)
167 Construction in Progress	\$23,712			\$23,712		\$23,712
168 Infrastructure	\$0			\$0		\$0
160 Total Capital Assets, Net of Accumulated Depreciation	\$5,714,560	\$41	\$226	\$5,714,827	\$0	\$5,714,827
171 Notes, Loans and Mortgages Receivable - Non-Current						
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due						
173 Grants Receivable - Non Current	\$0			\$0		\$0
174 Other Assets						
176 Investments in Joint Ventures						
180 Total Non-Current Assets	\$5,714,560	\$41	\$226	\$5,714,827	\$0	\$5,714,827
200 Deferred Outflow of Resources	\$0			\$0		\$0

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
 FINANCIAL DATA SCHEDULE – BALANCE SHEET  
 JUNE 30, 2016

290 Total Assets and Deferred Outflow of Resources	\$7,038,258	\$139,079	\$673,829	\$7,851,166	\$0	\$7,851,166
311 Bank Overdraft	\$0			\$0		\$0
312 Accounts Payable <= 90 Days	\$11,476	\$600	\$2,612	\$14,688		\$14,688
313 Accounts Payable >90 Days Past Due	\$0			\$0		\$0
321 Accrued Wage/Payroll Taxes Payable	\$15,908	\$788	\$3,695	\$20,391		\$20,391
322 Accrued Compensated Absences - Current Portion	\$8,126	\$655	\$5,745	\$14,526		\$14,526
324 Accrued Contingency Liability	\$0			\$0		\$0
325 Accrued Interest Payable	\$0			\$0		\$0
331 Accounts Payable - HUD PHA Programs						
332 Account Payable - PHA Projects	\$0			\$0		\$0
333 Accounts Payable - Other Government	\$91,549			\$91,549		\$91,549
341 Tenant Security Deposits	\$47,579			\$47,579		\$47,579
342 Unearned Revenue	\$932			\$932		\$932
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue						
344 Current Portion of Long-term Debt - Operating Borrowings	\$0			\$0		\$0
345 Other Current Liabilities	\$0			\$0		\$0
346 Accrued Liabilities - Other	\$11,773		\$3,916	\$15,689		\$15,689
347 Inter Program - Due To	\$0			\$0		\$0
348 Loan Liability - Current						
310 Total Current Liabilities	\$187,343	\$2,043	\$15,968	\$205,354	\$0	\$205,354
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue						
352 Long-term Debt, Net of Current - Operating Borrowings	\$0			\$0		\$0
353 Non-current Liabilities - Other	\$0			\$0		\$0
354 Accrued Compensated Absences - Non Current	\$5,417	\$437	\$3,830	\$9,684		\$9,684
355 Loan Liability - Non Current						
356 FASB 5 Liabilities	\$0			\$0		\$0
357 Accrued Pension and OPEB Liabilities						
350 Total Non-Current Liabilities	\$5,417	\$437	\$3,830	\$9,684	\$0	\$9,684
300 Total Liabilities	\$192,760	\$2,480	\$19,798	\$215,038	\$0	\$215,038
400 Deferred Inflow of Resources	\$0			\$0		\$0
508.4 Net Investment in Capital Assets	\$5,714,560	\$41	\$226	\$5,714,827		\$5,714,827
511.4 Restricted Net Position	\$0	\$79,929		\$79,929		\$79,929
512.4 Unrestricted Net Position	\$1,130,938	\$56,629	\$653,805	\$1,841,372		\$1,841,372
513 Total Equity - Net Assets / Position	\$6,845,498	\$136,599	\$654,031	\$7,636,128	\$0	\$7,636,128
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$7,038,258	\$139,079	\$673,829	\$7,851,166	\$0	\$7,851,166

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
 FINANCIAL DATA SCHEDULE – INCOME STATEMENT  
 YEAR ENDED JUNE 30, 2016

	Project Total	14,871 Housing Choice Vouchers	COCC	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$752,562			\$752,562		\$752,562
70400 Tenant Revenue - Other	\$65,572			\$65,572		\$65,572
70500 Total Tenant Revenue	\$818,134	\$0	\$0	\$818,134	\$0	\$818,134
70600 HUD PHA Operating Grants	\$922,060	\$1,510,070		\$2,432,130		\$2,432,130
70610 Capital Grants	\$165,154			\$165,154		\$165,154
70710 Management Fee			\$241,369	\$241,369	(\$241,369)	\$0
70720 Asset Management Fee			\$35,880	\$35,880	(\$35,880)	\$0
70730 Book Keeping Fee			\$50,985	\$50,985	(\$50,985)	\$0
70740 Front Line Service Fee						
70750 Other Fees						
70700 Total Fee Revenue			\$328,234	\$328,234	(\$328,234)	\$0
70800 Other Government Grants	\$0			\$0		\$0
71100 Investment Income - Unrestricted	\$301		\$1,337	\$1,638		\$1,638
71200 Mortgage Interest Income	\$0			\$0		\$0
71300 Proceeds from Disposition of Assets Held for Sale	\$0			\$0		\$0
71310 Cost of Sale of Assets	\$0			\$0		\$0
71400 Fraud Recovery	\$0	\$4,256		\$4,256		\$4,256
71500 Other Revenue	\$48,027	\$49,503	\$35,532	\$133,062		\$133,062
71600 Gain or Loss on Sale of Capital Assets	\$11,000			\$11,000		\$11,000
72000 Investment Income - Restricted	\$0			\$0		\$0
70000 Total Revenue	\$1,964,676	\$1,563,829	\$365,103	\$3,893,608	(\$328,234)	\$3,565,374
91100 Administrative Salaries	\$117,894	\$35,799	\$121,069	\$274,762		\$274,762
91200 Auditing Fees	\$11,534	\$5,767		\$17,301		\$17,301
91300 Management Fee	\$201,121	\$40,248		\$241,369	(\$241,369)	\$0
91310 Book-keeping Fee	\$25,830	\$25,155		\$50,985	(\$50,985)	\$0
91400 Advertising and Marketing	\$729	\$5	\$197	\$931		\$931
91500 Employee Benefit contributions - Administrative	\$39,751	\$11,402	\$70,519	\$121,672		\$121,672
91600 Office Expenses	\$79,846	\$4,158	\$15,922	\$99,926		\$99,926
91700 Legal Expense	\$40,788		\$6,799	\$47,587		\$47,587
91800 Travel	\$752		\$8,775	\$9,527		\$9,527
91810 Allocated Overhead	\$0			\$0		\$0
91900 Other	\$22,747	\$6,152	\$30,926	\$59,825		\$59,825
91000 Total Operating - Administrative	\$540,992	\$128,686	\$254,207	\$923,885	(\$292,354)	\$631,531
92000 Asset Management Fee	\$35,880			\$35,880	(\$35,880)	\$0
92100 Tenant Services - Salaries	\$60,951			\$60,951		\$60,951
92200 Relocation Costs	\$0			\$0		\$0
92300 Employee Benefit Contributions - Tenant Services	\$21,173			\$21,173		\$21,173
92400 Tenant Services - Other	\$1,717			\$1,717		\$1,717
92500 Total Tenant Services	\$83,841	\$0	\$0	\$83,841	\$0	\$83,841
93100 Water	\$48,334			\$48,334		\$48,334
93200 Electricity	\$143,260			\$143,260		\$143,260
93300 Gas	\$22,039			\$22,039		\$22,039
93400 Fuel	\$0			\$0		\$0
93500 Labor	\$0			\$0		\$0

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
 FINANCIAL DATA SCHEDULE – INCOME STATEMENT  
 YEAR ENDED JUNE 30, 2016

93600 Sewer	\$73			\$73		\$73
93700 Employee Benefit Contributions - Utilities	\$0			\$0		\$0
93800 Other Utilities Expense	\$0			\$0		\$0
93000 Total Utilities	\$213,706	\$0	\$0	\$213,706	\$0	\$213,706
94100 Ordinary Maintenance and Operations - Labor	\$271,982			\$271,982		\$271,982
94200 Ordinary Maintenance and Operations - Materials and Other	\$104,732			\$104,732		\$104,732
94300 Ordinary Maintenance and Operations Contracts	\$202,736	\$208	\$106,826	\$309,770		\$309,770
94500 Employee Benefit Contributions - Ordinary Maintenance	\$98,638			\$98,638		\$98,638
94000 Total Maintenance	\$678,088	\$208	\$106,826	\$785,122	\$0	\$785,122
95100 Protective Services - Labor	\$0			\$0		\$0
95200 Protective Services - Other Contract Costs	\$0			\$0		\$0
95300 Protective Services - Other	\$0			\$0		\$0
95500 Employee Benefit Contributions - Protective Services	\$0			\$0		\$0
95000 Total Protective Services	\$0	\$0	\$0	\$0	\$0	\$0
96110 Property Insurance	\$86,196			\$86,196		\$86,196
96120 Liability Insurance	\$2,155		\$4,732	\$6,887		\$6,887
96130 Workmen's Compensation	\$12,756		\$857	\$13,613		\$13,613
96140 All Other Insurance	\$2,073			\$2,073		\$2,073
96100 Total insurance Premiums	\$103,180	\$0	\$5,589	\$108,769	\$0	\$108,769
96200 Other General Expenses	\$0	\$156		\$156		\$156
96210 Compensated Absences	\$14,672	\$939	\$8,624	\$24,235		\$24,235
96300 Payments in Lieu of Taxes	\$54,751			\$54,751		\$54,751
96400 Bad debt - Tenant Rents	\$37,920			\$37,920		\$37,920
96500 Bad debt - Mortgages	\$0			\$0		\$0
96600 Bad debt - Other	\$0			\$0		\$0
96800 Severance Expense	\$0			\$0		\$0
96000 Total Other General Expenses	\$107,343	\$1,095	\$8,624	\$117,062	\$0	\$117,062
96710 Interest of Mortgage (or Bonds) Payable	\$0			\$0		\$0
96720 Interest on Notes Payable (Short and Long Term)						
96730 Amortization of Bond Issue Costs	\$0			\$0		\$0
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0	\$0	\$0
96900 Total Operating Expenses	\$1,763,030	\$129,989	\$375,246	\$2,268,265	(\$328,234)	\$1,940,031
97000 Excess of Operating Revenue over Operating Expenses	\$201,646	\$1,433,840	(\$10,143)	\$1,625,343	\$0	\$1,625,343
97100 Extraordinary Maintenance	\$0			\$0		\$0
97200 Casualty Losses - Non-capitalized	\$0			\$0		\$0
97300 Housing Assistance Payments	\$0	\$1,297,206		\$1,297,206		\$1,297,206
97350 HAP Portability -In	\$0	\$45,391		\$45,391		\$45,391
97400 Depreciation Expense	\$668,296	\$9	\$51	\$668,356		\$668,356
97500 Fraud Losses	\$0			\$0		\$0
97600 Capital Outlays - Governmental Funds						
97700 Debt Principal Payment - Governmental Funds						
97800 Dwelling Units Rent Expense	\$0			\$0		\$0
90000 Total Expenses	\$2,431,326	\$1,472,595	\$375,297	\$4,279,218	(\$328,234)	\$3,950,984

HOUSING AUTHORITY OF THE CITY OF MISHAWAKA  
 FINANCIAL DATA SCHEDULE – INCOME STATEMENT  
 YEAR ENDED JUNE 30, 2016

10010 Operating Transfer In	\$94,603			\$94,603	(\$94,603)	\$0
10020 Operating transfer Out	(\$94,603)			(\$94,603)	\$94,603	\$0
10030 Operating Transfers from/to Primary Government						
10040 Operating Transfers from/to Component Unit	\$0			\$0		\$0
10050 Proceeds from Notes, Loans and Bonds						
10060 Proceeds from Property Sales						
10070 Extraordinary Items, Net Gain/Loss	\$0			\$0		\$0
10080 Special Items (Net Gain/Loss)	\$0			\$0		\$0
10091 Inter Project Excess Cash Transfer In	\$0			\$0		\$0
10092 Inter Project Excess Cash Transfer Out	\$0			\$0		\$0
10093 Transfers between Program and Project - In	\$0			\$0		\$0
10094 Transfers between Project and Program - Out	\$0			\$0		\$0
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	(\$466,650)	\$91,234	(\$10,194)	(\$385,610)	\$0	(\$385,610)
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$0		\$0
11030 Beginning Equity	\$7,312,148	\$45,365	\$664,225	\$8,021,738		\$8,021,738
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0	\$0		\$0		\$0
11050 Changes in Compensated Absence Balance						
11060 Changes in Contingent Liability Balance						
11070 Changes in Unrecognized Pension Transition Liability						
11080 Changes in Special Term/Severance Benefits Liability						
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents						
11100 Changes in Allowance for Doubtful Accounts - Other						
11170 Administrative Fee Equity		\$56,670		\$56,670		\$56,670
11180 Housing Assistance Payments Equity		\$79,929		\$79,929		\$79,929
11190 Unit Months Available	3588	3526		7114		7114
11210 Number of Unit Months Leased	3448	3354		6802		6802
11270 Excess Cash	\$958,433			\$958,433		\$958,433
11610 Land Purchases	\$0		\$0	\$0		\$0
11620 Building Purchases	\$110,932		\$0	\$110,932		\$110,932
11630 Furniture & Equipment - Dwelling Purchases	\$0		\$0	\$0		\$0
11640 Furniture & Equipment - Administrative Purchases	\$97,196		\$278	\$97,474		\$97,474
11650 Leasehold Improvements Purchases	\$1,356		\$0	\$1,356		\$1,356
11660 Infrastructure Purchases	\$0		\$0	\$0		\$0
13510 CFFP Debt Service Payments	\$0		\$0	\$0		\$0
13901 Replacement Housing Factor Funds	\$0		\$0	\$0		\$0