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July 1, 2020

Board of Commissioners  
Housing Authority of the City of Charlestown  
200 Jennings Street  
Charlestown, IN 47111

We have reviewed the audit report of the Housing Authority of the City of Charlestown, which was opined upon by MCM CPAs & Advisors LLP, Independent Public Accountants, for the period October 1, 2018 to September 30, 2019. 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 Charlestown as of September 30, 2019, and the results of its operations for the period then ended, on the basis of accounting described in the report.

In our opinion, MCM CPAs & Advisors LLP prepared the audit report in accordance with the guidelines established by the State Board of Accounts.

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

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

Paul D. Joyce, CPA  
State Examiner

**Housing Authority of the City of Charlestown**

**Report on Audit of Financial Statements  
and Supplementary Information**

**Year Ended September 30, 2019**

**Housing Authority of the City of Charlestown**  
**Table of Contents**  
**Year Ended September 30, 2019**

	<u>Page</u>
Independent Auditor's Report .....	1 - 2
Management's Discussion and Analysis .....	3 - 10
<b>Financial Statements</b>	
Statement of Net Position .....	11
Statement of Revenues, Expenses and Changes in Net Position .....	12
Statement of Cash Flows .....	13 - 14
Notes to Financial Statements.....	15 - 19
<b>Supplementary Information</b>	
Schedule of Expenditures of Federal Awards.....	20
<b>Other Reports</b>	
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 <i>Government Auditing Standards</i> .....	21 - 22
Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance .....	23 - 24
Schedule of Findings and Questioned Costs.....	25
Summary Schedule of Prior Audit Findings.....	26
Independent Accountant's Report on Applying Agreed-Upon Procedure .....	27
Attachment to Independent Accountant's Report on Applying Agreed-Upon Procedure .....	28
Financial Data Schedule .....	29 - 42

## **Independent Auditor's Report**

Board of Commissioners  
Housing Authority of the City of Charlestown

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

We have audited the accompanying financial statements of the business-type activities of the Housing Authority of the City of Charlestown (the "Authority") as of and for the year ended September 30, 2019, 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**

The Authority 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 of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's 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 Authority'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 Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Authority as of September 30, 2019, and its respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

MCM CPAs & Advisors LLP

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## **Independent Auditor's Report (Continued)**

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 3 through 10 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 an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying 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 accompanying financial data schedule is also presented for purposes of additional analysis and is not a required part of the basic financial statements.

This 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. 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 information is fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 8, 2020, 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 solely describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of 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.



Jeffersonville, Indiana  
June 8, 2020

**Housing Authority of the City of Charlestown  
Management's Discussion and Analysis  
Year Ended September 30, 2019**

As management of the Housing Authority of the City of Charlestown (the "Authority"), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended September 30, 2019.

The MD&A is specifically designed to: 1) assist the reader in focusing on significant financial issues; 2) provide a broad scope overview of the Authority's financial activities; 3) identify and explain changes in the Authority's financial position and 4) highlight any individual funding source issues or concerns.

Since the MD&A is designed to present basic financial statements in a narrative, executive summary format, the reader is encouraged to consider the information presented here in conjunction with the Authority's audited financial statements.

**Overview of the Authority**

The Authority is organized under the laws of the state of Indiana for the purpose of engaging in the development and administration of low-rent housing programs. The Authority owns and operates 250 public housing units and administers 70 Section 8 Housing Choice Vouchers under Annual Contributions Contract 2050-V with the Department of Housing and Urban Development ("HUD"). The Authority is located in Charlestown, Indiana.

The Authority is governed by a seven-member Board of Commissioners who are appointed by the mayor of the City of Charlestown. Under the oversight of that Board, the Authority functions independently from the City of Charlestown government. All revenues, expenses, assets, and obligations of the Authority belong solely to the Authority, not the City of Charlestown or any other entity.

**Reporting on the Authority as a Whole**

The Statements of Revenues, Expenses, and Changes in Net Position report information about the Authority as a whole and about its activities in a format that helps the reader assess the results of operations for the fiscal year ended September 30, 2019. Each statement is a condensed presentation of sources of funding and major activities. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current fiscal year's revenues and expenses are taken into account regardless of when cash is received or paid.

**Financial Highlights**

- Net position of the Authority decreased \$59,999 as of September 30, 2019 from the prior year. That decrease was a direct result of expenses exceeding revenues by \$59,999 during the fiscal year ended September 30, 2019.
- Operating revenue of the Authority increased by \$54,666 compared to the prior fiscal year.
- Operating expenses decreased by \$21,643 compared to the prior fiscal year.
- The Authority had unrestricted net position (unrestricted reserves) of \$2,712,514 at September 30, 2019, which is a decrease of \$30,484 from September 30, 2018.

**Housing Authority of the City of Charlestown  
Management's Discussion and Analysis (Continued)  
Year Ended September 30, 2019**

**Financial Highlights (Continued)**

- Each year the Authority receives a Public Housing Assessment System (PHAS) score from HUD. The score is based upon a 100-point scale, with a maximum of 25 points for indicators of financial performance, 25 points for indicators of management performance, 40 points for indicators of physical conditions, and 10 points for indicators of capital fund performance. For fiscal year 2017 the Authority received an overall score of 89. That score included a financial score of 25 out of 25. This is one indication of the financial strength of the Authority and the ability to meet future financial obligations. Due to delays in HUD's issuance of PHAS scores, the scores have not been received for fiscal year 2018 or 2019 at this time. However, it's expected that once issued, both of those PHAS scores will also show financial scores of 25 out of 25.

**Fund Financial Statements**

All of the funds of the Authority are reported as proprietary funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Enterprises operated by state and local governments, such as the Authority, use fund accounting to ensure compliance with finance-related legal requirements.

The Authority's financial statements report its net position and changes in net position. One can think of the Authority's net position - the difference between assets plus deferred outflows of resources, and liabilities plus deferred inflows of resources - as one way to measure the Authority's financial health, or financial position. Over time, increases and decreases in the Authority's net position are one indicator of whether its financial health is improving or deteriorating. One will need to consider other factors, however, such as the amount of net position (amount of operating reserves), changes in the Authority's occupancy levels, and/or its legal obligations to HUD, to assess the overall health of the Authority. Management of the Authority makes a concerted effort to be fiscally responsible and maintain an operating reserve balance (net position) that is equal to or greater than HUD-recommended operating reserve levels at all times.

**Using This Annual Report**

The Authority's annual report consists of financial statements that show combined information about the Authority's most significant programs, the Public and Indian Housing Program, the Section 8 Housing Choice Vouchers Program, and the Public Housing Capital Fund Program.

The Authority's auditors provided assurance in their independent auditor's report, located immediately preceding the MD&A, that the financial statements are presented fairly in all material respects in accordance with accounting principles generally accepted in the United States of America. The auditors provide varying degrees of assurance regarding the other information included in this report. A user of this report should read the independent auditor's report carefully to determine the level of assurance provided for each of the other parts of this report.

**Reporting the Authority's Most Significant Programs**

The Authority's financial statements provide detailed information about the most significant programs. Some funds are required to be established by HUD. However, the Authority establishes other funds to help it control and manage money for particular purposes, or to show that it is meeting legal responsibilities for using grants and other funds.

**Housing Authority of the City of Charlestown  
Management's Discussion and Analysis (Continued)  
Year Ended September 30, 2019**

**Reporting the Authority's Most Significant Programs (Continued)**

The Authority uses the following accounting approach for Proprietary funds. The focus of proprietary funds is on income measurement, which together with the maintenance of net position, is an important financial indicator. The statements evaluated include:

- Statement of Net Position - reports the Authority's current financial resources (short term spendable resources) with capital assets and long-term obligations, if any.
- Statement of Revenues, Expenses and Changes in Net Position - reports the Authority's operating and non-operating revenues, by major source along with operating and non-operating expenses.

The Authority maintains its books and records utilizing the accrual basis of accounting. Accrual accounting recognizes revenues and expenses when earned regardless of when cash is received or paid.

The following is a description of the programs and services that the Authority provides for its program participants:

***Public and Indian Housing Program***

The Authority owns 250 units in developments within the City of Charlestown, Indiana. The 250 units owned by the Authority consist of elderly/disabled and family units. The Authority rents those units to individuals and families who meet HUD eligibility guidelines in order to provide them with decent, safe, and sanitary rental housing. The Authority is responsible for the management and maintenance of all units, sites and certain utilities. On an annual basis, the Authority submits a request for funding to HUD, known as the Calculation of Operating Subsidy. The basic concept of the Calculation of Operating Subsidy is that the Authority has an Allowable Operating Expense Level, Allowable Utilities Expenses Level, Allowable Add-ons and Audit Cost that becomes the Authority's Total Allowable Expenses. HUD will fund a portion of the difference between the Total Allowable Expenses and the amount of rents that the Authority can charge their tenants based upon HUD eligibility calculations. Funding is subject to proration due to congressional appropriation and may not be sufficient to fund 100% of the requested amount. Operating subsidy was prorated to approximately 98% of the requested amount for calendar year 2019 and approximately 95% of the requested amount for calendar year 2018.

***Section 8 Housing Choice Vouchers Program***

This grant program provides rental assistance to help extremely low and low-income families afford decent, safe, and sanitary rental housing. Qualifying participants have their income analyzed utilizing HUD's guidelines and their rental assistance is calculated accordingly. The Authority is awarded a fixed amount of Budget Authority from HUD on an annual basis to assist participants. The Authority had approval and funding for 70 vouchers during the year ended September 30, 2019. Similar to Public Housing operating funding, Section 8 Housing Choice Vouchers administrative funding from HUD is subject to proration due to Congressional appropriation. Section 8 Housing Choice Vouchers administrative funding was prorated to approximately 81% of the full eligibility amount for calendar year 2019 and approximately 80% of the full eligibility amount for calendar year 2018.

***Capital Fund Program***

HUD awards this grant program on an annual basis. The purposes of these grants are to maintain the physical structures within the Authority's sites and the administrative management to ensure completion of site improvements in the most effective and efficient manner. The Authority requisitions funds from HUD as the Authority expends funds. At September 30, 2019 the Authority had approximately \$1,317,000 of capital fund grants that had been awarded by HUD but had not been expended. That grant revenue has not been recognized within the audited financial statements, but those grant funds have been allocated by HUD and will be recognized and expended for capital projects within the next four years.

**Housing Authority of the City of Charlestown  
Management's Discussion and Analysis (Continued)  
Year Ended September 30, 2019**

**Reporting the Authority's Most Significant Programs (Continued)**

***Central Office Cost Center***

In addition to the programs noted above, the Authority maintains a Central Office Cost Center ("COCC") as mandated by HUD. All salaries and costs related to administrative functions of the Authority and other costs which do not directly support the specific programs noted above, are charged to the COCC. Funding flows into the COCC from fees which are allowed to be charged to the Public and Indian Housing program and the Section 8 Housing Choice Voucher program, as well as administrative funding provided through the Capital Fund program. Once funds flow through to the COCC they are deemed to be "defederalized" and can then be used by the Authority in any way needed in order to support the Authority's mission.

**Authority-wide Condensed Financial Statements**

The Authority's overall financial position and operations for the past two years are summarized below based on the information included in the current and prior financial statements.

***The Housing Authority of the City of Charlestown  
Statement of Net Position***

	2019	2018	Increase/Decrease Amount	Percentage
Current assets	\$ 2,922,099	\$ 3,091,422	\$ (169,323)	-5.5%
Capital assets, net	4,820,017	4,812,639	7,378	0.2%
Total assets	<u>7,742,116</u>	<u>7,904,061</u>	<u>(161,945)</u>	-2.0%
Current liabilities	208,819	191,563	17,256	9.0%
Noncurrent liabilities	<u>-</u>	<u>119,202</u>	<u>(119,202)</u>	-100.0%
Total liabilities	<u>208,819</u>	<u>310,765</u>	<u>(101,946)</u>	-32.8%
Net investment in capital assets	4,820,017	4,812,639	7,378	0.2%
Restricted net position	766	37,659	(36,893)	-98.0%
Unrestricted net position	<u>2,712,514</u>	<u>2,742,998</u>	<u>(30,484)</u>	-1.1%
Total net position	<u>\$ 7,533,297</u>	<u>\$ 7,593,296</u>	<u>\$ (59,999)</u>	-0.8%

**Housing Authority of the City of Charlestown  
Management's Discussion and Analysis (Continued)  
Year Ended September 30, 2019**

**Authority-wide Condensed Financial Statements (Continued)**

*Total Assets*

The Authority's total assets at September 30, 2019 were \$7,742,116, a decrease of \$161,945, or 2.0%, from September 30, 2018. The change in total assets was primarily due to a slight reduction in cash due to management's efforts to spend down excess operating reserves during fiscal year 2019.

*Capital Assets*

Overall, net capital assets remained similar to the September 30, 2018 level. That was a result of capital asset purchases totaling \$265,064 during the fiscal year ended September 30, 2019 being very close to the depreciation expense recognized during the fiscal year ended September 30, 2019 of \$257,686. The fixed asset purchases consisted primarily of new HVAC systems and storage sheds installed at AMP 1 (Project IN025000001).

*Total Liabilities*

The Authority's total liabilities at September 30, 2019 were \$208,819, an decrease of \$101,946 or 32.8%, from September 30, 2018. The change in total liabilities was primarily due to a decrease in accrued compensated absences at September 30, 2019 as compared to September 30, 2018. The decrease in accrued compensated absences was due to the payout of approximately 50% of the compensated absences accrued in prior years when unused vacation and sick leave was eligible to be accrued and rolled forward to future years.

*Net Position*

The Authority's total net position at September 30, 2019 was \$7,533,297, a decrease of \$59,999, or 0.8%, from September 30, 2018. The slight decrease in net position was due to management's effort to spend down excess operating reserves during fiscal year 2019.

The results of operations for the Authority are presented on the following page:

**Housing Authority of the City of Charlestown  
Management's Discussion and Analysis (Continued)  
Year Ended September 30, 2019**

*The Housing Authority of the City of Charlestown  
Statement of Revenues, Expenses and Changes in Net Position*

	2019	2018	Increase/Decrease Amount	Percentage
Operating Revenues				
Tenant revenue	\$ 837,209	\$ 862,577	\$ (25,368)	-2.9%
HUD PHA operating grants	700,464	626,165	74,299	11.9%
Fraud recovery	8,169	2,283	5,886	257.8%
Other revenue	15,745	15,896	(151)	-0.9%
Total Operating Revenues	<u>1,561,587</u>	<u>1,506,921</u>	<u>54,666</u>	3.6%
Operating Expenses				
Administration	422,283	411,714	10,569	2.6%
Tenant services	3,673	4,388	(715)	-16.3%
Utilities	198,489	195,541	2,948	1.5%
Ordinary maintenance	548,175	571,715	(23,540)	-4.1%
Protective services	-	26,000	(26,000)	-100.0%
Insurance expense	116,994	119,745	(2,751)	-2.3%
Other general expenses	88,564	84,801	3,763	4.4%
Housing assistance payments	259,227	228,807	30,420	13.3%
Depreciation expense	257,686	274,023	(16,337)	-6.0%
Total Operating Expenses	<u>1,895,091</u>	<u>1,916,734</u>	<u>(21,643)</u>	-1.1%
Net Operating Loss	<u>(333,504)</u>	<u>(409,813)</u>	<u>76,309</u>	-18.6%
Nonoperating Revenue				
Interest and investment revenue	<u>18,005</u>	<u>6,514</u>	<u>11,491</u>	176.4%
Total Nonoperating Revenue	<u>18,005</u>	<u>6,514</u>	<u>11,491</u>	176.4%
Net Loss before Capital Fund Grant	(315,499)	(403,299)	87,800	-21.8%
Capital Fund Grant	<u>255,500</u>	<u>21,821</u>	<u>233,679</u>	100.0%
Change in Net Position	<u>\$ (59,999)</u>	<u>\$ (381,478)</u>	<u>\$ 321,479</u>	-84.3%

**Housing Authority of the City of Charlestown  
Management's Discussion and Analysis (Continued)  
Year Ended September 30, 2019**

**Results of Operations**

The change in net position for the year ended September 30, 2019 was \$(59,999) compared to \$(381,478) for the year ended September 30, 2018. Revenues of the Authority's activities are generated principally from HUD operating subsidies and tenant rental receipts. Operating expense of the Authority's activities consist primarily of maintenance, depreciation, administration, utilities and housing assistance payments.

Tenant revenue decreased by approximately \$25,400 from the fiscal year 2018 level due primarily to the fact that the Authority's Public Housing waiting list was abnormally small for most of fiscal year 2019. Because of that, far fewer new move-ins during the fiscal year had an employment preference and employment income as compared to prior fiscal years. Since rent charged to each tenant is calculated using an income-based formula, this caused lower rent amounts to generally be charged to new move-ins during fiscal year 2019 as compared to prior fiscal years. HUD PHA operating grant revenue increased by approximately \$74,300 from the fiscal year 2019 level due primarily to increases in the public housing operating subsidy eligibility resulting from decreases in rent revenue in recent years. Public Housing operating subsidy revenue was also higher than prior years due to an increase in the proration percentage to approximately 98% for calendar year 2019. Section 8 housing assistance payment expense increased by approximately \$30,400 due to a higher voucher utilization percentage for fiscal year 2019 as compared to fiscal year 2018.

However, the primary item causing the reduction in the change in net position for the year ended September 30, 2019 to be approximately \$321,500 less than the reduction in net position for the fiscal year ended September 30, 2018 was the fact that \$255,500 of capital fund revenue used to purchase capital assets was recognized during fiscal year 2019 but only \$21,821 of such capital fund revenue was recognized during fiscal year 2018.

**Capital Assets**

At September 30, 2019, the Authority has approximately \$4.8 million invested in net capital assets reflected in the following schedule, which represents an increase of approximately \$7,400 (net of depreciation) from the preceding year.

***The Housing Authority of the City of Charlestown  
Capital Assets***

	<u>2019</u>	<u>2018</u>
Land	\$ 1,296,639	\$ 1,296,639
Buildings	11,972,050	11,696,786
Furniture, equipment and machinery - dwellings	297,801	297,801
Furniture, equipment and machinery - administration	193,912	193,912
Construction in process	<u>-</u>	<u>10,200</u>
Total capital assets	13,760,402	13,495,338
Less: accumulated depreciation	<u>(8,940,385)</u>	<u>(8,682,699)</u>
Capital assets, net	<u>\$ 4,820,017</u>	<u>\$ 4,812,639</u>

For additional information, see Note D within the notes to the financial statements.

**Housing Authority of the City of Charlestown  
Management's Discussion and Analysis (Continued)  
Year Ended September 30, 2019**

**Currently Known Facts, Decisions, or Conditions Expected to Affect Future Financial Position or Results of Operations**

The Authority is dependent upon HUD for funding (approximately 52% of fiscal year 2019 revenue came from HUD grants); therefore, the Authority is generally affected more by the federal budget than by local economic conditions.

The amount that the Authority is eligible to receive to cover the gap between public housing rent revenues and operating costs is set by a federal formula. If Congress has failed to provide sufficient funding to cover the full subsidies that the Authority is eligible to receive under the formula, the Authority must find a way to raise revenue, cut costs, or tap other resources to make up for the shortfall. As noted previously, Congress funded the operating subsidy revenue at approximately 98% of the full eligibility amount for calendar year 2019.

Similar to Public Housing operating subsidy funding, HUD also utilizes a formula to determine the amount of Section 8 Administrative funding they provide to the Authority. In recent years cuts to that funding have been even more extreme than the prorations applied to Public Housing operating subsidy. As noted previously, congress funded Section 8 administrative awards at only approximately 81% of full eligibility for calendar year 2019.

As shown in these financials, Authority management will maintain a fiscally responsible approach regardless of the federal funding situation. This will be done to ensure the Authority is able to continue to serve low income families and individuals to the greatest extent possible for both the near-term and long-term future.

**Request for Information**

The financial report is designed to provide a general overview of the Authority's finances. Questions concerning any of the information provided in this report should be addressed to the following address:

Leigh Bowyer or Laura Dabney  
Co-Executive Directors  
The Housing Authority of the City of Charlestown  
200 Jennings Street  
Charlestown, IN 47111

**Housing Authority of the City of Charlestown**  
**Statement of Net Position**  
**September 30, 2019**

**Assets**

Current Assets

Cash and cash equivalents	\$ 1,578,313
Cash - restricted	766
Cash - security deposits	36,762
Certificates of deposit	1,163,716
Accounts receivable - HUD	11,100
Accounts receivable - tenants, net	2,621
Accounts receivable - fraud recovery, net	464
Inventory - materials and supplies	38,822
Prepaid expenses	89,535

Total Current Assets 2,922,099

Capital Assets

Land	1,296,639
Buildings	11,972,050
Furniture, equipment and machinery - dwellings	297,801
Furniture, equipment and machinery - administration	193,912

Total Capital Assets 13,760,402

Less: accumulated depreciation (8,940,385)

Capital Assets, Net 4,820,017

Total Assets 7,742,116

**Deferred Outflows of Resources**

-

Total Assets and Deferred Outflows of Resources \$ 7,742,116

**Liabilities**

Current Liabilities

Accounts payable	\$ 23,963
Accounts payable - HUD	152
Accounts payable - other government	64,668
Accrued compensated absences - current portion	71,642
Security deposits	36,762
Unearned revenue	11,632

Total Current Liabilities 208,819

Total Liabilities 208,819

**Deferred Inflows of Resources**

-

Total Liabilities and Deferred Inflows of Resources 208,819

**Net Position**

Net investment in capital assets	4,820,017
Restricted net position	766
Unrestricted net position	2,712,514
Total Net Position	\$ 7,533,297

See accompanying notes.

**Housing Authority of the City of Charlestown**  
**Statement of Revenues, Expenses and Changes in Net Position**  
**Year Ended September 30, 2019**

Operating Revenues	
Tenant revenue	\$ 837,209
HUD PHA operating grants	700,464
Fraud recovery	8,169
Other revenue	<u>15,745</u>
Total Operating Revenues	1,561,587
Operating Expenses	
Administration	422,283
Tenant services	3,673
Utilities	198,489
Ordinary maintenance	548,175
Insurance expense	116,994
Other general expenses	88,564
Housing assistance payments	259,227
Depreciation expense	<u>257,686</u>
Total Operating Expenses	<u>1,895,091</u>
Net Operating Loss	(333,504)
Nonoperating Revenue	
Interest and investment revenue	<u>18,005</u>
Net Loss Before Capital Fund Grant	(315,499)
Capital Fund Grant	<u>255,500</u>
Change in Net Position	(59,999)
Net Position, Beginning of Year	<u>7,593,296</u>
Net Position, End of Year	<u><u>\$ 7,533,297</u></u>

See accompanying notes.

**Housing Authority of the City of Charlestown**  
**Statement of Cash Flows**  
**Year Ended September 30, 2019**

Operating Activities	
Cash received from tenants	\$ 853,015
Cash received from HUD PHA operating grants	699,564
Other cash received	15,886
Cash payments for operating expenses	<u>(1,756,829)</u>
Net Cash Used for Operating Activities	(188,364)
Investing Activities	
Interest earned	18,005
Reinvestment of interest earned	<u>(7,993)</u>
Net Cash Provided by Investing Activities	10,012
Capital and Related Financing Activities	
Capital grant receipts	255,500
Purchase of capital assets	<u>(262,114)</u>
Net Cash Used for Capital and Related Financing Activities	<u>(6,614)</u>
Net Decrease in Cash and Cash Equivalents	(184,966)
Cash and Cash Equivalents	
Beginning of year	<u>1,800,807</u>
End of Year	<u><u>\$ 1,615,841</u></u>
* Cash reconciliation as reported on the Statement of Net Position	
Cash and cash equivalents	\$ 1,578,313
Cash - restricted	766
Cash - security deposits	<u>36,762</u>
	<u><u>\$ 1,615,841</u></u>
Supplemental disclosure of noncash capital and financing activities:	
Purchase of capital assets included in accounts payable at year end	<u><u>\$ 2,950</u></u>

See accompanying notes.

**Housing Authority of the City of Charlestown**  
**Statement of Cash Flows (Continued)**  
**Year Ended September 30, 2019**

Operating Activities	
Net operating loss	\$ (333,504)
Adjustments to reconcile net operating loss to net cash used for operating activities:	
Depreciation expense	257,686
Bad debt expense	20,373
(Increase) decrease in	
Accounts receivable - HUD	(900)
Accounts receivable - miscellaneous	139
Accounts receivable - tenants	(17,320)
Accounts receivable - fraud recovery	470
Inventory - materials and supplies	6,247
Prepaid expenses	(16,658)
Increase (decrease) in	
Accounts payable	(28,873)
Accounts payable - other government	(2,780)
Accrued compensated absences	(77,360)
Security deposits	312
Unearned revenue	3,804
	<u>3,804</u>
Net Cash Used for Operating Activities	<u>\$ (188,364)</u>

See accompanying notes.

**Housing Authority of the City of Charlestown**  
**Notes to Financial Statements**  
**Year Ended September 30, 2019**

**Note A - Nature of Organization**

The Housing Authority of the City of Charlestown (the "Authority"), a governmental organization, is organized under the laws of the State of Indiana for the purpose of engaging in the development and administration of low-rent housing programs. The Authority owns and operates 250 public housing units and administers 70 Section 8 Housing Choice Vouchers under Annual Contributions Contract 2050-V in Charlestown, Indiana.

In evaluating the Authority as a reporting entity, management has addressed its relationship with the City of Charlestown (the "City") and concluded that the City does not bear responsibility for the Authority's operations. The Mayor of the City appoints an independent Board of Commissioners to oversee the activities of the Authority. The Authority recruits and employs its executive staff and has substantial legal authority to control its affairs without requiring approval of the City government. Debt incurred by the Authority is not an obligation of the City; the City does not review or approve the Authority's budget; is not entitled to any surplus funds generated by the Authority's operations; and is not responsible for any deficits incurred by the Authority. Consequently, in accordance with the Governmental Accounting Standards Board, management has concluded that the Authority is a separate reporting entity.

Funding for the Authority is primarily from HUD and from payments received from tenants of the Authority-owned housing. Under the Public and Indian Housing Program, tenants pay a portion of the rental cost of public housing, based upon their household income. Through operating subsidies, HUD funds the difference between the actual costs to operate an efficiently operated Public and Indian Housing Program and the amounts paid by tenants. These subsidy payments are made to, or on behalf of, the Authority under the terms and conditions of the annual contributions contract with HUD.

The Section 8 Housing Choice Vouchers Program provides rental supplements to the owners of existing private housing who rent to qualifying individuals. The Authority processes all applicants for the Section 8 Housing Choice Vouchers Program, places approved applicants in housing and pays the owner of the private housing a monthly rental supplement. Under the conditions of an annual contributions contract, HUD provides Housing Assistance Payment revenue and Administrative revenue to the Authority for the rental supplements and the administrative cost of managing the Program.

**Note B - Summary of Significant Accounting Policies**

The accounting policies of the Authority conform to U.S. generally accepted accounting principles ("GAAP") as applicable to proprietary funds of governments. The Governmental Accounting Standards Board ("GASB") is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

The more significant of the Authority's accounting policies are described below:

1. **Basis of Accounting**: The financial statements of the Authority have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables and other liabilities.
2. **Basis of Presentation**: All of the Authority's programs are accounted for as one business-type activity (enterprise) for financial reporting purposes. This financial statement presentation provides an indication of the financial performance of the Authority as a whole. Enterprise designations are used to account for activities (a) which are financed with debt that is solely secured by pledge of the net revenues from fees and charges of the activity; (b) which are governed by laws or regulations that require that the activity's costs of providing services be recovered with fees and charges, rather than taxes or similar revenues; or (c) that the pricing policies of the activity establish fees and charges designated to recover its costs.

In accordance with GASB requirements, the Authority's proprietary funds follow all GASB pronouncements.

**Housing Authority of the City of Charlestown**  
**Notes to Financial Statements (Continued)**  
**Year Ended September 30, 2019**

**Note B - Summary of Significant Accounting Policies (Continued)**

3. Use of Estimates: The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities (and disclosure of contingent assets and liabilities, if any) at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.
4. Cash Equivalents: The Authority considers all short-term investments with an original maturity of three months or less to be cash equivalents.
5. Allowance for Doubtful Accounts: The Authority uses the allowance for bad debts method of valuing doubtful accounts receivable, which is based on historical experience, coupled with a review of the current status of existing receivables. Management has determined the allowance for doubtful accounts to be \$2,625 for accounts receivable - tenants at September 30, 2019. Additionally, management has determined the allowance related to accounts receivable - fraud recovery to be \$465 at September 30, 2019.
6. Inventories: Inventories, consisting of materials and supplies, are stated at the lower of cost or market, reported on a first-in, first-out basis.
7. Capital Assets: Capital Assets are recorded at cost. Maintenance and repairs are charged to expense as incurred; renewals or betterments are capitalized. Gain or loss on retirements and disposition of assets is credited or charged to operations, and respective costs and accumulated depreciation are eliminated from the accounts.

The capitalization policy for the Authority is that items purchased or betterments, not repairs, in excess of \$3,000 and a useful life of more than one (1) year will be capitalized.

Depreciation is provided on the basis of the estimated useful lives of the assets using the straight-line method. The estimated useful lives are 10 - 39 years for building and improvements and 5 - 7 years for building equipment, furniture, maintenance equipment and miscellaneous assets.

8. Revenues and Expenses: Revenue from rentals is recorded as earned over the life of the lease, and expenses are charged against such revenue as incurred without regard to the date of receipt or payment of cash. Rental agreements generally do not exceed one year but are renewable.

The Authority has entered into annual contribution contracts with HUD to develop, manage and own public housing projects and to administer the federal Section 8 programs whereby the Authority pays the owner a portion of the rent, a housing assistance payment ("HAP"), on behalf of the family. Such contributions are reflected as HUD grants in the accompanying financial statements.

The Authority distinguishes operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services in connection with the Authority's principal ongoing operations. Principal operating revenues are tenant rents and HUD grants. Operating expenses include administration, tenant services, utilities, maintenance, protective services, insurance, depreciation, housing assistance payments and other general expenses. All revenues and expenses not meeting these definitions are reported as nonoperating revenues and expenses. This includes capital subsidies for the Public Housing Capital Fund Program.

**Housing Authority of the City of Charlestown**  
**Notes to Financial Statements (Continued)**  
**Year Ended September 30, 2019**

**Note B - Summary of Significant Accounting Policies (Continued)**

9. Use of Restricted and Unrestricted Resources: When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first, and then unrestricted resources as they are needed.
10. Subsequent Events: The Authority has evaluated events and transactions for potential recognition or disclosure through the date of the Independent Auditor's Report, the date the accompanying financial statements were available for issuance. (See Note K.)

**Note C - Cash Deposits**

In accordance with Section 401-(E) of the HUD/PHA Annual Contributions Contract, it is the policy of the Authority to invest its funds in a manner which will provide the highest investment return with maximum security while meeting the daily cash flow needs of the Authority, and comply with all federal, state and local statutes or ordinances governing the investment of public funds.

- A. Custodial Credit Risk: Custodial credit risk for deposits and investments is the risk that, in the event of failure by a financial institution, the Authority may not be able to recover the value of its deposits and investments or collateral securities that are in the possession of the financial institution. Statutes authorize the Authority to invest in certificates of deposit, money market funds, United States government securities and repurchase agreements fully collateralized by United States government securities. All cash and investments are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC) or other equivalent insurance company of depository financial institutions. The deposits exceeding the insured or registered limits are public funds covered in full by the State of Indiana Public Deposit Insurance Fund.
- B. Interest Rate Risk: Interest rate risk is the risk that changes in interest rates of investments will adversely affect the fair value of an investment. The Authority's investment policy limits investments to provide the optimum return on the investment consistent with the cash management program of the Authority.

Investments are made based upon prevailing market conditions at the time of the transaction. The Authority reviews its cash and investment needs in order to maintain adequate liquidity to meet its cash flow needs. Investments will typically be limited to securities maturing in periods of up to one year, or such lesser period that coincides with expected disbursements by the Authority.

- C. Credit Risk: Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Investments are made under the 'prudent investor' standard to ensure that (a) due diligence is exercised in accordance with State law, (b) any negative deviations are reported timely and (c) reasonable action is taken to control any adverse developments. The Authority's investment policy requires investment in instruments authorized by HUD Notice PIH 95-27. All investments at September 30, 2019 were held in certificates of deposit which carry no credit risk.
- D. Concentration of Credit Risk: The Authority's investment policy requires diversification of the overall portfolio to eliminate the risk of loss resulting from an over-concentration of assets in a specific maturity, a specific issuer and/or a specific class of securities.
- E. Foreign Currency Risk: Foreign currency risk is the risk that changes in exchange rates will adversely affect fair value of an investment or a deposit. All of the Authority's deposits and investments are denominated in United States currency.

At September 30, 2019, the carrying value of cash and certificates of deposit was \$1,615,841 and \$1,163,716, respectively. The bank balance of cash and certificates of deposit owned at September 30, 2019, was \$1,635,825 and \$1,163,716, respectively.

**Housing Authority of the City of Charlestown**  
**Notes to Financial Statements (Continued)**  
**Year Ended September 30, 2019**

**Note D - Capital Assets**

The following is the detailed transactions of capital assets during the year ended September 30, 2019:

	Balance at 09/30/18	Additions	Disposals	Transfers	Balance at 09/30/19
Land	\$ 1,296,639	\$ -	\$ -	\$ -	\$ 1,296,639
Buildings	11,696,786	265,064	-	10,200	11,972,050
Furniture, equipment and machinery - dwellings	297,801	-	-	-	297,801
Furniture, equipment and machinery - administration	193,912	-	-	-	193,912
Construction in process	10,200	-	-	(10,200)	-
	13,495,338	265,064	-	-	13,760,402
Less: accumulated depreciation	(8,682,699)	(257,686)	-	-	(8,940,385)
Total	<u>\$ 4,812,639</u>	<u>\$ 7,378</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,820,017</u>

Total depreciation expense for the year ended September 30, 2019 was \$257,686.

**Note E - Restricted Net Position**

In accordance with guidelines established by HUD, any housing assistance payment (HAP) budget authority disbursed to a housing authority in excess of actual program expenses for the same period must be maintained as restricted net position to be used only for future HAP payments incurred in the running of the Section 8 Housing Choice Vouchers program. For the year ended September 30, 2019 the Authority's restricted net position was \$766.

**Note F - Noncurrent Liabilities**

The activities of noncurrent liabilities are as follows:

	Balance 09/30/18	Additions	Adjustments/ Payments	Balance 09/30/19	Current Portion
Compensated absences	<u>\$ 149,002</u>	<u>\$ -</u>	<u>\$ (77,360)</u>	<u>\$ 71,642</u>	<u>\$ 71,642</u>

**Note G - Compensated Absences**

Regular full and part-time employees receive sick leave and vacation leave each year based upon length of employment. The vacation and sick leave benefits accumulated prior to December 2015, can be carried forward at capped amounts to successive years and will be paid to employees in good standing upon termination or at earlier times if approved by the Board of Commissioners. For vacation and sick leave benefits earned after December 2015, no carry over is permitted. Accordingly at September 30, 2019, a liability of \$71,642 has been recorded for accrued compensated absences.

**Housing Authority of the City of Charlestown  
Notes to Financial Statements (Continued)  
Year Ended September 30, 2019**

**Note H - Income Taxes**

The Authority is exempt from income taxes as it is a governmental entity and therefore is not subject to taxation.

**Note I - Major Funding Source**

The Authority is substantially funded by Federal awards. The funding is subject to Federal government appropriations and potential funding reductions. Management does not anticipate any material change in funding.

**Note J - Risk Management and Contingencies**

The Authority is exposed to various risks of loss from torts, theft of, damages to, or destruction of assets, business interruption, errors or omissions, job related illnesses or injuries to employees, and natural disasters. The Authority has purchased commercial insurance to mitigate its exposure to such losses. The various insurance policies are subject to deductible amounts and maximum coverages. If the deductible 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 such uninsured losses cannot presently be determined, and no provision for any liability that may result, if any, has been made in the financial statements. Settled claims have not exceeded coverage levels for the past three years, and insurance coverage levels and insurance coverage, by major categories of risk, is consistent with coverage in the prior year.

The Authority has received several federal grants for specific purposes which are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to grantor agencies for expenditures disallowed under the terms of the grant. Based upon experience, management believes such disallowances, if any, will be immaterial.

**Note K - Subsequent Events**

In March 2020, the World Health Organization declared the global novel coronavirus disease 2019 ("COVID-19") outbreak a pandemic. Further, the United States Centers for Disease Control and Prevention confirmed the spread of the disease throughout the United States. As of the date the financial statements to be issued, the Authority's operations have not been significantly impacted by the COVID-19 outbreak. However, it is likely the Authority's operations will be adversely affected as a result of COVID-19, but the impact is not known at this point as the scale and severity of the outbreak, and resulting economic impact, is still largely unknown.

## **Supplementary Information**

**Housing Authority of the City of Charlestown  
Schedule of Expenditures of Federal Awards  
Year Ended September 30, 2019**

<u>Federal Grantor</u>	<u>Federal CFDA Number</u>	<u>Total Federal Expenditures</u>
<b>U.S. Department of Housing and Urban Development</b>		
<b>Direct Awards:</b>		
Public and Indian Housing	14.850	\$ 360,917
Housing Voucher Cluster:		
Section 8 Housing Choice Vouchers	14.871	245,924
Public Housing Capital Fund	14.872	<u>349,123</u>
Total expenditures of federal awards		<u>\$ 955,964</u>

**Note A - Basis of Presentation**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Authority and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the 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). Therefore, some amounts presented in this schedule may differ from amounts presented in or used in the preparation of the basic financial statements.

**Note B - Indirect Cost Rate**

The Authority has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

## **Other Reports**

**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***

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Housing Authority of the City of Charlestown (the "Authority"), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated June 8, 2020.

**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 combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Authority'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 over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**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* (Continued)**

**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*.

**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 Authority'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 Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Jeffersonville, Indiana

June 8, 2020

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

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

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

We have audited the Housing Authority of the City of Charlestown'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 September 30, 2019. The Authority's major federal programs are identified in the summary of independent 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 2 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.

**Independent Auditor's Report on Compliance for Each Major Federal Program and  
Report on Internal Control over Compliance in Accordance with the Uniform Guidance (Continued)**

**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 September 30, 2019.

**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.



Jeffersonville, Indiana  
June 8, 2020

**Housing Authority of the City of Charlestown  
 Schedule of Findings and Questioned Costs  
 Year Ended September 30, 2019**

**A. Summary of Independent Auditor's Results**

**Financial Statements**

Type of Auditors' Report Issued: Unmodified

Internal Control over Financial Reporting:  
 Material Weakness(es) Identified?    yes   x  no  
 Significant Deficiency(ies) identified not Considered to  
 be Material Weaknesses?    yes   x  none reported

Noncompliance Material to Financial Statements Noted?    yes   x  no

**Federal Awards**

Internal Control over Major Programs:  
 Material Weakness(es) Identified?    yes   x  no  
 Significant Deficiency(ies) Identified that are not  
 Considered to be Material Weakness(es)?    yes   x  no

Type of auditors' report issued on compliance for  
 major programs: Unmodified

Any audit findings disclosed that are required to be reported  
 in accordance with the Uniform Guidance?    yes   x  no

Identification of Major Programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>	
14.850	Public & Indian Housing Program	\$ 360,917
14.871	Public Housing Capital Fund Program	\$ 349,123

Dollar threshold used to distinguish between Type A and Type B programs: \$ 750,000

Auditee qualified as low-risk auditee?    yes   x  no

**B. Findings - Financial Statements Audit**

None.

**C. Findings - Major Federal Award Programs Audit**

None.

**Housing Authority of the City of Charlestown  
Summary Schedule of Prior Audit Findings  
Year Ended September 30, 2019**

There were no prior year findings.

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

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

We have performed the procedure described in the second paragraph, which was agreed to by the Housing Authority of the City of Charlestown (the "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 Uniform Guidance reporting package. The Authority is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedure engagement was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagement contained in *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, 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 Document(s)" 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 attached chart.

We were engaged to perform an audit in accordance with 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), for the Authority as of and for the year ended September 30, 2019, and have issued our reports thereon dated June 8, 2020. This information in the "Hard Copy Document(s)" column was included within the scope or was a by-product of that audit. Further, our opinion on the fair presentation of the Authority's Financial Data Schedule (FDS) dated June 8, 2020, 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. 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 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.



Jeffersonville, Indiana  
June 8, 2020

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**Housing Authority of the City of Charlestown**  
**Attachment to Independent Accountant's Report on Applying Agreed-Upon Procedure**  
**Year Ended September 30, 2019**

				<b>DOES</b>
	<b>UFRS RULE</b>	<b>HARD COPY</b>		<b>NOT</b>
<b>PROCEDURE</b>	<b>INFORMATION</b>	<b>DOCUMENT(S)</b>	<b>AGREES</b>	<b>AGREE</b>
1	Balance Sheet and Revenue and Expense (data line items 111 to 13901)	Financial Data Schedule, all CFDA's	X	
2	Footnotes (data element G5000-010)	Footnotes to audited basic financial statements	X	
3	Type of opinion on FDS (data element G3100-040)	Auditor's supplemental report on FDS	X	
4	Audit Findings Narrative (data element G5200-010)	Schedule of Findings and Questioned Costs	X	
5	General information (data element series G2000, G2100, G2200, G9000, G9100)	Uniform Guidance Data Collection Form	X	
6	Financial statement report information (data element G3000-010 to G3000-050)	Schedule of Findings and Questioned Costs, Part 1 and Uniform Guidance Data Collection Form	X	
7	Federal program report information (data element G4000-020 to G4000-040)	Schedule of Findings and Questioned Costs, Part 1 and Uniform Guidance Data Collection Form	X	
8	Type of Compliance Requirement (G4200-020 & G4000-030)	Uniform Guidance Data Collection Form	X	
9	Basic financial statements and auditor reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)	X	

**Entity Wide Balance Sheet Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

	Project Total	14.871 Housing Choice Vouchers	14.859 Public Housing_Comprehe nsive Grant Program	COCC	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$988,809	\$90,400		\$499,104	\$1,578,313		\$1,578,313
112 Cash - Restricted - Modernization and Development							
113 Cash - Other Restricted		\$766			\$766		\$766
114 Cash - Tenant Security Deposits	\$36,762				\$36,762		\$36,762
115 Cash - Restricted for Payment of Current Liabilities							
100 Total Cash	\$1,025,571	\$91,166	\$0	\$499,104	\$1,615,841	\$0	\$1,615,841
121 Accounts Receivable - PHA Projects							
122 Accounts Receivable - HUD Other Projects		\$11,100			\$11,100		\$11,100
124 Accounts Receivable - Other Government							
125 Accounts Receivable - Miscellaneous							
126 Accounts Receivable - Tenants	\$5,246				\$5,246		\$5,246
126.1 Allowance for Doubtful Accounts -Tenants	(\$2,625)				(\$2,625)		(\$2,625)
126.2 Allowance for Doubtful Accounts - Other		\$0			\$0		\$0
127 Notes, Loans, & Mortgages Receivable - Current							
128 Fraud Recovery	\$929				\$929		\$929
128.1 Allowance for Doubtful Accounts - Fraud	(\$465)				(\$465)		(\$465)
129 Accrued Interest Receivable							
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$3,085	\$11,100	\$0	\$0	\$14,185	\$0	\$14,185
131 Investments - Unrestricted	\$1,100,776	\$62,940			\$1,163,716		\$1,163,716
132 Investments - Restricted							
135 Investments - Restricted for Payment of Current Liability							
142 Prepaid Expenses and Other Assets	\$83,643	\$161		\$5,731	\$89,535		\$89,535
143 Inventories	\$38,822				\$38,822		\$38,822
143.1 Allowance for Obsolete Inventories	\$0				\$0		\$0
144 Inter Program Due From				\$127,712	\$127,712	(\$127,712)	\$0
145 Assets Held for Sale							
150 Total Current Assets	\$2,251,897	\$165,367	\$0	\$632,547	\$3,049,811	(\$127,712)	\$2,922,099
161 Land	\$1,278,856		\$17,783		\$1,296,639		\$1,296,639
162 Buildings	\$11,178,287		\$793,763		\$11,972,050		\$11,972,050
163 Furniture, Equipment & Machinery - Dwellings	\$297,801				\$297,801		\$297,801
164 Furniture, Equipment & Machinery - Administration	\$125,306			\$68,606	\$193,912		\$193,912
165 Leasehold Improvements							
166 Accumulated Depreciation	(\$8,327,692)		(\$556,581)	(\$56,112)	(\$8,940,385)		(\$8,940,385)
167 Construction in Progress							
168 Infrastructure							
160 Total Capital Assets, Net of Accumulated Depreciation	\$4,552,558	\$0	\$254,965	\$12,494	\$4,820,017	\$0	\$4,820,017

**Entity Wide Balance Sheet Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

171 Notes, Loans and Mortgages Receivable - Non-Current							
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due							
173 Grants Receivable - Non Current							
174 Other Assets							
176 Investments in Joint Ventures							
180 Total Non-Current Assets	\$4,552,558	\$0	\$254,965	\$12,494	\$4,820,017	\$0	\$4,820,017
200 Deferred Outflow of Resources							
290 Total Assets and Deferred Outflow of Resources	\$6,804,455	\$165,367	\$254,965	\$645,041	\$7,869,828	(\$127,712)	\$7,742,116
311 Bank Overdraft							
312 Accounts Payable <= 90 Days	\$23,583			\$380	\$23,963		\$23,963
313 Accounts Payable >90 Days Past Due							
321 Accrued Wage/Payroll Taxes Payable							
322 Accrued Compensated Absences - Current Portion	\$57,079			\$14,563	\$71,642		\$71,642
324 Accrued Contingency Liability							
325 Accrued Interest Payable							
331 Accounts Payable - HUD PHA Programs		\$152			\$152		\$152
332 Account Payable - PHA Projects							
333 Accounts Payable - Other Government	\$64,668				\$64,668		\$64,668
341 Tenant Security Deposits	\$36,762				\$36,762		\$36,762
342 Unearned Revenue	\$11,632				\$11,632		\$11,632
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue							
344 Current Portion of Long-term Debt - Operating Borrowings							
345 Other Current Liabilities							
346 Accrued Liabilities - Other							
347 Inter Program - Due To		\$127,712			\$127,712	(\$127,712)	\$0
348 Loan Liability - Current							
310 Total Current Liabilities	\$193,724	\$127,864	\$0	\$14,943	\$336,531	(\$127,712)	\$208,819
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue							
352 Long-term Debt, Net of Current - Operating Borrowings							
353 Non-current Liabilities - Other							
354 Accrued Compensated Absences - Non Current							
355 Loan Liability - Non Current							
356 FASB 5 Liabilities							
357 Accrued Pension and OPEB Liabilities							
350 Total Non-Current Liabilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Entity Wide Balance Sheet Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

300 Total Liabilities	\$193,724	\$127,864	\$0	\$14,943	\$336,531	(\$127,712)	\$208,819
400 Deferred Inflow of Resources							
508.4 Net Investment in Capital Assets	\$4,552,558	\$0	\$254,965	\$12,494	\$4,820,017		\$4,820,017
511.4 Restricted Net Position	\$0	\$766	\$0	\$0	\$766		\$766
512.4 Unrestricted Net Position	\$2,058,173	\$36,737	\$0	\$617,604	\$2,712,514		\$2,712,514
513 Total Equity - Net Assets / Position	\$6,610,731	\$37,503	\$254,965	\$630,098	\$7,533,297	\$0	\$7,533,297
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$6,804,455	\$165,367	\$254,965	\$645,041	\$7,869,828	(\$127,712)	\$7,742,116

**Entity Wide Revenue and Expense Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

	Project Total	14.871 Housing Choice Vouchers	14.859 Public Housing_Comprehe nsive Grant Program	COCC	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$815,215				\$815,215		\$815,215
70400 Tenant Revenue - Other	\$21,994				\$21,994		\$21,994
70500 Total Tenant Revenue	\$837,209	\$0	\$0	\$0	\$837,209	\$0	\$837,209
70600 HUD PHA Operating Grants	\$454,540	\$245,924			\$700,464		\$700,464
70610 Capital Grants	\$255,500				\$255,500		\$255,500
70710 Management Fee				\$220,669	\$220,669	(\$220,669)	\$0
70720 Asset Management Fee				\$30,000	\$30,000	(\$30,000)	\$0
70730 Book Keeping Fee				\$26,055	\$26,055	(\$26,055)	\$0
70740 Front Line Service Fee							
70750 Other Fees							
70700 Total Fee Revenue				\$276,724	\$276,724	(\$276,724)	\$0
70800 Other Government Grants							
71100 Investment Income - Unrestricted	\$17,659	\$190		\$156	\$18,005		\$18,005
71200 Mortgage Interest Income							
71300 Proceeds from Disposition of Assets Held for Sale							
71310 Cost of Sale of Assets							
71400 Fraud Recovery	\$6,903	\$1,266			\$8,169		\$8,169
71500 Other Revenue	\$15,745				\$15,745		\$15,745
71600 Gain or Loss on Sale of Capital Assets							
72000 Investment Income - Restricted							
70000 Total Revenue	\$1,587,556	\$247,380	\$0	\$276,880	\$2,111,816	(\$276,724)	\$1,835,092
91100 Administrative Salaries	\$151,750	\$20,516		\$72,196	\$244,462		\$244,462
91200 Auditing Fees	\$10,080	\$3,360		\$3,360	\$16,800		\$16,800
91300 Management Fee	\$214,417	\$6,252			\$220,669	(\$220,669)	\$0
91310 Book-keeping Fee	\$22,148	\$3,907			\$26,055	(\$26,055)	\$0
91400 Advertising and Marketing				\$500	\$500		\$500
91500 Employee Benefit contributions - Administrative	\$34,780	\$2,913		\$13,345	\$51,038		\$51,038
91600 Office Expenses	\$30,394	\$3,912		\$43,003	\$77,309		\$77,309
91700 Legal Expense							
91800 Travel	\$1,986			\$2,280	\$4,266		\$4,266
91810 Allocated Overhead							
91900 Other	\$8			\$27,900	\$27,908		\$27,908
91000 Total Operating - Administrative	\$465,563	\$40,860	\$0	\$162,584	\$669,007	(\$246,724)	\$422,283

**Entity Wide Revenue and Expense Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

92000 Asset Management Fee	\$30,000				\$30,000	(\$30,000)	\$0
92100 Tenant Services - Salaries							
92200 Relocation Costs							
92300 Employee Benefit Contributions - Tenant Services							
92400 Tenant Services - Other	\$3,673				\$3,673		\$3,673
92500 Total Tenant Services	\$3,673	\$0	\$0	\$0	\$3,673	\$0	\$3,673
93100 Water	\$125,919			\$1,417	\$127,336		\$127,336
93200 Electricity	\$40,531			\$3,971	\$44,502		\$44,502
93300 Gas	\$24,086			\$2,565	\$26,651		\$26,651
93400 Fuel							
93500 Labor							
93600 Sewer							
93700 Employee Benefit Contributions - Utilities							
93800 Other Utilities Expense							
93000 Total Utilities	\$190,536	\$0	\$0	\$7,953	\$198,489	\$0	\$198,489
94100 Ordinary Maintenance and Operations - Labor	\$281,292				\$281,292		\$281,292
94200 Ordinary Maintenance and Operations - Materials and Other	\$52,865			\$305	\$53,170		\$53,170
94300 Ordinary Maintenance and Operations Contracts	\$142,449			\$6,736	\$149,185		\$149,185
94500 Employee Benefit Contributions - Ordinary Maintenance	\$64,528				\$64,528		\$64,528
94000 Total Maintenance	\$541,134	\$0	\$0	\$7,041	\$548,175	\$0	\$548,175
95100 Protective Services - Labor							
95200 Protective Services - Other Contract Costs							
95300 Protective Services - Other							
95500 Employee Benefit Contributions - Protective Services							
95000 Total Protective Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
96110 Property Insurance	\$84,717				\$84,717		\$84,717
96120 Liability Insurance	\$10,392			\$4,439	\$14,831		\$14,831
96130 Workmen's Compensation	\$8,162	\$520		\$1,262	\$9,944		\$9,944
96140 All Other Insurance	\$5,466			\$2,036	\$7,502		\$7,502
96100 Total insurance Premiums	\$108,737	\$520	\$0	\$7,737	\$116,994	\$0	\$116,994
96200 Other General Expenses							
96210 Compensated Absences							
96300 Payments in Lieu of Taxes	\$64,668				\$64,668		\$64,668
96400 Bad debt - Tenant Rents	\$23,896				\$23,896		\$23,896
96500 Bad debt - Mortgages							
96600 Bad debt - Other							
96800 Severance Expense							
96000 Total Other General Expenses	\$88,564	\$0	\$0	\$0	\$88,564	\$0	\$88,564

**Entity Wide Revenue and Expense Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

96710 Interest of Mortgage (or Bonds) Payable							
96720 Interest on Notes Payable (Short and Long Term)							
96730 Amortization of Bond Issue Costs							
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0
96900 Total Operating Expenses	\$1,428,207	\$41,380	\$0	\$185,315	\$1,654,902	(\$276,724)	\$1,378,178
97000 Excess of Operating Revenue over Operating Expenses	\$159,349	\$206,000	\$0	\$91,565	\$456,914	\$0	\$456,914
97100 Extraordinary Maintenance							
97200 Casualty Losses - Non-capitalized							
97300 Housing Assistance Payments		\$259,227			\$259,227		\$259,227
97350 HAP Portability-In							
97400 Depreciation Expense	\$220,915		\$28,865	\$7,906	\$257,686		\$257,686
97500 Fraud Losses							
97600 Capital Outlays - Governmental Funds							
97700 Debt Principal Payment - Governmental Funds							
97800 Dwelling Units Rent Expense							
90000 Total Expenses	\$1,649,122	\$300,607	\$28,865	\$193,221	\$2,171,815	(\$276,724)	\$1,895,091
10010 Operating Transfer In	\$63,660				\$63,660		\$63,660
10020 Operating transfer Out	(\$63,660)				(\$63,660)		(\$63,660)
10030 Operating Transfers from/to Primary Government							
10040 Operating Transfers from/to Component Unit							
10050 Proceeds from Notes, Loans and Bonds							
10060 Proceeds from Property Sales							
10070 Extraordinary Items, Net Gain/Loss							
10080 Special Items (Net Gain/Loss)							
10091 Inter Project Excess Cash Transfer In	\$256,826				\$256,826		\$256,826
10092 Inter Project Excess Cash Transfer Out	(\$256,826)				(\$256,826)		(\$256,826)
10093 Transfers between Program and Project - In							
10094 Transfers between Project and Program - Out							
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	(\$61,566)	(\$53,227)	(\$28,865)	\$83,659	(\$59,999)	\$0	(\$59,999)

**Entity Wide Revenue and Expense Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$0	\$0	\$0
11030 Beginning Equity	\$6,672,297	\$90,730	\$283,830	\$546,439	\$7,593,296	\$7,593,296
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors						
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		\$36,737			\$36,737	\$36,737
11180 Housing Assistance Payments Equity		\$766			\$766	\$766
11190 Unit Months Available	\$3,000	\$840			\$3,840	\$3,840
11210 Number of Unit Months Leased	\$2,964	\$542			\$3,506	\$3,506
11270 Excess Cash	\$1,819,188				\$1,819,188	\$1,819,188
11610 Land Purchases	\$0			\$0	\$0	\$0
11620 Building Purchases	\$265,064			\$0	\$265,064	\$265,064
11630 Furniture & Equipment - Dwelling Purchases	\$0			\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0			\$0	\$0	\$0
11650 Leasehold Improvements Purchases	\$0			\$0	\$0	\$0
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

**Project Balance Sheet Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

	IN025000001	IN025000002	OTHER PROJ	Total
111 Cash - Unrestricted	\$751,824	\$236,985		\$988,809
112 Cash - Restricted - Modernization and Development				
113 Cash - Other Restricted				
114 Cash - Tenant Security Deposits	\$21,747	\$15,015		\$36,762
115 Cash - Restricted for Payment of Current Liabilities				
100 Total Cash	\$773,571	\$252,000	\$0	\$1,025,571
121 Accounts Receivable - PHA Projects				
122 Accounts Receivable - HUD Other Projects				
124 Accounts Receivable - Other Government				
125 Accounts Receivable - Miscellaneous				
126 Accounts Receivable - Tenants	\$4,077	\$1,169		\$5,246
126.1 Allowance for Doubtful Accounts - Tenants	(\$2,040)	(\$585)		(\$2,625)
126.2 Allowance for Doubtful Accounts - Other				
127 Notes, Loans, & Mortgages Receivable - Current				
128 Fraud Recovery	\$929			\$929
128.1 Allowance for Doubtful Accounts - Fraud	(\$465)			(\$465)
129 Accrued Interest Receivable				
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$2,501	\$584	\$0	\$3,085
131 Investments - Unrestricted	\$588,654	\$512,122		\$1,100,776
132 Investments - Restricted				
135 Investments - Restricted for Payment of Current Liability				
142 Prepaid Expenses and Other Assets	\$43,066	\$40,577		\$83,643
143 Inventories	\$23,860	\$14,962		\$38,822
143.1 Allowance for Obsolete Inventories	\$0	\$0		\$0
144 Inter Program Due From				
145 Assets Held for Sale				
150 Total Current Assets	\$1,431,652	\$820,245	\$0	\$2,251,897
161 Land	\$301,863	\$976,993		\$1,278,856
162 Buildings	\$6,129,667	\$5,048,620		\$11,178,287
163 Furniture, Equipment & Machinery - Dwellings	\$163,405	\$134,396		\$297,801
164 Furniture, Equipment & Machinery - Administration	\$59,714	\$65,592		\$125,306
165 Leasehold Improvements				
166 Accumulated Depreciation	(\$3,849,511)	(\$4,478,181)		(\$8,327,692)
167 Construction in Progress				
168 Infrastructure				
160 Total Capital Assets, Net of Accumulated Depreciation	\$2,805,138	\$1,747,420	\$0	\$4,552,558

**Project Balance Sheet Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

171	Notes, Loans and Mortgages Receivable - Non-Current				
172	Notes, Loans, & Mortgages Receivable - Non Current - Past				
173	Grants Receivable - Non Current				
174	Other Assets				
176	Investments in Joint Ventures				
180	Total Non-Current Assets	\$2,805,138	\$1,747,420	\$0	\$4,552,558
200	Deferred Outflow of Resources				
290	Total Assets and Deferred Outflow of Resources	\$4,236,790	\$2,567,665	\$0	\$6,804,455
311	Bank Overdraft				
312	Accounts Payable <= 90 Days	\$18,036	\$5,547		\$23,583
313	Accounts Payable >90 Days Past Due				
321	Accrued Wage/Payroll Taxes Payable				
322	Accrued Compensated Absences - Current Portion	\$33,975	\$23,104		\$57,079
324	Accrued Contingency Liability				
325	Accrued Interest Payable				
331	Accounts Payable - HUD PHA Programs				
332	Account Payable - PHA Projects				
333	Accounts Payable - Other Government	\$38,518	\$26,150		\$64,668
341	Tenant Security Deposits	\$21,747	\$15,015		\$36,762
342	Unearned Revenue	\$6,426	\$5,206		\$11,632
343	Current Portion of Long-term Debt - Capital				
344	Current Portion of Long-term Debt - Operating Borrowings				
345	Other Current Liabilities				
346	Accrued Liabilities - Other				
347	Inter Program - Due To				
348	Loan Liability - Current				
310	Total Current Liabilities	\$118,702	\$75,022	\$0	\$193,724
351	Long-term Debt, Net of Current - Capital Projects/Mortgage				
352	Long-term Debt, Net of Current - Operating Borrowings				
353	Non-current Liabilities - Other				
354	Accrued Compensated Absences - Non Current				
355	Loan Liability - Non Current				
356	FASB 5 Liabilities				
357	Accrued Pension and OPEB Liabilities				
350	Total Non-Current Liabilities	\$0	\$0	\$0	\$0
300	Total Liabilities	\$118,702	\$75,022	\$0	\$193,724

Housing Authority of the City of Charlestown (IN025)

CHARLESTOWN, IN

**Project Balance Sheet Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

400 Deferred Inflow of Resources				
508.4 Net Investment in Capital Assets	\$2,805,138	\$1,747,420		\$4,552,558
511.4 Restricted Net Position	\$0	\$0		\$0
512.4 Unrestricted Net Position	\$1,312,950	\$745,223	\$0	\$2,058,173
513 Total Equity - Net Assets / Position	\$4,118,088	\$2,492,643	\$0	\$6,610,731
600 Total Liabilities, Deferred Inflows of Resources and Equity -	\$4,236,790	\$2,567,665	\$0	\$6,804,455

**Project Revenue and Expense Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

	IN025000001	IN025000002	OTHER PROJ	Total
70300 Net Tenant Rental Revenue	\$481,863	\$333,352		\$815,215
70400 Tenant Revenue - Other	\$11,090	\$10,904		\$21,994
70500 Total Tenant Revenue	\$492,953	\$344,256	\$0	\$837,209
70600 HUD PHA Operating Grants	\$247,797	\$206,743		\$454,540
70610 Capital Grants	\$255,500			\$255,500
70710 Management Fee				
70720 Asset Management Fee				
70730 Book Keeping Fee				
70740 Front Line Service Fee				
70750 Other Fees				
70700 Total Fee Revenue				
70800 Other Government Grants				
71100 Investment Income - Unrestricted	\$10,156	\$7,503		\$17,659
71200 Mortgage Interest Income				
71300 Proceeds from Disposition of Assets Held for Sale				
71310 Cost of Sale of Assets				
71400 Fraud Recovery	\$6,529	\$374		\$6,903
71500 Other Revenue	\$12,631	\$3,114		\$15,745
71600 Gain or Loss on Sale of Capital Assets				
72000 Investment Income - Restricted				
70000 Total Revenue	\$1,025,566	\$561,990	\$0	\$1,587,556
91100 Administrative Salaries	\$96,098	\$55,652		\$151,750
91200 Auditing Fees	\$5,814	\$4,266		\$10,080
91300 Management Fee	\$107,186	\$107,231		\$214,417
91310 Book-keeping Fee	\$12,870	\$9,278		\$22,148
91400 Advertising and Marketing				
91500 Employee Benefit contributions - Administrative	\$21,887	\$12,893		\$34,780
91600 Office Expenses	\$14,167	\$16,227		\$30,394
91700 Legal Expense				
91800 Travel	\$1,152	\$834		\$1,986
91810 Allocated Overhead				
91900 Other		\$8		\$8
91000 Total Operating - Administrative	\$259,174	\$206,389	\$0	\$465,563

**Project Revenue and Expense Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

92000 Asset Management Fee	\$17,520	\$12,480		\$30,000
92100 Tenant Services - Salaries				
92200 Relocation Costs				
92300 Employee Benefit Contributions - Tenant Services				
92400 Tenant Services - Other	\$2,143	\$1,530		\$3,673
92500 Total Tenant Services	\$2,143	\$1,530	\$0	\$3,673
93100 Water	\$94,631	\$31,288		\$125,919
93200 Electricity	\$7,713	\$32,818		\$40,531
93300 Gas	\$5,431	\$18,655		\$24,086
93400 Fuel				
93500 Labor				
93600 Sewer				
93700 Employee Benefit Contributions - Utilities				
93800 Other Utilities Expense				
93000 Total Utilities	\$107,775	\$82,761	\$0	\$190,536
94100 Ordinary Maintenance and Operations - Labor	\$163,149	\$118,143		\$281,292
94200 Ordinary Maintenance and Operations - Materials and	\$35,572	\$17,293		\$52,865
94300 Ordinary Maintenance and Operations Contracts	\$55,186	\$87,263		\$142,449
94500 Employee Benefit Contributions - Ordinary Maintenance	\$37,158	\$27,370		\$64,528
94000 Total Maintenance	\$291,065	\$250,069	\$0	\$541,134
95100 Protective Services - Labor				
95200 Protective Services - Other Contract Costs				
95300 Protective Services - Other				
95500 Employee Benefit Contributions - Protective Services				
95000 Total Protective Services	\$0	\$0	\$0	\$0
96110 Property Insurance	\$49,136	\$35,581		\$84,717
96120 Liability Insurance	\$6,027	\$4,365		\$10,392
96130 Workmen's Compensation	\$4,890	\$3,272		\$8,162
96140 All Other Insurance	\$3,182	\$2,284		\$5,466
96100 Total insurance Premiums	\$63,235	\$45,502	\$0	\$108,737
96200 Other General Expenses				
96210 Compensated Absences				
96300 Payments in Lieu of Taxes	\$38,518	\$26,150		\$64,668
96400 Bad debt - Tenant Rents	\$20,373	\$3,523		\$23,896
96500 Bad debt - Mortgages				
96600 Bad debt - Other				
96800 Severance Expense				
96000 Total Other General Expenses	\$58,891	\$29,673	\$0	\$88,564

**Project Revenue and Expense Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

96710 Interest of Mortgage (or Bonds) Payable				
96720 Interest on Notes Payable (Short and Long Term)				
96730 Amortization of Bond Issue Costs				
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0
96900 Total Operating Expenses	\$799,803	\$628,404	\$0	\$1,428,207
97000 Excess of Operating Revenue over Operating Expenses	\$225,763	(\$66,414)	\$0	\$159,349
97100 Extraordinary Maintenance				
97200 Casualty Losses - Non-capitalized				
97300 Housing Assistance Payments				
97350 HAP Portability-In				
97400 Depreciation Expense	\$163,405	\$57,510		\$220,915
97500 Fraud Losses				
97600 Capital Outlays - Governmental Funds				
97700 Debt Principal Payment - Governmental Funds				
97800 Dwelling Units Rent Expense				
90000 Total Expenses	\$963,208	\$685,914	\$0	\$1,649,122
10010 Operating Transfer In		\$63,660		\$63,660
10020 Operating transfer Out		(\$63,660)		(\$63,660)
10030 Operating Transfers from/to Primary Government				
10040 Operating Transfers from/to Component Unit				
10050 Proceeds from Notes, Loans and Bonds				
10060 Proceeds from Property Sales				
10070 Extraordinary Items, Net Gain/Loss				
10080 Special Items (Net Gain/Loss)				
10091 Inter Project Excess Cash Transfer In		\$256,826		\$256,826
10092 Inter Project Excess Cash Transfer Out	(\$256,826)			(\$256,826)
10093 Transfers between Program and Project - In				
10094 Transfers between Project and Program - Out				
10100 Total Other financing Sources (Uses)	(\$256,826)	\$256,826	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total	(\$194,468)	\$132,902	\$0	(\$61,566)

**Project Revenue and Expense Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$0
11030 Beginning Equity	\$4,312,556	\$2,359,741	\$0	\$6,672,297
11040 Prior Period Adjustments, Equity Transfers and Correction				
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				
11100 Changes in Allowance for Doubtful Accounts - Other				
11170 Administrative Fee Equity				
11180 Housing Assistance Payments Equity				
11190 Unit Months Available	\$1,752	\$1,248	\$0	\$3,000
11210 Number of Unit Months Leased	\$1,722	\$1,242	\$0	\$2,964
11270 Excess Cash	\$1,179,374	\$639,814	\$0	\$1,819,188
11610 Land Purchases	\$0	\$0	\$0	\$0
11620 Building Purchases	\$259,540	\$5,524	\$0	\$265,064
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0	\$0	\$0	\$0
11650 Leasehold Improvements Purchases	\$0	\$0	\$0	\$0
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