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November 9, 2021

Board of Directors  
Housing Authority of the City of Bedford  
1305 K St.  
Bedford, IN 47421

We have reviewed the audit report of the Housing Authority of the City of Bedford, which was opined upon by Audit Solutions, LLC, Independent Public Accountants, for the period April 1, 2020 to March 31, 2021. 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 Bedford, as of March 31, 2021 and the results of its operations for the period then ended, on the basis of accounting described in the report.

In our opinion, Audit Solutions, LLC, prepared the audit report in accordance with the guidelines established by the 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 BEDFORD  
BEDFORD, INDIANA**

**INDEPENDENT AUDITOR'S REPORT  
AND  
FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED MARCH 31, 2021**

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**TABLE OF CONTENTS**

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	<b><u>PAGE</u></b>
<b>FINANCIAL SECTION</b>	
Independent Auditor's Report	1-2
Management's Discussion and Analysis	i-vi
Basic Financial Statements:	
Statement of Net Position	3-4
Statement of Revenue, Expenses and Changes in Net Position	5
Statement of Cash Flows	6-7
Notes to the Basic Financial Statements	8-18
<b>SUPPLEMENTAL INFORMATION</b>	
PHA's Statement of Certification of Actual Modernization Costs	19-20
Schedule of Expenditures of Federal Awards	21
Financial Data Schedule	22-25
<b>COMPLIANCE SECTION</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>	26-27
Independent Auditor's Report on Compliance for each Major Federal Program and on Internal Control over Compliance Required by the Uniform Guidance	28-29
Independent Auditor's Report on Applying Agreed-Upon Procedures	30-31
Schedule of Findings and Questioned Costs	32

## INDEPENDENT AUDITOR'S REPORT

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

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

I have audited the accompanying financial statements of the business-type activities of the Housing Authority of the City of Bedford (Authority), Indiana, as of and for the year ended March 31, 2021, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

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

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

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

My responsibility is to express opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### ***Opinion***

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Authority, as of March 31, 2021, and the 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.

**Other Matters****Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages i-vi 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. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

**Supplementary Information**

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The supplemental information, as described in the table of contents and the Schedule of Expenditures of Federal Awards, which is required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplemental information, as described in the table of contents, is the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the supplemental information, as described in the table of contents, 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*, I have also issued my report dated October 5, 2021, on my consideration of the Authority's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 Authority's internal control over financial reporting and compliance.

***Audit Solutions, LLC***

Chesterfield, Missouri

October 5, 2021

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)**  
March 31, 2021

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This section of the Housing Authority of the City of Bedford, Indiana's (Authority) annual financial report presents our management's discussion and analysis of the Authority's financial performance during the fiscal year ended on March 31, 2021. This discussion and analysis is designed to assist the reader in focusing on the significant financial issues and activities and to identify any significant changes in financial position. Please read and consider the information presented in conjunction with the financial statements as a whole.

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

**FINANCIAL HIGHLIGHTS**

- The term "net position" refers to the difference between assets plus deferred outflows of resources less liabilities and deferred inflows of resources. The Authority's total net position as of March 31, 2021 was \$1,228,223. The net position increased by \$218,403, an increase of 21.6% over the prior year.
- Revenues and contributions for the Authority were \$2,045,848 for the year ended March 31, 2021. This was an increase of \$199,308 or 10.8% over the prior year.
- Expenses for the Authority were \$1,827,445 for the year ended March 31, 2021. This was an increase of \$76,404 or 4.4% over the prior year.
- Tenant revenue for the Authority was \$548,199 for the year ended March 31, 2021, an increase of \$14,713 or 2.8% over the prior year.
- Governmental grants and subsidy for the Authority was \$1,265,329 for the year ended March 31, 2021, an increase of \$32,827 or 2.7% over the prior year.
- Capital contributions were \$212,244 for the year ended March 31, 2021, an increase of \$138,223 or 186.7% over the prior year.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

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

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) - (Continued)  
March 31, 2021

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**OVERVIEW OF THE FINANCIAL STATEMENTS - (CONTINUED)**

*Required Financial Statements*

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

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

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

*Notes to the Financial Statements*

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

*Supplemental Information*

This report also contains the Financial Data Schedule (FDS) as referenced in the section of *Supplemental Information*. HUD has established *Uniform Financial Reporting Standards* that require Housing Authority's to submit financial information electronically to HUD using the FDS format. This financial information was electronically transmitted to the Real Estate Assessment Center (REAC) for the year ended March 31, 2021 and is required to be included in the audit reporting package.

**FINANCIAL ANALYSIS**

Net position may serve, over time, as a useful indicator of a government's financial position. As stated in the table on the following page, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$1,228,223 at the close of the year ended March 31, 2021, up from \$1,009,820 in fiscal year 2020. The increase in net position of \$218,403 was due to the reasons noted below.

- Current and other assets include cash, investments, receivables, materials inventory, and prepaid expenses. Of the \$135,439 increase in this category, cash and investments increased \$147,748, receivables decreased \$12,443, prepaid expenses increased \$570, and materials inventory decreased \$436.
- Capital assets increased \$151,685 because current year capital asset additions exceeded current year depreciation expense. Change in capital assets is explained in section titled "Capital Asset" of this analysis.
- Current liabilities increased \$66,316 from FY 2020 mainly due to \$36,755 increase in unearned revenue and a \$26,177 increase in accounts payable and other accrued liabilities.
- Noncurrent liabilities increased \$2,405 from FY 2020 due to an increase in noncurrent portion of accrued compensated absences.

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) - (Continued)**  
March 31, 2021

**FINANCIAL ANALYSIS - (CONTINUED)**

The unrestricted net position was \$191,158 as of March 31, 2021. This amount may be used to meet the Authority's ongoing obligations. The Authority has sufficient funds to meet requirements for cash outlays for two months. The restricted net position was \$3,610 as of March 31, 2021. This amount may only be used for housing assistance payments in the Housing Choice Voucher program. At the end of the current fiscal year, the Authority is able to report positive balances in all categories of net position. The same situation held true for the prior fiscal year.

**CONDENSED STATEMENTS OF NET POSITION**  
**MARCH 31,**

	2021	2020	Dollar Change	Percent Change
Current assets	\$ 392,310	\$ 256,871	\$ 135,439	52.7%
Capital assets	<u>1,033,455</u>	<u>881,770</u>	<u>151,685</u>	17.2%
Total Assets	<u>1,425,765</u>	<u>1,138,641</u>	<u>287,124</u>	25.2%
Current liabilities	165,964	99,648	66,316	66.6%
Noncurrent liabilities	<u>31,578</u>	<u>29,173</u>	<u>2,405</u>	8.2%
Total Liabilities	<u>197,542</u>	<u>128,821</u>	<u>68,721</u>	53.3%
Net Position				
Net investment in capital assets	1,033,455	881,770	151,685	17.2%
Restricted	3,610	-	3,610	100.0%
Unrestricted	<u>191,158</u>	<u>128,050</u>	<u>63,108</u>	49.3%
Total Net Position	<u>\$ 1,228,223</u>	<u>\$ 1,009,820</u>	<u>\$ 218,403</u>	21.6%

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

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

As can be seen in the table on the following page, total revenues and contributions increased \$199,308 due to the reasons noted below.

- Tenant revenue increased \$14,713 or 2.8% from FY 2020 primarily due to a 1.7% increase in occupancy and an increase in average dwelling rent per unit of \$4.25 or 1.6%.
- Governmental grants and subsidy increased \$32,827 or 2.7% from FY 2020 due to an increase in public housing operating subsidy of \$9,780 or 3.1% and funding received for CARES Act of \$73,133 in FY 2021. This was partially offset by a decrease in capital fund grants used for operating expenditures of \$44,678 or 31.6% and a decrease in housing choice voucher program assistance of \$5,408 or 0.7%
- Miscellaneous income increased \$12,055 from FY 2020 primarily due to a \$8,327 increase in income from portability vouchers.

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) - (Continued)  
March 31, 2021

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**FINANCIAL ANALYSIS - (CONTINUED)**

- Investment income increased \$765 from FY 2020.
- The Authority had a \$725 gain on disposal of capital assets in FY 2021.
- Capital contributions increased \$138,223 from FY 2020. The Authority is allocated capital fund grants each year as determined by HUD and the amount remains relatively consistent from year to year. HUD capital grant revenues during the year will depend upon timing of projects as outlined in the HUD approved capital grant budget.

Total expenses increased \$76,404 due to the reasons noted below.

- Administrative increased \$2,308 or 0.8% from FY 2020.
- Tenant services decreased \$2,742 or 66.2% from FY 2020.
- Of the \$7,375 increase in utilities, water increased \$10,426 or 21.5%, electricity decreased \$6,496 or 5.7%, and gas increased \$3,445 or 11.6%.
- Ordinary maintenance and operations increased \$40,068 or 11.7% mostly due to an increase in contracted maintenance services of \$18,842. The Authority also had an increase in maintenance labor and benefits of \$20,706 or 11.3%.
- Insurance decreased \$3,438 or 5.6% from FY 2020 primarily due to a decrease in property and liability insurance of \$1,327 or 2.5% and a decrease in workers compensation insurance of \$1,939 or 47.2%.
- General expenses decreased \$6,065 or 11.5% from FY 2020 mainly due to a \$7,973 decrease in bad debt expense.
- Housing assistance payments increased \$16,286 or 2.3% due to an increase in average housing assistance payment per unit of \$6.07 or 1.5%.
- The Authority had a \$14,350 or 15.5% increase in Depreciation, which is the write-off of capital assets over their estimated useful life.

The Public Housing occupancy rate for fiscal year March 31, 2021 was 97.3%, up from 95.6% in FY 2020.

The Authority is authorized to assist 168 households with the Housing Choice Voucher Program. The Section 8 lease-up rate for FY 2021 was 88.6%, down slightly from 88.9% in FY 2020.

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) - (Continued)**  
March 31, 2021

**FINANCIAL ANALYSIS - (CONTINUED)**

**CONDENSED STATEMENTS OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION  
MARCH 31,**

	<u>2021</u>	<u>2020</u>	<u>Dollar Change</u>	<u>Percent Change</u>
<b>Revenues and Contributions</b>				
Operating - non-operating - capital contributions:				
Tenant revenue	\$ 548,199	\$ 533,486	\$ 14,713	2.8%
Governmental grants and subsidy	1,265,329	1,232,502	32,827	2.7%
Miscellaneous income	18,481	6,426	12,055	187.6%
Investment income	870	105	765	728.6%
Gain (loss) on disposal of capital assets	725	-	725	100.0%
Capital Contributions	<u>212,244</u>	<u>74,021</u>	<u>138,223</u>	186.7%
Total Revenues & Contributions	<u>2,045,848</u>	<u>1,846,540</u>	<u>199,308</u>	10.8%
<b>Expenses</b>				
Administrative	302,015	299,707	2,308	0.8%
Tenant services	1,402	4,144	(2,742)	-66.2%
Utilities	199,085	191,710	7,375	3.8%
Ordinary maintenance and operations	383,391	343,323	40,068	11.7%
Insurance	58,015	61,453	(3,438)	-5.6%
General expenses	46,638	52,703	(6,065)	-11.5%
Non routine maintenance	8,262	-	8,262	100.0%
Housing assistance payments	721,681	705,395	16,286	2.3%
Depreciation	<u>106,956</u>	<u>92,606</u>	<u>14,350</u>	15.5%
Total Expenses	<u>1,827,445</u>	<u>1,751,041</u>	<u>76,404</u>	4.4%
Change in net position	<u>218,403</u>	<u>95,499</u>	<u>122,904</u>	
Net position, beginning of year	1,009,820	914,321	95,499	
Prior period adjustments	-	-	-	
Net position adjusted, beginning of year	<u>1,009,820</u>	<u>914,321</u>	<u>95,499</u>	
Ending net position	<u>\$ 1,228,223</u>	<u>\$ 1,009,820</u>	<u>\$ 218,403</u>	

**CAPITAL ASSETS**

The Housing Authority of the City of Bedford, Indiana's net investment in capital assets as of March 31, 2021 amounts to \$1,033,455. The investment in capital assets includes land, buildings, improvements, equipment and construction in progress, net of accumulated depreciation.

The total increase in the Authority's capital assets for the current fiscal year was 17.2% in terms of net book value. Actual expenditures to purchase or construct capital assets from revenues and capital contributions were \$258,641 for the year. The Authority has various contract commitments with contractors for the implementation of the HUD capital grants as outlined by the HUD approved Capital Grant Budget. Depreciation charges for the year totaled \$106,956. Additional information on the Authority's capital assets can be found in the notes to the financial statements of this report.

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) - (Continued)  
March 31, 2021

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**CAPITAL ASSETS – (CONTINUED)**

	Beginning	Additions	Depreciation	Disposals	Ending
Capital assets	\$881,770	\$258,641	\$(106,956)	\$(0)	\$1,033,455

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

The Board of Commissioners and Management of the Housing Authority considered many factors when approving the fiscal year 2022 Public Housing budget. The user charges are based on a tenant's income as established by HUD guidelines and are not adjustable. Operating subsidy is based on occupied units and approved vacancies, utility consumption and rates, approved add-ons, formula income, and transition funding. The amount of funding is also established and approved by HUD. Formula income is based on rental income from the Authority's rent roll records for the period specified by HUD. Operating expenses are expected to increase by the economy's inflation rate.

**REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the Authority's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to Executive Director, Housing Authority of the City of Bedford, 1305 K Street, Bedford, Indiana 47421.

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**STATEMENT OF NET POSITION**  
March 31, 2021

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**ASSETS**

Current Assets:

Cash and cash equivalents	\$	197,904
Cash - restricted		77,895
Investments		70,753
Receivables - net of allowances		8,657
Inventory - net of allowances		26,163
Prepaid expenses		<u>10,938</u>

Total Current Assets 392,310

Non-current Assets:

Capital assets:

Land and construction in progress	178,773
Other capital assets, net of depreciation	<u>854,682</u>

Total capital assets - net 1,033,455

Total Non-current Assets 1,033,455

Total Assets \$ 1,425,765

See accompanying notes to the basic financial statements

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**STATEMENT OF NET POSITION - (Continued)**  
March 31, 2021

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**LIABILITIES**

Current Liabilities:

Accounts payable	\$ 63,031
Accrued salaries and benefits	10,146
Tenant security deposit liability	45,772
Accrued compensated absences	3,263
Unearned revenues	<u>43,752</u>

Total Current Liabilities 165,964

Non-current Liabilities:

Compensated absences	<u>31,578</u>
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Total Non-current Liabilities 31,578

Total Liabilities 197,542

**NET POSITION**

Net investment in capital assets	1,033,455
Restricted	3,610
Unrestricted	<u>191,158</u>

Total Net Position 1,228,223

Total Liabilities and Net Position \$ 1,425,765

See accompanying notes to the basic financial statements

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
For the Year Ended March 31, 2021

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**OPERATING REVENUES**

Tenant revenue	\$ 548,199
Governmental grants and subsidy	1,265,329
Miscellaneous	<u>18,481</u>
 Total operating revenue	 <u>1,832,009</u>

**OPERATING EXPENSES**

Administrative	302,015
Tenant services	1,402
Utilities	199,085
Ordinary maintenance and operations	383,391
Insurance	58,015
General	46,638
Non routine maintenance	8,262
Housing assistance payment	721,681
Depreciation expense	<u>106,956</u>
 Total operating expenses	 <u>1,827,445</u>

Operating income (loss) 4,564

**NON-OPERATING REVENUES (EXPENSES)**

Investment income	870
Gain (loss) on disposal of capital assets	<u>725</u>

Net non-operating revenues (expenses) 1,595

Income (loss) before contributions and transfers 6,159

Capital contributions 212,244

Change in net position 218,403

Total net position - beginning of year 1,009,820

Total net position - end of year \$ 1,228,223

See accompanying notes to the basic financial statements

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**STATEMENT OF CASH FLOWS**  
For the Year Ended March 31, 2021

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**CASH FLOWS FROM OPERATING ACTIVITIES**

Received from tenants	\$ 587,819
Received from governmental grants and subsidy	1,283,053
Received from other operating activities	16,008
Payments for goods and services	(511,396)
Payments to employees	(447,682)
Payment in lieu of taxes	(13,558)
Payment for housing assistance	<u>(721,681)</u>

Net cash provided by (used in) operating activities 192,563

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

Proceeds from capital contributions	212,244
Proceeds from sale of capital assets	725
Purchases of capital assets	<u>(258,641)</u>

Net cash provided by (used in) capital and related financing activities (45,672)

**CASH FLOWS FROM INVESTING ACTIVITIES**

Proceeds (payments) from sale (purchase) of investments	(70,753)
Receipts of interest and dividends	<u>857</u>

Net cash provided by (used in) investing activities (69,896)

Net increase (decrease) in cash and cash equivalents	76,995
Cash and cash equivalents at beginning of year	<u>198,804</u>

Cash and cash equivalents at end of year	<u><u>\$ 275,799</u></u>
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See accompanying notes to the basic financial statements

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**STATEMENT OF CASH FLOWS - (Continued)**  
For the Year Ended March 31, 2021

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**Reconciliation of operating income (loss) to net cash provided (used) by operating activities**

Operating income (loss)	\$	4,564
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:		
Depreciation expense		106,956
Change in assets and liabilities:		
Receivables, net		12,456
Inventories, net		436
Prepaid expenses		(570)
Accounts and other payables		18,028
Tenant security deposit		5,660
Unearned revenues		36,755
Compensated absences		(7,240)
Accrued expenses		<u>15,518</u>
Net cash provided by (used) by operating activities	\$	<u><u>192,563</u></u>

See accompanying notes to the basic financial statements

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

NOTES TO THE BASIC FINANCIAL STATEMENTS  
March 31, 2021

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

The Housing Authority of the City of Bedford (Authority) is a public body and a body corporate and politic organized under the laws of the State of Indiana that is legally separate, fiscally independent and governed by a Board of Commissioners. The Authority was established to provide Low-Rent housing for qualified individuals in accordance with the rules and regulations prescribed by the Department of Housing and Urban Development (HUD) and other applicable federal agencies. Additionally, HUD has entered into Annual Contributions Contract with the Authority for the purpose of administering housing and housing relating programs described herein. The Authority is not subject to Federal or State income taxes and is not required to file Federal or State income tax returns.

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

**1A. Financial Reporting Entity**

The Authority's financial reporting entity comprises the following:

Primary Government:                      Housing Authority

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

**1B. Basis of Presentation**

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

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

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

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

NOTES TO THE BASIC FINANCIAL STATEMENTS - (Continued)  
March 31, 2021

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

**1B. Basis of Presentation - (Continued)**

The Authority operates the following programs in the enterprise fund:

**Public and Indian Housing** - The objective of the program is to provide decent, safe and sanitary housing and related facilities for eligible low-income individuals.

**Public Housing Capital Fund** - The purpose of this program is to provide funds annually to housing authorities for the modernization of the housing development and for management improvements.

**Section 8 Housing Choice Vouchers** - The objective of the program is to help low-income families obtain decent, safe, and sanitary housing through a system of rental assistance. HUD reimburses the Authority for the rental supplements paid to private landlords and the administrative costs of managing the program.

**Public Housing and HCV CARES Act** - The CARES Act provides funding to prevent, prepare for, and respond to COVID-19, and to maintain normal operations and take other necessary actions during the period the program is impacted by the pandemic.

**1C. Measurement Focus and Basis of Accounting**

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

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

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

**1D. Budgets**

Budgets are prepared for regulatory purposes in accordance with the Authority’s contract with HUD on an annual basis for all operating programs and on a project length basis for capital projects funds which are approved by the Board of Commissioners and submitted to HUD for their approval, if required.

**1E. Estimates and assumptions**

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

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

NOTES TO THE BASIC FINANCIAL STATEMENTS - (Continued)  
March 31, 2021

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

**1F. Assets, Liabilities and Equity**

Cash and Investments

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

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

Inter-fund Receivables and Payables

During the course of operations, numerous transactions occur within individual funds that may result in amounts owed between funds. Inter-fund receivables and payables between funds are eliminated for financial statement presentation.

Receivables

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

Inventories

Inventories are valued at lower of cost or market on an average cost basis. Inventories consist primarily of maintenance materials and supplies held for consumption. The consumption method is used to account for inventories. Under the consumption method, inventories are recorded as assets when purchased and expenses when used.

Fixed Assets

Fixed assets in the proprietary fund types are stated at historical cost, or estimated historical cost if actual is unavailable, except for donated fixed assets which are recorded at their estimated fair value at the date of donation. It is the policy of the Authority to capitalize all assets with a cost of \$1,000 or greater. The cost of maintenance and repairs are charged to operations as incurred. Costs of major additions, improvements, and betterments are capitalized.

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

Building	10-40 years
Furniture, equipment and machinery - administrative	5-10 years

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (Continued)**  
March 31, 2021

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

**1F. Assets, Liabilities and Equity - (Continued)**

Restricted Assets

Restricted assets include cash of the proprietary fund that are legally restricted as to their use. The primary restricted asset is related to the security deposit fund under the Low Rent program, HAP fund under Housing Choice Vouchers program and restricted cash under HCV-CARES program.

Compensated Absences

The Authority's policies regarding vacation time permits employees to carry forward unused vacation leave not to exceed four weeks. The liability for these compensated absences is recorded as long-term and short-term liabilities based on historical trends. Amounts not expected to be paid within the next fiscal year are classified as long-term liabilities.

Equity Classifications

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

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

Use of Restricted/Unrestricted Net Position

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

**1G. Revenues, Expenditures, and Expenses**

Operating Revenues and Expenses

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

Inter-fund Transfers

Permanent reallocation of resources between programs of the reporting entity is classified as inter-fund transfers. For the purposes of the Statement of Revenues, Expenses and Change in Net Position, all inter-fund transfers between individual programs, if any, have been eliminated.

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

NOTES TO THE BASIC FINANCIAL STATEMENTS - (Continued)  
March 31, 2021

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**NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

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

**2A. Program Accounting Requirements**

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

<b><u>Program</u></b>	<b><u>Required By</u></b>
Public and Indian Housing	U.S. Department of Housing and Urban Development
Public Housing Capital Fund	U.S. Department of Housing and Urban Development
Section 8 Housing Choice Vouchers	U.S. Department of Housing and Urban Development
Public Housing CARES Act	U.S. Department of Housing and Urban Development
HCV CARES Act	U.S. Department of Housing and Urban Development

**2B. Deposits and Investments Laws and Regulations**

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

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

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

**2C. Revenue Restrictions**

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

<b><u>Revenue Source</u></b>	<b><u>Legal Restrictions of Use</u></b>
Public Housing Capital Fund	Modernization
Section 8 Housing Choice Vouchers	Housing assistance payment
Public Housing and HCV CARES Act	COVID related expenses

For the year ended March 31, 2021, the Authority complied, in all material respects, with these revenue restrictions.

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

NOTES TO THE BASIC FINANCIAL STATEMENTS - (Continued)  
March 31, 2021

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**NOTE 3 – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS**

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

**3A. Cash and Investments**

As of March 31, 2021, the Authority had the following cash deposits:

Cash deposits	\$	275,199
Petty cash / change fund		600
Certificate of Deposit		<u>70,753</u>
Total	\$	<u><u>346,552</u></u>

Following is a reconciliation of the Authority's deposit balances as of March 31, 2021:

Cash and cash equivalents	\$	197,904
Restricted assets		77,895
Investments		<u>70,753</u>
Total	\$	<u><u>346,552</u></u>

**Deposits**

Custodial Credit Risk - Deposits

The custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, the Authority will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. At March 31, 2021, the Authority's bank balances of \$275,199 were entirely covered by FDIC insurance or by the Public Deposit Insurance Fund (PDIF) which was created in 1937 to protect the public funds of the state and its political subdivisions deposited in approved financial institutions in the state of Indiana. The PDIF insures those public funds deposited in approved financial institutions which exceed the limits of coverage provided by federal deposit insurance. The fund is administered by the Indiana Board for Depositories.

**Investments**

Custodial Credit Risk - Investments

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty, the Authority will not be able to recover the value of its investment or collateral securities that are in the possession of an outside party. At March 31, 2021, the Authority's investment balance of \$70,753 was entirely covered by FDIC and PDIF insurance.

Interest Rate Risk

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

Credit Risk

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

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (Continued)**  
March 31, 2021

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

**3A. Cash and Investments – (Continued)**

Concentration of Credit Risk

The Authority places no limit on the amount the Authority may invest in any one issuer. At March 31, 2021, the concentration of the Authority's investment (excluding cash deposits) was as follows:

Type of Investment	Market Value	Maturity Date
Certificate of Deposit	\$ <u>70,753</u>	6/4/2024

**3B. Restricted Assets**

Restricted assets at March 31, 2021 consist of the following:

Type of Restricted Assets	Cash Including Time Deposits	Investments	Accrued Interest	Total
HAP – restricted	\$ 3,610	\$ ----	\$ ----	\$ 3,610
HCV-Cares	28,513			28,513
Security deposit	\$ 45,772	\$ ----	\$ ----	\$ 45,772

**3C. Accounts Receivable**

Receivables at March 31, 2021 consist of the following:

Tenants - net of allowance	\$ 3,312		
Less: Allowance for doubtful account - tenants	<u>(1,459)</u>		
Tenants - net of allowance		\$ 1,853	
Fraud recovery	2,655		
Less: Allowance for doubtful account fraud	<u>(797)</u>		
Fraud recovery – net of allowance		1,858	
HUD		3,224	
Miscellaneous		1,709	
Accrued interest		<u>13</u>	
Total Accounts Receivable		<u>\$ 8,657</u>	

**3D. Inventory**

Inventory at March 31, 2021 comprised of the following:

Inventory	\$ 29,070
Less: Allowance for obsolete inventory	<u>(2,907)</u>
Inventory - net of allowance	<u>\$ 26,163</u>

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (Continued)**  
March 31, 2021

**NOTE 3 – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS - (Continued)**

**3E. Capital Assets**

A summary of capital asset activity for the year ended March 31, 2021 is as follows:

	<b>Balance April 1, 2020</b>	<b>Additions</b>	<b>(Retirement)</b>	<b>Balance March 31, 2021</b>
<b>Non-depreciable assets:</b>				
Land	\$ 178,773	\$ -	\$ -	\$ 178,773
<b>Total non-depreciable assets</b>	<u>178,773</u>	<u>-</u>	<u>-</u>	<u>178,773</u>
<b>Depreciable assets:</b>				
Building	8,346,151	257,380	-	8,603,531
Equipment - administration	156,979	1,261	(4,055)	154,185
<b>Total depreciable assets</b>	8,503,130	258,641	(4,055)	8,757,716
<b>Accumulated depreciation</b>	<u>(7,800,133)</u>	<u>(106,956)</u>	<u>4,055</u>	<u>(7,903,034)</u>
<b>Total depreciable assets, net</b>	<u>702,997</u>	<u>151,685</u>	<u>-</u>	<u>854,682</u>
<b>Capital assets, net</b>	<u>\$ 881,770</u>	<u>\$ 151,685</u>	<u>\$ -</u>	<u>\$ 1,033,455</u>

Depreciation expense is charged to programs as follows:

	<u>Business-type Activities</u>
Public and Indian Housing	\$ 92,855
Public Housing Capital Fund	14,066
Housing Choice Vouchers	<u>35</u>
<b>Total depreciation expense</b>	<u>\$ 106,956</u>

**3F. Accounts Payable**

Accounts payable at March 31, 2021 consist of the following:

Vendors & contractors	\$ 14,417
Accrued utilities	23,668
Other current liabilities	10,722
PILOT	<u>14,224</u>
<b>Total</b>	<u>\$ 63,031</u>



HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (Continued)**  
March 31, 2021

**NOTE 4 – OTHER NOTES**

**4A. Employee Pension Plan**

The Authority provides pension benefits for all of its full-time employees through a defined contribution plan with Lincoln Financial Group. The Plan administrator has complete control of the administration of the plan, including complete discretions to interpret or construe the provisions of the Plan and under which contributions are established or may be amended.

In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The plan requires the Authority to contribute 4% of covered wages and employees can voluntary contribute up to 10% of covered wages. Benefits are fully vested at the end of 5 years of service.

The employer contributions for the years ended March 31, 2021, 2020 and 2019 were \$11,995, \$12,334 and \$12,107 respectively.

**4B. Contingencies**

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

**4C. Commitments - Construction**

At March 31, 2021, the Authority had the following pending projects in progress:

	<u>Funds Approved</u>		<u>Funds Expended - Project to Date</u>
HCV-CARES	\$ 66,088	\$	37,575
PH-CARES	\$ 43,070	\$	35,558
CFP 501-20	\$ 310,260	\$	202,397

**4D. Risk Management**

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

<u>Type of Loss</u>	<u>Method Managed</u>
a. Torts, errors and omissions	Purchased insurance with Auto-Owners Insurance.
b. Injuries to employees (workers' compensation)	Purchased insurance with Auto-Owners Insurance. Claims are administered by the same company.
c. Physical property loss and natural disasters	Purchased commercial insurance with \$10,000 deductible.

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

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (Continued)**  
March 31, 2021

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**NOTE 4 – OTHER NOTES – (Continued)**

**4E. Financial Data Schedule**

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

**4F. Subsequent Events**

Events that occur after the balance sheet date but before the financial statements were issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about conditions that existed at the balance sheet date are recognized in the accompanying financial statements. Subsequent events, which provide evidence about conditions that existed after the balance sheet date, require disclosure in the accompanying notes.

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) originated in Wuhan, China and has since spread to other countries, including the U.S. On March 11, 2021, the World Health Organization characterized COVID-19 as a pandemic. In addition, multiple jurisdictions in the U.S. have declared a state of emergency. It is anticipated that these impacts will continue for some time. There has been no immediate impact to the Authority's operations. Future potential impacts may include disruptions or restrictions on our employees' ability to work or the tenants ability to pay the required monthly rent. Operating functions that may be changed include intake, recertifications and maintenance. Changes to the operating environment may increase operating costs. Additional impacts may include the ability of tenants to continue making rental payments as a result of job loss or other pandemic related issues. The future effects of these issues are unknown.

Management evaluated the activity of the Authority through October 5, 2021 and concluded that no additional subsequent events have occurred that would require adjustment to or disclosures within these financial statements except for the one noted above.

**4G. Economic Dependency**

The Authority is primarily dependent upon HUD for the funding of operations; therefore, the Authority is affected more by the federal budget than by local economic conditions. The funding of programs could be significantly affected by the 2022 federal budget.

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**PHA'S STATEMENT OF CERTIFICATION OF ACTUAL MODERNIZATION COST**  
March 31, 2021

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1. Actual Capital Fund Program costs are as follows:

	<u>501-18</u>
Funds approved	\$ 276,411
Funds expended	<u>276,411</u>
Excess of Funds Approved	<u><u>\$ ---</u></u>
Funds advanced	\$ 276,411
Funds expended	<u>276,411</u>
Excess (deficiency) of Funds Advanced	<u><u>\$ ---</u></u>

2. The costs as shown on the Actual Cost Certificate dated October 5, 2020 submitted to HUD for approval is in agreement with the Authority's records as of March 31, 2021.

3. All costs have been paid and all related liabilities have been discharged through payments.

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**PHA'S STATEMENT OF CERTIFICATION OF ACTUAL MODERNIZATION COST – (Continued)**  
March 31, 2021

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1. Actual Capital Fund Program costs are as follows:

	<u>501-19</u>
Funds approved	\$ 288,879
Funds expended	<u>288,879</u>
Excess of Funds Approved	<u><u>\$ ---</u></u>
Funds advanced	\$ 288,879
Funds expended	<u>288,879</u>
Excess (deficiency) of Funds Advanced	<u><u>\$ ---</u></u>

2. The costs as shown on the Actual Cost Certificate dated October 21, 2020 submitted to HUD for approval is in agreement with the Authority's records as of March 31, 2021.
3. All costs have been paid and all related liabilities have been discharged through payments.

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
Year Ended March 31, 2021

<b>Federal Grantor</b>	<b>Federal CFDA #</b>	<b>Total Federal Expenditures</b>
<b><u>U.S. Department of Housing and Urban Development</u></b>		
Public and Indian Housing	14.850	\$ 321,951
Public and Indian Housing - Cares Act	14.850	35,558
Public Housing Capital Fund	14.872	309,115
Housing Voucher Cluster:		
Section 8 Housing Choice Vouchers	14.871	773,374
Section 8 Housing Choice Vouchers - Cares Act	14.871	<u>37,575</u>
<b>Total Expenditures of Federal Awards</b>		<b>\$ <u>1,477,573</u></b>

**NOTE 1 – BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal grant activity of the Housing Authority of the City of Bedford, Indiana (Authority) under programs of the federal government for the year ended March 31, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Authority.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**FINANCIAL DATA SCHEDULE**  
Year Ended March 31, 2021

	Project Total	14.PHC Public Housing CARES Act Funding	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$125,533		\$72,371		\$197,904		\$197,904
113 Cash - Other Restricted			\$3,610	\$28,513	\$32,123		\$32,123
114 Cash - Tenant Security Deposits	\$45,772				\$45,772		\$45,772
100 Total Cash	\$171,305	\$0	\$75,981	\$28,513	\$275,799	\$0	\$275,799
122 Accounts Receivable - HUD Other Projects	\$0	\$3,224			\$3,224		\$3,224
125 Accounts Receivable - Miscellaneous	\$1,709				\$1,709		\$1,709
126 Accounts Receivable - Tenants	\$3,312				\$3,312		\$3,312
126.1 Allowance for Doubtful Accounts - Tenants	-\$1,459				-\$1,459		-\$1,459
128 Fraud Recovery			\$2,655		\$2,655		\$2,655
128.1 Allowance for Doubtful Accounts - Fraud			-\$797		-\$797		-\$797
129 Accrued Interest Receivable	\$13				\$13		\$13
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$3,575	\$3,224	\$1,858	\$0	\$8,657	\$0	\$8,657
131 Investments - Unrestricted	\$70,753				\$70,753		\$70,753
142 Prepaid Expenses and Other Assets	\$6,709		\$4,229		\$10,938		\$10,938
143 Inventories	\$29,070				\$29,070		\$29,070
143.1 Allowance for Obsolete Inventories	-\$2,907				-\$2,907		-\$2,907
144 Inter Program Due From	\$3,224				\$3,224	-\$3,224	\$0
150 Total Current Assets	\$281,729	\$3,224	\$82,068	\$28,513	\$395,534	-\$3,224	\$392,310
161 Land	\$178,773				\$178,773		\$178,773
162 Buildings	\$8,597,537		\$5,994		\$8,603,531		\$8,603,531
164 Furniture, Equipment & Machinery - Administration	\$123,367		\$30,818		\$154,185		\$154,185
166 Accumulated Depreciation	-\$7,872,181		-\$30,853		-\$7,903,034		-\$7,903,034
160 Total Capital Assets, Net of Accumulated Depreciation	\$1,027,496	\$0	\$5,959	\$0	\$1,033,455	\$0	\$1,033,455
180 Total Non-Current Assets	\$1,027,496	\$0	\$5,959	\$0	\$1,033,455	\$0	\$1,033,455
290 Total Assets	\$1,309,225	\$3,224	\$88,027	\$28,513	\$1,428,989	-\$3,224	\$1,425,765

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**FINANCIAL DATA SCHEDULE - (Continued)**  
Year Ended March 31, 2021

	Project Total	14.PHC Public Housing CARES Act Funding	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	Subtotal	ELIM	Total
312 Accounts Payable <= 90 Days	\$13,201		\$1,216		\$14,417		\$14,417
321 Accrued Wage/Payroll Taxes Payable	\$8,745		\$1,401		\$10,146		\$10,146
322 Accrued Compensated Absences - Current Portion	\$2,879		\$384		\$3,263		\$3,263
333 Accounts Payable - Other Government	\$14,224				\$14,224		\$14,224
341 Tenant Security Deposits	\$45,772				\$45,772		\$45,772
342 Unearned Revenue	\$13,243		\$1,996	\$28,513	\$43,752		\$43,752
345 Other Current Liabilities	\$5,361				\$5,361		\$5,361
346 Accrued Liabilities - Other	\$23,668		\$5,361		\$29,029		\$29,029
347 Inter Program - Due To		\$3,224			\$3,224	-\$3,224	\$0
310 Total Current Liabilities	\$127,093	\$3,224	\$10,358	\$28,513	\$169,188	-\$3,224	\$165,964
354 Accrued Compensated Absences - Non Current	\$24,846		\$6,732		\$31,578		\$31,578
350 Total Non-Current Liabilities	\$24,846	\$0	\$6,732	\$0	\$31,578	\$0	\$31,578
300 Total Liabilities	\$151,939	\$3,224	\$17,090	\$28,513	\$200,766	-\$3,224	\$197,542
508.4 Net Investment in Capital Assets	\$1,027,496		\$5,959		\$1,033,455		\$1,033,455
511.4 Restricted Net Position			\$3,610		\$3,610		\$3,610
512.4 Unrestricted Net Position	\$129,790	\$0	\$61,368	\$0	\$191,158		\$191,158
513 Total Equity - Net Assets / Position	\$1,157,286	\$0	\$70,937	\$0	\$1,228,223	\$0	\$1,228,223
600 Total Liabilities and Equity - Net	\$1,309,225	\$3,224	\$88,027	\$28,513	\$1,428,989	-\$3,224	\$1,425,765

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**FINANCIAL DATA SCHEDULE - (Continued)**  
Year Ended March 31, 2021

	Project Total	14.PHC Public Housing CARES Act Funding	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$524,777				\$524,777		\$524,777
70400 Tenant Revenue - Other	\$23,422				\$23,422		\$23,422
70500 Total Tenant Revenue	\$548,199	\$0	\$0	\$0	\$548,199	\$0	\$548,199
70600 HUD PHA Operating Grants	\$418,822	\$35,558	\$773,374	\$37,575	\$1,265,329		\$1,265,329
70610 Capital Grants	\$212,244				\$212,244		\$212,244
71100 Investment Income - Unrestricted	\$846		\$24		\$870		\$870
71400 Fraud Recovery			\$2,510		\$2,510		\$2,510
71500 Other Revenue	\$5,478		\$10,493		\$15,971		\$15,971
71600 Gain or Loss on Sale of Capital Assets	\$725				\$725		\$725
70000 Total Revenue	\$1,186,314	\$35,558	\$786,401	\$37,575	\$2,045,848	\$0	\$2,045,848
91100 Administrative Salaries	\$115,868	\$1,813	\$37,609	\$688	\$155,978		\$155,978
91200 Auditing Fees	\$4,640		\$2,320		\$6,960		\$6,960
91400 Advertising and Marketing	\$651		\$12		\$663		\$663
91500 Employee Benefit contributions - Administrative	\$50,574	\$139	\$4,669	\$53	\$55,435		\$55,435
91600 Office Expenses	\$31,721		\$3,886		\$35,607		\$35,607
91900 Other	\$17,794	\$11,145	\$6,760	\$11,673	\$47,372		\$47,372
91000 Total Operating - Administrative	\$221,248	\$13,097	\$55,256	\$12,414	\$302,015	\$0	\$302,015
92400 Tenant Services - Other	\$1,402				\$1,402		\$1,402
92500 Total Tenant Services	\$1,402	\$0	\$0	\$0	\$1,402	\$0	\$1,402
93100 Water	\$59,027				\$59,027		\$59,027
93200 Electricity	\$107,009				\$107,009		\$107,009
93300 Gas	\$33,049				\$33,049		\$33,049
93000 Total Utilities	\$199,085	\$0	\$0	\$0	\$199,085	\$0	\$199,085
94100 Ordinary Maintenance and Operations - Labor	\$137,309	\$2,438	\$5,794	\$63	\$145,604		\$145,604
94200 Ordinary Maintenance and Operations - Materials and Other	\$55,190	\$4,813	\$137	\$3,369	\$63,509		\$63,509
94300 Ordinary Maintenance and Operations Contracts	\$101,198	\$7,135		\$7,250	\$115,583		\$115,583
94500 Employee Benefit Contributions - Ordinary Maintenance	\$57,824	\$186	\$681	\$4	\$58,695		\$58,695
94000 Total Maintenance	\$351,521	\$14,572	\$6,612	\$10,686	\$383,391	\$0	\$383,391

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**FINANCIAL DATA SCHEDULE - (Continued)**  
Year Ended March 31, 2021

	Project Total	14.PHC Public Housing CARES Act Funding	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	Subtotal	ELIM	Total
96110 Property Insurance	\$44,782		\$2,858		\$47,640		\$47,640
96120 Liability Insurance	\$5,634		\$360		\$5,994		\$5,994
96130 Workmen's Compensation	\$3,802		\$304		\$4,106		\$4,106
96140 All Other Insurance	\$263		\$12		\$275		\$275
96100 Total insurance Premiums	\$54,481	\$0	\$3,534	\$0	\$58,015	\$0	\$58,015
96200 Other General Expenses			\$981		\$981		\$981
96210 Compensated Absences	\$27,768		\$3,497		\$31,265		\$31,265
96300 Payments in Lieu of Taxes	\$14,392				\$14,392		\$14,392
96000 Total Other General Expenses	\$42,160	\$0	\$4,478	\$0	\$46,638	\$0	\$46,638
96900 Total Operating Expenses	\$869,897	\$27,669	\$69,880	\$23,100	\$990,546	\$0	\$990,546
97000 Excess of Operating Revenue over Operating Expenses	\$316,417	\$7,889	\$716,521	\$14,475	\$1,055,302	\$0	\$1,055,302
97100 Extraordinary Maintenance	\$8,262				\$8,262		\$8,262
97300 Housing Assistance Payments			\$703,455	\$8,481	\$711,936		\$711,936
97350 HAP Portability-In			\$9,745		\$9,745		\$9,745
97400 Depreciation Expense	\$106,921		\$35		\$106,956		\$106,956
90000 Total Expenses	\$985,080	\$27,669	\$783,115	\$31,581	\$1,827,445	\$0	\$1,827,445
10010 Operating Transfer In	\$96,871				\$96,871	-\$96,871	\$0
10020 Operating transfer Out	-\$96,871				-\$96,871	\$96,871	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$201,234	\$7,889	\$3,286	\$5,994	\$218,403	\$0	\$218,403
11030 Beginning Equity	\$948,163	\$0	\$61,657	\$0	\$1,009,820		\$1,009,820
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$7,889	-\$7,889	\$5,994	-\$5,994	\$0		\$0
11170 Administrative Fee Equity			\$67,327		\$67,327		\$67,327
11180 Housing Assistance Payments Equity			\$3,610		\$3,610		\$3,610
11190 Unit Months Available	1938		2016		3954		3954
11210 Number of Unit Months Leased	1926		1786		3712		3712
11270 Excess Cash	\$49,273				\$49,273		\$49,273
11620 Building Purchases	\$251,386				\$251,386		\$251,386
11640 Furniture & Equipment - Administrative Purchases	\$1,261				\$1,261		\$1,261

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

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

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Housing Authority of the City of Bedford (Authority), Indiana, as of and for the year ended March 31, 2021, and the related notes to the financial statements, which collectively comprise the Authority’s basic financial statements, and have issued my report thereon dated October 5, 2021.

**Internal Control Over Financial Reporting**

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

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

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

**Compliance and Other Matters**

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

**Purpose of this Report**

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

*Audit Solutions, LLC*

Chesterfield, Missouri

October 5, 2021

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

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

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

I have audited the Housing Authority of the City of Bedford (Authority), Indiana’s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Authority’s major federal programs for the year ended March 31, 2021. The Authority’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

***Management’s Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor’s Responsibility***

My responsibility is to express an opinion on compliance for each of the Authority’s major federal programs based on my audit of the types of compliance requirements referred to above. I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that I 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 I considered necessary in the circumstances.

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

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

In my opinion, the Authority, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2021.

**Report on Internal Control Over Compliance**

Management is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing my audit of compliance, I 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 to determine the 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, I 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.

My 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. I did not identify any deficiencies in internal control over compliance that I 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 my testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

***Audit Solutions, LLC***

Chesterfield, Missouri

October 5, 2021

## INDEPENDENT AUDITORS REPORT ON APPLYING AGREED-UPON PROCEDURES

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

I have performed the procedure described in the second paragraph of this report, which was agreed to by the Housing Authority of the City of Bedford and the U.S. Department of Housing and Urban Development, Public Indian Housing - Real Estate Assessment Center (PIH-REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents included within the OMB Uniform Guidance reporting package. The Authority is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in the Government Auditing Standards issued by the Comptroller General of the United States. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, I make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

I compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of my agreed-upon procedure indicate agreement or non-agreement of the electronically submitted information and hard copy documents as shown in the chart below.

I was engaged to perform an audit in accordance with the audit requirements of Title 2 U.S. Code of the Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), by the Authority as of and for the year ended March 31, 2021 and have issued my report thereon dated October 5, 2021. The information in the "Hard Copy Documents" column was included within the scope or was a by-product of that audit. Further, my opinion on the fair presentation of the Financial Data Schedule (FDS) dated October 5, 2021, was expressed in relation to the basic financial statements of the Authority taken as a whole.

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

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

*Audit Solutions, LLC*

Chesterfield, Missouri  
October 5, 2021

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**AGREED UPON PROCEDURES**

March 31, 2021

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

HOUSING AUTHORITY OF THE CITY OF BEDFORD  
Bedford, Indiana

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
March 31, 2021

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

**Financial Statements**

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

**Federal Awards**

<u>Internal control over major programs:</u>	
➤ Material weakness(es) identified?	No
➤ Significant deficiency(ies) identified?	None Reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516 (a)?	No
<u>Identification of Major programs:</u>	
➤ CFDA #14.872      Public Housing Capital Fund	
Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	Yes

**Section II - Financial Statement Findings**

The current audit report for the year ended March 31, 2021 disclosed no Financial Statement audit finding.

**Section III - Federal Award Findings and Questioned Costs**

The current audit report for the year ended March 31, 2021 disclosed no Federal Awards audit finding and questioned costs.