

# Hillsborough Tourism Development Authority

(A Component Unit of the Town of Hillsborough, North Carolina)

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## Financial Statements and Supplementary Information

As of and for the year ended June 30, 2022





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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Hillsborough Tourism Development Authority

### Report on the Audit of the Financial Statements

#### Opinions

We have audited the financial statements of Hillsborough Tourism Development Authority (the Authority), a component unit of the Town of Hillsborough, North Carolina, which comprise the governmental activities, the major fund and the general fund budget to actual comparison as of and for the year ended June 30, 2022, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the governmental activities, the major fund and the general fund budget to actual comparison of the Authority, as of June 30, 2022, and the results of its operations and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinions

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

#### Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

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

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, 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.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The individual fund statement and budgetary schedule are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, based on our audit and the procedures as described above, such information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the introductory section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

*PBMares, LLP*

Morehead City, North Carolina  
June 29, 2023

## **Management’s Discussion and Analysis**

As management of the Hillsborough Tourism Development Authority (the “Authority” or “TDA”), 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 June 30, 2022. We encourage readers to read the information presented here in conjunction with additional information that we have furnished in the Authority’s financial statements, which follow this narrative.

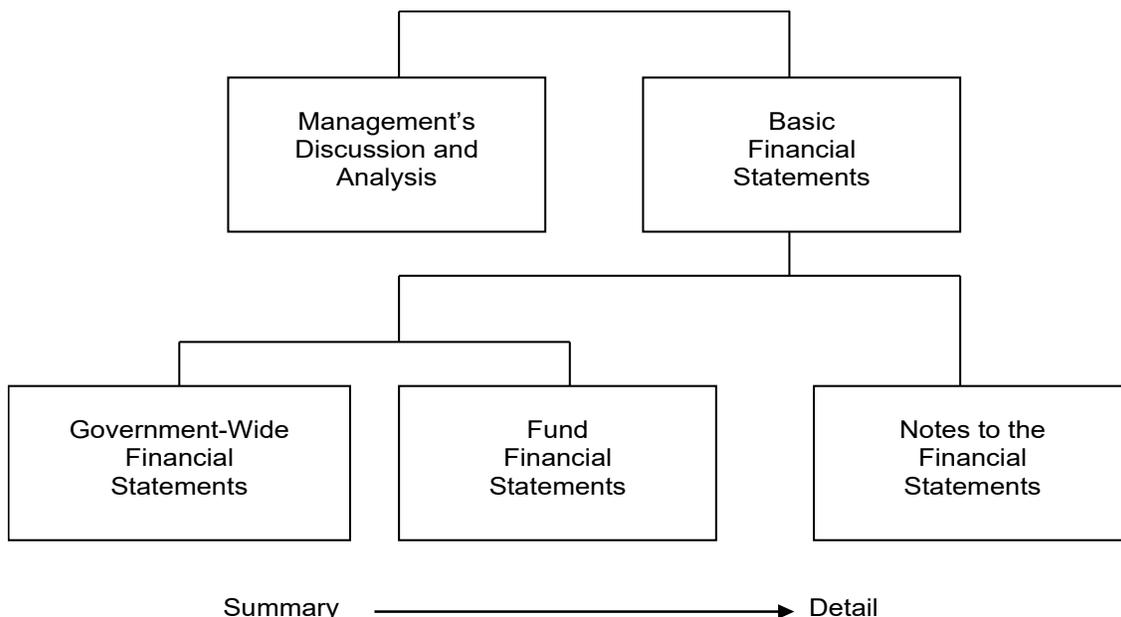
### **Financial Highlights**

- The assets of the Authority exceeded its liabilities at the close of the fiscal year by \$351,612 (net position). The cash balance at the close of the fiscal year was \$414,673.
- The Authority’s total net position increased by \$66,538 as a result of increased revenue collection coupled with a decrease in expenses.
- As of the close of the current fiscal year, the Authority’s governmental fund reported a fund balance of \$351,612. This amount is comprised of restricted and unassigned fund balance of \$88 and \$351,524, respectively.

### **Overview of the Basic Financial Statements**

Management’s Discussion and Analysis is intended to serve as an introduction to the Hillsborough Tourism Development Authority’s basic financial statements. The Authority’s basic financial statements consist of three components: (1) government-wide financial statements; (2) fund financial statements; and (3) notes to the financial statements (see Figure 1). The basic financial statements present two different views of the Authority through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, this report contains other supplemental information that will enhance the reader’s understanding of the financial condition of the Authority.

**Required Components of the Basic Financial Statements  
Figure 1**



## Hillsborough Tourism Development Authority Management's Discussion and Analysis (Unaudited)

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### ***Basic financial statements***

The first two statements (Exhibits 1 and 2) in the basic financial statements are the **Government-Wide Financial Statements**. They provide both short- and long-term information about the Authority's financial status.

The next statements (Exhibits 3 through 5) are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the Authority's government. These statements provide more detail than the government-wide statements. There are two parts to the Fund Financial Statements: (1) the governmental fund statements and (2) the budgetary comparison statements.

The next section of the basic financial statements is the **notes**. The notes to the financial statements explain in detail some of the data contained in those statements. After the notes, **supplementary information** is provided to show details about the Authority's individual fund. Budgetary information required by the North Carolina General Statutes also can be found in this part of the statements.

### ***Government-wide financial statements***

The government-wide financial statements are designed to provide the reader with a broad overview of the Authority's finances, similar in format to a financial statement of a private-sector business. The government-wide statements provide short- and long-term information about the Authority's financial status as a whole.

The two government-wide statements report the Authority's net position and how they have changed. Net position is the difference between the Authority's total assets and deferred outflows of resources (if any), and its total liabilities and deferred inflows of resources (if any). Measuring net position is one way to gauge the Authority's financial condition.

The government-wide statements are comprised of governmental activities. The governmental activities include most of the Authority's basic services related to tourism. The primary revenue is a three percent occupancy tax assessed and collected by Town of Hillsborough (the "Town") on behalf of the Authority.

The government-wide financial statements are on Exhibits 1 and 2 of this report.

### ***Fund financial statements***

The fund financial statements (see Figure 1) provide a more detailed look at the Authority's most significant activities. 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. The Hillsborough Tourism Development Authority, like all other governmental entities in North Carolina, uses fund accounting to ensure and reflect compliance (or noncompliance) with finance-related legal requirements, such as the North Carolina General Statutes or the Authority's budget ordinance. The Authority currently maintains one governmental fund which is the General Fund. Additional funds may be created if the need arises.

**Governmental funds** - Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. All of the Authority's basic services are accounted for in a governmental fund as mentioned above. A governmental fund focuses on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year. This is referred to as a "current available resources" measurement focus and the accounting method used is called the *modified accrual basis of accounting*. As a result, the governmental fund financial statements give the reader a detailed short-term view that helps him or her determine if there are more or less financial resources available to finance the Authority's programs. The relationship between government activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is described in a reconciliation that is a part of the fund financial statements. There were no reconciling differences to report this year.

**Hillsborough Tourism Development Authority  
Management’s Discussion and Analysis (Unaudited)**

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**Notes to the financial statements** - The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements are on pages 13 through 17 of this report.

***Government-wide financial analysis***

**Hillsborough Tourism Development Authority  
Summarized Statements of Net Position**

**Figure 2**

	<b>Governmental Activities</b>	
	<b>2022</b>	<b>2021</b>
<b>ASSETS</b>		
Current assets	\$ 414,761	\$ 287,356
Total assets	414,761	287,356
<b>LIABILITIES</b>		
Current liabilities	63,149	2,282
Total liabilities	63,149	2,282
<b>NET POSITION</b>		
Restricted	88	25,947
Unrestricted	351,524	259,127
Total net position	\$ 351,612	\$ 285,074

As noted earlier, net position may serve over time as one useful indicator of a government’s financial condition. The assets of the Authority exceeded liabilities by \$351,612 as of June 30, 2022 which is an increase of \$66,538 from the previous year. This increase will be explained in the next section related to the discussion of Figure 3. The restricted portion of the Authority’s net position was \$88 as of June 30, 2022 which is a decrease of \$25,859. This restriction is a function of year-end receivables as required under North Carolina General Statutes (“G.S.”). The remaining balance of \$351,524 is unrestricted as defined by the Government Accounting Standards Board. However, the unrestricted portion will be used to fulfill the Authority’s mission.

**Hillsborough Tourism Development Authority  
Summarized Statements of Activities**

**Figure 3**

	<b>Governmental Activities</b>	
	<b>2022</b>	<b>2021</b>
<b>GENERAL REVENUES</b>		
Occupancy taxes	\$ 105,815	\$ 71,412
<b>EXPENSES</b>		
Economic and physical development	39,277	52,913
Change in net position	66,538	18,499
<b>NET POSITION</b>		
Beginning of year	285,074	266,575
End of year	<u>\$ 351,612</u>	<u>\$ 285,074</u>

**Governmental activities.** The Authority’s net position for governmental activities increased by \$66,538 which accounts for all of the government-wide activities. The increase is due to increased revenue collection as a result of reduced coronavirus (“COVID-19”) restrictions. Total expenses decreased \$13,636 primarily due to a decrease in special projects and partnerships. This reduction was due to redirecting resources toward exploring the feasibility of funding a cultural performing arts center.

***Financial analysis of the Authority’s funds***

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the Authority’s governmental funds is to provide information on near-term inflows, outflows, and balances of usable resources. Such information is useful in assessing the Authority’s financing requirements. Specifically, unassigned fund balance can be a useful measure of a government’s net resources available for spending at the end of the fiscal year.

The General Fund is the main operating fund of the Authority. At the end of the current fiscal year, total fund balance reached \$351,612, of which \$88 was restricted by state statute and \$351,524 was unassigned.

***Economic factors and next year’s budgets and rates***

By authority of the General Assembly Session Law 2011-69, Senate Bill 269, the governing board for the Town implemented a 3% occupancy tax which has been in effect since July 1, 2012. The enabling legislation requires the tax to be paid on the gross receipts derived from the rental of any room, lodging or accommodation furnished by a hotel, motel, inn, tourist camp or similar place within the Town that is subject to sales tax imposed by the state under G.S. 105-164.4(a)(3). This tax is in addition to any state and local sales tax or the county’s occupancy tax.

**Hillsborough Tourism Development Authority  
Management’s Discussion and Analysis (Unaudited)**

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The Town implemented the tax for promotion of travel and tourism in Hillsborough and for other tourism-related expenditures. The responsibility for the distribution and expenditure of the tax is vested within the Hillsborough Tourism Development Authority, of which one-third of the membership must be persons affiliated with businesses that collect the tax within the Town limits.

Effective July 1, 2020 the agreement for staff support services with the Town was revised. The revised agreement is renewable in two-year intervals, unless terminated sooner, and requires the Authority to provide 20% cost coverage of salary and benefits for a full time Economic Development Planner position.

***Budget highlights for the fiscal year ending June 30, 2023***

Occupancy tax revenues are expected to increase as COVID-19 restrictions continue to decrease. As a result, the Town did not need to appropriate fund balance in the 2023 budget ordinance.

The contract between the Town and the Authority for support services expired on June 30, 2022. Both parties agreed to continue the provisions contained in the expiring contract through June 30, 2023, and to develop an allocation methodology reflective of the Town’s re-structured support of tourism and economic development. The Authority expects to have a revised agreement in effect by the end of the fiscal year ending June 30, 2023.

***Requests for information***

This report is designed to provide an overview of the Hillsborough Tourism Development Authority’s finances for those with an interest in this area. Questions concerning any of the information found in this report or requests for additional information should be directed to the Finance Officer, c/o Hillsborough Tourism Development Authority, Hillsborough, North Carolina, or by telephone at (919) 296-9451.

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## ***Basic Financial Statements***

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**Hillsborough Tourism Development Authority**  
**Statement of Net Position**  
**June 30, 2022**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash	\$ 414,673
Due from other governments:	
Sales taxes	<u>88</u>
Total assets	<u>414,761</u>
<b>LIABILITIES</b>	
Accounts payable	1,110
Due to primary government	<u>62,039</u>
Total liabilities	<u>63,149</u>
<b>NET POSITION</b>	
Restricted:	
Stabilization by State Statute	88
Unrestricted	<u>351,524</u>
Total net position	<u><u>\$ 351,612</u></u>

The notes to the financial statements are an integral part of this statement.

**Hillsborough Tourism Development Authority  
Statement of Activities  
Year Ended June 30, 2022**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Revenue (Expense) and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
					<u>Governmental Activities</u>
<b>GOVERNMENTAL ACTIVITIES</b>					
Economic and physical development	\$ 39,277	\$ -	\$ -	\$ -	\$ (39,277)
Total governmental activities	<u>\$ 39,277</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(39,277)</u>
<b>GENERAL REVENUES</b>					
Occupancy taxes					<u>105,815</u>
Change in net position					66,538
<b>NET POSITION</b>					
Beginning of year					<u>285,074</u>
End of year					<u>\$ 351,612</u>

The notes to the financial statements are an integral part of this statement.

**Hillsborough Tourism Development Authority**  
**Balance Sheet**  
**Governmental Fund**  
**June 30, 2022**

	<b>General Fund</b>
<b>ASSETS</b>	
Cash	\$ 414,673
Due from other governments:	
Sales taxes	88
Total assets	<u>\$ 414,761</u>
<b>LIABILITIES</b>	
Accounts payable	\$ 1,110
Due to primary government	62,039
Total liabilities	<u>63,149</u>
<b>FUND BALANCE</b>	
Restricted:	
Stabilization by State Statute	88
Unassigned	351,524
Total fund balance	<u>351,612</u>
Total liabilities and fund balance	<u>\$ 414,761</u>

The notes to the financial statements are an integral part of this statement.

**Hillsborough Tourism Development Authority  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Governmental Fund  
Year Ended June 30, 2022**

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	<u>General Fund</u>
<b>REVENUES</b>	
Unrestricted intergovernmental revenue:	
Occupancy taxes	\$ 105,815
<b>EXPENDITURES</b>	
Economic and physical development:	
Tourism	<u>39,277</u>
Net change in fund balance	66,538
<b>FUND BALANCE</b>	
Beginning of year	<u>285,074</u>
End of year	<u><u>\$ 351,612</u></u>

The notes to the financial statements are an integral part of this statement.

**Hillsborough Tourism Development Authority**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Budget and Actual**  
**General Fund**  
**Year Ended June 30, 2022**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b>REVENUES</b>				
Unrestricted intergovernmental revenue:				
Occupancy taxes	\$ 60,000	\$ 60,000	\$ 105,815	\$ 45,815
Total revenues	<u>60,000</u>	<u>60,000</u>	<u>105,815</u>	<u>45,815</u>
<b>EXPENDITURES</b>				
Economic and physical development:				
Tourism	109,144	109,144	39,277	69,867
Total expenditures	<u>109,144</u>	<u>109,144</u>	<u>39,277</u>	<u>69,867</u>
Revenues over (under) expenditures	<u>(49,144)</u>	<u>(49,144)</u>	<u>66,538</u>	<u>115,682</u>
<b>OTHER FINANCING SOURCES</b>				
Appropriated fund balance	49,144	49,144	-	(49,144)
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	66,538	<u>\$ 66,538</u>
<b>FUND BALANCE</b>				
Beginning of year			<u>285,074</u>	
End of year			<u>\$ 351,612</u>	

The notes to the financial statements are an integral part of this statement.

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## **Notes to the Financial Statements**

### **1. Summary of Significant Accounting Policies**

The accounting policies of the Hillsborough Tourism Development Authority (the "Authority") conform to generally accepted accounting principles as applicable to government entities. The following is a summary of the more significant accounting policies:

#### **A. Reporting entity**

The Authority was created on April 9, 2012 by resolution of the Town of Hillsborough, North Carolina (the "Town"), under the authority of the North Carolina General Assembly. The Authority is responsible for promoting travel and tourism in the Hillsborough area. A balanced budget is created for the Authority and adopted by its Board of Directors. The Authority receives revenue through a three percent occupancy tax, which is levied and collected by the Town. The occupancy tax became effective on July 1, 2012. The Town remits the taxes collected to the Authority, net of administration and collection costs not to exceed three percent of the first \$500,000 of gross proceeds and one percent of the remaining gross proceeds collected each year. At least two-thirds of the remaining proceeds must be used to promote travel and tourism in Hillsborough. The other third shall be used for tourism-related expenditures.

The members of the Authority are appointed by the Town. In addition, the Town levies and collects the occupancy taxes on behalf of the Authority. Therefore, the Authority is determined to be a component unit of the Town and is presented as a discretely presented component unit in the Town's annual comprehensive financial report.

#### **B. Government-wide and fund financial statements**

**Government-wide financial statements**, the statement of net position and the statement of activities, display information about the government as a whole. These statements include the financial transactions for all activities of the Authority.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Authority's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include fees and charges paid by the recipients of goods or services offered by the programs. Revenues that are not classified as program revenues are presented as general revenues. All tax revenue is classified as general revenue.

**Fund Financial Statements** provide information about the Authority's funds. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column.

The Authority reports the following major governmental fund:

- The **General Fund** is the general operating fund of the Authority. It accounts for all financial resources.

#### **C. Measurement focus and basis of accounting**

**Government-wide financial statements** are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the Authority gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants. Revenue from grants is recognized in the fiscal year in which all eligibility requirements have been satisfied.

**Hillsborough Tourism Development Authority**  
**Notes to the Financial Statements**

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**Governmental fund financial statements** are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Expenditures are recorded when the related fund liability is incurred. Loan disbursements are reported as expenditures and loan proceeds are reported as revenues in governmental funds.

The Authority recognizes assets of nonexchange transactions in the period when the underlying transaction occurs, when an enforceable legal claim has arisen, or when all eligibility requirements are met. Revenues are recognized on the modified accrual basis of accounting when they are measurable and available. Nonexchange transactions occur when one government provides (or receives) value to (or from) another party without receiving (or giving) equal or nearly equal value in return. The Authority considers all revenues available if they are collected within 90 days after year-end.

**D. Budgetary data**

Budgets are adopted as required by North Carolina State Statutes (“G.S.”). An annual budget ordinance is adopted for the General Fund. All annual appropriations lapse at fiscal year-end. All budgets are prepared using the modified accrual basis of accounting. Expenditures may not legally exceed appropriations at the functional level for all annually budgeted funds. Any revisions that alter total expenditures of any fund must be approved by the governing board.

The budget ordinance must be adopted by July 1 of the fiscal year or the governing board must adopt an interim budget that covers that time until the annual ordinance can be adopted.

**E. Assets, liabilities, and net position/fund balance**

(1) Deposits and investments

All deposits of the Authority are made in board-designated official depositories and are secured as required by G.S. 159-31. The Authority may designate, as an official depository, any bank or savings association whose principal office is located in North Carolina. Also, the Authority may establish time deposit accounts such as NOW and SuperNOW accounts, money market accounts, and certificates of deposit.

G.S. 159-30(c) authorizes the Authority to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina (the “State”); bonds and notes of any North Carolina local government or public authority; obligations of certain nonguaranteed federal agencies; certain high-quality issues of commercial paper and bankers’ acceptances; and the North Carolina Capital Management Trust (NCCMT), an SEC-registered mutual fund. Investments are stated at fair value.

(2) Cash and cash equivalents

All bank deposits are essentially demand deposits and are considered cash and cash equivalents.

(3) Receivables

Receivables at the government – wide and fund levels at June 30, 2022 were as follows:

Sales taxes receivable	\$ 88
Total due from other governments	<u>\$ 88</u>

(4) Allowances for doubtful accounts

The receivables reported do not historically experience any uncollectible amounts and therefore do not include an amount for doubtful accounts.

**Hillsborough Tourism Development Authority**  
**Notes to the Financial Statements**

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(5) Net position/fund balance

Net position in government-wide financial statements is classified as restricted or unrestricted. Restricted net position represents constraints on resources that are imposed by North Carolina State Statute.

**Fund balances**

In the governmental fund financial statements, fund balance may consist of up to five possible classifications designed to disclose the hierarchy of constraints placed on how fund balance can be spent. The Authority's fund balance consists of the following:

*Restricted fund balance* - This classification includes amounts that are restricted to specific purposes externally imposed by creditors or imposed by law.

*Restricted for Stabilization by State Statute* – G.S. 159-8 prohibits units of government from budgeting or spending a portion of their fund balance. This is one of several statutes enacted by the North Carolina State Legislature in the 1930's that were designed to improve and maintain the fiscal health of local government units. "Restricted by State Statute" ("RSS"), is calculated at the end of each fiscal year for all annually budgeted funds. The calculation in G.S. 159-8(a) provides a formula for determining what portion of fund balance is available for appropriation. The amount of fund balance not available for appropriation is what is known as "restricted by State statute". Appropriated fund balance in any fund shall not exceed the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts, as those figures stand at the close of the fiscal year next preceding the budget. Per authoritative guidance, RSS is considered a resource upon which a restriction is "imposed by law through constitutional provisions or enabling legislation." RSS is reduced by inventories and prepaids as they are classified as nonspendable. Outstanding encumbrances are included within RSS. RSS is included as a component of restricted net position and restricted fund balance on the face of the balance sheet.

*Unassigned fund balance* - portion of fund balance that has not been restricted, committed, or assigned to specific purposes.

**2. Stewardship, Compliance and Accountability**

**A. Significant Violations of Finance-Related Legal and Contractual Provisions**

- Contractual Violation

The "Contract to Audit Accounts" contains a provision requiring that the audit report be submitted to the State and Local Government Finance Division within four months of the fiscal year-end. Therefore, the audited financial statements for the fiscal year ended June 30, 2022, are due by October 31, 2022. The submission of the Board's audited financial statements is substantially late in violation of the submission requirement. The Board believes this was an isolated situation due to turnover in the Town's Finance staff that occurred in the 2021 and 2022. The Town has engaged additional contractual resources to assist the Town and its component units with the preparation of year-end financial information in order to submit audited financial statements in a timelier manner. Additionally, the Town has also retained an experienced finance officer after the position had been vacant for over six months. These corrective actions have improved the timeliness of the current year audit engagement with the Town and its component units expect to return to compliance for the fiscal year ending June 30, 2023.

**Hillsborough Tourism Development Authority**  
**Notes to the Financial Statements**

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**3. Detail Notes on All Funds**

**A. Deposits**

All of the deposits of the Authority are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the Authority's agents in the unit's name. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the Authority, these deposits are considered to be held by the Authority's agent in its name. The amount of the pledged collateral is based on an approved averaging method for noninterest-bearing deposits and the actual current balance for interest-bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the Authority or the escrow agent. Because of the inability to measure the exact amounts of collateral pledged for the Authority under the Pooling Method, the potential exists for under collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method. The Authority has no policy regarding custodial credit risks for deposits.

The Authority's deposits had a carrying amount of \$414,673 and bank balance of \$414,938 at June 30, 2022. Of the bank balance, \$250,000 was covered by federal depository insurance and the remaining \$164,938 was covered under the Pooling Method.

**B. Risk management**

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. As a separate entity the Authority has purchased insurance to mitigate these risks.

There have been no significant reductions in insurance coverage in the prior year, and settled claims have not exceeded coverage in any of the past three fiscal years.

The Authority does not carry flood insurance.

In accordance with G.S. 159-29, the Authority's employees that have access to \$100 or more at any given time of the Authority's funds are performance bonded through a commercial surety bond. The Finance Officer is individually bonded for \$50,000.

**C. Fund balance**

The following schedule provides management and citizens with the information on the portion of fund balance, in the General Fund, that is available for appropriation:

General Fund:

Total fund balance	\$ 351,612
Less:	
Stabilization by State Statute	<u>88</u>
Fund balance available for appropriation	<u>\$ 351,524</u>

The Authority has no formal fund balance policy.

**Hillsborough Tourism Development Authority**  
**Notes to the Financial Statements**

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***D. Related party transactions***

Effective July 1, 2020, the contract for staff support services with the Town was revised. The revised agreement is renewable in two-year intervals, unless terminated sooner, and requires the Authority to provide 20% cost coverage of salary and benefits for a full time Economic Development Planner position. The amount paid to the Town was \$18,927.

***E. Subsequent Events***

The Tourism Development Authority has evaluated all subsequent events for potential recognition and disclosure through June 29, 2023, the date these financial statements will be available.

Effective July 1, 2022, the related party contract with the Town for support services, disclosed in Note 3.D, was extended for one year with both parties agreeing to continue the provisions contained in the contract that expired on June 30, 2022.

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***Supplementary Information***

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**Hillsborough Tourism Development Authority**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**  
**Budget and Actual - General Fund**  
**Year Ended June 30, 2022**

	<u>Budget</u>	<u>Actual</u>	<u>Variance With Final Budget Positive (Negative)</u>
<b>REVENUES</b>			
Unrestricted intergovernmental revenue:			
Occupancy taxes	\$ 60,000	\$ 105,815	\$ 45,815
Total revenues	<u>60,000</u>	<u>105,815</u>	<u>45,815</u>
<b>EXPENDITURES</b>			
Economic and physical development:			
Tourism:			
Advertising	23,105	5,684	17,421
Attorney fees	350	80	270
Audit fees	8,090	2,250	5,840
Contracted services	19,344	18,927	417
Data processing services	3,100	1,242	1,858
Insurance	980	945	35
Miscellaneous	1,000	-	1,000
Occupancy tax holdback	1,800	3,174	(1,374)
Special projects and partnerships	47,975	6,975	41,000
Total expenditures	<u>109,144</u>	<u>39,277</u>	<u>69,867</u>
Revenues over (under) expenditures	<u>(49,144)</u>	<u>66,538</u>	<u>115,682</u>
<b>OTHER FINANCING SOURCES</b>			
Appropriated fund balance	<u>49,144</u>	-	<u>(49,144)</u>
Net change in fund balance	<u>\$ -</u>	<u>66,538</u>	<u>\$ 66,538</u>
<b>FUND BALANCE</b>			
Beginning of year		<u>285,074</u>	
End of year		<u>\$ 351,612</u>	