

**NORTH CAROLINA STATE
BOARD OF CHIROPRACTIC EXAMINERS**

FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2019 AND 2018



NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS
Board Members

BOARD MEMBERS
as of September 1, 2019

Kevin Sharp, D.C., President

Thomas Ayres, III, D.C., Vice President

Richard K. Davis, Jr., D.C., Secretary

Kimberly Q. Swintosky, Public Member, Treasurer

Christopher Outten, D.C.

Thomas Mitchell, D.C.

John Hammer, D.C.

Lourdes Caballero, Public Member

EXECUTIVE DIRECTOR

Thomas R. Sullivan

NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS

Table of Contents

	<u>Page No.</u>
Management's Discussion and Analysis	1 - 4
Independent Auditor's Report	5 - 6
<i>Financial Statements</i>	
Statements of Net Position	7
Statements of Revenues, Expenses and Changes in Net Position	8
Statements of Cash Flows	9
Notes to Financial Statements	10 - 14

NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS
Management's Discussion and Analysis
Years Ended June 30, 2019 and 2018

Introduction

The following is a discussion and analysis of the North Carolina State Board of Chiropractic Examiner's (the "Board") financial performance for the fiscal year ended June 30, 2019. Please read it in conjunction with the financial statements which follow this section.

Board Overview

The North Carolina State Board of Chiropractic Examiners was established May 5, 1917 by the General Assembly to properly regulate doctors of chiropractic for the benefit and protection of the people of North Carolina. The North Carolina State Board of Chiropractic Examiners also regulates and certifies Chiropractic Clinical Assistants (G.S. 90-143.4) and Radiologic Technicians (X-Ray) (G.S. 90-143.2).

The practice of chiropractic is a privilege granted by the State of North Carolina. The North Carolina State Board of Chiropractic Examiners, through diligent oversight, will license, monitor, discipline and educate practitioners to assure their fitness and competence in serving the people of North Carolina. In fulfilling its mission, the Board will play a leading role in the ever-changing health care environment through dialogue with the public, the legislature, academia, and the chiropractic community.

Significant Events

In October 2017, the Board office relocated from Concord, NC to Raleigh, NC.

In May 2018, the Board released a new website.

Financial Highlights

The operating revenues of the Board increased by \$24,926 or 3.74%, due to net growth in license/certificate holder renewals as more people are renewing than are retiring.

The operating expenses of the Board increased by \$57,845 or 8.82%, due primarily to the transition to outside Board Counsel offset by lower overall staffing costs.

The non-operating revenues of the Board decreased by \$6,167 or 84.23%, due to the donation of office furniture by a board member in the prior year.

Overview of the Basic Financial Statements

This discussion and analysis is an introduction to the Board's basic financial statements, which are comprised of two components: 1) financial statements, and 2) notes to financial statements. This report also contains this required supplementary information in addition to the basic financial statements.

NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS
Management's Discussion and Analysis
Years Ended June 30, 2019 and 2018

Basic Financial Statements

The basic financial statements of the Board report information about the Board using accounting methods similar to those used by private sector companies. These statements offer short and long-term financial information about the activities of the Board.

The Statements of Net Position present the current and non-current portions of assets and liabilities separately.

The Statements of Revenues, Expenses, and Changes in Net Position present information on how the Board's assets changed as a result of the years' operations.

The Statements of Cash Flows present information on how the Board's cash changed as a result of the years' activity.

The following presents condensed financial information on the operations of the Board:

	As of and for the Fiscal Year Ended June 30, 2019	As of and for the Fiscal Year Ended June 30, 2018
Current assets	\$ 644,392	\$ 667,307
Noncurrent assets	2,360	2,360
Capital assets - net of depreciation	7,513	10,477
Total assets	<u>654,265</u>	<u>680,144</u>
Current liabilities	47,536	53,345
Total liabilities	<u>47,536</u>	<u>53,345</u>
Investment in capital assets	7,513	10,477
Unrestricted	599,216	616,322
Total net position	<u>\$ 606,729</u>	<u>\$ 626,799</u>
Operating revenues	\$ 692,141	\$ 667,215
Operating expenses	713,366	655,521
Operating income (loss)	<u>(21,225)</u>	<u>11,694</u>
Non-operating revenues	1,155	7,322
Changes in net position	<u>\$ (20,070)</u>	<u>\$ 19,016</u>

NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS
Management's Discussion and Analysis
Years Ended June 30, 2019 and 2018

Budget to Actual

The following presents a condensed analysis of budget and actual financial information for the fiscal year ended June 30, 2019:

	Actual	(Unaudited) Budget
	<u>Actual</u>	<u>Budget</u>
Operating revenues	\$ 692,141	\$ 668,000
Operating expenses		
Non-employment	400,321	364,352
Employment	<u>313,045</u>	<u>343,026</u>
Operating loss	(21,225)	(39,378)
Non-operating revenues	<u>1,155</u>	<u>31</u>
Changes in net position	<u><u>\$ (20,070)</u></u>	<u><u>\$ (39,347)</u></u>

The operating revenues of the Board were \$24,141 or 3.61% more than budgeted, due to net growth in license/certificate holder renewals as more people are renewing than are retiring.

The non-employment expenses of the Board were \$35,969 or 9.87% more than budgeted, due primarily to use of an outside law firm for legal services instead of an in-house employee.

The employment expenses of the Board were \$29,981 or 8.74% less than budgeted, due primarily to use of an outside law firm for legal services instead of an in-house employee.

Events Affecting Future Operations

As of the issuance of this financial report, there are no major events planned that may affect future operations.

Economic Factors Affecting Future Operations

The main factors impacting the economic outlook for the Board are 1) the number of existing license/certificate holders that annually renew their license/certification and 2) the number of new candidates seeking a license/certification.

North Carolina's population is expected to continue to grow as it remains a desirable place to live, work and retire. People are seeking alternative, and non-opioid based treatments for pain management/pain relief from various ailments. These demographic trends bode well for the continued growth of chiropractic in North Carolina.

NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS
Management's Discussion and Analysis
Years Ended June 30, 2019 and 2018

Contacting the Board's Management

This financial report is designed to provide a general overview of the Board's finances and to demonstrate the Board's accountability for the money it receives and expends. If you have any questions about this report or need additional information, contact the Executive Director, Tom Sullivan at:

North Carolina State Board of Chiropractic Examiners
6070 Six Forks Rd. Ste. L
Raleigh, NC 27609
Phone: (704) 793-1342 Ext. 1004
By email at: tom@ncchiroboard.com



Independent Auditor's Report

Members of the Board
North Carolina State Board of Chiropractic Examiners
Raleigh, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the North Carolina Board of Chiropractic Examiners (the "Board"), an enterprise fund of the State of North Carolina, which comprise the statements of net position as of June 30, 2019 and 2018, and the related statements of revenues, expenses and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these basic 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 the basic financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these basic financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Board's preparation and fair presentation of the basic 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 Board's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

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

Opinion

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the North Carolina State Board of Chiropractic Examiners as of June 30, 2019 and 2018, and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements presented are only for the North Carolina State Board of Chiropractic Examiners and do not purport to, and do not present fairly the financial position of the State of North Carolina as of June 30, 2019 and 2018, or the changes in its financial position and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 1 - 4 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Bernard Robinson & Company, L.L.P.

Raleigh, North Carolina
October 9, 2019

NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS
Statements of Net Position
June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
ASSETS:		
Current assets:		
Cash and cash equivalents	\$ 644,392	\$ 618,397
Short-term investments, certificate of deposit	-	48,910
Total current assets	<u>644,392</u>	<u>667,307</u>
Noncurrent assets:		
Security deposits	2,360	2,360
Capital assets, net of depreciation	7,513	10,477
Total noncurrent assets	<u>9,873</u>	<u>12,837</u>
Total assets	<u>654,265</u>	<u>680,144</u>
LIABILITIES:		
Current liabilities:		
Accounts payable	36,030	2,373
Payroll liabilities	11,506	50,972
Total current liabilities	<u>47,536</u>	<u>53,345</u>
NET POSITION:		
Invested in capital assets	7,513	10,477
Unrestricted	599,216	616,322
Total net position	<u>\$ 606,729</u>	<u>\$ 626,799</u>

NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS
Statements of Revenues, Expenses and Changes in Net Position
Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Operating revenues:		
Renewal fees	\$ 635,740	\$ 617,630
Certification fees and licensure	50,145	44,635
Miscellaneous income	6,256	4,950
Total operating revenues	<u>692,141</u>	<u>667,215</u>
Operating expenses:		
Salaries and benefits	289,629	412,793
Payroll taxes	23,416	31,886
Board member travel and per diem	53,598	54,069
Hearings, seminars and meetings	10,006	9,532
Office expense and postage	10,541	10,523
Office supplies	301	854
Office rent	27,685	25,374
Insurance	15,169	14,892
Investigation expense	7,330	4,750
Payment processing fees	17,540	15,994
Communication	6,406	7,740
Computer and technology	13,788	12,350
Legal and professional fees	232,846	53,761
Depreciation	2,964	1,003
Dues	2,147	-
Total operating expenses	<u>713,366</u>	<u>655,521</u>
Operating income (loss)	<u>(21,225)</u>	<u>11,694</u>
Non-operating revenues:		
Interest income	65	12
Realized and unrealized gain on investments	1,090	830
Donated capital assets	-	6,480
Total non-operating revenues	<u>1,155</u>	<u>7,322</u>
Changes in net position	(20,070)	19,016
Net position - beginning of year	<u>626,799</u>	<u>607,783</u>
Net position - end of year	<u>\$ 606,729</u>	<u>\$ 626,799</u>

NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS
Statements of Cash Flows
Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities:		
Cash received from renewals, applicants, and fees	\$ 692,141	\$ 667,215
Cash payments to employees for services	(329,095)	(375,777)
Cash payments to suppliers for goods and services	(318,349)	(171,556)
Cash payments for other expenses	(68,767)	(68,961)
Net cash provided by (used in) operating activities	<u>(24,070)</u>	<u>50,921</u>
Cash flows from investing activities:		
Interest income	65	12
Proceeds from investment, certificate of deposit	50,000	-
Net cash provided by investing activities	<u>50,065</u>	<u>12</u>
Cash flows from capital and related financing activities:		
Acquisition of capital assets	-	(5,000)
Net cash used in capital and related financing activities	<u>-</u>	<u>(5,000)</u>
Net increase in cash	25,995	45,933
Cash and cash equivalents - beginning of year	618,397	572,464
Cash and cash equivalents - end of year	<u>\$ 644,392</u>	<u>\$ 618,397</u>
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:		
Operating income (loss)	\$ (21,225)	\$ 11,694
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:		
Depreciation	2,964	1,003
Changes in assets and liabilities:		
Security deposits	-	(725)
Accounts payable	33,657	1,933
Payroll liabilities	(39,466)	37,016
Total adjustments	<u>(2,845)</u>	<u>39,227</u>
Net cash provided by (used in) operating activities	<u>\$ (24,070)</u>	<u>\$ 50,921</u>
Supplemental disclosure of noncash activities:		
Estimated acquisition value of donated capital assets	<u>\$ -</u>	<u>\$ 6,480</u>

NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS

Notes to Financial Statements

NOTE 1 - NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Description of Organization

The North Carolina State Board of Chiropractic Examiners (the "Board") is an independent State agency. It is an occupational licensing board authorized by Chapter 93B of the *North Carolina General Statutes*, and established under Chapter 90 of the *North Carolina General Statutes* to maintain minimum standards for services provided by chiropractic practitioners. The Board formally consists of eight members appointed by the Governor and General Assembly. The Board's operations are funded primarily through license renewal fees and license examination fees.

Reporting Entity

The concept underlying the definition of the financial reporting entity is that elected officials are accountable to their constituents for their actions. As required by accounting principles generally accepted in the United States of America ("U.S. GAAP"), the financial reporting entity includes both the primary government and all of its component units. An organization other than a primary government serves as a nucleus for a reporting entity when it issues separate financial statements. The accompanying financial statements present only the funds and activities for which the Board is responsible.

For financial reporting purposes, the Board is a nonmajor enterprise fund of the primary government of the State of North Carolina and may be included in the State's *Comprehensive Annual Financial Report* (CAFR). These financial statements for the Board are separate and apart from those of the State of North Carolina and do not present the financial position of the State or changes in the State's financial position and cash flows.

Basis of Presentation

The accompanying financial statements have been prepared in accordance with U.S. GAAP as prescribed by the Governmental Accounting Standards Board ("GASB").

All activities of the Board are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Basis of Accounting

The basic financial statements of the Board are prepared using the economic resource measurement focus and the accrual basis of accounting. The economic resource measurement focus measures all assets that are available to the entity, not only cash or soon to be cash assets. Both long-term assets and long-term liabilities are measured, and depreciation is recorded as a cost of operations. Under the accrual basis, revenues are recognized when earned and expenses are recorded when a liability has been incurred, regardless of the timing of the cash flows.

NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS

Notes to Financial Statements

NOTE 1 - NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Accounting (Continued)

The Board classifies its revenues and expenses as operating and non-operating in the accompanying statements of revenues, expenses and changes in net position. Operating revenues include activities that have characteristics of exchange transactions and consist primarily of license renewal fees. Non-operating revenues and expenses include activities that have characteristics of non-exchange transactions and consist primarily of investing type activities.

Cash and Cash Equivalents

For purposes of the Statements of Cash Flows, cash equivalents include cash on deposit and money market accounts and highly liquid investment instruments, such as certificates of deposit with original maturity dates of three months or less.

Investments

This classification includes certificates of deposit with original maturities of more than three months. The certificate of deposit is reported at fair market value.

Capital Assets

Capital assets are recorded at cost at the date of acquisition. In the case of gifts, capital assets are recorded at acquisition value at the date of donation. The Board capitalizes assets that have a value or cost of \$2,500 or greater at the date of acquisition and an expected useful life greater than one year. Depreciation is computed using the straight-line method over a 3-5 year period. When an asset is disposed of, the cost of the asset and the related accumulated depreciation are removed from the books. Any gain or loss on disposition is reflected as a non-operating activity.

Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities at the date of the financial statements and the reported amount of revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates and assumptions, resulting in adjustments in future periods.

Compensated Absences

Vacation and sick leave are expensed as taken and there is no liability since Board policy does not allow the carryforward of accrued absences.

Net Position

The Board's net position is classified as follows:

Invested in Capital Assets - This represents the Board's total investment in capital assets, net of accumulated depreciation.

Unrestricted - This represents assets with no external restriction as to use or purpose. This equity can be employed for any purpose designated by the governing board.

NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS

Notes to Financial Statements

NOTE 2 - DEPOSITS AND INVESTMENTS

All funds of the Board are deposited in board-designated official depositories or brokerage firms. The Board's cash and cash equivalent deposits include cash on deposit with commercial bank accounts and a certificate of deposit ("CD") held through the Certificate of Deposit Account Registry Service ("CDARS"). In January 2019, the Board closed the CDARS account.

Investments are recorded at fair value and net increases (decreases) in the fair value are recognized as a component of non-operating income. During the years ended June 30, 2019 and 2018, the Board's investment consisted of a CD with a 0.01% interest rate. The CD matured on November 28, 2018 and the Board held no investments as of June 30, 2019.

Custodial credit risk: Custodial credit risk is the risk that in the event of a bank failure, the Board's deposits may not be returned to it. The Board's deposits with each commercial bank are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Deposit accounts, at times, may exceed federally insured limits. At June 30, 2019, the Board had cash deposits that exceeded the FDIC limits by \$394,392.

Interest rate risk: Interest rate risk is the risk that the Board may face should interest rate variances affect the fair value of investments. The Board had no investments as of June 30, 2019.

Credit risk: Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. The Board had no investments as of June 30, 2019.

NOTE 3 - FAIR VALUE MEASUREMENTS

Fair value, as defined under U.S. GAAP, is an exit price representing the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. U.S. GAAP establishes a three-tier fair value hierarchy, which prioritizes the inputs used in measuring fair value. These tiers include: Level 1: Observable inputs such as quoted prices in active markets; Level 2: Inputs other than quoted prices in active markets that are either directly or indirectly observable; Level 3: Unobservable inputs about which little or no market data exists, therefore requiring an entity to develop its own assumptions.

Assets and liabilities are classified in their entirety based on the lowest level of input that is significant to the fair value measurement. The Board's assessment of the significance of a particular input to the fair value measurement requires judgment, and may affect the valuation of fair value assets and liabilities and their placement within the fair value hierarchy levels.

The following tables set forth by level the fair value hierarchy of the Board's financial assets and liabilities accounted for at fair value on a recurring basis as of June 30, 2018:

	Total			
	Fair Value	Level 1	Level 2	Level 3
Investments, certificate of deposit	\$ 48,910	\$ -	\$ 48,910	\$ -
	<u>\$ 48,910</u>	<u>\$ -</u>	<u>\$ 48,910</u>	<u>\$ -</u>

NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS

Notes to Financial Statements

NOTE 4 - CAPITAL ASSETS

Capital assets were comprised of the following:

	<u>Cost</u> <u>6/30/2018</u>	<u>Acquisitions</u>	<u>Disposals</u>	<u>Cost</u> <u>6/30/2019</u>	<u>Accumulated</u> <u>Depreciation</u>	<u>Net</u> <u>Amount</u>
Furniture and equipment	\$ 6,480	\$ -	\$ -	\$ 6,480	\$ 2,160	\$ 4,320
Software	5,000	-	-	5,000	1,807	3,193
	<u>\$ 11,480</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,480</u>	<u>\$ 3,967</u>	<u>\$ 7,513</u>

	<u>Cost</u> <u>6/30/2017</u>	<u>Acquisitions</u>	<u>Disposals</u>	<u>Cost</u> <u>6/30/2018</u>	<u>Accumulated</u> <u>Depreciation</u>	<u>Net</u> <u>Amount</u>
Furniture and equipment	\$ -	\$ 6,480	\$ -	\$ 6,480	\$ 864	\$ 5,616
Software	-	5,000	-	5,000	139	4,861
	<u>\$ -</u>	<u>\$ 11,480</u>	<u>\$ -</u>	<u>\$ 11,480</u>	<u>\$ 1,003</u>	<u>\$ 10,477</u>

NOTE 5 - RENT EXPENSE

The Board has an operating lease for office space and storage space. The lease term is for three years beginning October 31, 2017 and ending September 30, 2020, with monthly payments of \$2,326 escalating 3% annually. Rent expense for the years ended June 30, 2019 and 2018, totaled \$27,685 and \$25,374, respectively.

The Board also entered into an operating lease for a copier beginning March 28, 2019. The lease requires monthly payments of \$78 through March 2023. Rent expense related to this agreement was \$189 and \$0 for the years ended June 30, 2019 and 2018, respectively.

Future minimum lease payments under these operating leases are as follows:

<u>Years Ending June 30,</u>	
2020	\$ 29,468
2021	8,121
2022	936
2023	702
	<u>\$ 39,227</u>

NOTE 6 - RISK MANAGEMENT

The Board is exposed to various risks of loss related to torts; theft of, damage to, and the destruction of assets; errors and omissions; injuries to employees; and natural disasters. Tort claims of Board members up to \$1,000,000 are self-insured by the State under the authority of the State Tort Claims Act. Additional coverage is provided to the Board through the purchase of Directors' and Officers' liability insurance with a private insurance company. The Board also protects itself from exposures to loss through the purchase of commercial insurance including general liability, errors & omissions, and cybersecurity.

NORTH CAROLINA STATE BOARD OF CHIROPRACTIC EXAMINERS

Notes to Financial Statements

NOTE 7 - RELATED PARTIES

During the year ended June 30, 2018, the Board received donated office furniture with an estimated acquisition value of \$6,480 from a member of the board.

NOTE 8 - SUBSEQUENT EVENTS

Management of the Board evaluated subsequent events through October 9, 2019, which is the date the financial statements were available to be issued. Management discovered no subsequent events that should be disclosed.

The Board's audit was conducted in approximately 65 hours at a cost of \$9,900.