

**TRANSYLVANIA COUNTY
TOURISM DEVELOPMENT AUTHORITY**

(A COMPONENT UNIT OF TRANSYLVANIA COUNTY, NORTH CAROLINA)

AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2018

MARTIN  STARNES

& ASSOCIATES, CPAs, P.A.

"A Professional Association of Certified Public Accountants and Management Consultants"

**TRANSYLVANIA COUNTY
TOURISM DEVELOPMENT AUTHORITY
(A COMPONENT UNIT OF TRANSYLVANIA COUNTY, NORTH CAROLINA)
BREVARD, NORTH CAROLINA**

**AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2018**

Officers

Grant Bullard, Chair

Lori Roberts, Vice-Chair

Board Members

Aaron Baker
Mike Hawkins
Charlie Landreth
Layton Parker
Billy Smith

Jonathan Griffin, Interim Finance Director

TRANSYLVANIA COUNTY
TOURISM DEVELOPMENT AUTHORITY
(A COMPONENT UNIT OF TRANSYLVANIA COUNTY, NORTH CAROLINA)

AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2018

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MARTIN STARNES & ASSOCIATES, CPAs, P.A.

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Independent Auditor’s Report

To the Board of Directors
Transylvania County Tourism Development Authority
Brevard, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Transylvania County Tourism Development Authority (the “Authority”), a component unit of Transylvania County, North Carolina, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Authority’s basic financial statements as listed in the table of contents.

Management’s Responsibility for the Financial Statements

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

Auditor’s Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Authority as of June 30, 2018, and the respective changes in financial position, where appropriate, thereof and the respective budgetary comparison for the General Fund 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 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, economical, 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.

Martin Starnes & Associates, CPAs, P.A.

Martin Starnes & Associates, CPAs, P.A.
Hickory, North Carolina
October 17, 2018

Management's Discussion and Analysis

As management of the Transylvania County Tourism Development Authority (the "Authority"), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2018. 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

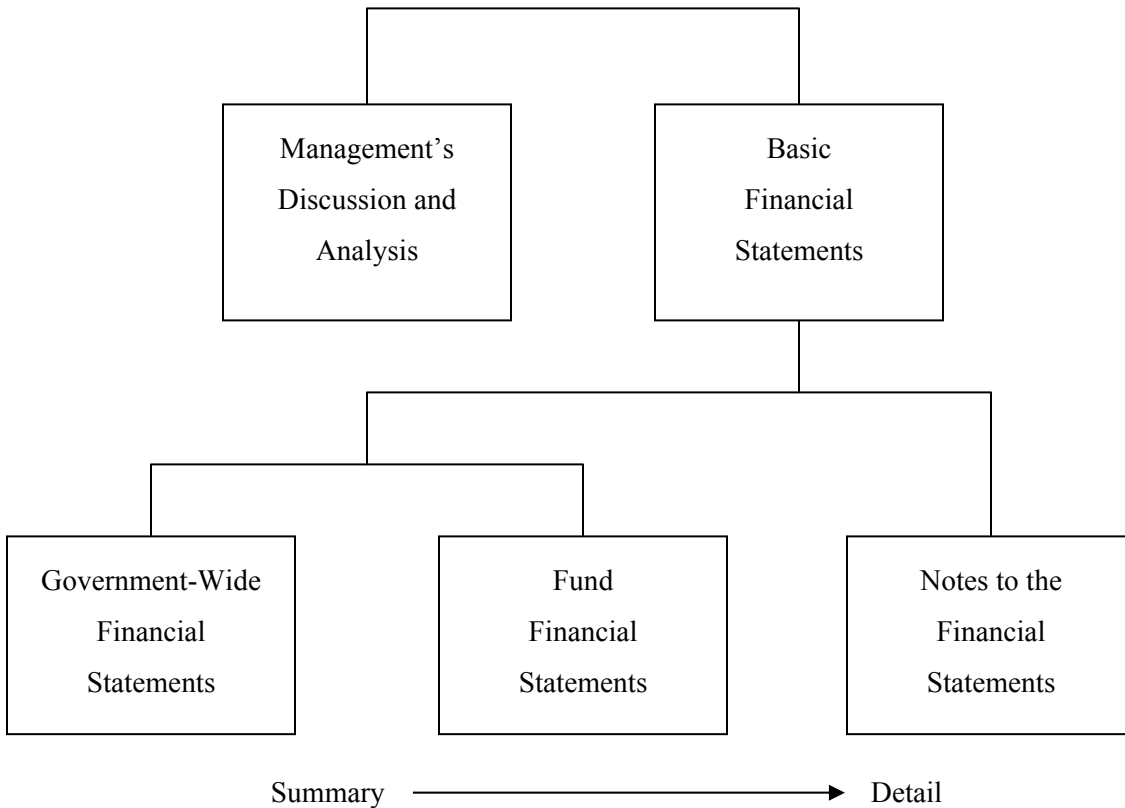
- The assets of the Authority exceeded its liabilities at the close of the period ended June 30, 2018 by \$432,072 (*net position*).
- As of the close of the fiscal year, the Authority's governmental fund reported an ending fund balance of \$432,072, an increase of \$30,490 in comparison with the prior year. Approximately 75.4 percent of this amount, \$325,679, is considered available for tourism promotion and related activities.
- At the end of the current fiscal year, available fund balance for the General Fund was \$325,679, or 38.5 percent, of total General Fund expenditures.
- The Authority plans to use fund balance for a number of tourism-related projects over the next three years that will reduce the fund balance by the end of that period to the targeted level of 30 percent of normal operating expenditures. A consulting firm has been hired to lead a strategic planning process for the Authority's Board of Directors to help determine where funds should be directed.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the 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 supplementary information that will enhance the reader's understanding of the financial condition of the Authority.

Required Components of Annual Financial Report

Figure 1



Basic Financial Statements

The first two statements (Exhibits A and B) 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 C through E) 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 funds statements and 2) the budgetary comparison statements.

The next section of the basic financial statements is the **Notes to the Financial Statements**. The notes to the financial statements explain in detail some of the data contained in those 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 total liabilities. Measuring net position is one way to gauge the Authority's financial condition.

The government-wide statements are comprised of a single category – governmental activities. The governmental activities include the Authority's promotion of tourism to the area. Room occupancy taxes finance these activities. The government-wide financial statements are on Exhibits A and B of this report.

Fund Financial Statements

The fund financial statements 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 Authority, like all other governmental entities in North Carolina, uses fund accounting to ensure and reflect compliance (or non-compliance) with finance-related legal requirements, such as the General Statutes or the Authority's budget ordinance. Currently, the Authority only maintains a General Fund.

Governmental Funds. Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. Currently, the Authority's activities are accounted for in one governmental fund, the General Fund. This 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. Governmental funds are reported using an accounting method called *modified accrual accounting* that provides a short-term spending focus. 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 Authority adopts an annual budget for its General Fund, as required by the General Statutes. The budget is a legally adopted document that incorporates input from citizens, the Authority's management, and the decisions of the Board members about which services to provide and how to pay for them. It also authorizes the Authority to obtain funds from identified sources to finance these current period activities. The budgetary statement provided for the General Fund demonstrates how well the Authority complied with the budget ordinance and whether or not the Authority succeeded in providing the services as planned when the budget was adopted. The statement shows four columns: 1) the original budget as adopted by the Authority's Board members; 2) the final budget as amended by the Board; 3) the actual resources, charges to appropriations, and ending balances in the General Fund; and 4) the difference or variance between the final budget and the actual resources and charges.

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 begin on page 14 of this report.

As noted earlier, net position may serve over time as one useful indicator of an authority’s financial condition. The assets of the Authority exceeded liabilities by \$432,072 as of June 30, 2018. The Authority’s net position increased by \$30,490 for the fiscal year ended June 30, 2018. The Authority uses its assets to promote tourism; consequently, these assets are for future spending for tourism activities only. The Authority’s total net position of \$432,072 represents resources that are restricted.

The Authority maintains a fund balance to have money available for both planned tourism-related projects and unforeseen promotional opportunities that may arise.

The increase in fund balance of \$30,490 is primarily due to continually high occupancy tax revenue growth and a plan to continue making appropriations to tourism-related projects in the upcoming year to spend down the TCTDA’s growing fund balance. The Authority has an informal fund balance target in place that identifies 30 percent of operating expenditures as the desired level.

Government-Wide Financial Analysis

**Transylvania County Tourism Development Authority’s
Net Position**

Figure 2

	<u>Governmental Activities</u>	
	<u>2018</u>	<u>2017</u>
Assets:		
Current and other assets	<u>\$ 501,210</u>	<u>\$ 438,325</u>
Liabilities:		
Accounts payable	<u>69,138</u>	<u>36,743</u>
Net Position:		
Restricted for:		
Stabilization by state statute	106,393	86,939
Tourism promotion	<u>325,679</u>	<u>314,643</u>
Total net position	<u><u>\$ 432,072</u></u>	<u><u>\$ 401,582</u></u>

**Transylvania County Tourism Development Authority's
Changes in Net Position**

Figure 3

	<u>Governmental Activities</u>	
	<u>2018</u>	<u>2017</u>
Revenues:		
General revenues:		
Restricted intergovernmental revenues	\$ 846,535	\$ 706,547
Other revenues	<u>30,141</u>	<u>24,128</u>
Total revenues	<u>876,676</u>	<u>730,675</u>
 Expenses:		
Economic and physical development	<u>846,186</u>	<u>743,568</u>
 Change in net position	 30,490	 (12,893)
 Net Position:		
Beginning of year - July 1	<u>401,582</u>	<u>414,475</u>
 End of year - June 30	 <u>\$ 432,072</u>	 <u>\$ 401,582</u>

Governmental Activities. Governmental activities increased the Authority's net position by \$30,490. Occupancy tax revenues grew by 19.8 percent due to an increase in Average Daily Rates (ADR) from \$124.63 to \$126.11 and an increase in overall occupancy. All indicators show that the short-term rental market has continued its tremendous growth, particularly with regard to the addition of properties, which explains the overall occupancy increase. However, expenditures, for special projects in particular, also grew as the Authority invested in new initiatives to promote the area and provide additional amenities to visitors and a comprehensive rebranding campaign for both the TCTDA and general tourism efforts.

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 fund is to provide information on near-term inflows, outflows, and balances of usable resources. Such information is useful in assessing the Authority's funding requirements. Specifically, available 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 only operating fund of the Authority. At the end of the current fiscal year, available fund balance of the General Fund was \$325,679 while total fund balance reached \$432,072. The Authority currently has available fund balance of 38.5 percent of General Fund expenditures, while total fund balance represents 51.1 percent of the same amount.

General Fund Budgetary Highlights. Generally, budget amendments fall into one of three categories: 1) amendments made to adjust the estimates that are used to prepare the original budget ordinance once exact information is available; 2) amendments made to recognize new funding amounts from external sources, such as federal and state grants; and 3) increases in appropriations that become necessary to maintain services. The Authority had no revisions to the budget during the fiscal year.

Revenues exceeded budgeted amounts mainly because actual occupancy returns exceeded projected levels as a result of the factors mentioned above. Expenditures were held in check to comply with budgetary restrictions.

Economic Factors

The following factors impact the growth and prosperity of the Authority:

- The Authority works actively to promote the County as a prime tourist destination for all seasons and strives to keep the tourism industry active throughout the entire year.
- Occupancy tax is the primary revenue source for the Authority, and the amount of tax collected is solely dependent on the tourism industry.
- National economic concerns and changing consumer spending patterns have a direct impact on the Authority's planning and budgeting.

Budget Highlights for the Fiscal Year Ending June 30, 2019

Fiscal Year 2019's budget for the Authority assumed 19.5 percent growth in occupancy tax revenues compared to occupancy tax revenues originally projected for Fiscal Year 2018. The total budget, however, exceeded the prior years by only 13.2 percent due to a decrease in the amount appropriated from fund balance. Although less, the Fiscal Year 2019 fund balance appropriation will provide additional funds for special tourism-related projects, such as a pedestrian foot bridge at the entrance of Pisgah National Forest, a long-term strategic planning consultant, the unveiling of a new brand, and additional "to be determined" projects with an emphasis on tourism infrastructure.

Requests for Information

This report is designed to provide an overview of the 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 Jonathan Griffin, Interim Finance Director, Transylvania County Tourism Development Authority, 175 East Main Street, Brevard, North Carolina 28712.

TRANSYLVANIA COUNTY TOURISM DEVELOPMENT AUTHORITY
(A COMPONENT UNIT OF TRANSYLVANIA COUNTY, NORTH CAROLINA)

STATEMENT OF NET POSITION
JUNE 30, 2018

	<u>Governmental Activities</u>
Assets:	
Current assets:	
Cash and investments	\$ 394,817
Due from primary government	<u>106,393</u>
Total assets	<u>501,210</u>
Liabilities:	
Accounts payable	<u>69,138</u>
Net Position:	
Restricted for:	
Stabilization by state statute	106,393
Tourism promotion	<u>325,679</u>
Total net position	<u>\$ 432,072</u>

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

TRANSYLVANIA COUNTY TOURISM DEVELOPMENT AUTHORITY
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STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Changes in Net Position</u>	
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>		<u>Capital Grants and Contributions</u>
				<u>Total Governmental Activities</u>	
Governmental Activities:					
Direct tourism promotion	\$ 846,186	\$ 25,220	\$ -	\$ -	\$ (820,966)
Total governmental activities	<u>\$ 846,186</u>	<u>\$ 25,220</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(820,966)</u>
General Revenues:					
Intergovernmental revenue:					
					846,535
					<u>4,921</u>
					<u>851,456</u>
Change in net position					30,490
Net Position:					
Beginning of year - July 1					<u>401,582</u>
Ending of year - June 30					<u>\$ 432,072</u>

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

TRANSYLVANIA COUNTY TOURISM DEVELOPMENT AUTHORITY
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BALANCE SHEET - GOVERNMENTAL FUND
JUNE 30, 2018

	<u>General Fund</u>
Assets:	
Cash and investments	\$ 394,817
Due from primary government	<u>106,393</u>
Total assets	<u>\$ 501,210</u>
Liabilities and Fund Balance:	
Liabilities:	
Accounts payable	<u>\$ 69,138</u>
Fund Balance:	
Restricted for:	
Stabilization by state statute	106,393
Tourism promotion	<u>325,679</u>
Total fund balance	<u>432,072</u>
Total liabilities and fund balance	<u>\$ 501,210</u>

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

TRANSYLVANIA COUNTY TOURISM DEVELOPMENT AUTHORITY
(A COMPONENT UNIT OF TRANSYLVANIA COUNTY, NORTH CAROLINA)

**STATEMENT OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCE - GOVERNMENTAL FUND
 FOR THE YEAR ENDED JUNE 30, 2018**

	<u>General Fund</u>
Revenues:	
Restricted intergovernmental revenue	\$ 846,535
Investment earnings	4,921
Sales and services	<u>25,220</u>
Total revenues	<u>876,676</u>
Expenditures:	
Economic and physical development	<u>846,186</u>
Total expenditures	<u>846,186</u>
Net change in fund balance	30,490
Fund Balance:	
Beginning of year - July 1	<u>401,582</u>
Ending of year - June 30	<u>\$ 432,072</u>

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

TRANSYLVANIA COUNTY TOURISM DEVELOPMENT AUTHORITY
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**SCHEDULE OF REVENUES, EXPENDITURES, AND
 CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
 GENERAL FUND
 FOR THE YEAR ENDED JUNE 30, 2018**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance Over/Under</u>
	<u>Original Budget</u>	<u>Final Budget</u>		
Revenues:				
Occupancy tax	\$ 693,885	\$ 693,885	\$ 846,535	\$ 152,650
Investment earnings	1,000	1,000	4,921	3,921
Sales and services	21,500	21,500	25,220	3,720
Total revenues	<u>716,385</u>	<u>716,385</u>	<u>876,676</u>	<u>160,291</u>
Expenditures:				
Economic and physical development	859,900	860,750	846,186	14,564
Total expenditures	<u>859,900</u>	<u>860,750</u>	<u>846,186</u>	<u>14,564</u>
Revenues over (under) expenditures	(143,515)	(144,365)	30,490	174,855
Other Financing Sources (Uses):				
Appropriated fund balance	143,515	144,365	-	(144,365)
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	30,490	<u>\$ 30,490</u>
Fund Balance:				
Beginning of year - July 1			<u>401,582</u>	
Ending of year - June 30			<u>\$ 432,072</u>	

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

TRANSYLVANIA COUNTY
TOURISM DEVELOPMENT AUTHORITY
(A COMPONENT UNIT OF TRANSYLVANIA COUNTY, NORTH CAROLINA)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2018

1. Summary of Significant Accounting Policies

The accounting policies of the Transylvania County Tourism Development Authority (the “Authority”) conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant accounting policies:

A. Reporting Entity

The North Carolina General Legislature enacted a law which authorized Transylvania County to levy a room occupancy and tourism development tax, and the Transylvania County Commissioners adopted a resolution levying this tax on August 25, 1986. The Transylvania County Commissioners created the Transylvania County Tourism Development Authority (the “Authority”) as a public authority under the Local Government Budget and Fiscal Control Act. The Authority is composed of seven voting members, serving without compensation and appointed by the County Commissioners, the Brevard City Council, and the Brevard Chamber of Commerce. The Board of the Transylvania County Tourism Development Authority approves the budget of the Authority. The Authority is a component unit of the County and discretely reported in the financial statements of the County. Quarterly reports are to be made to the County Commissioners. The Authority may contract with any person, firm, or organization to advise and assist in carrying out its duty to promote travel, tourism, and conventions for Transylvania County.

Transylvania County Commissioners, Brevard City Council, and Brevard Chamber of Commerce appoint the governing board of the Authority, and the Authority operates within the County’s boundaries for the benefit of the County’s residents. The County is not responsible for the debts or entitled to the surpluses of the Authority. The Authority has the power to approve its own budget and designate its own management.

B. Basis of Presentation

Government-Wide Statements. The Statement of Net Position and the Statement of Activities display information about the primary government, which is a single program government. These statements include the financial activities of the overall government and disclose the activity of the Authority as a governmental activity. The governmental activities are financed primarily through occupancy taxes and to a small extent through advertising revenues. The Authority has no business-type activities.

The Statement of Activities presents a comparison between direct expenses and program revenue for the Authority’s single program activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2018

Fund Financial Statements. The fund financial statements provide information about the Authority's funds. The emphasis of fund financial statements is on the major governmental fund.

The Authority reports the following major governmental fund:

General Fund. The General Fund is the Authority's primary and only operating fund. The General Fund accounts for all financial resources except those that are required to be accounted for in another fund. The primary source of revenue is occupancy taxes levied and collected by Transylvania County. The primary expenditures are for tourism development.

The General Fund is the Authority's only major fund for the period ended June 30, 2018.

C. Measurement Focus and Basis of Accounting

In accordance with North Carolina General Statutes, all funds of the Authority are maintained during the year using the current financial resources measurement funds and the modified accrual basis of accounting.

Government-Wide Financial Statements. The 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. On an accrual basis, revenue from Transylvania County's occupancy tax is recognized in the fiscal year for which the taxes are levied.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided; 2) operating grants and contributions; and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Governmental Fund Financial Statements. Governmental funds 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, except for compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. The Authority considers all revenues available if they are collected within 90 days after year-end.

**TRANSYLVANIA COUNTY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2018**

D. Budgetary Data

As required by the Local Government Budget and Fiscal Control Act (G.S. 159, Article 3), the governing board must adopt an annual balanced budget for all funds by July 1. The annual budget is prepared on the modified accrual basis of accounting to be compatible with the accounting system in recording transactions, as required by G.S. 159-26(c). Appropriations are made at the functional level and are amended as necessary by the governing board. Expenditures may not exceed appropriations at the functional level for the General Fund. All annual appropriations lapse at year-end. The budget ordinance must be adopted by July 1 of the fiscal year or the governing board must adopt an interim budget that covers the time until the annual ordinance can be adopted. During the year ended June 30, 2018, actual expenditures did not exceed the budgeted expenditures.

E. Assets, Liabilities, and Fund Equity

Deposits

All deposits of the Authority are made in Board-designated official depositories and are collateralized as required by North Carolina General Statute [159-31]. The Authority may designate, as an official depository, any bank or savings and loan 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.

Investments

State law [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, bonds and notes of any North Carolina local government or public authority, obligations of certain non-guaranteed federal agencies, certain high quality issues of commercial paper and bankers' acceptances, and the North Carolina Capital Management Trust (NCCMT).

Cash and Cash Equivalents

All cash and investments are essentially demand deposits and are considered cash and cash equivalents. The Authority considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash and cash equivalents.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2018

Allowance for Doubtful Accounts

All receivables that historically experience uncollectible accounts are shown net of an allowance for doubtful accounts. This amount is estimated by analyzing the percentage of receivables that were written off in prior years. The Authority currently has no receivables at June 30, 2018, deemed uncollectible.

Net Position/Fund Balance

Net Position

Net position in the government-wide financial statements is classified as net investment in capital assets, restricted, and unrestricted. Restricted net position represents constraints on resources that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through state statute.

Fund Balances

In the governmental fund financial statements, fund balance is composed of five classifications designed to disclose the hierarchy of constraints placed on how fund balance can be spent.

The governmental fund types classify fund balances as follows:

Non-Spendable Fund Balance. This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

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 – portion of fund balance that is restricted by State Statute [G.S. 159-8(a)].

Restricted for Tourism Promotion – portion of fund balance restricted by law to promote travel, tourism, and conventions in the Authority.

**TRANSYLVANIA COUNTY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2018**

Committed Fund Balance. The committed fund balance classification includes amounts that can only be used for the specific purposes determined by a formal action of the Authority’s highest level of decision-making authority. The governing board is the highest level of decision-making authority for the government that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Assigned Fund Balance. Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The governing board (the “Board”) has by resolution authorized the Finance Director to assign fund balance. The Board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year’s appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

Unassigned Fund Balance. Unassigned fund balance is the portion of fund balance that has not been restricted, committed, or assigned to specific purposes within the General Fund.

The Authority has a revenue spending policy that provides guidance for programs with multiple revenue sources. The Finance Officer will use resources in the following hierarchy: federal funds, state funds, local non-Authority funds, and Authority funds. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance and, lastly, unassigned fund balance. The Finance Officer has the authority to deviate from this policy if it is in the best interest of the Authority or when required by grant or other contractual agreements.

The Authority has not adopted a formal fund balance policy.

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

Total Fund Balance:	
General Fund	\$ 432,072
Less:	
Stabilization by state statute	<u>106,393</u>
Available fund balance	<u><u>\$ 325,679</u></u>

TRANSYLVANIA COUNTY
TOURISM DEVELOPMENT AUTHORITY
(A COMPONENT UNIT OF TRANSYLVANIA COUNTY, NORTH CAROLINA)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2018

2. Detail Notes on All Funds

A. Assets

Deposits

All the deposits of the Authority are either insured or collateralized under the Pooling Method. 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 their name. The amount of the pledged collateral is based on an approved averaging method for non-interest-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 undercollateralization, 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 risk for deposits, but relies on the State Treasurer to enforce standards of minimum capitalization for all pooling method financial institutions and to monitor them for compliance. The Authority complies with the provisions of G.S. 159-31 when designating official depositories and verifying that deposits are properly secured.

At June 30, 2018, the Authority's deposits had a carrying amount of \$394,817 and a bank balance of \$356,065. Of the bank balance, \$250,000 was covered by federal depository insurance and the remainder was covered by collateral held under the Pooling Method.

B. Risk Management

The Authority is exposed to various risks of loss related to torts; errors and omissions; and natural disasters. The Authority does not carry commercial insurance to cover these risks of loss. Since the Authority is a component unit of Transylvania County, the County's insurance coverage for these risks also covers the Authority. The Authority does not carry flood insurance.

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

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.

**TRANSYLVANIA COUNTY
TOURISM DEVELOPMENT AUTHORITY
(A COMPONENT UNIT OF TRANSYLVANIA COUNTY, NORTH CAROLINA)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2018**

C. Revenue

Occupancy Taxes

In accordance with State Law [S.L. 2005-88], a room occupancy tax of five percent of 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 County that is subject to sales tax imposed by the state under G.S. 105-164.4(a)(3) and from the rental of private residences and cottages within the County except those that are exempt from the sales tax imposed under G.S. 105-164.4(a)(3) solely because they are rented for less than 15 days or for 90 or more continuous days to the same person. This tax is in addition to any state or local sales tax. Gross proceeds of the tax are collected by Transylvania County and remitted to the Authority. Collection costs are set in the state law at three percent of the first \$500,000 of gross proceeds collected each year and one percent of the remaining gross receipts collected each year.

Occupancy tax distribution for the year ended June 30, 2018 was as follows:

Occupancy tax distribution	<u>\$ 846,535</u>
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