

**HOUSING AUTHORITY OF THE TOWN OF  
KEENESBURG, COLORADO**

**BASIC FINANCIAL STATEMENTS,  
REQUIRED SUPPLEMENTAL INFORMATION  
AND  
SUPPLEMENTAL INFORMATION**

**Year Ended December 31, 2020**

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**REQUIRED SUPPLEMENTAL INFORMATION-  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

## **Housing Authority of the Town of Keenesburg**

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### **MANAGEMENT'S DISCUSSION AND ANALYSIS Year Ended December 31, 2020**

This section of the Housing Authority of the Town of Keenesburg, Colorado's annual financial report presents our discussion and analysis of the Authority's financial performance during the fiscal year ended on December 31, 2020. This discussion and analysis is designed to assist the reader in focusing on the significant financial issues and activities and to identify any significant changes in financial position. Please read and consider the information presented in conjunction with the basic financial statements as a whole.

#### **FINANCIAL HIGHLIGHTS**

The term "Net Position" refers to the difference between assets and liabilities. The Authority's total net position as of December 31, 2020 was \$416,228. The net position decreased by (\$79,435), a decrease of 16% from the prior year. Of this amount, \$97,529 was reported as "unrestricted net position". Unrestricted net position represents the amount available to be used to meet the Authority's ongoing obligations to creditors and operations of facilities.

Operating income for the Authority was \$93,767 for the year ended December 31, 2020. This was an increase of \$5,094 or 6% over the prior year.

Operating expenses for the Authority were \$262,272 for the year ended December 31, 2020. This was an increase of \$65,142 or 33% over the prior year.

#### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report includes this *Management's Discussion and Analysis* report, the *Basic Financial Statements* and the *Notes to the Financial Statements*. This report also contains the Financial Data Schedule (FDS) as referenced in the section of supplemental information. Since the Authority is comprised of all enterprise funds, no entity-wide basic financial statements are shown.

#### **Required Financial Statements**

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

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

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended December 31, 2020**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONT'D)**

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

The Authority's Public Housing Program is the only major proprietary fund for presentation purposes. The Authority has no nonmajor funds.

Notes to the Financial Statements

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

Supplemental Information

This report also contains the Financial Data Schedule (FDS) as referenced in the section of *Supplemental Information*. HUD has established *Uniform Financial Reporting Standards* that require Housing Authorities to submit financial information electronically to HUD using the FDS format. The submitted financial information transmitted to the Real Estate Assessment Center (REAC) for the year ended December 31, 2020 is required to be included in the audit reporting package.

**FINANCIAL ANALYSIS**

**CONDENSED STATEMENT OF NET POSITION**

	FY 2020	FY 2019	Dollar Change	Percent Change
Current and other assets	\$ 122,008	\$ 180,726	\$ (58,718)	-32%
Capital assets	318,699	337,018	(18,319)	-5%
Total Assets	<u>440,707</u>	<u>517,744</u>	<u>(77,037)</u>	<u>-15%</u>
Current liabilities	24,479	22,081	2,398	11%
Total Liabilities	<u>24,479</u>	<u>22,081</u>	<u>2,398</u>	<u>11%</u>
Net Position				
Net investment in capital assets	318,699	337,018	(18,319)	-5%
Unrestricted	97,529	158,645	(61,116)	-39%
Total Net Position	<u>\$ 416,228</u>	<u>\$ 495,663</u>	<u>\$ (79,435)</u>	<u>-16%</u>

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**Year Ended December 31, 2020**

**FINANCIAL ANALYSIS (CONT'D)**

Net Position may serve, over time, as a useful indicator of a government's financial position. In the case of the Authority, assets exceeded liabilities by \$416,228 at the close of the year ended December 31, 2020. This represents a decrease of (\$79,435) which is a decrease of 16% from the prior year and was attributed to operations for the year end December 31, 2020.

Current and other assets decreased by (\$58,718) which was the result of operations before depreciation and resulted in a net decrease in cash of (\$28,856). In addition, the amount receivable from HUD decreased by (\$27,584) which is the result of when funds are requisitioned.

Current liabilities increased by \$2,398. There was no unusual reason for the change only the typical variability from year to year based on the timing of payments.

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

Unrestricted net position as of December 31, 2020 was \$97,529, a decrease of (\$61,116). Unrestricted net position represents the amount available to be used to meet the Authority's ongoing obligations to creditors and operations of facilities. The Authority has sufficient funds to meet requirements for cash outlays in the next fiscal year as well as the financial capacity to sustain operations. The Authority had no restricted net position that are subject to external restrictions on how they may be used. At the end of the current fiscal year, the Authority is able to report positive balances in all categories of net position. The same situation held true for the prior fiscal year.

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

As can be seen on the next page, total revenues increased by \$10,940, primarily due to the increase in rental income of \$5,748 or 7% and Federal operating grants of \$5,518. This increase in rental income was the normal fluctuation from year-to-year based on occupancy and rent composition.

HUD operating subsidy for the Authority was \$57,697 for the year ended December 31, 2020. This was a decrease of (\$4,788) from the prior year. The operating subsidy funding is determined by HUD on an annual basis and is primarily based on income and utility expenses. The Authority also expended \$20,082 of HUD capital grants for operations for the fiscal year ended December 31, 2020 compared to \$9,776 in the previous year. This amount will vary on the approved budget by HUD. The Authority has flexibility in the use of these funds.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended December 31, 2020**

**FINANCIAL ANALYSIS (CONT'D)**

**CONDENSED STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION**

	<u>FY 2020</u>	<u>FY 2019</u>	<u>Dollar Change</u>	<u>Percent Change</u>
<b>Revenues</b>				
Program revenues				
Rental	\$ 92,921	\$ 87,173	\$ 5,748	7%
HUD program contributions	77,779	72,261	5,518	8%
Other	846	1,500	(654)	-44%
General revenues				
Interest	722	394	328	83%
Total Revenues	<u>172,268</u>	<u>161,328</u>	<u>10,940</u>	<u>7%</u>
<b>Expenses</b>				
Depreciation	40,627	40,392	235	1%
Operating	221,645	156,738	64,907	41%
Nonoperating	-	400	(400)	-100%
Total Expenses	<u>262,272</u>	<u>197,530</u>	<u>64,742</u>	<u>33%</u>
Excess (deficiency) before contributions and special items	(90,004)	(36,202)	(53,802)	149%
Capital Contributions	22,308	28,767	(6,459)	
Special Items:				
Nonroutine maintenance	(11,739)	-	(11,739)	
Changes in Net Position	<u>(79,435)</u>	<u>(7,435)</u>	<u>(72,000)</u>	
Beginning Net Position	495,663	503,098	(7,435)	
Ending Net Position	<u>\$ 416,228</u>	<u>\$ 495,663</u>	<u>\$ (79,435)</u>	

Operating expenses for the Authority were \$221,645 for the year ended December 31, 2020. This was an increase of \$64,907 or 41% over the prior year. The majority of the increase was in maintenance which increased by \$63,139 or 89%. The significant increase in maintenance charges are due to the fact that the Keenesburg Housing Authority is now using all contract labor for maintenance work instead of having an employed maintenance man. This is due to not being able to find a candidate who wants to only work part time with no benefits, has any experience to do the job or is able to pass a background check. If someone comes along who can fill the position of maintenance man the Housing will certainly go back to employed maintenance man.

HUD capital contributions were \$22,308 for the year ended December 31, 2020. This was a decrease of (\$6,459) from the prior year. The Authority is allocated capital grant money each year as determined by HUD and remains relatively consistent from year to year based on the Authority's number of units. The amount presented will vary from year to year depending on the timing of projects as outlined in the HUD approved capital grant budget.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended December 31, 2020**

**OCCUPANCY**

The occupancy rate for 2020 was 100%. During 2020 we had 4 turnovers. The apartments were vacated for a combined total of 221 days. This does include an apartment that was vacated mid-December and did not get moved into until January of 2021. The apartments were only vacated for routine updates, repairs and cleaning as needed. Updates and repairs included new paint, flooring, cabinets, countertops, etc. as needed. The updates and repairs to apartments only consisted of a combined total of 103 days for these apartments. The other days were waiting for tenants to be able to move in, especially with COVID, as people could not move during shut down. We currently have a 2 to 3 year waiting list, with the majority of the applicants being low income families and single elderly people.

**CAPITAL ASSETS**

The Authority's net investment in capital assets as of December 31, 2020 amounts to \$318,699. This investment in capital assets includes land, buildings, improvements, equipment and construction in progress, less accumulated depreciation.

The total decrease in the Authority's net investment in capital assets for the current fiscal year was 5% in terms of net book value. The actual amount to purchase or construct capital assets was \$19,532 for the year. Depreciation charges for the year totaled \$40,627. Additional information on the Authority's capital assets can be found in Note F of the notes to the financial statements of this report.

Capital improvements made during 2020 included the materials, paint, flooring, appliances, cabinets, etc. needed to upgrade or repair vacated apartments before new tenant move in. We also put new doors on our storage shed and did some upgrades to it, as well as started putting new doors on all outside water heater and storage closets on apartment buildings. Capital fund money in 2020 was also used to paint our new privacy fence, sidewalk repairs, tree work on property, new screens on apartments as needed, and other repairs needed to property.

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

The Board of Commissioners and Management of the Housing Authority considered many factors when approving the fiscal year 2021 budget. The user charges are based on a tenant's income as established by HUD guidelines and are not adjustable. Operating subsidy is based on rental income, other income and utility consumption and costs. The amount of funding is also established and approved by HUD. In projecting the amount of rental income, the Authority considered prior year rental income and occupancy rates. The operating expenses are expected to increase by the economy's inflation rate.

**REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the Authority's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Executive Director, Housing Authority of the Town of Keenesburg, 250 East Woodward Ave., PO Box 367, Keenesburg, CO 80643.

**INDEPENDENT AUDITOR'S REPORT**



Randal D. Niewedde, CPA  
Jeffrey J. Wiens, CPA

CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners  
Housing Authority of the Town of Keenesburg, Colorado

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

We have audited the accompanying financial statements of the major fund of the Housing Authority of the Town of Keenesburg, Colorado, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Housing Authority of the Town of Keenesburg, Colorado'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 an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement.

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

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

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Housing Authority of the Town of Keenesburg, Colorado as of December 31, 2020, and the changes in its financial position and its cash flows 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, 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 inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, 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 limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Supplementary Information*

Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the Housing Authority of the Town of Keenesburg, Colorado's basic financial statements. The Financial Data Schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Financial Data Schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such Information has been subjected to 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 themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Financial Data Schedule is fairly stated, in all material respects in relation to the basic financial statements taken as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated May 10, 2021 on our consideration of the Housing Authority of the Town of Keenesburg, Colorado's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Housing Authority of the Town of Keenesburg, Colorado's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Housing Authority of the Town of Keenesburg, Colorado's internal control over financial reporting and compliance.

*Niewedde & Wiens, CPA's*

York, Nebraska  
May 10, 2021

## **BASIC FINANCIAL STATEMENTS**

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**STATEMENT OF NET POSITION**  
**December 31, 2020**

<b>ASSETS</b>	<u>Public Housing</u>
<b>CURRENT ASSETS:</b>	
Cash and cash equivalents	\$ 8,355
Investments	92,277
Accounts receivable, net	233
Due from other governments	2,776
Accrued interest receivable	992
Prepaid items	11,172
<i>Restricted:</i>	
Cash and cash equivalents	<u>6,203</u>
<b>TOTAL CURRENT ASSETS</b>	<u>122,008</u>
 <b>NONCURRENT ASSETS:</b>	
Capital Assets, non-depreciable	12,000
Capital Assets, depreciable, net	<u>306,699</u>
<b>TOTAL NONCURRENT ASSETS</b>	<u>318,699</u>
<b>TOTAL ASSETS</b>	<u>440,707</u>
 <b>LIABILITIES</b>	
<b>CURRENT LIABILITIES:</b>	
Accounts payable	5,887
Accrued payroll and benefits payable	714
Due to other governments	2,696
Unearned revenue	8,979
Tenant security deposits payable	<u>6,203</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u>24,479</u>
<b>TOTAL LIABILITIES</b>	<u>24,479</u>
 <b>NET POSITION</b>	
Net investment in capital assets	318,699
Unrestricted	<u>97,529</u>
<b>TOTAL NET POSITION</b>	<u>\$ 416,228</u>

See accompanying notes.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN**  
**FUND NET POSITION - PROPRIETARY FUND**  
**Year Ended December 31, 2020**

		<b>Public Housing</b>
<b>OPERATING REVENUES</b>		
Rental income	\$	92,921
Other income		846
TOTAL OPERATING REVENUES		93,767
<b>OPERATING EXPENSES</b>		
Administrative		32,712
Utilities		36,623
Ordinary maintenance and operations		134,306
General expense		18,004
Depreciation		40,627
TOTAL OPERATING EXPENSES		262,272
OPERATING INCOME (LOSS)		(168,505)
<b>NONOPERATING REVENUES (EXPENSES)</b>		
HUD operating subsidy		57,697
HUD capital grants - operations		20,082
Interest income		722
TOTAL NONOPERATING REVENUES (EXPENSES)		78,501
INCOME (LOSS) BEFORE CONTRIBUTIONS AND SPECIAL ITEMS		(90,004)
<b>CAPITAL CONTRIBUTIONS</b>		
HUD capital fund grants		22,308
<b>SPECIAL ITEMS</b>		
Nonroutine maintenance		(11,739)
INCREASE (DECREASE) IN NET POSITION		(79,435)
<b>NET POSITION:</b>		
Net position, beginning balance		495,663
TOTAL NET POSITION - ENDING BALANCE	\$	416,228

See accompanying notes.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**STATEMENT OF CASH FLOWS - PROPRIETARY FUND**  
**Year Ended December 31, 2020**

		<u>Public Housing</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Rental receipts	\$	94,233
Other receipts		846
Tenant security deposits		(329)
Cash payments for goods and services		(206,667)
Cash payments to employees for services		(22,247)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES		<u>(134,164)</u>
 <b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>		
HUD operating subsidy		88,057
HUD capital grants - operations		20,082
HUD CARES Act operating funds		8,880
Nonroutine maintenance		(11,739)
NET CASH PROVIDED (USED) BY NONCAPITAL FINANCING ACTIVITIES		<u>105,280</u>
 <b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Purchases and construction of capital assets		(19,532)
HUD capital fund grants		19,532
NET CASH PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES		<u>-</u>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Interest received		28
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES		<u>28</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		(28,856)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR		43,414
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$	<u><u>14,558</u></u>

See accompanying notes.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**STATEMENT OF CASH FLOWS-PROPRIETARY FUND (CONT'D)**  
**Year Ended December 31, 2020**

	<b>Public Housing</b>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:</b>	
Operating income (loss)	\$ (168,505)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Depreciation	40,627
Change in assets and liabilities:	
(Increase) decrease in accounts receivable	1,334
(Increase) decrease in prepaid insurance	1,638
Increase (decrease) in accounts payable	(8,749)
Increase (decrease) in tenant security deposits payable	(329)
Increase (decrease) in salaries and benefits payable	(375)
Increase (decrease) in due to other governments	217
Increase (decrease) in unearned revenue	(22)
<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	<b>\$ <u>(134,164)</u></b>

See accompanying notes.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

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

Organization

The Authority was created under the laws of the State of Colorado. The purpose of the Authority is to administer the Housing programs authorized by the United States Housing Act of 1937 and amendments contained in the Quality Housing and Work Responsibility Act of 1998. These programs are subsidized by the Federal Government through the U.S. Department of Housing and Urban Development (HUD).

The financial statements of the Authority have been prepared in accordance with accounting principles generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board ("GASB") is the standard-setting body for governmental accounting and financial reporting.

Financial Reporting Entity

In determining how to define the reporting entity, management has considered all potential component units. The decision to include a component unit in the reporting entity was made by applying the criteria set forth in Section 2100 and 2600 of the Government Accounting Standards Board Codification. These criteria state that the financial reporting entity consists of the primary government and organizations for which the primary government is financially accountable. In addition, the primary government may determine, through exercise of management's professional judgment, that the inclusion of an organization that does not meet the financial accountability criteria is necessary in order to prevent the reporting entity's financial statements from being misleading. In such instances, that organization should be included as a component unit. Based on these criteria, there are no additional agencies or entities which should be included in the financial statements of the Authority.

Basis of accounting, measurement focus, and financial statement presentation

The accounts of the Authority are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position, revenues and expenditures or expenses, as appropriate.

Proprietary funds are accounted for using the "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all assets and liabilities (whether current or noncurrent) are included in the Statement of Net Position. The Statement of Revenues, Expenses and Changes in Fund Net Position present increases (revenues) and decreases (expenses) in total net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

The Authority distinguishes between operating and nonoperating revenues and expenses in its Statement of Revenues, Expenses and Changes in Fund Net Position. For this purpose, the Authority's operating revenues result from providing low-income housing services such as tenant rent and other tenant charges. Operating expenses include the cost attributed to administration, tenant services, utilities, maintenance and operations, and depreciation on capital assets. All revenues and expenses not meeting these definitions are reported as nonoperating revenues and expenses. Proprietary Fund Financial Statements include a Statement of Net Position, a Statement of Revenues,

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

Expenses and Changes in Fund Net Position, and a Statement of Cash Flows for each major proprietary fund and non-major funds aggregated.

The model as defined in Statement No. 34 establishes criteria (percentage of the assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues or expenditures/expenses of either fund category or the governmental and enterprise combined) for determination of major Funds. If non-major funds exist, these funds are combined in a single column in the fund financial statements.

The Authority has a sole enterprise fund which includes the activities of the following programs:

***Public Housing Program.*** This fund accounts for the operation, maintenance, and development of housing units which are owned by the Authority. The development of the projects were funded primarily by the U.S. Department of Housing and Urban Development through loans and bonds. The loans have been forgiven by HUD and the bond debt service and repayment requirements are the responsibility of HUD and therefore no outstanding liabilities are recorded. The program is subsidized annually by operating subsidy from HUD and through Capital Grants for capital improvements.

Budgetary Process

The Authority establishes a budget for the fiscal year and is adopted by the Board of Commissioners.

Cash and Investments

All investments are recorded at fair value based on quoted market prices. Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties. Cash and Cash Investments are available upon demand and are considered to be "cash equivalents" when preparing these financial statements. In addition, any marketable securities that are owned by a specific amount and that are purchased with a maturity of ninety days or less are also considered to be "cash equivalents".

The Authority's deposits can only be invested in the following HUD approved investments: direct obligations of the federal government backed by the full faith and credit of the United States, obligations of federal government agencies, securities of government-sponsored agencies, demand and savings deposits, money-market deposit accounts, municipal depository fund, super now accounts, certificate of deposit, repurchase agreements, sweep accounts, separate trading of registered interest and principal securities (STRIPS), and mutual funds that consist of securities purchased from the HUD approved list.

Accounts Receivable

All receivables are current and therefore due within one year. Receivables are reported net of an allowance for uncollectible accounts and revenues net of uncollectibles. Allowances are reported when accounts are proven to be uncollectible.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

Prepaid Items

Prepaid balances are for payments made by the Authority in the current year to provide services occurring in the subsequent fiscal year.

Capital Assets and Depreciation

Property and equipment are stated at actual or estimated historical cost, net of accumulated depreciation. Contributions of assets are recorded at acquisition value at the date received. The Authority generally capitalized assets with cost of \$5,000 or more as purchases and construction outlays occur.

Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives are as follows:

Buildings	20-40 years
Building improvements	10-40 years
Furniture and fixtures	5-10 years
Equipment	3-10 years

Use of Restricted/Unrestricted Net Position

When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the Authority's policy is to apply restricted net position first.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect the reported amounts of certain assets, deferred outflows, liabilities, deferred inflows, revenues, expenditures, expenses, and other disclosures. Accordingly, actual results could differ from those estimates.

Grant Revenue

The Authority, a recipient of grant revenues, recognizes revenues (net of estimated uncollectible amounts, if any), when all applicable eligibility requirements, including time requirements are met in accordance with GASB Statement No. 33. Resources transmitted to the Authority before the eligibility requirements are met are reported as unearned revenue.

Compensated Absences

The Authority's policy does not allow employees to accumulate unused vacation or sick leave.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

Postemployment Benefits Other Than Pensions (OPEB)

OPEB benefits are part of an exchange of salaries and/or benefits in a future period as the result of employee services rendered during employment. In accordance with the accrual basis of accounting, generally benefits should be associated with the periods in which the exchange occurs, rather than with the periods when benefits are paid or provided. The Authority has not incurred, adopted a plan or obligated resources to other postemployment benefits as defined in GASB Statement No. 75.

Income Taxes

The Authority is a governmental subdivision of the State of Colorado and is exempt from Federal and State income taxes.

Taxpayer's Bill of Rights

In November, 1992, the voters of the State of Colorado approved an amendment to the State's Constitution limiting the amount of revenue which may be spent or retained by Colorado governmental entities. The amendment is in effect for most governmental entities for the years beginning after 1992, but exempts "enterprise" funds from the limitations. The Board of Commissioners of the Authority believes it is exempt from the provisions of the TABOR amendment because it is an "enterprise" (a business operation able to issue its own revenue bonds and receiving less than 10% of its revenue from state and local grants) as defined in the constitutional amendment. The Board also believes it is not subject to the provisions of TABOR because the governing board is not an elected board, does not have an electoral constituency, and does not have the power to impose taxes, all basic operational requirements of TABOR.

**NOTE B - DEPOSITS AND INVESTMENTS**

At December 31, 2020, the Authority's carrying amount of deposits was \$106,815 and the bank balances were \$120,399. As required by the Colorado Public Deposit Protection Act (PDPA), any amount in excess of the FDIC threshold (including accrued interest) shall be collateralized as required by the Public Deposit Protection Acts, article 10.5 of title 11, C.R.S., as amended or article 47 of title 11, C.R.S, as amended. All of the bank balances were covered by federal depository insurance. The Authority had cash on hand of \$20 as of December 31, 2020.

**NOTE C – ACCOUNTS RECEIVABLE**

A summary of accounts receivable as presented in the Statement of Net Position at December 31, 2020 is as follows:

Tenants	\$		233	
Allowance for doubtful accounts			--	
	\$		233	

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**NOTE D – DUE FROM OTHER GOVERNMENTS**

A summary of due from other governments as presented in the Statement of Net Position at December 31, 2020 is as follows:

HUD – capital fund grant	\$ <u>2,776</u>
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**NOTE E – PREPAID ITEMS**

A summary of prepaid items as presented in the Statement of Net Position at December 31, 2020 are as follows:

Prepaid insurance	\$ 10,388
Prepaid software support	784
	\$ <u>11,172</u>

**NOTE F – CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2020, was as follows:

	Balance 1/1/2020	Increases	Decreases	Balance 12/31/2020
<b>Non-depreciable assets:</b>				
Land	\$ 12,000	\$ -	\$ -	\$ 12,000
Construction in progress	-	22,308	(22,308)	-
<b>Total non-depreciable assets</b>	<u>12,000</u>	<u>22,308</u>	<u>(22,308)</u>	<u>12,000</u>
<b>Depreciable assets</b>				
Buildings	1,308,361	22,308	-	1,330,669
Equipment - Dwelling	11,126	-	-	11,126
Equipment - Administration	27,617	-	-	27,617
<b>Total depreciable assets</b>	<u>1,347,104</u>	<u>22,308</u>	<u>-</u>	<u>1,369,412</u>
<b>Total Capital Assets</b>	<u>1,359,104</u>	<u>44,616</u>	<u>(22,308)</u>	<u>1,381,412</u>
<b>Accumulated depreciation</b>				
Buildings	997,818	38,058	-	1,035,876
Equipment - Dwelling	7,795	632	-	8,427
Equipment - Administration	16,472	1,937	-	18,409
Total accumulated depreciation	<u>1,022,085</u>	<u>40,627</u>	<u>-</u>	<u>1,062,712</u>
<b>Depreciable assets, net</b>	<u>325,019</u>	<u>(18,319)</u>	<u>-</u>	<u>306,699</u>
<b>Capital assets, net</b>	<u>\$ 337,019</u>	<u>\$ 3,989</u>	<u>\$ (22,308)</u>	<u>\$ 318,699</u>

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**NOTE G – RESTRICTED ASSETS**

Cash and cash equivalents of \$6,203 as presented in the Statement of Net Position at December 31, 2020 is restricted for tenant security deposits.

**NOTE H – ACCOUNTS PAYABLE**

A summary of accounts payable as presented in the Statement of Net Position at December 31, 2020 is as follows:

Vendors and contractors	\$ <u>5,887</u>
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**NOTE I – DUE TO OTHER GOVERNMENTS**

A summary of due to other governments as presented in the Statement of Net Position at December 31, 2020 is as follows:

Payments in lieu of taxes	\$ <u>2,696</u>
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**NOTE J – UNEARNED REVENUE**

A summary of unearned revenue as presented in the Statement of Net Position at December 31, 2020 are as follows:

Tenant prepaid rents	\$ 99
HUD CARES Act revenue	<u>8,880</u>
	<u>\$ 8,979</u>

**NOTE K—NET POSITION**

The fund financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets and unrestricted.

- **Net Investment in Capital Assets** – This component groups all capital assets, including infrastructure, into one component of net position. Accumulated depreciation reduces the balance in this category.
- **Unrestricted** – This category represents net position of the Authority, not restricted for any project or other purposes.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**NOTE L – CONTINGENCIES**

The Authority recognizes as revenue grant monies received as reimbursement for costs incurred in certain Federal and State programs it administers. Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the Federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any of expenditures which may be disallowed by the grantor cannot be determined at this time although the Authority expects such amounts, if any to be immaterial.

**NOTE M - 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; injuries to employees; and natural disasters for which the Authority purchases commercial insurance.

During the year ended December 31, 2020, the Authority did not reduce insurance coverage from levels in place during the prior year. No settlements have exceeded coverage levels in place during the past three fiscal years.

**NOTE N – SUBSEQUENT EVENTS**

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) originated in Wuhan, China and has since spread to other countries, including the U.S. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. In addition, multiple jurisdictions in the U.S. have declared a state of emergency. It is anticipated that these impacts will continue for some time. There has been no immediate impact to the Authority's operations. Future potential impacts may include disruptions or restrictions on our employees' ability to work or the tenant's ability to pay the required monthly rent. Operating functions that may be changed include intake, recertifications and maintenance. Changes to the operating environment may increase operating costs. Additional impacts may include the ability of tenants to continue making rental payments as a result of job loss or other pandemic related issues. The future effects of these issues are unknown.

Housing Authority of the Town of Keenesburg (CO020)  
Keenesburg, CO  
Entity Wide Balance Sheet Summary

Submission Type: Audited/Non Single Audit

Fiscal Year End: 12/31/2020

	Project Total	14.PHC Public Housing CARES Act Funding	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$8,355		\$8,355		\$8,355
114 Cash - Tenant Security Deposits	\$6,203		\$6,203		\$6,203
100 Total Cash	\$14,558	\$0	\$14,558		\$14,558
122 Accounts Receivable - HUD Other Projects	\$2,776		\$2,776		\$2,776
126 Accounts Receivable - Tenants	\$233		\$233		\$233
126.1 Allowance for Doubtful Accounts -Tenants	\$0		\$0		\$0
126.2 Allowance for Doubtful Accounts - Other	\$0		\$0		\$0
129 Accrued Interest Receivable	\$992		\$992		\$992
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$4,001	\$0	\$4,001		\$4,001
131 Investments - Unrestricted	\$92,277		\$92,277		\$92,277
142 Prepaid Expenses and Other Assets	\$2,292	\$8,880	\$11,172		\$11,172
150 Total Current Assets	\$113,128	\$8,880	\$122,008		\$122,008
161 Land	\$12,000		\$12,000		\$12,000
162 Buildings	\$1,330,669		\$1,330,669		\$1,330,669
163 Furniture, Equipment & Machinery - Dwellings	\$11,126		\$11,126		\$11,126
164 Furniture, Equipment & Machinery - Administration	\$27,617		\$27,617		\$27,617
165 Accumulated Depreciation	-\$1,062,713		-\$1,062,713		-\$1,062,713
160 Total Capital Assets, Net of Accumulated Depreciation	\$318,699	\$0	\$318,699		\$318,699
180 Total Non-Current Assets	\$318,699	\$0	\$318,699		\$318,699
290 Total Assets and Deferred Outflow of Resources	\$431,827	\$8,880	\$440,707		\$440,707
312 Accounts Payable <= 90 Days	\$464		\$464		\$464
321 Accrued Wage/Payroll Taxes Payable	\$714		\$714		\$714
333 Accounts Payable - Other Government	\$2,696		\$2,696		\$2,696
341 Tenant Security Deposits	\$6,203		\$6,203		\$6,203
342 Unearned Revenue	\$99	\$8,880	\$8,979		\$8,979
346 Accrued Liabilities - Other	\$5,423		\$5,423		\$5,423
310 Total Current Liabilities	\$15,599	\$8,880	\$24,479		\$24,479
300 Total Liabilities	\$15,599	\$8,880	\$24,479		\$24,479
508.4 Net Investment in Capital Assets	\$318,699		\$318,699		\$318,699
512.4 Unrestricted Net Position	\$97,529	\$0	\$97,529		\$97,529
513 Total Equity - Net Assets / Position	\$416,228	\$0	\$416,228		\$416,228
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$431,827	\$8,880	\$440,707		\$440,707

Housing Authority of the Town of Keenesburg (CO020)  
Keenesburg, CO  
Entity Wide Revenue and Expense Summary

Submission Type: Audited/Non Single Audit

Fiscal Year End: 12/31/2020

	Project Total	14.PHC Public Housing CARES Act Funding	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$90,373		\$90,373		\$90,373
70400 Tenant Revenue - Other	\$2,548		\$2,548		\$2,548
70500 Total Tenant Revenue	\$92,921	\$0	\$92,921	\$0	\$92,921
70600 HUD PHA Operating Grants	\$77,779		\$77,779		\$77,779
70610 Capital Grants	\$22,308		\$22,308		\$22,308
71100 Investment Income - Unrestricted	\$722	\$0	\$722		\$722
71500 Other Revenue	\$846		\$846		\$846
72000 Investment Income - Restricted		\$0	\$0		\$0
70000 Total Revenue	\$194,576	\$0	\$194,576	\$0	\$194,576
91100 Administrative Salaries	\$20,199		\$20,199		\$20,199
91200 Auditing Fees	\$3,150		\$3,150		\$3,150
91400 Advertising and Marketing	\$125		\$125		\$125
91500 Employee Benefit contributions - Administrative	\$1,673		\$1,673		\$1,673
91600 Office Expenses	\$4,128		\$4,128		\$4,128
91700 Legal Expense	\$90		\$90		\$90
91800 Travel	\$70		\$70		\$70
91900 Other	\$3,277		\$3,277		\$3,277
91000 Total Operating - Administrative	\$32,712	\$0	\$32,712	\$0	\$32,712
93100 Water	\$12,146		\$12,146		\$12,146
93200 Electricity	\$12,423		\$12,423		\$12,423
93300 Gas	\$8,640		\$8,640		\$8,640
93600 Sewer	\$3,414		\$3,414		\$3,414
93000 Total Utilities	\$36,623	\$0	\$36,623	\$0	\$36,623
94200 Ordinary Maintenance and Operations - Materials and Other	\$23,131		\$23,131		\$23,131
94300 Ordinary Maintenance and Operations Contracts	\$111,175		\$111,175		\$111,175
94000 Total Maintenance	\$134,306	\$0	\$134,306	\$0	\$134,306
96110 Property insurance	\$12,875		\$12,875		\$12,875
96120 Liability Insurance	\$1,723		\$1,723		\$1,723
96130 Workmen's Compensation	\$575		\$575		\$575
96140 All Other Insurance	\$135		\$135		\$135
96100 Total Insurance Premiums	\$15,308	\$0	\$15,308	\$0	\$15,308
96300 Payments in Lieu of Taxes	\$2,696		\$2,696		\$2,696
96000 Total Other General Expenses	\$2,696	\$0	\$2,696	\$0	\$2,696
96900 Total Operating Expenses	\$221,645	\$0	\$221,645	\$0	\$221,645
97000 Excess of Operating Revenue over Operating Expenses	-\$27,069	\$0	-\$27,069	\$0	-\$27,069
97400 Depreciation Expense	\$40,627		\$40,627		\$40,627
90000 Total Expenses	\$262,272	\$0	\$262,272	\$0	\$262,272
10010 Operating Transfer In	\$20,082		\$20,082	-\$20,082	\$0
10020 Operating transfer Out	-\$20,082		-\$20,082	\$20,082	\$0
10080 Special Items (Net Gain/Loss)	-\$11,739		-\$11,739		-\$11,739
10100 Total Other financing Sources (Uses)	-\$11,739	\$0	-\$11,739	\$0	-\$11,739
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$79,435	\$0	-\$79,435	\$0	-\$79,435
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0		\$0
11030 Beginning Equity	\$495,663	\$0	\$495,663		\$495,663
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0		\$0		\$0
11190 Unit Months Available	240		240		240
11210 Number of Unit Months Leased	234		234		234
11270 Excess Cash	\$76,767		\$76,767		\$76,767
11620 Building Purchases	\$22,308		\$22,308		\$22,308

Housing Authority of the Town of Keenesburg (CO020)  
Keenesburg, CO  
Single Project Revenue and Expense

Submission Type: Audited/Non Single  
Audit

Fiscal Year End: 12/31/2020

Project: CO020000001 TIMBERWOOD

	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$90,373		\$90,373
70400 Tenant Revenue - Other	\$2,548		\$2,548
70500 Total Tenant Revenue	\$92,921	\$0	\$92,921
70600 HUD PHA Operating Grants	\$57,697	\$20,082	\$77,779
70610 Capital Grants		\$22,308	\$22,308
71100 Investment Income - Unrestricted	\$722		\$722
71500 Other Revenue	\$846		\$846
70000 Total Revenue	\$152,186	\$42,390	\$194,576
91100 Administrative Salaries	\$20,199		\$20,199
91200 Auditing Fees	\$3,150		\$3,150
91400 Advertising and Marketing	\$125		\$125
91500 Employee Benefit contributions - Administrative	\$1,673		\$1,673
91600 Office Expenses	\$4,128		\$4,128
91700 Legal Expense	\$90		\$90
91800 Travel	\$70		\$70
91900 Other	\$3,277		\$3,277
91000 Total Operating - Administrative	\$32,712	\$0	\$32,712
93100 Water	\$12,146		\$12,146
93200 Electricity	\$12,423		\$12,423
93300 Gas	\$8,640		\$8,640
93600 Sewer	\$3,414		\$3,414
93000 Total Utilities	\$36,623	\$0	\$36,623
94200 Ordinary Maintenance and Operations - Materials and Other	\$23,131		\$23,131
94300 Ordinary Maintenance and Operations Contracts	\$111,175		\$111,175
94000 Total Maintenance	\$134,306	\$0	\$134,306
96110 Property Insurance	\$12,875		\$12,875
96120 Liability Insurance	\$1,723		\$1,723
96130 Workmen's Compensation	\$575		\$575
96140 All Other Insurance	\$135		\$135
96100 Total Insurance Premiums	\$15,308	\$0	\$15,308
96300 Payments in Lieu of Taxes	\$2,696		\$2,696
96000 Total Other General Expenses	\$2,696	\$0	\$2,696
96900 Total Operating Expenses	\$221,645	\$0	\$221,645
97000 Excess of Operating Revenue over Operating Expenses	-\$69,459	\$42,390	-\$27,069
97400 Depreciation Expense	\$40,627		\$40,627
90000 Total Expenses	\$262,272	\$0	\$262,272
10010 Operating Transfer In	\$20,082		\$20,082
10020 Operating transfer Out		-\$20,082	-\$20,082
10060 Special Items (Net Gain/Loss)	-\$11,739		-\$11,739
10100 Total Other financing Sources (Uses)	\$8,343	-\$20,082	-\$11,739
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$101,743	\$22,308	-\$79,435
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$495,663	\$0	\$495,663
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$22,308	-\$22,308	\$0
11190 Unit Months Available	240		240
11210 Number of Unit Months Leased	234		234
11270 Excess Cash	\$76,767		\$76,767
11620 Building Purchases	\$0	\$22,308	\$22,308

**SUPPLEMENTAL INFORMATION**

**GOVERNMENT AUDITING STANDARDS SECTION**

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

**Independent Auditors Report**

To the Board of Commissioners  
Housing Authority of the Town of Keenesburg, Colorado

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the major fund of the Housing Authority of the Town of Keenesburg, Colorado, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Housing Authority of the Town of Keenesburg, Colorado's basic financial statements, and have issued our report thereon dated May 10, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Housing Authority of the Town of Keenesburg, Colorado's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the Town of Keenesburg, Colorado's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the Town of Keenesburg, Colorado's internal control.

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

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in the internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we did identify a deficiency in internal control that we consider to be a material weakness and is described in the accompanying schedule of findings and responses as Finding 2020-1.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Housing Authority of the Town of Keenesburg, Colorado's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Response to Finding**

The Housing Authority of the Town of Keenesburg, Colorado's response to the finding identified in our audit is described in the accompanying corrective action plan. The Housing Authority of the Town of Keenesburg, Colorado's response was not subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on it.

## **Purpose of this Report**

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

*Niewedde & Wiens, CPA's*

York, Nebraska  
May 10, 2021

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**December 31, 2020**

The audit report for the year ended December 31, 2019 contained one finding and no questioned costs.

**Finding 2019-1: Internal Controls** – This finding is repeated because the Authority is a small entity and it is not financially feasible to correct this finding.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**December 31, 2020**

**Finding 2020-1: Internal Control Structure**  
**Material Weakness**

**Criteria:** A properly designed internal control structure relies greatly on a proper segregation of duties between several individuals. The duties related to initiating, authorizing, recording, processing and reporting financial data would be segregated so there is less likelihood that a misstatement of the entity's financial statements would occur.

**Condition:** The Authority consists of one administrative employee and as a result does not have personnel assigned responsibilities in such a way that different employees handle different parts of the same transaction. The limited number of employees results in an inadequate overall internal control structure design.

**Cause:** The Authority has limited staff and does not have the resources to properly segregate duties.

**Effect or Potential Effect:** The lack of segregation of duties related to the controls over the categories above are significant deficiencies that could result in a material misstatement in the financial statements.

**Recommendation:** The Authority has limited resources and additional controls are not financially feasible in the hiring of additional staff. The Authority is a small entity and the lack of segregation of duties is common among entities with minimal employees and should be recognized as such. However, it is not our intent to establish internal controls as the Authority's Board should make the final determination in the cost versus benefit.

**Housing Authority of the Town of Keenesburg**

**P.O. Box 367, 250 E. Woodward Ave., Keenesburg, CO 80643 Phone: 303-732-4221**

**Fax: 303-732-0979**

**CORRECTIVE ACTION PLAN  
Year Ended December 31, 2020**

The following are responses to and the corrective action to be taken in regard to the findings as reported in the accompanying Schedule of Findings and Responses for the fiscal year ended December 31, 2020:

**ITEM**

- 2020-1** The Authority is a small entity and recognizes the lack of segregation of duties associated with the limited number of personnel. Due to our small size the cost of adding employees to implement these controls, the expected benefit would be a significant increase in the cost and at this time we feel the cost would exceed the benefit.

Contact Person: Adriane Roskop, Executive Director  
250 East Woodward Ave.  
Keenesburg, CO 80643  
303-732-4221

## **AGREED-UPON PROCEDURE**

Randal D. Niewedde, CPA  
Jeffrey J. Wiens, CPA

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

To the Board of Commissioners  
Housing Authority of the Town of Keenesburg, Colorado

We have performed the procedure enumerated in the second paragraph of this report, which was agreed to by the Housing Authority of the Town of Keenesburg, Colorado and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), on whether the electronic submission of certain information agrees with related hard copy documents. The Housing Authority of the Town of Keenesburg, Colorado is responsible for the accuracy and completeness of the electronic submission. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedure enumerated below either for the purpose for which this report has been requested or for any other purpose.

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

Procedure	UFRS Rule Information	Hard Copy Document(s)	Findings
1	Balance Sheet and Revenue and Revenue and Expense (account numbers 111 to 13901)	Financial Data Schedule, all CFDA's, if applicable.	Agrees
2	Footnotes (data element G5000-010)	Footnotes to audited basic financial statements	Agrees
3	Type of opinion on FDS (date element G3100-040)	Auditor's supplemental report on FDS	Agrees
4	Basic financial statements and auditor reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)	Agrees

This agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in the *Government Auditing Standards* issued by the Comptroller General of the United States. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the electronic submission of the items listed in the "UFRS Rule Information" column in the chart below. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

We were engaged to perform an audit of the financial statements of the Housing Authority of the Town of Keenesburg, Colorado as of and for the year ended December 31, 2020, and have issued our report thereon dated May 10, 2021. The information in the "Hard Copy Documents" column was included within the scope, or was a by-product, of that audit. Further, our opinion on the fair presentation of the Housing Authority of the Town of

Keenesburg, Colorado's Financial Data Schedule dated May 10, 2021, was expressed in relation to the basic financial statements of the Housing Authority taken as a whole.

A copy of the financial statement package and the FDS, which includes the auditor's report, is available in its entirety from the Housing Authority of the Town of Keenesburg, Colorado. We have not performed any additional auditing procedures since the date of the aforementioned audit report.

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

*Niewedde & Wiens, CPA's*

York, Nebraska  
May 10, 2021