

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

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

**Year Ended December 31, 2022**

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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, 2022**

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, 2022. 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, 2022 was \$367,868. The net position decreased by (\$58,106), a decrease of 14% from the prior year. Of this amount, \$74,020 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 \$100,797 for the year ended December 31, 2022. This was an increase of \$7,121 or 8% over the prior year.

Operating expenses for the Authority were \$268,817 for the year ended December 31, 2022. This was an increase of \$42,542 or 19% 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 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, 2022**

**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 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, 2022 is required to be included in the audit reporting package.

**FINANCIAL ANALYSIS**

**CONDENSED STATEMENT OF NET POSITION**

	<u>FY 2022</u>	<u>FY 2021</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Current and other assets	\$ 94,926	\$ 128,140	\$ (33,214)	-26%
Capital assets	293,848	320,465	(26,617)	-8%
Total Assets	<u>388,774</u>	<u>448,605</u>	<u>(59,831)</u>	<u>-13%</u>
Current liabilities	20,906	22,631	(1,725)	-8%
Total Liabilities	<u>20,906</u>	<u>22,631</u>	<u>(1,725)</u>	<u>-8%</u>
<b>Net Position</b>				
Net investment in capital assets	293,848	320,465	(26,617)	-8%
Unrestricted	74,020	105,509	(31,489)	-30%
Total Net Position	<u>\$ 367,868</u>	<u>\$ 425,974</u>	<u>\$ (58,106)</u>	<u>-14%</u>

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended December 31, 2022**

**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 \$367,868 at the close of the year ended December 31, 2022. This represents a decrease of (\$58,106) which is a decrease of 14% from the prior year and was attributed to operations for the year end December 31, 2022.

Current and other assets decreased by (\$33,214) which was the result of operations before depreciation and noncapital grant funds used for capital improvements which resulted in a net decrease in cash and investments of (\$29,195). In addition, the amount receivable from HUD decreased by (\$5,753) which was the result of when funds are requisitioned and when payments made.

Current liabilities decreased by (\$1,725). 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, 2022 was \$74,020 which decreased by (\$31,489). 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 \$11,459, primarily due to the increase in rental income of \$7,280 or 7.8% and Federal operating grants of \$5,027. The increase in rental income was the fluctuation from year-to-year based on rent compositions and occupancy.

HUD operating subsidy for the Authority was \$59,232 for the year ended December 31, 2022. This was a decrease of (\$5,382) 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 \$43,155 of HUD capital grants for operations for the fiscal year ended December 31, 2022 compared to \$23,866 in the previous year. This amount will vary on the approved budget by HUD. The Authority has flexibility in the use of these funds.

The Authority also recognized \$8,880 in CARES Act funding from HUD as a result of COVID-19 in the previous year.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended December 31, 2022**

**FINANCIAL ANALYSIS (CONT'D)**

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

	<u>FY 2022</u>	<u>FY 2021</u>	<u>Dollar Change</u>	<u>Percent Change</u>
<b>Revenues</b>				
Program revenues				
Rental	\$ 100,415	\$ 93,135	\$ 7,280	7.8%
HUD program contributions	102,387	97,360	5,027	5%
Other	382	541	(159)	-29%
General revenues				
Interest	1,333	2,022	(689)	-34%
Total Revenues	<u>204,517</u>	<u>193,058</u>	<u>11,459</u>	<u>6%</u>
<b>Expenses</b>				
Depreciation	41,460	41,197	263	1%
Operating	227,357	185,078	42,279	23%
Nonoperating	-	2,242	(2,242)	-100%
Total Expenses	<u>268,817</u>	<u>228,517</u>	<u>40,300</u>	<u>18%</u>
Excess (deficiency) before contributions and special items	(64,300)	(35,459)	(28,841)	81%
Capital Contributions	14,844	45,205	(30,361)	
Special Items:				
Nonroutine maintenance	(8,650)	-	(8,650)	
Changes in Net Position	(58,106)	9,746	(67,852)	
Beginning Net Position	425,974	416,228	9,746	
Ending Net Position \$	<u>\$ 367,868</u>	<u>\$ 425,974</u>	<u>\$ (58,106)</u>	

Operating expenses for the Authority were \$227,357 for the year ended December 31, 2022. This was an increase of \$42,279 or 23% over the prior year. The following expense categories had significant changes from the prior year:

- Administrative increased by \$13,500
- Utilities increased by \$9,084
- Maintenance increased by \$15,519

The Keenesburg Housing had an increase in an administrative cost due to lawyer fees for an eviction that was carried out from May to October. The tenant that was getting evicted kept taking this back to court and costing many more fees than normal for this process.

An increase in utilities in 2022 was due to the rise of costs from the utility companies.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended December 31, 2022**

**FINANCIAL ANALYSIS (CONT'D)**

The increase for contract maintenance charges is because the KHA is having a hard time finding maintenance man so is still using the contract maintenance. This year there was more charges, after the eviction as the tenant had destroyed the apartment so more time and materials was needed for repairs to be completed.

HUD capital contributions were \$14,844 for the year ended December 31, 2022. This was a decrease of (\$30,361 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.

**OCCUPANCY**

The occupancy rate for 2022 was 100% with 2 turnovers. The apartments were vacated for a total number of 185 days. One apartment was from the eviction with a lot of damage so took a little bit longer than normal to be repaired. The other was a normal move out repair. Updates included paint, flooring, faucets, bathroom sinks and vanities, wall repairs, lighting, etc. The updates and repairs to both apartments totaled 102 days, the other 83 days was waiting for someone to take and move into the apartment. The waiting list is open and approximately a 2 to 3 year wait with the majority of applicants being single elderly folks.

**CAPITAL ASSETS**

The Authority's net investment in capital assets as of December 31, 2022 amounts to \$293,848. 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 8% in terms of net book value. The actual amount to purchase or construct capital assets was \$14,844 for the year. Depreciation charges for the year totaled \$41,460. Additional information on the Authority's capital assets can be found in Note H of the notes to financial statements of this report.

**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 2023 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.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended December 31, 2022**

**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**

## INDEPENDENT AUDITOR'S REPORT

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

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

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, 2022, 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.

In our opinion, the accompanying 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, 2022, and the changes in financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Housing Authority of the Town of Keenesburg, Colorado, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

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

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

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of

internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

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

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

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with 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. The 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 June 28, 2023 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  
June 28, 2023

## **BASIC FINANCIAL STATEMENTS**

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**STATEMENT OF NET POSITION**  
**December 31, 2022**

<b>ASSETS</b>	<u>Public Housing</u>
<b>CURRENT ASSETS:</b>	
Cash and cash equivalents	\$ 1,595
Investments	79,256
Accounts receivable, net	1,956
Accrued interest receivable	426
Prepaid items	3,766
<i>Restricted:</i>	
Cash and cash equivalents	<u>7,927</u>
<b>TOTAL CURRENT ASSETS</b>	<u>94,926</u>
 <b>NONCURRENT ASSETS:</b>	
Capital Assets, non-depreciable	12,000
Capital Assets, depreciable, net	<u>281,848</u>
<b>TOTAL NONCURRENT ASSETS</b>	<u>293,848</u>
<b>TOTAL ASSETS</b>	<u>388,774</u>
 <b>LIABILITIES</b>	
<b>CURRENT LIABILITIES:</b>	
Accounts payable	10,045
Accrued payroll and benefits payable	16
Due to other governments	2,707
Unearned revenue	1,656
Tenant security deposits payable	<u>6,482</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u>20,906</u>
<b>TOTAL LIABILITIES</b>	<u>20,906</u>
 <b>NET POSITION</b>	
Net investment in capital assets	293,848
Unrestricted	<u>74,020</u>
<b>TOTAL NET POSITION</b>	<u>\$ <u>367,868</u></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, 2022**

		<u>Public Housing</u>
<b>OPERATING REVENUES</b>		
Rental income	\$	100,415
Other income		382
<b>TOTAL OPERATING REVENUES</b>		<u>100,797</u>
<b>OPERATING EXPENSES</b>		
Administrative		48,282
Tenant services		62
Utilities		44,672
Ordinary maintenance and operations		111,026
General expense		23,315
Depreciation		41,460
<b>TOTAL OPERATING EXPENSES</b>		<u>268,817</u>
<b>OPERATING INCOME (LOSS)</b>		<u>(168,020)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>		
HUD operating subsidy		59,232
HUD capital grants - operations		43,155
Interest income		1,333
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>		<u>103,720</u>
<b>INCOME (LOSS) BEFORE CONTRIBUTIONS AND SPECIAL ITEMS</b>		<u>(64,300)</u>
<b>CAPITAL CONTRIBUTIONS</b>		
HUD capital fund grants		14,844
<b>SPECIAL ITEMS</b>		
Nonroutine maintenance - trees		(8,650)
<b>INCREASE (DECREASE) IN NET POSITION</b>		<u>(58,106)</u>
<b>NET POSITION:</b>		
Net position, beginning balance		425,974
<b>TOTAL NET POSITION - ENDING BALANCE</b>	<b>\$</b>	<u><u>367,868</u></u>

See accompanying notes.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**STATEMENT OF CASH FLOWS - PROPRIETARY FUND**  
**Year Ended December 31, 2022**

		<u>Public Housing</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Rental receipts	\$	98,865
Other receipts		382
Tenant security deposits		200
Cash payments for goods and services		(212,772)
Cash payments to employees for services		(12,572)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES		<u>(125,897)</u>
 <b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>		
HUD operating subsidy		61,381
HUD capital grants - operations		43,155
Nonroutine maintenance - trees		(8,650)
NET CASH PROVIDED (USED) BY NONCAPITAL FINANCING ACTIVITIES		<u>95,886</u>
 <b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Purchases and construction of capital assets		(20,290)
HUD capital fund grants		19,893
NET CASH PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES		<u>(397)</u>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Net (deposits) withdrawals to investments		15,705
Interest received		1,213
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES		<u>16,918</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		<u>(13,490)</u>
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR		<u>23,012</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$	<u><u>9,522</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, 2022**

		<u>Public Housing</u>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET</b>		
<b>CASH PROVIDED (USED) BY OPERATING ACTIVITIES:</b>		
Operating income (loss)	\$	(168,020)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:		
Depreciation		41,460
Change in assets and liabilities:		
(Increase) decrease in accounts receivable		(1,740)
(Increase) decrease in prepaid Items		126
Increase (decrease) in accounts payable		2,729
Increase (decrease) in tenant security deposits payable		200
Increase (decrease) in salaries and benefits payable		(735)
Increase (decrease) in due to other governments		(107)
Increase (decrease) in unearned revenue		190
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	\$	<u>(125,897)</u>

See accompanying notes.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2022**

**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, 2022**

**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, 2022**

**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, 2022**

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

Leases

The leases entered into are considered short-term operating leases. The Authority has not entered into any material leases to be accrued as defined by GASB 87.

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, 2022, the Authority's carrying amount of deposits was \$88,758 and the bank balances were \$97,270. 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, 2022.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2022**

**NOTE C – ACCOUNTS RECEIVABLE**

A summary of accounts receivable as presented in the Statement of Net Position at December 31, 2022 is as follows:

Tenants	\$ 3,331
Allowance for doubtful accounts	<u>(1,375)</u>
	<u>\$ 1,956</u>

**NOTE D – PREPAID ITEMS**

A summary of prepaid items as presented in the Statement of Net Position at December 31, 2022 is as follows:

Prepaid insurance	\$ 2,957
Prepaid software support	<u>809</u>
	<u>\$ 3,766</u>

**NOTE E – RESTRICTED ASSETS**

A summary of restricted cash and cash equivalents as presented in the Statement of Net Position at December 31, 2022 are as follows:

Tenant security deposits	\$ 6,482
Capital fund grants	<u>1,445</u>
	<u>\$ 7,927</u>

**NOTE F – ACCOUNTS PAYABLE**

A summary of accounts payable as presented in the Statement of Net Position at December 31, 2022 is as follows:

Vendors and contractors	<u>\$ 10,045</u>
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**NOTE G – DUE TO OTHER GOVERNMENTS**

A summary of due to other governments as presented in the Statement of Net Position at December 31, 2022 is as follows:

Payments in lieu of taxes	<u>\$ 2,707</u>
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**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2022**

**NOTE H – CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2022 was as follows:

	Balance 1/1/2022	Increases	Decreases	Balance 12/31/2022
<b>Non-depreciable assets:</b>				
Land	\$ 12,000	\$ -	\$ -	\$ 12,000
Construction in progress	-	14,844	(14,844)	-
<b>Total non-depreciable assets</b>	<b>12,000</b>	<b>14,844</b>	<b>(14,844)</b>	<b>12,000</b>
<b>Depreciable assets</b>				
Buildings	1,375,874	14,844	-	1,390,718
Equipment - Administration	21,279	-	-	21,279
Equipment - Dwelling	11,126	-	-	11,126
<b>Total depreciable assets</b>	<b>1,408,279</b>	<b>14,844</b>	<b>-</b>	<b>1,423,123</b>
<b>Total Capital Assets</b>	<b>1,420,279</b>	<b>29,688</b>	<b>(14,844)</b>	<b>1,435,123</b>
<b>Accumulated depreciation</b>				
Buildings	1,074,973	39,451	-	1,114,424
Equipment - Administration	15,782	1,409	-	17,191
Equipment - Dwelling	9,059	600	-	9,659
<b>Total accumulated depreciation</b>	<b>1,099,814</b>	<b>41,460</b>	<b>-</b>	<b>1,141,274</b>
<b>Depreciable assets, net</b>	<b>308,465</b>	<b>(26,616)</b>	<b>-</b>	<b>281,848</b>
<b>Capital assets, net</b>	<b>\$ 320,465</b>	<b>\$ (11,772)</b>	<b>\$ (14,844)</b>	<b>\$ 293,848</b>

**NOTE I – UNEARNED REVENUE**

A summary of unearned revenue as presented in the Statement of Net Position at December 31, 2022 are as follows:

Tenant prepaid rents	\$ 211
Capital fund grant revenue	<u>1,445</u>
	<u>\$ 1,656</u>

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2022**

**NOTE J—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.

**NOTE K – 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 L - 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, 2022, 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.

**SUPPLEMENTAL INFORMATION**

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

Submission Type: Audited/Non Single Audit

Fiscal Year End: 12/31/2022

	Project Total	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$1,595	\$1,595		\$1,595
112 Cash - Restricted - Modernization and Development	\$1,445	\$1,445		\$1,445
114 Cash - Tenant Security Deposits	\$6,482	\$6,482		\$6,482
100 Total Cash	\$9,522	\$9,522		\$9,522
126 Accounts Receivable - Tenants	\$3,331	\$3,331		\$3,331
126.1 Allowance for Doubtful Accounts - Tenants	-\$1,375	-\$1,375		-\$1,375
129 Accrued Interest Receivable	\$426	\$426		\$426
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$2,382	\$2,382		\$2,382
131 Investments - Unrestricted	\$79,256	\$79,256		\$79,256
142 Prepaid Expenses and Other Assets	\$3,766	\$3,766		\$3,766
150 Total Current Assets	\$94,926	\$94,926		\$94,926
161 Land	\$12,000	\$12,000		\$12,000
162 Buildings	\$1,390,718	\$1,390,718		\$1,390,718
163 Furniture, Equipment & Machinery - Dwellings	\$11,126	\$11,126		\$11,126
164 Furniture, Equipment & Machinery - Administration	\$21,279	\$21,279		\$21,279
166 Accumulated Depreciation	-\$1,141,275	-\$1,141,275		-\$1,141,275
160 Total Capital Assets, Net of Accumulated Depreciation	\$293,848	\$293,848		\$293,848
180 Total Non-Current Assets	\$293,848	\$293,848		\$293,848
290 Total Assets and Deferred Outflow of Resources	\$388,774	\$388,774		\$388,774
312 Accounts Payable <= 90 Days	\$2,310	\$2,310		\$2,310
321 Accrued Wage/Payroll Taxes Payable	\$16	\$16		\$16
333 Accounts Payable - Other Government	\$2,707	\$2,707		\$2,707
341 Tenant Security Deposits	\$6,482	\$6,482		\$6,482
342 Unearned Revenue	\$1,656	\$1,656		\$1,656
345 Accrued Liabilities - Other	\$7,735	\$7,735		\$7,735
310 Total Current Liabilities	\$20,906	\$20,906		\$20,906
300 Total Liabilities	\$20,906	\$20,906		\$20,906
508.4 Net Investment in Capital Assets	\$293,848	\$293,848		\$293,848
512.4 Unrestricted Net Position	\$74,020	\$74,020		\$74,020
513 Total Equity - Net Assets / Position	\$367,868	\$367,868		\$367,868
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$388,774	\$388,774		\$388,774

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: 12/31/2022

	Project Total	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$98,054	\$98,054		\$98,054
70400 Tenant Revenue - Other	\$2,361	\$2,361		\$2,361
70500 Total Tenant Revenue	\$100,415	\$100,415	\$0	\$100,415
70500 HUD PHA Operating Grants	\$102,387	\$102,387		\$102,387
70610 Capital Grants	\$14,844	\$14,844		\$14,844
71100 Investment Income - Unrestricted	\$1,333	\$1,333		\$1,333
71500 Other Revenue	\$382	\$382		\$382
70000 Total Revenue	\$219,361	\$219,361	\$0	\$219,361
91100 Administrative Salaries	\$11,254	\$11,254		\$11,254
91200 Auditing Fees	\$3,350	\$3,350		\$3,350
91300 Management Fee	\$12,600	\$12,600		\$12,600
91400 Advertising and Marketing	\$160	\$160		\$160
91500 Employee Benefit contributions - Administrative	\$883	\$883		\$883
91600 Office Expenses	\$7,433	\$7,433		\$7,433
91700 Legal Expense	\$9,701	\$9,701		\$9,701
91900 Other	\$2,901	\$2,901		\$2,901
91000 Total Operating - Administrative	\$48,282	\$48,282	\$0	\$48,282
92400 Tenant Services - Other	\$62	\$62		\$62
92500 Total Tenant Services	\$62	\$62	\$0	\$62
93100 Water	\$13,336	\$13,336		\$13,336
93200 Electricity	\$12,410	\$12,410		\$12,410
93300 Gas	\$13,450	\$13,450		\$13,450
93600 Sewer	\$5,476	\$5,476		\$5,476
93000 Total Utilities	\$44,672	\$44,672	\$0	\$44,672
94200 Ordinary Maintenance and Operations - Materials and Other	\$16,254	\$16,254		\$16,254
94300 Ordinary Maintenance and Operations Contracts	\$94,772	\$94,772		\$94,772
94000 Total Maintenance	\$111,026	\$111,026	\$0	\$111,026
95000 Total Protective Services	\$0	\$0	\$0	\$0
96110 Property Insurance	\$16,522	\$16,522		\$16,522
96120 Liability Insurance	\$1,808	\$1,808		\$1,808
96130 Workmen's Compensation	\$408	\$408		\$408
96140 All Other Insurance	\$135	\$135		\$135
96100 Total insurance Premiums	\$18,873	\$18,873	\$0	\$18,873
96200 Other General Expenses	\$360	\$360		\$360
96300 Payments in Lieu of Taxes	\$2,707	\$2,707		\$2,707
96400 Bad debt - Tenant Rents	\$1,375	\$1,375		\$1,375
96000 Total Other General Expenses	\$4,442	\$4,442	\$0	\$4,442
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0
98900 Total Operating Expenses	\$227,357	\$227,357	\$0	\$227,357
97000 Excess of Operating Revenue over Operating Expenses	-\$7,996	-\$7,996	\$0	-\$7,996
97400 Depreciation Expenses	\$41,460	\$41,460		\$41,460
90000 Total Expenses	\$268,817	\$268,817	\$0	\$268,817
10010 Operating Transfer In	\$37,405	\$37,405	-\$37,405	\$0
10020 Operating transfer Out	-\$37,405	-\$37,405	\$37,405	\$0
10080 Special Items (Net Gain/Loss)	-\$8,650	-\$8,650		-\$8,650
10100 Total Other financing Sources (Uses)	-\$8,650	-\$8,650	\$0	-\$8,650
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$58,106	-\$58,106	\$0	-\$58,106
11020 Required Annual Debt Principal Payments	\$0	\$0		\$0
11030 Beginning Equity	\$425,974	\$425,974		\$425,974
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	\$50,342	\$50,342		\$50,342
11620 Building Purchases	\$14,844	\$14,844		\$14,844

Housing Authority of the Town of Keenesburg (CO020)  
Keenesburg, CO

Single Project Revenue and Expense

Submission Type: Audited/Non Single  
Audit

Fiscal Year End: 12/31/2022

Project: CO02000001 TIMBERWOOD

	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$98,054		\$98,054
70400 Tenant Revenue - Other	\$2,361		\$2,361
70500 Total Tenant Revenue	\$100,415	\$0	\$100,415
70600 HUD PHA Operating Grants	\$59,232	\$43,155	\$102,387
70510 Capital Grants		\$14,844	\$14,844
71100 Investment Income - Unrestricted	\$1,333		\$1,333
71500 Other Revenue	\$382		\$382
70000 Total Revenue	\$161,362	\$57,999	\$219,361
91100 Administrative Salaries	\$10,954	\$300	\$11,254
91200 Auditing Fees		\$3,350	\$3,350
91300 Management Fee	\$10,500	\$2,100	\$12,600
91400 Advertising and Marketing	\$160		\$160
91500 Employee Benefit contributions - Administrative	\$883		\$883
91600 Office Expenses	\$7,433		\$7,433
91700 Legal Expense	\$9,701		\$9,701
91900 Other	\$2,901		\$2,901
91000 Total Operating - Administrative	\$42,532	\$5,750	\$48,282
92400 Tenant Services - Other	\$62		\$62
92500 Total Tenant Services	\$62	\$0	\$62
93100 Water	\$13,336		\$13,336
93200 Electricity	\$12,410		\$12,410
93300 Gas	\$13,450		\$13,450
93600 Sewer	\$5,476		\$5,476
93000 Total Utilities	\$44,672	\$0	\$44,672
94200 Ordinary Maintenance and Operations - Materials and Other	\$16,254		\$16,254
94300 Ordinary Maintenance and Operations Contracts	\$94,772		\$94,772
94000 Total Maintenance	\$111,026	\$0	\$111,026
96110 Property Insurance	\$16,522		\$16,522
96120 Liability Insurance	\$1,808		\$1,808
96130 Workmen's Compensation	\$408		\$408
96140 All Other Insurance	\$135		\$135
96100 Total insurance Premiums	\$18,873	\$0	\$18,873
96200 Other General Expenses	\$360		\$360
96300 Payments in Lieu of Taxes	\$2,707		\$2,707
96400 Bad debt - Tenant Rents	\$1,375		\$1,375
96000 Total Other General Expenses	\$4,442	\$0	\$4,442
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0
96900 Total Operating Expenses	\$221,607	\$5,750	\$227,357
97000 Excess of Operating Revenue over Operating Expenses	-\$60,245	\$52,249	-\$7,996
97400 Depreciation Expense	\$41,460		\$41,460
90000 Total Expenses	\$263,067	\$5,750	\$268,817
10010 Operating Transfer In	\$37,405		\$37,405
10020 Operating transfer Out		-\$37,405	-\$37,405
10080 Special Items (Net Gain/Loss)	-\$8,650		-\$8,650
10100 Total Other financing Sources (Uses)	\$28,755	-\$37,405	-\$8,650
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$72,950	\$14,844	-\$58,106
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$425,974	\$0	\$425,974
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$14,844	-\$14,844	\$0
11190 Unit Months Available	240		240
11210 Number of Unit Months Leased	234		234
11270 Excess Cash	\$50,342		\$50,342
11620 Building Purchases	\$0	\$14,844	\$14,844

**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, 2022, 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 June 28, 2023.

**Report on 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 deficiencies in internal control that we consider to be material weaknesses and are described in the accompanying schedule of findings and responses as Findings 2022-1 and 2022-2.

## **Report on 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 is required to be reported under *Government Auditing Standards*.

## **Housing Authority of the Town of Keenesburg, Colorado Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Housing Authority of the Town of Keenesburg, Colorado's responses to the findings identified in our audit and described in the accompanying schedule of findings and responses. The Housing Authority of the Town of Keenesburg, Colorado's responses were not subjected to the other auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on the responses.

## **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  
June 28, 2023

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**December 31, 2022**

The audit report for the year ended December 31, 2021 contained one finding and no questioned costs.

**Finding 2021-1: 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, 2022**

**Finding 2022-1: 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.

**Finding 2022-2: Financial Condition**  
**Material Weakness**

**Criteria:** The Public Housing Program has limited revenue resources and the financial condition should be monitored closely to ensure the Authority can continue to operate in an effective and efficient manner.

**Condition:** During our audit for the year ended December 31, 2022, we noted the Authority continues to report an operating loss from operations before the recording of depreciation. Below is a table that depicts the loss during the respective years. This table does not include any funds used for operations from the capital funds:

Year Ended December 31, 2022	\$ <u>(65,995)</u>
Year Ended December 31, 2021	\$ <u>(18,128)</u>
Year Ended December 31, 2020	\$ <u>(69,459)</u>

In addition, the Authority had budgeted a loss of (\$38,220) for the year ended December 31, 2022.

As of December 31, 2022, the Authority's unrestricted net position was \$74,020 compared to \$105,509 as of December 31, 2021. Unrestricted net position represents the Authority's ability to sustain operations.

**HOUSING AUTHORITY OF THE TOWN OF KEENESBURG, COLORADO**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**December 31, 2022**

**Finding 2022-2 (cont'd)**

**Cause:** The Authority is incurring operating costs that exceed the operating resources and is not preparing a budget that is not conducive to sound fiscal policy. In addition, the Authority has made the decision to use independent contractors for all aspects of the maintenance function of the Authority. This is costing the Authority more than having a maintenance person on staff.

**Effect or Potential Effect:** The effect of this could result in the future declining financial condition of the Authority and could jeopardize the financial viability of the Housing Authority if the expenses continue to exceed revenues as indicated previously.

**Recommendation:** We recommend the Authority review the operating expenses and determine which areas could be reduced. In addition, the Board should take a proactive role in monitoring the financial condition of the Authority. The Board should refrain from approving a budget deficit in the future, the budget should be approved based on available financial resources.

**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, 2022**

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, 2022:

**ITEM**

- 2022-1** Now that The Keenesburg Housing Authority is being managed by the Fort Lupton Housing Authority we are going to start implementing different procedures when it comes to our monthly bookkeeping to get this finding removed.
- 2022-2** The KHA had a lengthy eviction in 2022 that took many more resources than usual. We are not looking at having another of those, but to also offset the biggest cost of maintenance we are making changes to the maintenance contract to lower the hours and costs for maintenance.

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 procedures enumerated below on whether the electronic submission of certain information agrees with the hard copy documents within the reporting package for the year ended December 31, 2022. The U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC) is responsible for the Uniform Financial Reporting Standards (UFRS) procedures.

The Housing Authority of the Town of Keenesburg, Colorado has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of complying with the REAC's UFRS requirements for the submission of the PHA financial data for the year ended December 31, 2022. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

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 Federal Assistance Listing Numbers, 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

We were engaged by the Housing Authority of the Town of Keenesburg, Colorado to perform this agreed-upon procedure engagement and conducted our engagement in accordance with attestation standards established by the AICPA 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 engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on UFRS Rule Information. 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.

We are required to be independent of the Housing Authority of the Town of Keenesburg, Colorado and REAC and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedure engagement.

This report is intended solely for the information and use of the Housing Authority of the Town of Keenesburg, Colorado and REAC, and is not intended to be, and should not be, used by anyone other than these specified parties.

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, 2022, and have issued our report thereon dated June 28, 2023. 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 June 28, 2023, 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 Financial Data Schedule, 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  
June 28, 2023