

**FREDERICK COUNTY, MARYLAND
BELL COURT APARTMENTS**

**Financial Statements and Supplementary Information
Together with Reports of Independent Public Accountants**

For the Year Ended June 30, 2013



JUNE 30, 2013

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REPORT OF INDEPENDENT PUBLIC ACCOUNTANTS

Board of County Commissioners
Frederick County, Maryland

Report on the Financial Statements

We have audited the accompanying financial statements of the Frederick County, Maryland's Bell Court Apartments (the Project) DHCD Project No. 26.11.0001.0, an enterprise fund of Frederick County, Maryland, as of June 30, 2013, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Project's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 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 opinions.



Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Project, as of June 30, 2013, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Project's basic financial statements. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The accompanying supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have issued our report dated September 25, 2013 on our consideration of the Project's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is 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 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 Board's internal control over financial reporting and compliance.

Hunt Valley, Maryland
September 25, 2013

SBC & Company, LLC

**FREDERICK COUNTY, MARYLAND
BELL COURT APARTMENTS**

**Statement of Net Position
For the Year Ended June 30, 2013**

ASSETS

Current Assets

Cash	\$ 15,538
Accrued receivable	1,136
Total Current Assets	16,674

Capital Assets

Building	1,877,880
Equipment	175,000
Accumulated depreciation	(1,000,864)
Land (non-depreciable)	132,200
Total Capital Assets	1,184,216

Restricted Deposits

Tenant security deposits	11,219
Hazard insurance escrow	2,338
Replacement reserve	469,852
Total Restricted Deposits	483,409
Total Assets	1,684,299

LIABILITIES AND NET POSITION

Current Liabilities

Accrued expenses	9,062
Security deposits	11,219
Total Current Liabilities	20,281

Net Position

Invested in capital assets	1,184,216
Restricted	479,802
Total Net Position	\$ 1,664,018

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

**FREDERICK COUNTY, MARYLAND
BELL COURT APARTMENTS**

**Statement of Revenue, Expenses and Change in Net Position
For the Year Ended June 30, 2013**

Revenue	
Rent	\$ 114,170
Miscellaneous	318
Interest	2,467
Total Revenue	116,955
Expenses	
Salaries and benefits	30,040
Audit expense	3,090
Travel	45
Miscellaneous administrative expense	10,342
Total administrative expenses	43,517
Contracts	4,675
Building and ground expense	18,090
Other operating and maintenance expense	725
Total operating and maintenance expense	23,490
Utilities	21,459
Property and liability insurance	2,338
Depreciation	77,292
Total Expenses	168,096
Change in net position	(51,141)
Net position, beginning of year	1,715,159
Net Position, End of Year	\$ 1,664,018

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

**FREDERICK COUNTY, MARYLAND
BELL COURT APARTMENTS**

**Statement of Cash Flows
For the Year Ended June 30, 2013**

Cash Flows from Operating Activities

Receipts

Rental receipts	\$ 114,170
Miscellaneous	318
Interest income	2,744
Total Receipts	117,232

Disbursements

Administration expenses	41,302
Utilities expenses	21,459
Operating and maintenance	23,490
Insurance expenses	2,338
Total Disbursements	88,589
Net Cash from Operating Activities	28,643

Cash Flows from Investing Activities

Net deposits to project reserves fund	(27,188)
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Net Change in Cash	1,455
Cash, beginning of year	14,083
Cash, End of Year	\$ 15,538

Reconciliation of Change in Net Position to Net Cash from Operating Activities

Change in net position	\$ (51,141)
Adjustments to reconcile net loss to net cash from operating activities:	
Depreciation	77,292
Effects of changes in non-cash operating assets and liabilities:	
Decrease in accrued receivables	277
Increase in accrued expenses	2,215
Cash restricted for tenant security deposits	1,001
Tenant security deposits held in trust	(1,001)
Net Cash from Operating Activities	\$ 28,643

**FREDERICK COUNTY, MARYLAND
BELL COURT APARTMENTS**

**Notes to the Financial Statements
June 30, 2013**

1. ORGANIZATION

Bell Court Apartments, an enterprise fund of Frederick County, Maryland, is a 28-unit complex located in Woodsboro, Maryland. Funds from the Department of Housing and Community Development (DHCD) were loaned to a local non-profit organization, Western Maryland Interfaith Housing Development Corporation, to construct the facility.

In 1997, the property was transferred to Frederick County, Maryland and the County has assumed the rights and obligations.

The following significant accounting policies have been followed in the preparation of the financial statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The Project recognized its revenue and expenses on the accrual basis of accounting, which records income as earned and expenses as incurred.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities as of the date of the financial statements and reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Capital Assets

Capital assets are stated at cost. Depreciation on the building is provided using the straight-line method over estimated useful life of the asset, which is thirty years for buildings and twenty years for equipment.

Income Taxes

Under the provisions of the Internal Revenue Code, Frederick County, Maryland Bell Court Apartments is not a taxable entity and accordingly there is no provision for income taxes.

**FREDERICK COUNTY, MARYLAND
BELL COURT APARTMENTS**

**Notes to the Financial Statements
June 30, 2013**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Replacement Reserve

In accordance with provisions of the Regulatory Agreement between Frederick County, Maryland and the Maryland Department of Housing and Community Development, the Project makes monthly deposits of \$1,511 to the DHCD's servicing agent, to be held and used for replacement of property and various other uses with the approval of the DHCD. The balance held in the restricted cash account as of June 30, 2013 was \$469,852. As required by the DHCD's Regulatory Agreement, a specified amount of the mortgaged amount is to be regularly set aside as a reserve for property replacement.

Hazard Insurance

The Project pays for the annual hazard insurance premium therefore, they only maintain a one year balance in the DHCD's servicing agent in the amount of \$2,338. There was a \$2,338 balance held in the restricted escrow account as of June 30, 2013.

Tenant Security Deposits

In accordance with provisions of the Regulatory Agreement between Frederick County, Maryland and the Maryland Department of Housing and Community Development, the Project must establish and maintain an interest bearing tenant security deposit account. The balance held in the restricted account for tenant security deposits as of June 30, 2013 was \$11,219.

3. CAPITAL ADVANCE

The Project received a capital advance to construct the facility. This advance is a non-interest-bearing note of \$1,813,056 for which repayment is not required as long as the housing remains available for low-income elderly persons for forty years. This \$1,813,056 is not recorded as a liability, but instead is included in net position as the amount is considered equity, because the repayment is only a contingent liability and as of June 30, 2013, management does not believe repayment is likely. Payments of principal on the note are deferred and remain outstanding in perpetuity. Upon default by the Project under the terms of the note, the entire principal and interest would become due and payable upon demand. The Project went to final closing in September 1995. As of June 30, 2013, the Project is not in default.

**FREDERICK COUNTY, MARYLAND
BELL COURT APARTMENTS**

**Notes to the Financial Statements
June 30, 2013**

4. LEASE COMMITMENTS

The Project has entered into one-year lease agreements with individual tenants for the rental of housing units. The current monthly rent for tenants whose lease began on or before June 30, 2011, and who pay more than 40% of their income for housing costs is \$283. The currently monthly rent for tenants whose lease began on or after July 1, 2011 is between \$335 and \$700. Under the regulatory agreement, the Project is to follow guidelines provided by DHCD to determine the amount of rent that may be charged.

5. COMMITMENT

Under the regulatory agreement, the Project is required to remit within ninety days after the end of each fiscal year any surplus cash, as defined by the regulatory agreement, to be deposited in the Project's reserve account. As of June 30, 2013, there was a cash surplus of \$2,626.



**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**

Board of County Commissioners
Frederick County, Maryland

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 Frederick County, Maryland's Bell Court Apartments (the Project) DHCD Project No. 26.11.0001.0, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Project's basic financial statements, and have issued our report thereon dated September 25, 2013.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Project's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Project's internal control. Accordingly, we do not express an opinion on the effectiveness of the Project'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 a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's 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 internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.



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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Project's 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 a direct and material effect on the determination of financial statement amounts. 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*.

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.

Hunt Valley, Maryland
September 25, 2013

SBC & Company, LLC



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REPORT ON COMPLIANCE WITH SPECIFIC REQUIREMENTS APPLICABLE TO DHCD-ASSISTED PROGRAMS

Board of County Commissioners
Frederick County, Maryland

Compliance

We have audited the Frederick County, Maryland's Bell Court Apartments (the Project) compliance with the specific program requirements governing the replacement reserve, surplus cash, tenant application, eligibility, and re-certification applicable to the DHCD-assisted programs for the year ended June 30, 2013.

Management's Responsibility

Compliance with the requirements referred to above is the responsibility of the Program's management.

Auditor's Responsibility

Our responsibility is to express an opinion on the Program's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the *Consolidated Audit Guide for Audits of HUD Programs* (the Guide), issued by the U.S. Department of Housing and Urban Development, Office of the Inspector General, as well as the Audit Guide issued by the Maryland Department of Housing and Community Development. Those standards and Guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on DHCD-assisted Program occurred. An audit includes examining, on a test basis, evidence about the Program's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Program's compliance with those requirements.

Opinion

In our opinion, the Program complied, in all material respects, with the compliance requirements referred to above that are applicable to DHCD-assisted Program for the year ended June 30, 2013.



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Internal Control Over Compliance

Management of the Program is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements referred to above. In planning and performing our audit, we considered the Program's internal control over compliance to determine the auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Program's internal control over compliance.

A *deficiency in internal control over compliance* 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, noncompliance on a timely basis. A *material weakness* in internal control over compliance is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses in internal control over compliance. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the Guide. Accordingly, this report is not suitable for any other purpose.

Hunt Valley, Maryland
September 25, 2013

SBC & Company, LLC

SUPPLEMENTARY INFORMATION

**FREDERICK COUNTY, MARYLAND
BELL COURT APARTMENTS**

**Supplementary Information
June 30, 2013**

Schedule of Letters of Credit

Not Applicable

Schedule of Mortgages Payable

Not Applicable

Notes Payable

Not Applicable

Accounts and Notes Receivable

Not Applicable

List of Identity of Interest Entities and Activities

Not Applicable

Reserve Funds

In accordance with provisions of the regulatory agreement, restricted deposits are held by the mortgagee to be used for replacement of property with the approval of DHCD as follows:

Balance - beginning of the year	\$ 446,003
Total monthly payments	18,132
Net interest received	2,744
Surplus cash	6,236
Adjustment to surplus cash	(3,191)
Hazard insurance adjustment	2,266
Balance - End of Year	<u>\$ 472,190</u>

**FREDERICK COUNTY, MARYLAND
BELL COURT APARTMENTS**

**Supplementary Information
June 30, 2013**

Residual Receipts

Not Applicable

Changes in Fixed Asset Accounts

Not Applicable

Computation of Surplus Cash, Distributions, and Residual Receipts

Cash	\$	26,757
Current Obligations		
Accrued expenses		9,062
One month reserve replacement		1,511
Hazard insurance		2,338
Tenant security deposits		11,220
Surplus Cash	\$	2,626

Cash Flow Payment

Not Applicable

**FREDERICK COUNTY, MARYLAND
BELL COURT APARTMENTS**

**Annual Audit Questionnaire
June 30, 2013**

We hereby certify that we have examined the accompanying financial statements and supplemental data of Frederick County, Maryland's Bell Court Apartments and to the best of our knowledge and belief, the same are accurate and complete.

Frederick County, Maryland
Bell Court Apartments
Phone No. 301-694-1061

Eric White

Signature

Acting Finance Director

Title

9/26/13

Date

Chamber Short

Signature

Director

Title

9/26/13

Date

FREDERICK COUNTY, MARYLAND BELL COURT APARTMENTS

Annual Audit Questionnaire

June 30, 2013

PROJECT NAME Bell Court Apartments
PROJECT NUMBER 26.11.0001.0
FISCAL YEAR END June 30, 2013

Answers to these questions should be based upon review of procedures and/or actual tests of transactions. Answers indicative of an adverse condition must be described in the audit report unless the mortgagor has written permission from DHCD to deviate from the requirements of law, regulation, contract, or grant.

EXAMINATION STATUS	YES	NO	N/A	WORKING PAPER REFERENCE
1. Mortgage Status				
a. Are payments on all mortgages current?			X	There are no mortgages. However, there is a capital advance
First Lien				
Second Lien				
Third Lien				
Fourth Lien				
Fifth Lien				
b. Has the borrower complied with the terms and conditions of the Regulatory Agreement and/or workout agreements, as applicable?	X			
2. Books and Records				
a. Are a complete set of books and records maintained in a satisfactory manner?	X			
b. Does the borrower make frequent postings (at least monthly) to the ledger accounts?	X			
3. Cash Activities				
a. Has the borrower made the required deposits to mortgage escrow accounts as required by the loan documents?	X			
b. Are security deposits kept separate and apart from all other funds of the project in an insured institution?	X			
c. Does the borrower keep sufficient funds in the security deposit account to equal or exceed the aggregate of all outstanding obligations to the tenants?	X			

**FREDERICK COUNTY, MARYLAND
BELL COURT APARTMENTS**

**Annual Audit Questionnaire
June 30, 2013**

EXAMINATION STATUS	YES	NO	N/A	WORKING PAPER REFERENCE
d. Is the project meeting all of its financial obligations as they become due?	X			
e. Does the borrower or his management agent have a fidelity bond in an amount at least equal to the requirements of the Regulatory Agreement which provides coverage for all employees handling assets of the project?	X			The County uses insurance coverage rather than a fidelity bond.
f. Did cash disbursements exclude payments for items listed below?	X			
• Legal expenses incurred in the sale of partnership interests?			X	No legal expenses.
• The fee for the preparation of a partner's, shareholder's or individual's federal, state or local income tax returns?			X	This is a local government entity.
• Advice to a borrower on tax consequences of foreclosure?			X	There is no borrower.
• Reimbursement to the borrower or affiliates while the mortgage is in default, or under workout arrangements for prior advances, capital expenditures and/or project acquisition costs?			X	There was no borrower or affiliates for a mortgage.
• Letter of Credit fees?			X	There are no credit fees.
g. Were distributions made to, or on behalf of the borrower limited to those authorized by the Regulatory Agreement?			X	This is a local government and no distributions
Note: Distribution to non-profit borrower entities or principles may not be permitted by the Regulatory Agreement.				
Note: The use of rental proceeds to pay for costs included in the borrower's cost certification are unauthorized distributions of project income.				
h. Was any surplus cash available for payment on cash flow debt per the Deed of Trust and Note remitted timely to DHCD?			X	Surplus cash was submitted to DHCD, but there is no debt on Deed of Trust
i. Were residual receipts deposited with the mortgagee within ninety days after the close of the borrower's fiscal year?	X			
j. If required, were excess rental collections in Section 236 projects remitted to HUD each month?			X	There were no excess rental collections

**FREDERICK COUNTY, MARYLAND
BELL COURT APARTMENTS**

**Annual Audit Questionnaire
June 30, 2013**

EXAMINATION STATUS	YES	NO	N/A	WORKING PAPER REFERENCE
k. Does the borrower have a formal collection policy?	X			
l. Is the collection policy enforced?	X			
m. Do tenant accounts receivable consist exclusively of amounts due from tenants?			X	There is no tenant accounts receivable at June 30, 2013.
n. Are accounts receivable other than tenants' receivables composed exclusively of amounts due from unrelated persons or firms?			X	There is no accounts receivable. There is an accrued interest receivable from Bogman, Inc.
o. Were payments for services, supplies or materials consistent with amounts normally paid for such services?	X			
p. If applicable, were utility allowance payments to residents paid on a monthly basis?			X	There are no utility allowance payments to residents.
4. Management Compensation Was compensation to the management agent limited to the amounts prescribed in the management agreement as written or amended?			X	There is no management compensation.
5. Rents and Occupancy				
a. Is the gross potential rental income from apartments equal to or less than that approved by HUD or DHCD?	X			
b. In subsidized projects, are dwelling unit contract rental rates and Fair Market Rent rates in Section 236 projects the same as those approved by HUD or DHCD?			X	Not subsidized.
6. DHCD/HUD Subsidy Payments (Section 8 / <i>RAP projects only</i>)				
a. Were the amounts requested from DHCD/HUD adequately supported by the accounting records?			X	There are no subsidy payments.

**FREDERICK COUNTY, MARYLAND
BELL COURT APARTMENTS**

**Annual Audit Questionnaire
June 30, 2013**

EXAMINATION STATUS	YES	NO	N/A	WORKING PAPER REFERENCE
b. Were subsidy payments received recorded in the proper accounts?			X	There are no subsidy payments.
7. Ownership Interest				
a. Were any changes of stockholders or investors during the current fiscal year approved by DHCD? Provide a schedule of significant changes, if applicable.			X	There are no changes.
b. Were all dividends paid or other distributions made to owners or stockholders, including distributions and purchase or redemption of stock, reflected in the equity statement?			X	There were no dividend payments or distributions.

Hunt Valley, Maryland
September 25, 2013

SB & Company, LLC