

**STEWART HOUSTON INDUSTRIAL**

**PARK BOARD**

Annual Financial Report

For the Year Ended June 30, 2013

**STEWART HOUSTON INDUSTRIAL PARK BOARD**

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# **INTRODUCTORY SECTION**

**STEWART HOUSTON INDUSTRIAL PARK BOARD**

**Schedule of Officers**

**June 30, 2013**

<u>Official</u>	<u>Title</u>
Cass Rye	Chairman
Terry Fitzhugh	Vice Chairman
Mark Dortch	Secretary/Treasurer
Thomas G. Vaughn	Board Member
James Fussell	Board Member
George Alsobrooks	Board Member
Marty Grasty	Board Member
Eldon Schmidt	Board Member

## **FINANCIAL SECTION**

**JOHN R. POOLE, CPA**  
**CERTIFIED PUBLIC ACCOUNTANT**

134 NORTHLAKE DRIVE  
HENDERSONVILLE, TN 37075

(615) 822-4177

**Independent Auditor's Report**

Board of Directors  
Stewart Houston Industrial Park Board  
Cumberland City, Tennessee

**Report on the Financial Statements**

I have audited the accompanying financial statements of the governmental activities and the major fund of the Stewart Houston Industrial Park Board as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

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

**Auditor's Responsibility**

My responsibility is to express opinions on these financial statements based on my audit. I conducted the audit in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

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

**Opinions**

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, the major fund of the Stewart Houston Industrial Park Board as of June 30, 2013, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters -Required Supplementary Information**

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historic context. My opinion on the basic financial statements is not affected by this missing information.

### **Other Matters -Other Information**

The audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Park Board's basic financial statements. The Introductory Section and the Supplementary Information, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such 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 Introductory Section and the Supplementary Information have 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 Introductory Section and the Supplementary 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*, I have also issued my report dated September 30, 2013 on the consideration of the Park Board's internal control over financial reporting and the tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of the 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 entity's internal control over financial reporting and compliance.

*Jah R Poole, CPA*

September 30, 2013

# **BASIC FINANCIAL STATEMENTS**

STEWART HOUSTON INDUSTRIAL PARK BOARD

Statement of Net Position

June 30, 2013

	<u>Total</u>
<u>Assets</u>	
Cash and cash equivalents	\$131,160
Note receivable	25,121
Note receivable - related party	1,143,000
Capital assets, not depreciated	99,576
Capital assets, net of accumulated depreciation	<u>1,933,687</u>
Total Assets	<u>\$3,332,544</u>
<u>Liabilities</u>	
Accounts payable	1,793
Long term debt:	
Due in less than a year	40,256
Due in more than a year	224,944
Total Liabilities	<u>266,993</u>
Net Position:	
Net investment in capital assets	1,768,063
Unrestricted	1,297,488
Total Net Position	<u>\$3,065,551</u>

See accompanying notes to financial statements.

STEWART HOUSTON INDUSTRIAL PARK BOARD

Statement of Activities

For the Year Ended June 30, 2013

Function/Programs	Program Revenues		Net (Expenses) Revenue and Changes in Net Assets		Total
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
General government - Industrial Park	125,834	144,986	0	195,939	215,091
Total Governmental Activities	<u>125,834</u>	<u>144,986</u>	<u>0</u>	<u>195,939</u>	<u>215,091</u>

General Revenues:	
Interest income	2,857
Total general revenues	<u>2,857</u>

Changes in net position	217,948
Net position - beginning of year	2,847,603
Net position - ending of year	<u>3,065,551</u>

See accompanying notes to financial statements.

# **FUND FINANCIAL STATEMENTS**

STEWART HOUSTON INDUSTRIAL PARK BOARD

Balance Sheet

General Fund

June 30, 2013

	<u>Operating Fund</u>
<u>Assets</u>	
Cash and cash equivalents	\$131,160
Note receivable	25,121
Note receivable - related party	<u>1,143,000</u>
Total Assets	<u>\$1,299,281</u>
<u>Liabilities and Fund Balance</u>	
Liabilities:	
Accounts payable	\$ 1,793
Total Liabilities	<u>1,793</u>
Fund balance:	
Unassigned	<u>1,297,488</u>
Total Fund Balance	<u>1,297,488</u>
Total Liabilities and Fund Balance	<u>\$1,299,281</u>

The notes accompanying the financial statements are an integral part of these financial statements.

STEWART HOUSTON INDUSTRIAL PARK BOARD

Reconciliation of the Balance Sheet to the Statement of Net Position  
of Government Activities

June 30, 2013

Amounts reported for fund balance - total governmental funds	\$ 1,297,488
Amounts reported for governmental activities in the statement of net position are different because the operating funds do not report:	
Investment in capital assets	2,033,263
Long-term debt	<u>(265,200)</u>
Net position of governmental activities	\$ <u><u>3,065,551</u></u>

STEWART HOUSTON INDUSTRIAL PARK BOARD

Governmental Fund  
Statement of Revenues, Expenditures and Changes in Fund Balances

For the Year Ended June 30, 2013

Revenues:	
Rent building	\$ 134,954
Sewer fees	10,031
Total Revenues	<u>144,985</u>
Expenditures:	
Accounting and audit	2,925
Advertising	1,405
Board fee	9,600
Professional services	9,381
Insurance	9,962
Repair and maintenance	3,833
Miscellaneous	429
Capital outlay	0
Total Expenditures	<u>37,535</u>
Operating income	<u>107,450</u>
Nonoperating income (expenses)	
Interest income	2,857
Debt service	(53,502)
Total Nonoperating income (expense)	<u>(50,645)</u>
Contributed capital	<u>195,939</u>
Net change in fund Balance	<u>252,744</u>
Fund Balance, Beginning of year	1,044,744
Fund Balance, End of year	<u>1,297,488</u>

See accompanying notes to financial statements.

STEWART HOUSTON INDUSTRIAL PARK BOARD

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance  
of Governmental Fund to the Statement of Activities

For the Year Ended June 30, 2013

Net change in fund balances - total governmental funds:	\$	252,744
Amounts reported for governmental activities in the statement of net position are different because:		
Operating funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Acquisition of capital assets		0
Depreciation expense		(73,303)
Expenses in the operating funds that reduce long-term liabilities are not reported in the statement.		
Principal payments		<u>38,507</u>
Change in net position of governmental activities	\$	<u><u>217,948</u></u>

## Stewart Houston Industrial Park Board

### Notes to Financial Statements

June 30, 2013

#### **(1) Summary of Significant Accounting Policies**

The Stewart Houston Industrial Park Board (Board) consists of members appointed by Stewart County and Houston County. As agency for the counties, the Board has been delegated the authority to develop, operate and maintain an industrial park for the benefit of the community. The Board operates in conjunction with the Houston Stewart Development Commission that consists of eight board members appointed by Stewart County and Houston County. The Commission was incorporated to receive and administer grant and loan funds for construction of buildings in the industrial park. The commission was declared inactive by its board of directors on October 25, 1990, and subsequently meets only to authorize real estate transactions. There have been no financial operations and therefore, none are included in this report. The Stewart Houston Industrial Park Board assumed payment of all note obligations negotiated by the Commission. Activity of the Commission would be included in these financial statements, except that the Commission has no assets, liabilities or fund balance, and all transactions initiated by the Commission are assumed by the Park Board.

The accounting policies of the Stewart Houston Industrial Park Board conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

#### **Reporting Entity:**

The Stewart Houston Industrial Park Board was organized August 3, 1976, by joint resolution of Houston County and Stewart County as specified by Sections 13-16-204 and 13-16-206 of the Tennessee Code Annotated. The Board consists of members and has been delegated the authority to develop, operate and maintain an industrial park located on the Stewart-Houston county line near Cumberland City, Tennessee.

The Houston-Stewart Development Commission was incorporated on November 2, 1978, to receive and administer grant funds for the construction of buildings in the industrial park. The Commission operates by authority of a joint resolution of Houston County and Stewart County which comprise the Board. The Commission currently has no financial information to report. The Board is a single program government with only governmental activities.

Governmental Accounting Standards Board (GASB) Statement Number 14, "The Financial Reporting Entity" requires that financial statements present the reporting entity which consists of the primary government and "Component Unit" organizations for which the primary government is financially accountable and any other "Component Unit" organizations for which the nature and significance of their relationship with the primary government are such that exclusion, could cause the Board's general purpose financial statements to be misleading. There was one component unit requiring blended or discrete presentation under the requirements of GASB Statement Number 14. The Houston-Stewart Development Commission had no financial activities during the year.

## Stewart Houston Industrial Park Board

### Notes to Financial Statements

June 30, 2013

#### **(1) Summary of Significant Accounting Policies, Continued**

##### Government -Wide and Fund Financial Statements

The Government-wide financial statements, the statement of Net Position and the statement of activities report information on all of the financial activities of the Board.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (I) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and (ii) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment.

##### Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund revenues are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they become both measurable and collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded generally when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments are recorded only when payment is due.

The Board reports the following major fund:

General (Operating) Fund - The General (Operating) Fund is the general operating fund of the Park Board. It is used to account for all financial resources of the general government except those required to be accounted for in another fund.

##### Cash and Cash Equivalents

Cash and cash equivalents consist primarily of checking accounts and a money market account. When both restricted and unrestricted resources are available for use, it is the Board's policy to use restricted resources first, then unrestricted resources as they are needed. When unrestricted funds are used the Park Board uses committed, assigned then unassigned funds.

## Stewart Houston Industrial Park Board

### Notes to Financial Statements

#### **(1) Summary of Significant Accounting Policies, Continued**

##### Capital Assets

Capital assets, which include property, plant and equipment, and infrastructure assets consisting of certain improvements other than buildings are reported in the applicable governmental activities columns in the government-wide financial statements. Capital assets are defined by the Board as assets with an individual cost of \$2,000 and an estimated useful life in excess of three years. All fixed assets are valued at historical cost or estimated useful life in excess of three years. Donated fixed assets are valued at their estimated fair value on the date donated. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Depreciation is provided over the estimated useful lives using the straight line method.

The estimated useful lives are as follows:

Utility System	15-20 years
Land improvements	10-15 years
Buildings	25-40 years
Machinery and Equipment	5-10 years

##### Budget and Budgetary Accounting

The Board is not legally required to adopt a budget; therefore, no budget comparison is presented in these financial statements.

##### Net Position Flow Assumption

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Board’s policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

##### Estimates

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

##### Credit Risk

Financial instruments that potentially subject the Board to significant concentrations of credit risk consist principally of cash and cash equivalents. The Board places its cash with federally-insured financial institutions or institutions participating in the State collateral pool.

## Stewart Houston Industrial Park Board

### Notes to Financial Statements

June 30, 2013

#### (1) Summary of Significant Accounting Policies, Continued

##### Fund Balance

The Board implemented GASB 54 which addresses issues related to how fund balances are reported. Fund balances are now reported in the following manner:

Nonspendable fund balances – amounts that are not in a spendable form, Restricted fund balance – amounts constrained to specific purposes by their providers, provisions, or by enabling legislation, Committed fund balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint, Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority, Unassigned fund balance – amounts that are available for any purpose; these amounts are reported only in the general fund.

Only by Board approval can fund balance amounts be classified as committed or assigned.

#### (2) Cash and Cash Equivalents

The Board is authorized to invest funds in Federal treasury bills and notes, State of Tennessee Local Government Investment Pool and financial institution demand deposit accounts and certificates of deposit. Deposits in financial institutions are required by State Statute to be secured and collateralized by the institutions. The Board has deposit policies to minimize custodial credit risks. The collateral must meet certain requirements and be deposited in an escrow account in a second bank for the benefit of the Board and must total a minimum 105% of the value of the deposits placed in the institutions less the amount protected by federal depository insurance. The Board's deposits with financial institutions are fully insured or collateralized by securities held in the Board's name.

**Stewart Houston Industrial Park Board**

Notes to Financial Statements

**(3) Capital Assets**

A summary of changes in general capital assets as presented in the governmental activities column of the government-wide financial statements is as follows:

	<u>Balance</u> <u>July 1, 2012</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2013</u>
Land (2)	81,455	-	-	81,455
Industrial Building (1)	2,716,889	-	-	2,716,889
Construction in progress	18,121	-	-	18,121
Equipment	2,250	-	-	2,250
Park signs	4,400	-	-	4,400
Park utility	<u>20,882</u>	<u>-</u>	<u>-</u>	<u>20,882</u>
Total	<u>2,843,997</u>	<u>-</u>	<u>-</u>	<u>2,843,997</u>
Accumulated depreciation	<u>737,431</u>			<u>810,734</u>
Capital assets - net	<u>2,106,566</u>			<u>2,033,263</u>

All assets of the Board except land and construction in progress is being depreciated. Depreciation expense was \$ 73,303 for the fiscal year end. Accumulated depreciation was \$788,819 for the industrial building, \$3,862 for park signs, \$14,137 for park utility and \$3,916 for equipment.

(1) Includes construction costs of new building which is leased to Southern Gage, Inc. The building is collateral for loans from the State of Tennessee, the Tennessee Valley Authority, and the Meriwether Lewis Electric Cooperative, and was officially occupied by Southern Gage, Inc. on June 1, 1999, under a twenty year lease agreement.

(2) Represents land purchased with Park Board funds, but deeded to Stewart and Houston counties. All land within the Park that has not been sold to private companies is deeded to Stewart and Houston Counties.

**(4) Long-term Debt**

A summary of changes in long-term debt as presented in the government-wide financial statements is as follows:

	<u>Balance</u> <u>July 1, 2012</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2013</u>
Tennessee CDBG loan	<u>303,707</u>	<u>-</u>	<u>38,507</u>	<u>265,200</u>
Total	<u>303,707</u>	<u>-</u>	<u>38,507</u>	<u>265,200</u>

The Tennessee CDBG loan was initiated on October 22, 1997 as the Tennessee Department of Economic and Community Development signed a grant agreement with Houston County to provide funds for construction of a building to be leased by Southern Gage, Inc. The grant consists of a loan for \$724,328 and a grant for \$25,672. The loan is being repaid over 20 years at interest rates from 3.25% to 5.25%.

## Stewart Houston Industrial Park Board

### Notes to Financial Statements

June 30, 2013

#### (4) Long-term Debt, Continued

Principal and interest requirements to maturity on all outstanding loans and obligations as of June 30, 2013 are as follows:

<u>Year Ending</u>	<u>Principal</u>	<u>Interest</u>
2014	40,256	13,278
2015	42,269	11,265
2016	44,382	9,152
2017	46,601	6,933
2018	48,931	4,603
2019	<u>42,761</u>	<u>2,301</u>
Total	<u>265,200</u>	<u>47,532</u>

#### (5) Note Receivable – Related Party

The Board has advanced funds to the Industrial Development Board of Stewart-Houston Counties, who is constructing a facility within the Industrial Park. The Stewart Houston Industrial Park Board is receiving grant funds to assist in the construction of the facility for the Industrial Development Board of Stewart-Houston Counties. The Industrial Development Board of Stewart-Houston Counties is a related party as the two entities share a common Board of Directors. It is expected that the Industrial Development Board of Stewart-Houston Counties will be managed by a separate Board in the future. The repayment of the note will begin upon completion of the facility.

#### (6) Risk Management

The Board 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. The Board has elected to obtain an insurance policy to transfer risk to a commercial insurance company. Insurance settlements have not been in excess of insurance coverage in any of the prior three years.

**Stewart Houston Industrial Park Board**

Notes to Financial Statements

June 30, 2013

**(7) Commitments and Contingencies**

Economic Dependency

The Board obtains a substantial amount of funds from few customers. A significant reduction in the level of such support, if this were to occur, might affect the Board's ability to carry out its programs and activities.

Litigation:

There are no pending lawsuits in which the Board is involved which are significant to the financial statements.

Grants:

Amounts received from Grantor agencies are subject to audit and adjustment by Grantor agencies, principally the Federal government. Any disallowed claims including amounts already collected, could become a liability of the applicable fund.

# **FINANCIAL SCHEDULES**

STEWART HOUSTON INDUSTRIAL PARK BOARD

Schedule of Cash and Cash Equivalents  
All Funds

June 30, 2013

	<u>Carrying Value</u>
General Fund:	
Traditions First Bank	\$131,160
Total General Fund	<u>131,160</u>
 Total - All funds	 <u><u>\$131,160</u></u>

STEWART HOUSTON INDUSTRIAL PARK BOARD

Schedule of Debt Service Requirements

June 30, 2013

Year	TENNESSEE CDBG		Total	Total
	Principal	Interest		
2014	\$ 40,256	13,278	40,256	13,278
2015	42,269	11,265	42,269	11,265
2016	44,382	9,152	44,382	9,152
2017	46,601	6,933	46,601	6,933
2018	48,931	4,603	48,931	4,603
2019	42,761	2,301	42,761	2,301
	\$ 265,200	47,532	265,200	47,532

STEWART HOUSTON INDUSTRIAL PARK BOARD

Schedule of State Financial Assistance

For the Year Ended June 30, 2013

CFDA Number	State Grant Number	Program Name	Grantor Agency	Receivable (Deferred) Balance July 1, 2012	Grant Receipts	Reimbursements	Grant Expenditures	Receivable (Deferred) Balance June 30, 2013
N/A	GG-1033517	Industrial development Pilot FIDP Project	State of Tennessee Department of Economic and Community Dev.	117,435	313,374	0	195,939	0
		Total State Program		117,435	313,374	0	195,939	0

State Program:

**COMPLIANCE AND  
INTERNAL CONTROL**

**JOHN R. POOLE, CPA**  
**CERTIFIED PUBLIC ACCOUNTANT**

134 NORTHLAKE DRIVE  
HENDERSONVILLE, TN 37075

(615) 822-4177

**INDEPENDENT AUDITOR'S 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 Directors  
Stewart Houston Industrial Park Board  
Cumberland City, Tennessee

I have audited the financial statements of the governmental activities and the major fund 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, the financial statements of the Stewart Houston Industrial Park Board as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Stewart Houston Industrial Park Board's basic financial statements, and have issued a report thereon dated September 30, 2013.

**Internal Control Over Financial Reporting**

In planning and performing my audit of the financial statements, I considered the Stewart Houston Industrial Park Board's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Stewart Houston Industrial Park Board's internal control. Accordingly, I do not express an opinion on the effectiveness of the Stewart Houston Industrial Park Board's internal control.

My consideration of the internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weakness or significant deficiencies may exist that were not identified. However, as discussed below, I identified a deficiency in internal control that I consider to be a material weakness (2007-01 Lack of segregation of Duties).

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 reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. I consider the deficiency described below (2007-01) to be a material weakness.

The material weakness is as follows:

2007-01 Separation of Duties

Due to the limited number of personnel employed by the Stewart Houston Industrial Park Board, several functions, which ideally should be performed by different individuals, are regularly performed by one or two persons. I recommend that the Park Board strengthen its internal control in cash receipts, cash disbursements, and reconciliation of cash.

Management Response:

Due to the size of the office, a complete separation of duties is not possible. However we are continuing to monitor office responsibilities and segregate duties as needed.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Stewart Houston Industrial Park Board's financial statements are free of material misstatement, I 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 the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of the audit and, accordingly, I do not express such an opinion. The results of the tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Response to Finding**

The Stewart Houston Industrial Park Board's response to the finding identified in the audit is described above. The Stewart Houston Industrial Park Board's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of the testing of internal control and compliance and the result 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.

*John R. Poole, CPA*

September 30, 2013