

November 5, 2020

To the Board Members and Management of the
Nevada State Board of Occupational Therapy
Reno, Nevada

We have audited the financial statements of the governmental activities and the fund information of Nevada State Board of Occupational Therapy for the years ended June 30, 2020 and 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 24, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Nevada State Board of Occupational Therapy are described in Note 1 to the financial statements. No new accounting policies were adopted during 2020 and 2019, and the application of existing policies was not changed. We noted no transactions entered into by Nevada State Board of Occupational Therapy during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Nevada State Board of Occupational Therapy's financial statements was (were):

- Management's estimate of the depreciable lives and estimated residual value of property and equipment is based on prior management experience. We evaluated the key factors and assumptions used to develop the depreciable lives and estimated residual value in determining that it is reasonable in relation to the financial statements taken as a whole.
- The portion of license and renewal fees deferred which pertain to future periods.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 5, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Nevada State Board of Occupational Therapy's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Nevada State Board of Occupational Therapy's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

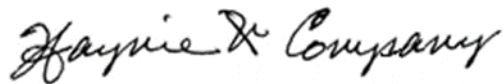
Other Matters

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Board of Commissioners and management of Nevada State Board of Occupational Therapy and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "Haynie & Company". The signature is written in dark ink and is positioned below the "Very truly yours," text.

Nevada State Board of Occupational Therapy

Financial Statements and Report of Independent Auditor

June 30, 2020 and 2019

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Report of Independent Certified Public Accountants

Board Members and Management
Nevada State Board of Occupational Therapy
Reno, Nevada

We have audited the accompanying financial statements of the governmental activities and fund information of the Nevada State Board of Occupational Therapy as of and for the years ended June 30, 2020 and 2019, 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 the accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. 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 consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

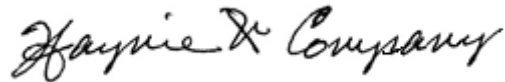
Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Nevada State Board of Occupational Therapy as of June 30, 2020 and 2019, and the changes in financial position thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

A handwritten signature in cursive script that reads "Haynie & Company".

Littleton, Colorado

November 5, 2020

Nevada State Board of Occupational Therapy

Management's Discussion and Analysis

June 30, 2020 and 2019

The Board members' and management's discussion and analysis of the Nevada State Board of Occupational Therapy's (the "Board") financial condition and activities for the fiscal years ended June 30, 2020 and 2019 is presented in conjunction with the audited financial statements.

Financial Highlights

- Program revenue for the fiscal years ended June 30, 2020 and 2019 was approximately \$197,929 and \$183,069, respectively, which represents continued increases in licensees each year.
- Investment income increased with improvements in interest rates earned.

Overview of Annual Financial Report

Management's Discussion and Analysis (MD&A) serves as an introduction to, and should be read in conjunction with, the basic audited financial statements and supplementary information. The MD&A represents the Board members' and management's examination and analysis of the Board's financial condition and performance. Summary financial statement data, key financial and operational indicators used in the Board's strategic plan, budget, and other management tools were used for this analysis.

The Board uses the modified accrual basis of accounting for internal financial statement reporting. The financial statements have been prepared in accordance with generally accepted accounting principles as they apply to governmental units. The financial statements include a balance sheet, a statement of revenues, expenditures budget and actual, and changes in fund balance, and notes to the financial statements.

The Statement of Net Position and Governmental Fund Balance Sheet present the financial position of the Board on both the modified accrual basis under the general fund and the full accrual basis as net position. This statement provides information on the Board's assets and liabilities, with the difference reported as net position. Over time, increases and decreases in net assets are one indicator of whether the financial position of the Board is improving or deteriorating.

The Statement of Net Position and Governmental Fund Balance Sheet provide information about the nature and amount of resources and obligations at year-end. The Statement of Activities and Governmental Fund Revenue, Expenditures and Changes in Fund Balance presents the results of the activities over the course of the fiscal year and information as to how the fund balance and net assets changed during the year. The fund balance changes under the modified accrual method when revenue is received or the expenditure is made, while changes in net position under the full accrual method are recorded as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. This statement also provides certain information about the Board's recovery of its costs.

Nevada State Board of Occupational Therapy

Management's Discussion and Analysis

June 30, 2020 and 2019

The notes to financial statements provide required disclosures and other information that are essential to a full understanding of material data provided in the statements. The notes present information about the Board's accounting policies, significant account balances and activities, material risks, obligations, commitments, contingencies and subsequent events, if any.

The financial statements were prepared from the detailed books and records of the Board. The financial statements were audited during the independent external audit process.

Financial Analysis

The basic financial statements, as well as the required supplementary information, the Statement of Revenue and Expenditures - Budget and Actual, serve as the key financial data for the Board members' and management's monitoring and planning. Comments regarding budget-to-actual variances and year-to-year variances are included in the following Results of Operations by the name of the statement or account.

Statement of Net Position

The Board's net position remains strong at year-end with adequate liquid assets to fulfill its responsibilities. The Board members and management believe the current financial condition and staff capabilities are enough to meet anticipated operating expenses and operational objectives.

Statement of Activities

Revenue: The program revenue received by the Board is generated through the application, renewal and licensure fees of occupational therapists and occupational therapy assistants. Total revenue received by the Board for the fiscal year ended June 30, 2020 was \$231,449 representing an increase of \$24,431 over the fiscal year ended June 30, 2019.

Expenses: Operating expenses for the fiscal year ended June 30, 2020 were \$300,159 representing a decrease from the fiscal year ended June 30, 2019 of \$22,573. Primary changes in expenses are due to increases in salaries and wages.

General Fund Budgetary Highlights

Total revenue was higher than the amount budgeted by \$24,482 and lower than the amount budgeted by \$54,852 for the years ended June 30, 2020 and 2019, respectively.

Total expenses were lower than the budgeted amounts by \$8,420 for the year ended June 30, 2020. The area in which the expenses were lower than budget are office expense and continuing education.

For the year ended June 30, 2019, total expenses were less than budgeted amounts by \$22,085 due primarily to wages and salaries and out of state travel.

Nevada State Board of Occupational Therapy

Management's Discussion and Analysis

June 30, 2020 and 2019

Economic Factors and Next Year's Budget

The Board is charged with, and given statutory authority to provide, public protection through the licensure and regulation of occupational therapists and occupational therapy assistants. The Board provides direction of staff actions toward its mission of public protection through licensure and disciplinary measures.

Effective July 1, 2018, the Board modified the fees to licensees by charging for a biennial basis as opposed to an annual fee. No changes occurred in the amount, only the time period in which the fee relates.

Through the Board members' and management's review of the annual budget and monthly income and expense statements, it is expected that these tools will continue to provide the Board with sufficient long and short-term planning information.

Condensed Statements of Net Position **June 30, 2020 and 2019**

	2020 Actual Government-Wide	2019 Actual Government-Wide
Assets		
Cash & cash equivalents	\$ 753,328	\$ 748,263
Accounts receivable and prepaid expenses	37,642	14,829
Capital assets, net of accumulated depreciation	-	193
Total assets	<u>790,970</u>	<u>763,285</u>
Liabilities		
Accounts payable and other accrued liabilities	26,405	21,089
License fees received in advance	236,306	145,227
Total liabilities	<u>262,711</u>	<u>166,316</u>
Net Position		
Invested in capital assts, net of related debt	-	193
Unrestricted	528,259	596,776
Total net position	<u><u>\$ 528,259</u></u>	<u><u>\$ 596,969</u></u>

Nevada State Board of Occupational Therapy

Management's Discussion and Analysis

June 30, 2020 and 2019

Condensed Statements of Changes in Net Assets

June 30, 2020 and 2019

	2020 Actual <u>Government-Wide</u>	2019 Actual <u>Government-Wide</u>
Expenses		
Operations	\$ 103,032	\$ 137,584
Personnel	194,881	174,484
Travel	<u>2,246</u>	<u>10,664</u>
Total expenses	<u>300,159</u>	<u>322,732</u>
Program Revenue		
Licensing fees (charges for services)	132,558	131,801
Other fees	<u>65,371</u>	<u>51,268</u>
Total program revenue	<u>197,929</u>	<u>183,069</u>
General Revenue		
Investment income	19,746	17,106
Sub-lease income	9,077	6,843
Other income	<u>4,697</u>	<u>-</u>
	<u>33,520</u>	<u>23,949</u>
Total revenue	<u>231,449</u>	<u>207,018</u>
Change in net position	<u>(68,710)</u>	<u>(115,714)</u>
Net position		
Beginning of year	<u>596,969</u>	<u>712,683</u>
End of year	<u><u>\$ 528,259</u></u>	<u><u>\$ 596,969</u></u>

Nevada State Board of Occupational Therapy
Statements of Net Position and Governmental Fund Balance Sheets
For the Years Ended June 30, 2020 and 2019

	2020			2019		
	<u>General Fund</u>	<u>Adjustments (Note 4)</u>	<u>Statement of Net Position</u>	<u>General Fund</u>	<u>Adjustments (Note 4)</u>	<u>Statement of Net Position</u>
<u>ASSETS</u>						
Cash and cash equivalents	\$ 753,328	\$ -	\$ 753,328	\$ 748,263	\$ -	\$ 748,263
Accounts receivable	27,119	-	27,119	3,036	-	3,036
Prepaid expenses	10,523	-	10,523	11,793	-	11,793
Capital assets, net of accumulated depreciation	-	-	-	-	193	193
Total assets	<u>\$ 790,970</u>	<u>\$ -</u>	<u>\$ 790,970</u>	<u>\$ 763,092</u>	<u>\$ 193</u>	<u>\$ 763,285</u>
<u>LIABILITIES</u>						
Accounts payable and payroll liabilities	1,901	-	1,901	3,696	-	3,696
Accrued leave	-	24,504	24,504	-	17,393	17,393
License fees received in advance	236,306	-	236,306	145,227	-	145,227
Total liabilities	<u>238,207</u>	<u>24,504</u>	<u>262,711</u>	<u>148,923</u>	<u>17,393</u>	<u>166,316</u>
<u>FUND BALANCE/NET POSITION</u>						
Fund balance						
Nonspendable	10,523	(10,523)	-	11,793	(11,793)	-
Unassigned	542,240	(542,240)	-	602,376	(602,376)	-
	<u>552,763</u>	<u>(552,763)</u>	<u>-</u>	<u>614,169</u>	<u>(614,169)</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 790,970</u>			<u>\$ 763,092</u>		
Net position						
Net investment in capital assets		-	-		193	193
Unrestricted		528,259	528,259		596,969	596,776
Total net position		<u>\$ 528,259</u>	<u>\$ 528,259</u>		<u>\$ 597,162</u>	<u>\$ 596,969</u>

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

Nevada State Board of Occupational Therapy
Statements of Activity and Governmental Fund Revenue, Expenditures, and Changes in Fund Balance
For the Years Ended June 30, 2020 and 2019

	2020			2019		
	<u>General Fund</u>	<u>Adjustments (Note 4)</u>	<u>Statement of Activities</u>	<u>General Fund</u>	<u>Adjustments (Note 4)</u>	<u>Statement of Activities</u>
Program revenues:						
Charges for services	\$ 197,929	\$ -	\$ 197,929	\$ 183,069	\$ -	\$ 183,069
Total program revenues	<u>197,929</u>	<u>-</u>	<u>197,929</u>	<u>183,069</u>	<u>-</u>	<u>183,069</u>
Operating expenses						
Board operations	299,966	193	300,159	321,924	808	322,732
Total operating expenses	<u>299,966</u>	<u>193</u>	<u>300,159</u>	<u>321,924</u>	<u>808</u>	<u>322,732</u>
Other income and expenses:						
Sub-lease income	9,077	-	9,077	6,843	-	6,843
Investment income	19,746	-	19,746	17,106	-	17,106
Other income	4,697	-	4,697	-	-	-
Total other income and expenses	<u>33,520</u>	<u>-</u>	<u>33,520</u>	<u>23,949</u>	<u>-</u>	<u>23,949</u>
Excess revenue over expenditures	(68,517)	68,517	-	(114,906)	114,906	-
Change in net position	-	(68,710)	(68,710)	-	(115,714)	(115,714)
Fund Balance/Net Position						
Beginning of the year	<u>614,169</u>	<u>(7,659)</u>	<u>596,969</u>	<u>719,534</u>	<u>(6,851)</u>	<u>712,683</u>
End of the year	<u>545,652</u>	<u>\$ (7,852)</u>	<u>\$ 528,259</u>	<u>604,628</u>	<u>\$ (7,659)</u>	<u>\$ 596,969</u>
Reconciling items for governmental activities:						
Current-period change in the liability for compensated absences	7,111			9,541		
Retained earnings - end of the year	<u>\$ 552,763</u>			<u>\$ 614,169</u>		

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

Nevada State Board of Occupational Therapy

Notes to Financial Statements

June 30, 2020 and 2019

1. Nature of Business

Organization

The Nevada State Board of Occupational Therapy (the Board) is regulated by the Nevada Revised Statutes Chapter 640A, which also specifies the authorized activities of the Board. It is the licensing and regulatory agency for the practice of occupational therapy in the state of Nevada. The Board was created to examine and pass upon the qualifications of the applicants for licensure, to license qualified applicants, to revoke or suspend licenses and to collect all fees and make disbursements.

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

Effective July 1, 2001, Chapter 353 of the Nevada Revised Statutes (NRS) was amended to exempt certain professional and occupational boards from the state budget act and the provisions governing the administration of state funding. The provisions of Chapter 353 do not apply to boards created pursuant to chapters 623 to 625A, inclusive, 628, 630 to 640A inclusive, 641 to 644 inclusive, 654 and 656 of the NRS and the officers and employees thereof. Accordingly, the Board's budgeting and accounting practices and procedures have been removed from the oversight of the Department of Administration.

The Board's financial statements are not included in the financial statements of the State of Nevada since the State does not exercise financial or administrative control over the Board. This is in conformance with GASB codification Section 2100, *Defining the Government Reporting Entity*.

2. Summary of Significant Accounting Policies

Basis of Presentation

The Board is defined as a single-program special-purpose entity under GASB Statement No. 14, paragraph 131 as amended by subsequent GASB statements. This classification allows for the preparation of GASB 34 financial statements under an optional reporting method which combines the fund and government-wide statements into a single presentation. Under standard GASB 34 methodology, as amended, the government-wide statement of net position and statement of activities are presented independently from the respective fund balance sheet and statement of revenues, expenditures, and fund balance. A reconciliation of adjustments provided on the modified financial statements demonstrates the changes from the fund financial statements to the government-wide financial statements in order to assist the reader in evaluating these statements. The Board has utilized this optional method of presentation.

Nevada State Board of Occupational Therapy

Notes to Financial Statements

June 30, 2020 and 2019

2. Summary of Significant Accounting Policies (continued)

GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre- November 30, 1989 FASB and A/CPA Pronouncements*, requires the Board to apply all applicable GASB pronouncements and, unless they conflict with or contradict GASB pronouncements all Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins issued on or before November 30, 1989. Accordingly, the Board has not applied FASB pronouncements issued after that date.

Fund Accounting

The general fund of the Board is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures to be used solely for the Board's benefit. The net position of the general fund is restricted solely to be used by the Board to meet its obligation of licensing and regulating occupational therapists and occupational therapy assistants in the state of Nevada.

Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectable within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The Board has only governmental fund types.

Budget Data

The Board prepares an annual budget. The budget is prepared on a basis like generally accepted accounting principles under the modified accrual basis of accounting. All annual appropriations lapse at fiscal year-end.

Cash and Cash Equivalents

Cash is maintained in one commercial bank in Reno, Nevada with certificates of deposits being invested by the bank in different entities to ensure FDIC insurance requirements are met. The Board is also covered by the collateral pool for the state of Nevada.

Nevada State Board of Occupational Therapy

Notes to Financial Statements

June 30, 2020 and 2019

2. Summary of Significant Accounting Policies (continued)

Time certificates of deposit are stated at fair value. The net increase (decrease) in the fair value of the investments is the difference between the cost (if purchased during the fiscal year) or the fair value of the investments at the beginning of the year, and the fair value of the investments at the end of the year. Changes in fair value of the certificates are reflected, together with interest income, as investment income in the accompanying financial statements. By statutes, all cash must be deposited in entities that are in the state of Nevada.

Capital Assets

Capital assets, which include furniture, fixtures, and equipment, are reported in the net position column in the government-wide financial statements. Capital assets are defined by the Board as assets with an initial, individual cost of \$500 and an estimated useful life of at least one year. Such assets are recorded at historical cost. Donated assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are expensed as incurred. Capital assets are depreciated using the straight-line method over three to seven years.

Under the modified accrual basis of accounting, acquisitions are considered expenditures in the year purchased.

Licensing and Deferred Revenue

Licensing revenue includes fees for applications, renewal, and licensure.

The Board administers its licensure on a biennial basis. Deferred revenue represents revenue received in the current biennial period for licenses that expire in a subsequent period

Fund Equity and Net Position

In the governmental fund financial statement, fund balances are classified as follows:

Nonspendable - represents amounts that are either not in a spendable form or are legally or contractually required to remain intact. The Board includes fund balances that have been prepaid for expenses and deposits on hand in this category.

Restricted - represents amounts which can be spent only for specific purposes because of state or federal laws, or externally imposed conditions. The Board has no restricted fund balances.

Committed - represents amounts which can be used only for specific purposes determined by the members of the governing Board's formal action through a resolution or action. The Board has no committed funds.

Nevada State Board of Occupational Therapy

Notes to Financial Statements

June 30, 2020 and 2019

2. Summary of Significant Accounting Policies (continued)

Fund Equity and Net Position (continued)

Assigned - represents amounts that are intended by the Board for specific purposes but do not require action by the governing Board. The Board has no assigned funds.

Unassigned - represents all amounts not included in spendable classifications.

The Board's policy is to first apply expenditures against non-spendable fund balances and then unassigned balances. On an annual basis, assigned fund balances are determined based upon available resources.

Equity is classified as net position and displayed in the three following components, as applicable:

- Net investment in capital assets - consists of capital assets, net of accumulated depreciation and any related debt.
- Restricted net position - consists of net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position - net position that is neither classified as "net investment in capital assets" nor as "restricted."

Subsequent Events

Subsequent events have been evaluated through November 5, 2020, which represents the date the financial statements were available to be issued. Subsequent events after that date have not been evaluated.

Use of 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 and disclosure at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

Nevada State Board of Occupational Therapy

Notes to Financial Statements

June 30, 2020 and 2019

3. Capital Assets

The Board's capital assets activity during the year is as follows:

	Balance June 30, 2019	Increases	Decreases	Balance June 30, 2020
Capital assets, <i>being depreciated</i> :				
Office furniture & equipment	\$ 12,121	\$ -	\$ -	\$ 12,121
Less accumulated depreciation:				
Office furniture & equipment	<u>(11,928)</u>	<u>(193)</u>	<u>-</u>	<u>(12,121)</u>
Total capital assets, <i>being depreciated</i> , net	<u>\$ 193</u>	<u>\$ (193)</u>	<u>\$ -</u>	<u>\$ -</u>
	Balance June 30, 2018	Increases	Decreases	Balance June 30, 2019
Capital assets, <i>being depreciated</i> :				
Office furniture & equipment	\$ 12,121	\$ -	\$ -	\$ 12,121
Less accumulated depreciation:				
Office furniture & equipment	<u>(11,120)</u>	<u>(808)</u>	<u>-</u>	<u>(11,928)</u>
Total capital assets, <i>being depreciated</i> , net	<u>\$ 1,001</u>	<u>\$ (808)</u>	<u>\$ -</u>	<u>\$ 193</u>

4. Compliance with Nevada Revised Statutes and Nevada Administrative Code

The Board conformed to all significant statutory constraints on its financial administration during the fiscal year.

5. Conversion to Government-Wide Financial Statements

Adjustments on the face of the financial statements were made to the fund balance sheets and statements of revenue, expenditures, and changes in fund balance in order to reconcile the fund financial statements to the government-wide statements of net assets and activities. For the year ended June 30, 2020, these adjustments detail the effect of the capitalization of fixed assets of \$12,121, accumulated depreciation of \$12,121, accrued leave of \$24,504, and depreciation expense of \$193. For the year ended June 30, 2019, these adjustments detail the effect of the capitalization of fixed assets of \$12,121, accumulated depreciation of \$11,928, accrued leave of \$17,393 and depreciation expense of \$808.

Nevada State Board of Occupational Therapy

Notes to Financial Statements

June 30, 2020 and 2019

5. Operating Lease Obligations

The Board currently leases office space in Reno under an agreement commencing November 2019 and expiring November 30, 2026. The lease initially required monthly payments of \$2,500 with annual increases of 3% per year.

The Board subleases to the Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board a portion of the office space based upon the square footage used by the other entity and a cost allocation method. The Board also leases space to the Board of Environmental Health at a nominal cost.

The Board leases a copier at a monthly rate of \$108 for 60 months that expires November 30, 2024. They also lease a postage meter at a quarterly rate of \$157 for 60 months that expires November 30, 2022.

The following is a schedule of future minimum rental payments:

Year Ending June 30,	
2021	\$ 30,525
2022	31,441
2023	32,384
2024	33,355
2025	33,765
Thereafter	48,847

Required Supplementary Information

Nevada State Board of Occupational Therapy
Statements of Revenue and Expenditures - Budget and Actual
For the Year Ended June 30, 2020
(With Comparative Actual Totals For the Year Ended June 30, 2019)

	2020			2019
	Original and Final Budget	Actual Amounts Budgetary Basis	Variance to Final Budget Favorable (Unfavorable)	Actual (Memorandum Only)
Revenue				
Fines and fees				
License fees	\$ 135,930	\$ 132,558	\$ (3,372)	\$ 131,801
Other fees	48,700	65,371	16,671	51,268
Sub-lease income	14,137	9,077	(5,060)	6,843
Investment income	8,200	19,746	11,546	-
Other income	-	4,697	4,697	17,106
Total revenue	206,967	231,449	24,482	207,018
Expenditures				
Current				
Licensing software system	7,700	9,961	(2,261)	13,801
Legal fees	12,000	20,425	(8,425)	25,935
Credit card and bank fees	4,246	3,123	1,123	4,042
Continuing education	5,000		5,000	-
Dues	-	235	(235)	235
Equipment rental	2,400	2,035	365	2,113
Maintenance and repairs	375	257	118	296
Meeting expenses	1,500	196	1,304	9,879
Office supplies	2,500	2,516	(16)	1,900
Office expense	20,500	14,655	5,845	10,586
Postage and delivery	-	-	-	1,260
Printing and reproduction	-	-	-	65
Professional fees	21,500	16,838	4,662	24,315
Accounting and audit fees	-	3,000	(3,000)	11,800
Insurance	1,600	1,216	384	1,284
IT technical support	-	-	-	2,079
Telephone	-	-	-	1,520
Travel				
Out of state	2,500	-	2,500	5,549
In state	4,500	2,246	2,254	5,115
Office lease	29,500	28,382	1,118	25,666
Salaries and related benefits	192,565	194,881	(2,316)	164,667
Total current expenditures	308,386	299,966	8,420	312,107
Capital outlay				
Equipment and furniture	-	-	-	-
Total expenditures	308,386	299,966	8,420	312,107
Excess (deficiency) of revenue over (under) expenditures	<u>\$ (101,419)</u>	<u>\$ (68,517)</u>	<u>\$ 32,902</u>	<u>\$ (105,089)</u>

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

Nevada State Board of Occupational Therapy
Statements of Revenue and Expenditures - Budget and Actual
For the Year Ended June 30, 2019
(With Comparative Actual Totals For the Year Ended June 30, 2018)

	2019			2018
	Original and Final Budget	Actual Amounts Budgetary Basis	Variance to Final Budget Favorable (Unfavorable)	Actual (Memorandum Only)
Revenue				
Fines and fees				
License fees	\$ 192,627	\$ 131,801	\$ (60,826)	\$ 220,013
Other fees	54,200	51,268	(2,932)	51,730
Sub-lease income	6,843	6,843	-	6,873
Investment income	8,200	17,106	8,906	2,772
Total revenue	261,870	207,018	(54,852)	281,388
Expenditures				
Current				
Licensing software system	14,000	13,801	199	34,220
Legal fees	15,000	25,935	(10,935)	9,742
Credit card and bank fees	4,937	4,042	895	6,538
Continuing education	-	-	-	4,260
Dues	-	235	(235)	-
Equipment rental	2,200	2,113	87	1,668
Maintenance and repairs	350	296	54	262
Meeting expenses	8,000	9,879	(1,879)	3,064
Office supplies	2,500	1,900	600	2,415
Office expense	11,400	10,586	814	-
Postage and delivery	1,400	1,260	140	1,058
Printing and reproduction	500	65	435	200
Professional fees	24,000	24,315	(315)	8,861
Accounting and audit fees	11,800	11,800	-	1,800
Insurance	2,600	1,284	1,316	1,307
IT technical support	1,500	2,079	(579)	6,284
Telephone	1,500	1,520	(20)	1,689
Travel				
Out of state	15,000	5,549	9,451	-
In state	4,500	5,115	(615)	2,495
Office lease	25,800	25,666	134	24,980
Salaries and related benefits	197,022	174,484	22,538	138,423
Temporary personnel	-	-	-	-
Total current expenditures	344,009	321,924	22,085	249,266
Capital outlay				
Equipment and furniture	-	-	-	-
Total expenditures	344,009	321,924	22,085	249,266
Excess (deficiency) of revenue over (under) expenditures	<u>\$ (82,139)</u>	<u>\$ (114,906)</u>	<u>\$ (32,767)</u>	<u>\$ 32,122</u>

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

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 Members and Management
Nevada State Board of Occupational Therapy
Reno, Nevada

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 governmental activities and the fund information of Nevada State Board of Occupational Therapy (the Board), as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements, and have issued our report thereon dated November 5, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the 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 our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority'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.

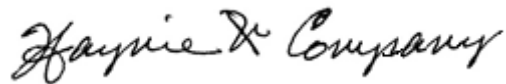
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies and therefore, material weaknesses may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Board's financial statements are free from 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.

A handwritten signature in cursive script that reads "Haynie & Company".

Littleton, Colorado
November 5, 2020