

BUSINESS DEVELOPMENT CENTRE, INC.
(A Component Unit of the City of Lynchburg, VA)
(A Nonprofit Organization)

FINANCIAL REPORT

June 30, 2016

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INDEPENDENT AUDITOR'S REPORT

To the Members of the Board of Directors
Business Development Centre, Inc.
Lynchburg, Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of the Business Development Centre, Inc. (the "Centre"), a component unit of the City of Lynchburg, Virginia, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Centre's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Report on the Financial Statements (Continued)

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Centre, as of June 30, 2016, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Prior Period Financial Statements

The accompanying financial statements of the Centre, as of and for the year ended June 30, 2015, and the related notes to the financial statements, were audited by other auditors whose report dated September 9, 2015, expressed an unmodified opinion on those statements.

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 require 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 financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 8, 2016 on our consideration of the Centre's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 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 Centre's internal control over financial reporting and compliance.

Brown, Edwards & Company, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia
September 8, 2016

BUSINESS DEVELOPMENT CENTRE, INC.**STATEMENTS OF NET POSITION****June 30, 2016 and 2015**

	<u>2016</u>	<u>2015</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 545,413	\$ 556,614
Accounts receivable	1,815	997
Other assets	800	419
	<u>548,028</u>	<u>558,030</u>
Total current assets		
CAPITAL ASSETS		
Furniture and equipment	24,375	22,189
Accumulated depreciation	(20,533)	(19,682)
	<u>3,842</u>	<u>2,507</u>
NOTES RECEIVABLE (Note 2)	1,435,373	1,402,121
	<u>1,987,243</u>	<u>1,962,658</u>
Total assets		
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable	8,680	6,117
Accrued liabilities	20,801	17,980
	<u>29,481</u>	<u>24,097</u>
Total current liabilities		
NONCURRENT LIABILITIES		
Due to City of Lynchburg (Note 3)	125,000	125,000
Due to Economic Development Administration	495,000	495,000
Due to Lynchburg Economic Development Authority	836,060	836,060
Due to Lynchburg Area Development Corporation	115,500	115,500
Due to Virginia Enterprise Initiative	40,000	40,000
Security deposits	5,750	4,750
	<u>1,617,310</u>	<u>1,616,310</u>
Total noncurrent liabilities		
Total liabilities	<u>1,646,791</u>	<u>1,640,407</u>
NET POSITION		
Net investment in capital assets	3,842	2,507
Unrestricted	336,610	319,744
	<u>\$ 340,452</u>	<u>\$ 322,251</u>
Total net position		

BUSINESS DEVELOPMENT CENTRE, INC.

STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
For the Years Ended June 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
OPERATING REVENUES		
Rental income	\$ 178,432	\$ 173,346
Services income	3,785	4,028
Program income	65,114	58,460
Miscellaneous	9,798	15,999
	<u>257,129</u>	<u>251,833</u>
Total operating revenue		
OPERATING EXPENSES		
Wages and salaries	107,946	108,226
Payroll taxes	8,668	8,503
Advertising	151	31
Capital outlay, equipment	8,102	1,234
Depreciation	851	851
Dues and memberships	420	440
Insurance	-	505
Meals and entertainment	209	163
Miscellaneous	766	2,094
Office expenses, including telephone	34,702	35,737
Professional fees	7,085	6,692
Repairs and maintenance	18,396	19,527
Travel	-	946
Bad debt expense	7,878	-
Utilities	47,754	49,080
	<u>242,928</u>	<u>234,029</u>
Total operating expenses		
Operating income	<u>14,201</u>	<u>17,804</u>
NONOPERATING REVENUES		
Donations and grants	4,000	9,250
	<u>4,000</u>	<u>9,250</u>
Total nonoperating revenues		
Change in net position	18,201	27,054
NET POSITION AT JULY 1	<u>322,251</u>	<u>295,197</u>
NET POSITION AT JUNE 30	<u><u>\$ 340,452</u></u>	<u><u>\$ 322,251</u></u>

BUSINESS DEVELOPMENT CENTRE, INC.

STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2016 and 2015

	2016	2015
OPERATING ACTIVITIES		
Cash received from tenants	\$ 257,311	\$ 261,766
Cash paid for goods and services	(115,403)	(123,769)
Cash paid to employees	(113,793)	(109,038)
Cash received to fund loan pools	-	129,060
Principal repayments	171,370	368,285
New loans disbursed	(212,500)	(452,000)
	<u>(13,015)</u>	<u>74,304</u>
Net cash provided by (used in) operating activities		
NON-CAPITAL FINANCING ACTIVITIES		
Donations and grants	<u>4,000</u>	<u>9,250</u>
CAPITAL FINANCING ACTIVITIES		
Acquisition of capital assets	<u>(2,186)</u>	<u>-</u>
Net increase (decrease) in cash	<u>(11,201)</u>	<u>83,554</u>
CASH AND CASH EQUIVALENTS		
Beginning at July 1	<u>556,614</u>	<u>473,060</u>
Ending at June 30	<u><u>\$ 545,413</u></u>	<u><u>\$ 556,614</u></u>
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Operating income	\$ 14,201	\$ 17,804
Adjustments to reconcile operating income to net cash provided by (used in) operating activities:		
Depreciation	851	851
Bad debt expense	7,878	-
Loan receivable programs transactions:		
Principal repayments	171,370	368,285
New loans disbursed	(212,500)	(452,000)
(Increase) decrease in:		
Accounts receivable	(818)	7,085
Other assets	(381)	(304)
Increase (decrease) in:		
Accounts payable	2,563	1,696
Accrued liabilities	2,821	3,024
Security deposits	1,000	(1,197)
Due to Lynchburg Economic Development Authority	<u>-</u>	<u>129,060</u>
Net cash provided by (used in) operating activities	<u><u>\$ (13,015)</u></u>	<u><u>\$ 74,304</u></u>

BUSINESS DEVELOPMENT CENTRE, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2016

Note 1. Organization and Significant Accounting Policies

Organization and purpose:

Business Development Centre, Inc. (the "Centre"), a nonprofit organization, component unit of the City of Lynchburg, Virginia (the "City"), provides business advisory services to small businesses in the Central Virginia area; operates the Business Development Centre, a business incubator; and provides certain financing for qualifying businesses under the U.S. Department of Commerce Economic Development Administration's (EDA) revolving loan fund program. The Centre also administers other nonfederal loan programs. The City accounts for the Centre as a discretely presented component unit.

Measurement focus and basis of accounting:

The operations of the Centre are recorded on the accrual basis of accounting. Under this method, revenues from rental income and other revenues are recognized when earned, and expenses are recorded as liabilities when incurred, without regard to receipt or payment of cash.

The Centre distinguishes operating revenues and expense from nonoperating items. Operating revenues and expenses generally result from providing services in connection with the Centre's principal ongoing operations. Operating revenues are rental income from renting office and manufacturing space, charges for various utilities and shared office expenses, and program fees. Nonoperating revenues are donations and grants received. All other revenues and expenses are reported as nonoperating revenues and expenses.

Cash and cash equivalents:

Cash and cash equivalents consist of cash on hand and highly liquid temporary investments with original maturities of three months or less from date of acquisition. The Centre maintains substantially all of its cash in a regional bank and at times balances exceed the threshold insured by the Federal Deposit Insurance Corporation (FDIC).

Receivables:

Accounts and notes receivable are valued at net realizable value. An allowance for doubtful accounts, if necessary, is recorded against the receivable account balance to reduce the balance to net realizable value. Notes receivable are written off when management believes, after considering economic conditions, business conditions, and collection efforts, that the collection is doubtful. No allowance has been recorded as management believes all accounts and notes are fully collectible.

Capital assets:

Capital assets acquired are recorded at cost. Depreciation is computed on the straight-line method over the estimated useful lives which range from 3 to 15 years. Leasehold improvements, where applicable, are depreciated over the shorter of the useful life of the asset or the remaining term of the lease. Lease term includes all reasonably assured renewals. The Centre's capitalization threshold is \$2,500.

BUSINESS DEVELOPMENT CENTRE, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2016

Note 1. Organization and Significant Accounting Policies (Continued)

Compensated absences:

The Centre's employees accumulate vacation time depending on their length of service. All outstanding vacation time is accrued as earned and is payable upon termination of employment. Sick leave accumulates based on length of service but does not vest to employees upon termination. Because of the timing of the use of the benefit is not estimable, all of the liability has been classified as current.

Income taxes:

The Internal Revenue Service has ruled that the Centre is exempt from income taxes under Section 501(c)(3) of the *Internal Revenue Code*.

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 disclosure of contingent 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.

Subsequent events:

Subsequent events have been evaluated through September 8, 2016, which is the date the financial statements were available to be issued. No transactions requiring disclosures have occurred through this date.

Note 2. Notes Receivable

All of the notes receivable consist of loans administrated by the Centre from (1) a loan pool jointly funded by the EDA and the City of Lynchburg and (2) other nonfederal loan programs. The notes are collateralized by collateral of the borrowers and require monthly payments of interest and principal. The repayment terms range from 6 to 120 months with interest rates from 5% to 8%, depending upon the loan program. The revolving EDA loan fund program is designed to provide loans to certain qualifying businesses based on guidelines from the EDA. The Virginia Enterprise Initiative Loan Program ("VEI") and the Centre Loan Program are designed to provide loans to eligible small business concerns. The Lynchburg Economic Development Authority ("LEDA") Loan Program and the Lynchburg Area Development Corporation ("LADC") Loan Program are designated to promote employment opportunities in the local area by offering businesses the opportunity to access capital through moderately priced loans.

BUSINESS DEVELOPMENT CENTRE, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2016

Note 2. Notes Receivable (Continued)

Activity in the loan programs during the years ended June 30, 2016 and 2015, was as follows:

	Revolving Loan Program	VEI Loan Program	Centre Loan Program	LADC Loan Program	LEDA Loan Program	Total
Balance, July 1, 2014	\$ 581,221	\$ 38,582	\$ 13,420	\$ 88,831	\$ 596,352	\$ 1,318,406
Principal repayments	(237,929)	(22,297)	(9,510)	(14,976)	(83,573)	(368,285)
New loans disbursed	115,000	-	87,000	-	250,000	452,000
Balance, June 30, 2015	458,292	16,285	90,910	73,855	762,779	1,402,121
Principal repayments	(86,936)	(3,450)	(25,430)	(17,598)	(37,956)	(171,370)
Bad debts	-	(7,878)	-	-	-	(7,878)
New loans disbursed	197,500	-	15,000	-	-	212,500
Balance, June 30, 2016	<u>\$ 568,856</u>	<u>\$ 4,957</u>	<u>\$ 80,480</u>	<u>\$ 56,257</u>	<u>\$ 724,823</u>	<u>\$ 1,435,373</u>

To date, the Board has approved an additional loan of \$200,500, however no funds have been disbursed to date.

Note 3. Related-Party Transactions

The Centre is party to several agreements with the City. Those agreements involve the Centre in the following:

- Leasing the Business Development Centre building at a nominal amount.
- Assuming the leases made between the City and tenants of the Business Development Centre building.
- Assuming the operations of the Centre.
- Administering the Revolving Loan Fund Program as a subgrantee of the City.
- Providing certain small business advisory services under subgrantee agreements with the City.

As part of the operating agreement, the City agrees to advance operating funds to the Centre to cover working capital needs. The City has agreed to provide local matching funds under the revolving loan fund program. The amounts due the City from the revolving loan fund was \$125,000 at June 30, 2016 and 2015.

Note 4. Leases

Lessor:

The Centre is the lessor of office and manufacturing facilities in the Business Development Centre building under various operating lease agreements. The lease agreements have terms from one month to three years. At June 30, 2016, the future minimum lease payments due to the Centre under operating leases with initial or remaining noncancellable operating lease terms total \$159,247 for the year ending June 30, 2017 and \$4,557 for the year ended June 30, 2018. All leases expire on or before July 31, 2017.

(Continued)

BUSINESS DEVELOPMENT CENTRE, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2016

Note 4. Leases (Continued)

Lessee:

The Centre leases certain office equipment and a building under operating lease agreements. The building is leased from the City at a nominal amount. These lease agreements have terms from one month to three years. At June 30, 2016, future minimum lease payments due under operating leases with initial or remaining noncancellable operating lease terms in excess of one year are scheduled as follows:

<u>Year Ending June 30,</u>	
2017	<u>\$ 2,004</u>

The amounts shown above do not include contingent rentals of up to \$1,500 per year for the building, to be paid in the form of repairs and maintenance on the building. The City pays for additional major repairs and maintenance above \$1,500. The City also provides insurance coverage for the Centre's building at no charge. There was no building rent expense for the years ended June 30, 2016 and 2015.

Note 5. Retirement Plan

In April 1995, the Centre established an *Internal Revenue Code* Section 403(b) retirement plan for all eligible employees. The plan permits the Centre to make matching discretionary contributions. The investments for the plan are in a mutual fund. The Centre had no contributions to the plan for the years ended June 30, 2016 and 2015.

Note 6. Credit Risk and Economic Dependency

At June 30, 2016 and 2015, the Centre's accounts and notes receivable were from small businesses located in the Central Virginia area.

The Centre derives substantially all of its revenues from donations and grants from state and local funding sources, federal grants, and charges for services to its tenants and clients who are located in the Central Virginia area. The Centre is also highly dependent upon the City for leased property and sources of grant funding.

COMPLIANCE SECTION

**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***

To the Members of the Board of Directors
Business Development Centre, Inc.
Lynchburg, Virginia

We have audited, in accordance with the 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; the financial statements of the Business Development Centre, Inc. (the "Centre"), a component unit of the City of Lynchburg, Virginia, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Centre's basic financial statements and have issued our report thereon dated September 8, 2016.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Centre'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Centre's internal control. Accordingly, we do not express an opinion on the effectiveness of the Centre'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 or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a deficiency in internal control, described as follows, that we consider to be a significant deficiency.

Internal Control over Financial Reporting (Continued)

Segregation of Duties

One of the more important aspects of any system of internal control is segregation of duties. In an ideal system of internal controls, no individual would perform more than one duty in connection with any transaction or series of transactions. In particular, no one individual should have access to both physical assets and the ability to manipulate accounting records. Such access may allow errors or irregularities to occur and either not be detected or concealed. Due to the size of the Centre's office staff, which includes one full time employee and two part time employees, certain duties are not fully segregated. This is common in smaller organizations when management and the Board have determined the cost of expanding the number of personnel outweighs the potential risk associated with the inability to fully segregate all duties. Certain controls are in place, such as Board review of financial statements, that partially mitigate the risks associated with this weakness, however, with a limited staff size, it is not feasible to implement controls to fully prevent or detect errors before they occur.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Centre'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 Centre'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 Centre's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Brown, Edwards & Company, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia
September 8, 2016