

Houston Forensic Science Center, Inc.
(A Component Unit of the City of Houston)

Financial Statements
and Independent Auditors' Report
for the year ended June 30, 2015

Houston Forensic Science Center, Inc.

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Independent Auditors' Report

To the Board of Directors of
Houston Forensic Science Center, Inc.:

We have audited the accompanying financial statements of the governmental activities of Houston Forensic Science Center, Inc. (a component unit of the City of Houston), as of and for the year ended June 30, 2015 and the related notes to the financial statements, which comprise Houston Forensic Science Center, Inc.'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.

Auditors' 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 our 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 auditors' 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 the governmental activities of Houston Forensic Science Center, Inc., as of June 30, 2015, 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.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 3-5 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.

Blazek & Vetterling

September 25, 2015

Houston Forensic Science Center, Inc.
Management's Discussion and Analysis
For the year ended June 30, 2015
(unaudited)

The following discussion and analysis of Houston Forensic Science Center, Inc.'s (HFSC) financial performance provides an overview of the financial activities for the year ended June 30, 2015. This discussion should be read in conjunction with HFSC's financial statements, which follow this section.

Financial Highlights

Financial highlights for the fiscal year ending June 30, 2015 include:

- HFSC's total fund balance increased by \$1.9 million and its total net position increased by \$2.6 million as a consequence of delayed access to funds appropriated by the City. Specifically, HFSC postponed from fiscal year 2015 to fiscal year 2016 the hiring of essential personnel, as well as, commitments to pay certain one-time costs associated with the leasing of additional space.
- \$17.5 million of HFSC's expenses were program expenses in connection with forensic science services.
- HFSC recognized revenue of \$22.7 million in appropriations received from the City of Houston (the City) in its statement of activities.
- HFSC added \$1 million in capital assets during the year, which included \$209,000 in donated property from the City of Houston.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to HFSC's basic financial statements. The basic financial statements present combined government-wide and governmental fund financial statements. The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the basic financial statements.

Government-wide financial statements reflect an economic resources measurement focus and are prepared using the accrual basis of accounting. The government-wide financial statements are designed to provide readers with a broad overview of HFSC's finances, in a manner similar to a private-sector business.

The statement of net position shows the financial position of HFSC at year end by presenting HFSC's assets and liabilities, with net position representing the difference between assets and liabilities. The statement of activities presents information showing changes in HFSC's net position during the year. Changes in net position are reported when an underlying event giving rise to a change occurs, regardless of the timing of related cash flows. Therefore, revenue and expenses are reported in this statement for some items that will not result in cash flows until future fiscal periods.

Governmental fund financial statements reflect a current financial resources measurement focus and are prepared using the modified accrual basis of accounting. Unlike the government-wide financial statements, the governmental fund financial statements present information showing the near-term inflows and outflows of spendable resources and the balances of spendable resources at year end.

During 2015, there was a difference between the government-wide financial statements and the governmental fund financial statements as a result of capital outlays of \$771,000 being recorded as expenditures on the governmental fund balance sheet but as capital assets on the statement of net position. There is also a difference of \$226,000 in depreciation expense and \$209,000 in donated property from the Houston Police Department being recognized in the statement of activities and not on the governmental fund statement of revenues, expenditures, and changes in fund balance.

Condensed Government-Wide Financial Information and Financial Analysis

	<u>AS OF JUNE 30</u>	
	<u>2015</u>	<u>2014</u>
<i>Condensed Statements of Net Position:</i>		
Total assets	<u>\$ 6,313,831</u>	<u>\$ 4,800,590</u>
Total liabilities	<u>\$ 1,192,421</u>	<u>\$ 2,303,320</u>
Net position:		
Invested in capital assets	\$ 2,450,895	\$ 1,697,135
Unrestricted	<u>2,670,515</u>	<u>800,135</u>
Total net position	<u>\$ 5,121,410</u>	<u>\$ 2,497,270</u>

The assets of HFSC consist primarily of cash, receivables from the City for appropriated amounts due, and capital assets. Liabilities consist primarily of operating expenses, including accrued salaries. The increase in assets at June 30, 2015 as compared to June 30, 2014 is the result of HFSC being appropriated more funding from the City during fiscal year 2015. Liabilities decreased primarily due to the timing of reimbursing the Houston Police Department for operating expenses.

	<u>FOR THE YEAR ENDED JUNE 30</u>	
	<u>2015</u>	<u>2014</u>
<i>Condensed Statements of Activities:</i>		
Expenses:		
Program services	\$ 17,465,532	\$ 18,053,914
Management and general	<u>2,867,832</u>	<u>1,062,207</u>
Total expenses	<u>20,333,364</u>	<u>19,116,121</u>
Revenue:		
City of Houston – appropriation	21,248,199	18,220,171
City of Houston – direct overhead appropriation	1,460,000	1,460,000
Other revenue from local governments	15,306	36,477
Other revenue	24,977	4,042
Houston Police Department – donation of property	<u>209,022</u>	<u>1,443,893</u>
Total revenue	<u>22,957,504</u>	<u>21,164,583</u>
CHANGES IN NET POSITION	2,624,140	2,048,462
Net position, beginning of year	<u>2,497,270</u>	<u>448,808</u>
Net position, end of year	<u>\$ 5,121,410</u>	<u>\$ 2,497,270</u>

The statements of activities show the expenses and revenue of HFSC and the corresponding effect on net position. Substantially all of HFSC's revenue is provided from appropriations from the City's budget. The City provides appropriated funds from the City's general fund, as well as, an overhead allocation for space occupied at 1200 Travis St., Houston, Texas.

Revenue increased as a result of HFSC receiving more appropriated funds than in the prior year.

Contacting Houston Forensic Science Center, Inc.'s Financial Management

The financial report is designed to discuss issues that may be material to the operation of HFSC. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Chief Financial Officer and Treasurer, Houston Forensic Science Center, Inc., 1200 Travis St., 20th Floor, Houston, Texas, 77002.

Houston Forensic Science Center, Inc.

Governmental Fund Balance Sheet and Statement of Net Position as of June 30, 2015

	GENERAL FUND	ADJUSTMENTS (NOTE 3)	STATEMENT OF NET POSITION
ASSETS			
Current assets:			
Cash	\$ 2,281,870		\$ 2,281,870
Grant receivable from City of Houston	1,517,369		1,517,369
Prepaid expenses	63,697		63,697
Noncurrent assets:			
Capital assets, net of depreciation	<u> </u>	\$ 2,450,895	<u>2,450,895</u>
TOTAL ASSETS	<u>\$ 3,862,936</u>	<u>\$ 2,450,895</u>	<u>\$ 6,313,831</u>
LIABILITIES			
Current liabilities:			
Accounts payable and accrued expenses	\$ 1,192,421		\$ 1,192,421
TOTAL LIABILITIES	<u>1,192,421</u>		<u>\$ 1,192,421</u>
FUND BALANCE AND NET POSITION:			
Nonspendable prepaid expenses	63,697	\$ (63,697)	
Unassigned / unrestricted	2,606,818	63,697	\$ 2,670,515
Invested in capital assets	<u> </u>	<u>2,450,895</u>	<u>2,450,895</u>
TOTAL FUND BALANCE	<u>2,670,515</u>		
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 3,862,936</u>		
TOTAL NET POSITION		<u>\$ 2,450,895</u>	<u>\$ 5,121,410</u>

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

Governmental Fund Statement of Revenue, Expenditures, and Changes in Fund Balance and Statement of Activities for the year ended June 30, 2015

	GENERAL FUND	ADJUSTMENTS (NOTE 3)	STATEMENT OF ACTIVITIES
EXPENDITURES / EXPENSES:			
Program services	\$ 17,239,069	\$ 226,463	\$ 17,465,532
Management and general	2,867,832		2,867,832
Capital expenditures	<u>771,201</u>	<u>(771,201)</u>	<u> </u>
Total expenditures / expenses	<u>20,878,102</u>	<u>(544,738)</u>	<u>20,333,364</u>
REVENUE:			
Grant from City of Houston – appropriation	21,248,199		21,248,199
Grant from City of Houston – direct overhead appropriation	1,460,000		1,460,000
Other revenue from local governments	15,306		15,306
Other revenue	24,977		24,977
Houston Police Department – donation of property	<u> </u>	<u>209,022</u>	<u>209,022</u>
Total revenue	<u>22,748,482</u>	<u>209,022</u>	<u>22,957,504</u>
EXCESS OF REVENUE OVER EXPENDITURES / CHANGES IN NET POSITION	1,870,380	753,760	2,624,140
Fund balance / net position, beginning of year	<u>800,135</u>	<u>1,697,135</u>	<u>2,497,270</u>
Fund balance / net position, end of year	<u>\$ 2,670,515</u>	<u>\$ 2,450,895</u>	<u>\$ 5,121,410</u>

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

Notes to Financial Statements for the year ended June 30, 2015

NOTE 1 – ORGANIZATION

Organization – Houston Forensic Science Center, Inc. (HFSC), a component unit of the City of Houston (the City), is a local government corporation created to provide independent forensic services to law enforcement agencies, primarily the Houston Police Department (HPD), and other judicial entities. The formation of HFSC was approved by City Council on June 26, 2012.

HFSC's Board of Directors are appointed by the Mayor of the City and approved by City Council. HFSC receives funding primarily from an interlocal agreement with the City in which funding is received subject to the City's approval of HFSC's annual budget. Funding received must be expended in accordance with the annual budget.

Federal income tax status – HFSC is a local government corporation created to accomplish a governmental purpose of the City and is not subject to federal income tax. Contributions to HFSC are deductible under §170(c)(1) of the Internal Revenue Code.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation – These financial statements have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB).

Measurement focus and basis of accounting – Measurement focus refers to *what* is being expressed in reporting financial position and performance, that is, *which* resources are being measured. The financial resources measurement focus measures only financial resources while the economic resources measurement focus measures both financial and capital resources. The measurement focus determines *whether* a fund balance sheet or statement of net position reports financial or economic resources. Basis of accounting refers to *when* those resources and commitments and uses of those resources should be recognized. It relates to the timing of the measurements made regardless of the measurement focus applied.

Governmental funds in the fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenue is recognized when it is measurable and available. *Measurable* means the amount of the transaction is known or reasonably estimable. *Available* refers to amounts collected in the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period, generally within 60 days after year end. Expenditures are recognized when the related liability is incurred.

Governmental funds in the government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenue is recognized when it is earned and becomes measurable and expenses are recognized in the period incurred.

Cash consists of demand deposits. Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, HFSC will be unable to recover deposits. At June 30, 2015, the carrying amount and the bank balance of HFSC's demand deposit account was \$1,544,034. Amounts on deposit that are in excess of the Federal Deposit Insurance Corporation limit of \$250,000 are collateralized by a security agreement with the bank.

Fund balance is classified based upon the relative strength of spending constraints placed upon the purposes for which resources can be used as follows:

- *Nonspendable fund balance* includes amounts that are either not in spendable form or are legally or contractually required to be maintained intact.
- *Restricted fund balance* includes amounts constrained to specific purposes by resource providers, through constitutional provisions, or by enabling legislation.
- *Unassigned fund balance* includes amounts that are available for HFSC's future use for any purpose.

Net position represents the difference between assets and liabilities. HFSC reports categories of net position, as follows:

- *Invested in capital assets* consists of net capital assets.
- *Restricted net position* – net position is considered restricted if their use is constrained to a particular purpose. Restrictions are imposed by external organizations such as City ordinances or grantors.
- *Unrestricted net position* consists of all other net position that does not meet the definition of the above two components and is available for general use by HFSC.

Capital assets include forensic science equipment, office equipment, and leasehold improvements. HFSC capitalizes capital expenditures of \$5,000 or greater with an estimated useful life of more than one year. Purchased capital expenditures are carried at cost. Donated capital assets are recorded at fair value at the date of transfer. Depreciation expense is recognized using the straight-line method over estimated useful lives between 5 and 15 years.

Grants – Under both the modified accrual and the accrual basis of accounting, receivables from grants are recognized, net of uncollectible amounts, when all applicable eligibility requirements are met provided the commitment is verifiable and the resources are measurable and probable of collection. Revenue recognized as receivable in advance of the time period during which eligibility requirements are met or resources are available, is deferred under the modified accrual basis of accounting, but is recognized as revenue under the accrual basis of accounting and reflected as restricted net position when eligibility requirements are met.

Estimates – Management must make estimates and assumptions to prepare financial statements in accordance with generally accepted accounting principles. These estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue, expenditures and expenses and the allocation of expenses among various functions. Actual results could vary from the estimates that were used.

NOTE 3 – RELATED PARTIES

HFSC is a component unit of the City and receives appropriated funds from the City's general fund as well as, an overhead allocation representing shared costs of the use of HPD facilities. HFSC's forensic functions are performed primarily to support HPD.

In fiscal year 2015, the City charged HFSC \$10.7 million for services provided to HFSC. The City also donated \$209,000 in equipment to HFSC. The City provided \$1.5 million in overhead appropriations representing HFSC's use of the City's property. The City also appropriated \$7.5 million for general operations and \$13.8 million for services provided by the City for total appropriations of \$21.3 million for operations.

NOTE 4 – CAPITAL ASSETS

HFSC's investment in capital assets consists of the following:

	BALANCE AT JULY 1, 2014	ADDITIONS	DISPOSITIONS	BALANCE AT JUNE 30, 2015
Scientific forensic equipment	\$ 1,750,071	\$ 514,434		\$ 2,264,505
Work-in-progress – leasehold improvements		406,026		406,026
Furniture and office equipment		59,762		59,762
Less accumulated depreciation	<u>(52,936)</u>	<u>(226,462)</u>	<u> </u>	<u>(279,398)</u>
Total capital assets, net of depreciation	<u>\$ 1,697,135</u>	<u>\$ 753,760</u>	<u>\$ 0</u>	<u>\$ 2,450,895</u>

NOTE 5 – COMMITMENTS

In April 2015, HFSC entered into an operating lease agreement for the use of certain building space. The agreement includes HFSC's commitment to pay predetermined monthly rent as well as, operating expenses, which are determined annually based on prior year's operating expense. The operating lease agreement also stipulates that HFSC is to pay a termination penalty that includes tenant improvement costs and commission costs in the amount of \$425,148 plus interest of 3.0% should it terminate the lease before the end of the lease term. Related occupancy expense of approximately \$115,793 was recognized during 2015. Future minimum lease payments at June 30, 2015 are due as follows:

2016	\$ 984,413
2017	1,053,123
2018	1,066,726
2019	<u>898,384</u>
Total	<u>\$ 4,002,646</u>

NOTE 6 – ADJUSTMENTS BETWEEN THE GOVERNMENTAL FUND STATEMENTS AND THE GOVERNMENT-WIDE STATEMENT OF NET POSITION AND STATEMENT OF ACTIVITIES

Total fund balance differs from net position. Timing differences in recognition of revenue from grants from the City occur because of differences between the long-term economic focus of the government-wide statement of net position and statement of activities and the current financial resources focus of the Board of Director's governmental fund statements. The provisions of GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis for State and Local Governments*, imposed this change in focus. The adjustments show the difference between the statements that result from this timing difference.

An adjustment of \$2,450,895 is reported in governmental activities in the statement of net position, which differs from the governmental fund balance sheet relating to capital assets. Capital assets used in governmental activities are not current financial resources and therefore, are not reported in the fund financial statements.

Adjustments reported on the statement of activities from the governmental fund statement of revenues, expenditures, and changes in fund balance consist of the following:

Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. The statement of activities recognizes the cost of outlays allocated over estimated useful lives as depreciation expense.

Capital outlay	\$ 771,201
Depreciation expense	(226,463)

Governmental funds do not recognize as revenue contributions of donated property because such contributions do not increase current financial resources.

Donated property	<u>209,022</u>
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Net adjustment to increase net changes in fund balance to change in net position of governmental activities	<u>\$ 753,760</u>
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