

***NEW YORK STATE ASSOCIATION OF  
COUNTY HEALTH OFFICIALS, INC.  
("NYSACHO")***

***FINANCIAL STATEMENTS***

***DECEMBER 31, 2022 AND 2021***

*NEW YORK STATE ASSOCIATION OF COUNTY HEALTH OFFICIALS, INC.*

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*DECEMBER 31, 2022 AND 2021*

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CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITOR'S REPORT**

The Board of Directors  
New York State Association of  
County Health Officials, Inc.  
Albany, New York

**Opinion**

We have audited the accompanying financial statements of New York State Association of County Health Officials, Inc. (a nonprofit organization) (the "Association"), which comprise the statements of financial position as of December 31, 2022 and 2021, and the related statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New York State Association of County Health Officials, Inc. as of December 31, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Association and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Association's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

**Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud

is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Association's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Association's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

### **Supplemental Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental financial information on page 12 is presented for purposes of additional analysis and is not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Cusack & Company, CPA's LLC*

**CUSACK & COMPANY, CPA'S LLC**

Latham, New York  
April \_\_, 2023

**NEW YORK STATE ASSOCIATION OF COUNTY HEALTH OFFICIALS, INC.**

**STATEMENTS OF FINANCIAL POSITION**

**DECEMBER 31, 2022 AND 2021**

**ASSETS**

	<b><u>2022</u></b>	<b><u>2021</u></b>
Current Assets:		
Cash	\$ 225,726	\$ 83,353
Grants Receivable	217,754	249,250
Prepaid Expenses	<u>4,471</u>	<u>984</u>
Total Current Assets	<u>447,951</u>	<u>333,587</u>
Other Assets:		
Investments	212,325	247,926
Office Equipment, Net	39,103	186
Right-of-Use Asset	<u>129,429</u>	<u>159,523</u>
Total Other Assets	<u>380,857</u>	<u>407,635</u>
Total Assets	<u>\$ 828,808</u>	<u>\$ 741,222</u>

**LIABILITIES AND NET ASSETS**

Current Liabilities:		
Current Portion of Lease Payable	\$ 28,030	\$ 34,833
Accounts Payable	12,017	10,385
Accrued Payroll	69,203	47,289
Grantor Payable	62,069	-
Unearned Revenue	<u>85,952</u>	<u>51,791</u>
Total Current Liabilities	257,271	144,298
Lease Payable, Net of Current Portion	101,399	124,690
Net Assets Without Donor Restrictions	<u>470,138</u>	<u>472,234</u>
Total Liabilities and Net Assets	<u>\$ 828,808</u>	<u>\$ 741,222</u>

**NEW YORK STATE ASSOCIATION OF COUNTY HEALTH OFFICIALS, INC.**

**STATEMENTS OF ACTIVITIES**

**FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

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	<u><b>2022</b></u>	<u><b>2021</b></u>
Revenue:		
Membership Dues	\$ 228,565	\$ 221,278
Grant Income	1,098,966	701,109
Investment Returns, Net	(35,413)	40,973
Other Income	<u>26,812</u>	<u>19,636</u>
Total Revenue	<u>1,318,930</u>	<u>982,996</u>
Expenses:		
Program	1,195,676	814,983
Management and General	<u>125,350</u>	<u>96,256</u>
Total Expenses	<u>1,321,026</u>	<u>911,239</u>
Change in Net Assets		
Without Donor Restrictions	(2,096)	71,757
Net Assets, Beginning of Year	<u>472,234</u>	<u>400,477</u>
Net Assets, End of Year	<u>\$ 470,138</u>	<u>\$ 472,234</u>

**NEW YORK STATE ASSOCIATION OF COUNTY HEALTH OFFICIALS, INC.**

**STATEMENTS OF CASH FLOWS**

**FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

	<b><u>2022</u></b>	<b><u>2021</u></b>
Cash Flows from Operating Activities:		
Change in Net Assets	\$ (2,096)	\$ 71,757
Adjustments to Reconcile Change in Net Assets to		
Net Cash Provided By (Used In) Operating Activities:		
Depreciation	3,912	292
Unrealized Gain on Investments	45,454	(22,967)
Changes in:		
Grants Receivable	93,565	(145,485)
Prepaid Expenses	(3,487)	(271)
Accounts Payable	1,632	(7,538)
Accrued Payroll	21,914	7,665
Unearned Revenue	<u>34,161</u>	<u>(6,205)</u>
Net Cash Provided By (Used In) Operating Activities	<u>195,055</u>	<u>(102,752)</u>
Cash Flows from Investing Activities:		
Purchase of Investments	(9,853)	(17,588)
Purchase of Equipment	<u>(42,829)</u>	<u>-</u>
	<u>(52,682)</u>	<u>(17,588)</u>
Cash Flows from Financing Activities:		
Payments on SBA Loan	<u>-</u>	<u>(43,897)</u>
Net Change in Cash	142,373	(164,237)
Cash, Beginning of Year	<u>83,353</u>	<u>247,590</u>
Cash, End of Year	<u>\$ 225,726</u>	<u>\$ 83,353</u>

**NEW YORK STATE ASSOCIATION OF COUNTY HEALTH OFFICIALS, INC.**

**STATEMENTS OF FUNCTIONAL EXPENSES  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

	<b>December 31, 2022</b>			<b>December 31, 2021</b>		
	<b>Management and</b>			<b>Management and</b>		
	<b><u>Program</u></b>	<b><u>General</u></b>	<b><u>Total</u></b>	<b><u>Program</u></b>	<b><u>General</u></b>	<b><u>Total</u></b>
Salaries	\$ 516,464	\$ 70,239	\$ 586,703	\$ 395,851	\$ 55,477	\$ 451,328
Payroll Taxes and Benefits	163,478	22,293	185,771	132,664	18,589	151,253
Meetings, Conferences and Trainings	236,120	-	236,120	89,383	-	89,383
Consultants and Subcontractors	144,404	19,691	164,095	83,467	11,695	95,162
Lobby Expense	24,000	-	24,000	24,000	-	24,000
Communications	16,863	2,300	19,163	15,679	2,197	17,876
Rent	34,513	4,706	39,219	28,243	3,957	32,200
Travel	14,940	-	14,940	14,719	-	14,719
Office Expense	29,915	4,079	33,994	26,412	3,701	30,113
Insurance	4,129	563	4,692	3,224	452	3,676
Depreciation	3,443	469	3,912	256	36	292
Miscellaneous	<u>7,407</u>	<u>1,010</u>	<u>8,417</u>	<u>1,085</u>	<u>152</u>	<u>1,237</u>
Total	<u>\$ 1,195,676</u>	<u>\$ 125,350</u>	<u>\$ 1,321,026</u>	<u>\$ 814,983</u>	<u>\$ 96,256</u>	<u>\$ 911,239</u>



**1. NATURE OF ACTIVITY**

The New York State Association of County Health Officials, Inc. (the "Association") is a not-for-profit membership association organized for the purpose of improving policies and practices in the field of public health. The members of NYSACHO are primarily representatives of county health departments in the State of New York.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Basis of Accounting and Reporting*

The financial statements of the Association have been prepared on the accrual basis of accounting, whereby revenue is recognized when earned and expenses are recognized when incurred. The basis of accounting in accordance with accounting principles generally accepted in the United States of America. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

*Equipment and Depreciation*

Equipment is stated at cost less accumulated depreciation. Expenditures for additions, renewals and betterments are capitalized; expenditures for maintenance and repairs are charged to expense as incurred. Upon retirement or disposal of assets, the cost and accumulated depreciation are eliminated from the accounts and the resulting gain or loss is included in income. Depreciation is computed using the straight line method over the estimated useful lives of the assets ranging from 3 to 7 years.

*Recognition of Income*

Revenue from contracts with customers is recognized in accordance with a five-step model as follows:

- Identify the contract with the customer
- Identify the performance obligation(s) in the contract
- Determine the transaction price
- Allocate the transaction price to the performance obligation(s) in the contract
- Recognize revenue when earned or as performance obligation(s) are satisfied

The Association recognizes membership dues as revenue on a calendar year basis. Dues received in advance for the following year are reflected as unearned revenue. Revenues generated by grants are recognized in the period in which the related expenses are incurred. Revenues generated by conferences and meetings are recognized in the period the events occur.

Contract Assets

Amounts related to services provided to customers which have not been billed and that do not meet the conditions of an unconditional right to payment at the end of the reporting period are contract assets. Contract asset balances consist primarily of services provided to customers who are still receiving services at the end of the year. There were no contract assets for the years ended December 31, 2022 and 2021.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

*Recognition of Income (Continued)*

Contract Liabilities

Contract liabilities represent revenue that has been deferred for the funds advanced by third party payors for the Association's contracts received related to services that have not yet been provided to customers. Contract liabilities consist of payments made by funding and other sources for the Association's contracts for services not yet performed that are expected to be performed within the next fiscal year. Contract liabilities were \$85,952 and \$51,791 for the years ended December 31, 2022 and 2021, respectively.

*Allowance for Uncollectibles*

The Association utilizes the allowance method to determine the allowance for doubtful accounts. At December 31, 2022 and 2021, management determined an allowance of \$6,529 and \$0, respectively, based upon their review of the specific receivables and prior history.

*Taxes*

The Association is a not-for-profit organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. However, the Association may be liable for income taxes on unrelated business income.

*Estimates*

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results may differ from these estimates.

*Functional Expenses*

The financial statements report certain categories of expenses that are attributable to program and administration. Directly identifiable expenses are charged to program and administration. Expenses that are not directly identifiable require allocation on a reasonable basis that is consistently applied. Salaries and benefits when requiring allocation are based on estimates of time and effort. Other expenses not directly identifiable all allocated using acceptable methods.

*Fair Value*

The Accounting Standards Codification requires expanded disclosures about fair value measurements and establishes a three-level hierarchy for fair value measurements based on the observable inputs to the valuation of an asset or liability at the measurement date. Fair value is defined as the price that NYSACHO would receive upon selling an asset or pay to transfer a liability in an orderly transaction between market participants. It prioritizes the inputs to the valuation techniques used to measure fair value by giving the highest priority to unadjusted quoted prices in active markets (Level 1 measurements) to measurements involving significant unobservable inputs (Level 3 measurements).

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)***Fair Value (Continued)*

The following methods and assumptions were used to estimate the fair value of each class of financial instrument for which it is practicable to estimate that value:

*Cash, grants receivable, prepaid expenses, accounts payable, accrued payroll and unearned revenue* - The carrying amounts approximate fair value because of the short maturity of these instruments.

*Investments* - Valued at fair value using Level 1 measurements.

*Accounting for Uncertainty in Income Taxes*

The Accounting Standards Codification requires entities to disclose in their financial statements the nature of any uncertainty in their tax position. The Association has not recognized any benefits or liabilities from uncertain tax positions in 2022 and believes it has no uncertain tax positions for which it is reasonably possible that will significantly increase or decrease net assets. Generally, federal and state authorities may examine the Association's tax returns for three years from the date of filing; consequently, tax-exempt income tax returns for years prior to 2019 are no longer subject to examination by tax authorities.

*Subsequent Events*

Management has evaluated subsequent events or transactions as to any potential material impact on operations or financial position occurring through April \_\_, 2023, the date the financial statements were available to be issued. No such events or transactions were identified.

**3. INVESTMENTS**

Investments consist of the following mutual funds and are valued at fair value, determined using quoted prices in active markets for identical assets (Level 1).

	2022		
	<u>Cost</u>	<u>Fair Value</u>	<u>Unrealized Gain (Loss)</u>
Mutual Funds, Equity Based	\$ 130,694	\$ 149,153	\$ 18,459
Mutual Funds, Bond Based	<u>73,839</u>	<u>63,172</u>	<u>(10,667)</u>
Total	<u>\$ 204,533</u>	<u>\$ 212,325</u>	<u>\$ 7,792</u>

  

	2021		
	<u>Cost</u>	<u>Fair Value</u>	<u>Unrealized Gain (Loss)</u>
Mutual Funds, Equity Based	\$ 123,799	\$ 178,994	\$ 55,195
Mutual Funds, Bond Based	<u>70,881</u>	<u>68,932</u>	<u>(1,949)</u>
Total	<u>\$ 194,680</u>	<u>\$ 247,926</u>	<u>\$ 53,246</u>

**NEW YORK STATE ASSOCIATION OF COUNTY HEALTH OFFICIALS, INC.**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

**DECEMBER 31, 2022 AND 2021**

**3. INVESTMENTS (CONTINUED)**

Investment returns, net are as follows:

	<u>2022</u>	<u>2021</u>
Dividend and Interest Income	\$ 10,041	\$ 18,006
Unrealized Gain (Loss) on Investments	<u>(45,454)</u>	<u>22,967</u>
	<u>\$ (35,413)</u>	<u>\$ 40,973</u>

**4. GRANTOR PAYABLE**

Grantor payable consist of a duplicate payment received on a grant that was repaid in February 2023.

**5. LEASES**

The Association adopted Accounting Standards Update No. 2016-02, Leases ("ASU 2016-02"). ASU 2016-02 requires the recognition of lease assets and lease liabilities by the lessee for those leases classified as operating leases.

The Association has entered into one lease for its administrative office. The five year lease terminates on March 31, 2027, with fixed monthly payments of \$31,822 for 2023, \$32,591 for 2024, \$32,878 for 2025, \$33,233 for 2026 and \$8,340 for 2027.

As the rate implicit in the leases is not known, an incremental borrowing rate of 3.25% was used as the discount rate, at December 31, 2022 and 2021.

Amounts recognized as right-of-use assets and leases payable are included in the statement of financial position as follows:

	<u>2022</u>	<u>2021</u>
Right-of-Use Asset	<u>\$ 129,429</u>	<u>\$ 159,523</u>
Current Portion of Lease Payable	28,030	34,833
Long-Term Portion of Lease Payable	<u>101,399</u>	<u>124,690</u>
Total Lease Payable	<u>\$ 129,429</u>	<u>\$ 159,523</u>

Rent expense relating to operating rents was \$39,219 and \$32,200 for the years ended December 31, 2022 and 2021, respectively.

**6. LINE OF CREDIT**

The Association has an \$50,000 revolving line of credit with a financial institution. The line bears interest at 5% and is unsecured. There were no outstanding advances under the line at December 31, 2022 or 2021.

**7. RETIREMENT PLAN**

The Association established a 401(k) plan covering substantially all employees. Employees are eligible once they have met certain age and years of service requirements. The employer contribution is voluntary and was equal to 3% of each employee's gross salary for 2022 and 2021. The cost to the Association was \$10,668 and \$10,431 for the years ended December 31, 2022 and 2021, respectively.

**8. CONCENTRATIONS**

The Association receives a substantial portion of its grant revenue from the New York State Department of Health and Health Research, Inc. For the years ended December 31, 2022 and 2021, grant revenue from those entities represented approximately 79% and 67% of total revenue, respectively. Expenses incurred related to these grants include salaries, benefits and other costs associated with providing educational and training services.

**9. GRANT AGREEMENTS**

The Association is subject to audits and reviews of reimbursable costs by its various governmental agencies and other funding sources. The outcome of these audits and reviews may have the effect of retroactively increasing or decreasing revenue. In the event that a subsequent audit or review determines that an adjustment is required, the amount will be recognized in the period in which it becomes fixed and determinable. Management does not expect that such adjustments, if any, will be significant.

**10. LIQUIDITY**

The Association's liquidity management policy is to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. To help manage unanticipated liquidity needs, the Association has a line of credit in the amount of \$50,000 which it could draw upon. Additionally, the Association has unrestricted investments of \$212,325 at December 31, 2022 which it could utilize.

The Association has financial assets available within one year of the statement of financial position date to meet cash needs for general expenditures, liabilities and other obligations of:

	<u><b>2022</b></u>
Cash	\$ 225,726
Receivables	<u>155,685</u>
Financial Assets Available to Meet	
Cash Needs within One Year	<u><u>\$ 381,411</u></u>

None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the statement of financial position date.

## **SUPPLEMENTAL INFORMATION**

**NEW YORK STATE ASSOCIATION OF COUNTY HEALTH OFFICIALS, INC.**

**SCHEDULE OF GRANT REVENUES AND EXPENSES**

**FOR THE YEAR ENDED DECEMBER 31, 2022**

	Immunization Activities C033860	Education and Training C030489	Vaccine Equality C037071	Columbia	HRI 1662	HRI Climate Change	HRI SUD	Total Grants
Revenue:								
Grant Income	\$ 292,779	\$ 264,806	\$ 340,673	\$ 63,337	\$ 63,117	\$ 15,282	\$ 58,972	\$ 1,098,966
Expenses:								
Salaries	128,953	120,563	132,357	32,718	41,668	8,184	26,357	490,800
Payroll Taxes and Benefits	40,101	45,296	46,567	10,736	10,478	2,685	7,453	163,316
Meetings, Conferences and Trainings	74,476	47,683	88,714	-	2	90	4,143	215,108
Consultants and Subcontractors	12,855	15,666	31,208	14,450	3,590	2,820	8,165	88,749
Communications	5,380	3,701	5,264	179	691	-	1,138	16,353
Rent	10,225	9,450	12,152	-	-	-	1,356	33,183
Travel	1,163	-	570	-	-	-	3,847	5,580
Office Expense *	18,666	21,430	23,233	975	961	-	1,982	67,247
Insurance	960	1,017	608	-	-	-	-	2,585
Administrative Allocation	-	-	-	4,279	5,727	1,503	4,536	16,045
Total Expenses	292,779	264,806	340,673	63,337	63,117	15,282	58,972	1,098,966
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\* Includes capitalized furniture.

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April \_\_, 2023

To the Board of Directors  
New York State Association of  
County Health Officials, Inc.

We have audited the financial statements of New York State Association of County Health Officials, Inc. ("NYSACHO") for the year ended December 31, 2022, and have issued our report thereon dated April \_\_, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, 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 December 1, 2021. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by New York State Association of County Health Officials, Inc. are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Organization 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. There were no sensitive estimates affecting the financial statements.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no sensitive disclosures affecting the financial statements.

The financial statements 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 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. Our proposed adjustments are attached to this letter.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not 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 April \_\_, 2023.

### *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 the Organization's financial statements, our a determination of the type of auditor's opinion that may be expressed on those statements, or 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 the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of New York State Association of County Health Officials, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



CUSACK & COMPANY, CPA'S LLC

# NYS ASSOC OF COUNTY HEALTH OFFICIALS

## Adjusting Journal Entries

January 1, 2022 - December 31, 2022

Date	Reference	Account	Description	WP Reference	Debit	Credit	Net Income Effect
12/31/22	1		RECORD PY AUDIT ENTRIES NEVER RECORDED BY CLIENT				(102.33)
		1650	RIGHT OF USE ASSET		128,052.00		
		3200	NET ASSETS		42,777.96		
		2100	ACCURED EXPENSES			8,950.00	
		2190	ACCURED VACATION			2,753.80	
		2195	LEASE PAYABLE - LONG TERM			128,052.00	
		2191	ACCURED SICK TIME			24,647.00	
		1199	ALLOWANCE UNCOLLECTIBLES			6,529.49	
		5001	SALARIES			426.84	
		4080	MISCELLANEOUS INCOME		529.17		
12/31/22	2		RECLASS INVESTMENT INCOME				0.00
		4075	UNREALIZED GAIN/LOSS		10,002.27		
		4070	INVESTMENT INCOME			10,002.27	
12/31/22	3		ADJUST FIXED ASSETS AND DEPRECIATION				38,199.00
		5246	DEPRECIATION		3,912.00		
		1550	ACCUMULATED DEPRECIATION		8,268.00		
		1500	OFFICE EQUIPMENT		29,931.00		
		5345	EQUIP RENT/MAINTENANCE			15,356.27	
		5360	EQUIPMENT PURCHASES			26,754.73	
12/31/22	4		ADJUST RIGHT OF USE ASSET AND RELATED LEASE PAYABLE				0.00
		2195	LEASE PAYABLE - LONG TERM		30,094.00		
		1650	RIGHT OF USE ASSET			30,094.00	
12/31/22	5		ADJUST ACCURED AUDIT FEE				(450.00)
		5410	ACCOUNTANT		450.00		
		2100	ACCURED EXPENSES			450.00	
04/06/23	6		ADJUST FOR ADVANCE ON SUD GRANT				(60,000.00)
		4100	GRANT INCOME		60,000.00		
		2165	DEFERRED REVENUE			60,000.00	
04/06/23	7		ADJUST COMPENSATED ABSENCES TO DETAIL				(9,708.00)
		5001	SALARIES		9,708.00		
		2190	ACCURED VACATION			1,511.00	
		2191	ACCURED SICK TIME			8,197.00	

# NYS ASSOC OF COUNTY HEALTH OFFICIALS

## Adjusting Journal Entries

January 1, 2022 - December 31, 2022

Date	Reference	Account	Description	WP Reference	Debit	Credit	Net Income Effect
<b>Totals for Adjusting Journal Entries</b>							
					323,724.40	323,724.40	(32,061.33)
<b>Totals for Reclassifying Journal Entries</b>							
					150,098.85	150,098.85	0.00
					473,823.25	473,823.25	(32,061.33)
<b>Report Totals</b>							

### Reclassifying Journal Entries

A

To adjust for Current Portion of Lesae Payable

2194 LEASE PAYABLE - CURRENT K-1

2195 LEASE PAYABLE - LONG TERM K-1

B

RIGHT OF OFFSET

2165 DEFERRED REVENUE

1100 ACCTS/GRANTS RECEIVABLE

2100 ACCRUED EXPENSES

Journal Entry count = 9

**New York State Association of County Health Officials, Inc.**  
**1 United Way**  
**Albany, NY 12210**

April \_\_, 2023

Cusack & Company, CPA's LLC  
7 Airport Park Blvd.  
Latham, NY 12110

This representation letter is provided in connection with your audit of the financial statements of New York State Association of County Health Officials, Inc. (the "Association"), which comprise the statements of financial position as of December 31, 2022 and 2021, and the related statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

**Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 3, 2023.
- The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America.
- We acknowledge our responsibility for 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.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- Material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
- Guarantees, whether written or oral, under which the Association is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

### **Information Provided**

- We have provided you with:
  - ▶ Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - ▶ Additional information that you have requested from us for the purpose of the audit.
  - ▶ Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the Association and involves:
  - ▶ Management,
  - ▶ Employees who have significant roles in internal control, or
  - ▶ Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the Association's financial statements communicated by employees, former employees, grantors, regulators, or others.

- We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We have disclosed to you all known actual or possible litigation, claims, and assessment whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the Association's related parties and all the related party relationships and transactions of which we are aware.
- The Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- New York State Association of County Health Officials, Inc. is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Association's tax-exempt status, and all activities such to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
- We acknowledge our responsibility for presenting the supplementary information in accordance with U.S. GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

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Sarah Ravenhall, Executive Director