



Travis County Commissioners Court Agenda Request
TRAVIS COUNTY HOUSING FINANCE CORPORATION
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
TRAVIS COUNTY HOUSING FINANCE CORPORATION
CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION
TRAVIS COUNTY DEVELOPMENT AUTHORITY

Meeting Date: March 6, 2012

Prepared By/Phone Number: Andrea Shields, Manager/854-9116

Elected/Appointed Official/Dept. Head: Leroy Nellis, Acting County Executive, Planning and Budget/854-9066

Commissioners Court Sponsor: Samuel T. Biscoe, President

AGENDA LANGUAGE: Consider and take appropriate action to approve the following:

- A. Invoice for external audit services for Fiscal Year 2011 from Atchley & Associates, LLP; and
- B. Corporations Management Representation letter to outside auditor Atchley & Associates, LLP

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS: See attached backup.

STAFF RECOMMENDATIONS: Staff recommends approval.

ISSUES AND OPPORTUNITIES: None.

FISCAL IMPACT AND SOURCE OF FUNDING: None.

REQUIRED AUTHORIZATIONS: Andrea Shields, Manager/854-9116; Leroy Nellis, Acting County Executive, Planning and Budget/854-9066

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

**Travis County Housing Finance Corporation
700 Lavaca, Suite 1560
Austin, Texas 78701
Telephone: (512) 854-9116
Fax: (512) 854-4210**

Memo

March 8, 2012

To: Board of Directors
From: Andrea Shields
Re: Hunt Club Apartments

The attached invoice for \$5,248.00 represents 80% billing of the total fee.

We recommend approval of the invoice.

We have reviewed the contract with Atchley & Associates, LLP, and represent that the payment is allowed in the contract.

cc: Leroy Nellis, Interim County Executive, Planning and Budget
Cliff Blount

RECEIVED

2012 FEB 22 AM 10:25

TRAVIS COUNTY
AUDITORS OFFICE



ATCHLEY & ASSOCIATES, LLP
CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

February 20, 2012

RECEIVED

12 FEB 27 AM 8:47

TRAVIS COUNTY
PLANNING & BUDGET OFFICE

Travis County, Re: 10302 Corporation
Attn: Harvey Davis/Andrea Shields
PO Box 1748
Austin, TX 78767

Re: Time/Expense for the period ending February 15, 2012

10302.Corporation

In Reference To: Final billing for professional services rendered in connection with audit of the following corporations which are included in the Travis County audit as of and for the year ended September 30, 2010, based on the related contract allowing 20% billing of total fees within 30 days after interim fieldwork and 60% billing of total fees within 30 days after final field work.

Capital Health Facilities Development Corporation,
Travis County Housing Finance Corporation
Travis County Health Facilities Development Corporation
Travis County Cultural Education Facilities Finance Corporation,
Capital Industrial Development Corporation, and
Travis County Development Authority.

Invoice # 55189

For professional services rendered

Amount
\$5,248.00

Balance due

\$5,248.00 ✓

6560 - original contract
x 20% - never received invoice
for 2010
+ 1,312

6560 - original contract
x 60%
+ 3,936

5,248⁰⁰

Please include the invoice number on your check.

Invoice payable upon receipt. Thank you for your continued business and referrals.

6850 Austin Center Boulevard, Suite 180, Austin, TX 78731-3129 (512) 346-2086 / 1-877-977-6850 EIN 74-2920819

TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION

TRAVIS COUNTY HOUSING FINANCE CORPORATION

CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION

CAPITAL HEALTH FACILITIES DEVELOPMENT CORPORATION

TRAVIS COUNTY DEVELOPMENT AUTHORITY

TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION

February 24, 2012

Atchley & Associates, LLP
6850 Austin Center Blvd, Suite 180
Austin, Texas 78731

We are providing this letter in connection with your audit of the statutory basis financial statements of Travis County (the "County"), as of and for the year ended September 30, 2011, which will include the Capital Health Facilities Development Corporation, Capital Industrial Development Corporation, Travis County Housing Finance Corporation, Travis County Health Facilities Development Corporation, Travis County Development Authority and the Travis County Cultural Education Facilities Finance Corporation (collectively, the "Corporations") as blended component units of the County, for the purpose of expressing an opinion as to whether the basic financial statements present fairly, in all material respects, the financial position, results of operations or changes in fund balances, and cash flows of the County in conformity with accounting practices prescribed in Chapter 2266, Texas Government Code ("Chapter 2266"), Financial Accounting and Reporting (the "Statutory Basis"). The representations within this letter relate to the financial information of the Corporations, as included as blended component units of the basic financial statements of the County.

We confirm that we are responsible for the following:

- a. The fair presentation in the basic financial statements of financial position of the governmental activities in conformity with the Statutory Basis, a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America ("GAAP").
- b. The design and implementation of programs and controls to prevent and detect fraud, including fraud related to federal and state awards.

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- c. Establishing and maintaining effective internal control over financial reporting.

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

1. The Corporations financial statements referred to above are fairly presented in conformity with the Statutory Basis, a comprehensive basis of accounting other than GAAP. In addition, in all material respects, the financial statements properly classify all funds and activities.
2. We have no knowledge of any fraud or suspected fraud affecting the Corporations involving (a) management, (b) employees who have significant roles in internal control over financial reporting, or (c) others where the fraud could have a material effect on the financial statements that have not been provided to you.
3. We have no knowledge of any allegations of fraud or suspected fraud affecting the Corporations received in communications from employees, former employees, analysts, regulators, short sellers, or others that have not been provided to you.
4. The Corporations have made available to you all:
 - a. Summaries of actions of the governing body.
 - b. Financial records and related data for all financial transactions of the Corporations and for all funds administered by the Corporations. The records, books, and accounts, as provided to you, record the financial and fiscal operations of all funds administered by the Corporations and provide the audit trail to be used in a review of accountability. Information presented in financial reports is supported by the books and records from which the financial statements have been prepared.
 - c. Contracts and grant agreements (including amendments, if any) and any other correspondence that has taken place with federal and state agencies that could have a material effect on the financial statements.

5. There has been no:
 - a. Action taken by management that contravenes the provisions of federal laws and State of Texas laws and regulations, or of contracts and grants applicable to the Corporations.
 - b. Communication from other governmental or regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices or other matters that could have a material effect on the financial statements.
6. There are no material unasserted claims or assessments that legal counsel has advised us are probable of assertion and must be disclosed in accordance with Financial Accounting Standards Board ("FASB") Accounting Standards Codification 450, *Contingencies* (FAS-5, *Accounting for Contingencies*).
7. We are responsible for compliance with local, state and federal laws, rules and regulations. We are responsible for establishing and maintaining the components of internal control relating to our activities in order to achieve the objectives of: providing reliable financial reports, effective and efficient operations, and compliance with laws and regulations. The Corporations are responsible for maintaining accounting and administrative control over revenues, obligations, expenditures, assets, and liabilities.
8. Management has identified and disclosed to you all laws and regulations that have a direct and material effect on the determination of financial statement amounts.

Except where otherwise stated below, matters less than \$5,000 collectively are not considered to be exceptions that require disclosure for the purpose of the following representations. This amount is not necessarily indicative of amounts that would require adjustment to or disclosure in the financial statements.

9. We have disclosed to you any material change in the Corporations' internal control over financial reporting that occurred during the Corporations' most recent fiscal year that has materially affected, or is reasonably likely to materially affect, the Corporations' internal control over financial reporting.
10. The Corporations have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.

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11. The following, to the extent applicable, have been appropriately identified, properly recorded, and disclosed in the financial statements:
 - a. Related-party transactions and associated receivables or payables, including sales, purchases, loans, transfers, leasing arrangements, and guarantees (written or oral).
 - b. Guarantees, whether written or oral, under which the Corporations are contingently liable.
12. There are no:
 - a. Known violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - b. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB Accounting Standards Codification 450, *Contingencies*, (FAS-5, *Accounting for Contingencies*).
13. No department or agency of the Corporations has reported a material instance of noncompliance to us.
14. The Corporations have satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
15. There are no known material transactions that have not been properly recorded in the accounting records underlying the financial statements.
16. The Corporations have complied with all aspects of contractual agreements that may have an effect on the financial statements in the event of noncompliance.
17. Other than those disclosed in the notes to the financial statements, no events have occurred subsequent to September 30, 2011 that require consideration as adjustments to or disclosures in the financial statements.
18. Management has disclosed whether, subsequent to September 30, 2011, any changes in internal control or other factors that might significantly affect internal control over financial reporting, including any corrective action taken by management with regard to significant deficiencies and material weaknesses, have occurred.

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19. In estimating fair values of certain assets and liabilities, such as those investments subject to reporting at fair value under Governmental Accounting Standards Board Statement No. 31, "*Accounting and Financial Reporting for Certain Investments and for External Investment Pools*," we believe that the market assumptions used were the most appropriate for the circumstances based on information available as of September 30, 2011.
20. In all material respects, all conduit debt of the Corporations has been disclosed in the County's basic financial statements.

Samuel T. Biscoe
Director

Margaret Gomez
Director

Ron Davis
Director

Karen Huber
Director

Sarah Eckhardt
Director

Andrea Shields
Corporations Administrator

Leroy Nellis, Acting County
Executive Manager, PBO