

---

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

**dba HIGHLAND MANOR SENIOR LIVING**

**HUD PROJECT NO. 053-EE137**

**REPORT ON AUDIT OF FINANCIAL  
STATEMENTS AND ACCOMPANYING  
INFORMATION AND COMPLIANCE  
AND INTERNAL CONTROL**

**YEARS ENDED JUNE 30, 2022 AND 2021**

---

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

---

**TABLE OF CONTENTS**

	<b>Page</b>
<b>Independent auditor's report</b>	1-3
<b>Financial statements</b>	
Statements of financial position	4-5
Statements of profit and (loss) - changes in net assets	6-7
Statements of changes in net assets	8
Statements of cash flows	9
<b>Notes to financial statements</b>	10-16
<b>Accompanying information for the year ended June 30, 2022</b>	
Accompanying information required by HUD	17
Computation of surplus cash, distributions and residual receipts	18
Supplemental information	19-34
Schedule of changes in property and equipment	35
Schedule of expenditures of federal awards	36
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 <i>Government Auditing Standards</i>	37-38
Independent auditor's report on compliance for each major program and on internal control over compliance required by the Uniform Guidance	39-41
Summary of auditor's results	42-43
Corrective action plan	44
Summary schedule of prior audit findings	45
<b>Management agent certification</b>	46
<b>Certification of officers</b>	47



## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Highland Manor Apartments, Inc.  
(A North Carolina Not-For-Profit Corporation)

### Report on the Audit of the Financial Statements

#### Opinions

We have audited the accompanying financial statements of Highland Manor Apartments, Inc., which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of profit and (loss) - changes in net assets, changes in net assets, and cash flows 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 Highland Manor Apartments, Inc. as of June 30, 2022 and 2021, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinions

We conducted our audits 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. 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 Highland Manor Apartments, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### Responsibilities of Management 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, 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 Highland Manor Apartments, Inc.'s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **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 opinions. 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 auditing standards and *Government Auditing 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 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 and *Government 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 Highland Manor Apartments, Inc.'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 Highland Manor Apartments, Inc.'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.

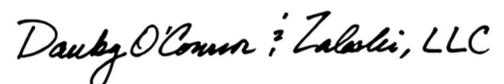
### **Supplementary Information**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information shown on pages 17 to 35 is presented for purposes of additional analysis as required by the *Uniform Financial Reporting Standards* issued by the U.S. Department of Housing and Urban Development, Office of the Inspector General, and is not a required part of the financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, 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.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated August 12, 2022, on our consideration of Highland Manor Apartments, Inc.'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 solely 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 the effectiveness of Highland Manor Apartments, Inc.'s 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 Highland Manor Apartments, Inc.'s internal control over financial reporting and compliance.

August 12, 2022  
Carmel, Indiana



Dauby O'Connor & Zaleski, LLC  
Certified Public Accountants

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

**STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2022 AND 2021**

<b>ASSETS</b>		
	<u>2022</u>	<u>2021</u>
<b>Current assets</b>		
Cash and cash equivalents		
Cash - operations	\$ 14,287	\$ 11,653
Resident security deposits	9,678	8,538
Escrow deposits	7,855	7,498
Reserve for replacements	153,658	144,659
Residual receipts	7,200	7,206
	<hr/>	<hr/>
<b>Total cash and cash equivalents</b>	<b>192,678</b>	<b>179,554</b>
Accounts receivable - residents	201	-
Accounts receivable - HUD	-	1,040
Accounts receivable - other	1,636	719
Prepaid expenses	6,027	1,197
	<hr/>	<hr/>
<b>Total current assets</b>	<b>200,542</b>	<b>182,510</b>
<b>Property and equipment</b>		
Land and land improvements	503,432	503,432
Buildings	2,306,238	2,306,238
Furniture for community/resident use	111,912	111,912
Office furniture and equipment	6,737	6,737
	<hr/>	<hr/>
	<b>2,928,319</b>	<b>2,928,319</b>
Less: accumulated depreciation	<hr/> (1,646,971)	<hr/> (1,553,542)
	<hr/>	<hr/>
<b>Total property and equipment</b>	<b>1,281,348</b>	<b>1,374,777</b>
	<hr/>	<hr/>
	<b>\$ 1,481,890</b>	<b>\$ 1,557,287</b>
	<hr/> <hr/>	<hr/> <hr/>

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

**STATEMENTS OF FINANCIAL POSITION (CONTINUED)  
JUNE 30, 2022 AND 2021**

**LIABILITIES AND NET ASSETS**

	<u>2022</u>	<u>2021</u>
<b>Current liabilities</b>		
Accounts payable - operations	\$ 8,165	\$ 10,254
Accrued wages payable	2,367	2,513
Accrued payroll taxes payable	200	186
Accrued management fee payable	2,604	2,323
Prepaid revenue	1,961	449
	<u>15,297</u>	<u>15,725</u>
<b>Total current liabilities</b>		
<b>Deposit liabilities</b>		
Resident security deposits	<u>9,678</u>	<u>8,538</u>
<b>Long term liabilities</b>		
HUD Capital Advance Note	<u>2,852,700</u>	<u>2,852,700</u>
<b>Total liabilities</b>	<b>2,877,675</b>	<b>2,876,963</b>
<b>Net assets - without donor restrictions</b>	<u>(1,395,785)</u>	<u>(1,319,676)</u>
	<u><b>\$ 1,481,890</b></u>	<u><b>\$ 1,557,287</b></u>

**HIGHLAND MANOR APARTMENTS, INC.**  
**(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

**STATEMENTS OF PROFIT AND (LOSS) - CHANGES IN NET ASSETS**  
**YEARS ENDED JUNE 30, 2022 AND 2021**

		2022	2021
<b>Rental revenue</b>	Rent revenue - gross potential	\$ 94,833	\$ 87,319
	Tenant assistance payments	\$ 131,764	\$ 131,046
	Rent revenue - stores and commercial	\$	\$
	Garage and parking spaces	\$	\$
	Flexible subsidy revenue	\$	\$
	Miscellaneous rent revenue	\$	\$
	Excess rent	\$	\$
	Rent revenue/insurance	\$	\$
	Special claims revenue	\$ 1,068	\$ 680
	Retained excess income	\$	\$
	Lease revenue (nursing home or section 232-B&C or AL)	\$	\$
	<b>Total rent revenue potential at 100% occupancy</b>	<b>\$ 227,665</b>	<b>\$ 219,045</b>
<b>Vacancies</b>	Apartments	( 3,936 )	( 1,875 )
	Stores and commercial	( )	( )
	Rental concessions	( )	( )
	Garage and parking spaces	( )	( )
	Miscellaneous	( )	( )
	<b>Total vacancies</b>	<b>( 3,936 )</b>	<b>( 1,875 )</b>
	<b>Net rental revenue rent revenue less vacancies</b>	<b>\$ 223,729</b>	<b>\$ 217,170</b>
<b>Financial revenue</b>	<b>Nursing homes and other elderly care revenues</b>	<b>\$</b>	<b>\$</b>
	Financial revenue - community operations	\$ 1	\$ 1
	Revenue from investments - residual receipts	\$ 1	\$ 1
	Revenue from investments - reserve for replacements	\$ 15	\$ 14
	Revenue from investments - miscellaneous	\$	\$
	<b>Total financial revenue</b>	<b>\$ 17</b>	<b>\$ 16</b>
<b>Other revenue</b>	Laundry and vending revenue	\$ 50	\$
	Resident charges	\$ 2,541	\$ 612
	Interest reduction payments revenue	\$	\$
	Expiration of gift donor restrictions	\$	\$
	Gifts	\$	\$
	Miscellaneous revenue	\$ 1	\$ 11,865
	<b>Total other revenue</b>	<b>\$ 2,592</b>	<b>\$ 12,477</b>
	<b>Total revenue</b>	<b>\$ 226,338</b>	<b>\$ 229,663</b>
<b>Admin. expenses</b>	Conventions and meetings	\$ 523	\$ 327
	Management consultants	\$ 51	\$ 200
	Advertising and marketing	\$	\$ 182
	Other renting expenses	\$ 129	\$ 20
	Office salaries	\$ 18,068	\$ 4,059
	Office expenses	\$ 5,266	\$ 5,937
	Office or model apartment rent	\$	\$
	Management fee	\$ 28,646	\$ 27,502
	Manager or superintendent salaries	\$ 21,010	\$ 29,056
	Administrative rent free unit	\$	\$
	Legal expenses (community)	\$	\$ 86
	Audit expenses	\$ 5,260	\$ 5,110
	Bookkeeping fees/accounting services	\$ 121	\$ 108
	Bad debts	\$	\$
Miscellaneous administrative expenses	\$ 362	\$ 312	
	<b>Total administrative expenses</b>	<b>\$ 79,436</b>	<b>\$ 72,899</b>
<b>Utilities expenses</b>	Fuel oil/coal	\$	\$
	Electricity	\$ 9,913	\$ 9,502
	Water	\$ 3,504	\$ 3,730
	Gas	\$	\$
	Sewer	\$ 6,453	\$ 6,860
	<b>Total utilities expense</b>	<b>\$ 19,870</b>	<b>\$ 20,092</b>

See notes to financial statements

**HIGHLAND MANOR APARTMENTS, INC.**  
**(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

**STATEMENTS OF PROFIT AND (LOSS) - CHANGES IN NET ASSETS (CONTINUED)**  
**YEARS ENDED JUNE 30, 2022 AND 2021**

		2022	2021
<b>Operating and maint. expenses</b>	Payroll	\$ 21,344	\$ 31,626
	Supplies	\$ 8,625	\$ 10,440
	Contracts	\$ 40,845	\$ 32,873
	Operating and maintenance rent free unit	\$	\$
	Garbage and trash removal	\$ 5,747	\$ 6,196
	Security payroll/contract	\$ 66	\$
	Security rent free unit	\$	\$
	Heating/cooling repairs and maintenance	\$ 845	\$ 68
	Snow removal	\$	\$
	Vehicle and maint. equipment operation and repairs	\$	\$
	Lease expense	\$	\$
	Miscellaneous operating and maintenance expenses	\$ 7,451	\$ 12,509
	<b>Total operating and maintenance expenses</b>	<b>\$ 84,923</b>	<b>\$ 93,712</b>
<b>Taxes and insurance</b>	Real estate taxes	\$ 26	\$ 18
	Payroll taxes (community's share)	\$ 3,258	\$ 4,709
	Property and liability insurance (hazard)	\$ 8,389	\$ 7,407
	Fidelity bond insurance	\$ 99	\$ 100
	Workmen's compensation	\$ 1,261	\$ 1,628
	Health insurance and other employee benefits	\$ 2,603	\$ 5,344
	Miscellaneous taxes, licenses, permits and insurance	\$	\$
<b>Total taxes and insurance</b>	<b>\$ 15,636</b>	<b>\$ 19,206</b>	
<b>Financial expenses</b>	Interest on first mortgage (or bonds) payable	\$	\$
	Interest on other mortgages	\$	\$
	Interest on notes payable (long-term)	\$	\$
	Interest on notes payable (short-term)	\$	\$
	Interest on capital recovery payment (M2M)	\$	\$
	Mortgage insurance premium/service charge	\$	\$
	Miscellaneous financial expenses	\$	\$
<b>Total financial expenses</b>	<b>\$ -</b>	<b>\$ -</b>	
	Nursing homes and other elderly care expenses	\$ 9,153	\$ 8,029
	<b>Total cost of operations before depreciation</b>	<b>\$ 209,018</b>	<b>\$ 213,938</b>
	<b>Profit (loss) before depreciation</b>	<b>\$ 17,320</b>	<b>\$ 15,725</b>
	Depreciation	\$ 93,429	\$ 93,430
	Amortization	\$	\$
<b>Operating profit or (loss)</b>	<b>\$ (76,109)</b>	<b>\$ (77,705)</b>	
<b>Entity income and expenses</b>	Entity revenue	\$	\$
	Officer's salaries	\$	\$
	Incentive performance fee (M2M)	\$	\$
	Legal expenses	\$	\$
	Federal, state, and other income taxes	\$	\$
	Interest on notes payable	\$	\$
	Interest on mortgage payable	\$	\$
	Other expenses	\$	\$
<b>Net entity expenses</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Change in net assets from operations</b>	Change in net assets without donor restrictions	\$ (76,109)	\$ (77,705)
	Change in net assets with donor restrictions	\$	\$
	<b>Change in total net assets from operations</b>	<b>\$ (76,109)</b>	<b>\$ (77,705)</b>

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

**STATEMENTS OF CHANGES IN NET ASSETS  
YEARS ENDED JUNE 30, 2022 AND 2021**

<b>Balance, July 1, 2020</b>	<b>\$ (1,241,971)</b>
Change in net assets - without donor restrictions	<u>(77,705)</u>
<b>Balance, June 30, 2021</b>	<b>(1,319,676)</b>
Change in net assets - without donor restrictions	<u>(76,109)</u>
<b>Balance, June 30, 2022</b>	<b><u><u>\$ (1,395,785)</u></u></b>

**HIGHLAND MANOR APARTMENTS, INC.**  
**(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED JUNE 30, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
<b>Cash flow from operating activities</b>		
Revenue:		
Rental income	\$ 226,080	\$ 216,476
Financial	17	16
Other income	2,592	617
	<u>228,689</u>	<u>217,109</u>
Expenditures:		
Administrative	(20,849)	(20,762)
Management fee	(28,365)	(27,494)
Utilities	(19,870)	(20,092)
Salaries and wages	(59,788)	(63,766)
Operating and maintenance	(67,381)	(57,477)
Real estate taxes	(26)	(18)
Property insurance	(13,219)	(7,409)
Miscellaneous taxes and insurance	(7,207)	(11,783)
Tenant security deposits	1,140	(21)
	<u>(215,565)</u>	<u>(208,822)</u>
<b>Net cash provided by (used in) operating activities</b>	<u>13,124</u>	<u>8,287</u>
<b>Net change in cash and cash equivalents</b>	<b>13,124</b>	<b>8,287</b>
<b>Cash and cash equivalents, beginning</b>	<u>179,554</u>	<u>171,267</u>
<b>Cash and cash equivalents, ending</b>	<u>\$ 192,678</u>	<u>\$ 179,554</u>

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

---

**NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED JUNE 30, 2022 AND 2021**

**NOTE 1-ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**ORGANIZATION**

Highland Manor Apartments, Inc. (a North Carolina Not-For-Profit Corporation) (the "Corporation") was organized to own and operate a 32-unit apartment community in Cary, North Carolina, known as Highland Manor Senior Living (the "Community"), pursuant to Section 202 of the Housing Act of 1959, as amended. The Corporation has entered into the standard Federal Housing Administration ("FHA") regulatory agreement (the "Regulatory Agreement") governing the operation of the Community with the FHA section of the Department of Housing and Urban Development ("HUD"). The Corporation leases apartment units to low income families (or persons) in the normal course of business. The terms of the leases are generally one year.

In addition, the Corporation has entered into a Project Rental Assistance Contract ("PRAC") Agreement. The PRAC is a rent assistance program for low-income families (or persons). Eligible low-income residents pay 30% of their income as rent, while HUD pays the difference between this rental amount and "contract rent" (as defined). The Corporation can request from HUD an amount equal to 50% of contract rent during periods that the unit is vacant if certain conditions are met, but not to exceed 60 days ("Special Claim"). If a unit continues to be vacant after the 60-day period, the Corporation may submit a claim and receive additional housing assistance payments on a semiannual basis, if certain conditions are met, as outlined in the PRAC. The PRAC is for all units and expires July 14, 2023.

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of preparation of the financial statements**

The primary intent of the financial statements is for the U.S. Office of Management and Budget. The financial statements will also be used by HUD; therefore, the presentation and account descriptions have been established to conform to their reporting guidelines. In addition, the financial statements are in conformity with the provisions required by the Not-for-Profit Entities Presentation of Financial Statements topic of the Financial Accounting Standards Board ("FASB") *Accounting Standards Codification* ("ASC") 958-205. This statement established standards for external financial reporting for Not-for-Profit Organizations.

The Not-for-Profit Entities Presentation of Financial Statements topic of the FASB ASC primarily affects the display of the financial statements and requires that the amounts for each of two classes of net assets - with or without donor restrictions be displayed in an aggregate statement of financial position and the amounts of change in each of those classes of net assets be displayed in a statement of changes in net assets. All assets held by the Corporation at June 30, 2022 and 2021 are classified as without donor restrictions.

The financial statements report certain categories of expenses that are attributable to one or more programs or supporting services of the Corporation. All revenue and expenses relates to the operating costs of the multi-family Property except for Administrative Expenses in the Statement of Profit and (Loss) - Changes in Net Assets are deemed program expenses. All administrative expenses represent supporting services.

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

---

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEARS ENDED JUNE 30, 2022 AND 2021**

**NOTE 1-ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)**

**New accounting pronouncements**

In February 2016, the FASB issued *Accounting Standards Update* ("ASU") 2016-02, *Leases*, which once implemented will result in lessees recognizing most leased assets and corresponding lease liabilities on the Statements of Financial Position. The standard is effective for year-ends beginning after December 15, 2021 and early adoption is permitted. The lease standard is not expected to have a material impact on the financial statements.

**Cash**

For the Statements of Cash Flows, all unrestricted investments with original maturities of three months or less are cash equivalents. As of June 30, 2022 and 2021, cash consists of an unrestricted checking account and a petty cash fund.

**Resident receivables and bad debt policy**

Resident rent charges for the current month are due on the first of the month. Residents who are evicted or move-out are charged with damages or cleaning fees, if applicable. Resident receivables consist of amounts due for rental income or the charges for damages and cleaning fees. The Corporation does not accrue interest on the resident receivable balances.

Resident receivables are charged to bad debt expense when they are determined to be uncollectible based upon a periodic review of the accounts by management. Accounting principles generally accepted in the United States of America require that the allowance method be used to recognize bad debts; however, the effect of using the direct write-off method is not material to the financial statements for the years ended June 30, 2022 and 2021. Bad debts expensed for the years ended June 30, 2022 and 2021 totaled \$-0-.

**Property and equipment**

Depreciation of property and equipment, stated at cost, is computed primarily using the straight-line method over the estimated useful lives of the assets ranging from 5-40 years. Costs that are deemed to increase the useful life of the property or equipment are capitalized. When assets are sold or otherwise disposed of, the costs and related reserves are removed from the accounts, and any resulting gain or loss is included in operations.

The Corporation is subject to the provisions of the Impairment or Disposal of Long-Lived Assets topic of the FASB ASC 360-10. Impairment or Disposal of Long-Lived Assets has no retroactive impact on the Corporation's financial statements. The standard requires impairment losses to be recorded on long-lived assets when indicators of impairment are present and the undiscounted cash flows estimated to be generated by those assets (excluding interest) are less than the carrying amount of the assets. In such cases, the carrying value of assets to be held and used are adjusted to their estimated fair value and assets held for sale are adjusted to their estimated fair value less selling expenses. No impairment losses were recognized during the years ended June 30, 2022 and 2021.

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

---

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEARS ENDED JUNE 30, 2022 AND 2021**

**NOTE 1-ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)**

**Rental income**

Rental income is recognized as rents become due. Rental payments received in advance are deferred until earned. All leases between the Corporation and the residents of the Community are operating leases under FASB ASC 840 and are not within the scope of FASB ASU 2014-09.

**Advertising costs**

Advertising costs are expensed as incurred and are included in advertising and marketing in the Statements of Profit and (Loss) - Changes in Net Assets.

**Property taxes**

The Corporation has received an exemption from real property taxes.

**Concentration of credit risk**

The Corporation deposits its cash in financial institutions. At times, deposits may exceed federally insured limits. The Corporation has not experienced any losses in such accounts.

The rental income from the PRAC totaled \$132,832 or 59% of the rental income and is subject to annual appropriations to HUD from Congress.

The Corporation's operations are concentrated in the multifamily real estate market. In addition, the Corporation operates in a heavily regulated environment. The operations of the Corporation are subject to the administrative directives, rules and regulations of federal, state, and local regulatory agencies, including but not limited to, HUD. Such administrative directives, rules and regulations are subject to change by an act of Congress or an administrative change mandated by HUD. Such changes may occur with little notice or inadequate funding to pay the related cost, including the additional administrative burden, if any, to comply with a change.

**Use of estimates in the preparation of financial statements**

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.

**Fair value**

The Corporation is subject to the provisions of the Fair Value Measurement topic of the FASB ASC 820-10 which provides guidance for assets and liabilities which are required to be measured at fair value and requires expanded disclosure for fair value measurement. The standard applies whenever other standards require or permit assets or liabilities to be measured at fair value and does not require any new fair value measurements. The Fair Value Measurement did not have a material impact on the Corporation's financial statements for the years ended June 30, 2022 and 2021.

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

---

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEARS ENDED JUNE 30, 2022 AND 2021**

**NOTE 1-ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)**

**Accounting for uncertainty in income taxes**

The Corporation is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and state income tax and has been classified as an other than private foundation. Accordingly, no provision for federal and state taxes on revenue and income has been recognized in the accompanying financial statements. Generally, the Federal and State tax returns were subject to examinations from the three years after the later of the original or extended due date or the date filed with the applicable tax authority.

**Subsequent events**

Management performed an evaluation of the Corporation's activity through August 12, 2022, the audit report date, and has concluded that there are no significant subsequent events requiring disclosure through the date these financial statements were available to be issued.

**NOTE 2-HUD CAPITAL ADVANCE NOTE**

The Corporation has entered into a Capital Advance Program Mortgage Note (the "Note") for a capital advance in the amount of \$2,852,700; all the funds were drawn during construction and remain outstanding. The Note bears no interest and repayment is not required as long as the housing community remains available for very low-income elderly and handicapped individuals in accordance with Section 202 of the Housing Act of 1959, as amended, and the PRAC and is operated in accordance with the Regulatory Agreement and HUD Regulations.

The Note is secured by the mortgage upon the land, building and equipment and other amounts held by the Corporation.

The debt evidenced by this Note may not be prepaid prior to the maturity date of July 1, 2045, without the prior written approval of HUD. Provided (1) the housing community has remained available for occupancy by eligible families for no less than 40 years; and (2) the Note has not otherwise become due and payable by reason of defaults under the Note, mortgage or Regulatory Agreement through that date, the Note shall be deemed to be paid and discharged. If a default occurs under the terms of this Note, mortgage, the Regulatory Agreement or the regulations, at the option of the holder of this Note, the entire principal and interest at 5.375% should at once become due and payable without notice.

The liability of the Corporation under the mortgage loan is limited to the underlying value of the property and equipment collateral in addition to other amounts on deposit.

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

---

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEARS ENDED JUNE 30, 2022 AND 2021**

**NOTE 3-CASH DISTRIBUTIONS, RESIDUAL RECEIPTS FUND, RESERVE FOR REPLACEMENTS FUND AND LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

Pursuant to the terms of the Regulatory Agreement, no cash distributions may be made to nonprofit owners, nor can they incur obligations on behalf of the community, to themselves or any officers, directors, stockholders, trustees, partners, beneficiaries under a trust, or any of their nominees without prior written approval of HUD. Residual receipts ("Surplus Cash") as defined by HUD, existing at the end of the fiscal year must be deposited in an interest bearing residual receipts fund in the name of the Corporation. The residual receipts fund is an asset of the Corporation held under HUD control. Withdrawals from the residual receipts fund may only be made with the approval of HUD for property purposes, including reduction of housing assistance payments. In accordance with the PRAC, if HUD determines at any time that community funds are more than the amount needed for community operations, reserve requirements and permitted distributions, HUD may require excess to be placed in an account to be used to reduce PRAC payments or for other community purposes. Upon termination of the PRAC, any excess funds must be remitted to HUD.

During the years ended June 30, 2022 and 2021, \$-0- was required to be deposited, and \$-0- was withdrawn from the residual receipts fund. At June 30, 2022 and 2021, there was a balance of \$7,200 and \$7,206 in the residual receipts fund, respectively.

Pursuant to the terms of the Regulatory Agreement, the Corporation is required to make monthly deposits to the reserve for replacements fund. This fund is under the control of HUD. Disbursements from such fund may only be made for the purpose of effecting replacement of structural elements and mechanical equipment of the Community and after receiving the written consent of the Secretary of HUD. As of June 30, 2022 and 2021, the balance in the reserve for replacements fund was \$153,658 and \$144,659, respectively.

**Liquidity and availability of financial assets**

The Corporation's liquidity and availability of cash flow is limited to surplus cash as defined by HUD. The Corporation manages its liquidity by completing annual operating budgets that provide sufficient funds for general expenditures in meeting liabilities and other obligations as they become due and maintains a reserve for replacements and residual receipts that may be drawn upon as needed during the year to manage cash flow and make necessary repairs to the Community with approval from HUD. The Corporation's cash and cash equivalents is available within one year of the statement of financial position date to meet cash needs for general expenditures.

**NOTE 4-MANAGEMENT AGREEMENT**

The Community is managed by Community Management Corporation (the "Agent"). In accordance with the management agreement, the Corporation pays an annual management fee of 12.7% of residential and miscellaneous income collected. During the years ended June 30, 2022 and 2021, the Agent earned management fees of \$28,646 and \$27,502, respectively. At June 30, 2022 and 2021, \$2,604 and \$2,323 remained payable, respectively.

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

---

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEARS ENDED JUNE 30, 2022 AND 2021**

**NOTE 4-MANAGEMENT AGREEMENT (CONTINUED)**

In accordance with HUD regulations, the Agent is also entitled to be reimbursed for the actual costs incurred for front-line management activities performed at the central office (as these activities are defined by HUD).

Due to economic uncertainty caused by the spread of a novel strain of coronavirus ("COVID-19"), the Agent applied for and received a loan through the Paycheck Protection Program (the "PPP Loan") with the U.S. Small Business Administration ("SBA"), as authorized in the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). During prior years, the Agent had allocated a portion of the PPP Loan to the Corporation related to the payroll and related costs incurred by the Corporation, totaling \$10,997, which was included in Accrued Payroll and Payroll Taxes Payable on the Statements of Financial Position. The Agent applied for forgiveness of the PPP Loan, which was granted by the SBA effective May 18, 2021. As the PPP Loan has been forgiven, the Agent considers the payroll costs associated with the PPP Loan satisfied and the corresponding payable and receivable recorded by the Corporation were eliminated during the year ended June 30, 2021.

**NOTE 5-COMMITMENTS AND CONTINGENCIES**

**Residual receipts fund**

In accordance with the PRAC, if HUD determines at any time that residual receipt funds are more than the amount needed for Community purposes, HUD may require any excess to be remitted to HUD upon notice.

In accordance with HUD Memorandum issued June 19, 2015, upon termination of the PRAC residual receipt funds in excess of \$250 per unit must be remitted to HUD on an annual basis. Approved service coordinator costs are eligible to be withdrawn from residual receipts funds, upon HUD approval, not to exceed \$15 per unit per month. At the end of the Regulatory Agreement any funds remaining in the residual receipt fund must be remitted to HUD.

Although the Corporation has adopted the policy to reflect a recapture liability equal to the excess of \$250 per unit, HUD has the right upon notice to request the entire residual receipt balance to be remitted to HUD; however, the Corporation does not believe this is likely. Any funds remaining in the residual receipts fund will be approved by HUD to be utilized for Community purposes.

As of June 30, 2022, there were no amounts in excess of \$250 per unit. During the years ended June 30, 2022 and 2021, the loss due to recapture of residual receipts was \$-0-. At June 30, 2022 and 2021, \$-0- remains payable.

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

---

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEARS ENDED JUNE 30, 2022 AND 2021**

**NOTE 5-COMMITMENTS AND CONTINGENCIES (CONTINUED)**

**Economic conditions**

In December 2019, COVID-19 surfaced. The spread of COVID-19 around the world has caused volatility in U.S. and international economies and markets. There continues to be uncertainty with respect to the breadth and duration of the business disruptions related to COVID-19 and the derivatives of this virus that have appeared. While these events have not yet had a significant impact on the operations or results of its business to date, the Corporation is unable to determine whether or not the ongoing impacts of the COVID-19 virus will have a material impact on future operations.

**HIGHLAND MANOR APARTMENTS, INC.**  
**(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

**ACCOMPANYING INFORMATION REQUIRED BY HUD**  
**YEAR ENDED JUNE 30, 2022**

**Reserve for replacements**

In accordance with provisions of the Regulatory Agreement, cash is held by First Horizon Bank and Truist to be used for replacing assets of the community with HUD's approval.

Balance, July 1, 2021	\$	144,659
Monthly deposits		8,991
Interest		15
Service charges		(7)
		<hr/>
<b>Balance, June 30, 2022</b>	<b>\$</b>	<b><u><u>153,658</u></u></b>

**Residual receipts**

In accordance with the provisions of the Regulatory Agreement, cash is held by First Horizon Bank and Truist to be used as allowed by HUD.

Balance, July 1, 2021	\$	7,206
Interest		1
Service charges		(7)
		<hr/>
<b>Balance, June 30, 2022</b>	<b>\$</b>	<b><u><u>7,200</u></u></b>

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

**COMPUTATION OF SURPLUS CASH, DISTRIBUTIONS AND RESIDUAL RECEIPTS  
YEAR ENDED JUNE 30, 2022**

<b>Part A - Compute Surplus Cash</b>		
1. Cash	\$	23,965
2. Accounts Receivable - HUD	\$	
3. Other	\$	
(a) Total Cash (Add Lines 1, 2, and 3)		\$ <b>23,965</b>
<b>Current Obligations</b>		
4. Accrued Mortgage (or Bond) Interest Payable	\$	
5. Delinquent Mortgage (or Bond) Principal Payments	\$	
6. Delinquent Deposits to Reserve for Replacements	\$	
7. Accounts Payable (due Within 30 days)	\$	8,165
8. Loans and Notes Payable (due Within 30 days)	\$	
9. Deficient Tax Insurance or MIP Escrow Deposits	\$	
10. Accrued Expenses (not Escrowed)	\$	5,171
11. Prepaid Revenue	\$	1,961
12. Resident/Patient Deposits Held in Trust	\$	9,678
13. Other Current Obligations	\$	
(b) Less Total Current Obligations (Add Lines 4 Through 13)		\$ <b>24,975</b>
(c) Surplus Cash (Deficiency) (Line (a) Minus Line (b))		\$ <b>(1,010)</b>
<b>PART B - Compute Distributions to Owners and Required Deposit to Residual Receipts</b>		
1. Deposit Due Residual Receipts	\$	-

BALANCE SHEET DATA SUPPLEMENTAL INFORMATION			
Organization Name Highland Manor Apartments, Inc.		FHA/Contract Number See cover page	
For Year Ending June 30, 2022			
ASSETS			
Acct No.	Description of Account		
1120	Cash - Operations		14,287
1121	Construction Cash Account		-
1125	Cash - Entity		-
1130	Tenant/Member Accounts Receivable (Coops)	201	
1131	Allowance for Doubtful Accounts	-	
1130N	Net Tenant Accounts Receivable		201
1135	Accounts Receivable - HUD		-
1137	Medicare/Medicaid/Other Insurance Receivable	-	
1138	Allowance for Doubtful Accounts (Medicare/Medicaid/Other Insurance Receivable)	-	
1137N	Net Medicare/Medicaid/Other Insurance Receivable		-
1140	Accounts and Notes Receivable - Operations		1,636
1145	Accounts and Notes Receivable - Entity		-
1160	Accounts Receivable - Interest		-
1165	Interest Reduction Payment Receivable		-
1170	Short Term Investments - Operations		-
1175	Short Term Investments - Entity		-
1180	Inventory		-
1190	Miscellaneous Current Assets		-
1200	Prepaid Expenses		6,027
1100T	Total Current Assets		22,151
1191	Tenant/Patient Deposits Held in Trust		9,678
1310	Escrow Deposits		7,855
1320	Replacement Reserve		153,658
1330	Other Reserves		-
1340	Residual Receipts Reserve		7,200
1355	Bond Reserves		-
1367	Sinking Fund		-
1381	Management Improvement and Operating Plan		-
1300T	Total Deposits		168,713
1410	Land		503,432
1420	Buildings		2,306,238
1440	Building Equipment (Portable)		-
1450	Furniture for Project/Tenant Use		111,912
1460	Furnishings		-
1465	Office Furniture and Equipment		6,737
1470	Maintenance Equipment		-
1480	Motor Vehicles		-
1490	Miscellaneous Fixed Assets		-
1400T	Total Fixed Assets		2,928,319
1495	Accumulated Depreciation		1,646,971
1400N	Net Fixed Assets		1,281,348
1510	Investments - Operations		-
1515	Investments - Entity		-
1525	Cash Restricted for Long-term Investment		-
1590	Miscellaneous Other Assets		-
1500T	Total Other Assets		-
1000T	Total Assets		\$ 1,481,890

<b>LIABILITIES</b>			
2105	Bank Overdraft - Operations		-
2110	Accounts Payable - Operations		8,165
2111	Accounts Payable - Construction/Development		-
2112	Accounts Payable - Project Improvement Items		-
2113	Accounts Payable - Entity		-
2114	Incentive Performance Fee Payable		-
2115	Accounts Payable - 236 Excess Income due HUD		-
2116	Accounts Payable - Section 8 & Other		-
2120	Accrued Wages Payable		2,367
2121	Accrued Payroll Taxes Payable		200
2123	Accrued Management Fee Payable		2,604
2125	Accrued Lease Payments Payable		-
2130	Accrued Interest Payable - Section 236		-
2131	Accrued Interest Payable - First Mortgage (or Bonds)		-
2132	Accrued Interest Payable - Other Mortgages		-
2133	Accrued Interest Payable - Other Loans and Notes (Surplus Cash)		-
2134	Accrued Interest Payable - Other Loans and Notes		-
2135	Accrued Interest Payable - Flexible Subsidy Loan		-
2136	Accrued Interest Payable - Capital Improvements Loan		-
2137	Accrued Interest Payable - Operating Loss Loan		-
2139	Accrued Interest Payable - Capital Recovery Payment (M2M)		-
2150	Accrued Property Taxes		-
2160	Notes Payable (Short-term)		-
2170	Mortgage(or Bonds) Payable - First Mortgage(Bonds) (Short Term)		-
2172	Other Mortgages Payable (Short Term)		-
2173	Other Loans and Notes Payable - Surplus Cash (Short Term)		-
2174	Other Loans and Notes (Short Term)		-
2175	Flexible Subsidy Loan Payable (Short Term)		-
2176	Capital Improvement Loan Payable (Short Term)		-
2177	Operating Loss Loan Payable (Short Term)		-
2179	Capital Recovery Payment Payable (Short Term - M2M)		-
2180	Utility Allowances		-
2190	Miscellaneous Current Liabilities		-
2210	Prepaid Revenue		1,961
2122T	Total Current Liabilities		<b>15,297</b>
2191	Tenant/Patient Deposits Held In Trust (Contra)		<b>9,678</b>
2305	Accounts Payable - Entity (Long Term)		-
2306	Accrued Lease Payments Payable - Long Term		-
2310	Notes Payable (Long-Term)		-
2311	Notes Payable - Surplus Cash		-
2320	Mortgage (or Bonds) Payable - First Mortgage (or Bonds)		2,852,700
2322	Other Mortgages Payable (Long Term)		-
2323	Other Loans and Notes Payable - Surplus Cash		-
2324	Other Loans and Notes Payable		-
2325	Flexible Subsidy Loan Payable		-
2326	Capital Improvement Loan Payable		-
2327	Operating Loss Loan Payable		-
2329	Capital Recovery Payment (M2M)		-
2330	Interest on Loans or Notes Payable (Long Term)		-
2331	Accrued Interest Other Mortgages Payable (Long Term)		-
2332	Accrued Interest Notes Payable (Surplus Cash) (Long Term)		-
2340	Debt Issuance Costs		-
2390	Miscellaneous Long Term Liabilities		-
2300T	Total Long Term Liabilities		<b>2,852,700</b>
2000T	Total Liabilities		<b>\$ 2,877,675</b>
<b>NET ASSETS</b>			
3131	Net Assets Without Donor Restrictions		<b>(1,395,785)</b>
3133	Net Assets With Donor Restrictions		-
3130	Total Net Assets		<b>(1,395,785)</b>
2033T	Total Liabilities and Equity/Net Assets		<b>\$ 1,481,890</b>

PROFIT AND LOSS DATA SUPPLEMENTAL INFORMATION			
Organization Name		FHA/Contract Number	
Highland Manor Apartments, Inc.		See cover page	
For Year Ending			
June 30, 2022			
Acct No.	Description of Account		
<b>Rent Revenue</b>			
5120	Rent Revenue - Gross Potential	94,833	
5121	Tenant Assistance Payments	131,764	
5140	Rent Revenue - Stores and Commercial	-	
5170	Garage and Parking Spaces	-	
5180	Flexible Subsidy Revenue	-	
5190	Miscellaneous Rent Revenue	-	
5191	Excess Rent	-	
5192	Rent Revenue/Insurance	-	
5193	Special Claims Revenue	1,068	
5194	Retained Excess Income	-	
5195	Lease Revenue (Nursing Home or Section 232 - B&C or AL)	-	
5100T	Total Rent Revenue		<b>227,665</b>
<b>Vacancies</b>			
5220	Apartments	3,936	
5240	Stores and Commercial	-	
5250	Rental Concessions	-	
5270	Garage and Parking Space	-	
5290	Miscellaneous	-	
5200T	Total Vacancies		<b>3,936</b>
5152N	Net Rental Revenue (Rent Revenue Less Vacancies)		<b>223,729</b>
<b>5300 Revenue</b>			
5300	Nursing Homes/ Assisted Living/Board & Care/Other Elderly Care/Coop/ and Other Revenues		-
<b>Financial Revenue</b>			
5410	Financial Revenue - Project Operation	1	
5430	Revenue from Investments - Residual Receipts	1	
5440	Revenue from Investments - Replacement Reserve	15	
5490	Revenue from Investments - Miscellaneous	-	
5400T	Total Financial Revenue		<b>17</b>
<b>Other Revenue</b>			
5910	Laundry and Vending Revenue	50	
5920	Tenant Charges	2,541	
5945	Interest Reduction Payments Revenue	-	
5560	Expiration of Gift Donor Restrictions	-	
5970	Gifts	-	
5990	Miscellaneous Revenue	1	
5900T	Total Other Revenue		<b>2,592</b>
5000T	Total Revenue		<b>226,338</b>
<b>Administrative Expenses</b>			
6203	Conventions and Meetings	523	
6204	Management Consultants	51	
6210	Advertising and Marketing	-	
6250	Other Renting Expenses	129	
6310	Office Salaries	18,068	
6311	Office Expenses	5,266	
6312	Office or Model Apartment Rent	-	
6320	Management Fee	28,646	
6330	Manager or Superintendent Salaries	21,010	
6331	Administrative Rent Free Unit	-	
6340	Legal Expense - Project	-	
6350	Audit Expense	5,260	
6351	Bookkeeping Fees/Accounting Services	121	
6370	Bad Debts	-	
6390	Miscellaneous Administrative Expenses	362	
6263T	Total Administrative Expenses		<b>79,436</b>
<b>Utilities Expenses</b>			
6420	Fuel Oil/Coal	-	
6450	Electricity	9,913	
6451	Water	3,504	
6452	Gas	-	
6453	Sewer	6,453	
6400T	Total Utilities Expense		<b>19,870</b>

<b>Maintenance Expenses</b>			
6510	Payroll	21,344	
6515	Supplies	8,625	
6520	Contracts	40,845	
6521	Operating and Maintenance Rent Free Unit	-	
6525	Garbage and Trash Removal	5,747	
6530	Security Payroll/Contract	66	
6531	Security Rent Free Unit	-	
6546	Heating/Cooling Repairs and Maintenance	845	
6548	Snow Removal	-	
6570	Vehicle and Maintenance Equipment Operation and Repairs	-	
6580	Lease Expense	-	
6590	Miscellaneous Operating and Maintenance Expenses	7,451	
6500T	Total Operating and Maintenance Expense		<b>84,923</b>
<b>Taxes &amp; Insurance</b>			
6710	Real Estate Taxes	26	
6711	Payroll Taxes (Project's Share)	3,258	
6720	Property & Liability Insurance (Hazard)	8,389	
6721	Fidelity Bond Insurance	99	
6722	Workmen's Compensation	1,261	
6723	Health Insurance and Other Employee Benefits	2,603	
6790	Miscellaneous Taxes, Licenses, Permits and Insurance	-	
6700T	Total Taxes and Insurance		<b>15,636</b>
<b>Financial Expenses</b>			
6820	Interest on First Mortgage (or Bonds) Payable	-	
6825	Interest on Other Mortgages	-	
6830	Interest on Notes Payable (Long Term)	-	
6840	Interest on Notes Payable (Short Term)	-	
6845	Interest on Capital Recovery Payment (M2M)	-	
6850	Mortgage Insurance Premium/ Service Charge	-	
6890	Miscellaneous Financial Expenses	-	
6800T	Total Financial Expenses		-
<b>6900 Expenses</b>			
6900	Nursing Homes/Assisted Living/ Board & Care/Other Elderly Care Expenses		<b>9,153</b>
<b>Operating Results</b>			
6000T	Total Cost of Operations before Depreciation		<b>209,018</b>
5060T	Profit (Loss) before Depreciation		<b>17,320</b>
6600	Depreciation Expenses	93,429	
6610	Amortization Expense	-	
5060N	Operating Profit or (Loss)		<b>(76,109)</b>
<b>Corporate or Mortgagor Revenue/Expenses</b>			
7105	Entity Revenue	-	
7110	Officer's Salaries	-	
7115	Incentive Performance Fee	-	
7120	Legal Expenses	-	
7130	Federal, State, and Other Income Taxes	-	
7141	Interest on Notes Payable	-	
7142	Interest on Mortgage Payable	-	
7190	Other Expenses	-	
7100T	Net Entity Expenses		-
<b>Change in Net Assets from Operations</b>			
3247	Change in Net Assets Without Donor Restrictions	(76,109)	
3249	Change in Net Assets With Donor Restrictions	-	
3250	Change in Total Net Assets from Operations		<b>(76,109)</b>
<b>Part II</b>			
S1000-010	Total first mortgage (or bond) principal payments required during the audit period (usually 12 months). This applies to all direct loans, HUD-held and HUD-insured first mortgages.		\$ -
S1000-020	The total of all monthly reserve for replacement deposits (usually 12 months) required during the audit period even if deposits have been temporarily waived or suspended.		\$ 8,991
S1000-030	Replacement Reserves, or Residual Receipts and Releases which are included as expense items on this Profit and Loss statement.		\$ -
S1000-040	Project Improvement Reserve releases under the Flexible Subsidy Program that are included as expense items on this Profit and Loss statement.		\$ -

EQUITY DATA SUPPLEMENTAL INFORMATION			
Organization Name		FHA/Contract Number	
Highland Manor Apartments, Inc.		See cover page	
For Year Ending June 30, 2022			
Acct No.	Description of Account		
S1100-060	Previous Year Net Assets Without Donor Restrictions	(1,319,676)	
3247	Change in Net Assets Without Donor Restrictions	(76,109)	
S1100-065	Other Changes in Net Assets Without Donor Restrictions	-	
3131	Net Assets Without Donor Restrictions		<b>(1,395,785)</b>
S1100-080	Previous Year Net Assets With Donor Restrictions	-	
3249	Change in Net Assets With Donor Restrictions	-	
S1100-085	Other Changes in Net Assets With Donor Restrictions	-	
3133	Net Assets With Donor Restrictions		-
S1100-050	Previous Year Total Net Assets	(1,319,676)	
3250	Change in Total Net Assets from Operations	(76,109)	
S1100-055	Other Changes in Total Net Assets	-	
3130	Total Net Assets		<b>(1,395,785)</b>

CASH FLOW DATA			
SUPPLEMENTAL INFORMATION			
Organization Name		FHA/Contract Number	
Highland Manor Apartments, Inc.		See cover page	
For Year Ending			
June 30, 2022			
Acct No.	Description of Account		
<b>Cash Flow from Operating Activities</b>			
S1200-010	Rental Receipts	226,080	
S1200-020	Interest Receipts	17	
S1200-025	Gifts	-	
S1200-030	Other Operating Receipts	2,592	
S1200-035	Entity/Construction Receipts	-	
S1200-040	Total Receipts		<b>228,689</b>
S1200-050	Administrative	(20,849)	
S1200-070	Management Fee	(28,365)	
S1200-090	Utilities	(19,870)	
S1200-100	Salaries and Wages	(59,788)	
S1200-110	Operating and Maintenance	(67,381)	
S1200-115	Lease Payments	-	
S1200-120	Real Estate Taxes	(26)	
S1200-140	Property Insurance	(13,219)	
S1200-150	Miscellaneous Taxes and Insurance	(7,207)	
S1200-160	Tenant Security Deposits	-	
S1200-170	Other Operating Expenses	-	
S1200-180	Interest on Mortgages	-	
S1200-181	Interest Payments - Second Mortgage	-	
S1200-182	Interest Payments - Third Mortgage	-	
S1200-190	Interest on Notes Payable	-	
S1200-200	Interest on Capital Recovery Payment	-	
S1200-210	Mortgage Insurance Premium (MIP)	-	
S1200-220	Miscellaneous Financial	-	
S1200-223	Entity - Incentive Performance Fee	-	
S1200-225	Entity/Construction Disbursements	-	
S1200-230	Total Disbursements		<b>(216,705)</b>
S1200-240	Net Cash provided by (used in) Operating Activities		<b>11,984</b>
<b>Cash Flow from Investing Activities</b>			
S1200-245	Net Deposits to the Mortgage Escrow account	(357)	
S1200-250	Net Deposits to the Reserve for Replacement account	(8,999)	
S1200-255	Net Deposits to Other Reserves	-	
S1200-260	Net Deposits to the Residual Receipts account	6	
S1200-300	Net Deposits to the Management Improvement and Operating Plan	-	
S1200-310	Net Deposits to the Long Term Investment account	-	
S1200-330	Net Purchase of Fixed Assets	-	
S1200-340	Other Investing Activities	-	
S1200-345	Entity/Construction Investing Activities	-	
S1200-350	Net Cash provided by (used in) Investing Activities		<b>(9,350)</b>

<b>Cash Flow from Financing Activities</b>		
S1200-360	Principal Payments - First Mortgage (or Bonds)	-
S1200-361	Principal Payments - Second Mortgage	-
S1200-362	Principal Payments - Third Mortgage	-
S1200-365	Proceeds from Mortgages, Loans or Notes Payable	-
S1200-370	Principal Payments on Loans or Notes Payable	-
S1200-385	Proceeds from Flexible Subsidy Loans	-
S1200-390	Flexible Subsidy Loan principal payments	-
S1200-395	Proceeds from Capital Improvement Loans	-
S1200-400	Principal payments on Capital Improvement Loan Payable	-
S1200-405	Proceeds from Operating Loss Loans	-
S1200-410	Principal payments on Operating Loss Loan Payable	-
S1200-413	Proceeds from Capital Recovery Payment	-
S1200-417	Principal Payments on Capital Recovery Payment	-
S1200-420	Distributions	-
S1200-430	Contributions	-
S1200-450	Other Financing Activities	-
S1200-455	Entity/Construction Financing Activities	-
S1200-460	Net Cash provided by (used in) Financing Activities	-
S1200-470	Net increase (decrease) in Cash and Cash Equivalents	<b>2,634</b>
<b>Cash and Cash Equivalents</b>		
S1200-480	Beginning of Period Cash	11,653
S1200T	End of Period Cash	<b>\$ 14,287</b>
S1200-620	Comments	

DETAIL OF ACCOUNTS SUPPLEMENTAL INFORMATION			
Organization Name Highland Manor Apartments, Inc.		FHA/Contract Number See cover page	
For Year Ending June 30, 2022			
Acct No.	Detail Description		
<b>Balance Sheet Data</b>			
1140	<b>Accounts and Notes Receivable - Operations</b>		
	Sales tax refund	1,636	
		-	
		-	
		-	
		-	
		-	
1140	Total Accounts and Notes Receivable - Operations		<b>1,636</b>
1145	<b>Accounts and Notes Receivable - Entity</b>		
		-	
		-	
		-	
		-	
		-	
		-	
1145	Total Accounts and Notes Receivable - Entity		-
1190	<b>Miscellaneous Current Assets</b>		
		-	
		-	
		-	
		-	
		-	
		-	
1190	Total Miscellaneous Current Assets		-
1330	<b>Other Reserves</b>		
		-	
		-	
		-	
		-	
		-	
		-	
		-	
1330	Total Other Reserves		-
1590	<b>Miscellaneous Other Assets</b>		
		-	
		-	
		-	
		-	
		-	
		-	
1590	Total Miscellaneous Other Assets		-

2132	<b>Accrued Interest Payable - Other Mortgages</b>		
	Second Mortgage	-	
	Third Mortgage	-	
	Fourth Mortgage	-	
	Fifth Mortgage	-	
2132	Total Accrued Interest Payable - Other Mortgages		-
2172	<b>Other Mortgages Payable (Short Term)</b>		
	Second Mortgage	-	
	Third Mortgage	-	
	Fourth Mortgage	-	
	Fifth Mortgage	-	
2172	Total Other Mortgages Payable (Short Term)		-
2190	<b>Miscellaneous Current Liabilities</b>		
		-	
		-	
		-	
		-	
		-	
		-	
		-	
2190	Total Miscellaneous Current Liabilities		-
2322	<b>Other Mortgages Payable (Long Term)</b>		
	Second Mortgage	-	
	Third Mortgage	-	
	Fourth Mortgage	-	
	Fifth Mortgage	-	
2322	Total Other Mortgages Payable (Long Term)		-
2331	<b>Accrued interest Other Mortgages Payable (Long Term)</b>		
	First Mortgage	-	
	Second Mortgage	-	
	Third Mortgage	-	
	Fourth Mortgage	-	
	Fifth Mortgage	-	
2331	Total Accrued interest Other Mortgages Payable (Long Term)		-
2390	<b>Miscellaneous Long-term Liabilities</b>		
		-	
		-	
		-	
		-	
		-	
		-	
		-	
2390	Total Miscellaneous Long-term Liabilities		-
<b>Profit and Loss Data</b>			
5190	<b>Miscellaneous Rent Revenue</b>		
		-	
		-	
		-	
		-	
		-	
		-	
		-	
5190	Total Miscellaneous Rent Revenue		-

5290	<b>Miscellaneous</b>		
		-	
		-	
		-	
		-	
		-	
		-	
5290	Total Miscellaneous		-
5490	<b>Revenue from Investments - Miscellaneous</b>		
		-	
		-	
		-	
		-	
		-	
		-	
5490	Total Revenue from Investments - Miscellaneous		-
5990	<b>Miscellaneous Revenue</b>		
	Vendor refunds	1	
		-	
		-	
		-	
		-	
		-	
		-	
5990	Total Miscellaneous Revenue		1
6390	<b>Miscellaneous Administrative Expenses</b>		
	Bank fees	226	
	Employee mileage reimbursement	136	
		-	
		-	
		-	
		-	
		-	
6390	Total Miscellaneous Administrative Expenses		362
6590	<b>Miscellaneous Operating and Maintenance Expenses</b>		
	Fire protection expenses	7,451	
		-	
		-	
		-	
		-	
		-	
6590	Total Miscellaneous Operating and Maintenance Expenses		7,451
6790	<b>Miscellaneous Taxes, Licenses, Permits and Insurance</b>		
		-	
		-	
		-	
		-	
		-	
		-	
6790	Total Miscellaneous Taxes, Licenses, Permits and Insurance		-

6890	<b>Miscellaneous Financial Expenses</b>		
		-	
		-	
		-	
		-	
		-	
6890	Total Miscellaneous Financial Expenses		-
7190	<b>Other Expenses</b>		
		-	
		-	
		-	
		-	
		-	
		-	
		-	
7190	Total Other Expenses		-
Equity Data			
S1100-055	<b>Other Changes in Total Net Assets</b>		
		-	
		-	
		-	
		-	
S1100-055	Total Other Changes in Total Net Assets		-
Cash Flow Data			
S1200-035	<b>Entity/Construction Receipts</b>		
		-	
		-	
		-	
		-	
		-	
S1200-035	Total Entity/Construction Receipts		-
S1200-225	<b>Entity/Construction Disbursements</b>		
		-	
		-	
		-	
		-	
		-	
S1200-225	Total Entity/Construction Disbursements		-
S1200-255	<b>Net Deposits to Other Reserves</b>		
		-	
		-	
		-	
		-	
S1200-255	Total Net Deposits to Other Reserves		-
S1200-340	<b>Other Investing Activities</b>		
		-	
		-	
		-	
		-	
S1200-340	Total Other Investing Activities		-

S1200-345	<b>Entity/Construction Investing Activities</b>		
		-	
		-	
		-	
		-	
		-	
		-	
S1200-345	Total Entity/Construction Investing Activities		-
S1200-450	<b>Other Financing Activities</b>		
		-	
		-	
		-	
		-	
		-	
		-	
S1200-450	Total Other Financing Activities		-
S1200-455	<b>Entity/Construction Financing Activities</b>		
		-	
		-	
		-	
		-	
		-	
		-	
S1200-455	Total Entity/Construction Financing Activities		-

SCHEDULE OF REQUIRED RESERVES SUPPLEMENTAL INFORMATION			
Organization Name Highland Manor Apartments, Inc.		FHA/Contract Number See cover page	
For Year Ending June 30, 2022			
SCHEDULE OF RESERVE FOR REPLACEMENT			
Acct No.	Description of Account		
1320P	Balance at Beginning of Year		<b>144,659</b>
1320DT	Total Monthly Deposits	8,991	
1320ODT	Other Deposits	-	
1320INT	Interest on Replacement Reserve Accounts	15	
1320RGL	Realized Gain or (Loss)	-	
1320UGL	Unrealized Gain or (Loss)	-	
1320WT	Approved Withdrawals	-	
1320OWT	Other Withdrawals	7	
1320	Balance at End of Year		<b>153,658</b>
1320R	Deposits suspended or waived indicator		No
Reserve for Replacements Details			
1320ODT	<b>Other Deposits</b>		
		-	
		-	
		-	
		-	
1320ODT	Total Other Deposits		-
1320OWT	<b>Other Withdrawals</b>		
	Service charges	7	
		-	
		-	
		-	
1320OWT	Total Other Withdrawals		<b>7</b>
SCHEDULE OF RESIDUAL RECEIPTS			
1340P	Balance at Beginning of Year		<b>7,206</b>
1340DT	Total Deposits	-	
1340ODT	Other Deposits	-	
1340INT	Interest on Residual Receipts Accounts	1	
1340RGL	Realized Gain or (Loss)	-	
1340UGL	Unrealized Gain or (Loss)	-	
1340WT	Approved Withdrawals	-	
1340OWT	Other Withdrawals	7	
1340	Balance at End of Year		<b>7,200</b>
Residual Receipts Details			
1340ODT	<b>Other Deposits</b>		
		-	
		-	
		-	
		-	
1340ODT	Total Other Deposits		-
1340OWT	<b>Other Withdrawals</b>		
	Service charges	7	
		-	
		-	
		-	
1340OWT	Total Other Withdrawals		<b>7</b>

COMPUTATION OF SURPLUS CASH, DISTRIBUTIONS, AND RESIDUAL RECEIPTS SUPPLEMENTAL INFORMATION			
Organization Name Highland Manor Apartments, Inc.		FHA/Contract Number See cover page	
For Year Ending June 30, 2022			
COMPUTATION OF SURPLUS CASH, DISTRIBUTIONS, AND RESIDUAL RECEIPTS			
Acct No.	Description of Account		
S1300-010	Cash	23,965	
1135	Tenant subsidy due for period covered by financial statement	-	
S1300-030	Other	-	
S1300-040	Total Cash		23,965
S1300-050	Accrued Mortgage Interest Payable	-	
S1300-060	Delinquent Mortgage Principal Payments	-	
S1300-070	Delinquent Deposits to Reserve for Replacements	-	
S1300-075	Accounts Payable (due within 30 days)	8,165	
S1300-080	Loans and Notes Payable (due within 30 days)	-	
S1300-090	Deficient Tax Insurance or MIP Escrow Deposits	-	
S1300-100	Accrued Expenses [not escrowed]	5,171	
2210	Prepaid Revenue	1,961	
2191	Tenant Security Deposits Liability	9,678	
S1300-110	Other Current Obligations	-	
S1300-140	Total Current Obligations		24,975
S1300-150	Surplus Cash (Deficiency)		(1,010)
S1300-160	Annual Distribution Earned During Fiscal Period Covered by the Statement	-	
S1300-170	Distribution Accrued and Unpaid as of the End of the Prior Fiscal Period	-	
S1300-180	Distributions and Entity Expenses Paid During Fiscal Period Covered by Statement	-	
S1300-190	Distribution Earned but Unpaid	-	
S1300-200	Amount Available for Distribution During Next Fiscal Period		-
S1300-203	Incentive Performance Fee Payable (M2M)	-	
S1300-204	Percentage Surplus Cash Split (M2M)	-	
S1300-205	Surplus Cash Available for Second Mortgage Payments (M2M)	-	
S1300-206	Surplus Cash Available for Distribution (M2M)		-
S1300-210	Deposit Due Residual Receipts		-
<b>Surplus Cash Details (Annual)</b>			
S1300-030	<b>Other Cash</b>		
		-	
		-	
		-	
		-	
		-	
S1300-030	Total Other Cash		-
S1300-110	<b>Other Current Obligations</b>		
		-	
		-	
		-	
		-	
		-	
S1300-110	Total Other Current Obligations		-

SCHEDULE OF CHANGES IN FIXED ASSET ACCOUNTS SUPPLEMENTAL INFORMATION			
Organization Name Highland Manor Apartments, Inc.		FHA/Contract Number See cover page	
For Year Ending June 30, 2022			
SCHEDULE OF CHANGES IN FIXED ASSET ACCOUNTS			
Acct No.	Description of Account		
1410P	Beginning Balance for 1410		<b>503,432</b>
1410AT	Additions for 1410	-	
1410DT	Deductions for 1410	-	
1410	Land		<b>503,432</b>
1420P	Beginning Balance for 1420		<b>2,306,238</b>
1420AT	Additions for 1420	-	
1420DT	Deductions for 1420	-	
1420	Buildings		<b>2,306,238</b>
1440P	Beginning Balance for 1440		-
1440AT	Additions for 1440	-	
1440DT	Deductions for 1440	-	
1440	Building Equipment (Portable)		-
1450P	Beginning Balance for 1450		<b>111,912</b>
1450AT	Additions for 1450	-	
1450DT	Deductions for 1450	-	
1450	Furniture for Project/Tenant Use		<b>111,912</b>
1460P	Beginning Balance for 1460		-
1460AT	Additions for 1460	-	
1460DT	Deductions for 1460	-	
1460	Furnishings		-
1465P	Beginning Balance for 1465		<b>6,737</b>
1465AT	Additions for 1465	-	
1465DT	Deductions for 1465	-	
1465	Office Furniture and Equipment		<b>6,737</b>
1470P	Beginning Balance for 1470		-
1470AT	Additions for 1470	-	
1470DT	Deductions for 1470	-	
1470	Maintenance Equipment		-
1480P	Beginning Balance for 1480		-
1480AT	Additions for 1480	-	
1480DT	Deductions for 1480	-	
1480	Motor Vehicles		-
1490P	Beginning Balance for 1490		-
1490AT	Additions for 1490	-	
1490DT	Deductions for 1490	-	
1490	Miscellaneous Fixed Assets		-
1400PT	Total Beginning Balance for Fixed Assets		<b>2,928,319</b>
1400AT	Total Asset Additions	-	
1400DT	Total Asset Deductions	-	
1400T	Total Fixed Assets		<b>2,928,319</b>
1495P	Beginning Balance for Accumulated Depreciation		<b>1,553,542</b>
6600	Total Provisions	93,429	
1400ADT	Total Accumulated Depreciation from Disposed Assets.	-	
1495	Ending Balance for Accumulated Depreciation		<b>1,646,971</b>
1400N	Total Net Book Value		<b>1,281,348</b>

SCHEDULE OF CHANGES IN FIXED ASSET ACCOUNTS (CONTINUED)	
SUPPLEMENTAL INFORMATION	
Organization Name Highland Manor Apartments, Inc.	FHA/Contract Number See cover page
For Year Ending June 30, 2022	
SCHEDULE OF CHANGES IN FIXED ASSET ACCOUNTS (CONTINUED)	
Acct No.	Description of Account
<b>Fixed Asset Details</b>	
1410AT	-
1410DT	-
1420AT	-
1420DT	-
1440AT	-
1440DT	-
1450AT	-
1450DT	-
1460AT	-
1460DT	-
1465AT	-
1465DT	-
1470AT	-
1470DT	-
1480AT	-
1480DT	-
1490AT	-
1490DT	-

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

**SCHEDULE OF CHANGES IN PROPERTY AND EQUIPMENT  
YEAR ENDED JUNE 30, 2022**

	<b>ASSETS</b>			
	<b>Balance 7/1/2021</b>	<b>Additions</b>	<b>Deletions</b>	
Land and land improvements	\$ 503,432	\$ -	\$ -	\$ 503,432
Buildings	2,306,238	-	-	2,306,238
Furniture for community/ resident use	111,912	-	-	111,912
Office furniture and equipment	6,737	-	-	6,737
	<b>\$ 2,928,319</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,928,319</b>
Accumulated depreciation	<b>\$ 1,553,542</b>	<b>\$ 93,429</b>	<b>\$ -</b>	<b>\$ 1,646,971</b>
Net book value				<b>\$ 1,281,348</b>

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2022**

**U.S. Department of Housing and Urban Development**

Supportive Housing for the Elderly (Assistance Listing No. 14.157)

- Balance of capital advance as of July 1, 2021, under Section 202 of the Housing Act of 1959	\$ 2,852,700
- Project Rental Assistance Contract	<u>132,832</u>
	<u><b>\$ 2,985,532</b></u>

**Notes to the Schedule of Expenditures of Federal Awards**

**Note 1:** The schedule of expenditures of federal awards is prepared on the accrual basis of accounting.

**Note 2:** The Corporation has elected to not use the 10% de minimis cost rate.

**Note 3:** The balance of the capital advance at June 30, 2022 is \$2,852,700.

**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 Board of Directors of  
Highland Manor Apartments, Inc.  
(A North Carolina Not-For-Profit Corporation)

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Highland Manor Apartments, Inc., which comprise the statement of financial position as of June 30, 2022, and the related statements of profit and (loss) - changes in net assets, changes in net assets, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated August 12, 2022.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Highland Manor Apartments, Inc.'s internal control over financial reporting (internal control) as a basis for designing 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 Highland Manor Apartments, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Highland Manor Apartments, Inc.'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 Highland Manor Apartments, Inc.'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

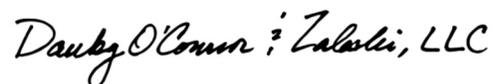
### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Highland Manor Apartments, Inc.'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 financial statements. 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 Highland Manor Apartments, Inc.'s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Highland Manor Apartments, Inc.'s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

August 12, 2022  
Carmel, Indiana



Dauby O'Connor & Zaleski, LLC  
Certified Public Accountants

## **INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors of  
Highland Manor Apartments, Inc.  
(A North Carolina Not-For-Profit Corporation)

### **Report on Compliance for Each Major Federal Program**

#### **Opinion on Each Major Federal Program**

We have audited Highland Manor Apartments, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Highland Manor Apartments, Inc.'s major federal programs for the year ended June 30, 2022. Highland Manor Apartments, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying summary of auditor's results.

In our opinion, Highland Manor Apartments, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

#### **Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with 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 audit requirements of Title 2 U.S. Code of Federal Regulations Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"), and the Guide. Our responsibilities under those standards, the Uniform Guidance, and the Guide are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Highland Manor Apartments, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major HUD program. Our audit does not provide a legal determination of Highland Manor Apartments, Inc.'s compliance with the compliance requirements referred to above.

#### **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Highland Manor Apartments, Inc.'s federal programs.

### **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Highland Manor Apartments, Inc.'s compliance based on our audit. 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 auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the Guide will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above are considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Highland Manor Apartments, Inc.'s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Highland Manor Apartments, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Highland Manor Apartments, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances, and to test and report on internal control over compliance in accordance with the Uniform Guidance and the Guide, but not for the purpose of expressing an opinion on the effectiveness of Highland Manor Apartments, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

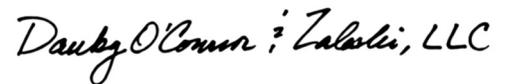
Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purposes of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

**Purpose of this Report**

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

August 12, 2022  
Carmel, Indiana



Dauby O'Connor & Zaleski, LLC  
Certified Public Accountants

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

**SUMMARY OF AUDITOR'S RESULTS  
YEAR ENDED JUNE 30, 2022**

**Section I-Summary of Auditor's Results**

*Financial Statements*

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?  yes  no
- Significant deficiencies identified that are not considered to be material weaknesses?  yes  none reported
- Noncompliance material to financial statements noted?  yes  no

*Federal Awards*

Internal control over major programs:

- Material weakness(es) identified?  yes  no
- Significant deficiencies identified that are not considered to be material weaknesses?  yes  none reported
- Dollar threshold used to distinguish between Type A and Type B programs: \$ 750,000
- Auditee qualifies as a low-risk auditee?  yes  no

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?  yes  no

Identification of major programs:

Assistance Listing Number(s)	Name of Federal Program or Cluster
14.157	Supportive Housing for the Elderly

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

---

**SUMMARY OF AUDITOR'S RESULTS (CONTINUED)  
YEAR ENDED JUNE 30, 2022**

**Section II-Financial Statement Findings**

Our audit disclosed no findings or questioned costs that are required to be reported.

**Section III-Federal Award Findings and Questioned Costs**

Our audit disclosed no findings or questioned costs that are required to be reported.

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

---

**CORRECTIVE ACTION PLAN  
YEAR ENDED JUNE 30, 2022**

**Name of auditee:** Highland Manor Apartments, Inc.

**HUD auditee identification number:** 053-EE137

**Name of audit firm:** Dauby O'Connor & Zaleski, LLC

**Period covered by the audit:** Year ended June 30, 2022

**CAP prepared by**

**Name:** Laura Grimes

**Position:** Accounting Manager

**Telephone number:** 336-231-8134

**Current Findings on the Schedule of Findings, Questioned Costs, and Recommendations**

No corrective action plan is required to be reported.

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

---

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
YEAR ENDED JUNE 30, 2022**

There were no open findings or questioned costs from the prior audit report.

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

---

**MANAGEMENT AGENT CERTIFICATION  
YEAR ENDED JUNE 30, 2022**

We hereby certify that we have examined the accompanying financial statements and supplemental data of Highland Manor Apartments, Inc. and, to the best of our knowledge and belief, the same are accurate and complete.



---

David C. Eagan, President  
Community Management Corporation

Date: August 12, 2022

Federal Employer Identification Number: 56-1010128

**HIGHLAND MANOR APARTMENTS, INC.  
(A NORTH CAROLINA NOT-FOR-PROFIT CORPORATION)**

---

**CERTIFICATION OF OFFICERS  
YEAR ENDED JUNE 30, 2022**

We hereby certify that we have examined the accompanying financial statements and supplemental data of Highland Manor Apartments, Inc. and, to the best of our knowledge and belief, the same are complete and accurate.

Officers:

Yolanda Winstead

Digitally signed by Yolanda Winstead  
DN: cn=Yolanda Winstead, o=DHIC, ou, email=yolanda@dhic.org, c=US  
Date: 2022.08.24 08:58:21 -0400

\_\_\_\_\_  
(Signature of Officer)

Yolanda Winstead  
\_\_\_\_\_  
(Print Name of Officer)

Vice President  
\_\_\_\_\_  
(Title of Certifying Official)

August 12, 2022  
\_\_\_\_\_  
Date

*Sharon Lorden*  
\_\_\_\_\_  
(Signature of Officer)

Sharon Lorden  
\_\_\_\_\_  
(Print Name of Officer)

Vice President  
\_\_\_\_\_  
(Title of Certifying Official)

August 12, 2022  
\_\_\_\_\_  
Date