

**NEVADA STATE BOARD
OF DENTAL EXAMINERS**

ANNUAL REPORT

JUNE 30, 2014

**NEVADA STATE BOARD
OF DENTAL EXAMINERS**

Table of Contents

	<u>Page</u>
Management's discussion and analysis	1 - 3
Independent Auditor's Report	4 - 5
Financial Statements:	
Balance Sheet	6
Statement of Revenues, Expenses and Fund Balance	7
Statement of Cash Flows	8
Notes to the Financial Statements	9 - 10

MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the Nevada State Board of Dental Examiners' (Board) annual financial report presents our discussion and analysis of the Board's financial activities during the fiscal year then ended June 30, 2014. Please read it in conjunction with the Board's financial statements which begin immediately following management's discussion and analysis.

FINANCIAL HIGHLIGHTS

- The Board's assets exceeded its liabilities by \$842,652 (net assets) for the fiscal year reported. The comparison with last year shows an increase of 28% when assets exceeded liabilities by \$660,580.
- Total assets include cash, accounts receivable, and prepaid expenses which represents an decrease of 2%.
- Total liabilities, which include deferred revenue of the Board, decreased by 18% from \$1,231,045 to \$1,006,016.
- Total net assets are comprised of the following:
 1. Unrestricted net assets of \$842,652 represent the portion available to maintain the Board's continuing obligations and operations.
- Operating expenses were \$829,025 during the current year.

Overview of the Financial Statements

The annual report consists of three parts - *management's discussion and analysis* (this section), the *basic financial statements* and *notes to the financial statements* which explain some of the information in the financial statements and provide more detailed data.

Board's Financial Statements

The financial report of the general fund uses a reporting method similar to those used by private-sector companies' accrual basis accounting.

The first statement of the basic financial statement is the Balance Sheet. This statement includes all of the Board's assets and liabilities with the difference reported as Fund Balance. Over time, increases or decreases in the Board's Fund Balance are an indicator of whether its financial health is improving or deteriorating, respectively.

The second statement is the Statement of Revenues, Expenses and Fund Balance which reports how the Board's Fund Balance changed during the current fiscal year. Current year revenues are the result of the recognition of previously received cash from licensing activities as well as user fees and charges, and interest income. Expenses are included regardless of when they are paid for in cash. The design of the statement of revenues, expenses and fund balance is intended to show the financial reliance of the Board's activities on revenues generated by the licensing process.

The third statement, Statement of Cash Flows, summarizes the changes in cash balances by category. These changes are derived from the collection of cash receipts and disbursement of cash payments.

The Board's financial statements reflect operations that are primarily supported by business-type activities intended to recover all or a significant portion of their costs through licensing fees and charges. Board activities include the regulation and licensing of dentists and dental hygienists.

Financial Analysis of the Board as a Whole

By accumulating year-to-year financial information, changes in fund balances may be observed and used to discuss the changing financial position of the Board as a whole.

Net assets at fiscal year-end are \$842,652 which is an increase of \$182,072 from last year's net assets of \$660,580. The following table provides a summary of the Board's net assets:

Summary of Net Assets

	<u>2014</u>	<u>2013</u>	<u>Amount Change</u>	<u>% Change</u>
Current and other assets	\$ 1,848,668	\$ 1,891,625	\$ (42,957)	(2%)
Total assets	1,848,668	1,891,625	(42,957)	(2%)
Current liabilities	<u>1,006,016</u>	<u>1,231,045</u>	<u>(225,029)</u>	<u>(18%)</u>
Total liabilities	1,006,016	1,231,045	(225,029)	(18%)
Net assets unrestricted	<u>842,652</u>	<u>660,580</u>	<u>182,072</u>	<u>28%</u>
Total net assets	<u>\$ 842,652</u>	<u>\$ 660,580</u>	<u>\$ 182,072</u>	<u>28%</u>

For the fiscal year ending June 30, 2014, the Board experienced an increase in total revenue from \$953,701 in the prior year to \$1,011,097. This increase was due in part to an increase in license applications and licensees.

Comparative data is presented below to assist in the analysis of the Board's change in net assets:

Summary of Changes in Net Assets

	<u>2014</u>	<u>2013</u>	<u>Amount Change</u>	<u>% Change</u>
Revenues	\$ 1,009,336	\$ 952,391	\$ 56,945	6%
Expenses-personnel	324,743	340,078	(15,335)	(5%)
Operations	<u>504,282</u>	<u>684,867</u>	<u>(180,585)</u>	<u>(26%)</u>
Total expenses	829,025	1,024,945	(195,920)	(19%)
Interest income	1,761	1,310	451	34%
Change in net assets	182,072	(71,244)	253,316	355%
Beginning net assets	<u>660,580</u>	<u>731,824</u>	<u>(71,244)</u>	<u>(10%)</u>
Ending net assets	<u>\$ 842,652</u>	<u>\$ 660,580</u>	<u>\$ 182,072</u>	<u>28%</u>

Financial Analysis of the Board's Funds

As the Board completed the year, its general funds (as presented in the balance sheet on page 6) reported a fund balance of \$842,652 which includes applications for licensing of dentists and dental hygienists and receipt of other required fees.

Capital Assets

The Board's purchases of capital assets include computer hardware, communication equipment, and office equipment. In accordance with its charter, the Board does not maintain ownership of the assets but they immediately become the property of the State of Nevada. As such, purchases of capital assets are accounted for in the statement of revenues, expenses and fund balance under the account "Equipment". Purchases for the fiscal year ended June 30, 2014 were \$7,712.

Economic Factors and Next Year's Budgets and Rates

The Board decreased its revenue budget for FY2015 over the FY2014 budget by less than 1% to better align with expected income. The Board decreased wage/benefit and professional fee expenses for FY2015 to better align with fixed costs and increased efficiencies in managing investigations, legal costs, and general costs of doing business. The Board has not increased licensing fees but has maintained cost allocation and recovery for regulatory enforcement. The Board has continued to manage negotiated leases, travel expenses, collaboration with other boards for expense savings, and other cost saving measures.

The Board has maintained a modest reserve account for legal and disciplinary processing and prosecution as well as unanticipated legal contingencies; however there was an increase in hearings and inability of disciplined licensees to pay ordered costs. The number of investigations, hearings, and prosecutions has once again increased in addition to more involved litigious issues associated with the investigations and hearings and the ongoing monitoring associated with compliance in stipulation orders.

Biennial renewal for all unrestricted licensees of dentistry and dental hygiene continues. Biennial renewal requires close budgetary monitoring and accumulated funds management. Ongoing efforts to modernize and improve technical communications continues in FY2015 with website re-development, ongoing identity verification, archival of existing file data, online renewal along with a disciplinary tracking system for monitoring all investigations and stipulation agreements, on-line jurisprudence examination for all applicants/licensees and continued development of the licensing system. Online address change capabilities are available to all licensees. Online disciplinary actions associated with licensees is also available with a link to the actual order of the Board describing circumstances resulting in a stipulation agreement through the licensee search and verification on Board's website.

Contacting the Board's Financial Management

This financial report is designed to provide a general overview of the Board's finances and to show the Board's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Debra Shaffer-Kugel, Executive Director, Nevada State Board of Dental Examiners, at 6010 South Rainbow Boulevard, Suite A-1, Las Vegas, Nevada 89118.

**NEVADA STATE BOARD
OF DENTAL EXAMINERS**

FINANCIAL STATEMENTS

JUNE 30, 2014



INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Nevada State Board of Dental Examiners

We have audited the accompanying financial statements of Nevada State Board of Dental Examiners (a Nevada State Agency) which comprise the balance sheet as of June 30, 2014, and the related statements of revenues, expenses, fund balances, and cash flows for the year then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Nevada State Board of Dental Examiners as of June 30, 2014, and the changes in its cash flows for the year then ended in accordance with conformity with accounting principles generally accepted in the United States of America.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The management's discussion and analysis information on pages 1 through 3 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.

Campbell Jones Cohen CPAs

Campbell Jones Cohen CPAs

Las Vegas, Nevada
September 29, 2014

NEVADA STATE BOARD OF DENTAL EXAMINERS

BALANCE SHEET

JUNE 30, 2014

ASSETS

Current Assets:

Cash	\$	1,703,896
Accounts receivable, net		117,902
Prepaid expense		26,870

Total current assets \$ 1,848,668

Total Assets \$ 1,848,668

LIABILITIES AND FUND BALANCE

Current Liabilities:

Accounts payable	\$	58,035
Accrued compensation		19,394
Other accrued expenses		2,000
Deferred revenue		926,587

Total current liabilities \$ 1,006,016

Fund Balance 842,652

Total Liabilities and Fund Balance \$ 1,848,668

NEVADA STATE BOARD OF DENTAL EXAMINERS

STATEMENT OF REVENUES, EXPENSES AND FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2014

Revenues:

Licensing and permit fees	\$	992,448	
Interest income		1,761	
Other		16,888	
		<u>16,888</u>	
Total revenues			\$ 1,011,097

Expenses:

Accounting		22,359	
Legal		123,266	
Rent		65,620	
Payroll		262,732	
Equipment		7,712	
Professional fees		9,125	
Travel		12,640	
Other		325,571	
		<u>325,571</u>	
Total expenses			<u>829,025</u>

Net Excess Revenues Over Expenses			182,072
Fund Balance, Beginning			<u>660,580</u>
Fund Balance, Ending			<u><u>\$ 842,652</u></u>

NEVADA STATE BOARD OF DENTAL EXAMINERS

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2014

Net Excess Revenues Over Expenses		\$	182,072
Reconciliation of Net Excess Revenues Over Expenses to Net Cash Used by Operating Activities:			
Changes in Operating Assets and Liabilities:			
Increase in accounts receivable	\$	(30,695)	
Decrease in prepaid expense		892	
Increase in accounts payable		4,730	
Decrease in accrued compensation		5,984	
Decrease in other accrued expenses		800	
Increase in deferred revenue		(236,543)	
			<u>(254,832)</u>
Net Change in Cash			(72,760)
Cash, Beginning			<u>1,776,656</u>
Cash, Ending		\$	<u><u>1,703,896</u></u>

The accompanying notes to financial statements are an integral part of these financial statements.

NEVADA STATE BOARD OF DENTAL EXAMINERS

NOTES TO THE FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

NATURE OF ACTIVITIES

Nevada State Board of Dental Examiners (the Board) is the licensing and regulatory agency for dentists and dental hygienists in the State of Nevada. The Board was created and is regulated by the Nevada Revised Statutes. The Board is a special revenue fund of the State of Nevada that is used to account for the proceeds of licensing fees that are legally restricted to expenditures for specified purposes. The Board is required to comply with budgeting and reporting requirements in the same manner as other state agencies.

BASIS OF ACCOUNTING

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. This method provides for recognizing expenditures at the time the related liabilities are incurred, while revenues are recorded when earned, measurable and available to finance expenditures of the fiscal period.

PROPERTY AND EQUIPMENT

The property and equipment of the Board is considered to be general property and equipment of the State of Nevada and, therefore, is not reflected in this balance sheet. Equipment purchases of the Board are charged to expenditures at the time of acquisition.

STATEMENT OF CASH FLOWS

For purposes of the statement of cash flows, the Board considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

INCOME TAXES

The Board is a public agency and is not subject to Federal Income taxes under Code Section 115(7), 1454.R.C.

DEFERRED REVENUE

By provision of statute, the Board administers its licensing registration on a biennial basis with offsetting years between the dentists and hygienists. Deferred revenue consists of license fees that are collected prior to July 1 for the ensuing year. At June 30, 2014, deferred revenue consists of two years collected fees for the hygienists and one year for the dentists. License fees are the Board's primary source of revenue.

ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

ACCOUNTS RECEIVABLE

The Board carries its accounts receivable at cost less an allowance for doubtful accounts. On a periodic basis, the Board evaluates accounts receivable balances and establishes an allowance for doubtful accounts, based on history of past write-offs and collections. The Board considers all accounts receivable at June 30, 2014 to be fully collectible and, therefore, did not provide for an allowance for doubtful accounts. For the year ended June 30, 2014, the Board wrote off \$5,000 as uncollectible bad debt.

NEVADA STATE BOARD OF DENTAL EXAMINERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 2 - CASH DEPOSITS IN EXCESS OF INSURED LIMITS

The Board maintains cash balances with Wells Fargo Bank. Balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. Wells Fargo Bank, NA is collateralizing the balances in excess of \$250,000 as the Board is a participant in the Nevada State Treasurer's Pool Collateral Program in accordance with applicable Nevada Law.

NOTE 3 - CONTRACTS

The Board has an agreement with Kaempfer Crowell to provide lobbying services during legislative sessions. The agreement is renewed annually and provides for a monthly fee of \$1,500 for services.

NOTE 4 - LEASE AGREEMENTS

The Nevada State Board of Dental Examiners leases office space and certain equipment under operating lease agreements with various expirations. Aggregate future minimum lease payments required on all operating leases as of June 30, 2014, are as follows:

2015	\$ 83,590
2016	2,752
2017	2,752
2018	459

Rent expense for the year ended June 30, 2014 for these leases was \$65,620.

NOTE 5 - DEFINED BENEFIT PENSION PLAN

Plan Description. The Nevada State Board of Dental Examiners contributes to the Public Employee's Retirement System (PERS), a cost-sharing, multiple-employer defined benefit pension plan administered by the State of Nevada. PERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The State of Nevada issues a publicly available financial report that includes financial statements and required supplementary information of PERS. That report may be obtained by writing to Public Employee's Retirement System of Nevada, 693 West Nye Lane, Carson City, Nevada 89703 or by calling (775) 687-4200.

Funding Policy. The Board is enrolled in the employer-pay contribution plan. In this plan, the Board is required to contribute all amounts due. The contribution requirements of plan members and the Board are established under Chapter 286 of the Nevada Revised Statutes. The Board's contribution rate for the year ended June 30, 2014 was 25.75%. The Board's contribution to PERS for the year ended June 30, 2014 was \$62,011.

NOTE 6 - COMPLIANCE WITH NEVADA REVISED STATUTES AND NEVADA ADMINISTRATIVE CODE

The Board conformed to all significant statutory constraints on its financial administration during the fiscal year.

NOTE 7 - REVIEW OF SUBSEQUENT EVENTS

The Board has evaluated subsequent events through September 29, 2014 which is the date the financial statements were available to be issued.