



U.S. ENVIRONMENTAL PROTECTION AGENCY

OFFICE OF INSPECTOR GENERAL

U.S. Chemical Safety Board

**Audit of the U.S. Chemical Safety
and Hazard Investigation Board's
Fiscal Years 2018 and 2017
Financial Statements**

Report No. 19-F-0004

November 14, 2018

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At a Glance

Why We Did This Review

We performed this audit in accordance with the Accountability of Tax Dollars Act of 2002, which requires the U.S. Chemical Safety and Hazard Investigation Board (CSB) to prepare, and the Office of Inspector General (OIG) to audit, the board's financial statements each year.

The U.S. Environmental Protection Agency's OIG, which also serves as Inspector General for the CSB, contracted with Allmond & Company, LLC, to perform the audit of the CSB's fiscal years 2018 and 2017 financial statements.

This report addresses the following CSB goal:

- *Create and maintain an engaged, high-performing workforce.*

Send all inquiries to our public affairs office at (202) 566-2391 or visit www.epa.gov/oig.

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Audit of the U.S. Chemical Safety and Hazard Investigation Board's Fiscal Years 2018 and 2017 Financial Statements

What Allmond & Company Found

Allmond & Company rendered an unmodified opinion on the CSB's financial statements for fiscal years 2018 and 2017, meaning that the statements were fairly presented and free of material misstatements.

The CSB received an unmodified opinion on its fiscal years 2018 and 2017 financial statements.

In planning and performing its audit, Allmond & Company considered the CSB's internal control over financial reporting. Allmond & Company noted no matters involving the internal control and the CSB operation that it considered to be a material weakness or a significant deficiency.

As part of obtaining reasonable assurance about whether the CSB's financial statements are free of material misstatement, Allmond & Company performed tests of the CSB's compliance with certain provisions of applicable laws, regulations, contracts, and grant agreements, which noncompliance with could have a direct and material effect on the determination of financial statement amounts. Allmond & Company's fiscal years 2018 and 2017 audit disclosed no instances of noncompliance or other matters that are required to be reported.

Allmond & Company is responsible for the enclosed auditor's report and the conclusions expressed in the report. We do not express any opinion or conclusions on the CSB's financial statements, internal control, or compliance with laws and regulations.

Allmond & Company made no recommendations to the CSB.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

November 14, 2018

Dr. Kristen Kulinowski, Ph.D.
Interim Executive Authority and Member
U.S. Chemical Safety and Hazard Investigation Board
1750 Pennsylvania Avenue NW, Suite 910
Washington, D.C. 20006

RE: Report No. 19-F-0004, Audit of the U.S. Chemical Safety and Hazard Investigation Board's Fiscal Years 2018 and 2017 Financial Statements

Dear Dr. Kulinowski:

This letter transmits the audit report on the U.S. Chemical Safety and Hazard Investigation Board's (CSB's) fiscal years 2018 and 2017 financial statements. The audit is required by Public Law 107-289, the Accountability of Tax Dollars Act of 2002.

The independent public accounting firm of Allmond & Company, LLC, performed the audit of the CSB financial statements as of and for the fiscal years ended September 30, 2018 and 2017. The audit was required to be done in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States; and Office of Management and Budget Bulletin No. 19-01, *Audit Requirements for Federal Financial Statements*.

Allmond & Company is responsible for the enclosed auditor's report dated November 12, 2018, and the opinions and conclusions expressed in the report. We do not express any opinion or conclusions on the CSB's financial statements, internal control, or compliance with laws and regulations.

Because this report contains no recommendations, you are not required to respond to this report. However, if you submit a response, it will be posted on the OIG's public website, along with our memorandum commenting on your response. Your response will be posted on the Office of Inspector General's public website, along with our letter commenting on your response. Your response should be provided as an Adobe PDF file that complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The final response should not contain data that you do not want to be released to the public; if your response contains such data, you should identify the data for redaction or removal along with corresponding justification.

We will post this report to our website at www.epa.gov/oig.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul C. Curtis". The signature is fluid and cursive, with the first name "Paul" being the most prominent.

Paul C. Curtis
Director, Financial Audits

Enclosure

Chemical Safety and Hazard Investigation Board (CSB)
Fiscal Year 2018 Financial Statement Audit

Final Independent Auditors' Report

Submitted for review and acceptance to:

Safiya Chambers
Contracting Officer's Representative (COR)
Environmental Protection Agency
Office of the Inspector General
William Jefferson Clinton West Building
Washington, DC 20004

Submitted by:

Jason L. Allmond CPA, CGFM, CISA, CISM
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Final Independent Auditors' Report

Prepared under contract to the Environmental Protection Agency (EPA) Office of Inspectors General (OIG) to provide financial auditing services

**U.S. CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD
AUDIT REPORT
SEPTEMBER 30, 2018**



**ALLMOND & COMPANY, LLC
Certified Public Accountants
8181 Professional Place, Suite 250
Landover, Maryland 20785
(301) 918-8200**



Independent Auditors' Report

Interim Executive Authority and Member, U.S. Chemical Safety and Hazard Investigation Board
Acting Inspector General, Environmental Protection Agency:

Report on the Financial Statements

We have audited the accompanying financial statements of the U.S. Chemical Safety and Hazard Investigation Board (CSB), which comprise the balance sheets as of September 30, 2018 and 2017; the related statements of net cost, changes in net position, and budgetary resources for the fiscal years then ended; and the related notes to the financial statements (hereinafter referred to as 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 responsibility 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 the fiscal years 2018 and 2017 financial statements of CSB based on our audits. We conducted our audits 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; and OMB Bulletin No. 19-01, *Audit Requirements for Federal Financial Statements*. Those standards and OMB Bulletin No. 19-01 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 auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion.

An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management, as well as 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 U.S. Chemical Safety and Hazard Investigation Board as of September 30, 2018 and 2017, and its net costs, changes in net position, and budgetary resources for the fiscal years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

The information in the *Message from the Chairperson* and *Management and Discussion Analysis* section of this report is not a required part of the basic financial statements, but is supplementary information required by U.S. generally accepted accounting principles. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of CSB's financial statements. However, we did not audit this information and, accordingly, we express no opinion on it.

Other Reporting Required by Government Auditing Standards

Internal Control over Financial Reporting

In planning and performing our audit of CSB's financial statements as of and for the year ended September 30, 2018, in accordance with generally accepted government auditing standards, we considered CSB's internal control over financial reporting 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 CSB's internal control over financial reporting. Accordingly, we do not express an opinion on CSB's internal controls over financial reporting. We limited internal control testing to those necessary to achieve the objectives described in OMB Bulletin No. 19-01. We did not test all internal control relevant to operating objectives as broadly defined by the Federal Managers' Financial Integrity Act of 1982.

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 misstatement on a timely basis. A material weakness is a deficiency, or combination of deficiencies, such that there is a reasonable possibility that a material misstatement of the entity'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 the attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose as described in the first paragraph of this section, and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our fiscal year 2018 audit we did not identify any deficiencies in internal control over financial reporting that we considered to be a material weakness, as defined above. However, material weaknesses may exist that have not been identified.

However, we noted additional matters that we will report to CSB management in a separate letter.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether CSB's fiscal year 2018 financial statements are free of material misstatements, we performed tests of CSB's compliance with certain provisions of applicable laws, regulations, contracts, and grant agreements, which noncompliance could have a direct and material effect on the determination of material amounts and disclosures in CSB's financial statements, and certain provisions of other laws specified in OMB Bulletin No. 19-01. 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 of compliance as described in the preceding paragraph, disclosed no instances of noncompliance or other matters that are required to be reported herein under *Government Auditing Standards* or OMB Bulletin No. 19-01.

Purpose of the Other Reporting Required by Government Auditing Standards

The purpose of the communication described in the Other Reporting Required by Government Auditing Standards section is solely to describe the scope of our testing of internal control and compliance with selected provision of applicable laws, regulations, contracts, and grant agreements, and the results of that testing, and not to provide an opinion on the effectiveness of CSB's internal control or on compliance. This communication is an integral part of an audit performed in accordance with U.S. generally accepted government auditing standards in considering internal controls and compliance with laws, regulations, contracts, and grant agreements which could have a material effect on CSB's financial statements. Accordingly, this communication is not suitable for any other purpose.

Allmond & Company, LLC

Landover, MD
November 12, 2018

U.S. CHEMICAL SAFETY & HAZARD INVESTIGATION BOARD

FINANCIAL STATEMENTS

**FOR THE YEARS ENDED
SEPTEMBER 30, 2018 AND 2017**





**U.S. CHEMICAL SAFETY & HAZARD INVESTIGATION BOARD
FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2018 AND 2017**

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U.S. CHEMICAL SAFETY & HAZARD INVESTIGATION BOARD
BALANCE SHEET
AS OF SEPTEMBER 30, 2018 AND 2017
(In Dollars)

	2018	2017
Assets:		
Intragovernmental		
Fund Balance With Treasury (Note 2)	\$ 4,308,944	\$ 4,021,980
Total Intragovernmental	4,308,944	4,021,980
Accounts Receivable, Net (Note 3)	-	4,098
Property, Equipment, and Software, Net (Note 4)	422,658	423,370
Total Assets	\$ 4,731,602	\$ 4,449,448
Liabilities:		
Intragovernmental		
Accounts Payable	\$ 8,505	\$ 36,045
Other (Note 6)	57,749	56,699
Total Intragovernmental	66,254	92,744
Accounts Payable	374,584	426,122
Federal Employee and Veterans' Benefits (Note 5)	-	4,146
Other (Note 6)	574,589	750,032
Total Liabilities	\$ 1,015,427	\$ 1,273,044
Net Position:		
Unexpended Appropriations	\$ 3,697,572	\$ 3,250,368
Cumulative Results of Operations	18,603	(73,964)
Total Net Position	\$ 3,716,175	\$ 3,176,404
Total Liabilities and Net Position	\$ 4,731,602	\$ 4,449,448

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

U.S. CHEMICAL SAFETY & HAZARD INVESTIGATION BOARD
STATEMENT OF NET COST
FOR THE YEARS ENDED SEPTEMBER 30, 2018 AND 2017
(In Dollars)

	2018	2017
Program Costs:		
Gross Costs	\$ 10,723,975	\$ 11,232,345
Net Cost of Operations	\$ 10,723,975	\$ 11,232,345

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

U.S. CHEMICAL SAFETY & HAZARD INVESTIGATION BOARD
STATEMENT OF CHANGES IN NET POSITION
FOR THE YEARS ENDED SEPTEMBER 30, 2018 AND 2017
(In Dollars)

	2018	2017
Unexpended Appropriations:		
Beginning Balances	\$ 3,250,368	\$ 3,281,832
Budgetary Financing Sources:		
Appropriations Received	11,000,000	11,000,000
Other Adjustments	(158,915)	(227,600)
Appropriations Used	(10,393,881)	(10,803,864)
Total Budgetary Financing Sources	447,204	(31,464)
Total Unexpended Appropriations	\$ 3,697,572	\$ 3,250,368
Cumulative Results of Operations:		
Beginning Balances	\$ (73,964)	\$ 122,597
Budgetary Financing Sources:		
Appropriations Used	10,393,881	10,803,864
Other Financing Sources (Non-Exchange):		
Imputed Financing Sources	422,661	231,920
Total Financing Sources	10,816,542	11,035,784
Net Cost of Operations	(10,723,975)	(11,232,345)
Net Change	92,567	(196,561)
Cumulative Results of Operations	\$ 18,603	\$ (73,964)
Net Position	\$ 3,716,175	\$ 3,176,404

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

U.S. CHEMICAL SAFETY & HAZARD INVESTIGATION BOARD
STATEMENT OF BUDGETARY RESOURCES
FOR THE YEARS ENDED SEPTEMBER 30, 2018 AND 2017
(In Dollars)

	2018	2017
Budgetary Resources:		
Unobligated balance from prior year budget authority, net	\$ 1,738,844	\$ 1,706,942
Appropriations	11,000,000	11,000,000
Total Budgetary Resources	\$ 12,738,844	\$ 12,706,942
Status of Budgetary Resources:		
New obligations and upward adjustments (total) (Note 9)	\$ 10,940,896	\$ 10,976,069
Unobligated balance, end of year:		
Apportioned, unexpired account	920,907	876,985
Unexpired unobligated balance, end of year	920,907	876,985
Expired unobligated balance, end of year (Note 2)	877,041	853,888
Unobligated balance, end of year (total)	1,797,948	1,730,873
Total Budgetary Resources	\$ 12,738,844	\$ 12,706,942
Outlays, net:		
Outlays, net, (total)	\$ 10,554,121	\$ 10,682,751
Distributed Offsetting Receipts	-	480
Agency outlays, net	\$ 10,554,121	\$ 10,683,231

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



CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD NOTES TO THE FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The United States Chemical Safety and Hazard Investigation Board (CSB) is an independent Federal agency with the mission of ensuring the safety of workers and the public by promoting chemical safety and accident prevention. The CSB was established by the Clean Air Act Amendments of 1990 and is responsible for advising the President and Congress on key issues related to chemical safety and evaluating the effectiveness of other Government agencies on safety requirements. The CSB receives all of its funding through appropriations. The CSB reporting entity is comprised of General Funds and General Miscellaneous Receipts.

General Funds are accounts used to record financial transactions arising under congressional appropriations or other authorizations to spend general revenues. The CSB manages Operations and Facilities, Engineering and Development General Fund accounts.

General Miscellaneous Receipts are accounts established for receipts of non-recurring activity, such as fines, penalties, fees and other miscellaneous receipts for services and benefits.

The CSB has rights and ownership of all assets reported in these financial statements. The CSB does not possess any non-entity assets.

B. Basis of Presentation

The financial statements have been prepared to report the financial position and results of

operations of the CSB. The Balance Sheet presents the financial position of the agency. The Statement of Net Cost presents the agency's operating results; the Statement of Changes in Net Position displays the changes in the agency's equity accounts. The Statement of Budgetary Resources presents the sources, status, and uses of the agency's resources and follows the rules for the Budget of the United States Government.

The statements are a requirement of the Chief Financial Officers Act of 1990 and the Government Management Reform Act of 1994. They have been prepared from, and are fully supported by, the books and records of the CSB in accordance with the hierarchy of accounting principles generally accepted in the United States of America, standards issued by the Federal Accounting Standards Advisory Board (FASAB), Office of Management and Budget (OMB) Circular A-136, *Financial Reporting Requirements*, as amended, and the CSB accounting policies which are summarized in this note. These statements, with the exception of the Statement of Budgetary Resources, are different from financial management reports, which are also prepared pursuant to OMB directives that are used to monitor and control the CSB's use of budgetary resources. The financial statements and associated notes are presented on a comparative basis. Unless specified otherwise, all amounts are presented in dollars.

C. Basis of Accounting

Transactions are recorded on both an accrual accounting basis and a budgetary basis. Under the accrual method, revenues are recognized when earned, and expenses are recognized when a liability is incurred, without regard to receipt or payment of cash. Budgetary

accounting facilitates compliance with legal requirements on the use of federal funds.

D. Fund Balance with Treasury

Fund Balance with Treasury is the aggregate amount of the CSB’s funds with Treasury in expenditure, receipt, and deposit fund accounts. Appropriated funds recorded in expenditure accounts are available to pay current liabilities and finance authorized purchases.

The CSB does not maintain bank accounts of its own, has no disbursing authority, and does not maintain cash held outside of Treasury. Treasury disburses funds for the agency on demand. Foreign currency payments are made either by Treasury or the Department of State and are reported by the CSB in the U.S. dollar equivalents.

E. Accounts Receivable

Accounts receivable consists of amounts owed to the CSB by other Federal agencies and the general public. Amounts due from Federal agencies are considered fully collectible. Accounts receivable from the public include reimbursements from employees. An allowance for uncollectible accounts receivable from the public is established when, based upon a review of outstanding accounts and the failure of all collection efforts, management determines that collection is unlikely to occur considering the debtor’s ability to pay.

F. Property, Equipment, and Software

Property, equipment and software represent furniture, fixtures, equipment, and information technology hardware and software which are recorded at original acquisition cost and are depreciated or amortized using the straight-line method over their estimated useful lives. Major alterations and renovations are capitalized, while maintenance and repair costs are expensed as incurred. The CSB’s capitalization threshold is \$10,000 for individual purchases and \$50,000 for bulk purchases. Property, equipment, and software

acquisitions that do not meet the capitalization criteria are expensed upon receipt. Applicable standard governmental guidelines regulate the disposal and convertibility of agency property, equipment, and software. The useful life classifications for capitalized assets are as follows:

<u>Description</u>	<u>Useful Life (years)</u>
Leasehold Improvements	Lease Term
Office Furniture	7
Office Equipment	5
Computer Equipment	3
Software	3

G. Liabilities

Liabilities represent the amount of funds likely to be paid by the CSB as a result of transactions or events that have already occurred.

The CSB reports its liabilities under two categories, Intragovernmental and With the Public. Intragovernmental liabilities represent funds owed to another government agency. Liabilities with the Public represent funds owed to any entity or person that is not a federal agency, including private sector firms and federal employees. Each of these categories may include liabilities that are covered by budgetary resources and liabilities not covered by budgetary resources.

Liabilities covered by budgetary resources are liabilities funded by a current appropriation or other funding source. These consist of accounts payable and accrued payroll and benefits. Accounts payable represent amounts owed to another entity for goods ordered and received and for services rendered except for employees. Accrued payroll and benefits represent payroll costs earned by employees during the fiscal year which are not paid until the next fiscal year.

Liabilities not covered by budgetary resources are liabilities that are not funded by any current appropriation or other funding source.

These liabilities consist of accrued annual leave, unfunded FECA, actuarial FECA and the amounts due to Treasury for collection and accounts receivable of civil penalties and Freedom of Information Act (FOIA) request fees.

H. Annual, Sick, and Other Leave

Annual leave is accrued as it is earned, and the accrual is reduced as leave is taken. The balance in the accrued leave account is adjusted to reflect current pay rates. Liabilities associated with other types of vested leave, including compensatory, restored leave, and sick leave in certain circumstances, are accrued at year-end, based on latest pay rates and unused hours of leave. Funding will be obtained from future financing sources to the extent that current or prior year appropriations are not available to fund annual and other types of vested leave earned but not taken. Nonvested leave is expensed when used. Any liability for sick leave that is accrued but not taken by a Civil Service Retirement System (CSRS)-covered employee is transferred to the Office of Personnel Management (OPM) upon the retirement of that individual. Credit is given for sick leave balances in the computation of annuities upon the retirement of Federal Employees Retirement System (FERS)-covered employees.

I. Accrued and Actuarial Workers' Compensation

The Federal Employees' Compensation Act (FECA) administered by the U.S. Department of Labor (DOL) addresses all claims brought by the CSB employees for on-the-job injuries. The DOL bills each agency annually as its claims are paid, but payment of these bills is deferred for two years to allow for funding through the budget process. Similarly, employees that the CSB terminates without cause may receive unemployment compensation benefits under the unemployment insurance program also administered by the DOL, which bills each agency quarterly for paid claims. Future appropriations will be used for the reimbursement to DOL. The liability consists

of the unreimbursed cost paid by DOL for compensation to recipients under the FECA.

J. Retirement Plans

The CSB employees participate in either the CSRS or the FERS. The employees who participate in CSRS are beneficiaries of the CSB matching contribution, equal to seven percent of pay, distributed to their annuity account in the Civil Service Retirement and Disability Fund.

Prior to December 31, 1983, all employees were covered under the CSRS program. From January 1, 1984 through December 31, 1986, employees had the option of remaining under CSRS or joining FERS and Social Security. Employees hired as of January 1, 1987 are automatically covered by the FERS program. Both CSRS and FERS employees may participate in the federal Thrift Savings Plan (TSP). FERS employees receive an automatic agency contribution equal to one percent of pay and the CSB matches any employee contribution up to an additional four percent of pay. For FERS participants, the CSB also contributes the employer's matching share of Social Security.

FERS employees and certain CSRS reinstatement employees are eligible to participate in the Social Security program after retirement. In these instances, the CSB remits the employer's share of the required contribution.

The CSB recognizes the imputed cost of pension and other retirement benefits during the employees' active years of service. OPM actuaries determine pension cost factors by calculating the value of pension benefits expected to be paid in the future and communicate these factors to the CSB for current period expense reporting. OPM also provides information regarding the full cost of health and life insurance benefits. The CSB recognized the offsetting revenue as imputed financing sources to the extent these expenses will be paid by OPM.

The CSB does not report on its financial statements information pertaining to the retirement plans covering its employees. Reporting amounts such as plan assets, accumulated plan benefits, and related unfunded liabilities, if any, is the responsibility of the OPM, as the administrator.

K. Other Post-Employment Benefits

The CSB employees eligible to participate in the Federal Employees' Health Benefits Plan (FEHBP) and the Federal Employees' Group Life Insurance Program (FEGSIP) may continue to participate in these programs after their retirement. The OPM has provided the CSB with certain cost factors that estimate the true cost of providing the post-retirement benefit to current employees. The CSB recognizes a current cost for these and Other Retirement Benefits (ORB) at the time the employee's services are rendered. The ORB expense is financed by OPM, and offset by the CSB through the recognition of an imputed financing source.

L. Use of Estimates

The preparation of the accompanying financial statements in accordance with generally accepted accounting principles requires management to make certain estimates and

assumptions that affect the reported amounts of assets, liabilities, revenues, and expenses. Actual results could differ from those estimates.

M. Imputed Costs/Financing Sources

Federal Government entities often receive goods and services from other Federal Government entities without reimbursing the providing entity for all the related costs. In addition, Federal Government entities also incur costs that are paid in total or in part by other entities. An imputed financing source is recognized by the receiving entity for costs that are paid by other entities. The CSB recognized imputed costs and financing sources in fiscal years 2018 and 2017 to the extent directed by accounting standards.

N. Reclassification

Certain fiscal year 2017 balances have been reclassified, retitled, or combined with other financial statement line items for consistency with the current year presentation. Activity and balances reported in the FY 2017 Statement of Budgetary Resources have been reclassified to conform to the updated guidance provided in OMB Circular A-136 issued July 30, 2018.

NOTE 2. FUND BALANCE WITH TREASURY

Fund balance with Treasury account balances as of September 30, 2018 and 2017, were as follows:

	2018	2017
Status of Fund Balance with Treasury:		
Unobligated Balance		
Available	\$ 920,907	\$ 876,985
Unavailable	877,041	853,888
Obligated Balance Not Yet Disbursed	2,510,996	2,291,107
Total	\$ 4,308,944	\$ 4,021,980

No discrepancies exist between the Fund Balance reflected on the Balance Sheet and the balances in the Treasury accounts.

The available unobligated fund balances represent the current-period amount available for obligation or commitment. At the start of the next fiscal year, this amount will become part of the unavailable balance as described in the following paragraph.

The unavailable unobligated fund balances represent the amount of appropriations for which the period of availability for obligation has expired. These balances are available for upward adjustments of obligations incurred only during the period for which the appropriation was available for obligation or for paying claims attributable to the appropriations.

The obligated balance not yet disbursed includes accounts payable, accrued expenses, and undelivered orders that have reduced unexpended appropriations but have not yet decreased the fund balance on hand (see also Note 11).

NOTE 3. ACCOUNTS RECEIVABLE

Accounts receivable balances as of September 30, 2018 and 2017, were as follows:

	2018	2017
With the Public		
Accounts Receivable	\$ -	\$ 4,098
Total Accounts Receivable	\$ -	\$ 4,098

The accounts receivable is primarily made up of reimbursements due from employees.

Historical experience has indicated that the majority of the receivables are collectible. There are no material uncollectible accounts as of September 30, 2018 and 2017.

NOTE 4. PROPERTY, EQUIPMENT, AND SOFTWARE

Schedule of Property, Equipment, and Software as of September 30, 2018

Major Class	Acquisition Cost	Accumulated Amortization/Depreciation	Net Book Value
Leasehold Improvements	\$ 271,851	\$ 208,419	\$ 63,432
Furniture & Equipment	1,224,349	922,720	301,629
Software	243,165	185,568	57,597
Total	\$ 1,739,365	\$ 1,316,707	\$ 422,658

Schedule of Property, Equipment, and Software as of September 30, 2017

Major Class	Acquisition Cost	Accumulated Amortization/Depreciation	Net Book Value
Leasehold Improvements	\$ 983,356	\$ 865,554	\$ 117,802
Furniture & Equipment	1,083,819	896,657	187,162
Software	313,694	195,288	118,406
Total	\$ 2,380,869	\$ 1,957,499	\$ 423,370

NOTE 5. LIABILITIES NOT COVERED BY BUDGETARY RESOURCES

The liabilities for the CSB as of September 30, 2018 and 2017, include liabilities not covered by budgetary resources. Congressional action is needed before budgetary resources can be provided. Although future appropriations to fund these liabilities are likely and anticipated, it is not certain that appropriations will be enacted to fund these liabilities.

	2018	2017
Intragovernmental – FECA	\$ 1,020	\$ 1,020
Intragovernmental – Unemployment Insurance	10,527	-
Unfunded Leave	392,509	496,266
Actuarial FECA	-	4,146
Total Liabilities Not Covered by Budgetary Resources	\$ 404,056	\$ 501,432
Total Liabilities Covered by Budgetary Resources	611,371	771,612
Total Liabilities	\$ 1,015,427	\$ 1,273,044

FECA liabilities represent the unfunded liability for actual workers compensation claims paid on the CSB's behalf and payable to the DOL. The CSB also records an actuarial liability for future workers compensation claims based on the liability to benefits paid (LBP) ratio provided by DOL and multiplied by the average of benefits paid over three years.

Unfunded leave represents a liability for earned leave and is reduced when leave is taken. The balance in the accrued annual leave account is reviewed quarterly and adjusted as needed to accurately reflect the liability at current pay rates and leave balances. Accrued annual leave is paid from future funding sources and, accordingly, is reflected as a liability not covered by budgetary resources. Sick and other leave is expensed as taken.

NOTE 6. OTHER LIABILITIES

Other liabilities account balances as of September 30, 2018 were as follows:

	Current	Non Current	Total
Intragovernmental			
FECA Liability	\$ 1,020	\$ -	\$ 1,020
Unemployment Insurance Liability	10,527	-	10,527
Payroll Taxes Payable	46,202	-	46,202
Total Intragovernmental Other Liabilities	\$ 57,749	\$ -	\$ 57,749
With the Public			
Payroll Taxes Payable	\$ 12,396	\$ -	\$ 12,396
Accrued Funded Payroll and Leave	169,684	-	169,684
Unfunded Leave	392,509	-	392,509
Total Public Other Liabilities	\$ 574,589	\$ -	\$ 574,589

Other liabilities account balances as of September 30, 2017 were as follows:

	Current	Non Current	Total
Intragovernmental			
FECA Liability	\$ 1,020	\$ -	\$ 1,020
Payroll Taxes Payable	55,679	-	55,679
Total Intragovernmental Other Liabilities	\$ 56,699	\$ -	\$ 56,699
With the Public			
Payroll Taxes Payable	\$ 23,075	\$ -	\$ 23,075
Accrued Funded Payroll and Leave	230,691	-	230,691
Unfunded Leave	496,266	-	496,266
Total Public Other Liabilities	\$ 750,032	\$ -	\$ 750,032

NOTE 7. LEASES

Operating Leases

The CSB occupies offices in Washington, DC and Denver, CO under lease agreements, which are both accounted for as operating leases.

The Washington DC lease agreement has a ten-year term commencing on October 1, 2015 and ending on September 30, 2025. The total operating lease expense for the years ended September 30, 2018 and 2017 were \$711,478 and \$656,868, respectively. In Fiscal Year 2018, there was an additional Real Estate Tax payment made in the amount of \$17,500 related to the 2017 assessment. According to Section 1.03 of this agreement, beginning in the 4th year of the lease and continuing through the 10th year of the lease, the first two (2) months of rent in each year (totaling 14 months of free rent) shall be entirely abated. Below is a schedule of future payments for the term of the lease.

Washington, DC

Fiscal Year	Office Space
2019	\$ 610,862
2020	626,837
2021	644,000
2022	662,446
2023	682,279
Thereafter	1,430,176
Total Future Payments	\$ 4,656,600

The lease agreement for office space in Denver, CO is accounted for as an operating lease. The lease agreement is for a period of 60 months commencing on or about December 1, 2014. The total operating lease expense for the years ended September 30, 2018 and 2017 were \$95,912 and \$95,433, respectively.

Lease payments are increased annually based on the adjustments for operating cost. The CSB may relinquish space upon four (4) months' notice. Thus, at any future time, the CSB's financial obligation can be reduced to four (4) months of rent, plus the unamortized balance of any tenant improvements financed through Public Buildings Service (PBS) plus any rent concessions not yet earned. Below is a schedule of future payments for the Denver lease.

Denver, CO

Fiscal Year	Office Space
2019	\$ 98,742
2020 (2 months)	16,511
Total Future Payments	\$ 115,253

NOTE 8. BUDGETARY RESOURCE COMPARISONS TO THE BUDGET OF THE UNITED STATES GOVERNMENT

The President's Budget that will include fiscal year 2018 actual budgetary execution information has not yet been published. The President's Budget is scheduled for publication in February 2019 and can be found at the OMB Web site: <http://www.whitehouse.gov/omb/>. The 2019 Budget of the United States Government, with the "Actual" column completed for 2017, has been reconciled to the Statement of Budgetary Resources and there were no material differences.

For the Fiscal Year Ended September 30, 2017

FY2017	Budgetary Resources	New Obligations and Upward Adjustments	Distributed Offsetting Receipts	Net Outlays
Statement of Budgetary Resources	\$13,000,000	\$ 11,000,000	\$ -	\$11,000,000
Expired Unobligated Balance Not Available	(\$1,000,000)			
Budget of the U.S. Government	\$12,000,000	\$11,000,000	\$ -	\$11,000,000

NOTE 9. APPORTIONMENT CATEGORIES OF NEW OBLIGATIONS AND UPWARD ADJUSTMENTS

Obligations incurred and reported in the Statement of Budgetary Resources in 2018 and 2017 consisted of the following:

	2018	2017
Direct Obligations, Category B	\$ 10,940,896	\$ 10,976,069
Total New Obligations and Upward Adjustments	\$ 10,940,896	\$ 10,976,069

Category B apportionments typically distribute budgetary resources by activities, projects, objects or a combination of these categories.

NOTE 10. UNDELIVERED ORDERS AT THE END OF THE PERIOD

As of September 30, 2018, budgetary resources obligated for undelivered orders were as follows:

	Federal	Non Federal	Total
Unpaid Undelivered Orders	\$ 19,008	\$ 1,880,615	\$ 1,899,623
Total Undelivered Orders	\$ 19,008	\$ 1,880,615	\$ 1,899,623

As of September 30, 2017, budgetary resources obligated for undelivered orders were as follows:

	Federal	Non Federal	Total
Unpaid Undelivered Orders	\$ 33,527	\$ 1,485,967	\$ 1,519,494
Total Other Liabilities	\$ 33,527	\$ 1,485,967	\$ 1,519,494

NOTE 11. CUSTODIAL ACTIVITY

The CSB's custodial collection primarily consists of Freedom of Information Act requests. For 2017, they collected \$3,188 in Freedom of Information Act request fees. While these collections are considered custodial, they are neither primary to the mission of the CSB nor material to the overall financial statements. The CSB's total custodial collections are \$0 and \$3,188 for the years ended September 30, 2018, and 2017, respectively.

NOTE 12. RECONCILIATION OF NET COST OF OPERATIONS TO BUDGET

The CSB has reconciled its budgetary obligations and non-budgetary resources available to its net cost of operations.

	2018	2017
Resources Used to Finance Activities:		
Budgetary Resources Obligated		
New Obligations and Upward Adjustments	\$ 10,940,896	\$ 10,976,069
Spending Authority From Offsetting Collections and Recoveries	(166,887)	(243,443)
Net Obligations	10,774,009	10,732,626
Other Resources		
Imputed Financing From Costs Absorbed By Others	422,661	231,920
Total Resources Used to Finance Activities	11,196,670	10,964,546
Resources Used to Finance Items Not Part of the Net Cost of Operations	(687,465)	4,409
Total Resources Used to Finance the Net Cost of Operations	10,509,205	10,968,955
Components of the Net Cost of Operations That Will Not Require or Generate Resources in the Current Period:		
	214,770	263,390
Net Cost of Operations	\$ 10,723,975	\$ 11,232,345