

**METROPOLITAN WASHINGTON COUNCIL  
OF GOVERNMENTS, INC.**

**Financial Statements Together with  
Reports of Independent Public Accountants**

**For the Year Ended June 30, 2011**



**June 30, 2011**

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## **REPORT OF INDEPENDENT PUBLIC ACCOUNTANTS**

Board of Directors of the  
Metropolitan Washington Council of Governments, Inc.

We have audited the accompanying statement of net assets of the Metropolitan Washington Council of Governments, Inc. (COG), as of June 30, 2011, and the related statements of revenue, expenses and changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of COG's management. 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of COG as of June 30, 2011, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our reports dated October 24, 2011, on our consideration of COG'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 these reports is 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 internal control over financial reporting or on compliance. These reports are an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.



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Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the *U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*SB & Company, LLC*

Washington, DC  
October 24, 2011

# METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.

## Management's Discussion and Analysis June 30, 2011

### Financial Highlights

This section of the financial statements provides a discussion and analysis of the financial performance of the Metropolitan Washington Council of Governments, Inc. (COG) and an overview of COG's financial activity as of and for the years ended June 30, 2011 and 2010. This information is best understood if read in conjunction with COG's financial statements.

The following information is an analysis as of and for the years ended June 30, 2011 and 2010.

	<u>2011</u>	<u>2010</u>	<u>Variance</u>	<u>% Change</u>
<b>Assets</b>				
Current assets	\$ 21,061,526	\$ 20,773,256	\$ 288,270	1.39%
Capital assets	<u>681,920</u>	<u>643,992</u>	<u>37,928</u>	<u>5.89%</u>
<b>Total Assets</b>	<u>21,743,446</u>	<u>21,417,248</u>	<u>326,198</u>	<u>1.52%</u>
<b>Total Liabilities</b>	<u>6,919,621</u>	<u>6,858,696</u>	<u>60,925</u>	<u>0.89%</u>
<b>Net Assets</b>				
Invested in capital assets	681,920	643,992	37,928	5.89%
Restricted for:				
Project funds	4,573,480	4,108,337	465,143	11.32%
Capital plans	200,000	-	200,000	100.00%
Unrestricted net assets	<u>9,368,425</u>	<u>9,806,223</u>	<u>(437,798)</u>	<u>-4.46%</u>
<b>Total Net Assets</b>	<u>\$ 14,823,825</u>	<u>\$ 14,558,552</u>	<u>\$ 265,273</u>	<u>1.82%</u>

# **METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

## **Management's Discussion and Analysis June 30, 2011**

### **Financial Highlights** (continued)

Metropolitan Washington Council of Governments, Inc. completed fiscal year 2011 with positive results from its financial operations. The organization's financial performance finished the fiscal year by adding approximately \$265,000 to net assets. The balance sheet as of June 30, 2011, still demonstrated the organization's continued strong cash position by having the required funds on hand to make payments to vendors who provide support to COG's program operations without relying on capital from its line of credit or unrestricted net assets. By evidence of its financial performance, COG maintained its financial stability in fiscal year 2011 given the economic climate.

Current assets increased by 1% or approximately \$288,000 mainly due to an increase in accounts receivable consisting of receipts of more federal funding from the prior year.

COG purchased capital assets of approximately \$281,000. Major capital assets acquired consisted of computer hardware server, audio visual system, computer software, and a fire alarm system. Purchases were offset by disposals of approximately \$244,000, which consisted of audio-visual equipment, copier, computer equipment and software.

Liabilities remained constant primarily due to increased timing of cash payments for payables, offset by an \$688,000 accrual for the net pension obligation related to a required pension contribution in excess of what was budgeted for the year.

COG's unrestricted net assets fund decreased overall by approximately \$438,000 from \$9.8 million to \$9.3 million as a result of recording a pension liability of approximately \$688,000 related to a required pension contribution in excess of the amount budgeted for the year. The decrease is offset by interest earnings from COG's investment portfolio and investment income received from the Center for Public Administration Services, Inc. (CPAS). COG is an equal shareholder in CPAS along with International City Management Association (ICMA) and the International City Management Association Retirement Corporation (ICMA-RC). CPAS is a real estate investment trust (REIT) that owns an office building located at 777 North Capitol Street, Washington, DC. CPAS is a REIT; therefore, it must distribute most of its earnings to its owners each year.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

**Management's Discussion and Analysis  
June 30, 2011**

**Financial Highlights** (continued)

**Comparative Statements of Revenue, Expenses and  
Changes in Net Assets  
For the Years Ended June 30,**

	<u>2011</u>	<u>2010</u>	<u>Variance</u>	<u>% Change</u>
<b>Revenue</b>				
Federal grants	\$ 18,685,356	\$ 17,884,699	\$ 800,657	4.48%
State and local grants	9,517,706	10,171,581	(653,875)	-6.43%
Member contributions	3,244,329	3,215,052	29,277	0.91%
Other	2,982,273	2,876,102	106,171	3.69%
<b>Total Revenue</b>	<u>34,429,664</u>	<u>34,147,434</u>	<u>282,230</u>	<u>0.83%</u>
<b>Expenses</b>				
Personnel	12,633,502	12,258,715	374,787	3.06%
Professional fees	13,177,869	11,406,089	1,771,780	15.53%
Other direct costs	4,161,309	5,149,829	(988,520)	-19.20%
Indirect costs	4,191,711	4,123,396	68,315	1.66%
<b>Total Expenses</b>	<u>34,164,391</u>	<u>32,938,029</u>	<u>1,226,362</u>	<u>3.72%</u>
Changes in net assets	265,273	1,209,405	(944,132)	-78.07%
Net assets, beginning of year	<u>14,558,552</u>	<u>13,349,147</u>	<u>1,209,405</u>	<u>9.06%</u>
<b>Net Assets, End of Year</b>	<u>\$ 14,823,825</u>	<u>\$ 14,558,552</u>	<u>\$ 265,273</u>	<u>1.82%</u>

Revenue for the year ended June 30, 2011, was \$34.4 million which was approximately \$282,000 higher than during the year ended June 30, 2010. Revenue increased primarily due to the combination increased funding for the Urban Area Security Initiative for the National Capital Region, offset by a decrease in state and local funding for the Commuter Connections program.

Member contributions remained flat at \$3.2 million for both 2011 and 2010, in response to the economic recession.

# **METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

## **Management's Discussion and Analysis June 30, 2011**

### **Financial Highlights** (continued)

Expenses increased overall by approximately \$1.2 million. Personnel costs increased due to an increase in pension costs related to an additional pension expense related to a required pension contribution in excess of the budget amount by approximately \$688,000. The increase in professional fees is primarily attributed to the corresponding increase in Federal pass-through revenue mainly for the Urban Area Security Initiative. Other direct costs decreased due to the completion of several projects. The major expenses incurred in 2010 related to purchases for retro-fitted vehicles on behalf of the wheel chair accessible taxi cab program, a major advertising campaign for the H1N1 program and lower promotion spending for the Commuter Connection program.

The economic outlook for COG is based on the outlook of its member governments and the Metropolitan Washington, DC region. COG does not expect any significant change in its operations for the next fiscal year. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to: Metropolitan Washington Council of Governments, Inc. 777 North Capitol Street, NE, Washington, DC 20002.



**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

**Statement of Net Assets  
As of June 30, 2011**

<b>ASSETS</b>	
<b>Current Assets</b>	
Cash	\$ 2,215,278
Investments	8,989,083
Accounts receivable	9,504,905
Prepaid expenses and other current assets	352,260
<b>Total Current Assets</b>	<b>21,061,526</b>
<b>Non-current Assets</b>	
Capital assets, net	681,920
<b>Total Assets</b>	<b>\$ 21,743,446</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Accounts payable	\$ 3,876,768
Accrued expenses	487,866
Deferred revenue	1,128,139
<b>Total Current Liabilities</b>	<b>5,492,773</b>
<b>Non-current Liabilities</b>	
Accrued vacation	739,001
Net pension obligation	687,847
<b>Total Liabilities</b>	<b>6,919,621</b>
<b>NET ASSETS</b>	
Invested in capital assets	681,920
Restricted for:	
Project funds	4,573,480
Capital plans	200,000
Unrestricted net assets	9,368,425
<b>Total Net Assets</b>	<b>\$ 14,823,825</b>

The accompanying notes are an integral part of this financial statement.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

**Statement of Revenue, Expenses and Changes in Net Assets  
For the Year Ended June 30, 2011**

Member contributions	\$ 3,244,329
Federal grants	18,685,356
State grants	7,236,549
Local grants	2,281,157
Foundation contributions	661,791
Other income	1,530,108
<b>Total Revenue</b>	<b>33,639,290</b>
<b>Operating Expenses</b>	
Transportation	19,114,217
Community planning and services	1,003,221
Public safety and health	6,069,703
Environmental	6,745,800
Member services	543,603
Additional required pension	687,847
<b>Total Expenses</b>	<b>34,164,391</b>
<b>Operating Loss</b>	<b>(525,101)</b>
<b>Non-operating Income</b>	
Unrealized gain on investments	(91,272)
Interest income	311,980
Investment income	569,666
<b>Total Non-operating Income</b>	<b>790,374</b>
Changes in net assets	265,273
Net assets, beginning of year	14,558,552
<b>Net Assets, End of Year</b>	<b>\$ 14,823,825</b>

The accompanying notes are an integral part of this financial statement.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

**Statement of Cash Flows  
For the Year Ended June 30, 2011**

Revenue and other support	\$ 32,288,162
Payments to employees	(12,662,861)
Payments to vendors	(21,529,650)
<b>Net Cash Flows from Operating Activities</b>	<b><u>(1,904,349)</u></b>
<b>Cash Flows from Investing Activities</b>	
Purchase of investments	(366,628)
Interest income	311,980
Investment income	569,666
<b>Net Cash Flows from Investing Activities</b>	<b><u>515,018</u></b>
<b>Cash Flows from Capital Financing Activities</b>	
Purchase of furniture and equipment	(281,705)
Net decrease in cash	(1,671,036)
Cash, beginning of year	3,886,314
<b>Cash, End of Year</b>	<b><u>\$ 2,215,278</u></b>
<b>Reconciliation of Operating Loss to Net Cash from Operating Activities:</b>	
Operating loss	\$ (525,101)
Adjustments to reconcile operating income to cash from operating activities:	
Depreciation and amortization	243,777
Effect of changes in non-cash operating assets and liabilities:	
Accounts receivable	(1,477,527)
Prepaid expenses and other current assets	(206,423)
Accounts payable	(749,291)
Accrued expenses	(29,359)
Accrued vacation	25,330
Net pension obligation	687,847
Deferred revenue	126,398
<b>Net Cash Flows from Operating Activities</b>	<b><u>\$ (1,904,349)</u></b>

The accompanying notes are an integral part of this financial statement.

# **METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

## **Notes to the Financial Statements**

**June 30, 2011**

### **1. ORGANIZATION**

The Metropolitan Washington Council of Governments, Inc. (COG), is an organization comprised of 21 local governments of the Washington Metropolitan area, plus area members of the Maryland and Virginia legislatures, the U.S. Senate and the U.S. House of Representatives. COG's mission is to enhance the quality of life and competitive advantages of the Washington Metropolitan region in the global economy by providing a forum for consensus building and policy making; implementing intergovernmental policies, plans, and programs; and supporting the region as an expert information resource.

Through COG, individual counties and cities coordinate their efforts to maintain and improve the physical, economic, and social well being of the area. COG's funding is obtained from member jurisdictions' annual contributions and Federal, state, and other contracts for specified projects, which are designed to further COG's goals and objectives.

### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **Basis of Accounting**

The accounting and financial reporting for the accompanying financial statements follow the enterprise fund reporting model as defined by the Government Accounting Standards Board (GASB) which uses the economic-resources measurement focus and the accrual basis of accounting. The enterprise basis of accounting was used as COG is an entity formed to benefit governments and its members are governmental entities. As such, COG believes the enterprise fund reporting model more properly reflects its reporting entity. Revenue is recorded when earned and expenses are recorded when a liability is incurred regardless of the timing of the related cash flow. COG has elected to not adopt private sector accounting and reporting standards established by the Financial Accounting Standards Board's (FASB) pronouncement issued after November 30, 1989, unless required by the GASB.

#### **Use of Estimates**

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 as of year-end and the changes therein and the disclosure of contingent assets and liabilities. Actual results could differ from those estimates.

#### **Investments**

Investments are carried at fair market value. In February 1982, COG adopted a formal investment policy that authorizes staff to deposit funds not immediately needed for operating activities in short-term investment accounts, including money market funds, where such accounts or funds are invested in securities of the United States of America or insured by the Federal government.

# METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.

## Notes to the Financial Statements June 30, 2011

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Accounts Receivable

Accounts receivable are primarily from grants and are recorded at their estimated net realizable value. Management believes all receivables are fully collectible as of June 30, 2011.

#### Capital Assets

Capital assets in excess of \$5,000 are recorded at cost. Capital assets are depreciated over their estimated useful lives on the straight-line method. Leasehold improvements are amortized over the shorter of the estimated useful life or the life of the lease. Furniture, equipment, computer hardware, and software are depreciated over three years.

#### Compensated Absences

Employees are allowed to accumulate unused vacation leave up to certain maximum hours. COG employees earn thirteen to twenty-six vacation days in a year, depending on the length of their employment. All employees receive thirteen sick days a year. Upon termination or retirement, employees are entitled to receive compensation at their current base salary for all unused vacation leave. Unused sick leave is canceled upon termination of employment, with no compensation to the employee.

#### Deferred Revenue

Funds advanced to COG before the satisfaction of program eligibility requirements are reflected as deferred revenue. The eligibility requirements applicable to COG relate to reimbursement or expenditure driven programs. COG must incur allowable costs under a program before the revenue can be recognized. As of June 30, 2011, COG had a deferred revenue balance of \$1,128,139.

#### Fringe Benefit and Indirect Cost Allocations

Fringe benefit and indirect costs are allocated to each project based on approved allocation rates. Separate rates are determined for management and administrative personnel costs, fringe benefits (excluding leave), leave (vacation and sick), and indirect non-personnel costs. The rates are calculated as follows:

- The management and administrative (M&A) personnel costs rate is the ratio of M&A salaries over direct salaries;
- The leave rate is the ratio of leave expense over total salary costs less temporary salaries and intern costs;
- The fringe rate is the ratio of fringe benefit expense (excluding leave) over total personnel costs less temporary salaries and intern costs; and

# METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.

## Notes to the Financial Statements

June 30, 2011

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Fringe Benefit and Indirect Cost Allocations (continued)

- The indirect non-personnel rate is the ratio of total indirect costs over total personnel and temporary and fringe benefit costs.

The fringe benefit and indirect costs rates for the fiscal year ended June 30, 2011, were as follows:

M&A personnel costs	<b>22.48%</b>
Leave	<b>18.44%</b>
Fringe benefits	<b>21.15%</b>
Indirect non-personnel costs	<b>35.06%</b>

#### Subsequent Events

COG evaluated the accompanying financial statements for subsequent events and transactions through October 24, 2011, the date these financial statements were available for issue and have determined that no material subsequent events have occurred that would affect the information presented in the accompanying financial statements or require additional disclosure.

### 3. DEPOSITS

COG maintains its deposits at several financial institutions. The accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. As of June 30, 2011, COG's bank balance was \$2,599,725 and its book balance was \$2,215,278. The bank balance was fully insured or collateralized.

### 4. INVESTMENTS

COG's investments are stated at fair value as determined by quoted market prices. As of June 30, 2011, the investment balance consisted of the following:

Certificate of deposits	\$ 7,525,373
Government securities	900,115
Money market	563,595
	<u>\$ 8,989,083</u>

COG's investments are subject to certain risks. Those risks are credit risk, concentration of credit risk, and interest rate risk.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

**Notes to the Financial Statements  
June 30, 2011**

**4. INVESTMENTS (continued)**

*Credit Risk* is the risk that an issuer to an investment will not fulfill its obligations. COG limits its exposure by ensuring deposits with a financial institution do not exceed 50% of the institution's capital stock or net worth. In addition, financial institutions must have a satisfactory or outstanding Community Reinvestment Act rating, total capitalization of at least \$10 million, and a FDIC Capital Classification of "Well Capitalized" or Adequately Capitalized. As of June 30, 2011, COG's bonds with the Federal National Mortgage Association, Federal Home Loan Bank, and Federal Farm Credit Bank had a AAA rating by Moody and AA+ by S&P.

*Concentration of Credit Risk* is the risk of loss attributed to the magnitude of a government's investment in a single issuer. There is no limit on the amount that may be invested in any one issuer.

*Interest Rate Risk* is the risk that changes in interest rates will adversely affect the fair value of an investment. COG mitigates the interest rate risk by investing in callable bonds and segmenting its investments with various maturity dates. The segmented maturity of the Federal agency bonds are as follows:

One to five years	67%
Five to ten years	33%

**5. CAPITAL ASSETS**

Capital assets consisted of the following as of June 30, 2011:

	<u>June 30, 2010</u>	<u>Additions</u>	<u>Retirements</u>	<u>June 30, 2011</u>
Furniture and equipment	\$ 1,695,645	\$ -	\$ 102,718	\$ 1,592,927
Leasehold improvements	263,874	35,074	-	298,948
Computer hardware	380,165	204,863	92,470	492,558
Computer software	632,595	41,768	5,143	669,220
Local area network	300,032	-	-	300,032
Total capital assets	<u>3,272,311</u>	<u>281,705</u>	<u>200,331</u>	<u>3,353,685</u>
Less: accumulated depreciation	<u>2,628,319</u>	<u>243,777</u>	<u>200,331</u>	<u>2,671,765</u>
Capital Assets, net	<u>\$ 643,992</u>	<u>\$ 37,928</u>	<u>-</u>	<u>\$ 681,920</u>

# METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.

## Notes to the Financial Statements

June 30, 2011

### 5. CAPITAL ASSETS (continued)

COG calculates depreciation expense each year based on its capital assets' estimated useful lives. The depreciation expense is then allocated to each of COG's projects through its indirect cost rate. Depreciation expense for the year ended June 30, 2011, was \$243,777.

### 6. PENSION PLAN

#### Plan Description

COG has a single employer defined benefit pension plan known as the Metropolitan Washington Council of Governments Pension Plan (the Plan), covering substantially all of its employees. The Plan is administered by the Pension Plan Administrative Committee of COG.

As a tax-exempt agent of general-purpose local governments, COG discontinued its participation in Social Security. Contributions, which would normally have gone to the Social Security Administration, are now added to COG's Plan, which provides retirement, disability, and death benefits to participants and beneficiaries. Cost of living adjustments (COLA) equaling 50% of the consumer price index, if any, up to a maximum of 3% are made each July 1. By action of the Board of Directors, COG may, at any time, amend, in any respect, or terminate the Plan, except that no amendment may reduce the accrued benefits of any participant or beneficiary. Participants are entitled to receive a summary of the Plan's financial reports upon written request to the Director of Human Resource Management.

Under the terms of the Plan, a participant may retire at 65 years with at least five years of service or at age 60 with at least 25 years of service. Normal retirement benefits are received on the first day of the month following the month the participant retires. Normal retirement benefits paid each year represent 80% of the average final compensation participants received from COG during the five calendar years in which participants received the highest compensation, multiplied by the ratio of service. In addition, effective July 1, 2004, a monthly supplemental insurance benefit of \$200 is payable to all retirees. The pension benefit is payable in monthly amounts from the normal retirement date until death, with at least 120 monthly payments guaranteed.

Participants who are disabled while working for COG will receive disability payments until the normal retirement date, unless they recover or die. Disability payments are two-thirds of the participant's salary up to a maximum of \$10,000 per month. Death benefits are equal to the greater of the present value of the participant's accrued benefit immediately before the date of death, or the amount of benefits that are paid under COG's group term life insurance policy. The policy will pay an amount equal to three times the annual salary (rounded up to the nearest thousand) at the time of death.



**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

**Notes to the Financial Statements  
June 30, 2011**

**6. PENSION PLAN (continued)**

Participants who terminate employment with COG, other than by death or disability, before completing eight years of vesting services, are entitled to receive, beginning after the normal retirement date, a benefit equal in value to the sum of the participant's contributions to the Plan, plus interest at 5% per year compounded annually (or the applicable Federal rate for temporary employees), and the vested portion of the part of the accrued benefits that is not based on the contributions.

**Funding Policy**

The contribution requirements of the Plan participants are established and may be amended by COG's Board of Directors. Currently, participants are required to contribute 7% of their salary in bi-weekly installments to the Plan. COG's and the employee's contributions to the Plan for the year ended June 30, 2011, was \$780,000 and \$719,533, respectively.

**Annual Pension Cost**

For the year ended June 30, 2011, COG's estimated annual pension cost was \$1,467,847. The table below represents the funded status of the Plan as of June 30, 2011.

*Three Year Trend Information*

	<u>Annual Pension Cost</u>	<u>Actual COG Contribution</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation</u>
June 30, 2009	\$ 700,000	\$ 700,000	100%	\$ -
June 30, 2010	759,697	759,697	100%	-
June 30, 2011	1,467,847	780,000	53%	687,847

**Funding Status and Funding Progress**

The actuarial valuations were determined using the entry age normal cost method.

	<b>June 30, 2011</b>
Net assets available for plan benefits	<u>\$ 37,277,852</u>
Actuarial accrued liability (AAL)	<u>38,557,572</u>
Overfunded (Unfunded) AAL	<u><u>\$ (1,279,720)</u></u>

# METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.

## Notes to the Financial Statements June 30, 2011

### 6. PENSION PLAN (continued)

#### Funding Status and Funding Progress (continued)

The actuarial value of the assets was determined using the techniques of the asset smoothing method that provides a cushion in case of a market correction.

	<u>June 30, 2011</u>
Estimated covered payroll	\$ 10,334,341
Unfunded AAL as a percentage of payroll	12.4%

#### Significant Assumptions

<u>Factor</u>	<u>Method</u>
Demographic	
I. Mortality	
a. Active employees and non-disabled retirees	The 1994 Uninsured Pensioners Mortality Table
b. Disabled retirees	No disability is assumed
II. Retirement	75% of members are assumed to retire when first eligible for normal retirement benefits, then 25% each year thereafter
Economic	
I. Assumed rate of return	7%
II. Cost of living benefit increase for actuarial valuation only	4% compound per annum
III. Across the board increase in salaries	4.50% compound per annum
IV. Administrative expenses	Equal to prior year's actual administrative expense

### 7. RELATED PARTY TRANSACTIONS

COG owns one-third of the common stock of the Center for Public Administration and Services, Inc. (CPAS), which owns and operates the office building housing the COG's offices. The remainder of the CPAS stock is held equally by the International City Management Association Retirement Corporation (ICMA-RC) and the International City Management Association (ICMA). The owners occupy and/or sublease the majority of the building's rentable space. CPAS is a real estate investment trust (REIT) and must distribute most of its earnings to its owners each year. During the year ended June 30, 2011, CPAS distributed \$569,666 of income to COG.

# METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.

## Notes to the Financial Statements

June 30, 2011

### 7. RELATED PARTY TRANSACTIONS (continued)

CPAS's summarized financial information as of and for the year ended December 31, 2010, is as follows:

Total assets	\$ 21,980,771
Total liabilities	<u>30,985,674</u>
Total stockholders' deficit	<u>\$ (9,004,903)</u>
Revenue	\$ 8,577,688
Expenses	<u>6,735,726</u>
Net income before income tax provision	1,841,962
Income tax provision	-
Net income	<u>\$ 1,841,962</u>

As of December 31, 2010, CPAS's assets included net rental property of \$12,254,199.

### 8. LEASE COMMITMENT

COG is obligated under a ten year operating lease agreement with 777 North Capitol Corporation. The lease expires on December 31, 2016. The lease includes basic rent, a share of real estate taxes and operating expenses, and annual rental escalations based on the CPI. The future minimum lease payments for the next five years and thereafter required under the operating lease, excluding real estate taxes, operating expenditures and CPI adjustments is \$4,790,138. The payments each fiscal year are as follows:

<u>For the Years Ending June 30,</u>	
2012	\$ 1,064,475
2013	1,064,475
2014	1,064,475
2015	1,064,475
2016	532,238
<b>Total</b>	<u><u>\$ 4,790,138</u></u>

Rent expense for the fiscal year ended June 30, 2011, was \$2,254,068, which included real estate taxes, operating expenses and CPI adjustments. COG subleases a portion of its office space. For the year ended June 30, 2011, rental income from the tenant was \$18,768.

## **SINGLE AUDIT**



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**REPORT OF INDEPENDENT PUBLIC ACCOUNTANTS  
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**

Board of Directors of the  
Metropolitan Washington Council of Governments, Inc.

We have audited the financial statements of Metropolitan Washington Council of Governments, Inc. (COG), as of and for the year ended June 30, 2011, and have issued our report thereon dated October 24, 2011. We conducted our audit 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.

**Internal Control over Financial Reporting**

In planning and performing our audit, we considered COG's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of COG's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of COG's internal control over financial reporting.

*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 combination of deficiencies, in internal control, 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.

Our consideration of internal control over financial reporting was for the limited purpose 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 deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.



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## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether COG's financial statements are free of 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 determination of financial statement amounts. 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*.

This report is intended solely for the information and use of COG's management, the Board of Directors, others within the entity, Federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Washington, DC  
October 24, 2011

*SB & Company, LLC*



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**REPORT OF INDEPENDENT PUBLIC ACCOUNTANTS ON COMPLIANCE  
WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT  
ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

To the Board of Directors and Officers of the  
Metropolitan Washington Council of Governments, Inc.

**Compliance**

We have audited the compliance of Metropolitan Washington Council of Governments, Inc. (COG) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2011. COG's major Federal programs are identified in the Summary of Independent Public Accountants' Results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major Federal programs is the responsibility of COG's management. Our responsibility is to express an opinion on COG's compliance based on our audit.

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 of America; and OMB Circular A-133. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about COG's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of COG's compliance with those requirements.

In our opinion, COG complied, in all material respects, with the 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, 2011.



## Internal Control over Compliance

Management of COG is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to Federal programs. In planning and performing our audit, we considered COG's internal control over compliance with the requirements that could have a direct and material effect on a major Federal program as a basis for designing our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of COG's 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 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.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of COG's management, the Board of Directors, others within the entity, Federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Washington, DC  
October 24, 2011

*SB & Company, LLC*



**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

**Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2011**

Federal Agency/Program Name	Pass-Through Identifying Number	CFDA #	Expenditures
<b>U.S. Department of Transportation</b>			
Airport Improvement Program	-	20.106	\$ 189,129
Airport Improvement Program	-	20.106	241,942
Total Airport Improvement Program			<u>431,071</u>
<i>Passed through Virginia, Maryland and D.C. Department of Transportations</i>			
Regional Transportation Coordination Program	N.A.	20.505	229,856
Transportation Planning Work Program	N.A.	20.505	9,177,813
Total passed through Virginia, Maryland, and D.C. Department of Transportations			<u>9,407,669</u>
Job Access Reverse Commute Program	N.A.	20.516	684,903
New Freedom Program	N.A.	20.521	639,268
			<u>1,324,171</u>
Priority Bus Transit	N.A.	20.932	286,255
<b>Total U.S. Department of Transportation</b>			<u>11,449,166</u>
<b>U.S. Environmental Protection Agency</b>			
FY 11 AQ Section 105 Grant	N.A.	66.001	20,660
Reducing Emissions - Non RD	N.A.	66.039	204,593
Reducing Emissions	N.A.	66.039	272,695
FY 10 Diesel Anti-idling	N.A.	66.040	109,048
EPA Anacostia Restoration Partnership	N.A.	66.436	12,479
DDOE Foundary Branch TMDL	N.A.	66.454	86,178
FY 11 Clean Air Partners	N.A.	66.600	136,039
<b>Total U.S. Environmental Protection Agency</b>			<u>841,692</u>
<b>U.S. Department of Homeland Security</b>			
<i>Passed through D.C. Office of Deputy Mayor for Public Safety &amp; Justice</i>			
Water Security Enhancement	N.A.	97.008	25,100
FY08 UASI	7UASI117-12	97.067	173,342
Hospital Wtr & Power Res	N.A.	97.067	269,569
FY10 Water Monitoring	9UASI117-02	97.067	84,450
FY10 Water Monitoring Network	N.A.	97.067	188,678
FY10 ACAMS	N.A.	97.067	14,579
FY10 Water System Security	N.A.	97.067	4,790
FY 10 UASI	8UASI 117-10	97.067	1,156,142
FY10 RICCS	9UASI117-04	97.067	129
FY 10 UASI	9UASI 117-06	97.067	651,253
FY10 Share	9UASI117-05	97.067	3,249
FY10 PAWN	9UASI117-03	97.067	33,610
FY09	9UASI117-08	97.067	5,546
WebEOC Regional Communication	N.A.	97.067	326,344
INTEL Sharing Tabletop	N.A.	97.067	22,607
Multiple Tactical Response	N.A.	97.067	305,081
ETOP RPWG Logistics	N.A.	97.067	4,016
SOP Joint All-Hazards	N.A.	97.067	160,743
Senior Leader Seminar 10	N.A.	97.067	188,517
Summer Storm	N.A.	97.067	30,455
Special Needs Population	N.A.	97.067	216,521
Community Emergency Plan	N.A.	97.067	210,015
Transition Plan Emergency	N.A.	97.067	49,073
FY10 SEC	10UASI117-05	97.067	112,557
Health and Medical Plan	N.A.	97.067	1,723,303
Situational Awareness	N.A.	97.067	1,417
DC Disaster Response Plan	N.A.	97.067	173,590
UASI SharePoint	N.A.	97.067	36,000
Contractual Support	N.A.	97.067	25,090
HSEMA Preparedness Training	N.A.	97.067	5,023
FY10 PHPGA	8UASI117-10	97.067	62,885
<b>Total U.S. Department of Homeland Security</b>			<u>6,263,674</u>
<b>Total Expenditures of Federal Awards</b>			<u>\$ 18,554,532</u>

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

**Notes to the Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2011**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

All Federal grant operations of Metropolitan Washington Council of Governments (COG) are included in the scope of the *Office of Management and Budget (OMB) Circular A-133* audit (the Single Audit). The Single Audit was performed in accordance with the provisions of the OMB Circular A-133 (the Compliance Supplement). Compliance testing of all requirements, as described in the Compliance Supplement, was performed for the major grant programs noted below. The programs on the Schedule of Expenditures of Federal Awards represent all Federal award programs and other grants with fiscal year 2011 cash or non-cash expenditures activities. For our single audit testing, all Federal award programs with 2011 cash and non-cash expenditures in excess of \$556,636 were considered a major program to evaluate for testing. We tested those major programs listed below which covered at least 25% of Federally granted funds. Our actual coverage is 35.17%.

<u>Major Programs</u>	<u>CFDA Numbers</u>	<u>Federal Expenditures</u>
Priority Bus Transit (ARRA)	20.932	\$ 286,255
Urban Area Security Initiative	97.067	6,263,671
		<u>\$ 6,549,926</u>

**2. BASIS OF PRESENTATION**

The Schedule of Expenditures of Federal Awards has been accounted for on the accrual basis of accounting.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

**Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2011**

**Section I - Summary of Independent Public Accountants' Results**

**Financial Statements:**

Type of report of independent public accountants report:	Unqualified
Internal control over financial reporting:	
Material weakness identified?	No
Significant deficiencies identified that are not considered to be material weaknesses?	None Noted
Noncompliance material to the financial statements noted?	No

**Federal Awards**

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiencies(s) identified that are not considered to be material weaknesses?	None Noted
Type of report of independent public accountants issued on compliance for major programs:	Unqualified
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133?	No

**Identification of Major Programs:**

<b>Major Program</b>	<b>CFDA Numbers</b>	<b>Federal Expenditures</b>
Priority Bus Transit (ARRA)	20.932	\$ 286,255
Urban Area Security Initiative	97.067	6,263,671
<b>Total</b>		<b>\$ 6,549,926</b>
Threshold for distinguishing between Type A and B programs		\$ 556,636
Did the entity qualify as a low risk auditee?		Yes

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

**Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2011**

**Section II – Financial Statement Findings**

None Noted.

**Section III - Federal Award Findings**

None Noted.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS, INC.**

**Schedule of Prior Year Findings and Questioned Costs  
For the Year Ended June 30, 2011**

No findings noted in prior year.