# FRIENDS OF CANBY ADULT CENTER, INC.

# FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2017

# CONTENTS

	Page
Independent Auditors' Report	1-2
Financial Statements	
Statement of Financial Position	3
Statement of Activities	4
Statement of Functional Expenses	5-6
Statement of Cash Flows	7
Notes to Financial Statements	8-16



Board of Directors FRIENDS OF CANBY ADULT CENTER, INC. Canby, Oregon

#### INDEPENDENT AUDITORS' REPORT

We have audited the accompanying financial statements of Friends of Canby Adult Center, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses, 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 from 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.

1
WILCOX ARREDONDO & CO.
Certified Public Accountants | Business Consultants



### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Friends of Canby Adult Center, Inc. as of June 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Report of Summarized Comparative Information**

We have previously audited Friends of Canby Adult Center, Inc.'s June 30, 2016 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 4, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2016, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Wilcox Arredondo & Co.

Certified Public Accountants October 6, 2017

# FRIENDS OF CANBY ADULT CENTER, INC. STATEMENT OF FINANCIAL POSITION June 30, 2017 with Comparative Totals for 2016

Total Liabilities and Net Assets

ASSETS			
	2017		2016
Cash Accounts receivable Inventory Investments Investments permanently restricted Property and equipment, net	\$ 280,659 13,737 10,476 6,531,526 50,550 43,184	\$	251,389 11,311 9,449 6,315,644 50,550 51,078
Total Assets	\$ 6,930,132	\$	6,689,421
LIABILITIES	10.10-	•	46.44
Accounts payable Accrued payroll and related taxes	\$ 18,127 12,756	\$	16,441 10,909
Accrued vacation payable	21,275		15,444
Total Liabilities	52,158		42,794
NET ASSETS			
Net Assets			
Unrestricted	1,059,767		6,595,909
Designated by the board for endowment purposes	 5,766,976		-
Total Unrestricted Net Assets	6,826,743		6,595,909
Temporarily restricted, Note 6	681		168
Permanently restricted, Note 7	50,550		50,550
Total Net Assets	 6,877,974		6,646,627

\$ 6,930,132

6,689,421

#### FRIENDS OF CANBY ADULT CENTER, INC. STATEMENT OF ACTIVITIES For the Year Ended June 30, 2017 with Comparative Totals for 2016

	Unr		Temporarily Restricted		Permanently Restricted		2017 Total		Со	2016 Comparative Totals	
Revenue, Gains, and Other Support Public support											
Contributions and gifts	\$	164,083	\$	8,443	\$	-	\$	172,526	\$	186,921	
Meal donations		55,301						55,301		55,223	
Total Public Support		219,384		8,443				227,827		242,144	
Fees and grants from											
Governmental agencies		192,161						192,161		165,059	
Other revenue											
Program service fees		14,569		-		-		14,569		18,293	
Investment income		151,909		-		-		151,909		185,373	
Miscellaneous		13,035		-		-		13,035		8,487	
Net realized gains (losses)											
from investments		93,746		-		-		93,746		8,221	
Unrealized gains (losses)											
from investments		327,882						327,882		36,244	
Total Other Revenue		601,141						601,141		256,618	
Net assets released from restrictions											
Satisfaction of program expenses		7,930		(7,930)							
Total Revenue, Gains,											
and Other Support		1,020,616		513				1,021,129		663,821	
Expenses											
Program services		613,663		-		-		613,663		603,734	
Supporting services											
Management and general		131,749		-		-		131,749		108,310	
Fundraising		44,370						44,370		44,004	
Total Expenses		789,782						789,782	_	756,048	
Change in Net Assets		230,834		513		-		231,347		(92,227)	
Net Assets, beginning of year		6,595,909		168		50,550		6,646,627		6,738,854	
Net Assets, end of year	\$	6,826,743	\$	681	\$	50,550	\$	6,877,974	\$	6,646,627	

#### FRIENDS OF CANBY ADULT CENTER, INC. STATEMENT OF FUNCTIONAL EXPENSES For the Year Ended June 30, 2017 with Comparative Totals for 2016

		Supportin	g Services	Total		
	Program Services	Management and General	Fundraising	Supporting Services	2017 Total	2016 Total
Administration						
Bank service charges	\$ 12	\$ 4	\$ 1	\$ 5	\$ 17	\$ 59
Investment management fees	36,942	10,483	2,496	12,979	49,921	17,930
Board expense	-	129	-	129	129	297
Computer expense	957	272	64	336	1,293	622
Copy machine services	4,333	1,230	293	1,523	5,856	6,079
Directors expense	-	650	-	650	650	766
Subscriptions	577	164	39	203	780	380
Finance charges	12	3	1	4	16	_
Insurance	11,546	3,277	780	4,057	15,603	13,983
Legal & professional	19,331	5,486	1,306	6,792	26,123	28,971
Miscellaneous	649	184	44	228	877	411
Office supplies	2,800	794	189	983	3,783	3,111
Postage	2,137	607	144	751	2,888	2,786
Taxes/licenses/fees	700	199	47	246	946	1,377
Telephone	3,730	1,058	252	1,310	5,040	3,620
Depreciation	8,972	2,546	606	3,152	12,124	12,238
Total Administration	92,698	27,086	6,262	33,348	126,046	92,630
Building						
Rent	47,552	13,495	3,213	16,708	64,260	63,000
Janitorial - contracted services	348	99	23	122	470	470
Janitorial - supplies	4,141	1,175	280	1,455	5,596	5,273
Repairs & maintenance - bldg	1,214	344	82	426	1,640	2,427
Repairs & maintenance - kitchen	2,216	629	149	778	2,994	5,501
Replacements/furnishings	3,095	879	209	1,088	4,183	448
Security and fire alarms	773	219	52	271	1,044	1,468
Small tools, equipment under \$500	346	98	23	121	467	· -
Utilities	7,970	2,262	538	2,800	10,770	11,104
Total Building	67,655	19,200	4,569	23,769	91,424	89,691
Designated Funds						
Designated tables/furniture	-	-	-	-	-	118
Designated meals on wheels	-	-	-	-	-	250
Designated computer expense	-	-	-	-	-	_
Designated pets & fans	_	-	-	_	-	150
Designated kitchen equipment	97	-	-	-	97	3,000
Designated trips pass thru	6,733				6,733	3,426
Total Designated Funds	6,830				6,830	6,944

#### FRIENDS OF CANBY ADULT CENTER, INC. STATEMENT OF FUNCTIONAL EXPENSES For the Year Ended June 30, 2017 with Comparative Totals for 2016

		Supportin	g Services	Total		
	Program Services	Management and General	Fundraising	Supporting Services	2017 Total	2016 Total
Fundraising						
Advertising/marketing	\$ -	\$ -	\$ 972	\$ 972	\$ 972	\$ 998
Bingo - DOJ/paper	-	-	1,054	1,054	1,054	907
Bingo - non-paper/raffle	-	-	427	427	427	699
Bingo food	-	-	1,188	1,188	1,188	1,241
Building monitor	-	-	2,099	2,099	2,099	1,995
Deposit refund	-	-	-	-	-	80
Entertainment books	-	-	-	-	-	187
Catering	-	-	821	821	821	1,807
Annual appeal	-	-	1,525	1,525	1,525	1,500
Share a meal	-	-	1,935	1,935	1,935	1,776
Events - holiday bazaar	-	-	594	594	594	804
Events - spring bazaar	-	-	4	4	4	520
Events - raffle	-	-	-	-	-	-
Misc fundraising expense	-	-	398	398	398	1,085
Payroll - fundraising	-	-	1,734	1,734	1,734	1,750
Rental expense	-	-	70	70	70	-
Soft drink machine	-	-	369	369	369	419
Fundraising - other	-	-	-	_	-	12
_						
Total Fundraising Expenses			13,190	13,190	13,190	15,780
Programs						
Classes	2,941	-	-	-	2,941	3,096
Client services-expense	10	-	-	-	10	-
Donations	-	-	-	-	-	-
Decorations/parties	1,465	-	-	-	1,465	1,351
Food purchase	85,276	-	-	-	85,276	89,209
Misc. center programs	136	-	-	-	136	297
Entertainment	233	-	-	_	233	328
Mileage	-	-	-	_	-	225
Non-consumable supplies	4,153	-	_	_	4,153	5,898
Non consumables - MOW	13,355	-	_	_	13,355	11,030
Share/warmth payroll	723	-	_	_	723	1,126
T.R.P.& SR CIT council expense	1,324	_	_	_	1,324	888
Training	27	_	_	_	27	_
Trip expense	2,196	_	_	_	2,196	1,756
Bus transport	7,350	_	_	_	7,350	9,186
Van transport	1,613	_	_	_	1,613	3,460
Vehicle operation & maint. other	-	_	_	_	-	4,664
Non-cash donations	23,073	_	_	_	23,073	34,317
Volunteer appreciation	1,448	_	_	_	1,448	962
	145,323				145,323	167,793
Total Programs	143,323				143,323	107,793
Staffing/Payroll						
Staff appreciation	1,954	554	132	686	2,640	1,895
Hiring staff	103	29	7	36	139	35
Training staff	129	37	9	46	175	485
Workers compensation (SAIF)	1,594	452	108	560	2,154	2,376
Payroll service	418	119	28	147	565	557
Payroll wages & salaries	268,443	76,180	18,138	94,318	362,761	340,283
Health insurance	4,810	1,365	325	1,690	6,500	6,000
Payroll tax expense	23,706	6,727	1,602	8,329	32,035	31,579
Total Staffing/Payroll	301,157	85,463	20,349	105,812	406,969	383,210
Total Functional Expenses	\$ 613,663	\$ 131,749	\$ 44,370	\$ 176,119	\$ 789,782	\$ 756,048

# FRIENDS OF CANBY ADULT CENTER, INC. STATEMENT OF CASH FLOWS

Year Ended June 30, 2017 with

Comparative Totals for 2016

	2017	2016		
Reconciliation of Change in Net Assets to Net Cash Provided by Operating Activities				
Change in Net Assets	\$ 231,347	\$ (92,227)		
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities				
Depreciation and amortization	12,124	12,238		
Realized (gain) loss on sale of investments	(93,746)	(8,221)		
Unrealized (gain)/loss on investments	(327,882)	(36,244)		
(Increase)/decrease in accounts receivable	(2,426)	229		
(Increase)/decrease in inventory	(1,027)	770		
Increase/(decrease) in accounts payable	1,686	4,349		
Increase/(decrease) in accrued payroll and related taxes	7,678	(1,011)		
Total Adjustments	(403,593)	(27,890)		
Net Cash Provided (Used) by Operating Activities	(172,246)	(120,117)		
Cash Flows from Investing Activities				
Acquisition of equipment	(4,230)	(3,871)		
Purchase of investment securities	(2,425,449)	(1,304,345)		
Proceeds from sale of securities	2,631,195	1,564,790		
Net Cash Provided (Used) by Investing Activities	201,516	256,574		
Net Increase/(Decrease) in Cash and Cash Equivalents	29,270	136,457		
Cash and Cash Equivalents				
Beginning of year	251,389	114,932		
End of year	\$ 280,659	\$ 251,389		

# Note 1. The Organization and Summary of Significant Accounting Policies

Friends of Canby Adult Center, Inc. is a not-for-profit corporation organized in the State of Oregon in 1987. The Friends of Canby Adult Center, Inc's mission is to help senior citizens live independently and with dignity as long as possible, creating opportunities for them to thrive amongst their peers, make realistic choices, and enjoy enriching experiences.

The following is a summary of significant accounting policies of the Organization:

# Basis of Accounting and Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

### Cash and Cash Equivalents

The Organization considers all short-term investments with original maturities of three months or less to be cash equivalents for reporting purposes.

#### Inventory

Inventories consist of food and serving supplies and are recorded at the lower of cost (first-in, first-out), or net realizable market value.

# Note 1. The Organization and Summary of Significant Accounting Policies (Continued)

#### Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. Changes in the valuation allowance have not been material to the financial statements. Management considers all receivables to be collectible. Accordingly, no bad debt expense or valuation allowance has been recorded.

#### Investments

The Organization carries investments in marketable securities at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets in the accompanying statement of activities.

### **Property and Equipment**

Property and equipment are recorded at cost, if purchased, or at fair market value at date of gift, if donated. Depreciation is computed on the straight-line basis over the estimated useful lives of the assets.

Expenditures for additions, major renewals and betterments are capitalized, and expenditures for repairs and maintenance are charged against revenue as incurred.

The costs of assets retired or otherwise disposed of and the related accumulated depreciation are eliminated from the accounts in the year of disposal with the resulting gain or loss credited or charged to operations.

# Restricted and Unrestricted Revenue and Support

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions.

# Note 1. The Organization and Summary of Significant Accounting Policies (Continued)

### Restricted and Unrestricted Revenue and Support (Continued)

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

The Organization reports gifts of land, buildings, and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

# **Advertising Costs**

Advertising costs are generally charged to expense during the year in which they are incurred. Advertising expense was \$972 for the year ended June 30, 2017.

#### Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the statement of activities and in the statement of functional expenses. Accordingly, certain costs have been allocated among the program and supporting services benefited. Such allocations are made on the basis of cost accounting information available and the judgment of management.

### <u>Income Taxes</u>

The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2).

# Note 1. The Organization and Summary of Significant Accounting Policies (Continued)

#### Income Taxes (Continued)

The Organization files returns in the U.S. federal and the State of Oregon jurisdictions. The Organization's Form 990, *Return of Organization Exempt from Income Tax* and the State of Oregon Form CT-12 for the years ending 2014, 2015, and 2016 are subject to examination by the IRS, generally for 3 years after they were filed.

### **Comparative Financial Information**

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2016, from which the summarized information was derived.

### **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

# Note 2. <u>Investments</u>

The Organization's investments are recorded at fair market value on the basis of quoted market prices and consist of the following investment types:

	-	Fair Value 2017	Fair Value 2016		
Bonds	\$	1,201,378	\$	1,258,277	
Mutual Funds		3,883,104		3,733,285	
Stocks		1,497,594		1,374,632	
	\$	6,582,076	\$	6,366,194	
Investment return consists of the following:		2017		2016	
Investment income	\$	151,909	\$	185,373	
Net realized gains (losses) on investments		93,746		8,221	
Net unrealized gains (losses) on investments		327,882		36,244	
	\$	573,537	\$	229,838	

### Note 3. Property and Equipment

Property and equipment consists of the following:

	 2017	2016		
Buildings and improvements Equipment	\$ 75,242 140,106	\$	75,242 139,140	
	215,348		214,382	
Less accumulated depreciation	 (172,164)		(163,304)	
	\$ 43,184	\$	51,078	
Depreciation charged against income	\$ 12,124	\$	12,238	

#### Note 4. Donated Facilities and Services

The Organization has an agreement with the City of Canby to provide services for seniors and qualifying disabled persons. In exchange, the Organization receives use of the City's Adult Center building. Contribution revenue of \$58,260 is recorded in the accompanying statement of activities.

No amounts have been reflected in the financial statements for donated services. The Organization generally pays for services requiring specific expertise. However, many individuals volunteer their time and perform a variety of tasks that assist the Organization with specific assistance programs, campaign solicitations, and various committee assignments. The Organization received 11,882 volunteer hours during the year ended June 30, 2017.

#### Note 5. Fair Values of Financial Instruments

The following methods and assumptions were used to determine the fair value of each class of financial instrument:

# Note 5. Fair Values of Financial Instruments (Continued)

# Cash and Cash Equivalents

Cash and cash equivalents have original maturity dates of three months or less, therefore carrying value approximates fair value as follows:

	Carrying Amount	F	Sair Value
Cash on hand and with bank Money market funds	\$ 51,732 228,927	\$	51,732 228,927
Cash and cash equivalents	\$ 280,659	\$	280,659

# <u>Investments</u>

The fair value measurements and levels within the fair-value hierarchy of those measurements for the assets reported at fair value on a recurring basis at June 30, 2017 are as follows:

			Qı	Quoted Prices Significant				
				in Active		Other	S	ignificant
			N	Markets for	O	bservable	Un	observable
			Identical Assets			Inputs		Inputs
	]	Fair Value	(Level 1)		(Level 2)			(Level 3)
Investments	\$	6,582,076	\$	6,582,076	\$		\$	
Total assets	\$	6,582,076	\$	6,582,076	\$		\$	-

Fair values for investments are determined by reference to quoted market prices and relevant information generated by market transactions.

# Note 6. Temporarily Restricted Net Assets

Temporarily restricted net assets contain donor-imposed restrictions that expire with the passage of time or once specific actions are undertaken by the Organization. The net assets are then released and reclassified to unrestricted support when they are expended.

Temporarily restricted net assets are available for the following purposes:

					R	eleased		
	June 30,				from	Jı	June 30,	
		2016	Con	Contributions		strictions	2017	
Tables & Furniture	\$	-	\$	-	\$	-	\$	-
Medical Equipment		100		-		-		100
Pets & Fans		68		150		-		218
Trip Pass Through		-		7,096		6,733		363
Computer Equipment		-		-		-		-
Kitchen Equipment		_		1,197		1,197		_
	\$	168	\$	8,443	\$	7,930	\$	681

### Note 7. <u>Permanently Restricted Net Assets</u>

Permanently restricted net assets have been restricted by donors and the principal of the contribution shall be maintained by the Organization in perpetuity to ensure its continued operation. The Organization's primary investment objective is to have a balance between capital appreciation, preservation of capital and current income in order to reach its primary long-term goal, which is to achieve an annualized return of 7% to 9%. Some or all earnings may be used for the Organization's operations with the approval of at least five members of the Board. The investment portfolio shall be adequately diversified to reduce risk and comply with current regulations. All assets of the perpetual funds may be co-mingled as deemed expedient by the Organization for investment purposes.

# Note 7. Permanently Restricted Net Assets (Continued)

Permanently restricted net assets consist of the following:

	Jun	e 30, 2016	Contr	ibutions	Jun	e 30, 2017
Permanently Restricted	\$	50,550	\$			50,550
Net Assets						
	\$	50,550	\$		\$	50,550

#### Note 8. Concentrations of Risk

Concentrations of risks not clearly identified elsewhere in these notes follow:

- Substantially all of those individuals who utilize the services of the Canby Adult Center are seniors living in or near Canby, Oregon.
- The Organization receives approximately 24% of its annual income from investments excluding unrealized gains or losses on investments.
- The Organization purchased 97% of food for the year ended June 30, 2017 from one vendor. This accounts for 14% of all program service expenses for the year.

#### Note 9. Subsequent Events

Subsequent events were evaluated through October 6, 2017 which is the date the financial statements were available to be issued.