### UNITED CEREBRAL PALSY OF MIDDLE TENNESSEE, INC.

### FINANCIAL STATEMENTS

### FEBRUARY 28, 2005

(With Independent Auditors' Report Thereon)

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### Charles Akersloot, III Lisa L. Patterson

### **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors
United Cerebral Palsy of Middle Tennessee, Inc.

We have audited the accompanying statements of financial position of United Cerebral Palsy of Middle Tennessee, Inc. (a nonprofit organization) as of February 28, 2005, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Organization'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. 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 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 United Cerebral Palsy of Middle Tennessee, Inc. as of February 28, 2005, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 7 to the financial statements, beginning net assets have been restated for the year ended February 28, 2005.

Akeroloot, Patterson + Associates, P.L.C.

August 29, 2005

# UNITED CEREBRAL PALSY OF MIDDLE TENNESSEE, INC. STATEMENT OF FINANCIAL POSITION FEBRUARY 28, 2005

### **ASSETS**

| Current Assets: Cash Receivables   |                            | \$    | 207,638<br>7,680<br>132,337        |           |         |
|--|----------------------------|-------|------------------------------------|-----------|---------|
| Inventory  Total current assets  |                            |       | 132,331                            | \$        | 347,655 |
| Property and Equipment, net  |                            |       |                                    |           | 446,496 |
| Other Assets   |                            | /     |                                    |           | 5,060   |
|  |                            |       |                                    | <u>\$</u> | 799,211 |
|  | LIABILITIES AND NET ASSETS |       |                                    |           |         |
| Current Liabilities: Current installments of note payable Accounts payable Accrued expenses Deferred revenue |                            | \$    | 6,017<br>8,845<br>25,226<br>25,000 |           |         |
| Total current liabilities  |                            |       | 20,000                             | \$        | 65,088  |
| Note payable, less current installments  |                            |       |                                    |           | 114,192 |
|  |                            |       |                                    |           | 179,280 |
| Net Assets: Unrestricted Unrestricted - board-designated Total unrestricted                                  |                            |       | 578,306<br>13,675                  |           | 591,981 |
| Temporarily restricted   |                            | ***** | 27,950                             |           | 07.050  |
|  |                            |       |                                    |           | 27,950  |
| Total net assets   |                            |       |                                    |           | 619,931 |
|  |                            |       |                                    | <u>\$</u> | 799,211 |

# UNITED CEREBRAL PALSY OF MIDDLE TENNESSEE, INC. STATEMENT OF ACTIVITIES FOR THE YEAR ENDED FEBRUARY 28, 2005

|                                   | <u>Unrestricted</u> | Temporarily<br>Restricted | Permanently<br>Restricted | <u>Total</u> |
|-----------------------------------|---------------------|---------------------------|---------------------------|--------------|
| Public Support and Revenues:      |                     |                           |                           |              |
| Public Support:                   |                     |                           |                           |              |
| Contributions                     | \$ 45,246           | \$ 16,500                 | \$                        | \$ 61,746    |
| Revenues:                         |                     |                           |                           |              |
| Grants                            | 196,133             | -                         | -                         | 196,133      |
| Special events income             | 274,254             | · -                       | -                         | 274,254      |
| Rental income                     | 20,400              | -                         | -                         | 20,400       |
| In-kind donations                 | 303,162             | -                         | · -                       | 303,162      |
| Investment and interest income    | 640                 | <u> </u>                  |                           | 640          |
| Total revenues                    | 794,589             |                           |                           | 794,589      |
| Total public support and revenues | 839,835             | 16,500                    |                           | 856,335      |
| Expenses and Losses:              |                     |                           |                           |              |
| Program Services:                 |                     |                           |                           |              |
| Barry Dean Fulton                 | 17,508              | -                         | -                         | 17,508       |
| Burch Special Needs               | 602                 | 2,510                     | -                         | 3,112        |
| Equipment Exchange                | 345,284             | -                         | -                         | 345,284      |
| Clinic Education and Referral     | 19,441              | -                         | -                         | 19,441       |
| Educational Travel                | 24,209              | -                         | -                         | 24,209       |
| Partners in Policymaking          | 28,273              | -                         | -                         | 28,273       |
| Project Airwaves                  | 13,009              | -                         | -                         | 13,009       |
| Youth Leadership                  | 11                  | -                         | -                         | 11           |
| Home Access                       | 207,302             | -                         | -                         | 207,302      |
| Recreation                        | 37,640              | -                         | -                         | 37,640       |
| Public Education                  | 24,902              |                           |                           | 24,902       |
| Total program services            | 718,181             | 2,510                     |                           | 720,691      |
| Supporting Services:              |                     |                           |                           |              |
| Management and general            | 71,854              | -                         | -                         | 71,854       |
| Fundraising                       | 110,355             |                           |                           | 110,355      |
| Total supporting services         | 182,209             |                           |                           | 182,209      |
| Total program                     |                     |                           |                           |              |
| and supporting expenses           | 900,390             | 2,510                     |                           | 902,900      |
| Increase (decrease) in net assets | (60,555)            | 13,990                    | -                         | (46,565)     |

# UNITED CEREBRAL PALSY OF MIDDLE TENNESSEE, INC. STATEMENT OF ACTIVITIES (CONTINUED) FOR THE YEAR ENDED FEBRUARY 28, 2005

| Net assets - beginning of year              |                                       |          |                      |                  |       |         |
|---|---------------------------------------|----------|----------------------|------------------|-------|---------|
| as previously reported                      | \$                                    | 666,496  | \$<br>-              | \$<br>-          | \$    | 666,496 |
| Prior period adjustment                     |                                       | (13,960) | <br>13,960           | <br><del>-</del> | 40.00 |         |
| Net assets - beginning of year, as restated | · · · · · · · · · · · · · · · · · · · | 652,536  | <br>13,960           |                  |       | 666,496 |
| Net assets - end of year                    | \$                                    | 591,981  | \$<br>27,95 <u>0</u> | \$<br>           | \$    | 619,931 |

# UNITED CEREBRAL PALSY OF MIDDLE TENNESSEE, INC. STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED FEBRUARY 28, 2005

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| \$ 11               | 13,009              | \$ 28,273 \$                | 24,209            | 19,441 \$  | 345,284 \$    | \$ 3,112 \$            | 17,508               | Total program and supporting services \$_ |
|---------------------|---------------------|-----------------------------|-------------------|--|---------------|------------------------|----------------------|---|
| t                   | 1                   |                             | 1                 | *  | 1             |                        | 1                    | Utilities                                 |
| 1                   | 8                   | Ćī                          | 4                 | 8  | 46            | 1                      | 2                    | Training                                  |
| 1                   | 141                 | . 82                        | 70                | 138  | 767           | 7                      | 39                   | Telephone                                 |
| 1                   | 15                  | 82                          | 7                 | 86   | 1,021         | 1                      | 23                   | Supplies - other                          |
| ı                   | 80                  | 47                          | 40                | 78   | 436           | 4                      | 22                   | Supplies - office                         |
| ,                   | ı                   | ı                           | 71                | ı  | 1             | ı                      | ,                    | Special events                            |
| 1                   | 1                   | , t                         | ı                 | ı  | 686           | 1                      | 3,023                | Repairs and maintenance                   |
| 1                   | ı                   | 1                           | 1                 | ı  | 1,800         | ,                      | 1                    | Rent - storage                            |
| ı                   | 1                   | t                           | 1                 | F  | 1             | ı                      | 1                    | Property tax                              |
| ı                   | 1                   | 5,737                       | 1,402             | ı  | 1,133         | ı                      |                      | Professional services                     |
| ı                   | 122                 | 1,288                       | 61                | 120  | 666           | б                      | 33                   | Printing                                  |
| 1                   | 33                  | 61                          | 17                | 33   | 200           | 1                      | 9                    | Postage                                   |
| t                   | 9,614               | 4,623                       | 4,263             | 16,045   | 34,722        | 429                    | 2,003                | Payroll expenses                          |
| ı                   | သ                   | 2                           | 1,336             | ω  | 2,583         | 1                      | 8                    | Mileage and travel                        |
| ı                   | 1                   | ı                           | •                 | 1  | 1,208         | ı                      | 1                    | Loss on sale of assets                    |
| ı                   | 67                  | 39                          | 33                | 66   | 366           | 4                      | 18                   | Internet                                  |
| ı                   | ı                   | ,                           | 1                 | ,  | ſ             | ı                      | 1                    | Interest                                  |
| 5                   | 1,396               | 812                         | 694               | 1,366  | 8,911         | 73                     | 383                  | Insurance                                 |
| 1                   | ı                   | 1                           | ţ                 | 1  | 282,209       |                        | 1                    | In-kind donations                         |
| ı                   | 1                   | 7,379                       | 1                 | 1  | 1             | 1                      | ,                    | Hotel and lodging                         |
| 1                   | 35                  | 20                          | 819               | 34   | 188           | 2                      | 10                   | Food                                      |
| ı                   | 19                  | 1                           | 9                 | 18   | 102           | 1                      | 5                    | Fees and licenses                         |
| 2                   | 366                 | 213                         | 182               | 358  | 2,191         | 19                     | 100                  | Dues                                      |
| 4                   | 881                 | 513                         | 438               | 863  | 4,801         | 46                     | 241                  | Depreciation                              |
| 1                   | 1                   | 7,226                       | 14,720            | 1  | ı             | 2,510                  | 11,526               | Client assistance                         |
| ľ                   | 1                   | ı                           | į                 | 1  | •             | •                      | į                    | Bank charges                              |
| ı                   | 229 \$              | 133 \$                      | 114 \$            | 225 \$   | 1,248 \$      | 12 \$                  | 63 \$                | Accounting services \$                    |
| Youth<br>Leadership | Project<br>Airwaves | Partners in<br>Policymaking | ducational Travel | nt Clinic Education Educational  geand Referral Travel | Equipment Cli | Burch<br>Special Needs | Barry Dean<br>Fulton | œ!  |

# UNITED CEREBRAL PALSY OF MIDDLE TENNESSEE, INC. STATEMENT OF FUNCTIONAL EXPENSES (CONTINUED) FOR THE YEAR ENDED FEBRUARY 28, 2005

|  |        |            | Program Services | ervices     |               | Supporting                     | Services           |            |
|--|--------|------------|------------------|-------------|---------------|--------------------------------|--------------------|------------|
|  | 1      | Home       |                  | Public      | Total Program | Management                     |                    | Total      |
|  |        | Access     | Recreation       | Education   | Services      | and General                    | <u>Fundraising</u> | Expenses   |
| Accounting services                              | ↔      | 943 \$     | 406 \$           | 461         | \$ 3,834      | § 461 \$ 3,834 \$ 723 \$ 835 . | 835 \$             | 5,392      |
| Bank charges                                     |        | ı          | 1                | 1           | 1             | 215                            | 1                  | 215        |
| Client assistance                                |        | 112,519    | 14,471           | •           | 162,972       | 1                              | 1                  | 162,972    |
| Depreciation                                     |        | 3,627      |                  | 1,773       | 14,747        | 2,776                          | 3,627              | 21,150     |
| Dues   |        | 1,635      | 648              | 736         | 6,450         | 1,154                          | 1,683              | 9,287      |
| Fees and licenses                                |        | 77         | 408              | 38          | 687           | 227                            | 117                | 1,031      |
| Food   |        | 367        | 61               | 69          | 1,605         | 107                            | 2,646              | 4,358      |
| Hotel and lodging                                |        | ı          | •                | 1           | 7,379         | t                              | 1                  | 7,379      |
| In-kind donations                                |        | ı          | 1                | 1           | 282,209       | ı                              | ı                  | 282,209    |
| Insurance  |        | 6,770      | 2,470            | 2,809       | 25,689        | 3,079                          | 5,087              | 33,855     |
| Interest   |        |            | ı                | 1           | ı             | 9,640                          | ı                  | 9,640      |
| Internet   |        | 276        | 119              | 135         | 1,123         | 212                            | 293                | 1,628      |
| Loss on sale of assets                           |        | 1          | 1                | 1           | 1;208         | 1                              | 1                  | 1,208      |
| Mileage and travel                               |        | 849        | Ŋ                | <b>5</b> 1  | 4,794         | 6                              | 194                | 4,994      |
| Payroll expenses                                 |        | 35,937     | 16,091           | 17,689      | 141,416       | 30,981                         | 35,248             | 207,645    |
| Postage  |        | 138        | _                | 67          | 778           | 108                            | 901                | 1,787      |
| Printing   |        | 503        | 216              | 246         | 3,261         | 387                            | 6,182              | 9,830      |
| Professional services                            |        | ,          | 235              | 297         | 8,804         | 4,471                          | 12,217             | 25,492     |
| Property tax                                     |        | ŀ          | ı                | 1           | 1             | 11,327                         | 1                  | 11,327     |
| Rent - storage                                   |        | ı          | 1                | ı           | 1,800         | ı                              | ı                  | 1,800      |
| Repairs and maintenance                          |        | 393        | 1                | ı           | 4,102         | 35                             | 1                  | 4,137      |
| Special events                                   |        | 1          | 1                | 1           | ı             | 4                              | 676                | 676        |
| Supplies - office                                |        | 329        | 142              | 161         | 1,339         | 283                            | 565                | 2,187      |
| Supplies - other                                 |        | 42,325     | 324              | 116         | 43,999        | .362                           | 39,542             | 83,903     |
| Telephone  |        | 579        | 249              | 283         | 2,355         | 290                            | 512                | 3,157      |
| Training   |        | 35         | 15               | 17          | 140           | 28                             | 30                 | 198        |
| Utilities  |        | 1          |                  | 1           | 1             | 5,443                          | 1                  | 5,443      |
| Total program and supporting services \$ 207,302 | ces \$ | 207,302 \$ | 37,640           | 3 24,902 \$ | \$ 720,691    | \$ 71,854 \$                   |                    | \$ 902,900 |
|  |        |            |                  |             | - 4           |                                |                    |            |

# UNITED CEREBRAL PALSY OF MIDDLE TENNESSEE, INC. STATEMENT OF CASH FLOWS FOR THE YEAR ENDED FEBRUARY 28, 2005

| Cash Flows From Operating Activities:           |          |          |                |
|---|----------|----------|----------------|
| Decrease in net assets                          |          |          | \$<br>(46,565) |
| Adjustments to reconcile decrease in net assets |          |          |                |
|   |          |          |                |
| to net cash provided by operating activities:   | \$       | 04.450   |                |
| Depreciation                                    | <b>Þ</b> | 21,150   |                |
| Loss on sale of investments                     |          | 1,209    |                |
| Contract labor                                  |          | 1,000    | •              |
| Changes in:                                     |          |          |                |
| Receivables                                     |          | 69,645   |                |
| Unconditional promises to give                  |          | 7,079    |                |
| Inventory                                       |          | (20,954) |                |
| Accounts payable                                |          | (28,436) |                |
| Deferred revenue                                |          | 25,000   |                |
| Accrued expenses                                |          | 6,525    |                |
| Total adjustments                               |          |          | 82,218         |
| Net cash provided by operating activities       |          |          | 35,653         |
| Cash Flows From Investing Activities:           |          |          |                |
| Payments on note payable                        |          | (4,381)  |                |
| Net cash used in investing activities           |          |          | <br>(4,381)    |
| Net increase in cash                            |          |          | 31,272         |
| Cash - beginning of year                        |          |          | <br>176,366    |
| Cash - end of year                              |          |          | \$<br>207,638  |

### Supplemental Cash Flows Information

Total interest paid for the year ended February 28, 2005, was \$9,640.

### NOTE 1 - Summary of Significant Accounting Policies

### a. Nature of Activities

United Cerebral Palsy of Middle Tennessee, Inc., a locally governed affiliate of the national organization, United Cerebral Palsy Association, is a nonprofit organization, which was organized on May 23, 1985, to advance the independence and full citizenship of people with all types of disabilities. The Organization's mission is to affect positively, through providing unique assistance, the quality of life of physically disabled persons and their families in Middle Tennessee. Virtually all of the Organization's revenues and support for the year ended February 28, 2005, was from the general public.

### b. Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations.

<u>Temporarily restricted net assets</u> - Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time. Restrictions that are fulfilled in the same accounting period in which the contributions are received are reported in the Statement of Activities as unrestricted.

<u>Permanently restricted net assets</u> - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned and any related investments for general or specific purposes.

### c. Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, the Organization considers all unrestricted cash, certificates of deposit and investment instruments purchased with original maturities of three months or less to be cash equivalents. At February 28, 2005, the Organization had no cash equivalents.

### d. Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets.

### e. Grants Receivable and Revenues

The Organization receives several grants from the State of Tennessee. Most of these grants require the submission of reimbursement requests before funds are disbursed. Grant revenue is recognized as these expenses are incurred. At February 28, 2005, the Organization's total grants receivable was \$5,261.

### NOTE 1 - Summary of Significant Accounting Policies (continued)

### e. Grants Receivable and Revenues (continued)

The Organization was also owed \$1,211 from the American Society of Composers, Authors & Publishers (ASCAP) that is responsible for the Organization's annual golf tournament. ASCAP organizes a golf tournament that benefits the Organization and other not-for-profits and remits the net proceeds to the appropriate organizations.

The Organization also receives a grant from the Tennessee Housing Development Agency (THDA). The Organization subcontracts for wheelchair ramps to be built and then requests payment from THDA for these ramps. The subcontractor must submit to the Organization a package of paperwork after the ramp is complete. It is the Organization's accounting policy not to submit the request to the State until the subcontractor has fulfilled its paperwork obligation. On occasion, paperwork has been submitted sometime after the ramp is complete. Because of this unique policy, the Organization recognizes revenue from this grant when the reimbursement request is sent to the State.

### f. <u>Inventory</u>

Inventory consists of equipment to be used in the Equipment Exchange program and is stated at cost.

### g. Property and Equipment

Property and equipment are recorded at cost or, if donated, at the estimated fair market value at the date of donation. Depreciation is provided utilizing the straight-line method over the estimated useful lives of the respective assets. Expenditures for repairs and maintenance are charged to expense as incurred. It is the Organization's policy to capitalize purchases of fixed assets with a value of \$500 or more.

### h. Income Tax Status

The Organization is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, and the Association is classified as an organization that is not a private foundation as defined in Section 509(a) of the Internal Revenue Code. Therefore, no provision for federal income taxes is included in the accompanying financial statements.

### i. Functional Allocation of Expenses

The costs of providing program services and supporting services have been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

### i. Use of Estimates

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

### NOTE 1 - Summary of Significant Accounting Policies (continued)

### k. Fair Values of Financial Instruments

The carrying values of current assets and current liabilities approximate fair values due to the short maturities of these instruments. The fair value of the note payable approximates the carrying amount and is estimated based on current rates offered to the Organization.

### I. Concentration of Credit Risk

At February 28, 2005, and at various times through the year, the Organization had cash balances with banks exceeding \$100,000, which is the maximum insured by the Federal Deposit Insurance Corporation.

### m. Advertising

Advertising is expensed as incurred.

### NOTE 2 - Property and Equipment

Property and equipment at February 28, 2005, consists of the following:

| Building                       | \$ | 363,648 |
|--------------------------------|----|---------|
| Furniture and equipment        |    | 17,824  |
| Computers                      |    | 10,000  |
| Improvements                   |    | 113,067 |
| Vehicles                       |    | 10,717  |
|                                |    | 515,256 |
| Less: accumulated depreciation | (  | 68,760) |
|                                |    |         |

### NOTE 3 - Donated Equipment

The Organization receives a significant amount of donated equipment used in its Equipment Exchange program and in its operations. The revenue recognized for the year ended February 28, 2005, for donated equipment was \$303,162.

\$ 446,496

### NOTE 4 - Note Payable

The Organization has a note payable to a bank in the amount of \$120,209, payable in monthly installments of \$1,168 including interest at 6.9%, through maturity in January 2008. The note is collateralized by a building.

The following is a schedule of future maturities:

| Year ending<br>February 28.                        | <u>Amount</u>  |
|--|--|
| 2006<br>2007<br>2008<br>Less: current installments | \$ 6,017<br>6,445<br><u>107,747</u><br>120,209<br>( 6,017) |
|  | <u>\$114,192</u>   |

### NOTE 5 - Deferred Revenue

The Organization received \$25,000 during the fiscal year ended February 28, 2005, for a program that will be conducted during the fiscal year ended February 28, 2006. This amount has been recorded as deferred revenue on the Statement of Financial Position.

### NOTE 6 - Board Designated Assets

In 1995, the Board of Directors designated \$13,675 to be used as an Endowment Fund. The Board intended this amount to remain permanently in the Endowment fund, and any interest income generated by this amount is to be unrestricted.

### NOTE 7 - Temporarily Restricted Assets

The Burch family started a fund for persons of multiple births in which one or more of the persons has Cerebral Palsy and lives in the Franklin, Tennessee, community. Each year the family makes a restricted donation and those funds are used for medical equipment, therapy and other needs of the qualified applicants. Total temporarily restricted net assets at February 28, 2005, is \$27,950.

### NOTE 8 - Prior Period Adjustment

The Organization understated temporarily restricted net assets for the Burch family donation for the year ended February 29, 2004, by \$13,960. Consequently, the correction has been reflected as a prior period adjustment on the audited financial statements for the year ended February 28, 2005.