## PROJECT FOR NEIGHBORHOOD AFTERCARE, INC.

#### FINANCIAL STATEMENTS AND ACCOUNTANT'S REVIEW REPORT

JUNE 30. 2012 AND 2011

## PROJECT FOR NEIGHBORHOOD AFTERCARE, INC. Financial Statements JUNE 30, 2012 AND 2011

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# INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of Project for Neighborhood Aftercare, Inc.

We have reviewed the accompanying statements of financial position of Project for Neighborhood Aftercare, Inc. (a nonprofit organization) as of June 30, 2012 and 2011, and the related statements of activities, functional expenses and cash flows for the years then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying June 30, 2012 and 2011 financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Thomason Financial Resources

September 5, 2012

#### PROJECT FOR NEIGHBORHOOD AFTERCARE, INC. STATEMENTS OF FINANCIAL POSITION JUNE 30, 2012 AND 2011

| ASSETS                           | 2012        | 2011              |
|----------------------------------|-------------|-------------------|
| Current Assets                   | <u>2012</u> | <u>2011</u>       |
| Cash                             | \$ 69,959   | \$ 95,485         |
| Grants receivable                | -           | 20,919            |
| Accounts receivable              | 8,179       | -                 |
| Prepaid expenses                 | 1,659       | 1,396             |
| Total current assets             | \$ 79,797   | 117,800           |
| Property and Equipment           |             |                   |
| Office furniture and equipment   | 4,517       | 4,517             |
| Computer software                | -           | 15,088            |
| Computer equipment               | 41,796      | 39,712            |
|                                  | 46,313      | 59,317            |
| Less: accumulated depreciation   | (39,988)    | (41,530)          |
| Total property and equipment     | 6,325       | 17,787            |
| Total assets                     | \$ 86,122   | <u>\$ 135,587</u> |
| LIABILITIES AND NET ASSETS       |             |                   |
| Current Liabilities              |             |                   |
| Accounts payable                 | \$ 3,756    | \$ 996            |
| Accrued liabilities              | 1,880       | -                 |
| Deferred Revenue                 | 450         | 2,950             |
| Total Current Liabilities        | 6,086       | 3,946             |
| Net Assets                       |             |                   |
| Unrestricted                     | 80,036      | 131,641           |
| Total liabilities and net assets | \$ 86,122   | \$ 135,587        |

## PROJECT FOR NEIGHBORHOOD AFTERCARE, INC. STATEMENTS OF ACTIVITIES

|                                  | 2012<br><u>Unrestricted</u> | 2011<br><u>Unrestricted</u> |
|----------------------------------|-----------------------------|-----------------------------|
| Revenue and public support       |                             |                             |
| Grant income                     | \$ 131,965                  | \$ 107,851                  |
| Contributions                    | 22,052                      | 39,793                      |
| Program fees                     | 302,252                     | 323,824                     |
| Miscellaneous income             | 2,720                       | 665                         |
| Total Revenue and public support | 458,989                     | 472,133                     |
| Expenses                         |                             |                             |
| Program services                 | 404,494                     | 384,521                     |
| Management and general           | 72,101                      | 78,486                      |
| Fundraising                      | 33,999                      | 9,994                       |
| Total expenses                   | 510,594                     | 473,001                     |
|                                  |                             |                             |
| Change in net assets             | (51,605)                    | (868)                       |
| Net assets at beginning of year  | 131,641                     | 132,509                     |
| Net assets at end of year        | \$ 80,036                   | \$ 131,641                  |

#### PROJECT FOR NEIGHBORHOOD AFTERCARE, INC. STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2012

|                                       | Program<br><u>Services</u> |    | lanagement<br>Ind General | E  | undraising |    | Total<br><u>Expenses</u> |
|---------------------------------------|----------------------------|----|---------------------------|----|------------|----|--------------------------|
| Payroll                               | \$<br>274,736              | \$ | 46,891                    | \$ | 26,051     | \$ | 347,678                  |
| Payroll taxes                         | 19,739                     | *  | 3,445                     |    | 1,914      | ,  | 25,098                   |
| Retirement plan                       | 2,313                      |    | 1,892                     |    | 1,051      |    | 5,256                    |
| Health insurance                      | 4,885                      |    | 3,997                     |    | 2,220      |    | 11,102                   |
| Total compensation                    | 301,673                    |    | 56,225                    |    | 31,236     |    | 389,134                  |
| Bank charges                          |                            |    | 842                       |    | -          |    | 842                      |
| Data management                       | 5,392                      |    | -                         |    | -          |    | 5,392                    |
| Depreciation                          | 9,279                      |    | 685                       |    | 192        |    | 10,156                   |
| Dues and subscriptions                | 429                        |    | 907                       |    | 181        |    | 1,517                    |
| Food - Program                        | 22,279                     |    | -                         |    | -          |    | 22,279                   |
| Incentive/awards                      | 500                        |    | -                         |    | -          |    | 500                      |
| Insurance                             | 7,631                      |    | 607                       |    | 390        |    | 8,628                    |
| Licenses and permits                  | 1,920                      |    | -                         |    | -          |    | 1,920                    |
| Miscellaneous                         |                            |    | 44                        |    | -          |    | 44                       |
| Office supplies                       | 1,211                      |    | 993                       |    | 451        |    | 2,655                    |
| Printing and reproduction             | 740                        |    | 144                       |    | -          |    | 884                      |
| Professional fees                     | -                          |    | 4,000                     |    | -          |    | 4,000                    |
| Program supplies                      | 6,121                      |    | -                         |    | -          |    | 6,121                    |
| Facility fees                         | 30,528                     |    | -                         |    | -          |    | 30,528                   |
| Special events                        | 1,605                      |    | -                         |    | -          |    | 1,605                    |
| Staff training                        | 1,125                      |    | 2,618                     |    | -          |    | 3,743                    |
| Storage                               | -                          |    | 1,144                     |    | -          |    | 1,144                    |
| Telephone                             | 6,243                      |    | 2,542                     |    | 1,413      |    | 10,198                   |
| Meals and entertainment               | 33                         |    | 611                       |    | -          |    | 644                      |
| Travel and entertainment              | 4,395                      |    | 739                       |    | 136        |    | 5,270                    |
| Loss on disposal of computer software | <br>3,390                  |    | -                         |    | -          |    | 3,390                    |
| Total expenses                        | \$<br>404,494              | \$ | 72,101                    | \$ | 33,999     | \$ | 510,594                  |
| Current year's percentages            | 79.22%                     |    | 14.12%                    |    | 6.66%      |    | 100.00%                  |

#### PROJECT FOR NEIGHBORHOOD AFTERCARE, INC. STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2011

|                            | Program<br><u>Services</u> | lanagement<br>and General | <u>Func</u> | draising | Total<br>Expenses |
|----------------------------|----------------------------|---------------------------|-------------|----------|-------------------|
| Payroll                    | \$<br>253,110              | \$<br>47,957              | \$          | 7,340    | \$<br>308,407     |
| Payroll taxes              | 19,234                     | 3,669                     | ·           | 562      | 23,465            |
| Retirement plan            | 1,629                      | 1,834                     |             | 281      | 3,744             |
| Health insurance           | 3,245                      | 3,655                     |             | 559      | 7,459             |
| Total compensation         | <br>277,218                | <br>57,115                |             | 8,742    | 343,075           |
| Bank charges               | _                          | 1,142                     |             | _        | 1,142             |
| Data management            | 5,392                      | -                         |             | _        | 5,392             |
| Depreciation               | 9,391                      | 628                       |             | 95       | 10,114            |
| Dues and subscriptions     | 375                        | 485                       |             | -        | 860               |
| Food - Program             | 33,862                     | -                         |             | -        | 33,862            |
| Incentive/awards           | 327                        | 100                       |             | -        | 427               |
| Insurance                  | 12,390                     | 971                       |             | 78       | 13,439            |
| Licenses and permits       | 1,400                      | 140                       |             | _        | 1,540             |
| Miscellaneous              | 416                        | 156                       |             | -        | 572               |
| Office supplies            | 1,517                      | 1,299                     |             | 199      | 3,015             |
| Printing and reproduction  | 1,416                      | -                         |             | 442      | 1,858             |
| Professional fees          | × <del>,</del>             | 6,500                     |             | -        | 6,500             |
| Program supplies           | 10,519                     | -                         |             | -        | 10,519            |
| Facility fees              | 18,160                     | -                         |             | -        | 18,160            |
| Special events             | 1,042                      | -                         |             | -        | 1,042             |
| Staff training             | 840                        | 4,260                     |             | -        | 5,100             |
| Storage                    | -                          | 1,254                     |             | -        | 1,254             |
| Telephone                  | 7,179                      | 2,578                     |             | 364      | 10,121            |
| Meals and entertainment    | -                          | 839                       |             | -        | 839               |
| Travel and entertainment   | <br>3,078                  | 1,018                     |             | 74       | <u>4,</u> 170     |
| Total expenses             | \$<br>384,522              | \$<br>78,485              | \$          | 9,994    | \$<br>473,001     |
| Current year's percentages | 81.29%                     | 16.59%                    |             | 2.11%    | 100.00%           |

#### PROJECT FOR NEIGHBORHOOD AFTERCARE, INC. STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

| Cash Flows From Operating Activities:<br>Change in net assets<br>Adjustments to reconcile change in net assets to<br>net cash provided by operating activities: | \$ (51,605)                     | \$ 2011<br>\$ (868)          |
|---|---------------------------------|------------------------------|
| Depreciation<br>Loss on disposal of computer software<br>Changes in operating assets and liabilities:   | 10,156<br>3,390                 | 10,114<br>-                  |
| Grants receivable<br>Accounts receivable  | 20,919<br>(8,179)<br>(263)      | (3,436)<br>-<br>649          |
| Prepaid expenses<br>Accounts payable<br>Accrued liabilities   | 2,760<br>1,880                  | (486)<br>(519)               |
| Deferred revenue<br>Net cash (used in) provided by operating activities   | (2,500)<br>(23,442)             | (2,529)<br>2,925             |
| Cash flows From Investing Activities<br>Purchases of property and equipment   | (2,084)                         | (1,544)                      |
| Net cash used in investing activities   | (2,084)                         | (1,544)                      |
| Net change in cash and cash equivalents<br>Cash at beginning of year<br>Cash at end of year   | (25,526)<br>95,485<br>\$ 69,959 | 1,381<br>94,104<br>\$ 95,485 |
| Supplemental schedule of noncash operating activities:  |                                 |                              |
| In-kind contributions of food for program services  | \$ 19,886                       | \$ 30,992                    |

## **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **Nature of Activities**

The Project for Neighborhood Aftercare, Inc. (the Organization) is a nonprofit afterschool program in Metro schools located in Nashville, Tennessee for children in kindergarten through eighth grade. The Organization's mission is to provide a meaningful and enriching after-school program for Davidson County children, providing expanded learning opportunities to students in need. The programs are charged a weekly fee as well as a semester registration fee and are neighborhood-based and academicallyenriched. The Organization strives to create an environment that will allow each child to grow socially and academically, while fostering a sense of belonging and increased selfesteem.

### **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 and changes therein are classified and reported as follows:

<u>Unrestricted net assets</u> – net assets that are not subject to donor-imposed stipulations.

<u>Temporarily restricted net assets</u> – net assets subject to donor-imposed restrictions 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. When a restriction expires in a period after the contributions are received, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as.

## Cash and Cash Equivalents

For purposes of the Statements of Cash Flows, the Organization considers all cash funds, cash bank accounts and highly liquid debt instruments, with an original maturity when purchased of three months or less, to be cash and cash equivalents. At June 30, 2012 and at June 30, 2011, the Organization had no cash equivalents.

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

## **Contributions**

Contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

## Grants and Accounts Receivable

The Organization considers grants and accounts receivable to be fully collectible at year-end. Accordingly, no allowance for doubtful accounts has been recorded.

## **Property and Equipment**

Property and equipment are recorded at cost to the Organization, or if donated, at the estimated fair market value at the date of donation. All depreciation is computed using the straight-line method based on the estimated useful life of the asset. The Organization's capitalization policy is to capitalize any expenditure over \$1,500 for any land, building, and equipment purchased. Expenditures for repairs and maintenance are charged to operations when incurred. Depreciation expense amounted to \$10,156 and \$10,114, for the years ended June 30, 2012 and 2011, respectively.

## **Expense Allocation**

The costs of providing program services and supporting services 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 program and supporting services based on actual or estimated time employees spend on each function.

## **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. Accordingly, actual results could differ from those estimates.

## **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

## **Income Taxes**

The Organization is a nonprofit organization exempt from income taxes under Section 501 (c) (3) of the Internal Revenue Code, and the Organization 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.

## **Financial Instruments**

Financial accounting standards relating to fair value measurements establish a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 2 measurements). The three levels of the fair value hierarchy are described below:

Level 1 – Values are unadjusted quoted prices for identical assets in active markets accessible at the measurement date.

Level 2 – Inputs include quoted prices for similar assets in active markets, quoted prices from those willing to trade in markets that are not active, or other inputs that are observable or can be corroborated by market data for the term of the instrument. Such inputs include market interest rates and volatilities, spreads and yield curves.

Level 3 – Certain inputs are unobservable (supported by little or no market activity) and significant to the fair value measurement. Unobservable inputs reflect the Organization's best estimate of what hypothetical market participants would use to determine a transaction price for the asset or liability at the reporting date.

The Organization's financial instruments consist of grants receivable, accounts receivable, prepaids, accounts payable and deferred revenue. The recorded values of all the Organization's financial instruments approximate their fair values based on their short-term nature. While the Organization believes its valuation methodologies are appropriate and consistent with that of other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in different fair value measurements at the reporting date.

## NOTE 2 - RETIREMENT PLAN

The Organization adopted a retirement plan for the Executive Director and the Director of Finance on August 31, 1999. During the year ended June 30, 2012, the Board approved making contributions for a third management employee, Director of Development. For both years ended June 30, 2011 and June 30, 2010, the Organization contributed \$72 each pay period for each employee. As such, the Organization contributed \$5,256 and \$3,744, for the years ended June 30, 2012 and June 30, 2011, respectively.

## NOTE 3 - DONATED FOOD & SUPPLIES

Metro Nashville Public Schools and Second Harvest Food Bank donated food to the Organization during the years ended June 30, 2012 and June 30, 2011.

Donated food is used in the ongoing operations of the Organization and is reflected as contributions in the statements of activities at its fair value at the date of receipt. The value of donated food is \$19,886 and \$30,992 for the years ended June 30, 2012 and June 30, 2011, respectively, and is included in the statement of activities as food expense.

## **NOTE 4 – SUBSEQUENT EVENTS**

The Organization evaluated subsequent events through September 5, 2012, the issuance of the Organization's financial statements. In August 2012, the State of Tennessee Department of Education awarded a \$242,500 21<sup>st</sup> Century Community Learning Centers Program Grant for fiscal year ended June 30, 2013. No other subsequent events occurred through September 5, 2012.