# ST. LUKE'S COMMUNITY HOUSE (EPISCOPAL), INC.

# FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT

December 31, 2007 and 2006

# ST. LUKE'S COMMUNITY HOUSE (EPISCOPAL), INC.

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CERTIFIED PUBLIC ACCOUNTANTS

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#### INDEPENDENT AUDITOR'S REPORT

To the Board of Directors St. Luke's Community House (Episcopal), Inc. Nashville, Tennessee

Frasier, Dean + Howard, PLIC

We have audited the accompanying statements of financial position of St. Luke's Community House (Episcopal), Inc. (a nonprofit organization) as of December 31, 2007 and 2006, and the related statements of activities, functional expenses and cash flows for the years 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 audits.

We conducted our audits 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 audits provide 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 St. Luke's Community House (Episcopal), Inc. as of December 31, 2007 and 2006, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

May 5, 2008

# ST. LUKE'S COMMUNITY HOUSE (EPISCOPAL), INC. STATEMENTS OF FINANCIAL POSITION December 31, 2007 and 2006

		2007		2006
Assets				
Current assets:				
Cash and cash equivalents	\$	615,268	\$	605,292
Deferred benefit plan refund receivable		-		44,083
Contributions receivable, current portion		184,858		414,633
Total current assets		800,126		1,064,008
Contributions receivable, less current portion		16,231		69,118
Land, buildings and equipment, net of accumulated depreciation of \$914,388 and \$742,496, respectively		4,136,211		4,120,664
Investments		943,717		907,961
Total assets	\$	5,896,285	\$	6,161,751
Liabilities and Net Ass	ets			
Current liabilities:				
Accounts payable and accrued expenses	\$	48,041	\$	13,202
Note payable, current portion	Τ,	123,508	_	123,508
Total current liabilities		171,549		136,710
Note payable, net of current portion		355,178		651,686
Total liabilities		526,727		788,396
Net assets:				
Unrestricted				
Undesignated		4,110,172		3,894,751
Designated		268,934		257,453
Temporarily restricted		334,629		639,602
Permanently restricted		655,823		581,549
Total net assets		5,369,558		5,373,355
Total liabilities and net assets	\$	5,896,285	\$	6,161,751

# ST. LUKE'S COMMUNITY HOUSE (EPISCOPAL), INC. STATEMENT OF ACTIVITIES

Year Ended December 31, 2007

	lin	restricted	nporarily estricted		nanently stricted		Total
Public support and revenue:	On	restricted	 Stricted				
Public support:							
Contributions	\$	531.066	\$ 196,906	\$	50,002	\$	777.974
United Way		38,654	265,388		-		304,042
Associated organizations		137,563	_		-		137,563
Contributions - thrift shop		125,125	-		-		125,125
Special events		57,702	-		-		57,702
Net assets released from restrictions		767,267	(767,267)		-		
Total public support		1,657,377	(304.973)		50,002		1,402,406
Revenue:							
Program services		197,787	-		-		197,787
Investment income, net		40,066	-		24,272		64,338
Grants		101,131	-		-		101,131
Interest income		16,227	-		-		16,227
Miscellaneous		92	-		-		92
Total revenue		355,303			24.272		379.575
Total public support and revenue	_	2,012,680	(304,973)		74.274		1,781.981
Expenses:							
Program services:							
Preschool childcare		848,233	-		-		848.233
School age childcare		150,785			-		150,785
Senior services		117,597	-		-		117,597
Community		283,170			-		283,170
Volunteers		32,035	-		-		32,035
Family Resource Center		49,943	-		-		49,943
Total program services		1,481,763 .			-		1,481,763
Supporting services:							
Management and general		289,670	-		-		289,670
Fundraising		14,345	-	*	-		14,345
Total supporting services		304,015	-		-	_	304.015
Total expenses		1,785,778	-				1,785,778
Change in net assets		226,902	(304,973)		74,274		(3,797)
Net assets, beginning of year		4,152,204	639,602		581,549		5,373.355
Net assets, end of year		4,379,106	\$ 334,629	\$	655,823	_\$	5,369,558

## ST. LUKE'S COMMUNITY HOUSE (EPISCOPAL), INC. STATEMENT OF ACTIVITIES Year Ended December 31, 2006

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Public support and revenue:				
Public support:	e 221.005	e (40.201	C 6171	¢ 000 247
Contributions	\$ 331,985	\$ 649,391 202,506	\$ 5,171	\$ . 986,547
United Way	68,059	10,736	•	270,565 132,700
Associated organizations	121,964 125,125	10,730	-	125,125
Contributions - thrift shop	71,910	- -	-	71,910
Special events  Net assets released from restrictions	790,230	(790,230)	-	-
Total public support	1,509,273	72,403	5,171	1,586,847
Revenue:	247,382	_	_	247,382
Program services	51,553	_	30,859	82,412
Investment income, net Grants	66,751	-	-	66,751
Interest income	16,421	-	-	16,421
Miscellaneous	556	-	-	556
Defined benefit plan refund	126,527			126,527
Total revenue	509,190		30,859	540,049
Total public support and revenue	2,018,463	72,403	36,030	2,126,896
Expenses:				
Program services:				
Preschool childcare	807,151	-	-	807,151
School age childcare	229,090	-	-	229,090
Senior services	119,408	-	-	119,408
Community	165,299	-	-	165,299
Volunteers	35,082	~	-	35,082
Family Resource Center	52,027			52,027
Total program services	1,408,057	. <u></u> -	·	1,408,057
Supporting services:			-	
Management and general	296,945	-	•	296,945
Fundraising	25,920	·	·	25,920
Total supporting services	322,865			322,865
Total expenses	1,730,922	<u> </u>	<u> </u>	1,730,922
Change in net assets	287,541	72,403	36,030	395,974
Net assets, beginning of year	3,864,663	567,199	545,519	4,977,381
Net assets, end of year	\$ 4,152,204	\$ 639,602	\$ 581,549	\$ 5,373,355

# ST. LUKE'S COMMUNITY HOUSE (EPISCOPAL), INC. STATEMENT OF FUNCTIONAL EXPENSES Year Ended December 31, 2007

				Year En	lett December						
								Supp	ort Expense	3	
			Pro	ogram Expens	es	Family Resource	Total Program	Management and		Total Support Expenses	Total Expenses
	Preschool Childcare \$ 469,711	School Age Childcare \$ 20,271	\$ 59,286	Community \$ 151,668	Volunteers \$ 21,396 4,488	Center	Services \$ 756,877 168,888	General \$ 145,775 34,133	raising _ } - -		902,652 203,021
Salaries and wages Benefits Equipment and	107,468	4,640 27,799	10,604 5,093	34,511 10,939	1,300	1,610 254	89,705 85,999	8,204 254	- 8,818	8,204 9,072 5,444	97,909 95,071 68,042
maintenance Food Utilities	42,964 42,396 30,619	6,972 20,412	21,989 3,402 544	13,850 6,803 37,107	681 29	681 144 590	62,598 52,504 32,773	5,444 612 3,941	3,645	4,257 3,941 31,603	56,761 36,714 31,603
Program supplies Insurance Interest charges	14,680 17,526	7,890	2,059	4,229 - 177	479 - -	56	23,239 16,601	31,603 - 3,565	-	- 3,565	23,239 20,166 19,915
Contract labor Office supplies	22,304 7,683 2,555	199 4,022 473	1,805 419	1,893 537 80	624 123	574 97 2,000	4,204 2,080 11,758	15,711 9,897 1,023	1,715	15,711 11,612 1,023	13,692 12,781 8,712
Professional Printing Telephone	5,751 884		639 228	1,278 1,350 385	128 37 196	128 37 144	2,737 3,435	5,952 1,959	23 - 144	5,975 1,959 3,107	5,394 3,792
Miscellaneous Conference and meetings Postage and shipping		· -	184 8 -	344 -	212	102 - -	685 - 1,799	2,589 152	- -	2,589 152 1,030	2,589 1,95 1,03
Gifts in kind Transportation Bad debts expense	- -	- - 8 8	1,799 - 24	- -	· · · · · · · · · · · · · · · · · · ·	48,139	1,315,962		14,345	445	1,605,55
Licenses, fees, permits	767,13	96,721	108,586	265,151	. 00		00			14,418	180,21
Depreciation	81,09 \$ 848,23	50 505				5 \$ 49,943	\$ 1,481,76	\$ 289,670	\$ 14,345	\$ 304,015	\$ 1,785,77

### ST. LUKE'S COMMUNITY HOUSE (EPISCOPAL), INC. STATEMENT OF FUNCTIONAL EXPENSES Year Ended December 31, 2006

	Program Expenses					Su					
						Family	Total	Management		Total	
	Preschool	School Age	Senior			Resource	Program	and	Fund-	Support	Total
	Childcare	Childcare	Services	Community	Volunteers	Center	Services	General	raising	Expenses	_ Expenses_
Salaries and wages	\$ 439,648	\$ 83,169	\$ 60,636	\$ 71,969	\$ 24,712	\$ 37,364	\$ 717,498	\$118,919	\$ -	\$118,919	\$ 836,417
Benefits	94,851	15,837	14,706	15,035	5,007	8,042	153,478	29,150	-	29,150	182,628
Food	46,644	6,922	17,516	15,843	37	493	87,455	514	20,350	20,864	108,319
Equipment and				*							
maintenance	43,974	28,569	4,907	10,673	1,031	1,341	90,495	7,930	-	7,930	98,425
Utilities	30,097	20,064	3,344	6,688	669	669	61,531	5,352	-	5,352	66,883
Program supplies	23,428	5,921	3,008	19,390	145	193	52,085	9,196	4,146	13,342	65,427
Interest charges	•	-	-	-	-	-	•	54,010	-	54,010	54,010
Insurance	16,723	8,833	2,119	3,452	545	735	32,407	3,243	•	3,243	35,650
Professional	1,500	510	300	210	90	30	2,640	20,668	•	20,668	23,308
Contract labor	19,603	165	.83	183	-	65	20,099	•	-	-	20,099
Office supplies	6,985	4,168	1,626	1,684	625	615	15,703	2,982	-	2,982	18,685
Printing	-	-	-	110	-	472	582	14,694	1,073	15,767	16,349
Telephone	5,134	3,423	570	1,141	114	114	10,496	943	-	943	11,439
Postage and shipping	-	-	-	286	162	32	480	4,160	351	4,511	4,991
Conference and meetings	1,260	217	160	•	236	153	2,026	2,452	-	2,452	4,478
Miscellaneous	-	-	-	-	-	-	-	4,129	-	4,129	4,129
Transportation	5	-	1,862	1,279	-	-	3,146	90	-	90	3,236
Bad debts expense	-	-	-	-	-	-	-	2,544	-	2,544	2,544
Gifts in kind	•	-	-	-	-	-		1,822	-	1,822	1,822
Licenses, fees, permits	373	8	24	261_			666	471		471	1,137
	730,225	177,806	110,861	148,204	33,373	50,318	1,250,787	283,269	25,920	309,189	1,559,976
Depreciation	76,926	51,284	8,547	17,095	1,709	1,709	157,270	13,676		13,676	170,946
	\$ 807,151	\$ 229,090	\$ 119,408	\$ 165,299	\$ 35,082	\$ 52,027	\$ 1,408,057	\$ 296,945	\$ 25,920	\$ 322,865	\$ 1,730,922

# ST. LUKE'S COMMUNITY HOUSE (EPISCOPAL), INC. STATEMENTS OF CASH FLOWS Years Ended December 31, 2007 and 2006

		2007	2006		
Cash flows from operating activities: Change in net assets Adjustments to reconcile change in net assets to net	\$	(3,797)	\$	395,974	
cash provided by operating activities:		(20 (00)		_	
In-kind donation of fixed assets		(28,600)		170.946	
Depreciation		180,219		(6,590)	
Provision for doubtful and discounted pledges		(3,113)		(43,754)	
Realized/unrealized gain on investments  Loss on disposal of land, buildings and equipment		(35,104) 167		(43,734)	
Changes in operating assets and liabilities:		205 775		(2,182)	
Contributions receivable		285,775		(2,182) $(44,083)$	
Accounts receivable		44.083		•	
Accounts payable and accrued expenses		34,839		(93,517)	
Net cash provided by operating activities	<del> </del>	474,469		376,794	
Cash flows from investing activities:					
Land, buildings and equipment purchases		(167,335)		-	
Purchases of investments		(42,669)		(46,803)	
Proceeds from sales of investments		42,019		38,870	
Net cash used in investing activities		(167.985)		(7.933)	
1101 02011 0200 011 02011 0					
Cash flows from financing activities: Payments on note payable		(296,508)	_	(417,922)	
Net cash used in financing activities		(296,508)		(417.922)	
Net increase (decrease) in cash and cash equivalents		9,976		(49.061)	
Cash and cash equivalents at beginning of year		605,292		654,353	
Cash and cash equivalents at end of year	\$	615,268	<u>\$</u>	605,292	
Supplemental information:			•		
In-kind donation of fixed assets	<u></u>	28,600	<u> </u>		

# ST. LUKE'S COMMUNITY HOUSE (EPISCOPAL), INC. NOTES TO FINANCIAL STATEMENTS

December 31, 2007 and 2006

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

St. Luke's Community House (Episcopal), Inc. (the "Organization"), was founded in 1913 by the Daughters of the King, an order of the Episcopal Church. The Organization offers a diversity of services to the community, enabling people to maintain their lives in a more healthy and stable environment. The Organization concerns itself with the welfare and dignity of individuals and seeks to strengthen and support the family unit. The Organization is supported primarily through donor contributions and the United Way.

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

#### **Basis of Presentation**

The Organization presents its financial statements in accordance with Statement of Financial Accounting Standards (SFAS) No. 117, Financial Statements of Not-for-Profit Organizations. Under SFAS No. 117, 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. In addition, the Organization is required to present a statement of cash flows. Net assets of the Organization are presented as follows:

#### Unrestricted net assets

Undesignated - net assets not subject to donor-imposed stipulations or designated by the Organization's Board.

Designated - net assets designated by the Organization's Board for particular purposes, presently designated by the Board for endowment.

<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. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

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

#### 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 financial statements and disclosures. Accordingly, actual results could differ from those estimates.

# NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Contributions

The Organization accounts for contributions in accordance with SFAS No. 116, Accounting for Contributions Received and Contributions Made. In accordance with SFAS No. 116, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Under SFAS No. 116, time or purpose restricted contributions are required to be reported as temporarily restricted support and are then reclassified to unrestricted net assets upon expiration of the donor restrictions.

#### Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor 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. Allowances for uncollectable promises to give are based on management's estimates based on prior collection history.

#### **Investments**

The Organization accounts for investments in accordance with SFAS No. 124 Accounting for Certain Investments Held by Not-for-Profit Organizations. Under SFAS No. 124, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the Statement of Activities.

#### Land, Buildings and Equipment

Land, buildings and equipment are stated in the accompanying statement of financial position at cost, or if contributed, at fair market value at date of gift. Depreciation is calculated using the straight-line basis with estimated useful lives ranging as follows:

Buildings and improvements Equipment and furniture 5 - 39 years

5 - 10 years

#### **Donated Services**

Donated services are recognized if such services (a) create or enhance non-financial assets or (b) require specialized skills, are provided by persons possessing those skills and would be purchased if not donated.

#### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### **Donated Services** (Continued)

Amounts have not been reported in the financial statements for certain donated services because they do not meet the criteria for recognition. However, a substantial number of volunteers have donated approximately 6,800 volunteer hours to the Organization's programs. Donated construction activities, equipment, supplies, and other items are included in the accompanying financial statements at their estimated value.

#### **Income Taxes**

The Organization is exempt from income taxes under Internal Revenue Code Section 501(c)(3) and is not considered a private foundation. Accordingly, no provision for income taxes has been made in the financial statements.

### Cash and Cash Equivalents

For financial statement purposes, the Organization considers all highly liquid investments with original maturities of three months or less to be cash equivalents.

#### NOTE 2 – CONTRIBUTIONS RECEIVABLE

Contributions receivable are summarized below at December 31:

	2007	2006
Receipts expected within one year	\$ 184,858	\$ 414,633
Receipts expected in one to five years	20,000	76,000
	204,858	490,633
Less allowance for estimated uncollectible amounts	(3,000)	(3,000)
Less discounts to present value (for amounts extending beyond one year)	(769)	(3,882)
Net contributions receivable	201,089	483,751
Less current portion	(184,858)	<u>(414,633</u> )
Total long-term portion	<u>\$ 16,231</u>	\$ 69,118

#### **NOTE 3 – INVESTMENTS**

Investments consisting substantially of mutual funds maintained as part of the Episcopal Endowment Corporation Common Trust Fund are stated at fair value and consist of the following:

	2007	2006
Board Designated Fund (includes some permanently restricted net assets in addition to board designations)	\$ 298.924	\$ 287,443
In Perpetuity Fund	644,793	620,518
	<u>\$ 943,717</u>	<u>\$ 907.961</u>

The Organization may utilize distributions from the funds based on 5% of a 3-year rolling average of the Fund.

Investment income, net is comprised of the following:

	2007	2006
Interest	\$ 28,583	\$ 38,658
Unrealized gain	35,755	43,754
	<u>\$ 64,338</u>	<u>\$ 82,412</u>

#### NOTE 4 – LAND, BUILDINGS AND EQUIPMENT

Land, buildings and equipment consist of the following:

	2007	<u>2006</u>
Land .	\$ 213,746	\$ 127,370
Buildings and improvements	4,418,768	4,404,779
Equipment and furniture	418,085	331,011
	5,050,599	4,863,160
Accumulated depreciation	<u>(914,388</u> )	<u>(742,496</u> )
	<u>\$ 4,136,211</u>	<u>\$ 4,120,664</u>

#### NOTE 5 – LINE OF CREDIT

During 2007, the Organization entered into a line of credit agreement with a bank with the interest rate equal to the Wall Street Journal Prime Rate. The agreement provides for short-term borrowings of up to \$150,000 with interest payable monthly on outstanding principal balances. Outstanding balances under the line of credit totaled \$0 at December 31, 2007.

#### NOTE 6 – NOTE PAYABLE

During 2003, the Organization secured financing for a new building and renovation of existing buildings on the Organization's current campus. The related construction note allowed for maximum borrowings of \$3,500,000 and required monthly interest payments on outstanding balances. Effective December 2004, the note converted to a term loan with quarterly principal payments of \$30,877 plus interest based on a twenty-year amortization period with a final principal payment due June 1, 2012. The note bears interest at a fixed rate of 5.27%. Amounts outstanding under the note at December 31, 2007 and 2006 totaled \$478,686 and \$775,194, respectively. The note is secured by capital campaign contributions and receivables.

The note also requires the maintenance of certain financial covenants including a debt service coverage ratio not less than 1.0. The Organization was in compliance with this covenant at December 31, 2007.

Anticipated maturities of the note payable are as follows:

2007	\$	123,508
2008		123,508
2009		123,508
2010		108,162
2011		-
Thereafter		
	<u>\$</u>	<u>478,686</u>

#### NOTE 7 – TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets consist of the following:

	2007	2006
Capital campaign	\$ 84,926	\$ 154,263
Unconditional promises to give due in future periods	110,903	335,339
Program services	<u>138,800</u>	150,000
	e 224.620	e 620.602
	<u>\$ 334,629</u>	<u>\$ 639,602</u>

#### NOTE 8 – CONTRIBUTIONS – THRIFT SHOP AND ASSOCIATED ORGANIZATIONS

The Organization receives support from income generated by a local thrift shop. Such contributions totaled \$125,125 for each of the years ended December 31, 2007 and 2006. In addition, the Organization receives contributions from churches and other organizations associated with the Episcopal Church. Contributions from these Organizations totaled \$137,563 and \$132,700 for the years ended December 31, 2007 and 2006, respectively.

#### **NOTE 9 – PENSION PLAN**

During fiscal 2000, the Board of Directors approved an amendment to its defined benefit pension plan which resulted in the freezing of all future benefits under the plan as of August 31, 2000. During 2006, the plan was terminated. As a result, excess revenue was recorded over the amounts the Plan was required to pay to participants and totaled \$126,527. Amounts due to the Organization relating to the pension plan approximated \$44,000 at December 31, 2006. The Organization is in the process of resolving final administration requirements relating to the plan including determination as to whether the plan qualifies as a church plan which limits certain of these administrative requirements.

#### **NOTE 10 – CONCENTRATIONS**

Financial instruments that potentially subject the Organization to concentrations of credit risk consist principally of cash and investments. Cash at December 31, 2007 and 2006 includes demand deposits at high credit quality financial institutions. The deposits possess credit risk to the extent they exceed federally insured limits. The exposure to concentrations of credit risk relative to securities is limited due to the Organization's investment objectives and policies of maintaining a variety of quality investments.

During 2006, the Organization received cash or pledges of approximately \$200,000 each from two major donors. A reduction of these amounts in the future could have an impact on the Organization's activities.

#### **NOTE 11 – BENEFIT PLAN**

Effective February 2001, the Organization established a 401(k) Retirement Savings Plan. Under the plan, the Organization will contribute 3% of eligible employees' compensation as defined. In addition, the Organization will match up to 3% of employees' contributions to the plan. Retirement plan contributions totaled \$33,983 and \$35,806 for the years ended December 31, 2007 and 2006, respectively.