UNITED WAY OF SUMNER COUNTY FINANCIAL STATEMENTS JUNE 30, 2020 AND 2019

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### **Table of Contents**

	<u>Page</u>
Independent Auditor's Report	1
Financial Statements	
Statements of Financial Position	2
Statements of Activities	3
Statements of Functional Expenses	4
Statements of Cash Flows	6
Notes to Financial Statements	7 - 12



#### **Independent Auditor's Report**

Board of Directors
United Way of Sumner County

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of United Way of Sumner County (a not-for-profit corporation), which comprise the statement of financial position as of June 30, 2020, 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.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of United Way of Sumner County as of June 30, 2020, 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.

#### **Other Matter**

The financial statements of United Way of Sumner County, as of and for the year ended June 30, 2019, were audited by other auditors, whose report, dated September 12, 2019, expressed an unmodified opinion on those statements.

Blankenship CPA Group, PLLC Goodlettsville, Tennessee

Blankenship CPX Group, PLLC

September 8, 2020

# UNITED WAY OF SUMNER COUNTY STATEMENTS OF FINANCIAL POSITION JUNE 30, 2020 AND 2019

	 2020	2019			
Assets					
Cash	\$ 393,113	\$	353,445		
Investments	23,605		23,029		
Pledges receivable, net of allowance of \$71,900 and \$63,881, respectively	275,949		323,318		
Prepaid expenses	1,483		1,390		
Furniture and equipment, net	4,258		959		
Deposits	 1,200		1,200		
Total assets	\$ 699,608	\$	703,341		
Liabilities					
Allocations to agencies	\$ 537,585	\$	553,375		
Accrued expenses	8,623		7,318		
Note payable	 35,000				
Total liabilities	 581,208		560,693		
Net Assets					
Net assets (deficit) without donor restrictions					
Undesignated	(368)		23,353		
Board-designated	 87,857		87,776		
Total net assets (deficit) without donor restrictions	87,489		111,129		
Net assets with donor restrictions	30,911		31,519		
Total net assets	118,400		142,648		
Total liabilities and net assets	\$ 699,608	\$	703,341		

# UNITED WAY OF SUMNER COUNTY STATEMENTS OF ACTIVITIES FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

2020 2019

Public Support and Revenue	Without Donor Restrictions		With Donor Restrictions		Total		Without Donor Restrictions		Without Donor Restrictions				th Donor trictions		Total
Gross campaign results	\$ 794,953	\$	44,464	\$	839,417	\$	812,139	\$	11,149	\$	823,288				
Less donor designations	(120,286)	Ą	44,404	Ą	(120,286)	Ą	(125,720)	Ş	11,143	Ą	(125,720)				
Less provision for uncollectible accounts	(61,575)		_		(61,575)		(69,322)		_		(69,322)				
Net campaign revenues	613,092	-	44,464		657,556		617,097	-	11,149		628,246				
Special events	61,643		-		61,643		56,661		-		56,661				
In-kind contributions	47,082		_		47,082		33,064		_		33,064				
Designations from other United Ways, net of fees of	.,,,,,,,				,002		23,23				33,00				
\$8,627 and \$7,113, respectively	29,688		-		29,688		29,017		-		29,017				
Service fees	7,930		-		7,930		6,191		-		6,191				
Other contributions	8,280		-		8,280		13,103		-		13,103				
Interest income	1,522		-		1,522		1,580		-		1,580				
Release of restrictions	45,072		(45,072)		-		-		-						
Total support and revenue	814,309		(608)		813,701		756,713		11,149		767,862				
Program Services															
Allocations and designations to agencies	616,529		-		616,529		585,678		-		585,678				
Less donor designations	(120,286)		-		(120,286)		(125,720)		-		(125,720)				
Net allocations and designations to agencies	496,243	•	-		496,243		459,958		_		459,958				
Allocations and designations - other costs	30,000		-		30,000		26,826		-		26,826				
Community building	61,558				61,558		57,654				57,654				
Total program services	587,801				587,801		544,438				544,438				
Supporting Services															
Management and general	126,014		-		126,014		118,086		-		118,086				
Campaign development	124,134		-		124,134		106,525		_		106,525				
Total supporting services	250,148		_		250,148		224,611		-		224,611				
Total costs and expenses	837,949		-		837,949		769,049				769,049				
Change in Net Assets	(23,640)		(608)		(24,248)		(12,336)		11,149		(1,187)				
Net assets - Beginning of Year	111,129		31,519		142,648		123,465		20,370		143,835				
Net assets - End of Year	\$ 87,489	\$	30,911	\$	118,400	\$	111,129	\$	31,519	\$	142,648				

### UNITED WAY OF SUMNER COUNTY STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2020

**Program Services Supporting Services** Allocations Total and Community **Total Program** Management Campaign Supporting Designations **Building Services** and General **Development** Services Total Salaries \$ 17,488 \$ 20,985 \$ 38,473 \$ 73,448 \$ 62,956 136,404 \$ 174,877 Payroll taxes 1,355 1,626 2,981 5,688 4,877 10,565 13,546 2,192 **Employee benefits** 1,827 4,019 7,672 6,576 14,248 18,267 20.670 86,808 Total personnel costs 24.803 45.473 74.409 161.217 206,690 Days of Action Stuff the Bus 19,497 19,497 19,497 1,506 Coat drive 1,506 1,506 4,048 4,048 Community leadership 4,048 Total Days of Action 25,051 25,051 25,051 Printing and promotional 100 100 104 15,781 15,885 15,985 Occupancy 3,311 3.973 7.284 13,906 11,920 25,826 33,110 **Professional services** 6,588 1,830 2,196 4,026 7,686 14,274 18,300 Travel and training 26 97 123 74 428 502 625 Dues to United Way Worldwide and others 1,231 1,477 2,708 5,171 9,603 4,432 12,311 Maintenance, equipment rental and other contracts 1,146 1,375 2,521 4,812 4,125 8,937 11,458 589 707 **Business** insurance 1,296 2,476 2,122 4,598 5,894 Office expense 988 1,186 2,174 3,557 7,706 9,880 4,149 361 377 91 468 Meetings and events 16 15 76 Total other operating expenses 29,807 61,326 91,133 125,201 123,438 248,639 339,772 Depreciation of property and equipment 193 232 425 813 696 1,509 1,934 Total operating expenses 30,000 61,558 91,558 126,014 124,134 250,148 341,706 496,243 Net allocations and designations 496,243 496,243 \$ \$ \$ Total 526,243 61,558 587,801 126,014 124,134 250,148 837,949

# UNITED WAY OF SUMNER COUNTY STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2019

		Progra	am Services		Supporting Services							
	llocations and signations		mmunity uilding	Il Program ervices		nagement I General		ampaign relopment	s	Total upporting Services		Total
Salaries	\$ 15,018	\$	20,029	\$ 35,047	\$	65,921	\$	57,138	\$	123,059	\$	158,106
Payroll taxes	1,175		1,567	2,742		5,159		4,472		9,631		12,373
Employee benefits	1,619		2,159	3,778		7,106		6,159		13,265		17,043
Total personnel costs	17,812		23,755	41,567		78,186		67,769		145,955		187,522
Days of Action												
Stuff the Bus	-		6,287	6,287		-		-		-		6,287
Coat drive	-		5,530	5,530		-		-		-		5,530
Community leadership			7,231	7,231		-		-		-		7,231
Total Days of Action	-		19,048	19,048		-		-		-		19,048
Printing and promotional	-		2,352	2,352		234		4,585		4,819		7,171
Occupancy	3,122		4,164	7,286		13,705		11,879		25,584		32,870
Professional services	1,956		2,608	4,564		8,585		7,442		16,027		20,591
Travel and training	14		269	283		259		-		259		542
Dues to United Way Worldwide and others Maintenance, equipment rental	1,204		1,606	2,810		5,285		4,581		9,866		12,676
and other contracts	915		1,221	2,136		4,018		3,483		7,501		9,637
Business insurance	625		834	1,459		2,746		2,380		5,126		6,585
Office expense	969		1,290	2,259		4,252		3,685		7,937		10,196
Meetings and events	30		268	 298		31		41		72		370
Total other operating expenses	26,647		57,415	84,062		117,301		105,845		223,146		307,208
Depreciation of property and equipment	179		239	418		785		680		1,465		1,883
Total operating expenses	26,826		57,654	84,480		118,086		106,525		224,611		309,091
Net allocations and designations	 459,958		-	459,958								459,958
Total	\$ 486,784	\$	57,654	\$ 544,438	\$	118,086	\$	106,525	\$	224,611	\$	769,049

# UNITED WAY OF SUMNER COUNTY STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

	 2020	2019			
Cash flows from operating activities					
Change in net assets	\$ (24,248)	\$	(1,187)		
Adjustments to reconcile change in net assets to					
net cash provided (used) by operating activities:					
Depreciation	1,934		1,883		
Increase in provision for uncollectible accounts	(8,019)		2,150		
Change in assets and liabilities:					
Pledges receivable	55,388		58,058		
Prepaid expenses	(93)		47		
Allocations to agencies	(15,790)		(78,608)		
Accrued expenses	1,305		(134)		
Net cash provided (used) by operating activities	10,477		(17,791)		
Cash flows from investing activities					
Purchase of furniture and equipment	(5,233)		-		
Interest income re-invested in certificates of deposit	 (576)		(562)		
Net cash used by investing activities	 (5,809)		(562)		
Cash flows from financing activities					
Proceeds from note payable	 35,000				
Net cash provided by investing activities	35,000		-		
Net increase (decrease) in cash	39,668		(18,353)		
Cash - beginning of year	353,445		371,798		
Cash - end of year	\$ 393,113	\$	353,445		

#### Note 1 - Nature of Activities

The United Way of Sumner County (the Organization) adopted by-laws in April 1985. Its purpose is to bring together in one united appeal all possible contribution campaigns of the community's health, welfare and educational agencies. Additionally, the Organization is committed to deploy financial support to agencies, to maximize resources available for services aimed at the most urgent needs of the community, to muster community support and commitment and to manage its operation effectively. A campaign is held annually for contributions from donors in Sumner County which are then allocated as support to partner agencies and other charities in Sumner County based on the recommendation of a volunteer allocation committee.

The volunteer Board of Directors is the governing body to which management is accountable.

#### Note 2 - Summary of Significant Accounting Policies

#### **Basis of Accounting**

The financial statements have been prepared using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

#### **Financial Statement Presentation**

Financial statement presentation is reported in accordance with the Financial Accounting Standards Board (FASB) Accounting Standards Codification for *Presentation of Financial Statements, Not-For-Profit Entities*. Under those provisions, net assets and revenues, gains, and losses are classified based on the absence or existence and nature of donor-imposed restrictions as follows:

<u>Net Assets Without Donor Restrictions</u>: Net assets that are not subject to donor imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

<u>Net Assets With Donor Restrictions</u>: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are released from restrictions and reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

#### Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

#### Contributions, Pledges Receivable and Campaign Expenses

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor restrictions. A contribution is conditional if an agreement includes a barrier that must be overcome and either a right to return of asset transferred or a right of release of a promisor's obligation to transfer assets exist. The presence of both a barrier and a right of return or right of release indicates that a recipient is not entitled to the contribution until it has overcome the barrier(s) in the agreement. Conditional promises to give are not recognized until the barrier(s) in the agreement are overcome.

Campaigns are conducted each year to raise support to member charities in the subsequent year. Unconditional pledges receivable are recognized in the period received, with an allowance provided for estimated uncollectible accounts. The allowance for uncollectible accounts is computed based on a three-year historical average write-off percentage, adjusted by management estimates of current economic factors, applied to gross campaign results including donor designations. Outstanding pledges receivable are considered collectible within one year.

#### Note 2 – Summary of Significant Accounting Policies (Continued)

#### Contributions, Pledges Receivable and Campaign Expenses (Continued)

Allocations to funded partner agencies are recognized as program service expenses in the period that corresponds to the campaign revenues recognized. All contributions are considered available for use as approved by the Board of Directors unless specifically restricted or designated by the donor. Amounts designated by donor include funds pledged to the Organization but designated by the donor to other organizations. The Organization does not retain variance power related to these designations. They are treated as agency transactions rather than contributions and reflected as liabilities of the Organization. The Statements of Activities show a reduction of campaign results for these pledges and also a reduction of grant expense for the pledges.

#### Cash

Cash includes cash on hand, demand deposits, money market, and investments with an initial maturity of three months or less.

#### Investments

Investments are comprised of certificates of deposit with maturities greater than three months.

#### Furniture and Equipment

Furniture and equipment are reported at cost at the date of purchase or at estimated fair value at date of gift to the Organization. The Organization's policy is to capitalize purchases with a cost of \$500 or more and an expected useful life greater than one year. Depreciation is calculated by the straight-line method over the estimated useful lives of the assets, which range from three to fifteen years.

#### Accrued Vacation and Sick Pay

Unused sick time can be accrued and carried forward from year-to-year up to a maximum of 90 days. Sick time is not paid upon termination and is not recorded on the financial statements. Vacation time is earned after 90 days of service. Five days can be carried forward from year-to-year. Vacation time is paid upon termination and is accrued in the financial statements.

#### **Program and Supporting Services**

The following program and supporting services are included in the accompanying financial statements:

#### **Program Service:**

Allocations and Designations – includes activities such as allocations to partner agencies and related planning and fund distribution costs. Donor designations represents the gross amount of campaign funding designated by donors to an eligible 501(c)(3) agency. Net allocations and designations represents the amount provided to agencies from unrestricted campaign funds. Other costs of allocations and designations include the other costs of processing and distributing allocations and designations to agencies.

*Community Building* – costs associated with quarterly Days of Action in the community, including the Stuff the Bus program, coat drive and community leadership.

#### **Supporting Services:**

Management and General — relates to the overall direction of the Organization. These expenses are not identifiable with a particular program or event or with fundraising, but are indispensable to the conduct of those activities and are essential to the Organization. Specific activities include organization oversight, business management, human resources, finance, budgeting, information technology and other administrative activities.

Campaign Development – includes costs of activities directed toward appeals for financial support. Other activities include the cost of solicitations and creation and distribution of fundraising materials.

#### Note 2 - Summary of Significant Accounting Policies (Continued)

#### **Functional Allocation of Expenses**

The costs of program and supporting services activities have been summarized on a functional basis in the statements of activities. Expenses that can be directly attributed to a particular function are charged to that function. Certain costs have been allocated among more than one program or activity based on objectively evaluated financial and nonfinancial data or reasonable subjective methods determined by management. Salaries and other operating expenses have been allocated on the basis of time and effort.

#### **Printing and Promotional**

Printing and promotional costs are expensed as incurred.

#### Service Fees

Service fees are amounts charged by the Organization for raising, processing and transferring donor-designated gifts to non-partner agencies and other United Way organizations. Donor-designated pledges are assessed both a fundraising and a management and general fee based on actual historical costs in accordance with United Way Worldwide's Membership Requirements as outlined in its publication titled *Cost Deduction Requirements for Membership Requirement M*. The Organization is committed to complying with that requirement in assessing these service fees. Amounts designated by donors are presented at the gross amount in the statements of activities prior to such changes.

#### **Donated Services and In-Kind Contributions**

A large number of volunteers donate substantial amounts of time toward the annual campaign and the various community activities; however, no values for in-kind amounts have been included in the financial statements. Donated property and other in-kind amounts have been included in the financial statements. Donated property and other in-kind contributions are recognized in the financial statements at fair value when received.

#### **Income Taxes**

The Organization qualifies as a not-for-profit organization exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, income taxes are not provided. The Organization files a U.S. federal Form 990 for organizations exempt from income tax.

Management performs an evaluation of all income tax positions taken or expected to be taken or expected to be taken in the course of preparing the Organization's income tax return to determine whether the income tax positions meet a "more likely than not" standard of being sustained under examination by the applicable taxing authorities. Management has performed its evaluation of all income tax positions taken on all open income tax returns and has determined that there were no positions taken that do not meet the "more likely than not" standard. Accordingly, there were no provisions for income taxes, penalties or interest receivable or payable relating to uncertain income tax positions in the accompanying financial statements.

#### **New Accounting Pronouncements**

The Organization has adopted Accounting Standards Update (ASU) 2018-08, Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 605), as amended, as management believes the standard improves the usefulness and understandability of the Organization's financial reporting. This guidance is intended to clarify and improve the scope and the accounting guidance for contributions received and contributions made. Key provisions in this guidance include clarification regarding the accounting for grants and contracts as exchange transactions or contributions and improved guidance to better distinguish between conditional and unconditional contributions. The adoption of this ASU did not materially impact the financial statements and related disclosures.

#### Note 3 - Availability and Liquidity

Financial assets available for general expenditure within one year of the statement of financial position date consist of the following:

	 2020	2019		
Financial assets at year end:				
Cash	\$ 393,113	\$	353,445	
Investments	23,605		23,029	
Pledges receivable, net	 275,949		323,318	
Total financial assets	692,667		699,792	
Less amounts not available to be used within one year:				
Allocations to agencies	(537,585)		(553,375)	
Board-designated	(87,857)		(87,776)	
Donor restricted	 (30,911)		(31,519)	
	\$ 36,314	\$	27,122	

The Organization is a fund-raising organization and receives significant contributions each year from donors, which are available to meet annual cash needs for general expenditures. Allocations to agencies are paid monthly over a twelvementh period. During that same twelve-month period, additional contributions are received from donors. Additionally, board-designated funds in the form of an operating reserve could be made available for general expenditure, if necessary.

#### Note 4 - Note Payable

On May 4, 2020, the Organization received a loan in the amount of \$35,000 in accordance with the Paycheck Protection Program section of the Coronavirus Air, Relief, and Economic Security Act (the CARES Act). Under this loan program, the entity may be eligible for forgiveness of some portion of the loan up to 100%, if and when qualifying conditions are met. Accounting for the loan and any future forgiveness could have an impact on future financial reporting. As of the report date, management is actively monitoring qualifying conditions to maximize future loan forgiveness and has expended the full amount on potential qualifying costs as defined by the legislation. Management's estimate of forgivable incurred expenses has not been audited. The unsecured note bears interest at the rate of 1.00%, and is due in 17 payments of \$1,970 beginning December 4, 2020, and matures on March 4, 2022.

#### Note 5 - Concentration of Credit Risk

Financial instruments that potentially subject the Organization to concentrations of credit risk consist of cash, pledges receivable and investments.

The Organization holds cash and certificates of deposit with various financial institutions whose accounts are insured by the Federal Deposit Insurance Corporation (FDIC). The Organization's cash balances may, at times, exceed statutory limits. The Organization has not experienced any losses in such accounts, and management considers this to be a normal business risk. Pledges receivable consist of corporate and individual pledges for the annual campaign, which are widely dispersed to mitigate credit risk.

#### Note 6 - Operating Leases

The Organization leases office space for \$1,180 per month under a lease which expires August 2023. The Organization also leases office equipment under an operating lease expiring in 2023. Total cash rental payments made for the years ended June 30, 2020 and 2019 amounted to \$16,846 and \$16,106, respectively.

### Note 6 - Operating Leases (Continued)

The following is a schedule, by year, of future minimum lease payments for equipment as of June 30, 2020:

Year Ending June 30,	
2021	\$ 16,724
2022	16,724
2023	16,296
2024	2,359
	\$ 52,103

#### Note 7 - Net Assets With and Without Donor Restrictions

Net assets at June 30 consist of the following:

	2020		2019
Net assets (deficit) without donor restrictions			
Undesignated	\$ (368)	\$	23,353
Board-designated:	 		
Emerging needs	8,481		8,746
Operating reserve	79,376		79,030
Total board-designated	87,857		87,776
	\$ 87,489	\$	111,129
Net assets with donor restrictions			
Time restrictions	\$ 10,541	\$	-
Purpose restriction:			
Disaster relief	20,370		20,370
Publix emergency fund	-		11,149
Total purpose restrictions	20,370		31,519
	\$ 30,911	\$	31,519

The board-designated operating reserve is computed based on three months of the current operating budget.

#### Note 8 - In-Kind Donations

In-kind donations recognized by the Organization for the years ended June 30 are included as contributions revenue, with the related expenses as follows:

	 2020	1	2019
Days of Action - coat drive	\$ 1,170	\$	5,530
Days of Action - stuff the bus	12,554		-
Campaign kick-off	-		1,671
Special event - Gala	9,100		10,561
Special event - golf tournament	-		4,002
Printing and promotional	12,815		-
Occupancy	10,110		10,110
Office expense	1,333		1,190
	\$ 47,082	\$	33,064

#### Note 9 - Upcoming Accounting Pronouncements

In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*. This new accounting guidance will increase transparency and comparability among organizations by recognizing lease assets and lease liabilities on the balance sheet and disclosing key information about leasing arrangements. This standard is effective for nonpublic entities for fiscal years beginning after December 15, 2022. The Organization is currently evaluating the effect that implementation of the new standard will have on its financial position, results of operations, and cash flows.

#### Note 10 - Subsequent Events

Management has evaluated subsequent events through September 8, 2020, the date the financial statements were available to be issued.