DOMESTIC VIOLENCE PROGRAM, INC.
FINANCIAL STATEMENTS,
SUPPLEMENTAL INFORMATION
AND
INDEPENDENT AUDITORS' REPORT
YEARS ENDED JUNE 30, 2013 AND 2012

# DOMESTIC VIOLENCE PROGRAM, INC. FINANCIAL STATEMENTS, SUPPLEMENTAL INFORMATION AND INDEPENDENT AUDITORS' REPORT YEARS ENDED JUNE 30, 2013 AND 2012

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### Edmondson, Betzler & Montgomery, PLLC

(Certified Public Accountants)

#### INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Domestic Violence Program, Inc.

We have audited the accompanying financial statements of the Domestic Violence Program, Inc. (a nonprofit organization) which comprise the statements of financial position as of June 30, 2103 and 2012, and the related statements of activities, functional expenses, and cash flows for the years 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 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 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 evaluation the appropriateness of accounting principles 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.

#### INDEPENDENT AUDITORS' REPORT (CONTINUED)

#### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Domestic Violence Program, Inc. as of June 30, 2103 and 2012, 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.

#### Other Matter

Our audits were conducted for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying supplemental information on page 14 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information, except for the portion marked "unaudited" on which we express no opinion, has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

Betyler & Montgomery, Phhl

Murfreesboro, Tennessee

July 26, 2013

#### DOMESTIC VIOLENCE PROGRAM, INC. STATEMENTS OF FINANCIAL POSITION JUNE 30, 2013 AND 2012

	2013	2012
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 5,568	\$ 28,291
Grants receivable	45,087	26,255
Unconditional promises to give	67,948	67,948
Deposits	5,150	5,150
Total Current Assets	123,753	<u> 127,644</u>
Property, Plant and Equipment		
Land	77,500	77,500
Building	1,836,314	1,836,314
Furniture, fixtures, and office equipment	165,025	165,025
	2,078,839	2,078,839
Less accumulated depreciation	(552,007)	(500,448)
	1,526,832	1,578,391
Beneficial interest - Community Foundation of Middle Tennessee	42,260	39,436
Total Assets		
Total Assets	\$ 1,692,845	<u>\$ 1,745,471</u>
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable	\$ 2,288	\$ 1,443
Accrued expenses	4,438	4,438
Payroll taxes and withholdings payable	4,859	4,974
Current portion capital lease	3,352	3,111
Total Current Liabilities	14,937	13,966
Non-Comment Linkillities		
Non-Current Liabilities	2.000	0.404
Capital lease, less current portion	3,069	6,421
Total Liabilities	18,006	20,387
Net Assets		
Unrestricted	1,322,027	1,368,493
Temporarily restricted	310,552	317,155
Permanently restricted	42,260	39,436
Total Net Assets	1,674,839	1,725,084
Total Liabilities and Net Assets	\$ 1,692,845	\$ 1,745,471

The accompanying notes are an integral part of these financial statements.

#### DOMESTIC VIOLENCE PROGRAM, INC. STATEMENTS OF ACTIVITIES YEARS ENDED JUNE 30, 2013 AND 2012

	Un	restricted		porarily stricted	manently estricted	2013 Totai	2012 Total
Support and Revenues							 
Public Support							
Governmental grants							
Victims of Crime (VOCA) Division	\$	165,745	\$	-	\$ -	\$ 165,745	\$ 145,851
State Shelter Service Division (Family Violence)		77,345		-	-	77,345	77,345
Emergency Shelter Program Division		33,120		-	-	33,120	15,100
STOP Violence Against Women		-		-	-	-	19,894
Emergency Food and Shelter Program		21,000		•	-	21,000	2,850
Sexual Assault Services Program (SASP)		18,020		-	-	18,020	18,020
Tennessee Coalition Against Domestic and							
Sexual Violence		20,599		-	-	20,599	32,954
Child and Adult Care Food Program (CACFP)		7,317		-	-	7,317	5,114
Housing of Urban Development		42,343			-	42,343	44,728
Community Development Public Service Grant		7,500		-	-	7,500	7,500
Rutherford County		31,200			-	31,200	31,200
City of Murfreesboro		12,500			-	12,500	12,500
City of Smyrna		2,400		-	-	2,400	3,000
United Way of Rutherford County		4,550		67,500		72,050	72,632
Donations		187,278			-	187,278	191,027
Net unrealized gain (loss) on beneficial interest		-		_	2,824	2,824	(2,736)
Rental income		10,384		-		10,384	10,294
Miscellaneous income		8,536		_	-	8,536	9,202
		649,837		67,500	2,824	 720,161	 696,475
Net Assets Released from Restrictions							
Satisfaction of program restrictions		74,103		(74,103 <u>)</u>	 	 	 -
TOTAL SUPPORT AND REVENUES		723,940		(6,603)	 2,824	 720,161	 696,475
Expenses - unrestricted							
Client services		672,590		-	-	672,590	681,897
Supporting services		97,816		-	 	 97,816	 98,536
TOTAL EXPENSES		770,406		-	 	 770,406	 780,433
INCREASE (DECREASE) IN NET ASSETS		(46,466)		(6,603)	2,824	(50,245)	(83,958)
NET ASSETS, BEGINNING OF YEAR		1,368,493	3	317,155	 39,436	1,725,084	 1,809,042
NET ASSETS, END OF YEAR	\$	1,322,027	\$ 3	310,552	\$ 42,260	 1,674,839	\$ 1,725,084

#### DOMESTIC VIOLENCE PROGRAM, INC. STATEMENTS OF FUNCTIONAL EXPENSES YEARS ENDED JUNE 30, 2013 AND 2012

	Client Services	Supporting Services	2013 Total	Client Services	Supporting Services	2012 Total
Salaries and wages	\$ 340,156	\$ 54,927	\$ 395,083	\$ 363,422	\$ 53,370	\$ 416,792
Payroll taxes and employee benefits	41,012	10,253	51,265	43,786	10,946	54,732
Total Salaries and Related Expenses	381,168	65,180	446,348	407,208	64,316	471,524
Occupancy expense	84,972	21,243	106,215	82,869	20,717	103,586
Supplies-in-kind	62,352	-	62,352	27,839	-	27,839
Depreciation expense	46,403	5,156	51,559	46,543	5,171	51,714
Direct services expense	35,456	-	35,456	36,005	-	36,005
Communications expense	21,050	1,955	23,005	18,827	1,750	20,577
Supplies expense	13,415	-	13,415	19,308	-	19,308
Insurance and property tax expense	11,141	_	11,141	14,462	-	14,462
Professional fees	5,242	1, <b>4</b> 78	6,720	5,101	1,439	6,540
Equipment rental and maintenance	4,563	-	4,563	6,444	_	6,444
Printing, publications and dues	3,474	980	4,454		4,919	4,919
Travel expense	1,468	-	1,468	2,988	_	2,988
Conferences and meetings	1,272	-	1,272	2,712	_	2,712
Miscellaneous expense	-	1,215	1,215	-	59	59
Postage and shipping	614	-	614	1,232	-	1,232
Interest expense	-	609	609	-	165	165
Rent-in-kind				10,359		10,359
TOTAL EXPENSES	\$ 672,590	\$ 97,816	\$ 770,406	\$ 681,897	\$ 98,536	\$ 780,433

#### DOMESTIC VIOLENCE PROGRAM, INC. STATEMENTS OF CASH FLOWS YEARS ENDED JUNE 30, 2013 AND 2012

		2013		2012
Cash Flows from Operating Activities-				
Decrease in net assets	\$	(50,245)	\$	(83,958)
Adjustments to reconcile decrease in net assets to				
net cash used in operating activities-				
Depreciation		51,559		51,714
(Gain) loss on beneficial interest		(2,824)		2,736
(Increase) decrease in:		(40.000)		
Grants receivable		(18,832)		35,339
Unconditional promises to give		-		(4,500)
Prepaid insurance and other assets		-		(3,400)
Increase (decrease) in:		845		(ECE)
Accounts payable  Payroll taxes and withholdings payable				(565)
		(115)		(1,206)
NET CASH USED IN				
OPERATING ACTIVITIES		(19,612)		(3,840)
Cash Flows from Financing Activities-				
Payments on capital lease obligation		(3,111)		(2,579)
		(0,111)		(2,070)
NET CASH USED IN				
FINANCING ACTIVITIES		(3,111)		(2,579)
NET DECREASE IN CASH AND CASH EQUIVALENTS		(22,723)		(6,419)
		(,·,		(-, /
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR		28,291		34,710
CASH AND CASH EQUIVALENTS, END OF YEAR	\$	5,568	\$	28,291
ONOTHIND ONOT EQUIVALENTO, END OF TEAC	Ψ	5,500	<u>Ψ</u>	20,231
Supplemental Disclosure of Cash Flow Information-				
Interest paid	\$	609	\$	165
,	<u> </u>			
Equipment acquired under capital lease	\$	-	\$	10,028

### NOTE 1 - NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Nature of Activities

The Domestic Violence Program, Inc. (the Organization) provides services and assistance to victims of domestic violence in the Murfreesboro, Tennessee area. Services include counseling, education, legal assistance, temporary housing, clothing and food, when necessary. The Organization is supported primarily through grants, the United Way, and donor contributions.

#### Basis of Accounting

The accompanying financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

#### Basis of Presentation

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, which represents the expendable resources restricted by donors as to purpose or by the passage of time; and permanently restricted net assets, which represents resources whose use by the organization is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the organization.

#### Property and Equipment

Fixed assets are stated at cost as of the date of acquisition or fair value as of the date of receipt in the case of gifts. Depreciation is computed using the straight-line method based on the estimated useful life of the asset. Expenditures for property and equipment in excess of \$500 are capitalized and maintenance and repairs are charged to operations when incurred. Major renewals and betterments are capitalized. When items of property and equipment are sold or otherwise disposed of, the related costs and accumulated depreciation are removed from the accounts and any gain or loss is included in operations. Depreciation expense for the years ended June 30, 2103 and 2012 is \$51,559 and \$51,714, respectively.

### NOTE 1 - NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Revenue Recognition

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

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

#### Income Taxes

The Organization was officially chartered as a Tennessee tax-exempt, nonprofit corporation on April 22, 1986. On the federal level, the Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Organization has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509(a) of the Internal Revenue Code. There was no unrelated business income for the years ended June 30, 2013 and 2012.

#### Fair Values of Financial Instruments

The Organization estimates that the fair value of all financial instruments does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying Statement of Financial Position.

#### Use of Estimates

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

#### Functional Allocation of Expense

The costs of providing the various programs and other activities 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.

### NOTE 1 - NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Donated Services and Noncash Gifts

Many individuals have donated time and services to advance the Organization's programs and objectives. The value of these services has not been recorded in the financial statements because they do not meet the definition for recognition under generally accepted accounting principles. Other noncash donations during 2013 consist of supplies of \$62,352. The supplies are included in donations in the statement of activities.

#### Promises to Give

Unconditional promises to give are recognized as revenues or gains in the period received and as assets, decreases of liabilities, or expenses depending on the form of benefits received. Conditional promises to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional.

#### Cash and Cash Equivalents

The Organization considers all short-term investments with an original maturity of three months or less to be cash equivalents and includes all certificates of deposit.

#### **Events Occurring After Reporting Date**

The Organization has evaluated events and transactions that occurred between June 30, 2013 and July 26, 2013, which is the date that the financial statements were available to be issued, for possible recognition or disclosure in the financial statements.

#### **NOTE 2 - GRANTS RECEIVABLE**

Grants receivable consist of the following grants due in one year or less:

	2013	2012
Emergency Shelter Grant Program Victims of Crime Division (VOCA) State Shelter Service Division (Family Violence) Housing of Urban Development Community Development Public Service Grant (CBG) Sexual Assault Program Services (SASP) Child and Adult Care Food Program TN Coalition Against Domestic and	\$ 23,156 6,813 6,619 2,778 2,491 2,120 1,086	\$ 3,318 9,520 6,898 - - -
Sexual Violence	24	5,087
STOP Violence Against Women		1,432
	<u>\$ 45,087</u>	<u>\$ 26,255</u>

#### NOTE 3 - ACCRUED COMPENSATED ABSENCES

The Organization's employees are granted sick and vacation leave in accordance with current administrative policies. Prior to July 1, 1995, sick day payments that were earned by the employees for the fiscal year were accrued and were allowed to be carried forward indefinitely. The amount of accrued sick leave payable for the years prior to June 30, 1995 is \$4,438 for the years ending June 30, 2013 and 2012. The amounts are included in accrued expenses in the statement of financial position for the 2013 and 2012 fiscal years.

#### NOTE 4 - OBLIGATIONS UNDER CAPITAL LEASE

On April 20, 2012, Domestic Violence Program, Inc. entered into a capital lease agreement for a copier. An obligation under a capital lease has been recorded in the accompanying financial statements at the present value of future minimum lease payments, discounted at an interest rate of 7.5%. The capitalized cost and accumulated depreciation of this equipment at June 30, 2013 was \$10,028 and \$3,900, respectively.

#### NOTE 4 – OBLIGATIONS UNDER CAPITAL LEASE (CONTINUED)

Future minimum payments under the capital lease are as follows as of June 30, 2013:

Fiscal Year	÷
2014	\$ 3,720
2015	3,178
	6,898
Less: Amount representing interest	(477)
Present Value of Minimum Lease Payments	6,421
Less: Current Portion	(3,352)
Non-current Portion	\$ 3,069

#### **NOTE 5 - LEASING ARRANGEMENTS**

The Organization leases its administrative office space, along with some transitional homes for clients to occupy after leaving the shelter. Rental expense for these properties for the years ended June 30, 2013 and 2012 was \$57,300 and \$53,550, respectively. Rental expense is included in occupancy expense in the accompanying statement of functional expenses. The leases for the transitional homes are annual leases; therefore, no future minimum payments are disclosed. The Organization entered into an office lease that began July 1, 2012. The lease is for five years, expiring on June 30, 2017. Future minimum payments under this lease are as follows as of June 30, 2013:

Fiscal Year	
2014	\$ 30,000
2015	30,000
2016	30,000
2017	30,000
	<u>\$ 120,000</u>

#### NOTE 6 - NET ASSETS

Temporarily restricted net assets as of June 30 were restricted for the following purposes:

	2013	2012
Tennessee Housing Development		
Agency - Restricted Grant	\$ 243,052	\$ 249,655
United Way	67,500	67,500
Total temporarily restricted net assets	\$ 310,552	\$ 317,155

#### NOTE 6 - NET ASSET (CONTINUED)

In 2010, the Tennessee Housing Development Agency, through the City of Murfreesboro, awarded the Organization an in-kind grant of two houses to be used for rental purposes to eligible tenants. The grant restricts the Organization to use the property for rental under the Neighborhood Stabilization Program for the next ten years. As of June 30, 2013, the net book value of the properties was \$243,052, net of accumulated depreciation of \$21,064.

At June 30, 2103 and 2012, the Organization had permanently restricted net assets for program services in the amounts of \$42,260 and \$39,436, respectively.

#### NOTE 7 - CLIENT SERVICES

Client-services encompass the expense incurred from providing shelter for victims in protected houses, the operation and maintenance of a shelter, and furnishing other related services for clients of the program.

#### NOTE 8 - ENDOWMENT

The Organization's endowment consists of a fund established for the purpose of ensuring the future of their work and their mission. This endowment is held by the Community Foundation of Middle Tennessee. As required by GAAP, net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

#### Fair Value Measurement

The Organization uses fair value measurements to record fair value adjustments to certain assets and liabilities and to determine fair value disclosures. In accordance with the *Fair Value Measurements and Disclosures* topic of FASB ASC, the fair value of a financial instrument is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. In accordance with this guidance, the Organization groups its financial assets and liabilities generally measured at fair value in a three level valuation hierarchy for disclosure of fair value measurements defined as Level 1 – inputs for quoted market prices for identical assets or liabilities in active markets; Level 2 – inputs include quoted market prices for similar assets and liabilities in active markets and inputs that are observable either directly or indirectly and; Level 3 – inputs that are unobservable and significant to the fair value measurements. The fair value of the beneficial interest, defined as Level 2, was \$42,260 and \$39,436 at June 30, 2103 and 2012, respectively. Changes in the fair value of the beneficial interest were \$2,824 and \$(2,736) at June 30, 2013 and 2012, respectively.

#### NOTE 8 - ENDOWMENT (CONTINUED)

#### Interpretation of Relevant Law

The Board of Directors of the Domestic Violence Program has interpreted the State Prudent Management of Institutional Funds Act (SPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the organization in a manner consistent with the standard of prudence prescribed by SPMIFA. In accordance with SPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund
- (2) The purposes of the organization and the donor-restricted endowment fund
- (3) General economic conditions
- (4) The possible effect of inflation and deflation
- (5) The expected total return from income and the appreciation of investments
- (6) Other resources of the organization
- (7) The investment policies of the Organization

#### Return Objectives, Risk Parameter and Spending Policy

The endowment fund, originally funded with \$50,000 in 2007, is held in a perpetual trust, the investment of which is determined by the trustee rather than the Organization. Under the terms of the endowment, approximately 5% of the balance of the fund is available annually for the Organization's use.

#### **NOTE 9 - RISKS AND CONCENTRATIONS**

#### <u>Grants</u>

The Organization received \$390,498 and \$369,356 in governmental grants for the years ending June 30, 2013 and 2012, respectively. These grants represent 60.3% and 58.5% of unrestricted support received during their respective year. These grant funds were used to fund the Organization's programs under the terms of the grant agreements.

# DOMESTIC VIOLENCE PROGRAM, INC. COMPARISON OF ACTUAL EXPENSES TO BUDGET YEAR ENDED JUNE 30, 2013

	Actual Expenditures	Budget (Unaudited)	Expenditures Over (Under) Budget		
Salaries and wages Payroll taxes and employee benefits	\$ 395,083 51,265	\$ 414,218 54,963	\$ (19,135) (3,698)		
Total Salaries and Related Expenses	446,348	469,181	(22,833)		
Occupancy expense	106,215	114,907	(8,692)		
In-kind expenses	62,352	•	62,352		
Depreciation expense	51,559	_	51,559		
Direct services expense	35,456	41,500	(6,044)		
Communications expense	23,005	21,500	1,505		
Supplies expense	13,415	12,000	1,415		
Insurance expense	11,141	11,500	(359)		
Professional fees	6,720	7,550	(830)		
Equipment rental and maintenance	4,563	11,700	(7,137)		
Printing, publications and dues	4,454	3,500	` <sup>'</sup> 954 <sup>'</sup>		
Travel expense	1,468	1,000	468		
Conferences and meetings	1,272	500	772		
Miscellaneous expense	1,215	1,000	215		
Postage and shipping	614	1,500	(886)		
Interest expense	609	-,	609		
Fundraising expense		7,800	(7,800)		
TOTAL EXPENSES	\$ 770,406	\$ 705,138	\$ 65,268		