Financial Statements
for the year ended
June 30, 2020
(with Summarized Comparative
Information for the Year Ended
June 30, 2019)



Certified Public Accountants

One Battery Park Plaza New York, NY 10004-1405 Tel: (212) 661 - 7777 Fax: (212) 661 - 4010

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

To the Board of Directors Port Chester Carver Center, Inc.

We have audited the accompanying financial statements of Port Chester Carver Center, Inc. which comprise the statement of financial position as of June 30, 2020 and 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 in the first paragraph on the previous page present fairly, in all material respects, the financial position of Port Chester Carver Center, Inc. as of June 30, 2020 and the results of its activities and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Report on Summarized Comparative Information

We have previously audited Port Chester Carver Center, Inc.'s 2019 financial statements, and our report dated October 17, 2019, expressed an unmodified opinion on those financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Condon & Miera Mc Lints & Donnelly LLP

#### **Statement of Financial Position**

#### Assets

	June 30	
	2020	2019
Current assets		
Cash	\$ 930,098	\$ 177,718
Investments, at fair value	141,761	633,931
Pledges and accounts receivable	61,066	123,006
Prepaid expenses and other	20,297	52,936
Total current assets	1,153,222	987,591
Property and equipment, net	3,213,334	3,354,964
Investments – permanently restricted	1,404,000	1,404,000
Total assets	<u>\$5,770,556</u>	\$5,746,555
Liabilities and Net Assets		
Current liabilities		
Line of credit	\$ 350,000	\$ 350,000
Accounts payable accrued expenses and other	115,081	314,901
Deferred revenue	-	111,418
Current maturities of loan payable	7,000	6,723
Total current liabilities	472,081	783,042
Long-term liabilities		
Term note – PPP	469,700	-
Loan payable, net of current maturities	3,610	10,610
Total liabilities	945,391	793,652
Net assets		
Without donor restrictions	3,121,504	2,865,443
With donor restrictions	1,703,661	2,087,460
Total net assets	4,825,165	4,952,903
Total liabilities and net assets	\$5,770,556	\$5,746,555

## Statement of Activities For the year ended June 30, 2020 (with Summarized Comparative Information for the Year Ended June 30, 2019)

		2020		2019
	Without	With		
	Donor	Donor		
	<b>Restrictions</b>	<b>Restrictions</b>	Total	Total
Support and revenue				
Contributions	\$ 1,812,980	\$ 157,962	\$ 1,970,942	\$ 1,582,345
Fundraising events	41,030	-	41,030	415,177
Government grants	203,633	_	203,633	364,338
Program fees	300,214	-	300,214	337,633
Food service	158,306	_	158,306	326,334
Net investment return (loss)	_	(101,761)	(101,761)	130,152
Rental	167,604	` <u>-</u>	167,604	216,548
Donated supplies	19,703	-	19,703	31,579
Other	121,509	-	121,509	96,942
Net assets released from	ŕ		,	,
restrictions	440,000	(440,000)		
Total support and				
revenue	3,244,979	(276,139)	2,911,180	3,501,048
Expenses				
Program services	2,588,184	-	2,588,184	3,803,388
Supporting activities				
Management and general	171,312	-	171,312	329,508
Fundraising	279,422	<u> </u>	279,422	308,140
Total expenses	3,038,918	-	3,038,918	4,441,036
Increase (decrease)				
in net assets	256,061	(383,799)	(127,738)	(939,988)
Net assets, beginning				
of year	<u>2,865,443</u>	2,087,460	4,952,903	5,892,891
Net assets, end of year	\$ 3,121,504	<u>\$ 1,703,661</u>	\$ 4,825,165	<u>\$ 4,952,903</u>

# Statement of Functional Expenses Year Ended June 30, 2020 (with Summarized Comparative Information for the Year Ended June 30, 2019)

2020					2019
Supporting Activities					
		Management			
	Program	and			
	<u>Services</u>	<u>General</u>	<b>Fundraising</b>	Total	Total
Expenses					
Salaries, benefits					
and taxes	\$1,657,173	\$ 87,219	\$ 169,041	\$1,913,433	\$2,714,083
Consultants and					
contract labor	15,732	828	27,200	43,760	65,748
Occupancy, building					·
and grounds	253,443	13,339	240	267,022	276,368
Professional fees	145,779	7,673	-	153,452	287,195
Conference, meeting and				•	•
seminars	53	3	378	434	2,847
Supplies	83,327	4,390	17,289	105,006	137,196
Program expense			•	,	,
Food	119,638	6,297	117	126,052	259,503
Field trips	7,286	383	-	7,669	19,248
Staff development	2,609	137	35	2,781	8,801
Transportation	97	5	28	130	53,052
Community activities	2,806	148	-	2,954	8,380
Fundraising events	-	-	33,644	33,644	99,436
Advertising	2,440	128	127	2,695	17,922
Insurance	119,934	6,312	29	126,275	100,751
Donated supplies	-	6,345	13,358	19,703	31,579
Bank service charges	10,465	551	508	11,524	22,225
Bad debt expense	<u> </u>	28,743		28,743	129,329
Total expenses					
before					
depreciation	2,420,782	162,501	261,994	2,845,277	4,233,663
Depreciation	167,402	8,811	17,428	<u>193,641</u>	207,373
Total	\$2,588,184	<u>\$ 171,312</u>	\$ 279,422	\$3,038,918	\$4,441,036

See notes to financial statements.

#### **Statement of Cash Flows**

	Year Ended June 30	
	2020	2019
Cash flows from operating activities  (Decrease) in net assets  Adjustments to reconcile (decrease) in net assets  to net cash (used in) operating activities	\$ (127,738)	\$ (939,988)
Depreciation Net realized and unrealized (gain) loss on investments Decrease in pledges and accounts receivable (Increase) decrease in prepaid expenses and other Increase (decrease) in accounts payable, accrued expenses, and other	193,641 140,772 61,940 32,639 (199,820)	207,373 (78,471) 184,301 (8,986) 36,426
(Decrease) in deferred revenue	<u>(111,418)</u>	(24,577)
Net cash (used in) operating activities  Cash flows from investing activities  Proceeds from sale of investments  Purchases of investments	(9,984) 610,828	(623,922) 600,238
Acquisition of property and equipment  Net cash provided by investing activities	(259,430) (52,011) 299,387	(120,730) (78,972) 400,536
Cash flows from financing activities  Proceeds from line of credit Repayment of line of credit Proceeds from term note - PPP Repayment of loan payable Net cash provided by financing activities	469,700 (6,723) 462,977	653,000 (303,000) - (6,457) 343,543
Net increase in cash	752,380	120,157
Cash, beginning of year	177,718	57,561
Cash, end of year	<u>\$ 930,098</u>	<u>\$ 177,718</u>
Supplemental disclosure of cash flows information:  Cash paid for interest	\$ 23,746	<u>\$ 15,585</u>

See notes to financial statements.

#### Notes to Financial Statements June 30, 2020

#### Note 1 – Nature of organization

Port Chester Carver Center, Inc. (the "Center") was incorporated in 1949 to provide education programs and services which help children and youth maximize their potential for growth and self-sufficiency as well as to build support and resources for families and individuals in need. The Center has become a full community center; serving children, youth and their families by offering various education, head start/day care, sports and employment training programs.

#### Note 2 – Significant accounting policies

#### Net assets

The Center maintains its net assets in two categories as follows:

#### Without donor restrictions

Net assets that are not subject to donor-imposed restrictions and are available for the general operations of the Center.

#### With donor restrictions

#### With temporary donor restrictions

Net assets subject to donor-imposed restrictions that will be met either by actions of the Center or the passage for time. Items that affect this net asset category are gifts for which donor-imposed restrictions have not been met in the year of receipt. Restrictions that have been met on net assets with donor restrictions are reported as net assets released from restrictions.

#### With permanent donor restrictions

In this category are net assets subject to donor-imposed restrictions to be maintained perpetuity by the Center, including gifts and pledges wherein donors stipulate that the corpus of the gift be held in perpetuity from which the revenue is to be used for the donor stipulated purpose.

#### Contributions

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence of any donor-imposed restrictions. When a donor restriction expires, that is when a stipulated time restriction ends or purpose restriction is accomplished, net assets with temporary donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

## Notes to Financial Statements (continued) June 30, 2020

#### Note 2 – Significant accounting policies (continued)

#### Tax status

The Center is exempt from federal income tax under Section 50l(c)(3) of the Internal Revenue Code (the "Code"). In addition, the Center has been classified by the Internal Revenue Service as an organization, which is not a private foundation within the meaning of Section 509(a)(1) of the Code. The Center qualifies for the maximum charitable contribution deduction by donors.

#### Use of estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### Cash equivalents

The Center considers all highly liquid investments with original maturities of ninety days or less at the date of acquisition, to be cash equivalents, unless such assets are held as part of its investment strategy, in which case these assets are included in investments.

#### Concentrations of credit risk

The Center's financial instruments that are potentially exposed to concentrations of credit risk consist of cash, cash equivalents, investments and receivables. The Center places its cash and cash equivalents with what it believes to be quality financial institutions. At times during the year, cash balances exceeded the FDIC insurance limit, however, the Center has not experienced any losses to date in such accounts. The Center's investments are exposed to various risks such as interest rate, market volatility, liquidity and credit. Due to the level of uncertainty related to the foregoing risks, it is reasonably possible that changes in these risks could materially affect the fair value of the investments reported in the statement of financial position at June 30, 2020. The Center routinely assesses the financial strength of its cash, cash equivalents and investment portfolio. Management of the Center monitors the collectibility of its receivables. As a consequence, concentrations of credit risk are limited.

#### **Investments**

The Center accounts for its investments in accordance with accounting principles generally accepted in the United States of America. Accordingly, investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Realized and unrealized gains and losses are included in the statement of activities.

## Notes to Financial Statements (continued) June 30, 2020

#### Note 2 – Significant accounting policies (continued)

#### Fair value measurements

Fair value refers to the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. The fair value hierarchy gives the highest priority to quoted prices in active markets (Level 1) and the lowest priority to unobservable data (Level 3). Fair value measurements are required to be separately disclosed by level within the fair value hierarchy. At June 30, 2020, all of the Center's investments are deemed to be Level 1; their fair values are measured using quoted prices in active markets that the Center can access at the measurement date.

#### Allowance for doubtful accounts

As of June 30, 2020, the Center deems its pledges and accounts receivable to be collectible and therefore, does not believe an allowance for doubtful accounts for any potentially uncollectible pledges and accounts receivable is necessary. Such estimate is based on management's experience, the aging of the receivables, subsequent receipts and current economic conditions.

#### Property and equipment

Property and equipment are recorded at cost. Donations of property and equipment are recorded at fair value on the date of receipt. The Center capitalizes, as property and equipment, expenditures for such assets in excess of a nominal amount with an estimated useful life of greater than one year. Depreciation is computed on the straight-line method over the estimated useful lives of the depreciable assets, which range from 3 to 39 years.

#### Deferred revenue

Camp fees paid in advance of the statement of financial position date are reported as deferred revenue. Such fees are recognized as revenue when these programs are held during July and August. Due to the COVID-19 pandemic, all summer camps have been deferred until further notice, as a result, there were no fees paid in advance for camp fees as of June 30, 2020.

#### Functional allocation of expenses

The Center allocates its expenses on a functional basis among its various programs and supporting services. Expenses that can be identified with a specific program or supporting activity are allocated directly to that activity. Other expenses that are common to several functions are allocated among the program and supporting services benefitted based upon management's estimate of time and effort spent.

## Notes to Financial Statements (continued) June 30, 2020

#### Note 2 – Significant accounting policies (continued)

#### Volunteer time

A substantial number of volunteers made significant contributions of their time to the Center's programs. The value of this contributed time is not reflected in these financial statements since it is not susceptible to objective measurements or valuation.

#### **Donated supplies**

During the 2020 fiscal year, the Center received donations of clothing, food, toys, and household supplies with an estimated fair value of \$19,703 which are to be used in the Center's programs. These donated supplies were recorded at the estimated fair value of what it would have cost the Center to purchase them independently and have been reflected as support and expenses in the accompanying statements of activities, functional expenses and the notes to the financial statements.

#### Comparative financial information

The statements of activities and functional expenses in the accompanying financial statements include certain prior-year summarized comparative information, in total but not by net asset class or by functional classification, respectively. Therefore, to compare 2020 to 2019 at the net asset class and functional level, the June 30, 2019 financial statements should be read in conjunction with the 2020 statements of activities, functional expenses and notes to the financial statements.

#### Risks and uncertainties

On March 13, 2020, President Trump declared a national emergency due to extraordinary circumstances resulting from the coronavirus. As a direct result of this executive order, the facilities and associated operations were closed on March 17, 2020 with limited openings on various dates through June 30, 2020, subject to restrictions set forth by State and Local Government. The extent to which the coronavirus may impact business activity and Center operations will depend on future developments, which are uncertain and cannot be predicted, including new information which may emerge concerning the severity of the coronavirus and the actions required to contain the coronavirus or treat its impact, and related factors. Management believes that the COVID-19 pandemic may have an impact on its financial condition, results of operations and outlook for year ending June 30, 2021.

#### Notes to Financial Statements (continued) June 30, 2020

#### Note 2 – Significant accounting policies (continued)

#### Subsequent events

The Center has evaluated events and transactions for potential recognition or disclosure through February 9, 2021, which is the date the financial statements were available to be issued.

#### Note 3 – Financial assets and liquidity resources

As of June 30, 2020 and June 30, 2019, financial assets and liquidity resources available within one year for general expenditure, such as operating expenses, were as follows:

		2020	 2019
Financial assets			
Cash	\$	930,098	\$ 177,718
Investments, at fair value		141,761	633,931
Pledges and accounts receivables	********	61,066	123,006
Sub-total		1,132,925	934,655
Less: Assets with donor restrictions		(299,661)	(683,460)
Add: Appropriation of investment return for			
subsequent year operations		100,000	 130,000
Total	\$	933,264	\$ 381,195

The Center's assets include donor-restricted funds. As described in Note 10, the Center has an annual spending rate of investment return earned on donor restricted funds of up to a maximum of 7% of the rolling twenty-quarter average fair value of the Center's investment portfolio. An appropriation of \$100,000 from these funds will be available within the next 12 months as of June 30, 2020.

The Center's working capital and cash flows have seasonal variations during the year attributable to the annual cash receipts from contributions and other revenue items. As part of the Center's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. The Center also has a \$350,000 line of credit (see note 4).

#### Note 4 – Line of credit

The Center has available a \$350,000 line of credit with a bank which is subject to renewal on February 8, 2024. Borrowings under this line bear interest at the prime rate quoted in the Wall Street Journal plus 1% with a floor of 5.5%. At June 30, 2020 outstanding borrowings under this agreement totaled \$350,000 and the interest rate was 5.5%. The line of credit is secured by a security interest in certain assets as disclosed in the agreement.

#### Notes to Financial Statements (continued) June 30, 2020

#### Note 5 – Investments

The Center's investments, including those classified as net assets with donor restrictions, at June 30, 2020 and June 30, 2019, are as follows:

	2020		2019				
		Cost	Fair Value		Cost		Fair Value
Money market funds	\$	34,366	\$ 34,366	\$	120,710	\$	120,710
Mutual fund - equities		51,165	46,326		73,229		72,945
Real estate investment							·
trusts		37,293	50,916		49,281		81,741
Common stocks		677,792	935,210		741,633		1,148,615
Government and							
agency obligations		307,326	313,492		359,642		350,961
Corporate bonds		154,210	 165,451		247,131		262,959
Totals	\$	1,262,152	\$ 1,545,761	\$	1,591,626	\$	2,037,931

Net investment return consists of the following for the years ended June 30, 2020 and June 30, 2019:

	 2020	 2019
Interest and dividends	\$ 53,755	\$ 69,045
Realized gain on sales of investments	21,924	147,218
Unrealized (loss) on investments	(162,696)	(68,747)
Investment fees	(14,744)	(17,364)
Net investment return	\$ (101,761)	\$ 130,152

#### Note 6 – Property and equipment

At June 30, 2020, and June 30, 2019 property and equipment consisted of the following:

		2020	 2019
Building	\$	705,000	\$ 705,000
Building improvements		4,879,099	4,830,449
Furniture and equipment		461,909	458,548
Sub-total		6,046,008	5,993,997
Less: accumulated depreciation		2,832,674	 2,639,033
Property and equipment, net	<u>\$</u>	3,213,334	\$ 3,354,964

#### Notes to Financial Statements (continued) June 30, 2020

#### Note 7 – Loan payable

In December 2016, the Center obtained a \$33,000 loan, for the purpose of purchasing a vehicle. The loan requires 60 monthly installments of \$608, applicable first to interest at a fixed rate of 3.99% per annum and the balance to the reduction of principal through maturity on December 20, 2021 and is secured by the vehicle.

The following is a summary of the required annual principal payments as of June 30, 2020:

Fiscal <u>Year</u>	A	mount
2021	\$	7,000
2022		3,609
Total		10,609
Less: current maturities		7,000
Loan payable, net of current maturities	\$	3,609

#### Note 7 – Term note

#### Paycheck Protection Program

On April 6, 2020, the Center, was approved for and received a \$469,000 term note under the Paycheck Protection Program (the "PPP Loan"). The PPP Loan was created as part of the relief efforts related to COVID-19 and administered by the Small Business Administration. As disclosed in the PPP Loan documents, principal and interest payments are deferred until the terms of the PPP Loan are finalized. During the deferral period, interest on the outstanding principal will accrue at a fixed rate of 1.0%. The Center will be eligible for forgiveness of up to 100% of the PPP Loan, upon meeting certain requirements as disclosed in the PPP Loan documents. Upon the terms being agreed upon and finalized, any remaining balance will be converted to a two-year loan. As a result, the Center will be required to make monthly payments, applicable first to an interest rate of 1.0% and the balance as a reduction of principal. The PPP Loan is uncollateralized and is fully guaranteed by the Federal government.

#### Note 8 – Rental revenue

The Center leased a portion of its facility to various not-for-profit organizations on a month-to-month basis. Additionally, the Center leased portions of its facility on a temporary basis for specific events. Rental revenue received in connection with these agreements totaled \$167,604 and \$216,548 for the fiscal years ended June 30, 2020 and June 30, 2019, respectively.

#### Notes to Financial Statements (continued) June 30, 2020

#### Note 9 – Retirement plan

The Center maintains a Simple IRA Retirement Plan (the "Plan") for eligible employees. Employees may defer a portion of their compensation to the Plan subject to the annual limits established by the Internal Revenue Service. The Center makes matching contributions to the Plan as defined in the Plan document. The Center's contributions to the Plan totaled \$12,263 and \$15,916 for the 2020 and 2019 fiscal years, respectively.

#### Note 10 – Net assets with perpetual donor restrictions

Effective September 17, 2010, the State of New York enacted the New York Prudent Management of Institutional Funds Act (NYPMIFA), the provisions of which apply to endowment funds existing on or established after that date. The Center's endowment consists of various funds established for specific purposes. The Center is required to act prudently when making decisions to spend or accumulate donor restricted endowment assets and in doing so to consider a number of factors including the duration and preservation of its donor restricted endowment funds. The Center classifies as net assets with permanent donor restrictions, the original value of gifts donated to the perpetual endowment. The portion of the donor-restricted endowment fund that is not classified as net assets with permanent restrictions is classified as net assets without donor restrictions or net assets with temporary donor restrictions based on donor stipulations.

Net assets with permanent donor restrictions as of June 30, 2020 are restricted to investments in perpetuity. Investment return on the endowment funds is available to support programs and activities of the Center at the direction of the Executive Director and the Board of Directors, including the Board's Program Committee. The Center's Board of Directors has adopted a policy whereby interest, dividends and net realized and unrealized gains and losses on investments are considered part of the Center's total investment return. The Center's long-term spending rate, designated by the Board, permits the Center to use up to a maximum of 7% of the rolling twenty-quarter average of the total investment portfolio's fair value to support its operations annually. For the 2020 fiscal year, the Board had authorized a withdrawal of up to \$390,000 to support programs and activities. Although this amount is in excess of the Center's spending rate policy, it was determined by the Board, in consultation with legal counsel, that a) certain of the Center's endowment funds were not subject to the 7% presumption of imprudence b) the Center has the ability to expend these funds as the fair value was above historical dollar value and c) that such withdrawal was prudent and necessary to support the operations of the Center.

#### Notes to Financial Statements (continued) June 30, 2020

#### Note 10 – Net assets with perpetual donor restrictions (continued)

The following is a summary of the Center's net assets with perpetual donor restrictions as of June 30, 2020:

	_ Amount
Program Endowment Fund Endowment Fund	\$ 750,000 654,000
Total	\$ 1,404,000

#### Net assets with temporary donor restrictions

Changes in net assets with temporary donor restrictions for the year ended June 30, 2020 are as follows:

	Balance at June 30, 2019	Support/Net Investment Return	Released from Restrictions	Balance at June 30, 2020
Carver program Carver market grants Net investment income	\$ 50,000 - 633,460	\$ 25,000 132,962 (101,761)	\$ (50,000) - - (390,000)	\$ 25,000 132,962 141,699
Total	\$ 683,460	\$ 56,201	<u>\$ (440,000)</u>	\$ 299,661

There were no endowment funds with deficiencies as of June 30, 2020.