Financial Statements and Independent Auditor's Report

June 30, 2018 and 2017



## **Table of Contents**

	Page
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



801 North Brand Boulevard, Suite 550 Glendale, California 91203

Tel: 818-334-8623

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

jlkrosenberger.com

To the Board of Directors Boys & Girls Club of Burbank and Greater East Valley, Inc.

We have audited the accompanying financial statements of Boys & Girls Club of Burbank and Greater East Valley, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to 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 audits 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 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 Boys & Girls Club of Burbank and Greater East Valley, Inc. as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Glendale, California December 17, 2018

JLK Rosenberger, LLP

## Statements of Financial Position As of June 30, 2018 and 2017

	2018		2018 2017	
Assets				
Current assets:				
Cash	\$	107,193	\$	369,968
Investments		1,936		2,440
Promises to give, net of allowance for doubtful accounts				
of \$24,172 and \$0		441,359		84,329
Prepaid expenses and other assets		39,791		39,536
Total current assets		590,279		496,273
Property and equipment, net		345,536		252,171
Beneficial interest in endowment fund		224,032		212,712
Total assets	\$	1,159,847	\$	961,156
Liabilities and Net Assets				
Current liabilities:				
Accounts payable and accrued expenses	\$	127,579	\$	120,947
Compensated absences		16,699		18,005
Deferred support		36,516		35,947
Total current liabilities		180,794		174,899
Net assets:				
Unrestricted		596,203		786,257
Temporarily restricted		382,850		
Total net assets		979,053		786,257
Total liabilities and net assets	\$	1,159,847	\$	961,156

## Statements of Activities For the Years Ended June 30, 2018 and 2017

	2018	2017		
Changes in unrestricted net assets:				
Unrestricted support:				
Contributions	\$ 202,247	\$	448,940	
Program services	1,808,487		1,563,951	
Special events revenue, net	125,059		166,398	
Fundraising events	145,961		247,733	
Donated materials, services and facilities	279,811		298,008	
Net appreciation in beneficial interest in endowment fund	11,321		18,359	
Investment gain	 785		325	
Total unrestricted support	2,573,671		2,743,714	
Net assets released from restrictions:				
Satisfaction of program restrictions	369,099		346,428	
Total unrestricted support and other support	 2,942,770		3,090,142	
Expenses:				
Program services	2,602,589		2,351,363	
Support services:				
Management and general	266,397		238,433	
Fundraising	 263,838		213,788	
Total unrestricted expenses	 3,132,824		2,803,584	
(Decrease) increase in unrestricted net assets	(190,054)		286,558	
Changes in temporarily restricted net assets:				
Capital campaign	367,289		-	
Contributions, net	384,660		279,490	
Net assets released from restrictions	(369,099)		(346,428)	
Increase (decrease) in temporarily restricted net assets	382,850		(66,938)	
Increase in net assets	192,796		219,620	
Net assets, beginning of year	786,257		566,637	
Net assets, end of year	\$ 979,053	\$	786,257	

### Statements of Functional Expenses For the Years Ended June 30, 2018 and 2017

2018 Program Fund Management Services Raising Total Personnel expenses: 1,607,390 \$ 183,669 \$ 108,385 1,899,444 Salaries Payroll taxes and employee benefits 247,241 28,251 292,163 16,671 211,920 Total personnel expenses 1,854,631 125,056 2,191,607 Operating expenses: 9,430 Facilities rent 172,214 5,565 187,209 Facilities operating 60,233 6,883 4,061 71,177 Materials 230,718 59,772 290,490 Membership and dues 14,841 1,161 5,362 21,364 18,839 2,153 1,270 22,262 Insurance Professional services 6,388 16,401 29,177 6,388 Vehicle expense 23,958 23,958 483 285 4,996 Postage and printing 4,228 Telephone 9,163 1,047 618 10,828 9,594 Office supplies 1,267 10,861 Workshops and training 34,357 3,926 2,317 40,600 139,976 40,030 Other 10,305 190,311 Depreciation 33,043 3,107 1,834 37,984 \$ 2,602,589 266,397 \$ 263,838 \$ 3,132,824 Total expenses

Statements of Functional Expenses (Continued) For the Years Ended June 30, 2018 and 2017

	2017					
	Program		Fund			
	Services	Management	Raising	Total		
Personnel expenses:						
Salaries	\$ 1,434,878	\$ 160,335	\$ 97,500	\$ 1,692,713		
Payroll taxes and employee benefits	248,829	27,804	16,908	293,541		
Total personnel expenses	1,683,707	188,139	114,408	1,986,254		
Operating expenses:						
Facilities rent	180,995	10,130	6,160	197,285		
Facilities operating	63,219	7,064	4,296	74,579		
Materials	194,051	-	66,300	260,351		
Membership and dues	14,607	1,219	4,443	20,269		
Insurance	20,887	2,334	1,419	24,640		
Professional services	5,276	5,276	5,676	16,228		
Vehicle expense	18,297	-	-	18,297		
Postage and printing	2,762	309	188	3,259		
Telephone	7,753	866	527	9,146		
Office supplies	-	10,011	1,048	11,059		
Workshops and training	33,926	3,791	2,305	40,022		
Other	89,127	6,379	5,245	100,751		
Depreciation	36,756	2,915	1,773	41,444		
Total expenses	\$ 2,351,363	\$ 238,433	\$ 213,788	\$ 2,803,584		

## Statements of Cash Flows For the Years Ended June 30, 2018 and 2017

	2018		2017	
Cash flows from operating activities:				
Increase in net assets	\$	192,796	\$	219,620
Adjustments to reconcile changes in net assets				
to net cash provided by operating activities:				
Unrealized loss (gain) on investments		504		(12,986)
Realized (gain) loss on marketable securities		(652)		203
Community fund endowment return		(11,320)		-
Depreciation		37,984		41,444
Donations - marketable securities		(15,259)		(10,284)
Changes in assets and liabilities:				
Promises to give		(357,030)		(12,588)
Prepaid expenses and other assets		(255)		(23,055)
Beneficial interest in endowment fund		-		(5,895)
Accounts payable and accrued expenses		6,632		23,678
Compensated absences		(1,306)		11,765
Deferred support		569		9,333
Net cash provided by operating activities		(147,337)		241,235
Cash flows from investing activities:				
Purchase of property and equipment		(131,349)		(33,125)
Purchase of beneficial interest in endowment fund		-		(25,000)
Proceeds from sale of marketable securities		15,911		10,081
Net cash used in investing activities		(115,438)		(48,044)
Net (decrease) increase in cash		(262,775)		193,191
Cash at beginning of year		369,968		176,777
Cash at end of year	\$	107,193	\$	369,968
Non-cash investing activities:				
Donations received, marketable securities	\$	15,259	\$	10,284

Notes to Financial Statements June 30, 2018 and 2017

#### 1. Summary of Significant Accounting Policies

#### Nature of Activities

The Boys & Girls Club of Burbank and Greater East Valley, Inc. (the "Organization"), headquartered in Burbank, California, is a member of Boys & Girls Clubs of America ("BGCA"). The primary mission of BGCA is to assure and enhance the quality of life for youth as participating members of a richly diverse urban society. With special concern for the disadvantaged, Boys & Girls Clubs help youths realize their potential for growth and development. The Organization has concentrated on Burbank, California and surrounding communities. The Organization provides services, based on principles and behavioral guidance, which will achieve the health, social, educational, vocational, character and leadership development of their membership. The Organization is supported primarily through program services, donor contributions, and fundraising events.

The Organization has a policy where no child is turned away for an inability to pay. Low income families can apply for financial aid and may qualify for a reduced tuition. For the years ended June 30, 2018 and 2017, the Organization offered approximately \$349,000 and \$328,000, respectively, of financial aid in the form of reduced tuition to families in need.

#### **Basis of Presentation**

These financial statements have been prepared on an accrual basis in accordance with accounting principles generally accepted in the United States of America ("GAAP").

#### Use of 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.

#### Net Assets

Net assets, revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

*Unrestricted Net Assets* – Net assets that are not subject to donor-imposed stipulations. These assets are available to support the Organization's activities and operations at the direction of the Board of Directors.

Temporarily Restricted Net Assets – Net assets subject to donor-imposed stipulations that will be met by actions of the donor, the Organization, and/or the passage of time.

*Permanently Restricted Net Assets* – Net assets subject to donor-imposed stipulations that the corpus be maintained permanently by the Organization. The Organization had no permanently restricted net assets as of June 30, 2018 and 2017.

Revenues are reported as increases in unrestricted net assets unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets.

Notes to Financial Statements (Continued) June 30, 2018 and 2017

#### 1. Summary of Significant Accounting Policies (Continued)

#### Cash

The Organization maintains some of its cash in bank deposit accounts, which at times may exceed federally insured limits. The Organization has not experienced any losses in such accounts. The Organization believes it is not exposed to any significant credit risk on cash.

#### Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. The Organization uses the allowance method to determine uncollectible unconditional promises receivable.

#### **Investments**

Investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statements of financial position. Unrealized gains and losses are included in the change in net assets. Realized gains or losses are recognized based on the difference between the investment's fair value and the sales proceeds less the unrealized gain or loss previously recognized.

#### Fair Value Measurements

The fair value of a financial instrument is the amount 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 (the exit price). Accordingly, when market observable data is not readily available, the Organization's own assumptions are set to reflect those that market participants would be presumed to use in pricing the asset or liability at the measurement date. Financial assets and financial liabilities recorded in the balance sheets at fair value are categorized based on the reliability of inputs to the valuation techniques as follows:

- Level 1 Financial assets and financial liabilities whose values are based on unadjusted quoted prices for identical assets or liabilities in active markets that the Organization can access.
- Level 2 Financial assets and financial liabilities whose values are based on (a) quoted prices for similar assets or liabilities in active markets, (b) quoted prices for identical or similar assets or liabilities in non-active markets, or (c) valuation models whose inputs are observable, directly or indirectly, for substantially the full term of the asset or liability.
- Level 3 Financial assets and financial liabilities whose values are based on prices or valuation techniques that require inputs that are both unobservable and significant to the overall fair value measurement. These inputs reflect the Organization's estimates of the assumptions that market participants would use in valuing the financial assets and financial liabilities.

Notes to Financial Statements (Continued) June 30, 2018 and 2017

#### 1. Summary of Significant Accounting Policies (Continued)

#### **Property and Equipment**

Property and equipment are carried at cost, if purchased, and estimated fair market value if contributed, less accumulated depreciation and amortization. Property and equipment are depreciated on a straight-line basis over their estimated service lives, which range from three to seven years.

#### **Deferred Support**

The Organization recognizes support revenues with respect to fundraising events in the period the event occurs. Accordingly, payments received in advance are deferred until the time of the event.

#### **Contributions**

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

#### **Program Services**

The Organization collects registration and other fees from its members to help offset the costs associated with the registration process and certain elective programs. Such fees are recorded as unrestricted support and reported as program services in the statement of activities. Payments received in advance are deferred until earned.

#### **Donated Assets and Services**

Donations of non-cash assets are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use are reported as restricted contributions.

Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization.

#### **Expense Allocation**

The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Notes to Financial Statements (Continued) June 30, 2018 and 2017

#### 1. Summary of Significant Accounting Policies (Continued)

#### **Income Tax Status**

The Organization is a public charity that has obtained an exemption from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and California state income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision has been made for federal or state income taxes. The Organization is subject, however, to Federal and California income taxes on unrelated business income as stipulated in Internal Revenue Code Section 511 and Regulation Section 1.511. For the fiscal year ended June 30, 2018, the Organization had no unrelated business income.

GAAP requires management to evaluate tax positions taken by the Organization and recognize a tax liability if the Organization has taken uncertain tax positions that more-likely-than-not would not be sustained upon examination by applicable taxing authorities. Management reviewed the status of all tax positions annually to determine if any tax position should affect the Organization's financial statements and concluded that, as of June 30, 2018 and 2017, there are no uncertain tax positions taken, or expected to be taken, that would require recognition of a liability or that would require disclosure in the financial statements.

#### Reclassifications

Certain amounts from the prior year have been reclassified to conform to the current year presentation. Such reclassifications had no effect on previously reported net assets and changes in net assets.

#### 2. Investments

Investments consist of the following as of June 30:

	 2018	2017	
Equity securities	\$ 1,936	\$	2,440
Total	\$ 1,936	\$	2,440

The following schedule summarizes the investment return and its classification in the statement of activities for the years ended June 30:

	2	018	2	2017
Interest and dividends Realized losses Unrealized gains (losses)	\$	382 (292) 695	\$	113 (203) 415
Total	\$	785	\$	325

Notes to Financial Statements (Continued) June 30, 2018 and 2017

#### 3. Fair Value Measurements

The following table sets forth by level within fair value hierarchy the Organization's invested assets as of June 30:

	Level 1		Level 1 Level 2		Level 3		Level 2 Level 3		Level 3		Total	
2018 Equity securities Beneficial interest in	\$	1,936	\$	-	\$	-	\$	1,936				
endowment fund						224,032		224,032				
Total	\$	1,936	\$		\$	224,032	\$	225,986				
	L	evel 1	Lev	el 2	]	Level 3		Total				
2017 Equity securities Beneficial interest in	\$	2,440	\$	-	\$	-	\$	2,440				
endowment fund				_		212,712		212,712				
Total	\$	2,440	\$	_	\$	212,712	\$	215,152				

#### 4. Promises to Give

Unconditional promises to give are due in one year and consist of the following as of June 30:

	2018		2017	
Unrestricted	\$	192,792	\$	84,329
Temporarily restricted - deaf and hard of hearing		25,000		-
Temporarily restricted - capital campaign,				
Net of discount of \$18,761 and \$0 and allowance for doubtful				
account of \$24,172 and \$0	-	223,567		
Total	\$	441,359	\$	84,329

During 2018 fiscal year the Organization started a capital campaign to raise \$6 million for a new main facility. Certain promises to give were commitments over time (3 - 5 years) and as such the donations were discounted using the Organizations cost of funds (as determined by the line of credit interest of 6% at June 30, 2018). Additionally, an allowance for doubtful accounts was recorded against these receivables for donations that may not be received for various reasons.

Notes to Financial Statements (Continued) June 30, 2018 and 2017

#### 5. Property and Equipment

Property and equipment consist of the following as of June 30:

	2018		2017	
Leasehold improvements	\$	632,378	\$	522,994
Sports equipment		53,066		53,066
Computer equipment		133,377		114,380
Office equipment		76,694		73,726
Vehicles		96,144		96,144
Total property and equipment		991,659		860,310
Less accumulated depreciation and amortization		(646,123)		(608,139)
Property and equipment, net	\$	345,536	\$	252,171

Depreciation and amortization for the years ended June 30, 2018 and 2017 were \$37,984 and \$41,444, respectively.

#### 6. Beneficial Interest in Endowment Fund

On September 19, 2011, the Organization received an unrestricted contribution from a member of the local community. The board of the Organization sought to preserve the assets of the contribution and irrevocably gifted \$85,526 to the Community Foundation of the Verdugos (the "Foundation") which created the Boys & Girls Club of Burbank and Greater East Valley Endowment (the "Fund"). The purpose of the Fund is "to provide financial support to the Boys & Girls Club of Burbank and Greater East Valley or for its specific programs or projects."

Variance power has been granted to the Foundation protecting the Fund from obsolescence. If, in the sole judgment of the Board of Directors of the Foundation, the purpose for which the Fund was created ever becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community served by the Foundation, the Foundation's Board of Directors shall modify any restriction or condition on the use or distribution of the income and principal of the Fund.

Of the Fund's annual balance, 4.5% may be distributed to the Organization, subject to the Foundation's discretion. The Fund is invested by the Foundation in a pool with similar funds. The Organization is credited its share of earnings from the pool and charged fees for administration of the fund. Net earnings of the Fund are included in investment return in the accompanying statement of activities.

The Foundation has employed a total return investment policy with an objective of preserving the endowment capital, protecting the purchasing power of the funds, and providing cash flows to assist in the funding of the Foundation's grants and expenses. The Foundation invests funds in a diversified portfolio of cash, bonds, common stocks, preferred stocks, mutual funds, exchange traded funds, and where appropriate, alternative investments. The investments are further diversified within asset classes such as by economic sectors, industry, quality, and capitalization.

The Fund had \$7,902 and \$6,342 available for use by the Organization at June 30, 2018 and 2017, respectively. Management elected to reinvest available funds at June 30, 2018.

Notes to Financial Statements (Continued) June 30, 2018 and 2017

#### 6. Beneficial Interest in Endowment Fund(Continued)

The Fund activities for the years ended June 30 are as follows:

	2018		2017	
Balance, beginning of year Contributions to the Fund	\$	212,712	\$	169,353 25,000
Earnings: Interest and dividends Realized gains Unrealized gains		4,783 7,124 3,362		3,950 5,256 12,464
Expenses charged to the Fund: Administrative fees Other		(2,771) (1,178)		(2,326) (985)
Net appreciation of the Fund		11,321		43,359
Balance, end of year		224,032		212,712

#### 7. Line of Credit

The Organization maintains a one year revolving line of credit with Bank of America that renews each year. The current line of credit for \$100,000 expires on May 28, 2019 and bears interest at the bank's prime rate (5.00% at June 30, 2017) plus 1%. The Organization did not draw upon its line of credit during the years ended June 30, 2018 and 2017.

#### 8. Temporarily Restricted Net Assets

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

	 2018	20	17
Deaf and hard of hearing program Capital campaign	\$ 15,561 367,289	\$	-
Total temporarily restricted assets	\$ 382,850	\$	_

Notes to Financial Statements (Continued)
June 30, 2018 and 2017

#### 9. Donated Materials, Services and Facilities

The value of donated materials, services, and facilities included as contributions in the statements of activities and the corresponding expenses for the years ended June 30 are as follows:

	2018		2017	
Facility rental Materials and supplies	\$	130,380 149,431	\$	132,128 165,880
Total donated materials, services and facilities	\$	279,811	\$	298,008

The Organization rents its facilities for \$1 a year on a month-to-month basis. For the year ended June 30, 2018, the Organization rented three facilities, Club Facilities, Our Lady of Holy Rosary, and St. Patrick Catholic Church, for estimated values of \$96,200, \$9,322, and \$24,858, respectively. For the year ended June 30, 2017, the Organization rented three facilities, Club Facilities, Our Lady of Holy Rosary, and St. Patrick Catholic Church, for estimated values of \$117,404, \$7,362, and \$7,362, respectively.

#### 10. Defined Contribution Plan

The Organization has elected to be part of the BGCA's 401(k) Safe Harbor Master Plan ("the Plan") whereby employees and employer can make contributions to the Plan up to the maximum allowed by law. The Organization makes a 3% safe harbor contribution for the eligible employees' compensations annually. The defined contribution plan expense for the years ended June 30, 2018 and 2017 were \$33,324 and \$54,355, respectively.

#### 11. Commitments and Contingencies

An annual lease with the Burbank Unified School District is paid monthly. Rent expense paid for the year ended June 30, 2018 and 2017 was \$58,829 and \$65,160, respectively. Subsequent to year end, the Burbank Unified School District lease was renewed for the 2019 fiscal year totaling approximately \$52,490.

#### 12. Subsequent Events

Management has evaluated subsequent events through December 17, 2018, which is the date the financial statements were available to be issued. Except as discussed in Note 11, no other events have occurred subsequent to June 30, 2018 requiring recording or disclosure in these financial statements.