

Financial Statements

December 31, 2019 and 2018

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Independent Auditors Report

Board of Directors Cultivate Boulder, Colorado

We have audited the accompanying financial statements of Boulder County RSVP Board, Inc. (a nonprofit organization), doing business as Cultivate, which are comprised of the statements of financial position as of December 31, 2019 and 2018, the related statements of activities, functional expenses, and cash flows for the years then ended and related notes to the financial statements.

Managements 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 controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors 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 judgement, 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 Organization'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 Organizations internal controls. 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 opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cultivate as of December 31, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

CAHILL & ASSOCIATES, P.C.

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March 2, 2020

Statements of Financial Position December 31, 2019 and 2018

ASSETS

		2019		2018
CURRENT ASSETS			_	
Cash and Cash Equivalents	\$	284,205	\$	349,149
Accounts Receivable		18,375		14,004
Prepaid Expenses	-	9,531		9,453
TOTAL CURRENT ASSETS		312,111		372,606
PROPERTY AND EQUIPMENT				
Property and Equipment		44,057		44,057
Less Accumulated Depreciation		(35,146)		(30,514)
2000 / 100amataa Baproolation	•	(33,140)	•	(30,314)
TOTAL PROPERTY AND EQUIPMENT	-	8,911		13,543
OTHER ASSETS				
Security Deposits		3,842		3,842
Beneficial Interest in Assets Held by Others		16,412		14,876
	-	10,112	•	11,010
TOTAL OTHER ASSETS	-	20,254		18,718
TOTAL ASSETS	\$	341,276	\$	404,867
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts Payable	\$	3,182	\$	4,287
Accrued Vacation	•	2,561	Ψ	1,390
Accrued Payroll and Payroll taxes		11,217		11,952
	-		•	
TOTAL CURRENT LIABILITIES		16,960		17,629
NET ASSETS				
Without Donor Restrictions				•
Operating		248,993		308,819
Board Designated Operating Reserve		50,000		50,000
Net Investment in Fixed Assets		8,911		13,543
With Donor Restrictions	-	16,412		14,876
TOTAL NET ASSETS		324,316	•	387,238
	•	02-1,010	•	007,200
TOTAL LIABILITIES AND NET ASSETS	\$	341,276	\$	404,867

Statements of Activities Year Ended December 31, 2019

	Without		With Dono				
		Donor Restrictions		Temporarily Restricted	Permanently Restricted	_	Total
SUPPORT AND REVENUE							
Private Grants	\$	230,351	\$	-	\$ -	\$	230,351
State and Local Governments		251,334		-	-	·	251,334
Individual and Corporate Donations		57,917		-	-		57,917
Federal Funding		86,464		-	-		86,464
Special Events		-		-	•		-
United Way		-		-			
Interest Income		769		•	358		1,127
In-Kind Donations		-		-	-		-
Realized Gain on Disposal of Assets		-		-	216		216
Unrealized (Gain)/ Loss on Beneficial Interest		-		-	1,987		1,987
Net Assets Released from Restrictions		1,025			(1,025)		
TOTAL SUPPORT AND REVENUE	•	627,860		-	1,536	_	629,396
EXPENSES							
Program Services		469,351		_	_		469,351
Fundraising		62,658		_	_		62,658
General and Administrative		160,311			•		160,311
TOTAL EXPENSES		692,319		•	•	_	692,319
CHANGE IN NET ASSETS		(64,459)		-	1,536		(62,923)
NET ASSETS - Beginning of Year		372,362		•	14,876	_	387,238
NET ASSETS - End of Year	\$	307,903	\$		\$ 16,412	\$_	324,316

Statements of Activities Year Ended December 31, 2018

		Without		or Re	estrictions		
		Donor Restrictions	Temporarily Restricted		Permanently Restricted	_	Total
SUPPORT AND REVENUE							
Private Grants	\$	168,595	\$ -	\$	-	\$	168,595
State and Local Governments		282,328	-		-		282,328
Individual and Corporate Donations		92,260	-		-		92,260
Federal Funding		80,964	-		-		80,964
Special Events		36,052	-				36,052
United Way		613	-				613
Interest Income		1,163	-		339		1,502
In-Kind Donations		6,452	-		-		6,452
Realized Gain on Disposal of Assets		-	-		295		295
Unrealized Loss on Beneficial Interest		-	-		(1,266)		(1,266)
Net Assets Released from Restrictions	-	984	•		(984)		
TOTAL SUPPORT AND REVENUE	-	669,411	-		(1,616)	_	667,795
EXPENSES							
Program Services		456,398					456,398
Fundraising		78,937	<u>-</u>		•		78,937
General and Administrative	_	149,790	-		- -		149,790
TOTAL EXPENSES		685,125	-	•	-	_	685,125
CHANGE IN NET ASSETS	•	(15,714)	_	•	(1,616)	_	(17,330)
NET ACCETC Designing of Very		•					
NET ASSETS - Beginning of Year	-	388,076	-	•	16,492	_	404,568
NET ASSETS - End of Year	\$	372,362	\$ -	\$	14,876	\$_	387,238

Statements of Functional Expenses Year Ended December 31, 2019

	_	Program Services	F	Fundraising Expenses		General ministrative Expenses		Total	
Salaries	\$	321,605	\$	50,780	\$	50,780	\$	423,164	
Payroll Taxes & Benefits		20,710		4,365		70,237		95,312	
Advertising/Outreach		6,543		1,002		1,011		8,556	
Occupancy		33,910		-		24,577		58,487	
Postage & Printing		1,943		352		192		2,487	
Professional Services		12,574		-		5,514		18,088	
Direct Fundraising Expense		139		5,303		-		5,442	
Volunteer Transportation		24,797		645		59		25,501	
Insurance		15,392		-		53		15,445	
Telephone		4,152		-		1,307		5,459	
Volunteer Recognition		2,095		-		-		2,095	
Staff Acknowledgment		51		-		1,588		1,639	
Program/Office Supplies		1,188		18		1,755		2,961	
Dues & Licenses		1,819		•		81		1,900	
Education - Training		619		-		310		929	
Equipment rental		392		-		261		653	
Background Checks		1,959		-		68		2,027	
Bank & Credit Card Fees		395		-		242		637	
Recruiting		-		-		336		336	
Software & Support		3,696		74		1,242		5,012	
Other Expenses		429		-		-		429	
Repair & Maintenance		135		-		512		647	
Tools & Supplies		7,161		-		186		7,347	
Conferences/Meetings		3,014		119		-		3,133	
Depreciation	_	4,633	_	-	_	•	_	4,633	
TOTAL EXPENSES	\$_	469,351	\$_	62,658	\$_	160,311	\$_	692,319	

Statements of Functional Expenses Year Ended December 31, 2018

	_	Program Services		undraising Expenses	General ministrative Expenses		Total
Salaries	\$	299,124	\$	47,230	\$ 47,230	\$	393,584
Payroll Taxes & Benefits		19,072		3,859	50,359		73,290
Advertising/Outreach		25,956		2,021	3,638		31,615
Occupancy		30,938		-	20,731		51,669
Postage & Printing		1,018		-	1,291		2,309
Professional Services		12,680		-	9,416		22,096
Direct Fundraising Expense		1,211		19,050	4,661		24,922
Volunteer Transportation		26,738		325	(3)		27,060
Insurance		14,011		-	-		14,011
Telephone		3,857		-	1,753		5,610
Volunteer Recognition		1,833		-	22		1,855
Staff Acknowledgment		72		-	1,672		1,744
Program/Office Supplies		866		-	4,985		5,851
Dues & Licenses		2,019		-	425		2,444
Background Checks		2,621		-	159		2,780
Bank & Credit Card Fees		573		-	197		770
Recruiting		-		-	132		132
Software & Support		3,127		-	2,267		5,394
Repair & Maintenance		207		-	630		837
Tools & Supplies		3,286		-	5		3,291
Conferences/Meetings		1,855		-	220		2,075
In-Kind Expense		-		6,452	-		6,452
Depreciation	_	5,334	_	-	 	_	5,334
TOTAL EXPENSES	\$_	456,398	\$_	78,937	\$ 149,790	\$_	685,125

Statements of Cash Flows Years Ended December 31, 2019 and 2018

		2019		2018
CASH FLOWS FROM OPERATING ACTIVITIES	_	2019	_	2010
Support and Revenue Received	\$	622,822	\$	661,335
Salaries and Operating Expenses Paid	*	(688,433)	•	(669,784)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	_	(65,611)		(8,449)
CASH FLOWS FROM INVESTING ACTIVITIES				
Reinvested Investment Earnings (Net)		667		645
Purchase of Property and Equipment		-		(2,880)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	_	667	_	(2,235)
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		(64,944)		(10,684)
CASH AND CASH EQUIVALENTS - Beginning of Year	_	349,149	_	359,833
CASH AND CASH EQUIVALENTS - End of Year	\$_	284,205	\$_	349,149
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES				
Change in Net Assets	\$_	(62,923)	\$_	(17,330)
Adjustments to Reconcile Changes in Net Assets to Net Cash Provided by Operating Activities:				
Depreciation and Amortization		4,633		5,334
Gain on Disposal of Assets		(216)		(295)
Unrealized (Gain) Loss on Beneficial Interest		(1,987)		1,266
Changes in Operating Assets and Liabilities:				
Increase in Accounts Receivable		(4,371)		(7,431)
(Increase) Decrease in Prepaid Expenses		(78)		6,014
(Increase) Decrease in Accounts Payable		(1,105)		(4,430)
(Increase) Decrease in Accrued Payroll and Payroll Taxes	_	436	_	8,423
Total Adjustments	_	(2,688)	_	8,881
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	\$_	(65,611)	\$_	(8,449)

Notes to Financial Statements December 31, 2019 and 2018

NOTE 1 - ORGANIZATION AND ACTIVITIES

Cultivate (the Organization) was established to serve the communities in Boulder and surrounding counties by providing staff and volunteer services to the growing senior population. The mission is to help seniors flourish through active engagement with the community. Volunteer placements are designed to promote independence, physical and emotional well-being and avoid inappropriate institutional care by providing community-based care. The Organization is primarily supported by private grants, individual and corporate donations and government contracts. The Organization operates the following major programs:

Senior Programs - Provides free services to seniors including Carry-Out Caravan (grocery shopping and delivery), Fix-It (minor home repairs), VetsGo (medical transportation to veterans and their family members), YardBusters (yard clean up), SnowBusters (snow removal), File of Life (emergency information for first response teams), holiday gift programs, community service and referral programs.

Volunteer Support - Provides volunteer services to non-profit, governmental and nonproprietary health agencies in Boulder and surrounding counties.

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The Organization's financial statements are prepared to present balances and transactions according to the existence or absence of donor-imposed restrictions by classifying fund balances and transactions into the following classes of net assets:

Unrestricted Net Assets – Net assets available for the Organization's stated purposes without restriction

Temporarily Restricted Net Assets - Net assets subject to donor-imposed stipulations that may be met by appropriate use and/or by the passage of time

Permanently Restricted Assets - Net assets that are permanently restricted as to access for use by the Organization

Cash and Cash Equivalents

The Organization considers all liquid investments with an original maturity of three months or less to be cash equivalents. For purposes of these financial statements, cash and cash equivalents are comprised of demand deposits and money market accounts.

Accounts Receivable

The Organization states accounts receivables at the amount management expects to collect from outstanding balances. A provision is made for estimated uncollectible accounts when deemed applicable.

Investments

Cultivate reports its investments at fair values. When applicable, unrealized gains or losses are reported in the statement of activities.

Notes to Financial Statements December 31, 2019 and 2018

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES CONTINUED

Property and Equipment

Property and equipment is stated at cost or estimated value if donated and depreciated over estimated useful lives ranging from three to five years using the straight-line method. Expenditures for maintenance, repairs and minor replacements are charged to operations; expenditures for major replacements and betterments that exceed \$500 are capitalized.

Contributions and Grants

Contributions and grants are recorded as unrestricted or temporarily restricted support, depending on the existence or nature of any donor restrictions. Donor-restricted support is reported as an increase in temporarily restricted net assets. When a restriction expires (a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted.

Donated Services and Materials

Donated goods and services which meet specific criteria are recorded at fair market value as of the date of donation. Accounting principles allow for the recognition of donation for services received if those services (a) create or enhance long-lived assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Volunteer and donated services that meet these requirements are recorded in the financial statements

Expense Allocation

Expenses are charged directly to program services and fundraising based on the character of the costs. Payroll and related payroll costs are allocated based on evaluation of time utilized. Rent expense is allocated based on area useage. General and Administrative Expense include costs that are not directly identifiable with a specific program function and provide for the overall support and direction of the Organization.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from such estimates.

Tax Exempt Status

Cultivate has previously received notice from the Internal Revenue Service of exemption from income tax under Section 501(c)(3) of the Internal Revenue Code and is not considered a private foundation under Section 509(a) of the Internal Revenue Code of 1986. As such, donors are entitled to a charitable deduction for their contributions to Cultivate.

Advertising Costs

The Organization uses advertising to promote its programs among audiences it serves. Advertising costs are expensed as incurred.

<u>Compensated Absences</u>
The employees of the Organization are eligible for paid vacation time depending on the length of services and other factors. Employees may carryover up to 40 hours of unused vacation time, which must be used by March 31st of the following year.

Notes to Financial Statements December 31, 2019 and 2018

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES CONTINUED

Subsequent Events

Management has evaluated all subsequent events through March 2, 2020 which is the date the financial statements were available to be issued.

NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at December 31:

	2019	2018		
Computer & Software	\$ 25,742	\$ 25,742		
Equipment	8,264	8,264		
Furniture	6,034	6,034		
Leasehold Improvements	4,017	_4,017		
	44,057	44,057		
Less Accumulated Depreciation	(35,146)	(30,514)		
Net Property and Equipment	\$ <u>8,911</u>	\$ 13,543		

NOTE 4 - BENEFICIAL INTEREST IN ASSETS HELD BY OTHERS

The Organization has an endowment fund as a component of The Community Foundation Serving Boulder County. Under the terms of the endowment, the Organization may use the investment earnings, request up to 5% of the designated portions of the endowment each year or may reinvest all or part of the earnings with the foundation.

The fund is stated at fair value. Following is a summary of the fund activity for the years ending December 31, 2019 and 2018

	 2019	<u>2018</u>
Balance, Beginning of Year	\$ 14,876	16,492
Dividend and Interest Income	359	339
Net Appreciation (Depreciation) of Assets	2,202	(971)
Transfers to Operating account	 (1,025)	(984)
Total Investment Return (Loss)	 1,536	(1,616)
Balance, End of Year	\$ 16,412	\$ <u>14,876</u>

Additionally, the Community Foundation maintains a separate fund matching donations designated on behalf of Cultivate. As receipt of the funds is conditional upon uncertain future events, this fund is not considered the property of Cultivate and is not recognized within these financial statements. As of December 31, 2019 and 2018 the designated portion of the fund was \$17,719 and \$16,060 respectively.

Notes to Financial Statements December 31, 2019 and 2018

NOTE 5 - BOARD DESIGNATED OPERATING RESERVE

The Board of Directors has designated an operating reserve of \$50,000 to cover costs during times of unanticipated needs or funding declines.

NOTE 6 - SPECIAL EVENTS

Special event revenues and expenses consisted of the following for at the years ended December 31:

	 2019		2018
Special Event Revenue	\$ -	\$	36,052
Less Direct Expense	 		(19,050)
Total Special Event Income	\$ 	\$	17,002

Cultivate did not have any special events in 2019.

NOTE 7 - IN-KIND CONTRIBUTIONS

Accounting principles for charitable organizations recognize the value of donated services in the financial statements if those services (a) create or enhance long-lived assets; or (b) require specialized skills, is provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Most of the volunteer services provided to Cultivate do not meet these criteria. During the years ending December 31, 2019 and 2018, the Organization received approximately 21,692 and 25,809 volunteer hours, respectively.

Donated services and goods are reflected in the financial statements at their estimated values at date of receipt. The value of donated services and materials are included in the financial statements as Support and Revenue with corresponding expenses of \$0 and \$6,452 for the years ending December 31, 2019 and 2018 respectively.

NOTE 8 - EMPLOYEE BENEFIT PLANS

The Company maintains a retirement savings plan under Section 401(k) of the U.S. Internal Revenue Code. This plan covers all full time employees. The Organization matches employee contributions up to 3% of the employee's gross wages. For December 31, 2019 and 2018, the Organization contributed \$7,795 and \$6,343 respectively. All administrative costs associated with this plan are covered by the Company.

NOTE 9 - LEASE COMMITMENTS

The Organization leases office space in Boulder, Colorado. On January 1, 2017 the Organization entered into a lease agreement for rental property in the Gunbarrel area of Boulder. The lease term began January 1, 2017 and terminates on February 28, 2022, with rental payments due on the first of each month beginning March 1, 2017.

Lease expense was \$35,266 and \$32,903 for the years ended December 31, 2019 and 2018, respectively and is included with utilities in occupancy expenses on the Statements of Functional Expenses.

Notes to Financial Statements December 31, 2019 and 2018

NOTE 9 - LEASE COMMITMENTS CONTINUED

Future minimum lease payments are as follows:

2020	\$ 34,278
2021	35,460
2022	<u>6,107</u>
	\$ 75,845

NOTE 10 - CONCENTRATIONS

For cash management purposes, the Organization concentrates its cash holdings at a commercial bank. From time to time, the balance in these accounts may exceed the federally insured limit of \$250,000 by the Federal Deposit Insurance Corporation. At December 31, 2019 and 2018 there were no amounts over the \$250,000 F.D.I.C. insurance limit.

For the years ending December 31, 2019 and 2018 approximately 54% of the Organizations revenue is derived from grants from the federal, state and local governments. The current level of the Organizations operating program services may be impacted or segments discontinued if the funding is not renewed.