

CASA OF OKLAHOMA COUNTY, INC.

FINANCIAL STATEMENTS

**AS OF AND FOR THE YEAR ENDED
JUNE 30, 2019**

**TOGETHER WITH
INDEPENDENT AUDITOR'S REPORT**

CASA OF OKLAHOMA COUNTY, INC.
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June 30, 2019

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
CASA of Oklahoma County, Inc.
Oklahoma City, Oklahoma

We have audited the accompanying financial statements of CASA of Oklahoma County, Inc., (“CASA” or the “Organization”) (a nonprofit organization), which comprise the statement of financial position as of June 30, 2019, and the related statement of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of CASA of Oklahoma County, Inc., as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Correction of Error

As discussed in Note 11, net assets as of June 30, 2018 have been restated to correct the recognition of contributions. Our opinion is not modified with respect to that matter.

HSPG & ASSOCIATES, PC

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Effect of Adopting New Accounting Standard

As discussed in Note 1, the Organization adopted Financial Accounting Standards Board recently issued Accounting Standards Update No. 2016-14, “Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities” during the year ended June 30, 2019. The new guidance simplifies and improves how not-for-profit entities classify net assets as well as the information presented in financial statements and notes about liquidity, financial performance, and cash flows. Our opinion is not modified with respect to this matter.

HSPG & Associates, P.C.

September 27, 2019

CASA OF OKLAHOMA COUNTY, INC.
STATEMENT OF FINANCIAL POSITION
AS OF JUNE 30, 2019

ASSETS

CURRENT ASSETS

Cash and cash equivalents	\$ 895,021
Certificates of deposit	154,445
Grants receivable	142,562
Prepaid expenses and other assets	11,812
Total current assets	1,203,840

PROPERTY AND EQUIPMENT

Furniture and equipment	24,117
Leasehold improvements	14,503
	38,620
Less accumulated depreciation	31,706
	6,914

FUNDS HELD BY COMMUNITY FOUNDATIONS	174,661
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TOTAL ASSETS	\$ 1,385,415
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LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable	\$ 16,061
Accrued compensated absences	14,304
Total current liabilities	30,365

NET ASSETS

Without donor restrictions	
Undesignated	275,389
Board designated expansion	65,000
Board designated operating reserve	650,000
Board designated endowment	174,661
Total net assets without donor restrictions	1,165,050
With donor restrictions	190,000
	190,000

TOTAL NET ASSETS	1,355,050
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TOTAL LIABILITIES AND NET ASSETS	\$ 1,385,415
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The accompanying notes are an integral part of these financial statements.

CASA OF OKLAHOMA COUNTY, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUES AND SUPPORT			
Contributions	\$ 480,500	\$ 85,000	\$ 565,500
Grants and contracts	429,472	105,000	534,472
Special events	97,568	-	97,568
Investment income	21,526	-	21,526
In-kind donations	313,416	-	313,416
Net assets released from restrictions	123,960	(123,960)	-
Total revenues and support	1,466,442	66,040	1,532,482
EXPENSES			
Program	1,370,722	-	1,370,722
Management and general	144,044	-	144,044
Cost of direct benefit to donors	47,567	-	47,567
Fundraising	155,766	-	155,766
Total expenses	1,718,100	-	1,718,100
CHANGE IN NET ASSETS	(251,658)	66,040	(185,618)
NET ASSETS AT BEGINNING OF YEAR	1,416,708	123,960	1,540,668
NET ASSETS AT END OF YEAR	\$ 1,165,050	\$ 190,000	\$ 1,355,050

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

CASA OF OKLAHOMA COUNTY, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2019

	<u>Program Services</u>	<u>Management and General</u>	<u>Costs of Direct Benefits to Donors</u>	<u>Fundraising</u>	<u>Total</u>
Salaries	\$ 764,439	\$ 84,899	\$ -	\$ 76,762	\$ 926,100
Employee benefits	59,122	16,396	-	14,824	90,342
Payroll taxes	59,276	6,394	-	5,781	71,451
Advertising and marketing	59,354	374	-	338	60,065
Awards and events	5,641	1,384	-	1,251	8,276
Bad debt expense	605	207	-	188	1,000
Conference and meetings	6,393	2,193	-	1,983	10,568
Depreciation expense	2,488	853	-	854	4,196
Dues and subscriptions	3,577	1,227	-	1,110	5,914
Occupancy	30,313	-	-	-	30,313
Office expense	18,307	6,280	-	8,408	32,995
Information technology	5,664	605	-	4,134	10,403
Insurance	8,276	2,839	-	2,567	13,681
Professional fees	54,970	17,240	-	35,588	107,798
Payments to affiliates	3,639	1,248	-	1,128	6,015
Travel	2,745	942	-	851	4,538
Special events	2,810	964	47,567	-	51,341
Volunteer hours	283,104	-	-	-	283,104
Total	<u>\$ 1,370,722</u>	<u>\$ 144,044</u>	<u>\$ 47,567</u>	<u>\$ 155,766</u>	<u>\$ 1,718,100</u>

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

CASA OF OKLAHOMA COUNTY, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2019

CASH FLOWS FROM OPERATING ACTIVITIES:

Change in net assets	\$ (185,618)
Adjustments to reconcile change in net assets to net cash used in operating activities:	
Depreciation	4,196
Change in funds held by community foundations	(7,650)
Reinvestment of interest and dividends	(2,123)
Change in operating assets and liabilities:	
Grants receivable	(1,671)
Prepaid expenses and other assets	(8,299)
Accounts payable	(6,443)
Accrued compensated absences	(2,935)
Net cash used in operating activities	<u>(210,543)</u>

CASH FLOWS FROM INVESTING ACTIVITIES:

Proceeds from funds held by community foundations	8,500
Net cash provided by investing activities	<u>8,500</u>

NET CHANGE IN CASH AND CASH EQUIVALENTS (202,043)

CASH AND CASH EQUIVALENTS, Beginning of year 1,097,064

CASH AND CASH EQUIVALENTS, End of year \$ 895,021

See accompanying notes to financial statements.

CASA OF OKLAHOMA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of activities – The mission of CASA of Oklahoma County, Inc. (“CASA” or the “Organization”) is to provide trained court appointed volunteers who advocate for the best interest of abused and neglected children in the juvenile court system. CASA provides a voice and a caring adult to a child during a very scary time in their lives, the journey into a world of strangers. CASA’s goal is to achieve safe, stable, permanent homes for each and every child served. Implemented in the fall of 1987 as a department under the Oklahoma County Juvenile Bureau, Oklahoma County CASA trained its first class of advocate volunteers in March 1988. As of September 17, 2007, CASA of Oklahoma County, Inc. was incorporated as its own 501(c)(3) organization, and effective July 1, 2008, separated from Oklahoma County in an effort to diversify funding and expand its ability to serve Oklahoma County’s most vulnerable children. The program is a member of both the National CASA and Oklahoma CASA associations.

CASA receives revenue from the Oklahoma CASA Association, Inc., Victim of Crime Act (“VOCA”), Oklahoma County, and the National CASA Association in the form of grants, as well as support from corporations, foundations, and individuals.

Basis of Accounting – The accompanying financial statements of the Organization have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables, and other assets and liabilities.

Basis of Presentation – Net assets, revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Financial statement presentation reports information regarding CASA’s financial position and activities as follows:

Net assets without donor restrictions – Net assets available for use in general operations and not subject to donor restrictions.

Net assets with donor restrictions – Net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Estimates – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates, and those differences could be material.

Revenue recognition – Contributions, including grants and contracts, are recognized as revenues in the period unconditional promises to give are received and are reported as net assets with or without donor restrictions depending on the existence or nature of any donor restrictions. The standards also provide that if the governing body of an organization has the right to remove a donor restriction, the contributions should be classified as without donor restriction. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met. Revenue and

support from certain grants and contracts are recognized upon the Organization incurring qualifying program expenses. Revenue and support from special fundraising events are recognized in the period the events occur.

In-kind donations – Donations of goods and services are recorded in the financial statements at the estimated value of such goods and services. CASA receives donated rent, utilities, and telephone service from Oklahoma County as well as various in-kind donations for their special events.

CASA also receives significant volunteer services in conjunction with the advocacy program. These services qualify for in-kind matching for some of its grant funding. For 2018, CASA volunteers recorded approximately 12,764 hours of service valued at \$283,104 based on volunteer hourly rates approved by the granting source.

Property and equipment – Property and equipment are recorded at cost, or fair value if donated, and depreciated using the straight-line method over estimated useful lives of five to ten years.

Maintenance and repairs which do not improve or extend the useful lives of the assets are expensed as incurred. It is CASA's policy to capitalize additions and betterments costing more than \$1,000. Upon retirement or replacement, the costs and accumulated depreciation are removed from the respective accounts and the differences are included in changes in net assets.

Cash and cash equivalents – For purposes of the statement of cash flows, CASA considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Certificates of deposit – Certificates of deposit are recorded at cost plus accrued interest.

Funds held by Community Foundations – CASA follows Accounting Standards Codification ("ASC") guidance which requires a not-for-profit organization that transfers assets to a community foundation and specifies itself as the beneficiary to recognize its beneficial interest in the assets transferred (see Note 5). CASA carries its beneficial interest in the assets held by the Oklahoma City Community Foundation, Inc. ("OCCF") and the Communities Foundation of Oklahoma ("CFO") at fair value.

Compensated absences – CASA provides paid annual and sick leave ("PTO") to its employees. All full-time employees are eligible for PTO; accrual of which varies depending upon years of service. Maximum accrual is 25 days per year for full-time employees and part-time employees accrue at one half the rate of full-time employees. The maximum cumulative number of days an employee is eligible to accrue is 40 days. Upon reaching the maximum accrual of 40 days, employees may continue to earn, but any unused leave above 40 days will be lost at the end of the employee's calendar year. PTO is a combination of vacation and sick leave. Upon termination, employees will be paid for up to 40 hours of accrued but unused PTO. Negative PTO balances may be deducted from terminating employees final pay check.

Functional expenses – The costs of providing the various programs and other activities have been summarized on a functional basis in the financial statements. The statement of functional expense present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and activities benefited. The program expense consists of case management, recruiting, and training.

Concentration of Credit Risk – CASA maintains cash in bank deposit accounts which, at times, may exceed federally insured limits. As of June 30, 2019, CASA’s balance with financial institutions subject to FDIC coverage did not exceed such coverage.

Income taxes – CASA is a not-for-profit organization exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Code as other than a private foundation. CASA is subject to routine audits by taxing jurisdictions. Management believes it is no longer subject to income tax examinations for years prior to 2016.

Subsequent events – CASA has evaluated subsequent events through September 27, 2019, the date the financial statements were available to be issued. There are no subsequent events requiring recognition or disclosure in the 2019 financial statements.

Change in accounting guidance – In August 2016, the Financial Accounting Standards Board (“FASB”) issued Accounting Standards Update (“ASU”) No. 2016-14, “Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities”. The new guidance simplifies and improves how not-for-profit entities classify net assets as well as the information presented in financial statements and notes about liquidity, financial performance, and cash flows. CASA has adopted this ASU for the year ended June 30, 2019.

Recent accounting pronouncements – In May 2014, the FASB issued ASU No. 2014-09 “Revenue from Contracts with Customers (Topic 606).” This authoritative guidance includes a comprehensive new revenue recognition model that requires revenue to be recognized in a manner to depict the transfer of goods or services to a customer at an amount that reflects the consideration expected to be received in exchange for those goods or services. The FASB has since issued several additional amendments to this guidance. In July 2015, the FASB approved a one year deferral of the effective date of the new standard. The effective date of the amended standard will begin in periods beginning after December 15, 2018.

In February 2016, the FASB issued ASU No. 2016-02 “Leases (Topic 842).” The purpose of the guidance is to increase the transparency and comparability among organizations by recognizing lease assets and lease liabilities on the statement of financial position as well as providing additional disclosure requirements related to leasing arrangements. The new guidance is effective for fiscal years, and interim periods within those years, beginning after December 15, 2019, though early adoption is permitted.

In June 2018, the FASB issued ASU No. 2018-08 “Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made”. The new guidance clarifies and improves the scope and the accounting guidance for contributions received and contributions made. The amendments in this update should assist entities in (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) or as exchange (reciprocal) transactions and (2) determining whether a contribution is conditional. The effective date of the amended standard will begin in periods beginning after December 15, 2018 when the entity is a resource recipient and in periods after December 15, 2019 when the entity is a resource provider.

Management is currently evaluating the impact that adopting the above recent accounting pronouncements will have on CASA’s financial statements in future reporting periods.

2. LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

Cash and cash equivalents	\$ 895,021
Certificates of deposit	154,445
Grants receivable	142,562
Distributions from funds held by community foundations	<u>8,459</u>
Total financial assets	1,200,487
Less:	
Board designated assets - expansion	(65,000)
Board designated assets - operating reserve	(650,000)
Donor restricted assets for capital purchases	(75,000)
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 410,487</u>

In addition to financial assets available to meet general expenditures over the next 12 months, CASA operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures. CASA receives contributions restricted by donors, and considers contributions restricted for programs which are ongoing, major, and central to its annual operations to be available to meet cash needs for general expenditures. CASA manages its liquidity and reserves following three guiding principles: operating within a prudent range of financial soundness and stability, maintaining adequate liquid assets to fund near-term operating needs, and maintaining sufficient reserves to provide reasonable assurance that long-term obligations will be discharged. Board designated funds are set aside for operational reserve and program expansion to enhance long-term organizational growth. This reserve amount is reviewed and approved by the board of directors on an annual basis.

3. NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are restricted for the following purposes or periods.

Subject to expenditure for specified purposes:	
Furniture, fixtures, and equipment	\$ 10,000
Building improvements and/or furniture, fixtures, and equipment	75,000
Subject to the passage of time:	
Time restricted for subsequent period	<u>105,000</u>
Total net assets with donor restrictions	<u>\$ 190,000</u>

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time or other events specified by the donors as follows for the year ended June 30, 2019:

Expiration of time restrictions	<u>\$ 123,960</u>
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4. EMPLOYEE RETIREMENT PLAN

Effective January 1, 2013, CASA adopted a Simple IRA Plan. Employees are eligible to participate in the plan if they expect to receive at least \$5,000 in compensation in the current calendar year and have received at least \$5,000 during any one prior calendar year. The employees are eligible to make deferrals up to IRS limits and CASA will match the employees' contributions up to 3% of their compensation. CASA's contribution to the retirement plan for the year ended June 30, 2019 was \$15,050.

5. FUNDS HELD BY COMMUNITY FOUNDATIONS

CASA is the designated beneficiary of donor advised funds at Oklahoma City Community Foundation ("OCCF"), and Communities Foundation of Oklahoma ("CFO") (collectively referred to as the "Community Foundations"). These funds were contributed to the Community Foundations by CASA and other third party contributors. The Community Foundations have variance power over all contributions. CASA follows the standard "Transfers of Assets to a Not-for-Profit Organization or Charitable Trust That Raises or Holds Contributions for Other" to account for these funds. Assets transferred by CASA remain on the statement of financial position as funds held by community foundations. Contributions from third parties are disclosed below, but not recognized as assets of CASA. CASA receives a distribution from funds held at the Community Foundations each year based on a percentage of the average fair market value of the funds over the previous twelve quarters. The balance of the funds at June 30, 2019 was as follows:

	Funds Held by Community Foundations	Donated by third parties (disclosure only)
OCCF	\$ 21,749	\$ 29,699
CFO	152,912	15,314
	<u>\$ 174,661</u>	<u>\$ 45,013</u>

6. FAIR VALUE MEASUREMENTS

The following methods and assumptions used to estimate the fair value of financial instruments in the financial statements, including a description of the methodologies used for the classifications within the fair value hierarchy, are as follows:

Funds held by community foundations – The fair value of CASA's funds held by community foundations is based on the fair value as reported by the Community Foundations. These are considered to be Level 3 assets.

Assets measured at fair value on a recurring basis are classified within the fair value hierarchy at June 30, 2019 as follows:

	Carrying Value	Total Fair Value	Fair Value Measurements		
			Level 1	Level 2	Level 3
ASSETS					
Funds held by community foundations	\$ 174,661	\$ 174,661	\$ -	\$ -	\$ 174,661

The following is a reconciliation of the beginning and ending balance of assets measured at fair value on a recurring basis using significant unobservable inputs (Level 3) for the year ended June 30, 2019.

Balance at beginning of year	\$ 175,511
Purchases / contributions of investments	-
Investment return, net	7,650
Distributions	<u>(8,500)</u>
Balance at end of year	<u>\$ 174,661</u>

The summary of changes in fair value of Level 3 assets has been prepared to reflect the activity in the same categories as those provided by the Community Foundations. Net investment performance includes realized and unrealized gains (losses) on investments, investment income, and administrative fees and is included in investment income in the accompanying statement of activities. Typically, distributions decrease CASA's respective financial asset and increase cash at the time of distribution.

7. BOARD DESIGNATED ENDOWMENT FUNDS

As of June 30, 2019, the board of directors has designated funds held by community foundations as endowments to support the operations of CASA. Since the endowments resulted from an internal designation and are not donor-restricted, they are classified as net assets without donor restriction. Composition of and changes in unrestricted endowment net assets for the year ended June 30, 2019 is as follows:

Endowment net assets, beginning of year	\$ 175,511
Investment return	7,650
Contributions	-
Appropriation of endowment assets for expenditure	<u>(8,500)</u>
Endowment net assets, end of year	<u>\$ 174,661</u>

8. OPERATING LEASE

CASA entered into an office equipment lease agreement on November 30, 2017 for which total rental expense for the year ended June 30, 2019 totaled \$12,994. Future minimum lease payments for the year ending June 30, 2019 are as follows:

2020	\$ 9,600
2021	9,600
2022	9,600
2023	<u>4,000</u>
	<u>\$ 32,800</u>

9. CONTINGENT BUILDING CONTRIBUTION

CASA entered into an occupancy agreement on April 4, 2019 with a donor who has committed to purchasing a building for CASA's use. The donor has agreed to build-out the space for CASA's needs and cover repairs, maintenance, and other expenses associated with building ownership for the first

term of three years. During the second term CASA will begin taking on more of the expenses until they assume 100% of operating expenses. At the end of the second term the donor has agreed to transfer ownership of the building to CASA contingent upon a majority vote of CASA's board of directors. As of June 30, 2019, various contingencies exist related to CASA's use of this building. As such, no contributions related to this contribution have been recognized during the year ended June 30, 2019.

10. FUNCTIONALIZED EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. Management's reporting of expenses on a functional basis starts with recording expenses directly associated with functions to their functions. All expenses recorded to the management and general function are then allocated based on revenue sources associated with each function. As a result, all expense categories in the statement of functional expenses include an allocation of management and general expenses.

11. RESTATEMENT

CASA's financial statements as of and for the year ended June 30, 2018 have been restated to correct the error noted below. The below restatement decreases the change in net assets for the year ended June 30, 2018 by \$1,500.

	Net Assets		
	Without Donor Restrictions	With Donor Restrictions	Total
Net assets as of June 30, 2018, as previously reported	\$ 1,416,708	\$ 20,460	\$ 1,437,168
Restatement: Recognize contribution receivable and revenue	-	103,500	103,500
Net assets as of June 30, 2018, restated	\$ 1,416,708	\$ 123,960	\$ 1,540,668

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