CITY-WIDE TAX ASSISTANCE PROGRAM REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors City-Wide Tax Assistance Program

We have audited the accompanying financial statements of City-Wide Tax Assistance Program (an Illinois not-for-profit corporation), which comprise the statements of financial position as of June 30, 2017 and 2016, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

#### Management's Responsibility for the Financial Statements

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

#### Auditors' 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 auditors' 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 opinions.

#### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of City-Wide Tax Assistance Program as of June 30, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended, in accordance with accounting principle's generally accepted in the United States of America.

Kuntle ; associates, P.C.

## CITY-WIDE TAX ASSISTANCE PROGRAM STATEMENTS OF FINANCIAL POSITION JUNE 30, 2017 AND 2016

		2017	2016		
ASSETS					
CURRENT ASSETS					
Cash	\$	377,242	\$	374,551	
Investments		1,530,200		1,344,615	
Grants Receivable (Net of Allowance for Doubtful Accounts of \$0, Respectively)		86,958		73,735	
Prepaid Expenses		257		580	
TOTAL CURRENT ASSETS		1,994,657		1,793,481	
FIXED ASSETS					
Office Equipment		620,804		620,804	
Leasehold Improvements		2,865	55,574		
Furniture and Fixtures		32,843		31,868	
		656,512		708,246	
Less: Accumulated Depreciation		630,050		622,734	
TOTAL FIXED ASSETS		26,462	85,512		
TOTAL ASSETS	\$	2,021,119	\$	1,878,993	
LIABILITIES AND NET AS	SET	S			
CURRENT LIABILITIES					
Accounts Payable	\$	7,333	\$	2,741	
Capital Lease Payable	0			21,835	
TOTAL CURRENT LIABILITIES		7,333		24,576	
TOTAL LIABILITIES		7,333		24,576	
NET ASSETS					
Unrestricted - Board Designated		1,536,314		1,474,042	
Unrestricted - Undesignated		387,472		315,375	

Temporarily Restricted	90,000
TOTAL NET ASSETS	2,013,786
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,021,119</u>

See The Accompanying Notes To The Financial Statements.

65,000

1,854,417

1,878,993

## CITY-WIDE TAX ASSISTANCE PROGRAM STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2017

	UNRESTRIC	TED	TEMPORARILY PERMANENTLY RESTRICTED RESTRICTED			TOTAL		
PUBLIC SUPPORT, REVENUES AND GAINS		_						
Special Events Revenue	\$ 181,	,122	\$	0	\$	0	\$	181,122
Less: Costs of Direct Benefits to Donors	(20,	994)		0		0		(20,994)
Net Revenues from Special Events	160,	129		0		0		160,128
Donated Tax Preparation, Financial Counseling, Financial Literacy Education and Consulting Services, Legal Services, Community Space and Goods				0		0		2,364,529
Government Contributions	657			0		0		657,028
Corporate Contributions	170,			90,000		0		260,222
Foundation Contributions	130,	,853		0		0		130,853
Individual Contributions	84	,368		0		0		84,368
Interest and Dividends	45,	,405		0		0		45,405
Realized Gains on Investments	29,	,858		0		0		29,858
Miscellaneous	1,	,359		0		0		1,359
Net Assets Released From Restriction	65,	,000		(65,000)		0		0
TOTAL PUBLIC SUPPORT, REVENUES AND GAINS	3,708,	750		25,000		0		3,733,750
EXPENSES AND LOSSES								
Functional Expenses								
Program Services								
Tax Preparation	2,911,	871		0		0		2,911,871
Financial Literacy	229,	,903		0		0		229,903
Total Program Services	3,141,	774		0		0		3,141,774
Management and General	209,	,866		0		0		209,866
Fundraising	185,	,612		0		0		185,612
Total Functional Expenses	3,537,	252		0		0		3,537,252
Loss on Disposal of Fixed Assets	35,	,464		0		0		35,464
Unrealized Loss on Investment	1	,665		0		0		1,665
TOTAL EXPENSES AND LOSS	3,574,	381		0		0		3,574,381
CHANGE IN NET ASSETS	134,	,369		25,000		0		159,369
NET ASSETS,								
BEGINNING OF YEAR	1,789,	417		65,000		0		1,854,417
END OF YEAR	\$ 1,923,	786	\$	90,000	\$	0	\$	2,013,786

# CITY-WIDE TAX ASSISTANCE PROGRAM STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2016

	UNRESTRICTED		TEMPORARILY RESTRICTED		PERMANENTLY RESTRICTED		TOTAL	
PUBLIC SUPPORT, REVENUES AND GAINS								
Special Events Revenue	\$	210,193	\$	0	\$	0	\$	210,193
Less: Costs of Direct Benefits to Donors		(19,201)		0		0		(19,201)
Net Revenues from Special Events		190,992		0		0		190,992
Donated Tax Preparation, Financial Counseling, Financial Literacy Education and Consulting Services, Legal Services, Community Space and Goods		2,613,449		0		0		2,613,449
Government Contributions		550,342		0		0		550,342
Corporate Contributions		170,802		65,000		0		235,802
Foundation Contributions		162,875		0		0		162,875
Individual Contributions		135,410		0		0		135,410
Interest and Dividends		40,247		0		0		40,247
Unrealized Gain on Investments		26,368		0		0		26,368
Miscellaneous		3,543		0		0		3,543
Net Assets Released From Restriction		50,000		(50,000)		0		0
TOTAL PUBLIC SUPPORT, REVENUES AND GAINS		3,944,028		15,000		0		3,959,028
FUNCTIONAL EXPENSES								
Program Services								
Tax Preparation		3,135,061		0		0		3,135,061
Financial Literacy		243,943		0		0		243,943
Total Program Services		3,379,004		0		0		3,379,004
Management and General		138,231		0		0		138,231
Fundraising		168,668		0		0		168,668
TOTAL FUNCTIONAL EXPENSES		3,685,903		0		0		3,685,903
CHANGE IN NET ASSETS		258,125		15,000		0		273,125
NET ASSETS,								
BEGINNING OF YEAR	1	1,531,292		50,000		0		1,581,292
END OF YEAR	\$	1,789,417	\$	65,000	\$	0	\$	1,854,417

# CITY-WIDE TAX ASSISTANCE PROGRAM STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

	2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES Received from Contributions, Grants and Contracts Dividends Received Interest Received Paid to Suppliers and Employees Interest Paid	\$1,301,729 42,897 2,508 (1,160,935) (441)	\$1,367,111 37,741 2,506 (1,014,890) (5,367)
NET CASH PROVIDED BY OPERATING ACTIVITIES	185,758	387,101
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b> Proceeds from the Sale of Investments Payments for the Purchase of Investments Payments for the Purchase of Fixed Assets	71,454 (228,846) (3,840)	0 (113,027) (9,010)
NET CASH USED IN INVESTING ACTIVITIES	(161,232)	(122,037)
CASH FLOWS FROM FINANCING ACTIVITIES Principal Payments on Capital Lease Payable	(21,835)	(61,461)
NET CASH USED IN FINANCING ACTIVITIES	(21,835)	(61,461)
NET INCREASE IN CASH AND CASH EQUIVALENTS	2,691	203,603
CASH AND EQUIVALENTS,		
BEGINNING OF YEAR	374,551	170,948
END OF YEAR	\$ 377,242	\$ 374,551
NON-CASH OPERATING ACTIVITIES		
Donated Services	\$ 2,142,995	\$ 2,304,488
Donated Space	193,752	276,340
Donated Goods	27,782	32,621
TOTAL NON-CASH OPERATING ACTIVITIES	\$ 2,364,529	\$ 2,613,449

## CITY-WIDE TAX ASSISTANCE PROGRAM STATEMENTS OF CASH FLOWS (CONTINUED) FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

	2017	2016
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
Change in Net Assets	\$ 159,369	\$ 273,125
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation Unrealized Loss (Gain) on Investments Realized Gain on Investments	27,426 1,665 (29,858)	74,732 (26,368) 0
Loss on the Disposal of Fixed Assets	35,464	0
Changes in Certain Assets and Liabilities:		
Grants Receivable	(13,223)	68,946
Prepaid Expenses	323	1,592
Accounts Payable	 4,592	(4,926)
Total Adjustments	 26,389	113,976
NET CASH PROVIDED BY OPERATING ACTIVITIES	\$ 185,758	\$ 387,101

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

#### A) Organization and Nature of Activities

The Organization is an Illinois not-for-profit organization incorporated on February 20, 1996, to help provide the working poor with the financial resources and opportunity needed to climb up the economic ladder. By leveraging a volunteer corps comprising 1,049 members, many recruited from the Chicago area's top companies and universities, the Organization offers free tax preparation, financial aid and financial literacy services to thousands of families and individuals each year. With a small staff and through this application of volunteer time and talent, the Organization helps its clients access the economic benefits they need to climb up and out of poverty.

B) Basis of Accounting

The Organization's accounts are maintained on the accrual basis of accounting. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statements of Activities as net assets released from restrictions. Expenses are recorded when incurred.

C) Basis of Presentation

The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The Organization does not use fund accounting.

D) Accounting Policies

Cash and Cash Equivalents - For purposes of reporting cash flows, cash is defined as cash on hand, amounts held at financial institutions, and short-term highly liquid investments that are readily convertible to known amounts of cash. Investments with an original maturity of three months or less are considered short-term for these purposes. The Organization has deposits at financial institutions in excess of federally insured limits of approximately \$117,000 and \$0 at June 30, 2017 and 2016, respectively. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash and cash equivalents.

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

#### D) Accounting Policies (Continued)

Investments - Investments in marketable securities with readily determinable fair values are reported at their fair values. Fair value is determined by reference to quoted market prices and other relevant information generated by market transactions. Unrealized and realized gains and losses are included in the change in net assets.

Allowance for Doubtful Accounts - Management provides for probable uncollectible amounts through bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual receivables from grants and donations. Balances still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to the applicable receivable. The allowance for doubtful accounts at June 30, 2017 and 2016 is \$0, respectively.

Fixed Assets - Fixed assets are recorded at cost. Fixed assets are capitalized if it has a cost of \$500 or more and a useful life of more than one year. Expenditures for repairs and maintenance are charged to expense as incurred, whereas renewals and betterments that extend the lives of property are capitalized. Depreciation is computed on the straight-line and accelerated methods over various useful lives. Depreciation expense for the years ended June 30, 2017 and 2016 amounts to \$27,426 and \$74,732, respectively.

Income Taxes - The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and is classified by the Internal Revenue Service as other than a private foundation. The Organization has no unrelated business income during the years ended June 30, 2016 and 2017, and therefore, no provision for federal or state income taxes has been made in the accompanying financial statements. With few exceptions, the Organization is no longer subject to examinations by major tax jurisdictions for tax years 2013 and prior.

Use of 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 the reported amounts of assets and liabilities and disclosure 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.

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

## D) Accounting Policies (Continued)

Donated Services - Donated services are recognized as in-kind revenues at their estimated fair value when they create or enhance nonfinancial assets or they require specialized skills which would need to be purchased if they were not donated. The program is structured to encourage volunteers in the corporate workplace, and the organization substantially benefits from the services of volunteers. During the 2016-2017 fiscal year, 1,049 volunteers donated over 41,960 hours valued at \$50 per hour to the program amounting to \$2,098,000 in donated volunteer services. During the 2015-2016 fiscal year, 1,126 volunteers donated over 45,040 hours valued at \$50 per hour to the program amounting to \$2,252,000 in donated volunteer services. These donated services include free tax preparation and other donated services to the Organization's clients. The Organization also received donated legal services from Baker & McKenzie, LLP. The value of the donated legal services is \$44,995 and \$52,488 for the years ended June 30, 2017 and 2016, respectively. These amounts are reflected in the Statements of Activities as donated services revenue and are allocated between program services, management and general, and fundraising expenses.

Donated Facilities - The Organization occupies office space in Chicago rent-free. The donated space has an estimated fair value of \$142,212 and \$229,340 for the years ended June 30, 2017 and 2016, respectively. Additionally, community organizations in the Chicagoland area donate their facilities to the Organization to provide its tax return preparation, financial aid application and financial literacy services. The estimated fair value of this donated space is \$51,540 and \$47,000 for the years ended June 30, 2017 and 2016, respectively. These amounts are reflected in the Statements of Activities as donated community space revenue and are allocated between program services, management and general, and fundraising expenses.

Donated Goods - The Organization received donated goods in the amount of \$27,782 and \$32,621 for the years ended June 30, 2017 and 2016, respectively. These amounts reflect goods donated as raffle and silent auction prizes for the Organization's annual fundraising event as well as tax preparation software used in the Organization's programs. These amounts are reflected in the Statements of Activities as donated goods revenue, and are included in cost of direct benefits to donors and program services expense for the years ended June 30, 2016 and 2017, respectively.

#### **NOTE 2 - INVESTMENTS IN SECURITIES**

At June 30, 2017, investments are stated at fair value and consist primarily of securities as follows:

	alance at ne 30, 2017	Quoted Prices in Active Markets for Identical Assets (Level 1)		in Active Markets for dentical Assets		cumulated nrealized Gain
Marketable Equity Securities	\$ 1,530,200	\$	1,530,200	\$ 1,252,423	\$	277,777

At June 30, 2016, investments are stated at fair value and consist primarily of securities as follows:

	 alance at ne 30, 2016	N	oted Prices in Active larkets for ntical Assets (Level 1)	Cost	-	cumulated nrealized Gain
Marketable Equity Securities	\$ 1,344,615	\$	1,344,615	\$ 1,065,173	\$	279,442

Generally accepted accounting principles provide the definition of fair value for financial reporting, establish a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value, and require disclosure about the use of fair value measurements. The Organization uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments. When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. No Level 2 or Level 3 inputs were used.

Level 1 Fair Value Measurements: The fair value of marketable equity securities is based on the closing price reported on the active market in which the individual securities are traded. Investment return is fully unrestricted as of June 30, 2017 and 2016.

## NOTE 2 - INVESTMENTS IN SECURITIES (CONTINUED)

The following schedule summarizes investment return and its classification in the statements of activities:

	2017	2016
Dividends and Interest	\$ 45,405	\$ 40,247
Realized Gains	29,858	0
Unrealized (Loss) Gain	(1,665)	 26,368
	\$ 73,598	\$ 66,615

#### NOTE 3 - SUMMARY OF GRANTS/CONTRACTS FUNDING

City-Wide Tax Assistance received funding through the following grants and contracts for the year ended June 30, 2017:

Funding Source	Grant/Contract Number	Grant/Contract Period	Total Grant/ Contract	Recognized Support
City of Chicago	31246	1/1/16-12/31/16	\$ 365,000	\$ 122,838
City of Chicago	43935	1/1/17-12/31/17	365,000	252,023
City of Chicago	PTRP	9/30/16-12/30/16	70,800	70,640
Illinois Department of Human Services	FCSVG04023	7/1/16-6/30/17	58,148	58,148
Cook County	1504-041	10/1/15-9/30/16	20,000	3,369
Cook County	1604-041	10/1/16-9/30/17	20,000	16,446
Department of the Treasury	17VITA0028	8/1/16-7/31/18	138,000	133,564
TOTAL GRANTS AND CONTRACTS				\$ 657,028

## NOTE 3 - SUMMARY OF GRANTS/CONTRACTS FUNDING (CONTINUED)

City-Wide Tax Assistance received funding through the following grants and contracts for the year ended June 30, 2016:

Funding Source	Grant/Contract Number	Grant/Contract Period	Total Grant/ Contract	Recognized Support
City of Chicago	31246	1/1/16-12/31/16	\$ 365,000	\$ 244,156
City of Chicago	31246	1/1/15-12/31/15	365,000	87,993
Department of the Treasury	16VITA0237	7/1/15-6/30/16	138,000	138,000
Illinois Department of Human Services	FCSUM01229	7/1/15-6/30/16	58,148	58,148
Cook County	1504-041	10/1/15-9/30/16	20,000	16,631
Cook County	1404-028	10/1/14-9/30/15	20,000	5,414
TOTAL GRANTS AND CONTRACTS				\$ 550,342

## NOTE 4 - CONDITIONAL GRANTS RECEIVABLE

The Organization has grant agreements with several grantors that consist of providing conditional funding in future years. A corresponding grants receivable has not been recorded on the statements of financial position as the conditional grants are contingent upon incurring qualifying expenditures and fulfilling milestones. Conditional promises to give are recognized when the conditions on which they depend upon are substantially met. Conditional grants receivable amount to \$120,966 and \$124,213 as of June 30, 2017 and 2016, respectively.

## NOTE 5 - ECONOMIC DEPENDENCY

During the years ended June 30, 2017 and 2016, the Organization received a significant portion of its revenue from various state and federal agencies, which is included in Government Contributions on the Statements of Activities. Future lack of contributions from these donors would severely impact the scope of operations of the Organization.

## NOTE 6 - TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for the following purposes:

	2017	2016		
Tax Assistance Program 2017-2018	\$ 85,000	\$	0	
Casino Night	5,000		0	
Tax Assistance Program 2016-2017	 0		65,000	
	\$ 90,000	\$	65,000	

Net assets were released from donor restrictions by incurring expenses satisfying the purpose restrictions specified by donors during the years ended June 30:

	2017		2016	
Purpose Restriction Accomplished:				
Tax Assistance Program 2016-2017	\$	65,000	\$	0
Tax Assistance Program 2015-2016	_	0	_	50,000
Total Restrictions Released	\$	65,000	\$	50,000

#### **NOTE 7 - BOARD DESIGNATED NET ASSETS**

The Board of Directors has made a designation of unrestricted net assets as a reserve for expansion and emergency purposes. The amount of the designation is \$1,536,314 and \$1,474,042 for the years ended June 30, 2017 and 2016, respectively.

#### NOTE 8 - SUBSEQUENT EVENTS

The date to which events occurring after June 30, 2017, the date of the most recent statement of financial position, have been evaluated for possible adjustment to the financial statements or disclosure is November 27, 2017, the date the financial statements were available to be issued.